



**NOTICE OF A REGULAR  
CITY COUNCIL MEETING  
January 27, 2026, at 6:00 PM**

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PUBLIC NOTICE is hereby given that the Vineyard City Council will hold a regularly scheduled City Council meeting on Tuesday, January 27, 2026, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT. This meeting can also be viewed on our [live stream page](#).

**AGENDA**

**Presiding Mayor Zack Stratton**

**1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**

**2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS**

**2.1. Presentation on closed sessions**

At the request of City Council, Deputy City Recorder Tony Lara will present on the current policy of noticing closed sessions on each agenda.

**3. WORK SESSION**

**4. PUBLIC COMMENTS**

“**Public Comments**” is defined as time set aside for citizens to express their views for items not on the agenda. During a period designated for public comment, the mayor or chair may allot each speaker a maximum amount of time to present their comments, subject to extension by the mayor or by a majority vote of the council. Speakers offering duplicate comments may be limited. Because of the need for proper public notice, immediate action cannot be taken in the Council Meeting. The Chair of the meeting reserves the right to organize public comments by topic and may group speakers accordingly. If action is necessary, the item will be listed on a future agenda; however, the Council may elect to discuss the item if it is an immediate matter of concern. *Public comments can be submitted ahead of time to [pams@vineyardutah.gov](mailto:pams@vineyardutah.gov).*

**5. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS**

**6. STAFF, COMMISSION, AND COMMITTEE REPORTS**

**7. CONSENT ITEMS**

**7.1. Approval of the January 14, 2026, City Council Meeting Minutes**

## **8. APPOINTMENTS/REMOVALS**

## **9. BUSINESS ITEMS**

### **9.1. Municipal Code Title 2 and 3 Amendments**

DISCUSSION AND ACTION: Interim City Attorney Jesse Riddle, with Deer Valley Law, will present proposed changes to municipal codes title 2 and 3. The City Council will act to approve (or Deny) these changes via Ordinance.

### **9.2. ARCH Commission RAP Tax Grant Awards (Resolution 2026-06)**

Jarom Sidwell, Vineyard's ARCH Commission Chair, will present ARCH's recommendations to City Council for dispersing of the ARCH Grant.

### **9.3. PUBLIC HEARING - Adoption of the Fiscal Year 2025-2026 Working Budget after Amendment #3 (Resolution 2026-05)**

## **10. CLOSED SESSION**

The Mayor and City Council pursuant to Utah Code 52-4-205 may vote to go into a closed session for the purpose of (these are just a few of the items listed, see Utah Code 52-4-205 for the entire list):

- a discussion of the character, professional competence, or physical or mental health of an individual
- b strategy sessions to discuss collective bargaining
- c strategy sessions to discuss pending or reasonably imminent litigation
- d strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares
- e strategy sessions to discuss the sale of real property, including any form of a water right or water shares
- f discussion regarding deployment of security personnel, devices, or systems
- g the purpose of considering information that is designated as a trade secret, as defined in Section [13-24-2](#), if the public body's consideration of the information is necessary in order to properly conduct a procurement under [Title 63G, Chapter 6a, Utah Procurement Code](#)

## **11. ADJOURNMENT**

The next regularly scheduled meeting is on 2/10/2026.

This meeting may be held in a way that will allow a councilmember to participate electronically.

The public is invited to participate in all City Council meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (385) 338-5183.

I, the undersigned Deputy City Recorder for Vineyard, Utah, hereby certify that the foregoing notice and agenda was posted at Vineyard City Hall, on the Vineyard City and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

**AGENDA NOTICING COMPLETED ON:**

1/26/2026

**CERTIFIED (NOTICED) BY:**

/s/Tony Lara

TONY LARA, DEPUTY CITY RECORDER



**MINUTES OF A REGULAR  
CITY COUNCIL MEETING  
January 14, 2026, at 6:04 PM**

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**Present**


Mayor Zack Stratton  
Councilmember Parker McCumber  
Councilmember Jacob Wood  
Councilmember Jacob Holdaway  
Councilmember David Lauret  
Councilmember Ezra Nair

**Absent**

**Staff Present:** City Manager Eric Ellis, Chief Deputy Holden Rockwell with the Utah County Sheriff's Office, Redevelopment Agency Director Josh Daniels, Communications Director Jenna Ahern, Parks and Rec Director Brian Vawdrey, Public Works Director Naseem Ghandour, and Deputy City Recorder Tony Lara

**Others Speaking:** Vineyard Residents Tim Blackburn, Kimberly Olsen, Dennis Frank, Sara Cameron, Daria Evans, Brett Clawson, Chris Bramwell, David Pearce, and Caden Rhoton


**1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE**

 Mayor Stratton started the meeting at 6:04pm. Vineyard Resident Tim Blackburn offered a prayer and led the pledge of Allegiance.

**2. BUSINESS ITEMS**


**2.1. Approval of the amended 2026 City Council Meeting Schedule (Resolution 2026-01)**

The City Recorder's Office will present the amended annual meeting schedule for discussion and consideration. This item will be voted on only if the City Council adopts Ordinance 2026-02, which approves changes to the days of the week on which City Council meetings are held. The Mayor and City Council will act to adopt (or deny) this request by resolution.

 The council discussed the proposed changes. Initially there was a request for a continuance to allow for the adoption of an ordinance to allow for the changes. Councilmember Nair felt that his read of current city code allowed the council to change the meeting times by adoption of the

41 resolution. The Mayor and City Council discussed the options and decided to move forward  
42 with the proposed resolution.

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45  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO ADOPT RESOLUTION 2026-  
46 01 AS PRESENTED. COUNCILMEMBER MCCUMBER SECONDED. THE ROLL CALL  
47 WAS AS FOLLOWS: COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND  
48 MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

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50 **2.2. Mayor Stratton to appoint subcommittee to Review Supplemental report form**  
51 **the independent audit**

52 The City Council will review the findings of the independent audit, specifically those  
53 discussed as part of the supplemental observations and recommendations report. The  
54 Council may take action based on that discussion.


55

56  Mayor Stratton led a discussion with members of the council regarding the Supplemental  
57 report from the independent audit. The councilmembers shared their thoughts and discussed a  
58 proposed subcommittee to look into the findings further. Councilmember Nair recommended  
59 creating a formal audit committee possibly funded by leftover funds that had been allocated for  
60 last year's audit. Former councilmember Brett Clawson added clarification on funds and the  
61 makeup of the audit committee.

62

63  Mayor Stratton clarified his proposal for a subcommittee including the members, purpose  
64 and scope of the committee.

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66  **Motion:** COUNCILMEMBER LAURET MOVED TO APPROVE THE FORMATION OF  
67 THE SUBCOMMITTEE AS PRESENTED. COUNCILMEMBER WOOD SECONDED.  
68 COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND MCCUMBER VOTED  
69 IN FAVOR. THE MOTION PASSED UNANIMOUSLY.


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71 **2.3. Mayor Stratton to appoint subcommittee to review appointed positions and**  
72 **staffing.**


73 The council will review current departments and staffing. Council may decide to act  
74 based on the outcome of the discussion.

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77  Mayor Stratton led a discussion on the proposed subcommittee. The council expressed  
78 support for the formation of the subcommittee. The mayor gave details as to who would be  
79 appointed to the subcommittee as well as its intended scope.


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81  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO APPROVE THE  
82 FORMATION OF THE SUBCOMMITTEE AS PRESENTED. COUNCILMEMBER  
83 MCCUMBER SECONDED. COUNCILMEMBERS NAIR, LAURET, WOOD,  
84 HOLDAWAY AND VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.


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**3. CONSENT ITEMS**

**3.1. Approval of the December 10, 2025, City Council Meeting Minutes**

 **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO APPROVE THE CONSENT ITEM AS PRESENTED. COUNCILMEMBER LAURET SECONDED. COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.


**4. CLOSED SESSION**


 Councilmember Holdaway asked to present clarification on the need for a closed session and expressed concerns regarding the previous city attorney Jayme Blakesley.

 **Motion:** COUNCILMEMBER LAURET MOVED TO GO INTO A CLOSED SESSION AT 7:02 PM FOR THE PURPOSES OF A DISCUSSION OF THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL. COUNCILMEMBER NAIR SECONDED. THE ROLL CALL WAS AS FOLLOWS: COUNCILMEMBERS HOLDAWAY, MCCUMBER, WOOD, LAURET AND NAIR VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

 Mayor Stratton reopened the regular city council session at 8:25pm.

 Councilmember Holdaway reiterated his concerns and gave additional clarification on the closed session as well as the need for a city attorney.

 Councilmember McCumber gave answers to questions raised during public comment, and explained the process that had been used to find an interim attorney as well what would be done moving forward to retain a full-time attorney. A discussion ensued.


 **Motion:** COUNCILMEMBER MCCUMBER MOVED TO APPOINT DEER VALLEY LAW FIRM TO REPRESENT AND COUNSEL THE CITY AS WELL AS AUTHORIZE THE MAYOR TO NEGOTIATE AND SIGN AN AGREEMENT WITH THEM. COUNCILMEMBER HOLDAWAY SECONDED. THE ROLL CALL WAS AS FOLLOWS: COUNCILMEMBERS HOLDAWAY, MCCUMBER, WOOD, LAURET AND NAIR VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

**5. APPOINTMENTS/REMOVALS**


**5.1. Appointment of City Attorney**

129 **6. PUBLIC COMMENTS**


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131  Kimberly Olsen, living in the Lakefront Subdivision, wanted to express her concern over what  
132 she felt was incorrect information regarding the public release of unredacted ledgers. Additionally, she  
133 expressed concerns about dismissal of staff.


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135  Dennis Frank, living in the Cascade Subdivision, expressed concerns about lighting along State  
136 Road 167 and Main Street. He also wanted to thank staff for their response time in dealing with  
137 concerns that he had brought to their attention previously. Lastly he expressed his gratitude to the  
138 sheriffs office for their response to his recent call.


139

140  Sara Cameron, Vineyard resident, expressed concern over what she saw as misinformation  
141 spread during the most recent election cycle and asked that the record show “I want people to  
142 understand there were a lot of things spoken that weren’t true and you continue to speak them anyway  
143 and that’s really frustrating to me.” She accused specifically Councilmember Holdaway of  
144 “humiliating and lying about staff.”


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146  Daira Evans, living in The Villas Subdivision, commented that she would like to see future  
147 development focused on allowing residents to build equity. Additionally, she mentioned that she  
148 would like to see planning move towards a more family-focused city. Lastly, she wanted to thank the  
149 city for putting out its “year in review”


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151  Chris Bramwell, Vineyard Resident, expressed his excitement for the incoming council and  
152 mayor and wanted to wish them luck and offered assistance in any way he could.

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154  David Pearce, living in The Cascade Subdivision, asked several questions of the City Council  
155 regarding the appointment of the city attorney. These were addressed by Councilmember McCumber  
156 after the closed session and before the appointment of the interim city attorney.

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158  Deputy Recorder Tony Lara read, into the record, comments sent by Vineyard resident Caden  
159 Rhoton.

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161 **7. ADJOURNMENT**

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163 The meeting adjourned at 8:32pm


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167 **MINUTES APPROVED ON:** \_\_\_\_\_

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169 **CERTIFIED CORRECT BY:**   
170 \_\_\_\_\_  
171 **TONY LARA, DEPUTY CITY RECORDER**

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## Preface

### HISTORY

The Municipal Code of Vineyard, Utah, was originally drafted by the City Attorney and adopted in 2015. In 2017, codification and administration of the Municipal Code began in-house under the direction of the City Attorney and City Recorder, with assistance from Municipal Code Online, Inc.

In the November 2024 General Election, the legal voters within Vineyard City voted to change the form of government from the municipal government powers vested in a five-member council (UCA §10-3b-3-401) to a municipal government with powers vested in a six-member council (U.C.A. §10-3b-3-301). The change from the five-member council to the six-member council took effect on January 1, 2026. Additional amendments to the Municipal Code of Vineyard were drafted and adopted by the Municipal Legislative Body in ????? 2026.

### CODE STRUCTURE

This Municipal Code maintains a structure by subject matter using a period-separated numbering system identifying the title, chapter, and section (for example: 1.01.010). This complete set of numbers is designed to aid in searching the Municipal Code and to assist in subsequent codification as new ordinances are added.

The first number in the sequence (1.01.010) designates the Title level, as named in the Table of Contents

The second series of numbers (1.01.010) designates the Chapter level, as named in the Table of Contents

The last series (1.01.010) designates the Section level

## TERMS, ACRONYMS, AND REFERENCES

Vacant titles, chapters, or sections where sequential numbers are missing are intended for future internal expansion. Levels marked as “(Reserved)” allow for future expansion when/if the need arises.

This Municipal Code shall be cited as the Vineyard Municipal Code or “VMC” as an acronym. References herein revealing the acronym “U.C.A.” implies a reference to "Utah Code Annotated".

To outline, give structure, and more granularly reference the legislation herein, the following list order (or pattern of ascending alphanumeric characters) is used: A, 1, a, (1), (A), (a). Drafting legislation with this list order better reconciles the content in local software and hard copies, with the content in this online code. To forego the naming of each list item and to more granularly reference legislation that employs alphanumeric characters, use “Part” (always capitalized) followed by the desired alphanumeric reference(s), comma separated. For example, “Part B,7,d”, specifically references item “d”, of item “7”, of item “B”—

whereas “Part B” refers more generally to any or all of Part B’s descendants.

## LEGISLATIVE HISTORY

The legislative history beneath a legislation's content identifies the specific legal sources and may be provided to substantiate the online code.

## DISCREPANCIES

Municipal Code Online, Inc., provides a searchable database of the Municipal Code for easy reference and convenience. This Municipal Code is supplemented from time- to -time with amendments and additions made by Vineyard City. The specific legal sources that comprise this Municipal Code have been adapted during the codification process from the original formatting of the official hard copy. During the 2017 transfer process, Vineyard and MCO improved upon the 2015 code standard, giving way to a new numbering and structural format that allows for future expansion. Differences in the numbering or structure between the two, when properly updated, are non-substantive in nature and shall not affect the intent of the legislation. In the event of substantive discrepancies between the online Municipal Code and any official hard copy, the official hard copy governs.

The Municipal Code was amended on ??? 2026 to reflect the change in the form of government from the Municipal

government with powers vested in a five-member council (UCA §10-3b-3-401) to a Municipal government with powers vested in a six-member council (U.C.A. §10-3b-3-301).NOTICE: THE MUNICIPAL CODE MAY NOT REFLECT ALL OR THE MOST CURRENT VERSION OF LEGISLATION ADOPTED BY THE CITY COUNCIL THAT HAS YET TO BE UPDATED ONLINE. IN THE EVENT OF CONFLICT BETWEEN THE MUNICIPAL CODE AND A WRITTEN ORDINANCE, THE ORDINANCE TYPICALLY GOVERNS. ALSO, THE MUNICIPAL CODE MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CODE, INCLUDING TECHNICAL SPECIFICATIONS. FOR MORE INFORMATION, CONTACT THE CITY RECORDER.

Amended by Ord. ?-2026?? on ????.2026, with effective date of January 1, 2026.

## 2 Administrative Code

### 2.02 The Governing Body

#### 2.03 The Mayor

#### 2.05 City Council

#### 2.04 Appointed Officers and Employees

#### 2.08 City Manager

#### 2.09 City Attorney

#### 2.10 Employee Discipline Hearing Officer

### 2.02 The Governing Body;

#### 2.02.010 Legislative And Executive Powers

A. Pursuant to and in accordance with Utah State Law as defined in Municipal Forms of Government Section 10-3b-102 (3); and 10-3b-301 of the Utah State Code, the municipal government of Vineyard City operates under the six-member council form of government.

1. The powers of the municipality of Vineyard City are vested in a governing body consisting of six members, one of which is a mayor.

2. The mayor and five (5) council members shall be chosen at large by the qualified voters of Vineyard City.
  3. The mayor holds the executive and administrative powers from U.C.A. 10-3b-104 & 10-3-704. The mayor may sit in counsel with the municipal legislative body and offer opinions or suggest areas of legislation, but may not vote on ordinances, resolutions, contracts, or motions, except per U.C.A. 10-3b-301 & 10-3b-302.
  4. The city council is the municipal legislative body of the municipality that exercises the legislative powers, performs legislative duties, and functions of the municipality, as set out in Section 2.05.010.
- B. Individuals filing as candidates for the Vineyard City Council or for Mayor shall pay a \$50.00 fee at the time of filing their candidacy with the City Recorder. This filing fee shall be refundable only if it is determined that the person filing is not qualified to be a candidate, or if it is found that the person has improperly filed.
- C. The mayor, with the advice and consent of the city council, shall appoint all officers provided for by the city ordinances and by statute, and shall appoint all committees authorized by ordinance or resolution of the city council.

## HISTORY

Amended by Ord. 2026?? on ????.2026, with effective date January 1, 2026

### 2.03 Mayor

#### 2.03.010 Presiding Officer; General Duties

#### 2.03.020 Mayor Pro Tem -- Filling Of Vacancy

### 2.03

The mayor shall be the chief administrative officer of the city to whom all employees of the city report, as per U.C.A. 10-3b-104.

#### 2.03.010 Presiding Officer; General Duties

##### A. The mayor:

1. Presides at City Council and at all meetings of the governing body;
  2. Signs ordinances, resolutions, contracts, and instruments on behalf of the City;
  3. Represents the City in ceremonial and intergovernmental affairs;
  4. Delivers an annual budget message to the Council;
- and

5. Appoints, with advice and consent of the Council, members of boards, commissions, and officers as provided by law.

B. The mayor shall not vote except:

1. in the case of a tie, when he/she shall cast the deciding vote, or;

2. when the council is voting on:

(a) whether to appoint or dismiss a municipal manager; or

(b) an ordinance that enlarges or restricts the mayor's powers, duties, or functions.

C. If adopting an ordinance removing from or reinstating to the mayor a power, duty, or function, this requires the affirmative vote of:

1. the mayor and a majority of all other legislative body members; or

2. all legislative body members except the mayor.

D. Unless otherwise provided in an agreement or as set out in UCA § 10-3-1105, each employee of the City shall serve as an at-will employee, and shall hold employment without limitation of time, being subject to discharge, suspension of over two days without pay, or involuntary transfer to a position with less remuneration.

F. The mayor may accept the resignation of an officer or employee of the city, and at the mayor's discretion and in compliance with the city's employment policies, enter into a severance agreement.

## HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

### 2.03.020 Mayor Pro Tem -- Filling of Vacancy

The mayor shall preside at all meetings and, upon the mayor's temporary absence or disability, the Municipal Legislative Body shall elect one of its number to act as mayor pro tem, who, during such absence or disability, shall possess the power of the mayor.

## HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

### 2.04 Appointed Officers And Employees

#### 2.04.010 Officer Created; Administrative Provisions

## HISTORY

Amended by Ord. 2021-10 on 8/11/2021

Amended by Ord. 2026-01 on [date]

## 2.04.020 Delegation Of Executive And Administrative Authority

A. Except as provided in subsection D, pursuant to Utah Code § 10-3b-303(1)(b)(ii), the Council hereby delegates to the mayor r the executive and administrative duties listed in § 2.04.030 and 2.08.010.

