

City of Woodland Hills, UT

City Council Meeting

Tuesday, November 8, 2022 at 6:00 pm

Public Notice is Hereby Given that the City of Woodland Hills City Council will hold a Work Session, and City Council Meeting on November 8, 2022, at 6:00 p.m. Meetings are held at the City of Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah.

Work Session

- 1. Recognition Val and Beth Wilding- Mayor Winder**
- 2. Request: Rezone Emily Guerrero 550 S Woodland Hills Drive**

Attachments:

- **Guerro Zone Change** (GUERERRO_ZONE_CHANGE_MAP.pdf)
- **Rezone Application- Guerrero** (Rezone_Application.pdf)

- 3. Discussion: Grants**

a. UDOT

- i. Approval of Contract with Rural Community Consultants for Community Assessment and Visioning.
- ii. Approval of Contract with Allegiant Solutions

Attachments:

- **Visioning and Planning Proposal** (Council_Packet_2022.11.08_-_TPA_Plan ning_Grant__1_.pdf)

b. ARPA

c. Fire

- 4. Discussion: Adoption Emergency Preparedness Department- Council Member Kari Malkovich**
- 5. Discussion: Financial (Purchasing and Procurement) Policy**

Attachments:

- **Powerpoint Presentation** (WH__Policies__Procedures.pdf)

- 6. Discussion: Completion of West Loafer**
- 7. Discussion: Speed Limit on Summit Creek Drive below Gate**
- 8. Discussion: August 2022 Financials**
- 9. Discussion: September 2022 Financials**
- 10. Discussion: City Budgetary Items**
 - a. Approval to Purchase Crane for Service Truck**
- 11. City Council and Department Reports**
 - a. Corbett Stephens-Public Works**

i. Proposed Upgrades to Maple Canyon Well

b. Deputy Dutson-Utah County Sheriff's Office

i. Sheriff's Office Contract

c. Council Member Hillyard

i. South Utah Valley Solid Waste District

d. Council Member Lunt

i. South Utah Valley Animal Shelter

e. Council Member Malkovich

i. Utah Lake Commission

ii. Utah League of Cities and Towns/Legislative Update

f. Council Member Pratt

i. South Utah Valley Municipal Water Association/Nebo Water

g. Mayor Winder

i. SESD

ii. COG

12. Possible Items for Upcoming City Council Meetings

Adjourn

City Council Meeting

13. Call to Order- Mayor Brent Winder

14. Pledge of Allegiance- Council Member Pratt

15. Invocation- Council Member Malkovich

Public Comment

16. Public Comment

Consent Agenda

17. October 25, 2022 City Council Meeting Minutes

18. August 2022 Financials

19. September 2022 Financials

Business and Discussion

20. Decision: Request for Rezone at 550 S Woodland Hills Drive to Planning Commission

21. Decision: Creation of Emergency Management Department

22. Decision: Approval of Contract with Rural Community Consultants

23. Decision: Approval of Contact with Allegiant Solutions LLC

24. Decision: Resolution 2022-30 Approving August 2022 Check Disbursements

Attachments:

- **Resolution 2022-30 Approving August 2022 Check Disbursements** (Res._2022-30_August_Check_Disbursements.pdf)

25. Decision: Resolution 2022-31 Approving September 2022 Check Disbursements

Attachments:

- **Resolution 2022-31 Approving September 2022 Check Disbursements** (Res._2022-31_September_Check_Disbursements.pdf)

Closed Session

An open meeting can be closed for the following purposes:

- Discussing an individual's character, professional competence, or physical or mental health
- Strategy sessions to discuss collective bargaining
- Strategy sessions to discuss pending or reasonably imminent litigation
- Discussions regarding security personnel, devices, or systems
- Investigative proceedings regarding allegations of criminal misconduct

Adjourn

26. Adjourn

27. Posting and Electronic Meeting Information

Zoom Meeting Information

<https://zoom.us/j/4186586561?pwd=c2ZmelpjellxSDA0ZXNKaVEyTHNxUT09>

Meeting ID: 418 658 6561

Passcode: WH2022

NOTES

- 1. THE PURPOSE OF THIS MAP IS TO CHANGE THE ZONING OF THE EXISTING PROPERTY FROM R1-2 TO R1-1.
- 2. THE PROPERTY IS LOCATED IN THE SOUTHWEST QUARTER OF SECTION 19, T9S, R3E, SLB&M.

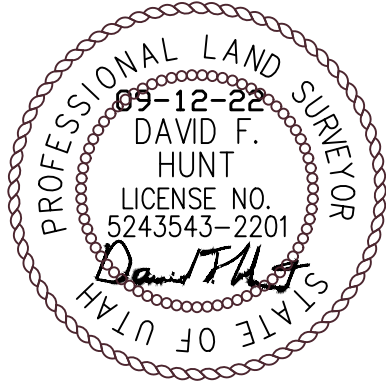
PROPOSED DESCRIPTION

ALL OF LOT 1, PLAT "A", FIFTY-TWO SUBDIVISION ACCORDING TO THE OFFICIAL PLAT OF RECORD RECORDED AS MAP 2720 IN THE UTAH COUNTY RECORDER'S OFFICE.

AREA= 1.83 ACRES

CERTIFICATION

I, DAVID F. HUNT, HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH; THAT THIS MAP CORRECTLY REPRESENTS A ZONE CHANGE MAP FOR THE SUBJECT PROPERTY MADE UNDER MY SUPERVISION DURING THE MONTH OF SEPTEMBER, 2022; THAT THE MAP IS TRUE AND CORRECT AS SHOWN.



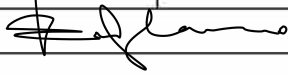
GUERRO PROPERTY												PHONE: 801-655-0566 FAX: 801-655-0109 95 WEST 200 NORTH #2 SPANISH FORK, UT 84660												ZONE CHANGE MAP												SHEET NO.											
																								WOODLAND HILLS, UTAH												1											
BY												DATE																																			

City of Woodland Hills
200 South Woodland Hills Dr.
Woodland Hills, UT 84653
801-423-1962, FAX 801-423-3501

www.woodlandhills-ut.gov

APPLICATION FOR ZONE CHANGE

SPONSOR CONTACT INFORMATION			
Name of Applicant of Authorized Agent (s): N/A			
Address:			
City:	State:	Zip:	Phone:
Fax:	Email:		
Signature of Applicant:			
Date:			

APPLICANT INFORMATION			
Name of Applicant of Authorized Agent (s): Rodrigo and Emily Guerrero			
Address: 550 S Woodland Hills Dr			
City: Woodland Hills	State: UT	Zip: 84653	Phone: 801-859-7045
Fax: N/A	Email: rodguez921@gmail.com		
Signature of Applicant: 			
Date: 10/26/2022			

REZONE INFORMATION
Current zone of the Property: R1-2
Zone Requested: R1-1
Project Location: 550 S Woodland Hills Dr, Woodland Hills, UT 84653
Acreage of Property: 1.83

*Attach to this application all necessary documentation as per the following Zone Change Review Process Checklist

FOR OFFICE USE ONLY

Application Date:
Development Review Date:
Planning and Zoning Meeting Date:
City Council Meeting Date:
Rezone Request Fee Paid:

ZONE CHANGE REVIEW PROCESS CHECKLIST

The following items, at a minimum, shall be included with the application for any zone change

1		A description by metes and bounds of the property to be rezoned, approved by the Town Engineer.
2		A certificate of a reputable, practicing attorney or a registered surveyor or registered engineer, in Utah County, certifying that the description of the property to be rezoned is a complete, proper and legal description thereof
3		A copy of the page or pages of the County Auditor's plats showing the general location of the area under consideration with reference to the neighboring territory. The plat shall show at least two hundred (200) feet in each direction beyond the area proposed for rezoning;
4		A list of the owners of all property in the area including contiguous properties and property across the street proposed for rezoning, together with their residence addresses; and
5		Payment of Fees

*Note: Submittals will not be considered complete until all required items are submitted.

Kimberly and Daniel Clayton / 20 E Valley View Way / 801-830-9929

Don and Camille Parry / 33 E Valley View Way / 801-228-7456

Barbara Wanlass / 35 W Valley View Way / 801-423-1860

Suzanne and James Brady / 555 S Woodland Hills Dr / 801-318-3732

Trent and Ester Leavitt / 595 S Woodland Hills Dr / 801-636-3089

Kevin and Amanda Thorn / 35 E Lakeview Way / 801-216-4018

Steven and Wanda Spaid / 20 E Lakeview Way / 801-435-XXXX

WOODLAND HILLS PLANNING INITIATIVE 2022-23 - VISIONING PHASE

Information Packet for Council Meeting 2022.11.08

1. Initiative Overview.

- a. *One-page summary showing how the visioning phase fits into the overall initiative and how the contractors propose to undertake it.*
- b. *One-page summary of the UDOT Technical Planning Assistance grant (TPA) program's intent and the award made to Woodland Hills.*

2. Contract with Rural Community Consultants (RCC).

- a. *This contract was signed previously as an assignment order under the existing contract Woodland Hills has with Jones & DeMille Engineering (RCC's parent company).*
- b. *→ Our suggestion is that it should be reviewed and endorsed by the Council in order to give the Mayor clear authority to enter into it.*
- c. *→ If the Council approves this contract, and the contract with Allegiant (below), then RCC will then need to initiate a contract amendment that reflects a change in the project milestone dates, and RCC will convert some of their public interaction tasks to project management tasks.*

3. Contract with Allegiant Solutions.

- a. *Project Proposal: Woodland Hills Community Development.*
- b. *Two-page handout on the Allegiant Consulting Mindset.*
- c. *→ Community Development Scope of Work. This document can function as a contract between Allegiant and the City. The City Council should review and endorse the contract in order to give the Mayor clear authority to enter into it.*

WOODLAND HILLS PLANNING INITIATIVE 2022-23 - VISIONING PHASE

Overall Project Roadmap

PROJECT OVERVIEW

Woodland Hills is a community facing significant change. The intent of this initiative is to help position the City to be able to respond to growth pressure in a sustainable way.

There are essentially three phases of this planning initiative. Each phase will result in deliverables that will form the basis of the work that needs to be done in the following phase.

Woodland Hills has received a Technical Planning Assistance grant for this work and has partnered with two firms to help develop these deliverables with the hope that the initiative concludes by Summer, 2023.

THE PARTNERSHIP

Allegiant Solutions is a consulting firm that specializes in strategic planning and operations analysis. They will be focused on facilitating the public interaction work and the creation of mission, vision, and values statements.

Rural Community Consultants has expertise in land use policy and code, and have driven plans and implementation at every level of government. They currently have a contract to help with the first phase, and are interested in continuing through the remainder of the initiative.

→ *It should be noted that each phase might involve different partnerships...depending on what is uncovered in the visioning phase.*

VISIONING PHASE

The intent of the visioning phase is to define “*where a community is at*” and “*where it wants to be*”. The perspective of community members is an essential element of this effort.

It is anticipated that this phase could take approximately 50% of the effort required by the overall initiative.

Deliverables of this phase will include:

- Community Workshops, Calls, Focus Groups (*Allegiant*)
- Public Surveys (*RCC*)
- Plan and Code Audits (*RCC*)
- Socioeconomic Data Analysis (*RCC*)
- Vision Statements (*Allegiant*)
- Community Assessment Report (*RCC*)

PLANNING PHASE

The intent of the planning phase is to convert the vision into a roadmap for the community.

If the visioning phase is done comprehensively, then the planning phase can be done much more efficiently. We anticipate that this phase will comprise roughly 20% of the overall initiative.

Deliverables of this phase will include:

- Community Strategic Plan
- Updated General Plan

IMPLEMENTATION PHASE

The intent of the implementation phase is to develop regulations and policies.

We anticipate that this phase will comprise roughly 30% of the overall initiative.

Deliverables of this phase will include:

- Land Use Regulation Recommendations (zoning)
- Capital Improvement List Recommendations

WOODLAND HILLS PLANNING INITIATIVE 2022-23 - VISIONING PHASE

UDOT Grant Overview

UDOT GRANT PURPOSE

UDOT offers funding for technical planning assistance to local governments in Utah, especially to those that are experiencing rapid growth and/or lack sufficient resources to carry out planning projects on their own. These funds are awarded on a competitive basis. Eligible project types include:

- Community Visioning Projects
- Transportation Master Plans
- Active Transportation/Multimodal Plans
- Corridor Plans/Solutions Development Processes
- General Plans
- Zoning Code Updates
- Small Area Land Use/Transportation Plans

Note that UDOT's guidance specifically outlines that *“projects such as land acquisition, engineering, and capital investment are not intended to be pursued through the TPA program”*.

WOODLAND HILLS' AWARD

Last year, UDOT awarded the city a grant to update its “General Plan and Ordinances”.

Major components of the grant application included:

- Strategic planning and community vision
- Development regulation
- Fiscal sustainability
- Regional vision integration
- Addressing Woodland Hills' unique issues by ensuring meaningful public interaction

The final deliverable of this initiative will be an innovative strategic plan that will go beyond the minimum requirements of the state.

Woodland Hills should expect that this initiative will position them in a way that not only helps them grow deliberately but also provides a real-world example of how community planning should be done.



