



**NOTICE OF A REGULAR
CITY COUNCIL MEETING
September 25, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard City Council will hold a regularly scheduled City Council meeting on Wednesday, September 25, 2024, at 6:00 PM, in the City Council Chambers at City Hall, 125 South Main Street, Vineyard, UT. This meeting can also be viewed on our [live stream page](#).

AGENDA

Presiding Mayor Julie Fullmer

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

2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

2.1. Source Water Protection Week - Proclamation 2024-07

2.2. Stormwater Awareness Week - Proclamation 2024-08

3. WORK SESSION

3.1. Disposition of Surplus Property Policy Amendment

Public Works Director Naseem Ghandour will present proposed amendments to the surplus property policy.

4. PUBLIC COMMENTS

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

5. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS

6. STAFF, COMMISSION, AND COMMITTEE REPORTS

7. CONSENT ITEMS

- 7.1. Approval of the August 28, 2024, City Council Meeting Minutes**
- 7.2. Cross Connection Control Requirements (Ordinance 2024-12)**
- 7.3. 1200 North Overpass UDOT Grant Funds Agreement (Resolution 2024-28)**
- 7.4. Approval of Event Fee Waiver for "Ethan's Super Angels"**

8. APPOINTMENTS/REMOVALS

- 8.1. Appointments filling several commission and board seats**

9. BUSINESS ITEMS

9.1. P-card Policy

The purpose of this report is to introduce an updated comprehensive Purchasing Card (P-Card) Policy aimed at streamlining the procurement process, enhancing operational efficiency, and ensuring fiscal responsibility within our organization.

10. CLOSED SESSION

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

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

11. ADJOURNMENT

The next meeting is on _____.

This meeting may be held in a way that will allow a councilmember to participate electronically. The Public is invited to participate in all City Council meetings. In compliance with the

Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (385) 338-5183.

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

AGENDA NOTICING COMPLETED ON: 9/24/2024

CERTIFIED (NOTICED) BY: /s/
TONY LARA, DEPUTY CITY RECORDER

PROCLAMATION 2024-07
SOURCE WATER PROTECTION WEEK

WHEREAS, the health, prosperity, and quality of life of Vineyard City, Utah's citizens and communities depend on a reliable supply of safe, high-quality drinking water, sourced from the aquifers within Vineyard City, snowpacks of Wasatch and the high Unitas Mountain Range;

WHEREAS, protecting our drinking water is essential to preserve our own health and economy and that of future generations;

WHEREAS, we strive to build opportunities and work together to ensure clean, safe source water for all;

WHEREAS, Vineyard City's residents are encouraged to recognize this precious resource and help conserve the watersheds that are the lifeblood of Utah Lake and our water supply, protect our shared water resources from pollution, practice water conservation, become involved in local water issues, and plan to protect water for future community health and economic vitality;

WHEREAS, Vineyard City is immensely grateful for the unwavering dedication and tireless efforts of the Vineyard City Public Works Utilities staff, who work around the clock, 24 hours a day, 7 days a week, to ensure the delivery of clean water to Vineyard City's residents;

NOW, THEREFORE, as the Mayor of Vineyard City, Utah, I do hereby proclaim the dates from September 16 to 20, 2024, as **SOURCE WATER PROTECTION WEEK** in Vineyard City, Utah, emphasizing our interconnectedness with Utah Lake, recognizing the invaluable support of the Utah Department of Water Quality and the Central Utah Water Conservancy District, and expressing our profound gratitude to the Vineyard City Public Works Utilities staff, whose dedication ensures the continuous provision of clean water to Vineyard City's residents. I earnestly urge all Vineyard residents to join in supporting this observance.

Dated this 25th day of September 2024.

Mayor Julie Fullmer

Attest:

Deputy City Recorder Tony Lara



Office of the Mayor
Vineyard, Utah

Proclamation 2024-08

WHEREAS, stormwater comes from rain and snow that does not soak into the ground and becomes runoff. Runoff can become polluted (automotive fluids, fertilizers, pesticides, bacteria, sediments, litter, and/or pet waste) as it runs along roads, sidewalks, parking lots, roofs, and lawns; and

WHEREAS, runoff flows into a storm sewer that eventually flows into waterways (rivers, streams, lakes, and oceans); and

WHEREAS, plants and soil filter water and improve water quality. Onsite improvements, such as porous pavement, stormwater ponds, native plants, rain gardens, and bioswales, help with pollution prevention in stormwater runoff; and

WHEREAS, the Vineyard City's National Pollutant Discharge Elimination System (NPDES) program promotes pollution prevention for our stormwater discharges; and

WHEREAS, by focusing attention on pollution prevention in stormwater runoff, Vineyard City will meet the challenges of environmental protection and environmental regulation; and

WHEREAS, Stormwater Awareness Week is an opportunity for government, industry, and environmental organizations to recognize the potential of stormwater pollution prevention within our lakes, ponds, and other water bodies.

NOW, THEREFORE, I, Julie Fullmer, Mayor of the City of Vineyard, Utah, do hereby proclaim the week of September 23– 27, 2024 as

Stormwater Awareness Week

The City of Vineyard, Utah is calling upon each citizen and business to protect our lakes and waterways by participating in stormwater awareness workshops (<https://stormwaterawareness.org/>).

Dated this 25th day of September 2024.

Mayor Julie Fullmer

Attest:

Deputy City Recorder Tony Lara





VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: September 25, 2024

Agenda Item: Disposition of Surplus Property Policy Amendment

Department: Public Works

Presenter: Naseem Ghandor

Background/Discussion:

The purpose of this ordinance is to establish clear guidelines and procedures for the disposal of surplus property owned by the City. This includes both real and personal property, ensuring transparency, efficiency, and responsible use of public assets.

The ordinance defines assets as fixed assets, real property, and personal property. Fixed assets are operational items with a lifespan of over one year and a value of \$5,000 or more. Real property includes land and related interests, while personal property refers to movable items like vehicles and equipment. Disposal of significant real property (over one acre or valued at more than \$100,000) requires City Council approval through a public resolution and community input. Smaller parcels will follow City purchasing procedures. For personal property valued over \$500, the City Council must declare it surplus before disposal, which can involve transfers within departments, sales to the highest bidder, or public auctions. If no bids are received, the Procurement Officer may dispose of items at their discretion. The fixed assets acquired through leases will be disposed of according to the leasing terms upon termination, requiring the City Manager's approval and notification to the City Council.

Fiscal Impact:

None

Recommendation:

Staff recommends adopting the Disposition of Surplus Property Policy Amendment to streamline the disposal process, ensuring all surplus property is handled fairly and responsibly while maximizing returns for the City.

Sample Motion:

Attachments:

1. DRAFT - DISPOSAL OF SURPLUS PROPERTY

DISPOSITION OF SURPLUS PROPERTY POLICY AMENDMENT

DISPOSAL OF SURPLUS PROPERTY:

Definitions:

Fixed Asset: Fixed Assets: Assets acquired for use in operations not for resale or investment purposes, which have a useful life greater than one year and cost five thousand dollars (\$5,000) or more

Real Property: "Real property" or "real estate" means any right, title, estate, or interest in land, including all non-extracted minerals located in, on, or under the land, all buildings, fixtures, and improvements on the land, and all water rights, rights-of-way, easements, rents, issues, profits, income, tenements, hereditaments, possessory rights, claims, including mining claims, privileges, and appurtenances belonging to, used, or enjoyed with the land or any part of the land.

Personal Property: movable assets owned by a government entity that are not classified as real estate or infrastructure. These assets include, but are not limited to, items such as vehicles, equipment, furniture, and tools.

Public property: real or personal property that is owned, held, or managed by a public entity after the real or personal property is transferred by the public entity to an independent contractor of the public entity.

City Procurement Officer: The Finance Director is also the City Procurement Officer.

A. Real Property.

1. The City Council may authorize by resolution the disposal, including by sale, lease, or other lawful manner, of real property for the benefit of the City as provided by Utah Code Ann. 10-8-2, as amended. A significant parcel of real property is a parcel greater than one acre or that has a reasonable value of more than one hundred thousand dollars (\$100,000).

2. The City Procurement Officer (Procurement Officer) shall make an initial determination that real property is surplus. Surplus real property may include real property that is not needed for City infrastructure; property whose cost to maintain outweighs its value to the City; property that is part of a trade that will benefit the City, the sale of which will realize significant financial benefits to the City; or the disposal of which is otherwise in the public interest.

3. Before the City may dispose of a significant parcel of real property, the City shall provide notice and hold a public meeting at which the City Council shall accept public comment on the proposed disposition.

4. All disposal, leases, or subleases of such real property of the City other than a significant parcel of real property, shall be made, as nearly as possible, under the same conditions and

DISPOSITION OF SURPLUS PROPERTY POLICY AMENDMENT

limitations as required by this chapter for the purchase of property, including notice and bidding procedures.

5. The City Council may authorize at its discretion and under such terms and conditions as it deems desirable, fair and appropriate, considering the intended use, property tax value and the interests of the City, the sale of any surplus real property, through public auction or other method designed to best serve the interests of City residents and produce a fair return; the trade or exchange or any surplus real property; or the lease or sublease of any surplus real property.

B. Personal Property.

1. Declaration of Surplus. No City-owned property having an estimated value in excess of five hundred dollars (\$500.00) shall be disposed of or released to anyone other than the City, unless such property has been declared surplus as set forth in this ordinance.

2. Whenever personal property is no longer needed by a City department, the Department Head having control of such property shall notify the Procurement Officer or designee. The Procurement Officer or designee shall notify other City departments of the availability of such property. If the property is requested, the Procurement Officer or designee shall supervise the transfer of such property to the department requesting the property.

3. If City personal property becomes surplus, unused, obsolete, unsuitable for public use, or otherwise no longer needed, the property shall be disposed of as follows:

a. City personal property that is included in the fixed asset register shall not be disposed of, or sold through public auction, until such property is declared surplus by the City Council. Once this property is declared surplus by the City Council, it may be sold to the highest bidder by the Purchasing Agent through an approved public auction service provider or through public auction.

b. City personal property that was not originally included in the fixed asset register may be sold to the highest bidder by the Purchasing Agent through an approved public auction service provider or by conducting a public auction. The Procurement Officer shall have the right to reject any bids or offers for City personal property when in the best interest of the City.

c. If a surplus item remains unsold after reasonable attempts to sell it through public auction, the Procurement Officer may sell the surplus item to any person for such price as the Chief Procurement Officer deems appropriate or may dispose of the item at the Procurement Officer's discretion.

d. Personal property that is fully consumed in its use for official City business shall be disposed of in any reasonable manner approved by the Purchasing Agent.

DISPOSITION OF SURPLUS PROPERTY POLICY AMENDMENT

e. Monetary proceeds from the sale or other disposition of items pursuant to this section which were an enterprise fund asset or purchased with enterprise fund revenues shall be credited to the respective enterprise fund. All other proceeds shall be credited to the City's general fund.

f. Where personal property is of such a size, shape, or is so unique as to be unmarketable, as determined by the Department Head and Procurement Officer and approved by the City Manager, then the requirements of this section may be waived and such property may be sold or otherwise disposed of in any reasonable manner, with the notification to the City Council.

C. Disposal of Fixed Assets Under Lease Agreements

1. Lease Termination and Disposal: Fixed assets acquired through an approved lease program may be disposed of through the contracted leasing entity upon the termination of the lease term. The Department Head, in collaboration with the Procurement Officer, shall identify such leased assets as no longer required by the City.
2. Approval Process: The disposal of leased fixed assets must be approved by the City Manager. Upon approval, the City Procurement Officer will oversee the return or disposal of the leased assets in accordance with the terms of the leasing agreement.
3. Notification to City Council: The City Council must be notified of the termination of any lease agreement involving City fixed assets. This notification will include details of the asset, the lease termination, and the disposal method agreed upon with the leasing entity.



**MINUTES OF A REGULAR
CITY COUNCIL MEETING**

City Council Chambers
125 South Main Street, Vineyard, Utah
August 28, 2024, at 6:34 PM

Present

Mayor Julie Fullmer
Councilmember Sara Cameron
Councilmember Jacob Holdaway
Councilmember Amber Rasmussen
Councilmember Mardi Sifuentes

Absent

Staff Present: City Manager Eric Ellis, City Attorney Jayme Blakesley, Lieutenant Holden Rockwell with the Utah County Sheriff's Office, Chief Building Official Cris Johnson, Community Development Director Morgan Brim, Finance Director Kristie Bayles, Public Works Director Naseem Ghandour, Environmental Utilities Manager Sullivan Love, Parks and Recreation Director Brian Vawdrey, Jenna and Corrie, Utility Billing Clerk Maria Arteaga, City Recorder Pamela Spencer, and Deputy Recorder Tony Lara

Others Speaking: Lobbyist Jeff Hartley with Sage Government Solutions, residents Diana Steele, Karen Cornelious, Russell Evans, and Justin Hammer

1. CALL TO ORDER

 Mayor Fullmer opened the meeting at 6:34 PM.