B. The Council retains the authority to modify, add to, or withdraw any delegated duty by ordinance or resolution adopted in accordance with Utah Code § 10-3b-303(2).

C. The delegation of duties does not diminish the Mayor's authority to represent the City publicly or to provide policy leadership as chair of the Council.

D. Notwithstanding the delegation of powers and duties under Subsection A, with a majority of the voting members of the council, regardless of absence or vacancy, the city council specifically reserves the powers and duties to:

1. direct the mayor to appoint a city manager;
2. approve the payment, or a series of payments, made by the city that exceeds ten thousand dollars (\$10,000);
3. discharge any employee of the city;
4. hold a closed meeting prior to the termination of any city officer described in Section 2.04.010 or a department head;

5. grant the mayor authority to negotiate and sign a contract;
6. oversee the filling of a vacancy, as required in UCA § 20A-1-510;
7. retain legal counsel, which is not the same as the City Attorney referenced in 2.09;
9. review and inspect any record or document possessed by the city; and
8. investigate the affairs of the city and any department or division thereof, and any contract for the proper performance of any obligations of the city.

#### 2.04.010 Offices Created; Administrative Provisions

- A. Offices Created: The city council may create any office it may deem necessary for the good government of the city, and provide for filling vacancies in elective and appointive offices, and prescribe the powers, duties, and compensation of all officers of the city, except as otherwise provided by law.
- B. As required by UCA §10-3-916, the offices of the city recorder and the city treasurer are created and established, and the city shall appoint a qualified person to each office.
- C. As set out in UCA §10-3-917, the governing body may by ordinance establish the office of municipal engineer and prescribe the duties and obligations for that office which are

consistent with the duties and obligations of the city engineer in cities of the first and second class. The offices of , finance director, \, city attorney, city manager, and city engineer are created and established consistent with the requirements and authority established by the Utah Municipal Code.

D. The city council may

- (1) eliminate any of the offices listed in Subsection C;
- (2) is not required to select an officer to fill a vacancy in any office listed in Subsection C; and
- (3) is not prohibited from selecting a person or entity to oversee one or more of the offices listed in Subsection C.

E. Appointment: The mayor, with the advice and consent of the city council, shall appoint a qualified person or entity, as directed under UCA §10-3-916, to fill each officelisted in subsections B and C, above.

F. Powers, Duties, and Control: Those appointed to the offices listed in subsection B and C, above shall be granted all of the powers, duties, and functions established in the Utah Municipal Code for their individual office, subject to the control and policies of the governing body.

G. Term of Office: Unless set out in an employment agreement, the persons or entities appointed to the offices listed in subsection B and C, above, shall serve at the pleasure of the mayor and the city council, and may be

removed at any time, with or without cause, by the affirmative vote of a majority of the city council.

H. Compensation: The salary or compensation of a person or entity serving in any of the offices listed above shall be established by the governing body in accordance with Utah law.

#### 2.04.030 Duties of Person Administering City Affairs - Powers And Duties

A. Appointment. The City Council may appoint a City Manager, the Mayor or a member of the City Council to administer the affairs of the city.

B. General Authority. The administrator selected by the Council shall be the chief administrative officer of the City under the policy direction of the Council and shall:

1. Supervise and coordinate the administration of all departments, offices, and agencies of the City, except as otherwise provided by law;
2. Implement ordinances, resolutions, and policies adopted by the Council;

3. Prepare and submit to the governing body the annual budget and capital improvement plan; administer the adopted budget;
4. Oversee personnel administration, including appointment, discipline, and removal of subordinate employees in accordance with the City's personnel policies;
5. Manage procurement, contracts, and purchasing consistent with City ordinances;
6. Prepare administrative regulations, subject to Council approval where required;
7. Provide the governing body with timely reports and recommendations on City operations;
8. Attend all Council meetings; and
9. Perform other duties delegated by ordinance, resolution, or Council direction.

D. Additional Administrative Functions. The administrator shall perform all additional administrative functions and duties set forth in Section 2.08.010 of this Code, including general supervision of City departments, personnel management, fiscal administration, and enforcement of City ordinances and regulations, subject to the policy direction of the City Council.

## 2.05 City Council

### 2.05.010 Powers and Duties Generally

### 2.05.020 Filling of Vacancies

### 2.05.010 Powers and Duties Generally

The city council is the municipal legislative body that exercises legislative powers, performs legislative duties, and carries out the municipality's functions. The city council shall perform such duties and have such powers as are now prescribed, or as may hereafter be prescribed by law or ordinance - referring and subject to U.C.A. 10-3b-104, 105 & 10-3b-301, 302, 303.

A. Adopts rules and regulations, not inconsistent with statute, for the efficient administration, organization, operation, conduct, and business of the municipality;

B. Shall prescribe by resolution duties, powers, and responsibilities for any elected or appointed municipal official, unless prohibited by statute;

C. May require by ordinance that any or all appointed officers reside in the municipality;

D. May create any office that the city council considers necessary for the government of the municipality;

E. Shall give its advice and consent on appointments of department heads and statutory officers by the mayor and

all proposed appointments to City boards or commissions, and may assign any or all city council members, or the mayor, to supervise one or more administrative departments of the municipality;

F. Shall pass all ordinances and rules, and make all regulations, not repugnant to law, necessary for carrying into effect or discharging all powers and duties conferred by this chapter, and as are necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the city and its inhabitants, and for the protection of property in the city;

G. May enforce obedience to the ordinances with fines or penalties;

H. Perform any function specifically provided for by statute or necessarily implied by law;

I. Exercises any executive or administrative power and performs or supervises the performance of any executive or administrative duty or function that has not been given to the mayor in U.C.A. 10-3b-104 or the municipal code; or adopts an ordinance delegating to the mayor any executive or administrative power, duty, or function that the city council has;

J. Sets appropriate tax levies, adopts the city budget, sets sewer, water, and other utility rates, and other general and service rates & fees;

K. May remove from the mayor any power, duty, or function of the mayor under U.C.A 10-3b-104; or reinstate to the mayor any power, duty, or function previously removed;

L. If adopting an ordinance removing from or reinstating to the mayor a power, duty, or function, this requires the affirmative vote of:

(1) the mayor and a majority of all other legislative body members; or

(2) all legislative body members except the mayor.

M. May require the attendance of any person to give testimony or produce records, documents or things for inspection, copying or examination necessary or useful for the governance of the municipality. The city council may by ordinance establish its own procedures for issuing subpoenas to require attendance and production under this section or it may issue subpoenas in its own name, per U.C.A. 10-3-610.

N. May pass any ordinance to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by this act or any other provision of law. An officer of the municipality may not be convicted of a

criminal offense if he or she relied on or enforced an ordinance he or she reasonably believed to be valid. It shall be a defense to any action for punitive damages that the official acted in good faith in enforcing an ordinance, or that he or she enforced an ordinance on the advice of legal counsel, per U.C.A. 10-3-702.

O. May regulate the use and operation of municipal property; may purchase or sell City property by ordinance; and declare surplus property by ordinance.

## HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

### 2.05.020 Filling of Vacancies

If any vacancy occurs in the office of a council member or mayor for any reason, such vacancy shall be filled as prescribed by UCA § 20A-1-510. The city council shall determine, by majority vote, when a vacancy occurs.

## HISTORY

Adopted by Ord. 2026-0XX on [date], with effective date January 1, 2026

## 2.08 City Manager

### 2.08.010 Office Created; Administration Provisions

### 2.08.020 Powers; Duties; Obligations

### 2.08.010 Office Created; Administration Provisions

A. Office Created: The governing body may appoint a city manager to perform executive and administrative duties or functions that the council, by ordinance, may establish. B. The city manager may be an individual or an entity and shall report to the governing body..

B. Control: The powers, duties, and functions of the office of city manager shall be those that the council, by ordinance, delegates, subject to the control and policies of the governing body, which is defined in state law as being the mayor and council as a group.

C. Appointment: As directed by the city council, the mayor, with the advice and consent of the city council, shall appoint the city manager, who shall be appointed on the basis of experience, administrative and executive abilities, and qualifications.

D. Term of Office: The city manager shall serve at the pleasure of the mayor and the city council and may be removed at any time, with or without cause, by the affirmative vote of a majority of the city council

E. Discretion of Governing Body: In removing the city manager, the governing body may use its discretion and its action shall be final and shall not depend upon any particular showing or degree of proof.

F. Employment : The city manager may either be an at will employee of the city or may be an individual or entity retained on a contract basis without having status as an employee, Nothing in this chapter shall be construed as a limitation on the power or authority of the governing body to enter into any supplemental agreement with the city manager with additional terms and conditions of employment not inconsistent with any provisions of this chapter. An employment contract with the city manager must not contain an automatic renewal provision, per U.C.A. 10-3b-303(4).

G. Salary: The governing body shall establish the salary and other compensation of the city manager in accordance with Utah law.

H. Office and Time Spent: If appointed, the city manager shall maintain an office in the city hall and shall spend such time in the performance of the duties of city manager as is necessary or may be required from time to time by the governing body. The city manager, if employed:

1. shall be an exempt employee for purposes of the Fair Labor Standards Act and shall not be entitled to

overtime pay unless specifically agreed to by the governing body;

2. shall not accept any outside employment in addition to employment by the city without prior approval of the governing body; and

3. need not be a resident of the city at the time of the city manager's appointment or thereafter.

I. Interim City Manager. If the office of city manager is vacant, the mayor may, with the advice and consent of the city council, appoint an interim city manager without bond. The interim city manager shall serve at the pleasure of the governing body. The interim city manager may be an at-will employee of the city or an individual or entity retained on a contract basis without status as an employee, and shall have all the powers, duties, and obligations of the city manager as described in Section 2.08.020.

## HISTORY

Adopted by Ord. 2017-02 on 1/11/2017

Amended by Ord. 2023-32 on 12/13/2023

Amended by Ord. 2026-xx on [date]

## 2.08.020 Powers; Duties; Obligations

A. City Manager Duties: If a city manager is retained or employed, pursuant to the policies and programs established by the governing body, and under the direction

and oversight of the governing body, and except as otherwise set forth by the governing body in ordinance, resolution, motion, or this code, the city manager shall:

1. Be responsible for managing the internal affairs of the city; assist the mayor in developing, recommending, and implementing city policies, practices, rules, regulations and procedures; report to the governing body; advise the governing body regarding policy options and implementation procedures; assist the mayor in carrying out legislative directives and decisions; and administer contracts..
2. Establish and maintain effective working relationships with the governing body, the city attorney, management employees, citizen committees, special interest groups, employees, press, contractors, public vendors, and representatives from other city, county, special district, state, and federal agencies; work with the mayor and city Public Information Officer to issue public statements to the press and respond to questions from the press related to city management, policies, procedures, and administrative decisions, which statements and responses shall be consistent with the majority opinion or direction of the governing body.
3. Consistent with the direction of the governing body, be responsible for the full and effective use of designated city personnel by establishing, in consultation with the mayor and city attorney, department directors, division heads and

other management employees; establish overall department objectives, priorities, and standards consistent with the goals, direction, and objectives of the governing body; assist the mayor in facilitating in the achievement by city divisions of governing body goals and in coordinating with the management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations, and directives; exercise managerial control to ensure that the city government and its respective departments function in the most efficient and effective manner.

4. Represent the city at various meetings or other functions and respond to requests or inquiries about city policies, rules, ordinances, regulations, resolutions, or services rendered by the city government.

5. Assist the mayor in enforcing all applicable laws, ordinances, rules, regulations, and policies of the city. Assist the mayor in assuring that all franchises, leases, permits, licenses, contracts, and privileges granted by the city are fully performed and observed.

6. Assist the mayor in recommending and preparing for consideration by the governing body and advisory committees long-range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the governing body as requested.

7. Except as otherwise provided, be responsible for the overall personnel management function; implement city personnel ordinances, rules, and regulations that have been adopted, approved, or revised by the governing body; coordinate personnel ordinances and rules and regulations adopted by the governing body; coordinate personnel functions with management employees such as recruitment, selection, and appointment; have authority to appoint and remove any employees of the city, except the city recorder, the city treasurer, finance director, city attorney, or city engineer, who shall be appointed or removed according to the provisions of section 2.04.101 of this municipal code ; serve as a step in the appeals process available to employees with grievances; assist the mayor in monitoring personnel actions, promotion, discipline, demotion, separation, and reclassification; coordinate personnel decisions with department directors; assist the mayor in coordinating activities of individuals rendering professional services under contract with the city.

8. At the request of and in coordination with the mayor or the city council, investigate into the affairs of the city and any department or division thereof, and any contract for the proper performance of any obligations of the city.

9. Attend and participate in all meetings of the governing body unless otherwise excluded by the governing body, but

shall not have a right to vote or act in lieu of a member of the city council in said meetings.

10. With written authorization by the mayor, approve and sign commercial and residential subdivision plats on behalf of the city.

11. Perform all other duties, obligations, and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the governing body.

12. Hold a closed session with the City Council prior to the termination of any city department director. Nothing herein shall limit the city manager's ability to institute temporary employee suspensions or temporary administrative leave of city employees.

13. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the city manager in administering the affairs of the city efficiently, economically, and harmoniously.

14. Planning and Land Use: Notwithstanding the foregoing, the city manager shall exercise no authority over the planning commission, an appeal and variance hearing board, or an officer.

15. Performance Evaluation: The governing body shall evaluate, at least annually, the performance of the city manager. The mayor shall conduct performance reviews with the city manager at least quarterly.

B. Powers of The Mayor Not Delegated: Except as delegated herein to obligate assistance to the mayor and allow for the full administrative powers over the management of designated staff and delegated duties, nothing in this chapter shall be construed to delegate to the city manager the administrative, legislative or judicial powers of the mayor, the mayor's position as chief executive officer of the city pursuant to U.C.A. 10-3b-104(1)(a), chairperson of the governing body, or any ex officio position which the mayor shall hold.

## HISTORY

Adopted by Ord. 2017-02 on 1/11/2017

Amended by Ord. 2020-14 on 10/14/2020

Amended by Ord. 2021-09 on 8/11/2021

Amended by Ord. 2023-22 on 6/14/2023

Amended by Ord. 2023-32 on 12/13/2023

Amended by Ord. 2026-xx on [date]

## 2.09 City Attorney Appointment

A. The mayor, with advice and consent from the city council, shall have the power to appoint a competent person to the office of the city attorney for not more than a four-year term or said elective term with a contract. The city council may at any time change or add to the city attorney's duties

by a majority vote. The city attorney shall be the city's chief civil and administrative legal officer and representative.

B. The city attorney shall either be an at-will employee of the city, exempt from the protections described in U.C.A. 10-3-1105(1)(a), or may be a person or entity retained on a contract basis as a legal consultant without having status as an employee.

History Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

## 2.10.020 Who May Appeal

C. Employees Not Eligible to Appeal:

- (1) listed in U.C.A. §10-3-1105(2), or its successor;
  - (2) at-will employee not listed in U.C.A. §10-3-1105(2);
- and
- (3) who is discharged or involuntarily transferred to a position with less remuneration if the discharge or involuntary transfer is the result of a layoff or reorganization

## 3 Municipal Procedures

### 3.01 Applicability

### 3.02 Regular Meetings

### 3.03 Public Meetings; Closed Sessions; Records And Publications

### 3.04 Meetings, Procedure And Conduct; Voting

### 3.06 Public Meetings, Executive Sessions, Records And Publication, Procedure

### 3.08 Electronic Meetings

### 3.10 Special And Emergency Meetings

### 3.12 Official Communications

#### 3.02.010 Time, Place; Exceptions

Except as may be adjusted according to the procedures contained in this chapter, the city council shall hold two (2) regular meeting(s) on the second and fourth Wednesdays of each month at the offices of the municipality, which meeting(s) shall begin promptly at 6 o'clock PM provided that:

- A. If the meeting date is a legal holiday, then the meeting shall be canceled; and
- B. The city council may by resolution provide for a different time and place for holding regular meetings of the governing body.

### 3.04.020 Formation Of The Agenda

A. Agenda Established by the Mayor - In accordance with State law, the Mayor is the chair of the Council, presides at council meetings, and is responsible for establishing the agenda for all City Council meetings. In doing so, the Mayor shall consider the city's needs, pending business, and any timely matters requiring Council attention. The agenda shall be prepared in consultation with the City Manager and City Recorder to ensure it reflects ongoing city operations and priorities.

B. Council Member Requests - Any two council members may request that an item be placed on the agenda for a forthcoming City Council meeting. Such requests must be submitted in writing to the Mayor and the City Recorder not less than forty-eight hours before the scheduled meeting to allow for adequate preparation and public notice. The request must include a brief description of the item and the reason for its inclusion. HISTORY

Adopted by Ord. 2015-08 on 6/10/2015

Amended by Ord. 2016-03 on 2/10/2016

Amended by Ord. 2016-11 on 9/14/2016

Amended by Ord. 2018-04 on 5/9/2018

Amended by Ord. 2024-05 on 4/24/2024

### 3.04.070 Requests For Records From Staff

B. Council Members May Request RecordsA.A member of  
B. the Governing Body may request records from city staff  
B. to aid in decision-making, oversight, and the  
B. performance of their official duties. Such requests shall  
B. be directed to the Mayor, City Recorder, or City  
B. Manager, an undue burden on staff resources,  
B. individual council members shall not submit more than  
B. two (2) significant requests for information at any one  
B. time without the City Council's approvalA significant  
B. request is any request that requires staff time or  
B. resources exceeding three (3) hours or that involves  
B. compilingThe Mayor, City Recorder, City Manager, or  
their designee may request clarification or modification  
of any request deemed overly broad, unclear, or  
excessively burdensome, and may propose an  
alternative approach to satisfy the information need in a  
less resource-intensive manner.

C. Staff shall respond to information requests within five (5) days. If more than five (510) business days are required to respond to a request, the recipient of the request, shall communicate the expected timeline for response to the requesting member of the governing body.



D. Responses to information requests may be provided in written, oral, or electronic format, as deemed appropriate by the member of the governing body making the request, taking into consideration the request's scope and the most effective means of communication.

#### E. Adherence to Records Laws

The governing body member making the request shall be notified when a request may include records that are private, protected, or controlled information and the records may only be released in consultation with the City Attorney

## HISTORY

Adopted by Ord. 2024-05 on 4/24/2024

### 3.04.080 Parameters For Council-Staff Interactions

#### A. General Principles

Unless otherwise established by ordinance or resolution, Council members shall interact with city staff through established protocols by directing inquiries and requests for action to the Mayor or City Manager, or appropriate department head. This ensures a structured and efficient flow of communication and task delegation within city operations. All interactions between council members and city staff shall be communicated to the Mayor or City Manager as appropriate and conducted in a professional, respectful manner, recognizing the distinct roles each plays in the governance and administration of the city.

#### B. Limitations on Directives to Staff

Council members shall refrain from giving direct orders to individual staff members, except as provided by ordinance, resolution or law or in the scope of their official capacities. Operational tasks and directives should be communicated through the Mayor or City Manager to maintain organizational structure and respect the chain of command.

Requests for action or investigation by council members that involve significant staff time, resources, or deviation from planned work must be communicated to the City Council and approved by the Mayor and City Manager, or brought before the City Council and approved by a majority vote. This procedure ensures that such requests align with overall city priorities and resource capabilities.