ASSIGNMENT ORDER

In accordance with the General Services Agreement Between Owner and Consultant, dated August 16, 2021 ("Agreement"), Owner and Consultant agree as follows:

1. ***Specific Project Data.***

Project Title: Woodland Hills City ■ Community Assessment and Visioning
(the "Assignment")

Description: Professional planning services

2. ***Services of Consultant.*** Consultant's services shall be provided consistent with and limited to the standard of care applicable to such services, which is that Consultant shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. Consultant incorporates herein by reference those services set forth in Section A1.01 of Exhibit A of the Agreement and adds the following services specific to the Assignment:

a. *See proposal dated July 22, 2022, attached hereto as Attachment A and incorporated herein by reference, setting forth the detailed scope of work.*

Owner's Responsibilities. Owner shall have those responsibilities set forth in Section A.2.01 of Exhibit A of the Agreement.

3. ***Times for Rendering Services.*** Consultant's services will be performed by December 31, 2022.

4. ***Payments to Consultant.*** Owner shall pay Consultant for the above assignment as follows: Lump sum fee of \$22,500. Lump sum progress payments may be invoiced monthly by percentage of completion throughout the project.

Execution of this Assignment Order by Owner and Consultant shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Consultant is authorized to begin performance upon receipt of a copy of this Assignment Order signed by Owner.

JONES & DEMILLE ENGINEERING, INC.

Ryan Jolley

Signature

CSO

Title

September 12, 2022

Date

WOODLAND HILLS CITY

Brent T. Winder

Signature

Mayor

Title

September 17, 2022

Date

2205-025

1535 South 100 West
Richfield, UT 84701
435.896.8266

50 South Main, Suite 4
Manti, UT 84642
435.835.4540

38 West 100 North
Vernal, UT 84078
435.781.1988

1675 South Highway 10
Price, UT 84501
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200A
Springville, UT 84663
801.692.0219

1664 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 107/109
Tooele, UT 84074
435.268.8089

696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

545 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.288.2005

Woodland Hills Mayor and City Council
c/o Kari Malkovich
kari@woodlandhills-ut.gov

22 July 2022

RE: WOODLAND HILLS COMMUNITY ASSESSMENT PROPOSAL

Dear Mayor and Council,

The purpose of this letter is to propose a partnership with our firm and Woodland Hills City that is designed to provide professional planning support through the visioning process as the City works toward updating its land use plans and codes. We think that this visioning initiative is critical to undertake now because Woodland Hills will soon face new growth pressure that has the potential to establish the course of the City.

ABOUT OUR FIRM

Rural Community Consultants (RCC), with our parent company, Jones & DeMille Engineering, has 40+ years of experience serving local governments. RCC has worked all over the state and has completed over 60 major planning initiatives in the last six years.

As experts in land use policy and code, we have driven plans and implementation at every level of government. We have loved working with communities to solve unique and controversial problems surrounding growth, community character, private property rights, fees and rates, economic development, and water resource issues. Our unique experience with public outreach and land use law, our experience with infrastructure, and our local presence have made our projects successful.

PROJECT UNDERSTANDING

The City of Woodland Hills was recently awarded a planning grant through UDOT's Technical Planning Assistance (TPA) program. The City's application was for "*technical planning assistance and a general plan/ordinance update*".

It is our understanding the City is interested in the course of action that will allow it to make steady progress on this significant planning project without overloading the capacity of existing staff or its volunteers. In order to do this, the City would like to conduct a community visioning initiative before beginning work directly on the plan and code portions of the project.

If done correctly, the visioning phase will result in a shared understanding of what the community and the City would like to accomplish. This will serve as the foundation for the general plan update and subsequent ordinance updates.

PROPOSED SCOPE OF WORK

If awarded a contract by the City for the visioning phase, one of the first tasks will be to further define a scope of work with specific tasks and timeline. Until then, our assumptions related to this phase of work are focused on three elements:

1. Sustainability, Resiliency, and Vulnerability Assessment (“Community Assessment”)

- a. Performing an audit and report of the City’s existing plans, ordinances, and policies. This report will be developed in the context of:
 - i. compliance with state statute;
 - ii. internal alignment and consistency between the plans/code; and
 - iii. an evaluation of procedural due process issues.
- b. Preparing a baseline report showing how Woodland Hills City compares to other communities that are similar to it. Issues to consider include things such as:
 - i. development patterns and infrastructure issues;
 - ii. fiscal position;
 - iii. staffing and levels-of-service;
 - iv. natural resource amenities / risks; and
 - v. economic development potential.
- c. Developing a “trend scenario” report for Woodland Hills City. The purpose of this report is to describe where the City will be if they build-out with its current strategies. This exercise will include inputs like Envision Utah’s Valley Visioning Report, Utah’s Unified Transportation Plan, general plans data from Woodland Hills and neighboring jurisdictions (including Utah County), utility master plans, etc.
- d. Compiling these various reports and information into a “community assessment” report that can be reviewed and refined by the City’s Planning Commission and City Council before being advertised to residents and business owners within the Woodland Hills community.

2. Community Visioning

- a. Developing new content for the City’s website with the goal of marketing the visioning initiative and improving process transparency between the City and the community.
- b. Public input efforts will be focused on identifying issues between existing and desired conditions within the community. This will be done through:
 - i. surveys (paper and online formats - including social media);
 - ii. comment opportunities via telephone hotline, videoconference “office hours”; and
 - iii. open house events and stakeholder interviews.



- c. Public refinement of the concepts identified in the assessment report by prioritizing issues and developing “desired future condition” statements voiced by the community.

3. Project Management

- a. Regular project updates as requested by the City.
- b. Reporting and coordination with UDOT as requested by the City.

PROPOSED TIMELINE

If agreed to by the City, we believe that if our team started work in August with the “background” work identified in items 1 and 2 in the above scope of work, the Council could be presented with final documents before the end of December. Obviously, we can be flexible with this timeline based on the community’s level of interest and direction from the City.

PROPOSED RATES

We believe that this work can be distributed among the different members of our team, based on our different professional strengths and areas of focus. In order to move forward, we believe that a simple assignment order could be issued with a **not to exceed lump sum amount of \$22,500.00** for the items identified in the above scope of work.

We believe that this initiative will be a critical springboard for the subsequent general plan and code updates that the City wants to complete next year.

Respectfully submitted,

Mike Hansen, Rural Community Consultants

Rural Community Consultants

Project Summary: Task and Schedule Matrix

Woodland Hills Visioning Initiative - PROPOSAL DRAFT

PROJECT BACKGROUND

The City would ultimately like a plan and code that is based on a long-range vision, and has policies that will guide growth, preserve rural character, and protect private property rights. Before creating the plan/code, the City would like to pursue a visioning initiative. The development trends Woodland Hills is experiencing will only increase, and now is the time to analyze strategies for land use management and development. The City's new plan will be multi-faceted, and contain a strong infrastructure element. Implementation strategies that are focused on sustainability will be a high priority.

CRITICAL ASSUMPTIONS

- City staff will make all relevant information (i.e. reports, GIS files) available early in the process.
- Regional planning connections need to be included.
- Public engagement will likely utilizing the city's website.
- Senior planning staff needed for in-person interaction.

PHASE	TASKS	EST HOURS				EST COST		EST SCHEDULE				
		RCC1	RCC2	RCC3	JDE	RATE	TRAVEL	AUG	SEP	OCT	NOV	DEC
1. ORGANIZATION \$2,700	1-A City selects Consultant					\$0						
	1-B City meets with Consultant (in-person) to discuss expectations	2			1	\$530	\$165					
	1-C Consultants survey staff and elected officials		2		1	\$380						
	1-D City provides public notice of plan update process					\$0						
	1-E Consultant hosts kickoff workshops with staff and public officials (in-person)	2			2	\$660	\$165					
	1-F Reporting and coordination with UDOT	4				\$800						
2. COMMUNITY ASSESSMENT \$10,700	2-A Consultants gather/validate socio-economic data + exhibits	4	2		2	\$1,310						
	2-B Consultants review existing plans, codes, and relevant documents	4	6			\$1,550						
	2-C Consultants compile a "baseline report"	6	2		2	\$1,710						
	2-D Consultants develop "trend scenario" projections	8	8	1	2	\$2,955						
	2-E Consultant synthesizes findings into draft assessment report	4	2			\$1,050						
	2-F Consultant meets with subject matter experts and major stakeholders (PC)	2			1	\$530	\$165					
	2-G Consultant prepares final assessment report	4	4		1	\$1,430						
3. COMMUNITY VISIONING \$7,725	3-A Consultant develops public survey(s)	2	2			\$650						
	3-B Consultant updates city website with assessment materials, etc			2		\$190						
	3-C Consultant preps/hosts public input events (EVENTS #1+2)	4	4			\$1,300	\$165					
	3-D Consultant develops "findings report"	4	4		1	\$1,430						
	3-E In-person workshop with PC and City Council	4				\$800	\$165					
	3-F Consultant preps/hosts public review/input open house event(s) (EVENT #3)	4	4		2	\$1,560	\$165					
	3-G Consultant updates the vision/assessment draft with all feedback	4	4			\$1,300						
4. ADOPTION + NEXT STEPS \$815	4-A Consultant presents final draft to City	2				\$400	\$165					
	4-B City Council accepts final					\$0						
	4-C City makes decision on how to conduct the plan/code update initiative					\$0						
	4-D Consultant and City close-out project		2			\$250						
Total Estimated Hours		64	46	3	15	\$20,785	\$1,155					

COST OF PLAN (TOTAL)

	RATE	AMOUNT
Principal Planner (RCC1)	\$200	\$12,800
Planning Consultant (RCC2)	\$125	\$5,750
Web Developer (RCC3)	\$95	\$285
Infrastructure Engineer (JDE)	\$130	\$1,950
Travel Costs*		\$1,155
Materials + Contingency**		\$500
Total Estimated Cost		\$22,440

* Each "meeting trip" involves transportation costs (24 miles) and hourly rate for each consultant (0.75hrs travel).

** i.e printing, web hosting, and contingency.

TASK NOTES

1-B	Kick-off meeting with Planning Commission (rep), City Council (rep), and staff. Expectations clarified. Community imagery collected.
1-C	The survey will be anonymous, conducted online.
1-E	State requirement. It can also be done when the plan project starts.
2-B	This review is focused on compliance with state statute, internal alignment, and other procedural due process issues.
2-C	This report is intended to illustrate how Woodland Hills compares to other communities. Issues include infrastructure, finance, staffing, amenities, economic development potential, etc.
2-D	Description of where the City will be if they build-out with its current strategy.
3-A	Brief surveys that educate and gather information.
3-B	Links to reports, survey, storymap, event schedule, "hotline", etc.
3-C	Public open house events for participants to discuss their perspective, take surveys, feedback on maps, etc. Two events held.
3-D	Consultants articulate community values and gaps from assessment and public open house analysis.
3-E	Working meeting to discuss gaps and understand implementation potential. This meeting is open to the public, but not advertised heavily.
4-A	The City will decide whether they want to formally adopt the vision report.

Allegiant Solutions

11602 Olive Berry Lane
Draper, UT 84020
801-414-2992

Woodland Hills Community Development

6th November 2022

OVERVIEW

Located in the southern part of Utah County, Woodland Hills is a small and growing city. As part of their dedication to providing a high quality of life during the next decade of community development, Woodland Hills City has strategy review and consulting from Allegiant Solutions. For over 20 years, Allegiant has provided strategy consulting, leadership and team development, and operations and risk analysis services to global private and public companies nationwide. Over the course of 8 weeks, Allegiant will work with Woodland Hills to review the current county Valley Vision pillars, develop their Mission, Vision, and Values, solicit community input, and align a strategic plan and priorities.

Allegiant Solutions Offerings:

Since 2002, Allegiant Solutions has been supporting software companies to produce predictable outstanding results. Allegiant assists executives in measuring and delivering corporate goals by aligning corporate strategy, leadership and culture development, and team building through to execution and operation scaling.

Strategic Work: Allegiant consults organizations to:

- Evaluate organization brand with market fit and focus.
- Support the creation of corporate strategy, mission, vision, and value
- Define ideal customer and customer experience, and
- Build communication plans to align strategy with execution

Leadership Work: With a clear strategy in place, Allegiant supports the development of strong company culture:

-
- Grow cross-functional leadership relationships
 - Coaching on team formation
 - Teach Change Management best practices
 - Define career paths and leadership development plans, and
 - Align metrics of success with compensation and incentive models.

Team Work: With a vast library of proven playbooks, Allegiant advises implementation:

- Organization structures including roles and responsibilities
- Capacity planning and budget forecasts
- Team cadence and delivery models
- Compensation and incentive plans

Framework: Allegiant uses and provides training in the following recognized frameworks:

- Agile Business and Software Development, including Product Owner and ScrumMaster training.
- Prosci Change Management Process - ADKAR
- Pragmatic Framework for bringing products to market.

Approaches: To deliver the above, Allegiant Solutions provides

- Team Offsite events
- 1-4 day facilitated workshops
- One-on-one coaching
- Group framework training
- Gap analysis and Risk Management assessments

Allegiant Solutions Team:

Allegiant Solutions is a team of high-impact professionals with a proven track record of driving revenue growth, efficiencies, and customer success for global public and companies. Expert at leveraging leadership, business, and technical expertise to align strategic planning and business execution with a high-performing team.

Gwendolyn Smith, Founder and President, has specialized in leadership development, business operations, and customer experience. From brand messaging, ideal customer profiles, and Sales/CS enablement to playbooks, technology, and metrics. She leverages Change Management, Product Marketing, and Agile methodologies to align strategy and execution. With a Master of Business Administration and a Bachelor of Science in Computer Science, Gwendolyn has led global teams of over 440 with the responsibility of \$500 million in revenue. A certified

Change Management Practitioner, Level IV Pragmatic Marketer, SAFE Certified Product Owner and ScrumMaster, and Oracle DBA, Gwendolyn is a lifelong learner.

