



## APPLE VALLEY TOWN COUNCIL MEETING

1777 N Meadowlark Dr, Apple Valley  
Wednesday, April 19, 2023 at 6:00 PM

### AGENDA

Notice is given that a meeting of the Town Council of the Town of Apple Valley will be held on **Wednesday, April 19, 2023**, commencing at **6:00 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

**Mayor** | Frank Lindhardt |

**Council Members** | Andy McGinnis | Barratt Nielson | Kevin Sair | Robin Whitmore |

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

<https://us02web.zoom.us/j/87607542551>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 876 0754 2551

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### PRAYER

#### ROLL CALL

#### DECLARATION OF CONFLICTS OF INTEREST

#### DISCUSSION AND ACTION

1. Consider approval of Adoption of Ash Creek Special Service District Design and Construction Standards, Ordinance-O-2023-22.
2. Consider Approval of the Apple Valley Fire Department Standard Operating Guidebook, Resolution-R-2023-12.
3. Consider Approval of the Sale of 1990 Ford Fire Engine.

#### CONSENT AGENDA

The Consent Portion of the Agenda is approved by one (1) non-debatable motion. If any Council Member wishes to remove an item from the Consent Portion of the agenda, that item becomes the first order of business on the Regular Agenda.

4. Disbursement Listing for March 2023.
5. Budget Report for Fiscal Year 2023 through March 2023.

#### PRESENTATION/DISCUSSION

6. FY2024 Budget Presentation/Discussion.

#### MAYOR'S TOWN UPDATE

#### PUBLIC COMMENTS

#### DISCUSSION AND ACTION

7. Consider approval of updating Title 10.10.050 RE Rural Estates Zone, Ordinance-O-2023-15.
8. Consider approval of updating Title 10.10.060 SF Single Family Residential Zone, Ordinance-O-2023-19.
9. Consider approval of updating Title 10.28.240 Limitations On Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones, Ordinance-O-2023-20.

10. Consider approval of updating Title 10.28.230 Accessory Buildings And Accessory Uses General Requirements, Ordinance-O-2023-21.
11. Consider Approval of the Format of the Personnel Policies and Procedures for the Website, Resolution-R-2023-07.
12. Consider Approval of the Format of the Purchasing Policy for the Website, Resolution-R-2023-08.
13. Consider Approval of Layton Ventures, LLC Contract Termination as the Planning & Zoning Assistant and Hire an Interim Individual/Company to Provide the Service prior to a New Contract Award.

## **REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS**

### **REQUEST FOR A CLOSED SESSION**

### **ADJOURNMENT**

CERTIFICATE OF POSTING: I, Jenna Vizcardo, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this Agenda was posted at the Apple Valley Town Hall, the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website [www.applevalleyut.gov](http://www.applevalleyut.gov).

### **THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Town at 435-877-1190 at least three business days in advance.



DEVELOPMENT PROCEDURES  
DESIGN STANDARDS AND  
CONSTRUCTION SPECIFICATIONS

Revised & Adopted: January 2023

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## 1.0 GENERAL REQUIREMENTS AND POLICIES

### 1.1 General Requirements

#### 1.1.1 Introduction

Ash Creek Special Service District (Ash Creek SSD) is a county government entity over wastewater established in Utah under the Utah State Code. Ash Creek SSD was organized by the Washington County Commission in 1980 as a general-purpose special service district in Washington County, Utah. Ash Creek SSD is administered by a 6-member Administrative Control Board consisting of the mayor and one city council member from each of the municipalities of Hurricane, LaVerkin and Toquerville.

Ash Creek SSD was originally organized so that its boundaries coincided with the municipal boundaries of Hurricane, LaVerkin, and Toquerville, the residents of which are served by a sewer collection and disposal system which is owned and operated by Ash Creek SSD. Ash Creek SSD has enacted Rules of Operation and Construction Standards, which are subject to amendment from time to time, governing the use of the system.

In 2008, the Washington County Commission expanded Ash Creek SSD by annexing into its boundaries certain unincorporated territory in the east half of Washington County. Ash Creek SSD Rules of Operation were amended to provide a framework of rules and regulations governing sewer facilities in these areas. In 2022 a petition for the annexation of the town of Apple Valley was submitted and approved and the town of Apple Valley was incorporated into Ash Creek SSD.

#### 1.1.2 Title

These regulations shall be known as Development Procedures, Design Standards and Construction Specifications for Ash Creek Special Service District.

#### 1.1.3 Purpose

The purpose of Ash Creek SSD shall be to provide for orderly and efficient collection and treatment of wastewater to all areas within the boundaries of the cities of Hurricane, La Verkin, Toquerville, Apple Valley, and any unincorporated areas of Washington County that may be annexed into Ash Creek SSD.

The purpose of Ash Creek SSD's Development Procedures, Design Standards and Construction Specifications are to establish procedures and provide minimum standards and specifications to control and regulate the development, design, construction, and use of wastewater facilities within Ash Creek SSD.

The provisions of these regulations shall apply to the development, design, and construction of any extension, replacement, relocation, modification, repair, abandonment, connection to and use of the public and private wastewater facilities within Ash Creek SSD.

#### 1.1.4 Intent

The Administration Control Board of Ash Creek SSD has established certain requirements for development approval and construction of wastewater facilities through adoption of these Standards. Each member city has adopted these Development Procedures, Design Standards and Construction Specifications as ordinances and are enforceable as such.

#### 1.1.5 Deviations

Ash Creek SSD does not intend these standards and specifications to replace professional judgment and competent workmanship on the part of the Project Engineer or Contractor.

Proposed designs, materials, or construction methods deviating from these standards and specifications shall be submitted to Ash Creek SSD for review. The submittal shall include additional data, computations, and any other documentation required by Ash Creek SSD. Written approval by Ash Creek SSD authorizing a deviation from these standards and specifications shall be received prior to incorporating the deviation into the project.

Certain environmental or site-specific conditions may require the design and construction of wastewater facilities to exceed the minimum standards and specifications contained in these Standards. It shall be the responsibility of the Project Engineer and Contractor to identify these conditions and modify the design and installation, accordingly, as approved by Ash Creek SSD.

#### 1.1.6 Abbreviations

As used herein, the following abbreviations have the meaning as set forth:

- AASHTO: American Association of State Highway and Transportation Officials.

- ANSI: American National Standards Institute.
- ASTM: American Society for Testing and Materials.
- AWWA: American Water Works Association.
- IPC: International Plumbing Code.

#### 1.1.7 Definitions

As used herein, the following terms have the meaning as set forth:

- “City” or “Municipality” means Hurricane, LaVerkin, Toquerville or Apple Valley.
- “County” means Washington County, Utah.
- “Developer” means any person or entity seeking permission to construct a sewer system for a particular development or parcel of property.
- “Developer or Owner’s Engineer” means the registered professional engineer which is designated and retained by a developer or owner to design the proposed sewer system facilities in accordance with Ash Creek SSD’s rules and regulations.
- “District” means Ash Creek Special Service District, and any officer, employee or other agent duly authorized by Ash Creek SSD to act in its behalf.
- “District Engineer” means any registered professional engineer designated by Ash Creek SSD to provide general engineering services for Ash Creek SSD and shall include any independent professional consultant retained by Ash Creek SSD on an ongoing basis to perform engineering services on behalf of Ash Creek SSD and to advise Ash Creek SSD’s Administrative Control Board and staff on engineering matters.
- “District Rules and Regulations” means the District’s Rules of Operation and these Development Procedures, Design Standards and Construction Specifications for Ash Creek Special Service District, as amended from time to time.
- “Large Underground Wastewater Disposal ” (LUWD) System means an underground wastewater disposal system designed to handle more than 5,000 gallons per day of domestic wastewater, or wastewater that originates in multiple units under separate ownership (except condominiums), or any other underground wastewater disposal system

not covered under the definition of an onsite wastewater system as outlined in the Utah Administrative Code R317-4.

- “Onsite Wastewater Systems” (Septic Systems) means an underground wastewater disposal system that is designed for a capacity of 5,000 gallons per day or less and is not designed to serve multiple dwelling units that are owned by separate owners except condominiums. It usually consists of a building sewer, a septic tank, and an absorption system.
- “Sewer facilities” means all aspects of an existing or proposed sewer system, including sewer lines and all related facilities.
- “Subdivision” means any division of property where a residential, commercial, or industrial unit is to be built. Any subdivision of property approved or recorded before January 22, 2000 is approved for a residential septic tank.
- “Superintendent” means the person designated by the Administrative Control Board of Ash Creek SSD to have the charge, supervision, and administration of Ash Creek SSD’s daily operation. The superintendent may, at his option, designate a person or persons to represent him for inspecting, and reporting on the work as it progresses.
- “Work” means that which is proposed to be constructed or done under a contract or permit, including all activities related to the construction, installation, inspection, and testing of sewer facilities for a project or development.

#### 1.1.8 Referenced Codes and Standards

When reference is made to a Standard Specification (ASTM, IPC, City Standards, County Standards, etc.) the specification referenced shall be understood to mean the latest revision of said specification.

#### 1.1.9 Indemnification of Ash Creek SSD on Developer Sponsored Projects

- A. Ash Creek SSD, its employees, officers, independent contractors, and agents shall be indemnified and held harmless from all claims resulting from the design, construction, inspection, and operation of the new wastewater facilities which arise prior to Final Project Approval and acceptance of the wastewater improvement facilities by Ash Creek SSD.
- B. Developer and Developer’s Contractor shall be responsible for full compliance with the applicable excavation, trenching, confined space requirements, and worker safety

regulations of the U.S. Department of Labor Occupational Safety and Health Administration as administered by the Utah Occupational Safety and Health Division.

#### 1.1.10 Contractor Licensing Requirements

- A. Contractors performing construction on the wastewater system within Ash Creek SSD shall possess all licenses required by local and state rules and regulations.
- B. As a minimum, Contractors shall possess a valid Utah Contractor's License and shall be licensed and insured to perform wastewater system construction in accordance with state law.
- C. For Ash Creek SSD specific projects, where pipe sizes are 12 inches or greater or where depths of pipe are 12 foot or greater, contractors must be preapproved. A list of preapproved contractors will be maintained by Ash Creek SSD and shall be renewed on an annual basis. In order to be listed on the preapproved contractor pool a contractor must submit the following:
  - 1. Requirements for contractor preapproval are as follows:
    - a. A minimum of 5 years' experience.
    - b. A minimum of 3 completed projects documenting pipe depth, pipe diameter, and bypass pumping volume.
    - c. Project reference from the owner's representative for the project provided.
    - d. On-site supervisor with experience on documented projects.

### 1.2 Policies

#### 1.2.1 Compliance with Rules and Regulations

All requests for wastewater service or approval of wastewater facilities shall be governed by and subject to compliance with Ash Creek SSD's Rules and Regulations, which encompasses Ash Creek SSD's Rules of Operation and Ash Creek SSD's Development Procedures, Design Standards and Construction Specifications, as they now exist or as they may be amended from time to time.

#### 1.2.2 Access to Public Wastewater Services

- A. The design and construction of extensions or modifications of the Public Wastewater System for all new developments shall provide a Public Wastewater Line adjacent to all

lots or parcels within each developed property for connection of Private Lateral Wastewater Lines.

- B. A Wastewater Line serving a lot or parcel shall not cross another lot or parcel to access the Public Wastewater System with the following limited exception.
1. The public wastewater line to which the Private Lateral Wastewater Line is connecting is located along or near a common lot line with an adjacent lot or parcel and the area of encroachment into the adjacent lot or parcel is within an Ash Creek SSD minimum 15' easement. An easement for the Private Lateral Wastewater Line granted by the property owner of the adjacent property specifically to the property being served by the Private Lateral Wastewater Line shall be executed and recorded, or a private lateral easement specifically granting the easement to the property being served by the Private Lateral Wastewater Line shall be indicated on the Subdivision Plat.

### 1.2.3 Method of Providing Public Wastewater Services

The proposed method of providing public wastewater service to each project or development shall require review and approval by Ash Creek SSD. This is a general overview. For more detailed information on Ash Creek SSD's Policy regarding wastewater service please see Ash Creek SSD's Rules of Operation.

#### A. Gravity Flow

Development of residential, commercial, or industrial subdivisions or other multiple lot/unit developments within the incorporated area of Ash Creek SSD shall, unless otherwise approved by Ash Creek SSD, be required to connect said subdivision or development to Ash Creek SSD's sewer system.

Development on single lot parcels in the incorporated and unincorporated area of Ash Creek SSD or subdivisions and multiple lot/unit developments in the unincorporated area of Ash Creek SSD that are within three hundred (300) feet of Ash Creek SSD's wastewater system or other wastewater treatment facility approved or operated by Ash Creek SSD, shall at owners expense be required to connect any dwelling, building or other structure or subdivision directly to Ash Creek SSD's wastewater system or other wastewater treatment facility approved or operated by Ash Creek SSD in accordance with Ash Creek SSD's rules and regulations.

## B. Conventional/Alternative Onsite Wastewater Systems (Septic Systems)

Development on single lot parcels or subdivisions and multiple lot/unit developments in the unincorporated area of Ash Creek SSD that are more than three hundred (300) feet from Ash Creek SSD's wastewater system or other wastewater treatment facility approved or operated by Ash Creek SSD, shall at owners expense connect any dwelling, building or other structure or subdivision to an approved conventional onsite wastewater system or alternative onsite wastewater system in accordance with rule 317 of the Utah Administrative Code, the Southwest Utah Public Health Department's Onsite Wastewater Regulations, and Ash Creek SSD's Rules and Regulations, as they now exist or as may be amended from time to time.

In the event that Ash Creek SSD's sewer system, sewer line or other wastewater treatment facility or other system approved or operated by Ash Creek SSD is subsequently extended, constructed or installed to within three hundred (300) feet of the property for which an approved onsite wastewater system or alternative onsite wastewater system has been constructed and installed for any property containing a dwelling, building or other structure or subdivision, said owner or subdivision shall, at his/its sole expense and within sixty (60) days of the date of such extension, construction or installation, disconnect said dwelling, building or other structure or subdivision from said onsite wastewater system or alternative onsite wastewater system, pay the applicable impact fee and connect to Ash Creek SSD's sewer system or other wastewater treatment facility or system approved or operated by Ash Creek SSD.

Any owner or developer of a residential, commercial, or industrial subdivision or other multiple lot/unit development within the incorporated area of Ash Creek SSD who desires to construct and install a sewer system, satellite treatment plant, or other treatment works which is not connected to Ash Creek SSD's sewer system shall provide Ash Creek SSD with the needed information and documentation as required in Ash Creek SSD's Rules of Operation. Ash Creek SSD at its sole discretion, may approve such sewer system, satellite treatment plant or other treatment works.

## C. Low-Pressure Sewer System

1. Public Wastewater System design shall avoid Low-Pressure Sewer Systems. Ash Creek SSD permits the construction of Low-Pressure Sewer Systems only under certain limited conditions, where at the sole discretion of Ash Creek SSD, the option of providing wastewater service by gravity flow main lines is not feasible.

2. If the use of a Low-Pressure Sewer System is approved the following requirements shall be met:
  - a. Notes concerning the Low-Pressure Sewer System shall be included on the subdivision plat for the project.
  - b. Notice shall be recorded against each lot served by the Low-Pressure Sewer System which will serve as notification to all future lot owners of the responsibilities associated with the Private Lateral Low-Pressure Wastewater Lines.
  - c. The entire Low-Pressure private sewer lateral shall be the responsibility of the property owner. The property owner shall be responsible to clean, repair, and correct any problem associated with the Low-Pressure lateral from the building to the Public Wastewater System Low-Pressure mainline, including the connection to the Public Wastewater System Low-Pressure mainline.
  - d. The Low-Pressure Sewer System shall meet the requirements of Ash Creek SSD's Development Procedures, Design Standards and Construction Specifications.

#### D. Pump Stations

1. Public Wastewater System design shall avoid wastewater pump stations. Ash Creek SSD permits the construction of wastewater pump stations only under certain limited conditions where, in the sole discretion of Ash Creek SSD, no physically feasible, financially reasonable, or legally achievable gravity flow collection system or Low-Pressure sewer system can be constructed.
2. Wastewater Pump Stations shall be designed and constructed according to Ash Creek SSD's Development Procedures, Design Standards and Construction Specifications. Equipment and material which minimize operational costs and other replacement and repair expenses to Ash Creek SSD in the future shall be used.
3. In accordance with Ash Creek SSD's Rules of Operation: all responsibility and liability for payment of all costs of operation, maintenance, and repair of any such sewer pump station shall, unless otherwise agreed in writing, remain with the owner or developer for a period of two (2) years from the date that said sewer pump station is completed and accepted by Ash Creek SSD. In order to guarantee payment of said costs of operation, maintenance and repair by the owner or developer for said two (2) year period, the owner or developer shall provide Ash Creek SSD with a letter of credit, or some other acceptable financial guarantee, for the estimated costs of operation, maintenance and repair, as determined by said owner's or developer's engineer.

#### 1.2.4 Private or Common Lateral Wastewater Lines

The method of connecting to Ash Creek SSD's Sewer System by private or common lateral wastewater lines shall comply with Ash Creek SSD's Rules of Operation. This is a general overview. For more detailed information on Ash Creek SSD's Policy regarding private or common laterals please see Ash Creek SSD's Rules of Operation.

- A. Each residence, building or other facility, including units of multiple unit buildings where the units are side by side, shall connect to the Public Wastewater System by way of a separate Private Lateral Wastewater Line.
- B. Ash Creek SSD will permit a Common Lateral Wastewater Line only under the following conditions:
  - 1. Stacked units where the upper unit(s) has no direct access to a separate Private Lateral Wastewater Line. Under this scenario a 6" lateral shall be installed.
  - 2. A building sewer from a front building may be extended to a rear building and the whole considered as one building sewer where:
    - a. One building stands at the rear of another on one lot,
    - b. Connection of the rear building to Ash Creek SSD's system cannot be accomplished through an adjoining alley, courtyard, or driveway, and
    - c. Both buildings are at all times owned by the same person or entity;
    - d. In the event that ownership of either building is changed in any manner, separate sewer facilities shall be constructed by the owner to the rear building or dwelling.
  - 3. A building sewer from a front dwelling may be extended to a rear dwelling and the whole considered as one building sewer where:
    - a. One dwelling stands at the rear of another on one lot,
    - b. Both dwellings are at all times owned by the same person, and
    - c. The conditional use permit is obtained from the local municipality for the purpose of allowing occupancy of the rear dwelling on a temporary basis by an immediate family member because of declining health or advanced age.
    - d. In the event that ownership of either building is changed in any manner, separate sewer facilities shall be constructed by the owner to the rear building or dwelling.
- C. Grease interceptors shall not be placed on common laterals. All facilities or businesses requiring a grease interceptor shall have a separate grease interceptor.

- D. Ejector pumps and Low-Pressure pumps shall not be placed on common laterals for multi-unit buildings.
- E. The entire private sewer lateral shall be the responsibility of the property owner. The property owner shall be responsible to clean, repair, and correct any problem associated with the sewer lateral from the building to the Public Wastewater System line, including the connection to the Public Wastewater System Lines.
- F. The entire common sewer lateral shall be the responsibility of the homeowners, condominium and or building association. Responsibility of the common lateral shall include cleaning, repairing, and correcting any problem associated with the common sewer lateral from the building to the Public Wastewater System line, including the connection to the Public Wastewater System Lines.

#### 1.2.5 Off-Road Public Wastewater Lines

- A. All wastewater lines that are part of the Public Wastewater System, including gravity flow lines, low-pressure sewer system lines, and pump station force mains, shall be located in maintained public or private streets, roads, or rights-of-way.
- B. If local conditions prevent compliance with this policy, Ash Creek SSD may allow Off-Road Public Wastewater Lines if the following requirements are met.
  - 1. The Off-Road lines shall meet the requirements of Ash Creek SSD Standards.
    - a. A 25-foot easement is granted by the property owner.
    - b. A 6 inch deep, all-weather, 14-foot road centered over sewer line and manholes is constructed.
    - c. Swing panel gates through fence lines must be provided for access.
  - 2. Revegetation and erosion protection of the off-road corridor shall be provided. The Developer shall be solely responsible for revegetation and erosion protection of Off-Road Public Wastewater Line corridors during the warranty period. Revegetation plans shall specifically exclude trees, bushes or other vegetation that would impede travel along the corridor by Ash Creek SSD personnel and equipment.

## 2.0 DEVELOPMENT PROCEDURES

### 2.1 General Overview

Approval to design and construct new wastewater facilities intended to become part of the Public Wastewater System shall be obtained from Ash Creek SSD. It is the responsibility of the developer, developer's engineer, homeowner, builder, building owner or facility owner to coordinate all requests and submittals for approval. Contact with Ash Creek SSD early in the development process for all projects is encouraged.

The procedures contained in this section include the minimum requirements necessary for developing wastewater facilities in the Ash Creek SSD service area. Additional meetings, submittals, reviews, etc. may be necessary during the development process as determined by Ash Creek SSD.

### 2.2 Developer and/or Owner Responsibilities

As a general matter, any developer or owner who desires to construct and install any building or structure requiring sewer facilities shall, at his/her expense, be responsible to:

- A. Submit to Ash Creek SSD all plans, designs, and specifications for any proposed sewer system or facilities.
- B. Obtain, in the name of Ash Creek SSD and/or dedicate to Ash Creek SSD, all sewer right-of-way easements or deeds necessary for construction, installation, and maintenance of sewer facilities.
- C. Obtain approval from Ash Creek SSD and any other governmental entity having control or jurisdiction over any matter related to construction, installation, and maintenance of sewer facilities.
- D. Pay all impact fees, plan review fees, inspection fees, monthly fees, and all other fees required by Ash Creek SSD's Rules and Regulations.
- E. Construct and install approved sewer facilities in accordance with Ash Creek SSD's Rules and Regulations.

- F. Where required, enter into an agreement for private maintenance, repair, and replacement of sewer facilities.
1. Examples where a private sewer agreement may be required are RV parks, private parcels, and developments with private roads or streets not dedicated to the City.
  2. Example “Private Sewer Agreement” available from Ash Creek SSD upon request.
- G. Where required, dedicate and convey completed sewer facilities to Ash Creek SSD at no cost to Ash Creek SSD.
- H. An owner of any property where a sewer main line is installed on private property shall dedicate an adequate easement or sign a private sewer agreement.

### 2.3 Public Wastewater System Extensions and Modifications

The general procedure for obtaining approval of a proposed wastewater system extension or modification is as follows:

#### 2.3.1 Service Provider Letter

- A. The Developer may be required to obtain a “Will Serve” letter from Ash Creek SSD during the planning process to demonstrate that Public Wastewater Service is available to a Project.
- B. Developer shall submit a copy of a proposed preliminary plat, site plan, or proposed master plan for large, multi-phase developments showing the property or area for which sewer service is desired and shall request a “Will Serve” letter from Ash Creek SSD.
1. Submittals shall be in the form of PDF electronic files. A full-size paper copy may also be required at the discretion of Ash Creek SSD.
- C. Ash Creek SSD shall issue or deny issuance of a “Will Serve” letter, depending on the location of the property or area to be served, and the sewer main line capacity and treatment capacity as determined by the Board.

### 2.3.2 Design

- A. Developer and the Project Engineer shall prepare and submit preliminary design drawings and specifications in accordance with Ash Creek SSD's Rules and Regulations.
  - 1. Submittals shall be in the form of PDF electronic files. A full-size paper copy may also be required at the discretion of Ash Creek SSD.
- B. The Developer shall provide all necessary deeds or right-of-way easements.
- C. Developer's Engineer shall submit to Ash Creek SSD engineered drawings along with plan review fees or other required fees. Plan review fees shall be \$25.00 per lot or ERU. In areas not within Hurricane, LaVerkin, Toquerville, or Apple Valley there is an additional \$400.00 per lot or ERU fee.
- D. Ash Creek SSD shall review all preliminary design drawings, plans and specifications, provide "red-lined" drawings and give feedback for any issues that need to be addressed.
- E. Developer and the Project Engineer shall prepare final design drawings by making corrections and addressing issues contained in the preliminary design review. An additional plan review by Ash Creek SSD may be necessary.
- F. Ash Creek SSD, if all corrections are made, issues addressed, and plan review fees paid shall give approval for said plans and specifications by signing the plans and specifications. Self-adhesive or add on labels, certifications, details, etc. are not acceptable on final plans.
- G. The Developer or Project Engineer shall make copies of the Approved Construction Drawings, with copies being distributed at the preconstruction meeting. A PDF electronic file of the Approved Construction Drawings should also be provided to Ash Creek SSD.
- H. Proposed modifications to the Approved Construction Drawings, plat or final site plan shall be submitted to Ash Creek SSD for review and approval prior to incorporation into the project.

### 2.3.3 Construction and Inspection

- A. Ash Creek SSD shall give written approval, either by separate letter or by signing the plans and specifications, for developer to proceed with construction and installation of sewer lines and facilities.
- B. After all submittals are approved, a Preconstruction Meeting shall be held.

- C. The Contractor shall construct the project according to the Approved Construction Drawings.
- D. Developer shall give Ash Creek SSD two working days' (48 hours) notice before commencement of construction or installation of sewer lines and facilities.
- E. Verbal acknowledgment of notification from Ash Creek SSD will be required before excavation.
- F. An Ash Creek SSD Inspector will conduct periodic inspections, preliminary inspection, and final inspection of the project.

#### 2.3.4 Final Project Approval

- A. The Developer shall request Final Project Approval of the completed wastewater system improvements.
- B. The following items require completion, submittal, and/or approval by Ash Creek SSD prior to requesting Final Project Approval.
  - 1. Completion and approval of all final inspection "punch list" items.
  - 2. Submittal and approval of passing acceptance test results.
  - 3. Submittal and approval of Record Drawings.
  - 4. Submittal and approval of Operation and Maintenance Manuals, if applicable.
  - 5. Submittal and approval of all executed easements and special agreements required for the project.
  - 6. Payment of all fees.
  - 7. Final Project Approval of the downstream Public Wastewater System by Ash Creek SSD.
- C. Upon completion of construction and installation of sewer lines and facilities in accordance with Ash Creek SSD's Rules and Regulations, Ash Creek SSD's Superintendent shall issue "Notice of Final Inspection" or other letter accepting the sewer lines and facilities as completed.
- D. Developer shall transfer and convey the sewer lines and facilities to Ash Creek SSD at no cost to Ash Creek SSD.

### 2.3.5 Warranty Period

- A. The warranty period for Developer Sponsored Projects shall extend to the latter of one year from the date of Final Project Approval or the date when all warranty “punch list” items are completed and approved by Ash Creek SSD.
- B. During the warranty period, the Developer shall remain responsible for problems due to defects in materials and workmanship (this also includes elimination of infiltration and inflow) and correcting incomplete or incorrect information on the Record Drawings.
- C. Toward the end of the warranty period, Ash Creek SSD will perform a project warranty inspection which will include a video inspection of the installed wastewater system by Ash Creek SSD personnel. A warranty inspection letter with a "punch list" of deficient items will be issued and sent to the Developer, the Project Engineer, and the Contractor.
- D. Upon satisfactory completion of the warranty inspection "punch list" items by the Developer, as verified by Ash Creek SSD Inspector, and at the expiration of the warranty period, the warranty period shall be complete.
- E. Should the warranty inspections reveal necessary repairs or replacement of wastewater system components the new system will be subject to an additional one-year warranty for said repairs.

### 2.4 Requirements of Other Public Agencies

The requirements for the design, construction, and installation of sewer facilities, as specified herein, shall be in addition to and shall be deemed supplemental to the requirements of any other rules and regulations of any other governmental entity or public agency having jurisdiction or control over any aspect related to the approval, construction, installation, and maintenance of such sewer facilities. Any person or entity who undertakes the preparation of plans and specifications for the construction and installation of a sewer system shall be charged with the knowledge of such rules and regulations and shall be required to comply with the same.

## 3.0 PLAN DESIGN AND REVIEW

### 3.1 General

The developer, at his/her expense, shall be responsible to design all sewer facilities in accordance with all Ash Creek SSD Rules and Regulations and Ash Creek SSD's Capital Facilities Plan. The Developer shall submit all plans and specifications for review and approval by Ash Creek SSD.

The design of Public Wastewater System extensions or modifications shall include the submittals and required information described in this Section. The procedures for submitting the information and receiving approval are contained in Section 2.0 Development Procedures.

### 3.2 Construction Drawings

Complete and detailed construction plans, drawings of improvements, and all necessary reports shall be submitted to Ash Creek SSD for review and acceptance. All Drawings or prints shall be clear and legible and conform to standard engineering and professional drafting practices. All Drawings or prints shall be in compliance with individual City requirements and include any additional information as required by the Joint Utility Committee (JUC).

#### A. Format:

Wastewater system plans and specifications submitted to Ash Creek SSD shall be in the following format:

1. Size: the standard drawing size shall be twenty-four by thirty-six inches or digital PDF file.
2. North arrow included.
3. Scale: Standard engineering scales shall be used. Uncommon scales generated by CAD systems shall not be used. Whenever possible, profile scale shall be 1" = 10', 20' or 40' horizontal and 1" = 5' vertical.
4. Stationing and elevations for profiles: Profiles should be drawn directly below plan view when possible. Benchmarks and elevations must be referenced to latest revision of USGS datum or other datum as may be approved.

**B. Information to be included:**

1. **Site Location Map.** The proposed project shown on a vicinity map indicating adjacent streets, projects, etc.
2. **Topographic Map.** A topographic map of the area to be provided with wastewater service. This information may be included on the wastewater system layout plan.
3. **Wastewater System Layout.** Plan of the proposed project indicating the following items with appropriate labeling:
  - a. The proposed location for connection of the proposed wastewater system improvements or extensions to the existing Ash Creek SSD wastewater collection system.
  - b. Location of the proposed wastewater system improvements in relation to streets, property lines, lots, other existing and proposed utilities, etc.
  - c. Proposed public wastewater collection lines and manholes, private laterals, and other wastewater system features.
  - d. Lots or proposed facilities that may require ejector pumps for wastewater service, if applicable.
  - e. Proposed Low-Pressure Sewer System facilities with appropriate design calculations, if applicable.
  - f. Proposed wastewater pump stations, force mains and appurtenances with appropriate design calculations, if applicable.
4. **Plan and Profile View Sheets** shall include all proposed and existing utility lines, existing ground surface and proposed street grade, existing and proposed sewer lines, laterals, and street cross section with all utilities listed, with the flowline plotted in the profile, and slope indicated between each vertical point of intersection.
5. Existing and proposed easements shown with type (i.e., temporary, permanent, nonexclusive utilities, sewer, water, access) and recording information indicated.

6. Ash Creek SSD General Sewer Notes.
  - a. See Appendix C for a list of General Sewer Notes that must be included on each plan set.
7. Ash Creek SSD Detail Sheets
  - a. Applicable Ash Creek SSD Detail Sheets as contained in Appendix D must be included.

#### C. Wastewater Utility Location

1. Wastewater lines should be located at least five (5) feet North or West of the road centerline with a minimum of five (5) feet of distance to the toe of curb and gutter from the sidewall of the manhole barrel.

#### D. Wastewater Utility System

Plan and Profile View sheets should include the following. Ash Creek SSD may require additional information as it deems necessary.

1. Manholes
  - a. Include location, depth, diameter, rim elevation, and invert elevations.
  - b. All manholes should be numbered, and stationing included.
  - c. Polymer manholes should be labeled.
2. Pipes
  - a. Flowline plotted including depth, size, slope, length, stubs, and clearance at all pipe crossings.
  - b. Pipe material.
3. Laterals and Cleanouts
  - a. Private lateral wastewater lines to all lots or building units shown.
  - b. Include location, size, slope, and material.

### 3.3 Plan Review Submittal

- A. The following shall be submitted as part of the Residential Development first plan review:
1. Sewer Plans
  2. Street Plans
  3. Storm Drain Plans
  4. Grading Plans
  5. Erosion Control Plans
  4. Easements, Documents and Plats
  5. For phased projects, map of overall plan for sewer and water, including size and type of lines.
  6. Appropriate Survey Notes
- B. The following shall be submitted as part of the Commercial/Industrial Development first plan review:
1. Items listed in Section A above if applicable.
  2. Site plan/plot plan with water, sewer, and fire systems shown.
  3. Building floor plan/plumbing plan.
  4. Completed Ash Creek SSD industrial form with pretreatment data. See Appendix A for form.
  5. Submittal of data indicating typical waste discharge contents.
  6. Calculation of number of units.
  7. Grease trap/industrial waste clarifier sizing calculations.
  8. Square footage of the building by use type.
  9. Water usage of a similar type of installation.
  10. For restaurants and bars: number of seats, daily meals and/or peak hour meals.

### 3.4 Easements

The developer shall be responsible to obtain all right-of-way easements or deeds necessary for the construction, installation, and maintenance of sewer facilities. In connection therewith, Developer shall submit for review and approval a proposed subdivision plat, or, if said right-of-way easement is not a part of a subdivision, a proposed Right-of-Way Easement Agreement and map, which contains the following:

**A. Required information:**

1. a physical address for the property in which the easement is written
2. north arrow (orientation to upper half of plat)
3. scale
4. track numbers
5. lot numbers
6. lot lines
7. ownership lines
8. sections corner
9. street R/W and street names
10. section, township & range and base & meridian Data
11. call out of easement
12. parcel numbers
13. dimensions
14. title block
15. drawing number
16. Ash Creek SSD signature block

**B. Additional Information When Bearings are Used:**

1. basis of bearings
2. T. P.O.B. (True Point of Beginning)
3. bearing and distances
4. curve data
5. designated point
6. existing easement data

**C. Additional Right-of-Way Easement Requirements:**

1. All sewer right-of-way easements shall be obtained in the name of Ash Creek SSD, as Grantee, or shall be assigned to Ash Creek SSD.
2. All right-of-way easements shall contain legal description of the desired right of way which is prepared by a licensed surveyor.
3. Unless otherwise approved by Ash Creek SSD, all main sewer lines and related facilities must be located in public roadways, or, if approved by separate written agreement, in utility corridors which are dedicated to the use and benefit of the public.

4. Unless otherwise approved by Ash Creek SSD, construction right-of-way easements shall be 50 feet in width, and permanent right-of-way easements shall be 25 feet in width.
5. Unless otherwise approved by Ash Creek SSD, all sewer pipelines shall be installed along the centerline of the easement. For good cause shown, the pipeline may be installed no less than 5 feet from either easement boundary.
6. All easement property must be graded so that every manhole will be accessible to maintenance equipment. On a case-by-case basis, an all-weather road may be required by Ash Creek SSD.
7. All necessary sewer right-of-way easements shall be obtained and recorded at the office of the Washington County Recorder prior to construction and installation of sewer facilities.
8. No other public utility shall be permitted in the sewer right-of-way easement, except that storm drain facilities may be installed in the same easement if the minimum permanent easement width is 30 feet, and the storm drain facilities are installed in the outer-most 5 feet.

D. Right-of-Way Easements Within Subdivision Plat:

1. Where sewer right-of-way easements are included in public roadways, the plat shall contain general dedicatory language dedicating said roadway to the municipality in which it is located for the use and benefit of the public as a public roadway and to Ash Creek SSD for construction, installation, maintenance, replacement and repair of sewer lines and related facilities.
2. Except as approved by Ash Creek SSD, all sewer main lines shall be constructed in public or private streets as shown on the plat. Upon request of the developer and for good cause shown, a main sewer line may be permitted between lots, provided that a sewer corridor of at least 25 feet in width shall be provided by deed and shown on the plat as open space which is dedicated and conveyed to Ash Creek SSD.
3. Except as approved by Ash Creek SSD, laterals shall not cross property lines. Upon request of the developer and for good cause shown, a lateral may be permitted to cross an adjacent property line provided that a 15' right-of-way easement is recorded.

4. In subdivisions or developments where sewer lines are to be constructed in private streets or upon other private property, the developer/owner and Ash Creek SSD shall enter into a written agreement satisfactory to Ash Creek SSD which, among other things:
    - a. Grants to Ash Creek SSD a right-of-way easement conforming to the requirements of these rules,
    - b. Requires construction and installation of sewer lines and related facilities in accordance with Ash Creek SSDs Rules and Regulations by the developer/owner,
    - c. Upon request of the developer and for good cause shown, a main sewer line may be permitted between lots, provided that a sewer corridor of at least 25 feet in width shall be provided by deed and shown on the plat as open space which is dedicated and conveyed to Ash Creek SSD
    - d. Provides for the ownership, maintenance, replacement and repair of sewer lines and related facilities within the development by the developer/owner, homeowner's association, or lot owners within the development, and
    - e. Requires a notation on the subdivision plat giving notice to prospective purchasers and lot owners that ownership, maintenance, replacement, and repair of said lines and related facilities will be the responsibility and liability of the developer/owner, homeowner's association, or lot owners within the development.
- E. Right-of-Way Easement Agreements:  
A sewer right-of-way easement shall be obtained by separate Right-of-Way Easement Agreement which conforms to the requirements of these rules where:
1. Sewer facilities are to be constructed and maintained on property, which is not included in a subdivision plat, or
  2. The developer desires to construct and install sewer facilities prior to the time a subdivision plat is recorded at the office of the Washington County Recorder.

### 3.5 Special Agreements and Permits

- A. All special agreements or permits required for construction of proposed Public Wastewater System extensions or modifications shall be submitted, reviewed by Ash Creek SSD, and executed along with the final design drawings.
- B. The developer shall submit documentation assuming responsibility for all costs and work associated with any third-party agreements, easements, or permits which Ash Creek SSD may be required to enter into for the project.

### 3.6 Construction Cost Estimate

The following construction cost estimates shall apply for Ash Creek SSD projects.

- A. A construction cost estimate prepared by the Project Engineer and approved by Ash Creek SSD shall be used to establish the amount of the project and Engineering Service Fees.
- B. The construction cost estimate shall include, as separate line items, the following items as applicable:
  - 1. Wastewater main line size and type.
  - 2. Wastewater lateral, each size and type.
  - 3. Wastewater manholes and structures, each size and type.
  - 4. Connection to existing manhole.
  - 5. Acceptance testing (TV inspection, air and vacuum testing, tracer wire continuity testing, etc.)
  - 6. Street cuts (including pavement and curb replacement).
  - 7. Trench dike
  - 8. Maintenance access roadway.
  - 9. Revegetation and/or landscaping.
  - 10. Trench rock removal (including import material replacement).
  - 11. Existing manhole adjustment.
  - 12. Special construction items (i.e., bypass pumping, borings, casings, dewatering, wetland restoration, temporary sewer, etc.).
- C. Unit costs shall be consistent with current local construction costs and shall be acceptable to Ash Creek SSD.

### 3.7 Record Drawings

- A. The Developer shall assure that all data for Record Drawings is collected.
- B. The Record Drawing set shall consist of the approved Construction Drawings, including approved revisions, with all annotations and graphical representations modified to reflect the as-constructed condition of the Public Wastewater System improvements and Private Lateral Wastewater Lines as determined by a field survey conducted by the Project Surveyor.
- C. The Record Drawing set shall include title page, overall wastewater system plan, plan and profile sheets, and special detail sheets. Landscaping plans, road cross-sections, erosion control plans, miscellaneous detail sheets, etc., which do not affect the construction or operation of the wastewater system shall not be included. Sheets not included in the Record Drawing set shall be lined-out in the drawing sheet index.
- D. Sheet size shall be 24"x36".
- E. Record Drawings shall be legible and scalable and must allow for clear photocopies and digital copies.
- F. Record Drawings shall include all information required for final wastewater system design drawings and the following additional items:
  - 1. Existing manholes removed as part of the project shall be shown on the record drawings with appropriate notes and how the manhole was abandoned or noted as removed.
  - 2. Distance from the near side property line to the sewer lateral marker.
  - 3. Any changes to sewer main line slopes and depths.
  - 4. Any field information obtained by the contractor.
  - 5. The location of the installed wastewater lines within easements. If revised easements are required, a copy of revised easements shall be submitted with the initial Record Drawing submittal for review by Ash Creek SSD.

6. Written certification by the Project Surveyor or Project Engineer that a field survey of existing as-constructed wastewater system information has been performed and has been incorporated into the Record Drawings.
- G. A copy of the Record Drawings shall be submitted to Ash Creek SSD in PDF electronic form for review prior to scheduling a final inspection.
- H. The final Record Drawing submittal shall consist of the following:
1. Signed revised easements, if required.
  2. One set of plotted mylar drawings.
  3. A PDF digital file of all sheets in the Record Drawing set.
- I. Any incorrect or modified information shown on the Record Drawings found during the warranty period shall be corrected by the Developer and Project Engineer and the corrected sheets resubmitted.

### 3.8 Operation and Maintenance Manuals

- A. An Operation and Maintenance Manual, prepared by the Project Engineer and approved by Ash Creek SSD, shall be required for wastewater pump stations.
- B. Hard copies and a PDF digital file of the final approved Operation and Maintenance Manual shall be submitted prior to Final Project Approval of the wastewater pump station.
- C. Content
1. General description of the facility and how it operates.
  2. Detailed description of all components and how they function in relation to other components.
  3. Operating procedures for the overall facility and for its specific components under all operating conditions.
  4. Maintenance procedures and schedules.
  5. Technical guidance for troubleshooting.

6. Manufacturer's recommended spare parts list and special tools list.
7. Record Drawings of the wastewater pump station and force mains showing as-constructed conditions.
8. Certified pump curves for the installed system.
9. Drawings, schematic diagrams, wiring diagrams, etc. as required to adequately describe the as-constructed facility and its components.
10. Catalog cut sheets, equipment test certifications, and other information for all components of the station. Catalog cut sheets shall be marked to indicate the specific equipment models, serial numbers, etc. included in the station.
11. Other information as required by Ash Creek SSD.

### 3.9 Certificate of Review

No construction of sewer improvements shall be permitted until all sewer plans and specifications have been reviewed by Ash Creek SSD and all improvements conform to these Design Standards and Construction Specifications.

## 4.0 DESIGN REQUIREMENTS

### 4.1 General

This section defines the minimum design requirements necessary for the design of wastewater facilities within Ash Creek Special Service District. It is not the intent of these design requirements to restrict professional judgment, but, rather, to serve as a guide and to establish consistency in design. Wastewater facilities and improvements proposed for inclusion into Ash Creek SSD's service area shall be designed in accordance with the criteria set forth herein, unless otherwise approved in writing by Ash Creek SSD. The design shall take into consideration physical conditions known to exist at the time and place of each installation and the probable operating requirements.

Proposed designs deviating from these requirements will be reviewed by Ash Creek SSD on a case-by-case basis upon submittal by the Project Engineer of any additional data, computations, exhibits, etc., as required by Ash Creek SSD.

### 4.2 Design Criteria for Public Wastewater System Extensions and Modifications

#### 4.2.1 Basis of Design

##### A. Design Period

1. All sanitary sewers and appurtenances shall be designed to carry the design flows from all contiguous or adjacent areas which may, within a reasonable period in the future be tributary thereto.
2. The wastewater system design shall be based on the best information available.

##### B. Design Capacity

###### 1. Peak Flow:

Sanitary sewers must be designed to carry the peak discharge and to transport suspended material so that deposits in the sewer are precluded. Hydraulic jumps shall be avoided whenever possible. Where velocities greater than fifteen (15) feet per second are attained, special provision shall be made to protect against displacement by erosion and shock.

## 2. Average Flow:

- a. New sewer systems shall be designed based on an average daily per capita flow of not less than 100 gallons per day. This figure is assumed to provide for normal infiltration, but an additional allowance should be made where groundwater conditions are unfavorable. To provide for peak loads sanitary sewers should be designed to carry, when full, not less than the following:

Laterals and Sub Mains	400 gal. per capita/day
Mains, trunks, and outfall	250 gal. per capita/day

## 3. Future Land Use:

- a. The following sewage flow parameters shall be used as a general guideline for minimum estimated flows generated from future land use.

Future Residential Areas	1250 gal. per/acre/day
Commercial Areas	1000 gal. per/acre/day
Infiltration-inflow allowance	500 gal. per/acre/day

### 4.2.2 Location of Facilities

#### A. General Guide

The following information is provided as a general guide for laying out the wastewater main lines. This information is to be used as a guide and may be changed by Ash Creek SSD as required to meet existing utilities or to meet the cities of Hurricane, LaVerkin, Toquerville, Apple Valley and unincorporated County construction standards.

#### B. New Wastewater Lines

1. Wastewater lines should be located five (5) feet North or West of the road centerline with a minimum of five (5) feet of distance to the toe of curb and gutter from the sidewall of the manhole barrel.
2. New lines should be stubbed out to the property boundary to allow for future development.
3. No sewer main line should be constructed thru a water detention basin.

#### 4.2.3 Separation from Other Utilities

Horizontal and vertical pipe separation between culinary water lines, utilities, and wastewater main lines and private lateral lines shall comply with the following requirements.

##### A. Horizontal Separation

1. Wastewater main lines and private laterals shall be installed a minimum of 10' horizontally from any existing or proposed water main or service, measured edge of pipe to edge of pipe.
2. The separation of wastewater lines and private laterals from all secondary water system lines and irrigation lines shall be a minimum of 10' horizontally, measured edge of pipe to edge of pipe.
3. The separation of wastewater lines and private laterals shall be installed a minimum of 10' horizontally from all other utilities measured edge of pipe to edge of pipe or utility line.

##### B. Vertical Separation

Where wastewater main lines or private laterals must cross culinary water lines, wastewater lines shall be at least 18" below the bottom of the water line, measured edge of pipe to edge of pipe.

##### C. Approvals for Reduced Separation

If local conditions prevent the minimum 18" separation of wastewater lines from other utilities, reduced separation may be allowed with the following requirements:

1. The Contractor shall provide construction as required per the State Health Department Water/Sewer Special Construction Requirements.
2. Sewer mains and laterals shall be sleeved where an 18" clearance is not met or when sewer is above the water line. Sleeve shall be 20' long centered at the water line.

##### D. Separation at Crossings

Wastewater main lines and private lateral lines shall be located below all existing and proposed utilities with a minimum separation of 18" for main lines measured edge of pipe to edge of pipe or utility line.

1. If local conditions prevent the wastewater lines from being located below other utilities, the wastewater line may be located over the other utilities with the following requirements:
  - a. The routing is approved by Ash Creek SSD and the utility system authority. The Project Engineer may be required to submit justification for the conditions preventing this requirement from being met.
  - b. A minimum vertical separation of 18" for main lines measured from edge of pipe to edge of pipe or utility line shall be maintained.
  - c. Special construction shall be required whenever sewer lines cross over a water line.
2. If local conditions prevent a minimum vertical separation of 18" for main lines and for private lateral lines between the wastewater line and other utilities at crossings, reduced separation may be allowed with the following requirements:
  - a. The reduced separation and routing are approved by Ash Creek SSD and the utility system authority. The Project Engineer may be required to submit justification for the conditions preventing separation to be maintained.
  - b. The vertical separation shall be maximized. There shall be a minimum separation of 4", but in no case shall the pipes be in contact.

#### 4.3 Gravity Flow Main Lines

##### A. Line Size

No public sanitary sewer shall be less than 8" in diameter.

##### B. Line Depth

1. In general, sanitary sewers shall be designed of sufficient depth to permit floor drains from basements to be connected, unless in subdivisions or areas in which basement-less houses are to be constructed. In which instance the developer shall sign a statement to this fact on all plans presented for approval and noted on the subdivision plat which is recorded at the county office.
2. Minimum cover over sewer pipe should be sufficient to service adjacent property by gravity, and cover shall not be less than 9 feet to finish grade of street. Shallower depths will be approved on a case-by-case basis by Ash Creek SSD. Where depths

shallower than 5 ½ feet are unavoidable, a pump station or low-pressure system may be required.

- 3. In addition, sewer mains must be sufficiently deep in subdivisions to allow water lines to be set with 3' minimum cover without interference from sewer laterals.

C. Minimum Slope

- 1. Pipe slopes shall be calculated using the horizontal distance from inside manhole wall to inside manhole wall and the flow line elevations at the inside of manhole wall.
- 2. All sewers shall be designed and constructed with hydraulic slopes sufficient to give average daily cleaning velocities of not less than 2.0 feet per second, based on Manning’s formula.
- 3. A Manning’s “n” value of 0.013 shall be used for all pipe materials.
- 4. Exceptions to the requirement to achieve a velocity of not less than 2.0 feet per second shall be specifically approved by Ash Creek SSD on a case-by-case basis.
- 5. In all cases the minimum slope of any line segment shall not be less than the following:

Sewer Size (inches)	Minimum Slope in feet per 100 feet (%)
4”	2.00
6”	1.00
8”	0.50
10”	0.40
12”	0.35
15”	0.30
18”	0.25
21”	0.20
24”	0.15

- 6. Pipes larger than 24” shall be per the Design Engineers recommendation but not have a slope less than 0.10 ft/100 ft.

7. Any line segment that has any portion of the line with a slope less than the minimum shall be reinstalled.

#### D. Maximum Slopes

1. The maximum slope of all lines entering manholes is 35 percent or any time peak pipeline velocity is 10 feet per second.
2. In cases where the required slope from manhole to manhole exceeds 10 feet per second:
  - a. The slope of the wastewater line should generally be less than 35 percent. Custom manholes will be required to meet steep pipe slopes.
  - b. Special design consideration, including pipe anchoring and pipe material, shall be given to wastewater lines with slopes greater than 30 percent.
  - c. Any pipe slope over 20 percent must be evaluated for peak flow velocities.

#### E. Alignment

1. Sewers shall be designed for uniform slope and alignment between manholes and located parallel to and at least 10 feet distant from any waterline or any other utility.
2. When one sewer joins a larger one, the invert of the smaller sewer should be sufficiently high to maintain the same energy gradient. The tops of the pipes shall be at the same elevation. (or crown of pipes match)
3. All sewers shall be designed to prevent damage from superimposed loads as well as trench loading conditions.

### 4.4 Manholes

#### A. Location

1. Manholes shall be installed at the end of each line.
2. At all changes in grade, pipe size, or alignment.
3. At all intersections.
4. At intervals not greater than 400 feet apart.
5. A minimum of five (5) feet of distance to the toe of curb and gutter.

6. With the exception of sampling manholes installed according to pretreatment requirements, manholes shall not be placed on private lateral lines.
7. All service lateral connections, 6" and larger and all sewer collection lines shall be made with the installation of a manhole.
8. Manholes shall not be buried except where approved by Ash Creek SSD. Manholes shall be raised above ground level where necessary to maintain them in farmed areas and in waterways.

#### B. Diameter

1. Manholes shall have a minimum inside diameter of 5'.
2. Manholes shall be 6' in diameter where pipes are 24 inches or larger, as determined by Ash Creek SSD.

#### C. Manhole Fall Through (slope)

1. Flow lines of incoming and outgoing lines in manholes shall have a drop of 0.2'.

#### D. Pipe Size Transitions

1. Unless otherwise approved by Ash Creek SSD, junction manholes shall have the crowns (soffits) of the intersecting pipes at the same elevation where their projections intersect the manhole centerline.

#### E. Drop Manhole Connections

1. Drop manhole connections are not permitted.

#### F. Depth

1. In general, manholes shall have a 9' depth as measured from the top of rim to the invert.
2. Manholes with a depth less than 9' shall be approved by Ash Creek SSD.

### G. Special Requirements

1. Pipe diameters 12” and greater are considered regional lines and require manholes installed on these lines to be polymer, integrated polymer lined or equivalent. A note shall be included on construction drawings indicating manholes are polymer.
2. Manholes installed in fields, well protection zones or in areas of known ground water shall have a monolithic base, double mastic at the joints, and 12-inch mastic wrap around exterior joints or equivalent. A note shall be included on construction drawings indicating such. See Appendix D for detail drawing.

### H. Detail Sheet

1. All manholes shall conform to the detailed dimensions, construction details, and materials as shown on the drawing titled “Sewer Manhole” provided in Appendix D Detail Drawings.

## 4.5 Low Pressure Sewer Systems

- A. Proposed Low-Pressure Sewer Systems and manufacturers shall be approved by Ash Creek SSD. Approved manufacturers include:
  1. E/One D-Series as manufactured by Environment One Corporation.
  2. Omni Grind or Omni Grind Plus as manufactured by Barnes.
  3. Equivalent as approved by Ash Creek SSD.
- B. Intermixing of different manufacturer’s Low-Pressure System pumps within the same Low-Pressure System shall not be permitted.
- C. The layout of the Low-Pressure Sewer System shall minimize the length, number of branches, and number of connections on the Low-Pressure Sewer System. A combination of smaller Low-Pressure Sewer Systems discharging to gravity flow lines is preferable to a large and complex Low-Pressure Sewer System.
- D. The design of the Low-Pressure Sewer System shall be based on the system manufacturer’s recommendations for line sizing and maximum total system head with the following minimum requirements.

1. Line Size:

Line shall be sized to provide a minimum velocity of 2.0 feet per second while minimizing head losses through the system during system operation.

2. Maximum Total System Head:

Maximum head shall not exceed the system manufacturer's recommended allowable head for the pump system being proposed at any point on the Low-Pressure Sewer System. Total system head consists of static (elevation) head plus accumulated friction losses through the system.

E. Detailed calculations for each branch of the Low-Pressure Sewer System, including the following minimum information, shall be required and provided to Ash Creek SSD for review.

1. Number of units connected to the Low-Pressure Sewer System
2. Design maximum flow
3. Pipe size
4. Design velocity at design maximum flow
5. Friction losses
6. Static (elevation) head
7. Total head
8. Anticipated number of simultaneous pump operations
9. For systems with more than 1 home a verified system model shall be provided.
10. Location and number of pipe flushing connections.

F. Minimum Line Depth:

1. Depth shall be located below all other utilities with a minimum of 18" vertical separation, measured edge of pipe to edge of pipe, from other utilities and shall have a minimum depth of 7' from the top of the pipe to the finished grade elevation.

G. Vertical Alignment:

1. Shall minimize the number of high and low points on the system.
2. The connection of the Low-Pressure System to the gravity system shall be the highest elevation of the Low-Pressure System.

#### H. Horizontal Alignment:

1. Wastewater lines will generally be located five (5) feet North or West of the road centerline with a minimum of five (5) feet of distance to the toe of curb and gutter.

#### I. Connection of the Low-Pressure Sewer System main line to the gravity wastewater collection system shall occur at a manhole and shall meet the following requirements:

1. The invert of the Low-Pressure Sewer System main line shall enter the manhole 0.2' above the invert elevation of the gravity outlet line.
2. The manhole base shall have a formed channel from the Low-Pressure Sewer System main line to the gravity outlet line to minimize disturbance of the wastewater entering the manhole.
3. The manhole shall be a polymer, integrated polymer lined or equivalent.
4. The receiving manhole shall be designed and located with consideration for proximity to existing and future residences, businesses and other facilities which may be affected by potential wastewater odors generated in the Low-Pressure Sewer System.
5. The receiving manhole shall have a vented cover and manhole odor control unit installed. Odor control unit shall be a Manhole Odor Eliminator (MOE) as manufactured by Inventive Resources Inc. or an equivalent activated carbon filter media system as approved by Ash Creek SSD.

#### J. Appurtenances

1. Combination air valves, junction manholes and flushing connections shall be included in the design of the Low-Pressure Sewer System. The location of these valves on the system shall be approved by Ash Creek SSD and should meet the following general guidelines.
  - a. Combination air valves should be installed at intermediate system high points, at significant changes in grade where air pockets can form, and at intervals of 1,200 feet or less in long horizontal runs that lack a clearly defined high point.
  - b. See Appendix D for Air Vac Valve Detail Drawing.

2. Flushing connections shall be installed at the terminal end of each main line and at other locations, as determined by Ash Creek SSD, which will facilitate operation and maintenance of the system.
3. All low-pressure sewer pipe shall be installed with tracer wire and marking tape. See Section 5.10 Miscellaneous Material.

#### 4.6 Borings

- A. Borings under roadways or other similar facilities; consisting of a bored or jacked casing pipe, a carrier pipe and appurtenances; may be approved on a case-by-case basis when an open trench installation method is not allowed by the owner of the roadway or facility.
- B. Borings shall be designed in accordance with applicable City, County, State, and Federal standards and requirements.
- C. Approval for the boring shall be obtained from the owner of the roadway.
- D. Borings under Interstate Highways shall, as a minimum, extend from right-of-way line to right-of way line.
- E. Casing pipe and carrier pipe material, size, length, and flow line elevations shall be shown on construction drawings.
- F. Minimum casing diameter shall typically be 24" to allow for possible upsizing of the carrier pipe in the future, however smaller sized casings may be allowable on a case-by-case basis as approved by Ash Creek SSD.
- G. Casing pipe shall meet requirements of Section 4.7 and Section 5.9.
- H. Ash Creek SSD may require submittal of additional structural calculations with construction drawings.
- I. The design of the boring shall allow for some variance in the installed boring line and grade.
- J. Construction drawings shall require the bored portion of the wastewater line to be completed before construction of the adjacent portions of line to allow for discrepancies in alignment and grade which may occur during the boring operation.

#### 4.7 Casings

- A. Wastewater lines shall be installed inside casings when additional protection of the line is necessary as determined by the Project Engineer or Ash Creek SSD.
- B. Ash Creek SSD may require submittal of additional structural and pipe loading calculations with construction drawings to determine the need for additional protection.
- C. Casing pipe and carrier pipe material, size, length, and flow line elevations shall be shown on construction drawings.
- D. Minimum casing diameter shall typically be 24" to allow for possible upsizing of the carrier pipe in the future, however smaller sized casings may be allowable on a case-by-case basis as approved by Ash Creek SSD.
- E. The carrier pipe shall generally be the same pipe material as the connecting wastewater lines.
- F. The carrier pipe shall be supported by manufactured casing spacers designed specifically for this application. Redwood skids are not acceptable.
- G. Casing end seals shall be installed at either end of the casing pipe to prevent migration of water and soil along the carrier pipe.

#### 4.8 Service Laterals

##### A. Description

1. Ownership, construction, maintenance, and operation of Private Lateral Wastewater Lines from the building to the Public Wastewater System line, including the connection to the Public Wastewater System Lines, shall be the responsibility of the property owner.
2. The property owner shall be responsible for cleaning, repairing, and correcting any other problem associated with sewer laterals to include services that are in roadways.
3. Under no circumstances shall roof drains, foundation drains, storm drains, or sub-drains be connected to the sanitary sewer system.

4. Only one residence, structure, building, or office shall be served by each Private Lateral connected to the public main line.

#### B. Location

1. Private laterals shall be installed 25 feet off from the low side property line.
2. All laterals shall extend 15 feet in back of the curb and/or 10 feet from back of the property line, shall extend behind all other utilities, shall be stubbed 3 feet above surface grade and protected with a t-post. See Appendix D Sewer Service Connection Detail.
3. All laterals shall be constructed a minimum distance of 10 feet from existing water services and other utilities.

#### C. Gravity Flow Lateral Lines

1. Line Size shall be a minimum of 4" in diameter. Larger diameters will require the installation of a sewer manhole.
2. Minimum Slope: In no case shall any private lateral be constructed at less than 2 percent slope.
3. Alignment:
  - a. Private laterals shall be designed on straight horizontal and vertical alignments and not less than a 90-degree angle to the main line, unless approved by Ash Creek SSD.
  - b. No more than one 45-degree angle in 3 feet and no more than two 45-degree angles without a cleanout.