### C. Training and Education

The city shall provide regular training sessions for both council members and staff on effective communication, the roles and responsibilities of council members and staff, and strategies for maintaining professional relationships within city governance.

### D. Review and Monitoring

The Mayor or City Manager, in collaboration with the Human Resources Department, shall monitor council-staff interactions and provide periodic reports to the City Council. These reports should highlight any systemic issues, trends in requests that strain resources, and recommendations for improving the effectiveness of council-staff interactions. Based on these reports, the City Council may consider adjustments to policies governing council-staff interactions

to ensure they remain constructive, respectful, and in the best interest of efficient city governance.

Preface

## HISTORY

The Municipal Code of Vineyard, Utah, was originally ~~created by Vineyard's City Attorney and passed~~drafted by the City Attorney and adopted in 2015. In 2017, codification and administration of the Municipal Code began in--house under the direction of the City Attorney and City Recorder, ~~and with the assistance of~~with assistance from Municipal Code Online, Inc.

In the November 2024 General Election, the legal voters within Vineyard City voted to change the form of government from the municipal government powers vested in a five-member council (UCA §10-3b-3-401) to a municipal government with powers vested in a six-member council (U.C.A. §10-3b-3-301). The change from the five-member council to the six-member council took effect on January 1, 2026. Additional amendments to the Municipal Code of Vineyard were drafted and adopted by the Municipal Legislative Body in ??? 2026.

## CODE STRUCTURE

This Municipal Code maintains a structure by subject matter using a period-separated numbering system identifying the title, chapter, and section (for example: 1.01.010). This complete set of numbers is designed to aid in searching the

Municipal Code and to assist in subsequent codification as new ordinances are added ~~to the Municipal Code~~.

The first number in the sequence (1.01.010) designates the Title level, as named in the Table of Contents

The second series of numbers (1.01.010) designates the Chapter level, as named in the Table of Contents

The last series (1.01.010) designates the Section level

#### TERMS, ACRONYMS, AND REFERENCES

Vacant titles, chapters, or sections ~~wherein sequential numbers are missing are designed as such~~ where sequential numbers are missing are intended for future internal expansion. Levels marked as “(Reserved)” allow for future expansion when/if the need arises.

This Municipal Code shall be cited as the Vineyard Municipal Code or “VMC” as an acronym. References herein revealing the acronym “U.C.A.” implies a reference to "Utah Code Annotated".

To outline, give structure, and more granularly reference the legislation herein, the following list order (or pattern of ascending alphanumeric characters) is used: A, 1, a, (1), (A), (a). Drafting legislation with this list order better reconciles the content in local software and hard copies, with the content in this online code. To forego the naming of each list item and to more granularly reference legislation that employs alphanumeric characters, use “Part” (always

capitalized) followed by the desired alphanumeric reference(s), comma separated. For example, “Part B,7,d”, specifically references item “d”, of item “7”, of item “B”—whereas “Part B” refers more generally to any or all of Part B’s descendants.

#### LEGISLATIVE HISTORY

The legislative history beneath a legislation's content identifies the specific legal sources, and may be provided to substantiate the online code.

#### DISCREPANCIES

Municipal Code Online, Inc., provides a searchable database of the Municipal Code for easy reference and convenience. This Municipal Code is supplemented from time- to -time with amendments and additions made by Vineyard City. The specific legal sources that comprise this Municipal Code have been adapted during the codification process from the original formatting of the official hard copy. During the 2017 transfer process, Vineyard and MCO improved upon the 2015 code standard, giving way to a new numbering and structural format ~~which~~that allows for future expansion. Differences in the numbering or structure between the two, when properly updated, are non-substantive in nature and shall not affect the intent of the legislation. In the event of substantive discrepancies between the online Municipal Code and any official hard copy, the official hard copy governs.

The Municipal Code was amended on ??? 2026 to reflect the change in the form of government from the Municipal government with powers vested in a five-member council (UCA §10-3b-3-401) to a Municipal government with powers vested in a six-member council (U.C.A. §10-3b-3-301).

NOTICE: THE MUNICIPAL CODE MAY NOT REFLECT ALL OR THE MOST CURRENT VERSION OF LEGISLATION ADOPTED BY THE CITY COUNCIL THAT HAS YET TO BE UPDATED ONLINE. IN THE EVENT OF CONFLICT BETWEEN THE MUNICIPAL CODE AND A WRITTEN ORDINANCE, THE ORDINANCE TYPICALLY GOVERNS. ALSO, THE MUNICIPAL CODE MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CODE, INCLUDING TECHNICAL SPECIFICATIONS. FOR MORE INFORMATION, CONTACT THE CITY RECORDER.

Amended by Ord. ?-2026?? on ??? 2026, with effective date of January 1, 2026.

## 2 Administrative Code

### 2.02 The Governing Body

#### 2.03 The Mayor

#### 2.05 City Council

### 2.04 Appointed Officers and Employees

### 2.08 City Manager

#### 2.09 City Attorney

### 2.10 Employee Discipline Hearing Officer

### 2.02 The Governing Body:

#### 2.02.010 Legislative And Executive Powers

~~The municipality is organized and shall function under the five member council form of government as set forth in Part 4 of Chapter 3b of Title 10 of the Utah Code.~~

A. Pursuant to and in accordance with Utah State Law as defined in Municipal Forms of Government Section 10-3b-102 (3); and 10-3b-301 of the Utah State Code, the municipal government of Vineyard City operates under the six-member council form of government.

1. The powers of the municipality of Vineyard City are vested in a governing body consisting of six members, one of which is a mayor.

2. The mayor and five (5) council members shall be chosen at large by the qualified voters of Vineyard City.

3. The mayor holds the executive and administrative powers from U.C.A. 10-3b-104 & 10-3-704. The mayor may sit in counsel with the municipal legislative body and offer opinions or suggest areas of legislation, but may not vote on ordinances, resolutions, contracts, or motions, except per U.C.A. 10-3b-301 & 10-3b-302.

4. The city council is the municipal legislative body of the municipality that exercises the legislative powers, performs legislative duties, and functions of the municipality, as set out in Section 2.05.010.

B. Individuals filing as candidates for the Vineyard City Council or for Mayor shall pay a \$50.00 fee at the time of filing their candidacy with the City Recorder. This filing fee shall be refundable only if it is determined that the person filing is not qualified to be a candidate, or if it is found that the person has improperly filed.

C. The mayor, with the advice and consent of the city council, shall appoint all officers provided for by the city ordinances and by statute, and shall appoint all

committees authorized by ordinance or resolution of the city council.

## HISTORY

Amended by Ord. 2026?? on ????.2026, with effective date January 1, 2026

### 2.03 Mayor

#### 2.03.010 Presiding Officer; General Duties

#### 2.03.020 Mayor Pro Tem -- Filling Of Vacancy

### 2.03

The mayor shall be the chief administrative officer of the city to whom all employees of the city report, as per U.C.A. 10-3b-104.

#### 2.03.010 Presiding Officer; General Duties

##### A. The mayor:

1. Presides at City Council and at all meetings of the governing body;

2. Signs ordinances, resolutions, contracts, and instruments on behalf of the City;

3. Represents the City in ceremonial and intergovernmental affairs;

4. Delivers an annual budget message to the Council; and

5. Appoints, with advice and consent of the Council, members of boards, commissions, and officers as provided by law.

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B. The mayor shall not vote except:

1. in the case of a tie, when he/she shall cast the deciding vote, or;

2. when the council is voting on:

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(a) whether to appoint or dismiss a municipal manager; or

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(b) an ordinance that enlarges or restricts the mayor's powers, duties, or functions.

C. If adopting an ordinance removing from or reinstating to the mayor a power, duty, or function, this requires the affirmative vote of:

1. the mayor and a majority of all other legislative body members; or

2. all legislative body members except the mayor.

D. Unless otherwise provided in an agreement or as set out in UCA § 10-3-1105, each employee of the City shall

serve as an at-will employee, and shall hold employment without limitation of time, being subject to discharge, suspension of over two days without pay, or involuntary transfer to a position with less remuneration.

F. The mayor may accept the resignation of an officer or employee of the city, and at the mayor's discretion and in compliance with the city's employment policies, enter into a severance agreement.

#### HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

#### 2.03.020 Mayor Pro Tem -- Filling of Vacancy

The mayor shall preside at all meetings and, upon the mayor's temporary absence or disability, the Municipal Legislative Body shall elect one of its number to act as mayor pro tem, who, during such absence or disability, shall possess the power of the mayor.

#### HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

## **2.04 Appointed Officers And Employees**

### **2.04.010 Officer Created; Administrative Provisions**

## HISTORY

Amended by Ord. 2021-10 on 8/11/2021

Amended by Ord. 2026-01 on [date]

### 2.04.020 Delegation Of Executive And Administrative Authority

A.; Except as provided in subsection D, Pursuant to Utah Code § 10-3b-303(1)(b)(iii), the Council hereby delegates to the mayor City Manager the executive and administrative duties listed in § 2.04.030 and 2.08.010.

B. The Council retains the authority to modify, add to, or withdraw any delegated duty by ordinance or resolution adopted in accordance with Utah Code § 10-3b-303(2).

C. The delegation of duties does not diminish the Mayor's authority to represent the City publicly or to provide policy leadership as chair of the Council.

D. Notwithstanding the delegation of powers and duties under Subsection A, with a majority of the voting members of the council, regardless of absence or vacancy, the city council specifically reserves the powers and duties to:

1. direct the mayor to appoint a city manager;
2. approve the payment, or a series of payments, made by the city that exceeds ten thousand dollars (\$10,000);

3. discharge any employee of the city;
4. hold a closed meeting prior to the termination of any city officer described in Section 2.04.010 or a department head;
5. grant the mayor authority to negotiate and sign a contract;
6. oversee the filling of a vacancy, as required in UCA § 20A-1-510;
7. retain legal counsel, which is not the same as the City Attorney referenced in 2.09;
9. review and inspect any record or document possessed by the city; and
8. investigate the affairs of the city and any department or division thereof, and any contract for the proper performance of any obligations of the city.

#### 2.04.010 Offices Created; Administrative Provisions

**A. Offices Created:** The city council may create any office it may deem necessary for the good government of the city, and provide for filling vacancies in elective and appointive offices, and prescribe the powers, duties, and compensation of all officers of the city, except as otherwise provided by law.

B. As required by UCA §10-3-916, the offices of the city recorder and the city treasurer are created and established, and the city shall appoint a qualified person to each office.

**Commented [JR1]:** These offices are the only ones required of a city that is not a 1<sup>st</sup> or 2<sup>nd</sup> class city.

C. As set out in UCA §10-3-917, the governing body may by ordinance establish the office of municipal engineer and prescribe the duties and obligations for that office which are consistent with the duties and obligations of the city engineer in cities of the first and second class. The offices of city recorder, finance director, city treasurer, city attorney, city manager, and city engineer are created and established consistent with the requirements and authority established by the Utah Municipal Code.

D. The city council may

(1) eliminate any of the offices listed in Subsection C;

(2) is not required to select an officer to fill a vacancy in any office listed in Subsection C; and

(3) is not prohibited from selecting a person or entity to oversee one or more of the offices listed in Subsection C.

E. Appointment: ~~The~~The mayor, with the advice and consent of the city council, shall appoint a qualified person or entity, as directed under UCA §10-3-916, to fill each of the offices listed in subsections B and CA, above.

F. Powers, Duties, and Control: Those ~~persons~~ appointed to the offices listed in subsection B and CA, above, shall be granted all of the powers, duties, and functions established

in the Utah Municipal Code for their individual office, subject to the control and policies of the governing body.

G. Term of Office: ~~Unless set out in an employment agreement, the~~The persons or entities appointed to the offices listed in subsection B and C, above, shall serve at the pleasure of the mayor and the city council, ~~and may be removed at any time, with or without cause, by the affirmative vote of:~~

~~the mayor and~~ a majority of the city council; ~~or~~

~~all council members except the mayor.~~

H. Compensation: The salary or compensation of a person or entity serving in any of the offices listed ~~in subsection A~~, above, shall be established by the governing body in accordance with Utah law.

#### 2.04.030 ~~City Manager~~Duties of Person Administering City Affairs - Powers And Duties

A. Appointment. The City Council ~~may shall~~ appoint a City Manager, the Mayor or a member of the City Council to

~~administer the affairs of the city. serve at the pleasure of the Council. The Council may remove the Manager by majority vote at any time.~~

**B.** General Authority. The ~~administrator selected by the Council~~ **City Manager** shall be the chief administrative officer of the City under the policy direction of the Council and shall:

- 1.** Supervise and coordinate the administration of all departments, offices, and agencies of the City, except as otherwise provided by law;
- 2.** Implement ordinances, resolutions, and policies adopted by the Council;
- 3.** Prepare and submit to the ~~Mayor and Council~~ **governing body** the annual budget and capital improvement plan; administer the adopted budget;
- 4.** Oversee personnel administration, including appointment, discipline, and removal of subordinate employees in accordance with the City's personnel policies;
- 5.** Manage procurement, contracts, and purchasing consistent with City ordinances;
- 6.** Prepare administrative regulations, subject to Council approval where required;

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7. Provide the ~~Council and Mayor~~ governing body with timely reports and recommendations on City operations;

8. Attend all Council meetings ~~with voice but no vote~~; and

9. Perform other duties delegated by ordinance, resolution, or Council direction.

~~Acting Manager. In the Manager's temporary absence or incapacity, the Council may designate an Acting City Manager.~~

D. Additional Administrative Functions. The ~~administrator~~ ~~City Manager~~ shall perform all additional administrative functions and duties set forth in Section 2.08.010 of this Code, including general supervision of City departments, personnel management, fiscal administration, and enforcement of City ordinances and regulations, subject to the policy direction of the City Council.

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## 2.05 City Council

### 2.05.010 Powers and Duties Generally

### 2.05.020 Filling of Vacancies

### 2.05.010 Powers and Duties Generally

The city council is the municipal legislative body that exercises legislative powers, performs legislative duties, and carries out the municipality's functions. The city council shall perform such duties and have such powers as are now prescribed, or as may hereafter be prescribed by law or ordinance - referring and subject to U.C.A. 10-3b-104, 105 & 10-3b-301, 302, 303.

A. Adopts rules and regulations, not inconsistent with statute, for the efficient administration, organization, operation, conduct, and business of the municipality;

B. Shall prescribe by resolution duties, powers, and responsibilities for any elected or appointed municipal official, unless prohibited by statute;

C. May require by ordinance that any or all appointed officers reside in the municipality;

D. May create any office that the city council considers necessary for the government of the municipality;

E. Shall give its advice and consent on appointments of department heads and statutory officers by the mayor and

all proposed appointments to City boards or commissions, and may assign any or all city council members, or the mayor, to supervise one or more administrative departments of the municipality;

F. Shall pass all ordinances and rules, and make all regulations, not repugnant to law, necessary for carrying into effect or discharging all powers and duties conferred by this chapter, and as are necessary and proper to provide for the safety and preserve the health, and promote the prosperity, improve the morals, peace and good order, comfort, and convenience of the city and its inhabitants, and for the protection of property in the city;

G. May enforce obedience to the ordinances with fines or penalties;

H. Perform any function specifically provided for by statute or necessarily implied by law;

I. Exercises any executive or administrative power and performs or supervises the performance of any executive or administrative duty or function that has not been given to the mayor in U.C.A. 10-3b-104 or the municipal code; or adopts an ordinance delegating to the mayor any executive or administrative power, duty, or function that the city council has;

**Commented [JR2]:** Utah code reserves for the city council the right to oversee, manage and administer the day-to-day operation of the city. The council may delegate this authority to the mayor or a city manager.

\_\_\_\_\_ J. Sets appropriate tax levies, adopts the city budget, sets sewer, water, and other utility rates, and other general and service rates & fees;

\_\_\_\_\_ K. May remove from the mayor any power, duty, or function of the mayor under U.C.A 10-3b-104; or reinstate to the mayor any power, duty, or function previously removed;

\_\_\_\_\_ L. If adopting an ordinance removing from or reinstating to the mayor a power, duty, or function, this requires the affirmative vote of:

(1) the mayor and a majority of all other legislative body members; or

(2) all legislative body members except the mayor.

\_\_\_\_\_ M. May require the attendance of any person to give testimony or produce records, documents or things for inspection, copying or examination necessary or useful for the governance of the municipality. The city council may by ordinance establish its own procedures for issuing subpoenas to require attendance and production under this section or it may issue subpoenas in its own name, per U.C.A. 10-3-610.

\_\_\_\_\_ N. May pass any ordinance to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by this act or any other provision of law. An officer of the municipality may not be convicted of a

criminal offense if he or she relied on or enforced an ordinance he or she reasonably believed to be valid. It shall be a defense to any action for punitive damages that the official acted in good faith in enforcing an ordinance, or that he or she enforced an ordinance on the advice of legal counsel, per U.C.A. 10-3-702.

O. May regulate the use and operation of municipal property; may purchase or sell City property by ordinance; and declare surplus property by ordinance.

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#### HISTORY

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

#### 2.05.020 Filling of Vacancies

If any vacancy occurs in the office of a council member or mayor for any reason, such vacancy shall be filled as prescribed by UCA § 20A-1-510. The city council shall determine, by majority vote, when a vacancy occurs.

#### HISTORY

Adopted by Ord. 2026-0XX on [date], with effective date January 1, 2026

2.08 City Manager

2.08.010 Office Created; Administration Provisions

2.08.020 Powers; Duties; Obligations

2.08.010 Office Created; Administration Provisions

A. Office Created: ~~The governing body may appoint a city manager to perform executive and administrative duties or functions that the council, by ordinance, may establish. The office of the city manager, which shall be known as "city manager", is created and established pursuant to Utah code section 10-3b-403.~~ B. The city manager may be an individual or an entity and shall report to the governing body. ~~The city manager shall be referred to as the city manager or the chief administrative officer.~~

B. Control: The powers, duties ~~and functions of the office of city manager shall be subject to the control and policies of the governing body, and functions of the office of city manager shall be those that the council, by ordinance, delegates, subject to the control and policies of the governing body,~~ which is defined in state law as being the mayor and council as a group.

~~CE.~~ Appointment: ~~As directed by the city council,~~ ~~the~~ mayor, with the advice and consent of the city council, shall appoint the city manager, who shall be appointed on the

basis of experience, ~~and~~ administrative and executive abilities, and qualifications.

~~D. — Bond: Before taking office, the city manager shall furnish a fidelity bond, at the expense of the city, in the amount of sixty thousand dollars (\$60,000.00), conditioned upon the faithful performance of his or her duties, with a corporation licensed to do business in this state as a surety. Such bond shall be filed with the city recorder after being approved by the governing body.~~

~~DE. Term of Office: The city manager shall serve at the pleasure of the mayor and the city council and may be removed at any time, with or without cause, by the affirmative vote of ~~the mayor and~~ a majority of the city council, ~~or all council members except the mayor.~~~~

~~EF. Discretion of Governing Body: In removing the city manager, the governing body may use its discretion and its action shall be final and shall not depend upon any particular showing or degree of proof.~~

~~EG. Employment Agreement: The city manager may either be an at will employee of the city or may be an individual or entity retained on a contract basis without having status as an employee. Nothing in this chapter shall be construed as a limitation on the power or authority of the governing body to enter into any supplemental agreement with the city manager with additional terms and conditions of employment not inconsistent with any provisions of this~~

chapter. An employment contract with the city manager must not contain an automatic renewal provision, per U.C.A. 10-3b-303(4).

