



## **AMENDED AGENDA**

### **CITY COUNCIL MEETING OF THE CITY OF CEDAR HILLS Tuesday, March 17, 2020 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a **City Council Meeting on Tuesday, March 17, 2020, beginning at 7:00 p.m.** at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting, and anyone is invited to attend.

#### **COUNCIL MEETING**

1. Call to Order Pledge led by C. Smith and Invocation given by Mayor Rees
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

CONSENT AGENDA (Consent items are only those which require no further discussion or are routine in nature. All items on the Consent Agenda are adopted by a single motion)

4. Approval on Correction of the Minutes from December 3, 2019 City Council Meeting: correction to read "Cedar Ridge Elementary School"

#### **CITY REPORTS AND BUSINESS**

5. City Manager
6. Mayor and Council

#### **SCHEDULED ITEMS & PUBLIC HEARINGS**

7. Review/Action and Public Hearing on Preliminary Plan approval for the Rhinehart Subdivision Plat B, located at approximately 10040 North & 4800 West in the SC-1 Commercial Zone
8. Review/Action on amending the City's Mileage Reimbursement Policy
9. Review/Action on Smart Irrigation Controller Policy
10. Discussion on Fiscal Year 2021 Budget
11. Review/Action on a Resolution approving the 2019 Municipal Wastewater Planning Program
12. Review/Action on a Resolution dissolving the Cultural Arts Citizens Advisory Committee
13. Review/Action on a Resolution amending the Duties, Membership and Term of Office of the Family Festival Citizens Advisory Committee

#### **ADJOURNMENT**

14. Adjourn

Posted this 16th day of March, 2020

/s/ Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the city website at [www.cedarhills.org](http://www.cedarhills.org).
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting.
- An Executive Session may be called to order pursuant to Utah State Code 52-4-204 & 52-4-205.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.



# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | 3/17/2020                      |

## City Council Agenda Item

|   |   |
|---|---|
| <b>SUBJECT:</b>   | Review/Recommendation and PUBLIC HEARING on the Preliminary Plans for the Rhinehart Subdivision, Located at Approximately 10040 N 4800 W in the SC-1 Commercial Zone. |
| <b>APPLICANT PRESENTATION:</b>  | N/A   |
| <b>STAFF PRESENTATION:</b>  | Chandler Goodwin, City Manager  |
| <b>BACKGROUND AND FINDINGS:</b><br>The owner of this parcel is seeking to subdivide for future development. No buildings or structures are planned at this time. The current proposal is to divide the undeveloped portion of the land from the developed portion (Hart's Gas Station) in order to sell or lease to a future buyer. The subdivision would create a new lot that is about two acres in size. Frontage improvements have been installed as part of the development of the Cedar Canyon Subdivision and the Gateway Subdivision. As such, these costs will need to be reimbursed as part of any future project. The only public improvements that would be required are the sidewalk improvements along North County Blvd. Because no utility improvements are being proposed, there are no engineered drawings to review. Staff has requested the submission of a detail sheet showing the installation of the sidewalk along North County Blvd |   |
| <b>PREVIOUS LEGISLATIVE ACTION:</b><br>Planning Commission gave conceptual approval, and preliminary recommendation in the February 2020 meeting.   |   |
| <b>FISCAL IMPACT:</b><br>N/A  |   |
| <b>SUPPORTING DOCUMENTS:</b><br>Proposed Plat, Sidewalk Plan  |   |
| <b>RECOMMENDATION:</b><br>Staff recommends that the Council review the proposal and make any necessary changes or conditions for adoption   |   |
| <b>MOTION:</b><br>To approve/not approve the preliminary plan for the Rhinehart Subdivision as presented, subject to the following conditions: {LIST ANY NECESSARY CONDITIONS FOR APPROVAL}.  |   |







# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | 3/17/2020                      |

## City Council Agenda Item

|  |   |
|--|---|
| <b>SUBJECT:</b>  | Review/Action on Amending the City's Mileage Reimbursement Policy |
| <b>APPLICANT PRESENTATION:</b>   | N/A   |
| <b>STAFF PRESENTATION:</b>   | Chandler Goodwin, City Manager                                    |
| <b>BACKGROUND AND FINDINGS:</b>  |   |
| <p>Staff is proposing an amendment to the City's travel reimbursement policy in an effort to reduce the amount owed in the event that an employee elects to travel with a personal vehicle to a conference. The previous policy paid individuals the IRS mileage reimbursement rate regardless of whether there was a City vehicle available for use. The new policy allows for an employee to be reimbursed for using a personal vehicle when a City vehicle is not available, but only up to the point at which the reimbursement is equal to the cost of roundtrip airfare to the destination. If an employee elects to use a personal vehicle when a City vehicle is available, the mileage reimbursement rate is reduced to the GSA rate of \$.17 per mile up to the cost equal to that of roundtrip airfare.</p> |   |
| <b>PREVIOUS LEGISLATIVE ACTION:</b>  |   |
| N/A  |   |
| <b>FISCAL IMPACT:</b>  |   |
| Savings in education and training budget line items.   |   |
| <b>SUPPORTING DOCUMENTS:</b>   |   |
| Proposed draft policy  |   |
| <b>RECOMMENDATION:</b>   |   |
| Staff recommends the council approve the proposed policy and make any necessary modifications.   |   |
| <b>MOTION:</b>   |   |
| To approve/not approve an amendment to the City's Policies and Procedures Manual related to travel reimbursement, subject to the following modifications: {LIST ANY CHANGES}.  |   |