#### D. Cleanouts

1. Cleanouts shall be installed on all gravity flow Private Lateral Wastewater Lines according to the following requirements:
  - a. A minimum of one cleanout shall be required on each gravity flow private lateral line.
  - b. Cleanouts shall be constructed at or near property line and within 5' from the building foundation when houses are built.

- c. Cleanouts shall be installed or placed in such a manner so that the lateral can be located by lateral maps or sewer monument cover (metal detector).
- d. Cleanouts shall be placed before any turns in the line and at intervals of not more than 100' measured from the entrance to the cleanout, along the lateral, to the next cleanout or the wastewater main line.
- e. A cleanout shall be provided at the property line.
- f. Cleanouts shall have the same diameter as the private lateral to which it connects.
- g. See Appendix D "Sewer Cleanout W/Lid" and "Sewer Service Connection" Detail Drawing Sheets.

E. Pressure Private Lateral Lines/Sewage Ejectors:

- 1. In some extreme circumstances, the ability to service an individual lot by gravity may be uneconomical based on shallow depths of the mainline sewer. The definition of these circumstances shall be determined by Ash Creek SSD. Should Ash Creek SSD determine these conditions exist for a lot, and upon Ash Creek SSD approval, a pressure private lateral or an individual sewage ejector may be used.
- 2. The ejector shall be constructed to U.P.C. International Plumbing Code standards on private property by the property owner or developer. Maintenance of the pressure private lateral or ejector shall be the responsibility of the property owner.

#### 4.9 Pretreatment Requirements

- A. The property owner is responsible for installation, maintenance, and upkeep of any pretreatment requirements.
- B. A sanitary sewer survey will be required to determine if a business will be permitted to discharge. See Appendix A for Pretreatment Survey form.
  - 1. Businesses that fall under specific pretreatment categories will be required to retain, treat, store, and dispose of waste independently.
- C. A grease interceptor, oil separator or sand interceptor, located outside the facility or building, shall be provided as part of the Private Sewer Lateral line of any commercial, industrial, and institutional facility or building that has the potential of introducing substances that would be detrimental to the Ash Creek SSD Collection or Treatment System as determined by Ash Creek SSD.

- D. All wastewater from FOGS-bearing (fats, oils, and grease) fixtures must be routed to the interceptor. All wastewater from floor drains, trench drains, mop sinks and hand washing stations must be routed to the interceptor. Sanitary waste shall be excluded from the interceptor but tied in at the sampling manhole.
- E. The working capacities of interceptors connected to Ash Creek SSDs wastewater system shall be at least 1000 gallons and 3 bay.
- F. Sampling Manhole:
1. A sampling manhole is required downstream of all Grease and Sand/Oil Interceptors.
  2. The facility sanitary sewer shall also discharge to the sampling manhole.
- G. Impact fees will need to be paid to Ash Creek SSD based on business type and square footage.
- H. See Appendix D “Grease and Sand Interceptor” Detail Drawing.

#### 4.10 Onsite Wastewater Systems

- A. Onsite Wastewater Systems or “Septic Systems” must comply with Utah Administrative Code R317-4, Southwest Utah Public Health Department’s Onsite Wastewater Regulations, and Ash Creek SSD Rules and Regulations. See Section 1.2.3.B of these Standards and Ash Creek Special Service District Rules of Operation Part IV.
1. Conventional onsite wastewater systems shall:
    - a. Comply in all respects with the septic system densities of the Hansen Allen Luce Study
    - b. Be shown by an engineering report to have no negative effect on groundwater quality, or
    - c. Be exempt from the Hansen Allen Luce Study.
- B. For any Large Underground Wastewater Disposal (LUWD) System where Ash Creek SSD will be designated Body Politic, the following requirements shall be meet:
1. Must comply with Utah Administrative Code R317-5, Southwest Utah Public Health Department’s Onsite Wastewater Regulations, and Ash Creek SSD Rules

and Regulations. See Section 1.2.3.B of these Standards and Ash Creek Special Service District Rules of Operation Part IV.

2. A System Design Report shall be submitted by the Project Engineer to Ash Creek SSD for review and approval. The report shall contain design criteria along with other information necessary to describe the proposed project and demonstrate project feasibility. The Report shall include a completed copy of the Southwest Utah Public Health Department's "Onsite Wastewater System Subdivision Feasibility Application". It is the responsibility of the Project Engineer to ensure the report meets all requirements of Utah Administrative Code R317-5.
3. Construction drawings for the Development including sewer and the LUWD System shall be submitted for review, redline comments and approval by Ash Creek SSD.
4. After all redline comments have been addressed and Ash Creek SSD has approved the construction drawings, Ash Creek will submit construction drawings and the System Design Report to the Utah Department of Water Quality (DWQ) for comments and approval.
5. No construction shall begin until comments from DWQ have been addressed and plans have been approved.
6. The Developer or project owner shall execute a Body Politic Agreement with Ash Creek SSD prior to completion of the LUWD System construction.

#### 4.11 Wastewater Pump Stations

- A. See Section 7.0 Wastewater Pump Stations.

#### 4.12 Force Mains

- A. See Section 7.3.2.H Force Mains.

## 5.0 MATERIAL REQUIREMENTS

### 5.1 General

#### A. Minimum Requirements

1. The material requirements contained in this Section include the minimum requirements necessary for construction of wastewater facilities in the Ash Creek SSD area.
2. Contractor shall submit material cut sheets and specifications for proposed materials to demonstrate compliance with Ash Creek SSD Standards.
3. Materials proposed for incorporation into the work that do not conform to these specifications shall require written approval by Ash Creek SSD prior to delivery to the job site.
4. Any material or equipment not conforming to the Approved Construction Drawings and/or these Ash Creek SSD Standards or has not received prior written approval by Ash Creek SSD shall be removed from the project site at the expense of the owner/contractor.

#### B. Use of Materials

1. All materials and equipment furnished for permanent installation in the work shall be new, unused, and undamaged when installed or otherwise incorporated in the work.
2. No material or equipment shall be used by the contractor for any purpose other than that intended or specified.

### 5.2 Gravity Pipe

#### A. Acrylonitrile Butadiene Styrene (ABS) Pipe:

1. Ash Creek SSD does not permit the use of ABS Pipe.

#### B. High Density Polyethylene (HDPE) Pipe

1. HDPE pipe is permitted under the following conditions:

- a. Installation is at a water well protection zone.
  - b. Installation meets state and local standards.
2. Materials: Virgin resins, Cell Classification meeting or exceeding PE 345464C as defined in ASTM D 3350, resins shall be listed by the Plastic Pipe Institute in its pipe-grade registry TR-4.
3. Pipe and Fittings:
  - a. ASTM Material Designation Code: PE 3608/3408 or PE 4710 high density, extra high molecular weight.
  - b. SDR 17 in accordance with ASTM F 714.
  - c. Outside diameter to be ductile iron pipe size (DIPS) or iron pipe size (IPS).
  - d. Marked in accordance with ASTM F 714.
  - e. Pipe shall be manufactured with an integral color-coded stripe of HDPE, color green.
4. Fittings for Private Lateral Lines:
  - a. No molded HDPE fittings will be allowed.
  - b. 45-degree bends shall be fusion welded seamless long radius HDPE sweep bends, or fusion welded 3 segment fabricated HDPE fittings.
  - c. Wyes for cleanouts shall be fabricated fusion welded fitting.
  - d. The SDR of the fitting shall match the SDR of the adjoining pipe.
5. Joints:
  - a. Zero leak-rate heat-fusion joint conforming to ASTM D 3261.
  - b. HDPE gravity lines 8" and larger shall have the internal bead resulting from the heat-fusion process removed and extracted from the pipe during the cooling stage of the fusion process.
  - c. The bead removal process shall be in accordance with the bead removal equipment manufacturer's specifications.
  - d. The extracted fusion bead shall be subjected to visual inspection and verification per Section 6 Construction Requirements.

### **C. Polyvinyl Chloride (PVC) Pipe**

1. Material: PVC plastic having a cell classification of 12364 or 12454 as defined in ASTM D1784
2. Pipe:
  - a. 4" thru 15" diameter: ASTM D 3034, SDR-35.
  - b. 18" thru 48": ASTM F 679 (Large diameter solid wall), SDR-35.
  - c. Minimum pipe stiffness shall be 46 psi when tested in accordance with ASTM D 2412.
  - d. For depths and loads exceeding the minimum 46 psi then 115 psi pipe stiffness shall be used in accordance with ASTM D 3034, SDR-26.
3. Fittings:
  - a. Gasketed sewer fittings conforming to ASTM F1336.
  - b. Solvent weld PVC fittings meeting ASTM D3034 may be used on 4" and 6" private laterals. Gasketed fittings shall not be used for solvent welding.
4. Joints:
  - a. Integral bell gasketed joints conforming to ASTM D3212. Rubber gaskets shall be factory installed and conform to ASTM F 477.
  - b. Joints on 4" and 6" diameter pipe may be solvent weld joints conforming to ASTM D 2855. A purple primer conforming to ASTM D 656 and solvent cement not purple in color and conforming to ASTM 2564 shall be used.
  - c. Pipe lengths shall not be greater than 20 feet.
  - d. PVC pipe meeting requirements of ASTM D 1785, Schedule 40 or Schedule 80, with equivalent gasketed or solvent weld fittings, may be used for 4" and 6" Private Lateral Wastewater Lines.

### **D. Polyvinyl Chloride (PVC) AWWA C900 Pipe**

1. Material: PVC plastic having a cell classification of 12454 as defined in ASTM D1784
2. Pipe:
  - a. Meets the requirements of the ANSI/AWWA C900 standard specification of polyvinyl chloride water distribution pipe.
  - b. DR-18 or less

3. Joints:
  - a. Restrained gasketed joints required.
  - b. The integral bell joint system meets the requirements of ASTM D3139 and utilizes an elastomeric seal meeting the specification defined in ASTM F477.

### 5.3 Pressure Pipe

#### A. High Density Polyethylene (HDPE) Pipe

1. HDPE pipe is permitted under the following conditions:
  - a. Installation is at a water well protection zone.
  - b. Installation meets state and local standards.
2. Materials: Virgin resins, Cell Classification meeting or exceeding PE 345434C as defined in ASTM D 3350, resins shall be listed by the Plastic Pipe Institute in its pipe-grade registry TR-4.
3. Pipe and Fittings:
  - a. ASTM Material Designation Code: PE 3608/3408 or PE 4710 high density, extra high molecular weight.
  - b. 4" thru 12" diameters. SDR and Pressure Class shall be based on specific requirements of installation with minimum SDR 11 and Pressure Class 160 in accordance with ASTM F 714.
  - c. Outside diameter to be ductile iron pipe size (DIPS) or iron pipe size (IPS).
  - d. Marked in accordance with ASTM F 714.
  - e. Pipe shall be manufactured with an integral color-coded stripe of HDPE, color green.
4. Joints: Zero leak-rate heat-fusion joint conforming to ASTM D 3261.
5. Thrust Blocking: Appropriate thrust blocking, designed specifically for the pressures and soil conditions encountered, shall be installed at all fittings.

#### B. Polyvinyl Chloride (PVC) Pipe

1. Material: PVC plastic having a cell classification of 12454 as defined in ASTM D1784.
2. Pipe and Fitting.
  - a. 4" thru 12" diameters: AWWA C900. DR and Pressure Class shall be based

on specific requirements of installation with a DR of 18 or less and Pressure Class 150.

3. Joints.
  - a. 4" thru 12" diameters. Integral-bell gasketed joints conforming to ASTM D31339. Rubber gaskets shall be factory installed and conform to ASTM F 477.
4. Fittings: ANSI A21.10. Fittings shall be consistent with the specified pipe.
5. Thrust Blocking: Appropriate thrust blocking, designed specifically for the pressures and soil conditions encountered, shall be installed at all fittings.

## 5.4 Manholes

### A. General

1. Manholes shall be watertight and shall be constructed with precast reinforced cementitious concrete or polymer concrete bases, wall and cone sections, thermo-plastic riser form, and castings.
2. Steps shall be removed in all manholes.
3. Cast-in-place concrete bases will generally not be allowed, and if allowed only for connection of new main lines to existing main lines where the use of a precast concrete base is not practical, as specifically approved by Ash Creek SSD.

### B. Precast Concrete Bases

1. Shall conform to ASTM C 478 and standard detail "Sewer Manhole" in Appendix D. Shall consist of a monolithically cast precast base section with invert and shall be supplied with a flexible pipe connector for each pipe entering the manhole.
2. Invert
  - a. An invert shall be provided for each pipe, including private laterals, entering the manhole.
  - b. Inverts shall be full depth. The cross-sectional shape of the invert shall be uniform for the entire length and shall match the lower halves of the inflow and outflow pipe up to the spring line of the pipe and shall be vertical from the spring line to the top of the pipe.

- c. In certain situations, extra depth of the channel may be required to contain the wastewater flow in the channel.
  - d. If a change in pipe diameter occurs at the manhole, crowns of pipes shall match and a smooth transition from one size to the other shall be provided.
  - e. The invert shall have a uniform grade from inflow to outflow pipe flow lines with no areas of flat or reverse grade.
  - f. Changes in flow direction shall be smooth and uniform. Short radiuses or abrupt changes in direction will not be allowed.
  - g. The junction where the pipe abuts the invert shall be manufactured specifically for the type of pipe connecting to the manhole such that the flowline of the pipe matches the flowline of the invert.
  - h. The junction shall be constructed so that the distance from the inside of the manhole wall to the end of the pipe when installed is 5" for HDPE pipe and 3" for all other pipe material.
  - i. Minimum clear distance between two wall penetrations shall be 6 inches. Minimum clear distance between wall penetration and joint shall be 3 inches.
  - j. A 0.2-foot drop through manhole as required by Section 4 Design Requirements.
3. Private Lateral Wastewater Line connections to Precast Base:
- a. Private Lateral Wastewater Line connections to manholes are only allowed for 6" diameter and larger lines as specifically approved by Ash Creek SSD. 4" lateral connections to the public wastewater system shall be according to Section 4.8.
  - b. If allowed, Private Lateral Wastewater Line connections to pre-cast bases shall meet the requirements for flexible pipe connector and inverts listed above.
  - c. In addition, the elevation of the lateral line entering a manhole shall be at or above the spring line of the main line.
  - d. If allowed, the number of Private Lateral Wastewater Lines connecting directly to each manhole shall be limited to two (2). Exceptions shall be as approved by Ash Creek SSD.
4. Steps: Shall be removed.

### C. Cast-in-Place Concrete Bases

- 1. If approved by Ash Creek SSD, Cast-in-Place Concrete Bases shall conform to standard detail "Cast-in-Place Manhole Base" in Appendix D and applicable

portions of ASTM C 478 and shall include a precast wall section with a cast-in-place invert. Typical 5 bag mix.

2. The cast-in-place concrete base shall be located at the approximate midpoint of an individual pipe section on the existing main line in order to avoid including a joint of the existing pipeline within the new manhole base.
3. The material around the existing pipe shall be removed to a level that is a minimum 12" below the bottom of the pipe extending radially from the center of the new manhole a sufficient distance to allow for placement of bedding material and concrete as discussed below.
4. The existing pipe shall be adequately supported to prevent settlement or damage.
5. A minimum 6" depth of compacted bedding material shall be placed to provide a level subgrade for the cast-in-place base.
6. The initial precast wall section shall be supported on concrete blocks and adjusted to proper alignment and grade prior to pouring the invert. The concrete blocks shall be positioned to not interfere with the coring of the base for placement of the new pipe and shall not be exposed in the finished manhole base.
7. The precast wall section may have "doghouse" cutouts to span the existing pipe.
8. The precast wall section shall not bear directly on the existing pipe.
9. Adequate separation between any part of the precast wall section and the pipe shall be provided to allow for placement of the pipe to manhole adapters and to provide a minimum 3" thickness of concrete between the pipe and the wall section.
10. Prior to placing the concrete, the outside of the existing pipe shall be cleaned and pipe to manhole adapters (2 per side), located at each outside manhole wall, shall be installed on the existing pipe.
11. Prior to placing the concrete, a circular form extending from the prepared subgrade to a minimum 6" above the top of the highest pipe entering the manhole shall be installed and anchored. The form shall be a minimum 12" greater in diameter than the outside of the manhole section wall and shall be located concentric with the manhole section.

12. The cast-in-place invert shall be a continuous pour of Class 4000 concrete and shall meet the following requirements.
- a. Concrete shall be a minimum 8" in thickness below the bottom of the existing pipe and the bottom of the precast manhole wall section and shall extend a minimum 6" radially, measured from the outside of the precast manhole wall section.
  - b. The concrete on the outside of the manhole shall extend a minimum 6" above the top of the highest pipe that will connect to the manhole and shall be level for the full circumference of the manhole.
  - c. The concrete on the inside of the manhole shall extend to the top of the highest pipe that will connect to the manhole.
  - d. The concrete shall be formed around the existing pipe to provide an invert in the manhole. The bottom half of the existing pipe will remain in place to form the bottom of the invert. The concrete above the existing pipe shall be formed to provide a uniform channel with vertical sides that matches the diameter of the pipe from spring line to the top of pipe.
  - e. In certain situations, extra depth of the channel may be required to contain the wastewater flow in the channel.
  - f. After the cast-in-place base has been completed and cured for a minimum of 48 hours and after the wall section, cone and casting have been placed and tested, the top half of the existing pipe shall be removed to within 3" of the manhole wall in the length of the pipe and to the spring line of the pipe in the width.
  - g. Rough edges of the pipe and concrete thus exposed shall be ground smooth and, if necessary, grouted with epoxy grout in such a manner as to produce a smooth and acceptable finish.
  - h. Any gaps at the interface of the precast wall section and the cast-in-place concrete due to concrete shrinkage shall be grouted or sealed as directed by Ash Creek SSD.
  - i. A 0.2-foot drop through manhole as described in Section 4 Design Requirements.
13. Connections of new pipe to Cast-in-place manholes:
- a. After invert has been poured and cured, the cast-in-place base shall be core drilled at the design elevation to accept a flexible pipe connector and to form a full depth invert for the new pipe.
  - b. A flexible pipe connector shall be installed in the core drilled base to provide a watertight seal.
  - c. Installation of pipe in flexible pipe connectors shall be per manufacturer's recommendation.

- d. Additional forming of the core drilled invert by chipping and grouting may be required to provide a smooth transition to the existing invert.
  - e. Core shall be 0.2 foot higher than existing flowline and/or crowns of pipe shall match.
14. Private Lateral Wastewater Line Connections to Cast-in-Place Base:
- a. The connection of Private Laterals to cast-in place bases shall meet the requirements listed in item number 13 above.
  - b. In addition, the elevation of the Private Lateral line entering a manhole shall be at or above the spring line of the main line.
15. Any portion of the existing line damaged shall be repaired or replaced by the contractor as approved by Ash Creek SSD.
16. Debris and construction material shall not be allowed to enter the existing wastewater system.
17. If debris and construction material does enter the existing wastewater system the Contractor shall be responsible for removal of the material, as approved by Ash Creek SSD.

#### **D. Manhole Sections**

1. Precast reinforced concrete conforming to ASTM C 478.
2. Joints: Tongue and groove type specifically designed for type of joint sealant material being used.
3. Lifting Insert: Designed to not extend completely through section wall with a minimum 3/4" cover from inside of wall.
4. Steps: shall be removed.
5. Precast base sections shall be monolithically poured.
6. Cone sections shall be of the eccentric type, excepting polymer manholes. The flat side of an eccentric cone shall be aligned above the primary outlet.
7. Concrete base, barrel riser sections and cones shall be uniform and provided by a single manufacturer.

**E. Grade Rings**

1. Grade rings shall only be used as a component of the adjustment of frame and cover to final grade when specifically approved by Ash Creek SSD. Standard adjustment shall be accomplished with a Thermoplastic Riser Form or Whirlygig manhole risers. If approved, grade rings shall meet the following requirements.
2. Grade rings shall be expanded polypropylene grade rings, “Pro-Ring™” as manufactured by Cretex Specialty Products or approved equal, installed per manufacturer’s specifications.
3. The joints between the grade ring and cone, between grade rings, and between the grade ring and Thermoplastic Riser Form shall be sealed with M-1 Structural Adhesive/Sealant as manufactured by Chem Link or approved equal per manufacturer’s instructions.
4. Designed to meet H-20 live loading.
5. Sizes: 6" height only.
6. Concrete grade rings shall not be used.
7. Manhole sections shall be required to meet 16” max ring adjustment.

**F. Thermoplastic Riser Form**

1. Thermoplastic riser form: As manufactured by Whirlygig® or approved equal.
2. Sealant for Thermoplastic riser: One-compound, all purpose, polyurethane sealant. Sikaflex® Construction Sealant as manufactured by Sika Chemical; Dynatrol®I-XL as manufactured by Pecora Corporation or approved equal.

**G. Prohibited Manhole Adjustment Materials**

1. Brick, block, rocks, wood, metal or plastic shims and all other similar material shall not be used for adjustment of frame and cover to final grade. Standard adjustment shall be accomplished with a Thermo-plastic Riser Form or Whirlygig trimmed to allow the frame to sit firmly on the form without any further adjustment.

**H. Flat-Slab Lid**

1. Precast reinforced concrete conforming to ASTM C 478.
2. Designed to meet H20 live loading.
3. Joints: Tongue and groove type compatible with manhole sections and specifically designed for type of joint sealant being used.
4. Allowed only on 5-foot diameter or larger manholes or on manholes meeting the requirements of standard detail "Shallow Manhole" in Appendix D.
5. Opening for casting on 5 foot or larger diameter manholes shall be offset to align over the primary outlet.

**I. Frame and Cover**

1. Standard Frame and Cover.
  - a. Cast iron conforming to ASTM A48 Class 35B.
  - b. Combined minimum weight of 400 pounds with the cover approximately 150 pounds and the frame approximately 250 pounds.
  - c. Frame.
    1. Shall be of the cone construction, D&L Supply A-1180 series or approved equal.
    2. Shall not have slots for dust pans.
    3. Low profile frames are not allowed.
  - d. Cover.
    1. 24 3/4" in diameter, vented with closed pick hole for removal.
    2. Low profile crosshatch pattern, D&L Supply A1181-10, or approved equal.
    3. Marked "Ash Creek Special Service District".
2. Oversized Frame and Cover.
  - a. Shall be used on manholes connecting to pipelines 27" diameter and greater.
  - b. Cast iron conforming to ASTM A48 Class 35B.
  - c. Combined minimum weight of 422 pounds.
  - d. Frame.
    1. Shall be of the cone construction, D&L Supply A-1353 or approved equal.
    2. Shall not have slots for dust pans.

3. Frames with flat slab construction are not allowed.
- e. Cover.
  1. 30" in diameter, vented with closed-pick pick hole for removal.
  2. Low profile cross hatch pattern, D&L Supply A-1361 or approved equal.
  3. Marked "Ash Creek Special Service District".
3. See Appendix D for Detail Drawing.
4. Odor Control Units.
  - a. Cover shall have standard 12 holes for venting if required.
  - b. Manhole Odor Eliminator (MOE) as manufactured by Inventive Resources Inc. or approved equal activated carbon filter media system.
5. Metal Adapter Rings (Risers)
  - a. Shall only be allowed for adjusting the top of frame elevation on existing manholes for pavement overlays as approved by Ash Creek SSD.
  - b. Shall not be allowed on manholes constructed as part of a new development project.
  - c. The maximum depth of adapter rings shall be 4".
  - d. The maximum number of adapter rings shall be 2.
  - e. D&L Supply G-2088 thru G-2093, Olympic Foundry or approved equal.
  - f. Shall not have slots for dust pans.
  - g. Shall include 4 set-screws to anchor ring to existing frame.
  - h. Shall be compatible with the existing frame being adjusted.

#### **J. Manhole Steps**

1. Are not allowed.

#### **K. Flexible Pipe Connector (Boot)**

1. Shall conform to ASTM C-923.
2. Manufactured and sized specifically for the type and size of pipe connecting to the manhole.

**L. Pipe to Manhole Adapter**

1. “Romac Style ‘LCT’ Manhole Adapter Gasket” as manufactured by Romac Industries, Inc., Fernco Large Diameter Waterstop or Manhole Adapter as manufactured by Fernco, Inc., or approved equal.

**M. Joint Sealant Material**

1. Shall meet the following requirements.
  - a. Preformed flexible joint sealant (mastic) meeting requirements of ASTM C 990. Ram-Nek as manufactured by Henry Company Sealants Division, Kent Seal as manufactured by Hamilton Kent, Polysealant as manufactured by J-K Polysource, Inc., or approved equal.

**N. Concrete**

1. Pre-cast: Shall meet the requirements of ASTM C478.
2. Cast-in-place: Class 4000: 28-day minimum compressive strength of 4000 psi and contain not less than 6 ½ bags of low alkali, Type II or Type V Portland Cement per cubic yard and air entrainment per ASTM C-150.

**O. Non-Shrink Cementitious Grout**

1. High strength, non-shrink, non-metallic, cement-based grout.
2. Surfaces shall be prepared, and grout shall be prepared and placed according to manufacturer’s directions.

**P. Non-Shrink Epoxy Grout**

1. High strength, non-shrink, 100% solids, 3 component epoxy grout system.
2. Surfaces shall be prepared and grout shall be prepared and placed according to manufacturer’s directions.

**Q. Manhole Odor Control Units**

1. Manhole insert, carbon filter cartridge and bladder specifically designed to remove hydrogen sulfide and other odorous components in the exhaust air from the wastewater system.

2. Manhole Odor Eliminator (MOE) as manufactured by Inventive Resources Inc. or an approved equal activated carbon filter media system.
3. The manhole frame and cover supplied for manholes with these Manhole Odor Control Units shall meet the requirements of Section I Frame and Cover above.

#### **R. Expandable Waterstop**

1. Composite bentonite clay based or expandable rubber-based water-stop designed to create watertight joints in concrete.
2. Hydrotite as manufactured by Greenstreak, Superstop as manufactured by Tremco, Mirastop as manufactured by Carlisle Coatings and waterproofing, or approved equal.
3. Provide adequate concrete cover over water-stop per manufacturer's recommendation.
4. Surface preparation and installation per manufacturer's recommendation.

#### **S. Polymer Concrete Manholes**

1. Polymer Concrete Manholes shall meet the requirements of this Section 5.4. ASTM C-478 material and manufacturing is allowed compositional and dimensional differences required by a polymer product.
2. Manhole risers, transition slabs, conical tops, grade rings and manhole base sections shall be designed, by manufacturer, to requirements of ASTM C-478 and ASTM C 857 as modified to accept polymer construction in lieu of cementitious concrete as follows.
  - a. Polymer Mixture – the mixture shall consist solely of thermosetting resin, sand and aggregate. No cementitious materials shall be allowed as part of the mix design matrix. All sand and aggregate shall be nonreactive in an acid environment.
  - b. Required wall thickness for all members will be that stated by polymer manhole manufacturer based upon loading conditions and materials properties. The wall thickness of risers and conical tops shall be not less than that prescribed by the manufacturer's design by more than 5%. A wall thickness greater than the prescribed design shall not be cause for rejection.
  - c. Thermosetting Resin – the resin shall have a minimum deflection temperature of 158° F when tested at 264 psi following Test Method D 648.

The resin content shall not be less than 7% of the weight of the sample as determined by Test Method D2584. Resin selection shall be suitable for applications in the corrosive conditions to which the structures will be exposed.

- d. Each manhole component shall be free of all defects, including indentations, cracks, foreign inclusions and resin starved areas that, due to their nature and degree or extent, detrimentally affect the strength and serviceability of the component part. The internal diameter of the manhole components shall not vary more than 1%. Variations in height of two opposite sides of risers and conical tops shall not be more than 5/8 inch. The under run in height of a riser or conical top shall not be more than 1/4 in/ft of height with a maximum of 1/2 inch in any one section.
  - e. Marking and Identification – each manhole component shall be marked on the inside and outside with the following information: Manufacturer’s name or trademark, Manufacturer’s location and production date.
  - f. Manhole joints shall be assembled with a bell and spigot or shiplap butyl mastic joint so that on assembly, manhole base riser and top section make a continuous and uniform manhole. Joint sealing surfaces shall be free of dents, gouges and other surface irregularities that would affect joint integrity.
  - g. Construct invert channels to provide smooth flow transition waterway with no disruption of flow at pipe to manhole connections. Invert slope through manhole is as indicated on drawings. Provide curves for side inlets and smooth invert fillets for flow transition between pipe inverts. Polymer bench and channel are to be constructed with all resin aggregate material – no alternative fill material is allowed.
  - h. Provide resilient connectors per Section I. Flexible Pipe Connector (Boot) above.
  - i. Exceptions to ASTM C-478 – components shall be designed for the intended combinations of manufacturing materials. Component designs may be as non-reinforced members as recommended by the manufacturer. Steel reinforcement is not required for circumferential reinforcement, joint reinforcement, base slab reinforcement or hoop reinforcement, but may be placed for the purpose of product handling.
3. Grouting – all material needed for grouting and patching shall be a polyester mortar compound provided by the manhole manufacturer.
  4. Manhole steps will not be required in Polymer Concrete Manholes.

5. The design of Polymer Concrete Manholes to be located in areas where the groundwater level is higher in elevation than the bottom of the manhole shall consider the effects of buoyancy. An extended base footer may be necessary.
6. Polymer Concrete Manholes shall be 'Armorock' polymer manhole system or approved equal.

#### **T. Integrated Polymer Lined Manholes**

1. Integrated Polymer Lined Concrete Manholes shall meet the requirements of this Section 5.4. and ASTM C-478.
2. Manhole risers, transition slabs, conical tops, grade rings and manhole base sections shall be designed, by manufacturer, to requirements of ASTM C-478 and ASTM C-857.
3. Manholes shall be constructed dry cast and/or wet cast manufactured using Type III/V Cement which meets the requirements for both Type III and Type V Cement.
4. Joints shall be rubber gaskets per ASTM C-443 or flexible butyl mastic per ASTM C-990.
5. Linings shall be high-density polyethylene, fiber-reinforced plastic.
6. Manhole steps will not be required in Integrated Polymer Lined Concrete Manholes.
7. Perfect Lined Manholes as manufactured by Geneva Pipe and Precast – A Northwest Pipe Company or an approved equal.

#### **U. External Joint Collar for Manholes**

1. For use on existing manholes where new wall sections are placed on existing sections with nonmatching joints.
2. Shall conform to ASTM C877. Cretex Wrap as manufactured by Cretex Specialty Products or approved equal.

## 5.5 Low-Pressure Sewer System

### A. General

1. The design of the Low-Pressure Sewer System shall meet the requirements of Section 4 Low Pressure Sewer System.
2. The proposed Low-Pressure Sewer System and appurtenances shall be consistent within each development.

### B. Main Line Materials

1. Low-Pressure Sewer System pipe: C900 PVC pressure pipe meeting the requirements of Section 5.3.
2. Flushing Connections.
  - a. Manhole: Minimum 5' diameter meeting the requirements of Section 5.4.
  - b. Ball Valves:
    1. 2" Main Ball Valve: PVC, True Union ball valve, full port, threaded X PE butt fused end connections, 150 psi working pressure, non-locking handle
    2. 1" Hose End Ball Valve: PVC body, ball and stem, full port, lever-style handle, threaded, minimum 150 psi working pressure.
  - c. Universal Coupling: PVC, 110 psi working pressure, 1". Air King Universal Coupling as manufactured by Dixon Valve and Coupling Co. or approved equal.
  - d. Pressure Hose:
    1. Tube: Nitrile synthetic rubber or Type P(EDPM) RMA Class A or B (High to medium oil resistance).
    2. Temperature: -20° to 190° F.
    3. Reinforcement: spiral or braided synthetic textile cord.
    4. Cover: Synthetic rubber or Type P(EDPM) RMA Class A or B (high to medium oil resistance).
    5. Pressure Class: Min 250 psi working pressure.
    6. Connectors: Threaded brass with minimum 250 psi working pressure.
    7. Size: Minimum 1" inside diameter.
    8. Manufacturers: Gates 6B Dura Master® as manufactured by Gates Corporation, Wingfoot® as manufactured by Goodyear Engineered Products Grizzly™ 500 as manufactured by Parker Industrial Hose or approved equal.

- e. Pipe Supports
    - 1. Adjustable Pipe Saddle Support w/ Strap: Two-piece, full circle porcelain coated ductile iron pipe saddle with stainless steel strap and neoprene liner to isolate and protect pipe; threaded PVC pipe w/ adjuster; and threaded PVC standpipe, cross bolted to prevent up-lift.
    - 2. Pipe supports for smaller diameter pipe (2" and 3") may consist of Unistrut, or approved equal, channel, brackets and clamps. All parts shall be PVC.
  - f. Miscellaneous Pipe and Fittings: Threaded, schedule 80 PVC.
3. Combination Air Valve.
- a. Manhole: Minimum 5' diameter meeting the requirements of Section 5.4.
  - b. Sewage Combination Air Release and Air/Vacuum Valve with Accessories. A.R.I. Series D-025, Reinforced Nylon body, as manufactured by A.R.I. Flow Control Accessories or approved equal. Size of valve shall be determined by Engineer and approved by Ash Creek SSD.
  - c. Valves: Meeting requirements of Section 5.5.B.2.b above
  - d. Tracer wire to ring and cover.
  - e. See Appendix D "Air Vac Valve" Detail Drawing.

### C. Private Lateral Wastewater Line Materials

- 1. Individual Low-Pressure grinder pump station:
  - a. E/One D-Series as manufactured by Environment One Corporation.
  - b. Omni Grind or Omni Grind Plus as manufactured by Barnes.
  - c. Equivalent as approved by Ash Creek SSD.
- 2. Low-Pressure Sewer System pipe: PVC pressure pipe meeting the requirements of Section 5.3.
- 3. Private Lateral Components:
  - a. Stainless steel combination curb stop valve/check valve assembly with valve box: with compatible polypropylene compression adapter fittings for connection to PVC pipe.
  - b. Valve boxes shall include valve operator extension rod.
  - c. Valve boxes located in traffic areas shall be traffic rated iron or shall have a traffic rated frame and cover installed over the valve box.
  - d. Other components used in connecting the Low-Pressure grinder pump station to the public Low-Pressure system shall be compatible with the

components of the pump station; especially in regard to galvanic corrosion of dissimilar metals.

## 5.6 Wastewater Pump Stations

### A. General

1. Equipment and materials proposed for wastewater pump stations shall be reviewed and approved by Ash Creek SSD during the design review process.
2. As a minimum the pump station construction shall incorporate the following features.
  - a. Wet Well Structure.
    1. Polymer, as manufactured by Armorock or similar as approved by Ash Creek SSD.
  - b. Wet Well Metal Items.
    1. All metal items within the wet well including guide rails, lifting cable or chain, anchor bolts, fasteners, clips, etc., shall be stainless steel 304 or 316.

## 5.7 Pipe Couplings

### A. Main Line Pipe Couplings

1. Concrete Pipe, Asbestos Cement Pipe, Clay Pipe and connection of dissimilar pipe material not covered below.
  - a. Flexible PVC or rubber pipe connector with stainless steel shear ring, Strong Back - RC Series Repair Coupling as manufactured by Fernco, Inc., Flex-Seal ARC Series as manufactured by Mission Rubber Co. or approved equal. Transition couplings or bushings required for pipe material of differing outside diameter.
2. HDPE Pipe: HDPE Electro fusion coupling as manufactured by Central Plastics Company or approved equal.
3. PVC Pipe.
  - a. PVC double bell repair coupling, ASTM D 3034, SDR 35, with gasketed joints conforming to ASTM 3212.
  - b. Generally not permitted, but if approved by Ash Creek SSD, Flexible PVC or rubber pipe connector with stainless steel shear ring, Strong Back - RC

Series Repair Coupling as manufactured by Fernco, Inc., Flex-Seal ARC Series as manufactured by Mission Rubber Co. or approved equal.

4. Ductile Iron Pipe to PVC or HDPE Pipe.
  - a. Ductile iron pipe short body tee, mechanical joint with gasketed cap, transition gaskets sized for outside pipe diameters. Lining shall be Highbuild multi-component Amine cured Novolac Epoxy lining, Protecto 401 Ceramic Epoxy or approved equal, applied according to manufacturer's recommendations.
5. HDPE Pipe to PVC Pipe:
  - a. Poly-CAM Series 731 transition for HDPE/PVC, stainless steel sleeve.
  - b. Central Plastics gasketed outlet x butt-fused outlet or approved equal.
  - c. Ductile iron pipe short body tee, mechanical joint with gasketed cap, transition gaskets sized for outside pipe diameters. Lining shall be Highbuild multi-component Amine cured Novolac Epoxy lining, Protecto 401 Ceramic Epoxy or approved equal, applied according to manufacturer's recommendations.
6. Romac Repair Couplers or equivalent shall be used for all pressure line repairs. Repair couplers shall be wrapped with plastic and secured at both ends.
7. Coupling bolts shall be greased with non-oxidizing grease and the coupling shall be wrapped with polyethylene sheeting and taped.

#### **B. Private Lateral Wastewater Line Pipe Couplings**

1. Shall meet the requirements of Section 5.7 for the type of pipe being used.
2. PVC solvent ridged pipe is preferred.
3. Connection of the exterior lateral pipe to the waste pipe exiting the building.
  - a. Flexible PVC or rubber pipe connector with stainless steel shear ring, Strong Back - RC Series Repair Coupling as manufactured by Fernco, Inc., Flex-Seal ARC Series as manufactured by Mission Rubber Co. or approved equal.
  - b. Transition couplings or bushings required for pipe material of differing outside diameter.
  - c. A concentric reducer and short pipe section matching material on house side of connection may be used in conjunction with the flexible pipe connector

- and sheer ring if diameter of pipe exiting house is smaller than exterior lateral pipe.
- d. “No-hub” type couplings shall not be used.

5.8 Bedding and Backfill Material

**A. Bedding and Initial Backfill Material**

1. Manufactured, angular, crushed stone or rock, or crushed stone/sand mixtures free from organic matter meeting one of the following gradations when tested in accordance with ASTM D 2487.
  - a. For pipe diameters 4" and larger:

US Stand. Sieve	Open Graded	Dense Graded
	Percent Passing	
1 1/2"	100	100
3/4"	95-100	95-100
#4	0-10	10-50
200	0-5	0-5

- b. For pipe diameters less than 4”:

US Stand. Sieve	Open Graded	Dense Graded
	Percent Passing	
1 1/2"	100	100
1/2"	95-100	95-100
#4	0-10	10-50
200	0-5	0-5

2. Coarse, dense graded sand with 100% passing the #4 sieve and 0-5% passing the #200 sieve may be used as bedding and initial backfill material for 1 ¼” and 1 ½” Low-Pressure sewer system Private Lateral Wastewater Lines.
3. Pea gravel, squeegee, or other similar material that will flow when unconfined are not acceptable bedding and initial backfill material.

**B. Final Backfill Material**

1. Final backfill material in public or private roads, streets and rights-of-way shall meet the requirements of Ash Creek SSD and applicable City, County or State standards and permits.
2. Final backfill material shall be acceptable material free of hard clods, frozen material or excessive amounts of large rocks greater than 4" minus. If existing material cannot meet compaction requirements, acceptable import material will be required.
3. In areas with known collapsible soils or groundwater, appropriate design recommendations should be provided. A geotechnical investigation may be required, and the recommendations of the geotechnical report shall be followed.

**C. Cement Treated Fill Material (Flowable Fill)**

1. Cement treated fill shall consist of low alkali Type II Portland cement, water, non-plastic sand or concrete aggregate, and other additives to meet the performance requirements.
2. Performance Requirements: Unconfined compressive strength per ASTM D4832.
  - a. 10 psi minimum in 24 hours.
  - b. 150 psi maximum in 28 days.

**D. Untreated Base Course Material**

1. Untreated base course material shall consist of clean, hard, tough, durable, and sound mineral aggregates that consist of crushed stone, crushed gravel or crushed slag, free of detrimental and organic matter.

2. Gradation. Shall conform to Utah Department of Transportation specification for Untreated Base Course as follows:

US Stand. Sieve	1 1/2"	1"	3/4"
	Percent Passing		
1 1/2"	100	-	-
1"	-	100	-
3/4"	81-91	-	100
1/2"	67-77	79-91	0
3/8"	-	-	78-92
#4	43-53	49-61	55-67
#16	23-29	27-35	28-38
#200	6-10	7-11	7-11

#### E. Trench Dike Material

1. Cement Treated Fill Material: Shall meet the requirements of Section 5.8.C.

### 5.9 Casings

#### A. Casings Under Roadways

1. Casings shall meet the requirements of the applicable City, County or State standards.
2. As a minimum, casings shall be steel pipe conforming to ASTM A 139, Grade A. Alternate casing pipe material may be allowable, as approved by Ash Creek SSD and the roadway owner.
3. Joints between sections of casing pipe shall be welded around the full circumference to provide a water-tight joint.
4. Minimum casing diameter shall be 24" to allow for future upsizing of carrier pipe. In situations where upsizing of the carrier pipe is not likely, a smaller diameter casing may be allowable, as approved by Ash Creek SSD.

5. Minimum wall thickness shall be in accordance with the following:

<b>Casing Diameter (inches)</b>	<b>Nominal Wall Thickness (inches)</b>
24	0.312
30	0.438
36	0.462

6. Casing Spacers meeting requirements of Section 5.9.C. shall be installed on carrier pipe inside all casings.

### **B. Other Main Line Casings**

1. Casings required on main lines outside of roadways shall, as a minimum, be steel pipe conforming to ASTM A 139, Grade A. Alternate casing pipe material may be allowable, as approved by Ash Creek SSD.
2. Joints between sections of casing pipe shall be welded around the full circumference to provide a water-tight joint.
3. Minimum casing diameter shall be 18" to allow for future upsizing of the carrier pipe. In situations where upsizing of the carrier pipe is not likely, a smaller diameter casing may be allowable, as approved by Ash Creek SSD.
4. Minimum wall thickness shall be in accordance with the following:

<b>Casing Diameter (inches)</b>	<b>Nominal Wall Thickness (inches)</b>
18	0.312
24	0.312
30	0.438
36	0.462

5. Casing Spacers meeting requirements of Section 5.9.C. shall be installed on carrier pipe inside all casings.

**C. Casing Spacers**

1. Maximum of 6' separation between spacers with one casing spacer within 2' of each side of a pipe joint and the rest evenly spaced. Maximum 12" distance between end of casing and first spacer.
2. Band shall be 14-gauge heat fused PVC coated steel.
3. Risers shall be 10-gauge heat fused PVC coated steel welded to the band.
4. Liner shall be PVC.
5. Runners shall be reinforced plastic.
6. Hardware shall be stainless steel.
7. Spacer configuration shall be restrained with spacer intervals and locations per manufacturer's recommendations.
8. Spacers shall be concentric.

**D. Casing End Seals**

1. Casing end seal shall be a pull-on type or approved wrap-around type comprised of 1/8" thick synthetic rubber compound sized to fit the carrier pipe and casing.
2. Stainless steel bands shall be used to secure the end seal to the pipe.

**E. Private Lateral Wastewater Line Casings**

1. Casings on private laterals 6" in diameter and smaller shall meet the requirements of Section 5.2 or approved equal.
2. Casings shall be sealed to prevent the migration of materials in the casing pipe.

**5.10 Miscellaneous Material****A. Marking Tape**

1. Marking tape shall be a type specifically manufactured for marking underground utilities and shall meet the following requirements.

- a. Tape shall be of an acid and alkali-resistant polyethylene film.
- b. Tape width shall be 2" minimum on laterals and 3" minimum on main lines. Minimum thickness shall be 0.004".
- c. Tape color shall be GREEN and shall bear a continuous printed inscription "SEWER."

## **B. Tracer Wire**

1. Tracer wire shall be a type specifically manufactured for the purpose of detecting buried utilities and shall meet the following requirements.
  - a. Minimum 12 AWG copper wire or copper clad steel core wire coated with a minimum 30 mil High Molecular Weight Polyethylene (HMWPE) jacket designed specifically for buried use.
  - b. Jacket color shall be green.
  - c. Tracer Wire Connectors.
    1. Silicon filled direct bury wire nuts: Dryconn Direct Bury Wire Nut (10600), as manufactured by King Innovation or approved equal.
    2. Direct bury splice kit: 3M™ Direct Bury Splice Kit as manufactured by 3M Company or approved equal.

## **C. Caps for Main Line and Private Lateral Stubs**

1. Glued, fused or gasketed cap.
2. Expansion type (Brandt™) plugs shall not be used.

## **D. Private Lateral Wastewater Line Stub Markers**

1. 6' long Tee post. See Detail Drawing in Appendix D.
2. The marker shall extend from the top of the stub end to a minimum 3' above final grade.
3. The exposed portion of the marker shall be painted green.

## **E. Cleanout Cap**

1. In paved areas and un-paved traffic areas: Threaded brass cap in threaded x solvent weld PVC adapter, threaded brass cap in cast iron body, cast iron blind cap or PVC threaded cap in threaded x solvent weld PVC adapter. Cast iron body shall be connected to cleanout riser pipe with flexible-type neoprene coupling as

manufactured by FERNCO or approved equal or no-hub type connector to provide a water-tight connection. Cleanout Ring and Cover per Section 5.10.F below shall be placed over the cleanout assembly.

2. In unpaved non-traffic areas: Threaded brass cap in cast iron body or cast-iron blind cap per Section 5.10.E.1 above.
3. See “Sewer Cleanout W/Lid” Detail Drawing in Appendix D.

#### **F. Cleanout Ring and Cover**

1. In paved areas and un-paved traffic areas:
  - a. 4" and 6" cleanouts:
    1. Cast iron Frame and Cover conforming to ASTM A48 Class 35B similar to D&L Supply H-8030 or approved equal. Ring and cover shall be cleaned and painted with an asphalt coating prior to delivery to site.
    2. Heavy Duty Cleanout Housing with cast iron, or other approved cover marked “SEWER”.
    3. In all cases the Ring and Cover must be large enough in diameter to provide separation from the cleanout standpipe and cleanout cap and allow access for removal of the Cleanout Cap.
  - b. Larger than 6" cleanout: a properly supported standard manhole frame and cover per Section 5.4.
2. Landscaped Areas: 10” minimum diameter, marked “SEWER”
3. See “Sewer Cleanout W/Lid” Detail Drawing in Appendix D.

#### **G. Private Lateral Wastewater Line Connections**

1. Private lateral saddles on all gravity main line pipe material except HDPE shall be JM Eagle – solvent weld sewer saddle with bands or equal.

#### **H. Grease Interceptors, Oil Separators and Sand Interceptors**

1. See “Grease and Sand Interceptor” Detail Drawing in Appendix D.
2. Precast reinforced concrete structure consisting of a vault with integral floor, vault riser sections, baffle wall, lid, approved manhole adjustment, frames and covers, and piping.

3. 3-bay, size as designed by a Registered Professional Engineer licensed in State of Utah and approved by Ash Creek SSD. Minimum 1,000 gallons.
4. Precast vault, vault riser sections, and lid.
  - a. Shall be designed by a Registered Professional Engineer licensed in the State of Utah.
  - b. Loading condition:
    1. Walls designed for a saturated equivalent fluid at rest.
    2. Design surcharge loading: AASHTO H-20 truck load.
  - c. Concrete: Minimum 28-day compressive strength of 4000 psi.
  - d. Reinforcing steel: ASTM A615 Grade 60.
  - e. Concrete cover over reinforcing steel: Minimum 1 ½”.
  - f. Manhole Adjustment Materials: meeting requirements of Section 5.4.
  - g. Frame and cover: meeting requirements of Sections 5.4.I.
  - h. Piping: PVC with solvent weld joints meeting the requirements of Section 5.2.C.
  - i. Piping connection to precast vault: Flexible Pipe Connector (Boot) meeting the requirements of Section 5.4.K.
  - j. Joints between vault, vault riser sections, lid, grade rings and frame and cover shall be sealed with flexible butyl blend sealant (mastic) meeting the requirements of Section 5.4.M.

## 6.0 CONSTRUCTION REQUIREMENTS

### 6.1 Inspection of Public Wastewater System Extension and Modifications

#### 6.1.1 General

- A. Inspection of Public Wastewater System extensions and modifications by Ash Creek SSD for Developer Sponsored Projects will include the following activities. Inspection of Ash Creek SSD Sponsored Projects will generally follow the same process but may be modified to meet the specific needs of the project.
1. Review and approval of required submittals from Contractor.
  2. Preconstruction Meeting.
  3. Periodic Inspections.
  4. Preliminary Inspection
  5. Final Inspection.
  6. Warranty Inspection.
- B. All work and materials shall be subject to inspection by Ash Creek SSD until the end of the warranty period.
- C. The Ash Creek SSD Inspector shall have access to the work site at all times.
- D. Inspections conducted by the Ash Creek Inspector will be according to the Approved Construction Drawings and these Ash Creek SSD Design and Construction Standards.
- E. Inspections will be conducted as appropriate and as time and scheduling permits, as determined by Ash Creek SSD. The Developer shall make the necessary arrangements for inspection of the Contractor's work during the regular 40-hour work week. If the Contractor works more than a 40-hour week, the financial responsibility for added inspection shall be the responsibility of the Developer. The prevailing hourly rates for inspection are on file with Ash Creek SSD. Such prevailing rates will be applied at 1-1/2 times the regular rates for periods over 40 hours per week.
- F. The Contractor shall notify the Ash Creek Inspector a minimum 48 hours prior to the following:
1. Start of construction.
  2. Any change of schedule.
  3. Work to be conducted on weekends, or holidays.

- G. Ash Creek SSD will notify the Project Manager of any nonconforming work or material as soon as practical after that non-conforming work or material becomes known to Ash Creek SSD.
- H. The Contractor shall make necessary corrections. Non-conforming work or material will not be approved by Ash Creek SSD. The Contractor shall promptly remove from the premises all work and materials determined to be defective or as failing to conform to the approved plans, whether operational or not, and the Contractor shall promptly replace and re-execute his own work in accordance with Ash Creek SSD's specifications.
  - 1. If the Contractor does not remove such work or materials within a reasonable time after notice, Ash Creek SSD may cause such work or materials to be removed and stored at the expense of the Developer. If the Developer does not pay the expenses of such removal within 10 days' time after such removal, Ash Creek SSD may, upon thirty days' written notice, sell such materials at private sale and shall account for the net proceeds thereof after deducting all the costs and expenses that should have been borne by the Developer.

#### 6.1.2 Contractor Submittals

- A. Contractor shall deliver required submittals to Ash Creek SSD for review and approval a minimum 1 week prior to Preconstruction Meeting.
- B. Ash Creek SSD will advise Contractor of any deficiencies.
- C. Contractor shall make revisions and resubmit, if required.
- D. Approval of all required submittals is required prior to holding the preconstruction meeting.
- E. Product data sheets shall be marked to identify applicable products, models, options, and other data.
- F. Fabrication and/or purchase of any item shall not be commenced before Ash Creek SSD has reviewed and approved the pertinent information.
- G. Required Material Submittals.
  - 1. Pipe, fittings, and appurtenances.
  - 2. Manholes and appurtenances.
  - 3. Pipe bedding sieve analysis.
  - 4. Tracer wire and connectors.

5. Marking tape.
6. Flowable Fill.
7. Casings and appurtenances.
8. Low-Pressure sewer system materials and appurtenances.
9. Odor control units.
10. Pump station equipment, materials and appurtenances.

H. Other Required Submittals.

1. Insurance and licensing documentation.
2. Proposed construction schedule.
3. Proposed acceptance testing companies.
4. Specialized subcontractors.
5. Bypass pumping plan, if required.
6. Other submittals as required by Ash Creek SSD.

### 6.1.3 Preconstruction Meeting

- A. A preconstruction meeting shall be held for all projects that include extensions and modifications to the Public Wastewater System.
- B. The preconstruction meeting shall be held after final design approval and prior to the start of construction.
- C. The preconstruction meeting will generally be scheduled through the City where construction is taking place.
- D. Individuals present include the Owner, Developer, Project Manager, or designated project representative, Project Engineer, General Contractor for the project, City's Representative, Ash Creek SSD Representative, and other individuals requested to attend.
- E. The purpose of the preconstruction meeting is as follows:
  1. To discuss the work and the proposed schedule.
  2. To discuss procedures for processing the project.
  3. To designate the name of the individual who shall have the authority to act for the Contractor at all times while the work is in progress.
  4. To establish a working understanding among the parties as to the work.

#### 6.1.4 Periodic Inspections

- A. The Ash Creek SSD Inspector conducts periodic inspections of the wastewater system extensions and modifications during the course of construction.
- B. The primary areas of interest for the periodic inspections are as follows:
  - 1. Pre-construction Checks.
    - a. Locate and become familiar with existing/proposed public wastewater system tie-ins.
    - b. Verify that necessary plugs are in-place prior to construction.
    - c. Verify that appropriate measures are in place to protect the existing wastewater system.
  - 2. Approved Drawings: Verify that Approved Construction Drawings are on site and being used by the Contractor for construction of the wastewater improvements.
  - 3. Material verification: Verify that all materials used for construction of the wastewater system conform to the approved materials submittals, the Approved Construction Drawings and these Construction Standards.
  - 4. Manholes
    - a. Verify conformance to manhole details and specifications.
    - b. Observe manhole base placement and stacking of sections.
    - c. Verify all joints are sealed according to specifications.
    - d. Verify proper grouting of pipe to manhole interface.
    - e. Verify proper core drilling, if required.
    - f. Verify acceptable conformance to cast-in place requirements, if required.
    - g. Verify proper final adjustment of manhole frame and cover to final elevation.
    - h. Verify installation of valves, supports and other fittings and features, if Low-Pressure Sewer System.
  - 5. Installation of Pipe.
    - a. Review grades and alignments with Approved Construction Drawings.
    - b. Conduct periodic inspection of main line installation.
    - c. Visual inspection of lines.

## 6. Pipe Bedding

- a. Verify conformance to bedding details and specifications.
- b. Observation of bedding material, backfill and compaction efforts.

## 7. Lateral Stubs

- a. Verify location of wye or other connection to main line.
- b. Verify length and slope.
- c. Inspect and verify bedding, pipe and end cap, initial backfill, marking tape and installation of stub marker.
- d. Inspect cleanout construction, if required.
- e. Inspect installation of curb stop valve, concrete support block and check valve assembly, if Low-Pressure Sewer System.
- f. All Sewer laterals shall be perpendicular to the main sewer line.

## 8. Other System Features: Verify conformance to specifications and Approved Construction Drawings.

## 9. Utility Encounters: Verify conformance with proper separation and crossing requirements.

## 10. Observe required acceptance tests.

## 11. Inspection reports for each visit to the site will be prepared by the Ash Creek SSD Inspector.

### 6.1.5 Preliminary Inspection

- A. After installation of the pipe, manholes and other features, backfilling of trenches, mandrel, air test, TV inspection and all other utilities are installed and prior to paving the Contractor shall request that Ash Creek SSD conduct a preliminary inspection.
- B. All low-pressure air tests, vacuum tests, hydraulic pressure tests, initial continuity test of tracer wires, and TV Inspections of the installed system, meeting the requirements of Section 6.16, shall be performed prior to the preliminary inspection.
- C. Plywood bottoms shall be placed in the manholes after the TV Inspection in order to protect the system from debris resulting from the paving and manhole adjustment process. The plywood bottoms shall remain in place until after the final inspection. Temporary removal of the plywood bottoms may be necessary during the preliminary inspection and during

correction of deficient items on the preliminary “punch list” but shall be immediately replaced to protect the system.

- D. Ash Creek SSD will review the test results and TV inspection video. Once failed test or faulty pipe installation identified through camera work has been corrected, the preliminary inspection will be performed.
- E. The Contractor shall provide an individual familiar with the newly constructed wastewater system to assist the Ash Creek SSD Inspector with the preliminary inspection.
- F. The primary areas of interest for the preliminary inspection are as follows:
  - 1. Construction of manholes and inverts.
  - 2. Condition of pipe.
  - 3. Cleanliness of pipe.
  - 4. Construction of other system features.
  - 5. Private Lateral stub markers.
  - 6. Deficiencies noted during periodic inspections.
- G. Ash Creek SSD will prepare a preliminary inspection letter with a “punch list” of deficient items. A copy of the preliminary inspection letter will be sent to the Developer, the Project Engineer, and the Contractor.
- H. The Contractor shall correct the deficient items listed in the “punch list” letter and advise the Ash Creek Inspector when the items are complete.
- I. The Ash Creek Inspector will verify completion of the deficient items.
- J. After the deficient items have been corrected and verified, paving and final adjustment of manholes to grade may occur.

#### 6.1.6 Final Inspection

- A. After completion of paving and adjustment of manholes to grade, and after submittal of Record Drawings as required by Section 3.8 and results of the final continuity test on the installed tracer wire, as required by Section 6.16.8, the Contractor shall request that a final construction inspection be performed.
- B. Ash Creek SSD will perform the final inspection.

- C. The Contractor shall provide an individual familiar with the newly constructed wastewater system to assist the Ash Creek SSD Inspector with the final inspection.
- D. The primary areas of interest for the final inspection are as follows:
1. Preliminary inspection “punch list” items.
  2. Adjustment of manholes to final grade.
  3. Alignment and tolerances of cone, manhole adjustment, and frame and cover.
  4. Private Lateral stub markers.
  5. “S” stamped on the curb over the sewer lateral.
  6. Placement of off-road manhole markers.
  7. Final grading around off-road manholes.
  8. Revegetation.
  9. Access roads.
  10. All other items required for completion of the project.
- E. Ash Creek SSD will prepare a final inspection letter with a “punch list” of deficient items. A copy of the final inspection letter will be sent to the City, Developer, the Project Engineer and the Contractor.
- F. The Contractor shall correct the deficient items listed in the final inspection letter and advise the Ash Creek SSD Inspector when the items are complete.
- G. The Ash Creek SSD Inspector will verify completion of the deficient items.
- H. When all deficient items have been completed and upon approval and direction by Ash Creek SSD, the Contractor shall remove plywood bottoms and all plugs installed on the system. The Ash Creek SSD Inspector shall observe the removal of all plugs.

#### 6.1.7 Warranty Inspection

- A. Ash Creek SSD will conduct a warranty inspection according to Section 2.3.5 one year from the time the final completion of the project is determined.

## 6.2 Inspection of Private Lateral Wastewater Lines

### 6.2.1 Scheduling Inspection Appointments

- A. Prior to starting construction of the Private Lateral Wastewater line, and at various times during the construction process, the Contractor shall contact Ash Creek SSD to request a Private Lateral inspection.
- B. Contractors shall call Ash Creek SSD for an inspection during the regular 40-hour work week with a minimum of 48 hours (excluding weekends and Ash Creek SSD observed Holidays) prior to the time it is needed. Same day or spot inspections will not be provided. During periods of heavy inspection requests, additional notice may be necessary
- C. Inspections are scheduled on a first-come first-served basis.
- D. If an inspection is scheduled and the construction is not ready for the inspection at the scheduled time, the contractor will be required to schedule another inspection with Ash Creek SSD at the next available time slot.
- E. Excessive call-back inspections caused by the contractor not being ready for an inspection at the scheduled time may result in additional Administration Fees being charged to the homeowner, building owner or facility owner.