2. PRESENTATIONS/RECOGNITIONS/AWARDS/PROCLAMATIONS

2.1. Proclamation Declaring September as Constitution Month (Proclamation 2024-06)

 Mayor Fullmer read and signed the proclamation.

 Mayor Fullmer moved to staff reports and turned the time over to Lobbyist Jeff Hartley with Sage Government Solutions.

 Mr. Hartley gave a legislative update.

 Mayor Fullmer mentioned that they would hold legislative review meetings with their consultants to prepare what they would like to see as a council.

 Councilmember Sifuentes asked how citizens could find information about the constitutional amendments that will be on the ballot. Mr. Hartley replied that the Lieutenant Governor's office would have links on their website along with informational mailings.

 Councilmember Holdaway asked if they could get a list of who he represents to look for conflicts of interest. Mr. Hartley replied that the information could be found on Lobbyists. Utah.gov

 Councilmember Holdaway asked about an article from the Salt Lake Tribune. Mr. Hartley replied that this had nothing to do with him. A discussion ensued.

 Councilmember Holdaway stated, for the record, that he did not agree with having a lobbyist.

3. CLOSED SESSION

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

- a. discussion of the character, professional competence, or physical or mental health of an individual

Mayor Fullmer called for a motion to go into a closed session.

 **Motion:** COUNCILMEMBER RASMUSSEN MOVED TO GO INTO A CLOSED SESSION AT 6:47 PM, IN THE CONFERENCE ROOM HERE AT THE CITY OFFICES, TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL. COUNCILMEMBER SIFUENTES SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Mayor Fullmer resumed the meeting at 7:30 PM

4. APPOINTMENTS/REMOVALS

4.1. Appointment of Library Board Members

With the advice and consent of the City Council, Mayor Fullmer will appoint Councilmember Amber Rasmussen as a member of the Vineyard Library Board for the remainder of her current council term. She will also appoint Diana Steele as an alternate member, to fill the remainder of Pilar Steele's term. The mayor may make additional appointments or removals deemed necessary. City Recorder Pamela Spencer will swear in any board members in attendance.

 Mayor Fullmer appointed Diana Steele as an alternate on the Library Board.

 Ms. Steele thanked the council for this opportunity.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO APPROVE THE MAYOR'S APPOINTMENT TO THE VINEYARD LIBRARY BOARD AS PRESENTED. COUNCILMEMBER CAMERON SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

4.2. Vineyard Youth Council Executive Board

The mayor, with the advice and consent of the City Council, will appoint members of the Vineyard Youth Council Executive Board. Elections were held on July 15, 2024, during the 2024-2025 Youth Council Kickoff meeting. Elected members are Youth Mayor Ashlyn May, Youth City Manager Russell Rasmussen, Youth Recorder Beckham Sifuentes, Youth Communications Chair Dalia De La Piedra, Youth Services & Beautification Chair Morgan Prete, Youth Activities Chair Dairus Vaiaoga. City Recorder Pamela Spencer will swear in any board members in attendance.

 Mayor Fullmer reviewed her appointments to the Vineyard Youth Council.

 **Motion:** Councilmember Sifuentes moved to approve the mayor's appointments to the Vineyard Youth Council Executive Board as presented. Councilmember...seconded the motion. Mayor Fullmer, Councilmembers Cameron, Holdaway, Rasmussen, and Sifuentes voted yes. The Motion carried unanimously.

 City Recorder Pamela Spencer swore in Russell Rasmussen and Dian Steele.

5. WORK SESSION

5.1. Ordinance Amendment - Mobility Device and Golf Cart

Lieutenant Holden Rockwell will present recommended changes to the Vineyard Municipal Code regarding motorized vehicles on public property.

 Lt. Rockwell presented possible ordinance amendments for mobility devices and golf carts on public property. A discussion ensued.

5.2. Agenda Management

City Recorder Pamela Spencer will discuss agenda management.

 City Recorder Pam Spencer presented on agenda creation and posting timelines. A discussion ensued. Ms. Spencer agreed to post the agenda the Monday before the council meetings.

5.3. Social Media Policy Amendments

City Attorney Jayme Blakesley will present proposed amendments to the Social Media Policies.

 City Attorney Jayme Blakesley and Communications Manager Jenna Ahern presented the proposed amendments to the social media policies.

140 **5.4. Residential North Pointe Passes**

141 City Manager Eric Ellis will discuss the potential for the city to offer North Pointe
142 dump passes to residents of Vineyard.



144 City Manager Eric Ellis presented options for offering residents a dump pass(es).

146
147 **5.5. Finance Committee**

148 City Attorney Jayme Blakesley will present procedures regarding the creation of a
149 Finance Committee.



151 Mr. Blakesley reviewed the possibility of creating a finance committee. Mayor Fullmer
152 explained what she had done in the past regarding finance.



154 Councilmember Holdaway expressed his disappointment over the process. A discussion
155 ensued.

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158 **6. PUBLIC COMMENTS**

159 Mayor Fullmer called for public comment.



161 Karen Cornelious, living in the Villas subdivision, expressed her concern about the discussion
162 that had just taken place. She felt that Councilmember Holdaway needed additional representation
163 at meetings. She agreed with the increase for public safety mentioned in the budget. She felt they
164 were at an impasse over the individual meetings they had been discussing tonight. She also
165 mentioned the legislative staff report that was given earlier tonight.



167 Russell Evans, living in The Villas subdivision, expressed concern over who would own the
168 grocery store and the design.



170 Justin Hammer, living in the Solstice subdivision, said that he had sent the council his
171 comments about public safety, off leash dogs, and car safety.

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174 **7. MAYOR AND COUNCILMEMBERS' REPORTS/DISCLOSURES/RECUSALS**



175 Councilmember Holdaway stated that the purpose of wanting a finance committee was to have
176 outside people in the discussions. He mentioned the parking agreement concerns mentioned in a
177 social media post. He felt that hot button issues should be brought to a work session. There was a
178 discussion about how the parking agreement took place.



180 Councilmember Holdaway talked about allowing two councilmembers to attend meetings with
181 Mr. Ellis.

182
183
184 **8. STAFF, COMMISSION, AND COMMITTEE REPORTS**



185 Lobbyist Jeff Hartley with Sage Government Solutions gave a legislative update. This item was
186 moved to the beginning of the meeting.

188
189 **9. CONSENT ITEMS**

190 **9.1. Approval of the August 8, 2024, City-wide Open House Minutes**

191 **9.2. Approval of the August 14, 2024, City Council Meeting Minutes**

192
193 Mayor Fullmer called for a motion.
194

195  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO APPROVE THE CONSENT
196 ITEMS AS PRESENTED. COUNCILMEMBER CAMERON SECONDED THE MOTION.
197 MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND
198 SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.
199
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201 **10. BUSINESS ITEMS**

202 **10.1. Public Hearing - Zoning Text Amendment to Sections 15.12.050 and 15.34.220**
203 **(Ordinance 2024-10)**

204 Applicant initiated Zoning Text Amendment to amend Section 15.12.050 *District Use*
205 *Table*. The proposed ordinance would create the Event Space Use in the District Use
206 Table and allow for the use in the Flex Office Industrial (FOI) zone as a Conditional
207 Use.
208

209  Mayor Fullmer called for a motion to open the public hearing.
210

211  **Motion:** Councilmember Sifuentes moved to go into a public hearing at 9:29 PM.
212 Councilmember Cameron seconded the motion. Mayor Fullmer, Councilmembers Cameron,
213 Holdaway, Rasmussen, and Sifuentes voted yes. The Motion carried unanimously.
214

215  Mr. Brim presented the recommended zoning text amendments.
216

217  Mayor Fullmer called for public comments. Hearing none, she called for a motion to close the
218 public hearing.
219

220  **Motion:** COUNCILMEMBER RASMUSSEN MOVED TO CLOSE THE PUBLIC
221 HEARING AT 9:32 PM. COUNCILMEMBER SIFUENTES SECONDED THE MOTION.
222 MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND
223 SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.
224

225  Councilmember Sifuentes asked to see the map. Mr. Brim reviewed the area where this change
226 would be effective.
227

228  **Motion:** COUNCILMEMBER HOLDAWAY MOVED TO ADOPT ORDINANCE #2024-10
229 ALLOWING EVENT CENTERS IN THE FOI DISTRICT THROUGH THE PROVISION OF A
230 CONDITIONAL USE PERMIT. COUNCILMEMBER CAMERON SECONDED THE MOTION.
231

232 There was a brief discussion.
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ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

10.2. Public Hearing - Consolidated Fee Schedule Amendments (Resolution 2024-25)

Utility Billing Clerk Maria Arteaga will present proposed amendments to the Consolidated Fee Schedule. The Mayor and City Council will act to adopt (or deny) this request by resolution.

 Mayor Fullmer called for a motion to open the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO OPEN THE PUBLIC HEARING AT 9:35 PM. COUNCILMEMBER CAMERON SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

Mayor Fullmer turned the time over to Utility Billing Clerk Maria Arteaga.

 Ms. Arteaga presented the recommended amendments to the consolidated fee schedule. There was a discussion about collection of delinquent utility bills. Mr. Brim suggested they discuss a fee for illegal dumping in wetlands. Mr. Arteaga continued her presentation.

 Mayor Fullmer called for public comment. Hearing none, she called for a motion to close the public hearing.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO CLOSE THE PUBLIC HEARING AT 9:43 PM. COUNCILMEMBER CAMERON SECONDED THE MOTION. MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

 Councilmember Cameron asked about the report a concern. Ms. Arteaga explained the process and the new software she was using.

Mayor Fullmer called for a motion.

 **Motion:** COUNCILMEMBER SIFUENTES MOVED TO ADOPT RESOLUTION 2024-25 CONSOLIDATED FEE SCHEDULE AMENDMENTS AS PRESENTED BY STAFF. COUNCILMEMBER CAMERON SECONDED THE MOTION. ROLL CALL WENT AS FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS CAMERON, HOLDAWAY, RASMUSSEN, AND SIFUENTES VOTED YES. THE MOTION CARRIED UNANIMOUSLY.

10.3. Discussion and Action - Adoption of the Fiscal Year 2024-2025 Budget (Resolution 2024-24)

(This item was continued from the August 14, 2024, City Council meeting.)

The mayor and City Council will act to adopt (or deny) this by resolution.

 Mayor Fullmer turned the time over to Finance Director Kristie Bayles.

284  Ms. Bayles presented changes to the Fiscal Year 2024-2025 Budget

285
286  Mayor Fullmer called for comments from the council.

287
288  Councilmember Rasmussen commented that the budget had come a long way and thanked Ms.
289 Bayles for her work.

290
291  Councilmember Cameron agreed with Councilmember Rasmussen and the discussion that she
292 and Ms. Bayles had.

293
294  Councilmember Holdaway asked for the total dollar amount that was cut from the budget. Ms.
295 Bayles explained that there was \$190,000 added back into the general fund.

296
297  Councilmember Sifuentes thanked Ms. Bayless for her work.

298
299  Mayor Fullmer also thanked Ms. Bayless for her hard work. She then called for a motion.

300
301  **Motion:** COUNCILMEMBER SIFUENTES MOVED TO ADOPT RESOLUTION 2024-24;
302 THE VINEYARD CITY FISCAL YEAR 2024-2025 BUDGET AS PRESENTED BY STAFF.
303 COUNCILMEMBER CAMERON SECONDED THE MOTION. ROLL CALL WENT AS
304 FOLLOWS: MAYOR FULLMER, COUNCILMEMBERS CAMERON, RASMUSSEN, AND
305 SIFUENTES VOTED YES. COUNCILMEMBER HOLDAWAY VOTED NO. THE MOTION
306 CARRIED FOUR TO ONE.

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308 **10.4. Public Hearing: Parks and Recreation Master Plan**
309 **(this item is being postponed to a later date)**

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312 **11. ADJOURNMENT**

313  Mayor Fullmer adjourned the meeting at 10:02 PM.

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315
316 **MINUTES APPROVED ON:** _____

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319 **CERTIFIED CORRECT BY:** 
320 **PAMELA SPENCER, CITY RECORDER**



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: September 25, 2024

Agenda Item: Cross Connection Control Requirements (Ordinance 2024-12)

Department: Public Works

Presenter: Naseem Ghandor

Background/Discussion:

This staff report seeks the City Council's approval of the proposed Cross Connection Control Ordinance, designed to protect Vineyard City's water supply from contamination or pollution caused by cross-connections. The ordinance ensures compliance with state regulations (Utah Administrative Code R309.105.12, and the Utah Plumbing Code) and establishes a backflow prevention program.