GH. Salary: The salary and other compensation of the city manager shall be established by the governing body governing body shall establish the salary and other compensation of the city manager in accordance with Utah law.

H. Office and Time Spent: If appointed, The city manager shall maintain an office in the city hall and shall spend such time in the performance of the duties of city manager as is necessary or may be required from time to time by the governing body. The cCity manager, if employed:

1. \_\_\_ shall be an exempt employee for purposes of the fair labor standards act Fair Labor Standards Act and shall not be entitled to overtime pay unless specifically agreed to by the governing body;

2. The city manager shall not accept any outside employment in addition to employment by the city without prior approval of the governing body; and:

3. \_\_\_ J — Residence: The city manager need not be a resident of the city at the time of the city manager's appointment or thereafter.

I. \_\_\_ Interim City Manager. If the office of city manager is vacant, the mayor may, with the advice and consent of the

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city council, appoint an interim city manager without bond. The interim city manager shall serve at the pleasure of the governing body. The interim city manager may be an at-will employee of the city or an individual or entity retained on a contract basis without status as an employee, and shall have all the powers, duties, and obligations of the city manager as described in Section 2.08.020.

#### HISTORY

Adopted by Ord. 2017-02 on 1/11/2017

Amended by Ord. 2023-32 on 12/13/2023

Amended by Ord. 2026-xx on [date]

#### 2.08.020 Powers; Duties; Obligations

A. City Manager Duties: If a city manager is retained or employed, Pursuant to the policies and programs established by the governing body, and under the direction and oversight of the governing body, and except as otherwise set forth by the governing body in ordinance, resolution, motion, or this code, the city manager shall:

1. Be responsible for managing the internal affairs of the city; assist the mayor in developing, recommending, and implementing city policies, practices, rules, regulations and procedures; report to the governing body; advise the governing body regarding policy options and implementation procedures; assist the mayor in carrying out legislative

directives and decisions; and administer contracts.  
administration.

2. Establish and maintain effective working relationships with the governing body, the city attorney, management employees, citizen committees, special interest groups, employees, press, contractors, public vendors, and representatives from other city, county, special district, state, and federal agencies; work with the mayor and city Public Information Officer to issue public statements to the press and respond to questions from the press related to city management, policies, procedures, and administrative decisions, which statements and responses shall be consistent with the majority opinion or direction of the governing body.

3. Consistent with the direction of the governing body, be responsible for the full and effective use of designated city personnel by establishing, in consultation with the mayor and city attorney, department directors, division heads and other management employees; establish overall department objectives, priorities, and standards consistent with the goals, direction, and objectives of the governing body; assist the mayor in facilitating in the achievement by city divisions of governing body goals and in coordinating with the management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations, and directives; exercise managerial control to ensure that

the city government and its respective departments function in the most efficient and effective manner.

4. Represent the city at various meetings or other functions and respond to requests or inquiries about city policies, rules, ordinances, regulations, resolutions, or services rendered by the city government.

5. Assist the mayor in enforcing all applicable laws, ordinances, rules, regulations, and policies of the city. Assist the mayor in assuring that all franchises, leases, permits, licenses, contracts, and privileges granted by the city are fully performed and observed.

6. Assist the mayor in recommending and preparing for consideration by the governing body and advisory committees long-range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the governing body as requested.

7. Except as otherwise provided, be responsible for the overall personnel management function; implement city personnel ordinances, rules, and regulations that have been adopted, approved, or revised by the governing body; coordinate personnel ordinances and rules and regulations adopted by the governing body; coordinate personnel functions with management employees such as recruitment, selection, and appointment; have authority to appoint and remove any employees of the city, except the

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city recorder, the city treasurer, finance director, city attorney, ~~city planner,~~ or city engineer, who shall be appointed or removed according to the provisions of section 2.04.101 of this municipal code; ~~or employees in the mayor's office (communications director, executive assistant, communication staff) who shall be appointed, hired, removed, or terminated by the mayor directly;~~ serve as a step in the appeals process available to employees with grievances; assist the mayor in monitoring personnel actions, promotion, discipline, demotion, separation, and reclassification; coordinate personnel decisions with department directors; assist the mayor in coordinating activities of individuals rendering professional services under contract with the city.

~~The hiring process for department directors shall include panel interviews with the full governing body.~~

8. ~~At the request of and in~~ coordination with the mayor ~~or the city council~~, investigate into the affairs of the city and any department or division thereof, and any contract for the proper performance of any obligations of the city.

~~Create all necessary departments as approved by the governing body. As directed by the governing body, create all necessary divisions, sections, and offices necessary for the government of the city; prepare recommendations for the governing body regarding the addition, deletion, or reduction of municipal services.~~

9. Attend and participate in all meetings of the governing body unless otherwise excluded by the governing body, but shall not have a right to vote or act in lieu of a member of the city council in said meetings.

10. ~~With written authorization by the mayor, Approve~~approve and sign commercial and residential subdivision plats on behalf of the city.

11. Perform all other duties, obligations, and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the governing body.

12. ~~Hold a closed session with the City Council prior to the Hold a closed session with the City Council prior to~~ termination of any city department director. Nothing herein shall limit the city manager's ability to institute temporary employee suspensions or temporary administrative leave of city employees.

13. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the city manager in administering the affairs of the city efficiently, economically, and harmoniously.

14. Planning and Land Use: Notwithstanding the foregoing, the city manager shall exercise no authority over the planning commission ~~or an appeal and variance hearing~~

~~board or, an appeal and variance hearing board, or an~~  
officer.

**15.** Performance Evaluation: The governing body shall evaluate, at least annually, the performance of the city manager. The mayor shall conduct performance reviews with the city manager at least quarterly.

**B.** Powers of The Mayor Not Delegated: Except as delegated herein to obligate assistance to the mayor and allow for the full administrative powers over the management of designated staff and delegated duties, nothing in this chapter shall be construed to delegate to the city manager the administrative, legislative or judicial powers of the mayor, the mayor's position as chief executive officer of the city pursuant to ~~U.C.A. title code section~~ 10-3b-104(1)(a), chairperson of the governing body, or any ex officio position which the mayor shall hold.

#### HISTORY

Adopted by Ord. 2017-02 on 1/11/2017

Amended by Ord. 2020-14 on 10/14/2020

Amended by Ord. 2021-09 on 8/11/2021

Amended by Ord. 2023-22 on 6/14/2023

Amended by Ord. 2023-32 on 12/13/2023

~~Amended by Ord. 2026-xx on [date]~~

## 2.09 City Attorney Appointment

A. The mayor, with advice and consent from the city council, shall have the power to appoint a competent person to the office of the city attorney for not more than a four-year term or said elective term with a contract. The city council may at any time change or add to the city attorney's duties by a majority vote. The city attorney shall be the city's chief civil and administrative legal officer and representative.

B. The city attorney shall either be an at-will employee of the city, exempt from the protections described in U.C.A. 10-3-1105(1)(a), or may be a person or entity retained on a contract basis as a legal consultant without having status as an employee.

### History

Adopted by Ord. 2026-01 on [date], with effective date January 1, 2026

## 2.10.020 Who May Appeal

### C. Employees Not Eligible to Appeal:

(1) listed in ~~U.C.A. Utah Code Annotated~~ §10-3-1105(2), or its successor; ~~and~~

(2) at-will employee not listed in ~~U.C.A.~~ §10-3-1105(2); ~~and~~

(3) who is discharged or involuntarily transferred to a position with less remuneration if the discharge or involuntary transfer is the result of a layoff or reorganization.

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**Commented [JR3]:** This provision mirrors Utah law. See U.C.A. 10-3-1105

### 3 Municipal Procedures

#### 3.01 Applicability

#### 3.02 Regular Meetings

#### 3.03 Public Meetings; Closed Sessions; Records And Publications

#### 3.04 Meetings, Procedure And Conduct; Voting

#### 3.06 Public Meetings, Executive Sessions, Records And Publication, Procedure

#### 3.08 Electronic Meetings

#### 3.10 Special And Emergency Meetings

## 3.12 Official Communications

### 3.02.010 Time, Place; Exceptions

Except as may be adjusted according to the procedures contained in this chapter, the city council shall hold two (2) regular meeting(s) on the second and fourth Wednesdays of each month at the offices of the municipality, which meeting(s) shall begin promptly at 6 o'clock PM provided that:

Commented [JR4]: Is this correct?

- A. If the meeting date is a legal holiday, then the meeting shall be canceled; and
- B. The city council may by resolution provide for a different time and place for holding regular meetings of the governing body.

### 3.04.020 Formation Of The Agenda

A. Agenda Established by the Mayor - In accordance with State law, the Mayor is the chair of the Council, presides at council meetings, and is responsible for establishing the

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agenda for all City Council meetings. In doing so, the Mayor shall consider the city's needs, pending business, and any timely matters requiring Council attention. The agenda shall be prepared in consultation with the City Manager and City Recorder to ensure it reflects ongoing city operations and priorities.

B. Council Member Requests - Any two council members may request that an item be placed on the agenda for a forthcoming City Council meeting. Such requests must be submitted in writing to the Mayor and the City Recorder not less than forty-eight hours at least seven (7) calendar days before the scheduled meeting to allow for adequate preparation and public notice. The request must include a brief description of the item and the reason for its inclusion.

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#### HISTORY

Adopted by Ord. 2015-08 on 6/10/2015

Amended by Ord. 2016-03 on 2/10/2016

Amended by Ord. 2016-11 on 9/14/2016

Amended by Ord. 2018-04 on 5/9/2018

Amended by Ord. 2024-05 on 4/24/2024

#### 3.04.070 Requests For Records From Staff

## Council Members May Request Records

~~A member of the Governing Body Council members~~ may request records from city staff to aid in decision-making, oversight, and the performance of their official duties. Such requests shall be directed to the ~~Mayor, City Recorder, or City Manager, City Recorder, City Manager, or a designated staff member through official channels. Responses shall be provided in accordance with the Government Records Access and Management Act (UGC 63G-2-101 et seq.) ("GRAMA")~~

## Limitations on Information Requests

~~To ensure the efficient operation of city services and prevent undue burden on staff resources, individual council members shall not submit more than two (2) significant requests for information at any one time without approval from the City Council. To ensure the efficient operation of city services and prevent undue burden on staff resources, individual council members shall not submit more than two (2) significant requests for information at any one time without the City Council's approval. Significant request means any request requiring staff time or resources exceeding three (3) hours of staff time or involving the compilation of data from multiple sources. A significant request is any request that requires staff time or resources exceeding three (3) hours or that involves compiling data from multiple sources.~~

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~~Any member of city council wishing to make more than two (2) significant requests must have the additional request approved by the mayor and City Manager, or a majority vote of the City Council. This is to ensure that extensive information gathering is aligned with the Council's priorities and does not detract from city operations.~~

B. ~~The Mayor,~~ City Recorder, City Manager, or their designee may request clarification or modification of any request deemed overly broad, unclear, or excessively burdensome, and may propose an alternative approach to satisfy the information need in a less resource-intensive manner.

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### ~~Response Time and Format~~

C. Staff shall respond to information requests ~~in accordance within five (5) days with GRAMA.~~ If more than five (510) business days are required to respond to a request, the ~~recipient of the request, ten (10) business days are required to respond to a request, the City Recorder~~ shall communicate the expected timeline for response to the requesting ~~council member~~ of the governing body.

D. Responses to information requests may be provided in written, oral, or electronic format, as deemed appropriate by the ~~City Recorder, City Manager, or the staff~~ member of the governing body making fulfilling the request, taking into consideration the request's scope and the most effective means of communication.

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#### E. Adherence to Records Laws

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~~The governing body member making the request shall be notified if a when a request may include is for records that are include private, protected, or controlled information and the records may only be released, the City Recorder, City Manager, or designated staff, in consultation with the City Attorney; shall respond as required by GRAMA.~~

#### ~~Annual Review of Information Requests~~

~~The City Recorder shall compile an annual report summarizing the nature and scope of significant information requests received, the resources required to fulfill these requests, and any issues encountered. This report will be presented to the City Council for review and consideration in the adjustment of these limitations, if necessary.~~

#### ~~Respect for City Resources~~

~~To ensure the availability of city resources for core municipal priorities or services, the City Recorder or City Manager may prioritize requests based on urgency, legal requirements, and resource availability. Requests that relate to upcoming business of the city council or that have strong support from the community, stakeholders, or key decision-makers may be given priority due to the broader interest or impact.~~

## HISTORY

Adopted by Ord. 2024-05 on 4/24/2024

### 3.04.080 Parameters For Council-Staff Interactions

#### A. General Principles

Unless otherwise established by ordinance or resolution,  
Council members shall interact with city staff through established protocols by directing inquiries and requests for action to the Mayor or City Manager, or appropriate

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department head. This ensures a structured and efficient flow of communication and task delegation within city operations. All interactions between council members and city staff shall be communicated to the Mayor or City Manager as appropriate and conducted in a professional, respectful manner, recognizing the distinct roles each plays in the governance and administration of the city.

#### B. Limitations on Directives to Staff

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Council members shall refrain from giving direct orders to individual staff members, except as provided by ordinance, resolution or law or in the scope of their official capacities. Operational tasks and directives should be communicated through the Mayor or City Manager to maintain organizational structure and respect the chain of command. Requests for action or investigation by council members that involve significant staff time, resources, or deviation from planned work must be communicated to the City Council and approved by the Mayor and City Manager, or brought before the City Council and approved by a majority vote. This procedure ensures that such requests align with overall city priorities and resource capabilities.

#### C. Protection from Undue Influence

~~City staff shall be protected from undue pressure or influence in the performance of their duties. Any attempts by council members to coerce or unduly influence staff decisions or actions that contravene professional standards, city policies, or ethical guidelines will be subject to review and possible action by the City Council or appropriate oversight body. The City Manager shall establish a confidential process for staff to report concerns about inappropriate interactions or directives from council members, ensuring these concerns can be addressed without fear of retaliation.~~

#### C. Training and Education

The city shall provide regular training sessions for both council members and staff on effective communication, the roles and responsibilities of council members and staff, and strategies for maintaining professional relationships within city governance.

#### D. Review and Monitoring

The Mayor or City Manager, in collaboration with the Human Resources Department, shall monitor council-staff interactions and provide periodic reports to the City Council. These reports should highlight any systemic issues, trends in requests that strain resources, and recommendations for

improving the effectiveness of council-staff interactions. Based on these reports, the City Council may consider adjustments to policies governing council-staff interactions to ensure they remain constructive, respectful, and in the best interest of efficient city governance.



## VINEYARD CITY COUNCIL STAFF REPORT

**Meeting Date:** January 27, 2026

**Agenda Item:** ARCH Commission RAP Tax Grant Awards (Resolution 2026-06)

**Department:** Parks & Recreation

**Presenter:** Jarom Sidwell

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### **Background/Discussion:**

Back in 2019, a Vineyard RAP Tax was passed with 78.97% of 1084 casted votes. The RAP Tax consists of 0.1% of Sales Tax accruing to pay for Recreation & Parks projects. Vineyard City receives about \$20,000 per month from the RAP Tax.

Each year, City Council allocates funds to the ARCH Grant for the purpose of enhancing arts, recreation & parks, culture, and heritage within Vineyard City.

For the current fiscal year, \$20,000 was budgeted and approved by the Vineyard City Council for the ARCH Grant.

On January 15th, 2026, Vineyard's ARCH Commission voted on their recommendation to City Council for how to disperse the \$20,000 ARCH Grant fund to various ARCH Grant applicants. Jarom Sidwell, Vineyard's ARCH Commission Chair, will present the ARCH Commission's recommendation.

### **Fiscal Impact:**

N/A. \$20,000 has already been budgeted by the Vineyard City Council for the ARCH Grant

### **Recommendation:**

The ARCH Commission recommends that the \$20,000 grant be awarded to the ARCH Grant applicants, as follows:

- Vineyard Heritage Commission: \$7,500
- Vineyard Library: \$3,630
- Utah Valley Symphony: \$0
- Friends of the Vineyard Library: \$2,000
- Carry On: \$5,870
- Utah Lake Foundation: \$1,000
- Atomic Athletics: \$0
- Supplies for a Better Future Foundation: \$0

### **Sample Motion:**

"I move to adopt..."

### **Attachments:**

1. RES 2026-06 RAP Tax Grant Awards (Draft)
2. Summary of ARCH Grant Funding Recommendations
3. 2026 ARCH Commissioners Grant Scoring

**RESOLUTION NO. 2026-06**

**A RESOLUTION APPROVING THE ALLOCATION OF RAP TAX FUNDS FOR RECREATION AND CULTURAL FACILITIES AND CULTURAL ORGANIZATIONS WITHIN VINEYARD CITY**

WHEREAS, on November 5, 2019, Vineyard City voters approved a 1/10<sup>th</sup> of 1% increase in the local sales and use tax as a means of enhancing the funding for recreation and cultural facilities and cultural organizations within Vineyard City; and,

WHEREAS, to decide how funds generated by the RAP tax should be distributed, the City Council has received recommendations from city staff and from the Vineyard City Arts, Recreation and Parks, Culture, and Heritage (ARCH) Advisory Commission; and,

WHEREAS, on January 27, 2026, the City Council held a duly noticed public meeting to ascertain the facts regarding this matter, which facts and comments are found in the meeting record; and,

WHEREAS, after considering the facts and comments presented to the City Council, the Council finds the recommendations received by city staff and the ARCH Advisory Commission should be adopted; and such action furthers the health, safety and welfare of the citizens of Vineyard.

NOW, THEREFORE, be it resolved by the City Council of Vineyard City, Utah

Section 1. The funding recommendations from city staff and the ARCH Advisory Commission shown on Exhibit A are hereby approved.

Section 2. This resolution shall take effect immediately.

Approved and Adopted by the City Council of Vineyard City, Utah this 27th day of January 2026.

Vineyard CITY

ATTEST:

\_\_\_\_\_  
Zack Stratton, Mayor

\_\_\_\_\_  
Tony Lara, Deputy Recorder



ARCH Commission Recommendation to City Council for Awarding of ARCH Grant Funds:

Total amount budgeted for the ARCH Grant: \$20,000

- Vineyard Heritage Commission

Requested \$15,750, but the ARCH Commission voted to recommend they receive \$7,500. This application had the greatest support from ARCH Commission for recommendation of funding. Full requested funding is not recommended by ARCH Commission, as to allow for funding towards other applicants.

