



TOWN COUNCIL HEARING AND MEETING

1777 N Meadowlark Dr, Apple Valley
Wednesday, August 19, 2026 at 6:00 PM

AGENDA

Notice is given that a meeting of the Town Council of the Town of Apple Valley will be held on **Wednesday, August 19, 2026**, commencing at **6:00 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Mayor | Michael Farrar

Council Members | Kevin Sair | Annie Spendlove | Scott Taylor | Richard Palmer

Please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting:

<https://us02web.zoom.us/j/82661513795>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 826 6151 3795

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRAYER

ROLL CALL

DECLARATION OF CONFLICTS OF INTEREST

MAYOR'S TOWN UPDATE & REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS

PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR

PUBLIC HEARING

1. Parity Water Revenue Bonds, Not to Exceed \$4,500,000

The meeting on the 19th is a public hearing for the purpose of receiving input from the public with respect to the issuance of the Bonds and any potential economic impact to the private sector from the engineering and well rehabilitation work to address an emergency drought situation and the acquisition of the assets of Big Plains Water & Sewer Special Service District, including real property and water rights (the "Project") to be funded by the Parity Water Revenue Bonds in the amount not to exceed \$4,500,000.

The Council will not need to adopt any documents, just hold the public hearing. The minutes from the hearing should include the bonds being issued (the \$200,000 emergency project as well as the Drinking Water Board and Rural Development bonds that are being issued in acquiring the Big Plains debt), the repayment terms and any comments received from the public.

2. Resolution No. R-2026-27, Amending the Water Conservation Plan.
3. Resolution No. R-2026-28, Amending Fee Schedule with Emergency Water Rates and Exhibit A.
4. Ordinance No. O-2026-18, Revised Procurement Ordinance.

DISCUSSION AND ACTION

5. Special Event Permit for the 2026 Grand Circle Trailfest to be Held on October 2, 2026, at Ruby Rider Ranch and the Wire Mesa Trail, Apple Valley, Utah.
6. Resolution No. R-2026-31, Establishing procedures for resolving ties and filling Midterm Vacancies.

- [7.](#) Interviews and Appointment to Fill Midterm Vacancy on the Apple Valley Town Council Pursuant to Utah Code § 20A-1-510.
- [8.](#) Resolution No. R-2026-27, Amending the Water Conservation Plan.
- [9.](#) Resolution No. R-2026-28, Amending Fee Schedule with Emergency Water Rates and Exhibit A.
- [10.](#) Resolution No. R-2026-29, Amend Title 01.20.030 Bulk Meter.
- [11.](#) Ordinance No. O-2026-18, Revised Procurement Ordinance.
- [12.](#) Resolution No. R-2026-30, Adoption of Administrative Procurement Procedures Manual.

CONSENT AGENDA

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

- [13.](#) Minutes: July 15, 2026 - Town Council Hearing and Meeting.
- [14.](#) Disbursement Listing for July 2026.
- [15.](#) Budget Report for Fiscal Year 2027 through July 2026.
- [16.](#) July 2026 Water Usage Comparison.

REQUEST FOR A CLOSED SESSION: IF NECESSARY

ADJOURNMENT

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

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

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



SPECIAL EVENT PERMIT CHECKLIST

1777 N. Meadowlark Dr., Apple Valley, Utah 84737

Complete applications must be submitted to the Town **forty-five (45) days before the event** is scheduled to take place. Applications submitted to the Town less than forty-five (45) days may not be accepted by the Town.

- ☒ 1. Complete Special Event Permit Application and provide copy of advertisement for event.
- ☒ 2. Detailed Event Site Plan. Must include Street Names, Placement of Barricades, Road/Sidewalk Closures, Vendor/Merchant Parking, Vendor Booth Placement, Inflatables, Amusement Devices, Table Placement, Portable Toilet Placement, Fencing, Tent(s) Placement, etc. Also an aerial view must be submitted.
- ☐ 3. Security Plan. Must provide names of security personnel, ages and contact information.
- ☒ 4. Proof of Insurance naming the Town of Apple Valley as additional insured.
Insurance is required when the event is held at a Town Facility, Park, Road Closure or Sidewalk Closure.
(Please see the example insurance certificate for amounts of coverage and language required to be on the insurance certificate.)
- ☐ 5. Proof of Insurance for each Vendor naming the Town of Apple Valley as additional insured.
Insurance is required when the Vendor is vending at a Town Facility or Park.
(Please see the example insurance certificate for amounts of coverage and language required to be on the insurance certificate.)
- ☐ 6. Proof of Park Reservation ([Call Town Clerk](tel:435-877-1190)) 435-877-1190.
- ☐ 7. Encroachment Permit Application and Plan. Submit on-line application <https://www.applevalleyut.gov/building/page/encroachment-permit-application> (Required for Road/Sidewalk Closures)
- ☐ 8. Written Authorization for Events held on Private Property from the Property Owner.
- ☐ 9. Temporary Sales Tax Number for Event and Vendors. Please contact State of Utah Special Event Tax Division -210 North 1950 West, Salt Lake City, UT 84134, 801-297-6303.
- ☐ 10. Health Department Approval for Any Food Provided at the event.
Please contact Southwest Utah Health Dept. - 620 South 400 East #400, St. George, UT 84770, 435-986-2580.
- ☐ 11. Town Use Agreement (Is required for certain Town properties. Town will provide the Agreement, if required.)
- ☐ 12. Applicable Fees.
- ☐ 13. Other Requirements: _____

Review Process Information

The application will be submitted to the Town Administrator for their recommendation of approval. The applicant will be contacted by the Town Administrator with comments/concerns. Comments/concerns must be resolved by the applicant prior to the Town Administrator approving the event permit. Town Council approval is required for Single Event Alcohol Permits. Questions, please contact Jenna Vizcardo at 435-877-1190 or by e-mail at clerk@applevalleyut.gov.

Date Received Application: July 7, 2026
 Insurance Received: July 9, 2026

Permit No: _____
 Date Issued: _____

SPECIAL EVENT PERMIT APPLICATION



Town of Apple Valley
 1777 N Meadowlark Dr.
 Apple Valley, UT 84737

Phone: 435-877-1190
 E-mail: clerk@applevalleyut.gov

APPROVALS:

Mayor: _____ Date: _____

Fire: _____ Date: _____

Conditions of approval: _____

Police: Please see the Security Plan Request
 Application for approval and conditions.

Other Staff Approval: _____

Date: _____ Rev. 07-01-22

TYPE OF ACTIVITY (check all that apply):

- ☐ Film Production ☐ Parade ☐ Sporting ☐ 5K ☐ Training Event ☐ Festival
☐ Outdoors Sales ☐ Fun Run ☐ Dance ☐ 10K ☐ Block Party ☐ Religious
☒ Other: Trail Running Event

Please print or type

EVENT NAME: Grand Circle Trailfest

1. Location of Event: Ruby Rider Ranch - Main Street, Apple Valley, Utah 84737

2. Name of Organization: Vacation Races

3. Date(s) of Event: 10/2/26

4. EVENT DETAILS:

Set-up	Date: <u>10/2/26</u>	Start time: <u>5:00AM</u>	End time: <u>7:00AM</u>
Event	Date: <u>10/2/26</u>	Start time: <u>7:30AM</u>	End time: <u>11:30AM</u>
Clean-up	Date: <u>10/2/26</u>	Start time: <u>11:30AM</u>	End time: <u>2:30PM</u>

Is this a Recurring Event? YES

If yes; daily, weekly or other? Annually

Is this an Annual Event?

If yes; same date and place? First weekend in October

5. PARTICIPANTS

of Participants & Attendees expected: 350-400 # of Volunteers/Event Staff: 25

☒ Open to the Public ☐ Private Group/Party

If event is open to the public, is it: ☐ Entrance Fee/Ticketed Event; ☒ Fee for Participants/Racers/Runners Only; ☐ Free.

6. APPLICANT INFORMATION

Name of Applicant: Josh Oliveri

Address: 5904 Warner Ave., Unit 475, Huntington Beach, CA 92649

Day Phone: 503-926-2497 **Cell/Other:** 503-926-2497 **E-mail:** Josh@vacationraces.com

Mailing Address (if different): _____

Event Web Address (if applicable): _____

Alternate Contact For Event: Richard Jessup

Day Phone: 480-647-1206 **Cell/Other:** 480-647-1206 **E-mail:** permitting@vacationraces.com

7. VENDORS/FOOD/ALCOHOL (check all that apply)

☐ Yes ☒ No **Are Vendors/Merchants selling products or services?**
If yes, Temporary Sales Tax Numbers are required from the Utah State Special Event Tax Division 801-297-6303

☒ Yes ☐ No **Is Food available at the event?** Description: Pre-packaged, shelf stable snacks
If yes, Is the food (please check all that apply)
☒ Given away/pre-packaged ☐ Catered by: _____ ☐ Prepared on site
 Events which have Food available must contact the SW Utah Health Department for approval 435-986-2580

☐ Yes ☒ No **Will Alcoholic Beverages be available at the event?**
If yes, please check all that apply
☐ Beer Stands ☐ Fenced-in Beer Garden
 Selling, Serving, Giving Away, Alcohol at an event requires Town Council Approval, Town Business License and State Of Utah Department of Alcoholic Beverage Licensing approval 801-977-6800

8. TENTS/STAGES/STRUCTURES (include details on site map)

☒ Yes ☐ No **Tents/Pop-up Canopies?**
How many Tents/Pop-up Canopies will be used for the event? 2
Dimensions of Tents/Pop-up Canopies: 10'x10'
 All large or enclosed tents/canopies require Inspections from the AV Fire Department 435-877-1194

☐ Yes ☒ No **Temporary Stage?** **Dimensions of Stage:** _____
Description of Tents/Canopies/Stage, etc.:

9. SITE SETUP/SOUND (check all that apply - please include details on *site map*)

☐ Fencing/Scaffolding

☐ Barricades (must obtain privately)

☒ Portable Sanitary Units (must obtain privately)

☐ Inflatable/Bounce House(s) ☐ Generator(s) & ☐ Certificate of Liability Insurance are required (must obtain privately)

☒ Music *If yes, check all that apply:* ☐ Acoustic ☐ Amplified

☒ PA/Audio System **Type/Description:** _____

☐ Fireworks/Fire Performances/Open Flame Requires approval from AV Fire Dept. 435-877-1194

☐ Propane/Gas On-site Requires approval from AV Fire Dept. 435-877-1194

☐ Trash/Recycle Bin coordination On-site WCSW 435-673-2813

10. ROAD & SIDEWALK USE (please include details on site map)

☐ Yes ☐ No **Will Roads & Sidewalks Be Used?**

☐ Yes ☒ No **Are you requesting Road &/or Sidewalk Closures?**
 An Encroachment Permit is required for Road Closures and Sidewalk Use.
 To obtain the permit, <https://www.applevalleyut.gov/building/page/encroachment-permit-application>

☐ Road Use and Closure **Location:** _____

☐ Sidewalk Use **Location:** _____ ☐ Will stay on sidewalks and follow pedestrian laws.

☐ Parade **Location:** _____ **Number of Floats:** _____

11. ~SECURITY/OTHER (please complete and sign the Security Plan Approval Request Form, for approval of Security)**12. Application Fee is based on attendance, and charged per day, as follows:**

☐ \$200.00 for attendance under 100 \$800.00 for attendance 401-999 *See Fee Schedule for additional fees (following page)

☒ \$500.00 for attendance 101-400 \$1,200.00 for attendance over 999

Total: \$ 500.00 (payable to: Town of Apple Valley – Attn: Special Events, 1777 N. Meadowlark Dr, Apple Valley, UT 84737)

By submitting a signed application, the applicant certifies that falsifying any information on this application constitutes cause for rejection or revocation of the Permit.

Josh Oliveri

Applicant's Name [PRINT]



Applicant's Signature

7/7/26

Date

Additional fees that may be charged for your event. Please indicate what other fee's pertain to your event.

Drone License Fee.....	\$250.00 per day
Drone Violation Fee.....	\$1,000 per violation
Non-Asphalt Road Access Fee.....	\$250.00 per day
Dust Violation Fee.....	\$1,000 per day
Sub-License Fee (Vendors).....	\$25.00
Fire Personnel/Fire Equipment.....	\$750.00 per day
Encroachment Permit.....	\$200.00

EVENT DESCRIPTION

PLEASE DESCRIBE YOUR EVENT IN DETAIL; ADD ANY ADDITIONAL INFORMATION OR PAGES.

- *Please be sure to include any elements of your event that will help with the approval of the event, including provision of fire and emergency medical services, potable water, dust control, and security plan.*
-

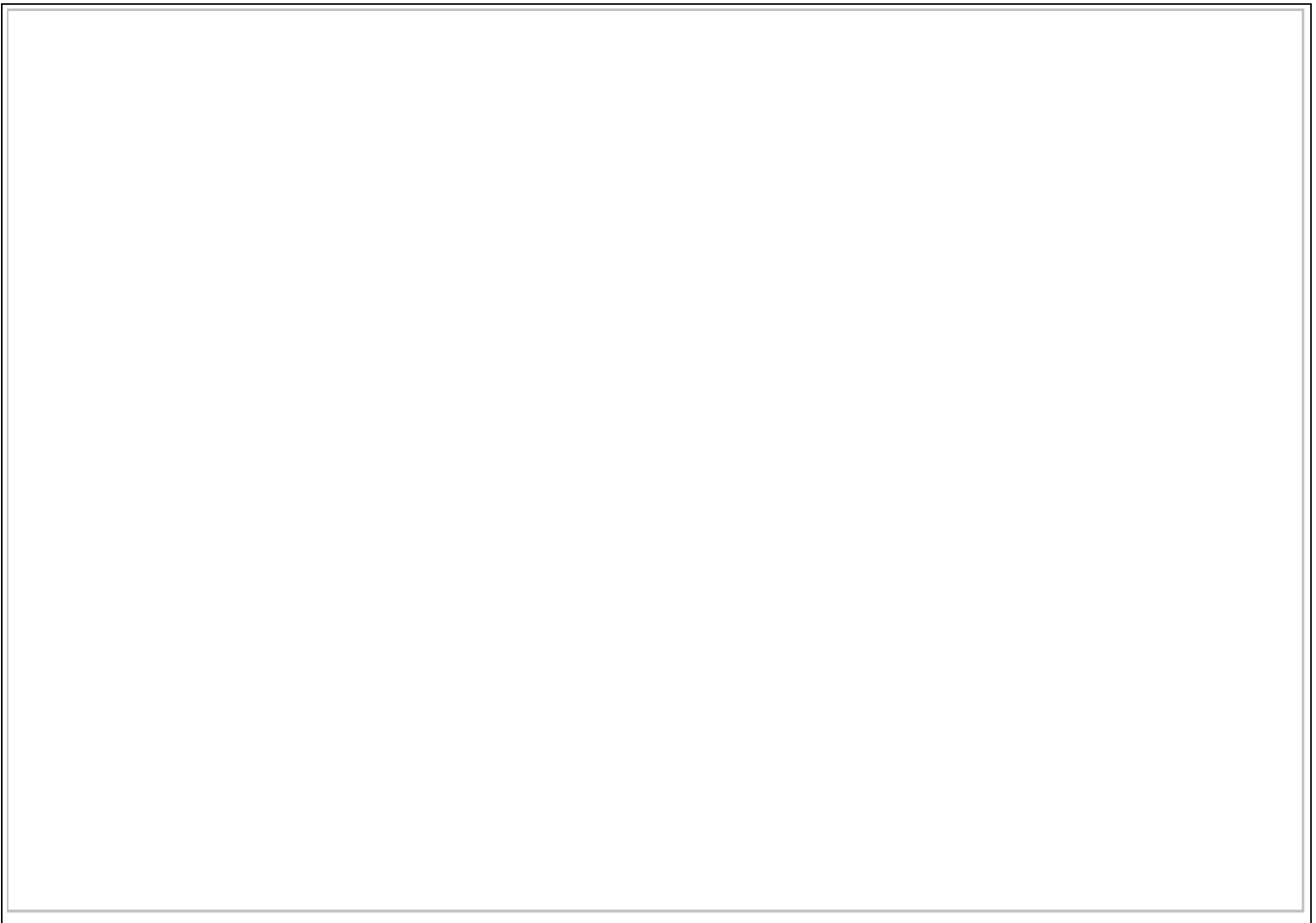
DETAILED SITE PLAN/MAP

PLEASE INCLUDE [OR ☐ ATTACH] A DETAILED SITE PLAN AND/OR ROUTE MAP. COMPUTER OR HAND-DRAWN SITE PLANS ARE APPROPRIATE.

Your map should **include**:

- The names of streets, placement of barricades, and/or road/sidewalk closures
- The areas where participants and vendors/merchants will park
- Parade forming and disbanding areas, bleachers, etc.
- Vendor and booth placement, tables, etc.
- Portable toilets, portable hand-washing stations, fencing
- Location of security personnel, information booth, lost and found booth
- Stage, tents and materials, storage, inflatable amusement devices, table placement, etc. used in the event.

North

A large, empty rectangular box with a thin black border, intended for the user to draw or attach a detailed site plan or map.

Date Received Vendor List: _____
Payment Received: _____

Permit No: _____
Date Completed: _____

Item 5.

SUB-LICENSE FEE(S)



Please make check payable to: Town of Apple Valley

Town of Apple Valley
1777 N. Meadowlark Dr
Apple Valley, UT 84737

Phone: 435-877-1190
E-mail: clerk@applevalleyut.gov

EVENT NAME: Grand Circle Trailfest **CONTACT PHONE:** 503-926-2497
EVENT DATE(S): 10/2/26 **EVENT LOCATION:** Ruby Rider Ranch - Main Street, Apple Va

VENDOR INFORMATION

Please provide the following information for all vendors. The sub-license fee for each vendor is \$5.00.
Special Event Tax Numbers are required for each Vendor, 801-297-6303. Those Vendors selling, giving away, or preparing food on site are required to obtain approval from the Southwest Utah Public Health Department, 435-986-2580.

#	Vendor Name	Vendor Phone #	Product or Service to be offered at Event	Payment \$5.00
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Date Received: _____

Permit No: _____

Police Approved: _____

Date Issued: _____

Approval with Comments:

Rev. 7-01-22

SECURITY PLAN APPROVAL REQUEST FORM



All questions must be answered completely or application will not be considered. Please allow TEN (10) days for approval. Together with this application, please provide a written Security Plan including names of all security personnel.

EVENT NAME: Grand Circle Trailfest

Event Location: Ruby Rider Ranch - Main Street, Apple Valley, Utah 84737

Type of Event:

Date of Event: 10/2/26

Hours of Event:

Number of Expected Attendance:

Occupancy Load:

Name of Applicant: Vacation Races

Address: 5904 Warner Ave., Unit 475, Huntington Beach, CA 92649

Day Phone: 503-926-2497

Cell/Other: 503-926-2497

E-mail: Josh@vacationraces.com

- Security Personnel must be 21 years old or older;
- A Security Director must be onsite at all times with a cell phone;
- Shirts or Vests must look the same. "SECURITY" must be stated on the shirt or vest so it is visible to the public and the Police Department.

Please check applicable Security:

The following will allow for the calculation of security required. The calculations will change depending on the type of event.

- | | | |
|--|--------------------------------|------------------------|
| ☐ Police Officers (must coordinate w/Washington County | 2 Police Officers per | 1 to 300 People |
| ☐ Security Officers in Uniform | 3 Security Officers per | 1 to 300 People |
| ☐ Private Citizens in Security Shirts or Vests | 4 Private Citizens per | 1 to 300 People |

Name of On-site Security Director: _____ **Cell Number:** _____

E-mail: _____

Comments:

I understand that falsifying any information on this application constitutes sufficient cause for rejection or revocation of the Special Event Permit. I also understand that the Sheriff Department may require additional information as permitted by Ordinance, and also agree to supply the same.

Applicant Signature: Josh Oliveri **Date:** 7/7/26

SECURITY PLAN INFORMATION

1. Please list the names of the security personnel, age, and cell phone number:

First	Last	Age	Cell Phone Number

2. Please indicate the number of security personnel that will be roaming on the premises of the event: _____.

3. Please provide a detailed Security Plan:

4. Please mark on the site plan the locations of each security person:

TOWN OF APPLE VALLEY

SPECIAL EVENT PERMIT APPLICATION

ATTACHMENT A

Day 2 – Zion | Friday, October 2, 2026

Location: Ruby Rider Ranch to Wire Mesa Trail, Apple Valley, UT

Start Time: 7:30 AM | Distance: 10.4 Miles | Participants: ~400

Event Description – Grand Circle Trailfest Day 2:

The second day of the 2026 Grand Circle Trailfest will take place on Friday, October 2, 2026, and features a 10.4-mile trail run beginning at Ruby Rider Ranch in Apple Valley, Utah, and continuing along the scenic Wire Mesa Loop Trail. This portion of the event highlights the stunning red rock landscapes and mesa views near Zion National Park, with approximately 650 participants expected.

Event Timing & Structure:

- The race will begin at 7:30 AM and conclude by 11:30 AM.
- A **rolling start** format will be used to disperse runners and minimize congestion.
- Participants will park and gather at Ruby Rider Ranch, then run on the shoulder of Bench Road to the Wire Mesa trailhead before completing the loop.
- Upon completion, runners will be shuttled back to their vehicles.

Emergency Medical Services:

- A licensed **Medical Director**, Chad Oliphant (435-862-5222), will oversee emergency services.
- **Medical personnel** will be stationed at both the start and finish areas.
- All race crew and aid stations are equipped with **cell phone and radio communication** to respond to emergencies.

Potable Water & Aid:

- A fully stocked **aid station** will be located at mile 7.3 of the course, offering potable water, electrolytes, and snacks.
- Additional water and hydration options are available at the start and finish.

Dust Control:

- Minimal vehicle traffic is anticipated on race day, with primary course use limited to foot traffic.
- Any necessary support vehicle movement will be slow and limited to reduce dust.
- If required, water trucks or other mitigation measures can be coordinated.

Security Plan:

- Designated **security personnel** will be positioned along the course and at staging areas to help ensure safety and maintain order.
- Security staff will maintain communication via radio and cell phone with race officials.

Toilets:

- Portable toilets will be provided at the start line/parking area, the aid station, and the finish line. All units will be serviced and removed promptly after the event concludes.

This day of Trailfest is designed to showcase the natural beauty of the Zion area while ensuring a safe, well-managed experience for all participants and the surrounding community.

ATTACHMENT B

RUBY RIDER SITE MAP





CERTIFICATE OF LIABILITY INSURANCE

DATE (M)
7/2 Item 5.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JD Fulwiler & Co., Insurance 5727 S Macadam Ave Portland OR 97239	CONTACT NAME: CiCi DeCarlo PHONE (A/C, No, Ext): 503-977-5674 E-MAIL ADDRESS: cdecarlo@jdfulwiler.com FAX (A/C, No): 503-977-5674
INSURED VR Sports LLC Motiv Sports LLC 5904 Warner Ave Unit #475 Huntington Beach CA 92649	INSURER(S) AFFORDING COVERAGE INSURER A: Tokio Marine Specialty Ins Co INSURER B: Kinsale Insurance Company INSURER C: StarNet Insurance Company INSURER D: Fortegra Specialty Insurance Company INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2100283865**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	PPK2642218004	1/5/2026	1/5/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
D	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			FMCHNO100115901	3/8/2026	3/8/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PUB896193004	1/5/2026	1/5/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	BNET688199714	1/27/2026	1/27/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Excess Liability			0100352934-0	1/5/2026	1/5/2027	Per Occurrence 3,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella Liability (PUB896193-004) extends over General Liability; Excess Liability (0100352934-0) extends over Umbrella and General Liability.

RE: Grand Circle Trailfest 2026; September 30 - October 3, 2026.

Certificate Holder is added as additional insureds but only as respects operations of the named insured in accordance with the policy terms, conditions & exclusions. Waiver of subrogation applies.

CERTIFICATE HOLDER**CANCELLATION**Town of Apple Valley
1777 N Meadowlark Dr
Apple Valley UT 84737

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: PPK2642218-004

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

As required by written contract executed by
the named insured prior to an occurrence
resulting in a loss or claim

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – CERTIFICATE HOLDERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SECTION II – WHO IS AN INSURED is amended to include any Certificate Holder, identified as an additional insured, on a Certificate of Insurance issued by Philadelphia Indemnity Insurance Company or our authorized representative, but only for liability arising out of the negligence of the named insured.

The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are inclusive of and not in addition to the limits of insurance shown in the declarations.

TOWN OF APPLE VALLEY

RESOLUTION NO. 2026-31

**A RESOLUTION ESTABLISHING PROCEDURES FOR RESOLVING TIES AND FILLING MIDTERM
VACANCIES IN MUNICIPAL OFFICE PURSUANT TO UTAH CODE § 20A-1-510**

WHEREAS, the Town of Apple Valley is a municipality organized and existing under the laws of the State of Utah; and

WHEREAS, Utah Code § 20A-1-510 establishes procedures governing the filling of midterm vacancies in municipal offices; and

WHEREAS, Utah Code § 20A-1-510 requires the municipal legislative body, before the meeting at which qualified applicants are interviewed, to pass a resolution or ordinance identifying a fair and transparent method for resolving certain ties among candidates by lot; and

WHEREAS, the method adopted by the Town must provide each tied candidate with an equal chance of elimination; and

WHEREAS, Utah Code § 20A-1-510 provides that the breaking of a tie by lot shall be conducted by the municipal recorder or clerk at a public meeting in the presence of the municipal legislative body; and

WHEREAS, the Town Council desires to establish a clear, fair, transparent, and consistent procedure for resolving such ties and administering the appointment process for midterm municipal vacancies;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, UTAH, AS FOLLOWS:

SECTION 1. PURPOSE

The purpose of this Resolution is to establish procedures consistent with Utah Code § 20A-1-510 for resolving candidate ties arising during the process of filling a midterm vacancy in municipal office.