Dr. DeLaina Tonks has been involved in education since 1991, as a teacher, instructional designer, evaluator, and administrator and she is currently the Executive Director at Mountain Heights Academy. Previously, she taught high school French and Spanish in Upper Arlington, Ohio.

Dr. Tonks is a 2020 “Best of State – Administrator” winner and was named as one of Utah Business’s “30 Women to Watch.” She is a frequent local, national, and global presenter on best practices in digital teaching and learning, open curriculum, and program evaluation. Her evaluation consulting projects include a program evaluation of the State Charter School Board new school application process and a policy and best practices infrastructure project working with MIT and the Ministry of Education to open a school in Belize.

Dr. Tonks has spent many years in various public service positions including as the chair of the State Charter School Board, member of the Draper City Planning Commission, co-chair of the Draper Youth Council, and chair of Legislative District 27, in addition to working on multiple campaigns for statewide and local office.

Dr. Tonks holds a PhD in Instructional Psychology and Technology (emphasis on research and evaluation) from Brigham Young University, her initial alma mater, where she also earned a Bachelor of Arts in French and Spanish Teaching. She also holds a Master of Arts in Linguistics/Second Language Acquisition from The Ohio State University.

The Allegiant Solutions Consulting Mindset

Predictable delivery of outstanding results comes from recognizing everything can always be improved, everywhere, at all times.

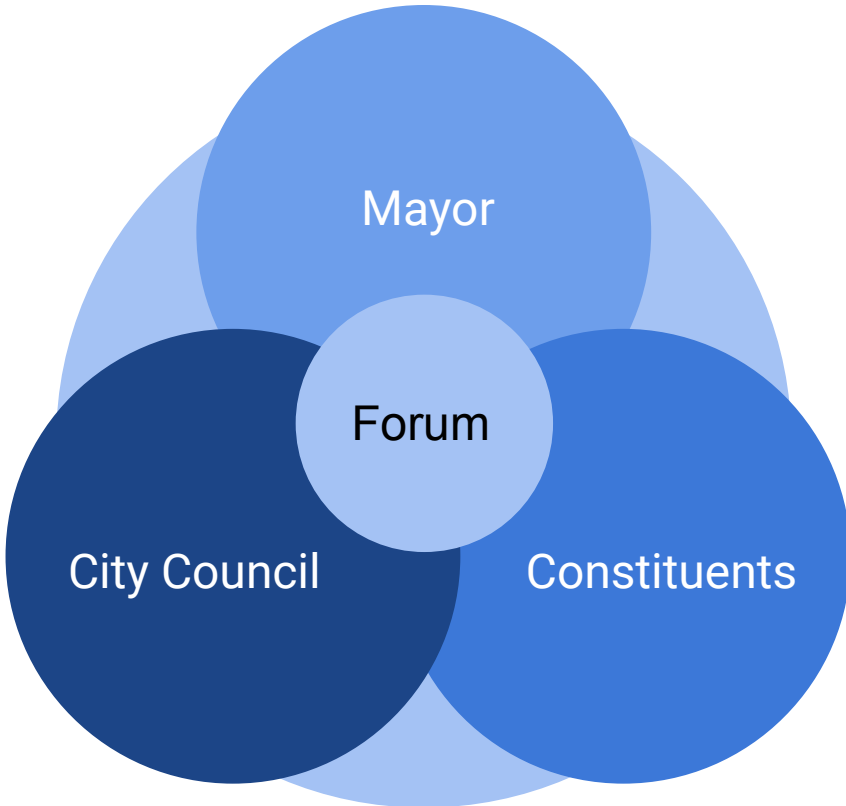
Deliver

- Mission, Vision, Values Facilitation
- Leadership Workshops
- Change Management Training
- Enablement and Messaging
- Performance Transparency
- Agile Coaching and Training
- Roadmaps
- Retrospectives
- Journey Maps
- Workflow Management Processes
- Playbooks



Allegiant Solutions Consulting

City sustainability depends on the contribution and alignment of every stakeholder in the creation and delivery of Mission, Vision, and Values.



Governance

- Mayor Support
- Strategy
- Alignment
- Empowerment
- Clear Roles and Responsibilities
- Urgency

Statement of Work

Woodland Hills

Community Development

Executive Consulting

Submitted by:

Allegiant Solutions, Inc
November 6, 2022

This Agreement (“the “Agreement”) effective as of November 6th, 2022 between Allegiant Solutions, Inc., and Woodland Hills City, located at 690 S. Woodland Hills Dr., Woodland Hills, UT.

Summary

Woodland Hills City (“Customer”) is engaging Allegiant Solutions, Inc. (“Consultant”) to provide consulting services to Customer regarding Community Development (“the Initiative”). Consultant will serve as Consultant to City Council Member, Kari Malkovich (Client) regarding strategy alignment, City vision, and change management practices.

Engagement Approach

Consultant uses a collaborative coaching approach. This approach allows for the prioritization of goals to change based on Customer business conditions and needs. Outlined as currently understood, it is anticipated Objectives and Specifics will not change after the initiative begins.

This Consulting Initiative will follow iterative project management principles, with areas of focus and priority being regularly reviewed with the Client. The Client may change these based on community needs, as agreed upon in advance by Consultant.

Communication Plan

- At the initiative kickoff, Consultant will review objectives, plans, and risks with Client.
- Consultant will provide Client a bi-weekly summary of progress and open issues.
- A closing recommendation document will be provided to Client upon initiative completion.
- Additional communication (e.g., weekly calls, status emails, ad hoc questions) may be required, depending on initiative speed and complexity.

Objectives:

- Facilitate creating Mission, Vision, and Values statements (MVs).
- Receive feedback from a subset of the community on current and future priorities to inform the strategic plan.
- Align a strategic plan to the MVs, with objectives and metrics to measure success.
- Provide Change Management coaching to assist implementation of the MVs in future strategy and planning decisions.

Specifics:

- Review the Utah County Six Pillars of Valley Visioning, existing strategic plan, and current challenges.
- Conduct up to 4 one-on-one calls with Steering Committee members, before the workshop, to build awareness of the workshop's purpose and provide clarity.
- Conduct a 2-day workshop with a Customer Steering Committee of 5-7 members to define Mission, Vision, and Values.
- Conduct up to six(6) 2-hour workshops, with 5-7 members of the greater community to force-rank strategic priorities.
- Conduct a 1-day workshop with the Customer Steering Committee to validate strategy, objectives, and metrics to measure success.
- Evaluate and update current data visualizations of metrics.

- Conduct up to 4 one-on-one calls with Steering Committee members, post workshops, to evaluate and coach risk management of plan implementation.
- Provide up to 4 one-on-one calls with Kari Malkovich for Change Management coaching.
- Provide a 10-15 minute presentation to the City Council on work performed and recommendations.

Assumptions

- It is assumed that Client has the authority to take action necessary to determine the priority of work, make decisions, implement changes, approve payments, and extend and/or amend the SOW through email approvals.
- The project start date will be determined upon contract execution and will be no later than the end of January.
- The Customer will provide all workshop attendees, meeting space, and equipment.
- One-on-one meetings will be remote, and facilitated workshops will be in-person.
- Customer, Client, and Consultant agree to respond to all correspondence within 1-business day.
- Upon successful completion of the project, Customer and Client agree to provide a reference for Consultant for services provided under this Agreement.
- Consultant agrees to follow the Customer's terms and conditions regarding the use of such reference and Customer's name and logo.

Limitations/Exclusions

- Consultant resources will be available for one-on-one meetings and Steering Committee workshops during the Client's business hours. Community lead workshops will be conducted on weekdays between the hours of 6-8 PM. The Client holiday schedule will be followed.
- Consultant will provide their laptop unless the Customer requires applications for security purposes. At that time, the Customer will provide Consultant with a laptop for work use only.
- Client will provide Consultant access to all systems of record as needed to complete their work effectively, including Customer plans, budgets, forecasts, etc.
- Customer will provide all data needed to be visualized by the Consultant.
- Consultant will sign and abide by a Non-Disclosure Agreement, upon request.
- This focused public interaction will later be integrated into the traditional public meetings implied by UCA 10-9a-204(1)(b)

Fees and Billing

Consulting Costs

Customer agrees to project charges at the rate of \$40,000 to support the Objectives detailed in this SOW. Consultant is engaged at approximately 15-20 hours per week for a maximum of 8 weeks of work, with a duration limit of 12 weeks.

Consultant will get pre-approval for travel. All travel expenses will be submitted by the Consultant on a bi-weekly basis and promptly reimbursed by the Client. Consultant will follow the Customer's established travel guidelines.

Invoices are due net 15 days. The Client may request a summary of services performed over a specified period. The Consultant will make reasonable efforts to produce, promptly, the summary services performed.

Payment Schedule

Customer will compensate Allegiant Solutions, Inc according to the following payment schedule:

- Due upon execution of Agreement, \$20,000.
- Due upon completion of Agreement, \$20,000.
- Invoices will be provided via email to Kari Malkovich (kari@woodlandhills-ut.gov).
- Payments will be sent to
Allegiant Solutions, Inc
11602 Olive Berry Lane
Draper, UT 84020

Travel and Expenses

Travel expenses for Phase I of the project are included in the SOW.

Termination and Transfer

Either party, in its reasonable discretion, may terminate this Agreement with a 30-day notice. Upon termination, the Client and Allegiant Solutions will develop a transition plan for all activities. Compensation will reflect the services and deliverables status at the time of termination.

Neither party may transfer or assign this Agreement, in whole or in part, in any manner whatsoever without the prior written consent of the other.

Expiration and Effective Date

This statement of work is subject to expiration. A signed copy must be returned to Consultant by **November 15, 2022**, or this SOW will no longer be valid. The Effective Date of this SOW is the date of the last signature below.

--Signature page follows--

Agreed To and Accepted By

Allegiant Solutions, Inc

Woodland Hills City

Signature:		
By:	Gwendolyn Smith	Kari Malkovich
Title:	President	City Council Member
Date:	November 8, 2022	
Signature:		
By:		Brent Winder
Title:		City Mayor
Date:		
Address:	11602 Olive Berry Lane	690 S. Woodland Hills Drive
	Draper, UT 84020	Woodland Hills, UT 84653



WH Financial Policies & Procedures



WH Financial Policies & Procedures

Currently:

1-5-12: EXPENDITURES AND ENCUMBRANCES:

A. Approval Of Expenditures: No purchase shall be made and no indebtedness incurred by any officer or employee of the city without approval and order of the finance director or of some other person duly authorized and commissioned by the city council to act as purchasing agent for the city.

B. Budget Limits: No city officer shall make or incur expenditures or encumbrances in excess of total appropriations for any department in the budget as adopted or as subsequently amended. Any obligation that is so contracted by any such officer shall be and become the obligation of the officer himself and shall not be or become valid or enforceable against the city.

C. Emergency Purchasing: In the event that the city council determines that an emergency exists, such as widespread damage from fire, flood or earthquake, or that the said emergency necessitates the expenditure of money in excess of the budget of the general fund, the city council may make such expenditures and incur such deficits in said fund as may be reasonably necessary to meet said emergency.

1-6A-5: BUDGET OFFICER:

The mayor shall be the budget officer of the city, or he may appoint, with the approval of the city council, some other person to exercise the function of the budget officer. The budget officer shall perform all duties which are prescribed by this code and by the Utah uniform municipal fiscal procedures act.

1-6B-6: POWERS AND DUTIES:

D. Audit Of Accounts: It shall be the duty of the city council to annually have made, by or under the immediate direction and supervision of a competent accountant not in the employ of the city, a complete audit of the accounts of all officers having the care, management, collection or disbursement of monies belonging to the city or appropriated by law or otherwise acquired for the city's use and benefit. Such audit shall be made in accordance with the uniform classification of accounts as provided by law. Such audit for any fiscal year shall be completed not less than six (6) calendar months after the close of such fiscal year. All audit reports so made shall be filed and preserved by the city council, and copies thereof shall be filed with the state auditor as required by law. Copies of such audit shall be open to inspection by any interested person wherever filed.

E. Budget: On or before the dates required by law each year, the city council shall by resolution adopt a budget for the following fiscal year.

1-7-2: CITY TREASURER:

A. **Custodian Of Funds**: The city treasurer shall:

1. Be the custodian of all money, bonds or other securities belonging to the city;
2. Receive all money payable to the city, including all taxes, licenses and fines, and keep an accurate and detailed account thereof;
3. Collect all special taxes and assessments as provided by law and ordinance.

B. **Receipts For Payments**: The city treasurer shall give or cause to be given to every person paying money to the city treasury, a receipt or other evidence of payment therefor, specifying the date of payment and upon what account paid, and shall file the duplicate of such receipt or other evidence of payment in the office of the city recorder.

C. **Signing Checks**: The treasurer, or such other persons as the city council may by resolution designate, shall sign all checks prepared by the finance director. Prior to affixing said signatures, the city treasurer, or such other person, **shall determine that sufficient funds are on deposit in the appropriate account of the city to honor such check**. The treasurer shall make provision for the payment of all warrants issued before signing any subsequently issued checks.

D. **Payment Of Warrants**: The treasurer shall pay all warrants in the order in which presented and as money becomes available for payment thereof in the appropriate funds of the city. The treasurer shall note upon the back of each warrant presented to him, the date of presentation and the date of payment.

E. **Special Assessments**: All money received by the treasurer on any special assessment shall be applied to the payment of the improvement for which the assessment was made. Such money shall be used for the payment of interest and principal on bonds, or other indebtedness issued in settlement thereof, and shall be used for no other purpose, except as otherwise provided by law. The treasurer shall have such duties as are provided by law regarding the sale of property for delinquent assessments.