Cross-connections in water systems, which occur when non-potable water or contaminants can enter the potable water supply, pose significant public health risks. The proposed ordinance is designed to prevent such risks by enforcing the installation, testing, and maintenance of backflow prevention.

This ordinance will ensure compliance with state-mandated water system standards and create clear responsibilities for both the city and water customers to ensure protections to safeguard public health.

The Cross Connection Control Ordinance establishes several key provisions:

1. **Prohibition of Unprotected Cross Connections:** Any connection posing a risk to the city's water supply must be eliminated or properly protected.
2. **Backflow Prevention:** All water service connections require approved backflow prevention assemblies, which must be tested upon installation and annually after that.
3. **Consumer Responsibilities:** Consumers are responsible for installing, testing, and maintaining backflow prevention assemblies. Non-compliance will result in the termination of water service.
4. **City Enforcement:** The City is authorized to enforce the ordinance, including conducting hazard surveys and terminating water service when necessary.
5. **Emergency Procedures:** In the event of a backflow incident, the ordinance allows for immediate termination of water service until the issue is resolved.

Fiscal Impact:

None

Recommendation:

Staff recommends that the City Council adopt the Cross Connection Control Ordinance.

Sample Motion:

"I move that we adopt the Cross Connection Control Ordinance to protect Vineyard City's water supply from contamination through proper backflow prevention measures."

Attachments:

1. Resolution - DRAFT
2. CROSS CONNECTION CONTROL ORDINANCE
3. Utah Admin Code R309-105

VINEYARD CITY, UTAH
RESOLUTION NO. [Insert Number]

A RESOLUTION OF THE VINEYARD CITY COUNCIL ADOPTING THE CROSS CONNECTION CONTROL ORDINANCE TO PROTECT THE CITY'S PUBLIC DRINKING WATER SYSTEM FROM CONTAMINATION OR POLLUTION.

WHEREAS, the City of Vineyard (the "City") is committed to protecting the public health, safety, and welfare of its residents by ensuring the safety of its public drinking water system; and

WHEREAS, cross connections between potable and non-potable water systems can pose significant risks of contamination or pollution to the public drinking water system through backflow incidents; and

WHEREAS, the State of Utah requires compliance with Section R309.105.12 of the Utah Administrative Code and the current Utah Plumbing Code to prevent contaminants or pollutants from entering the public water system; and

WHEREAS, the Vineyard City Council has determined that adopting a Cross Connection Control Ordinance is necessary to ensure reasonable diligence in preventing backflow contamination, to comply with state regulations, and to safeguard the public water system; and

WHEREAS, the proposed Cross Connection Control Ordinance establishes procedures and responsibilities for the City, the Consumers, and Certified Technicians to eliminate or control cross connections and to ensure that backflow prevention assemblies are properly installed, tested, and maintained.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Vineyard, Utah, as follows:

1. **Adoption of the Ordinance:** The Vineyard City Council hereby adopts the Cross Connection Control Ordinance, as presented, to regulate and control cross connections and prevent contamination or pollution of the City's public drinking water system.
2. **Enforcement:** The City shall be responsible for the enforcement of this Ordinance, including the inspection of water systems, hazard assessments, and ensuring compliance with state and local regulations.
3. **Implementation:** The provisions of the Cross Connection Control Ordinance shall be implemented immediately upon its passage and approval by the Vineyard City Council.
4. **Severability:** If any section, subsection, sentence, clause, or phrase of this Resolution or the accompanying Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Resolution or Ordinance.

DATED this ____ day of _____, _____

VINEYARD CITY, Mayor

CONTRACTOR SIGNATURE

ATTEST:

City Recorder

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

Purpose

This ordinance protects Vineyard City's water supply from contamination or pollution due to any existing or potential cross-connections. It ensures that approved backflow prevention assemblies are tested upon installation and at least annually thereafter. This ordinance complies with Section R309.105 titled "Administration: General Responsibilities of Public Water Systems" of the Utah Public Drinking Water Rules (UPDWR) and the current Plumbing Code, adopted by the State of Utah.

The installation or maintenance of any unprotected cross connection that endangers Vineyard City's (the "City") water supply is prohibited. Any such cross connection, whether existing or installed in the future, is declared unlawful and must be immediately protected or eliminated.

The control or elimination of cross connections and determining the degree of hazard and appropriate protection levels shall comply with the Plumbing Code adopted by the State of Utah and the UPDWR. Water service to any premises is contingent upon the customer providing appropriate cross connection control, if necessary. The City's Public Works Water Manager, or designee, in conjunction with the City's Building Official, or designee, shall determine and enforce this. Water service may be refused or terminated to any premises where an unprotected cross connection poses a risk of contamination or backflow into the public drinking water system.

Authorized City employees, with proper identification, shall have access to all areas of any premises receiving drinking water from the City for hazard assessment surveys. Water service may be refused or terminated, or maximum backflow protection required, if access for such surveys is denied, unprotected cross connections are found, or installed assemblies are not tested and maintained as required by state and local regulations.

Before terminating water service, the City will follow due process by notifying the consumer in writing and providing reasonable time t, ten (10) business days, to comply. In the event of an actual backflow incident which is determined to be an immediate endangerment to public health, then water service shall be terminated immediately and restored only after the cross connection is eliminated or adequately protected as determined by the City.

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

ORDINANCE FOR THE CONTROL OF BACKFLOW AND CROSS CONNECTIONS

SECTION 1. CROSS CONNECTION CONTROL – GENERAL POLICY

1.1 Purpose of Ordinance:

1.1.1 To protect the public drinking water supply of Vineyard City (the “City”) from contamination or pollution by requiring compliance with the Utah State Rules for Public Drinking Water Systems (PDWS) and the Utah Plumbing Code, as adopted by the State of Utah. Compliance with these codes ensures reasonable diligence in preventing contaminants or pollutants from backflowing into the public drinking water system.

1.1.2 To promote the reasonable elimination or control of cross connections in plumbing fixtures and industrial piping systems, as required by state and plumbing regulations, to ensure water system safety.

1.1.3 To administer an ongoing backflow prevention program that systematically assesses risks and effectively prevents contamination or pollution of the drinking water system.

1.2 Responsibility: Drinking Water Purveyor

1.2.1 The City’s Public Works Department, Environmental Utilities Division, which includes water and sewer, is responsible for providing for drinking water and protecting the drinking water distribution system from conditions that could cause contamination or pollution of the water supply due to backflow.

1.2.2 Surveys or inspections of the consumer’s water distribution systems shall be conducted by certified individuals representing the City. Records of these surveys will indicate compliance with the State of Utah regulations and will be maintained by the City..

1.2.3 The City shall schedule and notify all consumers in writing of the need for periodic system surveys to ensure compliance with applicable health and safety standards.

1.2.4 The selection of an approved backflow prevention assembly for containment control at the service entrance will be based on the results of the system survey.

1.3 Responsibility: Consumer

1.3.1 Consumers must comply with this ordinance as a term and condition of water supply. By accepting water service, consumers acknowledge their responsibility as water system users.

1.3.2 Consumers are responsible for purchasing, installing, testing, and maintaining any backflow prevention device or assembly required by this ordinance. Failure to comply will result in discontinuation of service.

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

1.4 Responsibility: Building Official

1.4.1 The Building Official is responsible for enforcing the applicable sections of the current Plumbing Code, beginning at the point of service (downstream of the meter) and throughout the consumer's water system.

1.4.2 The Building Official, or designee, will require that all plans are reviewed to ensure that unprotected cross connections are not part of the consumer's water system. If a cross connection cannot be eliminated, it must be protected by an air gap or approved backflow prevention device, in accordance with the current Plumbing Code and other Rules as adopted by the State of Utah.

1.5 Responsibility: Certified Backflow Technician, Surveyor, or Repair Person

1.5.1 Whether employed by the consumer or the utility, the Certified Backflow Technician, Surveyor, or Repair Person will be responsible for:

- Using acceptable testing equipment and procedures.
- Reporting testing and repairs to the consumer and the water purveyor.
- Ensuring replacement parts are of equal quality to the original.
- Not altering the assembly's design or operational characteristics.
- Performing all tests and reporting results accurately.
- Keeping testing equipment in proper condition and ensuring licensure is current.
- Tagging each backflow assembly with relevant information.

1.5.2 In the case of a consumer requiring an assembly to be tested, any currently State Certified Backflow Technician is authorized to make the test and report the results to the consumer and the Water Purveyor. Any installation repair or relocation shall be done by individuals having appropriate licensure from the state's department of licensing..

SECTION 2: DEFINITIONS

2.1 Approved Backflow Assembly:

A backflow prevention assembly that is accepted by the Utah State Department of Environmental Quality, Division of Drinking Water, as meeting the required specifications for its intended use.

2.2 Auxiliary Water Supply:

Any water supply available on the premises other than the purveyor's public water supply. This includes natural sources like wells, springs, rivers, streams, and any other non-public water supply. Auxiliary supplies could be contaminated or pose a risk of pollution, and are outside the purveyor's control.

2.3 Backflow:

The reverse flow of water or other substances into the water distribution system due to either back-pressure or back-siphonage.

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

2.4 Back-Pressure:

When water or other substances flow from a region of high pressure to a region of lower pressure, potentially allowing contamination to enter the potable water supply.

2.5 Back-Siphonage:

A vacuum condition that allows water or other substances to be drawn into the potable water system from an unintended source, usually caused by a drop in pressure in the potable system.

2.6 Backflow Prevention Assembly:

A device or assembly designed to prevent backflow into the potable water system. Specifications for these devices are outlined in the Utah Plumbing Code and the Cross Connection Control Program for Utah.

2.7 Consumer:

The property owner, person or entity that has the title to the property, recorded in their name. This may include corporations, governments, partnerships, sole proprietorships, and other legal types.

2.8 Contamination:

Any degradation in the quality of potable water, which could include sewage, industrial waste, or other materials that pose a health risk.

2.9 Cross Connection:

Any physical connection between potable water systems and non-potable systems that could allow non-potable water or contaminants to enter the drinking water system. This includes temporary or permanent arrangements, such as removable sections of pipe, swing connections, dummy sections, or other devices.

2.10 Cross Connection-Controlled:

A connection between a potable water system and a non-potable water system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

2.11 Cross Connection-Containment:

The installation of a backflow prevention assembly at the water service connection to a premises when it is either impractical or impossible to eliminate all cross-connections within the property. This assembly prevents contaminants from backflowing into the public water system.

2.12 Water Purveyor:

The entity or designee designated to oversee the Environmental Utilities Division of Vineyard City. This person is responsible for implementing the cross-connection control program and enforcing the provisions of this ordinance.

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

SECTION 3: REQUIREMENTS

3.1 Policy:

3.1.1 Water Service Protection:

Water service connections to any premises shall not be installed or maintained unless the water supply is protected as required by state laws and regulations. If backflow prevention is not installed, tested, and maintained, or if there are unprotected cross-connections, water service will be discontinued after proper written notification and a grace period for voluntary compliance.

3.1.2 Inspection Access:

The customer's water system must be accessible for inspection by authorized representatives of the water purveyor. These inspections are necessary to identify cross-connections or other sanitary hazards and to audit the results of required surveys, as per R309.105.12 titled "Cross Connection Control" of the Utah Administrative Code.

3.1.3 Backflow Prevention at Service Connection:

When the water purveyor determines that a service connection poses a significant hazard to the water supply, an approved backflow prevention assembly must be installed. This device should be placed at or near the property line or immediately inside the building being served, before the first branch line from the service connection.

3.1.4 Type of Backflow Protection:

The type of backflow prevention assembly required depends on the degree of hazard identified at the point of cross-connection. The level of protection must comply with state and local requirements based on the results of the required survey.

3.1.5 Existing Backflow Prevention Devices:

Backflow prevention assemblies that were installed and approved at the time of installation but do not meet current standards may continue to be used, provided they have been properly maintained and continue to protect the public water system. However, if a unit needs significant maintenance, is moved, or presents a health hazard, it must be replaced with a compliant assembly.

3.1.6 Annual Testing:

Consumers are responsible for having certified inspections and operational tests of backflow prevention assemblies performed annually at their own expense. The water purveyor may require more frequent inspections if the hazard is deemed significant.

3.1.7 Testing After Installation:

Backflow prevention assemblies must be tested within ten (10) working days of installation.

CROSS CONNECTION CONTROL ORDINANCE

For Vineyard City

3.1.8 No Installation in Hazardous Locations:

Backflow prevention assemblies must not be installed in locations that create a safety hazard, such as over electrical panels, steam pipes, or boilers, or above ceiling levels.