SECTION 2. INITIAL VOTE

After interviewing each qualified applicant in an open meeting as required by Utah Code § 20A-1-510, the Town Council shall conduct an initial vote from among the candidates interviewed.

Each Council Member's vote shall be immediately disclosed to the public as required by state law.

If a candidate receives the required majority vote of the municipal legislative body, that candidate shall be appointed to fill the vacancy, subject to all other applicable requirements of state law.

SECTION 3. TIE BETWEEN THREE OR MORE CANDIDATES

If, following the initial vote, three or more candidates are tied in a manner that prevents the Town Council from identifying only two candidates who received the most votes, the tied candidates shall be reduced by lot as follows:

1. The Town Recorder shall prepare one identical slip of paper for each tied candidate.
2. Each slip shall contain the name of one tied candidate.
3. The slips shall be identical in size, appearance, folding, and manner of preparation so that no candidate's slip may be distinguished from another.
4. The slips shall be placed into an opaque container.

5. The Town Recorder shall thoroughly mix the slips in a manner observable by the Town Council and members of the public attending the meeting.
6. The Town Recorder shall randomly draw one slip from the container.
7. The candidate whose name appears on the drawn slip shall be eliminated from further consideration in that round.
8. If more than two candidates remain tied after the first drawing, the Town Recorder shall repeat the procedure using the names of the remaining tied candidates until only two candidates remain.
9. Each tied candidate shall have an equal chance of elimination during each drawing.

The two remaining candidates shall proceed to the second vote required by Utah Code § 20A-1-510.

SECTION 4. TIE FOR SECOND-MOST VOTES

If one candidate receives the most votes in the initial vote but does not receive the required majority, and two or more candidates are tied for the second-most votes, the tied candidates shall be reduced by lot as follows:

1. The Town Recorder shall prepare one identical slip of paper for each candidate tied for the second-most votes.
2. Each slip shall contain the name of one tied candidate.
3. The slips shall be identical in size, appearance, folding, and manner of preparation.
4. The slips shall be placed into an opaque container and thoroughly mixed by the Town Recorder in a manner observable by the Town Council and the public.
5. The Town Recorder shall randomly draw one slip.
6. The candidate whose name appears on the drawn slip shall be eliminated.
7. If more than one candidate remains tied for the second-most votes after the first drawing, the procedure shall be repeated using the names of the remaining tied candidates until only one candidate remains.
8. Each tied candidate shall have an equal chance of elimination during each drawing.

The remaining candidate and the candidate who received the most votes in the initial vote shall proceed to the second vote required by Utah Code § 20A-1-510.

SECTION 5. SECOND VOTE

After the two candidates entitled to proceed have been determined, the Town Council shall conduct a second vote between those two candidates.

If one candidate receives the required majority vote of the municipal legislative body, that candidate shall be appointed to fill the vacancy.

Each Council Member's vote shall be immediately disclosed to the public.

SECTION 6. COIN TOSS

If neither candidate receives the required majority vote during the second vote, the vacancy shall be determined by coin toss in accordance with Utah Code § 20A-1-510.

The coin toss shall be conducted by the Town Recorder at a public meeting in the presence of the Town Council.

Immediately before the coin toss, the Town Recorder shall randomly determine or otherwise fairly assign which candidate is represented by each side of the coin.

The Town Recorder shall publicly announce the assignment before the coin is tossed.

The candidate represented by the side of the coin facing upward after the coin has been tossed and has come to rest shall be selected to fill the vacancy.

If the coin does not land in a manner that clearly produces a result, the Town Recorder shall repeat the coin toss.

SECTION 7. TOWN RECORDER RESPONSIBILITIES

The Town Recorder shall administer any drawing by lot or coin toss required under this Resolution.

All such procedures shall:

1. Occur during a public meeting;
2. Be conducted in the presence of the Town Council;
3. Be performed in a manner that is observable by those attending the meeting;
4. Provide each affected candidate an equal opportunity as required by law; and
5. Be documented in the official minutes of the meeting.

SECTION 8. MAYORAL TIE-BREAKING AUTHORITY

The procedures established by this Resolution shall be subject to Utah Code § 20A-1-510(6)(c).

A tie-breaking procedure conducted by lot or coin toss shall not be used when the tie may lawfully be broken by the mayor pursuant to applicable state law.

SECTION 9. RESIGNING COUNCIL MEMBER

Nothing in this Resolution shall prohibit a member of the municipal legislative body whose irrevocable resignation creates the vacancy from interviewing candidates or voting on the appointment before the effective date of the vacancy when permitted by Utah Code § 20A-1-510.

SECTION 10. COMPLIANCE WITH STATE LAW

This Resolution is intended to supplement and implement Utah Code § 20A-1-510.

If any provision of this Resolution conflicts with applicable state law, state law shall control.

The Town shall follow the version of Utah law in effect at the time a vacancy is filled.

SECTION 11. STANDING PROCEDURE

The procedures established by this Resolution shall constitute the standing procedures of the Town of Apple Valley for resolving ties in the appointment process for midterm municipal vacancies unless amended, repealed, or superseded by subsequent Town Council action or changes in state law.

SECTION 12. SEVERABILITY

If any provision of this Resolution is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

SECTION 13. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Town Council of the Town of Apple Valley, Utah, this 19th day of August, 2026.

TOWN OF APPLE VALLEY

Mayor

ATTEST:

Jenna Vizcardo
Town Recorder

VOTE:

Council Member	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar				
Council Member Kevin Sair				
Council Member Annie Spendlove				
Council Member Scott Taylor				
Council Member Richard Palmer				

Effective 5/6/2026**20A-1-510 Midterm vacancies in municipal offices.**

- (1) As used in this section:
- (a) "Letter of resignation" means:
 - (i) a letter submitted to a municipal legislative body by a municipal executive, that:
 - (A) states that the municipal executive is resigning from office, effective immediately; or
 - (B) specifies a future date on which the municipal executive is resigning from office, and states that the letter of resignation is irrevocable; or
 - (ii) a letter submitted to a municipal legislative body by a member of the municipal legislative body, that:
 - (A) states that the member is resigning from office, effective immediately; or
 - (B) specifies a future date on which the member is resigning from office, and states that the letter of resignation is irrevocable.
 - (b)
 - (i) "Vacancy," subject to Subsection (1)(b)(ii), means the same as that term is defined in Section 20A-1-102.
 - (ii) "Vacancy," if due to a resignation, occurs on:
 - (A) for a municipal executive:
 - (I) the day on which the municipal executive submits a letter described in Subsection (1)(a)(i)(A); or
 - (II) the future date specified in a letter described in Subsection (1)(a)(i)(B); or
 - (B) for a member of a municipal legislative body:
 - (I) the day on which the member submits a letter described in Subsection (1)(a)(ii)(A); or
 - (II) the future date specified in a letter described in Subsection (1)(a)(ii)(B).
- (2) Except as otherwise provided in this section, if a vacancy occurs, or irrevocably will occur, in the office of municipal executive or member of a municipal legislative body, the municipal legislative body shall, in accordance with the requirements of this section, within 30 calendar days after the day on which the municipal legislative body receives the letter of resignation, appoint a registered voter in the municipality who meets the qualifications for office described in Section 10-3-301 to fill the unexpired term of the vacated office.
- (3) Before acting to fill a vacancy in a municipal office, the municipal legislative body shall:
- (a) immediately notify the municipal recorder or clerk of the vacancy;
 - (b) give public notice of the vacancy at least 14 calendar days before the day on which the municipal legislative body meets to fill the vacancy;
 - (c) identify, in the notice:
 - (i) the date, time, and place of the meeting where the vacancy will be filled;
 - (ii) the person to whom an individual interested in being appointed to fill the vacancy may submit the interested individual's name for consideration; and
 - (iii) the deadline for submitting an interested individual's name;
 - (d) in an open meeting, interview each individual whose name is submitted for consideration, and who meets the qualifications for office, regarding the individual's qualifications; and
 - (e) subject to Subsection (6)(c), before the meeting described in Subsection (3)(d), pass a resolution or ordinance identifying a fair and transparent method that the municipal body will use:
 - (i) in the event of a tie between three or more candidates, to eliminate candidates, by lot, where each tied candidate has an equal chance of elimination, until only two candidates remain; or
 - (ii) in the event that one candidate receives the most votes, but not a majority of the votes, and two or more candidates tie for receiving the second most votes, to eliminate candidates tied

for receiving the second most votes, by lot, where each tied candidate has an equal chance of elimination, until only one of the tied candidates remains.

- (4)
 - (a) The municipal legislative body shall take an initial vote to fill the vacancy from among the names of the candidates interviewed under Subsection (3)(d).
 - (b) If no candidate receives a majority vote of the municipal legislative body in the initial vote described in Subsection (4)(a), the municipal legislative body shall:
 - (i) take another vote between the two candidates who received the most votes in the initial vote; or
 - (ii) if, due to a tie, the municipal legislative body cannot identify only two candidates as receiving the most votes in the initial vote, take another vote between the two candidates who remain after applying the applicable method identified under Subsection (3)(e).
 - (c) If, in the second vote described in Subsection (4)(b), neither candidate receives a majority vote of the municipal legislative body, the vacancy shall be determined by a coin toss between the two candidates.
 - (d) The breaking of a tie by lot under Subsection (4)(b)(ii), or by coin toss under Subsection (4)(c), shall be conducted by the municipal clerk or recorder, at a public meeting, in the presence of the municipal legislative body.
 - (e) A vote taken by a municipal legislative body under this section shall:
 - (i) be immediately disclosed to the public; and
 - (ii) disclose how each member voted.
- (5)
 - (a) If the municipal legislative body does not timely comply with Subsections (2) through (4), the municipal clerk or recorder shall immediately notify the lieutenant governor.
 - (b) After receiving notice that a municipal legislative body has failed to timely comply with Subsections (2) through (4), the lieutenant governor shall:
 - (i) notify the municipal legislative body of the failure; and
 - (ii) direct the municipal legislative body to, within 30 calendar days after the day on which the lieutenant governor provides the notice described in this Subsection (5)(b), appoint an eligible individual to fill the vacancy in accordance with Subsections (3) and (4).
 - (c) If the municipality fails to timely comply with a directive described in Subsection (5)(b):
 - (i) the lieutenant governor shall notify the governor of the municipality's failure to timely fill the vacancy; and
 - (ii) the governor shall, within 45 calendar days after the day on which the governor receives the notice described in Subsection (5)(c)(i):
 - (A) provide public notice soliciting candidates to fill the vacancy in accordance with Subsections (3)(b) and (c); and
 - (B) appoint an individual to fill the vacancy.
- (6)
 - (a) An individual appointed under this section to fill a vacancy in the office of municipal executive or member of a municipal legislative body shall take office on the later of:
 - (i) the day after the individual is appointed; or
 - (ii) the day after the day on which the vacancy occurs.
 - (b) A majority vote under Subsections (3) through (5):
 - (i) means a majority of the members currently serving on the municipal legislative body;
 - (ii) includes a member described in Subsection (1)(a)(ii)(B) if the vote is taken before the date of vacancy specified in the letter; and

- (iii) includes the mayor, if the mayor has legal authority under Subsection 10-3b-302(1) to break a tie, unless the mayor seeks, and is under consideration, to fill the vacancy.
 - (c) The tie breaking provisions that are conducted by coin toss or lot under this section do not apply if the tie can be broken under Subsection (6)(b)(iii).
 - (d) A municipal legislative body, or the governor, may not appoint the individual who vacated the office to fill the vacancy.
- (7)
- (a) A vacancy in the office of municipal executive or member of a municipal legislative body shall be filled by an interim appointment, followed by an election to fill a two-year term, if:
 - (i) the vacancy occurs, or a letter of resignation is received, by the municipal executive at least 14 calendar days before the deadline for filing for election in an odd-numbered year; and
 - (ii) two years of the vacated term will remain after the first Monday of January following the next municipal election.
 - (b) In appointing an interim replacement, the municipal legislative body shall:
 - (i) comply with the notice requirements of this section; and
 - (ii) in an open meeting, interview each individual whose name is submitted for consideration, and who meets the qualifications for office, regarding the individual's qualifications.
- (8)
- (a) In a municipality operating under the council-mayor form of government, as defined in Section 10-3b-102:
 - (i) the council may appoint an individual to fill a vacancy in the office of mayor before the effective date of the mayor's resignation by making the effective date of the appointment the same as the effective date of the mayor's resignation; and
 - (ii) if a vacancy in the office of mayor occurs before the vacancy is filled under Subsection (6)(a), to fill the vacancy, the remaining council members, by majority vote, shall appoint a council member to serve as acting mayor during the time between the creation of the vacancy and the effective date of the appointment to fill the vacancy.
 - (b) A council member serving as acting mayor under Subsection (8)(a)(ii) continues to:
 - (i) act as a council member; and
 - (ii) vote at council meetings.
- (9)
- (a) For a vacancy of a member of a municipal legislative body as described in this section, the municipal legislative body member whose resignation creates the vacancy on the municipal legislative body may:
 - (i) interview an individual whose name is submitted for consideration under Subsection (3)(d) or (7)(b)(ii); and
 - (ii) vote on the appointment of an individual to fill the vacancy.
 - (b) Notwithstanding Subsection (9)(a), a member of a legislative body who is removed from office in accordance with state law may not cast a vote under Subsection (9)(a).
 - (c) A member of a municipal legislative body who submits the member's resignation to the municipal legislative body may not rescind the resignation.
 - (d) A member of a municipal legislative body may not vote on an appointment under this section for that member to fill a vacancy in the municipal legislative body.
- (10) In a municipality operating under the council-mayor form of government, the mayor may not:
- (a) participate in the vote to fill a vacancy;
 - (b) veto a decision of the council to fill a vacancy; or
 - (c) vote in the case of a tie.

- (11) A mayor whose resignation from the municipal legislative body is due to election or appointment as mayor may, in the case of a tie, participate in the vote under this section.
- (12) A municipal legislative body may, consistent with the provisions of state law, adopt procedures governing the appointment, interview, and voting process for filling vacancies in municipal offices.
- (13)
- (a) Except as provided in Subsection (13)(b), an individual seeking appointment to fill a vacancy under this section shall, no later than the deadline for the individual to file a campaign finance statement under Section 10-3-208:
 - (i) complete a conflict of interest disclosure statement in accordance with Section 10-3-301.5; and
 - (ii) submit the conflict of interest disclosure statement to the municipal legislative body and the municipal clerk or recorder.
 - (b) An individual described in Subsection (13)(a) is not required to comply with Subsection (13)(a) if the individual:
 - (i) currently holds an office described in Subsection (2);
 - (ii) already, that same year, filed a conflict of interest disclosure statement for the office described in Subsection (13)(b)(i), in accordance with Section 10-3-1313; and
 - (iii) no later than the deadline described in Subsection (13)(a), indicates, in a written notice submitted to the municipal clerk or recorder, that the conflict of interest disclosure statement described in Subsection (13)(b)(ii) is updated and accurate as of the date of the written notice.
- (14)
- (a) The municipal clerk or recorder shall make each conflict of interest disclosure statement made by an individual described in Subsection (13)(a) available for public inspection by posting an electronic copy of the statement on:
 - (i) the municipality's website; or
 - (ii) if the municipality does not have a website, on the website of the county in which the municipality is located.
 - (b) The municipal clerk or recorder shall:
 - (i) post the electronic statement described in Subsection (14)(a) no later than two business days after the day on which the municipal recorder or clerk receives the statement; and
 - (ii) ensure that the electronic statement remains posted on the website described in Subsection (14)(a) for at least 10 calendar days after the day on which the municipal legislative body appoints an individual to fill the vacancy.

Amended by Chapter 318, 2026 General Session

Brooke Paxton

1883 N. Rome Avenue
Apple Valley, UT 84737
801-618-9729
brookedpaxton@gmail.com

August 7, 2026

Town of Apple Valley

Attn: Jenna Vizcardo, Town Clerk

Re: Letter of Interest – Town Council Vacancy

Dear Mayor Farrar and Members of the Apple Valley Town Council,

I am writing to express my interest in serving on the Apple Valley Town Council.

Serving our community has become a very meaningful part of my life. Through my work with the Apple Valley Community Garden, volunteering alongside residents, organizing educational programs for local families, and working with community organizations, I have seen firsthand what makes Apple Valley such a special place. It is a community where people genuinely care about one another and are willing to step up when there is a need.

I had not planned to pursue public office, but after Mayor Farrar asked if I would consider applying, I gave the opportunity thoughtful consideration. I have a great deal of respect for his leadership and the countless hours he invests in serving our town. His confidence in my ability to contribute encouraged me to consider how I might also give back in this capacity.

If appointed, my goal would simply be to serve with integrity, listen carefully to residents, ask thoughtful questions, and make decisions based on what is best for the long-term health and success of Apple Valley. I recognize that good local government requires collaboration, respect for differing viewpoints, and a willingness to do the often unseen work that helps a community thrive.

As a small business owner, homeschooling parent, and Community Garden Director, I understand the importance of being responsible with resources, solving problems creatively, and building relationships that strengthen our community. I believe these experiences have prepared me to contribute thoughtfully as a member of the Town Council.

Thank you for considering my application. It would be an honor to serve the residents of Apple Valley, and I appreciate the opportunity to be considered.

Respectfully,

Brooke Paxton



Application for Vacant Town Council Seat

Term expires January 3, 2028

Application Deadline: 3:00 p.m. on August 12, 2026

Item 7.

APPLICANT INFORMATION:

Name:

Brooke Paxton

Address:

1803 N. Rome Ave A.V. UT 84731
Street City State Zip Code

Telephone Number:

801-618-9729

Email Address:

brookdepaxton@gmail.com

QUALIFICATIONS:

I certify that I meet the following qualifications:

I am a citizen of the United States.

☒ Yes

☐ No

I am a registered voter in the Town of Apple Valley.

☒ Yes

☐ No

I have been a resident of the Town of Apple Valley, or a resident of a recently annexed area of the Town, for the previous twelve (12) consecutive months.

☒ Yes

☐ No

I have not been convicted of a felony, unless my right to hold elective office has been restored.

☒ Yes

☐ No

CERTIFICATION OF APPLICANT:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

I certify that all statements made in this application are true and complete. I understand that any misrepresentation of a material fact in this application or during an interview may result in disqualification.

I understand that information provided in this application is a public record and may be released by the Town of Apple Valley in accordance with applicable law.

Applicant's Signature

8/6/26

Date

REQUIRED SUBMITTALS: Submit this completed application, a letter of interest or brief one-page written statement explaining your interest in serving on the Town Council and any prior involvement in Town or community organizations or activities, and a completed Conflict of Interest Disclosure Statement. A resume may also be included.

RECEIVED AUG 6 2026



CONFLICT OF INTEREST DISCLOSURE STATEMENT

UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT

(Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

Brooke Paxton

Regulated Officeholder/Candidate (Print Name)

☐ Mayor ☒ Town Council

☐ Candidate for Office

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title.

Current Employer(s): Self-Employed

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

Preceding Year Employer(s): Self-Employed

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

☒ Check if not applicable

Entity Name (current)		Position	
Brief Description			
Entity Name (preceding year)		Position	
Brief Description			



3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

☒ Check if not applicable

Individual/Entity Name	
Brief Description	
Individual/Entity Name	
Brief Description	

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

☒ Check if not applicable

Entity Name	
Brief Description	
Entity Name	
Brief Description	

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

☐ Check if not applicable

Entity Name	Apple Valley Community Garden	Position	Vice Chair / Community and Programs Lead
Brief Description	provide leadership to the board, presides over meetings, helps guide vision/priorities and education/volunteer initiatives.		
Employer Name		Position	
Brief Description			

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

☒ Check if not applicable

Real Property	
Type of Interest	
Real Property	
Type of Interest	



7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

☒ Check if not applicable

Spouse	
Employer (current)	
Employer (preceding year)	

8. The name of any other adult residing in the regulated officeholder/candidate's household who is **not** related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

☒ Check if not applicable

Other Adult	
Employment description OR Occupation	
Other Adult	
Employment description OR Occupation	

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

☒ Check if not applicable

Check if applicable:

☐ Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

☐ Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: 8/6/26

[Signature]
Regulated Officeholder/Candidate Signature

Privacy Notice:

- The personal data collected in this form will be available to the public under 63G-2-301.
- Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.

August 6, 2026

Mayor Farrar,
Members of Apple Valley Town Council:

I am writing to formally apply for the open position on the town council.

I have been a resident of Apple Valley for 14 years and have witnessed first-hand the growth and challenges our community has faced. I believe my knowledge of these matters can bring a valuable perspective to the council.

I have served as a member of the Apple Valley Planning Commission for over 10 years, beginning with Mayor Mosher up through Mayor Farrar, serving as co-chair currently, and several times during my tenure.

My experience includes working with the commission on a variety of zone changes, ordinance issues and future growth projections. I believe in the importance of transparent communication between residents and local government, and I desire to extend that approach to the issues of concern pertaining to town council matters.

I am prepared to dedicate the time and energy necessary to represent the diverse interests of our community with integrity and fairness. I respectfully submit my application for your consideration, and I welcome the opportunity to answer any questions or discuss any concerns you may have.

Thank you for your consideration of this application and for your continued service to the town of Apple Valley.

Sincerely,



Lee Fralish
1752 E Red Hawk Rd.
Apple Valley, UT 84737
435-669-5767
Email: lfralish@toast2.net

RECEIVED AUG 6 2026

Application for Vacant Town
Council Seat

Item 7.

Term expires January 3, 2028

Application Deadline: 3:00 p.m. on August 12, 2026

APPLICANT INFORMATION:

Name:

LEE W. FRAUST

Address:

1752 E. RED HAWK RD APPLE VALLEY UT
Street City State Zip Code 84737

Telephone Number:

435-669-5767

Email Address:

LFRAUST@TDAST2.NET

QUALIFICATIONS:

I certify that I meet the following qualifications:

I am a citizen of the United States.

☒ Yes

☐ No

I am a registered voter in the Town of
Apple Valley.

☒ Yes

☐ No

I have been a resident of the Town of
Apple Valley, or a resident of a recently
annexed area of the Town, for the
previous twelve (12) consecutive months.

☒ Yes

☐ No

I have not been convicted of a felony,
unless my right to hold elective office has
been restored.

☒ Yes

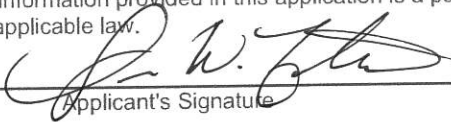
☐ No

CERTIFICATION OF APPLICANT:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

I certify that all statements made in this application are true and complete. I understand that any misrepresentation of a material fact in this application or during an interview may result in disqualification.

I understand that information provided in this application is a public record and may be released by the Town of Apple Valley in accordance with applicable law.



Applicant's Signature

08-06-2026
Date

REQUIRED SUBMITTALS: Submit this completed application, a letter of interest or brief one-page written statement explaining your interest in serving on the Town Council and any prior involvement in Town or community organizations or activities, and a completed Conflict of Interest Disclosure Statement. A resume may also be included.

RECEIVED AUG 6 2026

CONFLICT OF INTEREST DISCLOSURE STATEMENT
 UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT
 (Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

LEE W. FRAUSH

Regulated Officeholder/Candidate (Print Name)

☐ Mayor ☐ Town Council

☒ Candidate for Office

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title. N/A - RETIRED.

Current Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

Preceding Year Employer(s):

Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

☒ Check if not applicable

Entity Name (current)		Position	
Brief Description			
Entity Name (preceding year)		Position	
Brief Description			

3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

☒ Check if not applicable

Individual/Entity Name	
Brief Description	
Individual/Entity Name	
Brief Description	

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

☒ Check if not applicable

Entity Name	
Brief Description	
Entity Name	
Brief Description	

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

☒ Check if not applicable

Entity Name		Position	
Brief Description			
Employer Name		Position	
Brief Description			

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

☒ Check if not applicable

Real Property	
Type of Interest	
Real Property	
Type of Interest	

7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

☒ Check if not applicable

Spouse	
Employer (current)	
Employer (preceding year)	

8. The name of any other adult residing in the regulated officeholder/candidate's household who is **not** related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

☒ Check if not applicable

Other Adult	
Employment description OR Occupation	
Other Adult	
Employment description OR Occupation	

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

☒ Check if not applicable

Check if applicable:

☐ Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

☐ Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: 08/06/2026


Regulated Officeholder/Candidate Signature

Privacy Notice:

- The personal data collected in this form will be available to the public under 63G-2-301.
- Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.