F. **Misuse Of Funds**: The treasurer shall keep all money belonging to the city separate and distinct from his own and shall promptly make deposit thereof in the appropriate accounts of the city. Whenever it shall appear to the city council that the treasurer is making a profit from public money or is using the same for any purpose not authorized by law, it shall suspend him from office. Upon his conviction for such offense, his office shall become vacant.

G. **Statements Of Utility Service**: The treasurer shall mail a written monthly statement to each user of water service, garbage collection service or other services of the city.

H. **Other Duties**: The treasurer shall perform such other duties as may be required by city ordinance, by direction of the mayor or city council, or by state law.

1-7-6: FINANCE DIRECTOR:

A. Created: There is hereby created the office of finance director. The finance director shall be appointed by the mayor with the advice and consent of the city council and may be removed by the mayor with the advice and consent of the city council.

B. Duties:

1. The finance director shall, under the supervision and direction of the mayor:

a. Maintain the general books for each fund of the city and all subsidiary records related thereto, including a list of the outstanding bonds, their purpose, amount, terms, date and place payable.

b. Keep accounts with all receiving and disbursing officers of the city.

c. Preaudit all claims and demands against the city before they are allowed, and shall prepare the necessary checks in payment.

d. Certify on the voucher or check copy, as appropriate, that:

(1) The claim has been preaudited and documented;

(2) The claim has been approved by the city council or its delegate or the finance director;

(3) The claim is within the lawful debt limit of the city; and

(4) The claim does not overexpend the appropriate departmental budget established by the city council.

e. Prepare and present to the city council monthly summary financial reports and quarterly detail financial reports.

2. The finance director may approve payroll checks if the checks are prepared in accordance with the salary schedule approved by ordinance of the city council.

(Ord. 2005-02, 1-12-2005)

3. The finance director may approve routine expenditures such as utility payments, payroll related expenses, purchase of supplies and materials, and payment on contracts approved by the city council; provided, however, the finance director shall not approve payment of any expenditure greater than one thousand five hundred dollars (\$1,500.00), except with specific approval of the city council.

(Ord. 2009-02, 2-26-2009)

4. The finance director shall not have nor assume any duty of the city treasurer.

(Ord. 2005-02, 1-12-2005)

1-12-1: PURCHASING AGENT:

There is hereby created the office of purchasing agent. The mayor shall serve as purchasing agent or the mayor may, with the consent of the city council, appoint some other qualified person to act as purchasing agent. The purchasing agent shall be under the supervision of and report to the mayor.

(Ord. 2006-04, 2-28-2006)

1-12-2: AUTHORITY OF PURCHASING AGENT:

The purchasing agent shall have the power and it shall be his duty to purchase or contract for supplies and contractual services needed by any city department in accordance with the purchasing procedures prescribed by this chapter and such other rules and regulations as shall be prescribed by the mayor and city council. Except as provided herein, no city officer shall purchase any supplies or make any contract within the purview of this chapter other than through or with the consent of the purchasing agent. Any purchase ordered or contract made contrary to the provisions of this chapter shall not be approved and the city shall not be bound thereby.

(Ord. 2006-04, 2-28-2006)

1-12-3: REQUISITIONS AND ESTIMATES:

All city departments shall file with the purchasing agent detailed requisitions of their requirements in supplies and contractual services in such manner, at such times and for such future periods as the purchasing agent shall prescribe. The purchasing agent shall examine each such requisition or estimate and shall have the authority to revise it as to quantity, quality or estimated cost.

(Ord. 2006-04, 2-28-2006)

1-12-4: PROHIBITION OF INTEREST:

Any purchase order or contract covered by this chapter in which the purchasing agent or any officer or employee of the city is financially interested, directly or indirectly, shall be void, except that, before execution of a purchase order or contract, the city council shall have authority to waive compliance with this section when it finds such waiver to be in the best interests of the city.

(Ord. 2006-04, 2-28-2006)

1-12-5: GIFTS AND REBATES:

The purchasing agent and every other officer and employee of the city is prohibited from accepting, directly or indirectly, from any person, company firm or corporation to which any purchase order or contract is, or might be, awarded, any rebate, gift or anything of value whatsoever, except where given for the use and benefit of the city.

(Ord. 2006-04, 2-28-2006)

1-12-6: COMPETITIVE BIDDING:

All purchase of, and contracts for, supplies and contractual services, except as otherwise specifically provided in this chapter, shall be based wherever possible on competitive bids.

(Ord. 2006-04, 2-28-2006)

1-12-7: FORMAL CONTRACT PROCEDURE:

- A. Required: All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof shall **exceed the amount of forty thousand dollars (\$40,000.00)** shall be purchased by formal written contract from the lowest and best bidder as provided in this section.
- B. Notice: **Notice inviting bids or proposals shall be published at least once in a newspaper of general circulation in the city at least five (5) days preceding the last day set for the receipt of bids or proposals.** The notice shall include a general description of the articles or services to be purchased, shall state where bid blanks, if any, and specifications may be obtained, and the time and place for opening bids. The purchasing agent may determine to publish the notice on other publications in order to obtain adequate bids or proposals.
- C. Posting Notice: The purchasing agent shall also advertise all requests for bids or proposals by posting a copy of the notice in a **public place in the city.**
- D. Deposits: When required by law, and when otherwise deemed advisable by the purchasing agent, bid deposits shall be required.
- E. Submittal; Opening: Sealed bids or proposals shall be submitted to the purchasing agent and shall be identified as such on the outside. Bids or proposals shall be opened in public at the time and place stated in the notice. A tabulation of all bids shall be posted for public inspection.
- F. Rejection: The purchasing agent may reject all bids or proposals, or parts thereof, when the interest of the city will be served thereby.
- G. Limited Award Authority; Exception: **The purchasing agent shall not award any contract in an amount of forty thousand dollars (\$40,000.00) or greater, except on specific approval of that award by the city council.**
- H. Award To Lowest Responsible Bidder: Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the purchasing agent or city council, as applicable, shall consider:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous contracts or services.
 5. The previous and existing compliance by the bidder with laws, ordinances and regulations relating to the contract or service.
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or service.
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
 9. The number and scope of any conditions attached to the bid or proposal.
- I. Statement Required If Award Not To Lowest Bidder: If a contract is not awarded to the lowest bidder, a full and complete statement of the reasons for awarding it to another bidder shall be prepared and filed with the documents related to the contract.
- J. Identical Bids: If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder, or if there is no local bidder, to one of the bidders by lot.
- K. Bond Required: The city shall require a performance and payment bond when required by law and when otherwise deemed necessary by the purchasing agent. The bond shall be in such amount as required by law or such larger amount as the purchasing agent determines to be necessary to protect the interest of the city.
- L. Statute Requirements: The city shall comply with all requirements of Utah Code Annotated sections 11-39-101 through 11-39-105. To the extent of any conflict in the requirements of this section and the requirements of state law, the city shall comply with state law.

1-12-7: FORMAL CONTRACT PROCEDURE Cliff Notes Version:

- A. Required: When anything estimated above \$40,000.00
- Formal written contract from the lowest and best bidder
 - Need to Publish the proposals
 - When required by law bid deposits shall be required.
 - Public Opening of Bids
 - The purchasing agent may reject all bids or proposals, or parts
 - Awards of \$40,000 or greater need City Council approval
 - Award goes to Lowest Responsible Bidder after meeting requirements
 - Statement Required If Award Not To Lowest Bidder
 - Identical Bids go first to local bidder then by lot
 - Bond Required when law dictates
 - Comply with Utah State Law

1-12-8: OPEN MARKET PROCEDURE:

All purchases of supplies and contractual services, when the estimated cost thereof **does not exceed forty thousand dollars** (\$40,000.00), shall be made in the open market without formal bid procedure specified by section [1-12-7](#) of this chapter. All open market purchases in an amount of **ten thousand dollars (\$10,000.00) or greater** shall, whenever possible, be based on at **least three (3) competitive bids** and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in subsection [1-12-8H](#) of this chapter. The purchasing agent shall solicit bids or proposals by mail or telephone request to prospective bidders or by posted public notice, as the purchasing agent deems in the best interest of the city. The purchasing agent shall not award any contract pursuant to this section in an amount of forty thousand dollars (\$40,000.00) or greater, except on specific approval of that award by the city council.

1-12-9: EMERGENCY PURCHASES:

A. In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the mayor may authorize the purchasing agent to secure by the open market procedure of section 1-12-8 of this chapter, at the lowest obtainable price, any supplies or contractual services regardless of the amount of expenditure. A full report of the circumstances of an emergency purchase shall be filed by the purchasing agent with the city council and shall be open to public inspection.

B. In case of actual emergency, and with approval of the mayor, the head of any city department may purchase directly any supplies whose procurement is essential to prevent delays in the work of the department which may vitally affect the life, health or convenience of the residents of the city. The head of such department shall deliver to the purchasing agent a requisition and copy of the delivery record, together with a full written report of the circumstances of the emergency. The report shall be filed with the city council and shall be open to public inspection.

(Ord. 2006-04, 2-28-2006)

Summary:

- Unapproved transactions are the personal responsibility of individual whom deviated from policy
- Mayor is Budget Officer or can appoint someone
- Annual Audit
- City Council must approve a yearly Budget
- Financial Director can Sign for anything \$1500 or less
- Mayor is Purchasing Agent or can appoint someone else with Council Approval
- Purchasing Agent must approve all transactions
- City Council can wave compliance when city officials or officers have a financial interest
- > \$40,000 needs formal written contract from lowest and best bidder
 - Bid invitation must be submitted in newspaper for 5 days & posted in public place
 - City Council must award the contract
- <\$40,000>\$10,000 should receive at least 3 competitive bids
- Emergency Purchasing, the Mayor may authorize lowest bid contracts in time of emergency but after must present all documentation for public and council inspection.

Council Discussion:

-

Currently:

1-5-12: EXPENDITURES AND ENCUMBRANCES:

A. Approval Of Expenditures: No purchase shall be made and no indebtedness incurred by any officer or employee of the city without approval and order of the finance director or of some other person duly authorized and commissioned by the city council to act as purchasing agent for the city.

B. Budget Limits: No city officer shall make or incur expenditures or encumbrances in excess of total appropriations for any department in the budget as adopted or as subsequently amended. Any obligation that is so contracted by any such officer shall be and become the obligation of the officer himself and shall not be or become valid or enforceable against the city.

C. Emergency Purchasing: In the event that the city council determines that an emergency exists, such as widespread damage from fire, flood or earthquake, or that the said emergency necessitates the expenditure of money in excess of the budget of the general fund, the city council may make such expenditures and incur such deficits in said fund as may be reasonably necessary to meet said emergency.

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1-6B-6: POWERS AND DUTIES:

D. Audit Of Accounts: It shall be the duty of the city council to annually have made, by or under the immediate direction and supervision of a competent accountant not in the employ of the city, a complete audit of the accounts of all officers having the care, management, collection or disbursement of monies belonging to the city or appropriated by law or otherwise acquired for the city's use and benefit. Such audit shall be made in accordance with the uniform classification of accounts as provided by law. Such audit for any fiscal year shall be completed not less than six (6) calendar months after the close of such fiscal year. All audit reports so made shall be filed and preserved by the city council, and copies thereof shall be filed with the state auditor as required by law. Copies of such audit shall be open to inspection by any interested person wherever filed.

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B. **Receipts For Payments**: The city treasurer shall give or cause to be given to every person paying money to the city treasury, a receipt or other evidence of payment therefor, specifying the date of payment and upon what account paid, and shall file the duplicate of such receipt or other evidence of payment in the office of the city recorder.

C. **Signing Checks**: The treasurer, or such other persons as the city council may by resolution designate, shall sign all checks prepared by the finance director. Prior to affixing said signatures, the city treasurer, or such other person, **shall determine that sufficient funds are on deposit in the appropriate account of the city to honor such check**. The treasurer shall make provision for the payment of all warrants issued before signing any subsequently issued checks.

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E. **Special Assessments**: All money received by the treasurer on any special assessment shall be applied to the payment of the improvement for which the assessment was made. Such money shall be used for the payment of interest and principal on bonds, or other indebtedness issued in settlement thereof, and shall be used for no other purpose, except as otherwise provided by law. The treasurer shall have such duties as are provided by law regarding the sale of property for delinquent assessments.

F. **Misuse Of Funds**: The treasurer shall keep all money belonging to the city separate and distinct from his own and shall promptly make deposit thereof in the appropriate accounts of the city. Whenever it shall appear to the city council that the treasurer is making a profit from public money or is using the same for any purpose not authorized by law, it shall suspend him from office. Upon his conviction for such offense, his office shall become vacant.

G. **Statements Of Utility Service**: The treasurer shall mail a written monthly statement to each user of water service, garbage collection service or other services of the city.

H. **Other Duties**: The treasurer shall perform such other duties as may be required by city ordinance, by direction of the mayor or city council, or by state law.

1-7-6: FINANCE DIRECTOR:

A. Created: There is hereby created the office of finance director. The finance director shall be appointed by the mayor with the advice and consent of the city council and may be removed by the mayor with the advice and consent of the city council.

B. Duties:

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b. Keep accounts with all receiving and disbursing officers of the city.

c. Preaudit all claims and demands against the city before they are allowed, and shall prepare the necessary checks in payment.

d. Certify on the voucher or check copy, as appropriate, that:

(1) The claim has been preaudited and documented;

(2) The claim has been approved by the city council or its delegate or the finance director;

(3) The claim is within the lawful debt limit of the city; and

(4) The claim does not overexpend the appropriate departmental budget established by the city council.

e. Prepare and present to the city council monthly summary financial reports and quarterly detail financial reports.