### 6.2.2 Required Inspections

- A. Inspections by an Ash Creek SSD Inspector are required at the following times.
  - 1. New Private Lateral Connections.
    - a. If a direct connection of the Private Lateral to an existing Public Wastewater System collection line or manhole is required, inspection of the coring operation and installation of the saddle or manhole connection is required.
    - b. After installation of the Private Lateral pipe, fittings, and other appurtenances but prior to backfilling and completion of bedding above spring line.
    - c. When deficiencies in the installation noted during a prior inspection are corrected and a re-inspection fee has been paid, the contractor may reschedule an inspection.

2. Grease Interceptors and Sampling Manholes.
  - a. After placement of the grease interceptor and sampling manhole but prior to backfilling.
  - b. After backfilling, paving and adjustment of frame and cover to grade.
3. Abandoned Private Laterals: If an existing Private Lateral to the Public Wastewater System is abandoned, the abandonment shall be inspected prior to backfilling.
4. Damaged Private Laterals: If an existing Private Lateral is damaged, the repair shall be inspected by an Ash Creek SSD Inspector prior to backfilling.

### 6.2.3 Private Lateral Cleanout Locations

- A. 54-8a-10.5 Utah Code Annotated (UCA) requires that:

*“(a) An operator or person installing or replacing a sewer lateral cleanout beginning August 1, 2009 shall install or replace the sewer lateral cleanout in a manner so that the lateral can be located, including:*

- a. House sheets; or*
- b. Electronic markers.*

*“(b) An operator or person installing a sewer lateral cleanout shall notify the sewer operator of the sewer lateral cleanout location for record keeping purposes.”*

- B. To assist the Contractor in meeting the requirements of the UCA, and to standardize the cleanout location information provided to Ash Creek SSD as the “Sewer Operator”, the Ash Creek SSD Inspector will take measurements and prepare the “lateral map” which will document cleanout locations.
- C. In addition to providing the “lateral map” information, the Contractor shall place, per detail sheet, a monument ring and cover at the cleanout location and may choose to place electronic markers. See Appendix F “Sewer Cleanout W/Lid” for Detail Drawing.

### 6.2.4 Inspection Procedure

- A. The primary areas of interest for inspections of Private Lateral Wastewater Lines are as follows.
1. Material verification: Verify that pipe, fittings, couplings, bedding and initial backfill materials, cleanout caps, ring and cover, and other material conform to the specifications.

2. Installation of Pipe.
    - a. Check slope and alignments.
    - b. Visual inspection of lines prior to backfilling (after bedding to spring line is installed).
    - c. Verify that minimum cover requirements are met.
  3. Couplings: Verify alignment of pipe and couplings and conformance to specifications. See Section 5.7.
  4. Connections: Verify that connections to manholes, main lines or stubs and to the building stub meet the specifications.
  5. Pipe Bedding: Verify conformance to bedding details and specifications.
  6. Marking tape: Verify that marking tape is on site for installation.
  7. Cleanouts: Document locations and verify that standpipe is vertical and that fittings, cap, ring and cover, and other materials conform to specifications.
  8. Other Features: Verify conformance to specifications.
  9. Utility Encounters: Verify conformance with proper separation and crossing requirements.
- B. The Ash Creek Inspector will perform or witness tests on the Private Lateral Wastewater Line as required by Section 6.17.
- C. The Ash Creek SSD inspector will document the location of the Cleanouts on the Private Lateral Wastewater Line, as required by Section 6.2.3, and will document other aspects of the Private Lateral Wastewater Line.
- D. The Contractor shall provide an individual familiar with the newly constructed private lateral to assist the Ash Creek SSD Inspector with the inspection.
- E. The Ash Creek SSD Inspector will advise the Contractor's on-site representative of any deficient items at the time of the inspection and, if required, will prepare a Partial Inspection letter that documents those deficient items. A copy of the Partial Inspection Letter will be sent to the homeowner, building owner or authorized representative and the Contractor.

- F. The homeowner, building owner or authorized representative and the Contractor shall correct the deficient items listed in the Partial Inspection Letter and schedule another appointment with the Ash Creek SSD Inspector according to Section 6.2.1.
- G. The Ash Creek SSD Inspector will verify completion of the incomplete items and repair of deficient items.

### 6.3 General Construction Requirements

#### 6.3.1 Protection of Existing Public Wastewater System

- A. No connection to the existing Public Wastewater System or to existing Private Lateral Wastewater Line stubs shall be made without approval of Ash Creek SSD and inspection by an Ash Creek SSD Inspector.
- B. No modification of the existing Public Wastewater System or existing Private Lateral Wastewater Lines shall be made without approval of Ash Creek SSD and inspection by an Ash Creek SSD Inspector.
- C. The Public Wastewater System and Private Lateral Wastewater Lines shall be protected from damage. Any damage to the existing system resulting from the Contractor's operation shall be corrected by the Contractor at their expense.
- D. All repairs to the Public Wastewater System shall be observed by an Ash Creek SSD Inspector.

#### 6.3.2 Excluding Construction Debris and Material from the Existing Public Wastewater System

- A. All construction debris and material, including water, native soil, bedding material, backfill material, pipe and other construction material, garbage, etc., shall not be placed in or allowed to enter the existing Public Wastewater System.
- B. The Contractor shall conduct operations and provide adequate controls to exclude this debris and material from the system.
- C. Any debris or construction material that does enter the existing Public Wastewater System shall be removed by Ash Creek SSD at the Contractor's expense.
- D. Any costs incurred by Ash Creek SSD in removing the debris or construction material will be billed to the Contractor and must be paid prior to final project acceptance.

- E. Any wastewater overflows or damages to structures affected by wastewater backups caused by the actions of the Contractor shall be the responsibility of the Contractor and the Developer to mitigate. To include, but not be limited to regulatory fines, clean-up and reporting fees, and mitigation of damages.
- F. A video inspection of the cleaned downstream lines demonstrating that the debris and construction material has been removed shall be performed by Ash Creek SSD and shall be paid for by the Contractor.

#### 6.3.3 Maintaining Existing Wastewater Flows

- A. Wastewater flows in the existing wastewater system shall be maintained at all times.
- B. Bypass pumping, temporary bypass piping, or other means required to divert wastewater flow around the construction site shall be provided by the Contractor.
- C. Placing a plug and allowing wastewater to back up in existing wastewater lines will not be allowed.
- D. A bypass plan shall be submitted to Ash Creek SSD for review and approval prior to the start of construction.
- E. Bypass plans using pumping equipment shall include continuous (24 hr./day) monitoring of the pumping equipment.
- F. Bypass plans using pumping equipment shall include backup or redundant pumping and piping systems, as approved by Ash Creek SSD, in the event the primary system fails.

#### 6.3.4 Isolation of New Construction

- A. At the start of construction of Public Wastewater System Extensions and Modifications, the Contractor shall install and maintain a plug near the connection of the new construction to the existing Public Wastewater System. The plug shall isolate the new system under construction from the existing system.
- B. The location of the plug shall be determined by Ash Creek SSD.
- C. The plug shall be anchored to the apron of the manhole as approved by Ash Creek SSD.
- D. The plug shall remain in-place until approval to remove the plug is given by Ash Creek SSD.

- E. Removal of the plug shall be the responsibility of the Contractor.
- F. Removal of the plug shall be witnessed by an Ash Creek SSD Inspector.

#### 6.3.5 Record of Drawing Information Collected by Contractor

- A. During construction of Public Wastewater System Extensions and Modifications, the Contractor shall record “As-Built” measurements and information.
- B. Information measured and recorded shall include the following.
  - 1. Private Laterals:
    - a. Wye location on main line.
    - b. Pipe size, slope, and length.
    - c. Cleanout and bend locations and degree of bend.
    - d. Horizontal distance ties from the end of the lateral stub to nearest side property line and from top back of curb.
    - e. In the absence of established property lines and top back of curb, finished surface improvements, preferably sewer manholes or fire hydrants, shall be used.
    - f. If no finished surface improvements are near the lateral stub, lateral markers shall be installed on nearby trees or features and horizontal distance ties to the marker provided.
  - 2. Location of other utilities encountered.
- C. The information recorded shall be incorporated into the Record Drawings as required in Section 3.7.
- D. A set of the record information shall be maintained at the construction site.
- E. An Ash Creek Inspector may periodically and independently measure, and record installed lateral information for the purpose of verifying submitted Record Drawing information.

#### 6.3.6 Safety

- A. In all cases, the contractor is responsible for safety.

- B. The contractor shall be responsible for full compliance with applicable excavation and trenching regulations set forth by the U.S. Department of Labor Occupational Safety and Health Administration as administered by the Utah Occupational Safety and Health Division (UOSH) of the Utah Labor Commission.
- C. The contractor shall assume full responsibility for all confined space requirements in US Department of Labor, OSHA Regulation 29 CFR Subpart AA, Confined Space in Construction, during construction of the line extension. Contractor is hereby informed that all gravity sewer lines and manholes, Low-pressure sewer valve vaults and flushing manholes, sewer force main valve vaults, wastewater pump station wet wells and other similar structures and features on Ash Creek SSD's wastewater collection system and treatment facilities and all similar new construction qualify as confined spaces according to the Federal Regulation. Entering confined spaces without following the requirements of the Confined Spaces in Construction regulations is prohibited.
- D. The contractor shall furnish and maintain all necessary safety equipment, such as barriers, signs, warning lights, guards, gas monitoring and ventilation equipment to provide adequate protection for persons and property during all phases of construction.
- E. The contractor shall give reasonable notice to the owners of public or private property and utilities when such property and utilities are within the construction area.
- F. The contractor shall at all times observe and comply with all Federal, State, and local laws, ordinances, permits and regulations which will in any manner affect the work.

#### 6.3.7 Materials Handling

- A. All material to be incorporated into the project shall be transported, handled, and stored in a manner which will insure proper installation in an undamaged condition.
- B. The contractor shall replace all material found to be defective or which has been damaged before inclusion in the work.

#### 6.3.8 Installation of Precast Concrete Products

- A. Precast concrete products shall not be installed within seven days of manufacture date.
- B. The date stamped on the precast concrete product will be used as the starting date in determining this time period.

- C. Any precast concrete product installed prior to completion of this seven-day period will not be approved by Ash Creek SSD and shall be removed.

## 6.4 Trench Excavations

### 6.4.1 General

- A. Trench Excavation shall include every operation necessary for excavation of all materials of whatever nature within the designated limits of the trenches.
- B. Contractor shall support and maintain the excavation with shoring, bracing, trench boxes or other methods.
- C. Contractor shall provide for the uninterrupted flow of surface water.
- D. Contractor shall protect all utilities, pipes, conduits, culverts, bridges and all other public and private improvements and property which may be endangered by the work. Contractor shall call for blue-staking of all utilities prior to commencing work and shall maintain the blue-stakes for the duration of the project.
- E. Contractor shall provide temporary support, adequate protection, and maintenance of all underground and surface structures and other obstructions affected by the trench excavation. Any structure that has been disturbed shall be restored or replaced at the Contractor's expense.

### 6.4.2 Pavement Removal

- A. All pavement removal shall be in accordance with applicable City, County, or State Standards and permits.
- B. If not defined the asphalt shall be cut and removed an additional 6" from edge of trench and removed prior to replacing or patching asphalt.

### 6.4.3 Trenching

- A. Alignment: Trench excavations shall be performed to the alignment and grade as indicated on the Approved Construction Drawings.

**B. Trench Width**

1. Trenches shall be excavated to provide adequate working space for proper pipe installation, jointing, and embedment.
2. Minimum sidewall clearance shall be 8".

**C. Trench Depth:** The trench shall be over-excavated to a minimum depth of 6" below the bottom of the pipe.**D. Fill Areas.**

1. Trench excavations in fill areas shall extend to the level of native, undisturbed soil.
2. The area between the native, undisturbed soil and the normal bottom of trench shall be backfilled with suitable material in maximum 12" lifts and compacted to 95% of the Modified Proctor Density as determined by the compaction control test specified in ASTM D-1557 and verified by ASTM D-1556 or ASTM D-2922.
3. If fill areas were placed with appropriate lifts and compactive effort, evidence of that effort shall be provided to Ash Creek SSD prior to excavation.

**E. Trenching Method.**

1. The use of mechanical equipment will be permitted except in locations where machines may cause damage to existing structures, in which case, hand methods shall be employed.
2. The trenching method used, and the width of the trench excavated shall provide adequate space for proper installation of the pipe, manholes and other appurtenances. This shall include placement and compaction of bedding and backfill materials, jointing of pipe and manholes, and haunching of pipe.

**6.4.4 Dewatering**

- A. All excavations shall be dewatered before any construction is undertaken.
- B. Pipe shall be laid only in dry trenches.
- C. Concrete shall be placed only on dry, firm foundation material.
- D. The Contractor shall have adequate dewatering equipment on-site.

- E. Groundwater shall not be allowed to enter the Public Wastewater System.
- F. All trenches shall be kept free from water during excavation, fine grading, pipe laying, jointing, and embedment operations. Surface water shall be prevented from entering trenches.
- G. Where the trench bottom is mucky or otherwise unstable because of the presence of ground water, and in cases where the static ground water elevation is above the bottom of any trench or bell hole excavation, such ground water shall be lowered to the extent necessary to keep the trench free from water and the trench bottom stable when the work within the trench is in progress.
- H. The contractor shall provide and maintain at all times during construction, adequate means and devices with which to promptly remove and dispose of all water entering the excavations or other parts of the work. Ground water shall not be allowed to rise around pipe installations until the trench is backfilled.
- I. The contractor shall dispose of the water from the work in a suitable manner without damage to adjacent property. No water shall be drained into work built or under construction. Water shall be disposed of in such a manner as not to be a menace to the public health.
- J. De-watering for pipelines shall commence when ground water is first encountered and shall be continuous until such time as water may be allowed to rise in accordance with the provisions of this section.
- K. Where ground water is present manholes shall be double flex joint sealant sealed at all cleaned joints and after manholes are stacked, joints will be wrapped 6-inches above and 6-inches below each joint with mastic sealant or equal. See Section 5.4.M. Pipes, where they enter the manhole, shall be double banded.
- L. The use of Clay Dams to control ground water shall be determined on a case-by-case basis.
- M. If trenches cannot be dewatered, then:
  - 1. Trench shall be over excavated a minimum of one (1) foot.
  - 2. 4" minus granular placed.
  - 3. Then pee gravel placed as the pipe foundation.
  - 4. Additional clay dams shall be placed as determined to prevent water conveyance.

#### 6.4.5 Blasting

- A. The Contractor shall comply with all Federal, State, and City laws, rules and regulations governing the keeping, storage, use, manufacture, sale, handling, transportation, or distribution of explosives used for blasting operations.
- B. The Contractor shall be responsible to secure blasting permits from the appropriate City Building Department, Washington County Building Department, and the appropriate Fire District, as required, prior to blasting.

#### 6.4.6 Borings and Casings

- A. Borings and casings shall meet the requirements of Section 4.6, Section 4.7, and Section 5.9.
- B. The proposed boring method, qualifications and experience of the boring contractor, and other boring related information, as required by Ash Creek SSD, shall be submitted for approval by Ash Creek SSD prior to mobilizing the boring operation.

#### 6.5 Pipe Embedment

##### 6.5.1 General

- A. Bedding material meeting the requirements of Section 5.8 shall be placed and compacted from the bottom of the excavated trench to the bottom of the pipe.
- B. Bedding material shall extend a minimum depth of 6" below the bottom of the pipe.
- C. After placement of the pipe, additional bedding material shall be placed in maximum 6" lifts to the spring line of the pipe.
- D. The bedding material shall be shovel sliced and compacted in the pipe haunch areas to insure uniform and continuous bearing along the pipe.
- E. Initial Backfill meeting the requirements of Section 5.8 shall be placed and compacted in the trench simultaneously on each side of the pipe in 6" lifts for the full width of the trench in such a manner as not to damage or disturb the pipe.
- F. Initial backfill shall be placed to a minimum depth of 12" above the top of the pipe.

## 6.6 Pipe Installation

### 6.6.1 General

- A. Alignment and Grade: Non-pressurized pipe shall be laid to the alignment and grades indicated on the Approved Construction Drawings within the following tolerance limits.
1. Horizontal Alignment: 2"
  2. Grade:  $\pm 1/2$ "
  3. When installed at minimum allowable slopes, as defined in Section 4.3.C, the variation in grade listed above shall not be applicable.
  4. Obvious bellies, low spots in pipe segments or abrupt changes in grade shall be corrected.
  5. Flat or reverse grade lines or segments of lines are not acceptable.
  6. Ash Creek SSD reserves the right to require whatever action is necessary to correct (including replacement of all affected sections of line including manholes) any unacceptable items generated as a result of pipe installation at less than minimum allowable slopes or with other deficiencies in alignment or grade.
- B. Pipe shall be laid in a straight line at a constant and uniform slope between manholes on main lines and between bends on Private Lateral lines.
- C. A pipe laser shall be used to install all pipe, without exception.
- D. Pipe laying shall begin at the lowest elevation and proceed upstream with the bell end of bell-and-spigot pipe positioned upstream.
- E. The interior of all pipe and fittings shall be thoroughly cleaned before installation and shall be kept clean during installation and until the work has been accepted.
- F. Pipe shall not be laid in water nor under unsuitable weather or trench conditions.
- G. All field cuts shall be made at right angles to the axis of the pipe. All pipes shall be filed and beveled to remove roughness.
- H. Pipe material shall be consistent between manholes unless specifically approved by Ash Creek SSD.
- I. If a pipe coupling is required to install a lateral wye or manhole, the following requirements shall be met:

1. The pipe coupling shall meet the requirements of Section 5.7.
  2. Clearance between pipes at the coupling shall be a maximum of 1/8".
  3. Pipes shall be aligned to provide a smooth transition without a lip or misalignment at the joints.
  4. Pipe shall be video inspected as soon as possible after backfilling to verify the above requirements.
- J. Changes of pipe material shall be at the manhole unless otherwise approved by Ash Creek SSD. If a change of pipe material between manholes is approved by Ash Creek SSD, the following requirements shall be met.
1. The connection between different pipe materials shall be made with pipe couplings meeting the requirements of Section 5.7.
  2. Clearance between pipes at the coupling shall be a maximum of 1/8".
  3. Pipes shall be aligned to provide a smooth transition without any lip or misalignment at the joints.
  4. Pipe shall be video inspected as soon as possible after backfilling to verify the above requirements.
- K. Whenever pipe laying is stopped, the open end of the pipe shall be plugged with a watertight plug and the trench shall be properly backfilled to protect the pipe from floating.
- L. If adjustment of the position of a pipe length is required after being laid, it shall be removed, re-laid and rejointed.
- M. Any pipe that has floated due to water entering the trench shall be removed from the trench, the trench shall be re-bedded, and the pipe shall be re-laid as directed by Ash Creek SSD.

#### 6.6.2 Pipe Laying

- A. In addition to the above general requirements, all pipe installation shall comply with the specific requirements of the pipe manufacturer as follows:
1. PVC Pipe: ASTM D 2321 "Standard Recommended Practice for Underground Installation of Flexible Thermoplastic Sewer Pipe."

2. High Density Polyethylene (HDPE) Pipe: ASTM D 2321 "Standard Recommended Practice for Underground Installation of Flexible Thermoplastic Sewer Pipe."
3. All others as recommended by manufacturer.

#### 6.6.3 Tracer Wire Installation

- A. Tracer wire shall be installed directly on top of the pipe, along the entire length of all Low-Pressure lines, and force mains.
- B. The tracer wire shall be attached to the pipe at maximum 5' intervals with duct tape or zip ties.
- C. The tracer wire shall be continuous from manhole to manhole and shall terminate inside at the top of the manhole according to Detail Drawing "Pressure Line Connection to Manhole" in Appendix D.
- D. Splices in the tracer wire between manholes using approved greased/silicone-based wire connectors will be allowed but shall be kept to a minimum.
- E. A successful continuity test on the installed tracer wire according to Section 6.16.8 will be required.

#### 6.6.4 Marking Tape Installation

- A. Marking tape shall be installed vertically above the pipe, along the entire length of all sewer pressure lines.
- B. The marking tape shall be located at a depth of 12" above the top of pipe. See Detail Drawing "Typical Trench Detail" in Appendix D.
- C. The marking tape depth shall be consistent along the entire length of the line.
- D. Where other utilities are crossed, a second strip of marking tape may be required between the utility and the wastewater line.

#### 6.6.5 Connecting to Pipe Stubs

- A. The Contractor shall verify that existing pipe stubs are acceptable (i.e., condition, alignment, grade, leakage) prior to connecting to the stub.

- B. To the extent possible, the acceptability of the stub shall be verified by Ash Creek SSD.
- C. Unacceptable main line stubs shall be removed and replaced with new pipe to the manhole or to a location on the stub where the remaining pipe to the manhole is acceptable.
- D. Unacceptable Private Lateral stubs shall be removed and replaced to the main line or to a location on the stub where the remaining pipe to the main line is acceptable.
- E. The extension of main line pipe stubs shall be accomplished with pipe having the same type, size, and joint type as the existing stub to the next manhole.
- F. If new pipe material matching the material of the existing stub is no longer available, then a change of pipe material may be approved by Ash Creek SSD.

#### 6.6.6 Installing Private Lateral Stubs

- A. Private Lateral Wastewater Line stubs installed as part of the main line construction shall be extended at the slope and to the length or location indicated on the Approved Construction Drawings.
- B. Private Laterals shall be placed straight and erect and stubbed 3' above rough grade and marked as indicated below.
- C. Lateral stub trenches that require either blasting, rock sawing, rock hammering/chipping, or similar techniques for trench excavation shall be over excavated to a minimum of 5' beyond the installed stub end to allow re-excavation and extension of the lateral without damage to the existing lateral stub
- D. Connection to Main Line.
  - 1. The connection of Private Lateral Wastewater Lines to the main line shall be an in-line wye or tee branch made specifically for wastewater lateral connections per the standard details in Appendix D "Sewer Service Connection".
  - 2. The wye or tee shall be turned up so that the invert of the wye or tee branch at the connection is at or above the spring line of the main line.
- E. Caps: All stubs shall be plugged at the end of the pipe with a glued, fused or approved gasketed cap or plug. Expansion type (Brandt™) plugs shall not be used.
- F. Private Lateral Stub Marker.

1. Immediately following installation of the Private Lateral stub, a Private Lateral stub marker (t-post) shall be installed by the Contractor.
2. The marker (t-post) shall be placed straight and erect extended upward 3' above rough grade.
3. The exposed portion of the marker shall be painted green.
4. Record Drawing information required by Section 3.8 shall be collected.
5. Private Lateral markers disturbed or lost prior to Final Approval shall be reset using accepted survey practices and procedures.

G. Lateral and marker (t-post) shall be in-place and visible at the Final Inspection.

## 6.7 Trench Backfill and Paving

### 6.7.1 Trench Backfill in Roads

- A. If settlement of pavement over installed wastewater lines is observed at the final inspection or warranty inspection, the contractor shall remove the settled pavement and any unsuitable or uncompacted backfill, replace the backfill with appropriate compaction efforts, and reinstall the pavement.
- B. Trench backfill in public or private roads, streets and rights-of-way shall be in accordance with the applicable City, County, or State standards, permits, and/or as designated on Approved Construction Drawings. The responsibility for compaction testing shall be with the developer and their contractor.
- C. Trench backfill in privately owned paved areas, such as parking lots and driveways, shall be placed such that settlement of the paved areas over the wastewater line trenches does not occur. The responsibility for any necessary compaction testing shall be with the developer and their contractor.
- D. Backfill shall be carefully placed around and over pipes and shall not be permitted to fall directly on a pipe from such a height or in such a manner as to cause damage.
- E. The backfill in all sewer/utility trenches shall be compacted. The in-place density shall be a minimum of 95 percent of laboratory standard maximum dry density as determined by ASTM D-1557

- F. Backfill material shall be approved by Ash Creek SSD and shall not contain any wood, grass, roots, broken concrete, trash or debris of any kind that may cause unequal settlement or improper consolidation. No gravel larger than 1 inch as a mixed aggregate shall be used at the pipe zone.
- G. Backfill procedure above the pipe zone shall be as follows: the backfill above a point 1 foot above the top of the pipe shall be backfilled in horizontal layers 12 inches thick or less with materials containing no brush, perishable or objectionable material, rocks, stones, or boulders larger than 4 inches in the greatest dimension.
- H. When directed by Ash Creek SSD, mechanical compaction shall be completed in accordance with the following:
  - 1. Structural and trench backfill shall be deposited in horizontal layers and compacted so that the compacted material will be homogenous and free from lenses, pockets, streaks, and other imperfections.
  - 2. The excavation and filling operations shall be such that the materials when compacted will be blended sufficiently to secure the best practicable degree of compaction, impermeability, and stability. Prior to and during compaction operations, material shall have the optimum moisture content and shall be uniform throughout each layer. Where feasible, moistening of the materials shall be performed at the site of excavation. If the moisture content is not optimum for compaction, the compaction operations shall be delayed until such time as the material has been brought to the optimum moisture content. When the material has been properly conditioned, it shall be compacted using mechanical equipment.
  - 3. When hand compacted methods are specified or required because of the location. Approved hand compaction equipment shall be used.
- I. In areas with known collapsible soils, a geotechnical report should be obtained. The report should provide a stabilization means to prevent settlement. Recommendations from the report should be followed.

#### 6.7.2 Pavement Replacement

- A. All pavement replacement shall be in accordance with the applicable City, County, or State standards, permits, and/or as designated on Approved Construction Drawings.
- B. Pavement shall be cut and removed 6” beyond the trench wall or 6” beyond ripped asphalt.

- C. For Ash Creek SSD projects, asphalt shall be replaced 7' on either side of the sewer center line where asphalt exists. Contractor will be responsible for damages to and replacement of asphalt outside of the 14' width.

## 6.8 Trench Dikes

### 6.8.1 General

- A. Trench dikes shall be constructed at the locations indicated and in accordance with details as shown on the Approved Construction Drawings and standard detail drawings.
- B. Additional trench dikes may be required at other locations to prevent migration of ground water along the sewer trench as determined and directed by Ash Creek SSD.

### 6.8.2 Construction Method

- A. Trench dikes shall be constructed of cement treated fill material or clay.
- B. Placement of the cement treated fill material shall occur after pipe installation and placement of bedding and initial backfill material.
- C. The trench dike shall be keyed into undisturbed soil a minimum 12" below the bottom of the pipe embedment material (18" below bottom of pipe) and a minimum 12" beyond each side of the excavated trench.
- D. The trench dike shall extend a minimum 12" above the top of the pipe embedment (24" above the top of pipe).
- E. Care shall be taken while placing the cement treated fill material to assure that displacement or distortion of the pipe does not occur.
- F. The area around the trench dike shall remain dewatered for a period of 24 hours after placement of the cement treated backfill material and until the backfill is brought to approximate final grade.

## 6.9 Manholes

### 6.9.1 General

- A. Manholes shall be constructed at the locations indicated and in accordance with details as shown on the Approved Construction Drawings and standard detail drawings.

### 6.9.2 Subgrade

- A. Manholes shall be constructed on a stable foundation capable of supporting the imposed loads.
- B. A minimum 6" depth of bedding material shall be placed, leveled, and compacted prior to placing the manhole bases.

### 6.9.3 Manhole Bases

- A. Precast Concrete Bases:
  - 1. Shall meet the requirements of Section 5.4.B.
  - 2. Shall be placed to be fully and uniformly supported in proper horizontal and vertical alignment.
- B. Cast-in-Place Bases on Existing Lines: (prior approval required)
  - 1. Before installation, contractor must meet with the Ash Creek SSD inspector to discuss and confirm installation.
  - 2. Shall meet the requirements of Section 5.4.C.
  - 3. Shall be constructed to be fully and uniformly supported in proper horizontal and vertical alignment. See Detail Drawing "Cast-In-Place Manhole Base" contained in Appendix D.
- C. Installation of pipe in manhole bases with flexible pipe connectors shall be per manufacturer's recommendation.
- D. Installation of pipe in manhole bases where use of a flexible pipe connector is not possible, as approved by Ash Creek SSD, shall include a pipe to manhole adapter placed around the pipe and centered on the manhole wall and grouted with non-shrink grout to form a watertight seal.

- E. In all cases, a watertight manhole to pipe connection is required.
- F. Installation of a manhole base on an existing lined pipe:
  - 1. Visual inspection by Ash Creek SSD is required prior to placing manhole base.
  - 2. Any annular space between the host pipe and the pipe lining shall be filled with an epoxy gel, installed per manufacturer's specifications.

#### 6.9.4 Wall and Cone Sections

- A. Precast wall and cone sections shall be placed and aligned to provide vertical sides.
- B. The flat side of an eccentric cone shall be oriented over the outlet invert.
- C. Steps are not permitted.
- D. Joints:
  - 1. Mastic installed according to manufacturer's recommendations. See Section 5.4.M. Grouted joints shall not be used.
  - 2. Mastic shall be installed when the temperature of the material is above 70 degrees to assure a watertight seal. Heating of the material may be required to achieve a proper seal.

#### 6.9.5 Backfilling Manholes

- A. All backfilling shall be in accordance with the applicable City, County, or State standards, permits, and/or as designated on Approved Construction Drawings. See Section 5.8.
- B. Backfilling shall be accomplished in a manner to prevent damage or disturbance to the installed manholes.
- C. Manhole sections disturbed during backfilling shall be removed, rejoined and restacked.
- D. Manhole sections damaged during construction shall be replaced with new sections of the same material and from the same manufacturer.

#### 6.9.6 Installation of Temporary Plywood Bottoms

- A. Plywood bottoms shall be placed in the manholes after the TV Inspection in order to protect the system from debris resulting from the paving and manhole adjustment process.
- B. The plywood bottoms shall remain in place until after the final inspection and removal is authorized by Ash Creek SSD.
- C. Temporary removal of the plywood bottoms may be necessary during the preliminary inspection and during correction of deficient items on the preliminary “punch list” but shall be immediately replaced to protect the system.
- D. Plywood bottoms shall be constructed of minimum 3/4" CDX plywood with adequate bracing to prevent sagging.
- E. The plywood bottom shall be constructed in two or three pieces with a 1/8" maximum clearance at the joints.
- F. The plywood shall be placed in the manhole bottom such that the joint is perpendicular to the flow channel.
- G. A means to prevent the plywood from shifting out of place, such as 2x4's attached to the plywood, metal, or rope hinges, etc., shall be incorporated. The plywood bottom shall be placed above the crown of all pipes entering the manhole.
- H. Removal of the plywood bottoms shall be the responsibility of the Contractor.
- I. All debris collected on the plywood bottoms shall be removed from the manhole prior to removal of the plywood bottoms.

#### 6.9.7 Adjustment of Manhole Frame and Cover to Final Grade

- A. Manholes in Asphalt Paved Areas.
  - 1. Manholes located in asphalt paved areas shall be raised to final grade after final paving is completed.
  - 2. Shall conform to standard details in Appendix D “Manhole Adjustment to Grade”.
  - 3. The top of the manhole frame shall be 1/8” – 1/4” below and parallel to the plane of the asphalt paving at the outside edge of the collar.

4. The distance from the top of the cone to the top of the frame shall generally not exceed 22" and the height of the Plastic Riser Form shall not exceed 16". Distances greater than 22" from the top of the cone to the top of the frame require specific approval by Ash Creek SSD and will require use of an Expanded Polypropylene grade ring per Section 5.4.E. In no case shall the distance exceed 24". Distances greater than approved will require the addition of a manhole wall section and retesting.
  5. The distance from the top of the cone to the lowest point on the bottom of the frame shall not be less than 3". Any collars with a depth less than 12" shall have a ring of 4" rebar or fiber mesh.
  6. Prior to paving, a manhole frame and cover or a circular metal plate shall be placed on top of the cone temporarily to prevent material from entering the manhole.
  7. After the final lift of asphalt is placed, the asphalt and base course material shall be removed to accommodate a minimum 12" collar at the top of the manhole frame and to the level of the top of the cone and 6" outside the cone. The edge of the asphalt shall be smooth and uniform.
  8. Manhole Adjustment with Whirlygig® or Approved Equal.
    - a. Install per manufacturer's recommendations and standard details.
    - b. Set thermoplastic riser form in a bead of sealant meeting requirements of Section 5.4.F. to achieve a watertight seal between form and top of manhole cone.
    - c. After the frame has been set to final grade, Class 4000 concrete shall be placed and consolidated in the excavated area around the cone, riser form and frame. Care shall be taken to assure that the thermoplastic form does not become displaced during placement of concrete.
    - d. The concrete shall be allowed to cure for a minimum of seven days prior to allowing traffic over the manhole.
  9. Metal adapter rings (risers) shall not be used for final adjustment of the frame on new development projects.
- B. Manholes in Concrete Paved Areas.
1. Manholes located in concrete paved areas shall be raised to final grade after placement of concrete paving.
  2. Shall conform to standard details in Appendix D "Manhole Adjustment to Grade".

3. When installation is complete, the top of the manhole frame shall be 1/8" - 1/4" below and parallel to the plane of the surrounding concrete paving.
4. The distance from the top of the cone to the top of the frame shall generally not exceed 22" and the height of the Plastic Riser Form shall not exceed 16". Distances greater than 22" from the top of the cone to the top of the frame require specific approval by Ash Creek SSD and will require use of an Expanded Polypropylene grade ring per Section 5.4.E. In no case shall the distance exceed 24". Distances greater than approved will require the addition of a manhole wall section and retesting.
5. The distance from the top of the cone to the lowest point on the bottom of the frame shall not be less than 3". Any collars with a depth less than 12" shall have a ring of 4" rebar or fiber mesh.
6. Prior to paving, a manhole frame and cover or a circular metal plate shall be placed on top of the cone temporarily to prevent material from entering the manhole.
7. Prior to placement of concrete pavement, block out area around the manhole adequate for manhole adjustment.
8. After concrete pavement is placed, the base course material shall be removed to a diameter a minimum 30" greater than the diameter of the top of the manhole frame and to the level of the top of the cone and 6" outside the cone.
9. Manhole Adjustment with Whirlygig® or Approved Equal.
  - a. Install per manufacturer's recommendations and standard details.
  - b. Set thermoplastic riser form in a bead of sealant meeting requirements of Section 5.4.F. to achieve a watertight seal between form and top of manhole cone.
  - c. After the frame has been set to final grade, Class 4000 concrete shall be placed and consolidated in the excavated area around the cone, riser form and frame. Care shall be taken to assure that the thermoplastic form does not become displaced during placement of concrete.
  - d. The concrete shall be allowed to cure for a minimum of seven days prior to allowing traffic over the manhole.
10. Metal adapter rings (risers) shall not be used for final adjustment of the frame on new development projects.

**C. Manholes in Roadway Shoulders.**

1. Shall conform to standard details in Appendix D “Manhole Adjustment to Grade”.
2. Roadway shoulders without curb.
  - a. Adjustment to final grade shall occur after placement of pavement around manhole.
  - b. Adjustment shall meet the requirements of Section 6.9.7.A or 6.9.7.B.
3. Roadway shoulders with curb.
  - a. The top of manhole frames shall be set horizontal and flush with the finished grade.
  - b. A standard Manhole Collar conforming to standard details in Appendix D shall be placed around the frame.
  - c. The distance from the top of the cone to the top of the frame shall generally not exceed 22" and the height of the Plastic Riser Form shall not exceed 16". Distances greater than approved will require the addition of a manhole wall section and retesting.

**D. Manholes in Off-Road Areas.**

1. Shall conform to standard details in Appendix D.
2. Grading around the manhole shall not result in a depressed area around the manhole.
3. The manhole frame shall be placed directly on the manhole cone or adjusted to grade according to the requirements of Section 6.9.7.C. When the frame is placed directly on the cone, the joint between the cone and frame shall be made by placing mastic around the cone, placing the frame, and applying pressure to distribute the mastic material and form a watertight seal.
4. Mastic shall be installed when the temperature of the material is above 70 degrees to assure a watertight seal. Heating of the material may be required to achieve a proper seal.
5. A standard Manhole Collar conforming to standard details in Appendix D shall be installed around the frame and cone.

E. Manholes in Concrete or Asphalt Walkways.

1. When installation is complete, the top of the manhole frame shall be flush with the surrounding walkway and lids shall be smooth.
2. Adjustment shall meet requirements of Section 6.9.7.A or 6.9.7.B.

F. Adjustment of Existing Manholes

1. Shall conform to standard detail in Appendix D “Manhole Adjustment to Grade”.
2. Remove all grade rings, concrete collars and other adjustment material to top of cone.
3. Clean and repair the top of cone, if necessary, to provide clean, smooth surface for placement of new adjustment material.
4. Repair of top of cone may require cutting down or grinding top surface of cone, patching with approved patch material or a combination of both.
5. Adjust frame to final grade in accordance with Sections 6.9.7.A thru E.
6. If distance from top of cone to top of rim exceeds 20”, up to three – 6” expanded polypropylene grade rings per Section 5.4.E. installed per manufacturer’s recommendations may be installed in addition to the plastic riser form.

#### 6.9.8 Drop Manholes

- A. Ash Creek SSD does not approve the use of drop manholes.

#### 6.9.9 Connection to Existing Manhole

- A. Prior to the start of construction, the condition of the existing manhole shall be assessed by Ash Creek SSD.
- B. If the existing manhole is determined by Ash Creek SSD to be suitable for core drilling the following procedure shall be followed:
1. The existing manhole wall and bench shall be core drilled to allow for placement of the new pipe and flexible pipe to manhole connector (boot) in the manhole at the design elevation and provide a channel in the bench for the new line.
  2. The Ash Creek Inspector shall witness all core drilling of manholes.

3. A flexible pipe to manhole connector (boot) shall be installed in the core drilled wall to provide a watertight seal.
  4. The existing bench shall be built up with class 4000 concrete anchored to the existing concrete with stainless steel anchors or as otherwise directed by the Ash Creek SSD Inspector to provide a full depth channel from the new pipe to the existing channel as directed by the Ash Creek SSD Inspector.
  5. Chipping, cutting, and grinding of the existing bench and channel and finishing with epoxy grout may be required, but not preferred.
  6. The transition from the new invert to the existing invert shall be smooth and uniform and shall provide a long radius sweep to redirect flow to the existing downstream pipe.
- C. If the existing manhole is determined by Ash Creek SSD to not be suitable for core drilling, the existing manhole shall be removed and replaced with a new manhole with precast base. Size of the manhole shall meet construction standard or direction of Ash Creek SSD.
- D. During the connection of new sewer lines to existing manholes, the alignment of the existing precast sections, grade rings, and castings shall be maintained and the joints between sections, grade rings, and casting, lift holes and connections of existing inflow and outflow pipes shall be watertight.
- E. The Contractor shall provide for continuous wastewater flow and shall prevent entrance of any ground water, storm water, debris or dirt into the existing facilities during this construction process.
- F. The Contractor shall meet all the requirements for entry into a Confined Space as specified in Section 6.3.6.C.

## 6.10 Wastewater Pump Stations

### 6.10.1 General

- A. Wastewater pump stations shall be constructed in accordance with the requirements of the Approved Drawings. See Section 7.0.

### 6.10.2 Startup Services

- A. Prior to acceptance of the wastewater pump station, the manufacturers of all major equipment installed in the pump station, in conjunction with the contractor and Project Engineer, shall provide start-up services for the equipment.
- B. Reports by the manufacturers confirming that the installation complies with the manufacturer's requirements shall be submitted.
- C. All changes recommended by the manufacturer shall be completed.
- D. A one-year warranty of the equipment shall be included in the report. The one-year warranty will begin on the date the pump station receives Final Project Approval by Ash Creek SSD.

### 6.10.3 Training

- A. A minimum of 4 hours of training shall be provided by the manufacturers of all major equipment for Ash Creek SSD operation and maintenance personnel. Training shall be completed and organized in conjunction with the contractor and Project Engineer.
- B. A proposed training outline and schedule shall be submitted by the Project Engineer for approval by Ash Creek SSD.

## 6.11 Repair of Existing Wastewater System

### 6.11.1 General

- A. Existing wastewater lines, manholes and other appurtenances damaged or disturbed during construction shall be repaired or replaced by the Contractor at the Contractor's expense.
- B. Notify the Ash Creek SSD Inspector 24 hours prior to making repairs. The inspector must be present during the repair.
- C. Provide for pumping or diversion of wastewater around the damaged section as required.
- D. The Contractor shall meet all the requirements for entry into a Confined Space as specified in Section 6.3.6.C.

### 6.11.2 Repair of Wastewater Lines

- A. Cut and remove the broken pipe section. Locate the repair to reduce the number of repair couplings required.
- B. Check remaining pipe for splits and cracks.
- C. Remove the existing material below the pipe in the area of the broken pipe section to 6" below the bottom of the pipe.
- D. Bedding material meeting the requirements of Section 5.8 shall be placed from the bottom of the excavated trench to the bottom of the pipe and compacted prior to placement of the pipe. Assure that the bedding material is worked under the existing pipe.
- E. Insert new pipe section of the same pipe material, inside diameter and outside diameter.
- F. The Contractor shall notify Ash Creek SSD if the same pipe material is not available, and a suitable replacement pipe material will be determined.
- G. Clearance between pipes at the coupling shall be a maximum of 1/8".
- H. Pipes shall be aligned to provide a smooth transition through the repaired section without any lip or misalignment at the joints.
- I. Install pipe couplings meeting the requirements of Sections 5.7 and 6.6.1.I.
- J. Additional bedding material shall be placed in maximum 6" lifts to the spring line of the pipe.
- K. The bedding material shall be shovel sliced and compacted in the pipe haunch areas to insure uniform and continuous bearing along the pipe.
- L. Prior to placing initial backfill above the spring line of the pipe, the alignment of the repaired pipe section with the existing pipe and the coupling installation shall be inspected to assure proper alignment and installation. If the repair is not properly aligned or installed, remove the couplings and reinstall the repaired section.
- M. Initial backfill meeting the requirements of Section 5.8 shall be placed and compacted in the trench simultaneously on each side of the pipe in 6" lifts for the full width of the trench in such a manner as not to damage or disturb the pipe.

- N. Final backfill above the pipe zone, and pavement replacement, shall meet the requirements of Section 6.7.

#### 6.11.3 Repair of Manholes and Other Appurtenances

- A. Remove damaged frame and covers, grade rings, wall sections or other features and replace with new materials. Reinstall new materials according to requirements of Section 6.9.
- B. Remove disturbed frame and covers, grade rings, wall sections or other features and install new material according to requirements of Section 6.9.
- C. Some existing manholes may have joints that do not match new manhole construction material. Ash Creek SSD shall review and approve the proposed method of connecting the new manhole material to the existing manhole. Exterior grout seal may be required.

#### 6.12 Abandoning Existing Wastewater System

##### 6.12.1 General

- A. Existing public wastewater lines, manholes and other appurtenances and private lateral wastewater lines and appurtenances that are approved by Ash Creek SSD for abandonment shall meet the following requirements.

##### 6.12.2 Abandoning Public Wastewater Lines

- A. Ash Creek SSD approved pipe may be abandoned in place if pipe removal is deemed to be excessively cumbersome.
- B. The line to be abandoned shall be filled with cement treated fill.
- C. Contractor shall provide the means to deliver the cement treated fill to the full length of the line to be abandoned, as approved by Ash Creek SSD.
- D. Cement treated fill shall be introduced into the line through an up-gradient manhole that is being abandoned or an excavated up-gradient end of pipe to facilitate flow of material to the full pipe length.
- E. Alternatively, the pipe may be removed and disposed of by the Contractor and the excavated area backfilled with compacted granular fill.

### 6.12.3 Abandoning Manholes

- A. As a minimum the manhole frame and cover, grade rings or other manhole adjustment material, and cone or flat slab lid shall be removed and disposed of by Contractor.
- B. The manhole shall then be filled with cement treated fill.
- C. Alternatively, the entire manhole, including base and wall sections may be removed and disposed of by Contractor and the excavated area backfilled with compacted granular fill.
- D. In certain limited cases and as approved by Ash Creek SSD, where removal of the cone section is not possible due to conflicts with adjacent utilities, structures or other features, the cone or flat slab lid may be left in place.

### 6.12.4 Abandoning Private Lateral Wastewater Lines

- A. The end of the pipe to be abandoned shall be capped with a glued cap, if PVC, or an expansion type “Brandt” plug if other type pipe material and the excavated area backfilled with compacted granular material.
- B. Grease interceptors, sampling manholes and septic tanks shall be abandoned by one of the following methods:
  - 1. Crushed in place and the void filled.
  - 2. Completely filled with earth, sand or gravel (As a minimum, the lid shall be removed or crushed).
  - 3. Removal of entire structure.

## 6.13 Private Lateral Wastewater Lines

### 6.13.1 General

- A. Private Lateral Wastewater Lines shall meet or exceed the minimum submittal and design requirements contained in Section 4.8.
- B. It shall be the responsibility of the Property Owner and the Contractor to verify and/or determine the bury depths of the existing private lateral stubs and new private lateral extension. Factors such as elevation and surface features over the lateral (driveways vs. landscaping) should be considered.

- C. The Ash Creek SSD Inspector shall witness all Private Lateral Wastewater Line installations before backfilling.
- D. Buried Private Laterals not inspected, witnessed, or verified shall be re-excavated at the Contractor's expense. As approved by Ash Creek SSD, a video inspection of the installed private lateral meeting the requirements of Section 6.16.7 may be allowed in place of re-excavation of the buried pipe.
- E. Existing Public Wastewater System lines shall remain in service while connecting Private Laterals.
- F. Any damage to Public Wastewater System lines resulting from the connection of Private Laterals shall be corrected by the Contractor as directed by Ash Creek SSD at the Contractor's expense.
- G. The cost to remove any debris that enters the Public Wastewater System as a result of the connection of the Private Lateral shall be the responsibility of the Contractor.

#### 6.13.2 Connection to Existing Private Lateral Stubs

- A. Prior to connecting to or extending existing gravity or Low-Pressure Private Lateral stubs, it shall be the responsibility of the Contractor to verify acceptability of the existing stubs (condition, alignment, grade, elevations, depths, leakage, etc.). Non-functional stubs shall not be used. Ash Creek SSD shall be notified immediately and prior to making a connection to any stub found to be unacceptable.
- B. The extension of Private Lateral stubs shall generally be accomplished with pipe of the same material and size as the existing stub.
- C. A change in pipe material or size may be approved by Ash Creek SSD on a case-by-case basis.
- D. Requirements for approved changes of pipe material.
  - 1. The connection between the different pipe materials shall be made with couplings meeting the requirements of Section 5.7.
  - 2. Clearance between pipes at the coupling shall be a maximum of 1/8".
  - 3. Pipes shall be aligned to provide a smooth transition without any lip or misalignment at the joints.

### 6.13.3 Connection to Existing Gravity Public Wastewater System Main Lines

- A. The connection of Private Lateral Wastewater Lines to existing gravity main lines shall be made by installing a Private Lateral connection fitting meeting the requirements of Section 5.10.G.
- B. A saw shall be used to core the existing main line. The edges of the cored hole shall be filed to remove burrs from the coring operation. Rough or jagged edges on the cored hole shall not be allowed.
- C. The cored hole shall be large enough to prevent the formation of a lip between the saddle fitting and the main line.
- D. The Ash Creek SSD Inspector shall witness the coring operation.
- E. The invert of the saddle fitting shall be at or above the spring line of the main line.
- F. Inserta Tee® Fatboy® sewer tap:
  - 1. Only to be used for lateral connections to lined pipe, with specific Ash Creek SSD approval.
  - 2. Sewer tap shall be custom built for the proper fit on the lining and host pipe.
  - 3. Sewer tap shall be installed per manufacturer's specifications.
  - 4. Any annular space between the host pipe and the pipe lining shall be filled with an epoxy gel and installed per manufacturer's specifications.
  - 5. Following the installation of the tap, and prior to backfilling, the main line shall be video inspected to verify proper installation.
  - 6. Connections to lined concrete or other rigid pipe shall require the removal of the host pipe 2" wider than the diameter of the sewer tap fitting. Sewer tap shall be placed on the pipe liner, with the annular space between the fitting and the host pipe filled with Class 4000 concrete.

### 6.13.4 Connection to Existing Public Low-Pressure Main Lines

- A. The connection of Low-Pressure Private Lateral Wastewater Lines to existing Low-Pressure Main Lines shall be made by installing a Private Lateral saddle fitting meeting the requirements of Section 5.10.G.

- B. The installation of the electrofusion branch saddle shall require the main line to be locally shut off (depressurized). Approval to shut off the main line shall be obtained by the Ash Creek SSD and must be coordinated with downstream users. The Ash Creek SSD Inspector shall witness the shut off of the main line and the installation of the electrofusion branch saddle.

#### 6.13.5 Connection to Existing Manhole

- A. 4" Private Lateral Wastewater Lines shall not connect directly to manholes but shall connect to a Public Wastewater System Line by way of a wye for new construction and an approved Saddle connection according to Section 6.13.3 for connections to existing public lines.
- B. Connection of 6" and larger Private Lateral Wastewater Lines to existing manholes, where approved, shall be made in accordance with Section 6.9.9.

#### 6.13.6 Cleanout Requirements

- A. Cleanouts shall meet the requirements of Section 4.8.D.
- B. Cleanout risers shall be the same size and material as the lateral.
- C. Cleanout risers shall be located directly above the private lateral line. Offsetting or laying the cleanout riser over to avoid surfacing in a paved area or other obstruction shall not be allowed.
- D. Cleanout risers shall be capped with a cleanout cap.
- E. The top of the cleanout cap shall be located 4" to 6" below the finished paved or landscaped surface
- F. Cleanouts within paved surfaces and unpaved traffic areas, shall be provided with a traffic rated cleanout frame and cover. In unpaved traffic areas, a concrete collar shall be installed around the frame and cover to provide additional protection for the cleanout riser.

#### 6.13.7 Connection to Building Sewer

- A. Connection of the Private lateral to the building sewer exiting the building shall be made with couplings meeting the requirements of Section 5.7.

- B. Clearance between pipes at the coupling shall be a maximum of 1/8".
- C. Pipes shall be aligned to provide a smooth transition without any lip or misalignment at the joints.

## 6.14 Grease Interceptors and Sampling Manholes

### 6.14.1 General

- A. Grease interceptors, oil separators, sand interceptors and sampling manholes shall be constructed in accordance with the Standard Detail in Appendix D Grease and Sand Interceptor.
- B. Grease interceptors, oil separators, sand interceptors and sampling manholes shall meet the submittal and design requirements contained in Section 4.9 and the material requirements contained in Section 5.10.H.
- C. The frame and cover shall be adjusted according to the requirements of Section 6.9.7.
- D. The distance from the top of the interceptor or separator concrete lid to the top of the frame shall not exceed 20". If this distance exceeds 20", a vault riser section shall be added to the interceptor, the concrete lid replaced, and the manhole retested.
- E. Sampling manholes shall meet the requirements of Section 6.9.

## 6.16 Acceptance Testing for Public Wastewater System Extensions and Modifications

### 6.16.1 General

- A. One or more of the following acceptance tests and inspections are required for Public Wastewater System Extensions and Modifications depending on the type of component being tested.
  - 1. Visual inspection by the Ash Creek SSD inspector.
  - 2. Low-pressure air test.
  - 3. Hydrostatic Test.
  - 4. Manhole leakage test.

5. Manhole vacuum test.
  6. Continuity test of tracer wires.
  7. Visual inspection of removed and extracted heat fusion bead on HDPE pipe.
  8. TV inspection.
  9. Pump station and force main testing.
  10. Compaction testing.
  11. Deflection testing
- B. All costs associated with testing and TV Inspections, including retesting and reinspection, shall be the responsibility of the Developer or Contractor.
- C. All tests and TV Inspections shall be witnessed by the Ash Creek SSD Inspector.
- D. The contractor shall give the Ash Creek SSD Inspector two working days' notice of any test or inspection to be performed.
- E. Testing firms and TV Inspection firms shall be approved by Ash Creek SSD prior to the testing or inspection. The Contractor shall confirm the status of the testing and TV Inspection firms with Ash Creek SSD prior to the Contractor authorizing testing or inspection.
- F. Contractor, testing firm or TV Inspection firm shall provide all plugs, compressors, pumps, gauges, water, video equipment, etc., required to perform tests and TV Inspections.
- G. All testing and TV inspection, with the exception of compaction testing, shall occur after backfilling of all pipe and manholes and all other utility pipe (i.e. gas, water, etc.) installation is completed but prior to paving.
- H. Test Results Form.
1. Each item tested shall be noted on a form upon request. See Appendix B.
  2. Acceptances, failures, reasons for failure, and retests shall be shown on the form.
  3. The completed form shall be submitted to Ash Creek SSD.
- I. A passing test is required on each item tested.

- J. Items failing any test or TV inspection shall be repaired or replaced according to the requirements of Section 6.17.8 and the test or inspection repeated until successful performance of all tests and inspections is achieved.
- K. Any testing nullified by repairs or replacements of any component shall be re-done and passing tests achieved.

#### 6.16.2 Visual Inspection

- A. A visual inspection by the Ash Creek SSD Inspector of the installed pipe, manholes, laterals, and other features on the Public Wastewater System Extension or Modification is required.
- B. The visual inspection shall include all items discussed in Section 6.1 and shall verify that the system has been installed according to these Ash Creek SSD Standards.

#### 6.16.3 Low-Pressure Air Test

- A. A Low-Pressure Air Test shall be performed on the following installed pipes after all other utilities have been installed.
  - 1. The full length of each installed section (manhole to manhole) of gravity flow Public Wastewater main line.
  - 2. Private Lateral stubs installed in conjunction with the gravity flow main line.
  - 3. Gravity flow main line stubs.
  - 4. Gravity flow private lateral stubs connecting directly to a manhole.
- B. Method of Testing.
  - 1. The reach or span of pipe to be tested shall be isolated by completely blocking all outlets in the section under test. Careful attention must be given to blocking all plugs. The pipe must be wetted to minimize any loss of air through the pipe wall as a result of permeability in the dry condition. One of the plugs used at the manhole must be equipped to control the air entry rate and to prevent the pressure from exceeding 5 psi. This can be done by means of a blow off valve set to operate at 5 psi.

2. Stabilization period:

- a. After the pipe has been wetted and plugs installed, the air should be allowed to slowly fill the pipe until a constant pressure of 4.0 psi is attained. After 4.0 psi is attained, the air hose is disconnected, and pressure maintained for at least 2 minutes.
- b. Check during this 2-minute stabilization period, with a soap solution, all plugs and exposed fittings. If a leak is found, bleed off the air, repair the leak and start a new 2-minute stabilization period.
- c. When the temperature of the air has reached equilibrium with that of the pipe wall, bring the air pressure to 4.0 psi and disconnect the air supply. The gauge is then watched at which time a stopwatch is started and then stopped with the 2-minute time lapse. If the pressure falls below 3.5 psi, then investigate the pipe to determine the nature of the air loss. If the air pressure remains above 3.5 psi, then proceed to the air test portion.

3. Air Test:

- a. Refill the pipe with a constant pressure of 4.0 psi if necessary. The pipeline may be considered to have passed the air loss test successfully if the loss of air is not greater than a rate of 0.5 psi for the duration of the test. The following table shows the allowable time for the pressure to go from 4.0 to 3.5 psi for respective pipe diameters.

Pipe Diameter	Time		Pipe Diameter	Time	
	Min.	Sec.		Min.	Sec.
6"	3	00	18"	8	30
8"	3	45	20"	9	30
10"	4	45	21"	10	00
12"	5	45	24"	11	15
14"	6	30	27"	12	45
15"	7	00	30"	14	00
16"	7	30	36"	17	00

- b. If the time lapse exceeds that shown in the table, the pipe shall be presumed to be within acceptable limits; if the time lapse is less, the contractor shall make the necessary corrections to reduce the leakage to acceptable limits by repair methods.

#### 6.16.4 Hydrostatic Test

- A. A hydrostatic test shall be performed on the following installed pipes.
1. Force Mains.
  2. Low-Pressure Sewer System main lines.
  3. Low-Pressure Sewer System main line stubs.
  4. Private Lateral stubs installed in conjunction with the Low-Pressure Sewer System main lines.
- B. Prior to the hydrostatic test the line shall be flushed with an adequate flow volume and rate to remove any debris, silt, gravel, or other material in the line. The Ash Creek SSD Inspector shall witness the flushing operation.
- C. Method of Test.
1. C900 Pipe
    - a. Test shall be conducted after the pipe has been installed and the line has been backfilled.
    - b. The lines to be tested shall be slowly filled with clean water. Water added to maintain the pressure shall not exceed 0.4 gallons per inch diameter of pipe per 1,000 lineal feet being tested.
    - c. All air in the system shall be expelled before the test. Air release taps shall be provided at the pipeline's highest elevations if necessary and air release valves installed. Insert approved permanent plugs after test has been completed.
    - d. The specified test pressure, measured at the lowest point of elevation, shall be applied by means of a pump connected to the pipe in a satisfactory manner.
      1. The pump, pipe connection, gauges and all necessary apparatus shall be furnished by the contractor. Gauges and measuring devices must meet with the acceptance of Ash Creek SSD and the necessary pipe taps made as directed.

- e. The pipe, unless otherwise directed by Ash Creek SSD, shall be subjected to hydrostatic pressure of not less than 200 pounds per square inch.
- f. The duration of the test shall be 2 hours.

## 2. HDPE Pipe

- a. Test shall be conducted after the pipe has been installed and backfilling has been completed but not sooner than a time which will allow sufficient curing of any concrete that many have been used. Typical minimum concrete curing times are 36 hours for early strength and 7 days for normal strength.
- b. Test shall be conducted after the pipe has been installed and the line has been backfilled.
- c. The test procedures consist of two steps: the initial expansion and the test phase. When test pressure is applied to a water filled pipe, the pipe expands. During the initial expansion of the pipe under test, sufficient make-up water must be added to the system at hourly intervals for 3-hours to maintain the test pressure. After about 4-hours, initial expansion should be complete, and the actual test can start.
- d. When the test is to begin, the pipe is full of water and is subjected to a constant test pressure 1.5 times the system design pressure. The test phase should not exceed 3-hours, after which time any water deficiency must be replaced and measured. Add and measure the amount of make-up water required to return to the test pressure and compare this to the maximum allowance in the table below.
- e. Under no circumstances shall the total time under test exceed 8-hours at 1.5 times the system pressure rating. If the test is not complete within this time limit (due to leakage, equipment failure, etc.), the test section shall be permitted to “relax” for 8-hours prior to the next test sequence.
  - 1. Air testing is not recommended.