## SECTION 16: REIMBURSABLE EXPENSES

### 3. TRAVEL POLICY.

- A. All travel outside of the City of Cedar Hills limits during the City of Cedar Hills work hours shall be authorized by the City Manager, or designee
- B. Travel for legitimate City of Cedar Hills purposes in City of Cedar Hills vehicles may be authorized when the use of the vehicle does not detract from the operational needs of the City. Overnight use of the City of Cedar Hills vehicles for travel purposes shall be authorized by the City Manager. A Travel Authorization Form (see City of Cedar Hills Form #40, or equivalent, for details)
- C. If travel is outside the range of service of the City of Cedar Hills repair shop, travel costs in conjunction with the use of City of Cedar Hills vehicles shall be paid by the employee with receipts being kept for reimbursements.
- D. All hotel (or other sleeping accommodations) and airplane (or other travel accommodations) shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, the City of Cedar Hills shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations, airline and ground transportation shall be turned into the City of Cedar Hills by the employee as a verification of attendance no matter what the form of payment. If airline service is available to the conference and the individual elects to drive, the mileage reimbursement shall not exceed the cost of the lowest airfare. If an employee elects to use his or her own vehicle when another form of transportation is prescribed by the City, the City will not cover the employee's vehicle for property damage insurance.
- E.
  - 1. The City's designated pool car, or other approved Cedar Hills vehicles, shall serve as the primary means of travel for employees attending a training.
  - 2. In the event that the pool car and other designated Cedar Hills vehicles are not available for use, the employee may be authorized to use a personal vehicle, as approved by the City Manager or designee. The

employee shall be reimbursed for mileage to and from the City Offices to the conference location. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions. In no case shall the mileage reimbursement be greater than the cost of roundtrip airfare to the location of the conference. In lieu of reimbursement for mileage and the assignment of City of Cedar Hills vehicles, specific City of Cedar Hills employees may be authorized a monthly travel allowance, according to regulations approved by the City Manager.

3. If an employee chooses to use a personal vehicle when the pool car or another City vehicle is available, the employee shall only be reimbursed at the General Services Administration (GSA) rate of \$.17 (seventeen cents) per mile, as measured from the City Offices to the conference location, round trip; such approvals must be approved beforehand by the City Manager or designee. In no case shall the mileage reimbursement be greater than the cost of roundtrip airfare to the location of the conference.

~~Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the City Manager based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions. In lieu of reimbursement for mileage and the assignment of City of Cedar Hills vehicles, specific City of Cedar Hills employees may be authorized a monthly travel allowance, according to regulations approved by the City Manager.~~



# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | 3/17/2020                      |

City Council  
Agenda Item

|   |   |
|---|---|
| <b>SUBJECT:</b>   | Review/Action on Smart Irrigation Controller Policy |
| <b>APPLICANT PRESENTATION:</b>  | n/a   |
| <b>STAFF PRESENTATION:</b>  | Chandler Goodwin, City Manager                      |
| <b>BACKGROUND AND FINDINGS:</b>   |   |
| <p>The City Council and Mayor have requested that staff evaluate a proposed policy to help conserve water by encouraging the use of smart irrigation controllers. Smart irrigation controllers connect to the internet and are set up to treat different sprinkler zones differently (i.e. gardens are watered differently from sunny grass areas). These controllers also read information from local weather stations and will shut off if it senses that a rainstorm is imminent; conversely, it will water more if it senses that it is hot and dry. The proposed policy would exempt residents who own a smart irrigation controller from the odd/even watering days. These controllers would have to be registered with the City in some manner, such as submitting the model number and a proof of purchase. While it will help conserve small amounts of water, staff does not anticipate that this policy will result in a significant savings in water. Any controller eligible for the exemption from the City's watering restrictions would need to meet the same criteria established by the Utah Water Conservancy Districts smart controller rebate policy and be WaterSense rated by the EPA.</p> |   |
| <b>PREVIOUS LEGISLATIVE ACTION:</b>   |   |
| N/A   |   |
| <b>FISCAL IMPACT:</b>   |   |
| N/A   |   |
| <b>SUPPORTING DOCUMENTS:</b>  |   |
| Proposed smart irrigation controller policy draft   |   |
| <b>RECOMMENDATION:</b>  |   |
| Staff recommends that the council review the proposed policy and make the necessary changes to prepare for adoption and implementation.   |   |
| <b>MOTION:</b>  |   |
| To approve/not approve Resolution _____, adopting an irrigation smart controller policy.  |   |

March 17, 2020

#### CEDAR HILLS SMART IRRIGATION CONTROLLER POLICY

The City of Cedar Hills encourages residential properties to follow water conservation methods throughout the city. Smart Irrigation Controllers are now available to assist residents with water conservation efforts. Weather-based irrigation controllers (WBICs) are a new generation of smart irrigation controllers that use current weather data to properly adapt irrigation schedules.

**WaterSense labeled irrigation controllers (Smart Irrigation Controller), which act like a thermostat for your sprinkler system telling it when to turn on and off, use local weather and landscape conditions to tailor watering schedules to actual conditions on the site, instead of irrigating using a controller with a clock and a preset schedule. WaterSense labeled controllers allow watering schedules to better match plants' water needs. With proper installation, programming and maintenance, homeowners and businesses can use WaterSense labeled controllers instead of standard clock-timer controllers on their existing systems, and no longer worry about wasted water.**

By installing and registering an approved Smart Irrigation Controller with the city, gives an alternative watering option. The weather-based technologies in WaterSense labeled controllers adjust the irrigation system's station run times based on plants' watering needs rather than on a preset, fixed schedule. A WaterSense labeled controller automatically reduces the watering times or days when less water is needed, typically during the cooler months. As outdoor temperatures increase or rainfall decreases, labeled controllers adjust irrigation systems' watering run times or schedule to compensate for the fluctuation. They will automatically alter their irrigation schedules daily or weekly based on site-specific variables, such as soil type, sprinklers' application rate, and local weather changes.

Smart Irrigation Controllers are required to be registered with the city to be qualify for alternative watering schedules. The U.S. Environmental Protection Agency's (EPA's) WaterSense program labels WBICs that have been certified by a third party to meet efficiency and performance criteria detailed in the WaterSense Specification for Weather-Based Irrigation Controllers. WaterSense labeled controllers must be able to adequately meet the watering needs of a landscape without overwatering. WaterSense labeled controllers are third-party certified to ensure that they meet the WaterSense criteria for efficiency and performance.

**In order to register a Smart Irrigation Controller with the City, a resident must show proof of purchase, along with any identifying information unique to that specific Controller, as well as a photo showing installation has been completed.**

The City will continue to implement outdoor watering restrictions for all residential water users. Homes without approved Smart Controller Watering System will continue to follow the current watering schedule:

All house numbers ending in **odd numbers** will be allowed to water **Monday, Wednesday, and Friday**. All house numbers ending in **even numbers** will be allowed to water **Tuesday, Thursday, and Saturday**. Additionally, spot watering with a hose is allowed on Sundays. **Homes with a Smart Irrigation Controller shall be exempt from these watering restrictions.**

Restrictions will be enforced with a warning for the first violation, a \$50 fine for the second violation, and a \$200 fine for the third and subsequent violations.