LETTER OF INTEREST

Tanya M. Knudson
1242 E. Red Sage Lane
Apple Valley, UT 84737
saleengirl62@gmail.com
909-268-7223
08/11/2026

Jenna Viscardo
Town Clerk
1777 North Meadowlark Drive
Apple Valley, UT 84737

Dear Ms. Vizcardo,

I am writing to formally submit my application for the current open position of town council member for Apple Valley. As a resident of this community, I believe I meet all the criteria required for this position. I am deeply committed to the preservation and growth of our town in alignment with the values demonstrated by our mayor. I advocate for slow growth and smart financial planning to ensure that we maintain the quality of life that makes Apple Valley a wonderful place to live.

I believe that collaborative efforts among council member are essential to address the various challenges we face, both locally and statewide. One pressing concern is the critical issue of water resources, topic that affects all residents of Utah. I am eager to work with fellow council members to educate and engage the community on the importance of sustainable water management, ensuring that we safeguard this vital resource for future generations.

On a more personal note, I just wanted to say I haven't lived my whole life in California. My family moved to Maine when I was in junior high and I graduated from high school in a very small town there. It was an eye opener after living in So Cal and a very good one at that. I saw a way of life that I would never have experience in California and it changed me. I truly appreciate the small town closeness and experiences. We moved back to California, where I married and raised my children, then moved to Utah in 2019, looking for that same small town feel that I felt in Maine for my retirement. And I have found it here in Apple Valley and will support all that treat her well in the years to come.

Thank you for considering my application. I look forward to the opportunity to contribute positively to the governance and wellbeing of our town.

Sincerely,
Tanya M. Knudson



Application for Vacant Town Council Seat

Item 7.

Term expires January 3, 2028

Application Deadline: 3:00 p.m. on August 12, 2026

APPLICANT INFORMATION:

Name:

TANYA MARIE KNUDSON

Address:

1242 E REP SAGE LANE APPLE VALLEY UTAH
Street City State Zip Code 84737

Telephone Number:

909-248-7223

Email Address:

saleengirl62@gmail.com

QUALIFICATIONS:

I certify that I meet the following qualifications:

I am a citizen of the United States.

☒ Yes

☐ No

I am a registered voter in the Town of Apple Valley.

☒ Yes

☐ No

I have been a resident of the Town of Apple Valley, or a resident of a recently annexed area of the Town, for the previous twelve (12) consecutive months.

☒ Yes

☐ No

I have not been convicted of a felony, unless my right to hold elective office has been restored.

☒ Yes

☐ No

CERTIFICATION OF APPLICANT:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

I certify that all statements made in this application are true and complete. I understand that any misrepresentation of a material fact in this application or during an interview may result in disqualification.

I understand that information provided in this application is a public record and may be released by the Town of Apple Valley in accordance with applicable law.

Applicant's Signature

Tanya M Knudson

Date

8/11/2026

REQUIRED SUBMITTALS: Submit this completed application, a letter of interest or brief one-page written statement explaining your interest in serving on the Town Council and any prior involvement in Town or community organizations or activities, and a completed Conflict of Interest Disclosure Statement. A resume may also be included.

RECEIVED AUG 12 2026



CONFLICT OF INTEREST DISCLOSURE STATEMENT
 UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT
 (Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

TANYA M. KNUDSON

Regulated Officeholder/Candidate (Print Name)

☐ Mayor ☒ Town Council
☐ Candidate for Office

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title.

Current Employer(s):

Employer Name	RETIRED	Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

Preceding Year Employer(s):

Employer Name	RETIRED	Occupation	
Employer Address		Job Title	
Brief Description			
Employer Name		Occupation	
Employer Address		Job Title	
Brief Description			

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

☒ Check if not applicable

Entity Name (current)		Position	
Brief Description			
Entity Name (preceding year)		Position	
Brief Description			



3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

☒ Check if not applicable

Individual/Entity Name	
Brief Description	
Individual/Entity Name	
Brief Description	

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

☒ Check if not applicable

Entity Name	
Brief Description	
Entity Name	
Brief Description	

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

☒ Check if not applicable

Entity Name		Position	
Brief Description			
Employer Name		Position	
Brief Description			

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

☒ Check if not applicable

Real Property	
Type of Interest	
Real Property	
Type of Interest	



7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

☒ Check if not applicable

Spouse	
Employer (current)	
Employer (preceding year)	

8. The name of any other adult residing in the regulated officeholder/candidate's household who is not related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

☐ Check if not applicable

Other Adult	KERK F. MORAWETZ
Employment description OR Occupation	RETIRED
Other Adult	
Employment description OR Occupation	

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

☒ Check if not applicable

Check if applicable:

☐ Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

☐ Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: 8/11/2026

Tanya M. Knudson
Regulated Officeholder/Candidate Signature

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Tanya Knudson
Apple Valley, Utah
saleengirl62@gmail.com
909-268-7223

- Knowledge of M3 ERP, Inventory software, Manufacturing software, Order processing systems, Excel and Word software.
- Proven track record for meeting project deadlines and customer ship dates.
- Detail oriented and superior multi-tasking skills
- Understanding of planning techniques such as Just in Time production, capacity planning and lean environments
- 23 years of experience in a fast-paced Aerospace environment that demands strong organizational skills

WORK EXPERIENCE

AutoZone Corporation

January 2022 - March 2024

818 West State Street, Hurricane, UT 84737

Customer Service/Driver

Safran Cabin (formerly Zodiac Aerospace)

September 2013 - 2019

1945 S. Grove Blvd Ontario, CA 91761

Planning Supervisor:

- As a planning supervisor I oversee multiple planners dealing with new development and production programs, as well as maintaining full planning responsibilities for multiple customers that are specifically assigned to me.
- Ensure that materials are scheduled and delivered to downstream processes and production in a timely and efficient manner.
- Ensure that planners are performing plant scheduling, material review, inventory control, and coordinating the outsourcing of finishing processes.
- Plan for A level parts both manufactured and purchased.
- Ensure that planners are ordering parts to inter-company suppliers as well as 3rd party customers and contact the procurement department for ordering parts to outside vendors.
- Load the schedule forecast to ensure that the material demand for the foreseeable future is generated.
- Assign tasks to planners and hold each planner accountable and ensure that daily targets are met.
- Communicate and hold meetings with upper management.
- Ensure the accuracy of Key Performance Indicators.
- Perform performance reviews and responsible for hiring/termination of planning team members.

- Perform program management as well as planning requirements for several new high-level programs in addition to meeting customer requirements and deadlines.

C&D Zodiac (now Safran)

April 2004 – September 2013

8595 Milliken Ave Rancho Cucamonga, CA 91730

Production Planner

- As a planner I met constructive time deadlines, reduced material costs and increased profit margin/increased job output by 35 %. My daily activities ranged from forecasting of material and tracking inventory levels.
- Released work orders/travelers to production floor and interacted with production on scheduling requirements on a daily and weekly basis.
- Over 6 years of material and production planning
- Very detailed oriented, organized and superior multi-tasking skills
- Master scheduler for customer requirements
- Interfaced with engineering on new design concepts, product improvements and ECR/EOL
- Planning/ Master scheduling and inventory control using Excel to track shortages
- Knowledge of database software, MRP systems, Inventory software and Excel
- Started up new projects
- Ability to read blueprints

4-Flight (now Safran)

March 2002 – April 2004

1945 S. Grove Blvd Ontario, CA 91761

Machine Shop Manager

- As a Machine Shop Manager, I oversaw two shifts of multiple Machinists, while also retaining my duties as a machine shop planner and scheduler.
- Managed costs and expenses through process efficiencies.
- Made sure the proper equipment was on hand and ready to meet production demands.
- Analyzed and adjusted work schedules.
- Solved production problems.
- Handled quality issues and managed customer interactions
- Planned for employee training and skill development and handles disciplinary issues
- Made sure operations aligned with company policies and procedures
- Communicated and worked with customers, suppliers and employees across all levels, including sales and marketing, engineering, maintenance and human resources.

4-Flight (now Safran)

August 2000 - March 2002

1945 S. Grove Blvd Ontario, CA 91761

Machine Shop Planner Scheduler

- Organized production schedule according to work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment.
- Developed realistic, detailed production schedules and conducts critical path analyzes to support program planning and continuing performance evaluation
- Maintained, coordinated and monitored performance of the daily and weekly schedule for all areas in the shop including the review of available capacity and priorities
- Communicated and distributed production schedules and work orders
- Conferred with the production team and sales to set promise dates for new orders.
- Acted as a liaison between sales and the shop floor.
- Interfaced with engineering on new design concepts, product improvements and ECR/EOL
- Conferred with machinists and others to assess progress and discuss needed changes.
- Revised production schedule when necessary
- Analyzed plans, lot sizes, lead times, and replenishment strategies in order to balance inventory investment, customer service, and productivity
- Managed WIP and job kit area
- Supported testing and certification requirements for new programs
- Ensured timely preparation and submission of status and progress reports and related data required
- Developed reports and techniques to monitor production program schedule variances against the plan and current forecasts
- Worked with the production team to identify, develop, and implement efficiency improvements for the company
- Drove continuous improvement and lean manufacturing efforts
- Shop included Mori Seiki and Cincinnati machines

Zodiac Seats / 4-Flight (now Safran)

June 1996 – August 2000

8595 Milliken Ave Rancho Cucamonga, CA 91730

Spares Planner:

- Planned and scheduled workflow for every single workstation according to the manufacturing sequence of operation and control lead time.
- Controlled the material requirements, as per BOM's, manufacturing sequence, assembly and production workflow.
- Expedited operations that delay schedules and alters schedules to meet unforeseen conditions.
- Prepared production reports, productivity reports, cost analysis graphs and delivery charts that drive process and performance improvement.
- Reviewed and evaluated engineering drawings, calculated quantities and types of material, parts, or other items required, determined "make versus buy," established safety stock/Reorder points, and validated Bill of Material in the MRP system
- Set up all purchase requisitions for Purchasing personnel, based on need dates, lead times and quantity requirements
- Planned and released intercompany requirements and maintains Distribution Orders to ensure on time delivery and right quality
- Read, interpreted, created and validated complex, multi-level Bill of Material
- Evaluated shortages and managed prompt solutions keeping appropriate stakeholders informed of any potential problem as required.

- Read and reviewed engineering drawings and documentation and coordinated any changes
 - Maintained inventory levels to meet company goals
 - Preserved engineering revision control
 - Performed work under general supervision
 - Handled moderately complex issues and problems, and escalated more complex issues to higher level staff
-

TOWN OF APPLE VALLEY, UTAH

RESOLUTION R-2026-27

A RESOLUTION AMENDING THE TOWN OF APPLE VALLEY WATER CONSERVATION PLAN TO INCORPORATE WATER CONSERVATION STAGES, EMERGENCY WATER RATE SCHEDULES, AND RELATED ADMINISTRATIVE PROCEDURES

WHEREAS, Utah Code Section 73-10-32 requires retail water providers to prepare, adopt, implement, and periodically update a water conservation plan;

WHEREAS, the Town of Apple Valley operates the municipal water system known as the Apple Valley Water Department and adopted the Town of Apple Valley Water Conservation Plan by Resolution R-2025-28 on November 18, 2025;

WHEREAS, the Town has prepared amendments establishing four progressive response stages: Stage 1 - Normal Water Supply, Stage 2 - Water Alert, Stage 3 - Water Crisis, and Stage 4 - Water Emergency;

WHEREAS, the amendments establish conservation requirements, procedures for declaring and terminating each stage, customer notification provisions, enforcement measures, and emergency conservation pricing for prolonged Stage 3 and Stage 4 conditions;

WHEREAS, the emergency water rates are also established in the Town Fee Schedule and may be implemented only in accordance with the Fee Schedule and applicable law;

WHEREAS, the Town Council provided the required public notice and held a public hearing on August 19, 2026, to receive public comment regarding the proposed amendment to the Water Conservation Plan; and

WHEREAS, after considering the proposed amendments, public comment, and staff recommendations, the Town Council finds that adoption of the amendments and the restated Water Conservation Plan is in the best interest of the Town and its water customers.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apple Valley, Utah, as follows:

1. Amendment Incorporated into Resolution. The Town of Apple Valley Water Conservation Plan is amended by adding the following section, which is adopted as part of this resolution:

WATER CONSERVATION STAGES AND EMERGENCY WATER RATES

To protect the Town's limited water supply and provide a structured response to changing water-supply conditions, the Town establishes four water conservation stages. Each stage contains conservation measures appropriate to the severity of the water-supply condition.

The Mayor may declare, increase, reduce, or terminate a conservation stage based on water availability, system capacity, infrastructure conditions, anticipated demand, drought conditions, well production, storage levels, public health and safety, or other circumstances affecting the Town's water system.

The Town shall provide notice of a declared conservation stage through methods reasonably calculated to inform affected water customers, including the Town website, social media, email, utility billing notices, posted notices, or other available communication methods.

STAGE 1 - NORMAL WATER SUPPLY

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.

2. Water shall be confined to the resident's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains or ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, aesthetic, or sanitary purposes, is prohibited.

STAGE 2 - WATER ALERT

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the resident's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains or ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, aesthetic, or sanitary purposes, is prohibited.
7. Reduce landscape and pasture irrigation by 5% to 10%. Customers with smart irrigation timers or controllers are asked to set their controllers to achieve 90% to 95% of the evapotranspiration rate. Drip irrigation systems are excluded from this requirement.
8. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 3 - WATER CRISIS

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Total outdoor water usage shall be reduced by a total of 50%. Customers with smart irrigation timers or controllers are asked to set their controllers to achieve 50% to 74% of the evapotranspiration rate. Drip irrigation systems are not excluded from this requirement.
3. Water shall only be used for irrigation three times per week on assigned days and should only be used between 7:00 p.m. and 5:00 a.m. Even-numbered addresses may irrigate Monday, Wednesday, and Friday; odd-numbered addresses may irrigate Tuesday, Thursday, and Saturday.

4. Water shall be confined to the resident's property and shall not be allowed to run off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
5. Free-flowing hoses are prohibited. Automatic shut-off devices shall be attached to any hose or filling apparatus in use.
6. All pools, spas, and ornamental fountains or ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
7. Construction meters and fire hydrant meters will not be allowed other than at the Town-designated location at the Cooke Well.
8. Automobile or equipment washing is prohibited.
9. Residents shall repair leaking pipes within 24 hours or less if warranted by the severity of the problem.
10. No potable water shall be used to fill or refill empty swimming pools or spas.
11. Water use for artificial lakes, ponds, or streams is prohibited.
12. Water use for ornamental ponds and fountains is prohibited.
13. Washing streets, parking lots, driveways, sidewalks, or buildings is prohibited, except as necessary for health or sanitary purposes.
14. Public sports fields and parks will limit irrigation to achieve at least a 50% reduction in water use.
15. Water for flow testing and construction purposes from Town fire hydrants and blow-offs is prohibited. Use of reclaimed water for construction purposes is encouraged. Reclaimed water is not available within the Town's retail service area and must be obtained elsewhere.
16. Installation of all new turf, lawn, or landscaping of any type is prohibited.
17. Water Emergency tiered pricing may be implemented at the discretion of the Mayor.
18. Water Emergency enforcement measures, including fines and charges for noncompliance, will be implemented in accordance with established Town policies and procedures.

The regular \$75.00 monthly residential base or standby fee remains in effect during Stage 3.

Stage 3 Emergency Residential Water Rates

Gallons Used	Charge per 1,000 Gallons
0-5,000	\$1.50
5,001-12,000	\$1.50
12,001-25,000	\$2.50
25,001-35,000	\$3.00
35,001-45,000	\$3.50
45,001-55,000	\$4.50

55,001-75,000	\$6.00
75,001-100,000	\$7.00
Over 100,000	\$9.00

STAGE 4 - WATER EMERGENCY

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. All outdoor water use is prohibited other than for watering animals.
3. Automatic shut-off devices shall be attached to any hose or filling apparatus used for animals.
4. Leaking pipes or faulty sprinklers shall be repaired immediately. Water service may be suspended until repairs are made.
5. Reduce indoor water use by more than 50%.
6. Installation of new turf or landscaping is prohibited.
7. Construction meters and fire hydrant meters will not be allowed.
8. Water use for swimming pools or spas is prohibited.
9. Water use for artificial lakes, ponds, or streams is prohibited.
10. Water use for ornamental ponds and fountains is prohibited.
11. Installation of new turf, landscaping, plants, shrubs, gardens, or anything requiring outdoor water use is prohibited.
12. No commitments will be made to provide service for new water service connections.
13. New connections to the Town's water distribution system will not be allowed.
14. Water Emergency enforcement measures, including fines and charges for noncompliance, will be implemented in accordance with established Town policies and procedures.
15. Water Crisis or Emergency tiered pricing may be implemented at the discretion of the Mayor.
16. If necessary, a building moratorium may be issued at the discretion of the Mayor.

The regular \$75.00 monthly residential base or standby fee remains in effect during Stage 4.

Stage 4 Emergency Residential Water Rates

Gallons Used	Charge per 1,000 Gallons
0-5,000	\$1.50
5,001-12,000	\$2.50
12,001-25,000	\$3.50
25,001-35,000	\$4.00

35,001-45,000	\$4.50
45,001-55,000	\$5.50
55,001-75,000	\$8.00
75,001-100,000	\$9.00
Over 100,000	\$11.00

Activation and Termination of Emergency Rates. Emergency rates shall apply only while the corresponding conservation stage is active and only when implemented by written declaration of the Mayor in accordance with the Town's adopted Fee Schedule. The written declaration shall identify the conservation stage, effective date, conditions supporting the declaration, whether the corresponding emergency rate schedule will be implemented, and the date on which the rates will begin applying to water usage.

The Town shall provide notice to affected customers before emergency rates are assessed. When a declaration is terminated or reduced, customers shall return to the rates applicable to the newly declared stage or to the Town's regular water rates. Emergency rates shall be administered in accordance with the Town's adopted Fee Schedule and all applicable ordinances, resolutions, billing policies, and state-law requirements.

2. Adoption of Restated Plan. The amended and restated Town of Apple Valley Water Conservation Plan, attached to this resolution as Exhibit A, incorporates the amendment stated above and is hereby adopted as the official Water Conservation Plan of the Town.

3. Relationship to Fee Schedule. Emergency water rates identified in this resolution and the amended Water Conservation Plan shall be charged only when the applicable conservation stage has been activated and the corresponding rates have been adopted in the Town Fee Schedule. If a conflict exists regarding the amount of a fee or rate, the Town Fee Schedule controls.

4. Stage Activation. The Mayor may declare, increase, reduce, or terminate a water conservation stage based on water availability, well production, storage levels, system capacity, infrastructure conditions, anticipated demand, drought, equipment failure, public health and safety, or other conditions affecting the municipal water system. A declaration affecting emergency rates shall be made in writing and shall identify the applicable stage and effective date.

5. Notice and Administration. Town staff are authorized to provide customer notice and to administer and enforce the amended Water Conservation Plan through the Town website, customer email, utility billing notices, social media, physical posting, or other reasonable available methods.

6. Filing and Submission. The Town Recorder shall retain this resolution and the amended Water Conservation Plan in the official records. Town staff shall submit the amended plan, public hearing documentation, this resolution, and any other required materials to the Utah Division of Water Resources.

7. Prior Resolution. Resolution R-2025-28 remains in effect except as amended by this resolution. The amended and restated Water Conservation Plan adopted herein supersedes the prior version of the plan.

8. Severability. If any provision of this resolution or the amended Water Conservation Plan is held invalid, the remaining provisions shall continue in full force and effect.

9. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 19th day of August 2026.

TOWN OF APPLE VALLEY

Michael L. Farrar, Mayor

ATTEST:

Jenna Vizcardo, Recorder

VOTE:

Council Member	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar				
Council Member Kevin Sair				
Council Member Annie Spendlove				
Council Member Scott Taylor				
Council Member Richard Palmer				

EXHIBIT A
AMENDED AND RESTATED TOWN OF APPLE VALLEY WATER CONSERVATION
PLAN



Town of Apple Valley

Adopted in 2024 as Big Plains Water Special Service District Water Conservation Plan

Adopted in November 2025 as Town of Apple Valley Water Department Water Conservation Plan

Amended August 19, 2026, to incorporate Water Conservation Stages and Emergency Water Rate Schedules

Prepared By:

Town of Apple Valley
1777 N Meadowlark Dr.
Apple Valley, Utah 84737

The following Water Conservation Plan has been adopted by the Town of Apple Valley Town Council.

Town Council:

Michael Farrar- Mayor
Scott Taylor
Annie Spendlove
Richard Palmer
Kevin Sair

Date adopted

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This Water Conservation Plan was originally prepared and adopted by Big Plains Water Special Service District. Following the dissolution of the district and transfer of water system assets and management to the Town of Apple Valley, the Town has reviewed and formally adopted this plan to reflect its current authority and operations. All references to Big Plains have been updated accordingly.

Introduction

Apple Valley, Utah is a small, rural town with a population of approximately 916 people. Located in Washington County Utah, near the Southern end of the state. The town spans about 50 square miles with much of the land undeveloped. Residents value the town's open spaces, peaceful, rural lifestyle and small town feel as a way of life. The community is characterized by rural residential properties, small developments, and a limited number of tourism-oriented businesses.

Apple Valley is located within the Mojave Desert. This desert, which spans parts of California, Nevada, Arizona, and Utah, is known for its arid climate, high summer temperatures, and unique desert vegetation. The Mojave Desert is the smallest of the North American deserts but plays a significant role in shaping the environment and climate of the region. The region's dry summers and minimal annual rainfall underscore the ongoing scarcity of water, highlighting the critical need for robust water conservation measures.

According to Utah State Code 73-10-31, water providers must create a plan that identifies existing and proposed water conservation measures. This plan will clearly state the overall water use reduction goal for Apple Valley and how that goal is to be achieved.

Town of Apple Valley Water Department System Profile

The town water department was created in 2025 after the town dissolved Big Plains Water Special Service District. The district was created in 2011 by the Town of Apple Valley and had previously served as water provider for the rural community of Apple Valley, Utah. Originally the district operated three distinct water systems: Apple Valley, Cedar Point, and Canaan Springs through which water is distributed to the most populous areas of town. In 2025 the district completed a transmission line project connecting the Apple Valley and Cedar Point systems. This line has increased system efficiency and reliability. And reduced the number of systems to two (2), Apple Valley and Canaan Springs.

At the writing of this plan all three systems were still in use. This plan consolidates the three systems for planning and conservation purposes.

Service Area

The region's semi-arid climate experiences hot summers, mild winters, and low annual precipitation, making water conservation essential. Apple Valley relies heavily on well and spring water sources, that are recharged by rainfall and surface water infiltrating into the ground. Without rivers or large bodies of water contributing to the natural recharge of our aquifer, we must rely on rainfall, and careful, conservative water management practices to maintain the aquifer's capacity and ensure a sustainable supply for the community.

Apple Valley Water Department currently supplies water to all major developments in the town of Apple Valley. Water distribution is challenging due to financial limitations and the area's undeveloped land, rugged terrain, and distances between developments. The town continues to work on expanding infrastructure to serve rural homes, but in many cases, homeowners must rely

on private wells for water. This limitation creates many “straws” dipping into the aquifer to service the town.

The Apple Valley Water Department has completed a new transmission line connecting the two main wells in the Apple Valley system to the Cedar Point system. This line has made it possible to remove the need to use water from the Cedar Point system. In Figure one you will find a map of the Town of Apple Valley boundaries.