2. The finance director may approve payroll checks if the checks are prepared in accordance with the salary schedule approved by ordinance of the city council.

(Ord. 2005-02, 1-12-2005)

3. The finance director may approve routine expenditures such as utility payments, payroll related expenses, purchase of supplies and materials, and payment on contracts approved by the city council; provided, however, the finance director shall not approve payment of any expenditure greater than one thousand five hundred dollars (\$1,500.00), except with specific approval of the city council.

(Ord. 2009-02, 2-26-2009)

4. The finance director shall not have nor assume any duty of the city treasurer.

(Ord. 2005-02, 1-12-2005)

1-12-1: PURCHASING AGENT:

There is hereby created the office of purchasing agent. The mayor shall serve as purchasing agent or the mayor may, with the consent of the city council, appoint some other qualified person to act as purchasing agent. The purchasing agent shall be under the supervision of and report to the mayor.

(Ord. 2006-04, 2-28-2006)

1-12-2: AUTHORITY OF PURCHASING AGENT:

The purchasing agent shall have the power and it shall be his duty to purchase or contract for supplies and contractual services needed by any city department in accordance with the purchasing procedures prescribed by this chapter and such other rules and regulations as shall be prescribed by the mayor and city council. Except as provided herein, no city officer shall purchase any supplies or make any contract within the purview of this chapter other than through or with the consent of the purchasing agent. Any purchase ordered or contract made contrary to the provisions of this chapter shall not be approved and the city shall not be bound thereby.

(Ord. 2006-04, 2-28-2006)

1-12-3: REQUISITIONS AND ESTIMATES:

All city departments shall file with the purchasing agent detailed requisitions of their requirements in supplies and contractual services in such manner, at such times and for such future periods as the purchasing agent shall prescribe. The purchasing agent shall examine each such requisition or estimate and shall have the authority to revise it as to quantity, quality or estimated cost.

(Ord. 2006-04, 2-28-2006)

1-12-4: PROHIBITION OF INTEREST:

Any purchase order or contract covered by this chapter in which the purchasing agent or any officer or employee of the city is financially interested, directly or indirectly, shall be void, except that, before execution of a purchase order or contract, the city council shall have authority to waive compliance with this section when it finds such waiver to be in the best interests of the city.

(Ord. 2006-04, 2-28-2006)

1-12-5: GIFTS AND REBATES:

The purchasing agent and every other officer and employee of the city is prohibited from accepting, directly or indirectly, from any person, company firm or corporation to which any purchase order or contract is, or might be, awarded, any rebate, gift or anything of value whatsoever, except where given for the use and benefit of the city.

(Ord. 2006-04, 2-28-2006)

1-12-6: COMPETITIVE BIDDING:

All purchase of, and contracts for, supplies and contractual services, except as otherwise specifically provided in this chapter, shall be based wherever possible on competitive bids.

(Ord. 2006-04, 2-28-2006)

1-12-7: FORMAL CONTRACT PROCEDURE:

- A. Required: All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof shall **exceed the amount of forty thousand dollars (\$40,000.00)** shall be purchased by formal written contract from the lowest and best bidder as provided in this section.
- B. Notice: **Notice inviting bids or proposals shall be published at least once in a newspaper of general circulation in the city at least five (5) days preceding the last day set for the receipt of bids or proposals.** The notice shall include a general description of the articles or services to be purchased, shall state where bid blanks, if any, and specifications may be obtained, and the time and place for opening bids. The purchasing agent may determine to publish the notice on other publications in order to obtain adequate bids or proposals.
- C. Posting Notice: The purchasing agent shall also advertise all requests for bids or proposals by posting a copy of the notice in a **public place in the city.**
- D. Deposits: When required by law, and when otherwise deemed advisable by the purchasing agent, bid deposits shall be required.
- E. Submittal; Opening: Sealed bids or proposals shall be submitted to the purchasing agent and shall be identified as such on the outside. Bids or proposals shall be opened in public at the time and place stated in the notice. A tabulation of all bids shall be posted for public inspection.
- F. Rejection: The purchasing agent may reject all bids or proposals, or parts thereof, when the interest of the city will be served thereby.
- G. Limited Award Authority; Exception: **The purchasing agent shall not award any contract in an amount of forty thousand dollars (\$40,000.00) or greater, except on specific approval of that award by the city council.**
- H. Award To Lowest Responsible Bidder: Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the purchasing agent or city council, as applicable, shall consider:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous contracts or services.
 5. The previous and existing compliance by the bidder with laws, ordinances and regulations relating to the contract or service.
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or service.
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
 9. The number and scope of any conditions attached to the bid or proposal.
- I. Statement Required If Award Not To Lowest Bidder: If a contract is not awarded to the lowest bidder, a full and complete statement of the reasons for awarding it to another bidder shall be prepared and filed with the documents related to the contract.
- J. Identical Bids: If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder, or if there is no local bidder, to one of the bidders by lot.
- K. Bond Required: The city shall require a performance and payment bond when required by law and when otherwise deemed necessary by the purchasing agent. The bond shall be in such amount as required by law or such larger amount as the purchasing agent determines to be necessary to protect the interest of the city.
- L. Statute Requirements: The city shall comply with all requirements of Utah Code Annotated sections 11-39-101 through 11-39-105. To the extent of any conflict in the requirements of this section and the requirements of state law, the city shall comply with state law.

1-12-7: FORMAL CONTRACT PROCEDURE Cliff Notes Version:

- A. Required: When anything estimated above \$40,000.00
- Formal written contract from the lowest and best bidder
 - Need to Publish the proposals
 - When required by law bid deposits shall be required.
 - Public Opening of Bids
 - The purchasing agent may reject all bids or proposals, or parts
 - Awards of \$40,000 or greater need City Council approval
 - Award goes to Lowest Responsible Bidder after meeting requirements
 - Statement Required If Award Not To Lowest Bidder
 - Identical Bids go first to local bidder then by lot
 - Bond Required when law dictates
 - Comply with Utah State Law

1-12-8: OPEN MARKET PROCEDURE:

All purchases of supplies and contractual services, when the estimated cost thereof **does not exceed forty thousand dollars** (\$40,000.00), shall be made in the open market without formal bid procedure specified by section [1-12-7](#) of this chapter. All open market purchases in an amount of **ten thousand dollars (\$10,000.00) or greater** shall, whenever possible, be based on at **least three (3) competitive bids** and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in subsection [1-12-8H](#) of this chapter. The purchasing agent shall solicit bids or proposals by mail or telephone request to prospective bidders or by posted public notice, as the purchasing agent deems in the best interest of the city. The purchasing agent shall not award any contract pursuant to this section in an amount of forty thousand dollars (\$40,000.00) or greater, except on specific approval of that award by the city council.

1-12-9: EMERGENCY PURCHASES:

A. In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the mayor may authorize the purchasing agent to secure by the open market procedure of section 1-12-8 of this chapter, at the lowest obtainable price, any supplies or contractual services regardless of the amount of expenditure. A full report of the circumstances of an emergency purchase shall be filed by the purchasing agent with the city council and shall be open to public inspection.

B. In case of actual emergency, and with approval of the mayor, the head of any city department may purchase directly any supplies whose procurement is essential to prevent delays in the work of the department which may vitally affect the life, health or convenience of the residents of the city. The head of such department shall deliver to the purchasing agent a requisition and copy of the delivery record, together with a full written report of the circumstances of the emergency. The report shall be filed with the city council and shall be open to public inspection.

(Ord. 2006-04, 2-28-2006)

Summary:

- Unapproved transactions are the personal responsibility of individual whom deviated from policy
- Mayor is Budget Officer or can appoint someone
- Annual Audit
- City Council must approve a yearly Budget
- Financial Director can Sign for anything \$1500 or less
- Mayor is Purchasing Agent or can appoint someone else with Council Approval
- Purchasing Agent must approve all transactions
- City Council can wave compliance when city officials or officers have a financial interest
- > \$40,000 needs formal written contract from lowest and best bidder
 - Bid invitation must be submitted in newspaper for 5 days & posted in public place
 - City Council must award the contract
- <\$40,000>\$10,000 should receive at least 3 competitive bids
- Emergency Purchasing, the Mayor may authorize lowest bid contracts in time of emergency but after must present all documentation for public and council inspection.

Council Discussion:

-

ROLL CALL VOTING:		
	YES	NO
Mayor Brent T. Winder (tie only)	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dorel Kynaston	[]	[]
Council Member David Pratt	[]	[]
Council member Janet Lunt	[]	[]
Council member Ben Hillyard	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2022-30

Resolution approving funds disbursements for August 2022.

BE IT RESOLVED BY THE CITY OF WOODLAND HILLS THAT:

- Section 1. The Council approves General Fund disbursements in the amount of \$197,583.96 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$48,126.82.
- Section 2. The Council approves Capital Funds disbursements in the amount of \$0.00 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$0.00.
- Section 3. The Council approves Water/Sewer Funds disbursements in the amount of \$26,972.06 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$15,449.22.

Passed and approved by the Woodland Hills City Council this 8th day of November 2022

Brent T. Winder
Mayor

ATTEST:

Jody Stones
Recorder

City of Woodland Hills
Check Register
1 - RCB General Account - 08/01/2022 to 08/31/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Utah Local Gov't Trust	3935	1601723	08/11/2022	08/18/2022	64.99	Employee Benefits	101562 - W/C insurance clearing
Utah State Division of Finance	3934	2308227151203	08/10/2022	08/18/2022	336.32	P-Card Clearing--Corbett Stephens	102132 - P-Card Clearing
Utah State Division of Finance	3934	2308227151203	08/10/2022	08/18/2022	4,410.45	P-Card Clearing--Craig Northup	102132 - P-Card Clearing
Utah State Division of Finance	3934	2308227151203	08/10/2022	08/18/2022	13,059.85	P-Card Clearing--Jody Stones	102132 - P-Card Clearing
					<u>\$17,806.62</u>		
American Express	0	7/11/22-8/10/22	08/22/2022	08/22/2022	149.58	Amex payment	102133 - AmEx Clearing
Internal Revenue Service	0	PR073022-594	08/02/2022	08/04/2022	871.14	Medicare Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR081322-594	08/16/2022	08/17/2022	901.64	Medicare Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR082722-594	08/31/2022	08/31/2022	920.20	Medicare Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR081322-594	08/16/2022	08/17/2022	3,081.55	Federal Income Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR082722-594	08/31/2022	08/31/2022	3,306.52	Federal Income Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR073022-594	08/02/2022	08/04/2022	3,359.88	Federal Income Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR073022-594	08/02/2022	08/04/2022	3,724.86	Social Security Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR081322-594	08/16/2022	08/17/2022	3,855.34	Social Security Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR082722-594	08/31/2022	08/31/2022	3,934.70	Social Security Tax	102221 - Accrued SS, MC, FWT pay
					<u>\$23,955.83</u>		
Utah State Tax Commision	0	Overpayment Au	08/05/2022	08/05/2022	-53.40	State Income Tax Credit	102222 - Accrued state withholding
Utah State Tax Commision	0	PR073022-593	08/02/2022	08/04/2022	1,348.64	State Income Tax	102222 - Accrued state withholding
Utah State Tax Commision	0	PR081322-593	08/16/2022	08/17/2022	1,420.33	State Income Tax	102222 - Accrued state withholding
Utah State Tax Commision	0	PR082722-593	08/31/2022	08/31/2022	1,442.16	State Income Tax	102222 - Accrued state withholding
					<u>\$4,157.73</u>		
Utah Retirement Systems	0	PR081322-1125	08/16/2022	08/17/2022	506.31	401k	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR073022-1125	08/02/2022	08/04/2022	506.78	401k	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR082722-1125	08/31/2022	08/31/2022	508.77	401k	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR081322-1125	08/16/2022	08/17/2022	2,645.31	Retirement	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR073022-1125	08/02/2022	08/04/2022	2,916.19	Retirement	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR082722-1125	08/31/2022	08/31/2022	3,093.49	Retirement	102223 - Accrued State Retirement
					<u>\$10,176.85</u>		
Select Health	0	PR070222-1115	07/06/2022	08/15/2022	110.88	Dental	102225 - Other payroll related liabilit
Select Health	0	PR071622-1115	07/18/2022	08/15/2022	110.88	Dental	102225 - Other payroll related liabilit
					<u>\$221.76</u>		
Kirschman, Simon & Christin	3927	SWPPP Reimbur	08/17/2022	08/18/2022	30.00	Reimbursement for SWPPP Operpayment	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	90.00	Carlson Res (Mountain Oaks Lot 5) 910 S Ma	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	90.00	Taylor Res (Four Seasons Lot 16) 560 W Autu	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Baird Res 165 Broad Hollow	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Brown Res (Four Seasons lot 29) 240 S Sum	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Chin Res (Summit Creek Lot 10) 754 S Nebo	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Deushane/Lajeunesse Res (Four Seasons)	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Dueshane Res (Four Seasons Lot 1) 260 S S	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Four Seasons Develop--11200 S & Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Hammer Res (Four Seasons Lot 44) 579 W Ja	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Johnson Res (Summit Creek lot 22) 675 S Su	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Lot 29 Eagles Nest 1115 S Eagle Nest Dr	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Millecam Res 1325 Eagle Nest	102334 - SWPPP