Commercial, church, park, and golf properties may be on different schedules, including daytime watering, to offset water demand. **These proposed schedules shall be submitted and approved by the City.**

For more information or a list of WaterSense labeled products, visit [www.epa.gov/watersense](http://www.epa.gov/watersense).

We appreciate the continued efforts of residents in helping to conserve our water resources. For information about conservation tips, smart irrigation controllers, water education, rebates, and conservation plans please visit [www.conservewater.utah.gov](http://www.conservewater.utah.gov). For more water-smart landscaping tips, please visit [www.epa.gov/watersense/landscaping-tips](http://www.epa.gov/watersense/landscaping-tips).

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE WATERSENSE IRRIGATION CONTROLLER POLICY FOR THE CITY OF CEDAR HILLS, UTAH.**

**WHEREAS**, the City of Cedar Hills desires to promote water conservation, in as many forms as possible, within the City.

**WHEREAS**, the City of Cedar Hills desires to adopt a program to incentivize residents to pursue methods of conservation by purchasing and installing WaterSense irrigation controllers,

**WHEREAS**, the City of Cedar Hills desires to conserve water by continuing to enforce watering restrictions for homes without a WaterSense irrigation controller.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Cedar Hills, Utah County, Utah, as follows:

1. The City of Cedar Hills encourages residential properties to follow water conservation methods throughout the city. WaterSense irrigation controllers are now available to assist residents with water conservation efforts. Weather-based Irrigation Controllers (WBICs) are a new generation of smart irrigation controllers that use current weather data to properly adapt irrigation schedules.

WaterSense labeled irrigation controllers, which act like a thermostat for your sprinkler system telling it when to turn on and off, use local weather and landscape conditions to tailor watering schedules to actual conditions on the site, instead of irrigating using a controller with a clock and a preset schedule. WaterSense labeled controllers allow watering schedules to better match plants' water needs. With proper installation, programming and maintenance, homeowners and businesses can use WaterSense labeled controllers instead of standard clock-timer controllers on their existing systems, and no longer worry about wasted water.

By installing and registering an approved WaterSense irrigation controller with the city, gives an alternative watering option. The weather-based technologies in WaterSense labeled controllers adjust the irrigation system's station run times based on plants' watering needs rather than on a preset, fixed schedule. A WaterSense labeled controller automatically reduces the watering times or days when less water is needed, typically during the cooler months. As outdoor temperatures increase or rainfall decreases, labeled controllers adjust irrigation systems' watering run times or schedule to compensate for the fluctuation. They will automatically alter their irrigation schedules daily or weekly based on site-specific variables, such as soil type, sprinklers' application rate, and local weather changes.

2. WaterSense irrigation controllers are required to be registered with the city to be qualify for alternative watering schedules. The U.S. Environmental Protection Agency's (EPA's) WaterSense program labels WBICs that have been certified by a third party to meet efficiency and performance criteria detailed in the WaterSense Specification for Weather-Based Irrigation Controllers. WaterSense labeled controllers must be able to adequately meet the watering needs of a landscape without overwatering. WaterSense labeled controllers are third-party certified to ensure that they meet the WaterSense criteria for efficiency and performance.

In order to register a Smart Irrigation Controller with the City, a resident must show proof of purchase, along with any identifying information unique to that specific Controller, as well as a photo showing installation has been completed.

3. The City will continue to implement outdoor watering restrictions for all residential water users. Homes without approved WaterSense irrigation controller will continue to follow the current adopted watering schedule:

All house numbers ending in odd numbers will be allowed to water Monday, Wednesday, and Friday. All house numbers ending in even numbers will be allowed to water Tuesday, Thursday, and Saturday. Additionally, spot watering with a hose is allowed on Sundays. Homes with a registered WaterSense irrigation controller shall be exempt from these watering restrictions.

4. Restrictions will be enforced with a warning for the first violation, a \$50 fine for the second violation, and a \$200 fine for the third and subsequent violations. Commercial, church, park, and golf properties may be on different schedules, including daytime watering, to offset water demand. These proposed schedules shall be submitted and approved by the City.
5. For more information or a list of WaterSense labeled products, visit [www.epa.gov/watersense](http://www.epa.gov/watersense). We appreciate the continued efforts of residents in helping to conserve our water resources. For information about conservation tips, smart irrigation controllers, water education, rebates, and conservation plans please visit [www.conservewater.utah.gov](http://www.conservewater.utah.gov). For more water-smart landscaping tips, please visit [www.epa.gov/watersense/landscaping-tips](http://www.epa.gov/watersense/landscaping-tips).

**PASSED AND APPROVED** this 17th day of March, 2020.

CITY OF CEDAR HILLS COUNCIL

By: \_\_\_\_\_  
Jenney Rees, Mayor

**VOTING:**

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| Denise Andersen | Yea | ___ | Nay | ___ |
| Ben Ellsworth   | Yea | ___ | Nay | ___ |
| Mike Geddes     | Yea | ___ | Nay | ___ |
| Brian Miller    | Yea | ___ | Nay | ___ |
| Kelly Smith     | Yea | ___ | Nay | ___ |

**ATTEST:**

\_\_\_\_\_  
Colleen Mulvey, MMC  
City Recorder

Deposited in the office of the City Recorder this \_\_\_ day of March, 2020.



# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | 3/17/2020                      |

City Council  
Agenda Item

|                                     |   |
|-------------------------------------|---|
| <b>SUBJECT:</b>                     | FY 2020-2021 Budget Presentation Discussion                 |
| <b>APPLICANT PRESENTATION:</b>      |   |
| <b>STAFF PRESENTATION:</b>          | Charl Louw, Finance Director                                |
| <b>BACKGROUND AND FINDINGS:</b>     | Presentation of the FY 2020-2021 Preliminary Fund Budgets   |
| <b>PREVIOUS LEGISLATIVE ACTION:</b> |   |
| <b>FISCAL IMPACT:</b>               |   |
| <b>SUPPORTING DOCUMENTS:</b>        | Preliminary fund budgets. See attached.                     |
| <b>RECOMMENDATION:</b>              | To review and comment on the preliminary fund budget plans. |
| <b>MOTION:</b>                      | No motion necessary. This is a discussion item only.        |

