



**NOTICE OF A REGULAR
CITY COUNCIL MEETING
April 28, 2026, at 4:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard City Council will hold a regularly scheduled City Council meeting on Tuesday, April 28, 2026, at 4:00 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

2. 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 discussing an individual's character, professional competence, or physical or mental health.

3. INVOCATION OR INSPIRATIONAL THOUGHT AND PLEDGE (BY INVITATION)

4. PUBLIC HEARING FOR CHANGES TO THE CONSOLIDATED FEE SCHEDULE

4.1. Consolidated Fee Schedule

5. WORK SESSION

5.1. Budget Update

5.2. Purchase Policy Draft Review

6. PUBLIC COMMENTS (3 MINUTES)

Public comments can be submitted ahead of time to robinr@vineyardutah.gov.

7. RECOGNITION / AWARDS

7.1. Stephanie Mecham

7.2. Cache Hancey

7.3. Chris Jackson

7.4. Chris Thomas, Clint Roundy, and Tyson Gerbach

8. CONSENT ITEMS

8.1. Approval of the March 10th, 2026, City Council Meeting Minutes

8.2. Approval of the March 17th, 2026, City Council Meeting Minutes

8.3. Approval of the March 24th, 2026 City Council Meeting Minutes

8.4. Approval of the April 14, 2026 City Council Meeting Minutes

8.5. Update to Concessions Code

9. BUSINESS ITEMS

9.1. Approve the Updated Consolidated Fee Schedule

10. ADJOURNMENT

This meeting may be held in a way that will allow a council member 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 duly appointed 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.



Consolidated Fee Schedule

202~~5~~4–202~~6~~5 Fiscal Year

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ADMINISTRATIVE FEES	
Records (GRAMA) Requests	per hour for staff time after the first 15 minutes (based on the lowest paid employee working on the request) Copies - \$0.10 per page
Returned Checks	\$14
Colored Map Copies – 8 ½ by 11	\$3.00
Black and White Maps Copies	Free
Notarization	Free
Library Card/Fitness Center Reimbursement	\$80 annual reimbursement per Vineyard household (can be used toward non-resident library card OR municipal fitness center membership)
Weed Abatement	Actual Abatement Costs
Bond Processing Fee	\$60
Administrative Citation	\$100
Credit Card Fee	3% of Transaction Total
Candidate Filing Fee	\$50
Candidate Late Financial Disclosure Statement	\$50
City Offense Fines	Class B misdemeanor – not to exceed \$1,000 Class C misdemeanor – not to exceed \$750
Sixteen-Year-Old Curfew (Class C)	\$75
Eighteen-Year-Old Curfew (Class C)	\$75

Parent Liability (Class C)	\$125
Prohibited Travel on Trails (Infraction)	\$40
Leash Requirement (Infraction)	\$40
Sleeping on Public Property (Class C)	\$75
Camping Prohibited (Class C)	\$75
Unlawful Parking (Infraction)	\$40
Parking w/Snow Present (Infraction)	\$40
Driving or Riding on Sidewalk (infraction)	\$40
Engine Brake Restriction (Class C)	\$75
Hours of Operation (Infraction)	\$75
Fires and Campfires (Class C)	\$125
City Council-Designated Local Residential Streets	\$20 Per Permit
City Council-Designated Amenity Roads	\$60

RECREATION FEES	
<u>Race Registration</u>	<u>5k/10k – \$25</u> <u>Kids 1k – \$10</u> <u>Household Discount - \$55</u> <u>Group Rate – \$20 per person</u>
<u>Race T-Shirts</u>	<u>\$15 – individual</u>
<u>Adult Pickleball</u>	<u>\$50 – Team</u>
<u>Adult Soccer</u>	<u>Team - \$450500</u>

	Individual – \$50
Pickleball Tournament	Team - \$30 Individual – \$15
Pee-Wee Sports Clinic Series	\$50 – Individual
Wiffleball Tournament	\$100 – Team
Adult Soccer Tournament	Team – \$160 Individual – \$20
Adult Tennis Clinic	\$50 – Individual
Cornhole Tournament	Team – \$30 Individual – \$15
CUTA Tennis	\$100 – Individual
E-Sports	\$50 – Individual
Pickleball Tournament	Team – \$30 Individual – 15
Race Registration	5k/10k – \$25 Kids 1k – \$10 Household Discount – \$55 Group Rate – \$20 per person
Race T-Shirts	\$15 – individual
Senior Program	\$50 – Individual
Spikeball Tournament	Team – \$30 Individual – \$15
Sports Trivia/Fantasy Class	\$50 – Individual
Pee-wee Sports Clinic	\$60 – Individual
Youth Arts	\$50 – Individual
Youth Baseball Clinic	\$50 – Individual
Youth Basketball Clinic	\$55 – Individual
Youth Coach Pitch	\$5055 – Individual
Youth CUTA Tennis	\$100 – Individual
Youth Street Hockey League	\$65 – Individual

Youth Pickleball League	\$100—Individual
Wiffleball Tournament	\$100—Team
Youth Fishery Program	\$50 - Individual
Youth Flag Football	\$ 65-80 – Individual
Youth Jr Jazz Basketball	Kindergarten: \$65 – Individual 1 st -2 nd Grade: \$75 – Individual 3 rd -4 th Grade: \$80 – Individual 5 th -6 th Grade: \$85 – Individual \$100—Individual
Youth Kickball	\$ 5060 – Individual
Youth Machine Pitch	\$ 65-80 – Individual
Youth Pickleball <u>Clinic Series Programs</u>	\$50 – Individual
Youth Pickleball League	\$100 – Individual
Youth Ski/Snowboard Program	\$300 - Individual
Youth Soccer Programs	Age 3-5: \$55 – Individual K – 4 th Grade: \$65 – Individual 5 th -6 th Grade: \$70 – Individual 7 th -9 th Grade: \$75 – Individual \$75—Individual
Youth Street Hockey	\$65 – Individual
Youth T-Ball	\$ 5055 – Individual
Youth Tennis Clinic	\$50—Individual
Youth Ultimate Frisbee	\$50—Individual
Youth Volleyball	\$ 8590 – Individual
Youth Wrestling	\$ 55 – Individual
Ski/Snowboard Program	\$300—Individual
Youth Fishery Program	\$50—Individual
Binge	\$10—Individual
Additional Non-Residential Fee	Up to 20% of Registration Fee
Recreation Program Cancellation Fee	Up to 100% of Registration Fee

Recreation Program Late Fee	\$50 – Team \$10 - Individual
Memorial Bench	\$1500
Memorial Tree	\$500
Gammon/Sunset Beach Park Food Stand Concessionaire	\$10 per day
Grove Park Semi-Permanent Trailer/Kiosk/ <u>Food Stand</u> Concessionaire	\$33 per day
Food Truck Concessionaire	\$25 per day

UTILITY USE FEES*	
Water Base Rate ¾” Meter	\$31.61 first 5,000 gallons
Water Base Rate 1” Meter	\$44.26 first 5,000 gallons
Water Base Rate 1 ½” Meter	\$56.91 first 5,000 gallons
Water Base Rate 2” Meter	\$91.68 first 5,000 gallons
Water Base Rate 3’ Meter	\$347.72 first 5,000 gallons
Water Base Rate 4” Meter	\$450.98 first 5,000 gallons
Water Base Rate 6” Meter	\$663.83 first 5,000 gallons
Water Base Rate 8” Meter	\$885.09 first 5,000 gallons
Water Multi-Family Residential Base Rate	\$18.56 per unit
Residential Water Usage Rates: Tier 1 (5,001 – 15,000) Tier 2 (15,001– 30,000+) Tier 3 (30,001 – 50,000) Tier 4 (50,001+)	\$2.07 per 1,000 gallons \$2.37 per 1,000 gallons \$3.15 per 1,000 gallons \$3.62 per 1,000 gallons
Commercial Water Usage Rates: Tier 1 (5,001 – 30,000) Tier 2 (30,001 – 100,000) Tier 3 (100,001+)	\$2.07 per 1,000 gallons \$2.92 per 1,000 gallons \$3.62 per 1,000 gallons



Sewer Base Rate	\$19.22 per 1,000 gallons
Sewer Multi-Family Residential Base Rate	\$10.71 per unit per month
Sewer Usage Rate	\$6.27 per 1,000 gallons
Transportation Utility (KSF=1,000 Square Feet)	\$4.75 per ERU \$36 per Office KSF \$70 per Retail/Commercial KSF \$84 per Light Industrial KSF* \$36 per Flex Space KSF* \$0 Per ERU
Storm Water Utility	\$6.50 per ERU
*Non-Vineyard Resident & Business Fee	Rate X2
Collection for Any Unpaid Utility Bills, Fees, or Civil Penalties	May be subject to collections if payment has not been made within 30 days of the due date at the cost of the resident

SANITATION FEES	
90-Gallon Residential Can	\$16.25
Second 90-Gallon Residential Can	\$10
Recycling Can	\$7.50
Replacement Can	\$90

FACILITIES RENTAL FEES	
Council Chambers Rental	\$75 per hour for Resident \$150 per hour for Non-Resident

Council Chambers Cleaning Deposit	\$75 for Resident \$150 for Non-Resident
Library Conference Room Rental	\$10 per hour for Resident \$20 per hour for Non-Resident
Small Park Pavilion Rental	\$40 for Resident \$80 for Non-Resident
Small Park Pavilion Cleaning Deposit	\$40
Large Park Pavilion Rental	\$75 for Resident \$150 for Non-Resident
Large Park Pavilion Cleaning Deposit	\$75
Field/Facility Cleaning Fee	\$50
Field/Facility/Equipment Damage Fee	Up to market value replacement cost
Special Event Rental Deposit	\$300
Multi-Day Special Event Rental Deposit	\$500 per day
Pavilion Rental Cancellation Fee	Up to 100% of reservation cost
Hourly Field Rental at Gammon Park (Monday – Thursday)	\$300 Deposit + \$20 for Residents, \$40 for Non-Resident or Holiday Reservations
4 Hour Field Rental at Gammon Park (Monday—Thursday)	\$300 Deposit + \$75 for Residents, \$150 for Non-Resident or Holiday Reservations
Hourly Field Rental at Gammon Park (Weekend)	\$300 Deposit + \$30 for Residents, \$60 for Non-Resident or Holiday Reservations
4 Hour Field Rental at Gammon Park (Weekend)	\$300 Deposit + \$100 for Residents, \$200 for Non-Resident or Holiday Reservations
Hourly Rental per regulation-sized soccer field at A all other parks, single soccer fields or fields hourly rental (Monday – Thursday)	\$300 Deposit + \$40 for Residents, \$80 for Non-Resident or Holiday Reservations

All other parks, single soccer fields or fields 4 Hour Rental (Monday–Thursday)	\$300 Deposit + \$150 for Residents, \$300 for Non-Resident or Holiday Reservations
Hourly Rental per regulation-sized soccer field at A all other parks, single soccer fields or fields hourly rental (Weekends)	\$300 Deposit + \$60 for Residents, \$120 for Non-Resident or Holiday Reservations
All other parks, single soccer fields or fields 4 Hour Rental (Weekend)	\$300 Deposit + \$200 for Residents, \$400 for Non-Resident or Holiday Reservations
Hourly Rental per Soccer Goal Set	\$10 for Residents \$20 for Non-Residents
Hourly Rental per Soccer Corner Flag Set	\$10 for Residents \$20 for Non-Residents
Hourly Rental per Court Rental	\$25 per hour per court for Residents \$50 for Non-Residents
Pickleball Net Rental	\$50 Refundable Deposit
Pickleball Net Repair/Replacement Fee	Up to \$300
Race Arch Rental per day	\$50 per set
Non-Existing Line Painting – Per Field	1–499 Feet – \$100 500–999 Feet – \$150 1500+ Feet – \$200
Remarking Line Painting – Per Field	1–499 Feet – \$50 500–999 Feet – \$60 1500+ Feet – \$80

SPECIAL EVENT FEES*	
Special Event Permit	\$50
Special Event with Vendors	\$75
Special Events with >250 Participants	\$100

Special Events longer than 6 hours	\$150
Multi-Day Special Event	\$200
Film Permit	\$50
Children's Market	\$25
Vineyard Days Vendors	\$100 \$200
Boo-A-Palooza Vendor Fee	\$50
Car Show Participant	\$10
Motorized Parade Participant - Business	\$100
Motorized Parade Participant - Non - Profit	\$50
Motorized Parade Participant - School	\$25
Bounce House Deposit	\$100
Food Truck Vendor	\$50 – 100
Onsite Dumpster or Equipment Permit	\$72 per dumpster
Additional Dumpster Reserved	\$174 per 6-yard dumpster
Excess Garbage Pickup	Up to \$600 based on quantity picked up
Extra trash cans with bags	\$15 per 5 cans
Personnel (total compensation per employee, per hour, during regular business hours)	City staff per person– \$35 Parks Department – \$35 Streets Department – \$35 Special Events Department – \$32
Penalty for operating without a permit	Double the application fee and any damage caused by the special event
*Special Events and facility rental fees may be waived at the discretion of the City Council. See Special Event Code for fee waiver consideration reasons.	

CODE ENFORCEMENT FEES	
Code Violation Fee (per calendar year from first offense)	1 st Offense – \$100 2 nd Offense – \$200 3 rd (or more) Offense – \$400
Civil Penalty Fee	\$25 minimum to \$1,000 maximum per day, per violation
Civil Penalty Fee– Occupancy Violation	\$100 per day, per violation
Civil Penalty Fee– Home Occupation Operating without License	\$25 per day, per violation
Civil Penalty Fee– Commercial Business Operating without License	\$50 per day, per violation
Code Violation Fee – Interest	20% per annum of total outstanding amounts
Default/Administrative Code Enforcement Hearing Fee	\$100
Animal Defecation without Removal Fine	\$250
Off–Leash Animal Fine	\$250
Illegal Trash Dumping	\$250
Illicit Discharge and Stormwater Runoff	As Found in State Code 10-5-100
Code Violation by City (via Contract Services)	Cost plus 10%

BUSINESS LICENSING FEES	
Home-Based Occupation (exceeds residential impact)	\$50
Home-Based Occupation (does not exceed residential impact)	\$0
Accessory Dwelling Unit Business License (Biennial)	Initial Fee \$100 Renewal Fee \$50
Industrial Manufacturing/Distribution	\$250
Restaurant/Food	\$190
Food Truck Fee (Based in Vineyard)	\$25
Retail	\$215
Service Related	\$150
Fire Inspection	Equal to Orem Fire's fee as dictated in Orem City's Fee Schedule
Accessory Dwelling Unit Re-Inspection Fee	\$85
Renewal Fee (all license types except Alcohol and Towing/Parking)	\$25
Alcohol and Towing/Parking Enforcement Renewal Fee	Same as Initial Fee
Solicitor License	\$30
Temporary/Seasonal Use Business License	\$50
Temporary/Seasonal Use Business License Refundable Deposit	\$300
Towing/Parking Enforcement Qualification	\$50
Class A – D Beer License	\$400 + Proof of \$5,000 Bond
Class E Beer License	\$400 + Proof of \$10,000 Bond
Class A Liquor License	\$300 + Proof of \$10,000 bond
Class B Liquor License - Limited-service Restaurant	\$300 + Proof of \$5,000 bond