2. Above procedure taken from PPI Technical Report TR-31 by the Plastic Pipe Institute.

**Allowance for Expansion Under Pressure**

Nominal Pipe Size	U.S. Gallons/100 Ft of Pipe*		
	1 Hour	2 Hours	3 Hours
4"	0.13	0.25	0.40
6"	0.3	0.60	0.90
8"	0.5	1.00	1.50
10"	0.75	1.30	2.10
12"	1.1	2.30	3.40
14"	1.4	2.80	4.20
16"	1.7	3.30	5.00
18"	2.2	4.30	6.50
20"	2.8	5.50	8.00
22"	3.5	7.00	10.50
24"	4.5	8.90	13.30

\* multiply by 11.53 to convert to liters/100 meters of pipe

- D. Any cracked or defective pipes and fittings shall be removed and replaced by the contractor with sound material in the manner specified by these Standards.
- E. The test shall be repeated until the line passes the pressure test and is accepted by Ash Creek SSD.

#### 6.16.5 Manhole Leakage Test

- A. A manhole water leakage test shall be based on observed manhole installation.
- B. Manhole shall be filled with water.
- C. The allowable leakage shall be 1.0 gallon per hour.
- D. Any manhole that does not pass the test shall be repaired and retested until satisfactory results are obtained.

#### 6.16.6 Manhole Vacuum Test

- A. A vacuum test shall be performed on manholes installed in a well protection zone.
- B. Each manhole shall be tested to the top of the cone/flat slab section.
- C. Method of Testing: ASTM C 1244, Standard Test Method for Concrete Sewer Manholes by the Negative Air Pressure (Vacuum) Test.

#### 6.16.7 TV Inspection

- A. Ash Creek SSD provided TV inspection shall be at the present fee per linear foot. Contact the Ash Creek SSD Inspector for the project for pricing per foot.
- B. A TV Inspection shall be performed after all other utilities have been installed.
- C. A TV Inspection shall be performed on the following installed system.
  - 1. The full length of each installed section (manhole to manhole) of gravity flow Public Wastewater main line.
  - 2. Gravity flow main line stubs.
  - 3. Manholes.
  - 4. Where new manholes are installed on existing public wastewater lines, the connections to the new manhole and the existing wastewater lines 50 feet each side of the new manhole shall be TV Inspected.
- D. The TV Inspection shall be performed after all other acceptance testing has been completed and passing tests are achieved.
- E. The TV Inspection shall be performed after the lines have been thoroughly cleaned and all dirt, debris, and obstructions have been removed.
- F. The TV Inspection shall be performed while water is in the pipes.
- G. The video equipment shall provide adequate illumination of the interior of the pipe to produce a clear and viewable image.

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- H. The TV Inspection shall not be performed while steam or mist in the pipe obscures visibility. Venting of the line to remove the steam or mist will be required prior to proceeding.
- I. Any debris on the camera lens that obscures the video shall be removed prior to proceeding with the TV Inspection.
- J. TV Inspection video recordings shall be of an acceptable quality subject to the discretion of Ash Creek SSD. Inadequate results will require reinspection.
- K. The TV Inspection video shall consist of a color digital video in electronic (thumb drive) format.
- L. The TV Inspection video and supporting data for each section of line inspected shall include the following information.
  - 1. Project name.
  - 2. Date and time of inspection.
  - 3. Camera direction (with flow or against flow).
  - 4. Starting distance (0' at end of pipe at manhole wall).
  - 5. Ending distance (to end of pipe a manhole wall).
  - 6. Type of pipe.
  - 7. Diameter of pipe.
  - 8. Lateral connections; location (distance from manhole), orientation (12 o'clock to 11 o'clock), diameter.
  - 9. Pipe and joint defects identified (type of defect and location).
  - 10. Low spots or bellies and changes in grade identified (location of beginning and end).
- M. All TV Inspection videos and supporting data shall be turned over to and become the property of Ash Creek SSD.
- N. Evaluation Criteria.
  - 1. Straight Alignments: Each section shall be straight and uniformly graded.

2. Curvilinear Alignments: Each section shall have uniform horizontal and vertical curves with no signs of distorted or irregular pipe.
  3. Lines with debris, silt or other construction material will not be approved.
  4. Lines that are flat or reverse grade or with a belly or low spot will not be approved.
  5. Lines with damaged pipe, misaligned or displaced joints, or other defects will not be approved.
  6. Lines with improperly installed Private Lateral wyes will not be approved.
  7. Lines with improper connections to manholes will not be approved.
  8. Lines with evidence of infiltration will not be approved.
  9. Other defects, as determined by Ash Creek SSD, will not be approved.
- O. Review of TV footage is required prior to asphalt. Any required correction shall be made prior to asphalt.

#### 6.16.8 Tracer Wire Continuity Testing

- A. A continuity test shall be performed on all tracer wire segments installed on sewer main lines.
- B. The continuity test shall be performed after installation and backfilling of the sewer lines and prior to paving and adjustment of manholes.
- C. The method of performing the continuity test shall be approved by Ash Creek SSD.

#### 6.16.9 Visual Inspection of Heat Fused HDPE Pipe Bead Removal and Extraction

- A. Removal and extraction of the HDPE pipe internal bead resulting from the heat fusion jointing process shall be required for all gravity flow HDPE pipe.
- B. An Ash Creek SSD inspector must be on-site during the fusion operation to perform the visual inspection of the removed and extracted fusion bead.
- C. The visual inspection shall include:
  1. Verification that complete internal fusion bead removal was performed.

2. The extracted internal fusion bead appearance shall have the same double roll back appearance as the external fusion bead.
  3. The extracted internal fusion bead shall possess a smooth root cut.
  4. Removal of the internal bead may include pipe wall mass. However, any wall mass that is removed shall not exceed 1/10th of the pipe wall thickness.
- D. Any joints not meeting the visual inspection requirements shall have the joint cut out, a new heat fusion joint made, and the interior bead removed and extracted.

#### 6.16.10 Wastewater Pump Station Testing

##### A. 72-Hour Test.

1. The pump station shall be operated continuously for a period of 72 hours without any failure. If a failure occurs, the 72-hour test period shall be restarted.
2. The test shall be conducted with clear water provided by the Contractor. Recycling of the test water shall be provided to minimize the impact on the wastewater system.
3. All equipment, valves, controls, etc. shall be successfully operated during the 72-hour test.

##### B. Electrical and Control System Testing.

1. According to International Electrical Testing Association Incorporated (NETA).
2. As recommended by equipment manufacturers.

#### 6.16.11 Deflection Testing

- A. Deflection testing shall be performed on wastewater main lines installed within a source protection zone.
- B. Testing shall be conducted after the final backfill has been in place at least 30 days.
- C. The deflection test is run by mandrel with a diameter equal to 95% of the inside diameter of the pipe. All mandrels will be tested for accuracy prior to performing deflection test.
- D. Test shall be performed without mechanical pulling devices.

### 6.16.12 Failed Test Correction

#### A. Procedure.

1. Notify Ash Creek SSD Inspector of test failure.
2. Locate leak or defect location, expose, and identify defect.
3. Contact Ash Creek SSD for approval of the proposed correction procedures.
4. Evaluation is on a case-by-case basis.

#### B. General evaluation considerations for corrections are as follows.

1. Damaged main line, damaged wye, or defective joints.
  - a. Within 3 pipe lengths or 30' of a manhole or other structure: remove and replace main line to the manhole or structure.
  - b. Beyond 3 pipe lengths or 30' of a manhole or other structure: remove and replace the defective area or section. Make pipe coupling repair in accordance with Section 6.11.2.
2. Damaged Private Lateral stubs - remove and replace entire length of lateral stub from wye to end cap.
3. Damaged or defective manholes.
  - a. Remove and replace the defective section(s), joint sealant material or other defective feature, re-stack the manhole, backfill and re-vacuum test.
  - b. Repairs using supplemental sealants or surface grouting of wall sections without removing the sections are not acceptable repair methods and shall not be approved.
  - c. Cracked, broken, misaligned, improper/noncompatible section shall be removed and manhole section or stack replaced.

### 6.17 Acceptance Testing for Private Lateral Wastewater Lines

#### 6.17.1 General

- A. One or more of the following acceptance tests are required for Private Lateral Wastewater Lines depending on the component being tested.

1. Visual inspection by the Ash Creek SSD Inspector.
  2. Exfiltration test or low-pressure air test of all gravity flow private laterals.
  3. Hydrostatic test of all Low-Pressure Sewer System private laterals and ejector pump pressure lines.
  4. Exfiltration test or vacuum test of grease interceptors, sampling manholes and private exterior pump stations.
  5. Dye test.
  6. TV inspection
  7. Exterior pump operation
- B. All tests shall be performed or witnessed by the Ash Creek SSD Inspector.
- C. The Contractor shall provide all plugs, compressors, pumps, gauges, water, etc., required to perform tests.
- D. Additional tests may be required by Ash Creek SSD.
- E. Defects identified by acceptance testing shall be repaired prior to backfilling, prior to the wastewater lines being approved, or prior to issuance of an authorization to use by Ash Creek SSD.

#### 6.17.2 Visual Inspection

- A. A visual inspection of the entire length of Private Lateral Wastewater Line, from the connection to the Public Wastewater System or Private Lateral Stub installed as part of the Public Wastewater System, to the connection to the building drain line, including clean-outs and other appurtenances, is required.
- B. The visual inspection will include items contained in Section 6.2.

#### 6.17.3 Exfiltration Test or Low-Pressure Air Test of Gravity Flow Private Laterals

- A. An Exfiltration Test or Low-Pressure Air Test shall be performed on the following installed pipes.

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1. The full length of each gravity flow Private Lateral Wastewater Line from the Test Tee installed at the connection to the Public Wastewater System or Private Lateral Stub installed as part of the Public Wastewater System, to the connection to the building sewer.
2. Cleanouts installed as part of the Private Lateral Wastewater Line.

## B. Method of Testing:

1. Exfiltration Test. The Test shall be underway prior to the inspector arriving on-site.
  - a. Install plugs in Test Tee and end of lateral line at connection to building drain line to isolate newly installed line.
  - b. Install cleanout standpipe to a height 3' above finished grade.
  - c. Fill lateral line with water to top of installed cleanout standpipe.
  - d. Test shall be maintained as long as necessary to locate all leaks but not less than 15 minutes.
  - e. Leakage shall not exceed 0.16 gallons/diameter inch/100 feet/hour.
  - f. Pipe shall be dewatered upon completion of testing.
2. Low-Pressure Air Test: According to the requirements of Section 6.16.3.

- C. Installation of additional test tees and performing tests in sections may be required for long private lateral lines or private lateral lines with a large elevation difference between each end.

## 6.17.4 Hydrostatic Test

- A. A Hydrostatic test shall be performed on the following installed pipes.
  1. Low-Pressure Sewer System private laterals.
  2. Ejector pump pressure lines.
- B. The full length of each Low-Pressure Private Lateral Wastewater Line or ejector pump pressure line from the Test Tee installed at the connection to the Public Wastewater System or Private Lateral Stub installed as part of the Public Wastewater System, to the connection to the building sewer or pump station shall be tested.
- C. Method of Testing: According to the requirements of Section 6.16.4. The test pressure shall be 5 psi above the pump maximum rating and shall be held for 15 minutes. Pumping system

information that provides the pump maximum rating shall be provided to the Ash Creek SSD inspector.

- D. The hydrostatic test for pressure lines from an ejector pump located interior to the structure shall be performed after the pressure line has been extended through the foundation wall and capped or connected to a closed valve.
- E. The hydrostatic test for pressure lines from an exterior pump station shall be performed after the pressure line has been connected to the installed pump station and against a closed valve.

#### 6.17.5 Testing of Pressure to Gravity Transitions

- A. Testing of the pressure to gravity transition shall consist of a separate test of the pressure portion of the transition and a separate test of the gravity portion of the transition.
- B. Testing of the pressure portion of the transition shall be a hydrostatic test per Section 6.16.4 performed prior to the connection of the pressure line to the gravity line.
- C. The piping shall be arranged, and the testing performed such that the final connection into the pressure to gravity transition is a single cut or glue joint. Dis-assembly and re-assembly of any previously tested compression or threaded joint to make the final connection will invalidate the test.
- D. Testing of the gravity portion of the transition shall be either a static head test or a low-pressure air test and shall occur after the pressure portion of the transition is successfully tested and connected to the gravity portion of the transition. The contractor should schedule two inspections, separated, to allow the glued joint adequate time to cure.

#### 6.17.6 Exfiltration Test or Vacuum Test of Grease Interceptors, Sand/Oil Interceptors, Sampling Manholes and Private Exterior Pump Stations

- A. An exfiltration test or vacuum test shall be performed on the following items.
  - 1. Grease interceptor.
  - 2. Sampling manhole.
  - 3. Private exterior pump stations

**B. Method of Testing:**

1. Exfiltration Test: The Test shall be underway prior to the inspector arriving on-site.
  - a. Install plugs as required to isolate newly installed grease interceptor, sampling manhole, or private exterior pump stations.
  - b. Completely fill structure with water
  - c. After water level has stabilized additional water shall be added to bring water level back to fill level.
  - d. Test shall be maintained as long as necessary to locate all leaks but not less than 30 minutes.
  - e. No drop in water level shall occur during the 30-minute test period.
  - f. Any identified water leaks shall be addressed.
2. Vacuum Test: According to the requirements of Section 6.16.6.
3. Exfiltration or vacuum testing of private pump stations may be waived if the pump basin and pipe connections are factory installed and tested.

**6.17.7 Dye Test****A. A dye test shall be performed on the following installed pipes.**

1. Gravity flow Private Lateral Wastewater Lines.
2. Ejector pump pressure line connected to a gravity flow Public Wastewater line.

**B. Method of testing for gravity flow lines.**

1. The Ash Creek SSD Inspector will add dye to the water placed in the private lateral for the exfiltration test through the cleanout standpipe.
2. At the direction of the Ash Creek SSD Inspector, the plug in the test tee will be removed to release the dyed test water.
3. The Ash Creek SSD Inspector will observe the dyed test water as it passes the nearest manhole downstream to the connection of the private lateral to the Public Wastewater System.
4. If dyed test water is not observed at the nearest downstream manhole or if the flow characteristics of the dyed test water as it passes the nearest downstream manhole are unusual, the Ash Creek SSD Inspector will require a second dye test.

5. If the second dye test is also unsuccessful, the cause of the failed test shall be investigated by the Contractor, the problem causing the failed test shall be identified and corrected by the Contractor as approved by the Ash Creek SSD Inspector, and another dye test shall be performed.
6. A TV inspection of the lateral, performed at the cost of the Contractor, may be required to verify acceptability of the Private Lateral connection to the Public Wastewater System.

#### 6.17.8 TV Inspection

- A. A TV inspection of the lateral, performed at the cost of the contractor, may be required to verify acceptability of the Private Lateral connection to the Public Wastewater System.
- B. The video equipment shall provide adequate illumination of the interior of the pipe to produce a clear and viewable image.
- C. The TV Inspection shall not be performed while steam or mist in the pipe obscures visibility. Venting of the line to remove the steam or mist will be required prior to proceeding.
- D. Any debris on the camera lens that obscures the video shall be removed prior to proceeding with the TV Inspection.
- E. TV Inspection video recordings shall be of an acceptable quality subject to the discretion of Ash Creek SSD. Inadequate results will require reinspection.
- F. The TV Inspection video shall consist of a color digital video in electronic or DVD format.
- G. All TV Inspection videos and supporting data shall be turned over to and become the property of Ash Creek SSD.
- H. Video shall include a footage counter.

#### 6.17.9 Exterior Pump Operation

- A. The operation of the exterior pump station shall be observed by an Ash Creek SSD inspector.

- B. For pumps on Low-Pressure sewer system laterals, the pump supplier shall perform a pump start-up service.
- C. For pumps on standard ejector pump pressure lines, dye is placed upstream of the ejector pump and the pump is operated until the dyed test water is observed at the nearest downstream manhole.

#### 6.17.10 Failed Test Correction

##### A. Procedure.

1. Locate leak or defect location, expose, and identify defect.
2. Receive approval of the proposed correction procedures from the Ash Creek SSD Inspector.
3. Evaluation of the proposed correction procedures is on a case-by-case basis.

#### 6.18 Cleanup

##### 6.18.1 General

- A. All surplus materials, tools, and any temporary structures shall be removed from the construction site by the contractor.
- B. All rubbish, dirt or excess earth from the excavation shall be removed by the contractor at the earliest possible date and the construction site left clean and acceptable to Ash Creek SSD.
- C. All components of the Public Wastewater System and Private Lateral Wastewater Lines shall be clean and free of any foreign material and will be subject to a high pressure, high volume water wash or a high pressure jet wash.

## 7.0 Wastewater Pump Stations

### 7.1 General Requirements and Policies

- A. The Ash Creek SSD Wastewater Pump Station policy in Section 1.2.3.D shall be followed.
- B. Wastewater pump stations shall meet the Utah Department of Environmental Quality, Division of Water Quality pump station design requirements as outlined in R317-3-3, Utah Administrative Code, Sewage Pumping Stations.

### 7.2 Development Procedures for Wastewater Pump Stations

#### 7.2.1 Preliminary Design Report

- A. Detailed calculations for the wastewater pump station and appurtenances shall be submitted for review and approval. At a minimum the following shall be included:
  - 1. Description of design criteria to be utilized
  - 2. Flow computations
  - 3. Design calculations
  - 4. Calculated system curves
  - 5. Identification of right-of-way requirements
  - 6. Number of property owners involved
  - 7. Listing of permit requirements
  - 8. Geotechnical investigation
  - 9. Cost estimate based on unit costs of major elements of work.
- B. In addition, the following design criteria shall be developed:
  - 1. Site Development and drainage
  - 2. Structural Design
  - 3. Architectural Design
  - 4. Hydraulic Analysis
    - a. The hydraulic analysis shall include calculation of the system curve. The system curve shall be plotted on the pump curve with the operating point identified. Every effort shall be made to select a pump that operates at its best efficiency point. Peak and average flows shall be considered when selecting the appropriate pump. Pump manufacturer data sheets shall also be included in the preliminary design report submission.

- b. The friction head shall be determined as accurately as possible taking into account all pipe and minor losses.
  - c. Engineer shall include in the calculations the net positive suction head available (NPSHA) as well as the net positive suction head required (NPSHR).
5. Mechanical Design
  6. Electrical Design
  7. Instrumentation and Process Control
  8. Corrosion Control
  9. Odor Control
  10. Noise Control

### 7.3 Design Requirements

#### 7.3.1 Pump Station Site Location

##### A. Topography

1. Wastewater pump station site selection shall be compatible with suitable site access, and soil capability with respect to land grading in conjunction with site development.

##### B. Accessibility

1. All wastewater pump stations shall be sited to allow access by all-weather surface roads capable of accommodating Ash Creek SSD vehicles and a 40-foot Vactor type truck with the nose of the vehicle over the wet well.
2. Site slopes or grades must be adequate to accommodate low-hanging hose reels on Vactor trucks.
3. Whenever possible, provisions shall be made for entry into traffic nose first.
4. All paved surfaces at the site shall be designed for the expected vehicular and equipment loads but shall not have less than 4 inches of asphalt and 6 inches of road base.
5. Unpaved surfaces at the site shall be designed for the expected vehicular and equipment loads but shall not have less than 6 inches of road base along with filter fabric and 1" minus gravel.

### C. Land Use

1. Pump station sites shall conform to City land use requirements and zoning.

### D. Aesthetics, Noise and Odors

1. Remoteness of the site and building setbacks shall be considered to provide minimal impact to neighboring properties.
2. Where pump stations are sited in proximity to developed areas, consideration should be given to minimizing noise from generators and ventilation fans.
3. Every effort shall be made in site selection to reduce potential odor pollution.

### E. Overhead Clearance

1. Adequate overhead clearance shall be provided over the entire pump station site so that maintenance equipment does not interfere with overhead utilities or structures.

### F. Site Improvements

#### 1. Perimeter Block Wall and Gate

- a. All wastewater pump stations must have a minimum 8-foot-high perimeter block wall surrounding the lift station site. Block wall materials shall be approved by Ash Creek SSD.
- b. A 3-foot wide mangate as well as a double 10 foot wide (20 foot total) swinging gate shall be provided for access to the site. A 20 foot sliding gate may be allowed in lieu of the swinging gates if circumstances warrant. All gates must be capable of achieving full open position. All posts shall be steel set-in concrete.

#### 2. Potable Water

- a. A potable water yard hydrant shall be installed within the pump station site near the wet well.
- b. The hydrant shall have a threaded spigot for a standard garden hose.

#### 3. Grading

- a. On-site cross slopes should be limited to no greater than 4 percent away from the structures.

- b. Site grading shall be designed to prevent local ponding and to provide drainage away from structures.
- c. The site shall be graded so as to not create a low-point in relation to the adjoining properties.

#### 4. Landscaping

- a. Landscaping shall not be done within the site.
- b. Perimeter landscaping shall be allowed as required by the City or the particular subdivision where the pump station is located.

#### 5. Lighting

- a. Exterior lighting shall be provided to adequately light the equipment area.
- b. Lights shall be shielded to prevent spillage on to neighboring properties.
- c. Exterior lighting shall be fitted with day/night sensors for automatic on-off operation as well as fitted with manual on/off switches.
- d. LED is preferred.

#### G. Ownership

- 1. The property on which the pump station is located shall be deeded to Ash Creek SSD.
- 2. Construction and Operation costs shall follow the policy in Section 1.2.3.D

### 7.3.2 Pump Station Components

#### A. Pump Selection

- 1. All pumps shall be Gorman-Rupp surface mount, self-priming. Pumps shall also be centrifugal non-clog solids handling designed specifically for raw, unscreened domestic sanitary wastewater.
- 2. A minimum of two pumps, set in a line, each capable of pumping the total design flow, shall be provided.
- 3. Proper pump selection is critical and applications where pumps must operate near their shutoff head shall be avoided.

4. A complete back-up pump unit and/or a rotating assembly, as applicable, shall be provided in a crate ready for installation in the event that any of the pumps malfunction. Manufacturers recommended stock items packet shall also be included.
  5. The pump station controls shall provide for automatic alternating of the lead pump.
  6. A Gorman-Rupp vibration dampener pad should be provided for the pump skid.
  7. In special cases, where approved by Ash Creek SSD, submersible pumps may be necessary. Such cases may include sites where the net positive suction head available (NPSHA) is less than the net positive suction head required (NPSHR). In such cases, submersible pumps shall be Hidrostal PreroClean self-cleaning pump sump.
- B. Motor Selection
1. Motors shall operate on 460 Volt, 3 phase, 60 Hz electrical service.
  2. Selected motor horsepower shall be sufficient to prevent motor overload over the entire range of the pump performance curve.
  3. Motor starters greater than 10 HP shall be VFD.
- C. Approach Manhole
1. The manhole just prior to the wet well shall be Polymer and 5 foot in diameter.
  2. Shall serve as a common point of connection for all sewer pipes tributary to the pump station.
- D. Wet Well
1. Structure
    - a. Wet wells shall be Polymer with a minimum diameter of 10 feet.
    - b. Shall be sized to provide adequate volume to prevent the excessive cycling of pumps.
      1. Volume shall be calculated to optimize pump operation to meet peak hour flow and minimum hour flow. The diurnal nature of wastewater flow as well as the pump manufacturer's recommendations regarding pump start frequency shall be

considered when determining the wet well volume. These calculations should be provided to Ash Creek SSD.

2. Every effort shall be made to prevent the wastewater in the wet well from becoming septic.
3. The wet well shall contain adequate vertical room for level sensing adjustments above and below the design levels.
4. Primary high-water alarm shall be set to wet well influent invert. A redundant high-water alarm shall be installed six inches above the primary high-water alarm.
5. Minimum elevation difference between control elevations is 12 inches.

## 2. Access

- a. Wet well access shall be through a standard ring and cover.
- b. Wet well access shall be sufficient to remove all equipment from the wet well, but in no case smaller than 36 inches by 36 inches.

## 3. Floor Slopes

- a. Wet wells shall have sloping sides to form a hopper at the bottom of the wet well in all areas outside of the dedicated sump.
- b. Slopes shall be approximately 1 to 1.
- c. Square corners should be avoided, and the flat portion of the wet well floor should be minimized.

## 4. Level Control System

- a. Levels shall be controlled by a continuously run bubbler system with a redundant back up float switch for a high-water alarm.
- b. Bubbler systems shall be manual purging and shall have a pressure gauge.
- c. Other types of level control may be used in lieu of the standard bubbler system with approval of Ash Creek SSD.

#### E. Flow Monitoring

1. Continuous measuring and recording of wastewater flow shall be provided at each pump station.
2. Flow metering shall be included in the SCADA system.

#### F. Odor Control

1. Some form of odor prevention/mitigation measures may be required based on the detention time of wastewater in the wet well.

#### G. Piping Systems

##### 1. Pump Station Piping

- a. Pump suction piping velocity should be within the range of 4 to 8 feet per second.
- b. Pump discharge piping shall be sized to provide velocities in the range of 4 to 8 feet per section.
- c. Pump suction piping design and installation shall not permit the accumulation of air in the suction piping or induce excessive turbulence in the pump suction area.

##### 2. Valves

- a. Each pump shall have isolation valves to permit the removal or maintenance of the pumps and check valves without affecting the operation of remaining pumps.
- b. Isolation valves shall be gate valves. Gate valves shall be 100 percent port opening. Larger gate valves shall have geared operators with hand wheels. Gate valves shall be positioned so that when closed, the valve body is isolated from the actively flowing portion of the piping system.
- c. Each pump shall have a high-quality swing check valve with an external swing arm.
- d. Check valves must be installed horizontally.

### 3. CamLock Cleanout

- a. An 8” camlock cleanout shall be installed. CamLock Cleanout detail sheet available upon request from Ash Creek SSD.

#### 7.3.3 Force Main

##### A. Line Size

1. Force Main shall be sized to provide a minimum velocity of 2.0 feet per second while minimizing head losses through the system during system operation.
2. Force Mains shall be a minimum of 4 inches in diameter.

##### B. Design Friction Loss

1. Friction losses through force mains shall be based on the Hazen Williams formula or other hydraulic analysis to determine friction loss.
2. When the Hazen Williams formula is used, the design shall be based on a value of C equal to 120.

##### C. Design Pressure

1. Force mains and fittings shall be designed to withstand normal pressure and pressure surges (water hammer).

##### D. Detailed Calculations

1. Calculations for the Force Main shall be submitted with the pump station calculations.

##### E. Material

1. Force Mains shall be C900 pressure rated pipe.
2. No metal fittings are allowed.
3. Fittings shall be epoxy coated and mortar lined ductile iron.

##### F. Alignment

1. Force mains shall be located North and West of roadway centerline. Within the public right-of-way or in appropriate easements.

2. Force mains shall be located at least 5' from toe of curb to eliminated disturbances during possible future repair of the line.
3. A minimum of 10 feet of horizontal separation shall be maintained between the force main and other utilities.

#### G. Minimum Line Depth

1. A 7-foot minimum depth of cover as measured from the proposed finish grade to the top of pipe is required.
2. A minimum of 18 inches of vertical separation shall be maintained between other utilities.
3. A continuous upward slope from the lift station to the discharge point is required. In the event that a high point cannot be avoided, an air release valve shall be installed. See Appendix F for Air Valve detail sheet.

#### H. Tracer Wire and Marking Tape

1. The horizontal location of the force main shall be identified with corrosion proof solid 14-gauge tracer wire extending from manhole to manhole.
2. Sewer marking tape shall be placed directly over and 1' above the pressure sewer pipe. The ribbon shall be green in color and shall have clearly printed "Buried Sewer Line".

#### I. Drain Line

1. Shall discharge to the wet well with an inline valve.

#### J. Appurtenances

1. Combination air valves shall be included in the design of the force main. See Appendix F for Air Valve detail sheet.
2. Combination air valves shall be installed at system high points, at significant changes in grade where air pockets can form and at intervals of 1,200 feet in long horizontal runs.
3. A manually controlled isolation valve shall be installed between the force main and the air release valve.

#### K. Force Main Termination

1. The force main shall terminate in a Polymer manhole.
  - a. Termination manhole shall contain an odor control unit. See Section 5.4.Q
2. The flow transition from the force main to the gravity sewer shall be smooth and non-turbulent.
  - a. The invert of the force main shall enter the manhole 0.2' above the invert elevation of the gravity line.
  - b. The force main shall enter the manhole as near to 180 degrees from the gravity line as possible.
  - c. The manhole base shall have a formed channel from the force main to the gravity outlet line to minimize disturbance of the wastewater entering the manhole.
  - d. 4" and 6" force mains shall transition to an 8" gravity line. 8" force mains shall transition to a 10" gravity line and so forth.

#### L. Cleaning

1. All pump stations shall be provided with a "Y" branch and gate valve of adequate opening size within the pump station for the launching of a "pig" for cleaning of the pressure sewer line.

#### 7.3.4 Pump Station Building

A. Pump Station Building: The emergency generator, pump and equipment controls, electrical panels, communication equipment, odor control equipment, etc. shall be housed in a vented weatherproof building. It shall be the responsibility of the Developer to obtain approval of the building and site improvements from the City planning and building departments. Buildings shall be required to meet the minimum architectural standards of the City or as directed by the Development or Ash Creek SSD.

#### B. Access

1. Door
  - a. Key entry shall be required. Doors shall be openable from the inside without the use of a key or any special knowledge or effort.

- b. Steel door sized to code with louvre.
- c. Doors to be painted a non-shiny finish.

## 2. Roll-up Overhead Doorway

- a. An overhead roll-up door Size 10' by 10' shall be installed over the wet well.

## C. Structure

### 1. Building Size

- a. Sized to contain all components and provide adequate space for maintenance and repair of components.
- b. A minimum open space of 5 feet between pump components and the interior wall is required.
- c. Geneva CMU Block construction with color to match City code or theme of the development.

### 2. Roof

- a. Metal or tile roof with aluminum soffit and fascia.
- b. Color to match City code or theme of the development.

### 3. Floor

- a. Epoxy coated with chips.

### 4. Walls

- a. Interior walls shall be painted white.

## D. Maintenance

- 1. An overhead hoist on steel I beam will be installed to assist in maintenance of pumps.
- 2. Manual winches rated for weight to be lifted shall be provided. An electrical winch may be required for submersible pumps.

#### E. Lighting

1. Interior lighting shall be provided to adequately light the building and equipment area.
2. Exterior building lighting shall be provided over all entrance and roll-up doors.
3. A red emergency light with an audible alarm with a silence button shall be provided on the exterior of the building.
4. LED should be provided for all lighting.

#### F. Ventilation

1. Pump stations shall be provided with a separate ventilating system and shall be sized to provide a minimum of 12 air changes per hour.
2. Vandal proof air circulation vents of adequate size shall be near the floor.
3. Ventilation systems shall be capable of matching inside air temperature to outside air and shall automatically begin operation once inside air temperature reaches 90 degrees F. In addition to manual control, time clock operation of the ventilating fans shall be provided.
4. Ventilation shall be accomplished by the introduction of fresh air into the lift station under positive pressure.
5. The air shall be filtered.
6. Fans shall automatically come on whenever the light switch is turned ON.

#### G. Heating

1. Thermostatically controlled electric unit heaters shall be provided.
2. Heating systems shall provide adequate space temperature for maintenance personnel in cold weather.

#### H. Potable Water Supply

1. Water will be installed inside of building with a standard hose bib.
2. The potable water system shall be metered as required by the City water authority.

## I. Electrical

### 1. Power Requirement

- a. Electric service shall be 480V 3-phase.
- b. Service shall be sized to allow all station fixtures, equipment, and pumps to operate together.

### 2. Lift Station Control Panel

- a. Control panels shall be enclosed in NEMA 4X watertight enclose panels.
- b. Adequate space shall be provided for mounting of bubbler controls and instrumentation as required.
- c. All switches, breakers, and wires shall be clearly marked or labeled.
- d. Standard control panel layout for 2 or more pumps shall be provided with the following section of panels:
  1. Power company metering and main breakers
  2. Circuit breakers and starters for unit heaters, portable pump, main wastewater pumps, fans, compressors, station power transformer and 240/120V panelboard.
  3. Flow recorder and pump controls including cycle counters and running time clocks that will measure in the hundredth position.
  4. Solid-state reduced voltage starters for constant speed main wastewater pumps.

### 3. Alarms

- a. All pump stations will be equipped with an audible and visual alarm outside of the building that will function with loss of power to the lift station.
- b. Any alarm from the motor control cabinet shall trigger exterior alarms.

### 4. Convenience Receptables.

- a. 120v, 1-phase receptables shall be provided within the pump station.
- b. One GFCI duplex outdoor weatherproof convenience outlet shall be provided.

## 5. Lightning and Surge Protection

- a. Transient voltage surge suppression rated at 80 KA minimum shall be provided at the service entrance.

## J. SCADA System

1. SCADA shall be provided for all Wastewater Pump Stations.
2. SCADA System Input/Output requirements shall be site specific. Coordinate SCADA with Ash Creek SSD.
3. Ignition software should be utilized.
4. Allen Bradley PLC equipment should be utilized or equivalent as approved by Ash Creek SSD.
5. A fiber connection shall be provided.

## K. Security Systems

1. The pump station equipment and controls shall be adequately protected with appropriate buildings and fencing to prohibit unauthorized entry by the public.
2. Where required by Ash Creek SSD, security systems shall be included at the wastewater pump station.

## L. Signage

1. A 2' by 2' facility sign shall be provided with white background and bold black letters.
2. Sign should include the pump station name, address of the pump station, and Ash Creek emergency number.

## M. Emergency Station Operation

1. An in-place, engine driven, emergency generator with an automatic transfer switch shall be provided at each pump station.
2. A piping connection for a portable pump with appropriate valving and a vault located connection shall be provided at the pump station to allow pumping of wastewater around the pump station. The valve vault shall be configured to allow the manual operation of valves and the connection of a portable pump to occur outside of the valve vault, thus eliminating the necessity of a confined space entry.

3. The generator shall be fueled by natural gas, if the natural gas supply is available near the pump station, or by diesel if natural gas is not available.

#### 7.3.4 Documents and Construction

- A. Construction Drawings shall be provided for review to Ash Creek SSD. Approval of Construction Drawings shall conform to section 3.0 Plan Design and Review.
- B. For typical pump station material requirements see section 5.6 Wastewater Pump Stations.
- C. An Operation and Maintenance Manual shall be submitted according to the requirements of Section 3.8 Operation and Maintenance Manuals.
- D. Wiring Diagrams, Panel Drawings, and As Built Drawings shall be provided to Ash Creek SSD.
- E. Start-up services and training on the completed pump station shall be completed according to the requirements of Section 6.10 Wastewater Pump Stations.
- F. Acceptance testing of the completed pump station shall be completed according to the requirements of Section 6.16.10 Wastewater Pump Station Testing.

APPENDIX A  
Pretreatment Survey



## Ash Creek Special Service District

Item 1.

1350 S. Sand Hollow Road  
Hurricane, UT 84737  
Office: (435) 635-2348 Fax: (435) 635-8550  
ashcreek@infowest.com

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### Industrial Wastewater Discharge Application Questionnaire/Baseline Monitoring Report

#### Communication Information

Facility name, address telephone number and Email address.

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Facility mailing address. If same as above, check \_\_\_\_\_

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#### Business Description

Type of business (vehicle maintenance, metal finisher, laundry, etc.)

---

Standard Industrial Classification (SIC) Code: \_\_\_\_\_

Mobile Food Service Y/N (Circle one)

If yes, have you completed the Southwest Utah Public Health questionnaire Department's checklist. We will need a copy, including written approval from the commissary that's receiving your wastewater.

Normal days and hours of operation.

---

Is operation seasonal? Y/N (Circle one) If yes describe:

---

Number of Employees: \_\_\_\_\_

If applicable describe nature of and average production rate

---

**Wastewater discharge**

Will this facility discharge waste other than from restrooms? Y/N (Circle one)

If yes describe discharge, source of waste stream, flow rates and expected pollutants in waste stream.

---

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---

Are any process waste streams treated? Y/N (Circle one)

If yes, describe treatment system

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Is discharge of any process waste stream intermittent \_\_\_\_\_ steady \_\_\_\_\_

Are process waste streams metered? Y/N \_\_\_\_\_

Spill prevention and control Y/N \_\_\_\_\_

---

List amounts of any industrial chemicals and fluids stored on site. Use additional sheet if necessary.

All MSDS sheets associated with chemicals and fluids.

---

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Describe storage facilities and proximity to any floor drains.

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3 Bay Underground Grease Interceptor installed Y/N (Circle One)

Are there procedures/guidelines that would prevent accidental discharges to the sewer system? Y/N

If yes describe:

---

---

---

**Waste generation**

List volumes generated and disposal methods for wastes such as solvents, oils, trap wastes, etc.

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I certify under penalty of law that this document and all attachments were prepared under my direction supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines and imprisonment for knowing violations.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

For questions contact Jason Stevens (Inspector/Pretreatment Ash Creek SSD) at 435-635-2348 ext. 109 or email [jason@ashcreekssd.com](mailto:jason@ashcreekssd.com)

APPENDIX B  
Request for Inspection Form

Item 1.

Contractor / Owner		ASH CREEK SPECIAL SERVICE DISTRICT REQUEST FOR INSPECTION			<input type="checkbox"/> PUBLIC DEVELOPMENT
					<input type="checkbox"/> PRIVATE DEVELOPMENT
TIME	TAKEN BY	REQUESTED BY			ADDRESS
DATE	PERMIT #	PROJECT NAME	PROJECT #	TELEPHONE	TESTING FIRM

PLEASE LIST TYPE OF INSPECTION NEEDED

- GREASE TRAPS       PRE CONSTRUCTION MEETING     BALL OR CLEANING       COMPACTION TEST RESULTS
- CONCRETE COLLARS     LATERAL MAP                       PIPE                       MANHOLE
- AIR TEST                       'S' ON CURBS                       MANDREL                       AS BUILT PLANS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> AM				
<input type="checkbox"/> PM				
<input type="checkbox"/> NO ACTIVITY				

INSPECTOR \_\_\_\_\_

REMARKS \_\_\_\_\_

SIGNATURE OF CONTRACTOR OR RESPONSIBLE EMPLOYEE \_\_\_\_\_

- APPROVED       NOT APPROVED       CORRECT/PROCEED       RE-INSPECT       NOT READY

## APPENDIX C

### Ash Creek General Sewer Notes

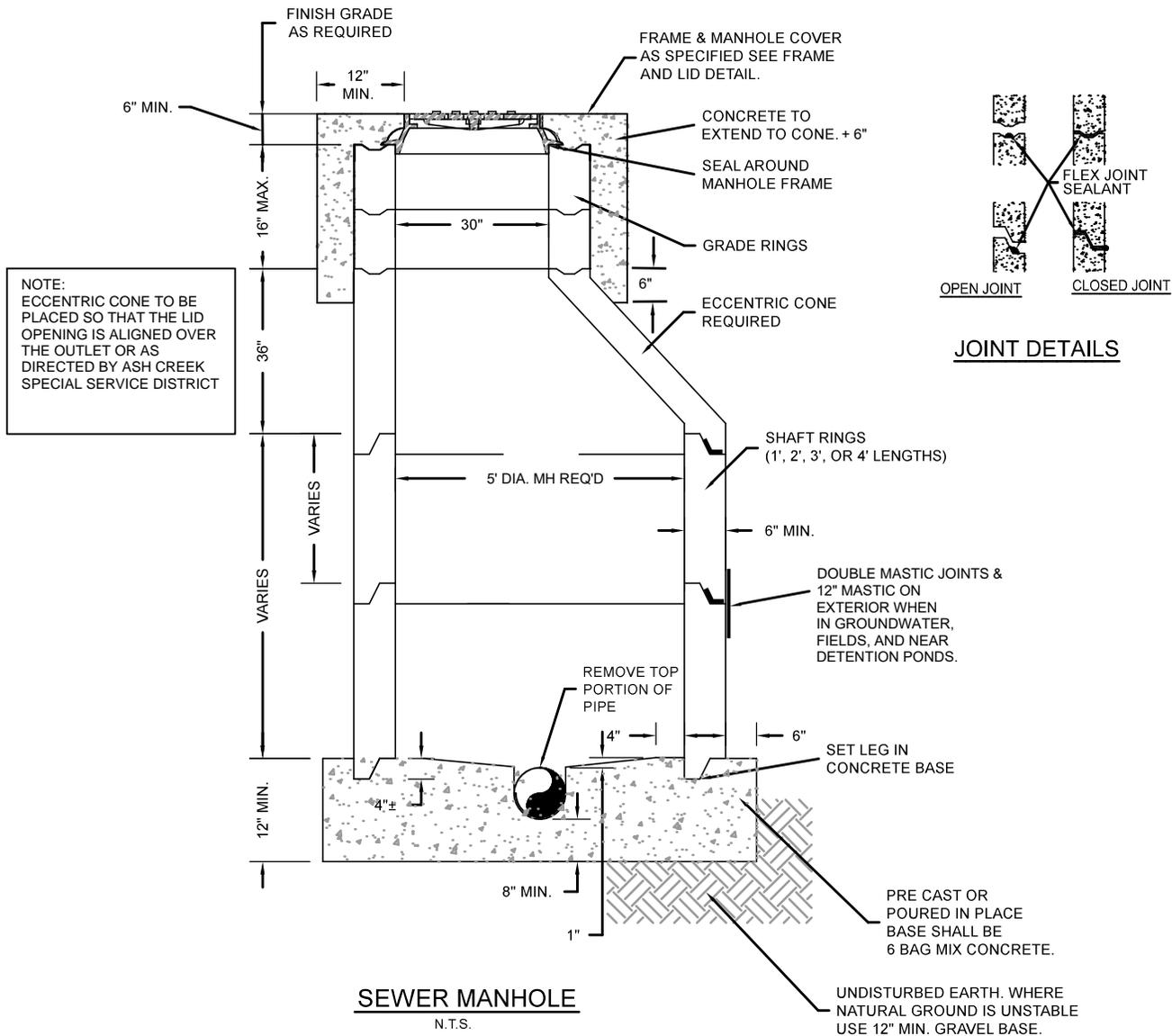
#### Ash Creek SSD General Sewer Notes:

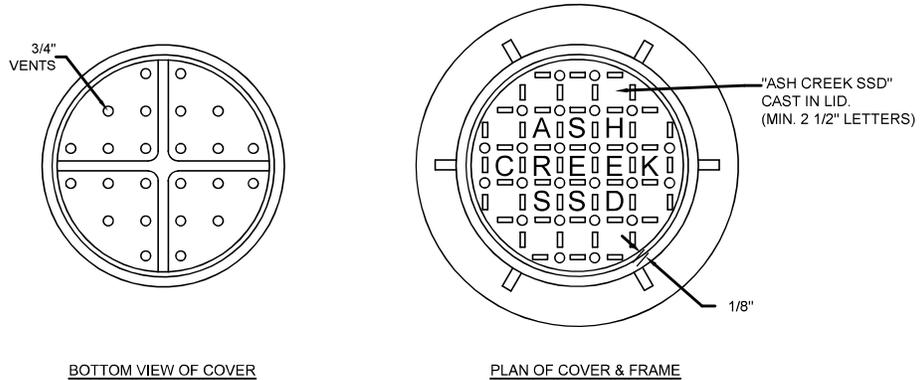
1. Sewer is to meet the current Ash Creek Special Service District (District) Construction Standard.
2. Prior to completion of the project provide a copy of the geotechnical report and the compaction test results to the District.
3. Prior to completion of the project provide a PDF and a 2'x3' plan sheet Drawing of Record to the District. The Drawing of Record should include a distance from the near side property line to the sewer lateral marker, also include any changes to sewer main line slopes and depths.
4. The contractor will be responsible to clean and test the sewer lines after all utilities have been installed but prior to asphalt placement. The following tests will need to be completed by the contractor; mandrel test, air test and closed-circuit camera inspection. Camera inspection if provided by the District can be scheduled with the District representative. Tuesdays or Thursdays are generally when the District can perform this camera work.
5. During construction, all sewer lines will need to be capped or sealed to protect the sewer system from flooding or rain events.

## APPENDIX D

### Standard Detail Drawings

1. Sewer Manhole
2. Ring & Lid/Frame & Lid/Manhole Adjustment to Grade
3. Cast-In-Place Manhole Base
4. Shallow Manhole
5. Sewer Service Connection
6. Sewer Cleanout W/Lid
7. Grease and Sand Interceptor
8. Air Vac
9. Pressure Line Connection to Manhole
10. Typical Trench
11. RV Dump Station/RV Sewer Dump Station Section

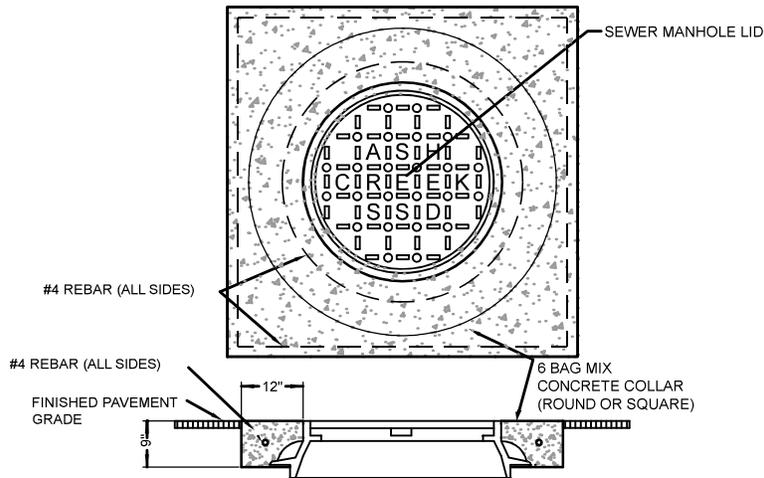




NOTE:  
 CAST IRON FRAME & COVER TO MEET REQUIREMENTS OF ASTM A 48 (CLASS 30)  
 REQUIRED MINIMUM COMBINED WEIGHT 402 lbs.

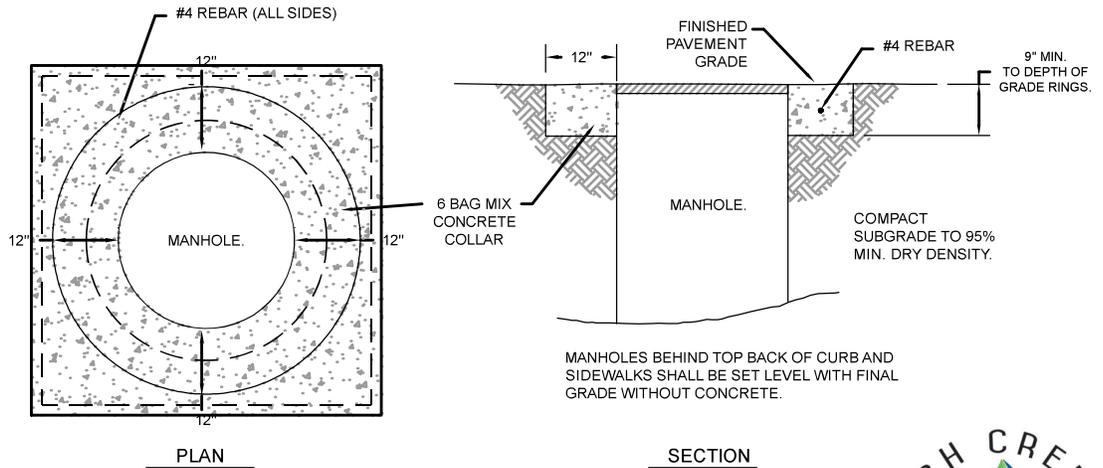
**RING & LID DETAIL**

N.T.S.



**FRAME & LID DETAIL**

N.T.S.



PLAN

SECTION

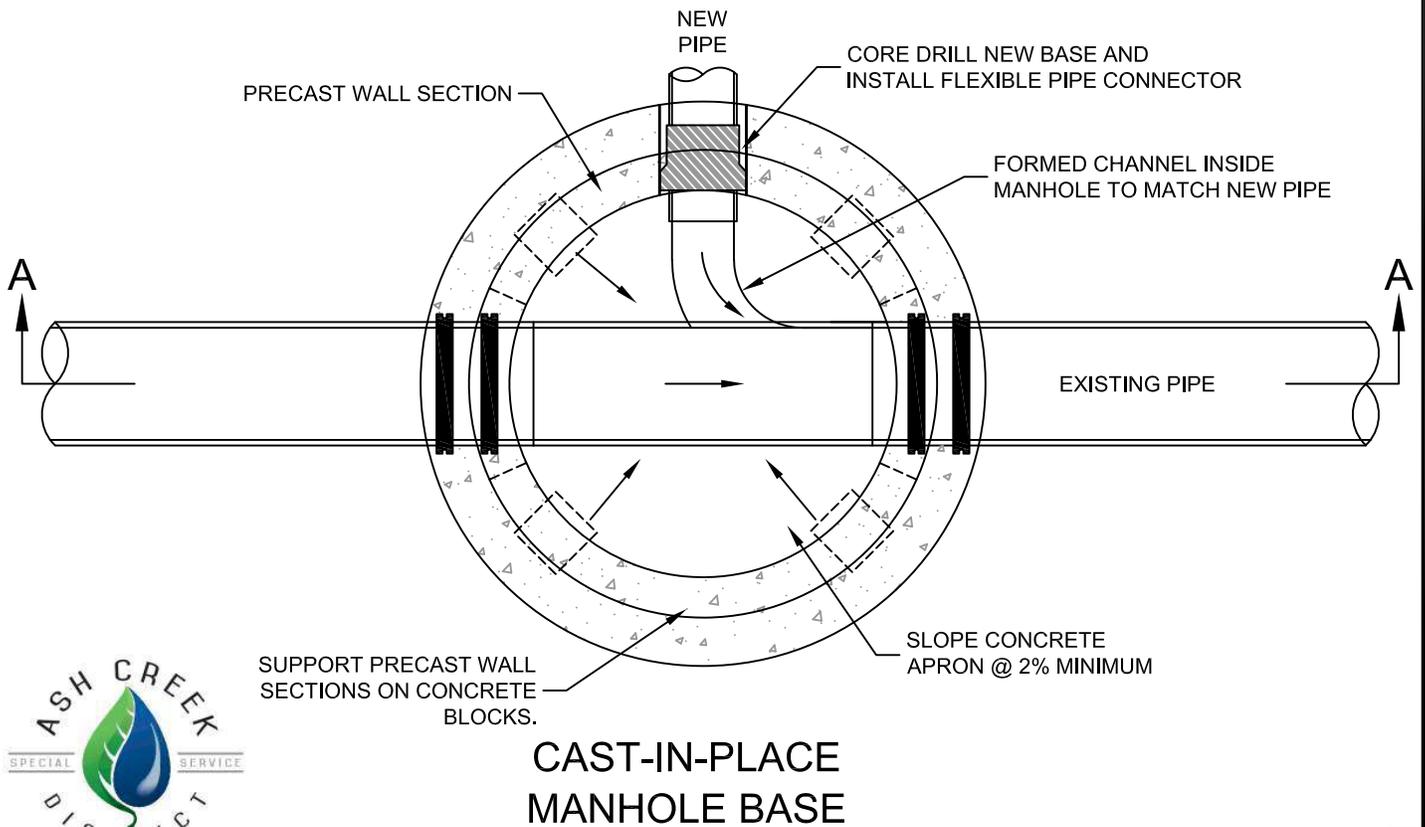
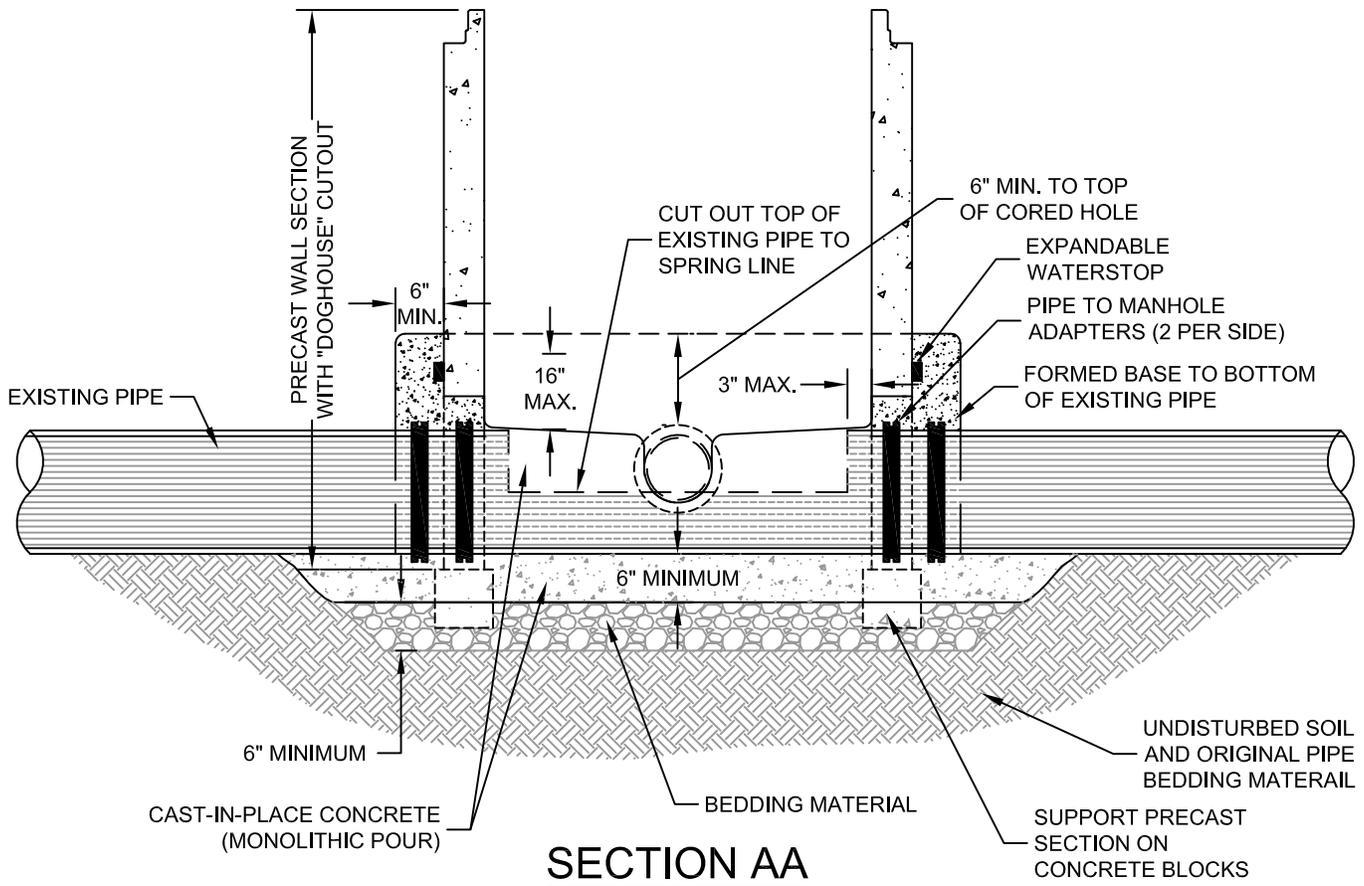
\*\*\*NOTES\*\*\*

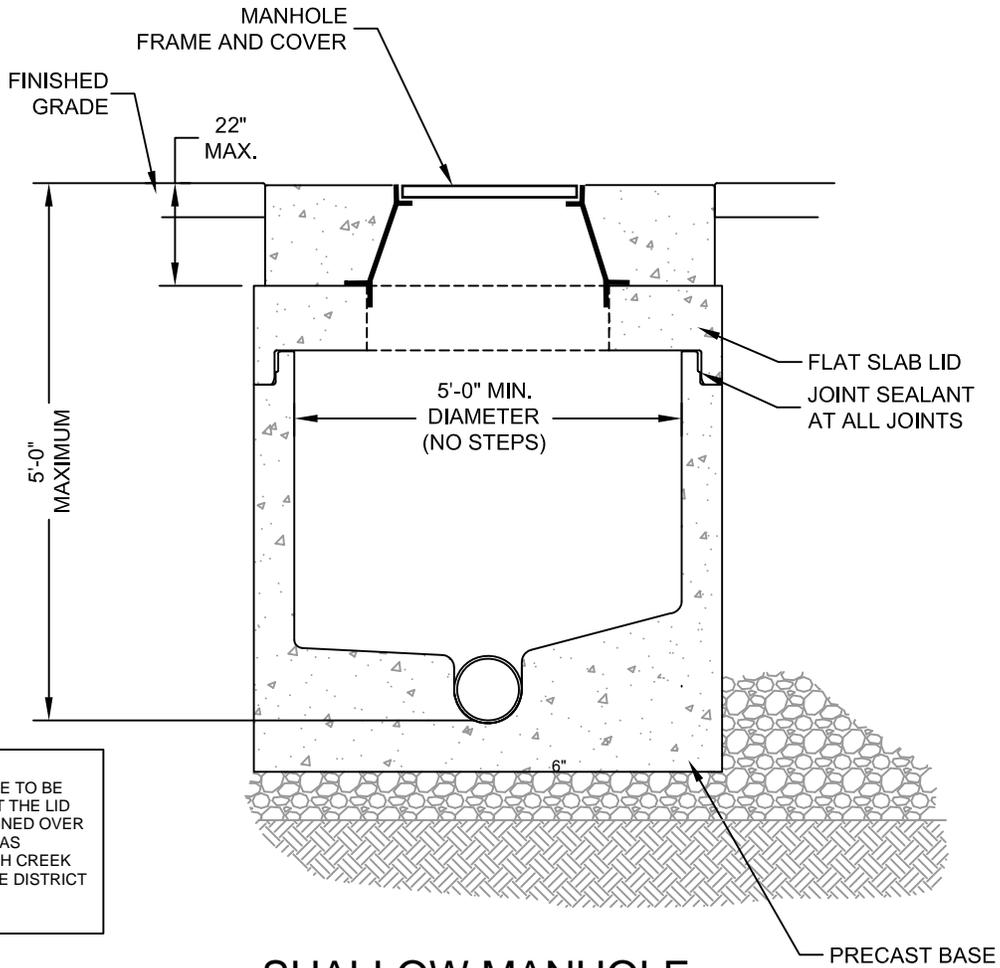
1. ADJUST MANHOLES TO GRADE AFTER PAVING IS COMPLETED.
2. CUT OUT TOP AND SET COVER TO GRADE & BACKFILL w/CONCRETE. ASPHALT SHALL BE SAW CUT IN STRAIGHT UNIFORM LINES.

**MANHOLE~ADJUSTMENT TO GRADE**

N.T.S.