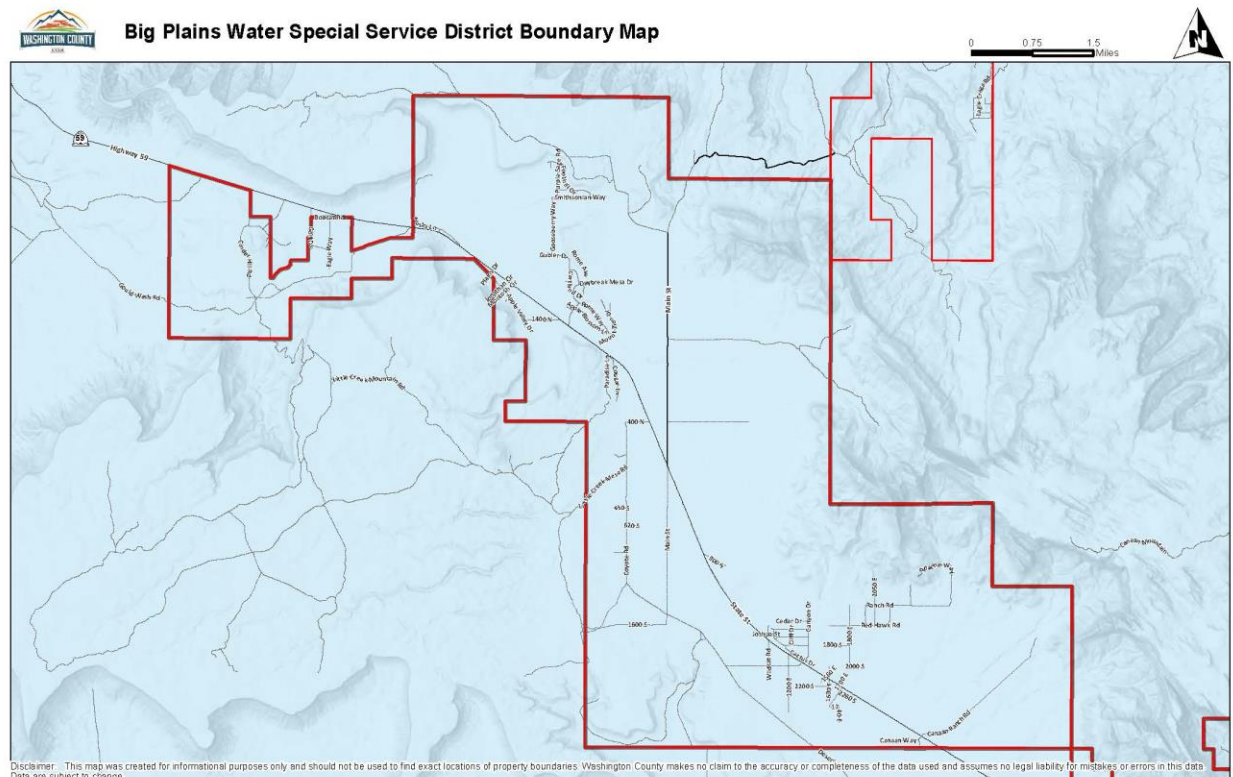
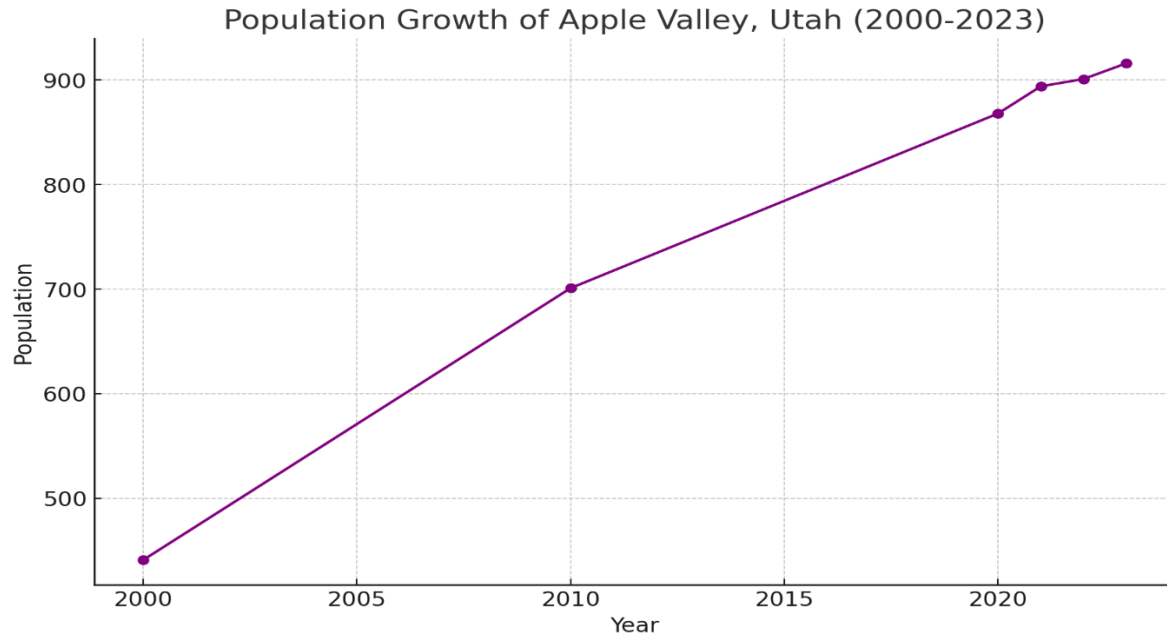


Figure 1 Apple Valley Boundary Map

Water Supply and Usage

Apple Valley, Utah, has experienced significant growth since its incorporation in 2004. In 2000, prior to incorporation, the population was about 441. By 2010, the census recorded 701 residents, and by 2020, the population had grown to 868. The most recent data from 2023 estimates the population at 916, showing a steady annual growth rate of around 1.7%. Since 2000, Apple Valley has grown by more than 107%, making it one of the fastest-growing small towns in the region. (<https://www.biggestuscities.com/city/apple-valley-utah>)



At only 20 years old, the Town of Apple Valley is one of the newest towns in the State of Utah. With a total of 443 service connections, of which are predominantly residential. All water in the system is metered as culinary.

Table 1: Service Connection and Connection Type 2023

Type of Connection	Number of Connections
Residential	436
Commercial	3
Institutional	2
Industrial	2
Total	443

Apple Valley currently has 5 operational ground water wells for water distribution. These wells are used as needed to provide service to residents. The two main wells in the Apple Valley system are the Gregerson and Merritt wells. Cedar Point uses mainly Cooke and Jessup Wells, while Canaan springs service people in the southern portion of the town. Current water use for these connections is categorized as follows:

Table 1: Water Source and Acre Feet 2023

Water Source	Water (Acre-Feet)
Wells	198.0910
Spring	15.5346
Total	213.6256Acre-Feet

Table 2: Connection Type and Usage

Type of Connection	Total Water Use (Acre-Feet)
Residential	143.1443
Commercial	15.8743
Institutional	3.5265
Industrial	4.1996
Total	166.7447 Acre-Feet

Water Conservation Approach

Apple Valley aims to implement a proactive Water Conservation Plan that aligns with local and regional goals. Given the town's small size and the growing importance of sustainable water management, this plan focuses on reducing system water loss, promoting water-efficient technologies, and educating residents on conservation strategies.

The state has proposed regional M&I (Municipal and Industrial) goals which created region specific goals for municipal and industrial areas of Utah. Washington County and the Town of Apple Valley lie within the Lower Colorado River South Region. The 2015 baseline for GPCD for Washington County was 302, with a 2030 goal of 260. Interestingly, in 2023 the GPCD for Apple Valley is already significantly lower than these goals at 191 gallons per person per day. Although the estimated population of Apple Valley is 916, the number of people estimated to be using our system as full-time residents is 777. Other residents in the area have private wells and are therefore not included in our GPCD estimation.

Apple Valley understands there is work to be done. Yet the population in Apple Valley leans toward water conservation naturally. Most residents are aware of our water situation and routinely conserve water. Therefore, strategic goals have been set focusing on infrastructure improvements and reporting, water efficient development, and community education. Our current ERC estimations are 520 indicating we are currently at .32 acre-feet per ERC. The greatest water conservation efforts identified in this report are aimed at the high-water loss rate the town is experiencing. This will be the focus of our initial 5-year plan from 2025 to 2030.

Key Objectives:

1. **Reduce water loss:** Currently, Apple Valley experiences a significant water loss rate of 21.94%. Immediate efforts to address leak detection, tracking of non-revenue generating water usage, system infrastructure upgrades and improvements will be prioritized.
2. **Improve community awareness:** Public education will play a role in shifting water usage behaviors.
3. **Creation of a waste policy:** This policy will allow the system to assess a fees or terminate service for customers who have chronic unrepaired leaks resulting in high water usage and loss.

4. **Align with regional conservation standards:** Apple Valley will work closely with the Washington County Water Conservancy District (WCWCD) to leverage existing rebate programs, educational resources, and conservation practices.
5. **Pass water efficiency standards:** The Town will work to adopt water efficiency standards allowing residents to utilize state and district funded water rebate programs.

Water Conservation Practices

1. Water Audits and Data Management

- **AWWA M36 water audits:** Conduct comprehensive water audits of town lines and meters to identify sources of water loss and implement corrective measures.
- **SCADA system upgrade:** The new transmission line connecting the Apple Valley and Cedar Point system will be equipped with a Supervisory Control and Data Acquisition (SCADA) system. This system will continuously monitor key variables like water pressure, flow rates, and tank levels across the system. It will also identify deviations from normal operation that may include leaks, bursts, or unauthorized use.
- **Volumetric testing of meters:** Create a plan to test all water meters every 2 years to improve accuracy and detect leaks early. Replace old meters that may need to be recalibrated or repaired.
- **Tracking non-revenue water usage:** Some water loss on the Apple Valley system is due to non-revenue water usage. This would include water sent out to waste in unmetered situations from well heads and tanks for the purpose of flushing and cleaning the system. This includes unmetered water used in fire training and firefighting.

2. Public Education and Outreach

- **Distribution of educational materials:** Print and digital resources to educate residents about indoor and outdoor water conservation techniques.
- **Website:** Maintain updated online resources and create a conservation page to amplify the water conservation message.

3. Conservation Pricing

- **Tiered Rates:** Apple Valley has an increasing block tiered rate structure to incentivize conservation. Recently the rates for higher tier users increased. The base rate also increased and although not as effective in keeping usage down, the higher base rate does urge many residents to keep the bill as low as possible through water conservation. In the next 5 years the town will look at moving more of the revenue from fixed fees to variable fees. This may be accomplished by lowering the base rate and increasing the tiered usage rates.

Table 3: Usage Rates per 1,000 gallons/month

Base Rate	0 - 5000	5001 - 12,000	12,001- 25,000	25,001- 35,000	35,001- 45,000	45,001- 55,000	55,001- 75,000	75,001- 100,000	Over 100,000
\$75.00	\$1.50	\$1.75	\$2.0	\$2.25	\$2.50	\$3.25	\$4.00	\$5.00	\$7.00

4. Current Initiatives

- **Meter Upgrades:** Since May 2023 Apple Valley has removed 58 manual read meters and replaced them with radio read meters. There are currently 7 residential manual read meters awaiting replacement.
- **Public education:** Initial steps have been taken to inform residents about the importance of water conservation, primarily through necessity as we await the new transmission line.

Water Conservation Stages and Emergency Water Rates

Purpose and Administration

To protect the Town's limited water supply and provide a structured response to changing water-supply conditions, the Town has established four water conservation stages. Each stage contains conservation measures appropriate to the severity of the water-supply condition. The Mayor may declare, increase, reduce, or terminate a conservation stage based on water availability, system capacity, infrastructure conditions, anticipated demand, drought conditions, well production, storage levels, public health and safety, or other circumstances affecting the Town's water system.

The Town shall provide notice of a declared conservation stage through methods reasonably calculated to inform affected water customers, including the Town website, social media, email, utility billing notices, posted notices, or other available communication methods.

Stage 1 – Normal Water Supply

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the resident's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.

Stage 2 – Water Alert

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the resident's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.

7. Reduce landscape and pasture irrigation by 5 – 10%. Customers with “smart” irrigation timers or controllers are asked to set their controllers to achieve 90 to 95% of the evapotranspiration (ET) rate. Drip irrigation systems are excluded from this requirement.
8. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

Stage 3 – Water Crisis

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Total outdoor water usage shall be reduced by a total of 50%. Customers with “smart” irrigation timers or controllers are asked to set their controllers to achieve 50 to 74% of the evapotranspiration (ET) rate. Drip irrigation systems are NOT excluded from this requirement.
3. Water shall only be utilized for irrigation three times a week on the assigned days and should only be used from the hours of 7:00 p.m. to 5:00 a.m.. To spread out the demands on the water distribution system, even number addresses may irrigate on Monday, Wednesday, Friday and odd number addresses may irrigate on Tuesday, Thursday and Saturday.
4. Water shall be confined to the resident’s property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
5. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
6. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
7. Construction meters and fire hydrant meters will not be allowed other than the town designated location at the Cooke Well.
8. Automobiles or equipment washing is prohibited.
9. Residents shall repair leaking pipes within 24 hours or less if warranted by the severity of the problem.
10. No potable water shall be used to fill or refill empty swimming pools or spas.
11. Water use for artificial lakes, ponds or streams is prohibited.
12. Water use for ornamental ponds and fountains is prohibited.
13. Washing streets, parking lots, driveways, sidewalks or buildings is prohibited, except as necessary for health or sanitary purposes.
14. Public sports fields/parks will limit irrigation to achieve at least a 50% reduction in water use.
15. Water for flow testing and construction purposes from District fire hydrants and blow-offs is prohibited. Use of reclaimed water for construction purposes is encouraged. Reclaimed water is not available within the towns retail service area and would have to be obtained elsewhere.
16. Installation of all new turf, lawn, and/or landscaping of any type is prohibited.
17. Water Emergency tiered pricing may be implemented at the discretion of the mayor.
18. Water Emergency enforcement measures, including fines and charges, for non-compliance with this stage’s requirements as noted above will be implemented in accordance with established towns Policies and Procedures.

Stage 3 Emergency Residential Water Rates

The regular \$75.00 monthly residential base or standby fee remains in effect. The following usage rates may be activated in accordance with the Town’s adopted Fee Schedule:

Gallons Used	Charge per 1,000 Gallons
0-5,000	\$1.50
5,001-12,000	\$1.50
12,001-25,000	\$2.50
25,001-35,000	\$3.00
35,001-45,000	\$3.50
45,001-55,000	\$4.50
55,001-75,000	\$6.00
75,001-100,000	\$7.00
Over 100,000	\$9.00

Stage 4 – Water Emergency

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. All outdoor water use is prohibited other than for watering animals.
3. Automatic shut-off devices shall be attached on any hose or filling apparatus in use for animals.
4. Leaking pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
5. Reduce indoor water use by more than 50%.
6. Installation of new turf or landscaping is prohibited.
7. Construction meters and fire hydrant meters will not be allowed.
8. Water use for swimming pools or spas is prohibited.
9. Water use for artificial lakes, ponds or streams is prohibited.
10. Water use for ornamental ponds and fountains is prohibited.
11. Installation of new turf, landscaping, plants, shrubs, gardens or anything requiring outdoor water use is prohibited.
12. No commitments will be made to provide service for new water service connections.
13. New connections to the towns water distribution system will not be allowed.
14. Water Emergency enforcement measures, including fines and charges, for non-compliance with this stage's requirements as noted above will be implemented in accordance with established towns Policies and Procedures.
15. Water Crisis/Emergency tiered pricing may be implemented at the discretion of the mayor.
16. If necessary, a building moratorium will be issued at the discretion of the mayor.

Stage 4 Emergency Residential Water Rates

The regular \$75.00 monthly residential base or standby fee remains in effect. The following usage rates may be activated in accordance with the Town's adopted Fee Schedule:

Gallons Used	Charge per 1,000 Gallons
0-5,000	\$1.50
5,001-12,000	\$2.50
12,001-25,000	\$3.50
25,001-35,000	\$4.00
35,001-45,000	\$4.50
45,001-55,000	\$5.50
55,001-75,000	\$8.00
75,001-100,000	\$9.00
Over 100,000	\$11.00

Activation and Termination of Emergency Rates

Emergency rates shall apply only while the corresponding conservation stage is active and only when implemented by written declaration of the Mayor in accordance with the Town's adopted Fee Schedule. The written declaration should identify the conservation stage, the effective date, the conditions supporting the declaration, whether the corresponding emergency rate schedule will be implemented, and the date on which the rates will begin applying to water usage.

The Town shall provide notice to affected customers before emergency rates are assessed. When a declaration is terminated or reduced, customers shall return to the rates applicable to the newly declared stage or to the Town's regular water rates. Emergency rates shall be administered in accordance with the Town's adopted Fee Schedule and all applicable ordinances, resolutions, billing policies, and state-law requirements.

Proposed 5-Year Water Conservation Strategies

The following strategies will be implemented over the next five years with the adoption of this plan.

Goal 1: Reduce and maintain the system water loss rate to 11.94% or less by 2029.

Strategy 1A: Minimize water loss resulting from wasted water and other non-revenue sources.

- Establish and implement written policies for tracking water going to waste at wells and tanks.
 - Complete policies for water tracking by the middle of 2026, begin implementing by end of 2026.

- Establish and implement policies in collaboration with the Apple Valley fire department for reporting water use.
 - Complete policies for water tracking by the middle of 2026, begin implementing by end of 2026.

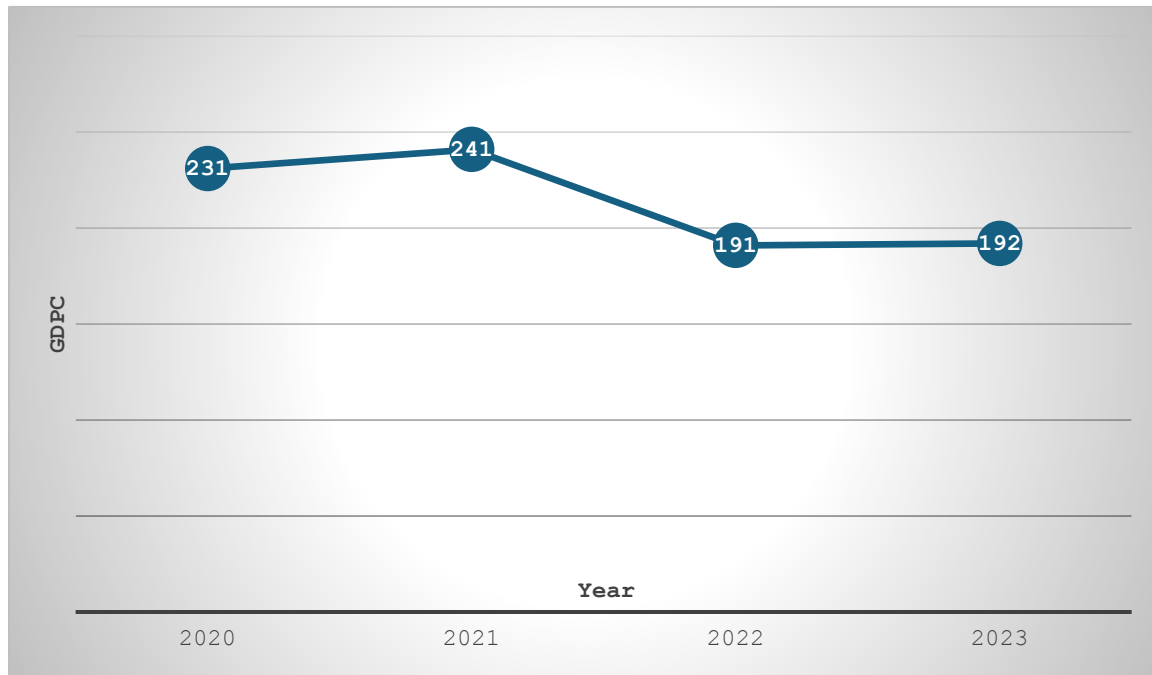
Strategy 1B: Reduce water loss by detecting leaks and metering inefficiencies.

- AWWA M36 water audit for assistance in analyzing the system. Complete audit by end of 2026.
 - Purchase “M36 Water Audits and Loss Control Programs” manual.
 - Review manual for audit information and set strategies based on results of review.
 - Implement as many suggested strategies as appropriate by 2029.
- Remove all manually read residential meters and replace with radio read meters.
 - Complete by the middle of 2026
- Establish and implement a policy for visual meter inspection, volumetric testing of every meter every 2 years, and replacement criteria that balances the cost of lost revenue as meters age.
 - Complete by the end of 2026

Goal 2: Reduce water usage in gallons by 2% from 192 GPCD to 188 GPCD by 2030

Figure 2 below shows the annual GPCD since 2020. Over the past 4 years we have seen a reduction in water use per capita. This plan aims to continue the trend of water reduction in a conservative manner until we can implement new systems and begin better tracking of all water usage through radio reading equipment.

Figure 2 GDPC Over 4 years



Strategy 2A: Create water efficiency standards and adopt to allow town customers to participate in County and Statewide rebate programs.

- Establish written standards and incorporate into town policies.
 - Complete policy standards by end of 2026
- Once standards are fully implemented begin educating residents about possible money saving upgrades to existing water fixtures and waterwise landscaping.
 - Implement educational programs by end of 2027
- Create a town wide newsletter with a water conservation message in each edition.

Evaluation Plan

Apple Valley will monitor water usage, system efficiency, and public participation to assess the success of its water conservation strategies. This evaluation will involve:

- **Monthly and annual water usage reports:** After implementing each strategy and correcting deficiencies, track the progress toward reduction targets. This will require documenting when deficiencies are corrected and then creating corresponding water usage reports and correlating results.
- **Regular review of plan calendar:** Set up a calendar with goal dates and review regularly to ensure we are on target to reach goals by the end of 2030.

- **Customer feedback:** Regular surveys to gauge the effectiveness of outreach, education and rebates.
- **System audits:** AWWA M36 audit to monitor and address water loss. Follow-up with this audit and implement findings and recommendations.

Review of emergency measures: Following each Stage 3 or Stage 4 declaration, the Town will review the effectiveness of conservation measures, public notification, enforcement, and emergency rate schedules and will revise procedures as necessary to improve future implementation.

Conclusion

The Water Conservation Stages established in this plan provide a structured framework for responding to changing water-supply conditions. By combining public education, infrastructure improvements, conservation requirements, and temporary emergency pricing when necessary, the Town can respond promptly to protect public health, preserve available water supplies, and maintain reliable water service during drought and emergency conditions.

The Town of Apple Valley's Water Conservation Plan is a roadmap to managing the town's water resources sustainably. Through collaboration, education, and proactive system improvements, Apple Valley water department aims to ensure water security for the entire community of Apple Valley. This plan hopes to accomplish two main purposes; first, to provide clean drinking water to all those connected to the system and secondly, ensure water for future generations of Apple Valley residents.

TOWN OF APPLE VALLEY, UTAH

RESOLUTION R-2026-28

A RESOLUTION AMENDING THE TOWN OF APPLE VALLEY FEE SCHEDULE TO ADOPT EMERGENCY WATER RATES FOR STAGE 3 - WATER CRISIS AND STAGE 4 - WATER EMERGENCY, AND ADOPTING THE COMPLETE AMENDED FEE SCHEDULE AS EXHIBIT A

WHEREAS, the Town Council adopted the Town of Apple Valley Fee Schedule on June 17, 2026, which includes the Town's residential water rates under Appendix A, Section 01.20.010; and

WHEREAS, the Town previously adopted the Town of Apple Valley Water Conservation Plan by Resolution R-2025-28 and has considered amended water conservation stages for periods of reduced water supply, system failure, drought, or other emergency conditions; and

WHEREAS, the Town Council finds that temporary emergency tiered water rates may be necessary during a declared Stage 3 - Water Crisis or Stage 4 - Water Emergency to discourage excessive consumption, promote conservation, and protect the reliability of the municipal water system; and

WHEREAS, the emergency rates are intended to apply only while the applicable water conservation stage is in effect and only after the Mayor issues a written declaration activating the applicable emergency rate schedule; and

WHEREAS, the Town Council desires that the specific amendments be stated directly in this Resolution and that the complete amended Fee Schedule also be attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the Town Council has reviewed the proposed emergency water rates and the complete amended Fee Schedule and finds their adoption to be in the best interest of the Town and its water customers.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apple Valley, Utah, as follows:

1. Adoption of Complete Amended Fee Schedule. The Town Council hereby adopts the complete amended Town of Apple Valley Fee Schedule dated August 19, 2026, attached hereto as Exhibit A and incorporated herein by this reference. Exhibit A shall constitute the official Fee Schedule of the Town upon adoption of this Resolution. All fees and charges not specifically amended by this Resolution remain unchanged and in full force and effect.

2. Amendment to Appendix A, Section 01.20.010. Appendix A, Section 01.20.010, Residential, is amended by adding the following Emergency Residential Water Rates immediately after the regular residential usage-rate table:

Emergency Residential Water Rates The following emergency residential water rates apply only while the corresponding water conservation stage has been activated by written declaration of the Mayor pursuant to the Town of Apple Valley Water Conservation Plan. The residential base fee and standby fee remain \$75.00 per month. Upon termination of the declaration, the regular residential water rates shall resume.

Stage 3 - Water Crisis

Gallons Used	Charge per 1,000 Gallons
Base Fee / Standby	\$75.00
0-5,000 gallons	\$1.50
5,001-12,000 gallons	\$1.50

Gallons Used	Charge per 1,000 Gallons
12,001-25,000 gallons	\$2.50
25,001-35,000 gallons	\$3.00
35,001-45,000 gallons	\$3.50
45,001-55,000 gallons	\$4.50
55,001-75,000 gallons	\$6.00
75,001-100,000 gallons	\$7.00
Over 100,000 gallons	\$9.00

Stage 4 - Water Emergency

Gallons Used	Charge per 1,000 Gallons
Base Fee / Standby	\$75.00
0-5,000 gallons	\$1.50
5,001-12,000 gallons	\$2.50
12,001-25,000 gallons	\$3.50
25,001-35,000 gallons	\$4.00
35,001-45,000 gallons	\$4.50
45,001-55,000 gallons	\$5.50
55,001-75,000 gallons	\$8.00
75,001-100,000 gallons	\$9.00
Over 100,000 gallons	\$11.00

3. Activation by Written Declaration. The Mayor may activate or terminate a Stage 3 or Stage 4 emergency water rate schedule by written declaration identifying the applicable stage and effective date. The declaration shall be based on water supply, production capacity, storage levels, drought, equipment failure, system reliability, public health and safety, or other conditions affecting the municipal water system.

4. Notice and Billing. The Town shall provide reasonable notice to affected customers before or as soon as practicable after an emergency rate schedule is activated. Emergency rates shall apply only during the period identified in the Mayor's written declaration and shall be administered based on the Town's meter-reading and billing cycles.