Class B Liquor License - Full-service Restaurant	\$300 + Proof of \$10,000 bond
Class C Liquor License	\$300 + Proof of \$1,000 Bond
Unclassified Business	\$25 Base fee until classification established by Resolution
Business fitting in 2+ Categories	Higher rate
Late Renewal Fee (during renewal grace period)	\$25
Daily penalty fee if license not renewed by end of renewal grace period	Half of the license fee
Penalty Fee for doing business without a Vineyard Business License	Equivalent to the license fee

LAND USE APPLICATION FEES	
Development Agreement	\$1,500
Development Agreement	\$1,500
Subdivision – Preliminary Plat	\$1,930 + \$6.20 per lot
Subdivision – Preliminary Plat – Additional Review	\$786 + \$2.50 per lot
Subdivision – Final Plat	\$1,940 + \$6.20 per lot
Subdivision – Final Plat Additional Reviews	\$1,010 + \$2.50 per lot
Condominium Plat – New or Conversion	\$1,406 + \$25 per unit
Major Plat Amendment	\$1,706
Minor Plat Amendment	\$1,406
Neighborhood Plan	≥ 10 acres = \$2,663 < 10 acres = \$500
Planned Unit Development	\$1,000
Recording Fees	As charged by Utah County Recorder
Site Plan – Residential	\$2,663
Site Plan – Non-Residential	\$3,756

Site Plan – Non-Residential – Additional Reviews	\$1,693 for each additional review after two reviews
Site Plan – Minor Amendment	\$500
General Plan Text Amendment	\$1,000
General Plan Map Amendment	\$1,000
Land Use Text Amendment	\$1,000
Land Use Map Amendment	\$1,000
Lot Line/Property Boundary Line Adjustment	\$300
Conditional Use Permit	\$400
Temporary Use Permit	\$75
Variance	\$100
Appeals	\$100
Zoning Verification	\$100
Sign Permit	\$150
Sign Standard Waiver	\$250
Commercial Temporary Sign Permit	\$25
Special Planning Commission Meeting	\$390 per meeting
Water Sampling	Lab Cost + 10% & \$300
Land Disturbance Permit	\$50 + \$20 per acre + \$30 per month
Land Disturbance Permit – Subdivision and Site Plan	Included in engineering inspection fees
Site Plans Technical Review	\$1,500 per application, first 50 plan sheets. Up to 3 revisions
Additional Site Plan Technical Review	\$65 per additional plan sheet or each sheet after 3 rd revision
Engineering/Public Works Inspection/Service Fees – Subdivision – Related	3% of certified bid tabulation, approved by Engineering Office

Engineering/Public Works Inspection/Service Fees	\$150 per hour
Engineering/Public Works Re-Inspection Fees	\$150 per hour, 2-hour minimum
After Hours Engineering/Public Works (M-F between 5pm and 8am OR Saturdays, Sundays)	\$300 per hour, 2-hour minimum
New Street Light Install Fee	\$10,000 per light
Street Sign Fee	Cost plus 10%
Demolition	\$500 plan review fee
Encroachment Permit	\$150 plus \$1 per square foot of disturbed asphalt
Driveway Approach in Public Right-of-Way Inspection Fee (after Encroachment Permit)	\$250 for up to 2 inspections \$150 per reinspection
Sampling and Lab Testing Fee - Water, Sewer, Storm Water, Streets	Cost + 10% Administration Fee
Vacuum Truck	\$250/hour, minimum of 2 hours
Fine for Use of Public Right of Way without Approved Permit	\$300 plus \$150 per hour
Infrastructure Construction Bond	Bond/Escrow account as determined by bid tabulation 110% Performance 10% Warranty
Final Grading Residential Lot Bond	\$1,000 up to 1 acre, \$500 each additional half acre
Building Relocation	\$500 Plan Review Fee
Full or Partial Road Closure Application	\$50 per Road Segment Plan Review Fee
City Barricades for Road Closure, if approved by the Public Works Director	\$150 Application Fee, \$75 per barricade per day. \$100 refundable

	deposit per set of barricades
Repair to Damaged Public Infrastructure (All Streets or Utilities) by Contract	Cost plus 10% Administrative Fee
Red Curb Request Application	\$50
Address Change Request/ADU Secondary Address Request*	\$150
Tree Replacement Due to Damage: Diameter < or = 1" Diameter > 1" and < or = 2" Diameter > 2" and < or = 3" Diameter > 3"	\$500 per tree \$750 per tree \$950 per tree Cost assessed by City Arborist, minimum of \$1,200 per tree
*Does not include Cost of Additional Physical Mailbox charged to Property Owner by USPS	

BUILDING PERMIT FEES	
TOTAL VALUATION	FEE
\$1 to \$1,300	\$86
\$1,301 to \$2,000	\$86 for the first \$1,300; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$107 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$525 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,065 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000	\$3,865 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,365 for the first \$1,000,000; plus \$3.5 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$20,354 for the first \$ 5,000,000; plus \$2 for each additional \$1,000 or fraction thereof
Residential Plan Review	65% of Building Permit Fee
Commercial Plan Review	65% of Building Permit Fee
Simple/Duplicate Plan Review	25% of Building Permit Fee
Reinstating an Expired Permit	\$50 + any additional review time
Fire Inspection & Plan Review	10% of Building Permit Fee

BUILDING INSPECTION FEES	
Inspections outside of normal Business hours	\$75 per hour, two-hour minimum
Re-inspection	\$75 per hour
Inspection for which no specific fee is indicated	\$75 per hour, one-hour minimum
Additional plan review required by changes, additions, or revisions to plans	\$85 per hour, one-hour minimum
Use of outside consultants for plan checking and inspections, or both	Actual costs, including administrative and overhead costs
Fire Inspection	See Business License Fees

Work Without a Permit*	\$100 per infraction
Working Beyond a Stop Work Order*	\$200 per infraction
*Fines doubled for each subsequent infraction	

IMPACT FEES	
(Impact Fee Area Maps may be found on the City's Website)	
Sewer Facilities	<ul style="list-style-type: none"> \$637 Per ERU
Drinking Water Per Meter Size ^{1,2,5}	<ul style="list-style-type: none"> \$4,207.49 per ERU or Per Table 19 (By Meter Size) From Vineyard City Water Impact Fee Analysis (View Chart Below)
Roadway Facilities Per Trip End Unit based on ITE	<ul style="list-style-type: none"> Area A – \$3,586 per Trip End Area B (RDA) – \$1,286 per Trip End
Storm and Ground Water Per ERU ^{1,4}	<ul style="list-style-type: none"> Area A – \$222 per ERU Area B – \$337 per ERU Area C – \$237 per ERU
Parks and Recreation Facilities	<ul style="list-style-type: none"> \$3,422.88 Per Household⁵
<p>1 inch water connection is 1 ERU: 1 ERU = 1 ERC</p> <p>² Additional fees may apply to units with more than 5-bathroom equivalent drains.</p> <p>³ Additional fees may apply to certain high water uses (e.g., Car Wash) without water reduction measures in place.</p> <p>⁴ Additional fee may apply to certain sites if above city's maximum impervious area requirement.</p> <p>⁵ Household as defined by US Census Bureau</p> <p>⁶ Drinking water includes all water service connection types including landscaping meters</p>	

TABLE 19: MAXIMUM FEE PER ERC BY METER SIZE

Meter Size	ERCs	2025	2026	2027	2028	2029	2030
3/4"	1	\$4,207.49	\$4,360.81	\$4,491.21	\$4,602.71	\$4,707.52	\$4,808.14
1"	1.67	\$7,026.51	\$7,282.55	\$7,500.32	\$7,686.52	\$7,861.56	\$8,029.60
1 1/2"	3.33	\$14,010.94	\$14,521.50	\$14,955.72	\$15,327.01	\$15,676.04	\$16,011.12
2"	5.33	\$22,425.91	\$23,243.12	\$23,938.14	\$24,532.42	\$25,091.07	\$25,627.40
3"	10	\$42,074.88	\$43,608.11	\$44,912.07	\$46,027.06	\$47,075.19	\$48,081.43
4"	16.67	\$70,138.83	\$72,694.72	\$74,868.43	\$76,727.10	\$78,474.34	\$80,151.75
6"	33.33	\$140,235.59	\$145,345.83	\$149,691.94	\$153,408.18	\$156,901.60	\$160,255.41
8"	53.33	\$224,385.36	\$232,562.06	\$239,516.09	\$245,462.29	\$251,051.97	\$256,418.28
10"	76.67	\$322,588.14	\$334,343.39	\$344,340.88	\$352,889.45	\$360,925.46	\$368,640.34

PASS THROUGH FEES	
Timpanogos Special Service District	Equal to District’s impact fee as dictated current Impact Fee Facilities
Orem Water Reclamation	Equal to Orem City’s impact fee as dictated by the current Impact Fee
CUWCD Water Rights Costs Per ERC	Equal to Current Fiscal Year from EXHIBIT A – VINEYARD CITY CWP FY2025 Agreement
All impact fees will be assessed at the time building permits are issued. All other development Impact Fees will be calculated based on Equivalent Residential Units.	

UTILITY METER & CONNECTION FEES	
¾” Water Meter & Connection Fee	\$580
1” Water Meter & Connection Fee	\$795
1½” Water Meter & Connection Fee	\$1,240
2” Water Meter & Connection Fee	\$1,930
Water Meter Reconnect Fee	\$50
After Hours Fee (between 5pm and 8am)	Reconnect Fee plus \$150
Utility/Hydrant Meter Application Fee	\$ 25
Fire Hydrant Meter Rental Deposit	\$2100
Residential Daily Rental Rate – Fire Hydrant Meter (Residence Must have Certificate of Occupancy)	\$10 daily rental fee - Water will be billed at the residential water usage rate as shown on utility use fees
Water Usage Rate – Fire Hydrant Meter	Monthly rental rate will be at the base rate of a 3" meter with water usage to be billed at commercial

	water usage rates and will be billed monthly
Residential Construction Water	\$100 minimum
Non-Residential Construction Water	\$100 minimum
Unauthorized Connection to System	\$2,000 per occurrence
Unauthorized Opening of Meter Box	\$250 + \$300 for a min. of 2 hours of staff time
Water Main Flushing	Per commercial rate at 3x pipe volume per occurrence & \$150 per hour per utility tech

LIBRARY FEES	
<u>Arts Program</u>	\$50 – Individual
<u>Bingo</u>	\$5 - Individual
<u>Coding Club</u>	\$50 – Individual
<u>Science Club</u>	\$50 – Individual
<u>Library Program Late Fee</u>	\$10 – Individual
<u>Additional Non-Resident Fee</u>	Up to 20% of Registration Fee
<u>Library Program Cancellation Fee</u>	Up to 100% of Registration Fee
<u>Community Garden Plot</u>	\$25 each
<u>Annual Fee for Non-Resident Vineyard Library Card</u>	\$40 per Card
<u>Vineyard Library Swag</u>	\$1 per Sticker \$10 per Book Bag \$15 per Shirt \$15 per Mug
<u>Paper Scan Fee</u>	\$0.05 per sheet
<u>Print per Sheet in Black & White</u>	One-sided: \$0.15 Two-sided: \$0.25 Cardstock one-sided: \$0.20 Cardstock two-sided: \$0.40
<u>Print per Sheet in Color</u>	One-sided: \$0.50 Two-sided: \$0.75

Cardstock one-sided: \$0.65

Cardstock two-sided: \$0.90



Consolidated Fee Schedule

2025–2026 Fiscal Year

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Returned Checks	\$14
Colored Map Copies – 8 ½ by 11	\$3.00
Black and White Maps Copies	Free
Notarization	Free
Library Card/Fitness Center Reimbursement	\$80 annual reimbursement per Vineyard household (can be used toward non-resident library card OR municipal fitness center membership)
Weed Abatement	Actual Abatement Costs
Bond Processing Fee	\$60
Administrative Citation	\$100
Credit Card Fee	3% of Transaction Total
Candidate Filing Fee	\$50
Candidate Late Financial Disclosure Statement	\$50
City Offense Fines	Class B misdemeanor – not to exceed \$1,000 Class C misdemeanor – not to exceed \$750
Sixteen-Year-Old Curfew (Class C)	\$75
Eighteen-Year-Old Curfew (Class C)	\$75

Parent Liability (Class C)	\$125
Prohibited Travel on Trails (Infraction)	\$40
Leash Requirement (Infraction)	\$40
Sleeping on Public Property (Class C)	\$75
Camping Prohibited (Class C)	\$75
Unlawful Parking (Infraction)	\$40
Parking w/Snow Present (Infraction)	\$40
Driving or Riding on Sidewalk (infraction)	\$40
Engine Brake Restriction (Class C)	\$75
Hours of Operation (Infraction)	\$75
Fires and Campfires (Class C)	\$125
City Council-Designated Local Residential Streets	\$20 Per Permit
City Council-Designated Amenity Roads	\$60

RECREATION FEES	
Race Registration	5k/10k – \$25 Kids 1k – \$10 Household Discount - \$55 Group Rate – \$20 per person
Race T-Shirts	\$15 – Individual
Adult Soccer	\$450 – Team
Pickleball Tournament	\$30 – Team \$15 - Individual

Pee-Wee Sports Clinic Series	\$50 – Individual
Wiffleball Tournament	\$100 – Team
Youth Coach Pitch	\$50 – Individual
Youth CUTA Tennis	\$100 – Individual
Youth Fishery Program	\$50 - Individual
Youth Flag Football	\$65 – Individual
Youth Jr Jazz Basketball	Kindergarten: \$65 – Individual 1 st -2 nd Grade: \$75 – Individual 3 rd -4 th Grade: \$80 – Individual 5 th -6 th Grade: \$85 – Individual
Youth Kickball	\$50 – Individual
Youth Machine Pitch	\$65 – Individual
Youth Pickleball Clinic Series	\$50 – Individual
Youth Pickleball League	\$100 – Individual
Youth Ski/Snowboard Program	\$300 - Individual
Youth Soccer	Age 3-5: \$55 – Individual K – 4 th Grade: \$65 – Individual 5 th -6 th Grade: \$70 – Individual 7 th -9 th Grade: \$75 – Individual
Youth Street Hockey	\$65 – Individual
Youth T-Ball	\$50 – Individual
Youth Volleyball	\$85 – Individual
Youth Wrestling	\$ 55 – Individual
Additional Non-Residential Fee	Up to 20% of Registration Fee
Recreation Program Cancellation Fee	Up to 100% of Registration Fee
Recreation Program Late Fee	\$50 – Team \$10 - Individual
Memorial Bench	\$1500
Memorial Tree	\$500
Gammon/Sunset Beach Park Food Stand Concessionaire	\$10 per day

Grove Park Semi-Permanent Trailer/Kiosk/Food Stand Concessionnaire	\$33 per day
Food Truck Concessionnaire	\$25 per day

UTILITY USE FEES*	
Water Base Rate ¾” Meter	\$31.61 first 5,000 gallons
Water Base Rate 1” Meter	\$44.26 first 5,000 gallons
Water Base Rate 1 ½” Meter	\$56.91 first 5,000 gallons
Water Base Rate 2” Meter	\$91.68 first 5,000 gallons
Water Base Rate 3’ Meter	\$347.72 first 5,000 gallons
Water Base Rate 4” Meter	\$450.98 first 5,000 gallons
Water Base Rate 6” Meter	\$663.83 first 5,000 gallons
Water Base Rate 8” Meter	\$885.09 first 5,000 gallons
Water Multi-Family Residential Base Rate	\$18.56 per unit
Residential Water Usage Rates: Tier 1 (5,001 – 15,000) Tier 2 (15,001– 30,000+) Tier 3 (30,001 – 50,000) Tier 4 (50,001+)	\$2.07 per 1,000 gallons \$2.37 per 1,000 gallons \$3.15 per 1,000 gallons \$3.62 per 1,000 gallons
Commercial Water Usage Rates: Tier 1 (5,001 – 30,000) Tier 2 (30,001 – 100,000) Tier 3 (100,001+)	\$2.07 per 1,000 gallons \$2.92 per 1,000 gallons \$3.62 per 1,000 gallons
Sewer Base Rate	\$19.22 per 1,000 gallons
Sewer Multi-Family Residential Base Rate	\$10.71 per unit per month
Sewer Usage Rate	\$6.27 per 1,000 gallons
Transportation Utility (KSF=1,000 Square Feet)	\$0 Per ERU