City of Woodland Hills
Check Register
1 - RCB General Account - 08/01/2022 to 08/31/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Mountain Oak Est. Lots 12, 13, 14, 17--955 S	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Openshaw Res (Summit Creek lot 51) 950 S	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Summit Creek Lot 13 706 Nebo Cir	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Summit Creek Lots 24 & 60--927 s Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Szalkowski Res (Mountain Oaks lot 16) 935 S	102334 - SWPPP
Mystic Peak LLC	3904	May 2022	06/05/2022	08/04/2022	100.00	Wyatt Res 696 S Skylake	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Baird Res 165 Broad Hollow	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Brown Res (Four Seasons lot 29) 240 S Sum	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Chin Res (Summit Creek Lot 10) 754 S Nebo	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Four Seasons Develop--11200 S & Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Hammer Res (Four Seasons Lot 44) 579 W Ja	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Johnson Res (Summit Creek lot 22) 675 S Su	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Millicam Res 1325 Eagle Nest	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Mountain Oak Est. Lots 12, 13, 14, 17--955 S	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Openshaw Res (Summit Creek lot 51) 950 S	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Sloan Lot 29 Eagles Nest 1115 S Eagle Nest	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Summit Creek Lot 13 706 Nebo Cir	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Summit Creek Lots 24 & 60--927 s Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Szalkowski Res (Mountain Oaks lot 16) 935 S	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	100.00	Wyatt Res 696 S Skylake	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Baird Res 165 Broad Hollow	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Brown Res (Four Seasons lot 29) 240 S Sum	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Chin Res (Summit Creek Lot 10) 754 S Nebo	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Four Seasons Develop--11200 S & Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Hammer Res (Four Seasons Lot 44) 579 W Ja	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Johnson Res (Summit Creek lot 22) 675 S Su	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Millicam Res 1325 Eagle Nest	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Mountain Oak Est. Lots 12, 13, 14, 17--955 S	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Openshaw Res (Summit Creek lot 51) 950 S	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Sloan Lot 29 Eagles Nest 1115 S Eagle Nest	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Summit Creek Lot 13 706 Nebo Cir	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Summit Creek Lots 24 & 60--927 s Summit Cr	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Szalkowski Res (Mountain Oaks lot 16) 935 S	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Taylor Res (Four Seasons Lot 16) 560 W Autu	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	100.00	Wyatt Res 696 S Skylake	102334 - SWPPP
Mystic Peak LLC	3904	June 2022	07/05/2022	08/04/2022	120.00	Lloyd Res (Thousand Oaks Lot 53) 105 Bridge	102334 - SWPPP
Mystic Peak LLC	3904	July 2022	08/01/2022	08/04/2022	120.00	McAdams Res (Four Seasons Lot 33) 576 Kell	102334 - SWPPP
					\$4,950.00		
Robert Nelson Construction, LLC	3918	Scoresby Refund	08/09/2022	08/11/2022	200.00	Refund for overpayment--566 W Kelly's Cove-	103221 - Building permits
Robert Nelson Construction, LLC	3918	Scoresby Refund	08/09/2022	08/11/2022	200.00	Refund for overpayment--566 W Kelly's Cove-	103221 - Building permits
					\$400.00		
Pelphrey, Mike	3942	Fire Reimbursem	08/18/2022	08/24/2022	1,917.50	Reducing wildfire fuels	103332 - Fire department grants
Moyer, Craig and Joan	3903	Rezone Reimbur	08/04/2022	08/04/2022	300.00	Rezone Request Cancelled	103413 - Zoning and subdivision fee
Robert Nelson Construction, LLC	3918	Scoresby Refund	08/09/2022	08/11/2022	150.00	Refund for overpayment--566 W Kelly's Cove-	103421 - Fire department services
Kirschman, Simon & Christin	3913	Fiber Reimb	08/09/2022	08/11/2022	1,000.00	Reimb. for overpayment of fiber installation	103480 - Fiber Revenue

City of Woodland Hills
Check Register
1 - RCB General Account - 08/01/2022 to 08/31/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
UIA	3922	5130	06/30/2022	08/11/2022	15,950.00	Residential Fiber Installs	103480 - Fiber Revenue
					\$16,950.00		
Stokes Market	3920	July 2022 State	07/31/2022	08/11/2022	22.97	Council Meeting Snacks	104111.601 - Council Expenses
Utah Retirement Systems	0	8/2/2022	08/02/2022	08/02/2022	1,423.05	Retirement--Chris Helvey	104141.230 - Retirement
Utah Retirement Systems	0	8/16/2022	08/16/2022	08/16/2022	1,423.05	Retirement--Chris Helvey	104141.230 - Retirement
Utah Retirement Systems	0	8/30/22	08/30/2022	08/30/2022	1,423.05	Retirement--Chris Helvey	104141.230 - Retirement
					\$4,269.15		
Smith Hartvigsen, LLC	3905	55274	07/26/2022	08/04/2022	2,117.50	City Attorney General	104141.349 - Admin attorney
Ensign Engineering	3925	97167	08/17/2022	08/18/2022	5,902.50	Fuja problem	104141.349 - Admin attorney
Smith Hartvigsen, LLC	3905	55273	07/26/2022	08/04/2022	9,135.50	Fuja problems	104141.349 - Admin attorney
					\$17,155.50		
Dominion Energy/Questar Gas	0	Jul 2022 Fire Sta	08/22/2022	08/22/2022	22.50	Fire Station Utilities	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202201-0191	01/01/2022	08/02/2022	30.00	City Center Fiber Costs	104141.400 - Admin utilities
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Brent	104141.400 - Admin utilities
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Corbett	104141.400 - Admin utilities
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Jody	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202203-0189	03/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202204-0188	04/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202205-0188	05/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202207-0185	07/01/2022	08/02/2022	62.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3908	CIV202208-0184	08/01/2022	08/04/2022	62.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202206-0187	06/01/2022	08/02/2022	62.68	Fiber for cameras (split between general and	104141.400 - Admin utilities
UTOPIA Fiber	3899	CIV202202-0190	02/01/2022	08/02/2022	1,147.12	Fiber for cameras (split between general and	104141.400 - Admin utilities
					\$1,704.84		
Utah Local Gov't Trust	3935	1601722	08/11/2022	08/18/2022	4.66	Auto Physical Damage Endorsement	104141.521 - Admin insurance and
Canon Financial Services, Inc.	3938	26574502	07/01/2022	08/24/2022	33.36	Copier--missed payment from 2021	104141.601 - Admin office supplies
Canon Financial Services, Inc.	3938	26913711	07/01/2022	08/24/2022	33.36	Copier--missed payment from 2021	104141.601 - Admin office supplies
Canon Financial Services, Inc.	3938	29047316	08/13/2022	08/24/2022	33.36	Copier	104141.601 - Admin office supplies
ODP Business Solutions, LLC	3930	252069279001	06/27/2022	08/18/2022	37.15	Office supplies	104141.601 - Admin office supplies
ODP Business Solutions, LLC	3930	253661419001	06/30/2022	08/18/2022	73.99	Printer toner	104141.601 - Admin office supplies
Vanguard Cleaning Systems of Uta	3909	14496	08/01/2022	08/04/2022	350.00	Aug 2022 Cleaning	104141.601 - Admin office supplies
					\$561.22		
Stones, Jody	3906	Reimbursement	08/04/2022	08/04/2022	492.50	Planning Commission Computer	104180.600 - Planning commission
GeoStrata	3939	783-003-006-273	08/01/2022	08/24/2022	1,660.00	105 E Bridger Circle--review fault trench excav	104190.100 - Inspections
Dept of Environmental Quality	3924	2370000101	08/04/2022	08/18/2022	750.00	Annual Municipal Storm Water Permit	104190.102 - SWPPP
GeoStrata	3926	783-002-273	07/31/2022	08/18/2022	181.25	Editing Geological Hazard Maps	104190.300 - Plan Review
Sunrise Engineering, Inc.	3907	127392	08/02/2022	08/04/2022	1,521.00	Building inspections	104190.300 - Plan Review
					\$1,702.25		
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	4.49	Rocker Red 20A	104220.600 - Fire equipment suppli
Napa Auto Parts PAYSON	3941	428653	05/03/2022	08/24/2022	9.99	Black RTV Silicone	104220.600 - Fire equipment suppli
Utah Communications Authority	3937	2386	08/04/2022	08/18/2022	10.00	UCA programmed 1 radio	104220.600 - Fire equipment suppli
NAPA Auto Parts SPANISH FORK	3929	3208-062418	07/20/2022	08/18/2022	11.38	Trailer Connect Kit	104220.600 - Fire equipment suppli

City of Woodland Hills
Check Register
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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Napa Auto Parts PAYSON	3941	1284-440021	08/11/2022	08/24/2022	20.99	Air Filter	104220.600 - Fire equipment suppli
Napa Auto Parts PAYSON	3941	419910	02/17/2022	08/24/2022	25.99	Starter Solenoid Switch	104220.600 - Fire equipment suppli
Napa Auto Parts PAYSON	3941	431363	05/25/2022	08/24/2022	26.97	Oil Filters	104220.600 - Fire equipment suppli
Napa Auto Parts PAYSON	3941	420584	02/23/2022	08/24/2022	29.50	Loom Split Poly	104220.600 - Fire equipment suppli
Out Back Graphics	3931	16985B	07/01/2022	08/18/2022	30.00	T-shirts (invoice was changed)	104220.600 - Fire equipment suppli
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Craig	104220.600 - Fire equipment suppli
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Dorel	104220.600 - Fire equipment suppli
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Val	104220.600 - Fire equipment suppli
Napa Auto Parts PAYSON	3941	432008	06/01/2022	08/24/2022	87.70	Serpentine Belt	104220.600 - Fire equipment suppli
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	113.50	Fuel--Ambulance	104220.600 - Fire equipment suppli
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	123.14	Hvy Truck 191 Fuel	104220.600 - Fire equipment suppli
Mountainland Supply Company	3928	S104865821.001	08/12/2022	08/18/2022	203.28	Fire Hydrant Repairs--gaskets	104220.600 - Fire equipment suppli
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	233.01	Brush Truck 191 Fuel	104220.600 - Fire equipment suppli
Out Back Graphics	3931	14639	07/01/2022	08/18/2022	320.11	T-shirts	104220.600 - Fire equipment suppli
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	444.38	Engine--Fuel	104220.600 - Fire equipment suppli
L.N. Curtis and Sons	3914	618648	06/15/2022	08/11/2022	1,605.00	Annual Service for Breathing Air Compressor	104220.600 - Fire equipment suppli
Tanner, Andrew	3943	1003	07/05/2022	08/24/2022	4,847.00	Maintenance/Testing of Emergency Sirens	104220.600 - Fire equipment suppli
Superior Equipment	3921	40404295	06/15/2022	08/11/2022	7,693.23	Water Pump	104220.600 - Fire equipment suppli
					\$15,993.20		
Stokes Market	3920	July 2022 State	07/31/2022	08/11/2022	16.73	Fire training snacks	104220.601 - Fire training
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	495.53	Fuel--Lance Wollebaek	104222.100 - Fire Fuel Reduction w
Henry Schein	3912	22340468	06/27/2022	08/11/2022	24.50	Medisense Strips	104225.600 - EMS Equipment Suppl
FirstNet	3900	287298533813X	07/20/2022	08/04/2022	51.18	Life Pak	104225.600 - EMS Equipment Suppl
Motorola Solutions, Inc	3916	Transaction 8281	06/29/2022	08/11/2022	3,052.20	EMS Wave Radio	104225.600 - EMS Equipment Suppl
					\$3,127.88		
Select Health	0	August 2022	08/15/2022	08/15/2022	1,917.70	Health Ins	104410.240 - Health Insurance
LEI Engineers	3902	168777	05/20/2022	08/04/2022	435.00	Follow up on Summit Creek letters/Coordinate	104410.300 - Streets Professional &
Napa Auto Parts PAYSON	3941	426378	04/13/2022	08/24/2022	-137.49	Warranty and Core Deposit	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	440655	08/17/2022	08/24/2022	-50.77	Battery Core Deposit	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	432116	06/02/2022	08/24/2022	0.80	Parts for Sweeper	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	4.75	Oil Filter	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	4.79	Water Crossover Mounting Kit	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	420584	02/23/2022	08/24/2022	5.49	De-Icer	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	422144	03/08/2022	08/24/2022	5.99	Battery Cleaner (Cost split W, R, Snow)	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	8.99	Water Outlet Gasket	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	422483	03/11/2022	08/24/2022	9.99	RTV Silicone	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	419910	02/17/2022	08/24/2022	11.98	Power Steering Fluid	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	14.23	Air Filter	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421716	03/04/2022	08/24/2022	18.80	Motor Oil (Cost split W, R, Snow)	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	432008	06/01/2022	08/24/2022	19.16	Radiator Mount Bushing	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	29.94	De-Icer	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	432008	06/01/2022	08/24/2022	32.98	Beam Blades	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	421252	03/01/2022	08/24/2022	47.70	Crimson 2 GRS Cartr	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	426381	04/13/2022	08/24/2022	67.98	Brake Clean, Oil	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	419910	02/17/2022	08/24/2022	83.94	Antifreeze	104410.600 - Streets Road fuel and