NOTE:  
ECCENTRIC CONE TO BE  
PLACED SO THAT THE LID  
OPENING IS ALIGNED OVER  
THE OUTLET OR AS  
DIRECTED BY ASH CREEK  
SPECIAL SERVICE DISTRICT

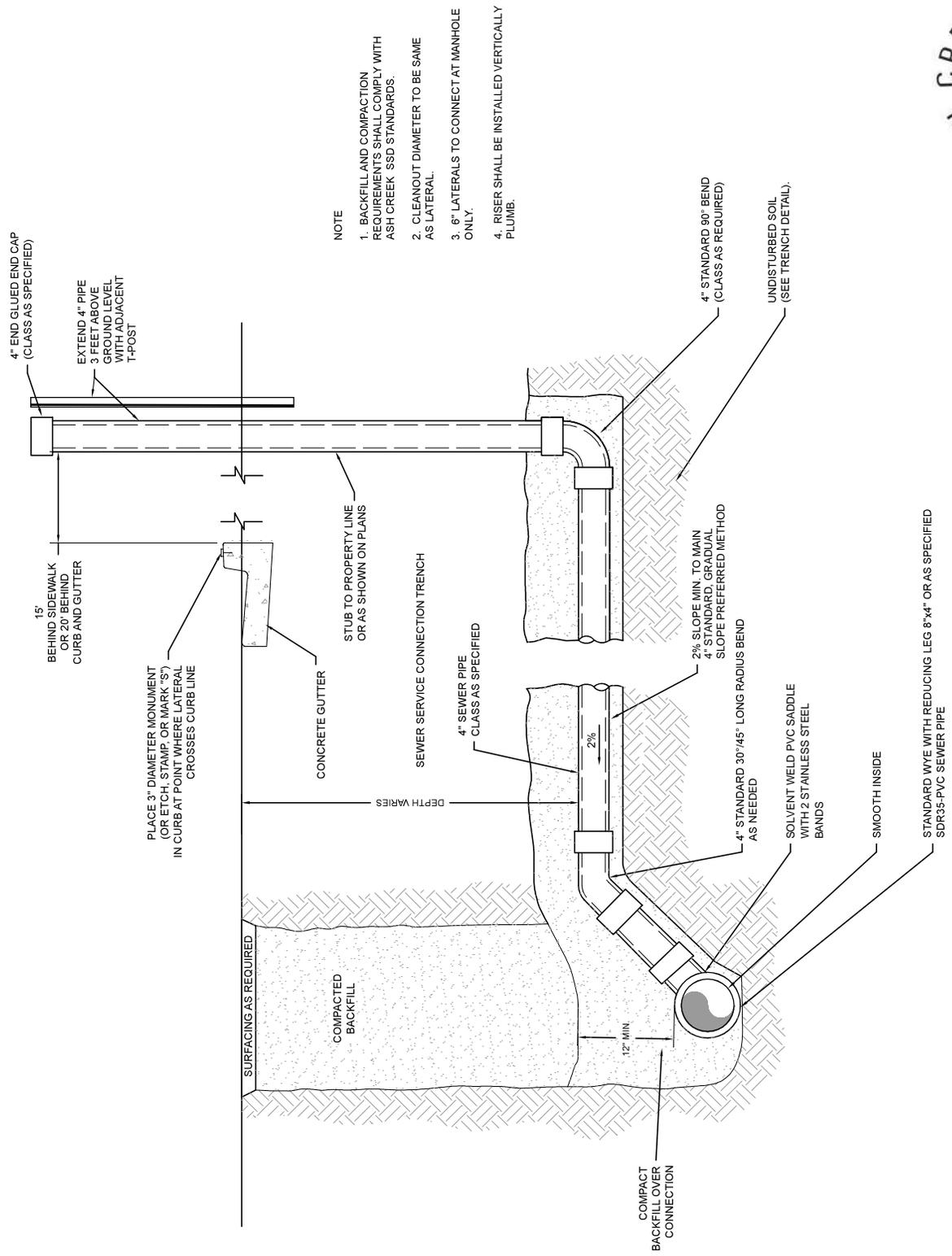
**SHALLOW MANHOLE**

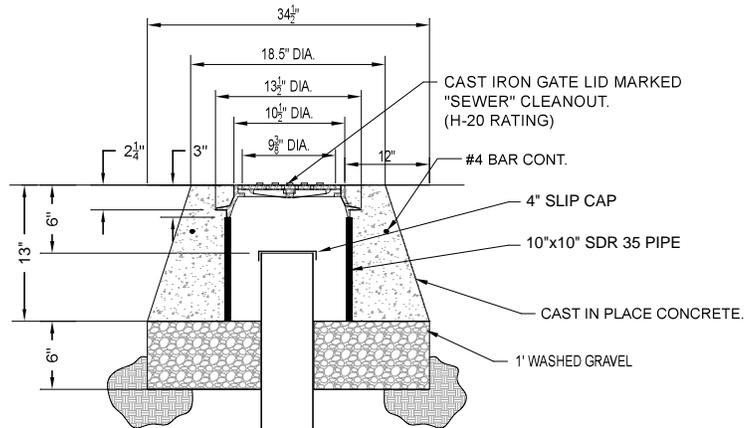
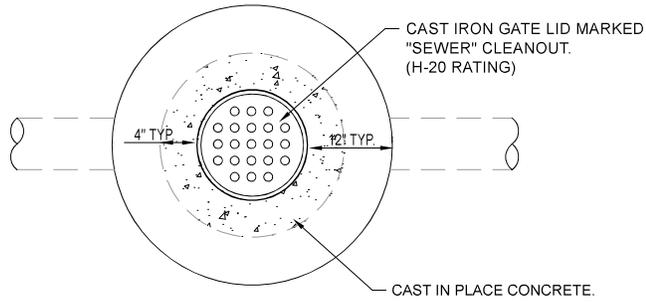




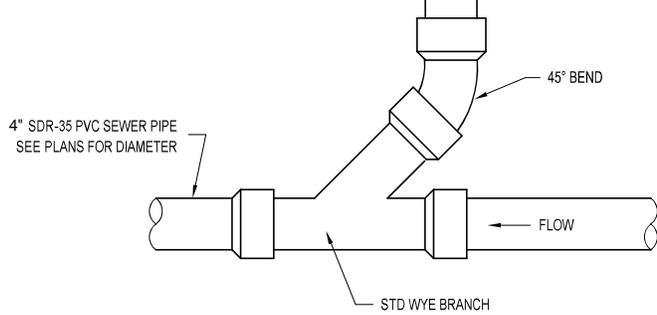
**SEWER SERVICE CONNECTION DETAIL**

N.T.S.





BACKFILL TO TOP OF 45° BEND WITH 1" MAX AGGREGATE

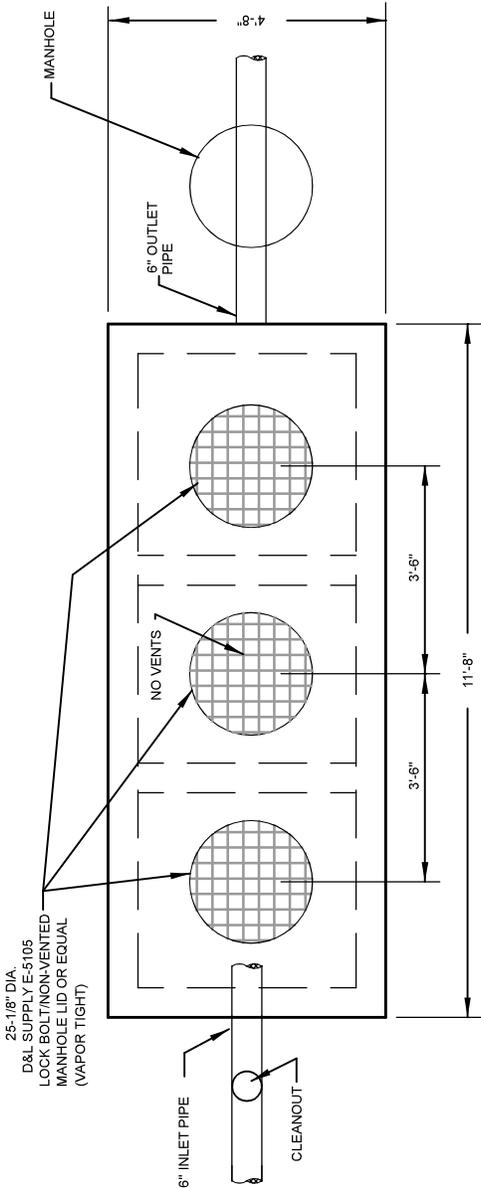


**SEWER CLEANOUT W/LID DETAIL**  
N.T.S.

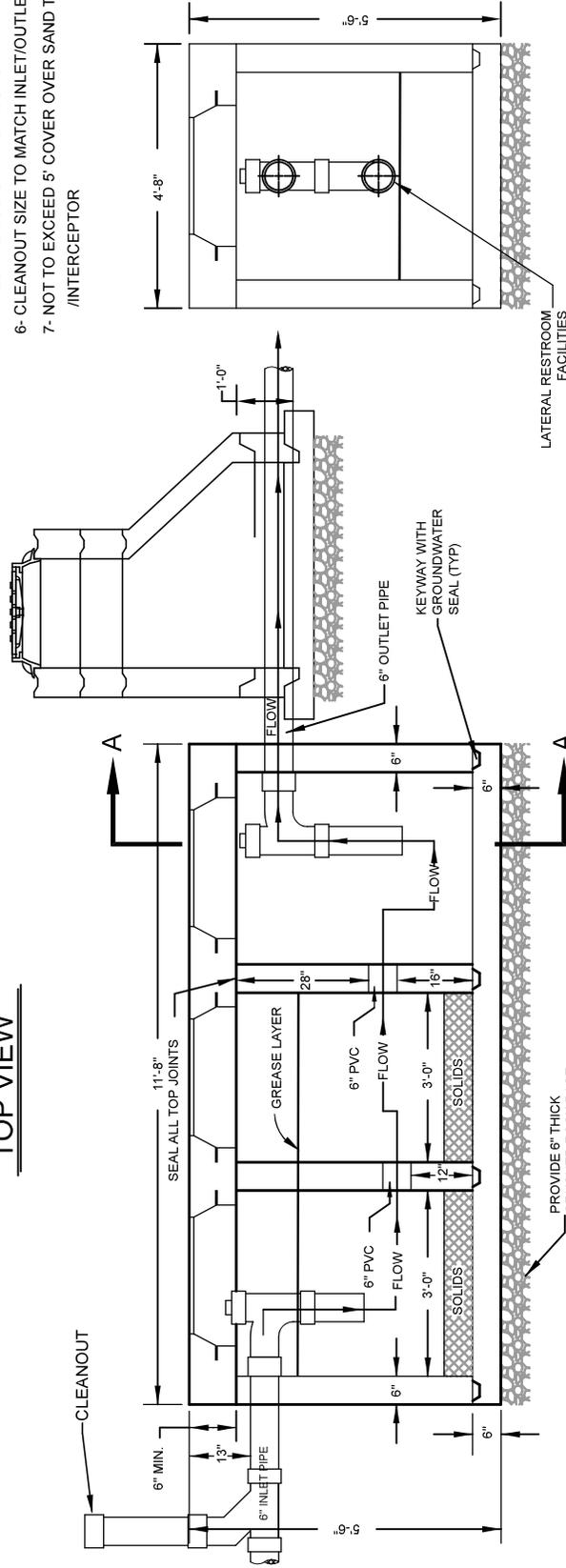


**NOTES:**

- 1- MATERIAL SPEC'S:
  - A. CONCRETE PORTLAND CEMENT TYPE II. MINIMUM COMPRESSIVE STRENGTH=4000 PSI AT 28 DAYS.
  - B. REINFORCING BAR INTERMEDIATE GRADE ASTM A615.
  - C. REINFORCING WELDED WIRE MESH ASTM A185
- 2- ALL DIMENSIONS +/- NOT TO BE USED FOR CONSTRUCTION PURPOSES UNLESS CERTIFIED.
- 3- PRECAST UNIT TO BE PLACED ON NATURAL SOIL OR APPROVED COMPACTED FILL.
- 4- STANDARD GROUND WATER SEAL- BUTYL ROPE MASTIC OR CEMENT MORTAR.
- 5- PRIOR TO BACKFILLING, INTERCEPTOR SHALL BE TESTED. TANK SHALL BE EXPOSED ON ALL SIDES AND FILLED WITH WATER AND SHALL HOLD WATER FOR A MINIMUM TEST PERIOD OF TWO HOURS.
- 6- CLEANOUT SIZE TO MATCH INLET/OUTLET SIZE.
- 7- NOT TO EXCEED 5' COVER OVER SAND TRAP /INTERCEPTOR



**TOP VIEW**



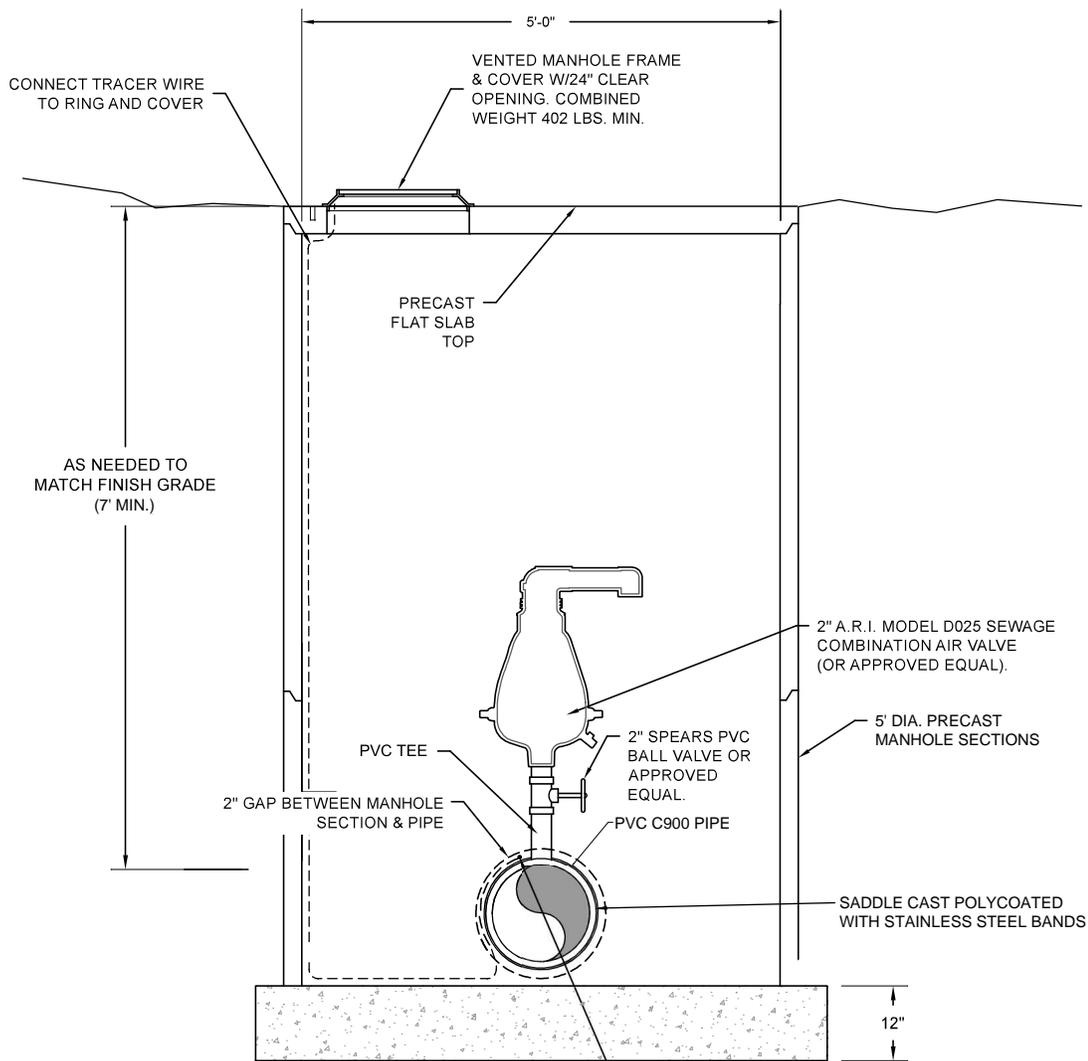
**FRONT X-SECTION VIEW**

**SIDE X-SECTION A-A**

**GREASE AND SAND INTERCEPTOR DETAIL**

N.T.S.



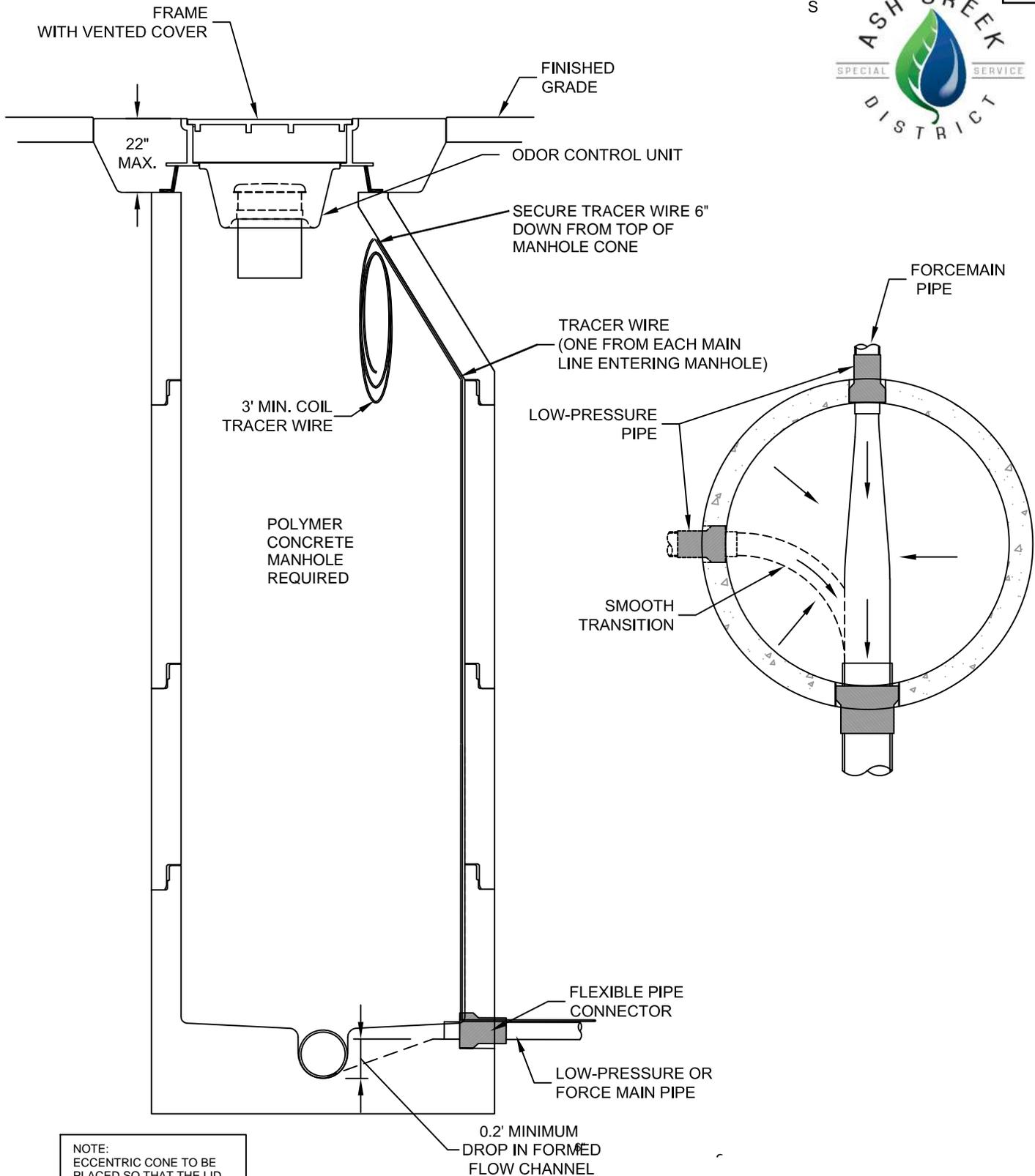


NOTES: ALL AIR VALVES SHALL BE INSTALLED VERTICALLY PLUMB CONTRACTOR TO MAINTAIN POSITIVE SLOPE ON FORCE MAIN TO NEW AIR/VAC VALVE

DIRECT BURRY TRACER WIRE W/ GREASE FILLED NUTS AT SPLICES

AIR VAC VALVE  
N.T.S.





NOTE:  
 ECCENTRIC CONE TO BE  
 PLACED SO THAT THE LID  
 OPENING IS ALIGNED OVER  
 THE OUTLET OR AS  
 DIRECTED BY ASH CREEK  
 SPECIAL SERVICE DISTRICT

**PRESSURE LINE  
 CONNECTION TO MANHOLE**

ASPHALT SECTION AS SPECIFIED BY CITY STANDARDS.

NOTE:  
NATURAL SOIL IS OK WITH DISTRICT APPROVAL.

12" OVER CUT IS REQUIRED WHEN TRENCH IS IN EXISTING PAVEMENT. TACK COAT ALL ASPHALT

NATIVE BACKFILL - 4" MINUS & FREE OF ORGANIC MATTER. TO BE COMPACTED TO 95% MAX. SOIL DENSITY AS DETERMINED BY ASTM D-1557

MARKING TAPE PLACED 12" ABOVE TOP OF PIPE (PRESSURE SEWER ONLY)

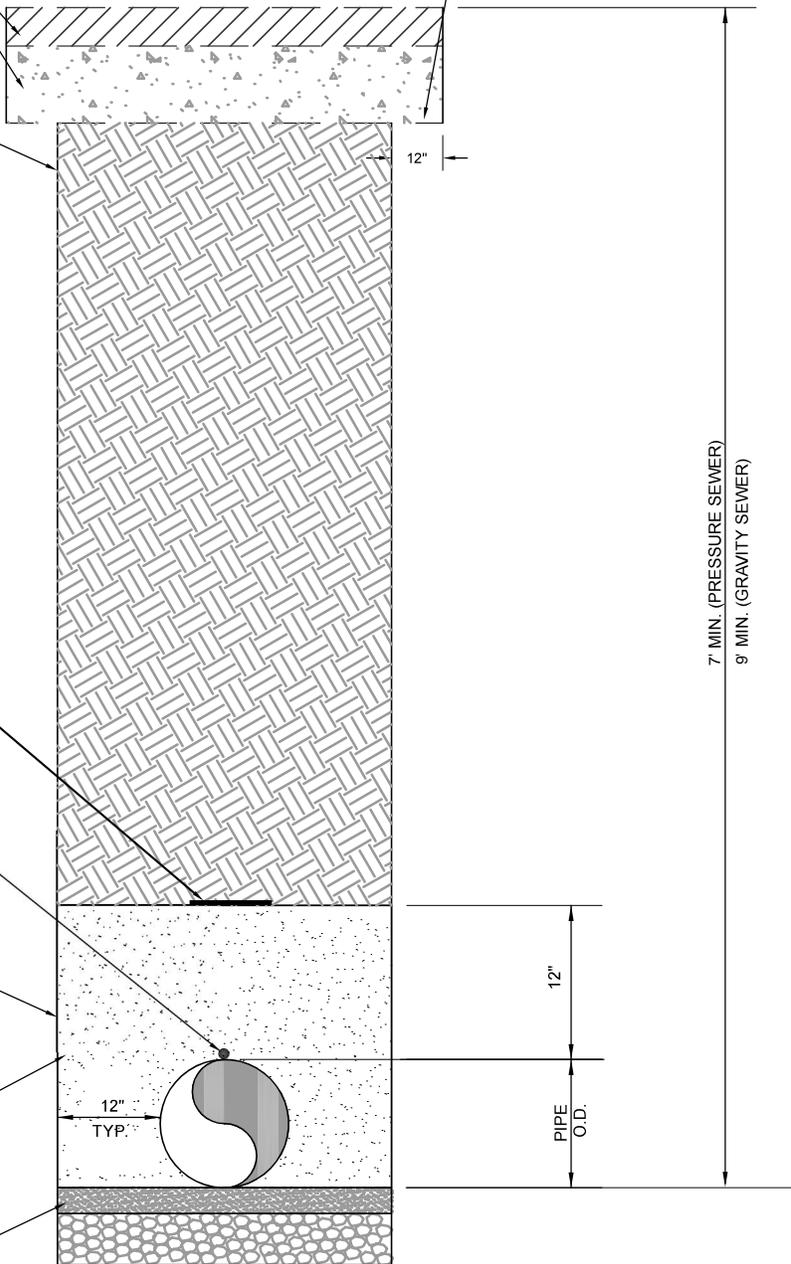
14 GAUGE, TYPE UF LOCATE WIRE (PRESSURE SEWER ONLY)

TRENCH SIDES TO MEET OSHA RULES AND REGULATIONS AND OR TRENCH BOX STANDARDS

MINUS NO.4 SIEVE SAND BEDDING WITH LESS THAN 15% FINES COMPACTED TO 95% MAX. DENSITY AS DETERMINED BY ASTM D-1557

1" LOOSELY COMPACTED MINUS NO.4 SIEVE SAND BEDDING WITH MORE THAN 15% FINES

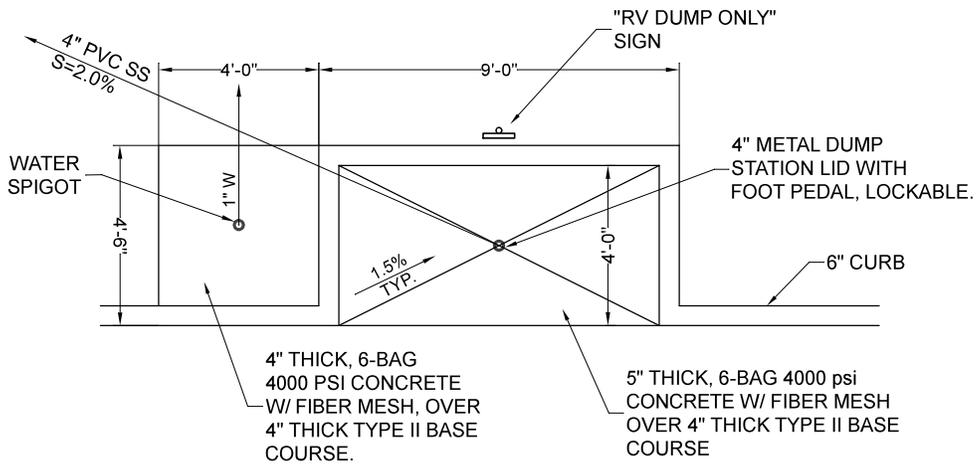
FOUNDATION MATERIAL SHALL BE USED AS SPECIFIED BY THE GEOTECHNICAL ENGINEER WHEN TRENCH BOTTOM IS UNSTABLE



**TYPICAL TRENCH DETAIL**

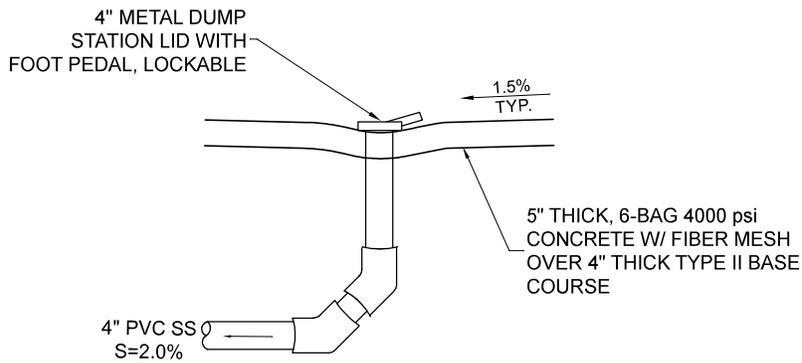
N.T.S.





**RV SEWER DUMP STATION**

N.T.S.



**RV SEWER DUMP STATION SECTION**

N.T.S.



Ash Creek Special Service District  
1350 South Sand Hollow Road  
Hurricane, Utah 84737  
(435) 635-2348



**TOWN OF APPLE VALLEY  
ORDINANCE O-2023-22**

**AN ORDINANCE OF THE TOWN COUNCIL OF APPLE VALLEY, UTAH, APPROVING AND ADOPTING ASH CREEK SPECIAL SERVICE DISTRICT’S “DEVELOPMENT PROCEDURES, DESIGN STANDARDS AND CONSTRUCTION SPECIFICATIONS, UPDATED JANUARY 2023.”**

**WHEREAS**, Ash Creek Special Service District (hereafter “Ash Creek”) is a Utah special service district organized and existing under the laws of the State of Utah for the purpose of providing sewer wastewater collection and disposal services for property in Hurricane, LaVerkin, Toquerville and Apple Valley, as well as certain unincorporated areas in New Harmony Valley; and

**WHEREAS**, in order to ensure uniform application and enforcement of Ash Creek rules and regulations governing the development of property throughout the district, Ash Creek and each of the municipalities of Hurricane, LaVerkin, Toquerville and Apple Valley have previously entered into an agreement providing that all such rules and regulations of Ash Creek, as amended from time to time, shall be adopted by ordinance of each municipality and incorporated into its ordinances; and

**WHEREAS**, the Administrative Control Board of Ash Creek has recently approved and adopted updates and revisions to said rules and regulations as contained in “Development Procedures, Design Standards and Construction Specifications, updated January 2023;” and

**WHEREAS**, the Town Council of Apple Valley, Utah now deems it necessary and desirable for the preservation and protection of the public health, safety and welfare of the residents of Apple Valley, Utah to approve and adopt said updated and revised rules and regulations for incorporation into the ordinances of the Town of Apple Valley,

**BE IT HEREBY ORDAINED**, by the Town Council of Apple Valley, Utah that the updated and revised rules and regulations contained in “Development Procedures, Design Standards and Construction Specifications, updated January 2023,” a copy of which is attached hereto and incorporated herein as Exhibit A, are hereby approved, adopted and incorporated into the ordinances of the Town of Apple Valley.

**BE IT FURTHER ORDAINED**, that this ordinance shall take effect at the earliest possible date allowed by law after publication and posting and shall supersede all prior rules and regulations relating to the design, construction, installation, maintenance and operation of sewer facilities and related improvements on property within the boundaries of Apple Valley.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023.

Signature Block on Next Page

TOWN OF APPLE VALLEY  
PRESIDING OFFICER

\_\_\_\_\_  
Frank G. Lindhardt, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

The foregoing Ordinance was presented at a regular meeting of the Apple Valley Town Council held at the Apple Valley Town Office Building at 1777 North Meadowlark Drive, Apple Valley, Utah, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, whereupon, a motion to adopt said Ordinance was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. A roll call vote was then taken with the following results:

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

TOWN OF APPLE VALLEY, UTAH

RESOLUTION NO. R-2023-12

A RESOLUTION ADOPTING THE APPLE VALLEY FIRE DEPARTMENT STANDARD OPERATING GUIDEBOOK

WHEREAS, the Town of Apple Valley ("Town") caused the creation of the Apple Valley Fire Department ("Department") in order to provide for fire protection services within the Town boundaries; and

WHEREAS, the Department desires to adopt standard operating procedures in a guidebook; and

WHEREAS, the Town Council and the Department agree this is in the best interests of the Town; and

WHEREAS, a Standard Operating Guidebook has been created;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council that the Standard Operating Guidebook, attached hereto and by this reference incorporated herein, is hereby adopted and approved.

RESOLVED this 19th day April 2023.

PRESIDING OFFICER

\_\_\_\_\_  
Frank G. Lindhardt, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____

## **Town of Apple Valley Fire Department**

### **STANDARD OPERATING GUIDEBOOK**

The following rules and guidelines have been formatted to achieve stability in the operation of our department. These guidelines will standardize our operations and adherence to the rules of conduct will build credibility in our performance.

As our department grows, new guidelines will be published and added to this manual as deemed necessary.

The Town of Apple Valley has adopted this manual and its contents as our department rules and operating guidelines. All members are expected to become familiar and adhere to them.

Our mission: Apple Valley Fire Department is committed to protecting lives, property, and our environment. We accomplish this through education, Teamwork, communication, and respect for each other as well as those we serve.

### **OUR NUMBER ONE PRIORITY IS**

### **SAFETY.**

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Section 5 Standard Operating Guidelines (SOG) 8

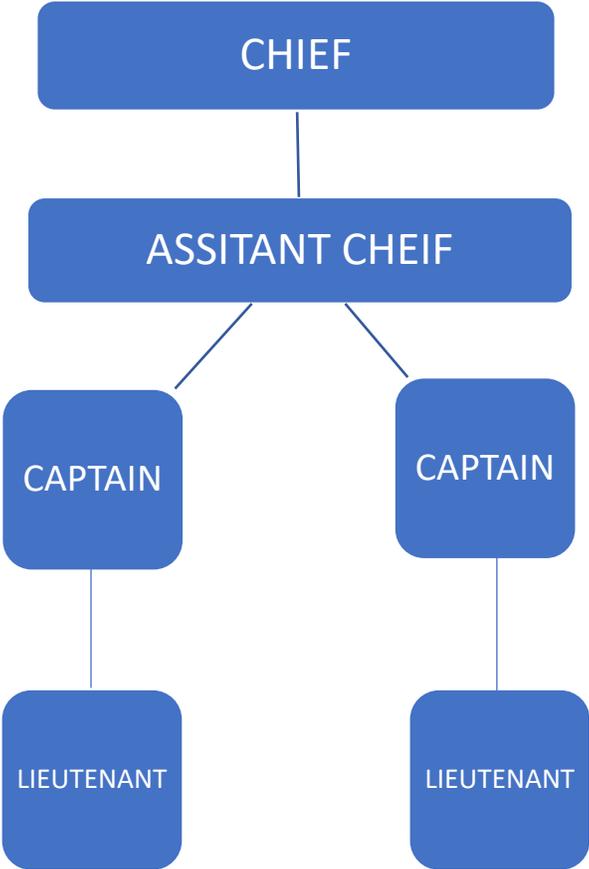
- SOG #1 Vehicle Maintenance and Repair
- SOG # 2 Personal Use Of Equipment
- SOG # 3 Procedures For Answering Calls Arrival at Scene and Return
- SOG # 4 Medical Response Freeway Medical Non-Freeway Medical Motor Vehicle Accident
- SOG # 5 Emergency Fire Response Structure Fires Freeway Fire Scenes
- SOG # 6 Radio Procedure On Tone Out
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- SOG #10 Rapid Intervention Teams
- SOG #11 Hazardous Materials
- SOG #14 Chain Of Command
- SOG#15 Safety Officer
- SOG #16 Community Service
- SOG #17 New Recruit Requirements Before Responding

## SECTION 1

### GENERAL RULES OF CONDUCT

1. No alcoholic beverage or controlled drugs will be put on display or consumed on property or equipment owned or used by the Department.
2. No person will perform a duty or function (i.e. drill, emergency call, or repair of property owned by, or used on behalf of the Department) while under the influence of alcohol or drugs.
3. All personnel, while performing a duty or function of the Department (i.e. drill, emergency call, etc.) will follow of orders of Department Officers according to the chain of command. See section 15.
4. Abusive language and conduct shall not be used while performing a duty or function of the Department. The Fire Department will not tolerate harassment of any kind.
5. Do not become argumentative with others because of a grievance you may have. Follow chain of command with your grievance.
6. While Apple Valley Fire Department is an exclusively volunteer department, it is imperative it set attendance goals. A minimum attendance of 12 drill nights per year is required; however, all volunteers must keep up their quarterly training requirements. If a volunteer has a justified hardship, these requirements may be temporarily waived, at the chief's discretion.
7. When wearing clothing, (i.e. jackets, badges, etc.) that identify you with this Department, inside or outside of the district, your conduct shall not reflect discredit to the department. All Department issue PPE shall be used for Department business only.
8. All personnel are responsible for protective gear, pagers, radios, etc. issued to them.
9. All personnel will strive to keep the buildings, vehicles, and equipment in a clean and orderly manner. No facilities or equipment will be modified in any way without the chief's permission.
10. When responding to the station for an emergency call in your personal vehicle, you shall observe the speed limit and the rules of the road.
11. The probationary period for new members will be six months or the length of time needed to achieve a proficient skill level of department procedures and equipment. This proficiency level will be established by the Chief, Assistant Chief and training officer. A mentor will be assigned to guide the recruit by the Chief. New responders shall be residents of the town. Recruits may live outside the town if membership reaches a low level or approved by the Chief. Responders must be 18 to respond. Under 18 can participate in training and department functions.
13. Horseplay will not be tolerated on training grounds, Appley Valley property or on scene.

**CHAIN OF COMMAND**



## PERSONEL AND VEHICLE NUMBERING SYSTEM

1. All designations will begin with the number 19.
2. 19-601 thru 19-606 numbers will be assigned to officers.
  - 19-601 - Chief
  - 19-602 - Assistant Chief
  - 19-603 - Captain
  - 19-604 - Captain
  - 19-60\_
3. 191- numbers will be assigned to fire and emergency vehicles.
  - E191 – Engine
  - R191 – Resue
  - B191 – Brush
  - T191 – Tender

## SAFETY OFFICER

**Purpose:** The purpose of this policy is to outline the role of the Fire Department Safety Officer.

**Scope:** This policy applies to the Safety Officer and to all Department members as they relate to the Safety Officer.

**Authority:** The Fire Department Safety Officer, through the Fire Chief shall have the authority to identify and recommend correction of safety and health hazards.

1. The duties and responsibilities of the Fire Department Safety Officer shall include, but aren't limited to:

- a. Plan and coordinate safety activities
- b. Work closely with the safety committee.
- c. Ensure accidents are investigated.
- d. Devise corrective measures to prevent accidents.

2. Realizing safety training and recordkeeping are management's responsibility, the Fire Department Safety Officer shall ensure the following requirements are being met:

- a. Ensure Safety training for all members
- b. Ensure safety directives are complied with.
- c. Ensure that records are kept, but not limited to the following:
  1. Accidents
  2. Injuries
  3. Inspections
  4. Exposures
  5. Medical monitoring
  6. Safety meetings
  7. Apparatus
  8. Equipment
  9. Protective clothing
  10. Other Fire Department safety activities

3. The Fire Department Safety Officer, through the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards.

4. The Fire Department Safety Officer shall maintain a liaison with Staff Officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.

## **NEW RECRUIT REQUIREMENTS BEFORE RESPONDING**

1. No recruit shall begin responding until they are deemed qualified by the Chief.
2. Recruits shall have, as a minimum, valid First Aid and CPR cards.
3. Recruits shall complete NIMS 100, 200 and 700 as required by FEMA. (Website <http://Training.FEMA.gov.is>)
4. Recruits are encouraged to obtain Fire Fighter-1, Fire Fighter 2, and EMT status within two years.
5. Recruits should express any questions or concerns through the chain of command.
6. Recruits are aware that this is a volunteer Fire Department and all Members are at will.
7. When the recruit is familiar with all tools and apparatus, the Captain will be notified. He will test the recruit and pass his recommendation on to the Chief if the recruit is ready to respond.
8. All recruits shall be subject to background checks.
9. A driving abstract will be obtained prior to acceptance

## **PROCEDURES FOR ANSWERING CALLS**

1. All firefighters will report to the hall. (Exception: coming onto the scene while responding to the hall)
2. First person to arrive at the hall turns on the fan, pulls out truck, and notifies Dispatch that they are “standing by for a crew”.
3. The apparatus will respond when a crew and necessary turnouts are aboard.
  - a. Fire – full turnouts.
  - b. Aid calls – bunkers, jumpsuits, or identifiable jackets.
  - c. Freeway calls – full bunkers with safety vest (when not involved in fire suppression), helmet and gloves in possession.
4. Responding personnel will put I.D. accountability tag on the passport clip to be retained at the apparatus or forwarded to command when requested.
5. The person in the passenger seat will operate the radio, lights, and siren.
6. The radio operator will notify Dispatch that “vehicle number 19xx is responding with a crew of \_\_\_\_ people to \_\_\_\_\_ address or location.
7. The person in the passenger seat is the “officer in charge” when a command officer is not present.
8. If all equipment has responded when you arrive at the hall, report by radio to the command officer or vehicle the number of people in standby. If you are requested at the scene, lock the hall or leave someone on standby. Wait to be relieved of standby duty by the officer in charge.
9. Personnel responding to the alarm scene in personal vehicles after receiving authorization to do so shall:
  - a. Park vehicles at the scene in such a manner as not to interfere with activities at the scene or other arriving equipment.
  - b. Use a minimum number of vehicles.
  - c. Report directly to the Command Officer

## **RADIO PROCEDURE ON TONE OUT**

Responding vehicles will have a unified procedure when responding from the fire halls.

1. Responding units will notify Dispatch "Vehicle \_191 is responding with \_\_\_ # of people, responding to \_\_\_\_\_," using the assigned channel.
2. When the first unit arrives the radio operator will notify Dispatch "\_191 has arrived at \_\_\_ location, and give scene size up/short report to dispatch and incoming units.
3. Establish command
4. Keep radio transmission and radio use as minimal as needed.
5. The Officer in charge of the scene will transmit to Dispatch when all Apple Valley units are in service and complete.
6. If individual units are released by the officer on scene, the radio operator of that vehicle will notify Dispatch of the vehicle status condition.

## **DRIVING PROCEDURES FOR DEPARTMENT VEHICLES**

The Fire Department has a legal and moral obligation to ensure that any driver of Department vehicles is well trained, in good physical condition, has a proper safe driving attitude, and is capable of operating the apparatus with a high degree of skill and common sense. These factors show that not everybody will qualify as a Fire Department driver. Many people who do not qualify as a driver excel in other Fire Department duties and should not feel discouraged because they are not a Fire Department driver.

1. All drivers must possess a valid Utah State Drivers License. A copy of your state driving record is required before you can drive any Fire Department vehicles. If there are any changes in your driving record while in the Fire Department you are required to inform the Chief. A driver's abstract will be obtained for all personnel every three years. A copy of the drivers abstract will be kept on file by the Chief. Driving records will be reviewed by the Chief to determine driving eligibility.
2. All drivers shall participate in:
  - a. Fire Service Drivers Training Course – EVOC.
  - b. Annual driver training is required.
3. Probationary volunteers and personnel between the ages of 18 and 21 are prohibited from driving any vehicle unless a Department Officer or Training Officer is present. Probationary period completion does not automatically qualify a person to drive department vehicles. Skill, ability, and drivers training will be used as criteria for driver eligibility. This eligibility will be determined by the Chief with input from the Training Officer.
4. Volunteers under 21 years of age are completely prohibited from driving any department vehicle under emergency conditions.
5. A standard operation guideline during all emergency conditions will be; if you are a less experienced driver you must relinquish the driver's seat to a senior firefighter with more experience in driving Fire Department Vehicles.
6. Fire Department drivers shall not have a past history of heart attacks, strokes, fainting, seizures, or any other medical condition that may hinder your driving ability.

All of the above guidelines are strictly that. The Chief along with his officers can put anyone on a probationary period from driving because of changes in their driving record or the use of bad judgment in their driving skills.

### **RESPONSE SPEED**

To ensure a safe response to emergencies, all vehicles shall be operated within the speed limit and all rules of the road. All vehicles responding shall use caution and shall keep safety in mind. Driving conditions such as road, weather, light, and traffic may dictate a further reduction in speed. When

driving to an emergency call, the vehicle shall display all visual and audible warning equipment unless the situation warrants otherwise.

### **BACKING EMERGENCY VEHICLES**

Vehicles shall be “backed up” using a guide person. When backing an apparatus in any situation a minimum of one person shall be stationed at the rear, in a position to communicate with the driver and act as a guide. The guide shall be positioned at the left rear or right rear of the apparatus, as conditions dictate. If communications between the driver and the guide are lost, the driver shall bring the apparatus to an immediate halt. The apparatus shall remain stopped until communication between the driver and guide resume. The driver shall get out of the apparatus and check the area prior to backing if no guide person is available. Backing shall be done slowly. Drivers and guides shall use the standard signals for maneuvering apparatus. Use of emergency lights when backing is recommended.

### **PARKING AT EMERGENCY SCENES**

All apparatus at emergencies shall be parked in such a manner as to promote crew safety and whenever possible permit a free flow of traffic, including Fire Department traffic. When parking, make considerations for preserving evidence at the scene. When apparatus is at an emergency scene and not legally parked, red emergency lights shall be left on. Traffic cones or flares shall be set when the situation warrants.

### **OTHER RESPONSIBILITIES**

No person other than a member of this Fire Department shall be permitted to ride on fire apparatus, except when authorized to do so by the Chief or officer. The driver and crew assume full responsibility for the safe operation and care of the vehicle they are responding with. This responsibility exists from the time they leave the station until the apparatus has been returned to the station and properly secured. It shall be the drivers or officers responsibility to notify a department officer and maintenance officer of any needed maintenance or repair upon securing the vehicle. All personnel shall always stay with the vehicle on scene unless ordered away by an officer.

### **ARRIVAL AT SCENE AND RETURN**

1. Radio operator will notify Dispatch upon arrival "Vehicle \_191 has arrived. We have a \_\_\_\_\_ (give a brief size up if possible) and establish command".
2. The firefighter responsible for vehicle security and pump operation will always stay with the vehicle unless relieved by an officer.
3. All responding firefighters will report to command to await orders.
4. When returning to quarters the officer will notify Dispatch all Apple Valley units are "in service and complete". Only vehicles returning at that time will be named. If your vehicle is on standby at the scene after the others have returned the radio operator of that vehicle will notify Dispatch that they are available on scene.
5. The officer in charge is responsible for filling out the run report and all equipment is ready for service.
6. All personnel will report to the hall, to restock, replenish and prepare trucks for service, after the completion of a call unless excused at the scene by the officer in charge.
7. All vehicles shall be kept at least three quarters full of fuel.
8. PPE shall be cleaned and stowed appropriately.

## **MEDICAL RESPONSE**

### **HIGHWAY MEDICAL**

1. E191 will respond first. Stop behind the incident in a position of scene safety unless fire suppression or extrication is known to be needed. Set up lights, cones, flares as needed. R191 should respond with officer on duty if available.
2. B191 will respond second. Wait for a crew if not dispatched as fire.
3. All PPE shall be worn.

### **STAGING DIRECTIVE**

In the case of a drug overdose, shooting, attempted suicide, domestic violence, or any other potentially dangerous situation, follow Dispatch staging directive

- a. Officer will designate staging area.
- b. No personnel will advance until the scene is secured by law enforcement.
- c. The officer in charge shall be the only liaison to the appropriate authorities and the press.
- d. All PPE shall be worn.

### **MOTOR VEHICLE ACCIDENT**

1. Position first vehicle for scene protection and appropriate fire suppression.
2. Second vehicle arriving provides traffic control.
3. Safety vests will be donned by all personnel not assigned to extinguish fire.
4. The officer in charge shall be the only liaison to the appropriate authorities and the press.
5. All PPE shall be worn

## EMERGENCY FIRE RESPONSE STRUCTURE FIRES

1. Respond with all firefighting equipment until notified sufficient equipment is responding.
2. The highest ranking officer or most senior firefighter will assume responsibility until relieved by a superior officer. The officer in charge will coordinate all activities at the scene.
3. Order of Response – structure fires:
  - E191
  - T191
  - B191

Call for additional resources as needed.
4. Use discretion on manpower levels. The officer in charge may cancel equipment not needed or request a different response order than listed above.
5. When responding to daytime fires, if there is a shortage of firefighters, use good judgment (make sure the necessary trucks are brought). All firefighters will report to the hall.
6. All appropriate PPE/SCBA will be worn by all personnel when in a hazardous environment.
7. Interior Firefighting/Search and Rescue – No firefighter shall enter a burning structure without first successfully completing all required training as determined by the Chief.

### HIGHWAY FIRE SCENES

1. First unit on scene will park in a manner to provide scene safety and an appropriate position for fire suppression. E191 will be positioned to protect pump operator. Preconnect from protected side of engine to be used for fire suppression.

The remaining trucks will park at the officer's discretion.

2. Order of Response – Freeway fires:

E191

B191

3. All appropriate PPE including safety vests will be worn by both officers and firefighters. Safety vests shall be removed when fighting fires.

### **SELF-CONTAINED BREATHING APPARATUS (SCBA)**

**Purpose:** The purpose of this procedure is to document the training, use, restoration, inspection and repair requirements for Self-Contained Breathing apparatus (SCBA).

**Scope:** This procedure applies department wide. This procedure shall apply to each type and manufacture of respirator equipment available for use in the department.

**Minimum Training:** No member shall wear SCBA in any emergency condition without having first successfully completed the fire department's initial course of instruction and performance evaluation. There are also annual training and quarterly training requirements. All training shall be documented by the Fire Department Training Officer and shall be kept as part of each member's permanent file.

**Annual Training:** All members who wear SCBA shall be familiar with the department's mandatory use requirements as outlined in this procedure. They shall also be familiar with the step-by step procedure for donning the respirator and checking it for proper function using three donning methods: coat or sling; seated or jumpseat; over the head. All members shall also be trained in: recognized hazards that may be encountered; understanding the components of the SCBA; understanding the safety features and limitations of the SCBA; donning and doffing THE SCBA. All members shall also be trained in accordance with the manufacturer's instructions on emergency procedures such as use of the regulator bypass valve, corrective action for facepiece and breathing tube damage, breathing directly from the regulator, or other emergency escape functions or equipment. All members shall be familiar with the proper cleaning, sanitizing and storing of SCBA including the facepiece.

All members shall be capable of performing the pre-donning SCBA inspection. All members shall know the correct procedure for placing SCBA out of service. All members shall be given an opportunity to demonstrate their ability to use SCBA in simulated conditions (smoke house, etc.) on an annual basis.

An annual written test shall be administered to each qualified member. Testing will include: knowledge of SCBA equipment operation; safety; policies and procedures; facepiece fit testing; and a medical questionnaire.

**Quarterly Training:** All members who wear SCBA shall demonstrate their ability to don SCBA using any method, and check it for proper function, and the proper cleaning, sanitizing and storing of SCBA including the facepiece. Annual training shall also cover the quarterly training requirements.

**Facepiece Seal Integrity:** No firefighter shall wear SCBA if they have beards or facial hair that may interfere with the seal of the face piece. If eyeglasses are worn, the frames shall not pass through the seal area of the facepiece.

**Mandated Use of SCBA:** SCBA shall be used by members when operating in areas where:

1. The atmosphere is hazardous or oxygen deficient.
2. The atmosphere is suspected of being hazardous or oxygen deficient.
3. The atmosphere may rapidly become hazardous or oxygen deficient.

Some of the more frequent incidents where SCBA is required are:

1. Structure fires
2. Vehicle fires
3. Dumpster fires
4. Gas or chemical leaks
5. Situations where the Incident Commander, Company Officer or firefighter feel that a particular hazard exists to the respiratory system of personnel.

Members shall don SCBA reroute to an incident where it may be required. For example, members of the Engine Company responding to an MVA with fire, or any company responding to Alarm System shall don SCBA.

**SCBA Use in Structures:** Members shall operate in teams of two or more, whenever possible. They shall maintain contact with each other through visual, audible, physical, safety rope, or electronic means. Members in teams shall remain in close proximity to each other in order to provide assistance to one another if required. Firefighters shall place the Personal Alert Safety System to the "ON" position prior to entering the hazardous area.

**Restoring SCBA:** After every use of SCBA, the wearer shall be responsible for sanitizing the mask and restoring the backpack unit. When restoring the backpack unit, all straps are to be extended to their furthest point. All cylinders with pressure gauges reading 4000 PSI or less shall be removed from service for refilling. Cylinders requiring refilling shall be replaced at the emergency scene whenever practical.

**Removing SCBA from Service:** Whenever an SCBA unit or component malfunctions, or is suspected of malfunctioning, it shall be removed from service and placed on the workbench. The appropriate repair request shall be attached to the unit indicating the specific problem.

**Inspection and Maintenance of SCBA:** All members are responsible for inspection of their breathing apparatus before donning and after each use. Every SCBA in the department will be inspected weekly as follows:

1. The tank gauge will be examined and the unit "topped off" as necessary.

2. The regulator gauge will be checked against the tank gauge for accuracy.
3. The audible alarm device will be tested.
4. Both by-pass and mainline valves will be checked for proper operation.
5. The backpack and waist straps will be examined for damage and replaced as necessary.
6. The mask will be inspected for obvious damage or wear.
7. The entire unit will be made ready for service.

Every SCBA in the department will be taken out of service for annual service in accordance with the manufacturer's recommendations. Only personnel qualified by the manufacturer shall be permitted to make repairs.

**SCBA Hydrostatic Testing:** SCBA cylinders shall be hydrostatically tested in accordance with the manufacturer's recommendations and applicable governmental regulations.

**SCBA Records:** The Fire Department Maintenance Officer shall maintain records of all annual inspections, service, repairs, and cylinder hydrostatic testing on each unit in the department's inventory. Records for weekly maintenance inspections shall be tracked through the weekly apparatus checklist(s).

## RAPID INTERVENTION TEAMS

**Purpose:** The purpose of this procedure is to outline the Apple Valley Fire Department's guideline for establishing Rapid Intervention Teams at structural fire incidents.

**Scope:** This procedure applies to all members.

**Policy:** The Apple Valley Fire Department shall provide for the rescue of members at all structural fires, this rescue capability changes depending upon the stage of the incident. During the initial stage of an incident, at least two members shall stand-by outside the building. "When additional companies have arrived and have been assigned a dedicated R.I. T. Team of at least two members shall stand by outside the building.

**Rapid Intervention Assignments:** During the initial stage, the standby firefighter shall maintain an awareness of the status of the inside crew; shall remain in communication with the inside crew; and shall wear full protective clothing with SCBA donned and in the standby mode. The standby firefighter assignment shall be filled as follows:

1. For a Three Person Engine Company and No Command Officer: No entry is permitted unless exceptional circumstances indicate that immediate action is necessary to prevent or mitigate the loss of life or serious injury to firefighters or civilians.
2. For a Three Person Engine Company with a Command Officer: The Command Officer and the pump operator shall be the standby firefighters in SCBA, operating under the 2-in/2-out rule.
3. For a Four Person Engine Company or Greater: The pump operator and one firefighter shall be assigned to standby in SCBA.
4. All personnel in standby mode shall be in SCBA.

After the initial stage, the Incident Commander shall assemble a Rapid Intervention Team (RIT) of at least two fully equipped members at the command post as soon as practical. The RIT shall be given the highest priority commensurate with the situation. The IC may determine that some tasks must be completed prior to assembling the RIT. These tasks shall be limited to those which must be completed to save civilian lives, or to reduce the possibility of firefighter injuries by improving interior conditions. Some tasks for the IC to consider completing are:

1. Protecting exposures
2. Rescue trapped occupants or complete a primary search for occupants
3. Confinement of fire using interior hand lines
4. Vertical or horizontal ventilation
5. Deployment of a second line to backup the primary line for fire control.

**Company Officer Responsibility:** Company officers shall evaluate the number of members needed to accomplish assignments given by the IC. Members who are not required to accomplish or support the

assignment shall be directed to the command post. Members directed to the command post shall assemble into a manpower pool at the Staging Area for future assignments.

**Rapid Intervention Team Responsibility:** The RIT shall remain intact as a unit, ready to initiate immediate action. The RIT should monitor the accountability system to become familiar with unit assignments and their locations. The RIT should determine the location and availability of ladders, saws, hydraulic tools, etc. for possible deployment. The RIT should monitor the fireground frequency for any indication of members in distress. The RIT should review pre-plans or other documents. The RIT should determine the access/egress points and hazards. The RIT shall be equipped with full protective equipment, including SCBA donned and in the standby mode.

RIT will do a 360 of the building.

Softening of the building should be considered to provide for additional access/egress routes. All softening shall be coordinated with command as to not affect fire-control tactics and cause structural integrity issues.

Tools and equipment consistent with that carried by an engine company shall be selected. The RIT shall also consider life safety rope, hand lights, forcible entry tools, and medical equipment.

## **HAZARDOUS MATERIALS**

Apple Valley shall respond to all hazardous material incidents within its jurisdiction and when called upon under mutual aid agreements. If we are first to arrive we will assess from a safe distance and will always work within our level of training. Once we have assessed we will contact Dispatch to give a report and request resources.

**PERSONAL USE OF EQUIPMENT**

NO FIRE DEPARTMENT EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT, SUPPLIES, OR BUILDINGS WILL BE USED FOR PERSONAL USE (NON-DEPARTMENTAL USE) unless approved by the Chief.

## **VEHICLE MAINTENANCE AND REPAIR**

1. Maintenance and repair work on any vehicle must have prior consent from the officer in charge of maintenance and repair.
2. All maintenance and repair work will be recorded in the book for that vehicle upon completion of work.
3. Parts and lubrication will be purchased by the Assistant Chief, Maintenance Officer or through their authorization.
4. Upon completion of work done, the work area shall be left clean and all equipment put back in its proper place.
5. Down time should be kept to a minimum.

## **Community Service**

Purpose: The purpose of this policy is to describe the procedure for Community Service volunteers for Apple Valley Fire Department.

Policy: All members of Apple Valley Fire Department, including volunteer firefighters, employees, and town employees shall be aware and bound to the rules of this SOG.