Storm Water Utility	\$6.50 per ERU
*Non-Vineyard Resident & Business Fee	Rate X2
Collection for Any Unpaid Utility Bills, Fees, or Civil Penalties	May be subject to collections if payment has not been made within 30 days of the due date at the cost of the resident

SANITATION FEES	
90-Gallon Residential Can	\$16.25
Second 90-Gallon Residential Can	\$10
Recycling Can	\$7.50
Replacement Can	\$90

FACILITIES RENTAL FEES	
Council Chambers Rental	\$75 per hour for Resident \$150 per hour for Non-Resident
Council Chambers Cleaning Deposit	\$75 for Resident \$150 for Non-Resident
Library Conference Room Rental	\$10 per hour for Resident \$20 per hour for Non-Resident
Small Park Pavilion Rental	\$40 for Resident \$80 for Non-Resident
Large Park Pavilion Rental	\$75 for Resident \$150 for Non-Resident
Field/Facility Cleaning Fee	\$50
Field/Facility/Equipment Damage Fee	Up to market value replacement cost
Special Event Rental Deposit	\$300

Multi-Day Special Event Rental Deposit	\$500 per day
Pavilion Rental Cancellation Fee	Up to 100% of reservation cost
Hourly Field Rental at Gammon Park (Monday – Thursday)	\$20 for Residents, \$40 for Non-Resident or Holiday Reservations
Hourly Field Rental at Gammon Park (Weekend)	\$30 for Residents, \$60 for Non-Resident or Holiday Reservations
Hourly Rental per regulation-sized soccer field at all other parks (Monday – Thursday)	\$40 for Residents, \$80 for Non-Resident or Holiday Reservations
Hourly Rental per regulation-sized soccer field at all other parks (Weekends)	\$60 for Residents, \$120 for Non-Resident or Holiday Reservations
Hourly Rental per Soccer Goal Set	\$10 for Residents \$20 for Non-Residents
Hourly Rental per Court	\$25 for Residents \$50 for Non-Residents
Race Arch Rental per day	\$50 per set
Non-Existing Line Painting – Per Field	1-499 Feet – \$100 500-999 Feet – \$150 1500+ Feet – \$200
Remarking Line Painting – Per Field	1-499 Feet – \$50 500-999 Feet – \$60 1500+ Feet – \$80

SPECIAL EVENT FEES*	
Special Event Permit	\$50
Special Event with Vendors	\$75
Special Events with >250 Participants	\$100



Special Events longer than 6 hours	\$150
Multi-Day Special Event	\$200
Film Permit	\$50
Children’s Market	\$25
Vineyard Days Vendors	\$200
Boo-A-Palooza Vendor Fee	\$50
Car Show Participant	\$10
Motorized Parade Participant - Business	\$100
Motorized Parade Participant – Non - Profit	\$50
Motorized Parade Participant - School	\$25
Food Truck Vendor	\$50 – 100
Onsite Dumpster or Equipment Permit	\$72 per dumpster
Additional Dumpster Reserved	\$174 per 6-yard dumpster
Excess Garbage Pickup	Up to \$600 based on quantity picked up
Extra trash cans with bags	\$15 per 5 cans
Personnel (total compensation per employee, per hour, during regular business hours)	City staff per person– \$35
Penalty for operating without a permit	Double the application fee and any damage caused by the special event
*Special Events and facility rental fees may be waived at the discretion of the City Council. See Special Event Code for fee waiver consideration reasons.	

CODE ENFORCEMENT FEES	
Code Violation Fee (per calendar year from first offense)	1 st Offense – \$100 2 nd Offense – \$200 3 rd (or more) Offense – \$400
Civil Penalty Fee	\$25 minimum to \$1,000 maximum per day, per violation
Civil Penalty Fee– Occupancy Violation	\$100 per day, per violation
Civil Penalty Fee– Home Occupation Operating without License	\$25 per day, per violation
Civil Penalty Fee– Commercial Business Operating without License	\$50 per day, per violation
Code Violation Fee – Interest	20% per annum of total outstanding amounts
Default/Administrative Code Enforcement Hearing Fee	\$100
Animal Defecation without Removal Fine	\$250
Off–Leash Animal Fine	\$250
Illegal Trash Dumping	\$250
Illicit Discharge and Stormwater Runoff	As Found in State Code 10-5-100
Code Violation by City (via Contract Services)	Cost plus 10%

BUSINESS LICENSING FEES	
Home-Based Occupation (exceeds residential impact)	\$50
Home-Based Occupation (does not exceed residential impact)	\$0
Accessory Dwelling Unit Business License (Biennial)	Initial Fee \$100 Renewal Fee \$50
Industrial Manufacturing/Distribution	\$250
Restaurant/Food	\$190
Food Truck Fee (Based in Vineyard)	\$25
Retail	\$215
Service Related	\$150
Fire Inspection	Equal to Orem Fire's fee as dictated in Orem City's Fee Schedule
Accessory Dwelling Unit Re-Inspection Fee	\$85
Renewal Fee (all license types except Alcohol and Towing/Parking)	\$25
Alcohol and Towing/Parking Enforcement Renewal Fee	Same as Initial Fee
Solicitor License	\$30
Temporary/Seasonal Use Business License	\$50
Temporary/Seasonal Use Business License Refundable Deposit	\$300
Towing/Parking Enforcement Qualification	\$50
Class A – D Beer License	\$400 + Proof of \$5,000 Bond
Class E Beer License	\$400 + Proof of \$10,000 Bond
Class A Liquor License	\$300 + Proof of \$10,000 bond
Class B Liquor License - Limited-service Restaurant	\$300 + Proof of \$5,000 bond

Class B Liquor License - Full-service Restaurant	\$300 + Proof of \$10,000 bond
Class C Liquor License	\$300 + Proof of \$1,000 Bond
Unclassified Business	\$25 Base fee until classification established by Resolution
Business fitting in 2+ Categories	Higher rate
Late Renewal Fee (during renewal grace period)	\$25
Daily penalty fee if license not renewed by end of renewal grace period	Half of the license fee
Penalty Fee for doing business without a Vineyard Business License	Equivalent to the license fee

LAND USE APPLICATION FEES	
Development Agreement	\$1,500
Development Agreement	\$1,500
Subdivision – Preliminary Plat	\$1,930 + \$6.20 per lot
Subdivision – Preliminary Plat – Additional Review	\$786 + \$2.50 per lot
Subdivision – Final Plat	\$1,940 + \$6.20 per lot
Subdivision – Final Plat Additional Reviews	\$1,010 + \$2.50 per lot
Condominium Plat – New or Conversion	\$1,406 + \$25 per unit
Major Plat Amendment	\$1,706
Minor Plat Amendment	\$1,406
Neighborhood Plan	≥ 10 acres = \$2,663 < 10 acres = \$500
Planned Unit Development	\$1,000
Recording Fees	As charged by Utah County Recorder
Site Plan – Residential	\$2,663
Site Plan – Non-Residential	\$3,756

Site Plan – Non-Residential – Additional Reviews	\$1,693 for each additional review after two reviews
Site Plan – Minor Amendment	\$500
General Plan Text Amendment	\$1,000
General Plan Map Amendment	\$1,000
Land Use Text Amendment	\$1,000
Land Uset Map Amendment	\$1,000
Lot Line/Property Boundary Line Adjustment	\$300
Conditional Use Permit	\$400
Temporary Use Permit	\$75
Variance	\$100
Appeals	\$100
Zoning Verification	\$100
Sign Permit	\$150
Sign Standard Waiver	\$250
Commercial Temporary Sign Permit	\$25
Special Planning Commission Meeting	\$390 per meeting
Water Sampling	Lab Cost + 10% & \$300
Land Disturbance Permit	\$50 + \$20 per acre + \$30 per month
Land Disturbance Permit – Subdivision and Site Plan	Included in engineering inspection fees
Site Plans Technical Review	\$1,500 per application, first 50 plan sheets. Up to 3 revisions
Additional Site Plan Technical Review	\$65 per additional plan sheet or each sheet after 3 rd revision
Engineering/Public Works Inspection/Service Fees – Subdivision – Related	3% of certified bid tabulation, approved by Engineering Office

Engineering/Public Works Inspection/Service Fees	\$150 per hour
Engineering/Public Works Re-Inspection Fees	\$150 per hour, 2-hour minimum
After Hours Engineering/Public Works (M-F between 5pm and 8am OR Saturdays, Sundays)	\$300 per hour, 2-hour minimum
New Street Light Install Fee	\$10,000 per light
Street Sign Fee	Cost plus 10%
Demolition	\$500 plan review fee
Encroachment Permit	\$150 plus \$1 per square foot of disturbed asphalt
Driveway Approach in Public Right-of-Way Inspection Fee (after Encroachment Permit)	\$250 for up to 2 inspections \$150 per reinspection
Sampling and Lab Testing Fee - Water, Sewer, Storm Water, Streets	Cost + 10% Administration Fee
Vacuum Truck	\$250/hour, minimum of 2 hours
Fine for Use of Public Right of Way without Approved Permit	\$300 plus \$150 per hour
Infrastructure Construction Bond	Bond/Escrow account as determined by bid tabulation 110% Performance 10% Warranty
Final Grading Residential Lot Bond	\$1,000 up to 1 acre, \$500 each additional half acre
Building Relocation	\$500 Plan Review Fee
Full or Partial Road Closure Application	\$50 per Road Segment Plan Review Fee
City Barricades for Road Closure, if approved by the Public Works Director	\$150 Application Fee, \$75 per barricade per day. \$100 refundable deposit per set of barricades

Repair to Damaged Public Infrastructure (All Streets or Utilities) by Contract	Cost plus 10% Administrative Fee
Red Curb Request Application	\$50
Address Change Request/ADU Secondary Address Request*	\$150
Tree Replacement Due to Damage: Diameter < or = 1" Diameter > 1" and < or = 2" Diameter > 2" and < or = 3" Diameter > 3"	\$500 per tree \$750 per tree \$950 per tree Cost assessed by City Arborist, minimum of \$1,200 per tree
*Does not include Cost of Additional Physical Mailbox charged to Property Owner by USPS	

BUILDING PERMIT FEES	
TOTAL VALUATION	FEE
\$1 to \$1,300	\$86
\$1,301 to \$2,000	\$86 for the first \$1,300; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$107 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$525 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,065 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000	\$3,865 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,365 for the first \$1,000,000; plus \$3.5 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$20,354 for the first \$ 5,000,000; plus \$2 for each additional \$1,000 or fraction thereof
Residential Plan Review	65% of Building Permit Fee
Commercial Plan Review	65% of Building Permit Fee
Simple/Duplicate Plan Review	25% of Building Permit Fee
Reinstating an Expired Permit	\$50 + any additional review time
Fire Inspection & Plan Review	10% of Building Permit Fee

BUILDING INSPECTION FEES	
Inspections outside of normal Business hours	\$75 per hour, two-hour minimum
Re-inspection	\$75 per hour
Inspection for which no specific fee is indicated	\$75 per hour, one-hour minimum
Additional plan review required by changes, additions, or revisions to plans	\$85 per hour, one-hour minimum
Use of outside consultants for plan checking and inspections, or both	Actual costs, including administrative and overhead costs
Fire Inspection	See Business License Fees

Work Without a Permit*	\$100 per infraction
Working Beyond a Stop Work Order*	\$200 per infraction
*Fines doubled for each subsequent infraction	

IMPACT FEES	
(Impact Fee Area Maps may be found on the City’s Website)	
Sewer Facilities	<ul style="list-style-type: none"> • \$637 Per ERU
Drinking Water Per Meter Size ^{1,2,5}	<ul style="list-style-type: none"> • \$4,207.49 per ERU or Per Table 19 (By Meter Size) From Vineyard City Water Impact Fee Analysis (View Chart Below)
Roadway Facilities Per Trip End Unit based on ITE	<ul style="list-style-type: none"> • Area A – \$3,586 per Trip End • Area B (RDA) – \$1,286 per Trip End
Storm and Ground Water Per ERU ^{1,4}	<ul style="list-style-type: none"> • Area A – \$222 per ERU • Area B – \$337 per ERU • Area C – \$237 per ERU
Parks and Recreation Facilities	<ul style="list-style-type: none"> • \$3,422.88 Per Household⁵
<p>1 inch water connection is 1 ERU: 1 ERU = 1 ERC</p> <p>² Additional fees may apply to units with more than 5-bathroom equivalent drains.</p> <p>³ Additional fees may apply to certain high water uses (e.g., Car Wash) without water reduction measures in place.</p> <p>⁴ Additional fee may apply to certain sites if above city’s maximum impervious area requirement.</p> <p>⁵ Household as defined by US Census Bureau</p> <p>⁶ Drinking water includes all water service connection types including landscaping meters</p>	

TABLE 19: MAXIMUM FEE PER ERC BY METER SIZE

Meter Size	ERCs	2025	2026	2027	2028	2029	2030
3/4"	1	\$4,207.49	\$4,360.81	\$4,491.21	\$4,602.71	\$4,707.52	\$4,808.14
1"	1.67	\$7,026.51	\$7,282.55	\$7,500.32	\$7,686.52	\$7,861.56	\$8,029.60
1 1/2"	3.33	\$14,010.94	\$14,521.50	\$14,955.72	\$15,327.01	\$15,676.04	\$16,011.12
2"	5.33	\$22,425.91	\$23,243.12	\$23,938.14	\$24,532.42	\$25,091.07	\$25,627.40
3"	10	\$42,074.88	\$43,608.11	\$44,912.07	\$46,027.06	\$47,075.19	\$48,081.43
4"	16.67	\$70,138.83	\$72,694.72	\$74,868.43	\$76,727.10	\$78,474.34	\$80,151.75
6"	33.33	\$140,235.59	\$145,345.83	\$149,691.94	\$153,408.18	\$156,901.60	\$160,255.41
8"	53.33	\$224,385.36	\$232,562.06	\$239,516.09	\$245,462.29	\$251,051.97	\$256,418.28
10"	76.67	\$322,588.14	\$334,343.39	\$344,340.88	\$352,889.45	\$360,925.46	\$368,640.34

PASS THROUGH FEES	
Timpanogos Special Service District	Equal to District’s impact fee as dictated current Impact Fee Facilities
Orem Water Reclamation	Equal to Orem City’s impact fee as dictated by the current Impact Fee
CUWCD Water Rights Costs Per ERC	Equal to Current Fiscal Year from EXHIBIT A – VINEYARD CITY CWP FY2025 Agreement
All impact fees will be assessed at the time building permits are issued. All other development Impact Fees will be calculated based on Equivalent Residential Units.	