**Project idea is to create a Vineyard City History Curriculum to incorporate into local elementary schools curriculum within the Utah History subject. This can allow 200-250 4<sup>th</sup> Graders annually to have an understanding and appreciation for the history of Vineyard.**

Proposal included: \$1500 for Curriculum Outline Design, \$2500 Curriculum Development/Testing, \$2000 for Materials Design, \$8,000 for Materials Development/Production, and \$1750 for Materials Distribution

**\*The ARCH Commission recommends that digital materials be used, not physical\***

Timeline:

January - April Curriculum Outline Design

April - May Curriculum Development

August - September Curriculum Testing

May - September - Materials Design

September - December - Materials Development/Production

February - May 2027 - Materials Distribution and Implementation in the Classroom

- Vineyard Library

Requested \$4,000, but the ARCH Commission voted to recommend they receive \$3,630. This application had the 2<sup>nd</sup> highest overall score from ARCH Commission for recommendation of funding. Full requested funding is not recommended by ARCH Commission, due to the total project only projected to cost \$3,630.

**Project idea includes purchasing 50 kids graphic novels, 3 Yoto Players with Cases, 6 Yoto card packs, 8 Themed learning backpacks, and 3 new story walks.**

Proposal included: \$1000 for Graphic Novels, \$520 for Learning Backpacks, \$1350 for Story Walk Displays, \$360 for 3 Yoto Players, \$150 for 6 Yoto Card Packs, \$100 for recording of materials, and \$150 for program promotion & supplies

Timeline:

April 2026: Order Yoto Players, Graphic Novels, and Storywalk supplies

May 2026: Start building and recording first Story Walk

June 2026: Learning Backpacks and Yoto Players ready for checkout

Summer-Fall 2026: Story Walks

Project all completed by September 2026.

- Utah Valley Symphony

Requested \$2000, but the ARCH Commission voted to recommend they receive \$0.

This applicant tied for the 3<sup>rd</sup> highest overall score from the ARCH Commission, however, after further discussion, the Commission determined that a music recording (Vineyard theme song) wouldn't be likely to be used much.

Project Idea included: Professionally composed Vineyard fan-fare musical theme recording to be used at City events.

Proposal included: \$2000 for Composition Commission

Timeline:

January–February 2026: Finalize list of potential composers and their availability.

March–May 2026: Finalize composer selection

June–November 2026: Composer completes commission. Highly dependent on availability

Winter 2026: Rehearsal and recording session with Utah Valley Symphony musicians.

Winter 2026/Spring 2027: Public premiere at a Vineyard civic event

Ongoing: The City uses the recording and score at future events.

- Friends of the Vineyard Library

Requested \$2,000, and the ARCH Commission voted to recommend they receive \$2,000.

This applicant tied for the 3<sup>rd</sup> highest overall score from the ARCH Commission.

Project idea included: 2<sup>nd</sup> weekly story time at Vineyard Library (52 weeks) and 100-120 Adult Books.

Proposal included: \$1200 to pay for staff to offer a 2<sup>nd</sup> weekly story time at Vineyard Library, \$400 for Adult Fiction books, and \$400 for Adult Non Fiction books

Timeline:

Incorporate 2<sup>nd</sup> weekly story time by April 2026.

- Carry On

Requested \$14,500, but the ARCH Commission voted to recommend they receive \$5,870. This applicant received the 5<sup>th</sup> highest number of votes.

**Project idea included: Installing Skateboard features near the flower beds in the northwest corner of Vineyard Grove Park, along with QR code videos to explain different skateboarding techniques for the features and incorporate mental health and confidence promoting instruction.**

Proposal included: 20' Round Flat Bar for \$1,950.00, 12' Beam for \$1,795.00, Stacked Boxes for \$4,495.00, Programming for \$4,500.00, and Installation for \$1,750.00

**\*ARCH Commission overall didn't love the location proposed, but are interested in having the recommended funding go towards having 8 uses of a mobile half pipe at Vineyard City events\***

Timeline:

February-March 2026: Project funding awarded

March: Finalize designs and feature placement

April: Construct features

May: Install features & film programming

June: Be open for Vineyard Days

- Utah Lake Foundation

Requested \$9,625, but the ARCH Commission voted to recommend they receive \$1000.

This applicant had the 6<sup>th</sup> highest number of votes.

**Project idea included: Paddle with Care event at Vineyard Beach in May 2026. Event would include a paddle route, educational booths, youth activities, and water-safety outreach.**

Proposal included: Gear 10-15 paddleboards, life jackets, and on-site instructor/safety team for \$1,500, DJ related costs for \$600, BBQ or picnic-style lunch for \$1000, Decor for \$300, Photography / highlight reel to help with future promotion for \$500, Giveaways / Swag for \$700, Bus transportation from Vineyard Beach to AF Marina for \$700, 100 Life Jackets for \$2000, Life Jacket Station repair for \$1000, Water Safety Award for \$60, Marketing Ads for \$65, Storage fee to store equipment for \$800, and Arts & Crafts for \$400.

**\*The ARCH Commission didn't feel the need to recommend lots of funding since the Utah Lake Foundation has other funding sources, but the ARCH Commission thought it would be good to still show support to an existing good relationship with the Utah Lake Authority\***

Timeline: Event on May 16<sup>th</sup>, 2026

- Atomic Athletics

Requested \$20,000, but the ARCH Commission voted to recommend they receive \$0.

This applicant had to 7<sup>th</sup> highest overall votes.

**Project idea: Offer 4 FREE Soccer Clinics to the Community for ages 5-14.**

Proposal included: Equipment for \$11,129.80, Staffing for \$3,440, Facility Rentals for \$1800, Marketing for \$2575, First Aid Kit for \$125, Program Reinvestment for \$1000.

**\*The ARCH Commission decided not to support this idea in order to award other projects and because Vineyard Recreation already offers a lot of programs to the community.\***

Timeline:

February – March 2026: Project funding awarded; RAP Tax funds distributed. Finalize project plan, confirm locations, and secure facility rental agreements. Begin outreach and registration for youth participants.

April 2026: Recruit and train staff and volunteers for clinics. Order equipment and marketing materials. Confirm field marking plans and safety protocols.

May 2026: Continue participant registration and community promotion. Conduct staff training on coaching, mindset sessions, and mental health integration.

June 2026: Clinic 1: Early June – Soccer skills + mindset/character-building session. Clinic 2: Late June – Soccer skills + mindset/character-building session. Conduct post-clinic evaluation and gather participant feedback.

July 2026: Clinic 3: Early July – Soccer skills + mindset/character-building session. Clinic 4: Late July – Soccer skills + mindset/character-building session. Final post-clinic evaluation, collect participant and parent feedback.

August 2026: Compile outcomes, attendance, and impact data. Prepare final report to Vineyard City on program success, lessons learned, and recommendations for future recreation programming.

- Supplies for a Better Future Foundation

Requested \$15,000, but the ARCH Commission voted to recommend they receive \$0.

This application had the lowest number of votes.

### **Project Idea: Art, Culture, and Diversity Festival in Vineyard.**

Proposal Included: Stage Rental for \$4,000, 10 Portable Toilets for \$1,500, 10 Event Trash Bins for \$500, 5 Security Personnel for \$1750, Event Licenses & Permits for \$1000, Marketing for \$2000, Supplies for \$1000, Children’s Activities for \$1000, and Contingency costs for \$1,250

**\*The ARCH Commissions doesn’t recommend funding be awarded to this applicant due to a vague application and the performance at Vineyard Days last year from a similar group not having much community interest\***

Timeline:

Short-term: Host a Vineyard International Festival on August 22, 2026 from Noon-7pm, showcasing local and international art, music, and culture.

Long-term: Establish the festival as an annual event, attracting more participants, fostering community pride, and promoting cultural understanding within Vineyard.

Applicant Organization Name	Amount Requested	Jarom Sidwell	Elisabeth Shelley	Sherrie-Kaye Miller
Vineyard Heritage Foundation	\$15,750	28	35	33
Vineyard Library	\$4,000	30	35	19
Utah Valley Symphony	\$2,000	27	28	24
Friends of the Vineyard Library	\$2,000	27	35	19
Carry On	\$14,500	32	26	32
Utah Lake Foundation	\$9,625	25	31	19
Atomic Athletics	\$20,000	26	24	13
Supplies for a Better Future Foundation	\$15,000	23	21	10
	\$82,875			

Daniel George	Bronson Tatton	Overall Score	Avg	Recommended Amount
26	34	156	31.20	7500
35	35	154	30.80	3630
35	35	149	29.80	0
33	35	149	29.80	2000
30	27	147	29.40	5870
28	35	138	27.60	\$1,000
27	27	117	23.40	0
29	21	104	20.80	0
				\$20,000

**RESOLUTION NO. 2026-05**

**A RESOLUTION AMENDING THE VINEYARD CITY BUDGET FOR THE 2025-2026 FISCAL YEAR.**

**WHEREAS**, the City Council of Vineyard, Utah has previously adopted a budget for the 2025-2026 fiscal year in accordance with the Utah Fiscal Procedures Act for cities; and

**WHEREAS**, the city needs to now amend that adopted budget; and

**WHEREAS**, a public hearing was held on the 27th day of January 2026, on the proposed amendments to the 2025-2026 fiscal year budget for the city of Vineyard, Utah.

**NOW THEREFORE BE IT RESOLVED BY THE VINEYARD CITY COUNCIL AS FOLLOWS:**

1. The attached exhibit A shows the amendments to the Fiscal Year 2025-2026 budget for the city of Vineyard, Utah.
2. This resolution shall take effect upon passing.

Passed and dated this 27th day of January 2026.

\_\_\_\_\_  
Mayor Zack Stratton

Attest:

\_\_\_\_\_  
Tony Lara, Deputy City Recorder





**VINEYARD**  
STAY CONNECTED

**FY 2025-2026 Working Budget  
After Amendment #3  
January 27, 2025**

<b>GENERAL FUND REVENUES</b>	<b>FY23 ACTUAL</b>	<b>FY24 ACTUAL</b>	<b>FY25 ACTUAL</b>	<b>AMEND #2 FY26 BUDGET</b>	<b>AMEND #3 FY26 BUDGET</b>
Property Tax	\$ 3,261,171	\$ 3,683,386	\$ 4,972,219	\$ 4,950,000	\$ 4,950,000
Sales Tax - Includes Transient	3,150,801	3,204,125	3,604,684	3,588,000	3,588,000
RAP Tax	208,953	220,225	264,831	235,000	235,000
Transportation Tax	296,945	375,439	478,605	430,000	430,000
Franchise Tax	892,696	824,467	942,630	951,600	951,600
<b>Total Taxes</b>	<b>\$ 7,810,566</b>	<b>\$ 8,307,642</b>	<b>\$ 10,262,969</b>	<b>\$ 10,154,600</b>	<b>\$ 10,154,600</b>
Business Licenses & Permits	\$ 15,460	\$ 17,261	\$ 19,795	\$ 17,500	\$ 17,500
Building Permits	265,675	781,423	611,971	900,000	900,000
Fire Inspection & Plan Review Fees	8,420	25,112	36,084	15,000	15,000
<b>Total Licenses &amp; Permits</b>	<b>\$ 289,554</b>	<b>\$ 823,796</b>	<b>\$ 667,850</b>	<b>\$ 932,500</b>	<b>\$ 932,500</b>
Class B&C Road Funds	\$ 515,957	\$ 541,193	\$ 628,053	\$ 529,650	\$ 672,017
Grant Revenue	9,995	10,686	50,164	-	-
<b>Total Intergovernmental Revenue</b>	<b>\$ 525,952</b>	<b>\$ 551,879</b>	<b>\$ 678,217</b>	<b>\$ 529,650</b>	<b>\$ 672,017</b>
Development Fees	\$ 219,311	\$ 470,627	\$ 381,876	\$ 370,000	\$ 370,000
Library Fees	5	-	-	-	-
Inspection Fees	120,323	206,911	428,651	375,000	375,000
Sanitation Fees	559,156	583,085	738,023	797,610	797,610
Recreation Fees	162,334	170,164	211,298	222,000	222,000
Fines & Forfeitures	-	700	300	1,000	1,000
Interest Earnings	166,048	251,081	623,319	225,000	650,000
Rents	20,838	21,558	27,930	20,000	20,000
Sponsorships	30,550	30,455	63,500	45,000	45,000
Credit Card Fees	7,026	4,976	6,714	6,500	6,500
Miscellaneous Revenues	27,689	8,851	57,578	10,000	10,000
Donations	1,000	1,345	4,168	1,449	1,449
Skate Park Donations - RESTRICTED	-	-	1,873	-	-
Beg. Fund Appropriation	-	-	-	380,258	260,519
<b>Total Misc Revenue</b>	<b>\$ 1,314,279</b>	<b>\$ 1,749,753</b>	<b>\$ 2,545,230</b>	<b>\$ 2,453,817</b>	<b>\$ 2,759,078</b>
Transfer from RDA Fund - Tax Admin	\$ 330,138	\$ 373,974	\$ 399,002	\$ 528,000	\$ 550,506
Transfer from Capital Projects	\$ -	\$ -	\$ 3,000	\$ 1,358,330	\$ 1,325,490
<b>TOTAL GENERAL FUND REV</b>	<b>\$ 10,270,489</b>	<b>\$ 11,807,044</b>	<b>\$ 14,556,269</b>	<b>\$ 15,956,897</b>	<b>\$ 16,394,192</b>
<b>TOTAL GENERAL FUND EXPEND</b>	<b>\$ 10,031,233</b>	<b>\$ 11,766,604</b>	<b>\$ 13,522,043</b>	<b>\$ 15,956,897</b>	<b>\$ 16,394,192</b>
<b>Surplus (Deficit)</b>	<b>\$ 239,256</b>	<b>\$ 40,441</b>	<b>\$ 1,034,226</b>	<b>\$ 0</b>	<b>\$ (0)</b>

**MAYOR & MUNICIPAL COUNCIL**

FUND	ORG	ACCT	DESCRIPTION	AMEND #2					AMEND #3
				ACTUAL FY 22-23	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26	BUDGET FY 25-26
<b>Mayor &amp; Council</b>									
10	0101	4001	Full Time Regular	\$ -	\$ 1,338	\$ 73,067	\$ 97,350	\$ 124,421	
10	0101	4002	Part Time Regular	86,430	95,947	97,234	72,302	72,302	
10	0101	4008	Compensation Adjustments	-	-	-	6,170	7,225	
10	0101	4051	Retirement & Taxes	3,473	4,186	22,205	23,528	29,440	
10	0101	4053	Insurance	-	-	-	9,600	24,031	
10	0101	4105	Membership Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 600	\$ 600	
10	0101	4108	Meetings	625	4,309	3,400	9,300	9,300	
10	0101	4257	Programs	3,799	10,009	6,627	8,000	8,000	
10	0101	4355	Miscellaneous	801	147	2,328	2,000	2,000	
10	0101	4413	Training	4,194	3,468	5,682	6,500	6,500	
10	0101	4414	Travel	1,044	2,247	1,035	5,625	5,625	
<b>Total Mayor &amp; Council</b>				<b>\$ 100,366</b>	<b>\$ 121,651</b>	<b>\$ 211,578</b>	<b>\$ 240,975</b>	<b>\$ 289,444</b>	

**CITY MANAGER**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>City Manager</b>											
10	0201	4001	Full Time Regular	\$ 79,153	\$ 103,233	\$ 129,408	\$ 132,036	\$ 204,353			
10	0201	4005	Overtime	-	-	171					
10	0201	4006	Other Compensation	600	750	50	-	-			
10	0201	4007	Car Allowance	3,600	4,000	4,200	4,200	4,200			
10	0201	4008	Compensation Adjustments	-	-	-	4,546	4,818			
10	0201	4051	Retirement & Taxes	18,701	23,248	29,579	25,481	27,159			
10	0201	4053	Insurance	15,411	14,546	22,996	15,887	30,158			
10	0201	4105	Membership Dues & Subscriptions	\$ 9,445	\$ 15,225	\$ 11,663	\$ 13,650	\$ 13,650			
10	0201	4108	Meetings	3,313	2,526	3,081	4,500	4,500			
10	0201	4109	Special Events	2,525	-	1,706	3,000	3,000			
10	0201	4355	Miscellaneous	3,315	761	2,959	3,740	3,740			
10	0201	4413	Training	660	2,469	2,328	7,300	7,300			
10	0201	4414	Travel	469	2,018	174	3,800	3,800			
<b>Total City Manager</b>				<b>\$ 137,192</b>	<b>\$ 168,776</b>	<b>\$ 208,314</b>	<b>\$ 218,139</b>	<b>\$ 306,678</b>			

**RECORDER**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
			<b>Recorder</b>								
10	0301	4001	Full Time Regular	\$ 77,493	\$ 113,192	\$ 116,779	\$ 119,124	\$ 124,286			
10	0301	4002	Part Time Regular	32,308	793	-	-	-			
10	0301	4005	Overtime	199	110	403	596	596			
10	0301	4006	Other Compensation	520	600	600	600	650			
10	0301	4008	Compensation Adjustments	-	-	-	4,689	4,773			
10	0301	4051	Retirement & Taxes	26,649	28,513	28,328	27,499	22,249			
10	0301	4053	Insurance	15,445	30,581	33,162	33,997	42,818			
10	0301	4103	Public Notices	\$ 800	\$ 335	\$ 388	\$ 10,000	\$ 10,000			
10	0301	4105	Membership Dues & Subscriptions	355	765	685	1,565	1,565			
10	0301	4108	Meetings	-	271	101	240	240			
10	0301	4110	Postage	-	-	-	50	50			
10	0301	4151	Equipment	36,954	53	-	-	-			
10	0301	4301	Contract Services	-	14,499	258	36,000	36,000			
10	0301	4355	Miscellaneous	171	140	20	1,000	1,000			
10	0301	4413	Training	593	688	1,355	1,200	1,200			
10	0301	4414	Travel	1,049	878	2,294	4,000	4,000			
<b>Total Recorder</b>				<b>\$ 192,536</b>	<b>\$ 191,418</b>	<b>\$ 184,372</b>	<b>\$ 240,560</b>	<b>\$ 249,427</b>			

**FINANCE**

FUND	ORG	ACCT	DESCRIPTION	AMEND #2					AMEND #3
				ACTUAL FY 22-23	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26	BUDGET FY 25-26
<b>Finance</b>									
10	0401	4001	Full Time Regular	\$ 113,193	\$ 132,136	\$ 138,601	\$ 138,238	\$ 155,193	
10	0401	4002	Part Time Regular	35,439	38,921	31,502	65,504	65,504	
10	0401	4003	Seasonal Employees	6,518	6,731	2,137	14,321	14,321	
10	0401	4005	Overtime	91	8	0	-	-	
10	0401	4006	Other Compensation	1,947	1,243	650	1,200	1,200	
10	0401	4007	Car Allowance	2,400	2,200	2,400	2,400	2,400	
10	0401	4008	Compensation Adjustments	-	-	-	6,092	7,627	
10	0401	4051	Retirement & Taxes	27,203	30,408	35,178	28,526	37,587	
10	0401	4053	Insurance	12,590	11,524	23,399	10,080	24,490	
10	0401	4105	Membership Dues & Subscriptions	\$ 425	\$ 849	\$ 508	\$ 1,610	\$ 1,610	
10	0401	4108	Meetings	402	303	416	1,200	1,200	
10	0401	4301	Contract Services	9,275	12,515	17,188	33,990	33,990	
10	0401	4352	Bank Fees	30,354	38,706	55,399	50,000	50,000	
10	0401	4355	Miscellaneous	285	1,242	687	2,375	2,375	
10	0401	4413	Training	4,469	4,235	3,100	3,775	3,775	
10	0401	4414	Travel	2,794	3,171	3,879	9,200	9,200	
<b>Total Finance</b>				<b>\$ 247,385</b>	<b>\$ 284,192</b>	<b>\$ 315,042</b>	<b>\$ 368,511</b>	<b>\$ 410,473</b>	