5. Duration and Reversion to Regular Rates. Emergency water rates shall remain in effect only while the written declaration activating the applicable schedule remains in effect. Upon termination or reduction of the declared conservation stage, the applicable water rates shall automatically revert to the standard residential rates contained in the Fee Schedule or to the rates applicable to the newly declared stage.

6. Administration. Town staff are authorized to update the utility billing system, customer notices, posted Fee Schedule, and administrative procedures necessary to implement this Resolution.

7. Superseding Effect. The amended Fee Schedule attached as Exhibit A supersedes the Fee Schedule adopted June 17, 2026. Any prior resolution, schedule, policy, or provision in conflict with this Resolution or Exhibit A is superseded only to the extent of the conflict.

8. Severability. If any provision of this Resolution or Exhibit A is held invalid, the remaining provisions shall continue in full force and effect.

9. Effective Date. This Resolution and the amended Fee Schedule attached as Exhibit A shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 19th day of August 2026.

TOWN OF APPLE VALLEY

Michael L. Farrar, Mayor

ATTEST:

Jenna Vizcardo, Town Recorder

Council Member	AYE	NAY	ABSENT	ABSTAIN
Mayor Michael Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

EXHIBIT A

TOWN OF APPLE VALLEY FEE SCHEDULE

Adopted June 17, 2026; Amended August 19, 2026

The complete amended Fee Schedule follows this exhibit cover page and is incorporated into Resolution R-2026-28.



FEE SCHEDULE

(Adopted on June 17, 2026; Amended Proposal August 19, 2026)

Administrative Fees

Government Records Access Management Act (GRAMA) Request: To be determined on an individual basis per UCA 63-2-203

Photocopies:	8 1/2 x 11 single or double sided on town paper	\$0.25
	11 x 17 single or double sided on town paper	\$0.50
	Land Use (Zoning Ordinance)	\$22.00
	Subdivision Ordinance	\$9.00
	General Plan	\$8.00
	Standards and Specifications	\$25.00
	Maps 24" x 36"	\$40.00
	Maps 11" x 17"	\$5.00
	Copies on CDs	\$5.00
Paperless Billing Credit:		(\$1.50)
Returned check fee: (Utah Code Title 7 Section 15)		\$25.00
Apple Valley Fire Department Facility:		
	Training Room	\$50.00
	One Bay (Fire Dept Approval)	\$75.00
	Two Bays (Fire Dept Approval)	\$150.00
	Refundable Deposit.	\$100.00

Park Reservation

Parks are a first come, first serve basis only

Pavilion Rental	1/2 Day	\$25
	Full Day	\$50
	Refundable Cleaning Deposit	\$150

Credit Card Processing Fees

Payments over \$200.00 made with a credit or debit card are subject to an additional 3% processing fee. This applies to transactions other than monthly utility charges. There is no fee for payments made with cash or check.

Building Permit – Xpress Bill Pay Fees

Transaction fees apply for credit/debit card and electronic funds transfer (EFT) payments processed through City Inspect and Xpress Bill Pay systems for building permits.

If EFT Return charges occur, they will be billed as pass-through fees, as follows:

Product	Rate Per Transaction
Credit/Debit Card Transactions	3.50% of transaction amount or a minimum of USD \$3.00
EFT Transactions	USD \$2.00



Product	Rate Per Transaction
EFT Returned Item (Invalid Account or Unable to Locate Account)	USD \$7.00
EFT Return (NSF or Account Closed)	USD \$14.00
EFT Return (Stop Payment or Charge Back)	USD \$30.00

Special fees or exceptions to payment may be granted by the Town Council for local non-profit organizations or civic functions specific to Apple Valley depending on scheduling conflicts, etc. Additional fees may be charged if there are special needs; i.e. AV equipment, change in room setup or large groups, function is after hours requiring staff to be available, etc.

General After-The-Fact Fee Policy

Unless a different after-the-fact fee is specifically listed, any permit, license, application, or approval obtained after the activity, construction, business operation, work, installation, or other regulated action has commenced, or after a violation has been identified by the Town, shall be charged at double the applicable fee. This after-the-fact fee is in addition to any other enforcement remedy, inspection fee, professional fee, or actual cost authorized by ordinance, agreement, or law.

Professional Fees

Engineering/Legal/Administrative Fees: **\$Actual Cost**

Business Licenses

Alcohol License	Initial	Renewal
Class A Retail License (Off Premises)	\$300.00	\$300.00
Class B Retail License (On Premises)	\$1000.00	\$500.00
Class C Retail License (Draft)	\$1250.00	\$750.00
Class D Special Events License	\$200.00	N/A
Class D Special Events Permit Application	\$125.00	N/A
Class D Special Events Permit Change Fee	\$25.00	N/A
Class E Arena/Facility License	\$800.00	\$400.00
Class F Brewpub and Microbrewery License	\$300.00	\$150.00
Temporary License	\$200.00	N/A
Government Owned Facility License	\$400.00	\$200.00

Business License

Short Term Rental License:	\$300.00
Fire Inspection Fee:	\$150.00
Code Inspection Fee:	\$150.00
Total:	\$600.00
Commercial:	\$250.00
Cabins, Tiny Homes, RV Park, Lodges, Etc.:	
1 unit	\$300.00
2-5 units	\$500.00



6-10 units	\$800.00
11-20 units	\$1,200.00
21-50 units	\$1,500.00
50+ units	\$2,000.00
Additional Use, Commercial:	\$50.00 each use
Home-Based:	
Non-Impact	\$0.00
Impact	\$150.00
Local Licensed Non-Profit Organizations:	\$0.00
Single Event License:	\$200.00
Dog Kennel License: Non-Commercial:	\$50.00
Fire Inspection Fee	\$150.00
Code Inspection Fee	\$150.00
Business License Late fee:	\$25.00 per month or portion of month
Business License Issued After-The-Fact: Double applicable license fee. For a license category with a \$0.00 fee, the after-the-fact fee shall be \$50.00.	

Special Events Permit

Application Fee (attendance under 100)	\$200/day
Application Fee (attendance 101 - 400)	\$500/day
Application Fee (attendance 401 - 999)	\$800/day
Application Fee (attendance over 999)	\$1,200/day
Drone License Fee:	\$250/day
Drone Violation Fee:	\$1,000 per violation
Non-Asphalt Road Access Fee:	\$250/day
Dust Violation Fee:	\$2,000/day
Sub-License Fee (vendors)	\$25
Event Impact Fee (Public Works, Fire, Police, and Emergency Services)	\$750/day
Encroachment Permit	\$200

Animal Control

Dog License: (1-year license Expires Dec 31)

Spayed/Neutered: \$10.00

Functional: \$20.00

Late fee of 25% after February 15.

Dog License Issued After-The-Fact: Double applicable dog license fee.

Solid Waste

Monthly Fee \$16.16 (As of July 1, 2026)

Storm Drainage

Residential	\$10/month
Commercial	\$35/month

Signs

Free Standing Sign	\$100.00
Monument	\$100.00



Temporary Sign	N/A
Wall Sign	N/A
Sign Review Board	\$100.00
Sign Permit Issued After-The-Fact:	Double applicable sign permit fee.

Zoning

Annexation	\$2,200
Conditional Use Permit (CUP)	\$800
Easement Abandonment	\$800
Encroachment Permit	\$700+ \$10.00 per square foot, \$500.00 non-compliance
General Plan Amendment	\$Acreage fee

Less than 5 Acres: \$3,000
 5 - 9 Acres: \$5,000
 10 - 39 Acres: \$7,000
 40 - 99 Acres: \$15,000
 100 - 199 Acres: \$25,000
 200 – 499 Acres: \$35,000
 500 Acres and Over: \$40,000

Zone Change \$Application Fee + Acreage fee (Per Lot Being Changed)

Commercial & Industrial: \$4,000 plus \$50 per acre for the first 100 acres;
 \$30 per acre for the second 100 acres; \$20 per acre for each acre over 200 acres

Agricultural: \$1,000 plus \$40 per acre for the first 100 acres;
 \$20 per acre for the second 100 acres; \$10 per acre for each acre over 200 acres

Residential: \$2000 plus \$200 per acre for the first 100 acres;
 \$150 per acre for the second 100 acres; \$100 per acre for each acre over 200 acres
 All Other Zones: \$1,000 plus \$40 per acre or portion thereof over one acre

Development Review Fees

(Planning/Zoning/Administrative)	\$3,000 plus 3.17% of Bond Amount \$500 Plat Amendment (Lot Line Adjustments)
---	--

Home Occupation Permit	\$10 Reprint
Lot Split	\$800 per new lot
Non-Compliant Lot Split	\$1,600 per new lot
Boundary Adjustments	\$800 per application
Non-Compliant Boundary Adjustments	\$1,600 per application
Planning Staff Review (PSR)	\$75/Hr (1 Hour Minimum)
Site Plan Review (*SPR)	\$750 + Actual Cost

(* An SPR is used for commercial, industrial, and institutional developments; exceptions are public schools and minor additions to an existing development)

Engineering/Legal/Admin Fees	Actual Cost
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Master Development Agreements (MDAs), water agreements, reimbursement agreements, utility agreements, road agreements, development agreements, or other agreements requiring Town Attorney, Town Engineer, consultant, or administrative review

Initial Deposit / Retainer \$10,000.00 minimum deposit required for Master Development Agreements (MDAs), water agreements, reimbursement agreements, utility agreements, road agreements, development agreements, or other agreements requiring Town Attorney, Town Engineer, consultant, or administrative review. The deposit shall function as a retainer account for project-related review and processing costs.

The Town shall draw from the deposit as costs are incurred. If the deposit balance falls below \$5,000.00, the applicant shall replenish the deposit upon request by the Town before additional processing or review occurs.

Applicants shall reimburse the Town for all actual costs incurred related to the review, drafting, processing, negotiation, administration, inspection, recording, and enforcement of the agreement.

Recoverable costs may include attorney fees, engineering fees, consultant fees, recording fees, administrative processing costs, staff review and coordination costs, mayoral review and coordination time, planning and zoning review time, finance and clerk administrative time, inspection costs, and other direct costs incurred by the Town.

The Mayor, in consultation with Town staff, may require increased deposit amounts, up to \$25,000.00, based upon project complexity, anticipated review costs, or project scope.

Any unused portion of the deposit shall be refunded to the applicant following completion of the project or agreement.

The Town reserves the right to suspend processing of an application or agreement if the applicant fails to maintain sufficient deposit balances.

These fees are intended for cost recovery purposes and not for revenue generation.

Road Dedications **\$750**

Subdivisions and Other Projects

Construction Plan and Review Fee

Application Fee	\$1,500
2 & 3 Lots	\$1,000.00
4-9 Lots	\$300 /lot
10 + Lots	\$500 /lot
Preliminary Plat	\$5,000 + 100/per lot
Final Plat (subdivision, town homes, roads, etc.)	\$3,000 +\$300/per lot

Development Review Fees

(Planning/Zoning/Administrative) **\$3,000 plus 3.17% of Bond Amount \$500 Plat Amendment (Lot Line Adjustments)**



Amendments

Preliminary Plat	\$2,700
Final Plat	\$1,200 + \$10.00 per lot
Public Improvement Inspection Fee	2% of Public Works Improvement Construction Costs

Board of Appeals

Variance Application	\$550.00
Appeal Hearing	\$550.00

Building Permits

Pools/Solar/Other	\$375.00
Building Permit	Based on Valuation (see table below)
State Building Permit Surcharge	1% of Building Permit Fee
Plan Review	Residential: 40% of Permit Fee
Plan Review	Commercial: 65% of Permit Fee

Pre-Payment Requirement

Plan review fees must be paid in full prior to acceptance of a building permit application. Applications will not be accepted or processed until payment is received.

Special Inspection	\$125
Re-Inspection Fee	\$125
Building Permit Issued After-The-Fact	Double Permit Fee

Grading & Grubbing Plan Review	See Table A-33-A of Currently Adopted Uniform Building Code(Title 12.02.040) of Appendix Chapter 33 EXCAVATION AND GRADING
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Grading & Grubbing Permit	See Table A-33-B of Currently Adopted Uniform Building Code(Title 12.02.040) of Appendix Chapter 33 EXCAVATION AND GRADING
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Grading & Grubbing Permit Issued After-The-Fact fee	Double applicable grading and grubbing permit
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TOTAL VALUATION

FEE

*Valuation = Square Feet x
Current ICC Building Valuation*

\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000



\$25,001 to \$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to 500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,000 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof

Refunds

No refunds will be issued for preliminary or final plat application fees, in accordance with Utah state law.

Where applicant voluntarily withdraws the application other than preliminary and final plat applications, the following refunds will apply:

Application accepted; no further work done	75% of total filing fee
Notification of hearing	50% of total filing fee
Planning Staff Review (PSR) meeting or written comments from department received.	25% of total filing fee
Staff Report completed	No Refund
Public hearing held	No Refund
Staff error resulting in mandatory withdrawal	100% refund

Cemetery

	RESIDENT	NON RESIDENT
LOT FEES		
Full Lot	600	1,500
BURIAL FEES (TO BE PAID BY MORTUARY)		
Weekday	500	700
Weekend	750	950
Holiday	750	950
CEMETERY OPERATION FEE (non-refundable)		
Full Lot	300	300
OTHER SERVICES		
Disinterment	1200	1200

01.20.000 Appendix A Schedule Of Water Rates, Fees, And Charges

<u>01.20.010</u>	<u>Residential</u>
<u>01.20.020</u>	<u>Commercial</u>
<u>01.20.030</u>	<u>Bulk Meter</u>



01.20.040 Cost Of Services

01.20.010 Residential

Residential Standby Fee:

\$75.00/month Residential Base

Fee: \$75.00/month Residential

Usage Fees:

Gallons Used	Charge/1,000 Gal	Total
0-base/standby		\$75.00
0-5,000	\$1.50	Calculated based on usage
5,001-12,000	\$1.50	Calculated based on usage
12,001-25,000	\$1.50	Calculated based on usage
25,001-35,000	\$2.00	Calculated based on usage
35,001-45,000	\$2.50	Calculated based on usage
45,001-55,000	\$3.25	Calculated based on usage
55,001-75,000	\$4.00	Calculated based on usage
75,001-100,000	\$5.00	Calculated based on usage
Over 100,000	\$7.00	Calculated based on usage

Emergency Residential Water Rates

The following emergency residential water rates apply only while the corresponding water conservation stage has been activated by written declaration of the Mayor pursuant to the Town of Apple Valley Water Conservation Plan. The residential base fee and standby fee remain \$75.00 per month. Upon termination of the declaration, the regular residential water rates listed above shall resume.

Stage 3 - Water Crisis

Gallons Used	Charge per 1,000 Gallons
Base Fee / Standby	\$75.00
0-5,000 gallons	\$1.50
5,001-12,000 gallons	\$1.50
12,001-25,000 gallons	\$2.50



Gallons Used	Charge per 1,000 Gallons
25,001-35,000 gallons	\$3.00
35,001-45,000 gallons	\$3.50
45,001-55,000 gallons	\$4.50
55,001-75,000 gallons	\$6.00
75,001-100,000 gallons	\$7.00
Over 100,000 gallons	\$9.00

Stage 4 - Water Emergency

Gallons Used	Charge per 1,000 Gallons
Base Fee / Standby	\$75.00
0-5,000 gallons	\$1.50
5,001-12,000 gallons	\$2.50
12,001-25,000 gallons	\$3.50
25,001-35,000 gallons	\$4.00
35,001-45,000 gallons	\$4.50
45,001-55,000 gallons	\$5.50
55,001-75,000 gallons	\$8.00
75,001-100,000 gallons	\$9.00
Over 100,000 gallons	\$11.00

Administration of Emergency Rates

Emergency rates shall apply only during the period identified in the Mayor's written declaration and shall be administered based on the Town's meter-reading and billing cycles. The Town shall provide reasonable notice to affected customers before or as soon as practicable after activation.

Residential Impact Fee (3/4 in Connection): \$17,788

Connection Fee Deposit by Meter Size:

3/4-inch Connection Fee: \$1,600

1-inch Connection Fee: \$1,900

1.5-inch Connection Fee: \$2,900

2-inch or Larger Connection Fee: Quoted Upon Request



Actual cost of the connection depending on the size of meter required.

At the Department's discretion and depending on whether the Department owns sufficient municipal water rights to supply the proposed development and existing customers, one (1) acre foot of municipal category water rights must be bought-in at \$10,000.00 per connection, or deeded to the Department in lieu of the buy-in.

01.20.020 Commercial

Commercial 1-inch meter base/standby rate: \$102.00/month

Commercial 1.5-inch meter base/standby rate: \$141.93/month

Commercial 2-inch meter base/standby rate: \$202.76/month

Commercial 3-inch meter base/standby rate: \$552.51/month

Commercial 4-inch meter base/standby rate: \$1,241.90/month

Commercial Usage Fees: \$1.50 per 1,000 Gallons

Commercial Impact Fee: (Based on connection diameter-see table below. At the Department's discretion and depending on whether the Department owns sufficient municipal water rights to supply the proposed development and existing customers, appropriate acre feet of water of municipal category water rights must be bought-in at \$10,000.00 per connection or deeded to the Department in lieu of the buy-in.

Connection Diameter (in)	ERC's	Impact Fee Amount
3/4	1	\$17,788.00
1	3	\$31,623.11
1.5	5	\$71,152.00
2	8	\$126,492.44
3	10	\$284,608.00

Commercial Retail Connection Fee: Actual cost of the connection depending on the size of meter required.

01.20.030 Bulk Meter

Bulk Meter Usage Fees:



\$49 meter fee for usage up to five days, with a \$5.00 charge for each additional day the meter is out.

Bulk Water: The water usage cost is \$10.00 /1,000 gallons used.

Bulk Water - Cooke Well: The water usage cost is \$5.00/1,000 gallons used.

The meter must be read at least every 30 days.

A \$2000 meter deposit is required.

There will be a \$250 additional charge for late (greater than five (5) days and thirty (30) days.)

Maximum Billing for Lost or Unreturned Meter. In the event a bulk water meter is lost, not returned, damaged beyond the ability to obtain an accurate reading, or otherwise unavailable for final reading, the Town may retain the full \$2,000 deposit and bill the customer for up to 100,000 gallons of water usage, in addition to any damage to Town property and all other applicable fees and charges. If the Town has clear evidence demonstrating actual usage in excess of 100,000 gallons, the Town may bill for the actual estimated usage.

01.20.040 Cost Of Services

COST OF SERVICES

- Application Processing Fee \$125
- Well Permit Fee \$250
- Engineering Actual Cost
- Inspections \$60/Hour
- Will Serve Letters \$84.00 Initial Fee (1/2 hour), \$84.00 for Additional Half Hours
- Call-Outs \$60 First Hour Minimum / \$80 Additional Hours
- Equipment Actual Cost
- Late Notice Fee \$5
- Service Restoration Fee \$50
- Interest Charges 5%/Month

14.02 Impact Fee Enactment

https://applevalley.municipalcodeonline.com/book?type=ordinances#name=14.02_Impact_Fee_Enactment

14.02.080 Impact Fee Schedules And Formulas

Maximum Supportable Impact Fees. The fee schedules included herein represent the maximum impact



fees which the Town may impose on development within the defined Impact Fee Service Area and are based upon general demand characteristics and potential demand that can be created by each class of user. The Town reserves the right under the Impact Fees Act (Utah Code § 11-36-202(2)(c,d)) to assess an adjusted fee to respond to unusual circumstances to ensure that fees are equitably assessed.

This adjustment may result in a higher impact fee if the Town determines that a user would create a greater than normal impact on any of the systems. The Town may also decrease the impact fee if the developer can provide documentation that the proposed impact will be less than what could be expected given the type of user (Utah Code § 11-36-202(3)(a)).

Impact Fee Schedules:

STORMWATER IMPACT FEES. The impact fees for stormwater as set forth in the attached Table 3, shall be paid at the time of application for a building permit for any property located within the drainage boundary.

Table 1 - Storm Water Impact Fee

Zoning	Adopted Impact Fee Per Acre within Drainage Boundary
Residential	\$2,885.79/acre
Commercial	\$2,885.79/acre

PARKS, TRAILS, AND OPEN SPACE IMPACT FEES. The impact fees for parks, trails and open space as set forth in the attached Table 2, shall be paid at the time of application for a building permit.

Zoning	Adopted Impact Fee Per Household (2.38 Persons)
Residential	\$725
Commercial	None

NON-STANDARD PARK IMPACT FEES: The Town reserves the right under the Impact Fees Act to assess an adjusted fee that more closely matches the true impact that a land-use will have upon public facilities. The adjustment for Non-Standard Park Impact Fees could result in a different impact fee if the Town determines that a particular user may create a different impact than what is standard for its land use. The non-standard impact fee is calculated based on the following formula:

Estimated Population per Unit x Estimate of Impact Fee Per Capita (\$305) = Impact Fee per Unit

FIRE AND EMS IMPACT FEES. The impact fees for public safety as set forth in the attached Table 3, shall be paid at the time of application for a building permit.

	Cost per SFE	SFE Conversion	Total Impact Fee per Unit
Residential			



Single Family Dwelling Unit	\$844	1.00	\$844
Multi-Family Dwelling Unit	\$844	0.68	\$571
Non-Residential			
Shopping Center (per 1K SF)	\$11,443	2.81	\$32,117
General Office (per 1K SF)	\$11,443	1.43	\$16,413
Light Industrial (per 1K SF)	\$11,443	0.84	\$9,594

NON-STANDARD FIRE AND EMS IMPACT FEES: The Town reserves the right under the Impact Fees Act to assess an adjusted fee that more closely matches the true impact that the land use will have upon public facilities. This adjustment could result in a different impact fee if the Town determines that a particular user may create a different impact than what is standard for its land use. To determine the impact fee for a non-standard use, the Town should use the following formula:

Formula for Non-Standard Fire Impact Fees: Residential Fee: SFE Conversion x \$844 = Recommended Impact Fee
Non-Residential Fee: SFE Conversion x \$11,443 = Recommended Impact Fee

TRANSPORTATION IMPACT FEES. The impact fees for transportation as set forth in the attached Table 4, shall be paid at the time of application for a building permit.

LAND USE:	Impact Fee per Unit
Singe Family Residential	\$2,660
Multi-Family Residential	\$1,800
Shopping Center	\$7,466
Light Industrial	\$2,230
Office	\$3,816

NON STANDARD IMPACT FEES: The Town reserves the right under the Impact Fees Act to assess an adjusted fee that more closely matches the true impact that a specific land use will have upon the Town's transportation system. This adjustment could result in a different impact fee if evidence suggests a particular user will create a different impact than what is standard for its category. The Town may adjust the impact fee if the developer can provide documentation, evidence, or other credible analysis that the proposed impact will be different than what is proposed in this analysis.

Formula for Non-Standard Transportation Impact Fees: Total Units x Estimate of PM Peak Hour Trips per Unit x Adjustment Factor x \$2,687 = Impact Fee per Unit

**APPLE VALLEY
RESOLUTION R-2026-29**

WHEREAS, on May 20, 2026, the Town Council updated and adopted the Town of Apple Valley Fee Schedule, including fees and charges applicable to bulk meter usage; and

WHEREAS, Appendix A, Schedule of Water Rates, Fees, and Charges, of the Apple Valley Water Department regulations establishes the rates, fees, and charges applicable to water service, including bulk meter usage; and

WHEREAS, the Town Council of the Town of Apple Valley is responsible for establishing and maintaining rates, fees, and charges associated with services provided by the Apple Valley Water Department; and

WHEREAS, the Town Council desires to amend Appendix A, Section 01.20.030, Bulk Meter, to accurately reflect and remain consistent with the rates, fees, and charges approved by the Town Council and included in the Town's Fee Schedule as of May 20, 2026; and

WHEREAS, the Town Council finds that maintaining consistent and current water rates, fees, and charges within the Town's governing documents promotes clarity, proper administration, and transparency for residents, customers, and Town staff; and

WHEREAS, the Town Council has determined that updating Appendix A, Section 01.20.030, Bulk Meter, to reflect the previously approved Fee Schedule is in the best interest of the Town of Apple Valley and the customers of the Apple Valley Water Department.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apple Valley, Utah, that Appendix A, Schedule of Water Rates, Fees, and Charges, Section 01.20.030, Bulk Meter, is hereby amended to reflect the applicable rates, fees, and charges adopted by the Town Council as set forth in the Town of Apple Valley Fee Schedule.

SECTION 1: **AMENDMENT** "01.20.030 Bulk Meter" of the Apple Valley Water Department is hereby *amended* as follows:

BEFORE AMENDMENT

01.20.030 Bulk Meter

Bulk Meter Usage Fees:

\$49 meter fee for usage up to five days, with a \$5.00 charge for each additional day the meter is out.

Bulk Water: The water usage cost is \$10.00 /1,000 gallons used.

Bulk Water - Cooke Well: The water usage cost is \$5.00/1,000 gallons used.

The meter must be read at least every 30 days.

A \$1,000 meter deposit is required.

There will be a \$250 additional charge for late (greater then five (5) days and thirty (30) days.)

AFTER AMENDMENT

01.20.030 Bulk Meter

Bulk Meter Usage Fees:

\$49 meter fee for usage up to five days, with a \$5.00 charge for each additional day the meter is out.

Bulk Water: The water usage cost is \$10.00 /1,000 gallons used.