UTILITY METER & CONNECTION FEES	
¾” Water Meter & Connection Fee	\$580
1” Water Meter & Connection Fee	\$795
1½” Water Meter & Connection Fee	\$1,240
2” Water Meter & Connection Fee	\$1,930
Water Meter Reconnect Fee	\$50
After Hours Fee (between 5pm and 8am)	Reconnect Fee plus \$150
Utility/Hydrant Meter Application Fee	\$ 25
Fire Hydrant Meter Rental Deposit	\$2100
Residential Daily Rental Rate – Fire Hydrant Meter (Residence Must have Certificate of Occupancy)	\$10 daily rental fee - Water will be billed at the residential water usage rate as shown on utility use fees
Water Usage Rate – Fire Hydrant Meter	Monthly rental rate will be at the base rate of a 3" meter with water usage to be billed at commercial water usage rates and will be billed monthly

Residential Construction Water	\$100 minimum
Non-Residential Construction Water	\$100 minimum
Unauthorized Connection to System	\$2,000 per occurrence
Unauthorized Opening of Meter Box	\$250 + \$300 for a min. of 2 hours of staff time
Water Main Flushing	Per commercial rate at 3x pipe volume per occurrence & \$150 per hour per utility tech

LIBRARY FEES	
Arts Program	\$50 – Individual
Bingo	\$5 – Individual
Coding Club	\$50 – Individual
Science Club	\$50 – Individual
Library Program Late Fee	\$10 – Individual
Additional Non-Resident Fee	Up to 20% of Registration Fee
Library Program Cancellation Fee	Up to 100% of Registration Fee
Community Garden Plot	\$25 each
Annual Fee for Non-Resident Vineyard Library Card	\$40 per Card
Vineyard Library Swag	\$1 per Sticker \$10 per Book Bag \$15 per Shirt \$15 per Mug
Paper Scan Fee	\$0.05 per sheet
Print per Sheet in Black & White	One-sided: \$0.15 Two-sided: \$0.25 Cardstock one-sided: \$0.20 Cardstock two-sided: \$0.40
Print per Sheet in Color	One-sided: \$0.50 Two-sided: \$0.75 Cardstock one-sided: \$0.65 Cardstock two-sided: \$0.90



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: April 28, 2026
Agenda Item: Purchase Policy Draft Review
Department: Finance
Presenter:

Background/Discussion:

The City last amended its purchasing policy in 2022. As part of an ongoing effort to review and modernize the City's fiscal policies, staff has conducted a comprehensive evaluation of the existing purchasing framework to ensure it remains effective, efficient, and aligned with current best practices and applicable law.

The proposed updates are intended to improve clarity, strengthen internal controls, and provide greater flexibility for staff while maintaining appropriate oversight. Key revisions include restructuring the policy to better distinguish between governing policy and administrative procedures, allowing for more efficient updates to operational processes without requiring formal Council action.

Additional changes include refinement of procurement thresholds and approval authority, establishment of a standardized appendix for purchasing limits, clarification of procurement methods (including informal quotes, sealed bids, and requests for proposals), and expanded guidance related to professional services procurement. The revisions also enhance documentation requirements, strengthen language related to ethical standards and conflicts of interest, and provide clearer authority for the review and approval of change orders to ensure consistency with the original scope of work.

The updated policy also incorporates modern procurement practices, including recognition of cooperative purchasing agreements, expanded exception provisions with appropriate documentation requirements, and the ability to utilize alternative procurement methods when determined to be in the best interest of the City.

Overall, the proposed amendments are intended to provide a more streamlined, flexible, and defensible purchasing framework that supports efficient operations while maintaining transparency, accountability, and compliance with governing regulations.

Fiscal Impact:

Recommendation:

Staff recommends that the City Council review and provide feedback on the proposed purchasing policy updates. Direction from the Council will be used to refine the policy prior to bringing it back for formal consideration.

Sample Motion:

N/A Due to this being a discussion item only.

Attachments:

1. Purchasing Policy Redlined 7-21-2022
2. City Purchasing Policy_Draft 4.2026

PURCHASING POLICY OF VINEYARD CITY

ARTICLE 1 GENERAL PROVISIONS

A. Purpose.

1. To ensure fair and equitable treatment of all persons who wish to or do conduct business with Vineyard City.
2. To provide for the greatest possible economy in City procurement activities.
3. To foster effective broad-based competition within the free-enterprise system to ensure that the City will receive the best possible service or product at the lowest possible price.

B. Compliance.

1. This policy shall not prevent the City from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
2. When procurement involves the expenditure of federal assistance funds, the City shall comply with applicable federal law and regulations.
3. State law (Section 11-39-101 et seq., Utah Code Annotated 1953, as amended) requires the City to follow specific bid procedures for specified types of supplies and services. Except where Vineyard Municipal Code is more restrictive, the City shall comply with State law.

C. Definitions.

1. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
2. "Change order" means a written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
3. "Contract" means any City agreement for the procurement or disposal of supplies, services, or construction.
4. "Invitation for bids" means all documents, whether attached or incorporated by reference, used for soliciting bids.
5. "Person" means any business, individual, union, committee, club, other organization, or group of individuals.
6. "Procurement" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services, or construction.
7. "Public Works Project": The construction, replacement, or repair of:
 - i. A park or recreational facility;
 - ii. A pipeline, culvert, dam, canal, or other system for water, sewage, stormwater, or flood control;
 - 6-iii. A street, transit facility, or transportation facility.

7.8. "Purchasing agent" means the person duly authorized by the governing body of the City to enter into and administer contracts and make written determinations with respect thereto.

8.9. "Purchase description" means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to or made a part of the solicitation.

10. "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

9.11. "Request for qualifications" means vendors are required to provide a formal substantiation of credentials, certifications, qualifications, and financial wherewithal, which demonstrate capability in all respects to perform fully the contract requirements. Among the factors to be considered in an RFQ are competency, adequacy of personnel, past record, and experience of the person or business and its employees.

10.12. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements, has submitted the bid in good faith, has a history of fully performing work at the bid price, and who has not been disqualified as set forth herein.

ARTICLE 2 PURCHASING AGENT

~~A.~~ Appointment.

A.

The current Finance Director shall be the Purchasing Agent. governing body of the City shall appoint a Purchasing Agent

B. Responsibilities.

The Purchasing Agent shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written determinations for the City.

C. Authority.

The Purchasing Agent shall not enter into any contract or purchase anything with City funds unless it:

- a. Is funded in the current fiscal year budget;
- b. Has been approved by the individual(s) as required in Article 3A. department head
- ~~c. Commits funds in total amount less than \$25,000~~
- ~~d. Mayor approval for purchases over \$25,000~~

D. Change Orders.

Accumulated ~~C~~change orders up to the lesser of either (10%) of the bid award amount or \$25,000 may be approved by the Purchasing Agent, as long as the overall project budget is not exceeded.

E. Delegation.

The Purchasing Agent may delegate purchasing responsibilities to other employees when deemed appropriate.

ARTICLE 3 SOURCE SELECTION AND CONTRACT FORMATION;

GENERAL PROVISIONS

A. Approval of Purchases

The following approvals are required for all purchases unless otherwise exempted in this chapter:

1. Any contract, purchase order, check request, or service request for services and supplies or building improvements in the total amount of \$5,000 or less may be made or approved by the Purchasing Agent, department head, or an employee or supervisor authorized by the Purchasing Agent or department head to make such purchase, purchase order, check request, or service request.
2. Any contract, purchase, purchase order, check request, or service request for services, supplies, or building improvements in the total amount of more than \$5,000 but less than or equal to \$30,000 must be made or approved by the Purchasing Agent and department head.
3. Any contract, purchase, purchase order, check request, or service request for services and supplies or building improvements in the total amount of more than \$30,000 but less than or equal to \$50,000 must be made or approved by the Purchasing Agent, department head, and Mayor or city manager.
4. Any contract, purchase, purchase order, check request, or service request for public utilities equipment and supplies, or public works projects, in the total amount of more than \$50,000 but less than or equal to \$125,000 must be made or approved by the department head, the Purchasing Agent, the city manager and Mayor.
5. The following contracts and purchases must be approved by the city council:
 - i. Any contract or purchase in the amount of more than \$50,000, which is not related to public works projects or public utilities equipment and supplies.
 - ii. Any contract or purchase of Public Works Projects or public utilities equipment and supplies in the amount of more than \$125,000.
 - iii. An invoice or check request received pursuant to a Council approved contract does not require further Council approval.
 - iv. A purchase order shall be issued in the amount of the approved contract, unless otherwise directed by the Purchasing Agent or designee.
 - v. Any contract awarded through the formal bidding process.
 - vi. Accumulated "change orders" which would increase a previously approved contract by more than either (10%) of the bid award amount or \$25,000, whichever is lower, taking into consideration all previously approved change orders to the contract under consideration.

A.B. Choice of Bid Process.

Except as otherwise provided by provisions of State or Federal Law, purchases shall follow one (1) of the bid processes outlined below. The cost of the purchase shall not be divided to avoid bid requirements. Any bid alternative listed as acceptable for a given dollar amount shall be acceptable, and the City shall not incur any liability for choosing one (1) alternative over another.

1. Purchases and expenditures less than or equal to \$5,000 in total shall not require any bids or quotes of any type, but are otherwise subject to the general policies of this chapter.

~~1.2.~~ Purchases or Contracts costing ~~less than \$125,000~~ greater than \$5,000 but no more than \$50,000 in total, shall at minimum be pursuant to one (1) of the following procedures:

- i. State Purchasing Contract
- ~~ii. Formal competitive bidding.~~
- ~~iii. Request for proposals.~~

~~iv. ii.~~ Open market procedure. Three documented price quotations

~~2.3.~~ Purchases or Contracts costing more than ~~\$125,000~~ \$50,000 in total (or more than \$125,000 if the purchase or contract is for a Public Works Project), shall be pursuant to one (1) of the following procedures, as determined by the Purchasing Agent or designee:

- i. State Purchasing Contract
- ii. Competitive sealed bidding.
- ~~iii.~~ Request for proposals.

B.C. Exceptions to Bid Process. The bid process requirements set forth in Article 3A do not apply in the following situations.

- 1. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing
- ~~1.2.~~ Purchases made from a vendor who was awarded a contract by another Utah governmental entity using a competitive process within the last 180 days.
- ~~2.3.~~ Purchases made from a ~~sole~~-source provider. When there is only one (1) vendor or supplier who can reasonably provide the needed product or service.
- ~~3.4.~~ Auction, Bankruptcy, or Tax Sales. When purchasing through Auction or Bankruptcy, or Tax sales will be made at a cost below market cost.
- ~~4.5.~~ Projects Performed by City Employees. Employees may be used to complete City projects if the project does not come at an additional cost to the city.
- ~~5.6.~~ Purchases required during an emergency, i.e., an eminent threat to the public's health, welfare, or safety. However, as much competition as practical should be obtained; and, such purchases should be limited to amounts necessary to the resolution of the emergency. The Mayor will determine whether the situation warrants an emergency purchase.

D. Bid Processes. The City shall substantially comply with the following guidelines for the specific bid process used:

- 1. Request for Qualifications.
 - i. The City may require prequalification of bidders using a Request for Qualifications.
 - ~~C.ii.~~ If used, the prequalification process shall be pursuant with State Code 63G-6a-410.
- ~~1.2.~~ Competitive Sealed Bidding.
 - i. Description. Competitive sealed bidding is when vendors or contractors are invited to submit formal bids to provide a designated product or to complete a designated project in accordance with specifications provided by the City.
 - ii. Public Notice Inviting Bids Issued. The City shall provide notice of its invitation for bids.

1. Public Notice includes a general description of the articles to be purchased or work to be performed, location where blank bid forms ~~bid blanks~~ and specifications may be secured, and the time and place for opening bids.
2. Noticing shall be done at least five (5) working days ~~reasonable time~~ prior to the time set for bid opening. Bid package shall state requirements to which bidder must respond.
- ~~2.3.~~ All invitations for bids shall be advertised at least once in a generally and widely available medium including but not limited to newspapers, business journals, city websites, and online procurement service.

iii. Bid Procedure

1. Sealed bids shall be submitted as designated in the Public Notice
2. Bids shall be opened in public and in the presence of one or more witnesses at the time and place stated in the Public Notice
3. The amount of each bid, the name of each bidder, and such other relevant information as the Purchasing Agent deems appropriate, shall be recorded; the record and each bid shall be open to public inspection.
- ~~2.4.~~ Correction or withdrawal of inadvertently erroneous bids before award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other material provisions of bids prejudicial to the interest of Vineyard City or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the purchasing agent.
- ~~3.5.~~ Bids submitted to the City shall be evaluated on the basis of compliance with specifications and other relevant criteria.

iv. Bid Award.

1. If the City elects to proceed with purchase or project, bids shall be awarded to the lowest responsive responsible bidder, this means a bidder who:
 - a. Has submitted bid in compliance with Public Notice
 - ~~b. Is the Lowest Responsible Bidder that satisfies the City's criteria relating to financial strength, past performance, integrity, and reliability?~~
 - b.
 - c. Furnishes a payment and performance bond as required by law.
 - d. Preference shall be given to local vendors.
 - i. If a vendor based in Vineyard City is within 10% of the Lowest Responsible Bidder, the City will have the option to award the bid to that vendor.

2.ii. If a vendor based in Utah County is within 5% of the Lowest Responsible Bidder, the City will have the option to award the bid to that vendor.

3. The Purchasing Agent or the city council may reject any bid not in compliance with all prescribed requirements, and reject all bids if rejection of all bids is determined to be in the best interest of the city. Vineyard may reject any or all bids submitted

4.2. If Vineyard rejects all bids but still intends to undertake purchase, Vineyard will again request sealed bids by following the procedures outlined in ArticleSection 3DC-21

5.3. If after twice requesting Bids, Vineyard determines that no satisfactory bid has been submitted, the Council may undertake the purchase or contract as they consider appropriate.

2.3. Requests for Proposals.

i. Description. Requests for proposals (RFPs) are invitations for suppliers or contractors to submit a proposal on a specific product or service. The City awards the contract for the product or services based on criteria set forth in the request for proposals.

ii. Appropriateness. RFPs may be used when required by law, or when the Purchasing Agent determines that the use of formal competitive bidding is either impractical or not advantageous to the City. In making this determination, the Purchasing Agent shall consider factors such as:

1. Whether there may be a need for price and service negotiation;
2. Whether there may be a need for negotiation during performance of the contract;
3. Whether the relative skills or expertise of the offerors will have to be evaluated;
4. Whether cost is secondary to the characteristics of the product or service sought
5. Whether the conditions of the service, product or delivery are unable to be sufficiently described in the invitation for bids;
6. Whether the City is requesting the offer to propose a method or strategy for completing the project; and

7. Whether there may be a need to negotiate completion times related to the project.

8. One-time professional services over \$50,000 or recurring professional services over \$25,000 annually will be procured through the RFP procedure.

7. —

~~Professional services will generally be procured through the RFP procedure.~~

iii. Notice.

1. Proposals shall be solicited through a RFP.
2. Public notice of the RFP shall be given

- iv. Request for Proposals. The RFP shall state the relative importance of price and other factors.
- v. Opening of Proposals. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation.
- vi. Revision of Proposals.
 - 1. As provided in the RFP, discussions may be conducted with responsible offerors who submit proposals determined to be reasonable susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements.
 - 2. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.
 - 3. In conduction discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- vii. Award.
 - 1. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the City.
 - 2. Vineyard may reject any or all proposals submitted.
 - 3. If Vineyard rejects all bids but still intends to undertake purchase, Vineyard will again Send out RFP by following the procedures outlined in Section 3C-2
 - 4. If after twice requesting Proposals, Vineyard determines that no satisfactory Proposal has been submitted, the Council may undertake the purchase or contract as they consider appropriate.