# COMMUNICATIONS

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>Communications</b>											
10	0601	4001	Full Time Regular	\$ 123,300	\$ 127,700	\$ 98,127	\$ 91,840	\$ 91,840	\$ 91,840	\$ 91,840	\$ 91,840
10	0601	4002	Part Time Regular	2,066	1,856	20,346	49,486	49,486	49,486	49,486	49,486
10	0601	4005	Overtime	180	12	182	-	-	-	-	-
10	0601	4006	Other Compensation	1,260	690	550	-	600	-	600	600
10	0601	4008	Compensation Adjustments	-	-	-	4,663	4,663	4,663	4,663	4,663
10	0601	4051	Retirement & Taxes	25,500	24,330	22,636	24,487	24,487	24,487	24,487	24,487
10	0601	4053	Insurance	510	5,824	12,565	18,743	18,743	18,743	18,743	18,743
10	0601	4108	Meetings	\$ 366	\$ 786	\$ 394	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
10	0601	4151	Equipment	236	587	513	700	700	700	700	700
10	0601	4152	Supplies	-	391	420	2,250	2,250	2,250	2,250	2,250
10	0601	4257	Communities That Care	2,950	14,138	35,611	31,000	31,000	31,000	31,000	31,000
10	0601	4355	Miscellaneous	-	102,518	98,456	16,200	16,200	16,200	16,200	16,200
10	0601	4413	Training	290	383	906	1,900	1,900	1,900	1,900	1,900
10	0601	4414	Travel	305	1,698	422	2,100	2,100	2,100	2,100	2,100
<b>Total Communications</b>				<b>\$ 156,960</b>	<b>\$ 280,913</b>	<b>\$ 291,128</b>	<b>\$ 244,768</b>	<b>\$ 244,768</b>	<b>\$ 244,768</b>	<b>\$ 245,368</b>	<b>\$ 245,368</b>

**PLANNING**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL	AMEND #2		AMEND #3
				FY 22-23	FY 23-24	FY 24-25	BUDGET	BUDGET	
				FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26
	<b>Planning</b>								
10	0701	4001	Full Time Regular	\$ 234,314	\$ 272,166	\$ 338,217	\$ 361,501	\$ 396,111	
10	0701	4002	Part Time Regular	40,712	62,229	75,663	71,392	71,392	
10	0701	4005	Overtime	3,852	1,921	1,022	-	-	
10	0701	4006	Other Compensation	870	536	100	-	-	
10	0701	4007	Car Allowance	1,286	1,300	1,300	1,300	1,300	
10	0701	4008	Compensation Adjustments	-	-	-	17,095	17,095	
10	0701	4051	Retirement & Taxes	56,204	74,272	89,743	92,365	92,365	
10	0701	4053	Insurance	36,483	44,579	51,079	73,174	78,951	
10	0701	4105	Membership Dues & Subscriptions	\$ 51,054	\$ 1,313	\$ 8,240	\$ 8,864	\$ 8,864	
10	0701	4108	Meetings	2,039	2,282	1,516	10,500	10,500	
10	0701	4301	Contract Services	2,658	184	-	99,000	99,000	
10	0701	4355	Miscellaneous	7,364	4,264	8,005	18,510	18,510	
10	0701	4413	Training	4,437	7,797	5,821	10,284	10,284	
10	0701	4414	Travel	5,702	8,451	5,963	10,673	10,673	
<b>Total Planning</b>				<b>\$ 446,975</b>	<b>\$ 481,294</b>	<b>\$ 586,668</b>	<b>\$ 774,658</b>	<b>\$ 815,046</b>	

**BUILDING**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	BUDGET	BUDGET		
			<b>Building</b>								
10	0801	4001	Full Time Regular	\$ 287,583	\$ 339,407	\$ 423,608	\$ 453,153	\$ 453,153			
10	0801	4002	Part Time Regular	14,880	-	-	-	-			
10	0801	4003	Seasonal Employee	6,086	6,185	6,052	11,213	11,213			
10	0801	4005	Overtime	109	1	4					
10	0801	4006	Other Compensation	180	300	100	-	-			
10	0801	4007	Car Allowance	400	-	-	-	-			
10	0801	4008	Compensation Adjustments	-	-	-	17,961	17,961			
10	0801	4051	Retirement & Taxes	60,448	75,017	93,033	101,865	101,865			
10	0801	4053	Insurance	4,191	9,234	15,352	51,478	51,478			
10	0801	4105	Membership Dues & Subscriptions	\$ 1,004	\$ 1,313	\$ 1,190	\$ 5,460	\$ 5,460			
10	0801	4108	Meetings	492	399	1,269	2,160	2,160			
10	0801	4151	Equipment	-	1,083	3,504	3,500	3,500			
10	0801	4152	Supplies	4,832	2,845	3,626	4,000	4,000			
10	0801	4154	Uniforms	424	622	739	900	900			
10	0801	4301	Contract Services	900	-	-	25,000	25,000			
10	0801	4355	Miscellaneous	1,099	254	150	4,000	4,000			
10	0801	4413	Training	2,042	4,060	6,896	10,550	10,550			
10	0801	4414	Travel	2,189	2,467	4,179	10,000	10,000			
<b>Total Building</b>				<b>\$ 386,860</b>	<b>\$ 443,187</b>	<b>\$ 559,701</b>	<b>\$ 701,240</b>	<b>\$ 701,240</b>			

**POLICE**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>Police</b>											
10	0901	4001	Full Time Regular	\$ -	\$ 6,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	0901	4002	Part Time Regular	35,452	40,981	43,072	51,140	51,140			51,140
10	0901	4051	Retirement & Taxes	1,376	2,622	3,560	4,577	4,577			4,577
10	0901	4151	Equipment	\$ -	\$ -	\$ -	\$ 2,850	\$ 2,850			\$ 2,850
10	0901	4154	Uniforms	-	-	245	3,000	3,000			3,000
10	0901	4301	Contract Services	2,291,436	2,765,443	3,204,532	4,040,558	4,040,558			4,040,558
10	0901	4355	Miscellaneous	210	140	760	1,000	1,000			1,000
<b>Total Police</b>				<b>\$ 2,328,474</b>	<b>\$ 2,815,769</b>	<b>\$ 3,252,168</b>	<b>\$ 4,103,125</b>	<b>\$ 4,103,125</b>			<b>\$ 4,103,125</b>

# FIRE SERVICES

FUND	ORG	ACCT	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26
<b>Fire Services</b>								
10	1001	4201	Water Charges	\$ -	\$ -	\$ -	\$ -	\$ 3,500
10	1001	4202	Wastewater Charges	-	-	-	-	2,500
10	1001	4203	Stormwater Charges	-	-	-	-	100
10	1001	4204	Natural Gas Charges	-	-	-	-	1,400
10	1001	4205	Electric Charges	-	-	-	-	2,100
10	1001	4206	Telephone & Internet Charges	-	-	-	-	1,400
10	1001	4301	Contract Services	\$ 1,654,069	\$ 1,379,625	\$ 2,250,807	\$ 2,574,600	\$ 2,574,600
<b>Total Fire Services</b>				<b>\$ 1,654,069</b>	<b>\$ 1,379,625</b>	<b>\$ 2,250,807</b>	<b>\$ 2,574,600</b>	<b>\$ 2,585,600</b>

**LIBRARY**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL	AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	BUDGET	BUDGET
				FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26
<b>Library</b>								
10	1101	4001	Full Time Regular	\$ -	\$ 455	\$ 40,962	\$ 46,463	\$ 46,463
10	1101	4002	Part Time Regular	6,829	27,741	623	18,935	18,935
10	1101	4005	Overtime	-	15	245	-	-
10	1101	4008	Compensation Adjustments	-	-	-	2,758	2,758
10	1101	4051	Retirement & Taxes	99	3,048	8,676	11,842	11,842
10	1101	4053	Insurance	-	-	-	9,600	9,600
10	1101	4105	Membership Dues & Subscriptions	\$ -	\$ 30	\$ 60	\$ 130	\$ 130
10	1101	4108	Meetings	-	120	-	220	220
10	1101	4151	Equipment	-	787	1,372	1,825	1,825
10	1101	4152	Supplies	4,855	2,792	1,831	1,850	1,850
10	1101	4257	Programs	18,197	1,624	940	1,300	1,300
10	1101	4301	Contract Services	-	-	1,200	5,700	5,700
10	1101	4355	Miscellaneous	-	17,350	17,721	20,000	20,000
10	1101	4413	Training	-	530	479	525	525
10	1101	4414	Travel	-	42	529	370	370
<b>Total Library</b>				<b>\$ 29,979</b>	<b>\$ 54,609</b>	<b>\$ 74,637</b>	<b>\$ 121,518</b>	<b>\$ 121,518</b>

**PUBLIC WORKS**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>Public Works Administration</b>											
10	1201	4001	Full Time Regular	\$ 165,890	\$ 59,418	\$ 50,925	\$ 57,483	\$ 122,213			
10	1201	4005	Overtime	-	-	1	8,622	18,332			
10	1201	4006	Other Compensation	1,950	1,244	80	-	-			
10	1201	4008	Compensation Adjustments	-	-	-	2,240	4,761			
10	1201	4051	Retirement & Taxes	32,495	13,518	11,440	12,554	26,691			
10	1201	4053	Insurance	10,349	34,161	23,146	10,038	19,638			
10	1201	4101	Maintenance	\$ 11,924	\$ 2,497	\$ 933	-	-			
10	1201	4105	Membership Dues & Subscriptions	14,749	2,710	10,826	15,220	15,220			
10	1201	4108	Meetings	3,365	1,805	2,556	2,329	2,329			
10	1201	4151	Equipment	11,103	6,102	1,935	9,800	9,800			
10	1201	4152	Supplies	4,391	6,300	6,725	2,800	2,800			
10	1201	4154	Uniforms	2,426	3,590	4,390	8,550	8,550			
10	1201	4205	Electric Charges	23,827	24,155	28,181	-	-			
10	1201	4301	Contract Services	399,850	65,405	234	-	-			
10	1201	4303	Software Maintenance	-	600	2,292	5,400	5,400			
10	1201	4355	Miscellaneous	5,682	634	-	-	-			
10	1201	4407	Certification & Testing	422	406	6,504	11,800	11,800			
10	1201	4413	Training	1,535	3,022	1,305	6,700	6,700			
10	1201	4414	Travel	860	4,728	420	-	-			
<b>Total Public Works Administration</b>				<b>\$ 745,006</b>	<b>\$ 230,295</b>	<b>\$ 151,894</b>	<b>\$ 153,536</b>	<b>\$ 254,235</b>			
<b>Public Works Grounds Maintenance</b>											
10	1202	4001	Full Time Regular	\$ -	\$ 80,916	\$ 55,028	\$ 66,429	\$ 66,429			
10	1202	4002	Part Time Regular	-	1,062	989	7,390	7,390			
10	1202	4003	Seasonal Employee	-	-	11,455	13,061	13,061			
10	1202	4005	Overtime	-	3,859	328	9,964	9,964			
10	1202	4006	Other Compensation	-	600	600	600	600			
10	1202	4008	Compensation Adjustments	-	-	-	2,854	2,854			
10	1202	4051	Retirement & Taxes	-	19,870	13,562	16,599	16,599			
10	1202	4053	Insurance	-	752	5,417	25,979	25,979			
10	1202	4101	Maintenance	\$ -	\$ 7,954	\$ 3,892	\$ 15,000	\$ 15,000			
10	1202	4103	Public Notices	-	-	-	250	250			
10	1202	4105	Membership Dues & Subscriptions	-	-	451	1,930	1,930			
10	1202	4151	Equipment	-	2,749	4,771	8,855	8,855			
10	1202	4152	Supplies	-	24,314	24,119	12,700	12,700			
10	1202	4154	Uniforms	-	-	-	1,575	1,575			
10	1202	4201	Water Charges	-	135,033	154,339	150,000	150,000			
10	1202	4301	Contract Services	-	152,922	168,478	366,188	366,188			
10	1202	4365	Trees	-	25,559	3,632	25,000	25,000			
10	1202	4407	Certification & Testing	-	850	1,020	3,550	3,550			
10	1202	4413	Training	-	768	3,307	7,100	7,100			
10	1202	4414	Travel	-	-	5,307	11,600	11,600			
<b>Total Public Works Grounds Maintenance</b>				<b>\$ -</b>	<b>\$ 457,208</b>	<b>\$ 456,695</b>	<b>\$ 746,623</b>	<b>\$ 746,623</b>			
Public Works Administration				\$ 745,006	\$ 230,295	\$ 151,894	\$ 153,536	\$ 254,235			
Public Works Grounds Maintenance				-	457,208	456,695	746,623	746,623			
<b>Total Public Works</b>				<b>\$ 745,006</b>	<b>\$ 687,503</b>	<b>\$ 608,588</b>	<b>\$ 900,159</b>	<b>\$ 1,000,858</b>			

**ENGINEERING**

FUND	ORG	ACCT	DESCRIPTION			AMEND #2		AMEND #3	
				ACTUAL FY 22-23	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26	
<b>Engineering</b>									
10	1301	4001	Full Time Regular	\$ 99,494	\$ 73,225	\$ 76,216	\$ 82,526	\$ 82,526	
10	1301	4005	Overtime	-	-	4			
10	1301	4006	Other Compensation	990	600	600	600	600	
10	1301	4007	Car Allowance	3,600	3,600	3,600	3,600	3,600	
10	1301	4008	Compensation Adjustments	-	-	-	3,215	3,215	
10	1301	4051	Retirement & Taxes	22,630	17,326	17,285	18,024	18,024	
10	1301	4053	Insurance	12,422	13,352	14,503	15,537	15,537	
10	1301	4105	Membership Dues & Subscriptions	\$ 2,062	\$ 3,129	\$ 10,289	\$ 9,570	\$ 9,570	
10	1301	4108	Meetings	269	533	723	1,500	1,500	
10	1301	4151	Equipment	761	347	227	3,900	3,900	
10	1301	4301	Contract Services	5,232	24,749	32,952	61,490	61,490	
10	1301	4407	Certification & Testing	378	-	294	4,100	4,100	
10	1301	4413	Training	1,799	3,771	3,001	2,100	2,100	
10	1301	4414	Travel	2,497	569	944	4,200	4,200	
<b>Total Engineering</b>				<b>\$ 152,492</b>	<b>\$ 141,201</b>	<b>\$ 160,638</b>	<b>\$ 210,362</b>	<b>\$ 210,362</b>	

**SANITATION**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26
<b>Sanitation</b>								
10	1401	4301	Contract Services	\$ 492,166	\$ 530,752	\$ 565,216	\$ 675,675	\$ 675,675
10	1401	4808	Bad Debt Expense	1,215	-	172	-	-
<b>Total Sanitation</b>				<b>\$ 493,381</b>	<b>\$ 530,752</b>	<b>\$ 565,388</b>	<b>\$ 675,675</b>	<b>\$ 675,675</b>

**PARKS**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL	AMEND #2		AMEND #3
				FY 22-23	FY 23-24	FY 24-25	BUDGET	BUDGET	
				FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26
<b>Parks</b>									
10	1501	4001	Full Time Regular	\$ 237,558	\$ 267,604	\$ 285,770	\$ 274,768	\$ 274,768	\$ 274,768
10	1501	4002	Part Time Regular	4,738	1,748	688	6,285	6,285	6,285
10	1501	4003	Seasonal Employee	28,494	59,155	27,123	46,590	46,590	46,590
10	1501	4005	Overtime	2,574	2,606	1,937	8,000	8,000	8,000
10	1501	4006	Other Compensation	3,747	2,804	2,250	1,680	1,680	1,680
10	1501	4008	Compensation Adjustments	-	-	-	10,924	10,924	10,924
10	1501	4051	Retirement & Taxes	53,783	60,876	62,940	64,742	64,742	64,742
10	1501	4053	Insurance	42,740	39,684	43,098	62,914	62,914	62,914
10	1501	4101	Maintenance	\$ 56,171	\$ 86,380	\$ 108,797	\$ 179,819	\$ 179,819	\$ 179,819
10	1501	4105	Membership Dues & Subscriptions	725	-	2,699	2,000	2,000	2,000
10	1501	4108	Meetings	97	719	735	900	900	900
10	1501	4151	Equipment	1,174	53,920	32,238	57,000	57,000	57,000
10	1501	4152	Supplies	11,723	14,159	18,243	24,000	24,000	24,000
10	1501	4154	Uniforms	703	1,339	1,502	1,600	1,600	1,600
10	1501	4201	Water Charges	145,489	81,158	116,617	90,000	90,000	90,000
10	1501	4205	Electric Charges	8,312	10,436	13,302	15,000	15,000	15,000
10	1501	4208	Miscellaneous Facilities Charges	3,100	2,735	1,748	12,800	12,800	12,800
10	1501	4301	Contract Services	7,907	129,502	157,381	221,188	221,188	221,188
10	1501	4355	Miscellaneous	7,774	3,500	14,310	28,000	28,000	28,000
10	1501	4365	Trees	-	972	-	-	-	-
10	1501	4413	Training	1,255	4,900	1,720	5,400	5,400	5,400
10	1501	4414	Travel	377	951	991	3,500	3,500	3,500
<b>Total Parks</b>				<b>\$ 618,442</b>	<b>\$ 825,148</b>	<b>\$ 894,090</b>	<b>\$ 1,117,111</b>	<b>\$ 1,117,111</b>	<b>\$ 1,117,111</b>

**RECREATION**

FUND	ORG	ACCT	DESCRIPTION	AMEND #2					AMEND #3
				ACTUAL FY 22-23	ACTUAL FY 23-24	ACTUAL FY 24-25	BUDGET FY 25-26	BUDGET FY 25-26	BUDGET FY 25-26
<b>Recreation</b>									
10	1601	4001	Full Time Regular	\$ 171,415	\$ 168,340	\$ 190,351	\$ 236,325	\$ 236,325	
10	1601	4002	Part Time Regular	3,292	30,816	32,873	-	-	
10	1601	4003	Seasonal Employee	18,200	31,367	49,209	47,736	47,736	
10	1601	4005	Overtime	2,495	996	-	5,000	5,000	
10	1601	4006	Other Compensation	733	1,250	1,630	1,440	1,440	
10	1601	4008	Compensation Adjustments	-	-	-	9,207	9,207	
10	1601	4051	Retirement & Taxes	38,830	38,092	46,338	55,886	55,886	
10	1601	4053	Insurance	27,952	19,926	29,368	53,243	53,243	
10	1601	4105	Membership Dues & Subscriptions	\$ 330	\$ 514	\$ 1,307	\$ 1,100	\$ 1,100	
10	1601	4108	Meetings	151	440	304	600	600	
10	1601	4151	Equipment	-	-	1,954	-	-	
10	1601	4154	Uniforms	100	49	-	350	350	
10	1601	4257	Programs	84,890	94,822	107,904	129,958	129,958	
10	1601	4355	Miscellaneous	9,282	11,821	12,263	12,000	12,000	
10	1601	4413	Training	1,924	3,291	2,840	3,605	3,605	
10	1601	4414	Travel	203	1,087	1,208	3,025	3,025	
<b>Total Recreation</b>				<b>\$ 359,798</b>	<b>\$ 402,811</b>	<b>\$ 477,548</b>	<b>\$ 559,475</b>	<b>\$ 559,475</b>	