Bulk Water - Cooke Well: The water usage cost is \$5.00/1,000 gallons used.

The meter must be read at least every 30 days.

A ~~\$1,000~~ \$2000 meter deposit is required.

There will be a \$250 additional charge for late (greater then five (5) days and thirty (30) days.)

Maximum Billing for Lost or Unreturned Meter. In the event a bulk water meter is lost, not returned, damaged beyond the ability to obtain an accurate reading, or otherwise unavailable for final reading, the Town may retain the full \$2,000 deposit and bill the customer for up to 100,000 gallons of water usage, in addition to any damage to Town property and all other applicable fees and charges. If the Town has clear evidence demonstrating actual usage in excess of 100,000 gallons, the Town may bill for the actual estimated usage.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Mike Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

 Jenna Vizcardo, Town Clerk, Apple Valley

 Michael Farrar, Mayor, Apple Valley

**APPLE VALLEY
ORDINANCE O-2026-18**

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

SECTION 1: **ADOPTION** “3 Procurement Ordinance” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

3 Procurement Ordinance(*Added*)

TOWN OF APPLE VALLEY ORDINANCE NO. O-2026-18 REVISED
PROCUREMENT ORDINANCE

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY
REPEALING ORDINANCE NO. O-2026-09 AND ADOPTING A REVISED
PROCUREMENT ORDINANCE CONSISTENT WITH UTAH CODE TITLE 63G-6a;
DESIGNATING A CHIEF PROCUREMENT OFFICER; ESTABLISHING
PROCUREMENT REQUIREMENTS, PROCUREMENT METHODS, PROCUREMENT
EXCEPTIONS, ETHICS REQUIREMENTS, SURPLUS PROPERTY DISPOSITION,
AND RELATED MATTERS.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN
OF APPLE VALLEY, UTAH, AS FOLLOWS:

SECTION 2: **ADOPTION** “SECTION 1. PURPOSE AND AUTHORITY” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 1. PURPOSE AND AUTHORITY(*Added*)

The purpose of this ordinance is to establish the procurement policies, authority, and requirements governing the acquisition of procurement items by the Town of Apple Valley.

consistent with Utah Code Title 63G, Chapter 6a (Utah Procurement Code).

The Town intends to:

- ensure fair and open competition whenever practical;
- obtain the best overall value for public funds;
- promote transparency and accountability;
- maintain complete procurement records;
- comply with all applicable provisions of Utah law.

Where this ordinance conflicts with the Utah Procurement Code, the Utah Procurement Code shall control.

SECTION 3: **ADOPTION** “SECTION 2. APPLICABILITY” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 2. APPLICABILITY (*Added*)

This ordinance applies to all acquisitions of procurement items by the Town, including supplies, services, construction, and professional services, unless otherwise exempted by this ordinance or applicable law.

All departments, officers, employees, elected officials, and agents acting on behalf of the Town shall comply with this ordinance.

All procurement shall be conducted in accordance with this ordinance and the Utah Procurement Code, Utah Code Title 63G, Chapter 6a, as amended.

Nothing in this ordinance shall prevent the Town from utilizing cooperative purchasing agreements, state cooperative contracts, or interlocal agreements as authorized by Utah law.

SECTION 4: **ADOPTION** “SECTION 3. DEFINITIONS” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 3. DEFINITIONS (*Added*)

Unless otherwise provided in this ordinance, words and phrases shall have the meanings assigned to them in the Utah Procurement Code, Utah Code Title 63G, Chapter 6a, as

amended.

For purposes of this ordinance, the following definitions shall apply:

Chief Procurement Officer (CPO) The individual designated by the Town Council to administer the Town's procurement program and perform the duties assigned under this ordinance.

Department Head The employee appointed by the Town to supervise a department or division and authorized to initiate procurement requests within that department.

Town The Town of Apple Valley, Utah.

Town Council The elected governing body of the Town of Apple Valley.

Purchasing Manual The administrative policies and procedures adopted by the Town Council or its designee to implement this ordinance.

Procurement File means the documentation maintained by the Town demonstrating compliance with this ordinance and applicable procurement requirements for a particular procurement.

Emergency Procurement means the procurement of goods or services necessary to address an immediate threat to public health, public safety, or essential Town operations when the use of normal competitive procurement procedures is impracticable.

Professional Services means services requiring specialized education, training, professional judgment, or licensure, including but not limited to engineering, architecture, legal, accounting, planning, consulting, or similar services.

SECTION 5: ADOPTION “SECTION 4. CHIEF PROCUREMENT OFFICER” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 4. CHIEF PROCUREMENT OFFICER(*Added*)

The Mayor shall serve as the Chief Procurement Officer (CPO) unless another individual is designated by the Town Council.

The Chief Procurement Officer shall:

- Administer the Town's procurement program in accordance with this ordinance, the Administrative Procurement Procedures Manual, and applicable law;

- Ensure procurement activities comply with the Utah Procurement Code and all other applicable laws;
- Approve procurement methods and actions within the authority established by this ordinance;
- Review and approve procurement exceptions authorized by this ordinance, including emergency procurements and sole source procurements;
- Delegate administrative procurement responsibilities as appropriate, provided such delegation is documented and does not relieve the Chief Procurement Officer of responsibility for compliance.

No Town officer, employee, or agent shall obligate the Town for any procurement except as authorized by this ordinance, the Administrative Procurement Procedures Manual, or applicable law.

SECTION 6: **ADOPTION** “SECTION 5. PROCUREMENT PRINCIPLES” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 5. PROCUREMENT PRINCIPLES(*Added*)

Procurement shall be conducted in a manner that:

- promotes fair and open competition whenever practicable;
- obtains the best overall value for the expenditure of public funds;
- ensures procurement decisions are impartial and free from conflicts of interest, favoritism, or improper influence;
- provides transparency and accountability throughout the procurement process;
- is supported by sufficient documentation to demonstrate compliance with this ordinance and applicable law; and
- complies with all applicable federal, state, and local procurement requirements.

SECTION 7: **ADOPTION** “SECTION 6. FORMAL PROCUREMENT” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 6. FORMAL PROCUREMENT(*Added*)

Formal procurement shall be required for procurements having an anticipated value of **\$50,000 or more**, or such other amount as may be required by applicable law.

Formal procurements shall be conducted using an Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), or another procurement method authorized by this ordinance and the Utah Procurement Code.

Formal procurements shall comply with all public notice requirements established by applicable law.

Detailed procedures governing the administration of formal procurements shall be established in the Administrative Procurement Procedures Manual.

SECTION 8: ADOPTION “SECTION 7. PROCUREMENT EXCEPTIONS” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 7. PROCUREMENT EXCEPTIONS(*Added*)

Competitive procurement is the preferred procurement method. Procurement exceptions shall be used only when authorized by this ordinance and the Utah Procurement Code.

The following procurement methods may be used without competitive solicitation when authorized by applicable law:

- Sole Source Procurement;
- Emergency Procurement;
- Cooperative Purchasing; and
- Other public contracts authorized by law.

SECTION 9: ADOPTION “SECTION 8. SOLE SOURCE PROCUREMENT” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 8. SOLE SOURCE PROCUREMENT(*Added*)

Sole source procurement may be used only when the Chief Procurement Officer determines that the required procurement item is reasonably available from only one source or when otherwise authorized by the Utah Procurement Code.

The use of sole source procurement shall be limited to circumstances in which competitive procurement is not practical or would not serve the best interests of the Town.

Each sole source procurement shall be supported by a written determination approved by the Chief Procurement Officer and maintained in the procurement file. At a minimum, the written determination shall document:

- the basis for concluding that only one source is reasonably available;
- why competitive procurement is impracticable or not in the Town's best interest; and
- any other information required by the Administrative Procurement Procedures Manual.

Sole source procurements shall not be used for the purpose of avoiding competition or circumventing the requirements of this ordinance.

SECTION 10: **ADOPTION** “SECTION 9. EMERGENCY PROCUREMENT” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 9. EMERGENCY PROCUREMENT(*Added*)

Emergency procurement may be utilized only when necessary to address an immediate threat to public health, public safety, or essential Town operations.

Emergency procurement shall:

- be limited to the goods or services reasonably necessary to resolve the emergency;
- be supported by written documentation;
- identify why competitive procurement was impracticable;
- be reviewed by the Chief Procurement Officer as soon as practical; and
- be documented in accordance with this ordinance and the Administrative Procurement Procedures Manual.

Emergency procurement shall not be used to avoid competitive procurement requirements when advance planning could have reasonably prevented the emergency.

Emergency procurements that could not reasonably receive prior Town Council approval shall be reported to the Town Council at its next regular meeting.

SECTION 11: **ADOPTION** “SECTION 10. COOPERATIVE PURCHASING” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 10. COOPERATIVE PURCHASING(*Added*)

The Town may participate in cooperative purchasing agreements, state cooperative contracts, interlocal agreements, and contracts awarded by other public procurement units when authorized by the Utah Procurement Code or other applicable law.

The Chief Procurement Officer may determine that the use of a cooperative purchasing agreement is in the Town's best interest when it provides a lawful, efficient, and cost-effective method of procurement.

The basis for utilizing a cooperative purchasing agreement shall be documented and maintained in the procurement file in accordance with this ordinance and the Administrative Procurement Procedures Manual.

SECTION 12: **ADOPTION** “SECTION 11. PROFESSIONAL SERVICES”
of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 11. PROFESSIONAL SERVICES(*Added*)

Professional services shall be procured using a competitive selection process appropriate to the procurement, including a Request for Qualifications (RFQ), Request for Proposals (RFP), or another procurement method authorized by the Utah Procurement Code.

Selection shall be based upon documented evaluation criteria appropriate to the procurement, which may include qualifications, experience, cost, and other factors identified in the solicitation.

The basis for selection shall be documented, approved by the Chief Procurement Officer, and maintained in the procurement file.

SECTION 13: **ADOPTION** “SECTION 12. EXEMPT EXPENDITURES”
of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 12. EXEMPT EXPENDITURES(*Added*)

The following expenditures are generally not subject to competitive procurement requirements because they are fixed by law, regulated, or otherwise lack a reasonably available competitive market:

- utility services;

- regulated telecommunications or internet services where only one practical provider exists;
- permits, licenses, taxes, mandatory governmental fees, and court or regulatory fees;
- professional memberships, required certifications, conferences, and training;
- intergovernmental agreements authorized by law; and
- other expenditures determined by the Chief Procurement Officer to lack a reasonably available competitive market, provided the basis for the determination is documented.

Expenditures under this section remain subject to applicable budgetary controls, authorization requirements, and documentation standards established by this ordinance and the Administrative Procurement Procedures Manual.

SECTION 14: **ADOPTION** “SECTION 13. MULTI-YEAR CONTRACTS” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 13. MULTI-YEAR CONTRACTS(*Added*)

The Town may enter into multi-year contracts when authorized by applicable law and approved by the Town Council.

Unless otherwise authorized by law, no contract shall exceed four (4) years in duration.

Multi-year contracts shall be entered into only when determined by the Town Council to be in the best interests of the Town.

SECTION 15: **ADOPTION** “SECTION 14. ETHICS AND CONFLICTS OF INTEREST” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 14. ETHICS AND CONFLICTS OF INTEREST(*Added*)

All procurement activities shall be conducted with integrity, impartiality, and in compliance with applicable ethics laws.

No Town officer, employee, or agent shall:

- participate in a procurement in which they have an undisclosed financial or personal interest;

- solicit or accept gifts, gratuities, favors, or anything of value intended to influence a procurement decision;
- participate in a procurement when an actual or potential conflict of interest exists; or
- intentionally divide or structure procurements to avoid the requirements of this ordinance.

Any actual or potential conflict of interest shall be promptly disclosed, and the affected individual shall refrain from participating in the procurement unless otherwise authorized by applicable law.

Nothing in this ordinance shall relieve any Town officer, employee, or agent from complying with the Utah Public Officers' and Employees' Ethics Act or other applicable federal, state, or local ethics laws.

SECTION 16: ADOPTION “SECTION 15. PROCUREMENT RECORDS” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 15. PROCUREMENT RECORDS(*Added*)

The Town shall maintain procurement records sufficient to demonstrate compliance with this ordinance, the Utah Procurement Code, and other applicable laws.

Procurement records shall be retained in accordance with applicable federal, state, and local records retention requirements.

The Administrative Procurement Procedures Manual shall establish the documentation required for each procurement method and the procedures for maintaining procurement records.

SECTION 17: ADOPTION “SECTION 16. PROTESTS AND APPEALS” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 16. PROTESTS AND APPEALS(*Added*)

Any protest of a procurement decision shall be submitted in writing within the timeframes established by the Utah Procurement Code.

The Chief Procurement Officer shall review the protest and issue a written determination in

accordance with applicable law.

Appeals shall be conducted in accordance with the Utah Procurement Code.

SECTION 18: **ADOPTION** “SECTION 17. DISPOSITION OF SURPLUS PROPERTY” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 17. DISPOSITION OF SURPLUS PROPERTY (*Added*)

Town property determined to be surplus, obsolete, damaged, or no longer needed for Town operations may be disposed of in a manner determined to be in the best interests of the Town.

Disposition may include, as appropriate:

- public sale;
- public auction;
- trade-in;
- transfer;
- recycling; or
- destruction when appropriate.

Property having an estimated value of \$1,000 or more shall require Town Council approval prior to disposition.

The method of disposition shall be documented and reasonably designed to obtain fair value whenever practical.

SECTION 19: **ADOPTION** “SECTION 18. ADMINISTRATIVE PROCUREMENT PROCEDURES” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 18. ADMINISTRATIVE PROCUREMENT PROCEDURES (*Added*)

The Town shall maintain an Administrative Procurement Procedures Manual to implement this ordinance and promote the consistent administration of the Town's procurement program.

The Administrative Procurement Procedures Manual may establish procedures and administrative requirements, including, as applicable:

- purchasing thresholds;
- purchase order procedures;
- quotation requirements;
- procurement documentation;
- approval authority;
- procurement forms;
- contract administration;
- procurement records;
- procurement workflow; and
- other administrative procedures necessary to implement this ordinance.

The Administrative Procurement Procedures Manual may be amended administratively, provided such amendments remain consistent with this ordinance and applicable law.

In the event of a conflict between this ordinance and the Administrative Procurement Procedures Manual, the provisions of this ordinance and applicable law shall control.

SECTION 20: **ADOPTION** “SECTION 19. REPEALER” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 19. REPEALER(*Added*)

Ordinance No. O-2026-09, entitled “An Ordinance of the Town Council of the Town of Apple Valley Adopting Procurement Procedures Consistent with Utah Code Title 63G-6a, Designating a Chief Procurement Officer, Establishing Procurement Requirements and Thresholds, Providing for the Disposal of Town Property, and Repealing Prior Purchasing Policies Adopted by Resolution,” adopted on March 18, 2026, is hereby repealed in its entirety and replaced by this Ordinance No. O-2026-18.

All other ordinances, resolutions, policies, or portions thereof that are inconsistent with this ordinance are hereby repealed only to the extent of such inconsistency.

SECTION 21: **ADOPTION** “SECTION 20. EFFECTIVE DATE” of the Apple Valley Municipal Code is hereby *added* as follows:

ADOPTION

SECTION 20. EFFECTIVE DATE*(Added)*

This ordinance shall take effect upon adoption and publication as required by applicable law.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Mike Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Town Clerk, Apple Valley

Michael Farrar, Mayor, Apple Valley

APPLE VALLEY RESOLUTION R-2026-30

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

SECTION 1: **ADOPTION** “Administrative Procurement Procedures Manual” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Administrative Procurement Procedures Manual(*Added*)

Town of Apple Valley

Administrative Procurement Procedures Manual

Simple • Practical • Accountable

Making the Right Thing the Easy Thing

Welcome

Welcome to the Town of Apple Valley Purchasing Policies & Procedures Manual.

This Manual provides practical guidance for purchasing goods and services in accordance with the Town's Procurement Ordinance and applicable law. Its purpose is to help employees make purchasing decisions that are consistent, practical, fiscally responsible, and appropriately documented.

The procedures contained in this Manual are designed to support efficient Town operations while promoting transparency, accountability, and responsible stewardship of public funds.

This Manual is intended to simplify the purchasing process. It encourages the use of existing documentation whenever practical and provides guidance appropriate to the size, complexity, and risk of each purchase

Our goal is simple:

Make the Right Thing the Easy Thing.

Manual Organization

This Manual follows the normal purchasing process; from identifying a need through

procurement, payment, documentation, and record retention.

Each chapter builds upon the previous one, allowing employees to quickly locate the guidance needed for each stage of the purchasing process.

How to Use This Manual

Most purchases are routine and require only a Purchase Order, appropriate approvals, and supporting documentation.

Some purchases; such as formal procurements, professional services, emergency procurements, or sole source procurements, will require additional procedures. Those procedures are explained in the applicable chapters and supported by the forms, checklists, and quick reference guides contained in the Purchasing Toolbox.

When questions arise, employees should consult their Department Head or the Finance Department before making the purchase.

SECTION 2: ADOPTION “Table Of Contents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Table Of Contents(*Added*)

Chapter 1 - Introduction

Chapter 2 - Authority

Chapter 3 - Roles & Responsibilities

Chapter 4 - Purchasing Decision Guide

Chapter 5 - Purchase Orders & Supporting Documentation

Chapter 6 - Competitive Quotations

Chapter 7 - Purchasing Cards (P-Cards)

Chapter 8 - Formal Procurement

Chapter 9 - Professional Services

Chapter 10 - Emergency Procurement

Chapter 11 - Sole Source Procurement

Chapter 12 - Cooperative Purchasing

[Chapter 13 - Exempt Expenditures](#)

[Chapter 14 - Receiving Goods & Services](#)

[Chapter 15 - Invoice Processing & Payment](#)

[Chapter 16 - Procurement Files & Record Retention](#)

[Chapter 17 - Ethics & Conflicts of Interest](#)

[Chapter 18 - US Federal Grant Procurement](#)

[Chapter 19 - Purchasing Toolbox](#)

SECTION 3: **ADOPTION** “Chapter 1 - Introduction” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 1 - Introduction(*Added*)

SECTION 4: **ADOPTION** “Chapter 2 - Authority” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 2 - Authority(*Added*)

SECTION 5: **ADOPTION** “Chapter 3 - Roles And Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 3 - Roles And Responsibilities(*Added*)

Working Together to Support Responsible Purchasing

SECTION 6: **ADOPTION** “Chapter 4 - Purchasing Decision Guide” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 4 - Purchasing Decision Guide(*Added*)

Start Here Before Making a Purchase

SECTION 7: **ADOPTION** “Chapter 5 - Purchase Orders And Supporting Documentation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 5 - Purchase Orders And Supporting Documentation(*Added*)

Documenting Town Purchases

SECTION 8: **ADOPTION** “Chapter 6 - Competitive Quotations” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 6 - Competitive Quotations(*Added*)

Obtaining the Best Value for the Town

SECTION 9: **ADOPTION** “Chapter 7 - Purchasing Cards (P-Cards)” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 7 - Purchasing Cards (P-Cards)(*Added*)

Convenience Without Compromising Accountability

SECTION 10: **ADOPTION** “Chapter 8 - Formal Procurement” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 8 - Formal Procurement(*Added*)

-Ensuring Fair Competition for Major Purchases

→

SECTION 11: **ADOPTION** “Chapter 9 - Professional Services” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 9 - Professional Services(*Added*)

Selecting the Right Expertise for the Town

SECTION 12: **ADOPTION** “Chapter 10 - Emergency Procurement” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 10 - Emergency Procurement(*Added*)

Responding Quickly While Maintaining Accountability

SECTION 13: **ADOPTION** “Chapter 11 - Sole Source Procurement” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 11 - Sole Source Procurement(*Added*)

When Only One Practical Source Exists

SECTION 14: **ADOPTION** “Chapter 12 - Cooperative Purchasing” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 12 - Cooperative Purchasing(*Added*)

Using Existing Government Contracts

SECTION 15: **ADOPTION** “Chapter 13 - Exempt Expenditures” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 13 - Exempt Expenditures(*Added*)

Expenditures Generally Not Subject to Competitive Procurement

SECTION 16: **ADOPTION** “Chapter 14 - Receiving Goods And Services” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 14 - Receiving Goods And Services(*Added*)

Completing the Purchase

SECTION 17: **ADOPTION** “Chapter 15 - Invoice Processing And Payment” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 15 - Invoice Processing And Payment(*Added*)

From Documentation to Payment

SECTION 18: **ADOPTION** “Chapter 16 - Procurement Files And Record Retention” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 16 - Procurement Files And Record Retention(*Added*)

Documenting the Story of Every Purchase

Every purchase tells a story.

- Why was it purchased?
- Who approved it?
- How was the vendor selected?
- Was the purchase received?
- How was it paid?

The procurement file preserves those answers and becomes the Town's official record of the purchase.

SECTION 19: **ADOPTION** “Chapter 17 - Ethics And Conflicts Of Interest” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 17 - Ethics And Conflicts Of Interest(*Added*)

Maintaining Public Trust

SECTION 20: **ADOPTION** “Chapter 18 - US Federal Grant Procurement” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 18 - US Federal Grant Procurement(*Added*)

SECTION 21: **ADOPTION** “Chapter 19 - Purchasing Toolbox” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

Chapter 19 - Purchasing Toolbox(*Added*)

Practical Resources for Everyday Purchasing

The Purchasing Toolbox provides quick-reference guides, checklists, templates, and forms to help employees apply the policies contained in this handbook. These resources are intended to simplify the purchasing process, promote consistency, and support responsible stewardship of public funds.

SECTION 22: **ADOPTION** “1.1 Purpose” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.1 Purpose(*Added*)

The purpose of this Manual is to establish the administrative procurement procedures that implement the Town of Apple Valley Procurement Ordinance and promote responsible stewardship of public funds.

This Manual is intended to:

- provide employees with clear and practical purchasing guidance;
- ensure compliance with the Town Procurement Ordinance and applicable Utah law;
- promote consistency throughout all Town departments;
- safeguard public funds through appropriate internal controls;
- encourage fair and open competition whenever practical; and
- support efficient Town operations while maintaining appropriate documentation.

Our goal is simple: Make the Right Thing the Easy Thing.

SECTION 23: **ADOPTION** “1.2 Scope” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.2 Scope(*Added*)

This Manual applies to all Town departments, elected officials, officers, employees, and agents who purchase goods or services, authorize expenditures, or otherwise participate in the Town's purchasing process.

The procedures in this Manual apply to routine purchases and specialized procurement methods, including formal procurements, professional services, emergency procurements, and other procurement methods authorized by the Procurement Ordinance.

SECTION 24: **ADOPTION** “1.3 Our Purchasing Philosophy” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

1.3 Our Purchasing Philosophy(*Added*)

The Town of Apple Valley's purchasing program is built upon shared responsibility, sound judgment, accountability, and stewardship of public funds.

Department Heads are entrusted to manage the operational purchasing needs of their departments because they possess the greatest knowledge of their operations, equipment, vendors, and approved budgets.

The Finance Department provides oversight by ensuring purchases comply with the Procurement Ordinance, this Manual, approved budgets, and applicable law before payment is processed.

Purchasing procedures should support Town operations. When practical, existing documents should be used rather than creating unnecessary or duplicate paperwork.

SECTION 25: **ADOPTION** “2.1 Purpose” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

2.1 Purpose(*Added*)

The Town's purchasing authority is established by the Town Procurement Ordinance and applicable Utah law. This Manual provides the administrative procedures used to implement those requirements in the Town's day-to-day purchasing operations.

SECTION 26: **ADOPTION** “2.2 Sources Of Authority” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

2.2 Sources Of Authority(*Added*)

The Town's purchasing program is governed by:

The Town of Apple Valley Procurement Ordinance

Provides the Town's purchasing authority, policies, and procurement requirements.

Utah Procurement Code

Establishes the legal framework governing public procurement in Utah.

Administrative Procurement Procedures Manual

Provides practical guidance for implementing the Procurement Ordinance through the Town's

daily purchasing activities.

SECTION 27: **ADOPTION** “2.3 Administrative Procedures” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

2.3 Administrative Procedures(*Added*)

Under the direction of the Chief Procurement Officer, the Finance Department may develop and maintain administrative procedures, forms, checklists, guidance documents, and internal operating procedures necessary to implement the Procurement Ordinance and this Manual.

Administrative procedures may be updated as needed to improve efficiency and support Town operations, provided they remain consistent with the Procurement Ordinance and applicable law.

SECTION 28: **ADOPTION** “2.4 Other Matters Governed By The Procurement Ordinance” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

2.4 Other Matters Governed By The Procurement Ordinance(*Added*)

The Procurement Ordinance also establishes requirements for certain matters that occur less frequently in the Town's purchasing operations.

Protests & Appeals

A vendor or other interested party may file a written protest regarding a solicitation or contract award in accordance with the timeframes and procedures established by the Utah Procurement Code.

The Chief Procurement Officer is responsible for reviewing procurement protests and issuing written determination. Appeals shall be handled in accordance with applicable Utah law.

Employees receiving or becoming aware of a procurement protest should promptly notify the Chief Procurement Officer and Finance.

Disposition of Surplus Property

Town property that is obsolete, excess, unusable, or no longer needed should be disposed of in accordance with the Procurement Ordinance and applicable law.