## WATER, SEWER, & STORM DRAIN REVENUES

| WATER REVENUE |                                  | FY 2018<br>ACTUAL  | FY 2019<br>ACTUAL  | FY 2020<br>BUDGET  | FY 2021<br>BUDGET  | CHANGE          |
|---------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------|
| 51-37-110     | Water Fees - Residents           | \$616,813          | \$638,180          | \$656,289          | \$698,291          | \$42,002        |
| 51-37-111     | Water Fees - American Fork       | \$0                | \$0                | \$10,000           | \$10,000           | \$0             |
| 51-37-112     | Water Fees - Contractor          | \$2,870            | \$3,879            | \$1,000            | \$1,000            | \$0             |
| 51-37-113     | PI Fees - Usage                  | \$518,667          | \$516,870          | \$517,000          | \$517,000          | \$0             |
| 51-37-114     | PI Fees - Base Rate              | \$504,594          | \$502,651          | \$505,000          | \$505,000          | \$0             |
| 51-37-115     | CUP                              | \$149,128          | \$149,969          | \$149,000          | \$149,000          | \$0             |
| 51-37-116     | Water Fees from City departments | \$37,750           | \$37,750           | \$37,750           | \$37,750           | \$0             |
| 51-37-160     | Water Lateral Inspections        | \$675              | \$600              | \$1,000            | \$1,000            | \$0             |
| 51-37-190     | Water Meters                     | \$5,750            | \$4,600            | \$5,175            | \$5,175            | \$0             |
| 51-37-350     | Water Impact Fees                | \$16,154           | \$11,320           | \$13,700           | \$13,700           | \$0             |
|               |                                  | <b>\$1,852,401</b> | <b>\$1,865,818</b> | <b>\$1,895,914</b> | <b>\$1,937,916</b> | <b>\$42,002</b> |

| STORM DRAIN REVENUE |                         | FY 2018<br>ACTUAL | FY 2019<br>ACTUAL | FY 2020<br>BUDGET | FY 2021<br>BUDGET | CHANGE          |
|---------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| 51-35-110           | Storm Drain - Residents | \$327,512         | \$352,173         | \$348,800         | \$371,472         | \$22,672        |
|                     |                         | <b>\$327,512</b>  | <b>\$352,173</b>  | <b>\$348,800</b>  | <b>\$371,472</b>  | <b>\$22,672</b> |

| SEWER REVENUE |                                  | FY 2018<br>ACTUAL  | FY 2019<br>ACTUAL  | FY 2020<br>BUDGET  | FY 2021<br>BUDGET  | CHANGE          |
|---------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------|
| 51-38-110     | Sewer Fees - Residents           | \$1,091,435        | \$1,118,209        | \$1,091,435        | \$1,043,209        | (\$48,226)      |
| 51-38-111     | Sewer Fees from City departments | \$1,750            | \$1,750            | \$1,750            | \$1,750            | \$0             |
| 51-38-115     | Sewer Fees - Nonresidents        | \$35,844           | \$35,844           | \$41,637           | \$41,637           | \$0             |
| 51-38-160     | Sewer Lateral Inspections        | \$825              | \$825              | \$1,100            | \$1,100            | \$0             |
| 51-38-665     | Sewer Impact Fees                | \$9,288            | \$9,288            | \$9,400            | \$9,400            | \$0             |
|               |                                  | <b>\$1,139,142</b> | <b>\$1,165,916</b> | <b>\$1,145,322</b> | <b>\$1,097,096</b> | <b>\$48,226</b> |

| MISCELLANEOUS REVENUE |                             | FY 2018<br>ACTUAL | FY 2019<br>ACTUAL | FY 2020<br>BUDGET | FY 2021<br>BUDGET | CHANGE           |
|-----------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| 51-39-100             | Contribution from Developer | \$95,522          | \$0               | \$0               | \$0               | \$0              |
| 51-39-200             | Penalty Fees                | \$41,852          | \$42,131          | \$45,000          | \$45,000          | \$0              |
| 51-39-400             | Transfer In General Fund    | \$76,233          | \$0               | \$77,046          | \$75,071          | (\$1,975)        |
| 51-39-410             | Interest Income             | \$40,521          | \$88,956          | \$19,000          | \$19,000          | \$0              |
| 51-39-600             | Utility Setup Fees          | \$11,500          | \$9,850           | \$12,000          | \$12,000          | \$0              |
| 51-39-900             | Other Income                | \$220             | \$29,250          | \$750             | \$750             | \$0              |
| 51-39-950             | Contribution Income         | \$0               | \$3,795           | \$5,000           | \$5,000           | \$0              |
|                       |                             | <b>\$265,848</b>  | <b>\$173,982</b>  | <b>\$158,796</b>  | <b>\$156,821</b>  | <b>(\$1,975)</b> |

| GRAND TOTALS |  | FY 2018<br>ACTUAL  | FY 2019<br>ACTUAL  | FY 2020<br>BUDGET  | FY 2021<br>BUDGET  | CHANGE          |
|--------------|--|--------------------|--------------------|--------------------|--------------------|-----------------|
|              |  | <b>\$3,584,903</b> | <b>\$3,557,889</b> | <b>\$3,548,832</b> | <b>\$3,563,305</b> | <b>\$14,473</b> |