City of Woodland Hills
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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	117.14	Fuel--Corbett (split roads/water)	104410.600 - Streets Road fuel and
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	121.14	Fuel--Zac Stones (split roads/water)	104410.600 - Streets Road fuel and
Napa Auto Parts PAYSON	3941	426385	04/13/2022	08/24/2022	137.99	Brakes for Sweeper	104410.600 - Streets Road fuel and
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	377.61	Fuel--Craig	104410.600 - Streets Road fuel and
					\$933.13		
Stokes Market	3920	July 2022 State	07/31/2022	08/11/2022	14.98	Drinks	104410.602 - Roads Discretionary
Napa Auto Parts PAYSON	3941	440561	08/16/2022	08/24/2022	3.90	Tire Strips	104410.603 - Tools and equipment
Humphries	3901	RT22061059	06/30/2022	08/04/2022	11.10	Air233	104410.603 - Tools and equipment
Humphries	3901	RT22071057	07/31/2022	08/04/2022	11.47	Air233	104410.603 - Tools and equipment
Napa Auto Parts PAYSON	3941	439726	08/09/2022	08/24/2022	125.57	Battery and antifreeze--split water/roads	104410.603 - Tools and equipment
Wheeler Machinery Co.	3911	RS0000215762	07/26/2022	08/04/2022	3,080.00	Tractor Lease (Tools & Equip cost split Snow,	104410.603 - Tools and equipment
					\$3,232.04		
Napa Auto Parts PAYSON	3941	422144	03/08/2022	08/24/2022	5.99	Battery Cleaner (Cost split W, R, Snow)	104418.600 - Snowplowing fuel
Napa Auto Parts PAYSON	3941	421716	03/04/2022	08/24/2022	18.80	Motor Oil (Cost split W, R, Snow)	104418.600 - Snowplowing fuel
					\$24.79		
Wheeler Machinery Co.	3911	RS0000215762	07/26/2022	08/04/2022	3,080.00	Tractor Lease (Tools & Equip cost split Snow,	104418.602 - Snow Plowing tools an
NAPA Auto Parts SPANISH FORK	3929	64357	08/11/2022	08/18/2022	33.29	Air Filters	104420.300 - Sanitation - garbage r
South Utah Valley Solid Waste	3919	16714	08/01/2022	08/11/2022	241.67	Jul 2022 Municipal Fixed Service	104420.300 - Sanitation - garbage r
South Utah Valley Solid Waste	3919	16713	08/01/2022	08/11/2022	2,096.38	Jul 2022 Dump Fees (53.07 Tons)	104420.300 - Sanitation - garbage r
Waste Management	3910	1532971-2683-8	08/01/2022	08/04/2022	7,540.87	Trash pick-up Jul 2022	104420.300 - Sanitation - garbage r
					\$9,912.21		
Lakeshore Pumping Service	3915	11733	07/31/2022	08/11/2022	750.00	Toilet Service @ Park-- July-Dec 2022	104510.600 - Repairs and Improve
					\$149,457.14		
Mountainland Supply Company	3917	S104835054.001	07/29/2022	08/11/2022	39.12	Filter Grille	516115 - Well
Napa Auto Parts PAYSON	3941	434578	06/23/2022	08/24/2022	86.38	Fuel Filters	516115 - Well
					\$125.50		
Select Health	0	August 2022	08/15/2022	08/15/2022	1,917.69	Health Ins	516140 - Health Insurance
Utah Lake Comission	3923	FY2023-017	07/27/2022	08/11/2022	577.00	Annual contribution	516210 - Books, dues and subscripti
Canon Financial Services, Inc.	3938	26574502	07/01/2022	08/24/2022	33.35	Copier--missed payment from 2021	516240 - Office supplies and expans
Canon Financial Services, Inc.	3938	26913711	07/01/2022	08/24/2022	33.35	Copier--missed payment from 2021	516240 - Office supplies and expans
Canon Financial Services, Inc.	3938	29047316	08/13/2022	08/24/2022	33.35	Copier	516240 - Office supplies and expans
					\$100.05		
Mountainland Supply Company	3928	S104873585.001	08/17/2022	08/18/2022	60.75	Meter coupling and adapters	516250 - Tools and work equipment
Napa Auto Parts PAYSON	3941	439726	08/09/2022	08/24/2022	125.57	Battery and antifreeze--split water/roads	516250 - Tools and work equipment
Wheeler Machinery Co.	3911	RS0000215762	07/26/2022	08/04/2022	3,080.00	Tractor Lease (Tools & Equip cost split Snow,	516250 - Tools and work equipment
					\$3,266.32		
UTOPIA Fiber	3899	CIV202201-0191	01/01/2022	08/02/2022	30.00	City Center Fiber Costs	516280 - Utilities
UTOPIA Fiber	3899	CIV202203-0189	03/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	516280 - Utilities
UTOPIA Fiber	3899	CIV202204-0188	04/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	516280 - Utilities
UTOPIA Fiber	3899	CIV202205-0188	05/01/2022	08/02/2022	55.00	Fiber for cameras (split between general and	516280 - Utilities
UTOPIA Fiber	3899	CIV202207-0185	07/01/2022	08/02/2022	62.00	Fiber for cameras (split between general and	516280 - Utilities

City of Woodland Hills
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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
UTOPIA Fiber	3908	CIV202208-0184	08/01/2022	08/04/2022	62.00	Fiber for cameras (split between general and	516280 - Utilities
UTOPIA Fiber	3899	CIV202206-0187	06/01/2022	08/02/2022	62.68	Fiber for cameras (split between general and	516280 - Utilities
Salem City	3933	4204	08/15/2022	08/18/2022	185.51	Shared utilites on Maple Canyon Well	516280 - Utilities
UTOPIA Fiber	3899	CIV202202-0190	02/01/2022	08/02/2022	1,147.11	Fiber for cameras (split between general and	516280 - Utilities
					<u>\$1,714.30</u>		
Mountainland Supply Company	3928	S104875253.001	08/17/2022	08/18/2022	35.90	Brass Bushing	516440 - Meter installation and servi
Mountainland Supply Company	3928	S104873469.001	08/16/2022	08/18/2022	234.22	Meter Flange	516440 - Meter installation and servi
Mountainland Supply Company	3928	S104873742.001	08/17/2022	08/18/2022	278.88	Meter parts	516440 - Meter installation and servi
Mountainland Supply Company	3940	S104886866.001	08/23/2022	08/24/2022	3,009.91	Sensus Iperl (12)	516440 - Meter installation and servi
					<u>\$3,558.91</u>		
Napa Auto Parts PAYSON	3941	422144	03/08/2022	08/24/2022	5.99	Battery Cleaner (Cost split W, R, Snow)	516445 - Fuel and Supplies
Napa Auto Parts PAYSON	3941	421716	03/04/2022	08/24/2022	18.80	Motor Oil (Cost split W, R, Snow)	516445 - Fuel and Supplies
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	117.15	Fuel--Corbett (split roads/water)	516445 - Fuel and Supplies
Fuelman	EFT9999	Statement NP62	08/01/2022	08/01/2022	121.13	Fuel--Zac Stones (split roads/water)	516445 - Fuel and Supplies
					<u>\$263.07</u>		
					<u>\$11,522.84</u>		
					<u>\$160,979.98</u>		

ROLL CALL VOTING:		
	YES	NO
Mayor Brent T. Winder (tie only)	[]	[]
Council Member Kari Malkovich	[]	[]
Council Member Dorel Kynaston	[]	[]
Council Member David Pratt	[]	[]
Council member Janet Lunt	[]	[]
Council member Ben Hillyard	[]	[]

I move that this Resolution be adopted.

Council Member

I second the foregoing motion.

Council Member

RESOLUTION NO. 2022-31

Resolution approving funds disbursements for September 2022.

BE IT RESOLVED BY THE CITY OF WOODLAND HILLS THAT:

- Section 1. The Council approves General Fund disbursements in the amount of \$229,298.40 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$49,345.53.
- Section 2. The Council approves Capital Funds disbursements in the amount of \$0.00 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$0.00.
- Section 3. The Council approves Water/Sewer Funds disbursements in the amount of \$28,399.17 as represented by check voucher numbers attached to this document. Of that amount, payroll was \$9,389.64.

Passed and approved by the Woodland Hills City Council this 8th of November 2022

Brent T. Winder
Mayor

ATTEST:

Jody Stones
Recorder

City of Woodland Hills
Check Register
1 - RCB General Account - 09/01/2022 to 09/30/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Utah Local Gov't Trust	4002	1602272	09/13/2022	09/26/2022	64.99	Employee Benefits	101562 - W/C insurance clearing
Utah State Division of Finance	3988	2309256151304	09/12/2022	09/15/2022	215.78	P-Card Clearing--Corbett Stephens	102132 - P-Card Clearing
Utah State Division of Finance	3988	2309256151304	09/12/2022	09/15/2022	3,079.55	P-Card Clearing--Craig Northup	102132 - P-Card Clearing
Utah State Division of Finance	3988	2309256151303	09/12/2022	09/15/2022	13,964.19	P-Card Jody Stones	102132 - P-Card Clearing
					<u>\$17,259.52</u>		
Internal Revenue Service	0	PR092422-594	09/28/2022	09/28/2022	697.88	Medicare Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR091022-594	09/14/2022	09/15/2022	979.04	Medicare Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR092422-594	09/28/2022	09/28/2022	1,854.06	Federal Income Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR092422-594	09/28/2022	09/28/2022	2,984.18	Social Security Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR091022-594	09/14/2022	09/15/2022	3,908.77	Federal Income Tax	102221 - Accrued SS, MC, FWT pay
Internal Revenue Service	0	PR091022-594	09/14/2022	09/15/2022	4,186.32	Social Security Tax	102221 - Accrued SS, MC, FWT pay
					<u>\$14,610.25</u>		
Utah State Tax Commision	0	PR092422-593	09/28/2022	09/28/2022	1,054.98	State Income Tax	102222 - Accrued state withholding
Utah State Tax Commision	0	PR091022-593	09/14/2022	09/15/2022	1,524.96	State Income Tax	102222 - Accrued state withholding
					<u>\$2,579.94</u>		
Utah Retirement Systems	0	PR091022-1125	09/14/2022	09/15/2022	505.88	401k	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR092422-1125	09/28/2022	09/28/2022	506.41	401k	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR092422-1125	09/28/2022	09/28/2022	2,783.80	Retirement	102223 - Accrued State Retirement
Utah Retirement Systems	0	PR091022-1125	09/14/2022	09/15/2022	2,786.05	Retirement	102223 - Accrued State Retirement
					<u>\$6,582.14</u>		
Select Health	0	PR073022-1115	08/02/2022	09/14/2022	110.88	Dental	102225 - Other payroll related liabilit
Select Health	0	PR081322-1115	08/16/2022	09/14/2022	111.94	Dental	102225 - Other payroll related liabilit
Select Health	0	PR082722-1115	08/31/2022	09/14/2022	111.94	Dental	102225 - Other payroll related liabilit
					<u>\$334.76</u>		
Cowley, Mark	3973	Driveway Reimb	09/15/2022	09/15/2022	500.00	Deposit Reimbursement	102332 - Refundable deposits
Utah Motor Company LLC	3953	Building Permit	09/01/2022	09/01/2022	5,000.00	Building Deposit Refund 1325 Eaglenest	102332 - Refundable deposits
					<u>\$5,500.00</u>		
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	105 Bridger Circle	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	1115 S Eaglenest	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	11200 S & Summit Creek Rd (Robert Nelson)	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	1325 Eagle Nest Drive	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	165 Broadhollow Dr	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	240 S Summit Creek Dr	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	435 S Oak Drive	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	560 W Autumn Blaze	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	579 W Jason's Cove	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	610 S Oak Drive	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	675 S Summit Creek Dr	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	696 S Skylake	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	706 Nebo Circle	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	754 S Nebo Cir	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	910 S Maple Ravine Dr	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	927 S Summit Creek Drive	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	935 S North View Circle	102334 - SWPPP

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	950 S Aspen Cir	102334 - SWPPP
Mystic Peak LLC	3963	August 2022	09/01/2022	09/08/2022	100.00	955 S Northview Circle	102334 - SWPPP
Millecam, Chris	3948	Building Refund	09/01/2022	09/01/2022	670.00	SWPPP Refund 1325 Eagle Nest	102334 - SWPPP
					<u>\$2,570.00</u>		
Millecam, Chris	3948	Building Refund	09/01/2022	09/01/2022	800.00	Fire Hose Deposit 1325 Eagle Nest	103421 - Fire department services
Stones, Jody	3951	Reimbursement	08/02/2022	09/01/2022	69.46	Mediation Mtg Drinks/Snacks	104111.601 - Council Expenses
Utah Retirement Systems	0	9/13/2022	09/13/2022	09/13/2022	1,423.05	Retirement--Chris Helvey	104141.230 - Retirement
Utah Retirement Systems	0	9/27/2022	09/27/2022	09/27/2022	1,423.05	Retirement--Chris Helvey	104141.230 - Retirement
					<u>\$2,846.10</u>		
Smith Hartvigsen, LLC	3965	55625	08/25/2022	09/08/2022	2,348.50	City Attorney General	104141.349 - Admin attorney
Ensign Engineering	3993	98340	09/26/2022	09/26/2022	10,867.50	Fuja problem	104141.349 - Admin attorney
Smith Hartvigsen, LLC	3965	55624	08/25/2022	09/08/2022	28,021.00	Fuja problems	104141.349 - Admin attorney
					<u>\$41,237.00</u>		
Dominion Energy/Questar Gas	0	Aug 2022 Fire St	09/19/2022	09/19/2022	41.16	Fire Station Utilities	104141.400 - Admin utilities
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Brent	104141.400 - Admin utilities
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Corbett	104141.400 - Admin utilities
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Jody	104141.400 - Admin utilities
UTOPIA Fiber	3969	CIV202209-0182	07/29/2022	09/08/2022	62.00	Fiber for cameras (split between general and	104141.400 - Admin utilities
					<u>\$256.70</u>		
Utah Local Gov't Trust	4002	1602274	09/13/2022	09/26/2022	40.08	Track Hoe Insurance (Annual)	104141.521 - Admin insurance and
Utah Valley Home Builders Associ	3968	13056	09/08/2022	09/08/2022	300.00	Membership Fees	104141.600 - Admin books, subscrip
Canon Financial Services, Inc.	3992	29203407	09/11/2022	09/26/2022	33.36	Copier	104141.601 - Admin office supplies
ODP Business Solutions, LLC	3995	266455401001	09/08/2022	09/26/2022	74.80	Paper and office supplies	104141.601 - Admin office supplies
Xax DeSigns	3987	2649	09/08/2022	09/15/2022	250.00	Flags	104141.601 - Admin office supplies
Vanguard Cleaning Systems of Uta	3970	15192	09/01/2022	09/08/2022	350.00	Sept 2022 Office Cleaning	104141.601 - Admin office supplies
					<u>\$708.16</u>		
Pelorus Methods, Inc.	3980	221003	09/01/2022	09/15/2022	610.00	Q4 2022 Accounting Software	104141.650 - Admin computer softw
Sunrise Engineering, Inc.	3984	128399	09/10/2022	09/15/2022	2,262.00	Building inspections	104190.300 - Plan Review
Best Deal Springs	3944	10050772-00	07/26/2022	09/01/2022	16.38	Toggle Switch	104220.600 - Fire equipment suppli
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Craig	104220.600 - Fire equipment suppli
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Dorel	104220.600 - Fire equipment suppli
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Life Pac	104220.600 - Fire equipment suppli
FirstNet	3958	287298533813X	08/20/2022	09/08/2022	51.18	Val	104220.600 - Fire equipment suppli
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	112.59	Service Truck (split water/fire)	104220.600 - Fire equipment suppli
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	119.65	Engine--Fuel	104220.600 - Fire equipment suppli
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	265.37	Craig Northup--Fuel	104220.600 - Fire equipment suppli
Larsen Fire Apparatus Service	3994	2835	09/21/2022	09/26/2022	925.00	Annual Pump Testing	104220.600 - Fire equipment suppli
					<u>\$1,643.71</u>		
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	23.97	Spray paint	104222.600 - Fire Fuel Reduction e
Mountainland Supply Company	3949	S104893939.002	08/25/2022	09/01/2022	59.64	Brush 192	104222.600 - Fire Fuel Reduction e
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	59.74	Misc tools/supplies	104222.600 - Fire Fuel Reduction e