~~3.4. Open Market Procedure~~ Documented Price Quotations

- i. Price Quotations. ~~Purchases shall, whenever possible~~ As mentioned above, purchases greater than \$5,000 but no more than \$50,000 (\$125,000 for public works projects) shall, be based on at least three (3) Bids (price quotations) and shall be awarded to the lowest responsible bidder.
- ii. Request for Quotations. Bids (price quotations) shall be solicited from prospective vendors online or by written or oral request.
- iii. Records. The person soliciting the price quotations shall keep a record of quotations solicited; including vendor names, date of solicitation and price quoted, and shall include this information with the purchase order.

**ARTICLE 4
SPECIFICATIONS**

All Specifications shall seek to promote overall economy and best use for the purposes intended and encourages competition in satisfying the City’s needs and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, Utah products shall be given preference.

**ARTICLE 5
APPEALS**

- A. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing within 5 working days after the aggrieved person knows or should have known of the facts.
- B. The purchasing agent shall ~~promptly~~ issue a written decision regarding any appeal within fourteen (14) days, if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to appeal to the governing board.
- C. The City's governing board shall be the final appeal on the City level.
- D. All further appeals shall be handled as provided in section 63-56-58 through 64 of the Utah Code.

**ARTICLE 6
ETHICS IN PUBLIC CONTRACTING**

- A. No person involved in making procurement decisions may have personal investments or a financial interest in any business entity which will create a substantial conflict between their private interests and their public duties.
- B. In accordance with the Municipal Officers' and Employees' Ethics Act and other relevant statutes, aAny person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization from any person or organization interested in selling to the City.
- C. Subject to the limitations of this Procurement Policy, any type of contract which will promote the best interests of the city may be used; provided, that the use of a cost-plus-a-percentage-of-cost profit contract is prohibited unless specifically approved by the city council under special circumstances which clearly justify the use of such contracts because the scope of work or the nature of the work is to be closely supervised by the city and the city council so finds in writing. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the city than any other type of that it is impracticable to obtain the supplies, services, or construction required except under such a contract.
- ~~B.D.~~ A violation of this Procurement Policy by officers or employees of the City may be cause for disciplinary action up to and including termination.

PASSED and dated this _____ day of _____

Mayor Julie Fullmer

Attest:

Pamela Spencer City Recorder

Section: 2.40 City Purchasing Policy (Draft)

2.40.010 Purpose and Principles

The purpose of this policy is to establish a fair, transparent, and efficient procurement process that:

- Ensures the best value in the acquisition of goods and services
- Promotes open and fair competition
- Provides equitable treatment to all vendors
- Ensures accountability and responsible stewardship of public funds

Nothing in this policy shall be construed to create a private right of action against the City, and failure to follow internal procedures shall not invalidate a procurement otherwise conducted in accordance with applicable law.

2.40.020 Definitions

Terms not defined herein shall have the meanings assigned under applicable Utah State Code.

For purposes of this policy, the following terms shall have the meanings set forth below:

“Best Value”

The overall combination of factors, including price, quality, experience, service, and other criteria, which in the judgment of the City provides the greatest benefit in meeting the City’s needs.

“Change Order”

A written modification to an existing contract that alters the scope of work, specifications, price, schedule, or other terms, as authorized by this policy.

“City”

Vineyard City, including all departments, divisions, and authorized representatives.

“City Manager”

The individual appointed by the governing body to serve as the chief administrative officer of the City, or their authorized designee.

“Contract”

An agreement between the City and a vendor, contractor, or consultant for the procurement of goods, services, or construction, including any amendments or change orders thereto.

“Emergency Procurement”

A procurement made to address an imminent threat to public health, safety, or welfare, or to prevent significant damage to property or disruption of essential services, where standard procurement procedures are impractical.

“Invitation for Bids (IFB)”

A formal solicitation issued by the City requesting sealed bids for goods, services, or construction, where award is based primarily on price and compliance with specifications.

“Lowest Responsive and Responsible Bidder”

A bidder who has submitted a bid that conforms in all material respects to the solicitation requirements and who possesses the capability, integrity, and reliability to perform the contract.

“Procurement”

The process of acquiring goods, services, or construction by purchase, lease, rental, or other means.

“Professional Services”

Services requiring specialized knowledge, education, training, or experience, including but not limited to legal, engineering, architectural, financial, consulting, or other similar services.

“Purchase”

The acquisition of goods or services by the City through a purchase order, contract, or other authorized method.

“Purchase Order”

A written or electronic document issued by the City authorizing the purchase of specified goods or services at an agreed price.

“Purchasing Agent”

The individual designated by the City Manager to administer procurement activities, including soliciting bids, issuing purchase orders, and ensuring compliance with this policy.

“Request for Proposals (RFP)”

A formal solicitation used to obtain proposals for goods or services where factors other than price are considered and negotiations may occur.

“Request for Qualifications (RFQ)”

A solicitation used to evaluate the qualifications and experience of potential providers, typically used for professional services.

“Responsible Bidder”

A bidder who has the capability in all respects to perform the contract requirements and the integrity and reliability necessary to ensure good faith performance.

“Responsive Bid”

A bid that complies in all material respects with the requirements set forth in the solicitation.

“Sole Source”

A procurement in which only one vendor is reasonably capable of providing the required goods or services.

“Vendor”

Any individual, business, or entity that offers or provides goods or services to the City.

2.40.030 Applicability and Compliance

This policy applies to all City purchases, contracts, and procurement activities unless specifically exempted.

- All procurements shall comply with applicable Utah State Code
- In the event of conflict, state or federal law shall govern
- No purchase shall be divided to avoid procurement requirements
- No procurement shall occur without appropriated funds

2.40.040 Authority and Administration

The City Manager (or designee) shall oversee procurement, ensure compliance, approve purchases as required, and establish administrative procedures.

The City Finance Director shall act as the Purchasing Agent to administer procurement processes, solicit bids, and maintain records.

Departments shall coordinate purchases through authorized personnel and ensure compliance with this policy.

2.40.050 Procurement Thresholds and Approvals

Procurement thresholds, approval levels, and required processes shall be established by resolution or appendix and may be updated without amending this policy.

All purchases shall be properly authorized, documented, and compliant with applicable procurement methods.

Procurement thresholds and approval levels are set forth in Appendix A.

2.40.060 Procurement Methods

The City may utilize:

- Informal Quotes
- Competitive Sealed Bidding (IFB)
- Requests for Proposals (RFP)
- Request for Qualifications (RFQ)

Awards shall be made in accordance to Utah State code.

2.40.070 Exceptions and Special Procurements

Exceptions may include:

- Emergency procurements
- Sole source procurements
- Cooperative purchasing
- Compatibility purchases
- Special opportunity purchases

All exceptions require written justification and approval by the City Manager.

2.40.080 Contracting and Change Orders

Contracts shall be approved according to thresholds and reviewed by legal counsel when appropriate.

All change orders shall be reviewed and approved in accordance with the applicable approval thresholds set forth in this policy.

Prior to approval, the Purchasing Agent or designee shall review each change order to ensure that the proposed modification is within the general scope of the original contract and is consistent with the City's procurement requirements.

Any change that materially alters the scope of work or exceeds the authority granted under this policy shall require additional approval and may necessitate a new procurement process, as determined by the City.

2.40.090 Documentation and Recordkeeping

All procurement actions shall be documented, including quotes, bids, proposals, and written determinations.

Records shall be retained in accordance with applicable laws and policies.

2.40.100 Ethics and Conflicts of Interest

All procurement activities shall be conducted in a manner that maintains public confidence in the integrity of the City's processes.

No officer, employee, or agent of the City shall participate in any procurement decision in which they have a financial or personal interest that may create a conflict of interest.

Any such conflict shall be promptly disclosed, and the individual shall recuse themselves from participation in the procurement.

No person shall offer, give, or receive any gratuity, gift, or other item of value intended to influence a procurement decision.

Violations of this section may result in disciplinary action, contract termination, or other remedies as permitted by law.

2.40.110 Appeals and Protests

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may submit a written protest to the City within a reasonable time following the action giving rise to the protest.

The City shall review the protest and issue a written determination. The City may designate the City Manager or another individual to evaluate the protest and make recommendations.

The governing body may serve as the final level of appeal.

Detailed procedures governing the submission, review, and resolution of protests may be established administratively.

2.40.120 General Provisions

The City reserves the right to reject any or all bids, proposals, or responses, in whole or in part, and to cancel any solicitation when it is determined to be in the best interest of the City.

Any such rejection or cancellation shall be made in accordance with applicable law and based on a reasonable determination that such action serves a legitimate public purpose, including but not limited to inadequate competition, non-responsiveness of submissions, changes in project scope or funding, or other circumstances affecting the City's needs.

The basis for any rejection or cancellation shall be documented in the procurement file.

Administrative procedures may be adopted to implement this policy.

Appendix A — Procurement Thresholds and Approval Authority

A. General Purchases (Goods and Services)

Dollar Amount	Procurement Method	Approval Authority
\$0 – \$5,000	No quotes required; prudent purchasing practices encouraged	Department Head or Authorized Staff
\$5,001 – \$50,000	Minimum of three (3) documented quotes or cooperative contract	Department Head and Purchasing Agent
\$50,001 – \$100,000	Formal quotes, informal bid, or simplified RFP	Purchasing Agent and City Manager
Over \$100,000	Formal sealed bidding (IFB) or RFP	City Council

B. Public Works Projects

Dollar Amount	Procurement Method	Approval Authority
Up to State Bid Threshold	Informal quotes or bidding	City Manager
Over State Bid Threshold	Formal sealed bidding per State Code	City Council

C. Professional Services

Dollar Amount	Procurement Method	Approval Authority
Up to \$25,000	Informal, qualifications-based selection	Department Head or City Manager
Over \$25,000	Request For Qualifications	City Manager / Council if required

D. Change Orders

Condition	Approval Authority
Up to 10% of contract or \$25,000 (whichever is less)	City Manager or Purchasing Agent
Exceeding above limits	City Council

E. General Requirements

1. Procurement amounts shall not be purposely divided to avoid threshold requirements.
2. All purchases must be within an approved budget or appropriation.
3. Cooperative purchasing agreements (e.g., State contracts) may be utilized at any level.
4. Sole source and emergency procurements must be supported by written justification and approved in accordance with policy.
5. All procurement actions shall be appropriately documented and maintained in the contract file.

Chris Jackson

The City recognizes Chris Jackson, Wastewater Crew Lead, for earning his Grade 4 Wastewater Operator Certification, the highest level in Utah. This certification reflects advanced expertise in wastewater treatment, regulatory compliance, and system operations, and qualifies him to oversee complex systems in responsible charge.

Since joining the City in 2023, Chris has been a dependable leader committed to maintaining safe and efficient wastewater services. He also contributes to the community in a unique way, bringing joy to residents each year as Santa Claus at City events. We congratulate Chris on this outstanding achievement and thank him for his continued service to the City.

Public Works Team

The City proudly recognizes the Public Works Team for their swift and professional response to the water line break at Sleepy Ridge Golf Course. Although the break occurred on a private line, it created immediate safety concerns for Vineyard residents and required urgent action.

Streets and Utilities crews mobilized quickly and worked around the clock, utilizing critical equipment including a vacuum truck and street sweeper to safely manage the site, support repairs, and restore the roadway. Their efforts, along with coordination with Orem City Public Works, ensured the issue was addressed efficiently with minimal disruption to the community.

Special recognition is extended to Chris Thomas, Clint Roundy, and Tyson Gerbach for their leadership and hands-on efforts during this response.

Regards,
Naseem



**MINUTES OF A REGULAR
CITY COUNCIL MEETING
March 10, 2026, at 6:00 PM**

Present


Absent

- Mayor Zack Stratton
- Councilmember Parker McCumber
- Councilmember Jacob Wood (Joined at 7:39pm)
- Councilmember Jacob Holdaway
- Councilmember David Lauret
- Councilmember Ezra Nair


Staff Present: Chief Deputy Holden Rockwell with the Utah County Sheriff’s Office, Administrative Director David Kyle Herring, Parks and Recreation Director Brian Vawdrey, Public Works Director Naseem Ghandour, Interim Finance Director Evan Smith, Social Media Dareli Villegas, and Deputy City Recorder Tony Lara

Others Speaking: CEO of Utah Parking Authority Mike Lemont. Vineyard residents Daria Evans, Hamlet Gordillo, Jeff Harmon, Tyler Haroldson, Sherie Kay Miller, Darlene Price, and Ryan Francis.

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


 Mayor Stratton began the meeting at 6:01pm. Vineyard resident Daria Evans offered a prayer and led the pledge of allegiance.

2. CLOSED SESSION

 **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO ENTER A PUBLIC HEARING IN THE COUNCIL CHAMBERS AT 6:28PM FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL. COUNCILMEMBER NAIR SECONDED. THE ROLL CALL WAS AS FOLLOWS: COUNCILMEMBERS MCCUMBER, HOLDAWAY, LAURET AND NAIR VOTED IN FAVOR. THE MOTION PASSED FOUR (4) TO ZERO (0) WITH COUNCILMEMBER WOOD EXCUSED.


The council entered a closed session at 6:28pm.


The open session resumed at 7:18pm

44  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO END THE CLOSED SESSION
45 AND RESUME THE REGULAR CITY COUNCIL MEETING. COUNCILMEMBER THE ROLL
46 CALL WAS AS FOLLOWS: COUNCILMEMBERS MCCUMBER, HOLDAWAY, LAURET
47 AND NAIR VOTED IN FAVOR. THE MOTION PASSED FOUR (4) TO ZERO (0) WITH
48 COUNCILMEMBER WOOD EXCUSED.MCCUMBER SECONDED

49 50 **3. WORK SESSION**

51 **3.1. Public Safety Impact Fee Facilities Plan and Impact Fee Analysis**


52
53  Councilmember Holdaway provided an update on the current state of the city's use of public
54 safety impact fees.

55
56  Staff clarified that the city had not been charging a public safety impact fee. The council
57 discussed the merits of implementing the fee. Staff had also indicated that a draft study had been
58 done to explore what the fees would look like and future expenses both the fire and sheriff's
59 department anticipated in the next few years. There was a short discussion on an upcoming request
60 for authorization to contract with an outside company to perform an official study.

61 62 **3.2. Parking Enforcement Discussion**

63
64  Councilmember Nair presented a proposed parking permit program.


65
66  The council discussed the proposal and asked for clarification on which neighborhoods the
67 program would be implemented in.


68
69  Hamlet Gordillo, living in the Le Cheminant neighborhood, expressed his support for the
70 proposed program and offered additional data should the council want it to help in their decision. A
71 discussion ensued.


72
73 Councilmember Wood joined at 7:39pm




74
75  Jeff Harmon, living in the Garden neighborhood, asked the council to ensure that any future
76 program has consistency with state statutes.

77 78 79 **4. PUBLIC COMMENTS**

80  Tyler Haroldson, Vineyard resident, expressed his concerns regarding safety issues on 400
81 south.

82
83  Sherie kay miller, living on Holdaway Road and representing the Heritage Foundation
84 commented on the ARCH Commission grant process and the proposals the foundation had
85 offered to the commission.