Surplus property with an estimated value of \$1,000 or more requires Town Council approval before disposition.

Departments should contact Finance before selling, transferring, donating, trading, discarding, or otherwise disposing of Town property to ensure the appropriate disposition requirements are followed.

SECTION 29: **ADOPTION** “3.1 Shared Responsibility” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.1 Shared Responsibility(*Added*)

Successful purchasing depends upon communication and cooperation between Department Heads, the Finance Department, the Chief Procurement Officer, and the Town Council.

Each plays an important role in ensuring purchases are properly planned, approved, documented, and made in the best interest of the Town.

The purchasing process is intended to support Town operations while maintaining accountability and responsible stewardship of public funds.

Good purchasing is a team effort.

SECTION 30: **ADOPTION** “3.2 Employees” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.2 Employees(*Added*)

Employees support the Town's purchasing process by following approved purchasing procedures and submitting complete documentation for payment.

Employees making purchases on behalf of the Town should:

- Obtain approval from their Department Head before making purchases, when required.
- Follow the purchasing procedures established by this Manual.
- Complete or assist with the appropriate Purchase Order and supporting documentation.
- Obtain and retain itemized receipts or invoices.
- Submit purchasing documentation to their Department Head or Finance as directed.
- Ask questions whenever purchasing requirements are uncertain.

Employees using Purchasing Cards (P-Cards) shall follow the same purchasing requirements and documentation standards as all other Town purchases.

SECTION 31: **ADOPTION** “3.3 Department Heads” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.3 Department Heads(*Added*)

Department Heads are responsible for the day-to-day purchasing needs of their departments because they possess the greatest knowledge of their operations, equipment, vendors, and approved budgets.

Department Heads should:

- Plan purchases whenever practical.
- Ensure sufficient budget authority is available.
- Determine the operational need for the purchase.
- Obtain quotations when required.
- Complete the appropriate Purchase Order and supporting documentation.
- Ensure receipts, invoices, and other required documentation are submitted to Finance.
- Verify goods or services have been received.
- Consult Finance when purchasing requirements are uncertain.

Department Heads are encouraged to exercise sound judgment while ensuring purchases are made in the best interest of the Town.

SECTION 32: **ADOPTION** “3.4 Finance Department” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.4 Finance Department(*Added*)

The Finance Department supports the Town's purchasing program by providing guidance, maintaining purchasing records, and processing payments.

Finance is responsible for:

- Assisting departments with purchasing questions.
- Reviewing purchasing documentation for completeness.
- Verifying required approvals have been obtained.
- Processing invoices and payments through Pelorus.

- Maintaining procurement records.
- Assisting with procurement documentation for formal procurements, professional services, emergency procurements, sole source procurements, and other specialized purchasing activities.

Finance serves as a resource to help departments successfully complete purchases while maintaining compliance with the Procurement Ordinance and this Manual.

SECTION 33: **ADOPTION** “3.5 Chief Procurement Officer (Mayor)” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.5 Chief Procurement Officer (Mayor)(*Added*)

The Mayor serves as the Town's Chief Procurement Officer as established by the Procurement Ordinance.

The Chief Procurement Officer is responsible for:

- Providing overall oversight of the Town's purchasing program.
- Administering the Town's procurement program.
- Approving procurement methods and exceptions as authorized.
- Delegating administrative responsibilities when appropriate.

SECTION 34: **ADOPTION** “3.6 Town Council” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.6 Town Council(*Added*)

The Town Council establishes purchasing policy through the Procurement Ordinance and provides fiscal oversight for the Town.

The Town Council is responsible for:

- Adopting the Procurement Ordinance.
- Approving purchases and contracts when required by ordinance or law.
- Authorizing expenditures within its legal authority.
- Providing oversight of the Town's purchasing program.

SECTION 35: **ADOPTION** “3.7 Purchasing Responsibilities At A Glance” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

3.7 Purchasing Responsibilities At A Glance(*Added*)

Responsibility	Employee	Department Head	Finance	Mayor/CPO	Council
Identify operational need	Assist	Yes			
Verify budget availability		Yes	Assist		
Obtain quotes (when required)	Assist	Yes	Assist		
Complete Purchase Order	Yes	Yes/Review			
Submit receipts & invoices	Yes	Yes/Review			
Review Procurement Documentation		Yes	Yes		
Enter into Accounting System			Yes		
Process Payment			Yes		
Approve Purchases (when required)		Yes		Yes	
Approve Contracts (when required)					Yes

Maintain Purchasing records			Yes		
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SECTION 36: **ADOPTION** “4.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.1 Why This Matters(*Added*)

Most Town purchases are routine and require only a Purchase Order, appropriate approvals, and supporting documentation.

As purchases become larger or more complex, additional review and documentation may be required to ensure responsible stewardship of public funds.

This chapter provides a quick reference to help employees determine which purchasing procedures apply before making a purchase.

SECTION 37: **ADOPTION** “4.2 Purchasing Philosophy” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.2 Purchasing Philosophy(*Added*)

The Town of Apple Valley believes that the level of review and documentation should be appropriate for the size, complexity, and risk of

the purchase.

The purchasing levels established in this Manual are designed to balance operational efficiency, responsible stewardship of public funds, and accountability.

Simple • Practical • Accountable

Making the Right Thing the Easy Thing.

SECTION 38: **ADOPTION** “4.3 The Purchasing Process At A Glance” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.3 The Purchasing Process At A Glance(*Added*)

Every purchase follows one of several purchasing methods. While the procurement process may differ depending on the circumstances, all purchases ultimately follow the Town's standard financial controls

Step	Purchasing Process
Step 1	Need Identified
Step 2	Determine Which Purchasing Method Applies
	Standard, Cooperative, Sole Source, Emergency, Exempt, or Federal Grant
Step 3	Appropriate Documentation Completed
Step 4	Required Approvals Obtained
Step 5	Goods or services received
Step 6	Invoice Processed for Payment
Step 7	Payment Issued

Regardless of the purchasing method, every purchase must be appropriately documented, approved, received, and processed for payment in accordance with this Manual.

SECTION 39: **ADOPTION** “4.4 Purchasing Levels” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.4 Purchasing Levels(*Added*)

Level	Purchasing Amount	Typical Requirements
Level 1	Under \$1.000	Purchase Order, receipt or invoice, Department approval.

Level 2	\$1,000-\$4,999	Purchase Order, supporting documentation, informal Price comparison when Practical, department approval
Level 3	\$5,000-\$9,999	<u>Purchase Order, supporting documentation, Informal quotations should be obtained when practical. Mayor/Chief Procurement Officer approval before purchase.</u>
Level 4	<u>\$10,000-\$49,999</u>	<u>Purchase Order, documented quotations, Mayor/Chief Procurement Officer approval before purchase.</u>
<u>Level 5</u>	<u>\$50,000 and Above</u>	<u>Formal Procurement required. Contact Finance before proceeding</u>

SECTION 40: **ADOPTION** “4.5 Is This Purchase Different?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.5 Is This Purchase Different?(*Added*)

Some purchases require special procedures regardless of dollar amount.

If your purchase falls into one of the categories below, refer to the applicable chapter before proceeding.

If your purchase involves...	See Chapter
Professional Services	Chapter 9
<u>Emergency Procurement</u>	<u>Chapter 10</u>
<u>Sole Source Procurement</u>	<u>Chapter 11</u>
<u>Cooperative Purchasing</u>	<u>Chapter 12</u>
<u>Exempt Expenditures</u>	<u>Chapter 13</u>
<u>US Federal Grant Procurement</u>	<u>Chapter 18</u>

SECTION 41: **ADOPTION** “4.6 Before You Buy” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

4.6 Before You Buy(*Added*)

Before making a purchase, ask yourself:

- Is this purchase necessary?
- Is it within my department's approved budget?
- Have I obtained the required approvals?
- Have I obtained quotations if required?
- Am I using the correct Purchase Order?
- Do I know what documentation Finance will need?

If you answered "No" to any of these questions, contact your Department Head or the Finance Department before making the purchase.

SECTION 42: **ADOPTION** “5.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.1 Why This Matters(*Added*)

The Purchase Order is the Town's primary purchasing document for routine purchases.

It documents the purchase, provides the information necessary to process payment, and creates a record of the expenditure.

Supporting documentation demonstrates that public funds were spent appropriately and in accordance with Town procedures.

SECTION 43: **ADOPTION** “5.2 When Is A Purchase Order Required?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.2 When Is A Purchase Order Required?(*Added*)

A Purchase Order should be completed before purchasing goods or services on behalf of the Town unless another procurement method or exception authorized by this Manual applies.

(such as an emergency procurement or another exception authorized by this Manual).

The Purchase Order serves as the Town's primary purchasing document for routine purchases. For larger purchases or specialized procurement methods, additional documentation may also be required.

A Purchase Order is generally required for:

- Goods
- Services
- Equipment
- Materials
- Repairs
- Maintenance
- Professional Services
- Purchases made using a Town Purchasing Card (P-Card), unless specifically exempted.

A Purchase Order Is NOT...

A Purchase Order is not:

- a contract;
- authorization to begin work (unless otherwise authorized);
- a method of payment; or
- a substitute for required approvals.

The Purchase Order documents the purchase and helps ensure appropriate approvals and supporting documentation are obtained.

SECTION 44: **ADOPTION** “5.3 Completing The Purchase Order” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.3 Completing The Purchase Order(*Added*)

The employee or department initiating the purchase is responsible for completing the Purchase Order and providing sufficient supporting documentation.

A completed Purchase Order should include, as applicable:

- Department
- Requestor
- Date
- Vendor
- Description of goods or services

- Business purpose
- Cost information (if available)
- Budget account or department coding (if known)
- Required quotations (when applicable)
- Supporting documentation
- Required approvals

SECTION 45: **ADOPTION** “5.4 Business Purpose” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.4 Business Purpose(*Added*)

Why are we buying this?

Every Purchase Order should briefly explain the business purpose of the purchase.

Examples include:

- Repair water system pump
- Office supplies
- Park maintenance
- Road repair materials
- Computer replacement

A clear business purpose helps explain why public funds were spent.

Examples of Good Business Purpose Statements

Apple Valley Best Practice

Complete the Purchase Order before making the purchase whenever practical.

When circumstances require an immediate purchase, complete the Purchase Order as soon as practical and submit all supporting documentation to Finance.

SECTION 46: **ADOPTION** “5.5 Supporting Documentation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.5 Supporting Documentation(*Added*)

Supporting documentation may include:

- Itemized receipts
- Vendor invoices
- Quotations (when required)
- Contracts or agreements (when applicable)
- Correspondence supporting the purchase (when appropriate)
- Other documentation necessary to explain the purchase

Supporting documentation should be sufficient to explain the purchase and support payment.

Refer to Chapter 19 for the Supporting Documentation Checklist.

SECTION 47: **ADOPTION** “5.6 Purchasing Cards (P-Cards)” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

5.6 Purchasing Cards (P-Cards)(*Added*)

Purchases made with a Town Purchasing Card are subject to the same purchasing requirements and documentation standards as all other Town purchases.

Using a P-Card changes the method of payment, not the requirement to provide appropriate purchasing documentation.

Apple Valley Reminder

The Purchase Order is intended to support the purchasing process.

Good documentation protects the employee, the Department, and the Town while helping Finance process payments accurately and efficiently.

The goal is not more paperwork.

The goal is the right paperwork.

Apple Valley Tip

The Purchase Order is more than a payment document.

It serves as part of the Town's procurement record by documenting why a purchase was made, who approved it, and the supporting documentation for the expenditure.

SECTION 48: **ADOPTION** “6.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.1 Why This Matters(*Added*)

Obtaining competitive quotations helps the Town receive the best overall value for public funds while promoting fairness, transparency, and responsible purchasing.

The level of competition and documentation should be appropriate for the size, complexity, and circumstances of the purchase. Most routine purchases require minimal documentation, while larger purchases may require additional quotations to demonstrate that the Town received the best value.

Forms Used

- Purchase Order
- Vendor Quotations (when required)
- Quote Evaluation Worksheet (when applicable)

SECTION 49: **ADOPTION** “6.2 When Are Quotes Required?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.2 When Are Quotes Required?(*Added*)

Purchasing Level	Purchase Amount	Quotation Guidance
Level 1	Under \$1,0000	<u>Quotes generally not required. Good purchasing judgment should be exercised.</u>
Level 2	\$1,000-\$4,999	<u>Informal price comparison encouraged when practical.</u>
Level 3	\$5,000-\$9,999	<u>Informal quotations should be obtained when practical. Mayor/Chief Procurement Officer approval required before purchase.</u>

Level 4	\$10,000-\$49,999	<u>Documented quotations should generally be obtained and attached to the Purchase Order.</u>
Level 5	\$50,000+	<u>Formal Procurement procedures apply.</u>

Apple Valley Reminder

The purpose of obtaining quotations is not to find the lowest price but to demonstrate that the Town exercised reasonable care in obtaining the best overall value for public funds.

As purchases increase in value, the Town's expectation for documentation also increases. Most routine purchases require only the documentation appropriate to their purchasing level.

SECTION 50: **ADOPTION** “6.3 What Is And Informal Price Comparison?”
of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.3 What Is And Informal Price Comparison?(Added)

An informal price comparison is a reasonable effort to compare prices or sources before making a purchase. The purpose is to demonstrate that the Town sought the best overall value while avoiding unnecessary administrative burden.

When practical, employees should attach supporting documentation to the Purchase Order. If written documentation is unavailable, the Purchase Order should briefly identify the vendors contacted and the prices received.

Examples of informal price comparisons include:

- Printed or electronic vendor quotes
- Vendor website pricing
- Email quotations
- Telephone quotations documented on the Purchase Order
- Current catalog pricing
- Recent pricing from previous Town purchases

Documenting an Informal Price Comparison

When written quotations are not available, the Purchase Order should include sufficient information to document the comparison.

For example:

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Vendor	Price	Method
ABC Supply	\$412	Phone
XYZ Industrial	\$438	Website
Desert Equipment	\$420	Email

A brief explanation is encouraged when the lowest-priced vendor is not selected.

Apple Valley Best Practice

Whenever practical, print or save quotations and attach them to the Purchase Order.

If written quotations are not available, document the vendors contacted, the prices received, and the method used to obtain the pricing.

Reasonable documentation helps demonstrate responsible stewardship of public funds.

SECTION 51: **ADOPTION** “6.4 Selecting A Vendor” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.4 Selecting A Vendor(Added)

The Town seeks the best overall value—not simply the lowest price.

When selecting a vendor, Department Heads should consider factors appropriate to the purchase, including:

- Price
- Quality
- Availability
- Delivery time
- Vendor reliability
- Compatibility with existing equipment
- Warranty
- Previous experience
- Overall value to the Town

Local Vendors

When practical and consistent with obtaining the best value for the Town, Department Heads are encouraged to consider qualified local or regional vendors.

Purchases shall not be restricted in a manner that limits fair competition or conflicts with applicable law.

Best Value Includes Technical Capability

When selecting vendors, the Town may consider factors beyond price, including:

- Specialized equipment
- Technical expertise
- Experience
- Availability
- Ability to complete the work safely and effectively
- Compatibility with existing infrastructure

The lowest price is not always the best value when specialized equipment or technical expertise is required.

SECTION 52: **ADOPTION** “6.5 When Quotes May Not Be Practical” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

6.5 When Quotes May Not Be Practical(*Added*)

Competitive quotations may not be practical when:

- The purchase qualifies as a Sole Source Procurement.
- The purchase is an Emergency Procurement.
- A cooperative purchasing contract is utilized.
- The purchase qualifies as an exempt expenditure.
- Another procurement exception authorized by the Procurement Ordinance applies.

Refer to the applicable chapter for additional guidance.

These procurement methods should be documented in accordance with the applicable chapter.

Key Takeaways

- Purchasing Levels determine when quotations are generally expected.
- Employees and Department Heads should document reasonable efforts to obtain the best value.
- Finance reviews documentation for completeness.
- Best value includes more than price alone.
- Good documentation protects both the employee and the Town.

SECTION 53: **ADOPTION** “7.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.1 Why This Matters*(Added)*

Town Purchasing Cards provide a convenient method of paying for authorized Town purchases while reducing administrative processing.

A P-Card is a payment method, not a purchasing method. All P-Card purchases remain subject to the Procurement Ordinance, this Manual, and applicable approval, quotation, budget, and documentation requirements.

SECTION 54: **ADOPTION** “7.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.2 Who Uses This Chapter?*(Added)*

- Department Heads
- Authorized P-Card Holders
- Finance Department

SECTION 55: **ADOPTION** “7.3 Forms and Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.3 Forms and Documents*(Added)*

- Purchase Order
- Itemized Receipts
- Quotes (when required)
- Monthly Credit Card Statement

SECTION 56: **ADOPTION** “7.4 What Is A Purchasing Card?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.4 What Is A Purchasing Card?(Added)

A Purchasing Card is a Town-issued credit card used for authorized Town business expenses.

SECTION 57: **ADOPTION** “7.5 Appropriate Uses” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.5 Appropriate Uses(Added)

Examples of appropriate uses may include:

- Office supplies
- Maintenance materials
- Small tools
- Operating supplies
- Approved travel expenses, when permitted by Town policy
- Minor equipment
- Authorized emergency purchases made in accordance with Chapter 10
- Other approved Town business expenses

SECTION 58: **ADOPTION** “7.6 Prohibited Uses” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.6 Prohibited Uses(Added)

P-Cards shall not be used for:

- Personal purchases
- Cash advances
- Alcohol
- Purchases prohibited by Town policy
- Splitting purchases to avoid quotation or procurement requirements
- Purchases exceeding authorized card limits

SECTION 59: **ADOPTION** “7.7 Purchasing Requirements Still Apply” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.7 Purchasing Requirements Still Apply(*Added*)

Before making a purchase with a P-Card, Department Heads should ensure:

- The purchase is necessary.
- Funding is available within the department budget.
- The correct purchasing procedure has been followed.
- Required quotations have been obtained.
- Required approvals have been received.
- The Purchase Order has been completed, when required.
- The appropriate Purchasing Level has been determined.

SECTION 60: **ADOPTION** “7.8 Required Documentation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.8 Required Documentation(*Added*)

Every P-Card transaction must be supported by sufficient documentation to explain the purchase and its business purpose.

Documentation may include:

- Itemized receipt or invoice
- Purchase Order, when required
- Quotations, when required
- Business purpose
- Packing slip, when applicable
- Other supporting documentation, as needed

SECTION 61: **ADOPTION** “7.9 Submitting Documentation To Finance” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.9 Submitting Documentation To Finance(*Added*)

Cardholders are responsible for maintaining documentation supporting each P-Card transaction. Documentation may be submitted to Finance as purchases occur or with the monthly statement reconciliation.

Finance maintains a working file for each P-Card and files documentation as it is received.
After the monthly statement is issued, Finance reviews the available documentation and

notifies the cardholder of any missing receipts, Purchase Orders, quotations, approvals, or other required records.

SECTION 62: **ADOPTION** “7.10 Why Turn In Documentation Early” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.10 Why Turn In Documentation Early(*Added*)

Submitting receipts throughout the month helps:

- Reduce lost receipts
- Keep Purchasing Card files current.
- Speed monthly reconciliation.
- Reduce follow-up requests from Finance.

SECTION 63: **ADOPTION** “7.11 Cardholder And Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.11 Cardholder And Department Responsibilities(*Added*)

Cardholders are responsible for:

- Making only authorized Town purchases.
- Obtaining and retaining itemized receipts.
- Documenting the business purpose.
- Submitting complete documentation promptly.
- Reviewing transactions for accuracy.

Department Heads are responsible for:

- Confirming the operational need and available budget.
- Ensuring required approvals and quotations are obtained.
- Monitoring departmental P-Card activity.
- Reviewing the monthly statement or reconciliation as required.

SECTION 64: **ADOPTION** “7.12 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.12 Finance Support(*Added*)

The Finance Department is responsible for:

- Emailing monthly credit card statements to cardholders.
- Reviewing documentation for completeness.
- Matching receipts and supporting documentation to monthly statements.
- Reviewing documentation for evidence of required approvals and purchasing requirements.
- Processing transactions in the accounting system.
- Maintaining Purchasing Card documentation and supporting records.

SECTION 65: **ADOPTION** “7.13 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.13 Key Takeaways(*Added*)

- A P-Card is a payment method—not a purchasing method.
- Cardholders and Department Heads remain responsible for required approvals, quotations, and documentation.
- Organized documentation allows Finance to reconcile transactions accurately and efficiently.

SECTION 66: **ADOPTION** “7.14 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

7.14 Related Tools(*Added*)

- Purchase Order
- Finance Review Checklist
- Supporting Documentation Checklist
- Procurement File Checklist

SECTION 67: **ADOPTION** “8.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.1 Why This Matters(*Added*)

What Is Formal Procurement?

Formal procurement is a structured and transparent competitive purchasing process used for significant purchases when required by the Town's Procurement Ordinance, applicable law, or grant requirements. Formal procurement follows established procedures for soliciting, evaluating, and awarding contracts to promote fairness, competition, and accountability in the expenditure of public funds.

Formal procurement helps:

- Promote fair competition.
- Obtain the best overall value for the Town.
- Ensure transparency in the expenditure of public funds.
- Protect the Town, vendors, and taxpayers through a documented procurement process.

Most Town purchases will not require formal procurement.

If you believe a purchase may meet the formal procurement threshold, contact the Finance Department or Chief Procurement Officer before beginning the purchase.

SECTION 68: **ADOPTION** “8.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 69: **ADOPTION** “8.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.3 Forms And Documents(*Added*)

- Purchase Order
- Solicitation Documents
- Evaluation Documentation
- Contract Documents

SECTION 70: **ADOPTION** “8.4 When Is A Formal Procurement Required?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.4 When Is A Formal Procurement Required?(*Added*)

Formal procurement is generally required for purchases with an anticipated value of \$50,000 or more, or such other amount as may be required by the Procurement Ordinance or applicable law.

Departments should contact the Finance Department before beginning any purchase that may require formal procurement. Formal procurement may require public notice, the issuance of a solicitation (such as an Invitation for Bids or Request for Proposals), and additional documentation.

Early coordination helps ensure the appropriate procurement method is selected before commitments are made.

Planning ahead helps avoid delays and supports compliance with the Procurement Ordinance.

SECTION 71: **ADOPTION** “8.5 Formal Procurement Process” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.5 Formal Procurement Process(*Added*)

Every formal procurement is unique. The exact steps may vary depending on the procurement method used.

The formal procurement process generally follows these steps:

Step	Action
------	--------

Step 1	Department Identifies Need
Step 2	Contact Finance Department
<u>Step 3</u>	<u>Determine Whether the Procurement is Federally Funded</u>
<u>Step 4</u>	<u>Determine the Appropriate Procurement Method</u>
<u>Step 5</u>	<u>Prepare the Solicitation</u>
<u>Step 6</u>	<u>Issue Public Notice (when Required)</u>
<u>Step 7</u>	<u>Receive and Evaluate Responses</u>
<u>Step 8</u>	<u>Obtain Required Approvals</u>
<u>Step 9</u>	<u>Award the Contract</u>
<u>Step 10</u>	<u>Administer the Contract and Complete the Procurement</u>

Grant-Funded Procurements: If a procurement will be funded in whole or in part with federal grant funds, additional procurement requirements may apply (see chapter 18). Departments should coordinate with the Finance Department before initiating the procurement and follow the town's Federal Grant Procurement Procedures in addition to this chapter.

Apple Valley Reminder

Formal procurement is a planning process.

The earlier Finance becomes involved, the more efficiently the procurement can be completed.

SECTION 72: **ADOPTION** “8.6 Procurement Methods” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.6 Procurement Methods(*Added*)

8.6 Procurement Methods

The Town may use any procurement method authorized by the Utah Procurement Code, including:

- **Invitation for Bids (IFB)**-An Invitation for Bids (IFB) is a competitive procurement method

used when the Town can clearly define exactly what it needs. Bids are evaluated primarily on price, provided the bidder meets all required specifications and qualifications.

- **Typical use:** Standard goods, equipment, construction projects, or other purchases with clear and measurable specifications.
- **Request for Proposals (RFP)**-A Request for Proposals (RFP) is a competitive procurement method used when factors other than price are important. Proposals are evaluated using criteria such as experience, technical approach, qualifications, and cost to determine the best overall value.
 - **Typical use:** Services or complex projects where the vendor's experience, approach, and expertise are important.
- **Request for Qualifications (RFQ)**-A Request for Qualifications (RFQ) is a competitive procurement method used to evaluate vendors based primarily on their qualifications, experience, and professional expertise. Price may be negotiated after the most qualified firm has been selected, when authorized by law.
 - **Typical use:** Professional services such as engineering, architecture, legal, surveying, or consulting services.
- **Other Procurement Methods Authorized by Law** - The Town may also use other procurement methods authorized by the Utah Procurement Code or other applicable law when appropriate for the procurement.

The procurement method selected should be appropriate for the nature of the purchase.

<u>If you need to...</u>	<u>Typical Procurement Method</u>
<u>Purchase a standard product or construction project with clear specifications where price is the primary factor</u>	<u>Invitation for Bids (IFB)</u>
<u>Purchase services where experience, technical approach, and overall value are important</u>	<u>Request for Proposals (RFP)</u>
<u>Select professional services based primarily on qualifications and expertise</u>	<u>Request for Qualifications (RFQ)</u>

SECTION 73: **ADOPTION** “8.7 Evaluation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.7 Evaluation(*Added*)

Formal procurements shall be evaluated using the criteria identified in the solicitation.