**SPECIAL EVENTS**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>Special Events</b>											
10	1701	4001	Full Time Regular	\$ 62,451	\$ 72,256	\$ 83,884	\$ 67,700	\$ 67,700	\$ 67,700	\$ 67,700	\$ 67,700
10	1701	4002	Part Time Regular	-	-	3,442	31,028	31,028	31,028	31,028	31,028
10	1701	4005	Overtime	1,818	2,119	2,352	1,500	1,500	1,500	1,500	1,500
10	1701	4006	Other Compensation	592	478	360	360	360	360	360	360
10	1701	4008	Compensation Adjustments	-	-	-	3,717	3,717	3,717	3,717	3,717
10	1701	4051	Retirement & Taxes	13,054	15,591	16,951	17,563	17,563	17,563	17,563	17,563
10	1701	4053	Insurance	262	322	378	9,600	9,600	9,600	9,600	9,600
10	1701	4105	Membership Dues & Subscriptions	\$ 849	\$ 1,460	\$ 1,975	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450
10	1701	4108	Meetings	-	119	159	180	180	180	180	180
10	1701	4109	Special Events	69,679	77,767	126,828	135,000	135,000	135,000	135,000	135,000
10	1701	4151	Equipment	1,837	4,464	2,506	3,000	3,000	3,000	3,000	3,000
10	1701	4304	Marketing	1,669	273	1,356	1,750	1,750	1,750	1,750	1,750
10	1701	4413	Training	-	135	425	650	650	650	650	650
10	1701	4414	Travel	230	433	413	650	650	650	650	650
<b>Total Special Events</b>				<b>\$ 152,440</b>	<b>\$ 175,417</b>	<b>\$ 241,029</b>	<b>\$ 275,148</b>	<b>\$ 275,148</b>	<b>\$ 275,148</b>	<b>\$ 275,148</b>	<b>\$ 275,148</b>

**NON-DEPARTMENTAL**

FUND	ORG	ACCT	DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		AMEND #2	AMEND #3
				FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26		
<b>Non-Departmental</b>											
10	1801	4110	Postage	\$ -	\$ -	\$ 1,789	\$ 2,000	\$ 2,000			
10	1801	4152	Supplies	12,216	16,303	11,365	19,700	19,700			
10	1801	4154	Uniforms	1,137	1,587	2,698	6,900	6,900			
10	1801	4301	Contract Services	3,686	57,040	52,537	162,380	162,380			
10	1801	4355	Miscellaneous	21,586	3,398	3,287	-	-			
10	1801	4356	Community Garden	6,793	581	118	1,200	1,200			
10	1801	4410	Employee Appreciation	11,658	144	-	-	-			
10	1801	4855	General Fee Waivers	-	-	-	30,000	30,000			
10	1801	6049	Transfer to Capital Projects	\$ 523,953	\$ 1,520,225	\$ 1,064,831	\$ 235,000	\$ 235,000			
10	1801	6052	Transfer to Wastewater Fund	-	11,055	-	-	-			
10	1801	6053	Transfer to Stormwater Fund	-	26,661	570	240,133	240,133			
10	1801	6054	Transfer to Transportation Fund	689,595	375,439	772,419	959,650	1,056,421			
10	1801	6061	Transfer to Internal Service Fund	433,001	769,904	730,734	973,910	973,910			
<b>Total Non-Departmental</b>				<b>\$ 1,703,625</b>	<b>\$ 2,782,337</b>	<b>\$ 2,640,348</b>	<b>\$ 2,630,873</b>	<b>\$ 2,727,644</b>			

**IMPACT FEES**

FUND 23				ACTUAL	ACTUAL	ACTUAL	AMEND #2	AMEND #3
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	BUDGET	BUDGET
				FY 25-26	FY 25-26	FY 25-26	FY 25-26	FY 25-26
<b>Revenue</b>								
23	2301	3754	Public Safety Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -
23	2302	3501	Roadway Interest	27,654	50,832	27,057	13,800	13,800
23	2302	3754	Roadway Facilities Impact Fees	195,718	802,777	994,426	800,000	800,000
23	2303	3754	Park Facilities Impact Fees	-	-	-	400,000	100,000
23	2304	3754	Storm & Groundwater Facilities Impact Fees	10,784	34,894	11,524	34,500	34,500
			Use of Prior Year Fund Balance	-	-	-	1,219,700	1,219,700
<b>Total Revenue</b>				<b>\$ 234,156</b>	<b>\$ 888,503</b>	<b>\$ 1,033,007</b>	<b>\$ 2,468,000</b>	<b>\$ 2,168,000</b>
<b>Public Safety Facilities</b>								
23	2301	4301	Contract Services	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
23	2301	4651	Capital Expense	-	-	-	-	-
<b>Total Public Safety Facilities</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Roadway Facilities</b>								
23	2302	4301	Contract Services	\$ 53,938	\$ -	\$ 12,425	\$ 25,000	\$ 25,000
23	2302	4651	Capital Expense	31,373	69,470	84,524	1,821,750	1,821,750
<b>Total Roadway Facilities</b>				<b>\$ 85,312</b>	<b>\$ 69,470</b>	<b>\$ 96,949</b>	<b>\$ 1,846,750</b>	<b>\$ 1,846,750</b>
<b>Park Facilities</b>								
23	2303	4301	Contract Services	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
23	2303	4651	Capital Expense	-	-	-	400,000	100,000
<b>Total Park Facilities</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>	<b>\$ 125,000</b>
<b>Storm &amp; Groundwater Facilities</b>								
23	2304	4301	Contract Services	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000
23	2304	4651	Capital Expense	10,784	34,037	9,436	131,250	131,250
<b>Total Storm &amp; Groundwater Facilities</b>				<b>\$ 10,784</b>	<b>\$ 74,037</b>	<b>\$ 9,436</b>	<b>\$ 171,250</b>	<b>\$ 171,250</b>
<b>Total Impact Fees Fund</b>				<b>\$ 96,096</b>	<b>\$ 143,507</b>	<b>\$ 106,385</b>	<b>\$ 2,468,000</b>	<b>\$ 2,168,000</b>
<b>Surplus (Deficit)</b>				<b>\$ 138,061</b>	<b>\$ 744,996</b>	<b>\$ 926,622</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL PROJECTS**

<b>FUND 49</b>							<b>AMEND #2</b>	<b>AMEND #3</b>
<b>FUND</b>	<b>ORG</b>	<b>ACCT</b>	<b>DESCRIPTION</b>	<b>ACTUAL FY 22-23</b>	<b>ACTUAL FY 23-24</b>	<b>ACTUAL FY 24-25</b>	<b>BUDGET FY 25-26</b>	<b>BUDGET FY 25-26</b>
<b>Revenue</b>								
49	4901	5010	Transfer from General Fund	\$ 523,953	\$ 1,520,225	\$ 1,064,831	\$ 235,000	\$ 235,000
49	4901	3205	Grants	-	-	10,000,000	105,280	105,280
49	4901	3680	Lease Proceeds	-	-	42,680	-	-
49	4901	3890	Beginning Fund Balance Appropriation	-	-	-	14,065,550	14,065,550
<b>Total Revenue</b>				<b>\$ 523,953</b>	<b>\$ 1,520,225</b>	<b>\$ 11,107,511</b>	<b>\$ 14,405,830</b>	<b>\$ 14,405,830</b>
<b>Capital Projects</b>								
49	4901	4890	Lease payments	\$ -	\$ -	\$ 7,747	\$ -	\$ -
49	4901	4651	Capital Expense	281,063	637,358	938,730	13,047,500	13,080,340
49	4901	6010	Transfer to General Fund	-	-	3,000	1,358,330	1,325,490
<b>Total Capital Projects</b>				<b>\$ 281,063</b>	<b>\$ 637,358</b>	<b>\$ 949,477</b>	<b>\$ 14,405,830</b>	<b>\$ 14,405,830</b>
<b>Surplus (Deficit)</b>				<b>\$ 242,889</b>	<b>\$ 882,867</b>	<b>\$ 10,158,034</b>	<b>\$ -</b>	<b>\$ -</b>

**WATER**

**FUND 51**

							AMEND #2	AMEND #3
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26
<b>Revenue</b>								
51	5101	3205	Grant Revenue	\$ 1,702,174	\$ 2,000,000	\$ -	\$ -	\$ -
51	5101	3501	Interest Income	-	426,802	219,541	175,000	175,000
51	5101	3602	Utility Service Sales	2,288,371	3,320,268	3,676,609	3,700,000	3,700,000
51	5101	3754	Impact Fees	50,191	117,350	64,845	130,000	130,000
51	5101	3803	Connection Fees	23,300	59,072	46,895	55,000	55,000
51	5101	3825	Late Fees	19,038	32,404	24,954	15,000	15,000
			Beginning Fund Balance Appropriation	-	-	-	3,257,099	3,269,781
<b>Total Revenue</b>				<b>\$ 5,542,342</b>	<b>\$ 7,141,896</b>	<b>\$ 4,426,849</b>	<b>\$ 7,332,099</b>	<b>\$ 7,344,781</b>
<b>Water Distribution</b>								
51	5101	4001	Full Time Regular	\$ 366,892	\$ 366,744	\$ 441,692	\$ 534,688	\$ 531,921
51	5101	4002	Part Time Regular	6,329	1,079	5,363	7,154	10,496
51	5101	4003	Seasonal Employee	3,568	-	5,753	11,571	11,571
51	5101	4005	Overtime	2,364	570	621	15,000	15,000
51	5101	4006	Other Compensation	1,890	1,200	1,030	840	840
51	5101	4007	Car Allowance	4,100	1,400	-	-	-
51	5101	4008	Compensation Adjustments	-	-	-	21,138	21,119
51	5101	4051	Retirement & Taxes	84,132	47,136	115,501	120,203	120,328
51	5101	4053	Insurance	57,154	80,082	107,632	142,356	142,356
51	5101	4101	Maintenance	\$ 45,010	\$ 59,021	\$ 46,653	\$ 174,122	\$ 174,122
51	5101	4105	Membership Dues & Subscriptions	1,181	1,036	1,078	5,040	5,040
51	5101	4108	Meetings	260	283	-	1,400	1,400
51	5101	4151	Equipment	1,368	732	5,909	37,000	37,000
51	5101	4152	Supplies	13,102	8,290	(1,202)	42,500	42,500
51	5101	4154	Uniforms	365	898	1,110	3,350	3,350
51	5101	4157	Meters	149,095	91,075	84,381	150,000	150,000
51	5101	4205	Electric Charges	9,290	8,294	9,613	210,000	210,000
51	5101	4301	Contract Services	1,344,098	1,352,683	1,443,565	1,933,850	1,945,850
51	5101	4303	Software Maintenance	-	-	-	3,125	3,125
51	5101	4306	Public Engagement	-	-	47	22,150	22,150
51	5101	4355	Miscellaneous	85	934	139	-	-
51	5101	4407	Certification & Testing	3,455	1,688	3,431	9,800	9,800
51	5101	4413	Training	695	2,279	1,692	8,300	8,300
51	5101	4414	Travel	676	1,216	319	7,100	7,100
51	5101	4651	Capital Expense	-	-	140,784	3,030,454	3,030,454
51	5101	4803	Interest on Debt	-	511,476	581,204	600,000	600,000
51	5101	4804	Cost of Issuance	-	183,813	-	-	-
51	5101	4808	Bad Debt Expense	14,449	-	442	-	-
51	5101	6061	Transfer to Internal Service Fund	237,841	256,688	179,300	240,959	240,959
<b>Total Water Distribution</b>				<b>\$ 2,545,292</b>	<b>\$ 3,224,142</b>	<b>\$ 3,633,776</b>	<b>\$ 7,332,099</b>	<b>\$ 7,344,781</b>
<b>Surplus (Deficit)</b>				<b>\$ 2,997,050</b>	<b>\$ 3,917,754</b>	<b>\$ 793,073</b>	<b>\$ 0</b>	<b>(0)</b>

**WASTEWATER**

**FUND 52**

							AMEND #2	AMEND #3
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26
<b>Revenue</b>								
52	5201	3602	Utility Service Sales	\$ 1,679,575	\$ 2,148,222	\$ 2,701,846	\$ 2,800,000	\$ 2,800,000
52	5201	3754	Impact Fees	110,004	480,370	118,303	245,000	245,000
52	5201	3835	Developer Contributions	1,568,850	1,201,000	499,780		
52	5201	5010	Transfer from General Fund	-	11,055	-	-	-
			Beginning Fund Balance Appropriation	-	-	-	2,707,785	2,521,664
<b>Total Revenue</b>				<b>\$ 3,358,429</b>	<b>\$ 3,840,648</b>	<b>\$ 3,319,929</b>	<b>\$ 5,752,785</b>	<b>\$ 5,566,664</b>
<b>Wastewater Collection</b>								
52	5201	4001	Full Time Regular	\$ 229,258	\$ 197,649	\$ 261,292	\$ 312,157	\$ 309,390
52	5201	4002	Part Time Regular	2,110	123	4,703	2,228	5,569
52	5201	4003	Seasonal Employee	455	-	142	955	955
52	5201	4005	Overtime	985	311	228	7,000	7,000
52	5201	4006	Other Compensation	550	-	-	-	-
52	5201	4008	Compensation Adjustments	-	-	-	12,272	12,254
52	5201	4051	Retirement & Taxes	50,334	25,337	67,197	69,471	69,596
52	5201	4053	Insurance	35,941	41,304	58,273	76,845	76,845
52	5201	4101	Maintenance	\$ 34,351	\$ 95,299	\$ 223,000	\$ 266,245	\$ 266,245
52	5201	4105	Membership Dues & Subscriptions	949	872	898	5,450	5,450
52	5201	4108	Meetings	-	295	122	480	480
52	5201	4151	Equipment	10,982	5,093	8,724	40,900	40,900
52	5201	4152	Supplies	2,860	4,689	33,196	108,500	108,500
52	5201	4154	Uniforms	456	506	953	2,700	2,700
52	5201	4201	Water Usage	-	1,216	1,240	1,500	1,500
52	5201	4205	Electric Charges	17,353	17,541	22,421	31,050	31,050
52	5201	4301	Contract Services	908,832	1,028,989	1,711,148	2,356,187	2,356,187
52	5201	4306	Public Engagement	-	-	30	1,400	1,400
52	5201	4407	Certification & Testing	631	525	1,112	7,500	7,500
52	5201	4413	Training	-	810	2,515	4,000	4,000
52	5201	4414	Travel	-	1,160	1,211	4,000	4,000
52	5201	4651	Capital Expense	-	-	581,603	2,173,750	1,986,947
52	5201	4803	Interest on Debt	-	56,831	64,578	100,000	100,000
52	5201	4804	Cost of Issuance	-	20,424	-	-	-
52	5201	4808	Bad Debt Expense	2,687	-	135	-	-
52	5201	4901	Depreciation - Do not budget for	453,558	501,256	539,460	-	-
52	5201	6061	Transfer to Internal Service Fund	125,050	141,930	141,734	168,195	168,195
<b>Total Wastewater Collection</b>				<b>\$ 1,877,342</b>	<b>\$ 2,142,159</b>	<b>\$ 3,725,917</b>	<b>\$ 5,752,785</b>	<b>\$ 5,566,664</b>
<b>Surplus (Deficit)</b>				<b>\$ 1,481,087</b>	<b>\$ 1,698,488</b>	<b>\$ (405,989)</b>	<b>\$ 0</b>	<b>\$ (0)</b>

**STORMWATER**

**FUND 53**

							AMEND #2	AMEND #3
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26
<b>Revenue</b>								
53	5301	3602	Utility Service Sales	\$ 328,334	\$ 305,713	\$ 362,946	\$ 350,000	\$ 350,000
53	5301	3835	Developer Contributions	2,217,700	2,038,000	657,208	-	-
53	5301	5010	Transfer from General Fund	-	26,661	570	240,133	240,133
			Beginning Fund Balance Appropriation	-	-	-	36,005	36,687
<b>Total Revenue</b>				<b>\$ 2,546,034</b>	<b>\$ 2,370,374</b>	<b>\$ 1,020,724</b>	<b>\$ 626,138</b>	<b>\$ 626,820</b>
<b>Stormwater Administration &amp; Permitting</b>								
53	5301	4001	Full Time Regular	\$ 79,106	\$ 176,151	\$ 253,588	\$ 263,799	\$ 261,032
53	5301	4002	Part Time Regular	-	-	4,818	2,228	5,569
53	5301	4003	Seasonal Employee	226	-	-	955	955
53	5301	4005	Overtime	198	954	1,964	6,000	6,000
53	5301	4006	Other Compensation	-	-	-	240	240
53	5301	4008	Compensation Adjustments	-	-	-	10,345	10,327
53	5301	4051	Retirement & Taxes	17,280	22,401	63,778	59,756	59,882
53	5301	4053	Insurance	6,458	14,407	36,020	53,071	53,071
53	5301	4101	Maintenance	\$ 1,013	\$ 7,439	\$ 4,830	\$ 35,000	\$ 35,000
53	5301	4103	Public Notices	-	-	-	200	200
53	5301	4105	Membership Dues & Subscriptions	963	1,470	1,787	3,000	3,000
53	5301	4108	Meetings	-	-	-	1,240	1,240
53	5301	4151	Equipment	-	-	-	1,400	1,400
53	5301	4152	Supplies	1,141	-	1,513	9,500	9,500
53	5301	4154	Uniforms	-	312	-	1,850	1,850
53	5301	4205	Electric Charges	-	-	-	-	-
53	5301	4301	Contract Services	6,490	-	6,129	53,000	53,000
53	5301	4303	Software Maintenance	1,200	1,200	1,320	1,400	1,400
53	5301	4306	Public Engagement	462	103	373	3,500	3,500
53	5301	4407	Certification & Testing	1,750	1,750	2,200	3,400	3,400
53	5301	4413	Training	85	-	160	1,000	1,000
53	5301	4414	Travel	1,339	-	121	-	-
53	5301	4651	Capital Expense	-	-	-	-	-
53	5301	4808	Bad Debt Expense	370	-	36	-	-
53	5301	4901	Depreciation	125,350	198,273	269,594	-	-
53	5301	6061	Transfer to Internal Service Fund	59,605	89,942	111,607	115,255	115,255
<b>Total Stormwater Admin &amp; Permitting</b>				<b>\$ 303,035</b>	<b>\$ 514,402</b>	<b>\$ 759,838</b>	<b>\$ 626,138</b>	<b>\$ 626,820</b>
Stormwater Admin & Permitting				\$ 303,035	\$ 514,402	\$ 759,838	\$ 626,138	\$ 626,820
Stormwater Maintenance				-	-	-	-	-
<b>Total Stormwater</b>				<b>\$ 303,035</b>	<b>\$ 514,402</b>	<b>\$ 759,838</b>	<b>\$ 626,138</b>	<b>\$ 626,820</b>
<b>Surplus (Deficit)</b>				<b>\$ 2,242,999</b>	<b>\$ 1,855,972</b>	<b>\$ 260,886</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