3.2 Violation of Policy:

A violation of this ordinance occurs when the consumer does not take corrective action within ten (10) days of written notification regarding deficiencies noted in a survey or test results. In such cases, the water purveyor may deny or immediately discontinue service by physically breaking the service line. Service will only be restored once the customer corrects the issue in compliance with state and local regulations, as well as the provisions of this ordinance.

Conclusion:

The **Cross Connection Control Ordinance** ensures that Vineyard City's drinking water system remains free from contamination by enforcing strict compliance with state regulations and requiring the installation of approved backflow prevention assemblies. The ordinance defines the responsibilities of the water purveyor, consumers, and certified technicians, and outlines the procedures for preventing, testing, and resolving cross connections.

The foregoing Cross Connection Control ordinance was passed and approved by The Vineyard City Council of Vineyard City, Utah County, State of Utah on the _____ day of _____, 20____.

Approver:

Mayor

ATTEST:

City Recorder

R309. Environmental Quality, Drinking Water.**R309-105. Administration: General Responsibilities of Public Water Systems.****R309-105-1. Purpose.**

The purpose of this rule is to set forth the general responsibilities of public water systems, water system owners and operators.

- R309-105-2 Authority.
- R309-105-3 Definitions.
- R309-105-4 General.
- R309-105-5 Exemptions from Monitoring Requirements.
- R309-105-6 Construction of Public Drinking Water Facilities.
- R309-105-7 Source Protection Plans.
- R309-105-8 Existing Water System Facilities.
- R309-105-9 Minimum Pressure.
- R309-105-10 Operation and Maintenance Procedures.
- R309-105-11 Operator Certification.
- R309-105-12 Cross Connection Control.
- R309-105-13 Finished Water Quality.
- R309-105-14 Operational Reports.
- R309-105-15 Annual Reports.
- R309-105-16 Reporting Test Results.
- R309-105-17 Record Maintenance.
- R309-105-18 Emergencies.

R309-105-2. Authority.

This rule is promulgated by the Drinking Water Board as authorized by Title 19, Environmental Quality Code, Chapter 4, Safe Drinking Water Act, Subsection 104 of the Utah Code and in accordance with 63G-3 of the same, known as the Administrative Rulemaking Act.

R309-105-3. Definitions.

Definitions for certain terms used in this rule are given in R309-110 but may be further clarified herein.

R309-105-4. General.

(1) Water suppliers are responsible for the quality of water delivered to their customers. In order to give the public reasonable assurance that the water which they are consuming is satisfactory, the Board has established rules for the design, construction, water quality, water treatment, contaminant monitoring, source protection, operation and maintenance of public water supplies.

R309-105-5. Exemptions from Monitoring Requirements.

(1) The applicable requirements specified in R309-205, R309-210 and R309-215 for monitoring shall apply to each public water system, unless the public water system meets all of the following conditions:

- (a) Consists only of distribution and storage facilities (and does not have any collection and treatment facilities);
- (b) Obtains all of its water from, but is not owned or operated by, a public water system to which such regulations apply;
- (c) Does not sell water to any person; and
- (d) Is not a carrier which conveys passengers in interstate commerce.

(2) When a public water system supplies water to one or more other public water systems, the Director may modify the monitoring requirements imposed by R309-205, R309-210 and R309-215 to the extent that the interconnection of the systems justifies treating them as a single system for monitoring purposes.

(3) In no event shall the Director authorize modifications in the monitoring requirements which are less stringent than requirements established by the Federal Safe Drinking Water Act.

R309-105-6. Construction of Public Drinking Water Facilities.

The following requirements pertain to the construction of public water systems.

(1) Approval of Engineering Plans and Specifications

(a) Complete plans and specifications for all public drinking water projects, as described in R309-500-5, shall be approved in writing (Plan Approval) by the Director prior to the commencement of construction. The Director may also authorize the Engineering Manager for the Division to issue Plan Approvals. A minimum 30-day review time should be assumed.

(b) Appropriate engineering reports, supporting information and master plans may also be required by the Director as needed to evaluate the proposed project. A certificate of convenience and necessity or an exemption therefrom, issued by the Public Service Commission, shall be filed with the Director prior to approval of any plans or specifications for projects described in R309-500-4(1) as new or previously un-reviewed water system.

(2) Acceptable Design and Construction Methods

(a) The design and construction methods of all public drinking water facilities shall conform to the applicable standards contained in R309-500 through R309-550 of these rules. The Division may require modifications to plans and specifications before approval is granted.

(b) There may be times in which the requirements of the applicable standards contained in R309-500 through R309-550 are not appropriate. Thus, the Director may grant an "exception" to portions of these standards if it can be shown that the granting of such an exception will not jeopardize the public health. The Director may also authorize the Engineering Manager for the Division to grant exceptions to the separation requirements under R309-550-7 if the requirements of this rule are met. In order for the Division to consider such a request, the public drinking water system shall submit a written request directly from the management of the public drinking water system, preferably on system letterhead, that includes the following:

- (i) citation of the specific rule for which the "exception" is being requested;
- (ii) a detailed explanation, drawings may be included, of why the conditions of rule cannot be met;
- (iii) what the system proposes, drawings may be included, in lieu of rule;
- (iv) justification the proposed alternative will protect the public health to a similar or better degree than required by rule. Physical conditions as well as cost may be justification for requesting an "exception-to-rule."

(c) Alternative or new treatment techniques may be developed which are not specifically addressed by the applicable standards contained in R309-500 through R309-550. These treatment techniques may be accepted by the Director if it can be shown that:

- (i) They will result in a finished water meeting the requirements of R309-200 of these regulations.
- (ii) The technique will produce finished water which will protect public health to the same extent provided by comparable treatment processes outlined in the applicable standards contained in R309-500 through R309-550.
- (iii) The technique is as reliable as any comparable treatment process governed by the applicable standards contained in R309-500 through R309-550.

(3) Description of "Public Drinking Water Project"

Refer to R309-500-5 for the description of a public drinking water project and R309-500-6 for required items to be submitted for plan approval.

(4) Specifications for the drilling of a public water supply well may be prepared and submitted by a licensed well driller holding a current Utah Well Driller's Permit if authorized by the Director.

(5) Drawing Quality and Size

Drawings which are submitted shall be compatible with Division of Drinking Water Document storage. Drawings which are illegible or of unusual size will not be accepted for review. Drawing size shall not exceed 30" x 42" nor be less than 8-1/2" x 11".

(6) Requirements After Approval of Plans for Construction

After the approval of plans for construction, and prior to operation of any facilities dealing with drinking water, the items required by R309-500-9 shall be submitted and an operating permit received.

R309-105-7. Source Protection.

(1) Public Water Systems are responsible for protecting their sources of drinking water from contamination. R309-600 and R309-605 sets forth minimum requirements to establish a uniform, statewide program for implementation by PWSs to protect their sources of drinking water. PWSs are encouraged to enact more stringent programs to protect their sources of drinking water if they decide they are necessary.

(2) R309-600 applies to ground-water sources and to ground-water sources which are under the direct influence of surface water which are used by PWSs to supply their systems with drinking water.

(3) R309-605 applies to PWSs which obtain surface water prior to treatment and distribution and to PWSs obtaining water from ground-water sources which are under the direct influence of surface water. However, compliance with this rule is voluntary for public transient non-community water systems to the extent that they are using existing surface water sources of drinking water.

R309-105-8. Existing Water System Facilities.

(1) All public water systems shall deliver water meeting the applicable requirements of R309-200 of these rules.

(2) Existing facilities shall be brought into compliance with R309-500 through R309-550 or shall be reliably capable of delivering water meeting the requirements of R309-200.

(3) In situations where a water system is providing water of unsatisfactory quality, or when the quality of the water or the public health is threatened by poor physical facilities, the water system management shall solve the problem(s).

R309-105-9. Minimum Water Pressure.

(1) Unless otherwise specifically approved by the Director, no water supplier shall allow any connection to the water system where the dynamic water pressure at the point of connection will fall below 20 psi during the normal operation of the water system. Water systems approved prior to January 1, 2007, are required to maintain the above minimum dynamic water pressure at all locations within their distribution system. Existing public drinking water systems, approved prior to January 1, 2007, which expand their service into new areas or supply new subdivisions shall meet the minimum dynamic water pressure requirements in R309-105-9(2) at any point of connection in the new service areas or new subdivisions.

(2) Unless otherwise specifically approved by the Director, new public drinking water systems constructed after January 1, 2007 shall be designed and shall meet the following minimum water pressures at points of connection:

- (a) 20 psi during conditions of fire flow and fire demand experienced during peak day demand;
- (b) 30 psi during peak instantaneous demand; and
- (c) 40 psi during peak day demand.

(3) Individual home booster pumps are not allowed as indicated in R309-540-5(4)(c).

R309-105-10. Operation and Maintenance Procedures.

All routine operation and maintenance of public water supplies shall be carried out with due regard for public health and safety. The following sections describe procedures which shall be used in carrying out some common operation and maintenance procedures.

(1) Chemical Addition

(a) Water system operators shall determine that all chemicals added to water intended for human consumption are suitable for potable water use and comply with ANSI/NSF Standard 60.

(b) No chemicals or other substances shall be added to public water supplies unless the chemical addition facilities and chemical type have been reviewed and approved by the Director.

(c) Chlorine, when used in the distribution system, shall be added in sufficient quantity to achieve either "breakpoint" and yield a detectable free chlorine residual or a detectable combined chlorine residual in the distribution system at points to be determined by the Director. Residual checks shall be taken a minimum of three times each week by the operator of any system using disinfectants. The Director may, however, reduce the frequency of residual checks if he determines that this would be an unwarranted hardship on the water system operator and, furthermore, the disinfection equipment has a verified record of reliable operation. Suppliers, when checking for residuals, shall use test kits and methods which meet the requirements of the U.S. EPA. The "DPD" test method is recommended for free chlorine residuals. Information on the suppliers of this equipment is available from the Division of Drinking Water.

(2) New and Repaired Mains

(a) All new water mains shall meet the requirements of R309-550-6 with regard to materials of construction. All products in contact with culinary water shall comply with ANSI/NSF Standard 61.

(b) All new and repaired water mains or appurtenances shall be disinfected in accordance with AWWA Standard C651-92. The chlorine solution shall be flushed from the water main with potable water prior to the main being placed in use.

(c) All products used to recoat the interiors of storage structures and which may come in contact with culinary water shall comply with ANSI/NSF Standard 61.

(3) Reservoir Maintenance and Disinfection

After a reservoir has been entered for maintenance or re-coating, it shall be disinfected prior to being placed into service. Procedures given in AWWA Standard C651-92 shall be followed in this regard.

(4) Spring Collection Area Maintenance

(a) Spring collection areas shall be periodically cleared of deep rooted vegetation to prevent root growth from clogging collection lines. Frequent hand or mechanical clearing of spring collection areas is strongly recommended. It is advantageous to encourage the growth of grasses and other shallow rooted vegetation for erosion control and to inhibit the growth of more detrimental flora.

(b) No pesticide (e.g., herbicide) may be applied on a spring collection area without the prior written approval of the Director. Such approval shall be given 1) only when acceptable pesticides are proposed; 2) when the pesticide product manufacturer certifies that no harmful substance will be imparted to the water; and 3) only when spring development meets the requirements of these rules (see R309-515-7).

(5) Security

All water system facilities such as spring junction boxes, well houses, reservoirs, and treatment facilities shall be secure.

(6) Seasonal Operation

Water systems operated seasonally shall be disinfected and flushed according to the techniques given in AWWA Standard C651-92 and C652-92 prior to each season's use. A satisfactory bacteriologic sample shall be achieved prior to use. During the non-use period, care shall be taken to close all openings into the system.

(7) Pump Lubricants

All oil lubricated pumps for culinary wells shall utilize mineral oils suitable for human consumption as determined by the Director. To assure proper performance, and to prevent the voiding of any warranties which may be in force, the water supplier should confirm with individual pump manufacturers that the oil which is selected will have the necessary properties to perform satisfactorily.

R309-105-11. Operator Certification.

All community and non-transient non-community water systems or any public system that employs treatment techniques for surface water or ground water under the direct influence of surface water shall have an appropriately certified operator in accordance with the requirements of these rules. Refer to R309-300, Certification Rules for Water Supply Operators, for specific requirements.

R309-105-12. Cross Connection Control.

(1) The water supplier shall not allow a connection to his system which may jeopardize its quality and integrity. Cross connections are not allowed unless controlled by an approved and properly operating backflow prevention assembly or device. The requirements of the International Plumbing Code and its amendments as adopted by the Department of Commerce shall be met with respect to cross connection control and backflow prevention.