1. All community service volunteers must be approved by the Chief or Assistant Chief.
2. The Chief or Assistant Chief can assign an individual to oversee the designated community service related job.
3. The Individual that is asked to oversee the Community Service person or persons will remain on site to make sure work is preformed properly.
4. After completion of work, designated person will inform Chief or Assistant Chief that work has been completed.
5. The Chief or Assistant Chief will inspect work to confirm job completion.
6. Only the Chief or Assistant Chief will sign a job completion form from the Community service program

**Town of Apple Valley  
Disbursement Listing  
SBSU Operating - 03/01/2023 to 03/31/2023**

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Mandala, Inc.	5273	10/11/2022		03/09/2023	\$21.63	Purchasing
Arizona Strip Landfill Corporation	5283	10/18/2022		03/09/2023	\$35.48	Purchasing
Dockstader, Theral Jason	5278	10/18/2022		03/09/2023	\$200.00	Purchasing
Amazon Capital Services	5377	03/01/2023	\$1,652.02			Purchasing
Google LLC	G03012023	03/01/2023	\$190.92			Purchasing
James R Weeks	5378	03/01/2023	\$850.00			Purchasing
Layton Ventures LLC	5376	03/01/2023	\$3,211.60			Purchasing
Seegmiller, Kurtis	5381	03/01/2023	\$119.72			Purchasing
Utah League of Cities & Towns	5380	03/01/2023	\$295.00			Purchasing
Big Plains Water SSD	5382	03/02/2023	\$28,618.58			Purchasing
Buck's Ace Hardware	5379	03/02/2023	\$17.98			Purchasing
Home Depot	HD03022023	03/02/2023	\$174.80			Purchasing
Home Depot	HD03022023	03/02/2023	\$298.53			Purchasing
Superior Technical Solutions LLC	ST03022023	03/02/2023	\$883.89			Purchasing
Amazon Capital Services	A03032023	03/03/2023		03/03/2023	\$517.99	Purchasing
Amazon.com	DEBIT0303202	03/03/2023	\$59.35			Purchasing
Amazon.com	DEBIT0303202	03/03/2023	\$517.99			Purchasing
Chase Paymentech	DEBIT0303202	03/03/2023	\$290.80			Purchasing
Colorland Sales	C03032023	03/03/2023	\$189.00			Purchasing
Home Depot	HD03032023	03/03/2023	\$11.71			Purchasing
USPS	USPS03032023	03/03/2023	\$189.00			Purchasing
Hurricane Equipment Rentals	HEC03072023	03/07/2023	\$100.35			Purchasing
Hurricane Equipment Rentals	HER03072023	03/07/2023		03/07/2023	\$79.00	Purchasing
State Bank of Southern Utah	SBSU03072023	03/07/2023	\$25.00			Purchasing
State Bank of Southern Utah	SBSU03072023	03/07/2023	\$25.00			Purchasing
LN Curtis and sons	5387	03/08/2023	\$1,556.00			Purchasing
Pelorus Methods, Inc.	5388	03/08/2023	\$700.00			Purchasing
Revco Leasing	5385	03/08/2023	\$302.51			Purchasing
South Central Communications	5386	03/08/2023	\$445.13			Purchasing
State Bank of Southern Utah	SBSU03082023	03/08/2023	\$25.00			Purchasing
Tax1099.com	DEBIT0308202	03/08/2023	\$3.74			Purchasing
Washington County Solid Waste	5384	03/08/2023	\$27.95			Purchasing
XPress Bill Pay	XBPO3062023	03/08/2023	\$298.75			Purchasing
Arizona Strip Landfill Corporation	ASLF03092023	03/09/2023	\$0.00			Purchasing
Dockstader, Theral Jason	03092023	03/09/2023	\$0.00			Purchasing
International Code Council	ICC03092023	03/09/2023	\$79.00			Purchasing
Layton Ventures LLC	5389	03/09/2023		03/09/2023	\$900.00	Purchasing
Layton Ventures LLC	5390	03/09/2023	\$900.00			Purchasing
Mandala, Inc.	03092023	03/09/2023	\$0.00			Purchasing
Payroll	0310231200	03/10/2023	\$5,037.44			Paycheck
Internal Revenue Service	EFTPS0310202	03/10/2023	\$1,163.91			Payroll
Sair, Danielle M	5383	03/10/2023	\$72.73			Paycheck
Utah Retirement Systems	URS03102023	03/10/2023	\$812.19			Payroll
Utah State Treasurer	UST03102023	03/10/2023	\$221.63			Purchasing
International Code Council	ICC03132023	03/13/2023	\$145.00			Purchasing
O'Reilly Auto Parts	OAP03142023	03/14/2023	\$27.74			Purchasing
Home Depot	HD03152023	03/15/2023	\$1,077.30			Purchasing
Basic American Supply	BAS03162023	03/16/2023	\$14.51			Purchasing
Blackburn Propane Inc.	5392	03/16/2023	\$616.49			Purchasing
Hurricane Ready Mix, Inc.	5393	03/16/2023	\$251.57			Purchasing
Washington County Solid Waste	5391	03/16/2023	\$4,965.21			Purchasing
Red Dirt Car Wash	HRD03172023	03/17/2023	\$10.00			Purchasing
Zoom Video Communications Inc.	Z03202023	03/20/2023	\$15.99			Purchasing
Little Creek Station	5394	03/21/2023	\$312.04			Purchasing
Basic American Supply	BAS03222023	03/22/2023	\$23.45			Purchasing
Rocky Mountain Power	RMP03222023	03/22/2023	\$326.94			Purchasing
Payroll	0324231200	03/24/2023	\$6,968.04			Paycheck
Internal Revenue Service	EFTPS0324202	03/24/2023	\$1,870.58			Payroll
Lindhardt, Frank G	5395	03/24/2023	\$784.97			Paycheck
Utah Retirement Systems	URS03242023	03/24/2023	\$810.67			Payroll
Zions Bank	ZB03272023	03/25/2023	\$880.38			Purchasing
Streamline Automotive Inc.	SA03282023	03/28/2023	\$10.00			Purchasing
Streamline Automotive Inc.	SA03282023	03/28/2023	\$10.00			Purchasing
Streamline Automotive Inc.	SA03282023	03/28/2023		03/28/2023	\$20.00	Purchasing
Sunrise Engineering Inc.	5398	03/28/2023	\$597.78			Purchasing
Basic American Supply	BAS03292023	03/29/2023	\$17.78			Purchasing
Home Depot	HD03292023	03/29/2023	\$14.62			Purchasing
International Code Council	ICC03292023	03/29/2023	\$1,167.11			Purchasing
Buck's Ace Hardware	5400	03/30/2023	\$48.57			Purchasing
Perfect Connection Electrical	5399	03/30/2023	\$3,169.00			Purchasing
State of Utah	03302023	03/30/2023	\$5.00			Purchasing
Bee's Marketplace	B03312023	03/31/2023	\$55.45			Purchasing
			<b>\$73,563.41</b>		<b>\$1,774.10</b>	

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2022 to 03/31/2023**  
**75.00% of the fiscal year has expired**

Item 5.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
<b>Change In Net Position</b>					
<b>Revenue:</b>					
<b>Taxes</b>					
3110 General Property Taxes-Current	113,275.51	3,321.45	131,292.24	128,557.00	102.13%
3120 Prior Year's Taxes-Delinquent	5,139.11	0.00	0.00	8,000.00	0.00%
3130 General Sales and Use Taxes	94,237.16	14,096.83	139,897.38	130,000.00	107.61%
3140 Energy and Communication Taxes	13,392.64	5,302.44	34,274.74	35,000.00	97.93%
3150 RAP Tax	11,926.02	1,666.24	12,456.60	17,000.00	73.27%
3160 Transient Taxes	4,907.73	1,258.99	10,935.67	7,200.00	151.88%
3170 Fee in Lieu of Personal Property Taxes	1,584.85	0.00	0.00	8,400.00	0.00%
3180 Fuel Tax Refund	0.00	0.00	826.53	0.00	0.00%
3190 Highway/Transit Tax	8,764.02	1,336.24	13,053.61	12,550.00	104.01%
<b>Total Taxes</b>	<b>253,227.04</b>	<b>26,982.19</b>	<b>342,736.77</b>	<b>346,707.00</b>	<b>98.85%</b>
<b>Licenses and permits</b>					
3210 Business Licenses	7,350.00	1,050.00	8,740.50	8,000.00	109.26%
3221 Building Permits-Fee	61,211.09	3,327.40	39,883.09	75,000.00	53.18%
3222 Building Permits-Non Surcharge	8,611.68	499.10	5,786.52	11,250.00	51.44%
3223 Building permit - HCP Valuation	3,496.28	0.00	0.00	0.00	0.00%
3224 Building Permits Surcharge	332.22	(554.19)	(121.06)	750.00	-16.14%
3225 Animal licenses	390.00	50.00	800.00	500.00	160.00%
<b>Total Licenses and permits</b>	<b>81,391.27</b>	<b>4,372.31</b>	<b>55,089.05</b>	<b>95,500.00</b>	<b>57.68%</b>
<b>Intergovernmental revenue</b>					
3342 Fire Dept-State Wildland Grant	0.00	0.00	0.00	10,000.00	0.00%
3356 Class "C" Road Allotment	57,577.59	15,641.09	87,796.00	82,000.00	107.07%
3358 Liquor Control Profits	755.59	0.00	1,037.25	800.00	129.66%
3370 State Grants	13,236.51	0.00	0.00	0.00	0.00%
<b>Total Intergovernmental revenue</b>	<b>71,569.69</b>	<b>15,641.09</b>	<b>88,833.25</b>	<b>92,800.00</b>	<b>95.73%</b>
<b>Charges for services</b>					
3230 Special Event Permit	3,000.00	0.00	2,480.00	3,000.00	82.67%
3410 Clerical Services	133.69	0.00	259.90	250.00	103.96%
3416 Other Interdepartmental Charges	0.00	0.00	5,400.80	16,000.00	33.76%
3431 Zoning and subdivision fees	53,330.13	0.00	10,222.25	40,000.00	25.56%
3440 Solid Waste	37,396.31	5,001.12	42,083.30	53,350.00	78.88%
3441 Storm Drainage	31,629.69	3,981.94	34,121.66	42,800.00	79.72%
3461 GRAMA Requests	0.00	0.00	285.52	200.00	142.76%
3470 Park and Recreation Fees	0.00	0.00	0.00	100.00	0.00%
3615 Late Charges/Other Fees	1,261.26	(668.54)	(858.27)	2,500.00	-34.33%
<b>Total Charges for services</b>	<b>126,751.08</b>	<b>8,314.52</b>	<b>93,995.16</b>	<b>158,200.00</b>	<b>59.42%</b>
<b>Fines and forfeitures</b>					
3510 Fines	523.93	613.44	3,991.85	1,000.00	399.19%
<b>Total Fines and forfeitures</b>	<b>523.93</b>	<b>613.44</b>	<b>3,991.85</b>	<b>1,000.00</b>	<b>399.19%</b>
<b>Interest</b>					
3610 Interest Earnings	1,693.12	0.00	15,990.29	3,000.00	533.01%
<b>Total Interest</b>	<b>1,693.12</b>	<b>0.00</b>	<b>15,990.29</b>	<b>3,000.00</b>	<b>533.01%</b>
<b>Miscellaneous revenue</b>					
3640 Sale of Capital Assets	0.00	0.00	0.00	5,000.00	0.00%
3690 Sundry revenue	2,692.86	186.96	18,547.82	2,800.00	662.42%
3692 Fire Department Fundraisers/Donations	0.00	0.00	1,500.00	2,000.00	75.00%
3697 Park Department Fundraisers	0.00	0.00	0.00	800.00	0.00%
3801.1 Impact fees - Fire	17,783.00	0.00	5,064.00	25,320.00	20.00%
3801.2 Impact fees - Police	2,394.00	0.00	0.00	0.00	0.00%
3801.3 Impact fees - Roadways	56,374.00	0.00	15,960.00	79,800.00	20.00%
3801.6 Impact fees - Storm Water	30,058.95	0.00	22,307.15	86,550.00	25.77%
3801.7 Impact fees - Parks, Trails, OS	15,366.00	0.00	4,350.00	21,750.00	20.00%
<b>Total Miscellaneous revenue</b>	<b>124,668.81</b>	<b>186.96</b>	<b>67,728.97</b>	<b>224,020.00</b>	<b>30.23%</b>
<b>Contributions and transfers</b>					
3890 Fund balance appropriation	0.00	0.00	0.00	15,000.00	0.00%
<b>Total Contributions and transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>659,824.94</b>	<b>56,110.51</b>	<b>668,365.34</b>	<b>936,227.00</b>	<b>71.39%</b>
<b>Expenditures:</b>					
<b>General government</b>					
<b>Council</b>					

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2022 to 03/31/2023**  
**75.00% of the fiscal year has expired**

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4111.110 Council/PC Salaries and wages	11,900.00	850.00	11,700.00	21,000.00	55.71%
4111.130 Council/PC Employee benefits	1,157.04	106.78	1,162.84	2,410.00	48.25%
4111.210 Council/PC Travel Reimbursement	0.00	0.00	0.00	1,500.00	0.00%
4111.220 Council/PC Training	60.00	0.00	0.00	1,500.00	0.00%
4111.610 Council Donations and discretionary spending	0.00	0.00	0.00	500.00	0.00%
<b>Total Council</b>	<b>13,117.04</b>	<b>956.78</b>	<b>12,862.84</b>	<b>26,910.00</b>	<b>47.80%</b>
<b>Administrative</b>					
4141.110 Admin Salaries and Wages	67,913.80	8,335.71	76,480.85	99,445.00	76.91%
4141.130 Admin Employee Benefits	5,812.86	967.57	6,883.68	11,377.00	60.51%
4141.140 Admin Employee Retirement - GASB 68	208.99	1,097.58	10,158.58	13,553.00	74.95%
4141.210 Admin Dues, Subs & Memberships	2,852.59	0.00	4,792.76	4,000.00	119.82%
4141.220 Admin Public Notices	597.54	0.00	41.95	1,200.00	3.50%
4141.230 Admin Training	195.00	295.00	743.17	1,000.00	74.32%
4141.240 Admin Office/Administrative Expense	10,534.33	1,158.80	12,796.16	5,000.00	255.92%
4141.250 Admin Equipment Expenses	4,248.54	2,463.74	13,123.27	2,000.00	656.16%
4141.260 Admin Building & Ground Maintenance	1,769.33	431.77	4,285.71	1,500.00	285.71%
4141.270 Admin Utilities	4,275.12	943.43	5,970.42	5,800.00	102.94%
4141.280 Admin Telephone and Internet	6,037.65	445.13	5,938.13	4,800.00	123.71%
4141.290 Admin Postage	2,203.35	189.00	2,194.51	3,000.00	73.15%
4141.320 Admin Engineering Fees	27,481.84	0.00	6,337.98	20,000.00	31.69%
4141.330 Admin Legal Fees	48,374.15	5,031.25	38,932.82	25,000.00	155.73%
4141.331 Admin Assessment legal fees	2,028.84	0.00	0.00	0.00	0.00%
4141.340 Admin Accounting & Auditing	16,823.74	0.00	4,400.00	7,500.00	58.67%
4141.350 Admin Building/Zoning/Planning Fees	52,717.48	4,111.60	24,667.08	35,000.00	70.48%
4141.360 Admin Education-General	247.83	0.00	0.00	500.00	0.00%
4141.390 Admin Bank Service Charges	3,462.10	100.00	115.00	4,600.00	2.50%
4141.410 Admin Insurance	6,052.33	0.00	13,275.25	7,000.00	189.65%
4141.490 Admin Travel Reimbursements	199.32	36.90	1,079.81	500.00	215.96%
4141.500 Admin Weed Abatement	0.00	0.00	0.00	1,500.00	0.00%
4141.610 Bad Debt Expense	0.33	196.91	2,015.13	0.00	0.00%
4141.740 Admin Capital Outlay	0.00	(1,183.98)	(650.84)	15,000.00	-4.34%
4170 Elections	2,288.46	0.00	0.00	0.00	0.00%
<b>Total Administrative</b>	<b>266,325.52</b>	<b>24,620.41</b>	<b>233,581.42</b>	<b>269,275.00</b>	<b>86.74%</b>
<b>Total General government</b>	<b>279,442.56</b>	<b>25,577.19</b>	<b>246,444.26</b>	<b>296,185.00</b>	<b>83.21%</b>
<b>Public safety</b>					
<b>Police</b>					
4210.110 Police Salaries & Wages/Contract	9,450.00	0.00	11,250.00	15,000.00	75.00%
4210.250 Police Expenditures	4,762.58	0.00	0.00	0.00	0.00%
4253.250 Animal Control Supplies	63.25	0.00	0.00	100.00	0.00%
<b>Total Police</b>	<b>14,275.83</b>	<b>0.00</b>	<b>11,250.00</b>	<b>15,100.00</b>	<b>74.50%</b>
<b>Fire</b>					
4220.110 Fire Salaries & wages	20,976.05	3,076.94	26,673.55	40,100.00	66.52%
4220.130 Fire Employee Benefits	3,100.67	843.48	6,640.18	11,254.00	59.00%
4220.140 Fire Contract Salaries & Wages	0.00	0.00	0.00	6,680.00	0.00%
4220.210 Fire Dues, Subscriptions & Memberships	0.00	1,167.11	1,591.11	500.00	318.22%
4220.230 Fire Travel, Mileage & Cell	57.19	0.00	0.00	600.00	0.00%
4220.240 Fire Office & Other Expenses	0.00	55.45	85.44	0.00	0.00%
4220.250 Fire Equipment Maintenance & Repairs	1,303.89	1,798.72	4,737.15	1,500.00	315.81%
4220.360 Fire Training	224.27	79.00	330.00	8,000.00	4.13%
4220.450 Fire Small Equip/Supplies	0.00	1,244.32	4,581.05	17,536.00	26.12%
4220.460 Fire Supplies-Fundraisers	0.00	0.00	0.00	500.00	0.00%
4220.465 Fire Gear	472.79	0.00	0.00	4,400.00	0.00%
4220.560 Fire Equipment Fuel	342.54	165.22	530.95	1,800.00	29.50%
4220.610 Fire Principal	9,194.18	0.00	11,985.58	14,590.00	82.15%
4220.620 Fire Interest	905.17	0.00	(778.76)	1,165.00	-66.85%
4220.740 Fire Capital Outlay	27,500.00	0.00	0.00	15,000.00	0.00%
<b>Total Fire</b>	<b>64,076.75</b>	<b>8,430.24</b>	<b>56,376.25</b>	<b>123,625.00</b>	<b>45.60%</b>
<b>Total Public safety</b>	<b>78,352.58</b>	<b>8,430.24</b>	<b>67,626.25</b>	<b>138,725.00</b>	<b>48.75%</b>
<b>Highways and public improvements</b>					
<b>Highways</b>					
4410.110 Road Wages and Contract Labor	0.00	50.00	450.00	7,500.00	6.00%
4410.130 Road Employee Benefits	0.00	3.83	34.44	858.00	4.01%
4410.380 Road Department Services	720.00	0.00	2,154.20	3,000.00	71.81%
4410.450 Road Department Supplies	1,616.79	0.00	9,246.26	30,000.00	30.82%

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2022 to 03/31/2023**  
**75.00% of the fiscal year has expired**

Item 5.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4410.550 Road Equipment Maintenance	3,029.05	10.00	1,127.60	6,000.00	18.79%
4410.560 Road Equipment Fuel	1,589.88	1,117.01	1,613.01	2,500.00	64.52%
4410.810 Road Principal	40,211.81	841.97	41,493.92	44,100.00	94.09%
4410.820 Road Interest	30,501.03	38.41	29,420.35	29,531.00	99.63%
4415.110 Public Works Wages and Contract Labor	0.00	460.00	3,417.00	32,500.00	10.51%
4415.130 Public Works Employee benefits	0.00	35.19	330.23	858.00	38.49%
4415.320 Public Works Engineering/Professional Fees	0.00	0.00	107.25	0.00	0.00%
4415.450 Public Works Supplies	3,799.22	17.98	4,442.22	4,000.00	111.06%
4415.550 Public Works Equipment Maintenance	1,435.48	10.00	1,377.26	1,700.00	81.02%
4415.560 Public Works Equipment fuel	(52.00)	(970.19)	243.19	2,000.00	12.16%
4415.570 Public Works Travel Reimbursement	0.00	0.00	77.51	200.00	38.76%
4415.610 Public Works Storm Drainage	0.00	0.00	3,300.81	5,000.00	66.02%
4415.710 Public Works Principal	14,919.85	0.00	15,479.43	15,500.00	99.87%
4415.720 Public Works Interest	1,140.15	0.00	580.57	585.00	99.24%
4415.740 Public Works Capital Outlay	0.00	0.00	11,000.00	11,000.00	100.00%
<b>Total Highways</b>	<b>98,911.26</b>	<b>1,614.20</b>	<b>125,895.25</b>	<b>196,832.00</b>	<b>63.96%</b>
<b>Sanitation</b>					
4420.460 Solid Waste Service	36,213.26	4,957.68	33,956.00	52,128.00	65.14%
<b>Total Sanitation</b>	<b>36,213.26</b>	<b>4,957.68</b>	<b>33,956.00</b>	<b>52,128.00</b>	<b>65.14%</b>
<b>Total Highways and public improvements</b>	<b>135,124.52</b>	<b>6,571.88</b>	<b>159,851.25</b>	<b>248,960.00</b>	<b>64.21%</b>
<b>Parks, recreation, and public property</b>					
<b>Parks</b>					
4540.110 Park/Rec Wages and Contract Labor	2,755.00	0.00	4,583.00	7,500.00	61.11%
4540.130 Park/Rec Employee benefits	0.00	0.00	350.60	858.00	40.86%
4540.250 Park/Rec Department Expenses	0.00	0.00	272.62	1,000.00	27.26%
4540.460 Park/Rec Community events supplies	157.85	0.00	1,289.44	4,000.00	32.24%
4540.740 Parks Capital outlay	4,586.00	0.00	0.00	0.00	0.00%
<b>Total Parks</b>	<b>7,498.85</b>	<b>0.00</b>	<b>6,495.66</b>	<b>13,358.00</b>	<b>48.63%</b>
<b>Total Parks, recreation, and public property</b>	<b>7,498.85</b>	<b>0.00</b>	<b>6,495.66</b>	<b>13,358.00</b>	<b>48.63%</b>
<b>Transfers</b>					
4804 Transfer to Fund Balance	0.00	0.00	0.00	25,579.00	0.00%
4807 Transfer to Assigned Balance - Fire Impact Fees	0.00	0.00	0.00	25,320.00	0.00%
4809 Transfer to Assigned Balance - Roadway Impact Fee	0.00	0.00	0.00	79,800.00	0.00%
4810 Transfer to Assigned Balance -Storm Water Imp Fee	0.00	0.00	0.00	86,550.00	0.00%
4811 Transfer to Assigned Balance - Parks & Rec Fees	0.00	0.00	0.00	21,750.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>238,999.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>500,418.51</b>	<b>40,579.31</b>	<b>480,417.42</b>	<b>936,227.00</b>	<b>51.31%</b>
<b>Total Change In Net Position</b>	<b>159,406.43</b>	<b>15,531.20</b>	<b>187,947.92</b>	<b>0.00</b>	<b>0.00%</b>

**Town of Apple Valley**  
**Operational Budget Report**  
**41 Capital Projects Fund - 07/01/2022 to 03/31/2023**  
**75.00% of the fiscal year has expired**

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Percent Used</u>
<b>Change In Net Position</b>					
<b>Expenditures:</b>					
<b>Miscellaneous</b>					
4141.740 Capital Outlay expenses	8,013.04	5,384.97	35,658.71	0.00	0.00%
<b>Total Miscellaneous</b>	<u>8,013.04</u>	<u>5,384.97</u>	<u>35,658.71</u>	<u>0.00</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<u>8,013.04</u>	<u>5,384.97</u>	<u>35,658.71</u>	<u>0.00</u>	<u>0.00%</u>
<b>Total Change In Net Position</b>	<u>(8,013.04)</u>	<u>(5,384.97)</u>	<u>(35,658.71)</u>	<u>0.00</u>	<u>0.00%</u>

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

10 GENERAL FUND	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual-to- Date	Original Budget	Initial Amended 2023 Budget	Initial 2024 Budget	Worksheet Notes
<b>REVENUE</b>									
<b>Taxes</b>									
3110 General property taxes-current	70,677	105,007	136,103	132,000	131,292	128,557	132,000	132,000	Certified Tax Rate not yet posted
3120 Prior year's taxes-delinquent	10,460	12,804	5,139	8,000	0	8,000	8,000	8,000	
3130 General sales and use taxes	99,678	105,307	179,393	130,000	139,897	130,000	186,600	190,000	
3140 Energy and communication taxes	14,771	15,889	25,250	35,000	34,275	35,000	45,700	45,700	
3150 RAP Tax	10,052	10,459	18,739	17,000	13,798	17,000	17,000	17,000	
3160 Transient Taxes	659	1,979	11,598	7,200	10,936	7,200	14,600	14,600	
3170 Fee in lieu of personal property taxes	10,142	8,634	456	8,400	0	8,400	8,400	8,400	
3180 Fuel Tax Refund	0	119	0	0	827	0	1000	1,000	
3190 Highway/Transit Tax	0	0	16831	12,550	13,054	12,550	17,100	17,100	
<b>Total Taxes</b>	<b>216,439</b>	<b>260,197</b>	<b>393,508</b>	<b>350,150</b>	<b>344,079</b>	<b>346,707</b>	<b>430,400</b>	<b>433,800</b>	
<b>Licenses and permits</b>									
3210 Business licenses	4,113	2,775	7,350	8,000	8,741	8,000	8,800	8,800	
3221 Building Permits-Fee	47,301	34,309	69,238	80,000	40,697	75,000	45,000	45,000	
3222 Building Permits-Non Surcharge	0	4,295	9,816	10,500	5,909	11,250	6,750	6,750	
3223 Building permit - HCP Valuation	9,669	1,732	0	4000	0	0			Removed from ordinance
3224 Building Permits Surcharge	347	1,178	339	1000	(114.00)	750	450	450	
3225 Animal licenses	1,340	970	420	500	800	500	800	800	
3430 Assessment fee income	2,006	0	0	0	0	0	0	0	
<b>Total Licenses and permits</b>	<b>64,775</b>	<b>45,258</b>	<b>87,163</b>	<b>104,000</b>	<b>56,033</b>	<b>95,500</b>	<b>61,800</b>	<b>61,800</b>	
<b>Intergovernmental revenue</b>									
3342 Fire Dept-State Wildland Grant	0	0	0	0	0	10,000	10,000	10,000	
3356 Class C" road allotment"	63,285	80,259	94,066	82,000	87,796	82,000	103,500	130,000	
3358 Liquor control profits	1,171	697	756	800	1,037	800	1100	1100	
3370 State Grants	0	0	13237	45,000	0	0	0	0	
3371 State Highway Grants	0	0	0	0	0	0	0	0	
3373 CARES Revenue	0	0	0	0	0	0	0	0	
<b>Total Intergovernmental revenue</b>	<b>64,456</b>	<b>80,956</b>	<b>108,058</b>	<b>127,800</b>	<b>88,833</b>	<b>92,800</b>	<b>114,600</b>	<b>141,100</b>	
<b>Charges for services</b>									
3230 Special Event Permit	0	0	3500	3000	2,480	3000	4500	4500	
3410 Clerical services	25,323	21	225	250	260	250	300	300	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

	2020	2021	2022	2022	2023	Original	Initial	Initial	
<b>10 GENERAL FUND</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual-to- Date</b>	<b>Budget</b>	<b>Amended 2023 Budget</b>	<b>2024 Budget</b>	<b>Worksheet Notes</b>
3415 SSD Payroll Services	48,566	0	0	0	0	0	0	0	
3416 Other Interdepartmental Charges	0	4,903	2,010	10000	5401	16,000	16,000	16,500	
3420 Fire Department Contracts	2,000	300	0	0	0	0	4500	6000	
3431 Zoning and subdivision fees	17,105	33,854	37,218	60,000	10,222	40,000	16,000	20,000	
3440 Solid waste	40,815	42,442	50,917	50,850	42,083	53,350	53,350	55,000	
3441 Storm Drainage	35,399	37,778	42,921	42,800	34,122	42,800	42,800	48,000	
3461 GRAMA requests	36	0	0	200	314	200	350	350	
3470 Park and recreation fees	60	55	0	100	0	100	100	100	
3481 Sale of Cemetery Lots								310,500	
3482 Perpetual Care								129,300	
3615 Late charges/Other Fees	21,026	-2,307	1,740	2,000	(858)	2,500	2,500	2,500	
<b>Total Charges for services</b>	<b>190,330</b>	<b>117,045</b>	<b>138,531</b>	<b>169,700</b>	<b>94,024</b>	<b>158,200</b>	<b>140,400</b>	<b>593,050</b>	
Fines and forfeitures									
3510 Fines	6,000	5,360	10,845	11,000	4,625	1,000	5,000	5,000	
<b>Total Fines and forfeitures</b>	<b>6,000</b>	<b>5,360</b>	<b>10,845</b>	<b>11,000</b>	<b>4,625</b>	<b>1,000</b>	<b>5,000</b>	<b>5,000</b>	
Interest									
3610 Interest earnings	2,676	5,493	3,308	3,000	19,174	3,000	28,750	38,000	
<b>Total Interest</b>	<b>2,676</b>	<b>5,493</b>	<b>3,308</b>	<b>3,000</b>	<b>19,174</b>	<b>3,000</b>	<b>28,750</b>	<b>38,000</b>	
Miscellaneous revenue									
3640 Sale of capital assets	26,182	650	0	0	0	5000	0	0	
3670 Debt proceeds	77,000	48,074	0	0	0	0	0	0	
3690 Sundry revenue	1	420	1734	5000	18,547	2,800	19,500	5,000	
3692 Fire department fundraisers	2,636	947	1166	1300	1,500	2,000	1,500	6,500	
3697 Park department fundraisers	819	884	0	800	0	800	800	800	
3801.1 Impact fees - Fire	2,589	767	19471	20000	5,064	25,320	6,800	6,800	
3801.2 Impact fees - police	0	0	0	0	0	0			Removed from ordinance
3801.3 Impact fees - roadways	10,014	6,682	59,034	65,000	15,960	79,800	24,600	24,600	
3801.6 Impact fees - storm water	2,924	2,728	32,945	45,000	22,307	86,550	31,000	31,000	
3801.7 Impact fees - parks, trails, OS	2,115	1,833	16,816	17,000	4,350	21,750	6,600	6,600	
<b>Total Miscellaneous revenue</b>	<b>124,280</b>	<b>62,984</b>	<b>131,165</b>	<b>154,100</b>	<b>67,728</b>	<b>224,020</b>	<b>90,800</b>	<b>81,300</b>	
Contributions and transfers									
3802.2 Contributions - public safety	0	0	0	300	0	0	0	0	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

	2020	2021	2022	2022	2023	Original	Initial	Initial	
<b>10 GENERAL FUND</b>	Actual	Actual	Actual	Budget	Actual-to- Date	Budget	Amended 2023 Budget	2024 Budget	Worksheet Notes
3802.7 Contributions - parks and recreation	594	100	0	100	0	0	0	0	
3802.8 Contributions - Contingency	0	0	0	100000	0	0	0	0	
3890 Fund balance appropriation	0	0	0	15,000	0	15000	0	0	
<b>Total Contributions and transfers</b>	<b>594</b>	<b>100</b>	<b>0</b>	<b>100,400</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	
<b>Total Revenue:</b>	<b>669,550</b>	<b>577,394</b>	<b>872,578</b>	<b>818,813</b>	<b>674,496</b>	<b>936,227</b>	<b>871,750</b>	<b>1,354,050</b>	
<b>EXPENDITURES</b>									
<b>General government</b>									
Council									
4111.110 Council Salaries and wages	17,031	8,311	16,875	17,000	12,075	21,000	21,000	21,000	
4111.130 Council Employee benefits	9,962	2,610	1,580	2,400	1,192	2410	2410	2,400	
4111.210 Council Travel Reimbursement	0	453	0	2,100	0	1,500	1,500	1,500	
4111.220 Council/PC Training	0	1,630	60	500	0	1,500	1,500	1,500	
4111.610 Council Donations and discretionary spending	1,344	0	0	500	0	500	500	500	
<b>Total Council</b>	<b>28,337</b>	<b>13,004</b>	<b>18,515</b>	<b>22,500</b>	<b>13,267</b>	<b>26,910</b>	<b>26,910</b>	<b>26,900</b>	
<b>Administrative</b>									
4141.110 Admin Salaries and Wages	87,583	91,128	91,048	91,800	80,857	99,445	99,445	101,000	
4141.130 Admin Employee Benefits	19,568	7,444	8,191	13,400	7,225	11,377	11,377	11,600	
4141.140 Admin Employee Retirement - GASB 68	6,454	4,272	3,214	4,700	10,713	13,553	13,553	13,600	
4141.210 Admin Dues, Subs & Memberships	1,135	1,257	4,846	4000	6,070	4,000	6,500	5,500	
4141.220 Admin Public Notices	1,251	1,290	1,017	1200	42	1200	1200	1,200	
4141.230 Admin Training	0	1,299	420	900	743	1000	1500	1,500	Combined w/4141.360 Redundant
4141.240 Admin Office/Administrative Expense	5,126	4,688	17,802	18,000	14,834	5,000	16,000	8,000	
4141.250 Admin Equipment Expenses	5,134	5,924	6,108	7,500	14,310	2,000	15,000	10,000	
4141.260 Admin Building & ground maintenance	2,379	1,027	1,999	2,000	4,327	1,500	4,500	4,500	
4141.270 Admin Utilities	4,365	5,987	5,730	5,800	5,970	5,800	7,000	7,000	
4141.280 Admin Telephone and Internet	4,518	16,834	7,601	10,000	6,380	4,800	7,800	7,800	
4141.290 Admin Postage	1,149	1,899	2,976	3,500	2,195	3,000	3,500	3,700	

**Town of Apple Valley**

Budgeting Worksheet-Initial Presentation-April 19, 2023

	2020	2021	2022	2022	2023	Original	Initial	Initial	
<b>10 GENERAL FUND</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual-to-Date</b>	<b>Budget</b>	<b>Amended 2023 Budget</b>	<b>2024 Budget</b>	<b>Worksheet Notes</b>
4141.320 Admin Engineering/Professional Fees	36,457	7,975	29,586	40,000	6,338	20,000	7,000	3,500	
4141.330 Admin Legal	13,078	5,644	58,165	65,000	39,095	25,000	44,000	45,000	
4141.331 Admin Assessment legal fees	6	0	0	0	0	0	0	0	
4141.340 Admin Accounting	7,512	12,868	16,824	17,000	4,400	7,500	4,500	4,500	AUP
4141.350 Building Fees-Inspector/85% Surcharge	0	20,656	64,548	70,000	29,762	35,000	35,000	35,000	
4141.360 Admin Education-General	1,462	0	248	500	0	500			Combined w/4141.230
4141.390 Admin Bank service charges	2,301	2,902	3,462	4,600	90	4,600	200	200	
4141.410 Admin Insurance	10,987	10,129	6,089	7,000	13,275	7,000	13,500	13,500	
4141.490 Admin Travel reimbursements	5,208	760	438	500	1143	500	1300	1,300	
4141.500 Admin Weed abatement	0	387	0	1500	0	1,500	1,500	1,500	
4141.550 Admin Cares Act	0	0	0	0	0	0	0	0	
4141.610 Bad debt expense	0	0	0	0	2015	0	2015	250	
4141.740 Admin Capital outlay	2,068	1,060	0	0	(959)	15000	0	0	
4170 Elections	1,885	0	2288	2500	0	0	1,500	1,000	
4171 Contingency	0	0	0	0	0	0	0	0	
<b>Total Administrative</b>	<b>219,627</b>	<b>205,429</b>	<b>332,602</b>	<b>371,400</b>	<b>248,825</b>	<b>269,275</b>	<b>297,890</b>	<b>281,150</b>	
<b>Total General government</b>	<b>247,964</b>	<b>218,433</b>	<b>351,117</b>	<b>393,900</b>	<b>262,092</b>	<b>296,185</b>	<b>324,800</b>	<b>308,050</b>	
Public safety									
Police									
4210.110 Police Salaries & Wages/Contract	9,522	1,080	13,200	16,950	11,250	15,000	15,000	15,000	\$3,750/QTR
4210.130 Police Employee benefits	736	83	0	100	0	0	0	0	
4210.230 Police Travel & mileage	628	0	0	0	0	0	0	0	
4210.250 Police Expenditures	0	0	4763	4800	0	0	0	0	
4210.470 Police Building Permits	35,999	0	0	0	0	0	0	0	
4253.250 Animal Control Supplies	64	63	63	100	0	100	100	100	
<b>Total Police</b>	<b>46,949</b>	<b>1,225</b>	<b>18,026</b>	<b>21,950</b>	<b>11,250</b>	<b>15,100</b>	<b>15,100</b>	<b>15,100</b>	
<b>Fire (not complete-waiting on budget requests. Should have for meeting.)</b>									
4220.110 Fire Salaries & wages	14,625	20,400	28,181	32,000	26,674	40,100	39,000	40,100	
4220.130 Fire Employee Benefits	910	1,976	4,808	6,000	6,640	11,254	11,254	11,254	
4220.140 Fire Contract Salaries & Wages	0	0	0	0	0	6680	6680	4500	
4220.150 Fire Contract Expense	0	0	0	0	0	0	0	1500	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

<u>10 GENERAL FUND</u>	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual-to- Date	Original Budget	Initial Amended 2023 Budget	Initial 2024 Budget	Worksheet Notes
4220.210 Fire Dues, subscriptions & memberships	94	109	355	500	1591	500	2000	1000	
4220.230 Fire Travel, Mileage & Cell	271	28	57	300	0	600	600	600	
4220.240 Fire Office expenses	78	329	765	0	85	0	100	100	
4220.250 Fire Equipment maintenance & repairs	1,823	705	2514	2700	4,732	1500	5000	5000	
4220.260 Fire Rent expense	720	0	0	850	0	0	0	0	
4220.360 Fire Training	440	1,248	389	800	330	8000	8000	8000	
4220.450 Fire Small Equip/Supplies	1,196	458	2026	1,200	4,581	17,536	17,536	17,000	
4220.460 Fire Supplies-Fundraisers	604	544	514	550	0	500	500	500	
4220.465 Fire Gear	0	9,383	1,518	3,000	0	4,400	4,400	4,400	
4220.475 Fire Other Grant Expenditures	0	0	0	0	0	0	0	0	
4220.550 Fire Cares Act	0	0	0	0	0	0	0	0	
4220.560 Fire Equipment Fuel	1,290	2,047	1,251	1,800	531	1,800	1,800	1,800	
4220.610 Fire Principal	0	0	12351	13,400	11,986	14,590	12,000	0	
4220.620 Fire Interest	0	0	1115	2,400	(779)	1,165	0	0	
4220.740 Fire Capital outlay	1,386	305	27500	30,000	0	15,000	0	0	
4220.810 Fire Captial Contingency	0	0	0	0	0	0	0	0	
<b>Total Fire</b>	<b>23,436</b>	<b>37,532</b>	<b>83,344</b>	<b>95,500</b>	<b>56,371</b>	<b>123,625</b>	<b>108,870</b>	<b>95,754</b>	
<b>Total Public safety</b>	<b>70,385</b>	<b>38,758</b>	<b>101,370</b>	<b>117,450</b>	<b>67,621</b>	<b>138,725</b>	<b>123,970</b>	<b>110,854</b>	
Highways and public improvements									
Highways									
4410.110 Road Wages and Contract Labor	13,037	879	0	3,500	540	7,500	7,500	5,300	
4410.130 Road Employee benefits	5,204	67	0	300	41	858	858	610	
4410.270 Road Flood damage	-9,929	9,008	0	0	0	0	0	2000	
4410.380 Road Department Services	0	0	720	850	2,154	3000	3000	2500	
4410.450 Road Department Supplies	1,474	10,873	2,181	5,000	9,246	30,000	30,000	45,000	Asphalt/Road Repairs/Signs/Barricade Equip
4410.550 Road Equipment Maintenance	11,383	19,999	3,029	10,000	1,128	6,000	6,000	2,500	
4410.560 Road Equipment Fuel	337	2,674	1,590	2,000	1,613	2,500	2,500	5,000	
4410.740 Road Capital outlay	0	48,076	0	0	0	0	0	0	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

	2020	2021	2022	2022	2023	Original	Initial	Initial	
<u>10 GENERAL FUND</u>	Actual	Actual	Actual	Budget	Actual-to-Date	Budget	Amended	2024	Worksheet Notes
							2023 Budget	Budget	
4410.810 Road Principal	35,000	31,000	42,668	42,700	54,409	44,100	54,500	35,000	Gateway (final pmt 10/2046)
4410.820 Road Interest	32,950	32,200	30,686	35,000	29,432	29,531	29,500	28,150	
4415.110 Public Works Wages and Contract Labor	56,049	10,965	0	2,500	3,427	32,500	32,500	18,800	
4415.130 Public Works Employee benefits	13,391	702	0	200	331	858	858	2160	
4415.140 Public Works Employee Retirement - GASB									
68	7,153	0	0	0	0	0	0	0	
4415.320 Public Works Engineering/Professional Fees	0	0	0	0	107	0	150	0	
4415.450 Public Works Supplies	313	207	3825	4500	4,442	4,000	5,000	4,000	
4415.550 Public Works Equipment Maintenance	374	3,753	1,806	2000	1,377	1700	2000	2,000	
4415.560 Public Works Equipment fuel	1,881	742	-25	500	243	2000	2000	2,000	
4415.570 Public Works Travel Reimbursement	0	202	0	200	78	200	200	200	
4415.610 Public Works Storm Drainage	0	0	0	0	3,301	5000	5000	5,000	
4415.710 Public Works Principal	14341	24585	14920	15,000	15,479	15,500	15,500	0	
4415.720 Public Works Interest	1999	6063	1140	1,140	581	585	585	0	
4415.740 Public Works Capital Outlay	84,598	3,700	0	0	11000	11000	11000	6,500	Weed Sprayer-\$2500, Fuel Tank-\$4,000
4415.810 Public Works Contingency	0	0	0	0	0	0	0	0	
<b>Total Highways</b>	<b>269,557</b>	<b>205,696</b>	<b>102,540</b>	<b>125,390</b>	<b>138,929</b>	<b>196,832</b>	<b>208,651</b>	<b>166,720</b>	
Sanitation									
4420.220 Solid Waste Postage	481	0	0	0	0	0	0	0	
4420.460 Solid Waste Service	37,436	37,475	54,200	44,500	33,956	52,128	52,128	52,200	
<b>Total Sanitation</b>	<b>37,918</b>	<b>37,475</b>	<b>54,200</b>	<b>44,500</b>	<b>33,956</b>	<b>52,128</b>	<b>52,128</b>	<b>52,200</b>	
<b>Total Highways and public improvements</b>	<b>307,475</b>	<b>243,171</b>	<b>156,741</b>	<b>293,100</b>	<b>172,885</b>	<b>248,960</b>	<b>260,779</b>	<b>218,920</b>	
Parks, recreation, and public property									
Parks									
4540.110 Park/Rec Wages and Contract Labor	0	0	2785	6,000	4,583	7,500	7,500	13,500	
4540.130 Park/Rec Employee benefits	0	0	3	1000	351	858	858	1,500	
4540.250 Park/Rec Department Expenses	325	243	128	0	273	1000	1000	1000	
4540.460 Park/Rec Community events supplies	1,584	760	297	1500	1289	4000	4000	4000	
4540.740 Parks Capital outlay	0	0	4586	12,000	0	0	0	0	
4590.250 Cemetery Maintenance							0	0	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

	2020	2021	2022	2022	2023	Original	Initial	Initial	
<b>10 GENERAL FUND</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual-to-Date</b>	<b>Budget</b>	<b>Amended 2023 Budget</b>	<b>2024 Budget</b>	<b>Worksheet Notes</b>
4590.460 Cemetery Supplies and Equipment							0	0	
4590.470 Cemetery Capital Outlay							0	0	
<b>Total Parks</b>	<b>1,909</b>	<b>1,003</b>	<b>7,799</b>	<b>20,500</b>	<b>6,496</b>	<b>13,358</b>	<b>13,358</b>	<b>20,000</b>	
<b>Total Parks, recreation, and public property</b>	<b>1,909</b>	<b>1,003</b>	<b>7,799</b>	<b>20,500</b>	<b>6,496</b>	<b>13,358</b>	<b>13,358</b>	<b>20,000</b>	
Transfers									
4804 Transfer to Fund Balance	-1	0	0	31410	0	25,579	21,143	187,426	Use for PW Personnel?
4805 Transfer to capital projects	0	0	0	40000	0	0	58,700	250,000	Cemetery-\$250k
4807 Transfer to Assigned Balance - Fire Impact Fees	0	0	0	20000	0	25,320	6,800	6,800	
4808 Transfer to Assigned Balance - Police Impact Fees	0	0	0	0	0	0			
4809 Transfer to Assigned Balance - Roadway Impact Fees	0	0	0	65000	0	79,800	24,600	24,600	
4810 Transfer to Assigned Balance -Storm Water Imp Fees	0	0	0	45000	0	86,550	31,000	31,000	
4811 Transfer to Assigned Balance - Parks & Rec Fees	0	0	0	17000	0	21,750	6,600	6,600	
4812 Transfer to Assigned Balance - Perpetual Care	0	0	0	0	0	0	0	129,300	
4813 Transfer to Assigned Balance - Cemetery Funds	0	0	0	0	0	0	0	60,500	
<b>Total Transfers</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>218410</b>	<b>0</b>	<b>238,999</b>	<b>148,843</b>	<b>696,226</b>	
<b>Total Expenditures:</b>	<b>627,732</b>	<b>501,364</b>	<b>617,026</b>	<b>920,150</b>	<b>509,094</b>	<b>936,227</b>	<b>871,750</b>	<b>1,354,050</b>	
<b>Total Change In Net Position</b>	<b>41,818</b>	<b>76,030</b>	<b>255,552</b>	<b>0</b>	<b>165,402</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Town of Apple Valley

Budgeting Worksheet-Initial Presentation-April 19, 2023

10 GENERAL FUND	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual-to-Date	Original Budget	Initial Amended 2023 Budget	Initial 2024 Budget	Worksheet Notes
<b>41 CAPITAL PROJECTS FUND</b>	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	2023 Original Budget	2023 Revised Budget	2024 Proposed	
Revenue:									
Intergovernmental Revenue									
3340 Grant Revenues-General	0	0	0	0	0	0	-	3,320,000	CIB for Storm Drainage/Road Upgrades
3345 Grant Revenues-Fire	0	0	0	0	0	0	-	492,000	CIB for Bunker Gear/Water Tender Truck
<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>3,812,000</b>	
Interest									
3610 Interest earnings	0	0	0	0	0	0	-	-	
<b>Total Interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	
Miscellaneous Revenue									
3675 Fire Capital Proceeds	0	0	0	0	0	0	-	-	
<b>Total Miscellaneous Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	
Transfers & Contributions									
3810 General Fund Transfer	0	0	0	0	0	0	58,700	520,000	CIB Matches (restricted funds) \$270k, Cemetery proceeds - \$250k, Tender-\$20k
<b>Total Txfrs &amp; Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,700</b>	<b>520,000</b>	
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,700</b>	<b>4,332,000</b>	
Expenditures:									
Miscellaneous									
4141.740 Capital Outlay expenses	4,996	210	0	0	35,059	0	33,700	-	
4220.740 Fire Capital Outlay	0	0	0	0	0	0	15,000	512,000	Total Project Costs-\$420k Tender, \$92K Gear
4410.740 Road Capital outlay	0	0	0	0	0	0	-	1,050,000	Total Project Costs-Coyote Rd/Bubbling Wells
4415.740 Public Works Capital Outlay								2,520,000	Total Project Cost-Storm Drain
4590.470 Cemetery Capital Outlay							10,000	250,000	Total Project Costs
<b>Total Miscellaneous</b>	<b>4,996</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>35,059</b>	<b>0</b>	<b>58,700</b>	<b>4,332,000</b>	

**Town of Apple Valley**

Budgeting Worksheet-Initial Presentation-April 19, 2023

<u>10 GENERAL FUND</u>	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual-to- Date	Original Budget	Initial Amended 2023 Budget	Initial 2024 Budget	Worksheet Notes
<b>Total Expenditures:</b>	4,996	210	0	0	35,059	0	58,700	4,332,000	
<b>Total Change In Net Position</b>	-4,996	-210	0	0	(35,059)	0	-	-	

Kevin Sair - Public Works/Roads Budget Request

1.	Asphalt Repair	
	Corner of HWY 59 & Plains Drive	5,000
2.	Road Repairs	
	Winesap Circle	4,000
	Zion Circle	4,000
	Mt. Zion Drive	4,000
	Gooseberry	4,000
	Purple Sage	10,000
	Smithsonian	10,000
3.	Rock by Mailboxes	
	Plains Drive/Apple Valley Drive	400
	HWY 59/Paradise Lane	400
4.	Missing Road Signs	
	Cedar Point	800
5.	Safety Barricade Equipment	700
6.	Commercial Weed Sprayer	2,500
7.	500 Ga. Fuel Tank & Burn	4,000
		<b><u>\$ 49,800</u></b>

### Summary of proposed changes to 10.10.050

The following is a summary of what the proposed changes will do;

1. It allows a property owner to ask for conditional use permit PRIOR to the issuance of a building permit for the following uses:
  - a. Build Accessory buildings
  - b. Plant gardens and trees Raise crops and horticulture
  - c. Have animals and fowls for personal use
  - d. And other conditional uses

**Currently no uses are allowed until a building permit is issued.**

2. It puts restrictions on the maximum size of an accessory building on a lot, depending upon the size of their lot. The larger the lot, the larger the accessory building can be. This is to prevent a giant accessory building on a small lot, but a giant accessory building will be fine and not look out of place on a 5- or 10-acre lot.
3. It outlines that the maximum sq foot occupied by all building including the primary residence and all accessory buildings on a property owners lot is 50% of the total sq feet of the property. There are currently a lot of restrictions on both number of building and size of building allowed on a lot.

Planning Commission Recommendation on April 5, 2023

10.10.050 RE Rural Estates Zone, Ordinance-O-2023-15

Chairman Farrar proposed on page 2 item 10 b. (c.) delete the word twenty, should be 30 (thirty) as already in ordinance. Number 11. metal building should not be eliminated. On page 3 proposed maximum size accessory building total maximum size of all accessory buildings. 10,000 square feet for one acre, 20,000 for two and a half, 40,000 for five and if you have 10, 20 or x amount of acres or more we don't need to regulate that. Also add total max for all shipping containers, 1 acre is 1,500 square feet, 2.5 acres is 2,000 square feet, 5 acres is 3,500 square feet, and if you have 10 acres or more, we don't need to be involved in any of that. Proposed changes. (Attachment A)

**MOTION:** Commissioner Hood motioned that we recommend implementation for the changes listed here that we talked about, so we implement those changes on 10.10.050 that would recommend approval.

**SECOND:** The motion was seconded by Commissioner Palmer.

**VOTE:** Chairman Farrar called for a vote:

Commissioner Farrar - Aye  
Commissioner Hood - Aye  
Commissioner Palmer - Aye  
Commissioner Fralish - Aye  
Chairman Farrar - Aye

The vote was unanimous and the motion carried.

restrictions:

- (1) Cow, horse, donkey, mule, or similar large animal, and potbelly pig 25 points each, but not to exceed the maximum of ten (10) large animals per five (5) acres;
- (2) Miniature horses, sheep, goats, or similar medium-size animals, less than 36 inches in height as measured from the withers, (8 points each), but not to exceed the maximum of twenty (20) medium animals per five (5) acres;
- c. Chickens, ducks, pigeons, doves, rabbits, turkeys, geese, pheasants, and similar small and medium-size fowl are not to exceed **twenty** thirty (30) per One (1) acre; → OMIT
- d. No rooster is permitted on any lot which is less than one (1) acre. Lots 1 acre or larger may have one (1) rooster per thirty (30) chickens.
- e. Only domestic and farm animals including household dogs and pets shall be kept on any lot with in the Rural Estates Zone.
- f. Other than domesticated potbelly pigs allowed under AVLU 10.10.050.B.11.b(1), the keeping of any pigs is not allowed in the Rural Estates Zone.
- g. The following shall be excluded from consideration for the purpose of determining compliance with this section:
  - (1) The unweaned, offspring of a residing animal or fowl, under six (6) months of age.
  - (2) Residents 18 years or younger participating in a 4-H, FFA or similar youth program raising an animal with the intent to sell the animal at auction within twelve (12) months.
- h. Animals shall be contained in proper pens, coups, corals, pasture, paddock, ~~arcana~~ arena, or similar exercise area on owners property Animal enclosures shall be cleaned regularly, be kept in good repair, give the animals ample room, and offer the animals shelter and shade.
- i. Noise, safety, pests or smell nuisances that result from improper care of animals or property are strictly prohibited. Property owners must implement a fly mitigation program with deployment of fly traps, fly spray chemicals or fly predators and maintain these devices and methods during the fly season for vector control.
- j. Violation of AVLU 10.10.050.B.11 is an infraction punishable by fine up to \$750 if violation is not corrected within thirty (30) days of initial notice of violation.

~~11. Metal building.~~

SIT SHOULD NOT BE ELIMINATED.

C. Conditional Uses: Uses requiring a conditional use permit in this zone are as follows:

- 1. Assisted living facility (RE-5, RE-10, RE-20, RE-X only)
- 2. Accessory use and buildings before a building permit is issued.
- 3. Raising of crops, gardens, and horticulture before a building permit is issued.
- 4. The keeping of animals and fowl for family food production, but not for commercial use before a building permit is issued.

D. Any use not specifically allowed under permitted uses shall be prohibited unless the

planning commission determines the use is substantially the same as a permitted or conditional use as provided in subsection 10-7-180-E4 of this title.

- E. Height Regulations: No building shall be erected to a height greater than thirty-five (35) feet. No accessory building shall be erected to a height greater than twenty-five (25) feet.

F. Minimum Area, Width, and Yard Regulations

District	Area	Lot Width in Feet	Yard Setbacks in Feet for Primary Residence			TOTAL Maximum Size of	Maximum Building Coverage	TOTAL MAX SIZE FOR ALL SHIPPING CONTAINERS
			Front	Side	Rear	ALL Accessory Building	On lot (see 10.28.240 D)	
RE-1.0	1.0 acre	100	25	10	10	10,000	50%	1,500
RE-2.5	2.5 acres	150	25	25	25	20,000	50%	2,000
RE-5.0	5.0 acres	200	25	25	25	40,000	50%	3,500
RE-10.0	10.0 acres	300	25	25	25	—	50%	—
Re-20.0	20.0 acres	400	25	25	25	—	50%	—
RE-X	**Any Size	400	25	25	25	—	50%	—

\*\* No more than one (1) Primary home on a property.

G. Modifying Regulations:

- a. Side Yards: The side yard setback on a "street side" yard shall be the same as a front yard setback. Accessory buildings located at least ten (10) feet away from the main building must have a side or rear property setback of at least ten (10) feet on interior lot lines.
- b. Distance Between Buildings: No two (2) buildings on the same property shall be located closer together than ten (10) feet. No building, structure, or pen/corral/coop/ housing animals or fowl shall be constructed closer than fifty (50) feet to a dwelling unit on an adjacent lot, or thirty (30) feet from property line, whichever is further. Animal enclosures shall be behind the main dwelling and shall be no closer than thirty (30) feet to main dwelling.
- c. Prohibited Materials and Storage: No trash, rubbish, weeds, or other combustible material shall be allowed to remain on any lot outside of approved containers in any residential zone. No junk, debris, or junk cars shall be stored or allowed to remain on any lot in any residential zone.
- d. All lighting shall comply with AVLU 10.26 Outdoor Lighting Ordinance.
- e. Permitted and conditional uses set forth in this section shall be deemed to include accessory uses and activities that are necessarily and customarily associated with and incidental and subordinate to such uses.

(1) Accessory uses shall be subject to the same regulations that apply to

**APPLE VALLEY  
ORDINANCE O-2023- 15**

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

**SECTION 1:            AMENDMENT** “10.10.050 RE Rural Estates Zone” of the Apple Valley Land Use is hereby *amended* as follows:

A M E N D M E N T

10.10.050 RE Rural Estates Zone

- A. Purpose: The purpose of this zone is to provide permanent area for small farms, hobby farms and limited agricultural development for personal use.
- B. Permitted uses: Uses permitted in this zone, following the issuance of a building permit for a permanent dwelling, are as follows:
  - 1. Single-family dwellings not less than 1,000 sq. ft. on the main floor;
  - 2. Accessory buildings and uses;
  - 3. Home occupations;
  - 4. Raising of crops, gardens, and horticulture;
  - 5. Residential facility for persons with a disability (see AVLU 10.28 for supplementary information); permanent residence not required.
  - 6. Residential facility for the elderly (see AVLU 10.28 for supplementary information); permanent residence not required.
  - 7. Churches; permanent residence not required.
  - 8. Public park or playgrounds;
  - 9. The keeping of animals and fowl for family food production, but not for commercial use.
  - 10. Animal Allowances/Restrictions:
    - a. The number of domesticated animals which may be maintained on the property shall be determined on the basis of a point system. No lot shall exceed one hundred (100) points per acre. All Lots will be apportioned 25 points in 0.25 acre increments up to 250 points or 2.5 acres. (e.g., a 1.20 acre lot is allocated 100 points. A 1.25 acre lot is allocated 125 points). After 5 acres, 25 points per 0.25 acre increments up to 500 points or 7.5 acres. After 10 acres, 25 points per 0.25 acre increments up to 750 points or 12.5 acres. After 15 acres, 25 points per 0.25 acre increments up to 1000 points or 20 acres. (eg. a 12 acre lot is allocated 250 points for the first 5 acres, 250 points for the 2nd 5 acres, plus 200 points for the next 2 acres for a total of 700 points).
    - b. Type of animal or fowl (number of points per animal), further

restrictions:

- (1) Cow, horse, donkey, mule, or similar large animal, and potbelly pig 25 points each, but not to exceed the maximum of ten (10) large animals per five (5) acres;
  - (2) Miniature horses, sheep, goats, or similar medium-size animals, less than 36 inches in height as measured from the withers, (8 points each), but not to exceed the maximum of twenty (20) medium animals per five (5) acres;
- c. Chickens, ducks, pigeons, doves, rabbits, turkeys, geese, pheasants, and similar small and medium-size fowl are not to exceed twenty thirty (30) per One (1) acre;
  - d. No rooster is permitted on any lot which is less than one (1) acre. Lots 1 acre or larger may have one (1) rooster per thirty (30) chickens.
  - e. Only domestic and farm animals including household dogs and pets shall be kept on any lot with in the Rural Estates Zone.
  - f. Other than domesticated potbelly pigs allowed under AVLU 10.10.050.B.11.b(1), the keeping of any pigs is not allowed in the Rural Estates Zone.
  - g. The following shall be excluded from consideration for the purpose of determining compliance with this section:
    - (1) The unweaned, offspring of a residing animal or fowl, under six (6) months of age.
    - (2) Residents 18 years or younger participating in a 4-H, FFA or similar youth program raising an animal with the intent to sell the animal at auction within twelve (12) months.
  - h. Animals shall be contained in proper pens, coups, corals, pasture, paddock, ~~arena~~ arena, or similar exercise area on owners property Animal enclosures shall be cleaned regularly, be kept in good repair, give the animals ample room, and offer the animals shelter and shade.
  - i. Noise, safety, pests or smell nuisances that result from improper care of animals or property are strictly prohibited. Property owners must implement a fly mitigation program with deployment of fly traps, fly spray chemicals or fly predators and maintain these devices and methods during the fly season for vector control.
  - j. Violation of AVLU 10.10.050.B.11 is an infraction punishable by fine up to \$750 if violation is not corrected within thirty (30) days of initial notice of violation.

~~11. Metal building.~~

C. Conditional Uses: Uses requiring a conditional use permit in this zone are as follows:

1. Assisted living facility (RE-5, RE-10, RE-20, RE-X only)
2. Accessory use and buildings before a building permit is issued.
3. Raising of crops, gardens, and horticulture before a building permit is issued.
4. The keeping of animals and fowl for family food production, but not for commercial use before a building permit is issued.

D. Any use not specifically allowed under permitted uses shall be prohibited unless the

planning commission determines the use is substantially the same as a permitted or conditional use as provided in subsection 10-7-180-E4 of this title.

E. Height Regulations: No building shall be erected to a height greater than thirty-five (35) feet. No accessory building shall be erected to a height greater than twenty-five (25) feet.

F. Minimum Area, Width, and Yard Regulations

District	Area	Lot Width in Feet	Yard Setbacks in Feet for Primary Residence			Maximum Size of	Maximum Building Coverage
			Front	Side	Rear	Accessory Building	On lot (see 10.28.240 D)
	<u>Minimum</u>	<u>Minimum</u>					
RE-1.0	1.0 acre	100	25	10	10		50%
RE-2.5	2.5 acres	150	25	25	25		50%
RE-5.0	5.0 acres	200	25	25	25		50%
RE-10.0	10.0 acres	300	25	25	25		50%
Re-20.0	20.0 acres	400	25	25	25		50%
RE-X	**Any Size	400	25	25	25		50%

\*\* No more than one (1) Primary home on a property.

G. Modifying Regulations:

- a. Side Yards: The side yard setback on a "street side" yard shall be the same as a front yard setback. Accessory buildings located at least ten (10) feet away from the main building must have a side or rear property setback of at least ten (10) feet on interior lot lines.
- b. Distance Between Buildings: No two (2) buildings on the same property shall be located closer together than ten (10) feet. No building, structure, or pen/corral/coop/ housing animals or fowl shall be constructed closer than fifty (50) feet to a dwelling unit on an adjacent lot, or thirty (30) feet from property line, whichever is further. Animal enclosures shall be behind the main dwelling and shall be no closer than thirty (30) feet to main dwelling.
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- d. All lighting shall comply with AVLU 10.26 Outdoor Lighting Ordinance.
- e. Permitted and conditional uses set forth in this section shall be deemed to include accessory uses and activities that are necessarily and customarily associated with and incidental and subordinate to such uses.