**WATER, SEWER, & STORM DRAIN EXPENDITURES**

| <b>WATER EXPENDITURES</b> |                                    | <b>FY 2018</b>     | <b>FY 2019</b>     | <b>FY 2020</b>     | <b>FY 2021</b>     | <b>CHANGE</b>    |
|---------------------------|------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|
|                           |                                    | <b>ACTUAL</b>      | <b>ACTUAL</b>      | <b>BUDGET</b>      | <b>BUDGET</b>      |                  |
| 51-73-110                 | Salary & Wages (FT)                | \$211,980          | \$208,889          | \$240,241          | \$255,777          | \$15,536         |
| 51-73-111                 | Overtime                           | \$497              | \$443              | \$4,338            | \$5,101            | \$763            |
| 51-73-120                 | Salary & Wages (PT)                | \$8,107            | \$11,562           | \$11,615           | \$11,593           | (\$21)           |
| 51-73-150                 | Employee Benefits                  | \$128,151          | \$124,699          | \$162,707          | \$189,690          | \$26,983         |
| 51-73-160                 | GASB 68 Pension Expense            | \$3,937            | \$3,434            | \$0                | \$0                | \$0              |
| 51-73-200                 | Water Supplies                     | \$802              | \$1,853            | \$5,000            | \$5,500            | \$500            |
| 51-73-210                 | Dues & Subscriptions               | \$1,620            | \$1,620            | \$2,200            | \$2,200            | \$0              |
| 51-73-211                 | Education & Training               | \$3,985            | \$7,012            | \$9,500            | \$6,200            | (\$3,300)        |
| 51-73-240                 | Computer Expenses                  | \$1,760            | \$3,500            | \$3,500            | \$7,000            | \$3,500          |
| 51-73-250                 | Repairs & Maintenance              | \$0                | \$0                | \$0                | \$4,000            | \$4,000          |
| 51-73-260                 | Office Equipment                   | \$0                | \$0                | \$1,000            | \$1,000            | \$0              |
| 51-73-265                 | Tools & Equipment                  | \$3,947            | \$11,040           | \$10,000           | \$10,000           | \$0              |
| 51-73-275                 | Motor Pool Charges                 | \$67,483           | \$64,158           | \$70,520           | \$68,315           | (\$2,205)        |
| 51-73-280                 | Utilities                          | \$287,610          | \$281,188          | \$335,000          | \$335,000          | \$0              |
| 51-73-282                 | Blue Stakes                        | \$1,153            | \$1,034            | \$1,200            | \$1,200            | \$0              |
| 51-73-290                 | Communications/Telephone           | \$2,349            | \$2,674            | \$2,000            | \$2,000            | \$0              |
| 51-73-310                 | Engineering Services               | \$9,751            | \$35,442           | \$35,000           | \$35,000           | \$0              |
| 51-73-330                 | Professional/Technical             | \$9,727            | \$4,906            | \$13,850           | \$13,850           | \$0              |
| 51-73-360                 | Meter Installation & Maintenance   | \$34,152           | \$57,675           | \$65,000           | \$50,000           | (\$15,000)       |
| 51-73-470                 | Water Purchases - AF               | \$23,909           | \$0                | \$10,000           | \$10,000           | \$0              |
| 51-73-471                 | Water Purchases - PG               | \$22,340           | \$22,340           | \$25,000           | \$25,000           | \$0              |
| 51-73-472                 | Water Testing                      | \$4,561            | \$7,148            | \$6,500            | \$7,000            | \$500            |
| 51-73-510                 | Insurance                          | \$15,275           | \$15,952           | \$16,000           | \$17,000           | \$1,000          |
| 51-73-751                 | Water Construction Projects/Repair | \$49,757           | \$21,088           | \$55,000           | \$50,000           | (\$5,000)        |
| 51-73-800                 | Supplementary Water                | \$124,313          | \$131,709          | \$138,000          | \$146,000          | \$8,000          |
| 51-73-801                 | PI Expenses                        | \$26,478           | \$23,833           | \$45,000           | \$45,000           | \$0              |
| 51-73-900                 | Credit Card Fees                   | \$23,593           | \$25,150           | \$25,000           | \$25,000           | \$0              |
| 51-73-950                 | Trustee Fees                       | \$6,450            | \$6,450            | \$6,600            | \$4,950            | (\$1,650)        |
| 51-73-955                 | Bond Interest                      | \$215,374          | \$183,727          | \$170,451          | \$129,017          | (\$41,434)       |
| 51-73-960                 | Depreciation - Water               | \$484,965          | \$521,223          | \$485,000          | \$485,000          | \$0              |
| 51-73-965                 | Deferred Amortization Costs        | \$37,256           | \$34,292           | \$25,589           | \$25,589           | \$0              |
| 51-73-975                 | Bad Debt                           | \$1,526            | \$1,581            | \$6,000            | \$6,000            | \$0              |
| 51-73-980                 | Resident Claims                    | \$135,400          | \$0                | \$5,000            | \$6,000            | \$1,000          |
|                           |                                    | <b>\$1,940,335</b> | <b>\$1,815,621</b> | <b>\$1,991,809</b> | <b>\$1,984,981</b> | <b>(\$6,827)</b> |

| <b>STORM DRAIN EXPENDITURES</b> |                            | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   | <b>FY 2021</b>   | <b>CHANGE</b>   |
|---------------------------------|----------------------------|------------------|------------------|------------------|------------------|-----------------|
|                                 |                            | <b>ACTUAL</b>    | <b>ACTUAL</b>    | <b>BUDGET</b>    | <b>BUDGET</b>    |                 |
| 51-72-110                       | Salary & Wages (FT)        | \$132,834        | \$128,898        | \$156,389        | \$171,170        | \$14,781        |
| 51-72-111                       | Overtime                   | \$335            | \$293            | \$3,289          | \$3,665          | \$376           |
| 51-72-120                       | Salary & Wages (PT)        | \$4,725          | \$5,965          | \$8,283          | \$8,275          | (\$9)           |
| 51-72-150                       | Employee Benefits          | \$81,153         | \$76,409         | \$101,403        | \$106,406        | \$5,003         |
| 51-72-160                       | GASB 68 Pension Expense    | \$2,345          | \$2,139          | \$0              | \$0              | \$0             |
| 51-72-200                       | Storm Drain Supplies       | \$137            | \$606            | \$3,000          | \$3,000          | \$0             |
| 51-72-210                       | Dues & Subscriptions       | \$2,431          | \$2,861          | \$2,400          | \$3,100          | \$700           |
| 51-72-211                       | Education & Training       | \$620            | \$1,002          | \$1,250          | \$5,000          | \$3,750         |
| 51-72-240                       | Computer Expenses          | \$935            | \$1,600          | \$1,600          | \$3,000          | \$1,400         |
| 51-72-265                       | Tools & Equipment          | \$2,032          | \$1,139          | \$2,000          | \$2,000          | \$0             |
| 51-72-290                       | Communications/Telephone   | \$1,603          | \$1,819          | \$1,500          | \$1,500          | \$0             |
| 51-72-310                       | Engineering Services       | \$0              | \$0              | \$10,000         | \$10,000         | \$0             |
| 51-72-330                       | Professional/Technical     | \$3,306          | \$1,491          | \$1,550          | \$1,550          | \$0             |
| 51-72-470                       | Testing                    | \$0              | \$0              | \$0              | \$0              | \$0             |
| 51-72-510                       | Insurance                  | \$6,112          | \$6,383          | \$7,000          | \$7,000          | \$0             |
| 51-72-751                       | Storm Drain Maintenance    | \$35,636         | \$16,081         | \$30,000         | \$30,000         | \$0             |
| 51-72-960                       | Depreciation - Storm Drain | \$73,955         | \$75,979         | \$70,000         | \$70,000         | \$0             |
| 51-72-975                       | Bad Debt                   | \$276            | \$304            | \$750            | \$750            | \$0             |
|                                 |                            | <b>\$343,747</b> | <b>\$322,968</b> | <b>\$400,415</b> | <b>\$426,416</b> | <b>\$26,001</b> |