86
87  Darlene Price, living in The Villas, asked if the crosswalks on Vineyard Road could be painted a
88 different color like the ones near Bellas Market. She also expressed concerns over electric
89 bikes.

- 90
- 91  Ryan Francis, living in The Garden neighborhood, commented on over occupancy as well as his
92 concerns regarding safety.
- 93
- 94  Councilmember McCumber commented on his experience in driving through some of the
95 impacted neighborhoods.
- 96
- 97  Mike Lemont, the CEO of Utah Parking Authority (UPA), expressed concerns over what
98 viewed as misinformation regarding enforcement.
- 99

100

101 **5. UPDATE FROM MAYOR STRATTON REGARDING TRANSPORTATION**
102 **UTILITY FEE**

103

104  Mayor Stratton read a statement on the Transportation Utility Fee. There was a
105 short discussion with council regarding implementation.


106

107

108 **6. CONSENT ITEMS**

- 109 **6.1. Approval of the February 10th 2026, City Council Meeting Minutes**
110 **6.2. Approval of the February 24th 2026, City Council Meeting Minutes**

111

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


116

117


118 **7. APPOINTMENTS/REMOVALS**

119 **7.1. Appointment of Legal Counsel**

120

121  Mayor Stratton recommended Jessie Riddle to serve as legal counsel for the city


122

123  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO APPROVE THE MAYOR'S
124 APPOINTMENT OF JESSE RIDDLE. COUNCILMEMBER LAURET SECONDED.
125 COUNCILMEMBERS MCCUMBER, HOLDAWAY, WOOD AND LAURET VOTED IN
126 FAVOR. COUNCILMEMBER NAIR VOTED AGAINST. THE MOTION CARRIED WITH A
127 VOTE OF FOUR (4) TO ONE (1).

128


129 **7.2. Appointment of Finance Director**


130

131  **Motion:** COUNCILMEMBER LAURET MOVED TO APPROVE THE MAYOR'S
132 APPOINTMENT OF EVAN SMITH TO SERVE AS THE FINANCE DIRECTOR.
133 COUNCILMEMBER MCCUMBER SECONDED. COUNCILMEMBERS NAIR, LAURET,
134 WOOD, HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED
135 UNANIMOUSLY.

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7.3. Appointment of City Recorder

 **Motion:** COUNCILMEMBER LAURET MOVED TO APPROVE THE MAYOR’S APPOINTMENT OF ROBIN RAINES-BOND TO SERVE AS THE CITY RECORDER. COUNCILMEMBER NAIR SECONDED. COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.


 Deputy City Recorder Tony Lara swore in both Mr. Smith and Ms. Bond

8. BUSINESS ITEMS


8.1. ARCH Commission RAP Tax Grant Awards (Resolution 2026-06)

The Vineyard ARCH Commission Chair will present the ARCH Commission's recommendation to City Council of how to disperse the ARCH Grant funds.

 Jerom Sidwell, Chair of the ARCH Commission, presented on the proposed grant recipients.

 The council discussed the recommendations and asked questions regarding the scoring the commission used. A discussion ensued. The council discussed taking additional time to research additional options.


 **Motion:** COUNCILMEMBER LAURET MOVED TO CONTINUE THE ITEM UNTIL THE MEETING ON MARCH 24TH. COUNCILMEMBER WOOD SECONDED. COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.


 Ms. Miller expressed support for moving the item and answered council questions regarding the possible awarding of funds to the Heritage Foundation.

8.2. Vineyard Skate Park Budget Allocation (Resolution 2026-13)


Vineyard City Staff is looking to solidify funding for a Vineyard Skate Park, pending at least a \$500,000 grant award through the Utah Outdoor Recreation Grant Organization.

 Parks and Recreation Director Brian Vawdrey presented the proposed resolution.

 The council asked questions about where the city was in grant approval process and discussed funding options.

 **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO ADOPT RESOLUTION 2026-13. COUNCILMEMBER MCCUMBER SECONDED. THE ROLL CALL WAS AS FOLLOWS. COUNCILMEMBERS NAIR, WOOD, LAURET, HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

182 **8.3. Public Hearing: Development Agreement Amendments (Holdaway Fields, The**
183 **Forge, Intermountain Health)**
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185

186  **Motion:** COUNCILMEMBER MCCUMBER MOTIONED TO CONTINUE THE PUBLIC
187 HEARINGS UNTIL THE NEXT MEETING ON MARCH 24TH. COUNCILMEMBER NAIR
188 SECONDED. COUNCILMEMBERS NAIR, LAURET, WOOD, HOLDAWAY AND
189 MCCUMBER VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY.
190

191
192 **9. ADJOURNMENT**
193

194 The meeting adjourned at 8:32
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200 **MINUTES APPROVED ON:** _____
201

202
203 **CERTIFIED CORRECT BY:** 
204 **TONY LARA, DEPUTY CITY RECORDER**
205





**MINUTES OF A REGULAR
CITY COUNCIL MEETING
March 17, 2026, at 12:00 PM**

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Present

Councilmember Parker McCumber
Councilmember Jacob Wood
Councilmember Jacob Holdaway
Councilmember Ezra Nair


Absent


Mayor Zack Stratton
Councilmember David Lauret

Staff Present: Chief Deputy Holden Rockwell with the Utah County Sheriff’s Office, Administrative Director David Kyle Herring, Parks and Recreation Director Brian Vawdrey, Public Works Director Naseem Ghandour, Building Director Cris Johnson, Environmental Utilities Crew Lead Chris Jackson, Interim Finance Director Evan Smith, Neighborhood Services Coordinator, City Recorder Robin Raines-Bond, and Deputy City Recorder Tony Lara

Others Speaking: Vineyard Residents Karen Cornelius, David Pearce, Daria Evans, and Jane Pearce


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

 Deputy City Recorder Tony Lara started the meeting at 12:02 and called for a motion to nominate a Mayor Pro Tempore.

 **Motion:** COUNCILMEMBER HOLDAWAY NOMINATED COUNCILMEMBER MCCUMBER TO SERVE AS MAYOR PRO TEMPORE. COUNCILMEMBER WOOD SECONDED. THE ROLL CALL WAS AS FOLLOWS: COUNCILMEMBERS WOOD, HOLDAWAY, MCCUMBER AND NAIR VOTED IN FAVOR. THE MOTION PASSED UNANIMOUSLY. COUNCILMEMBER LAURET WAS EXCUSED.


 Councilmember Wood led the prayer and pledge of allegiance.


2. PUBLIC COMMENTS


 Karen Cornelius, living in The Villas, thanked the city for painting the curbs. She also asked if there was somewhere online residents could go to get information or statistics on police activity in the city.

43 **3. WORK SESSION**

44 **3.1. Public Safety Impact Fee Study Update**


45
46  Senior Planner Cache Hancey discussed the Impact Fee Study and answered council's questions
47 regarding development of the study and future fees as well as future staffing needs for the sheriff's
48 department. This discussion also included clarification on deadlines for the study and
49 implementation of the fees to ensure compliance with recently passed legislation.

50
51  Ms. Cornelius expressed concerns with the equitability of the fees as well as with office space
52 for additional deputies. A discussion ensued.

53
54  David Pearce, living in the Cascade neighborhood, asked for clarification on police and fire
55 response in the city.

56
57 **3.2. Travel Policy Review**


58
59
60  Administrative Director David Kyle presented the proposed travel policy to the council.

61
62  The council discussed the proposed policy and offered amendments.


63
64
65 **3.3. Municipal Waste Water Planning Program (MWPP) Survey Review**


66
67 Councilmember Holdaway was excused at 12:58pm.

68
69  Public Works Director Naseem Ghandour presented the survey review.


70
71  Councilmember Wood asked for clarification on FOG (Fats, Oils, and Grease). There was a
72 brief discussion with staff explaining it further.

73
74 **3.4. RDA Audit Update**


75
76  Councilmember Holdaway updated on the proposed contracting with Chris Harding and CPA
77 Insights for additional Audits.

78
79  Councilmember McCumber expressed support for the audit but also wanted to share concerns
80 with the overall process and asked that the council took steps to ensure that procurement laws were
81 not broken. A discussion ensued.


82
83
84 **3.5. Spring Clean Up Initiative**


85
86  Mr. Herring gave a presentation on the annual Spring Clean-up including several different


87 options for the council to consider. There was discussion with staff as the council evaluated each
88 option.

89
90  Councilmember Nair asked about expanding the dump pass program to include the Water's
91 Edge community. Discussion ensued.


92
93 Councilmember Holdaway returned at 1:23pm


94
95  Daria Evans, living in The Villas subdivision, asked about offering passes to The Villas. A
96 discussion ensued


97
98  Councilmember Holdaway asked about staff coordination with the Utah Lake Authority for a
99 beach cleanup project. A discussion ensued.


100
101  Mr. Pearce expressed his support for future beach cleanup projects. He also expressed concerns
102 with subsidizing neighborhoods who did not pay into the trash to receive city sponsored dump
103 passes.

104 105 **3.6. Operation Neighborhood Shield**

106
107  Mr. Herring gave a presentation on the proposed program.


108
109  Neighborhood Services Coordinator Maria Arteaga presented regarding current code
110 enforcement procedures around over occupancy. The council discussed current evidence
111 requirements and recently passed legislation.


112
113  The council asked for clarification on current procedures and fines. There was discussion
114 regarding Councilmember Holdaway's proposal to have a type of publicly accessible list or notice of
115 houses that are out of compliance. Additionally, the council discussed the proposed staffing
116 recommendations.

117
118  Mr. Pearce suggested in leu of publicly noticing specific violations that the city could publish
119 generalized monthly code enforcement statistics on the city newsletter.


120
121 Councilmember Nair was excused at 2:31pm

122 123 124 **3.7. City Commissions, Appointment Processes, And Volunteer Recruitment**

125
126
127  Mr. Herring gave a presentation on currently existing commissions as well as ideas for possible
128 new commissions.

129
130  The council discussed evaluating existing committees and looking for ways to combine or
131 restructure them as well as looking for ways to incorporate more volunteer involvement.

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 Jane Pearce commented on the library board.

 Mr. Pearce, offered clarification on the difference between advisory boards and commissions.

4. ADJOURNMENT

Meeting adjourned at 3:20pm

MINUTES APPROVED ON: _____

CERTIFIED CORRECT BY:  _____
TONY LARA, DEPUTY CITY RECORDER



DRAFT



**MINUTES OF A REGULAR
CITY COUNCIL MEETING
March 24, 2026, at 6:01 PM**

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Present


Absent

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

Staff Present: Seargent Jason Bullock with the Utah County Sherrif’s Office, Administrative Director David Kyle Herring, Parks and Recreation Director Brian Vawdrey, Public Works Director Naseem Ghandour, Senior Planner Cache Hancey, City Recorder Robin Bond, and Deputy City Recorder Tony Lara

Others Speaking: Ryan Wallace with Intermountain Health, Jason Head with Six Ridge Partners, Vineyard Residents Tim Blackburn, Emilee Larsen, Dana Blake, John Kidd, Dave HYTE, Aubrey Manheart, Hamlet Gordillo, Taylor Timothy, Ryan Francis, Mark Ostebo, Christine Jeffs, Brandon Peterson, Karen Cornelius, Travis Thompson, and Tyler Haroldsen

1. CALL TO ORDER

 Mayor Stratton began the meeting at 6:01pm. Councilmember McCumber offered a prayer and led the pledge of allegiance.

2. PLEDGE OF ALLEGIANCE (BY INVITATION)

3. INVOCATION OR INSPIRATIONAL THOUGHT (BY INVITATION)

4. Mayor Report

 Mayor Stratton updated on the Transportation Impact Fee, and the plan to address the issue further in a special session to be held on March 31st, 2026.


5. PRESENTATIONS, RECOGNITIONS, OR AWARDS


5.1. Present the Outstanding Young Professional Award from the Utah Recreation and Parks Association to Zach Baty, Recreation Manager.


 URPA Presentation


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6. PUBLIC COMMENTS

 Tim Blackburn, living in the Sleepy Ridge Neighborhood, expressed his gratitude to the mayor and council as well as the staff for their work, especially in regards to the Heritage Foundation.

 Emilee Larsen, living in the Bridgeport Neighborhood, read an email from resident Brittany Hansen expressing support for the parking permit program. Additionally, Ms. Larsen also expressed support for the same.

 Dana Blake, living in the Bridgeport Neighborhood, expressed her concerns with the current parking situation. She also stated she had concerns with the overoccupancy in her neighborhood.

 John Kidd, living in The Maples Neighborhood, expressed concerns with the current parking situation in his area. He supported the implementation of the parking permit policy in his neighborhood as well.


 Mr. Kidd, read an email from a fellow Maples resident named Stephanie who also expressed concerns regarding parking.


 Dave HYTE, living in The Maples Neighborhood, supported the parking permit initiative and asked that it be implemented quickly.

 Aubrey Manheart, living in the Bridgeport Neighborhood, expressed concerns with overoccupancy in her surrounding area that has made it difficult to park or to have her family and friends to park near her home to visit.


 Hamlet Gordillo, living in the Le Cheminant neighborhood, wanted to update the council on the current parking situation in his area.


 Taylor Timothy, living in the Le Cheminant neighborhood, expressed concerns with specifically those living in the nearby apartment complex parking near their homes.


 Ryan Francis, living in the Garden neighborhood, expressed concerns with overoccupancy and commented on his frustrations with the enforcement of overoccupancy.


 Mark Ostebo, living in the Le Cheminant neighborhood, commented on the parking permit program and urged the city to educate the public on the program.


 Christine Jeffs, representing the library board as well as the Friends of the Library, asked the council to consider additional


 Mr. Haroldsen, commented his thoughts on the parking issue, as it pertained to new development. He also reiterated he concerns over safety issues in the 400 South area and clarified the nature of his petition.


91  Brandon Peterson, living in The Garden neighborhood, expressed his concerns with parking
92 and overoccupancy.

93
94  Karen Cornelius, living in The Villas subdivision, expressed her concern with the impact
95 overoccupancy might have on future property taxes.


96
97  Nicole, living in the Le Cheminant neighborhood, expressed her support for the parking
98 programs and also urged there to be more education.


99
100  Ms. Norton, living in the Le Cheminant neighborhood, commented her concerns regarding
101 both parking and overoccupancy.


102
103  Travis Thompson, living in The Garden neighborhood, expressed support for the proposed
104 parking program.


105
106  Jeremy, living in the Bridgeport Neighborhood, expressed his concerns with the
107 overoccupancy and parking situation and relayed a situation in which he had almost stuck a child
108 with his vehicle and urged the council to work on the issue and supported the parking permit
109 program.


110
111
112 **7. PUBLIC HEARING**


113
114  **Motion:** COUNCILMEMBER NAIR MOVED TO ENTER A PUBLIC HEARING AT
115 6:10PM. COUNCILMEMBER HOLDAWAY SECONDED. COUNCILMEMBERS NAIR,
116 LAURET, HOLDAWAY, WOOD, AND MCCUMBER VOTED IN FAVOR. THE MOTION
117 PASSED UNANIMOUSLY.

118
119  Senior Planner Cache Hancey presented on Intermountain Health and The Forge's proposed
120 amendments to their respective development agreements.


121  The council had questions regarding changes in the development agreement for the Forge,
122 specifically regarding the regionally significant anchor. The council heard from Jason Head, with
123 Six Ridge Partners, regarding their current attempts at bringing in an anchor business. A
124 discussion with the council ensued.

125
126  Mr. Hancey continued his presentation.