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Fastenal	3975	UTSPA240270	09/08/2022	09/15/2022	104.24	Parts for Brush 192	104222.600 - Fire Fuel Reduction e
Mountainland Supply Company	3949	S104893939.001	08/25/2022	09/01/2022	152.22	Brush 192	104222.600 - Fire Fuel Reduction e
Tim Dahle Ford	3952	872878/1	07/26/2022	09/01/2022	153.54	Truck Maintenance	104222.600 - Fire Fuel Reduction e
Tim Dahle Ford	3952	65031623	08/30/2022	09/01/2022	355.56	Brake parts Brush192	104222.600 - Fire Fuel Reduction e
Pray, Michael	3997	Sep Reimburse	09/15/2022	09/26/2022	392.04	Reimb. for work done on 2009 Ford F550 (red	104222.600 - Fire Fuel Reduction e
Wollebaek, Lance	3954	Aug 2022 Reimb	08/31/2022	09/01/2022	561.58	Hotel Rooms	104222.600 - Fire Fuel Reduction e
Hose and Rubber	3946	1699021	08/26/2022	09/01/2022	568.09	Brush Truck Parts	104222.600 - Fire Fuel Reduction e
Hose and Rubber	3946	1699020	08/26/2022	09/01/2022	626.24	Brush Truck Parts	104222.600 - Fire Fuel Reduction e
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	1,356.73	Brush Truck 192 Fuel	104222.600 - Fire Fuel Reduction e
					\$4,413.59		
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	10.67	Hardware	104222.601 - Fire Fuel Reduction tr
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	11.71	Snacks	104222.601 - Fire Fuel Reduction tr
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	13.47	Drinks	104222.601 - Fire Fuel Reduction tr
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	16.24	Snacks	104222.601 - Fire Fuel Reduction tr
					\$52.09		
Select Health	0	September 2022	09/14/2022	09/14/2022	1,861.20	Health Ins	104410.240 - Health Insurance
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	254.14	Zac Stones--Fuel (split water/roads)	104410.600 - Streets Road fuel and
Hose and Rubber	3960	1701519	09/01/2022	09/08/2022	106.26	Tailgate Spreader	104410.603 - Tools and equipment
Humphries	3947	SF 185859	08/25/2022	09/01/2022	112.50	Welder supplies	104410.603 - Tools and equipment
Hose and Rubber	3946	1697174	08/22/2022	09/01/2022	160.34	Tailgate Spreader (split Water, Snow, Streets)	104410.603 - Tools and equipment
					\$379.10		
Sunroc	4000	41163929	09/20/2022	09/26/2022	585.53	Roadbase	104410.606 - Streets General Maint
Bancorp	3991	3 - 2020 PW Tru	07/07/2022	09/19/2022	12,118.66	Principal - 2020 PW Trucks (2) - Streets	104410.741 - Streets Debt service -
Okelberry Trucking	3979	58721	09/05/2022	09/15/2022	1,426.57	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58755	09/13/2022	09/26/2022	1,463.36	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3964	58639	08/30/2022	09/08/2022	1,471.24	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3979	58700	09/02/2022	09/15/2022	1,474.31	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3964	58663	08/30/2022	09/08/2022	1,478.25	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3950	58559	08/22/2022	09/01/2022	1,480.00	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58812	09/19/2022	09/26/2022	1,493.58	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58809	09/19/2022	09/26/2022	1,499.27	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3964	58632	08/29/2022	09/08/2022	1,505.84	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3950	58544	08/22/2022	09/01/2022	1,507.60	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3979	58712	09/05/2022	09/15/2022	1,509.35	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3950	58550	08/22/2022	09/01/2022	1,511.54	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3964	58614	08/29/2022	09/08/2022	1,511.54	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58839	09/19/2022	09/26/2022	1,513.73	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58845	09/19/2022	09/26/2022	1,530.81	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3950	58547	08/22/2022	09/01/2022	1,536.94	Road Salt	104418.601 - Snowplowing road salt
Okelberry Trucking	3996	58834	09/19/2022	09/26/2022	1,556.65	Road Salt	104418.601 - Snowplowing road salt
					\$25,470.58		
Hose and Rubber	3946	1697174	08/22/2022	09/01/2022	160.34	Tailgate Spreader (split Water, Snow, Streets)	104418.602 - Snow Plowing tools an
Bancorp	3991	3 - 2020 PW Tru	07/07/2022	09/19/2022	12,118.65	Principal - 2020 PW Trucks (2) - Snowplowing	104418.800 - Snowplowing Debt ser

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South Utah Valley Solid Waste	3966	16848	09/01/2022	09/08/2022	241.67	Aug 2022 Municipal Fixed Service	104420.300 - Sanitation - garbage r
South Utah Valley Solid Waste	3966	16847	09/01/2022	09/08/2022	3,419.59	Aug 2022 Dump Fees (75.88 Tons)	104420.300 - Sanitation - garbage r
Waste Management Corporate Ser	3971	1534343-2683-8	09/01/2022	09/08/2022	8,274.21	Trash pick-up Aug 2022	104420.300 - Sanitation - garbage r
					<u>\$11,935.47</u>		
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	14.74	Hardware	104510.600 - Repairs and Improve
Stokes Market	3967	August 2022 Stat	08/31/2022	09/08/2022	16.36	Hardware	104510.600 - Repairs and Improve
RMC Property Services, Inc.	3998	39530-a	09/07/2022	09/26/2022	50.00	Fertilizing Fire Station	104510.600 - Repairs and Improve
CAL Ranch	3972	20798/7	09/08/2022	09/15/2022	236.96	Trimmer,Blower, Hex nuts	104510.600 - Repairs and Improve
RMC Property Services, Inc.	3998	39530-a	09/07/2022	09/26/2022	540.00	Park fertilizer	104510.600 - Repairs and Improve
					<u>\$858.06</u>		
Richards, Kate E	3981	WH Days 2022	09/15/2022	09/15/2022	40.00	WH Days help	104510.601 - Woodland Hills Day
Izatt, Trinity Isabella	3976	WH Days 2022	09/15/2022	09/15/2022	50.00	WH Days help	104510.601 - Woodland Hills Day
Thompson, Hugo M	3985	WH Days 2022	09/15/2022	09/15/2022	50.00	WH Days Help	104510.601 - Woodland Hills Day
Thompson, Ruby	3986	WH Days 2022	09/15/2022	09/15/2022	50.00	WH Days Help	104510.601 - Woodland Hills Day
Gosney, Mason Swift	3989	WH Days 2022	09/12/2022	09/15/2022	90.00	WH Days Help	104510.601 - Woodland Hills Day
Watson, Radley James	3990	WH Days 2022	09/12/2022	09/15/2022	90.00	WH Days Help	104510.601 - Woodland Hills Day
Leshner, Hannah S	3977	WH Days 2022	09/15/2022	09/15/2022	90.00	WH Days Help	104510.601 - Woodland Hills Day
Roden, Ella J	3983	WH Days 2022	09/15/2022	09/15/2022	90.00	WH Days help	104510.601 - Woodland Hills Day
Mort's Rentals	3962	Quote 22-1601	09/07/2022	09/08/2022	116.00	WH Days Game Rentals	104510.601 - Woodland Hills Day
Braun, Steve	3956	Tri-Chevys Band	09/07/2022	09/08/2022	300.00	Band for WH Days 2022	104510.601 - Woodland Hills Day
Lunt, Janet	3978	Sep 2022 Reimb	09/07/2022	09/15/2022	313.93	Food for WH Days	104510.601 - Woodland Hills Day
cash	0	Woodland Hills D	09/08/2022	09/08/2022	520.00	Cash for WHD Day	104510.601 - Woodland Hills Day
Jumptown Inflatables, Inc.	3961	Order # 06528	07/29/2022	09/08/2022	1,432.26	WH Days Game Rentals	104510.601 - Woodland Hills Day
Roden, Dan & Bonnie	3982	WH Days Reimb	09/15/2022	09/15/2022	6,116.03	Woodland Hills Day Expenses	104510.601 - Woodland Hills Day
					<u>\$9,348.22</u>		
CAL Ranch	3957	20791/7	09/06/2022	09/08/2022	58.48	Chain saw oil, misc.	104540.602 - Parks Discretionary
Lunt, Janet	3978	Sep 2022 Reimb	09/07/2022	09/15/2022	63.95	Recording Fee--maps showing easements	104540.602 - Parks Discretionary
					<u>\$122.43</u>		
					\$179,952.87		
Elder, Benjamin & Brooke	3974	Refund: 5213	09/08/2022	09/15/2022	61.51	Refund: 5213 - Elder, Benjamin & Brooke	511311 - Accounts receivable - custo
Bancorp	3991	3 - 2020 PW Tru	07/07/2022	09/19/2022	12,118.65	Principal - 2020 PW Trucks (2) - Water	512553.2 - 2021 PW Trucks (2) repa
Border States Industries, Inc.	3955	924858830	08/31/2022	09/08/2022	22.59	Well Repair Parts	516115 - Well
Border States Industries, Inc.	3955	924858831	08/31/2022	09/08/2022	24.43	Well Repair Parts	516115 - Well
E.C.T. Sales and Service	3945	19918	07/23/2022	09/01/2022	287.20	Cabinet Door Fan Replacement	516115 - Well
					<u>\$334.22</u>		
Select Health	0	September 2022	09/14/2022	09/14/2022	1,861.19	Health Ins	516140 - Health Insurance
Canon Financial Services, Inc.	3992	29203407	09/11/2022	09/26/2022	33.35	Copier	516240 - Office supplies and expens
Pelorus Methods, Inc.	3980	221003	09/01/2022	09/15/2022	610.00	Q4 2022 Accounting Software	516245 - Computer software suppor
Hose and Rubber	3946	1697174	08/22/2022	09/01/2022	160.34	Tailgate Spreader (split Water, Snow, Streets)	516250 - Tools and work equipment
Dominion Energy/Questar Gas	0	Aug 2022 Booste	09/19/2022	09/19/2022	7.16	Booster Station--Aug 2022	516280 - Utilities
UTOPIA Fiber	3969	CIV202209-0182	07/29/2022	09/08/2022	62.00	Fiber for cameras (split between general and	516280 - Utilities

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Salem City	3999	4213	09/19/2022	09/26/2022	209.94	Shared utilites on Maple Canyon Well	516280 - Utilities
					\$279.10		
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	112.60	Service Truck (split water/fire)	516445 - Fuel and Supplies
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	198.89	Service Truck Fuel	516445 - Fuel and Supplies
Fuelman	0	Statement NP62	09/16/2022	09/16/2022	254.15	Zac Stones--Fuel (split water/roads)	516445 - Fuel and Supplies
					\$565.64		
Thatcher Company	4001	2022100902137	07/14/2022	09/26/2022	-350.00	Container refund	516450 - Water system maintenanc
Thatcher Company	4001	2022100902784	09/12/2022	09/26/2022	-350.00	Container refund	516450 - Water system maintenanc
Thatcher Company	4001	2022100122044	09/07/2022	09/26/2022	1,260.25	Chlorine	516450 - Water system maintenanc
					\$560.25		
Utah Local Gov't Trust	4002	1602273	09/13/2022	09/26/2022	2,120.70	Drinking Water Board Bond	516510 - Insurance and surety bond
Xpress Bill Pay	0	67447	09/06/2022	09/06/2022	304.58	Credit Card Processing Fees	516830 - Monthly CC Processing an
					\$19,009.53		
					\$198,962.40		