| <b>SEWER EXPENDITURES</b> |  | <b>FY 2018</b> | <b>FY 2019</b> | <b>FY 2020</b> | <b>FY 2021</b> | <b>CHANGE</b> |
|---------------------------|--|----------------|----------------|----------------|----------------|---------------|
|                           |  | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  |               |

|           |                             |                  |                  |                  |                  |                |
|-----------|-----------------------------|------------------|------------------|------------------|------------------|----------------|
| 51-74-110 | Salary & Wages (FT)         | \$146,818        | \$142,059        | \$145,446        | \$147,531        | \$2,084        |
| 51-74-111 | Overtime                    | \$335            | \$295            | \$2,577          | \$2,684          | \$107          |
| 51-74-120 | Salary & Wages (PT)         | \$6,068          | \$7,966          | \$8,727          | \$8,714          | (\$13)         |
| 51-74-150 | Employee Benefits           | \$87,447         | \$82,795         | \$101,403        | \$106,406        | \$5,003        |
| 51-74-160 | GASB 68 Pension Expense     | \$2,729          | \$2,482          | \$0              | \$0              | \$0            |
| 51-74-200 | Sewer Supplies              | \$0              | \$152            | \$2,000          | \$2,000          | \$0            |
| 51-74-211 | Education & Training        | \$510            | \$75             | \$1,050          | \$750            | (\$300)        |
| 51-74-240 | Computer Expenses           | \$935            | \$2,100          | \$2,100          | \$4,000          | \$1,900        |
| 51-74-265 | Tools & Equipment           | \$1,125          | \$322            | \$1,000          | \$1,000          | \$0            |
| 51-74-280 | Utilities                   | \$131            | \$130            | \$200            | \$200            | \$0            |
| 51-74-281 | Postage                     | \$1,200          | \$400            | \$750            | \$750            | \$0            |
| 51-74-290 | Communications/Telephone    | \$1,600          | \$1,825          | \$1,500          | \$1,500          | \$0            |
| 51-74-310 | Engineering Services        | \$13,542         | \$530            | \$5,000          | \$5,000          | \$0            |
| 51-74-330 | Professional/Technical      | \$1,755          | \$1,609          | \$2,500          | \$2,500          | \$0            |
| 51-74-470 | TSSD Billing                | \$473,392        | \$530,475        | \$555,000        | \$555,000        | \$0            |
| 51-74-472 | Sewer Television Expenses   | \$0              | \$0              | \$2,000          | \$2,000          | \$0            |
| 51-74-473 | Sewer Fee - AF              | \$0              | \$0              | \$1,000          | \$1,000          | \$0            |
| 51-74-510 | Insurance                   | \$9,202          | \$9,610          | \$10,000         | \$10,000         | \$0            |
| 51-74-751 | Sewer Maintenance           | \$1,134          | \$9              | \$2,000          | \$2,000          | \$0            |
| 51-74-752 | Sewer Construction Projects | \$0              | \$0              | \$3,000          | \$3,000          | \$0            |
| 51-74-960 | Depreciation - Sewer        | \$138,831        | \$139,063        | \$140,000        | \$140,000        | \$0            |
| 51-74-975 | Bad Debt                    | \$921            | \$966            | \$2,500          | \$2,500          | \$0            |
|           |                             | <b>\$882,215</b> | <b>\$922,862</b> | <b>\$989,754</b> | <b>\$998,536</b> | <b>\$8,782</b> |

| NON-OPERATING EXPENDITURES |                                     | FY 2018<br>ACTUAL | FY 2019<br>ACTUAL | FY 2020<br>BUDGET | FY 2021<br>BUDGET | CHANGE     |
|----------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|------------|
| 51-75-815                  | Transfer to General Fund            | \$0               | \$0               | \$0               | \$0               | \$0        |
| 51-75-820                  | Transfer to Capital Projects        | \$0               | \$0               | \$0               | \$0               | \$0        |
| 51-75-900                  | Transfer to Excise Tax Debt Service | \$0               | \$0               | \$0               | \$0               | \$0        |
| 51-75-910                  | Transfer to Golf Fund               | \$0               | \$0               | \$0               | \$0               | \$0        |
|                            |                                     | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b> |

|                     |  |                    |                    |                    |                    |                 |
|---------------------|--|--------------------|--------------------|--------------------|--------------------|-----------------|
| <b>GRAND TOTALS</b> |  | <b>\$3,166,297</b> | <b>\$3,061,450</b> | <b>\$3,381,978</b> | <b>\$3,409,933</b> | <b>\$27,955</b> |
| <b>NET TOTALS</b>   |  | <b>\$418,605</b>   | <b>\$496,439</b>   | <b>\$166,855</b>   | <b>\$153,372</b>   | <b>\$13,482</b> |

#### Water, Sewer, & Storm Drain Fund Cash Flow Analysis

|   |  |  |  |  |                  |                   |
|---|--|--|--|--|------------------|-------------------|
| <b>NET TOTALS BEFORE CASH ADJUSTMENTS</b>   |  |  |  |  | <b>\$153,372</b> |                   |
| Less Debt Service                           |  |  |  |  |                  |                   |
| 2009 PI2 Bond Principal                     |  |  |  |  | (\$66,000)       | Includes \$16K ex |
| 2014 PI Bond Principal                      |  |  |  |  | (\$282,000)      |                   |
| 2015 Public Works Building Excise Tax Bonds |  |  |  |  | (\$124,000)      |                   |
| Less Capital Improvements                   |  |  |  |  |                  |                   |
| PRV project                                 |  |  |  |  | (\$80,000)       |                   |
| Water Stock                                 |  |  |  |  | (\$5,000)        |                   |
| Plus Non-Cash Items                         |  |  |  |  |                  |                   |
| Depreciation - Storm Drain                  |  |  |  |  | \$70,000         |                   |
| Depreciation - Water                        |  |  |  |  | \$485,000        |                   |
| Depreciation - Sewer                        |  |  |  |  | \$140,000        |                   |
| Amortization - Bond Costs                   |  |  |  |  | \$25,589         |                   |
| Accrued Interest Adjustment                 |  |  |  |  | (\$4,000)        |                   |
| <b>TOTAL CASH INFLOW</b>                    |  |  |  |  | <b>\$312,961</b> |                   |

| ESTIMATED NET POSITION              | FY 2021<br>BUDGET  |
|-------------------------------------|--------------------|
| Beginning Unrestricted Net Position | \$1,400,000        |
| Change of Unrestricted Position     | \$312,961          |
| Remaining Unrestricted Net Position | <b>\$1,712,961</b> |