127
128  The council had questions for staff regarding impact fees and clarifications on sales tax
129 collection. The council heard from Ryan Wallace with Intermountain Health. The council asked
130 staff for clarification on the agreement and the timeline for development of the property.

131
132  Kim Cornelius, living in The Villas subdivision, asked for a summary of what the parking
133 requirements would be. There was a discussion on the issue with council, Mr. Head, and staff.


134

135  Tyler Haroldsen, expressed concern over proposed development near 800 North and asked
136 that future driveways not exit out into that road.


137

138  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO CLOSE THE PUBLIC
139 HEARING AT 6:32PM. COUNCILMEMBER MCCUMBER SECONDED.
140 COUNCILMEMBERS NAIR, LAURET, HOLDAWAY, WOOD, AND MCCUMBER VOTED
141 IN FAVOR. THE MOTION PASSED UNANIMOUSLY.

142

143  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO APPROVE THE
144 AMENDMENTS TO THE INTERMOUNTAIN HEALTH DEVELOPMENT AGREEMENT
145 AS PRESENTED. COUNCILMEMBER MCCUMBER SECONDED. COUNCILMEMBERS
146 NAIR, LAURET, HOLDAWAY, WOOD, AND MCCUMBER VOTED IN FAVOR. THE
147 MOTION PASSED UNANIMOUSLY.

148

149  **Motion:** COUNCILMEMBER MCCUMBER MOVED TO APROVE THE
150 AMENDMENTS TO THE FORGE DEVELOPMENT AGREEMENT AS PRESENTED.
151 COUNCILMEMBER NAIR SECONDED. COUNCILMEMBERS NAIR, WOOD, AND
152 MCCUMBER VOTED IN FAVOR. COUNCILMEBERS LAURET AND HOLDAWAY
153 VOTED AGAINST. THE MOTION PASSED WITH A VOTE OF THREE (3) TO TWO (2)

154

155 **7.1. Public Hearing: The Forge Development Agreement Amendment**

156

157 **7.2. Public Hearing: Intermountain Health Development Agreement**

158

159 **8. CONSENT ITEMS**

160 **8.1. Approval of the February 12th 2026, City Council Special Session Meeting**
161 **Minutes**

162 **8.2. Approval of the March 3rd, 2026 City Council Work Session Meeting Minutes**

163 **8.3. Adopting the Municipal Waste Water Planning Program (MAWPP) Survey**
164 **(Resolution 2026-14)**


165 **8.4. Amending the Redevelopment Agency (RDA) Audit Agreement with CPA**
166 **Insight Solutions (Resolution 2026-15)**

167 **8.5. Public Safety Impact Fee (Resolution 2026-17)**


168 A resolution granting the Mayor or their designee to enter into a contract with Zion
169 Public Finance to conduct an Public Safety Impact Fee Study and Analysis

170 **8.6. Public Parking**


171

172  **Motion:** COUNCILMEMBER LAURET MOVED TO APPROVE CONSENT ITEMS 8.1
173 THROUGH 8.5 AS PRESENTED. COUNCILMEMBER MCCUMBER SECONDED. THE
174 ROLL CALL WAS AS FOLLOWS: COUNCILMEMBER NAIR, WOOD, LAURET,
175 HOLDAWAY AND MCCUMBER VOTED IN FAVOR. THE MOTION PASSED
176 UNANIMOUSLY.

177

178  The council commented on the current parking situation. They expressed their own
179 frustrations and concerns regarding it.


180

181  Ms. Manheart expressed her disappointment with the idea of increased enforcement, stating
182 that ticketing would not be effective enough to make an improvement.


183

184  Mr. Gordillo commented on the neighborhoods lack of attendance on a proposed meeting
185 with council.


186

187  Mr. Francis also commented on the proposed meeting with councilmembers and what
188


188

189  Ms. Reid spoke on the meeting with Bridgeport and asked for further details on how a
190 meeting had been scheduled and who was in charge of communicating that with residents.

191

192  Councilmember Holdaway asked to reschedule the meetings with the various neighborhoods
193 and discussed it with residents from those areas. .


194

195  Councilmember Nair, commented on his support for Operation Neighborhood Shield as well
196 as for the proposed parking permit program. A discussion ensued.

197

198  A resident from the Bridgeport neighborhood offered to represent the neighborhood in
199 discussions regarding parking issues.

200

201  Ms. Norton asked the council to decide on a specific platform so that information came from
202 one source.


203

204  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO HAVE THE COUNCIL MEET
205 WITH MEMBERS OF SEVERAL NEIGHBORHOODS TO COORDINATE A LARGER
206 MEETING TO BE HELD LATER IN THE WEEK IN WHICH THE COUNCIL WOULD
207 FACILITATE A BROADER CONVERSATION REGARDING OVER OCCUPANCY AND
208 PARKING ISSUES.


209

210  Mayor Stratton recessed the meeting at 8:16pm.

211

212  Meeting came back into session at 8:23pm

213

214  **Motion:** COUNCILMEMBER LAURET MOVED TO CONTINUE ITEM 8.6 TO THE
215 NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING. COUNCILMEMBER
216 MCCUMBER SECONDED. COUNCILMEMBERS NAIR, LAURET, MCCUMBER AND
217 WOOD VOTED IN FAVOR. COUNCILMEMBER HOLDAWAY WAS NOT IN


218 ATTENDANCE DURING THE VOTE. THE MOTION PASSED UNANIMOUSLY.

219


220 **9. APPOINTMENTS/REMOVALS**

221 **9.1. Planning Commission Appointments**


222

223  Mayor Stratton presented his recommendation of Vineyard resident Daria Evans to serve on
224 the planning commission.

225

226  **Motion:** COUNCILMEMBER NAIR MOVED TO APPROVE THE APPOINTMENT OF
227 DARIA EVANS TO THE PLANNING COMMISSION. COUNCILMEMBER LAURET
228 SECONDED. COUNCILMEMBERS NAIR, LAURET, MCCUMBER AND WOOD VOTED
229 IN FAVOR. COUNCILMEMBER HOLDAWAY WAS NOT IN ATTENDANCE DURING
230 THE VOTE. THE MOTION PASSED UNANIMOUSLY.

231


232  Deputy Recorder Tony Lara administered the oath of office to Daria Evans and the council
233 welcomed her to the planning commission.

234

235 **10. BUSINESS ITEMS**

236 **10.1. Amending The Travel Policy**

237


238  **Motion:** COUNCILMEMBER MCCUMBER MOVED TO ADOPT RESOLUTION 2026-
239 18 ADOPTING A TRAVEL AND REIMBURSEMENT POLICY WITH THE PREVIOUS
240 EDITS AND CLARIFICATIONS THAT WERE MADE DURING THE PREVIOUS CITY
241 COUNCIL MEETING. COUNCILMEMBER NAIR SECONDED. THE ROLL CALL WAS AS
242 FOLLOWS: COUNCILMEMBERS NAIR, LAURET, MCCUMBER AND WOOD VOTED IN
243 FAVOR. COUNCILMEMBER HOLDAWAY WAS NOT IN ATTENDANCE DURING THE
244 VOTE. THE MOTION PASSED UNANIMOUSLY.

245


246 **10.2. ARCH Commission RAP Tax Grant Awards (Resolution 2026-06)**

247

248

249  Parks and Recreation Director Brian Vawdrey presented the updated recommendations from
250 ARCH Commission. The council discussed the amended suggestions.


251


252  **Motion:** COUNCILMEMBER NAIR MOVED TO ADOPT RESOLUTION 2026-06 WITH
253 THE RECOMMENDED ADJUSTMENTS AND MOVING \$130.00 FROM THE FRIENDS OF
254 VINEYARD LIBRARY TO THE UTAH VALLEY SYMPHONY. COUNCILMEMBER
255 MCCUMBER SECONDED. THE ROLL CALL WAS AS FOLLOWS: COUNCILMEMBERS
256 NAIR, LAURET, MCCUMBER AND WOOD VOTED IN FAVOR. COUNCILMEMBER
257 HOLDAWAY WAS NOT IN ATTENDANCE DURING THE VOTE. THE MOTION PASSED
258 UNANIMOUSLY.

259

260 **10.3. Creation of an Event Committee and Authorization For The Committee 261 To Establish A Nonprofit Organization.**

262

263  Administrative Director David Kyle presented the proposed committee and
264 corresponding non-profit. He answered questions from council regarding the make-up and
265 funding of the committee.
266

267  **Motion:** COUNCILMEMBER NAIR MOVED TO CONTINUE THE ITEM TO THE
268 SPECIAL SESSION COUNCIL MEETING TO BE HELD ON MARCH 31.
269 COUNCILMEMBER MCCUMBER SECONDED. COUNCILMEMBERS NAIR,
270 LAURET, MCCUMBER AND WOOD VOTED IN FAVOR. COUNCILMEMBER
271 HOLDAWAY WAS NOT IN ATTENDANCE DURING THE VOTE. THE MOTION
272 PASSED UNANIMOUSLY.
273

274
275 **11. ADJOURNMENT**

276
277 The meeting adjourned at 8:45pm
278

279
280
281 **MINUTES APPROVED ON:** _____



282
283
284 **CERTIFIED CORRECT BY:**  _____
285 **TONY LARA, DEPUTY CITY RECORDER**
286
287



**NOTICE OF A REGULAR
CITY COUNCIL MEETING
April 14, 2026, at 6:00 PM**

Present

- Mayor Zack Stratton
- Council Member Jacob Holdaway
- Council Member David Lauret
- Council Member Parker McCumber
- Council Member Ezra Nair
- Council Member Jacob Wood

Staff Present: Administrative Director David Herring; Chief Deputy Holden Rockwell of the Utah County Sheriff’s Office; Redevelopment Agency Director Josh Daniels; Public Works Director Naseem Ghandour; Building Official Cris Johnson; Deputy City Recorder Tony Lara; and City Recorder Robin Bond.

Attending Remotely: City Attorney Jesse Riddle


Others Speaking: Vineyard Residents Daria Evans, and David Pearce, Utah City representatives Pete Evans and Nate Hutchinson.

Also Attending: Terry Ewing, Emmeline McCumber, Henry McCumber, Trinity Ewing, Jane Pearce, Kim Cornelius, Karen Cornelius, Keith Holdaway, and others whose names were illegible or who did not sign in.

AGENDA

Presiding Mayor Zack Stratton

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

 Mayor Stratton called the meeting to order at 6:04 pm. He asked Terry Ewing to give the prayer. He gave the pledge and thought. He asked Council to be judicious in putting items on the agenda.

2. WORK SESSION

 Discuss Safety Improvement and Compromise for 400 S and Geneva Road to Main Street

Council Member Jacob Holdaway expressed concerns regarding safety in the area, specifically related to roadway alignment, parking availability, and access points. He recommended relocating

43 certain entrances and creating more clearly defined roadways to improve traffic safety and
44 circulation.


45 Council Member Holdaway discussed the need for additional parking, particularly near the 400
46 South Park area, noting that existing parking, including nearby Stake Center parking, is frequently at
47 capacity. He suggested exploring parallel parking along Geneva Road as a potential means to
48 increase parking availability.

49 He noted that Vineyard City owns approximately 10 acres in the area and discussed right-of-way
50 considerations, indicating a preference for maintaining a consistent 65-foot right-of-way where
51 feasible. He identified infrastructure gaps, including the termination of the bike path near the park,
52 conflicts between vehicles and cyclists, and pedestrian congestion on sidewalks. He emphasized the
53 importance of safe and equitable access for all users.

54 Two potential roadway concepts were presented for consideration: a wider roadway accommodating
55 a continuous bike lane, or a narrower roadway without a bike path. Council Member Holdaway
56 requested that the Council consider future improvements and the possible adoption of a resolution to
57 implement the proposed road alignments.

58 **Public comment.**

59 Mr. Holdaway stated that his intent was to improve safety along the roadway and noted they have
60 not discussed litigation with City officials. He expressed concern that existing bike lanes are
61 underutilized, particularly near the Stake Center, and indicated that children often ride on the
62 sidewalk instead due to safety concerns. The resident suggested removing the current bike lanes and
63 reallocating the space to create a wider, shared-use trail on one side of the road, citing similar trail
64 designs in other areas. He expressed support for trail systems and encouraged the City to pursue
65 practical, safety-focused solutions.

66  Mayor Stratton stated he was in negotiations with Orem. They were working on an interlocal
67 agreement. He asked that the council focus on what they could change.

68

69 Council Member Holdaway suggested that the fields not be booked for two events.

70 Council Member Nair stated that Vineyard had no say in programming for the park; Orem City
71 handled programming.

72 Council Member McCumber commented on lowering the budget. He stated that an expensive
73 infrastructure project doesn't align with council goals.

74 Council Member Lauret commented on making the road uniform and emergency vehicle use.

75 Council Member Holdaway presented the Bollard Solution for the bike path.

76 Council Member Nair asked for maps to clarify the proposed project.

77 Council Member Holdaway stated the Bollards were the least expensive and quickest solution.

78

79 Mayor Stratton asked for a Mayor Pro Tem.

80

81 Council Member McCumber stated that the City Attorney, Jesse Riddle, had sent a letter to Council
82 members stating that he did not feel the agenda items were urgent. Council Member McCumber
83 would like a continuance on the agenda items.

84
85 Council Member Lauret would like to discuss Resolution 2026-23. He was willing to continue the
86 rest to the work meeting.

87
88 Council Member Nair wished to continue all agenda items. He would like staff input on data
89 concerning the resolutions.

90
91 Council would like to invite the planning and building departments to provide guidance.

92
93 Mayor Statton would like the items moved to the work session before a vote was taken.

94
95 **Motion:** Council Member Nair motioned to continue all items, 5.1 through 6.1 to next week's
96 meeting. Mayor asked for a second. Discussion ensued. Council Member Nair revised his motion.

97
98 **Motion:** Council Member Nair motioned to continue items 5.1, 5.3, 5.4, 5.5, 5.6, 5.7, and 6.1 to a
99 work meeting.

100 **Second:** Council Member Wood.

101 **Yes:** Council Members, Holdaway, Lauret, McCumber, Nair, and Wood.

102 **No:** None.

103 **Motion passed 5-0.**

104
105 Mayor Stratton called for a Mayor Pro Tem. He had another commitment to attend.

106
107 **Motion:** Council Member Nair motioned, in honor of Council Member McCumber's new son, that
108 Council Member Parker McCumber should be Mayor Pro Tem.

109 **Second:** Council Member Wood.

110 **Yes:** Council Members, Holdaway, Lauret, McCumber, Nair, and Wood.

111 **No:** None.

112 **Motion passed 5-0.**

113 Council Member Lauret clarified that the Vineyard Redevelopment Agency (RDA) intends to honor
114 all existing contracts, agreements, and vested property rights, and that any proposed resolutions
115 would apply only to new or renegotiated agreements where no such obligations currently exist. The
116 Council Member emphasized the City's commitment to transparency and outlined the typical
117 legislative process, including work sessions, public input, and subsequent consideration for adoption.
118 Due to perceived time-sensitive deadlines, the items were initially advanced; however, upon further
119 review, it was determined that most could be delayed without significant impact. The Council agreed
120 to continue most items to allow for additional review and public input, while proceeding with one
121 time-sensitive resolution to establish a framework for future actions.