(2) Each water system shall have a functioning cross connection control program. The program shall consist of five designated elements documented on an annual basis. The elements are:

(a) a legally adopted and functional local authority to enforce a cross connection control program (i.e., ordinance, bylaw or policy);

(b) providing public education or awareness material or presentations;

- (c) an individual with adequate training in the area of cross connection control or backflow prevention;
- (i) Community water systems serving a population of 500 or greater shall have a certified Cross Connection Control Program Administrator by December 31, 2020. Refer to R309-305 for specific requirements.
- (ii) Community water systems serving a population less than 500 shall have a certified Cross Connection Control Program Administrator by December 31, 2022. Refer to R309-305 for specific requirements.
- (iii) Non-transient non-community and transient non-community water systems may be required to have a certified Cross Connection Control Program Administrator at the Director's discretion.
- (d) written records of cross connection control activities, such as, backflow assembly inventory; and
- (e) test history and documentation of on-going enforcement (hazard assessments and enforcement actions) activities.
- (3) Suppliers shall maintain, as proper documentation, an inventory of each pressure atmospheric vacuum breaker, spill resistant pressure vacuum breaker, double check valve, reduced pressure zone principle assembly, and high hazard air gap used by their customers, and a service record for each such assembly.
- (4) Backflow prevention assemblies shall be in-line serviceable (repairable), in-line testable and have approval through third party approval agencies to be used within a public drinking water system. Third party approval shall consist of any combination of two approvals, laboratory or field, performed by a recognized testing organization which has demonstrated competency to perform such tests.
- (5) Backflow prevention assemblies shall be inspected and tested at least once a year, by an individual certified for such work as specified in R309-305. Suppliers shall maintain, as proper documentation, records of these inspections. This testing responsibility may be borne by the water system or the water system management may require that the customer having the backflow prevention assembly be responsible for having the assembly tested.
- (6) Suppliers serving areas also served by a pressurized irrigation system shall prevent cross connections between the two. Requirements for pressurized irrigation systems are outlined in Section 19-4-112 of the Utah Code.

R309-105-13. Finished Water Quality.

All public water systems are required to monitor their water according to the requirements of R309-205, R309-210 and R309-215 to determine if the water quality standards of R309-200 have been met. Water systems are also required to keep records and, under certain circumstances, give public notice as required in R309-220.

R309-105-14. Operational Reports.

- (1) Written Operational Reports.
- (a) If, in the opinion of the Director, a water system is not properly operated, the Director may require a public water system to submit a written operational report covering the operation of the whole or a part of the water system's infrastructure.
- (b) The Director may require revisions to the submitted operational report to ensure satisfactory operation, and may order the water system to follow the operational report.
- (c) If the water system fails to implement the provisions of the operational report, as evidenced by unsatisfactory delivery of a safe and/or reliable supply of drinking water, the Director may order further remedies as deemed necessary.
- (2) Treatment techniques for acrylamide and epichlorohydrin.
- (a) Each public water system shall certify annually in writing to the Director (using third party or manufacturer's certification) that when acrylamide and epichlorohydrin are used in drinking water systems, the combination (or product) of dose and monomer level does not exceed the levels specified in R309-215-8(2)(c).
- (b) Certifications may rely on manufacturer's data.
- (3)(a) All water systems using chemical addition or specialized equipment for the treatment of drinking water shall regularly complete operational reports. This information shall be evaluated to confirm that the treatment process is being done properly, resulting in successful treatment.
- (b) The information to be provided, and the frequency at which it is to be gathered and reported, will be determined by the Director.

R309-105-15. Report Submittal.

- (1) A public water system shall submit water use data if required by a state agency and shall verify the accuracy of the data by including a certification by a certified operator or a professional engineer performing the duties of a certified operator.
- (2) A public water system shall comply with the report submittal requirements of the R309 rules.

R309-105-16. Reporting Test Results.

- (1) If analyses are made by certified laboratories other than the state laboratory, these results shall be forwarded to the Division as follows:
 - (a) The supplier shall report to the Division the analysis of water samples which fail to comply with the Primary Drinking Water Standards of R309-200. Except where a different reporting period is specified in R309-205, R309-210 or R309-215, this report shall be submitted within 48 hours after the supplier receives the report from his lab. The Division may be reached at (801)536-4200.
 - (b) Monthly summaries of bacteriologic results shall be submitted within ten days following the end of each month.
 - (c) All results of TTHM samples shall be reported to the Division within 10 days of receipt of analysis for systems monitoring pursuant to R309-210-9.
 - (d) For all samples other than samples showing unacceptable results, bacteriologic samples or TTHM samples, the time between the receipt of the analysis and the reporting of the results to the Division shall not exceed 40 days.

- (e) Arsenic sampling results shall be reported to the nearest 0.001 mg/L.
- (f) There are additional reporting requirements in other sections of the rules, see R309-215-16(5).
- (2) Disinfection byproducts, maximum residual disinfectant levels and disinfection byproduct precursors and enhanced coagulation or enhanced softening. This section applies to the reporting requirements of R309-210-8, R309-215-12 and R309-215-13. For the reporting requirements of R309-210-9, R309-210-10 and R309-215-15 are contained within R309-210-9, R309-210-10 and R309-215-15, respectively.
- (a) Systems required to sample quarterly or more frequently shall report to the State within 10 days after the end of each quarter in which samples were collected. Systems required to sample less frequently than quarterly shall report to the State within 10 days after the end of each monitoring period in which samples were collected. The Director may choose to perform calculations and determine whether the MCL was exceeded, in lieu of having the system report that information.
- (b) Disinfection byproducts. Systems shall report the information specified.
- (i) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) on a quarterly or more frequent basis shall report:
 - (A) The number of samples taken during the last quarter.
 - (B) The location, date, and result of each sample taken during the last quarter.
 - (C) The arithmetic average of all samples taken in the last quarter.
 - (D) The annual arithmetic average of the quarterly arithmetic averages of this section for the last four quarters.
 - (E) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
- (ii) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) less frequently than quarterly (but at least annually) shall report:
 - (A) The number of samples taken during the last year.
 - (B) The location, date, and result of each sample taken during the last monitoring period.
 - (C) The arithmetic average of all samples taken over the last year.
 - (D) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
- (iii) Systems monitoring for TTHMs and HAA5 under the requirements of R309-210-8(2) less frequently than annually shall report:
 - (A) The location, date, and result of the last sample taken.
 - (B) Whether, based on R309-210-8(6)(b)(i), the MCL was violated.
- (iv) Systems monitoring for chlorite under the requirements of R309-210-8(2) shall report:
 - (A) The number of entry point samples taken each month for the last 3 months.
 - (B) The location, date, and result of each sample (both entry point and distribution system) taken during the last quarter.
 - (C) For each month in the reporting period, the arithmetic average of all samples taken in each three sample set taken in the distribution system.
 - (D) Whether, based on R309-210-8(6)(b)(ii), the MCL was violated.
- (v) System monitoring for bromate under the requirements of R309-210-8(2) shall report:
 - (A) The number of samples taken during the last quarter.
 - (B) The location, date, and result of each sample taken during the last quarter.
 - (C) The arithmetic average of the monthly arithmetic averages of all samples taken in the last year.
 - (D) Whether, based on R309-210-8(6)(b)(iii), the MCL was violated.
- (c) Disinfectants. Systems shall report the information specified to the Director within ten days after the end of each month the system serves water to the public, except as otherwise noted:
 - (i) Systems monitoring for chlorine or chloramines under the requirements of R309-210-8(3)(a) shall report and certify, by signing the report form provided by the Director, that all the information provided is accurate and correct and that any chemical introduced into the drinking water complies with ANSI/NSF Standard 60:
 - (A) The number of samples taken during each month of the last quarter.
 - (B) The monthly arithmetic average of all samples taken in each month for the last 12 months.
 - (C) The arithmetic average of all monthly averages for the last 12 months.
 - (D) The additional data required in R309-210-8(3)(a)(ii).
 - (E) Whether, based on R309-210-8(6)(c)(i), the MRDL was violated.
 - (ii) Systems monitoring for chlorine dioxide under the requirements of R309-210-8(3) shall report:
 - (A) The dates, results, and locations of samples taken during the last quarter.
 - (B) Whether, based on R309-210-8(6)(c)(ii), the MRDL was violated.
 - (C) Whether the MRDL was exceeded in any two consecutive daily samples and whether the resulting violation was acute or nonacute.
- (d) Disinfection byproduct precursors and enhanced coagulation or enhanced softening. Systems shall report the information specified.
 - (i) Systems monitoring monthly or quarterly for TOC under the requirements of R309-215-12 and required to meet the enhanced coagulation or enhanced softening requirements in R309-215-13(2)(b) or (c) shall report:
 - (A) The number of paired (source water and treated water) samples taken during the last quarter.
 - (B) The location, date, and results of each paired sample and associated alkalinity taken during the last quarter.
 - (C) For each month in the reporting period that paired samples were taken, the arithmetic average of the percent reduction of TOC for each paired sample and the required TOC percent removal.

- (D) Calculations for determining compliance with the TOC percent removal requirements, as provided in R309-215-13(3)(a).
- (E) Whether the system is in compliance with the enhanced coagulation or enhanced softening percent removal requirements in R309-215-13(2) for the last four quarters.
- (ii) Systems monitoring monthly or quarterly for TOC under the requirements of R309-215-12 and meeting one or more of the alternative compliance criteria in R309-215-13(1)(b) or (c) shall report:
 - (A) The alternative compliance criterion that the system is using.
 - (B) The number of paired samples taken during the last quarter.
 - (C) The location, date, and result of each paired sample and associated alkalinity taken during the last quarter.
 - (D) The running annual arithmetic average based on monthly averages (or quarterly samples) of source water TOC for systems meeting a criterion in R309-215-13(1)(b)(i) or (iii) or of treated water TOC for systems meeting the criterion in R309-215-13(1)(b)(ii).
 - (E) The running annual arithmetic average based on monthly averages (or quarterly samples) of source water SUVA for systems meeting the criterion in R309-215-13(1)(b)(v) or of treated water SUVA for systems meeting the criterion in R309-215-13(1)(b)(vi).
 - (F) The running annual average of source water alkalinity for systems meeting the criterion in R309-215-13(1)(b)(iii) and of treated water alkalinity for systems meeting the criterion in R309-215-13(1)(c)(i).
 - (G) The running annual average for both TTHM and HAA5 for systems meeting the criterion in R309-215-13(1)(b)(iii) or (iv).
 - (H) The running annual average of the amount of magnesium hardness removal (as CaCO_3 , in mg/L) for systems meeting the criterion in R309-215-13(1)(c)(ii).
 - (I) Whether the system is in compliance with the particular alternative compliance criterion in R309-215-13(1)(b) or (c).
- (3) The public water system, within 10 days of completing the public notification requirements under R309-220 for the initial public notice and any repeat notices, shall submit to the Division a certification that it has fully complied with the public notification regulations. The public water system shall include with this certification a representative copy of each type of notice distributed, published, posted, and made available to the persons served by the system and to the media.
- (4) All samples taken in accordance with R309-215-6 shall be submitted within 10 days following the end of the operational period specified for that particular treatment. Finished water samples results for the contaminant of concern that exceed the Primary Drinking Water Standards of R309-200, shall be reported to the Division within 48 hours after the supplier receives the report. The Division may be reached at (801) 536-4000.
- (5) Documentation of operation and maintenance for point-of-use or point-of-entry treatment units shall be provided to the Division annually. The Division shall receive the documentation by January 31 annually.

R309-105-17. Record Maintenance.

- All public water systems shall retain on their premises or at convenient location near their premises the following records:
- (1) Records of microbiological analyses and turbidity analyses made pursuant to this Section shall be kept for not less than five years. Records of chemical analyses made pursuant to this Section shall be kept for not less than ten years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:
 - (a) The date, place and time of sampling, and the name of the person who collected the sample;
 - (b) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample.
 - (c) Date of analysis;
 - (d) Laboratory and person responsible for performing analysis;
 - (e) The analytical technique/method used; and
 - (f) The results of the analysis.
 - (2) Lead and copper recordkeeping requirements.
 - (a) Any water system subject to the requirements of R309-210-6 shall retain on its premises original records of all sampling data and analyses, reports, surveys, letters, evaluations, schedules, Director determinations, and any other information required by R309-210-6.
 - (b) Each water system shall retain the records required by this section for no fewer than 12 years.
 - (3) Records of action taken by the system to correct violations of primary drinking water regulations shall be kept for a period not less than three years after the last action taken with respect to the particular violation involved.
 - (4) Copies of any written reports, summaries or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, State or Federal agency, shall be kept for a period not less than ten years after completion of the sanitary survey involved.
 - (5) Records concerning a variance or exemption granted to the system shall be kept for a period ending not less than five years following the expiration of such variance or exemption.
 - (6) Records that concern the tests of a backflow prevention assembly and location shall be kept by the system for a minimum of not less than five years from the date of the test.
 - (7) Copies of public notices issued pursuant to R309-220 and certifications made to the Director pursuant to R309-105-16 shall be kept for three years after issuance.