# CITY OF CEDAR HILLS

|              |                         |
|--------------|-------------------------|
| <b>TO:</b>   | Mayor and City Council  |
| <b>FROM:</b> | Jeff Maag / PW Director |
| <b>DATE:</b> | 3/17/2020               |

## City Council Agenda Item

|   |                                    |
|---|------------------------------------|
| <b>SUBJECT:</b>   | Municipal Wastewater Annual Report |
| <b>APPLICANT PRESENTATION:</b>  | N/A                                |
| <b>STAFF PRESENTATION:</b>  | Jeff Maag / Public Works Director  |
| <b>BACKGROUND AND FINDINGS:</b>   |                                    |
| <p>The Utah State Department of Environmental Quality requires that Cedar Hills City submit an annual report covering information associated with the Municipal Wastewater Planning Program, Collections System and Financial Evaluation of same. This report has been prepared and is available for review.</p> <p>In addition, the State Water Quality Board requests that the following action be completed by City Council: 1) City Council acknowledges that they have reviewed the 2019 report, and 2) if applicable; City Council has taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit.</p> |                                    |
| <b>PREVIOUS LEGISLATIVE ACTION:</b>   |                                    |
| Resolution No. 11-19-2013A: Adoption of plan.   |                                    |
| <b>FISCAL IMPACT:</b>   |                                    |
| Permit requires the financial commitment to fund activities of the program, including additional administration, reporting and inspection as needed.  |                                    |
| <b>SUPPORTING DOCUMENTS:</b>  |                                    |
| Municipal Wastewater Planning Program Financial Evaluation and Collection System 2019 report.   |                                    |
| <b>RECOMMENDATION:</b>  |                                    |
| Staff recommends that City Council approve the Municipal Wastewater Planning Program Resolution as requested by the Utah State Water Quality Board.   |                                    |
| <b>MOTION:</b>  |                                    |
| To approve/not approve resolution # _____, a resolution approving the 2019 Municipal Wastewater Planning Program, collection system and financial evaluation.   |                                    |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ADOPTING THE 2019 MUNICIPAL WASTEWATER PLANNING PROGRAM FOR THE CITY OF CEDAR HILLS, UTAH.**

**RESOLVED**, that the City of Cedar Hills informs the Water Quality Board the following actions were taken by the City Council:

1. Reviewed the Municipal Wastewater Planning Program Report for 2019, which is attached to this Resolution;
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the Utah Pollutant Discharge Elimination System (UPDES) Permit (if applicable).

**PASSED AND APPROVED** this 17th day of March, 2020.

**CITY OF CEDAR HILLS COUNCIL**

By: \_\_\_\_\_  
Jenney Rees, Mayor

**VOTING:**

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| Denise Andersen | Yea | ___ | Nay | ___ |
| Ben Ellsworth   | Yea | ___ | Nay | ___ |
| Mike Geddes     | Yea | ___ | Nay | ___ |
| Brian Miller    | Yea | ___ | Nay | ___ |
| Kelly Smith     | Yea | ___ | Nay | ___ |

**ATTEST:**

\_\_\_\_\_  
Colleen Mulvey, MMC  
City Recorder

Deposited in the office of the City Recorder this \_\_\_ day of March, 2020.



# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | March 17, 2020                 |

## City Council Agenda Item

|  |  |
|--|--|
| <b>SUBJECT:</b>  | Review/Action on a Resolution Dissolving the Cultural Arts Citizens Advisory Committee |
| <b>APPLICANT PRESENTATION:</b>   | N/A  |
| <b>STAFF PRESENTATION:</b>   | Chandler Goodwin, City Manager   |
| <b>BACKGROUND AND FINDINGS:</b><br>When a citizen committee has served its purpose or discontinued meeting, it should be dissolved by resolution until a future time when the committee may reconvene. These committees convene for a variety of reasons. When certain committees have commenced their work, the committee should be dissolved. If the time comes that the committee should be reformed, they may reconvene by resolution of the City Council. The Cultural Arts Citizens Advisory Committee has not met for a number of years, and the City has taken its arts programming in a different direction with the creation of a youth theatre program and the Creekside Theatre group, and as a result, it is the recommendation of staff that this committee should be dissolved. |  |
| <b>PREVIOUS LEGISLATIVE ACTION:</b><br>N/A   |  |
| <b>FISCAL IMPACT:</b><br>N/A   |  |
| <b>SUPPORTING DOCUMENTS:</b><br>Resolution dissolving the Cultural Arts Citizens Advisory Committee  |  |
| <b>RECOMMENDATION:</b><br>To dissolve the listed committee   |  |
| <b>MOTION:</b><br>To approve/not approve resolution _____, dissolving the Cultural Arts Citizens Advisory Committee of the City of Cedar Hills, Utah.  |  |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION DISSOLVING THE CULTURAL ARTS CITIZENS ADVISORY COMMITTEE OF THE CITY OF CEDAR HILLS, UTAH.**

**Whereas**, the City Council desires to dissolve the Cultural Arts Citizens Advisory Committee of the City of Cedar Hills, Utah.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:**

**PART I  
DISSOLUTION**

The Cultural Arts Citizens Advisory Committee of the City of Cedar Hills, Utah, is hereby dissolved as of March 17, 2020.

**PART II  
EFFECTIVE DATE AND SEVERABILITY**

- A. This resolution shall take effect upon its passage.
- B. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this resolution.