**TRANSPORTATION**

**FUND 54**

							AMEND #2	AMEND #3
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26
<b>Revenue</b>								
54	5401	3401	Road Cut Fee	\$ 16	\$ -	\$ -	\$ -	\$ -
54	5401	3757	Utility Transportation Fee	-	-	-	1,101,587	895,740
54	5401	3205	Grant Revenue	-	25,000	-	-	-
54	5401	5010	Transfer from General Fund	689,595	375,439	772,419	959,650	1,056,421
			Beginning Fund Balance Appropriation	-	-	-	169,957	154,957
<b>Total Revenue</b>				<b>\$ 689,611</b>	<b>\$ 400,439</b>	<b>\$ 772,419</b>	<b>\$ 2,231,194</b>	<b>\$ 2,107,118</b>
<b>Transportation</b>								
54	5401	4001	Full Time Regular	\$ 179,291	\$ 157,908	\$ 234,751	\$ 257,673	\$ 257,673
54	5401	4002	Part Time Regular	-	708	659	8,707	8,707
54	5401	4003	Seasonal Employee	-	-	5,325	-	-
54	5401	4005	Overtime	574	986	2,083	27,000	27,000
54	5401	4006	Other Compensation	1,600	900	600	1,320	1,320
54	5401	4008	Compensation Adjustments	-	-	-	10,105	10,105
54	5401	4051	Retirement & Taxes	37,611	20,122	59,039	59,082	59,082
54	5401	4053	Insurance	9,412	19,109	30,939	60,810	60,810
54	5401	4101	Maintenance	\$ 4,376	\$ 16,759	\$ 28,612	\$ 58,000	\$ 73,000
54	5401	4105	Membership Dues & Subscriptions	-	2,420	3,019	5,890	5,890
54	5401	4108	Meetings	-	-	110	600	600
54	5401	4151	Equipment	86,736	11,162	31,744	12,900	12,900
54	5401	4152	Supplies	1,466	25,336	24,391	48,000	33,000
54	5401	4154	Uniforms	406	269	392	3,750	3,750
54	5401	4205	Electrical Charges	-	-	-	38,400	38,400
54	5401	4301	Contract Services	272,118	48,196	394,581	801,357	801,357
54	5401	4355	Miscellaneous	-	-	(2)	5,000	5,000
54	5401	4413	Training	-	370	1,590	6,250	6,250
54	5401	4414	Travel	-	941	371	4,900	4,900
54	5401	4651	Capital Expense	-	-	-	410,000	410,000
54	5401	4808	Bad Debt Expense	1,888	-	1	-	-
54	5401	6061	Transfer to Internal Service Fund	123,253	213,216	255,810	287,375	287,375
54	5401	9580	Budgeted Increase in Fund Balance	-	-	-	124,076	-
<b>Total Transportation</b>				<b>\$ 718,732</b>	<b>\$ 518,401</b>	<b>\$ 1,074,014</b>	<b>\$ 2,231,194</b>	<b>\$ 2,107,118</b>
<b>Surplus (Deficit)</b>				<b>\$ (29,121)</b>	<b>\$ (117,962)</b>	<b>\$ (301,595)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

**INTERNAL SERVICE**

**FUND 61**

						AMEND #2		AMEND #3	
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26	FY 25-26
<b>Revenue</b>									
61	6101	3691	Insurance Reimbursements	\$ -	\$ -	\$ 120,667	\$ -	\$ -	
61	6101	3807	Sale of Vehicles	-	45,945	-	-	-	
61	6101	3820	Sale of Fixed Assets	-	-	4,000	-	-	
61	6101	5010	Transfer from General Fund	433,001	769,904	730,734	973,910	973,910	
61	6101	5025	Transfer from RDA Fund	56,420	62,898	75,000	75,000	75,000	
61	6101	5051	Transfer from Water Fund	237,841	256,688	179,300	240,959	240,959	
61	6101	5052	Transfer from Wastewater Fund	125,050	141,930	141,734	168,195	168,195	
61	6101	5053	Transfer from Stormwater Fund	59,605	89,942	111,607	115,255	115,255	
61	6101	5054	Transfer from Transportation Fund	123,253	213,216	255,810	287,375	287,375	
			Beginning Fund Balance Appropriation	-	-	-	44,609	44,889	
<b>Total Revenue</b>				<b>\$ 1,035,170</b>	<b>\$ 1,580,523</b>	<b>\$ 1,618,852</b>	<b>\$ 1,905,303</b>	<b>\$ 1,905,583</b>	
<b>Internal Service Administration</b>									
61	6101	4001	Full Time Regular	\$ 19,008	\$ 14,720	\$ -	\$ -	\$ -	
61	6101	4051	Retirement & Taxes	3,857	3,620	-	-	-	
61	6101	4053	Insurance	89	2,179	-	-	-	
61	6101	4901	Depreciation - Do not budget for	159,245	229,105	286,023	-	-	
<b>Total Internal Service Administration</b>				<b>\$ 303,088</b>	<b>\$ 383,053</b>	<b>\$ 503,123</b>	<b>\$ 240,328</b>	<b>\$ 240,328</b>	
<b>Facilities</b>									
61	6102	4001	Full Time Regular	\$ 20,596	\$ 32,817	\$ 55,939	\$ 66,429	\$ 66,429	
61	6102	4002	Part Time Regular	8,074	1,062	989	7,390	7,390	
61	6102	4003	Seasonal Employee	-	-	7,989	13,061	13,061	
61	6102	4005	Overtime	-	10	300	-	-	
61	6102	4008	Compensation Adjustments	-	-	-	2,854	2,854	
61	6102	4051	Retirement & Taxes	4,030	(10,618)	19,977	16,599	16,599	
61	6102	4053	Insurance	2,891	10,942	20,090	25,979	25,979	
61	6102	4101	Maintenance	\$ 7,244	\$ 6,564	\$ 8,834	\$ 49,500	\$ 49,500	
61	6102	4105	Memberships Dues & Subscriptions	1,447	-	-	-	-	
61	6102	4107	Lease Payments	67,943	74,130	76,344	79,500	79,500	
61	6102	4152	Supplies	11,604	11,309	7,735	16,000	16,000	
61	6102	4201	Water Charges	-	3,060	3,275	3,850	3,850	
61	6102	4204	Natural Gas Charges	9,877	6,933	7,406	14,850	14,850	
61	6102	4205	Electric Charges	11,939	13,225	18,870	19,360	19,360	
61	6102	4206	Telephone & Internet	18,638	22,451	36,133	45,800	45,800	
61	6102	4208	Miscellaneous Facilities Charges	5,020	948	3,676	4,000	4,000	
61	6102	4210	Cellular Phone Bills	17,195	23,180	27,053	28,750	28,750	
61	6102	4301	Contract Services	54,514	80,879	83,208	100,527	100,527	
61	6102	4355	Miscellaneous	-	11,321	-	-	-	
<b>Total Facilities</b>				<b>\$ 241,010</b>	<b>\$ 288,213</b>	<b>\$ 377,817</b>	<b>\$ 494,449</b>	<b>\$ 494,449</b>	
<b>Fleet Management</b>									
61	6103	4101	Maintenance	\$ 14,006	\$ 17,442	\$ 19,388	\$ 27,000	\$ 27,000	
61	6103	4107	Lease Payments	15,593	12,539	55,259	288,539	288,539	
61	6103	4151	Equipment	2,516	432	2,530	10,000	10,000	
61	6103	4301	Contract Services	121	14,316	14,993	36,040	36,040	
61	6103	4751	Vehicle Replacement	209	24,290	-	-	-	
61	6103	4759	Vehicle Repairs	7,906	7,636	101,303	15,000	15,000	
61	6103	4760	Vehicle Fuel	50,597	54,467	52,306	99,126	99,126	
<b>Total Fleet Management</b>				<b>\$ 90,948</b>	<b>\$ 131,122</b>	<b>\$ 245,779</b>	<b>\$ 475,706</b>	<b>\$ 475,706</b>	

**INTERNAL SERVICE**

**FUND 61**

							AMEND #2	AMEND #3
				ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FUND	ORG	ACCT	DESCRIPTION	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 25-26
<b>Information Systems</b>								
61	6104	4151	Equipment	\$ 3,210	\$ 8,165	\$ 4,017	\$ 10,050	\$ 10,050
61	6104	4301	Contract Services	64,525	73,501	68,582	81,900	81,900
61	6104	4303	Software Maintenance	67,961	119,238	111,121	246,122	246,122
61	6104	4551	Computer Replacement	27,981	33,816	22,049	26,000	26,000
<b>Total Information Systems</b>				<b>\$ 163,677</b>	<b>\$ 234,720</b>	<b>\$ 205,770</b>	<b>\$ 364,072</b>	<b>\$ 364,072</b>
<b>Human Resources</b>								
61	6105	4001	Full Time Regular	\$ -	\$ 130,828	\$ 139,578	\$ 147,515	\$ 147,515
61	6105	4006	Other Compensation	-	2,552	590	720	720
61	6105	4008	Compensation Adjustments	-	-	-	5,747	5,747
61	6105	4051	Retirement & Taxes	-	30,393	31,963	32,217	32,217
61	6105	4053	Insurance	-	27,171	44,674	46,727	46,727
61	6105	4054	Wellness	-	-	12,870	18,450	18,660
61	6105	4105	Membership Dues & Subscriptions	\$ -	\$ 961	\$ 1,266	\$ 1,480	\$ 2,150
61	6105	4108	Meetings	-	69	72	240	240
61	6105	4152	Supplies	-	21	160	200	200
61	6105	4355	Miscellaneous	-	35,072	104,941	45,152	45,152
61	6105	4410	Employee Appreciation	-	15,162	10,629	13,000	13,000
61	6105	4413	Training	-	2,490	638	17,300	17,300
61	6105	4414	Travel	-	1,649	-	2,000	1,400
<b>Total Human Resources</b>				<b>\$ -</b>	<b>\$ 246,368</b>	<b>\$ 347,381</b>	<b>\$ 330,748</b>	<b>\$ 331,028</b>
Internal Service Administration				\$ 303,088	\$ 383,053	\$ 503,123	\$ 240,328	\$ 240,328
Facilities				241,010	288,213	377,817	494,449	494,449
Fleet Management				90,948	131,122	245,779	475,706	475,706
Information Systems				163,677	234,720	205,770	364,072	364,072
Human Resources				-	246,368	347,381	330,748	331,028
<b>Total Internal Service</b>				<b>\$ 798,723</b>	<b>\$ 1,283,476</b>	<b>\$ 1,679,871</b>	<b>\$ 1,905,303</b>	<b>\$ 1,905,583</b>
<b>Surplus (Deficit)</b>				<b>\$ 236,447</b>	<b>\$ 297,047</b>	<b>\$ (61,018)</b>	<b>\$ 0</b>	<b>\$ 0</b>

# Vineyard City

## Fiscal Year 2025 - 2026 Budget Amendment #3

<b>General Fund</b>				
<b>Account #</b>	<b>Account</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Change</b>
	Beginning Fund Balance Appropriation	\$ 380,258	\$ 260,519	\$ (119,739)
10.1801.3152	B&C Roads	529,650	672,017	142,367
10.1801.3501	Interest Earnings	225,000	650,000	425,000
10.1801.5025	Transfer from RDA	528,000	550,506	22,506
10.1801.5049	Transfer from Capital Projects Fund	1,358,330	1,325,490	(32,840)
	<b>Total Revenue Adjustment</b>		<b>\$</b>	<b>437,295</b>
10.0101.4001	Mayor & Council Full Time Regular	\$ 97,350	\$ 124,422	\$ 27,072
10.0101.4008	Mayor & Council Compensation Adjustments	72,302	73,357	1,055
10.0101.4051	Mayor & Council Retirement & Taxes		5,912	5,912
10.0101.4053	Mayor & Council Insurance	6,170	20,601	14,431
10.0201.4001	City Manager Full Time Regular	132,036	204,353	72,318
10.0201.4008	City Manager Compensation Adjustments	4,546	4,818	272
10.0201.4051	City Manager Retirement & Taxes	25,481	27,159	1,678
10.0201.4053	City Manager Insurance	15,887	30,158	14,271
10.0301.4001	Recorder - Full Time Regular	119,124	124,286	5,162
10.0301.4006	Recorder Other Compensation	600	650	50
10.0301.4008	Recorder Compensation Adjustments	4,689	4,773	84
10.0301.4051	Recorder Retirement & Taxes	27,499	22,249	(5,250)
10.0301.4053	Recorder Insurance	33,997	42,818	8,821
10.0401.4001	Finance - Full Time Regular	138,238	155,193	16,955
10.0401.4008	Finance - Compensation Adjustments	6,092	7,627	1,535
10.0401.4051	Finance - Retirement & Taxes	28,526	37,587	9,061
10.0401.4053	Finance - Insurance	10,080	24,490	14,410
10.0601.4006	Communications - Other Compensation	-	600	600
10.0701.4001	Planning - Full Time Regular	361,501	396,111	34,610
10.0701.4053	Planning - Insurance	73,174	78,951	5,778
10.1001.4201	Fire - Water Charges	-	3,500	3,500

# Vineyard City

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10.1001.4202	Fire - Wastewater Charges	-	2,500	2,500
10.1001.4203	Fire - Stormwater Charges	-	100	100
10.1001.4204	Fire - Natural Gas Charges	-	1,400	1,400
10.1001.4205	Fire - Electric Charges	-	2,100	2,100
10.1001.4206	Fire - Telephone & Internet Charges	-	1,400	1,400
10.1201.4001	Public Works - Full Time Regular	57,483	122,213	64,730
10.1201.4005	Public Works - Overtime	8,622	18,332	9,710
10.1201.4008	Public Works - Compensation Adjustments	2,240	4,761	2,522
10.1201.4051	Public Works - Retirement & Taxes	12,554	26,691	14,137
10.1201.4053	Public Works - Insurance	10,038	19,638	9,600
10.1801.6054	Transfer To Transportation Fund	973,910	1,070,681	96,771
		<b>Total Expenditure Adjustment</b>		<b>\$ 437,295</b>
		<b>Total General Fund</b>		<b>\$ (0)</b>

# Vineyard City

## Fiscal Year 2025 - 2026 Budget Amendment #3

<b>Impact Fee Fund</b>				
<b>Account #</b>	<b>Account</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Change</b>
23.2303.3754	Parks Facilities Impact Fees	\$ 400,000	\$ 100,000	\$ (300,000)
			<b>Total Revenue Adjustment</b>	<b>\$ (300,000)</b>
23.2303.4651	Parks Facilities - Capital Expense	\$ 400,000	\$ 100,000	\$ (300,000)
			<b>Total Expenditure Adjustment</b>	<b>\$ (300,000)</b>
			<b>Total Impact Fee Fund</b>	<b>\$ -</b>

<b>Capital Projects Fund</b>				
<b>Account #</b>	<b>Account</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Change</b>
49.4901.4651	Capital Expense	13,047,500	13,080,340	32,840
49-4901.6010	Transfer to General Fund	1,358,330	1,325,490	(32,840)
			<b>Total Expenditure Adjustment</b>	<b>\$ -</b>

# Vineyard City

## Fiscal Year 2025 - 2026 Budget Amendment #3

### Water Fund

Account #	Account	Original Budget	Adjusted Budget	Change
	Beginning Fund Balance Appropriation	\$ 3,257,099	\$ 3,269,781	\$ 12,682
	<b>Total Revenue Adjustment</b>			<b>\$ 12,682</b>
51.5101.4001	Full Time Regular	534,688	531,921	(2,767)
51.5101.4002	Part Time Regular	120,839	124,181	3,342
51.5101.4053	Compensation Adjustment	21,138	21,119	(18)
51.5101.4051	Retirement & Taxes	120,203	120,328	125
51.5101.4301	Contract Services	1,933,850	1,945,850	12,000
	<b>Total Expense Adjustment</b>			<b>\$ 12,682</b>
	<b>Total Water Fund</b>			<b>\$ -</b>

### Sewer Fund

Account #	Account	Original Budget	Adjusted Budget	Change
	Beginning Fund Balance Appropriation	\$ 2,707,785	\$ 2,521,664	\$ (186,121)
	<b>Total Revenue Adjustment</b>			<b>\$ (186,121)</b>
52.5201.4001	Full Time Regular	312,157	309,390	(2,767)
52.5201.4002	Part Time Regular	2,228	5,569	3,342
52.5201.4008	Compensation Adjustments	12,272	12,254	(18)
52.5201.4051	Retirement & Taxes	69,471	69,596	125
52.5201.4301	Capital Expense	2,173,750	1,986,947	(186,803)

# Vineyard City

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	Total Expense Adjustment	\$	(186,121)
	Total Sewer Fund	\$	-

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## Fiscal Year 2025 - 2026 Budget Amendment #3

### Stormwater Fund

Account #	Account	Original Budget	Adjusted Budget	Change
	Beginning Fund Balance Appropriation	\$ 36,005	\$ 36,687	\$ 682
	<b>Total Revenue Adjustment</b>			<b>\$ 682</b>
53.5301.4001	Full Time Regular	263,799	261,032	(2,767)
53.5301.4002	Part Time Regular	2,228	5,569	3,342
53.5301.4008	Compensation Adjustments	10,345	10,326	(18)
53.5301.4051	Retirement & Taxes	59,756	59,882	125
	<b>Total Expense Adjustment</b>			<b>\$ 682</b>
	<b>Total Stormwater Fund</b>			<b>\$ 0</b>

### Transportation Fund

Account #	Account	Original Budget	Adjusted Budget	Change
	Beginning Fund Balance Appropriation	\$ 169,957	\$ 154,957	\$ (15,000)
54.5401.3757	Utility Transportation Fee	\$ 1,101,587	\$ 895,740	\$ (205,847)
54.5401.5010	Transfer from General Fund	959,650	1,056,421	96,771
	<b>Total Revenue Adjustment</b>			<b>\$ (124,076)</b>
54.5401.4101	Maintenance	58,000	73,000	15,000
54.5401.4152	Supplies	48,000	33,000	(15,000)
54.5401.6061	Budgeted Increase in Fund Balance	124,076	-	(124,076)
	<b>Total Expense Adjustment</b>			<b>\$ (124,076)</b>



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<b>Internal Services Fund</b>				
<b>Account #</b>	<b>Account</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Change</b>
	Beginning Fund Balance Appropriation	\$ 44,609	\$ 44,889	\$ 280
		<b>Total Revenue Adjustment</b>		<b>\$ 280</b>
61.6105.4054	Human Resources - Wellness	18,450	18,660	210
61.6105.4105	Human Resources - Membership Dues & Subscriptions	1,480	2,150	670
61.6105.4414	Human Resources - Travel	2,000	1,400	(600)
		<b>Total Expense Adjustment</b>		<b>\$ 280</b>
		<b>Total Internal Service Fund</b>		<b>\$ -</b>

**Legend:**

- Reallocation of Insurance or Benefit costs
- Carryover of unused FY25
- New budget request
- Adjustment of transfer from one fund to another fund
- Adjustment of beginning fund balance appropriation