122 3. PUBLIC COMMENTS

123 "Public Comments" is defined as time set aside for citizens to express their views for
124 items not on the agenda. During a period designated for public comment, the mayor or chair
125 may allot each speaker a maximum amount of time to present their comments, subject to
126 extension by the mayor or by a majority vote of the council. Speakers offering duplicate
127 comments may be limited. *Public comments can be submitted ahead of time to*

128 *tonyl@vineyardutah.gov.*

129

130 **Karen Cornelius Fellows** expressed concern for emergency vehicles having access on Vineyard
131 loop going west and turning off Main Street heading South. She also asked for clarification on
132 deadlines for agenda item 5.2. Her concern was that important deadlines were being missed.

133

134 **Daria Evans**, Villas. She thanked Monica Wing for her efficient help with a resident billing issue.
135 She said Vineyard has great staff! She appreciated that Council Member Lauret clarified her other
136 questions on whether old agreements would be upheld. She asked about the Planning Commission
137 being involved with the agenda items in the future. She wanted both the Planning Commission and
138 the Planning Department to be involved.

139

140 **David Pierce**, was concerned that there was no work session on the agenda items and that staff was
141 not involved in the issue. He felt major agenda items should go through a work session to inform
142 people about the issues.

143

144 He had questions about 400 S. From Holdaway Road to the west. He needed clarification on whether
145 the southern side stayed the same and the northern side changed. Council Member Jacob Holaway
146 said 400 S to Holdaway Road would have to be changed to a 65' road. He wanted East and West to
147 align.

148

149 **Pete Evans**, Utah City Development, was concerned about the strategic note in the resolution
150 materials. He did not like the term "countermeasures" against State law and felt that the statements
151 targeted Utah City.

152

153 Council Member Lauret said that language was removed. Council Member McCumber stated that
154 they were reviewing and rewriting the resolutions. He wanted the Council and RDA Board to retain
155 as much control as possible.


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157 Mr. Evans said a submitted application should be judged by the rules at the time it was submitted.

158

159 Council stated that the current documents attached to the agenda were a draft and not the final
160 documents. Council Member Nair stated that he did not write any of the resolutions. A collaboration
161 of citizens and some council Members were drafting the resolutions.

162

163  Council Member Holdaway reiterated that the council was not here to take away any rights that
164 were already awarded.

165 **Nate Hutchinson**, with Utah City, felt attacked by these resolutions. He commented on past
166 negotiations with the School District and Utah City, noting that property acquisition was influenced
167 by the RDA. The speaker expressed concern regarding reimbursement obligations related to RDA
168 funds and the City's fulfillment of those commitments. They emphasized a desire for collaboration
169 among the City, developers, and businesses, and encouraged efforts to accelerate improvements on
170 the east side. The speaker also noted that increased sales tax revenue could help reduce property
171 taxes.

172 The Public Comment session was closed by the Mayor Pro Tem.

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Mayor Pro Tem McCumber talked about SB-284 and the ambiguity they wanted to resolve.

4. MAYOR AND COUNCIL MEMBERS' REPORTS/DISCLOSURES/RECUSALS

5. BUSINESS ITEMS

5.1. Discuss SB-284 and Resolution Pack

5.2. Adopt Resolution 2026-23 to Establish a Complete Land Use Application and Applicant Vesting Control Policy.

Council Discussion Summary

Council Member Lauret stated that all existing development arrangements would remain in effect, and that any new development proposals would be required to come before the City Council. He emphasized that the proposed resolution was time-sensitive and noted the need for a document that would bind the Council, explaining that much of the content already exists within the zoning code, though some provisions may require further strengthening. He raised questions regarding requirements for a complete application package, the potential need for development agreements, and whether sufficient requirements are currently established within the Planning Department.

Mayor Pro Tem McCumber stated that the resolution helped define oversight, prevent vesting under minimal standards, and clarify the required process, including language addressing completed applications. He described the proposal as an interim policy to remain in effect until permanent regulatory updates are adopted. He questioned whether the resolution duplicated existing code and expressed concern about acting out of fear rather than necessity.

Council Member Wood felt an Ordinance would be a stronger choice than a resolution.

Ezra Nair expressed concern regarding the authorship and recommendation of the document and indicated that the language required improvement. He would like to see staff reports documenting the authorship of a document and who was giving the recommendations with supporting data. He stated that vested rights apply as of the time of application and questioned whether the resolution would impact any current applicants. He raised concerns regarding provisions in Part 2 and Part 4 and stated that the interim application process was not ready. He recommended staff consultation and review, as well as legal review to ensure litigation concerns were addressed and that the City Attorney was comfortable with the document's legality. City Attorney Riddle indicated a preference to keep the process internal to maintain greater control over City documents.

Mayor Pro Tem McCumber noted that the document should clearly apply prospectively only. He expressed a desire for all Council Members to provide input and acknowledged that all resolutions must be vetted and approved by the City Attorney. He cautioned against moving too quickly, overtaxing staff, and stated that while meeting a May 6 deadline was feasible, it would require close coordination between Council and staff.

211 City Attorney Riddle stated that there was no urgency requiring immediate adoption of the
212 resolutions. Mayor Pro Tem McCumber asked whether proposed resolutions could be forwarded to
213 staff for collaborative rewriting, referencing procedures that have been successful in prior code
214 revisions. The Council agreed.

215 **Motion:** Council Member Wood motioned to move Agenda item 5.2 to the next meeting.

216 **Seconded:** David Lauret

217 **No:** None

218 **Yes:** Council Members Holdaway, Lauret, McCumber, Nair, and Wood.

219 **Motion Passed 5-0**

220

221 **5.3. Adopt Resolution 2026-24 to Establish a Mandatory Development Agreement**
222 **Policy for Large-scale, Master-planned, and Phased Development Projects**

223 Moved to the next work session.

224

225 **5.4. Adopt Resolution 2026-25 to Establish an Infrastructure Phasing, Public**
226 **Improvement Sequencing, and City Acceptance Policy Tying Certificate-of-**
227 **Occupancy and Reimbursement Rights to Objective Milestones**

228 Moved to the next work session.

229

230 **5.5. Adopt Resolution 2026-26 to Establish a Utility Capacity Verification and Water**
231 **Service Findings Policy; Adopting Standards for same**

232 Moved to the next work session.

233

234 **5.6. Adopt Resolution 2026-27 to Establish an Independent Appeal Authority and**
235 **Administrative Record Policy, Direct a Zoning Text Audit and Precision**
236 **Definitions Program, and Direct the Preparation of Implementing Ordinances**

237 Moved to the next work session.

238

239 **5.7. Adopt Resolution 2026-28 to Establish an Approval Policy for Commercial**
240 **Lodging Structure Height, Story Count, and Building Envelope**

241 Moved to the next work session.

242

243 The Mayor Pro Temp McCumber adjourned the regular City Council Meeting and convened as the
244 RDA (Vineyard Redevelopment Agency) session at 8:09 pm on April 14, 2026.

245

246 **6. ADJOURN AS THE CITY COUNCIL AND CONVENE AS THE VINEYARD**
247 **REDEVELOPMENT AGENCY**

248 **6.1. Adopt Resolution 2026-01 to Establish Mandatory Fiscal Impact Findings for all**
249 **Financial Participation from various Public Finance Activities within the**
250 **Vineyard/Geneva Redevelopment Project Area**

251 Moved to the next meeting.

252 The RDA Director Josh Daniels, provided an overview of the City's reimbursement agreements with
253 development partners, including Flagship. He explained that under existing agreements, the

254 developers front costs for infrastructure and environmental remediation, which are reimbursed by the
255 RDA after tax increment funds are received from the County.

256 RDA Staff reported:

- 257 • County tax increment funds are typically received in February.
- 258 • Annual reimbursement payments are generally issued during the first quarter or spring.
- 259 • Specific payment timing varies by contract.
- 260 • Environmental remediation reimbursements fluctuate based on work completed and expenses
261 incurred.

262 Council acknowledged that a significant amount of reimbursement payments are outstanding at this
263 time, noting this is consistent with the annual payment cycle. Council emphasized the importance of
264 maintaining strong relationships with development partners and issuing reimbursements in a timely
265 manner.

266 Council discussed recent audit findings that identified the need for improved internal procedures and
267 financial controls. Corrective actions were underway.

268 Council requested:

- 269 • Continued coordination with the RDA auditor,
- 270 • Additional discussion with the auditor regarding best practices, contractual obligations, and
271 staffing needs,
- 272 • That the auditor be invited to participate in an upcoming work session.

273 Council discussed options for additional staffing or advisory support to assist with RDA financial
274 oversight and audit preparation. Topics discussed included:

- 275 • Hiring city staff dedicated to RDA functions versus engaging independent contractors;
- 276 • Use of RDA administrative funds to support staffing;
- 277 • Distinction between administrative authority and legislative action;
- 278 • The need for transparency and public process in staffing decisions.

279 Council members stated that no formal vote has been taken on the structure, number, or type of staff
280 or advisors. They wanted staffing decisions of this nature to be discussed in a public meeting and, if
281 appropriate, acted on by the legislative body or the RDA Board.

282 Direction Provided:

- 283 • Schedule a future work session to discuss staffing structure and audit support in detail;
- 284 • Invite the RDA auditor to provide written or verbal recommendations;
- 285 • Include the Mayor in the discussion regarding preferred administrative or legislative process;
- 286 • Consider noticing the item for possible formal action, including reconvening as the RDA
287 Board.

288 Mr. Daniels advised that there may be sufficient administrative capacity within the current fiscal
289 year to support additional financial or accounting assistance, subject to Council direction.

290 Council requested that at a future work session RDA staff present current RDA budget status,
291 expenditures by category, staffing levels and recent changes, and projected impacts of proposed
292 staffing or advisory support.

293 **Public Comment**

294 **Nate Hutchinson** expressed willingness to collaborate with the Council on prioritizing future RDA
295 expenditures, including environmental cleanup and infrastructure projects. He noted prior councils
296 engaged in regular coordination meetings and emphasized the importance of timely reimbursement
297 payments.

298
299 **David Pierce** emphasized that any individual hired or contracted to assist with RDA matters should
300 have qualifications and experience in government finance, land use, or redevelopment financing.

301 Council members reiterated their desire to:

- 302 • Maintain transparency,
- 303 • Ensure compliance with best practices,
- 304 • Avoid perceptions of favoritism in hiring or contracting,
- 305 • Move forward with a clear and public process.

306 Council Member Nair thanked Utah City for being patient with the City.

307

308 **7. ADJOURNMENT**

309 **Motion:** Council Member Lauret motioned to adjourn.

310 **Seconded:** Council Member Holdaway

311

312 The meeting adjourned at 8:31 pm.



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: April 28, 2026
Agenda Item: Update to Concessions Code
Department: Parks & Recreation
Presenter: Brian Vawdrey

Background/Discussion:

Vineyard City contracts with a semi-permanent Concessionaire and various Food Trucks each year to sell Concessions at Vineyard City Parks. Vineyard City Staff recommends that City Council approve for just one Food truck and one semi-permanent concessionaire to sell per approved park on weekdays and two Food trucks (one serving mainly desserts) and one semi-permanent concessionaire to sell per approved park on weekends. In addition, staff recommends that City Council approve for Concessionaires to pay seasonally, instead of monthly. This can help reduce unnecessary admin work for staff and obtain commitment by season instead of by month for Concessionaires.

Fiscal Impact:

N/A

Recommendation:

Vineyard City Staff recommends that City Council approve for just one Food truck and one semi-permanent concessionaire to sell per approved park on weekdays and two Food trucks (one serving mainly desserts) and one semi-permanent concessionaire to sell per approved park on weekends. In addition, staff recommends that City Council approve for Concessionaires to pay seasonally, instead of monthly. This can help reduce unnecessary admin work for staff and obtain commitment by season instead of by month for Concessionaires.

Sample Motion:

"I move to approve the Vineyard City Staff's proposed updates to the Vineyard City Concessions Code."

Attachments:

1. Concessions Code Update

13.12.130 Concessions

1. CONCESSIONAIRE Permit Required. No person, firm, corporation, or organization shall sell or offer for sale any food, beverage, or other item in any city-owned park without first having obtained a CONCESSIONAIRE Permit from the Vineyard Parks & Recreation Department, a valid signed contract agreement by the Vineyard Parks and Recreation Director, and all other required licenses pertaining to the selling of concessions.
2. Procedure for approval. Any person, firm, corporation, or organization desiring to sell concessions at a Vineyard City-owned park shall adhere to the city's concession policy and submit an application online through the city's website.
3. Background Check. As a condition of operating at City-sponsored youth activities or facilities where minors are present (including but not limited to youth programs or the splash pad), CONCESSIONAIRES are required to complete sex offender registry checks for all employees, staff, or volunteers age 18 and older who may have direct or ongoing contact with minors while selling concessions. Registry checks must include both the Utah Sex and Kidnap Offender Registry and the National Sex Offender Public Website. Any individual identified on either registry is not permitted to participate.
4. Limitations. CONCESSIONAIRE shall only be permitted to sell concessions at Vineyard Grove Park, Gammon Park, and/or Sunset Beach Park, as identified on the CONCESSIONAIRE'S Permit. The Vineyard Parks & Recreation Director shall not issue more than one Food Truck and one semi-permanent trailer/kiosk/food stand contract agreement for weekdays and no more than two food trucks (one of which selling mainly desserts) and one semi-permanent trailer/kiosk/food stand contract agreement for weekends to sell concessions simultaneous on non-event days per park at any given Vineyard City Park-. Concessions shall only be sold at the designated park(s) identified on the Concessionaire's approved Concessionaire Permit.
 1. No CONCESSIONAIRE shall sell anything that is not approved on the menu by Vineyard's Parks & Recreation Director. No CONCESSIONAIRE shall sell concessions beyond normal hours of operation (specified in the CONCESSIONAIRE'S approved Concessionaire Permit).
 2. No CONCESSIONAIRE shall erect, install, operate, nor cause or permit to be erected, any sign, except as is professionally attached and displayed on the concessionaire's vehicle(s), and one A-Frame placed within the

Concessionaire's Designated parking area, without obtaining the specific written consent of Vineyard's Parks and Recreation Director. Vineyard's Parks and Recreation Director shall have the exclusive right to determine if, what, when, and where signs will be permitted.

3. Each concessionaire shall only sell concessions in the designated area(s).
5. Prohibited Campaigning and Fundraising Activities. No person, group, organization, campaign, candidate, officeholder, political committee, nonprofit, or other entity shall conduct, sponsor, or permit any campaign activity, fundraising activity, promotional activity, or giveaway that directly competes with a CONCESSIONAIRE'S approved menu items, including but not limited to giving away, selling, or distributing food, beverages, or similar items that the CONCESSIONAIRE is authorized to sell (e.g., distributing free ice cream when the CONCESSIONAIRE sells ice cream). Such activities are prohibited in all City-owned parks and facilities where a CONCESSIONAIRE is authorized to operate, unless expressly authorized in writing by the Vineyard Parks & Recreation Director. This restriction applies regardless of whether the competing item is provided for free, at a reduced cost, or as part of a campaign, political event, fundraiser, or promotional activity.
6. Fees. Each seasonal food truck and semi-permanent trailer/kiosk concessionaires shall pay fees ~~seasonally~~monthly as outlined in the Vineyard City Consolidated Fee Schedule to Vineyard City.
7. Insurance. Each concessionaire shall provide a valid document of minimum insurance requirements as designated by Vineyard City.
8. Penalty. Violation of any provision of this chapter shall be a class C misdemeanor.

HISTORY

Amended by Ord. [2025-06](#) on 6/11/2025

Amended by Ord. [2025-17](#) on 11/12/2025