**PASSED AND APPROVED** this 17th day of March, 2020.

**CITY OF CEDAR HILLS COUNCIL**

By: \_\_\_\_\_  
Jenney Rees, Mayor

**VOTING:**

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| Denise Andersen | Yea | ___ | Nay | ___ |
| Ben Ellsworth   | Yea | ___ | Nay | ___ |
| Mike Geddes     | Yea | ___ | Nay | ___ |
| Brian Miller    | Yea | ___ | Nay | ___ |
| Kelly Smith     | Yea | ___ | Nay | ___ |

**ATTEST:**

\_\_\_\_\_  
Colleen Mulvey, MMC  
City Recorder

**DEPOSITED** in the office of the City Recorder this \_\_\_ day of March, 2020.



# CITY OF CEDAR HILLS

|              |                                |
|--------------|--------------------------------|
| <b>TO:</b>   | Mayor and City Council         |
| <b>FROM:</b> | Chandler Goodwin, City Manager |
| <b>DATE:</b> | 3/17/2020                      |

## City Council Agenda Item

|   |  |
|---|--|
| <b>SUBJECT:</b>   | Resolution Amending the Purpose, Duties, Membership of the Family Festival Committee |
| <b>APPLICANT PRESENTATION:</b>  | N/A  |
| <b>STAFF PRESENTATION:</b>  | Chandler Goodwin, City Manager   |
| <b>BACKGROUND AND FINDINGS:</b><br>Staff is working to update the code and policies associated with all of the committees, commissions, and councils associated with the City of Cedar Hills. The proposed amendments to the Family Festival Committee would amend the purpose and duties, membership and terms of office, and the compensation clauses. The amendments help the committee comply with best practices related to record keeping, reimbursements, and also amends the membership to be more in line with current practices of the committee. |  |
| <b>PREVIOUS LEGISLATIVE ACTION:</b><br>These policies were last amended in 2014   |  |
| <b>FISCAL IMPACT:</b><br>None.  |  |
| <b>SUPPORTING DOCUMENTS:</b><br>A resolution modifying the bylaws for the citizens advisory committee to oversee the family festival of the City of Cedar Hills, Utah.  |  |
| <b>RECOMMENDATION:</b><br>Staff recommends the council approve the proposed resolution with the modifications.  |  |
| <b>MOTION:</b><br>To approve/not approve Resolution No. _____, A Resolution Amending the Purpose and Duties, Membership and Term of Office of Family Festival Citizens Advisory Committee of The City of Cedar Hills, Utah.   |  |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AMENDING THE PURPOSE AND DUTIES, MEMBERSHIP AND TERM OF OFFICE OF THE FAMILY FESTIVAL CITIZENS ADVISORY COMMITTEE OF THE CITY OF CEDAR HILLS, UTAH.**

**WHEREAS**, the City Council of the City of Cedar Hills recognizes the value of resident volunteerism and participation in community events; and

**WHEREAS**, the City Council of the City of Cedar Hills has established a citizens advisory committee to plan, implement, and oversee the yearly Family Festival in conjunction with City staff;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR HILLS, UTAH:**

**PART I  
NAME**

The name of this Citizens Advisory Committee shall be the Cedar Hills Family Festival Committee.

**PART II  
PURPOSE AND DUTIES**

- A. The purpose of the Committee shall be to plan, implement, and oversee the annual Family Festival.
- B. The Committee shall keep the city staff and council representative apprised of decisions relating to the plans, preparation, and implementation of the Family Festival and shall have the following duties and responsibilities:
  - 1. To assist City staff and the City Council with public relations regarding the Family Festival.
  - 2. To make recommendations to City staff and the City Council for programming events such as, but not limited to, the 5k race, family fun run, swim night, dinner and movie, parade, carnival, and any other events that may be considered as part of the Family Festival.
  - 3. To encourage residents, businesses, and property owners to participate in the Family Festival activities through participation and volunteer efforts.
  - 4. To solicit and raise sponsorship funding.
  - 5. **To prepare an agenda and minutes at all meetings when a quorum is present.**

**PART III  
MEMBERSHIP AND TERM OF OFFICE**

- A. The Committee shall consist of a Member of Staff and residents of Cedar Hills.
- B. The Mayor shall appoint one member of the City Council as ex officio members of the Committee. The Councilmember liaison provides regular reports to the rest of the City Council.
- C. Within thirty (30) days of the declaration of vacancy on the committee, the Mayor shall make a recommendation to the City Council on appointments to the committee. If the City Council does not confirm the Mayor's recommendation within forty five (45) days of the vacancy, then the City Council may vote to appoint a new regular member.
- D. The Committee shall consist of ~~twelve~~ **ten** to fifteen regular members.

- E. The length of term for each Committee member shall be ~~three (3)~~ **one (1)** years, and **renew automatically unless notice of resignation or removed by Mayor with advice and consent of the City Council.**

**PART IV  
OFFICERS AND STAFFING**

- A. The Mayor shall appoint a Chair with the advice and consent of the City Council.  
B. The Chair makes recommendations to the Mayor for a Vice Chair, Committee members and Secretary after discussion with the Committee. Appointments are made with the advice and consent of the City Council.  
C. A Member of Staff is the Treasurer and approves all expenditures.  
D. The Secretary shall keep a true record of proceedings of all regular meetings of the Committee.  
E. The Chair shall have general supervisory powers of the Committee and shall preside and conduct all Committee meetings and set all Committee agendas.  
F. In the absence of the Chair, the Vice Chair shall execute all the powers of the Chair.  
G. The Chair, Vice Chair, and Past Chair will all be three year terms.  
H. If the Vice Chair cannot serve a term as Chair, the Mayor shall then appoint a Chair.

**PART V  
COMPENSATION**

- A. Members of the Committee shall serve without monetary compensation.  
B. Members may be compensated for reasonable expenses incurred for official responsibilities, if **approved prior approval is received** by the City Manager.

**PART VI  
EFFECTIVE DATE AND SEVERABILITY**

- A. This resolution shall take effect upon its passage.  
B. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this resolution.

**PASSED AND APPROVED** this 17th day of March, 2020.

**CITY OF CEDAR HILLS COUNCIL**

By: \_\_\_\_\_  
Jenney Rees, Mayor

**VOTING:**

|                 |     |     |     |     |
|-----------------|-----|-----|-----|-----|
| Denise Andersen | Yea | ___ | Nay | ___ |
| Ben Ellsworth   | Yea | ___ | Nay | ___ |
| Mike Geddes     | Yea | ___ | Nay | ___ |
| Brian Miller    | Yea | ___ | Nay | ___ |
| Kelly Smith     | Yea | ___ | Nay | ___ |

**ATTEST:**

---

Colleen Mulvey, MMC

City Recorder

**DEPOSITED** in the office of the City Recorder this \_\_\_ day of March, 2020.