(1) Accessory uses shall be subject to the same regulations that apply to

permitted and conditional uses in the same zone except as otherwise expressly provided in this title.

(2) No accessory use, building, or structure shall be allowed on a lot unless a permitted or conditional use has been established.

f. Greater size and height: Notwithstanding the height and size limitations shown in this section, a greater building and accessory height and size may be allowed pursuant to a conditional use permit.

g. For additional restrictions and clarifications in this zone, see AVLU 10.28 Supplementary and Qualifying Regulations for Land Use and Building.

h. All street, drainage, utility and other public improvements shall be installed as required by the applicable town ordinances, standards and regulations.

However, upon recommendation by the Planning Commission and approval of the Town Council based upon good cause shown, the requirements for the installation of dry sewer, curb, gutter and asphalt may be waived or delayed, as the Town Council, in its discretion, may determine.

i. On large lots 2.5 Acre and larger the minimum lot size may be smaller than required, by the amount needed for road dedications.

**SECTION 2:**            **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3:**            **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4:**            **EFFECTIVE DATE** This Ordinance shall be in full force and effect from April 19, 2023.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Frank Lindhardt, Mayor, Apple Valley

### Summary of proposed changes to 10.10.060

The following is a summary of what the proposed changes will do;

1. It details that a property owner needs to have issued a building permit, before they can do most of the permitted uses in this zone (as required in other residential zones).
2. It allow a property owner to ask for conditional use permit PRIOR to the issuance of a building permit for the following uses:
  - a. Build Accessory buildings
  - b. Plant gardens and trees
  - c. And other conditional uses

**Currently no uses are allowed until a building permit is issued.**

3. It allows a property owner to ask for a conditional use permit if they need more building heights than what is allowed in the zone, which is currently not an option.
4. It puts restrictions on the maximum size of an accessory building on a lot, depending upon the size of their lot. The larger the lot, the larger the accessory building can be. This is to prevent a giant accessory building on a small lot, but a giant accessory building will be fine and not look out of place on a 5- or 10-acre lot.
5. It allows for a property owner to request not to install certain lot improvements at the present time and instead sign a delay agreement for the missing improvements to be installed at a later date, however it requires a recommendation from the Planning Commission and approval from the Town Council. This is currently not an option.
6. It outlines that the maximum sq foot occupied by all building including the primary residence and all accessory buildings on a property owners' lot is 50% of the total sq feet of the property. There are currently a lot of restrictions on both number of building and size of building allowed on a lot.

Planning Commission Recommendation on April 5, 2023

10.10.060 SF Single Family Residential Zone, Ordinance-O-2023-19.

Chairman Farrar commented recommendation is a little tighter than rural estate which should be because it is single family zoning and not rural. We added "No more than one (1) primary home on a property" under the chart/grid. Total Max Size for all shipping containers was added.

Discussed amongst commissioners that they agree with proposed changes. (Attachment B)

**MOTION:** Commissioner Farrar motioned that we recommend approval to update Title 10.10.060 Single Family Residential Zone, Ordinance-O-2023-19 with the changes in the packet as well as the changes discussed about changes in the packet Jenna has as well as the changes that we discussed about lines 5, 6 as well as adding that "No more than one (1) primary home on a property." (Attachment B)

**SECOND:** The motion was seconded by Commissioner Palmer.

**VOTE:** Chairman Farrar called for a vote:

Commissioner Farrar - Aye  
Commissioner Hood - Aye  
Commissioner Palmer - Aye  
Commissioner Fralish - Aye  
Chairman Farrar - Aye

The vote was unanimous and the motion carried.

provided in subsection 10-7-180-E4 of this title.

- D. Height Regulations: No building shall be erected to a height greater than thirty five (35'). No accessory building shall be erected to a height greater than twenty five (25') feet, unless a conditional permit has been obtained.

TOTAL MAX SIZE FOR ALL SHIPPING CONTAINERS

E. Area Width and Yard Regulations:

District	Area	Lot Width in Feet	Setbacks for Yards in Feet			TOTAL Maximum Size of	Maximum Building Coverage
			Minimum	Front	Side	Rear	ALL Accessory Building
SF-.50	20,000 sq. ft.	80	25	10	10	3,000	50%
SF-1.0	40,000 sq. ft.	80	25	10	10	8,000	50%
SF-2.5	2.5 acres	150	25	25	25	15,000	50%
SF-5.0	5.0 acres	200	25	25	25	25,000	50%
SF-10.0	10.0 acres	300	25	25	25	40,000	50%

700  
1,100  
1,500  
2,000  
5,000

\*\* No more than (1) Primary home on a property.

F. Modifying Regulations:

1. Side Yards: The side yard setback on a "street side" yard shall be fifteen (15) feet
2. Private Garages and Accessory Buildings: Private garages and accessory buildings located at least 10' behind the main dwelling on lots less than 1/2 acre may have a side yard of three feet (3'), all others must be ten feet (10'), provided that all corner lots shall maintain fifteen feet (15') on the street side.
3. Prohibited Materials and Storage: No trash, rubbish, weeds or other combustible material shall be allowed to remain on any lot outside of approved containers in any residential zone. No junk, debris, or junk cars shall be stored or allowed to remain on any lot in any residential zone.
4. Location of Required Parking: Required parking shall not be located in the front yard setback.
5. All lighting shall comply with AVLU 10.26 Outdoor Lighting Ordinance.
6. For additional restrictions and clarifications in this zone, see AVLU 10.28 Supplementary and Qualifying Regulations for Land Use and Building.
7. Permitted and conditional uses set forth in this section shall be deemed to

**APPLE VALLEY  
ORDINANCE O-2023-19**

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

**SECTION 1:            AMENDMENT** “10.10.060 SF Single Family Residential Zone” of the Apple Valley Land Use is hereby *amended* as follows:

A M E N D M E N T

10.10.060 SF Single Family Residential Zone

Purpose: The purpose of this zone is to provide appropriate locations where low density residential neighborhoods may be established, maintained and protected. The regulations also ~~permit~~ permits the establishment, with proper controls, of public and semipublic uses such as churches, schools, libraries, parks and playgrounds which serve the requirements of families. The regulations are intended to prohibit uses that would be harmful to a single-family residential neighborhood.

- A. Permitted Uses: Uses permitted in this zone, following the issuance of a building permit for a permanent dwelling, are as follows:
1. Single Family dwelling with a minimum of 1000 sq ft. on the main level.
  2. Accessory use and buildings; permitted simultaneously or after obtaining a building permit and construction and occupancy of a residential dwelling.
  3. Home gardens and trees, keeping of household dogs, cats and chickens (up to six (6) per lot). No roosters allowed.
  4. Residential facility for persons with a disability (see AVLU 10.28 for supplementary information).
  5. Residential facility for the elderly (see AVLU 10.28 for supplementary information), no permanent residence required., no permanent residence required.
  6. Churches
  7. Group homes, no permanent residence required.
  8. Home occupation
  9. Parks and playground
  10. Metal building
- B. Conditional Uses: Uses requiring a conditional use permit in this zone are as follows:
1. Assisted living facility (SF-5, SF-10 only)
  2. Accessory use and buildings before a building permit is issued.
- C. Any use not shown in this section shall be prohibited unless the planning commission determines the use is substantially the same as a permitted or conditional use as

provided in subsection 10-7-180-E4 of this title.

D. Height Regulations: No building shall be erected to a height greater than thirty five (35'). No accessory building shall be erected to a height greater than twenty five (25') feet, unless a conditional permit has been obtained.

E. Area Width and Yard Regulations:

District	Area	Lot Width in Feet	Setbacks for Yards in Feet			Maximum Size of	Maximum Building Coverage
			Minimum	Front	Side	Rear	Accessory Building
SF-.50	20,000 sq. ft.	80	25	10	10		<u>50%</u>
SF-1.0	40,000 sq. ft.	80	25	10	10		<u>50%</u>
SF-2.5	2.5 acres	150	25	25	25		<u>50%</u>
SF-5.0	5.0 acres	200	25	25	25		<u>50%</u>
SF-10.0	10.0 acres	300	25	25	25		<u>50%</u>

F. Modifying Regulations:

1. Side Yards: The side yard setback on a "street side" yard shall be fifteen (15) feet
2. Private Garages and Accessory Buildings: Private garages and accessory buildings located at least 10' behind the main dwelling on lots less than 1/2 acre may have a side yard of three feet (3'), all others must be ten feet (10'), provided that all corner lots shall maintain fifteen feet (15') on the street side.
3. Prohibited Materials and Storage: No trash, rubbish, weeds or other combustible material shall be allowed to remain on any lot outside of approved containers in any residential zone. No junk, debris, or junk cars shall be stored or allowed to remain on any lot in any residential zone.
4. Location of Required Parking: Required parking shall not be located in the front yard setback.
5. All lighting shall comply with AVLU 10.26 Outdoor Lighting Ordinance.
6. For additional restrictions and clarifications in this zone, see AVLU 10.28 Supplementary and Qualifying Regulations for Land Use and Building.
7. Permitted and conditional uses set forth in this section shall be deemed to

include accessory uses and activities that are necessarily and customarily associated with and incidental and subordinate to such uses.

- a. Accessory uses shall be subject to the same regulations that apply to permitted and conditional uses in the same zone except as otherwise expressly provided in this title.
  - b. No accessory use, building, or structure shall be allowed on a lot unless a permitted or conditional use has been established.
8. Greater size and height: Notwithstanding the height and size limitations shown in this section, a greater building and accessory height and size may be allowed pursuant to a conditional use permit.
  9. On large lots 5 Acre and larger the minimum lot size may be smaller than required, by the amount needed for road dedications.
  10. Maximum Building Coverage on a lot is defined as: A building or group of buildings including all accessory buildings may not cover more than 50 percent of the area of the lot.
  11. All street, drainage, utility and other public improvements shall be installed as required by the applicable town ordinances, standards and regulations. However, upon recommendation by the Planning Commission and approval of the Town Council based upon good cause shown, the requirements for the installation of dry sewer, curb, gutter and asphalt may be waived or delayed, as the Town Council, in its discretion, may determine.

**SECTION 2:            REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3:            SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4:            EFFECTIVE DATE** This Ordinance shall be in full force and effect from April 19, 2023.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Frank Lindhardt, Mayor, Apple Valley

**Summary of proposed changes to 10.28.240**

The following is a summary of what the proposed changes will do;

1. It removes all restrictions on accessory buildings such as how many garages, shops and other buildings a property owner may have on their property, and replaces it with the simple requirement that all of a property owners buildings including their primary residence and all accessory building may not exceed 50% of the sq footage of their lot.
2. It adds that a property owner may ask for a conditional use permit to exceed the maximum height allowed in the zone they live in.

Planning Commission Recommendation on April 5, 2023

10.28.240 Limitations On Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones, Ordinance-O-2023-20.

Chairman Farrar recommended to eliminate item A (2) "No attached garages(s) shall be higher than the highest point of the primary building." Item C "fifteen feet (15)" should be changed to "twenty-five feet (25)." Proposed changes. (Attachment C)

**MOTION:** Commissioner Hood motioned on 10.28.240 that we recommend approval of the changes we've got in the packet, eliminate number two under A "No attached garages(s) shall be higher than the highest point of the primary building." On C, change the height from "fifteen" to "twenty-five feet". And yeah, we'll leave the rest of it there and the regular change it was noted in the packet.

**SECOND:** The motion was seconded by Commissioner Fralish.

**VOTE:** Chairman Farrar called for a vote:

Commissioner Farrar - Aye  
Commissioner Hood - Aye  
Commissioner Palmer - Aye  
Commissioner Fralish - Aye  
Chairman Farrar - Aye

The vote was unanimous and the motion carried.

APPLE VALLEY  
ORDINANCE O-2023-20

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

SECTION 1: AMENDMENT "10.28.240 Limitations On Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones" of the Apple Valley Land Use is hereby *amended* as follows:

AMENDMENT

10.28.240 Limitations On Lot Use, Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones

In an effort to avoid the appearance of commercial style buildings in residential zones, and to protect the character and stability of residential neighborhoods, the following requirements for garages and other accessory buildings located in residential zones are provided:

A. Maximum Garage Height:

- 1. No detached garage shall be higher than twenty-five feet , measured from finish grade to the highest point of its roof,
- 2. No attached garage(s) shall be higher than the highest point of the primary building.

ELIMINATE

~~B. Number Of Garages: A maximum of two attached and one detached garage may be allowed on each lot in association with a primary residential dwelling unit.~~

C. Maximum Accessory Building Height: No accessory building, with the exception of detached garages, including agricultural use accessory buildings, shall be higher than fifteen feet (15'), measured from average finished grade, unless a higher finished grade is required by the city for proper drainage, in which case, it will be measured from the finished grade, or a conditional use permit has been obtained.

SHOULD BE 25'

keep

D. Size, Lot Coverage, Location and Construction of Attached and Detached Garages and other Accessory Buildings in Residential Zones:

- ~~1. The total square footage of any attached garage(s) and non-living space shall not be greater than one hundred (100%) of the square footage of the primary structure, excluding the attached garage(s).~~
- ~~2. The total square footage of any detached garage or other accessory building, including agricultural use accessory buildings, shall not be greater than fifty percent (50%) of the square footage of the primary structure, including the attached garage(s). Note: Bonus/loft space located in the attic areas of detached garages shall be included in the total square footage.~~
- 3. The cumulative total square footage of the home, any attached garage(s), detached garage, and all other accessory buildings, including agricultural use

**APPLE VALLEY  
ORDINANCE O-2023-20**

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

**SECTION 1:****AMENDMENT** “10.28.240 Limitations On Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones” of the Apple Valley Land Use is hereby *amended* as follows:

AMENDMENT

10.28.240 Limitations On Lot Use, Height, Size And Location Of Garages And Other Accessory Buildings In Residential Zones

In an effort to avoid the appearance of commercial style buildings in residential zones, and to protect the character and stability of residential neighborhoods, the following requirements for garages and other accessory buildings located in residential zones are provided:

- A. Maximum Garage Height:
1. No detached garage shall be higher than twenty-five feet , measured from finish grade to the highest point of its roof,
  2. No attached garage(s) shall be higher than the highest point of the primary building.
- ~~B. Number Of Garages: A maximum of two attached and one detached garage may be allowed on each lot in association with a primary residential dwelling unit.~~
- C. Maximum Accessory Building Height: No accessory building, with the exception of detached garages, including agricultural use accessory buildings, shall be higher than fifteen feet (15'), measured from average finished grade, unless a higher finished grade is required by the city for proper drainage, in which case, it will be measured from the finished grade, or a conditional use permit has been obtained.
- D. Size, Lot Coverage, Location and Construction of Attached and Detached Garages and other Accessory Buildings in Residential Zones:
- ~~1. The total square footage of any attached garage(s) and non-living space shall not be greater than one-hundred (100%) of the square footage of the primary structure, excluding the attached garage(s).~~
  - ~~2. The total square footage of any detached garage or other accessory building, including agricultural use accessory buildings, shall not be greater than fifty percent (50%) of the square footage of the primary structure, including the attached garage(s). Note: Bonus/loft space located in the attic areas of detached garages shall be included in the total square footage.~~
  3. The cumulative total square footage of the home, any attached garage(s), detached garage, and all other accessory buildings, including agricultural use

accessory buildings, shall not be greater than fifty percent (50%) of the lot rear yard. ~~For the purposes of this section, the "rear yard" is defined as the area located behind the rear wall line of the primary structure. Note: Bonus/loft space located in the attic areas of detached garages or other accessory buildings shall be included in the total square footage.~~

- 4. All garages and other accessory buildings located within ten feet (10') of the primary building shall be considered attached and part of the primary building and the setback requirements applicable to the primary building shall apply. These shall architecturally blend with the primary residence and be of similar finish and color.
- 5. No accessory buildings shall be located in any required front yard.

**SECTION 2: REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4: EFFECTIVE DATE** This Ordinance shall be in full force and effect from April 19, 2023.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Frank Lindhardt, Mayor, Apple Valley

**Summary of proposed changes to 10.28.230**

**The following is a summary of what the proposed changes will do;**

1. It will allow for a property owner to obtain a conditional use permit to use their property for certain uses or build accessory building prior to the issuance of a building permit, which the current ordinance does not allow.
2. It removes the requirement that all accessory building must be constructed of similar materials and be of the same architectural style as the primary dwelling.
3. It requires that all accessory building including agricultural buildings must be of similar or contrasting colors to the primary dwelling.
4. It removes all specific restrictions on shipping containers and treats them as any other accessory dwelling that requires the color to be similar or contrasting to the primary dwelling.
5. It outlines that accessory buildings may not be used as permanent dwellings unless a special permit is obtained as outlined in Section 10.28.270 (Guesthouse and Internal Apartment ordinance).

J. NO SHIPPING CONTAINERS SHALL BE STACKED

- G. Agricultural use accessory buildings, including barns and stables, shall be constructed of serviceable building materials and be of similar or contrasting color.
- H. Accessory buildings shall comply with the requirements of the adopted building code, as applicable.
- I. No mobile home, travel trailer, boat or similar recreational vehicle shall be used as an accessory building.
- J. No shipping container, cargo container, shipping crate, box, trailer or similar piece of equipment or object shall be used as an accessory building, unless said container meets the requirements of this section.

~~Containers may be used as accessory buildings to a primary residential structure subject to the following requirements;~~

- ~~1. Shipping Container is defined as an enclosed steel box container with strength suitable to withstand shipment, storage and handling. Containers are 20'x8'x8'6"-9'6" or 40'x8'x8'6"-9'6" (LxWxH). Also commonly referred to as Intermodal Freight Containers, Conex Boxes, ISO Container or Sea Cans:~~
- ~~2. Shipping Containers may be used as accessory buildings to a primary residential structure subject to the following acreage limitations;~~
  - ~~a. Lots under two acres are allowed one shipping container not to exceed twenty feet (20') in length.~~
  - ~~b. Lots two or more acres and less than five acres are allowed either one (1) forty foot (40') container or two (2) twenty foot (20') containers.~~
  - ~~c. Lots over five acres but less than twenty acres are allowed sixty feet (60') in total linear length of shipping containers.~~
  - ~~d. Lots twenty acres and larger are allowed one hundred sixty feet (160') in total linear length of shipping containers.~~
- ~~3. Shipping containers shall be located in side or rear yard, are subject to all property setbacks and shall not be located within ten feet (10') of any primary structure or other accessory building or shipping container.~~
- ~~4. Within one (1) month of delivery, all shipping containers must be painted to either match the primary residential structure or one of the following earth tones; hunter green, brown, beige, tan, gray, copper, earth red or white. Container lettering, names and numbering, must not be visible on the exterior of the structure.~~
- ~~5. All Shipping Containers must be permitted prior to delivery:~~
  - ~~a. Container installed without utilities require submission of a site plan to include the location of the container, the setbacks to other buildings and property lines, and the color plan.~~
  - ~~b. If utilities will be connected, the standard building permit process must be followed and building permit fees paid. The container will be subject to inspections prior to completion.~~
- ~~6. No more than two (2) shipping containers may be used for storage of construction materials for the duration of a building permit for a residential structure. Said container(s) shall be removed prior to issuance of the Certificate of Occupancy.~~

- K. No utility connections or meters, separate from the primary building, shall be allowed

**APPLE VALLEY  
ORDINANCE O-2023-21**

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

**SECTION 1:**            **AMENDMENT** “10.28.230 Accessory Buildings And Accessory Uses General Requirements” of the Apple Valley Land Use is hereby *amended* as follows:

AMENDMENT

10.28.230 Accessory Buildings And Accessory Uses General Requirements

- A. Accessory buildings and accessory uses may be authorized in association with a primary building or primary use.
- B. Accessory buildings and accessory uses shall only be authorized concurrently with, or following, the establishment of the primary building or primary use, unless a conditional use permit is obtained.
- C. An accessory garage may be attached to, or detached from, the primary building.
  - 1. An accessory garage that is attached to a primary building shall meet all requirements for the location of the primary building.
    - a. All garages and other accessory buildings located within ten feet (10') of the primary building shall be considered attached and part of the primary building and the setback requirements applicable to the primary building shall apply
    - b. See also AVLU 10.28.240.
- D. An accessory garage that is detached from a primary building shall meet all requirements for the location of a detached accessory building, as provided herein.
  - 1. All garages and other accessory buildings located ten feet (10') or more away from the primary building may be located no less than three feet (3') from the side or rear property line, and no portion of any garage or accessory building, including any roof overhangs, shall be allowed within one foot (1') of any property line.
  - 2. No storm water runoff from any accessory building shall be allowed to run onto adjacent property.
  - 3. See also AVLU 10.28.240.
- E. Accessory buildings, located on corner lots, shall meet the required corner side yard setback, applicable in the zoning district in which the accessory building is located.
- F. Accessory buildings, except for agricultural use accessory buildings, shall blend with the primary residence and be of similar or contrasting color. ~~be constructed of similar materials and colors and be an architectural style designed to blend with the primary building.~~

- G. Agricultural use accessory buildings, including barns and stables, shall be constructed of serviceable building materials and be of similar or contrasting color.
- H. Accessory buildings shall comply with the requirements of the adopted building code, as applicable.
- I. No mobile home, travel trailer, boat or similar recreational vehicle shall be used as an accessory building.
- J. No shipping container, cargo container, shipping crate, box, trailer or similar piece of equipment or object shall be used as an accessory building, unless said container meets the requirements of this section.

~~Containers may be used as accessory buildings to a primary residential structure subject to the following requirements;~~

- ~~1. Shipping Container is defined as an enclosed steel box container with strength suitable to withstand shipment, storage and handling. Containers are 20'x8'x8'6"-9'6" or 40'x8'x8'6"-9'6" (LxWxH). Also commonly referred to as Intermodal Freight Containers, Conex Boxes, ISO Container or Sea Cans.~~
  - ~~2. Shipping Containers may be used as accessory buildings to a primary residential structure subject to the following acreage limitations;~~
    - ~~a. Lots under two acres are allowed one shipping container not to exceed twenty feet (20') in length.~~
    - ~~b. Lots two or more acres and less than five acres are allowed either one (1) forty foot (40') container or two (2) twenty-foot (20') containers.~~
    - ~~c. Lots over five acres but less than twenty acres are allowed sixty feet (60') in total linear length of shipping containers.~~
    - ~~d. Lots twenty acres and larger are allowed one hundred sixty feet (160') in total linear length of shipping containers.~~
  - ~~3. Shipping containers shall be located in side or rear yard, are subject to all property setbacks and shall not be located within ten feet (10') of any primary structure or other accessory building or shipping container.~~
  - ~~4. Within one (1) month of delivery, all shipping containers must be painted to either match the primary residential structure or one of the following earth tones; hunter green, brown, beige, tan, gray, copper, earth red or white. Container lettering, names and numbering, must not be visible on the exterior of the structure.~~
  - ~~5. All Shipping Containers must be permitted prior to delivery.~~
    - ~~a. Container installed without utilities require submission of a site plan to include the location of the container, the setbacks to other buildings and property lines, and the color plan.~~
    - ~~b. If utilities will be connected, the standard building permit process must be followed and building permit fees paid. The container will be subject to inspections prior to completion.~~
  - ~~6. No more than two (2) shipping containers may be used for storage of construction materials for the duration of a building permit for a residential structure. Said container(s) shall be removed prior to issuance of the Certificate of Occupancy.~~
- K. No utility connections or meters, separate from the primary building, shall be allowed

for accessory buildings. Unless required by code.

- L. No accessory buildings shall be rented, leased or sold separately from the rental, lease or sale of the primary building.
- M. No accessory building shall be used as a permanent dwelling unit, unless a permit is obtained as outlined in Title 10.28.270.
- N. No accessory building shall be located closer than three feet (3') to any side or rear property line, and no portion of any garage or accessory building, including any roof overhangs, shall be allowed within one foot (1') of any property line.
- O. No storm water runoff from any accessory building shall be allowed to run onto adjacent property.
- P. Accessory buildings used for the housing of domestic livestock or fowl shall comply with the requirements of AVLU 10.10.050 B.

**SECTION 2: REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4: EFFECTIVE DATE** This Ordinance shall be in full force and effect from April 19, 2023.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Frank Lindhardt, Mayor, Apple Valley

## **Personnel Policies And Procedures**

[Preface And Introduction](#)

[Equal Employment Opportunity \(EEO\)](#)

[Protection From Contractor Caused Losses/Liabilities](#)

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PERSONNEL POLICIES  
AND PROCEDURES MANUAL  
FOR THE  
TOWN OF APPLE VALLEY

## **Preface And Introduction**

### **PREFACE**

It is the policy of the Town of Apple Valley ("Apple Valley") to establish reasonable guidelines of conduct for management and employees to follow, and to ensure compliance with these guidelines through a program consistent with the best interests of the Town of Apple Valley and its employees. (The Town of Apple Valley shall heretofore be referred to as Apple Valley)

THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY APPLE VALLEY EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. The term "At-will" means employees can terminate or be terminated at will. Exceptions are employees having written contracts signed by the Mayor of Apple.

It is also the policy of Apple Valley to comply with Federal and State Equal Employment Opportunity guidelines. All employment decisions will be made without unlawful regard as to race, color, religion, sex, national origin, age or disability. To this end, Apple Valley will not engage in any unlawful discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, or veteran's status, and will ensure that applicants and employees are treated without unlawful regard to these characteristics.

Additionally, it is the policy of Apple Valley to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to Apple Valley by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

Apple Valley reserves the right to change any of its policies and/or procedures at any time in the future for any reason. Therefore, if you have suggestions or comments concerning the content of this manual, please submit them, in writing, to Apple Valley's Mayor for review. Thank you.

## INTRODUCTION

Welcome,

Apple Valley's Personnel Policies and Procedures Manual is simply a written guide for management and staff. This manual not only outlines Apple Valley's policy on the various phases of the employer-employee relationship, it also indicates how policy is to be administered. Consequently, each employee is able to use this Manual as a guide when policy needs to be applied to a given situation. As an employee of Apple Valley you will be expected to read, understand, and follow the policies and procedures contained in this manual.

Experience has shown that written policies promote consistency, continuity, and understanding within an organization. Written policies also aid in consistently achieving fair and equitable interpretation of policy. Employees always feel a deeper understanding of their role in the organization when they realize that policies are uniformly administered. Please be advised that it is the obligation of each employee of Apple Valley to conduct themselves in conformity with the principle of Equal Employment Opportunity at all times. All employment activities including, but not limited to, advertising, recruitment, hiring, promotion, demotion, transfer, disciplinary action, layoff, termination, compensation, and training, shall be conducted without unlawful regard to race, color, religion, sex, nation origin, age or disability.

And finally, no employee, officer, agent or other representative of Apple Valley has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the provisions of this Personnel Policies and Procedures Manual.

Jauna McGinnis

Town Administrator

### **Equal Employment Opportunity (EEO)**

1. GENERAL POLICY. It is the policy of Apple Valley to comply with Equal Employment Opportunity standards in all phases of personnel administration: job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, etc, without unlawful regard to race, color, religion, sex, age, physical or mental disability, national origin or veteran status.

2. SUPERVISOR RESPONSIBILITIES. The Town Administrator, or designee, will ensure that Apple Valley is in compliance with all of the personnel policies and procedures in this manual, including all EEO standards. Additionally, the Town Administrator, or designee, will ensure that each employee receives a copy of this Personnel Policies and Procedures Manual and that the employee signs and dates a Policy Statement and Acknowledgment Form (see Sample # 1 for details) stating receipt of the manual. The Town Administrator, or designee, will then file the signed and dated Policy Statement

3. EMPLOYEE RESPONSIBILITIES. Employees are responsible for informing themselves about the policies, practices, and benefits set forth in Apple Valley's Personnel Policy and Procedures Manual by reading them and, if necessary, asking that they be explained to them. Additionally, all employees are required to sign and date a Policy Statement and Acknowledgment Form stating receipt of this manual.

### **Protection From Contractor Caused Losses/Liabilities**

A. GENERAL POLICY. Apple Valley will take all necessary precautions and steps in written contracts only to prevent loss and liability arising from entering relationships with independent contractors using the Hold Harmless Agreement, which is a part of the Indemnity Provision Contract, or the entire Indemnity Provision Contract . This does not apply to general maintenance and repair.

B. SUPERVISOR RESPONSIBILITIES.

1. To ensure that no work is performed by any private contractor until:

a. A written contract between Apple Valley and the contractor has been entered into and signed by both parties.

b. The signed written contract has been co-signed by the Town Recorder.

2. Each contract with a private contractor should contain indemnity/hold harmless clauses which provide that:

a. All contracts must contain indemnity and defense provisions in which the contractor assumes all liability arising out of work performed by the contractor or their officers, employees, agents, and volunteers.

b. All contractors must provide evidence that they have acquired and maintain comprehensive general liability coverage, including liability insurance covering the contract concerned, prior to the execution of the contract.

c. Apple Valley and its officials, employees, agents and volunteers must be named as Additional insured on the liability insurance policy.

3. Each contract with a private contractor should contain provisions that ensure the contractor is carrying workers, compensation insurance coverage.

a. Apple Valley should require evidence of Workers Compensation insurance (or evidence of qualified self-insurance) from all contractors.

b. Apple Valley should have the contractor show evidence of the contractor's Workers Compensation coverage to Apple Valley.

### **Employee Hiring**

A. EMPLOYMENT. Job Descriptions defining the essential functions of the vacant position shall be drafted and adopted before the vacancy is posted or otherwise advertised internally or externally.

B. RECRUITMENT. All recruitment shall be conducted in accordance with Apple Valley's opportunity guidelines.

1. Internal Promotions. It is Apple Valley's policy to give first consideration to current agency employees desiring to fill an open job position.
2. External Advertising.
  - a. Only the Town Administrator, or designee, is authorized to place advertisements and respond to inquiries from employment agencies and/or job applicants.
  - b. Each Job Opening Notice should contain a statement indicating that Apple Valley is an equal opportunity employer.
  - c. Job Opening Notices may be advertised in the appropriate media, including the Department of Workforce Services should be utilized whenever possible, and through any other channels the Town Administrator deems appropriate, on at least three (3) separate days.
  - d. All Job Opening Notices must specify the name and the office of the person from whom Job Applications are to be obtained, the name and office of the person to whom completed applications are to be returned, and the deadline for filing an application.
  - e. Advertisements may state that job applicants residing in Apple Valley or the surrounding area will be given hiring preference.

C. SELECTION.

1. Nepotism. It is the policy of Apple Valley to comply with the provisions of Utah's Anti-Nepotism Act, Utah Code 52-3-1.
2. Employment of Minors. It is the policy of Apple Valley that no one under the age of fourteen (14) shall be hired for any position.
3. Job Applications. All interested job applicants shall complete a Job Application.
  - a. All applications and resumes received for the job opening will be forwarded to the Town Administrator, or designee. Upon receipt, each application and resume will be marked with the date it was received and placed in an applicant's file for at least one (1) year.
  - b. Job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.
4. General Aptitude Test Battery (GATB). When necessary, job applicants may be required to take the GATB. If administration of the GATB is deemed necessary, it may be administered by the Department of Workforce Services.
5. Other Tests. Job Applicants may be required to take other tests which Apple Valley deems necessary for a specific position. Job applicants for certain positions may require skills for which a known level of competence must exist such as mathematics or timed typing tests. When Apple Valley uses other ability tests, Apple Valley shall make reasonable accommodations for disabled applicants.
6. Job Applicant Disqualification. An application may be rejected for, but not limited to, the following reasons. When the Job Applicant:
  - a. Does not meet minimum qualifications established for the position.

- b. Is physically or mentally unable to perform the essential duties and responsibilities of the position with, or without, reasonable accommodation(s) (determined only after a conditional offer of employment, pending the results of a medical examination, has been extended to a job applicant).
  - c. Has falsified a material fact or failed to complete the application.
  - d. Has failed to timely file the application.
  - e. Has an unsatisfactory employment history or poor work references.
  - f. Has failed to attain a passing score if an examination is required.
7. Reference Checks. To facilitate references checks, written permission shall be obtained from the applicant using the Applicant's Consent to Release Information Form. Apple Valley may contact the references for each job applicant and ask job-related questions, which include similar questions for each job applicant checked, using Telephone and Written Reference Check Questionnaires.

#### D. PLACEMENT

1. Job Offers. After a job applicant is approved by Apple Valley, the Town Administrator shall notify the successful job applicant of their conditional selection through a written Job Offer Letter. The written conditional Job Offer Letter shall clearly state the job description, salary conditions, and any provisional conditions of employment (i.e., successfully passing drug/alcohol tests). Additionally, the written conditional Job Offer Letter shall clearly state that the offer is not accepted until the candidate signs the written conditional Job Offer Letter and returns it to Apple Valley by the requested date. The original Job Offer Letter is then filed in the employee's file and a copy is given to the new employee during orientation. Written conditional Job Offer Letters should also include the following:
  - a. A clear statement of the job description.
  - b. The employee's starting salary. Starting salary offers for exempt positions shall be figured for a specified period, such as a two (2) week period. Starting salary offers for non-exempt positions shall be figured at an hourly wage.
  - c. The employee's job title.
  - d. The employee's supervisor.
  - e. Any relocation commitments, if applicable.
  - f. Apple Valley at-will employment policy.
  - g. The employee's starting date.
  - h. The length of the employee's probationary period.
  - i. Notice that employment is contingent upon passing a background examination, drug tests, medical/physical examinations, etc.
2. Job Rejection Letters. Within five (5) working days after the job offer has been accepted, non-selected job applicants may be notified. The Town Administrator, or designee, may send a Job Rejection Letter to each job applicant who was not selected for a job opening.
3. Medical Examinations. Once Apple Valley has extended a conditional job offer to the job applicant, a medical interview or examination may be conducted by a health professional chosen by Apple Valley to determine a job applicant's ability to fulfill essential job-related requirements. Only the Town Administrator may authorize such interviews or physical examinations. All costs

for required medical interviews or physical examinations will be borne by Apple Valley. prospective employee must sign a written release of this information to Apple Valley.

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4. Reinstatements. Employees who are reinstated into Apple Valley may maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:
  - a. Layoffs. Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes if they are re-employed by Apple Valley within one (1) year after date of termination.
  - b. Voluntary resignations. Employees who voluntarily terminate their employment with Apple Valley may maintain their original anniversary date, subject to Town Administrator and/or Town Council approval, if they are re-employed by Apple Valley within six months after date of termination.
5. Hiring New Employees.
  - a. Required for All Employees: The Town Administrator, or designee, is responsible for having new employees fill out all pre-employment forms, benefit applications, enrollment forms and providing basic information on Apple Valley's policies concerning pay, vacation, holidays, and sick leave, benefits, parking and work hours during the employee's first day of work.
6. Orientation. Newly hired Apple Valley employees shall complete all required paperwork and receive an orientation on their first (1st) day of work.
  - a. In accordance with the Immigration Reform and Control Act of 1986, all new employees shall provide proof of identity and employment status by completing an Employment Eligibility Verification Form. The employee must sign under penalty of perjury that they are a U.S. citizen, a lawful permanent resident alien, or an alien otherwise authorized for U.S. employment.
  - b. All new employees shall complete and sign a Form W-4 Federal Withholding Statement.
  - c. All new employees should be given a tour of the workplace with a brief overview of company rules and benefits. The employee should complete a New Employee Orientation Form, that's been modified to meet the particular needs of Apple Valley.
7. Probationary Period.
  - a. All new employees shall be subject to a 180-day probationary period. During this period, probationary employees may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.
  - b. Probationary periods begin on the first day of employment and continue for 180 days. Management will provide guidance to probationary employees, so they understand work requirements.
  - c. An employee on probation shall have a performance evaluation at the end of the probationary period. This performance evaluation may be used to provide information to both the employee and management regarding the employee's performance. Management reserves the right to extend the initial probationary period for an additional 180 days on the basis of this performance evaluation. A performance evaluation and the results of such evaluation shall not obligate management to a particular course of action relative to the probationary employee nor shall it create any property/due process rights for the probationary employee relative to their job/position.

## E. VOLUNTEERS.

1. A. Court Ordered Community Service Volunteer Labor may be authorized at the discretion of the Town Administrator. Background checks may be required.
2. The Town Administrator, with approval of the Town Council, may establish volunteer programs.
3. The Town Administrator shall develop guidelines for use of volunteers.
4. Prior to accepting any volunteer services, the Town Administrator and the volunteer shall sign a Memorandum of Understanding Agreement defining the nature and terms of the volunteer services.
5. A volunteer shall be provided the protections as an employee of Apple Valley for:
  - a. Workers' compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
  - b. Operating Apple Valley owned vehicles or equipment when the volunteer is properly licensed to do so.
  - c. Liability insurance coverage offered employees.
6. Volunteer service experience will be recognized for determining minimum qualifications for an employment position with Apple Valley.

## **Alcohol And Drug Free Workplace**

- A. GENERAL POLICY. The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of alcohol, controlled substances, and/or medication.
- B. EMPLOYEE RESPONSIBILITIES.
  1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
  2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the Town Administrator within five days after the conviction.
  3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
  4. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours.
  5. No employee shall represent Apple Valley in an official capacity while impaired by alcohol, illegal drugs, or medication.
  6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Apple Valley.
  7. If an employee is using prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to their supervisor.
  8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the Town Administrator, or designee.

C. **DISCIPLINARY ACTION.** Because of the serious nature of illegal use or abuse of a controlled substances, and/or medication, appropriate employee disciplinary action will be taken, up to and including termination.

### **Sexual/Gender Harassment**

A. **GENERAL POLICY.** It is the policy of Apple Valley that:

1. The giving or withholding of tangible job benefits based on the granting of sexual favors (Quid Pro Quo) and any behavior or conduct of a sexual/gender-based nature which is demeaning, ridiculing or derisive and results in a hostile abusive or unwelcome work environment constitutes sexual harassment.
2. Unlawful discrimination/harassment of employees of any type, on or off duty, based on sex/gender, subtle or otherwise, shall not be tolerated and violators will be subject to disciplinary action up to and including termination.
3. Retaliation or reprisals are prohibited against any employee who opposes a forbidden practice, has filed a charge, testified, assisted or participated in any manner in an investigative proceeding or hearing under this policy.
4. False or bad faith claims regarding sexual, or gender harassment shall result in disciplinary action, up to and including termination, against the accuser.
5. Employees accused of sexual harassment and facing disciplinary action shall be entitled to receive notice of charges, the evidence to be used against them, and an opportunity to respond before any disciplinary action may be taken.
6. Records and proceedings of sexual harassment claims, investigations, or resolutions are confidential and shall be maintained separate and apart from the employee's personnel file.
7. All employees, supervisors and management personnel shall receive training on the sexual/gender harassment policy and grievance procedures during orientation and in-service training.

### **Employee Code Of Conduct**

- A. **PROFESSIONALISM.** Apple Valley is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to carry out efficiently the work items assigned at their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials. A separate Ethical Behavior Policy Statement is incorporated as part of this manual.
- B. **PRIVILEGED INFORMATION.** Apple Valley employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any Apple Valley plan or activity, this situation must be reported to the Town Administrator immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and management Act.
- C. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be

confidential. Every employee has an obligation to protect this confidence. Never disclose privileged information with others who are not authorized to receive it, either inside or outside the office.

Item 5.

- D. GIFTS AND GRATUITIES. Apple Valley employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Apple Valley, or from any person within or outside Apple Valley employment whose interests may be affected by the employee's performance or nonperformance of official duties. Apple Valley employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.
- E. ATTENDANCE. Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor as soon as possible on each day of absence.
- F. APPEARANCE. Apple Valley reserves the right to expect its employees to present a favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.
- G. SMOKING. In compliance with the Utah Indoor Clean Air Act, smoking is not permitted in Apple Valley facilities or on the grounds surrounding said facilities. Apple Valley also prohibits smoking in Apple Valley owned vehicles.
- H. PERSONAL USE OF APPLE VALLEY OFFICE ITEMS.

- 1. Computer Equipment (In General).

- a. Personal use of Apple Valley owned computer systems is permitted only when all of the following criteria are met.
  - i. The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
  - ii. The employee is not compensated for the work performed, unless the employee has received prior written approval by the Town Administrator, or designee.
  - iii. The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line/access charges, etc.).
  - iv. The employee uses the computer system after hours, or on the employee's personal time.
  - v. The employee does not use the computer system for permanent storage of data.
  - vi. Use does not conflict with the employee's Apple Valley responsibilities or normal Apple Valley business.
  - vii. The use has been approved by the Town Administrator, or designee.
- b. All data stored on, and software developed on, Apple Valley owned computer equipment is the property of Apple Valley and may be viewed/reviewed by the Town Administrator, or designee, at any time.
- c. No pornography or sexually explicit material shall be accessed, stored, or viewed/reviewed on Apple Valley owned computer equipment.

d. A separate IT and Computer Security Policy is hereby incorporated as part of the manual. Item 5.

2. Postage Meters. No employee shall be allowed to use Apple Valley owned postage metering machines at any time for posting and mailing of any material of a personal nature.
3. FAX and Copying Machines. Any employee desiring to use Apple Valley owned FAX or copying machines for items of a personal nature may do so after paying for such use at the employee rate which is in effect at the time of use.
4. Telephone calls.
  - a. Employees are expressly prohibited from making long distance telephone calls of a personal nature on Apple Valley owned telephones.
  - b. All employees will use Apple Valley owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.

I. PURCHASING. When procurement involves the expenditure of federal assistance funds, Apple Valley shall comply with all applicable federal laws and regulations, state laws, and Town ordinances and resolutions. For all purchases, please refer to current purchasing policies.

#### J. TIMECARDS

1. All employees of Apple Valley are required to maintain an accurate and legible record of all their hours worked for Apple Valley on time sheets/cards.
2. Time sheets/cards will be signed and dated by the employee, and forwarded to the Town Administrator, or designee, as directed for review and payment.

K. DEBIT CARDS. Apple Valley debit cards shall be used for official business only and shall not be used for the personal convenience of an employee.

1. It is the cardholder's responsibility to:
  - a. Make only authorized purchases as prescribed by the Town purchasing policy and approved budget.
  - b. Retain receipts for all transactions.
  - c. Keep the credit card and corresponding account information secure.
  - d. Immediately report any lost or stolen credit card and/or account information to the Town.
  - e. Sign the back of the issued card.
  - f. Return the card upon termination.
2. It is accounts payable responsibility to:
  - a. Reconcile the credit card statement upon its arrival.
  - b. Report fraudulent charges or any discrepancies in the credit card statement in a timely manner.
3. Prohibited credit card purchases:

- a. Any merchant, product, or service normally considered to be inappropriate Town funds.
- b. Purchase of items for personal use or consumption.
- c. Alcohol
- d. Any use not in conformity with the purchasing policy.

L. **OUTSIDE ACTIVITIES.** Apple Valley employees shall not use Apple Valley owned property in support of outside interests and activities when such use would compromise the integrity of Apple Valley or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Apple Valley business, public office, or service club, shall:

1. Pursue the outside activity on the employee's own time.
2. Pursue the outside activity away from Apple Valley offices.
3. Discourage any phone, mail or visitor contact related to the outside interest at Apple Valley offices.
4. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
5. Except as provided in paragraph 8, not use data processing equipment, postage metering machines, copiers, other Apple Valley owned equipment or supplies for the outside interest.

M. **POLITICAL ACTIVITY.**

1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
2. An employee shall not engage in political activity during work hours, unless on approved leave.
3. An employee shall not use Apple Valley owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) When engaged in political activity.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use the employee's title or position while engaging in political activity.

N. **SECONDARY EMPLOYMENT.**

1. Apple Valley employment is primary.
  - a. Employment with Apple Valley shall be the employee's primary employment. Apple Valley employees are permitted to engage in secondary or outside employment under the following guidelines. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
  - b. Employees are required to provide written notification to the Town Administrator, or designee, using the Employee's Notice of Secondary Employment before

starting any secondary or outside employment. This notification should the following information:

Item 5.

- i. The employer's name, business name, and business address.
- ii. A general overview of the type of business engaged in by the secondary employer.
- iii. The specific duties engaged in by the employee at their secondary employment.

2. Apple Valley's approval process.

- a. The Town Administrator, or designee, shall review the information contained in the Employee's Notice of Secondary Employment and determine whether the employee's secondary employment is approved or denied. Factors to consider include, but are not limited to, the following:
  - i. That the secondary employment reasonably articulates some factor or factors which could negatively impact their employment with Apple Valley. For example, that the secondary employment could reasonably be expected to be too physically or mentally draining on the employee.
  - ii. That the secondary employment could invoke a conflict of interest with their employment with Apple Valley.
  - iii. That the secondary employment is immoral or unethical.
- b. This decision shall be communicated in writing to the employee, using the same Employee's Notice of Secondary Employment. The employee:
  - i. Shall abide by that decision.
  - ii. May appeal the decision to the Town Council, whose decision shall be final.
  - iii. May voluntarily resign their employment with Apple Valley.

## **Disciplinary Action**

### A. GENERAL POLICY.

1. It is the policy of the Apple Valley that management will inform its employees about what is expected at work, what constitutes employee misconduct, and what the employee's rights are, if disciplined.
2. It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of Apple Valley government. Administrative procedures have been established for the handling of disciplinary measures when required. All such measures shall follow the presentation of charges to the employee.
3. Disciplinary action, up to and including termination, may be imposed for misconduct.
4. Written documentation concerning employee disciplinary action imposed will become a permanent part of an employee's Personnel Record.

## B. TYPES OF DISCIPLINARY ACTION.

### 1. Verbal Warning.

- a. Whenever grounds for disciplinary action exist, and the Town Administrator, or designee, determines that more severe action is not immediately necessary, the deficiency demonstrated should be verbally communicated to the employee.
- b. Whenever possible, sufficient time for improvement should precede additional disciplinary action.

### 2. Written Reprimand.

- a. The Town Administrator, or designee, may reprimand an employee. The Town Administrator, or designee, shall furnish the employee with an Employee Written Reprimand Notification setting forth the reason(s).
- b. A copy of the Employee Written Reprimand Notification, signed by the Town Administrator and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Town Administrator, or designee, will so state.

### 3. Suspension.

- a. The Town Administrator, or designee, may suspend an employee with or without pay for up to, but not exceeding, thirty (30) calendar days for cause.
- b. When suspending an employee, the Town Administrator, or designee, shall follow the due process proceedings hereinafter set forth in paragraph 5 of this section, entitled, Imposing Disciplinary Action.
- c. On or before the effective date of the suspension, the Town Administrator, or designee, shall furnish the employee with a written Employee Suspension Notification setting forth the reason(s) for suspension.
- d. A copy of the Employee Suspension Notification, signed by the Town Administrator, or designee, and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Town Administrator, or designee, will so state.

### 4. Demotion.

- a. The Town Administrator, or designee, may demote, or reduce in grade, and employee for cause or provide for reasonable accommodation in appropriate circumstances.
- b. When demoting an employee, the Town Administrator, or designee, shall follow the due process proceedings hereinafter set forth in paragraph 5 of this section, entitled, Imposing Disciplinary Action.
- c. On or before the effective date of the demotion, the Town Administrator, or designee, shall furnish the employee with a written Employee Demotion Notification setting forth the reason(s) for demotion.
- d. A copy of the Employee Demotion Notification, signed by the Town Administrator, or designee, and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Town Administrator, or designee, will so state.

## 5. Transfer.

- a. The Town Administrator, or designee, may transfer an employee (with the exception of a probationary employee) by furnishing the employee with a written Employee Transfer Notification.
- b. A copy of the Employee Transfer Notification, signed by the Town Administrator, or designee, and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Town Administrator, or designee, will so state.

## 6. Termination.

- a. The Town Administrator, or designee, may terminate an employee for cause.
- b. When terminating an employee for cause, the Town Administrator, or designee, shall follow the due process proceedings hereinafter set forth in paragraph 5 of this section, entitled, Imposing Disciplinary Action.
- c. On or before the effective date of the termination for cause, the Town Administrator, or designee, shall furnish the employee with a written Employee Termination Notification setting forth the reason(s) for termination.
- d. A copy of the Employee Termination Notification, signed by the Town Administrator, or designee, and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form; the Town Administrator, or designee, will so state.

## C. CAUSES FOR DISCIPLINARY ACTION.

1. Causes for disciplinary action, up to and including termination, may include, but are not limited to, the following:
  - a. Violation of the laws of the State of Utah or the United States, other than minor traffic offenses.
  - b. Violation of the code of personal conduct.
  - c. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
  - d. Unjustified interference with work of other Apple Valley employees.
  - e. Misconduct.
  - f. Malfeasance.
  - g. Misfeasance.
  - h. Nonfeasance.
  - i. Incompetence.
  - j. Negligence.
  - k. Insubordination.
    - l. Failure to maintain skills.
  - m. Inadequate performance of duties.
  - n. Unauthorized absence or tardiness.

- o. Falsification or unauthorized alteration of records.
- p. Violation of Apple Valley policies.
- q. Falsification of employment application.
- r. Discrimination in hiring, assignment, or promotion.
- s. Sexual harassment.
- t. Violation of the Personnel Policies and Procedures.
- u. Use of alcohol or drugs, other than medication prescribed by a physician, that affect job performance.
- v. Falsifying Apple Valley Records.
- w. Knowingly marking the time slip of another employee, authorizing one's time slip to be marked by another employee, unauthorized alteration of a time slip.
- x. Unauthorized possession of firearms, weapons, or explosives on Apple Valley owned property, with the obvious exception of police officers.
- y. Carelessness which affects the safety of personnel.
- z. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
- aa. Theft or removal of any Apple Valley property or the property of any employee from the work area premises without proper authorization.
- ab. Gambling or engaging in a lottery at any Apple Valley work area.
- ac. Misusing, destroying, or damaging any Apple Valley property or the property of any employee.
- ad. Deliberately restricting work output of themselves or others.
- ae. Drinking any alcoholic beverage during the workday or being under the influence of illicit drugs or alcohol during the workday.
- af. Sleeping during working hours, with the obvious exception of firefighter employees.
- ag. Fighting (verbal or physical) on Apple Valley premises, or while on Town business, or in a Town uniform.
- ah. Any act which might endanger the safety or lives of others.

## **Termination Of Employment**

A. TYPES OF TERMINATION. Any involuntary termination or termination of any employee who is allowed to resign, in lieu of an involuntary termination, should be reviewed with legal counsel before termination is pursued or a resignation is accepted to ensure the employee's due process property rights are not violated.

1. Retirement. Voluntary termination at the end of an employee's career.

2. Voluntary Resignation. When an employee wishes to leave Apple Valley, they must complete a Notice of Voluntary Resignation Form and present it to the Town Administrator, or designee. Item 5.
3. Resignation, in Lieu of an Involuntary Termination, Agreement. The Town Administrator, or designee, may conclude that an employee should be involuntarily terminated for no reason (for probationary employees and Department Heads) or for cause. If Involuntary Termination proceedings have begun but have not been completed and an employee suggests that they would like to voluntarily resign, the Town Administrator may agree to a Resignation In Lieu Of an Involuntary Termination Agreement.
4. Involuntary Termination. The Town Administrator, or designee, may conclude that an employee should be involuntarily terminated for no reason (for probationary employees and Department Heads) or for cause.
5. Reductions in Force/Layoffs. Whenever it is necessary to reduce the number of employees in Apple Valley because of lack of work or lack of funds, Apple Valley may attempt to minimize layoffs by readjustment of personnel through reassignment of duties in other work areas.
6. Medical. The American's with Disabilities Act (ADA) prohibits illegal discrimination by an employer against an otherwise qualified individual with a disability. Consequently, an employee should not be terminated for medical reasons without prior consultation with legal counsel.
7. Death. If an employee of Apple Valley dies, their estate receives all pay due and any earned and payable benefits (such as payment for compensation time, annual leave, and/or sick leave) as of the date of death.

#### B. REQUIRED NOTICE PRIOR TO TERMINATION.

1. All employees, including at-will employees, must notify Apple Valley at least two (2) weeks before retiring or voluntarily resigning to be eligible:
  - a. To receive pay for unused, accrued vacation leave (if applicable).
  - b. To receive pay for vested sick leave (if applicable).
  - c. For rehire.
2. Apple Valley does not have a requirement to give any prior notice to an employee before terminating their employment with Apple Valley.
3. Unused, accrued vacation leave (if applicable) and vested sick leave (if applicable) will always be paid for terminations of employment involving Reductions in Force/Layoffs, Medical Reasons, and Deaths.

#### C. TERMINATION PROCEDURES.

1. A Notice of Voluntary Resignation Form, signed by the employee and the Town Administrator, or designee, may be utilized in Voluntary Resignations.
2. Involuntary Terminations/Separations for Cause require Apple Valley to provide their terminating employees with written notification of due process. At-Will Involuntary Terminations (for probationary employees and department heads) do not require Apple Valley to provide their terminating employees with written notification of due process.
3. A Resignation in Lieu of an Involuntary Termination Agreement, signed by the employee and the Town Administrator, or designee, may be utilized in negotiated termination.

Resignation in Lieu of an Involuntary Termination Agreement does not require Apple Valley to provide their terminating employees with written notification of due process. Item 5.

4. The following steps should be taken for Voluntary Retirements:

- a. Employees who desire retirement should notify Apple Valley three (3) months in advance.
- b. Apple Valley should communicate the status of each employee's retirement benefits. Upon request for retirement benefits, Apple Valley should notify the administrator of the retirement program and the appropriate state and federal regulatory agencies.
- c. Apple Valley should carefully explain to the employee what the options are (such as Cobra and Retirement Plan Options).
- d. Apple Valley should give the employee ample time to review the retirement plan.
- e. Apple Valley should have the employee sign a release, or at least a declaration statement, to the effect that they are electing retirement of their own free will.

5. The following steps should be taken for Reductions in Force/Layoffs:

- a. Determine whether Apple Valley is required to follow statutory guidelines related to the reduction in force/layoff. If Apple Valley is required to follow statutory guidelines; policy, procedure and actual practice must comply with said guidelines.
- b. If Apple Valley is facing a possible reduction in labor force, Apple Valley should explain the situation to its employees, advising them of the possibility that reductions in force/ layoffs may become an economic necessity for Apple Valley.
- c. In the selection of employees for Apple Valley's reduction in force/layoff, the following guidelines should be considered:
  - i. Selection should be based upon the employee's ability to perform the work assignments within the affected department.
  - ii. Seniority should govern the selection when ability is equal.
  - iii. Emergency, temporary, and probationary employees should be laid off first.
  - iv. Permanent employees should be the last to be laid off, when possible, in inverse order of their length of service.
  - v. Before any reduction in force/layoff, Apple Valley should determine whether it is subject to the requirements of the Worker Adjustment and Retraining Notification Act, 29 U.S.C. 2101, et seq.
  - vi. Apple Valley should carefully explain to the employee what the options are (such as Cobra and Retirement Plan Options).
  - vii. If Apple Valley cannot give advanced notice of a reduction in force/layoff to the employee, two weeks' severance pay may be given in lieu of notice for a bona fide reduction in force/layoff.
- d. Written reductions in force/layoffs notices should contain the following information:
  - i. Statement that separation from employment is based on reduction in force/layoff.

- ii. Anticipated date of layoff.
- iii. Any options regarding employee placement in another position.

#### 6. Outstanding Pay.

- a. Arrange for distribution of any paychecks which may be due the employee, including pay for any hours worked but not paid; pay for unused, accrued vacation leave (if applicable); or pay for vested sick leave (if applicable).
- b. Under Utah State law, the required timing of the final payment at termination is:
  - i. A Voluntary Resignation. Within one (1) workday of effective resignation date.
  - ii. An Involuntary Termination/Separation for Cause. Within one (1) workday of last day worked.

- 7. The terminating employee will return any supplies or equipment, which are the property of Apple Valley, to Apple Valley at termination.
- 8. All terminating employees should complete an Exit Interview Form with the Town Administrator, or designee. The Exit Interview Form should be signed by the employee and the Town Administrator, or designee.

### **Record Keeping**

- A. GENERAL POLICY. Federal law requires employers to keep detailed data about their employees.
- B. CONFIDENTIALITY. Employee records are maintained in compliance with the law.
  - 1. Confidentiality must be always maintained with access limited to employees and their supervisory chain.
  - 2. Apple Valley's policy is that only relevant, job-related information is maintained on its employees, that such information is held in strict confidence, and that access is limited only to those who require it for legitimate business reasons.
  - 3. Employees have the opportunity to review their own files in the presence of the Town Administrator, or designee, on Apple Valley premises during regular business hours.
- C. PERSONNEL FILES REQUIREMENTS.
  - 1. General.
    - a. Personnel files are maintained on each employee and kept by the Town Administrator Town Administrator and Clerk, or designee. The Clerk's file will be retained by the Treasurer. The record copy (original) of all appropriate personnel information, as set forth hereafter, related to an employee shall be filed in the employee's personnel file.
    - b. No information from any record placed in an employee's personnel file will be communicated to any person or organization except by the Town Administrator, or designee.
    - c. Employees, or their representative designated in writing, may examine the employee's personnel file upon request during normal working hours at A

Valley. When a supervisor requires access to the personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the Town Administrator, or designee.

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## 2. Contents.

- a. An employment record; including the employee's job application, resume, interview forms, Employment Eligibility Verification (Form I-9), Employee's Withholding Allowance Certificate (Form W-4), etc.
- b. A signed copy of the employee's acknowledgment of receiving a copy of the personnel policies and procedures manual; and the performance standard for the position the employee currently occupies.
- c. Election form to disclose or keep confidential, the employee's home address and home telephone number.
- d. All personnel action forms, including:
  - e. Performance evaluations.
  - f. Promotions or transfers.
  - g. Salary rate changes.
  - h. Disciplinary action taken. The employee will be asked to sign the disciplinary action form. If the employee refuses to sign this form; the Town Administrator, or designee, will so state.
  - i. Any information the employee wants included in response to any of the above actions.
  - j. Records of citations for excellence or awards for good performance.
- k. Annual records of any leave accrued and taken. Official records of vacation and sick leave accrual and of leave usage are kept for employees by the Town Administrator, or designee. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. Employees may check with the Town Administrator, or designee, to obtain information regarding their current leave usage.
- l. Record of any other pertinent information having a bearing on the employee's status.

3. Employee Information/Change of Employee Status. Employees are responsible for ensuring that personal employee information contained in their personnel files is current and accurate. Employee information (any change in number of dependents, marital status, address, telephone number, etc.) should be updated by completing an Employee Information/Change of Status Form and giving it to the Town Administrator, or designee, to file in their personnel file.

4. Giving References. Apple Valley limits information given in a reference to the following.
- a. Verification that the employee worked, full-time or part-time, for Apple Valley during a stated period.
  - b. A description of the position held.
  - c. Verification that the employee achieved a given salary range.

D. OTHER FILES REQUIREMENTS. Records related to the items listed below should be kept for a period of at least one (1) year. In addition, records should be examined annually to keep the files current and to save those records that management feels should be kept longer.