(8) Copies of monitoring plans developed pursuant to these rules shall be kept for the same period of time as the records of analyses taken under the plan are required to be kept under R309-105-17(1), except as otherwise specified. In all cases the monitoring plans shall be kept as long as the any associated report.

(9) A water system must retain a complete copy of your IDSE report submitted under this section for 10 years after the date that you submitted your IDSE report. If the Director modifies the R309-210-10 monitoring requirements that you recommended in your IDSE report or if the Director approves alternative monitoring locations, you must keep a copy of the Director's notification on file for 10 years after the date of the Director's notification. You must make the IDSE report and any Director notification available for review by the Director or the public.

(10) A water system must retain a complete copy of its 40/30 certification submitted under this R309-210-9 for 10 years after the date that you submitted your certification. You must make the certification, all data upon which the certification is based, and any Director notification available for review by the Director or the public.

(11) A water subject to the disinfection profiling requirements of R309-215-14 shall keep must keep results of profile (raw data and analysis) indefinitely.

(12) A water system subject to the disinfection benchmarking requirements of R309-215-14 shall keep must keep results of profile (raw data and analysis) indefinitely.

R309-105-18. Emergencies.

(1) The Director or the local health department shall be informed by telephone by a water supplier of any "emergency situation". The term "emergency situation" includes the following:

(a) The malfunction of any disinfection facility such that a detectable residual cannot be maintained at all points in the distribution system.

(b) The malfunction of any "complete" treatment plant such that a clearwell effluent turbidity greater than 5 NTU is maintained longer than fifteen minutes.

(c) Muddy or discolored water (which cannot be explained by air entrainment or re-suspension of sediments normally deposited within the distribution system) is experienced by a significant number of individuals on a system.

(d) An accident has occurred which has, or could have, permitted the entry of untreated surface water and/or other contamination into the system (e.g. break in an unpressurized transmission line, flooded spring area, chemical spill, etc.)

(e) A threat of sabotage has been received by the water supplier or there is evidence of vandalism or sabotage to any public drinking water supply facility which may affect the quality of the delivered water.

(f) Any instance where a consumer reports becoming sick by drinking from a public water supply and the illness is substantiated by a doctor's diagnosis (unsubstantiated claims should also be reported to the Division of Drinking Water, but this is not required).

(2) If an emergency situation exists, the water supplier shall then contact the Division in Salt Lake City within eight hours. Division personnel may be reached at all times through 801-536-4123.

(3) All suppliers are advised to develop contingency plans to cope with possible emergency situations. In many areas of the state the possibility of earthquake damage shall be realistically considered.

KEY: drinking water, watershed management

Date of Enactment or Last Substantive Amendment: January 15, 2019

Notice of Continuation: March 12, 2020

Authorizing, and Implemented or Interpreted Law: 19-4-104



VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: September 25, 2024

Agenda Item: 1200 North Overpass UDOT Grant Funds Agreement (Resolution 2024-28)

Department: Finance

Presenter: Kristie Bayles

Background/Discussion:

As part of the 2024-2025 fiscal year budget (House Bill 0488), the Utah State Legislature approved \$10,000,000 to be disbursed by the Utah Department of Transportation (UDOT) from the Rail Transportation Restricted Account to construct the 1200 North Overpass Project in Vineyard. This project aims to improve transportation infrastructure, alleviate traffic congestion, and enhance pedestrian and vehicular connectivity.

The 1200 North Overpass project is identified on the Vineyard City Transportation Master Plan (Draft), which was presented to the City Council on March 5, 2024, and shown on the Capital Project list. This project provides connectivity from Vineyard City to Mill Rd and Geneva Road.

Key Components of the Agreement:

1. Funding and Payment Schedule:

Vineyard City will receive \$10,000,000 in four installments of \$2,500,000 each, to be paid quarterly starting September 1, 2024, and continuing through June 1, 2025.

2. Project Scope and Timeline:

The project involves designing and building a 70-foot-wide vehicular and pedestrian bridge at 1200 North. Vineyard City is expected to complete the project by December 30, 2027.

The key milestones include obtaining the necessary rights from Union Pacific and Utah Transit Authority, completing the design, and constructing the bridge.

3. Reporting Requirements:

Vineyard City must provide UDOT with regular reports, including a status update by August 1, 2025, and other updates as requested by UDOT, the Utah State Legislature, or the Governor's Office.

4. Oversight and Compliance:

Vineyard City will ensure the proper use of grant funds and maintain documentation of all expenditures. UDOT will oversee the administration of the funds but will not participate in the project's design or construction. The agreement also allows for follow-up audits and the potential clawback of funds if misused.

5. Indemnity:

Vineyard City agrees to indemnify and hold UDOT harmless from any claims related to the project, except in cases of UDOT's negligence.

Fiscal Impact:

10,000,000 funds provided by UDOT

Recommendation:

Staff recommends that the City Council approve the resolution authorizing the Mayor to sign the Grant Funds Agreement with UDOT.

Sample Motion:

"I move that the Vineyard City Council approve the resolution authorizing the Mayor to sign the Grant Funds Agreement with UDOT for the 1200 North Overpass Project, thereby securing \$10,000,000 for the design and construction of the 1200 North Overpass project.

Attachments:

1. RES 2024-28 Grant Funds Agreement UDOT
2. 1200N Overpass Project Area Map
3. Vineyard Grant Funds Final 9-3-2024

RESOLUTION NO. 2024-28

A RESOLUTION OF THE VINEYARD CITY COUNCIL AUTHORIZING
THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE UTAH DEPARTMENT
OF TRANSPORTATION AND VINEYARD CITY FOR GRANT FUNDS

WHEREAS, under H.B. 0488, Item 2, the Utah State Legislature allocated (for UDOT's administration) a one-time total of ten million dollars (\$10,000,000) from the Rail Transportation Restricted Account, One-Time Schedule of Programs to the Transportation Fund for the fiscal year 2024-2025 (the "Fiscal Year"), intending that the Funds be used for the following purpose: 12th North Overpass Project in Vineyard; and

WHEREAS, the City desires to perform the work to fulfill the legislative intent for the funds, and UDOT is willing to grant the funds to the City for that purpose; and

WHEREAS, Utah Code Section 63G-6b-201 mandates that UDOT may not provide the City with state grant funding unless an agreement is executed; and

WHEREAS, the City and UDOT desire to enter into a Grant Funds Agreement for the purpose of the 12th North Overpass Project in Vineyard, and authorize the Mayor to enter into said Agreement;

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF
VINEYARD, UTAH AS FOLLOWS:

Section 1. Approval. The City Council of the City of Vineyard, Utah, hereby authorizes the Mayor to execute the Grant Funds Agreement between UDOT and Vineyard City ("Agreement") attached hereto as Exhibit A, and incorporated herein by reference.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its approval by the City Council.

Passed and dated this ____ day of September, 2024.

Julie Fullmer, Mayor

Attest:

Tony Lara, Deputy City Recorder

Exhibit A

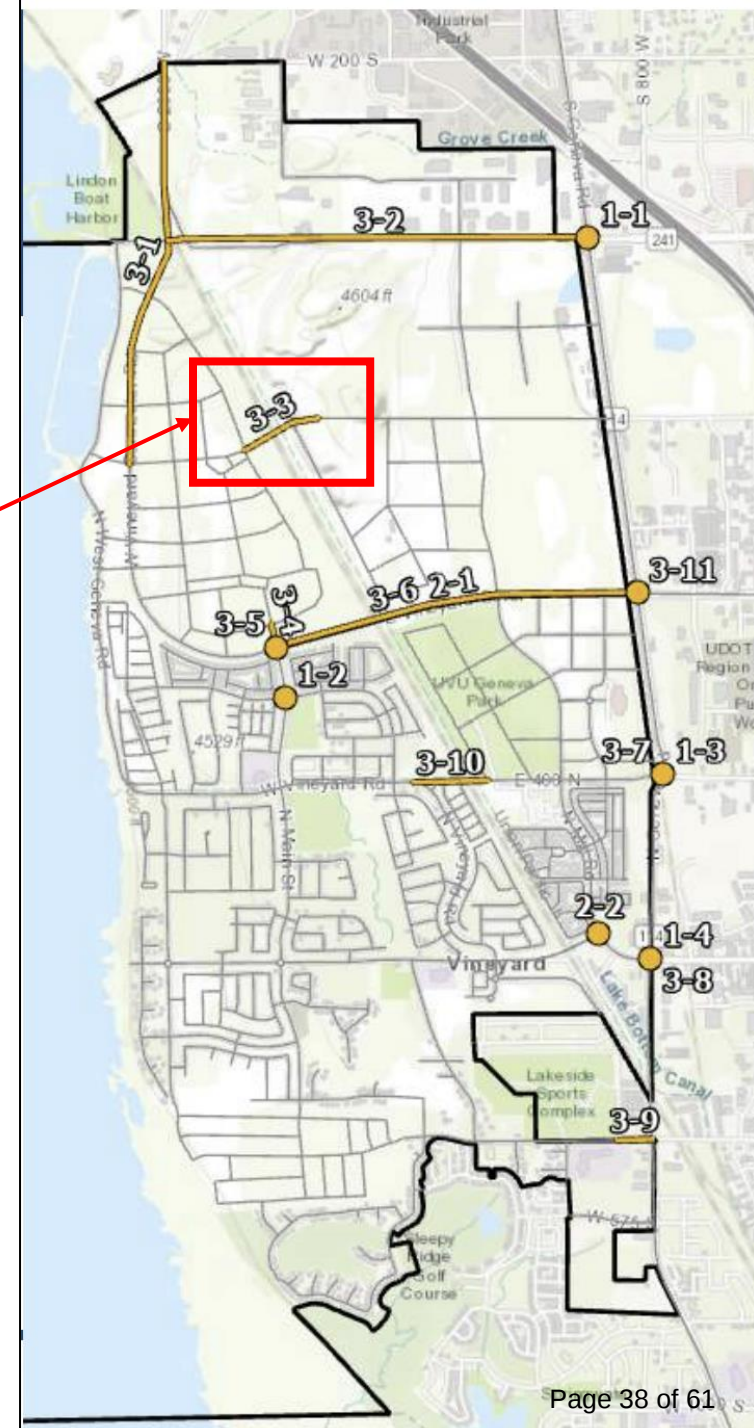
Agreement



From the VINEYARD CITY TRANSPORTATION MASTER PLAN (DRAFT)

Presented to City Council on
March 5, 2024

Project Area
1200 North: Vineyard
Connector to Geneva Road



MAP SHOWING Transportation Capital Projects presented
in the Transportation Master Plan (DRAFT)

GRANT FUNDS AGREEMENT

THIS GRANT FUNDS AGREEMENT (“**Agreement**”) is entered into as of September ___, 2024 between the Utah Department of Transportation, an agency of the State of Utah (“**UDOT**”), and the City of Vineyard, a Utah municipal corporation (“**Local Government**”).

RECITALS

WHEREAS, under H.B. 0488, Item 2 (the “**Funding Item**”), the Utah State Legislature allocated (for UDOT’s administration) a one-time total of ten million dollars (\$10,000,000) dollars (\$10,000,000) (the “**Funds**”) from the Rail Transportation Restricted Account, One-Time Schedule of Programs to the Transportation Fund for the fiscal year 2024-2025 (the “**Fiscal Year**”), intending that the Funds be used for the following purpose: 12th North Overpass Project in Vineyard; and

WHEREAS, the Local Government desires to perform the work to fulfill the legislative intent for the Funds, and UDOT is willing to grant the Funds to the Local Government for that purpose; and

WHEREAS, Utah Code Section 63G-6b-201 mandates that UDOT may not provide the Local Government with state grant funding unless an agreement is executed. In addition, such agreement must include a disbursement schedule for the grant funds; the deliverables, reporting, and performance metrics the Local Government will produce and use to demonstrate that the Local Government used the grant funds to fulfill the grant’s purpose; and annual deliverables and performance metrics the Local Government will produce and use to demonstrate sufficient progress towards fulfilling the grant’s purpose.

AGREEMENT

THEREFORE, in consideration of the foregoing recitals (which by this reference are incorporated herein) and the mutual promises set forth herein, the parties hereto agree as follows:

1. Objective and Payment Schedule. The Local Government agrees to use the transferred Funds for the purposes stated in the Funding Item. UDOT will transfer the Funds to the Local Government in the following manner: UDOT will pay the Funds to the Local Government in four quarterly installments during the Fiscal Year. Each installment will total two million, five hundred thousand dollars (\$2,500,000). UDOT will pay the four installments to the Local Government by making a payment within thirty (30) days of each of the following dates: September 1, 2024, December 1, 2024, March 1, 2025, and June 1, 2025. The total amount of all Funds will be ten million dollars (\$10,000,000).