1. Job applications.
2. Test papers completed by job applicants or candidates for any position.
3. Results of any pre-employment physical exam and mobility exams should be kept for a period of at least four (4) years.
4. Any advertisements or notices relating to job openings, promotions, training programs, or opportunities for overtime work.
5. Records of promotion, demotion, transfer, selection for training, layoff, rehire, or termination of any employee. These should also be signed by the employee.

E. SALARY/WAGE REQUIREMENTS. The Federal Labor Standards Act (FLSA) requires Apple Valley to keep all of the following data on all employees for a period of at least three (3) years.

1. Employee's sex.
2. Time and day work week begins.
3. Hours worked each day and total hours worked each week.
4. Total daily or weekly straight-time earnings.
5. Total additions to, or deductions from, wages paid each pay period, including an explanation of items that make up additions and deductions.
6. Date of payment and pay period covered.
7. Total overtime above regular compensation for work week.

F. OTHER REQUIREMENTS. There are record keeping requirements under other federal and state laws over which the personnel record keeping function has jurisdiction:

1. Occupational Safety and Health Act (OSHA) record of injuries.
2. Employee Retirement Income Security Act (ERISA) record of pensions.
3. The Immigration Reform and Control Act (IRCA) of 1986 requires verification of status forms to be kept for three (3) years after the person is hired or for one (1) year after employment is terminated, whichever is later.

## **Performance Evaluations**

A. GENERAL POLICY.

1. Performance evaluations will consist of a review between the supervisor and the employee using Apple Valley's Performance Evaluation Form
2. It is the policy of Apple Valley that employee evaluations be conducted in a manner which will ensure fair treatment and an objective evaluation of employee performance.
3. Goal setting is critical for the development of performance plans and standards. Goals define in broad terms the underlying purpose of a given activity or set of activities.

4. Objectives specify what should be achieved during an employee's employment with Valley. Item 5.
5. There are certain fundamental principles which govern the establishment of goals, objectives, and performance standards.
- a. Participatory Goal Setting. In setting goals and objectives of employees, the supervisors should seek to involve employees in the process.
  - b. Outline Results to be Achieved. There should be room for flexibility. The supervisor should discuss with the employee how much will be done, when it needs to be completed, and what resources will be required.
  - c. Relate to Organizational Objectives and Goals. In the process of initially formulating performance plans, each employee should be provided with the larger picture and how their work contributes to the organization. This is the responsibility of each supervisor.
  - d. Define Objectives. Objectives must be clearly defined and understood by both employees and their supervisors. There must be clear agreement on resources to be made available, periodic reviews and other related control activities.
  - e. Give Support. Employees should understand that they will be fully supported by their supervisors in pursuing the achievement of the mutually agreed upon objectives and standards.

## B. PERFORMANCE PERIODS.

### 1. Probationary employees.

- a. Employees on probation shall have performance evaluations following the end of their probationary period.
- b. The performance evaluations may be used to provide information to both the employee and management regarding the employee's performance.
- c. Probationary employees should understand that their performance evaluations and the results of such evaluations shall not obligate Apple Valley to a particular course of action relative to probationary employees, nor shall it create any property/due process rights for probationary employees relative to their jobs/positions.

### 2. Permanent employees.

- a. Performance evaluations will be completed annually on the employee's anniversary date. An employee's anniversary date is defined as their first (1st) day on the job with Apple Valley.
- b. Although a salary adjustment never automatically follows a performance evaluation, the performance evaluation will be included as a component of any future compensation increase.

### 3. CONFIDENTIALITY.

- a. Completed performance evaluations shall permanently remain in the employee's personnel file and become a part of the private information of that file.
- b. Performance evaluations may be used in decisions concerning advancement, future training needs, performance related salary adjustments and control

## **Employment Classifications/Compensation**

- A. GENERAL POLICY. Apple Valley will pay at least minimum wages and overtime to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. Apple Valley will also provide equal pay to all employees doing similar work which requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.
- B. EMPLOYMENT CLASSIFICATIONS. There are five classifications of employees within Apple Valley:
1. Full-time. An employee hired for an indefinite period in a position for which the normal work schedule is Thirty (30) hours per week or more. Full-time employees may or may not qualify for specific Apple Valley benefits.
  2. Part-time. An employee hired for an indefinite period in a position for which the normal work schedule is less than Thirty (30) hours per week. Part-time employees do not qualify for Apple Valley benefits.
  3. Temporary. An employee hired for a position which is required for only a specific, known duration, usually less than six (6) months. Temporary employees do not qualify for Apple Valley benefits.
  4. Seasonal. An employee hired for a position which is required only for the summer or winter months. Summer or winter only employees do not qualify for Apple Valley benefits.
  5. Volunteer. Individuals who serve in a non-compensated position. Individuals do not qualify for specific Apple Valley benefits.
- C. EMPLOYMENT STATUS. To facilitate provisions of the Fair Labor Standards Act, employees shall also be classified as either exempt or nonexempt, with respect to eligibility for overtime payment. They shall be defined as:
1. Exempt. Positions of a managerial, administrative, or professional nature, as prescribed by Federal and State Labor Statutes shall be exempt from minimum wage and mandatory overtime payment regulations.
  2. Nonexempt. Positions of a clerical, technical, or service nature, as defined by Federal and State Labor Statutes, which are covered by provisions for minimum wage and mandatory overtime payment regulations.
- D. WORK WEEK.
1. Begins on Sunday morning at 12:00 a.m. (midnight).
  2. Ends on Saturday evening at 12:00 a.m. (midnight).
  3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.
- E. WORKDAYS.
1. Full Time: Monday - Friday.

2. Part Time: As directed by the Town Administrator, or designee.

3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.

#### F. WORK HOURS.

1. Full Time: 8:00 a.m. - 12:00 noon/1:00 p.m. - 5:00 p.m.

2. Part Time: As directed by the Town Administrator or designee.

3. Employees engaged in public safety activities, such as Law Enforcement and Fire Protection Departments: As directed by the Town Administrator, or designee.

G. ATTENDANCE. Employees shall be in attendance at their workstations during normal working hours.

#### H. BREAKS AND LUNCH PERIODS.

1. Full-time:

2. Breaks: Two (2) optional fifteen (15) minute paid breaks during a standard work day. Breaks can not be used to extend the lunch period or shorten an employee's work hours.

3. Lunch: One (1) hour unpaid lunch period during a standard work day.

4. Part-time: As directed by the Town Administrator, or designee.

5. Employee breaks and lunch periods will be taken at the discretion of the Town Administrator, or their supervisor, to ensure continuity in the flow of work.

6. If employees choose to work through their paid breaks, it is their decision to do so, and no extra compensation will be given for the extra time worked.

7. Employees engaged in public safety activities, i.e., Fire Department: As directed by the Fire Chief Town Administrator The fire chief will be directed by the Town Administrator.

I. TIME SHEETS. Employees will complete and sign, as verification of accuracy, an Employee Time Sheet showing all hours worked, including overtime, and submit the time sheet to the Town Administrator, or designee, for examination and filing.

## **Salary Planning**

A. GENERAL POLICY. The Town Administrator, in conjunction with the Town Council, shall be responsible for the development and maintenance of a uniform and equitable pay plan for Apple Valley which shall consist of minimum and maximum rates of pay for each position and such intermediate steps as deemed necessary and equitable. Salaries shall be linked directly to the position classification plan and may take into consideration the following factors:

1. Ranges of pay for other positions.

2. Prevailing rates of pay for similar employment in both public and private organizations.

3. Cost of living factors.

4. Other benefits received by employees.

Item 5.

5. The financial policy and economic conditions of Apple Valley.

### **Payroll Administration**

- A. PAY PERIODS. The Fair Labor Standards Act requires that wages be calculated on a periodic basis consisting of twenty-eight (28) days for employees working in public safety activities, such as Law Enforcement and Firefighters, and on a weekly basis for employees not working in public safety activities, unless an exception is granted by the Department of Labor.
- B. PAY DAYS. Apple Valley's pay days are as follows.
1. Employees will be paid on a bi-weekly basis for a total of 26 pay periods in a 12-month period.
- C. MINIMUM WAGE/SALARY. The Fair Labor Standards Act requires that Apple Valley pay an employee at least the minimum wage, currently seven dollars and fifty cents (\$7.25), as a gross wage/salary, minus the legally required pay deductions.
- D. PAY DEDUCTIONS. Apple Valley is permitted to make deductions authorized by their employees. The following is a checklist of automatic payroll deductions:
1. Itemized Deductions.
  2. Mandatory:
    - a. Social Security.
    - b. Federal Tax.
    - c. State Tax.

### **Reimbursable Expenses**

- A. GENERAL POLICY. With prior approval, legitimate expenses will be reimbursed by Apple Valley to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.
- B. TRAINING AND CONFERENCES. If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half times their regular work day pay if hours worked exceed forty (40) hours in that week.
- C. TRAVEL POLICY.
1. All travel outside of the Apple Valley limits during Apple Valley work hours shall be authorized by the Town Administrator. A log of all such travel exceeding a thirty (30)

radius of Apple Valley shall be kept. This log shall include the reason for the trip, the employee departed, and the time the employee returned, and vehicle used. Item 5.

2. Travel for legitimate Apple Valley purposes in Apple Valley vehicles may be authorized when the use of the vehicle does not detract from the operational needs of Apple Valley. Overnight use of Apple Valley vehicles for travel purposes shall be authorized by the Town Administrator.
3. If travel is outside the range of service of Apple Valley's repair shop, travel costs in conjunction with the use of Apple Valley vehicles shall be paid by the employee with receipts being kept for reimbursements.
4. All hotels or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, Apple Valley shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into Apple Valley by the employee as a verification of attendance no matter what the form of payment.
5. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the Town Administrator based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions .
6. All registration fees, etc., will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel.
7. The amount of twenty-eight dollars (\$28.00) shall be granted as the maximum daily per diem allowance for Apple Valley employees engaged in travel on the Apple Valley's behalf. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense (Please note: the Town Administrator, however, may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee). Receipts shall not be required for per diem advancements or compensation unless the employee requests reimbursement above the authorized amount.
8. Travel that requires less than a full day shall be compensated by the following specific per diem allowances:
  - a. Breakfast: Six dollars (\$6.00) maximum, when departing before 7:00 a.m.
  - b. Lunch: Eight dollars (\$8.00) maximum.
  - c. Dinner: Fourteen dollars (\$14.00) maximum, when returning after 7:00 p.m.
  - d. These amounts may be either an advance, after submission and approval of travel request, or reimbursed after presentation of receipts.

## A. WORKERS COMPENSATION.

1. All employees are covered by workers compensation which provides medical reimbursement and disability benefits for job-related illness or injury. An employee does not accrue benefits while receiving workers compensation payments. For exact compensation coverage, check the workers compensation contract on file with the Town Administrator, or designee.
2. Employees may use accrued vacation or sick leave to make up the difference between workers compensation benefits and their base pay.
3. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. They must tell the doctor, HOW, WHEN and WHERE the accident occurred. The doctor will complete a medical report and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan).
4. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers' compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the Town Administrator immediately. After Form 122 is filled out, a copy must be sent to the insurance carrier and a copy must be sent to the Industrial Commission within seven (7) days of the date of injury.
5. Reporting while off the Job. While on leave because of a bona fide, on-the-job injury or illness, an employee must contact their supervisor or the Town Administrator to report on their condition. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.
6. Return to Service. All employees must return to work after the approval of the attending physician. A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in immediate termination. An employee who is able to return to work in light duty status may be required to work in a different department and perform duties not contained within their current job classification.
7. At the time of final release or settlement of a workers compensation claim, if no vacancy exists; and, if a reasonable effort which have proven to be unsuccessful, has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.

B. SOCIAL SECURITY/FICA. All employees whether full-time, part-time, or temporary are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and Apple Valley will be made in accordance with the provision of the law.

C. STATE AND FEDERAL UNEMPLOYMENT. All employees, whether regular, part-time, or temporary, are covered by the benefits of State and Federal Unemployment.

D. CONTINUING EDUCATION. Employees are encouraged to obtain continuing education through attendance at job related seminars. Requests for attendance must be approved in advance by the Town Administrator, or designee.

1. Required by Apple Valley. When Apple Valley requires an employee to attend any education or training course, conference, seminar, or certification course, Apple Valley will provide the necessary time off with pay and will reimburse the employee for all

associated costs including tuition or registration fees, authorized travel, meals, and lodging.

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2. Encouraged by Apple Valley. Employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the Town Administrator, and upon successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts. Proof of successful completion will include one of the following:
  - a. A certificate indicating successful course completion, if applicable.
  - b. A grade point average of 2.0 or higher on a 4.0 (A, B, C, D) scale.
  - c. A grade pass on a pass/fail grading system.

E. RETIREMENT BENEFITS. The Town fully funds an employee pension plan through the Utah Retirement System (URS) for certain classes of employees as follows:

1. ELIGIBLE:

- a. Regular full-time employee. Eligibility begins after probationary period.
- b. URS Tier 1 Employees: Based on the monthly pay established annually by the URS, currently \$1,148.
- c. URS Tier 2 Appointed Officers are Part-Time Ineligible except for the following positions, which are deemed Full-Time Eligible if the employee meets the Town's definition of Full-Time:
  - i. Town Administrator
  - ii. Finance Director
  - iii. Town Clerk
  - iv. Fire Chief
- d. URS Tier 2 Elected Officers are Part-Time Ineligible.
- e. Appointed Full-Time Positions are eligible for URS vesting exemption purposes, if available.
- f. Under the Fire Fighter URS, all volunteer fire fighters currently on the roster are eligible for Death and Disability benefits while performing in the line of duty.

## **Leaves Of Absence**

A. ABSENT WITHOUT LEAVE.

1. Any unauthorized absence of an employee from duty shall be grounds for disciplinary action, up to and including termination, by the Town Administrator, or designee.
2. Any employee who is absent for three (3) or more consecutive workdays without authorized leave shall be deemed to have voluntarily resigned their position and employment without notice. Where extenuating circumstances are found to have ex

however, such absence may be covered by the Town Administrator, or designee subsequent grant of leave with or without pay as the circumstances dictate.

**B. ANNUAL VACATION LEAVE.**

1. Each permanent, Non-Exempt full-time employee shall receive annual vacation leave. Vacation is earned on forty (40) hour weeks. The rates are as follows:
  - a. For one (1) month to one (1) years of service, forty (40) hours of annual vacation leave shall accrue at the rate of 1.54 hours per pay period.
  - b. From one (1) year to five (5) years of service, eighty (80) hours of annual vacation leave shall accrue at the rate 3.08 hours per pay period.
  - c. For over five (5) years of service, one hundred twenty (120) hours of annual vacation leave shall accrue at the rate of 4.62 hours per pay period.
  - d. All days requested to be off shall use vacation hours, if available. If none are available, the hours will be without pay.
  
2. Each permanent, EXEMPT full-time employee shall receive annual vacation leave. Vacation is earned on forty (40) hour weeks. The rates are as follows:
  - a. For one (1) month to one (1) years of service, eighty (80) Hours of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.
  - b. From one (1) year to five (5) years of service, one hundred twenty (120) hours of annual vacation leave shall accrue at the rate of 4.62 hours per pay period.
  - c. For over five (5) years of service, one hundred sixty (160) hours of annual vacation leave shall accrue at the rate of 6.15 hours per pay period.
  
3. An employee who is separated from employment may be compensated for all accrued annual vacation leave.
  
4. All annual vacation leave requests should be submitted a reasonable time in advance of the desired time off to the Town Administrator, or designee. If an excessive (being the number of requests if granted that would render the department or organization ineffective) number of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Town Administrator, or designee.
  
5. A workday is based on ten (10) hours, Monday through Thursday. Friday is considered a day off. A vacation day is equivalent to the same.
  
6. Official annual vacation leave records will be maintained and kept current by posting at least annually by the Town Administrator, or designee.
  
7. Vacation usage will be reported by the Town Administrator, or designee, using attendance forms.

**C. HOLIDAY LEAVE.**

1. Holidays which apply to full time employees are:
  - a. New Year's Day.....January 1st
  - b. Human Rights Day.....3rd Monday in January
  - c. President's Day.....3rd Monday in February

- d. Memorial Day.....Last Monday in May
  - e. Independence Day.....July 4th
  - f. Pioneer Day.....July 24th
  - g. Labor Day.....1st Monday in September
  - h. Columbus Day.....2nd Monday in October
  - i. Thanksgiving.....4th Thursday & Friday in November
  - j. Christmas Day.....December 25th
2. If any of the above holidays fall on Saturday, then the preceding Friday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.

### **General Safety**

- A. GENERAL POLICY. The following general safety rules will apply in all agency work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.
1. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
  2. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
  3. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured.
  4. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
  5. Defective equipment will be reported immediately to the supervisor or Town Administrator.
  6. Employees will not operate equipment or use tools for which licensing and training has not been received.
  7. In all work situations, safeguards required by State and Federal Safety Orders will be provided.
  8. Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas. These areas include, but are not limited to:
    - a. Road repair.
    - b. Construction areas.
    - c. Vehicle maintenance areas.
    - d. Animal control.

## B. ACCIDENT REPORTING PROCEDURES.

1. Employees who are injured in connection with employment, regardless of the severity of the injury, must immediately notify the Town Administrator or their supervisor, who will ensure prompt and qualified medical attention, is provided and all required UOSHA reports are completed. Employees, who do not and/or will not accept qualified medical attention when directed by the Town Administrator, or designee, shall be subject to disciplinary action, up to and including termination.
2. The Town Administrator, or designee, will investigate the job-related injury to determine the cause of the injury.
3. Apple Valley shall contact UOSHA within twelve (12) hours of the occurrence of any job-related death, disabling, serious, or significant injury, and/or any occupational disease.
4. Apple Valley files the required report with UOSHA within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job. Minor injuries such as scratches and cuts do not need to be reported to UOSHA if they require only minor first-aid treatment.
5. Apple Valley shall keep a copy of the UOSHA report in their UOSHA File.
6. Apple Valley shall give the employee a copy of the UOSHA report and explain the employee's rights and responsibilities concerning the work-related injury or occupational disease.
7. If an employee later dies as a result of work-related injury, Apple Valley shall file a report with UOSHA within seven (7) days of first knowledge or notification of the death.

### **Ethical Behavior Policy**

Appointed Officials and Employee Code of Ethics

#### Prohibited Conduct

No current employee or officer, as specified, shall:

- A. 1. Disqualification from Acting on Apple Valley Business.
  1. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;
  2. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify him or herself from acting or participating;

3. Fail to disqualify him or herself from acting on any transaction which involves Apple Valley and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
4. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which Apple Valley or any Town agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time Apple Valley or Town agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.

Item 5.

#### B. Improper Use of Official Position.

1. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of Apple Valley; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
2. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Town funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
3. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the Town; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
4. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with Apple Valley, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.

#### C. Accept Gifts or Loans.

1. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
  - a. Unsolicited flowers, plants, and floral arrangements;
  - b. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
  - c. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
  - d. Unsolicited food items given to a department when the contents are shared among employees and the public;
  - e. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the [entity];
  - f. Information material, publications, or subscriptions related to the recipient's performance of official duties;

- g. Food and beverages consumed at hosted receptions where attendance is to official duties; Item 5.
- h. Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the Town;
- i. Travel costs, lodging, and tuition costs associated with Town sanctioned training or education when not provided by a private entity under contract with the Town;
- j. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;
- k. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
- l. Campaign contributions; and
- m. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

D. Disclose Privileged Information.

1. Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

E. Financial or Beneficial Interest in Transactions.

1. Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of Apple Valley. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with Apple Valley.

F. Nepotism.

1. Violate Utah Code § 52-3, which prohibits employment of relatives, with few exceptions.

G. Misuse of Public Resources or Property.

1. Violate Utah Code § 76-8-4, which delineates the unlawful use of public funds and destruction of property, including records.

H. Outside Employment.

1. Retain secondary employment outside of Apple Valley employment, which, as determined by the Town Council, and according to Utah Administrative Code R477-9-2:
  - a. Interferes with an employee's performance.
  - b. Conflicts with the interests of Apple Valley or the State of Utah.
  - c. Gives reason for criticism or suspicion of conflicting interests or duties.

## I. Political Activity.

1. Except as otherwise provided by law:
  - a. The partisan political activity, political opinion, or political affiliation of an applicant for a position with Apple Valley may not provide a basis for denying employment to the applicant.
  - b. An Apple Valley officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
  - c. An Apple Valley employee may not engage in political campaigning or solicit political contributions during hours of employment.
  - d. An Apple Valley officer or employee may not use Town equipment while engaged in campaigning or other political activity.
  - e. An Apple Valley officer or employee may not directly or indirectly coerce, command, or advise another Town officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
  - f. An Apple Valley officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
2. An Apple Valley employee who has filed a declaration of candidacy may:
  - a. be given a leave of absence for the period between the primary election and the general election; and
  - b. Use any vacation or other leave available to engage in campaign activities.
3. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
4. Nothing in this chapter shall be construed to:
  - a. prohibit An Apple Valley officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
  - b. Permit An Apple Valley officer or employee partisan political activity that is prohibited under federal law.
5. No Apple Valley officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Apple Valley property.
6. No Apple Valley officer or employee shall promise any appointment to any position with Apple Valley as a reward for any political activity.
7. An Apple Valley employee who is elected to an office with [entity name shall terminate Town employment prior to being sworn into the elected office.

## J. Fair and Equal Treatment.

1. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.
2. No Apple Valley officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

## K. Prohibited Conduct After Leaving Apple Valley:

1. No former employee shall, during the period of one (1) year after leaving Apple Valley office or employment:
  - a. Disclose or use any privileged or proprietary information gained by reason of his/her Town employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;
  - b. Assist any person in proceedings involving an agency of Apple Valley with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;
  - c. Represent any person as an advocate in any matter in which the former employee was officially involved while An Apple Valley employee;
  - d. Participate as a competitor in any competitive selection process for a Town contract in which he or she assisted the Town in determining the project or work to be done or the process to be used.

## **IT And Computer Security Policy**

### **Statement**

The Town of Apple Valley (Town) furnishes computers for employees' use in conducting Town business. This includes access to e-mail and the Internet. The internet contains many useful features, including email to non-Town resources, access to research materials, and information exchange. The purpose of this policy is to establish basic rules for employees' use of the Town's computer system, including the Internet and email.

### **Computer System, Internet and E-mail Use Policies**

The Internet can be misused in a variety of ways, including but not limited to:

- A. Downloading files that contain viruses, thereby endangering Town information services;
- B. Accessing objectionable material;
- C. Wasting work time by performing unauthorized research or accessing non-business related information and people or for computer games, or online games.

### **Individual Responsibilities**

Internet users are responsible for complying with this and all other Town policies when using the resources for accessing the Internet. Violation of this policy is grounds for disciplinary action, up to and including termination.

**General Policies for Use of the Entity’s Computer System, Including the Internet**

An employee does not have a right to privacy when using the Internet via Town resources and employees should not expect or assume any privacy regarding the content of email communications. The Town reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time, and to read, use and disclose e-mail messages. In addition, all software, files, information, communications, and messages (including emails) downloaded or sent via the Internet using Town resources are the Town’s records and property of the Town; such records are subject to potential review and disclosure under the public disclosure law of the State of Utah. Even after an email message has been “deleted,” it may still be possible to retrieve it. It is your responsibility to not delete any emails, unless it is spam or junk, from any email account belonging to the Town.

The Town has the right to restrict or prohibit any employee from Internet access for violation of the policy. Violations may also result in disciplinary action, up to and including termination.

Internet use via Town resources is for Town business. Except as outlined here, use of Town’s computer, Internet and email services are for Town business only. Some limited personal use is permitted, so long as it does not result in cost to the Town, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of Town business and does not compromise the security or integrity of Town information or software. Such limited use shall not occur on “paid time,” but is permitted immediately before or after work hours and during an employee’s breaks. Examples of allowable personal use include accessing a weather report or news item on the Internet or transmitting email to a family member to assure safe arrival at home. Any personal use of Town’s computer, Internet and email services must comply with all applicable laws and Town policies, including anti-discrimination policies and Internet usage policy.

Internet use must comply with applicable laws and Town policies including but not limited to all federal and state laws, and Town policies governing sexual harassment, discrimination, intellectual property protection, privacy, public disclosure, confidentiality, misuse of Town resources, information, and data security.

All Internet use must be consistent with the Town’s Personnel Policies Manual. The Town’s computer system permits employees to perform jobs, share files, and communicate internally and with selected outside individuals and entities in the performance and conduct of Town business. Employees are prohibited from gaining unauthorized access to another employee’s email messages or sending messages using another employee’s password.

In order to prevent potential Town liability, it is the responsibility of all Internet users to clearly communicate to the recipient when the opinions expressed do not represent those of the Town.

The Town has the capability and reserves the right to access, review, copy, modify and delete any information transmitted through or stored in its computer system. The Town may disclose all such information to any party (inside or outside the Town) it deems appropriate and in accordance with applicable law. Accordingly, employees should not use the computer system to send, receive or store any information they wish to keep private. Employees should treat the computer system like a shared file system—with the expectation that files sent, received, or stored anywhere in the system will be available for review by any authorized representative of the Town for any purpose, as well as the public if a proper request is made for public records.

Good judgment should always be employed in using the Town’s email and Internet systems. Employee email messages may be read by someone other than the person(s) to whom they were sent.

inconsistent with the Town’s policies must be avoided. For example, it is prohibited to make job comments which could offend someone on the basis of gender, race, age, religion, national origin, disability or sexual orientation. These comments would be in direct conflict with the Town’s policies prohibiting discrimination and harassment. Accordingly, employees should create and send only courteous, professional and businesslike messages that do not contain objectionable offensive or potentially discriminatory material.

Caution should be taken in transmitting confidential information on the computer system. Employees should use due care in addressing email messages to assure messages are not inadvertently sent to the wrong person inside or outside the Town.

Email creates a written record subject to court rules of discovery and may be used as evidence in claims or legal proceedings. Once sent, email cannot be retracted. Even after deletion at a workstation, email can be retrieved and read.

The safety and security of the Town’s network and resources must be considered at all times when using the Internet. Any programs from a non-current source (i.e., software that is not purchased in original diskette or CD ROM format) or which involve executable or binary files must not be downloaded or installed without prior permission from the Town Administrator and without being properly scanned for viruses.

Employees are not to share or reveal individual passwords to anyone.

There is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users must be aware that the Town has no control over available information on the Internet and cannot be responsible for the content of information.

**Prohibited Uses of the Internet**

The following is a non-exclusive list of prohibited uses of the Internet and email:

1. Commercial use – any form of commercial use of the Internet is prohibited;
2. Solicitation – the purchase or sale of personal items or non-business items through advertising on the Internet is prohibited;
3. Copyright violations – the unlawful reproduction or distribution of copyrighted information, regardless of the source, is prohibited;
4. Discrimination / Harassment – the use of the Internet to send messages or other content which is harassing, derogatory or unlawfully discriminatory to employees, citizens, vendors or customers is prohibited;
5. Political – the use of the Internet for political purposes is prohibited;
6. Aliases / Anonymous messages / misrepresentation – the use of aliases or transmission of anonymous messages is prohibited. Also, the misrepresentation of an employee’s job title, job description, or position with the Town is prohibited;
7. Social networking sites – the accessing and/or creation of social networking sites, such as Facebook, Twitter, Instagram, Blogs and similar sites is prohibited for non-entity business purposes;
8. Instant messaging;
9. Misinformation / Confidential Information – the release of untrue, distorted, or confidential information regarding Town business is prohibited;

10. Viewing or Downloading of Non-Business Related Information - the accessing, v Item 5. distribution, downloading, or any other method for retrieving non-Town related information is prohibited. This includes, but is not limited to, entertainment sites, pornographic sites, sexually explicit sites, chat rooms and bulletin boards;
11. Unauthorized attempts to access another's network or e-mail account;
12. Display or transmission of sensitive or proprietary information to unauthorized persons or organizations;
13. Spamming email accounts from the Town's email services or Town machines.

Nothing in this policy prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.

## **Cash Receipting And Deposit Policy**

### **Purpose**

Establish a uniform control design for all departments of Town of Apple Valley (Town) that receive cash. Over time it is expected this policy will be adjusted for changes in systems and organizational structure at which time the Town Administrator will propose changes to the Town Council for review and approval.

### **Designated Receiving Official**

The Town Recorder is designated as the Receiving Official.

### **Receiving Process**

The Receiving Official or his/her designee will make a record of goods and services received by the Town.

### **Cash Receipts**

1. All funds received are entered into the accounting system at the time of the transaction with enough detail to determine where/who the funds came from, the purpose for receiving the funds, the method of payment; cash, check, credit card etc., numbered in a sequential fashion, and designate the appropriate account. Manual receipts should have two copies: Customer copy, and Treasurer copy.
2. At the end of each day the person responsible for receiving cash will place cash, checks and credit card receipts received in a deposit bag and either deliver it to the Treasurer's office or place it in a secure (locked) place for deposit on the next deposit day.
3. Void/adjusted transactions. If a transaction needs to be voided or adjusted it should be done by someone who does not receive cash. If an office doesn't have enough employees to have adjustments made by a supervisor that doesn't receive cash, two employees will sign off on the adjustment or voided transaction explaining the circumstances causing the adjustment. The system should be designed to generate a report of all adjusted/voided transactions to facilitate monitoring of this process.
4. Every effort should be made to ensure large quantities of cash are not on hand overnight. The deposit should be made in the same day if time allows.

5. The Treasurer will receive funds, count the funds, compare the amount received supporting documentation provided. The Treasurer then enters the deposit into the accounting system and takes funds to the bank.
6. The Town will install and maintain surveillance systems in offices receiving funds. Surveillance evidence will be maintained for 60 days.
7. Mail will be opened in the presence of two or more employees and any correspondence containing payments will be removed and processed prior to distributing mail to individual persons or departments.

TOWN OF APPLE VALLEY, UTAH

RESOLUTION NO. R-2023-07

A RESOLUTION ADOPTING THE FORMAT OF THE POLICIES AND PROCEDURES MANUAL

WHEREAS, the Town of Apple Valley ("Town"), has previously adopted a Personnel Policies and Procedures manual; and

WHEREAS, the Town Council deems it necessary and appropriate that such manual be formatted to incorporate on the website in the codebooks; and

WHEREAS, at a meeting of the Town, duly called, noticed and held on the 19<sup>th</sup> day of April 2023, and upon motion duly made and seconded:

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town that the Personnel Policies and Procedures Manual is hereby amended to reflect the format changes attached hereto and incorporated on the website.

RESOLVED this 19th day April 2023.

PRESIDING OFFICER

\_\_\_\_\_  
Frank G. Lindhardt, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____

## **Purchasing Policy**

[SECTION I Definitions](#)

[SECTION II Procurement Processes](#)

[SECTION III Criteria For Using Procurement Processes](#)

[SECTION IV Exceptions To The Procurement Processes](#)

[SECTION V Awarding Bids And Selecting Proposals](#)

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[SECTION VII Purchasing Procedures](#)

[SECTION VIII Change Orders](#)

[SECTION IX Insurance Bonds](#)

[SECTION X Disposal Or Lease Of Town Property](#)

[SECTION XI Sanctions](#)

### TOWN OF APPLE VALLEY PURCHASING POLICY

#### **SECTION I Definitions**

The following definitions apply to terms used in this policy.

- A. Building improvement projects: The construction or repair of a public building or structure.
- B. Town property: Any item of real or personal property owned by the Town.
- C. Competitive bid: A written response from a contractor, supplier or vendor to a request to provide known and specific services or products as stated in an open advertisement outlining the scope, specifications, and terms and conditions of the proposed contract as well as the criteria that will be used to evaluate the responses.
- D. Donation: A gift of money, services, personal or real property of a tangible or intangible nature given without return consideration to the donor.
- E. Donor: An individual, a group of individuals or an entity that donates money, services, personal or real property of a tangible or intangible nature without return consideration.
- F. Emergency purchases: Purchases of materials or services made to eliminate an imminent risk of damage or loss of public or private property; remedy a condition that poses an immediate physical danger; or reduce a substantial, imminent risk of interruption of an essential public service.
- G. Encumbered: To record committed, planned or obligated expenditures in the accounting records.
- H. Known prospective bidders or responders: Individuals or entities that have responded to competitive bid requests or requests for proposals for similar services or products within the past two years or individuals or entities that have expressed interest in providing services or products similar to those being sought through formal written notification of their interest within the past two years.
- I. Local bidder: A business having all three of the following:
  1. A commercial office, store, distribution center or other place of business located within the boundaries of Apple Valley, with an intent to remain on a permanent basis. The principal place of business of a local bidder may be elsewhere as long as a local branch meeting the above criteria is present. The domicile of one or more partners, owners, associates, directors, employees or agents shall not qualify for constituting a local bidder in the absence of an actual local business outlet;
  2. A current Town business license; and

3. At least one employee physically present at the local business outlet.

Item 6.

- J. Lowest bidder/lowest local bidder: The bidder or local bidder, when the local bidder preference is applied, who has submitted the lowest bid to furnish supplies or contractual services to the Town.
- K. Parcel of insignificant property: A continuous parcel of land that, in light of the Town's zoning ordinance and engineering standards, is of insufficient size or dimension to allow a building to be erected on said property.
- L. Personal property: All rights and interests in property other than real property.
- M. Public works project: The construction of a park or recreational facility; or a pipeline, culvert, dam, canal, or other system for water, sewage, storm water or flood control; and does not include the replacement or repair of existing infrastructure on private property.
- N. Procurement processes: The methods of buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services or construction. Examples include competitive bidding, requests for proposals and price quotes.
- O. Real property: Town property such as buildings, land, and those structures that are attached to land.
- P. Request for proposal: A document used to solicit formal proposals from potential contractors, suppliers or vendors where the nature of the work to be performed or the product to be purchased has the potential to be satisfied with various options, which may be difficult to identify and accurately describe.
- Q. Responsible bidder: A bidder who has submitted a bid to furnish supplies or contractual services to the Town and who has complied with the specifications, delivery terms and conditions, and other qualifications and requirements included in the invitation for bids. In determining a responsible bidder, the Town may consider the following items:
  - 1. The ability, capacity, experience and skill of the bidder to perform the service required;
  - 2. Whether the bidder can perform, or the contractor provide his or her services within the time specified;
  - 3. The quality and performance of the previous services by the bidder, either to the Town or another entity;
  - 4. Quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - 5. The ability of the bidder to provide future maintenance and service;
  - 6. The number and scope of conditions attached to the bid, proposal or price quote;
  - 7. The maintenance history of the product, the parts and service costs of the product, existing inventory, mechanics expertise and ease of maintenance; and/or
  - 8. The local bidder preference.

## **SECTION II Procurement Processes**

Except as otherwise required by state or federal law, the Town shall accept purchase prices and award contracts pursuant to one of the processes outlined in this section, provided an exception as outlined in section IV does not apply. Section III establishes when each of these processes may be used. The Town shall substantially comply with the guidelines for the specific process used but shall not incur any liability in choosing one alternative over another.

- A. Competitive Bids. The competitive bid process shall be used when the nature of the work to be performed or the product to be purchased is known and can be adequately and accurately described in the bid documents.
1. Required documentation. All competitive bids shall have the following minimum documentation:
    - a. A notice inviting bids;
    - b. Specifications; and
    - c. Instructions to bidders.
  2. At a minimum the notice inviting bids shall consist of the following:
    - a. A general description of the goods and/or services being solicited;
    - b. A physical and/or electronic location where interested parties may access a complete set of bid documents; and
    - c. The time and date when complete bids are due and the location where complete bids are to be submitted.
  3. The minimum specification requirements shall include a description of the goods and/or services being solicited in enough detail as to enable a reasonable bidder to formulate a bid.
  4. At a minimum the instructions to bidders shall include the following requirements, when reasonably necessary, considering the types of goods and/or services being solicited:
    - a. Bonding and insurance requirements;
    - b. The process bidders shall use to ask questions during the bid process;
    - c. Site visits;
    - d. Necessary licensure requirements;
    - e. Due dates and location for submitting bids;
    - f. Page limits and format of the bid;
    - g. Delivery terms and/or completion deadlines;
    - h. The award of bid being contingent on successful negotiation of an agreement with the Town; and

i. The Town's right to waive certain matters and/or reject any and all informal Item 6.

5. The notice inviting bids shall be published as per the requirements contained in II(C).

6. The following minimum standards shall apply to all bids:

- a. Only bids submitted in conformance with the bid documents shall be considered;
- b. Bids shall be opened in public on the date and at the time and place stated in the public notice; and
- c. A tabulation of all bids received shall be available for public inspection either electronically or at the Town offices during regular business hours for a period of not less than thirty days after the bid opening.

7. Bids shall be awarded or rejected pursuant to the provisions set forth in section V.

B. Request for proposals (RFPs). The RFP process may be used when the nature of the work to be performed, or the product to be purchased, has the potential to be satisfied with various options which may be difficult to identify and accurately describe. This process shall only be used when the Town Administrator or a designee determines that this process is more advantageous to the Town or the use of the competitive bid process is impractical. This method is more practical for professional service type contracts, i.e., legal services.

1. Required documentation. All RFPs shall have the following minimum documentation:

- a. A notice inviting proposals;
- b. A request for proposals; and
- c. Instructions to responders.

2. At a minimum the notice inviting proposals shall consist of the following:

- a. A general description of the goods and/or services being solicited;
- b. A physical and/or electronic location where interested parties may access a complete RFP; and
- c. The time and date when complete proposals are due and the location where complete proposals are to be submitted.

3. The minimum RFP requirements shall include a description of the goods and/or services being solicited in enough detail so that a reasonable responder can formulate a proposal.

4. At a minimum the instructions to responders shall include the following requirements, when reasonably necessary, considering the types of goods and/or services being solicited:

- a. Bonding and insurance requirements;

- b. The process responders shall use to ask questions during the proposal process;
  - c. Site visits;
  - d. Necessary licensure requirements;
  - e. Due dates and location for submitting proposals;
  - f. Page limits and format of the bid;
  - g. Delivery terms and/or completion deadlines;
  - h. The award of proposal being contingent on successful negotiation of an agreement with the Town; and
  - i. The Town's right to waive certain matters and/or reject any and all informalities.
5. The notice inviting proposals shall be published as per the requirements contained in II(C).
6. The following minimum standards shall apply to all proposal reviews:
- a. Only proposals submitted in conformance with the RFP documents shall be considered;
  - b. Proposals shall be evaluated on the basis of compliance with the notice requesting proposals; and
  - c. A tabulation of all proposals received shall be available for public inspection either electronically or at the Town offices during regular business hours for a period of not less than thirty days after acceptance of a proposal.
7. Revisions to submitted proposals
- a. Revisions of proposals may be permitted after submission, and prior to selection, for the purpose of obtaining the best and final offers.
  - b. Discussions may be conducted with responders who submit responsible proposals when the Town finds a reasonable likelihood that the proposal will be selected and identifies a need to further clarify its understanding of the elements of the proposal.
  - c. Responders who submit responsible proposals shall be accorded fair and equal treatment with respect to opportunities for discussion and revisions of proposals.
  - d. During discussions, information derived from submitted proposals shall not be disclosed to competing responders.
8. Proposals shall be awarded or rejected pursuant to the provisions set forth in section V.
- C. Notice publication requirements for competitive bidding and request for proposals. Except as otherwise required by state or federal law, the following shall be the publication requirements for competitive bidding and requests for proposals:

1. Notices for all public works and building improvement projects that have an estimated cost exceeding the State of Utah's statutory bid limit shall be published at least five days before the due date for the bids or proposals. Notices shall be published in a newspaper of general circulation, on the Utah Public Notice website, on a web page established by the Town, at Town Hall, and the Gateway bulletin board.
2. All other notices shall be published once at least five days before the due date for the bids or proposals. The notices shall be published in a newspaper of general circulation and on the Utah Public Notice website. In addition, notices may be published at least five days before the due date on the Town web page.
3. Notices published in the newspaper and on the internet may also be delivered to known prospective bidders or responders. If notices are delivered to one known prospective bidder or responder, they shall be delivered to all known prospective bidders or responders.
4. Price Quotes:
  - a. Price quotes may be sought when the time and cost of using the competitive bid or request for proposals process is prohibitive.
  - b. Whenever possible, three price quotes shall be received.
  - c. To promote consistency, price quotes shall be solicited by written request that provides a general description of the work to be performed or the product to be purchased. Price quotes may also be solicited from published prices from various vendors, such as through internet advertisements.

### **SECTION III Criteria For Using Procurement Processes**

Except as otherwise required by state or federal law, the following dollar limits shall govern the procurement processes identified in section II. Dollar limits shall apply to individual purchases or contracts, to like items rather than broad categories of purchases, and to Town departments and divisions individually as identified in the Town's annual budget, rather than to the Town as a whole.

#### A. Purchases and contracts estimated below \$5,000.

1. Purchases and contracts estimated below \$5,000 are not subject to the procurement processes identified in section II.
2. When practical, the procurement processes identified in section II or the obtaining of verbal price quotes is encouraged.

#### B. Purchases and contracts estimated at \$5,000 but below \$12,000.

1. Purchases and contracts estimated at \$5,000 but below \$12,000 shall, at a minimum, follow the procedures outlined in section II(D) for price quotes.
2. When practical, the competitive bid process as outlined in section II(A) is encouraged.
3. When the nature of the work to be performed or the product to be purchased has the potential to be satisfied with various options, which may be difficult to identify and accurately describe, the request for proposal process as outlined in section II(B) shall be used.

C. Purchases and contracts estimated at \$12,000 or higher.

1. Purchases and contracts estimated at \$12,000 or higher, shall follow the procedures outlined in section II(A) or (B).

### **SECTION IV Exceptions To The Procurement Processes**

While the procurement processes in section II are encouraged, unless otherwise required by state or federal law, they shall not be required in the following situations:

A. Professional Service Contracts.

1. Upon approval of the Town Administrator, or a designee, professional services including but not limited to: auditing, appraisals, architecture, banking, artistic design, engineering, legal and other consulting services, may be awarded based on professional qualifications, service ability, cost of service and other criteria.

B. Contracts not suitable to competitive bidding.

Contracts, which by their nature, are not suitable for competitive bidding include:

1. Contracts that may only be available from a single source;
2. Contracts for additions to and repairs and maintenance of buildings or equipment that may more efficiently or effectively be performed by a particular person or firm;
3. Contracts for equipment and parts more compatible with existing equipment and parts inventories or the skills of trained Town personnel; and
4. Contracts for artistic performances and events where the nature of the event is not conducive to competitive bidding.

C. Auction, bankruptcy, close-out and internet sales.

1. Purchases of supplies, materials and equipment may be made at auctions, bankru close-out sales or on the internet, when the Town Administrator determines that such purchases would be made at a cost below the current market cost.

#### D. Exchanges

1. Real or personal property shall be exchanged between the Town and any public agency by mutual agreement of all agencies involved having equal or similar value, or being mutually beneficial.

#### E. Agreements with other agencies

1. The Town shall have the power to enter into joint purchase agreements with any or all other public agencies within the state for the purchase of any commodity if the Town Council finds the joint purchase agreement to be in the best interest of the Town.

#### F. Projects performed by Town employees and Volunteers

1. Town employees and/or volunteers may be used to complete Town projects provided the Town complies with state statutory requirements governing contracts for municipal public improvements.

#### G. State and other municipal government bid lists

1. The Town may purchase supplies or goods, but not services, from the vendor who has submitted the lowest bid price for such items to the State of Utah purchasing office at the quoted price without any solicitation or price quotation or invitation to bid. For such purposes, the quoted price shall be deemed to be the lowest price available for such items and the Town need not follow any other bidding requirements unless the cost of the proposed purchase on the State of Utah bid list exceeds twelve thousand dollars (\$12,000.00). If the State bid list price exceeds twelve thousand dollars (\$12,000.00) the Town shall solicit bids in conformance with the procedures in this policy. If a local vendor, or vendors, bid on the item, and the local vendor, or vendors, are within one- and one-half percent (1.5%) of the state bid list, the bid shall be awarded to the local vendor with the lowest submitted price. Local vendors that have the low State bid price at the time of the purchase shall be required to honor the State bid list price and not receive a one- and one-half percent (1.5%) preference. For purposes of this policy local vendor is defined as a vendor with a principal place of business located within the Town and a valid Town business license.

#### H. Utah Correctional Industries Division

1. The Town may purchase goods and services produced and sold by the Utah Correctional Industries Division.

#### I. Grant and donor instructions and restrictions

1. Town department and division heads are not prohibited from accepting cash or noncash grants and donations with specific instructions or restrictions that may conflict with the Town's procurement processes. When such grants and donations are accepted, the grant and donor instructions and restrictions shall be followed when in conflict with Town procurement processes.

## J. Emergencies

1. The Town Administrator or his or her designee may authorize emergency purchases of materials or services.

## **SECTION V Awarding Bids And Selecting Proposals**

### A. Awarding /rejecting bids and proposals

1. All bids required by the procurement criteria outlined in section III of this policy shall be awarded by the Town Council.
2. All proposals required by the procurement criteria outlined in section III of this policy shall be awarded by the Town Council after considering cost benefit, staff recommendations and the criteria outlined in the RFP.

### B. Rejection of all bids or proposals

1. Those authorized to approve or reject bids and proposals under section V(A) are also authorized to reject all bids or proposals presented and may re-advertise for bids or proposals using the procurement processes outline in sections II and III.

### C. Tie bids

1. When two or more bids are received that are equal in price, quality and service, the Town Administrator or designee may negotiate with the bidders to obtain the best bid possible.

### D. Single bids

1. The Town Administrator or designee may require a price or cost analysis when only one bid is received. The bidder may be required to furnish a detailed cost proposal, and the bid award may be subject to subsequent negotiations.

### E. Local bidder preference

1. In awarding bids for public work or for the procurement of supplies or services preference shall be given to local bidders, unless prohibited by federal law or by the terms of a federal grant or loan; the proceeds of which are used to fund the public work or procurement of supplies or services.

2. When the lowest responsible bidder is not a local bidder and local bidders are within five percent of the lowest responsible bid, the lowest responsible local bidder shall be awarded the bid if the lowest responsible local bidder agrees in writing to meet the lowest responsible bid within seventy-two hours after being notified by the Town of the option to exercise the local bidder preference.
  - a. If the lowest responsible local bidder elects not to exercise the local bidder preference, the next lowest responsible local bidder who is within five percent of the lowest responsible bid shall be given the option to exercise the local bidder preference. This process shall continue until a qualified local bidder exercises the option or until there are no more local bidders within five percent of the lowest responsible bid.
  - b. The Town's notice to the lowest responsible local bidder shall contain the exact bid amount submitted by the lowest responsible bidder.
  - c. The Town shall not enter into a contract with regard to the bid until the seventy-two hours beginning with notification to the local bidder has elapsed.
  
3. If no bidders qualify as local bidders, the same preference and procedures shall be extended to bidders from Washington County.

## **SECTION VI Donations**

This section shall not apply to federal and state grants. The Town is not obligated to accept donations, and in fact, should not accept donations for projects that have not received approval from the Town Council.

### A. Cash donations

1. Before accepting a cash donation of more than \$250, the Town Administrator shall obtain in writing from the donor all of the following:
  - a. The amount of the donation;
  - b. All donor instructions and restrictions governing the donation; and
  - c. Actions the Town must take with any excess donated funds after the intended purpose of the donation has been met.  
The Town shall not incur any liability associated with the purpose of donated funds until all of the cash has been received.

### B. Noncash donations

1. Before taking possession of a noncash donation with a fair market value in excess of \$1,000, the Town Administrator shall obtain written validation from the donor that the noncash donation has been paid for and is free of all third-party obligations.

## **SECTION VII Purchasing Procedures**

After compliance with all bid requirements set forth herein, the following shall govern purchasing procedures:

### A. Preauthorization procedures

1. Purchases for goods and services not exempted in section VII(D) shall be preauthorized prior to the purchase being made.
  - a. Uniform purchase order forms approved by the Finance Director shall be used to obtain preauthorization for purchases.
  - b. After compliance with all bid requirements, the department or division shall complete a purchase order and submit it to the Finance Director. The Finance Director or his or her designee shall review the purchase order for budget compliance and completeness and return the approved purchase order to the Town Administrator or, in the absence of the Town Administrator, his or her designee.
  - c. Upon approval by the Town Administrator or his or her designee, the purchase order will be returned to the Finance Director.
  - d. A copy of the approved purchase order will then be returned to the department or division and serves as notification that the purchase has been authorized.
  - e. Based on the parameters of the approved purchase order, the purchase can then be made.

### B. Blanket purchase orders

1. A single purchase order may be preauthorized, and budgeted funds noted for the entire amount of contracts and for blanket purchase orders to reduce paperwork and authorization time associated with multiple purchases throughout the year from the same vendor.

### C. Payment of invoices

1. The division or department shall submit the invoice to accounts payable for payment. Invoices to be paid shall be accompanied by a copy of the preauthorized purchase order, or when a blanket purchase order is being used, the face of the invoice shall make reference to the blanket purchase order.
2. Checks will be released to vendors after final approval by the Town Administrator. In rare instances checks may need approval by Town Council, when deemed necessary

D. Exceptions to preauthorization and/or payment of invoice procedures:

1. Purchase Cards

- a. The Town may utilize a purchase card program as an alternative to purchase orders to provide a more efficient, cost-effective method of purchasing and paying for small-dollar transactions. An essential element of any purchase card program instituted by the Town shall be the ability to establish monthly and single purchase limits. The maximum limits shall be \$5,000 for monthly purchases and \$1,000 for single purchases. Due to the particular work assigned to the fire department, purchasing card maximum limits shall be \$5,000 for monthly purchases, or \$3,000 for single purchases.
- b. The Town Administrator shall have the authority to designate employees who are issued purchase cards and establish purchasing limits within the overall parameters of this policy. All employees who are issued a purchasing card shall attend purchase card training prior to being issued the card and shall adhere to the policies and procedures developed for the purchase card program.

2. Recurring monthly charges for goods and services such as utility and fuel bills.

3. Travel per diem and other reimbursements to employees and other agents of the Town including witness fees.

4. Refunds of deposits, overpayments and payments for services that ultimately are not provided to the customer.

5. The Town Administrator or his or her designee may authorize emergency purchases of materials or services.

6. Electronic transfers of funds from Town accounts to facilitate bond payments, bond closings and other operational needs of the Town when other options are not available, and upon approval of the Town Treasurer and the Town Administrator and/or the Mayor.

7. When a cost savings or the loss of a cost savings of the greater of \$100 or five percent of the price would result due to a time deadline upon approval of the department head and the Town Administrator.

8. Use of the Town's credit card after obtaining a preauthorized purchase order.

9. Purchases under \$500 for all departments other than the fire department, which shall be \$1,000.

## **SECTION VIII Change Orders**

The Town recognizes that change orders are a normal component of the procurement process. This section outlines when modifications to approved competitive bids or proposals qualify as change orders and the approval process for change orders.

### A. Determination of change orders

1. Modifications to approved contracts shall be deemed change orders when the Town Administrator and/or Mayor determine that:
  - a. The modification is related in some manner to the same project approved in the contract, and
  - b. Treating the modification as a change order would maximize efficiency in completion of and cost savings to the Town.
2. Modifications deemed change orders shall not be required to go through the procurement processes outlined in section II of this policy.

### B. Additive change order approval process

1. Individual change orders below \$3,000 or two percent of the contract amount, whichever is less, may be approved by the responsible department head after consultation with the Town Administrator, provided the change order is within the approved project budget. Change orders similar in nature and timing shall not be split into multiple change orders to fall below the \$3,000 threshold.
2. Individual change orders \$3,000 and above shall be approved by the Town Administrator after consultation with the responsible department head and project manager, provided the change order is within the approved project budget.
3. All change orders that will exceed the approved project budget shall be approved by the Town Council before work is initiated.

### C. Deductive change order approval process

1. The responsible department head, after consultation with the Town Administrator, may approve change orders below two percent of the contract amount.
2. The Town Administrator and/or Mayor may approve change orders totaling two percent, but below five percent, of the contract amount.
3. Change orders of five percent or more shall be approved by the Town Council.

### D. Netting

1. The netting of cost increases and decreases to arrive at an additive or deductive change order is allowed only when items contained in the original contract are being upgraded, downgraded, or replaced with related items that will serve the same, or a similar function or purpose.

2. When netting is used, the resulting additive or deductive change order shall follow the applicable approval process outlined in section VIII(B) or (C).

## **SECTION IX Insurance Bonds**

- A. Requirements. All work performed will require the following documents.
1. Completed and signed W-9;
  2. Certificate of proof of liability insurance;
  3. Certificate of proof of workers compensation insurance or approved waiver; and
  4. A signed contract.
- B. Bonds. When directed by the Council, Town Administrator or purchasing agent, or when required by state statute or Town ordinance, bonds, whether permit, bid, performance or materialmen's, shall be provided by a party contracting with the Town to the purchasing agent in a form approved and in amounts recommended by the Council or Town Administrator. Such bonds or insurance shall: name the Town as an additional insured; where cancelable, provide that no cancellation thereof may be made without first giving the Town at least ten days' prior written notice; and be in sums sufficient to fully protect the Town and its interest. All corporate guarantor or sureties shall be licensed to do business in the state and shall be sound and reputable firms, as determined acceptable.

## **SECTION X Disposal Or Lease Of Town Property**

- A. Disposal of personal property
1. Disposal of personal property with an estimated value less than \$1,000:
    - a. If the personal property in question is a consumable item such as office supplies, cleaning supplies, or other such supplies that are not in a condition to provide a beneficial use to the Town, then such materials may be disposed of. The preferred method of disposal is by recycling the material. If recycling is not available, the items may be placed in the garbage.
    - b. Items of personal property owned by the Town that are provided for sale to the public, with prices established in the Town's consolidated fee schedule, may be disposed of by the various departments without further process.
    - c. If the item of personal property in question is not a consumable item such as cell phones, keyboards, tools, parts, or other such items, the following is the process for disposal:
      - i. The department head shall gather an inventory of the items and provide said inventory to the Town Administrator. The inventory shall include a proposed method of disposal for each item.
      - ii. Once the inventory is given to the Town Administrator, and the Town Administrator approves of the disposal of the items contained in the inventory and the method of disposal, the department may dispose of

items. Methods of disposal include exchange, recycling, sale, donation, or depositing the property in the garbage. In choosing the method of disposal, the department head shall give primary consideration to the method of disposal that will provide the maximum benefit to the Town and protect any confidential information. Recycling of used electronic devices is considered providing a benefit to the Town.

2. Disposal of personal property with a value equal to or greater than \$1,000.00:

- a. If a department has an item of personal property it would like to dispose of with an estimated value exceeding \$1,000.00, the department head shall request permission to dispose of the item from the Town Council.
- b. Once the Town Council has given its permission to dispose of an item the department head may dispose of the item by recycling it, selling it at a public auction, or using it toward an exchange.

B. Disposal of real property

- 1. Other than rights of way, easements, or licenses reasonably anticipated to last no more than two years, all disposals of real property shall, at the minimum, follow the following procedure:
  - a. Receive a recommendation from the Town Council.
  - b. The property shall be appraised by a real estate appraiser that is duly licensed by the State of Utah. The appraisal shall be completed within six months of the proposed disposal, or at a date closer to the disposal if the Town deems market conditions favorable to generating a greater sale price. The Town may reserve the right to select the appraiser; however, once the appraiser is selected, the appraisal will be ordered by the Town. All appraisal costs shall be prepaid for by the party who initiated the property disposal.
- 2. The property shall be placed for public bid with public notice being published one time at least 10 days prior to the closing of the public bid process. Notice shall be posted on the Town's web page, in a newspaper of general circulation, and provided to known bidders. If the real property proposed for disposal is an insignificant parcel of property, the property may be disposed of by a majority vote of the Town Council without a public hearing.
- 3. If the real property proposed for disposal is a significant parcel of property, the property may be disposed of by a majority vote of the Town Council after a public hearing has been held. The public hearing shall be advertised at least 14 days in advance on the Town's web page and in a newspaper of general circulation.

C. Lease of real property

- 1. The Town Council recognizes that some of the Town's property is leased out for a short term on a regular basis. Examples of these types of leases or rentals are the meeting room at Town Hall and park facilities. These types of leases are not governed by this section of the policy. Rather, these types of leases are regulated by the establishment of

a rental rate in the Town's consolidated fee schedule.

Item 6.

2. In the case the request is made to lease property other than property where a rate is established in the Town's consolidated fee schedule, the Town Council may approve the lease of the Town's real property upon such terms and conditions as may be deemed desirable, fair, and appropriate: considering intended land use, equivalent property tax value, fair and reasonable lease rates that will be adjusted over time, and the best interests of the Town. Prior to approving a lease, the Town Council shall hold a public hearing which shall be advertised one time at least 14 days in advance of the public hearing on the Town's web page and in a newspaper of general circulation.

## **SECTION XI Sanctions**

A. It is unlawful:

1. For any bidder or any employee or officer thereof, in restraint of freedom of competition or otherwise, by agreement with any other person, bidder or prospective bidder, to bid a fixed price or to "rotate" bidding practices among competitors.
2. For any person or entity to offer or to give to any elected or appointed official, officer or employee of the Town, or any member or their immediate family, any gift more than \$50, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or other form.
3. For any elected or appointed official, officer, or employee to disclose, in advance of the opening of bids or proposals, the content of any bid or proposal invited through the competitive bid or request for proposal process.
4. For any elected or appointed official, officer, or employee to participate in the awarding of a contract from which said person would directly benefit, without fully disclosing any interest therein.
5. For any elected or appointed official, officer or employee or other person to appropriate any item of Town property for personal or private use.
6. For any elected or appointed official, officer, or employee to purchase supplies or equipment for the personal use, unless the item or items are required as part of a worker's equipment and are necessary to the successful performance for the duties of such official, officer or employee. Other personal purchases shall not be permitted and will be cause for disciplinary action.

B. The following contracts are, at the discretion of the Town Council, voidable:

1. Contracts which result from a conflict of interest of this policy or other applicable law.

2. Contracts awarded to a person or firm that tried to influence the award of contracts by offering something of value to any elected or appointed official, officer, or employee.

Item 6.

TOWN OF APPLE VALLEY, UTAH

RESOLUTION NO. R-2023-08

A RESOLUTION APPROVING THE FORMAT OF THE PURCHASING POLICY MANUAL

WHEREAS, the Town of Apple Valley ("Town"), has previously adopted a purchasing policy; and

WHEREAS, the Town Council deems it necessary and appropriate that such purchasing policy be formatted to incorporate the manual on the website in the codebooks; and

WHEREAS, at a meeting of the Town, duly called, noticed and held on the 19<sup>th</sup> day of April 2023, and upon motion duly made and seconded:

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town that the Purchasing Policy Manual is hereby amended to reflect the format changes attached hereto and incorporated on the website.

RESOLVED this 19th day April 2023.

PRESIDING OFFICER

\_\_\_\_\_  
Frank G. Lindhardt, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Frank Lindhardt	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Robin Whitmore	_____	_____	_____	_____
Council Member   Andy McGinnis	_____	_____	_____	_____
Council Member   Barratt Nielson	_____	_____	_____	_____