2. Key Activities. The Local Government will use the Funds as described in this Agreement to meet the following performance measures:

- a. The Local Government will spend 100% of the Funds by no later than December 30,

Commented [JH1]: For Section 2, the local government needs to insert things that UDOT can use as performance measures when reporting to the Governor's Office (some objectives to be accomplished).

2027.

- b. The scope of work that the Funds will construct includes the design and Construction of a 70-foot-wide Vehicular and Pedestrian Bridge at 1200 North.
- c. The following project objectives are also performance measures for the use of the Funds: Obtain Union Pacific and UTA Rights, 10, 30, 60, & 100% Design Drawings, Construction Documents, Construction of Vehicular & Pedestrian Bridge.
- d. The Local Government will provide to UDOT a written report of the status of the project named in the Funding Item by no later than August 1, 2025 and will provide other reports as stated in this Agreement.

3. Budget and Deliverables. The Local Government will maintain documents that show all projected and actual spending for the activities described herein, including all funding sources and itemized project costs. The Local Government agrees that from time to time the Local Government (and UDOT) may be responsible for submitting reports or responding to inquiries for the Utah State Legislature and the Utah Governor's Office, and to comply with other reporting rules or audit requirements in connection with the Funds. The Local Government will promptly respond to UDOT's reasonable requests for information concerning the Funds. Upon spending all of the Funds, the Local Government will provide UDOT with a final written itemized report detailing where the Funds have been spent and showing all funding sources and total project costs. For all Funds that are not spent during the Fiscal Year, the Local Government will provide a written description and an itemized report at least annually detailing the expenditure of the Funds, or the intended expenditure of any Funds that have not been spent and will provide the final written itemized report described above upon exhausting the Funds. Reporting requirements are further described in Exhibit A attached hereto and made a part hereof.

4. Limitation.

- a. The Local Government agrees that it will only spend the Funds for the purposes and activities that are expressly described this Agreement, and that no additional monies will be provided by UDOT. If the Local Government misapplies any Funds, it shall promptly notify UDOT and remove such expenditure from the budget, so such expenditure is not paid by the Funds. If the Local Government fails to correct any misapplication of the Funds within thirty (30) days of discovering such misapplication, the Local Government agrees that it shall no longer have the right to possess the Funds and that all unspent and misapplied Funds shall at that time be immediately due and payable to UDOT so UDOT can direct them in a manner authorized by law.
- b. The Local Government acknowledges that the disbursement of grant funds is subject to legislative appropriation.

Per Utah Code Section 63G-6b-201(4)(c), The Local Government consents to a follow-up audit and clawback of the grant funds if an audit shows that the grant funds were inappropriately used.

5. UDOT's Role. The Local Government agrees that UDOT is a grant administrator only for the Funds and that UDOT does not have any role in the use of the Funds. The Local Government agrees that UDOT shall not be liable for any claim or cost, of any kind whatsoever, in connection with the Funds, and the Local Government hereby releases UDOT from all the same (including, but not limited to, matters involving negligence), regardless of when the same may arise. The Local Government further agrees to indemnify, hold harmless, and defend UDOT from any claim or cost, of any kind whatsoever (including, but not limited to, matters involving negligence), in connection with the Funds, except when caused by UDOT's sole negligence or malfeasance. This indemnity obligation shall not be construed to violate Utah's Governmental Immunity Act to the extent that such Act is applicable to a claim or cost. UDOT has all remedies available by law in addition to those stated in this Agreement, and UDOT's remedies are not limited by the terms of this Agreement.

6. Further Assurances. Each party to this Agreement agrees to undertake and perform all further acts that are reasonably necessary to carry out the intent and purposes of this Agreement and to provide for a party's compliance with the laws or federal obligations that apply to it if an obligation under this Agreement makes such compliance impossible. Either party may notify the other party of a need for such further acts.

7. Modifications. The failure of either party to insist upon strict compliance with any of the terms and conditions of this Agreement, or failure or delay by either party to exercise any rights or remedies provided in this Agreement or by law, will not release either party from any obligations arising under this Agreement. This Agreement may not be modified except by a written document signed by an authorized individual representing each of the respective parties.

8. Miscellaneous. This Agreement is binding upon and inures to the benefit of the parties, and it does not inure to the benefit of any third party. No party shall assign or transfer any rights, or delegate any duties hereunder, without the other party's prior written consent, and any such attempted assignment, transfer or delegation is void. The parties agree to work cooperatively and in good faith. Before taking any legal action in connection with this Agreement, each party agrees to first advise the other of a dispute and to meet in good faith to resolve it. If any notice is required in connection with this Agreement, each party shall send a written notice to the other party's chief financial officer using a manner that can reasonably assure a timely and accurate delivery. This Agreement does not create any partnership, joint venture, agency, or other relationship.

9. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings, agreements, or representations, verbal or written.

10. Signatures. Each party represents that it has the authority to enter into this Agreement and has signed below by an authorized representative. This Agreement may be signed electronically and in counterparts.

11. Captions. The paragraph headings or captions appearing in this Agreement are for convenience only and are not to be considered in interpreting this Agreement.

12. Notice. Any notice, demand, or report required by under this Agreement will be deemed properly given if such notice or demand is: (a) hand-delivered to the other party, (b) mailed, postage prepaid, and addressed to the other party's principal office. The designations of the name and the addresses to which any such notice or demand, as provided below, may be changed from time to time by any party by giving written notice as provided herein:

If to the Local Government:

With a copy to:

Vineyard City, Utah
125 South Main Street
Vineyard City, Utah 84059

If to the Utah Department of Transportation

UDOT
4501 South 2700 West
Box 141510
Salt Lake Local Government, UT 84114
Attention: Comptroller

With a copy to:

Assistant Attorney General (UDOT)
4501 South 2700 West
Box 148455
Salt Lake Local Government, UT 84114

[execution on the following page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City of Vineyard, a Utah municipal corporation

By: _____

Title: _____

Date: _____

Legal approved as to form:

Local Government Recorder (with seal):

UTAH DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

EXHIBIT A

1. **Performance Measures.** The Parties agree that Funds will be applied to an approved scope of work for the project described in this Agreement and that the work will meet the performance measures provided by the recipient of the Funds.
2. **Public Funds Compliance.** The recipient of the Funds shall comply with applicable state statutes on the reporting and expenditure of public funds. In particular, Utah Code § 63G-6b-201(4) requires recipients to provide UDOT with reports as provided therein and in this Agreement. The recipient of the Funds shall provide regular update reports to UDOT as frequently as UDOT may reasonably direct (but not more frequently than once each quarter). Each year, on the Friday at the end of the last full week of April, the recipient of the Funds will provide an annual report to UDOT that includes, at a minimum, the following (in the order specified):
 - a. An itemized account of amounts spent and the dates when spent (noting any items outside the approved scope of work, if any). The account will include all sources of funding and a statement of all remaining unspent Funds and the intended expenditure of such unspent Funds. This information is used to assess accuracy.
 - b. The projected spending that will be incurred before the applicable fiscal year's end (June 30 of each year).
 - c. The difference between the appropriated amount of Funds and the actual amount used.
 - d. A brief explanation of why the Funds were requested or granted, and how Fund expenditures solved or were expected to solve or ameliorate an issue.
 - e. An assessment of implementation which includes: (i) what month and year the project, program, or bill was fully implemented; (ii) whether the project or program encountered any factors that caused a delay in implementation and an explanation of those factors; and (iii) whether the project or program encountered any factors that caused a change in scope and an explanation of those factors.
 - f. An assessment of performance that includes: (i) how the success of the project or program is being measured, and (ii) how successful the project or program has been according to those metrics.
 - g. Upcoming project milestone dates and the anticipated date of project completion.
3. **Final Report.** Within thirty (30) days after all Funds have been expended, the recipient of the Funds shall submit a Final Report to UDOT. The Final Report must address the following:
 - a. Each topic is outlined in the scope of work.
 - b. The information required under Exhibit A, paragraph 2.
 - c. The date when the project or program was completed.
4. **Certification.** For all information submitted, the recipient of the Funds must certify that it has provided accurate information and used the funds as required by this Agreement.

VINEYARD CITY COUNCIL STAFF REPORT

Meeting Date: 9/25/24

Agenda Item: Fee Waiver for Special Event

Department: Parks and Recreation

Presenter: Anna Nelson

Background/Discussion:

A Special Event application, approved by the Event Review Committee and the City Manager, is seeking a fee waiver. The event, titled "Ethan's Super Angels," is a 5K race organized by Jerin Palmer, scheduled for October 12th at 7:00 AM.

This charity race aims to raise funds for families affected by cancer. All proceeds will be donated to a "Hero" and their family to help alleviate the burden of ongoing medical expenses.

They are requesting the following fees be waived:

- Sheriff Overtime fees: \$360.00
- Special Event fee: \$50.00

Fee Total: \$410.00

Impact:

- For a short time roads will be closed for the 5k Race totaling about 30 minutes. The impact is low because of the sheriffs directing traffic.
- There is a current fund for overtime with the sheriff's office that could cover the overtime fee causing a low fiscal impact.

Recommendation:

We are recommending the approval of the fee waiver for the total amount of \$410.00

Sample Motion:

I move to approve the fee waiver as presented.

Attachments:

- Fee Waiver Application
- Special Event Application



Special Event Permit Checklist

Who needs to obtain a Special Event Permit?

If you are organizing an event for a group of **100 or more people or outside the scope of the use of the facility** within the boundaries of Vineyard (see the attached Boundary Map page), then you will need a Special Events Permit. If you are planning a block party, you will not need a Special Event Permit. If you are planning a Block Party that will require a road closure, please submit a Block Party Courtesy Notice.

Complete applications must be submitted to the city **no later than sixty (60) days** prior to the event. With additional supporting documents provided no later than 14 days before the event.

Please submit the following with the application:

- ☐ Detailed Event Site Plan. Must include street names, routes or boundaries marked on the map, placement of any barricades, road/sidewalk closures, fencing, inflatables, tables, vendor booths or portable toilets, etc.
- ☐ Parking Plan
- ☐ Crowd Control Plan
- ☐ Security/Safety Plan
- ☐ Communication Plan
- ☐ Trash collection plan
- ☐ Special Event Permit Fee: \$50 for events with 50-250 people, \$75 for events with vendors, \$100 for events with 250+ people, \$150 for events longer than 6 hours, and \$200 for multi-day special.

Following an initial review of your application, the following applicable items will need to be submitted within 14 days prior to the event:

- ☐ A certificate of insurance evidencing general liability or general liability and umbrella insurance coverage for the applicant in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. Naming Vineyard as additional insured, in effect on the date of the event.

- ☐ Additional certificate of insurance for any 3rd party company providing service i.e. bounce house company or stage. Listing Vineyard as an additional insured, in effect on the date of the event.
 - ☐ Events with 1000+ people gathered for two or more hours will also require a Utah County Health Department Temporary Mass Gathering Permit. Please contact the Utah County Health Department Division of Environmental Health for more details at 801-851-7525.
 - ☐ Written authorization from the property owner for Events held on private property.
 - ☐ A signed waiver, release, and indemnification agreement.
-
- ☐ If applicable, a signed supplemental law enforcement agreement for the Utah County Sheriff's Office.
 - ☐ Facility rental fees and refundable deposits that are assessed based on the proposed event must be collected. Details of those fees can be found on our website:
https://vineyardutah.org/government/fee_schedule.php#outer-116

If the event has vendors:

- ☐ You must contact the State of Utah Special Events Tax Division at 801-297-6303. And coordinate temporary sales tax numbers for your vendors.
- ☐ You must confirm that all food vendors have a Utah County Health Department Permit

The authority to regulate special events within Vineyard is provided in Chapter 13-14,
Vineyard Municipal Code. Copies of the Code are available online at www.vineyardutah.org

Special Events Department 125
South Main St.
(801)226-1929

events@vineyardutah.org



FOR OFFICE USE ONLY

Application Received _____

Fee Paid _____

Special Event

Permit Application

The following application must be submitted **60 days prior to the scheduled event**, and the permit must be obtained a minimum of one week prior to the event. This application DOES NOT constitute a valid Special Event Permit until approved by the City.

APPLICANT INFORMATION

Name of Applicant: Jerin Palmer		Date of application: 7/8/2024	
Applying in behalf of (if other than self):			
Email address: Jerintpalmer@gmail.com			
Mailing Address: 12452 S Cheval Ct			
City: Herriman	State: Utah	Zip Code: 84096	Phone: (321) 321-6977

EVENT INFORMATION

Name of Event: Ethans Super Angels 5k		Event Location: Vineyard Grove Park	
Event Type: 5k Charity race		Number of people anticipated at event: 200	
On-Site Contact: Jerin Palmer	On-Site Cell Phone: (385) 321-6977	On-Site Email: Jerintpalmer@gmail.com	
Set-up time: 6:30	Start of Event: 7	End of Event: 9	Clean-up Complete Time: 9:30
Number of Bounce Houses/Inflatables: 0		Number of Vendors: 0	Number of Food Trucks: 0
Who is the target audience for this event: Families			

****IF THIS IS A MULTIPLE-DAY EVENT PLEASE ATTACH A SCHEDULE FOR EACH DAY**

Brief Description of Event: This is a charity 5k with hopes of raising money for families who have been affected by cancer. We donate all proceeds to a “Hero” and their family members to help ease the burden of the endless medical bills. It will loop around the park and in the areas around it.

Will your event include the use of a Vineyard pavilion? ☒ Yes ☐ No

If yes, which Pavilions are you requesting: Vineyard grove park large pavilion

Will you have a stage? ☐ Yes ☒ No

If yes, please provide a tentative schedule for performance on the stage: _____

Will Vineyard Streets be used? ☒ Yes ☐ No

Will streets need to be closed/blocked to traffic? ☐ Yes ☒ No

If any portion of a street is closed, the event organizer will need to provide barricades. As a consideration for this permit, the applicant agrees to:

1. Rent or secure barricades from a licensed barricade company.
2. Assume all liability for the erection and maintenance of barricades.
3. Clean up the area upon termination of the permitted use.
4. Assume all liability for the applicant’s use of the street during the specified period.
5. Ensure that barricades will be conspicuously displayed and lighted if the event takes place before dawn or after dusk.

Will you be using portable toilets? ☐ Yes ☒ No If so, how many? _____

Have you made arrangements for trash disposal? ☒ Yes ☐ No

Is this a first-time event? ☐ Yes ☐ No If not, where has this event been held in previous years? _____

PUBLIC EVENT INFORMATION

Website for Public Event information: <https://ethanssuperangels.com/5k>

Email address for Public Event information: ethanssuperangels@gmail.com

Phone number for Public Event information: 801-910-3634

VENDOR/FOOD/ALCOHOL

Will there be vendors selling products or services? ☐ Yes ☒ No

If yes, you must contact the State of Utah Special Events Tax Division at 801-297-6303. And coordinate temporary sales tax numbers for your vendors.

If vendors are selling food, submit a copy of their Utah County Health Department Permit.

If vendors are selling alcohol, a separate Class C Temporary Liquor License or Class D Temporary Beer License is required. Please note that alcohol use is PROHIBITED on City property. (Vineyard Municipal Code Chapter 8-300)

LAW ENFORCEMENT/SECURITY SERVICES

Each special event permit application will be reviewed, and based on event type and number of attendees, the Utah County Sheriff's Department will determine the number of law enforcement personnel required for the event, if any.

We contract with the Utah County Sheriff's Department. If you need any law enforcement services for your event, please contact them at (801)794-3970. See the attached Agreement for Supplemental Law Enforcement Services.

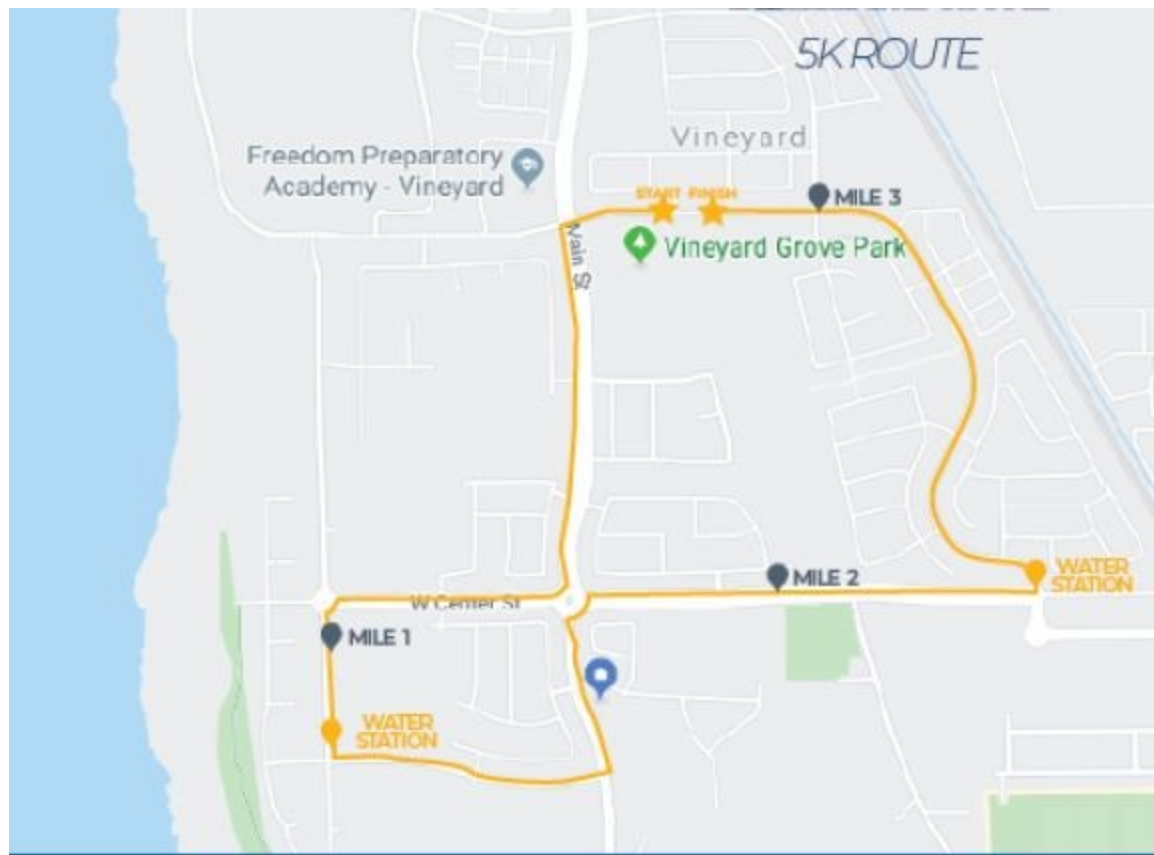
By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or revocation of the permit. The applicant agrees to pay additional fees as required for the use of City services and facilities.

Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

What are the boundaries of Vineyard?

All areas within the shaded area in the map below are in Vineyard.



RESOLUTION NO. 2024-27

A RESOLUTION OF THE VINEYARD CITY COUNCIL APPROVING A PURCHASE CARD POLICY FOR THE CITY AND RELATED AMENDMENTS TO THE CITY'S PERSONNEL POLICIES AND PROCEDURES

WHEREAS, on occasion, Vineyard City employees need to make official city business expenditures using a purchase card; and

WHEREAS, the Vineyard City Council has determined that it will aid the efficient fiscal operations of the City to issue certain employees a purchase card for certain limited, specified purposes; and

WHEREAS, in the interest of fiscal integrity and sound financial practices, the City Council desires to adopt a Purchase Card Policy governing the use of a purchase card, and to make related amendments to the City's Personnel Policies and Procedures;

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF VINEYARD, UTAH AS FOLLOWS:

Section 1. Adoption. The policy regarding the use of purchase cards, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted by the Vineyard City Council. The Council hereby dictates that City purchase cards shall be used only in accordance with the policies set forth below.

Section 2. Amendment. Section __ of the City's Personnel Policies and Procedures relating to the use of purchase cards, is hereby amended by the Vineyard City Council, and attached hereto as Exhibit B and incorporated herein by reference.

Section 3. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 4. Effective Date. This Resolution shall become effective immediately upon its approval by the City Council.

Passed and dated this ____ day of September, 2024.

Julie Fullmer, Mayor

Attest:

Tony Lara, Deputy City Recorder



Exhibit A
Purchase Card Policy

Exhibit B
Amendments to Personnel Policies and Procedures

SECTION VII: EMPLOYEE CODE OF CONDUCT

...

10. Credit Cards

~~Vineyard credit cards shall be used for official business only and shall not be used for the personal convenience of an employee. Receipts for credit card purchases will be delivered to finance department by the end of the month the purchases are made, failure to provide receipts for credit card purchases may require employee reimbursement for undocumented purchases. Repeat offenders may lose access to credit cards.~~

All credit card purchases must follow the Vineyard City Purchase Card Policy. (This is a separate document).

Vineyard City Purchase Card Policy

1. Purpose

This Credit Card Policy governs the issuance and use of Purchase Cards (“P-Cards”) for employees of Vineyard City. This policy conveys requirements and procedures for the issuance, application, use, safeguarding, payment and termination of any P-Card issued to a Vineyard City employee. Cardholders and their supervisors are responsible for ensuring that they adhere to this Policy, thereby taking appropriate measures to minimize the risk of fraud, waste, or abuse.

2. Scope

This policy applies to all Vineyard City employees issued a Purchase Card. All employees must use the card solely for official city business in accordance with this policy.

3. Authorized Use

P-Cards may be used ONLY for official city business expenditures for which the cardholder has authority. The use of Purchase Cards for personal purchases is prohibited.

Purchase Cards may be used only for the following expenses:

- Purchases of goods and services necessary for city operations.
- Travel-related expenses (e.g., airfare, car rental, lodging, meals) when conducting official city business; and
- Emergency purchases where prior authorization is not feasible.

4. Prohibited Use

The following are prohibited uses of Purchase Cards:

- Personal or non-work-related expenses;
- Cash advances;
- Items or services not directly related to city operations;
- Items or services directly related to city operations, but for which the P-Card holder does not have, or has not yet received, authority to make the purchase; and
- Splitting purchases to circumvent single transaction limits.

5. Responsibilities

a. Cardholders:

- Ensure all purchases comply with city policy and budgetary limits, and have been duly approved;
- Maintain supporting documentation for all purchases (e.g., receipts, invoices, authorizations);
- Upload supporting documentation and request approval of all expenditures within two weeks of the purchase date;
- Immediately report any lost, stolen, or compromised cards to the Finance Department;
- Work with vendors to waive sales taxes on purchases, as the City is tax-exempt; and
- Return Purchase Card to Finance Department on your last working day when leaving employment.

b. Finance Department:

- Issue and maintain Purchase Cards for authorized employees;
- Monitor card usage for compliance with city policy;
- Assist in resolving disputed charges; and
- Conduct regular audits to ensure appropriate use of Purchase Cards.

c. Department Heads:

- Approve Purchase Card applications for employees under their supervision; and
- Review reconciliations submitted by cardholders.

6. Transaction Limits

- Single Transaction Limit: \$_____
- Monthly Spending Limit: \$_____.

Any Exception to these limits requires written approval from the City Manager and Finance Director, or their designees.

7. Consequences of Misuse

- Minor Violations: Written warning or suspension of P-Card privileges, or other action deemed appropriate by the City Manager. These actions may vary based on the circumstances and severity of the violation.
- Major Violations: Termination of P-Card privileges and potential disciplinary action, up to and including termination of employment.

Misuse may also result in criminal prosecution and/or recovery of improperly expended funds.

Minor violations may include late submission of receipts, accidental small-scale non-compliance with transaction limits, or inadvertent personal purchases that are immediately disclosed and reimbursed.

Major violations include deliberate misuse of the card for personal gain, repeated minor violations, or fraudulent activity.

8. Agreement to Terms

All employees issued a Purchase Card must sign the Purchase Card Agreement prior to receiving the card, acknowledging that they have read, understand, and will comply with this policy.

Vineyard City Purchase Cardholder Agreement

I, the undersigned employee, acknowledge receipt of a Vineyard City Purchase Card and agree to the following:

- A. The Purchase Card is to be used only for official city business and that personal use is strictly prohibited.
- B. I agree to follow all policies and procedures outlined in the Vineyard City Purchase Card Policy.
- C. I understand that I am responsible for ensuring all purchases made with the Purchase Card comply with city policies and for maintaining accurate records of all transactions.
- D. I will submit reconciliations with supporting documentation to the Finance Department by the specified deadline.
- E. I acknowledge that failure to comply with the Purchase Card Policy or misuse of the card may result in disciplinary action, including revocation of card privileges, potential termination of employment, and/or legal action.
- F. I will immediately report any lost, stolen, or compromised Purchase Cards to the Finance Department.

By signing below, I acknowledge that I have read, understood, and agree to the terms of this agreement and the City's Purchase Card Policy.

Employee Name:

Employee Signature:

Date:

—