Evaluation criteria may include:

- Qualifications

- Experience
- Cost
- Technical approach
- Project understanding
- Schedule
- References
- Past performance
- Other criteria appropriate to the procurement

The basis for the selection should be documented as part of the procurement file.

SECTION 74: **ADOPTION** “8.8 Contracts” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.8 Contracts(*Added*)

Contracts resulting from formal procurement should:

- Define the scope of work
- Identify compensation
- Establish performance expectations
- Include insurance requirements
- Include bonding requirements (when applicable)
- Obtain required approvals

SECTION 75: **ADOPTION** “8.9 Multi-Year Contracts” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.9 Multi-Year Contracts(*Added*)

The Town may enter into multi-year contracts when authorized by applicable law and approved by the Town Council.

A contract may not exceed four (4) years in duration.

Multi-year contracts should be used only when the Town Council determines that the contract is in the best interests of the Town.

Departments considering a multi-year contract should coordinate with Finance and the Chief Procurement Officer before the contract is finalized.

SECTION 76: **ADOPTION** “8.10 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.10 Department Responsibilities(*Added*)

Department Heads remain responsible for:

- Developing project requirements.
- Developing specifications and scope of work.
- Participating in evaluations when appropriate.
- Verifying work is completed satisfactorily.

Finance assists with procurement administration, documentation, and coordination throughout the formal procurement process.

SECTION 77: **ADOPTION** “8.11 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.11 Common Mistakes(*Added*)

- Waiting until the project is ready before contacting Finance.
- Waiting until the last minute to begin the procurement.
- Developing vague specifications.
- Communicating with vendors outside the formal process.
- Forgetting to document the evaluation process.
- Beginning work before the contract is fully executed.

SECTION 78: **ADOPTION** “8.12 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

8.12 Key Takeaways(*Added*)

- Most purchases do **not** require formal procurement.
- Contact Finance early.

- Department Heads provide technical expertise.
- Finance administers the procurement process.
- Fair competition protects both the Town and vendors.
- Multi-year contracts require Town Council approval and must comply with applicable duration requirements.

SECTION 79: **ADOPTION** “9.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.1 Why This Matters(*Added*)

Professional services often require specialized education, technical expertise, professional judgment, certification, or licensure.

Unlike the purchase of standard goods, professional services are frequently selected based upon qualifications, experience, project understanding, and overall value rather than solely on price.

The Town seeks to obtain the most qualified professional services while maintaining fairness, transparency, and compliance with the Procurement Ordinance and applicable law.

SECTION 80: **ADOPTION** “9.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 81: **ADOPTION** “9.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.3 Forms And Documents(*Added*)

- [Purchase Order](#)
- [Scope of Services Template](#)
- [Proposal Evaluation Worksheet](#)
- [Professional Services Agreement](#)

SECTION 82: **ADOPTION** “9.4 What Are Professional Services?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.4 What Are Professional Services?(*Added*)

Professional services generally include work requiring specialized knowledge, technical expertise, professional judgment, certification, or licensure.

Examples include:

Design & Technical Services

- [Engineering](#)
- [Architecture](#)
- [Surveying](#)
- [Planning](#)

Professional & Consulting Services

- [Legal Services](#)
- [Financial Auditing](#)
- [Specialized Consulting](#)

Technology Services

- [Information Technology \(IT\) Support](#)
- [SCADA Support](#)
- [Pelorus Software Support](#)

The Town may determine that other services qualify as professional services based on the nature of the work.

SECTION 83: **ADOPTION** “9.5 Why Aren't Professional Services Awarded Solely On Price?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.5 Why Aren't Professional Services Awarded Solely On Price?(Added)

Professional services are generally selected based on the best overall value, not solely on the lowest price.

Professional services may require consideration of:

- Qualifications
- Experience
- Technical expertise
- Project understanding
- Availability
- References
- Past performance
- Overall value
- Cost

SECTION 84: **ADOPTION** “9.6 Selecting Professional Services” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.6 Selecting Professional Services(Added)

Professional services should be obtained using the procurement method most appropriate for the project, consistent with the Procurement Ordinance and applicable law.

Department Heads should work with the Finance Department and the Chief Procurement Officer early in the planning process to determine the appropriate procurement method.

Depending on the procurement method used, the Town may consider qualifications, experience, project understanding, availability, cost, and overall value.

The basis for selection shall be documented, approved by the Chief Procurement Officer, and maintained in the procurement file.

SECTION 85: **ADOPTION** “9.7 Choosing The Right Procurement Method” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.7 Choosing The Right Procurement Method(Added)

If you need...	Typical Method
<u>A licensed professional where qualifications are most important</u>	<u>RFQ</u>
<u>A consultant where approach, experience, and cost all matter</u>	<u>RFP</u>
<u>Another method specifically authorized by Utah law</u>	<u>As Appropriate</u>

SECTION 86: **ADOPTION** “9.8 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.8 Department Responsibilities(*Added*)

Department Heads are responsible for:

- Identifying the project need
- Defining the project scope and scope of services.
- Participating in evaluations when appropriate.
- Verifying satisfactory completion of services.

SECTION 87: **ADOPTION** “9.9 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.9 Finance Support(*Added*)

Finance assists by:

- Coordinating procurement documentation.
- Assisting with procurement procedures.
- Reviewing procurement documentation for compliance with purchasing requirements.
- Assisting with contracts and approvals.
- Maintaining procurement records

SECTION 88: **ADOPTION** “9.10 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.10 Common Mistakes(*Added*)

- Waiting until the project is ready before contacting Finance.
- Poorly defining the project scope.
- Selecting solely on price.
- Assuming previous work automatically eliminates competition
- Failing to document the selection process.
- Beginning work before the contract is executed.

SECTION 89: **ADOPTION** “9.11 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.11 Key Takeaways(*Added*)

- Professional services are selected differently than standard goods.
- Qualifications and experience often play a significant role.
- The procurement method should fit the project.
- Early planning leads to better outcomes.
- The basis for selection must be documented and approved by the Chief Procurement Officer.

SECTION 90: **ADOPTION** “9.12 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

9.12 Related Tools(*Added*)

- Procurement Summary
- Proposal Evaluation Worksheet
- Scope of Services Template
- Procurement File Checklist

SECTION 91: **ADOPTION** “10.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.1 Why This Matters(*Added*)

Emergency procurements allow the Town to respond quickly when immediate action is necessary to address a threat to public health, public safety, or essential Town operations.

During an emergency, restoring essential services takes priority. However, emergency procurements should still be documented to demonstrate responsible stewardship of public funds.

SECTION 92: **ADOPTION** “10.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department
- Town Council (when applicable)

SECTION 93: **ADOPTION** “10.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.3 Forms And Documents(*Added*)

- Purchase Order
- Emergency Procurement Summary
- Vendor Invoices
- Photos (when appropriate)
- Supporting Documentation

SECTION 94: **ADOPTION** “10.4 What Is An Emergency?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.4 What Is An Emergency?(*Added*)

Examples include:

- Water system failures
- Road washouts
- Critical utility failures
- Fire or storm damage
- Public safety hazards
- Damage to essential Town facilities

The key question is:

Does the situation involve an immediate threat to public health, public safety, or essential Town operations where following normal competitive procurement procedures would be impracticable?

Apple Valley Reminder

Emergency procurement should be limited to the goods or services reasonably necessary to address the immediate emergency. Once the emergency has been stabilized, additional work should follow the Town's normal purchasing procedures whenever practical. Emergency procurement should not be used when reasonable advance planning could have prevented the need to bypass normal competitive procedures.

SECTION 95: **ADOPTION** “10.5 Roles During An Emergency” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.5 Roles During An Emergency(*Added*)

Department Head

- Identifies the emergency.
- Provides technical recommendations.
- Coordinates with vendors.

Mayor / Chief Procurement Officer

- Reviews emergency procurements as soon as practical.
- Provides procurement oversight.
- Reviews and approves emergency procurement exceptions in accordance with the Procurement Ordinance.

Finance

- Documents expenditures.
- Maintains procurement records.
- Tracks project costs.
- Codes expenditures in the accounting system.

Town Council

- Provides oversight.
- Receives reports of emergency procurements that could not reasonably receive prior Council approval at its next regular meeting.
- Provides approval when otherwise required by the Procurement Ordinance or applicable law.

SECTION 96: **ADOPTION** “10.6 Emergency Procurement Process” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.6 Emergency Procurement Process(Added)

Emergency procurements require prompt action to protect public health, public safety, or essential Town operations. The general process is outlined below.

Step	Action
Step 1	Emergency Occurs
Step 2	Determine that immediate action is necessary to address the emergency.
Step 3	Obtain the goods or services necessary to stabilise the emergency
Step 4	Document the emergency procurement as soon as practical.
Step 5	Chief Procurement Officer reviews the procurement

Step 6	Finance records the procurement and maintains the procurement file
Step 7	Report the emergency to the Town Council, when required

SECTION 97: **ADOPTION** “10.7 Completing Documentation After An Emergency” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.7 Completing Documentation After An Emergency(*Added*)

Emergency procurements often require immediate action before normal purchasing documentation can be completed.

When circumstances do not allow completion of standard purchasing documentation beforehand, the required Purchase Order, Emergency Procurement Summary, and any other applicable documentation should be completed **as soon as practical** after the immediate emergency has been addressed.

The documentation should explain the nature of the emergency, the goods or services obtained, and why normal competitive procurement procedures were impracticable.

The goal is to document the procurement, not delay the emergency response.

Whenever practical, existing Town documents should be used to support the emergency procurement rather than creating duplicate paperwork.

SECTION 98: **ADOPTION** “10.8 Emergency Procurement Documentation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.8 Emergency Procurement Documentation(*Added*)

Emergency procurements should be documented as soon as practical.

Documentation may include:

- Emergency Procurement Summary
- Purchase Order
- Vendor invoices
- Quotes, estimates, or other pricing information (when available)
- Photographs (when helpful)

- Relevant correspondence
- Council actions or meeting minutes (when needed)
- Explanation of why competitive procurement was impracticable (may be documented on the Emergency Procurement Summary)
- Other supporting documentation

SECTION 99: **ADOPTION** “10.9 Large Emergency Projects” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

10.9 Large Emergency Projects(*Added*)

Large emergency procurements may involve multiple vendors, multiple Purchase Orders, and several phases of work as conditions change.

For significant or extended emergencies, the Emergency Procurement Summary and supporting documentation should provide a clear record of the emergency, major decisions, authorizations, vendors used, work performed, project costs, and significant milestones.

For example, a water system failure may require well rehabilitation, pump replacement, emergency engineering services, and temporary operational changes before the emergency is fully resolved.

Following a significant emergency procurement, the Town should consider reviewing the response to identify opportunities to improve emergency preparedness, vendor relationships, procurement procedures, and documentation.

SECTION 100: **ADOPTION** “11.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.1 Why This Matters(*Added*)

The Town recognizes that certain goods or services may be reasonably available from only one source. In these circumstances, Sole Source Procurement may be appropriate when authorized by the Procurement Ordinance and applicable law.

Whenever practical, competition remains the preferred method of procurement.

SECTION 101: **ADOPTION** “11.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department

SECTION 102: **ADOPTION** “11.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.3 Forms And Documents(*Added*)

- Purchase Order
- Sole Source Justification
- Procurement Summary (when applicable)
- Vendor Documentation (when available)

SECTION 103: **ADOPTION** “11.4 What Is A Sole Source Procurement?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.4 What Is A Sole Source Procurement?(*Added*)

A Sole Source Procurement may be used when the required procurement item is reasonably available from only one source or when otherwise authorized by applicable law.

The fact that only one vendor has been contacted does not, by itself, make a procurement a Sole Source Procurement.

A Sole Source Procurement is not appropriate simply because:

- A vendor is preferred.
- The Town has purchased from that vendor before.
- The vendor offers the lowest price.
- Obtaining quotes would take additional time.

A Sole Source determination is based on the circumstances existing at the time of the procurement. For recurring purchases, the Town should periodically confirm that the Sole Source justification remains valid and that other practical sources have not become reasonably available.

SECTION 104: **ADOPTION** “11.5 Examples Of Sole Source Procurements” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.5 Examples Of Sole Source Procurements(*Added*)

Examples may include:

- Replacement parts that must be compatible with existing equipment.
- Annual software maintenance or licensing available only from the software developer or authorized provider.
- Proprietary SCADA software support or licensed system upgrades available only from the authorized provider.
- Specialized equipment available only through one authorized distributor
- Specialized technical services where only one practical source is reasonably available.

The Town should document why no reasonable alternative source exists.

SECTION 105: **ADOPTION** “11.6 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.6 Department Responsibilities(*Added*)

Department Heads should:

- Identify when a procurement may qualify as a Sole Source Procurement.
- Document why only one practical source is reasonably available.
- Can you document why only one source is reasonably available and why competitive procurement is impracticable or not in the Town's best interest?
- Provide available documentation supporting the Sole Source determination.
- Consult with the Finance Department before proceeding if there is uncertainty regarding whether Sole Source Procurement is appropriate.

SECTION 106: **ADOPTION** “11.7 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.7 Finance Support(*Added*)

The Finance Department assists by:

- Reviewing the Sole Source Justification.
- Assisting with any additional documentation required by the Town.
- Verifying required approvals are obtained.
- Maintaining the procurement file.

SECTION 107: **ADOPTION** “11.8 Chief Procurement Officer” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.8 Chief Procurement Officer(*Added*)

- Reviews the Sole Source Justification.
- Determines whether Sole Source Procurement is appropriate.
- Approves the written Sole Source determination as required by the Procurement Ordinance.

SECTION 108: **ADOPTION** “11.9 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.9 Common Mistakes(*Added*)

- Assuming a familiar vendor is automatically a sole source.
- Failing to document why competition is unavailable.
- Using Sole Source Procurement for convenience.
- Assuming a Sole Source Procurement eliminates the need for documentation.

SECTION 109: **ADOPTION** “11.10 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.10 Key Takeaways(*Added*)

- Sole Source Procurement should be the exception—not the rule.
- The basis for using Sole Source Procurement must be documented and approved by the Chief Procurement Officer.
- Convenience alone does not justify Sole Source Procurement.
- Documentation protects both the Town and the employee.

SECTION 110: **ADOPTION** “11.11 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.11 Related Tools(*Added*)

- Sole Source Justification
- Procurement Summary (when applicable)
- Procurement File Checklist
- Supporting Documentation Checklist
- Sole Source Procurement File Contents

SECTION 111: **ADOPTION** “11.12 Is This A Sole Source Procurement?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

11.12 Is This A Sole Source Procurement?(*Added*)

Question	If Yes	If No
Is more than one practical source reasonably available?	Follow the appropriate competitive purchasing procedure	Continue to the next question
Can you document why only one practical source is reasonably available and why competition is impractical?	Complete the Sole Source Justification and obtain Chief Procurement Officer approval.	Contact Finance before proceeding.

SECTION 112: **ADOPTION** “12.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.1 Why This Matters(*Added*)

When permitted by Utah law, the Town may purchase goods or services through contracts that have already been competitively procured by another governmental entity.

Using cooperative purchasing agreements can:

- Reduce administrative effort.
- Shorten procurement time.
- Provide competitive pricing.
- Eliminate the need to duplicate an existing competitive procurement when authorized by law.

SECTION 113: **ADOPTION** “12.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department

SECTION 114: **ADOPTION** “12.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.3 Forms And Documents(*Added*)

- Purchase Order
- Cooperative Purchasing Documentation
- Cooperative Contract or Contract Information
- Supporting Documentation

SECTION 115: **ADOPTION** “12.4 What Is Cooperative Purchasing?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.4 What Is Cooperative Purchasing?(*Added*)

Cooperative purchasing allows the Town, when permitted by law, to purchase goods or services through an existing contract competitively awarded by another governmental entity rather than conducting a new competitive procurement.

One common example is a **State of Utah cooperative contract**. These contracts have already been competitively solicited and awarded by the State of Utah and are available for use by eligible public entities when authorized by law. Using an existing State cooperative contract can reduce procurement time, minimize administrative effort, and provide competitively awarded pricing without requiring the Town to conduct a separate solicitation.

The Town may also utilize other cooperative purchasing agreements authorized by the Utah Procurement Code or other applicable law.

SECTION 116: **ADOPTION** “12.5 Examples Of Cooperative Purchasing” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.5 Examples Of Cooperative Purchasing(*Added*)

Examples may include:

- State of Utah cooperative contracts
- Contracts awarded by another governmental entity that are available for use by the Town
- Interlocal purchasing agreements
- Other cooperative purchasing agreements authorized by law

The **State of Utah Division of Purchasing and General Services** maintains a directory of statewide cooperative contracts available for use by eligible public entities. Before initiating a new competitive procurement, departments should contact the Finance Department to determine whether an existing State cooperative contract or other authorized cooperative purchasing agreement is available and appropriate for the purchase.

Finance can assist departments in locating available cooperative contracts, verifying that the contract may be used by the Town, and ensuring all applicable documentation and approval requirements are met.

SECTION 117: **ADOPTION** “12.6 Chief Procurement Officer Determination” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.6 Chief Procurement Officer Determination(*Added*)

The Chief Procurement Officer may determine that use of a cooperative purchasing agreement is in the Town's best interest when it provides a lawful, efficient, and cost-effective method of procurement.

The basis for utilizing the cooperative purchasing agreement shall be documented and maintained in the procurement file.

SECTION 118: **ADOPTION** “12.7 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.7 Department Responsibilities(*Added*)

Department Heads should:

- Identify the operational need.
- Identify or provide information about an existing cooperative contract when known.
- Provide available product, vendor, or contract information.
- Follow normal purchasing procedures and approval requirements.

SECTION 119: **ADOPTION** “12.8 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.8 Finance Support(*Added*)

Finance assists by:

- Assisting departments in determining whether cooperative purchasing is authorized.
- Verifying the contract is available for use by the Town.
- Assisting with required documentation.
- Verifying required approvals have been obtained.
- Maintaining the procurement file.

SECTION 120: **ADOPTION** “12.9 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.9 Common Mistakes(*Added*)

- Assuming every government contract may automatically be used
- Assuming cooperative purchasing eliminates approval requirements.
- Assuming cooperative purchasing eliminates documentation requirements.
- Failing to document the contract being used.

SECTION 121: **ADOPTION** “12.10 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.10 Key Takeaways(*Added*)

- Cooperative purchasing can save time and reduce administrative effort.
- Cooperative purchasing may allow the Town to use an existing competitively awarded contract when authorized by law.
- Finance **can assist** in determining whether a cooperative contract may be used.
- Normal purchasing approvals and documentation still apply.
- The basis for using a cooperative purchasing agreement must be documented and maintained in the procurement file.

SECTION 122: **ADOPTION** “12.11 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

12.11 Related Tools(*Added*)

- Cooperative Purchasing Documentation
- Procurement File Checklist
- Supporting Documentation Checklist
- Cooperative Purchasing Procurement File Contents

SECTION 123: **ADOPTION** “13.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.1 Why This Matters(*Added*)

Certain types of expenditures may be exempt from competitive procurement requirements when specifically authorized by the Town’s Procurement Ordinance or applicable law.

Although these expenditures may be exempt from competitive procurement, they are not exempt from the Town’s normal purchasing approvals, documentation, or payment procedures.

Employees should continue to follow applicable Town purchasing procedures and consult Finance whenever there is uncertainty.

SECTION 124: **ADOPTION** “13.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Chief Procurement Officer
- Finance Department
- Finance Department
- Employees responsible for initiating or documenting Town purchases

SECTION 125: **ADOPTION** “13.3 Forms And Documents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.3 Forms And Documents(*Added*)

- Purchase Order
- Procurement Summary (when applicable)
- Invoice, Receipt, or Other Supporting Documentation
- Purchasing Decision Guide

SECTION 126: **ADOPTION** “13.4 Common Examples” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.4 Common Examples(*Added*)

Exempt expenditures are those authorized by the Procurement Ordinance or applicable law. Examples include:

- Utility services
- Regulated telecommunications or internet services where only one practical provider exists
- Permits, licenses, taxes, mandatory governmental fees, and court or regulatory fees
- Professional memberships and required certifications
- Conferences and training
- Intergovernmental agreements authorized by law
- Other expenditures determined by the Chief Procurement Officer to lack a reasonably available competitive market, when the basis for the determination is documented.

These expenditures remain subject to applicable budgetary controls, authorization requirements, and documentation standards.

Apple Valley Reminder

The Town’s rural location does not automatically make a purchase exempt from procurement requirements.

When competition is not reasonably available, the purchase may instead qualify as a Sole Source Procurement.

If you are unsure, contact Finance before proceeding.

SECTION 127: **ADOPTION** “13.5 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.5 Department Responsibilities(*Added*)

Department Heads should:

- Identify the operational need.
- Identify when an expenditure may fall within an authorized exemption.
- Provide appropriate supporting documentation.

- Obtain required approvals.
- Consult Finance if there is uncertainty regarding the appropriate purchasing method.

SECTION 128: **ADOPTION** “13.6 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.6 Finance Support(*Added*)

Finance assists by:

- Assisting in determining whether the expenditure qualifies for an authorized exemption.
- Reviewing supporting documentation.
- Verifying that required approvals have been obtained.
- Processing invoices in accordance with Town procedures.
- Maintaining the appropriate purchasing and payment records.

SECTION 129: **ADOPTION** “13.7 Chief Procurement Officer” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.7 Chief Procurement Officer(*Added*)

The Chief Procurement Officer may determine that an expenditure lacks a reasonably available competitive market and may therefore be exempt from competitive procurement requirements.

When this authority is used, the basis for determination must be documented.

SECTION 130: **ADOPTION** “13.8 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.8 Common Mistakes(*Added*)

- Assuming exempt means no documentation is required.
- Assuming exempt means no approval is required.
- Assuming every recurring expenditure is exempt.
- Assuming the Town’s rural location automatically creates an exemption.

- Assuming an expenditure is exempt simply because competition appears limited.
- Treating a Sole Source purchase as an exempt expenditure.

SECTION 131: **ADOPTION** “13.9 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

13.9 Related Tools(*Added*)

- Purchase Order
- Procurement Summary (when applicable)
- Procurement File Checklist
- Supporting Documentation Checklist
- Purchasing Decision Guide

SECTION 132: **ADOPTION** “14.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.1 Why This Matters(*Added*)

The purchasing process is not complete until the Town has received the goods or services, verified the purchase, and submitted sufficient documentation for payment.

Timely documentation helps ensure vendors are paid promptly and Town purchasing and financial records remain accurate.

SECTION 133: **ADOPTION** “14.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.2 Who Uses This Chapter?(*Added*)

- Department Heads
- Employees Receiving Goods or Services
- Finance Department

SECTION 134: **ADOPTION** “14.3 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.3 Department Responsibilities(*Added*)

Department Heads or employees responsible for receiving the purchase should:

- Verify the goods or services were received.
- Confirm quantities, condition, and accuracy.
- Verify the purchase matches the Purchase Order or supporting documentation.
- Document and report discrepancies, shortages, or damage.
- Submit invoices, receipts, and other supporting documentation to Finance promptly.

SECTION 135: **ADOPTION** “14.4 Finance Support” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.4 Finance Support(*Added*)

Finance assists by:

- Review submitted documentation.
- Verifying required approvals have been obtained.
- Processing invoices and payments in accordance with Town procedures.
- Contacting the department when additional information or documentation is needed.

SECTION 136: **ADOPTION** “14.5 Supporting Documentation” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.5 Supporting Documentation(*Added*)

Supporting documentation may include:

- Purchase Order
- Receipt
- Vendor Invoice
- Quotes (when required)
- Delivery or Packing Slip (when applicable)

- Photos (when appropriate)
- Other supporting documentation

SECTION 137: **ADOPTION** “14.6 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.6 Common Mistakes(*Added*)

- Submitting invoices without required supporting documentation or approvals.
- Failing to retain receipts or delivery documentation.
- Delaying submission to Finance.
- Accepting incomplete, incorrect, or damaged deliveries without documenting the issue.

SECTION 138: **ADOPTION** “14.7 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.7 Key Takeaways(*Added*)

- Verify goods or services were received as expected.
- Document shortages, damage, or other discrepancies.
- Submit complete documentation to Finance promptly.
- Finance reviews documentation and processes payment in accordance with Town procedures.

SECTION 139: **ADOPTION** “14.8 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

14.8 Related Tools(*Added*)

- Receiving Goods Checklist
- Purchase Order
- Supporting Documentation Checklist
- Procurement File Checklist

Apple Valley Tip

Don't wait to report problems. If goods or services are incomplete, damaged, incorrect, or do not match the Purchase Order or supporting documentation, notify your Department Head and Finance as soon as practical. Addressing discrepancies early can help resolve problems before payment is processed.

SECTION 140: **ADOPTION** “15.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.1 Why This Matters(*Added*)

Once Finance receives complete purchasing documentation, the invoice is reviewed, coded, recorded in the Town's accounting system, and processed for payment.

Timely and accurate invoice processing helps ensure vendors are paid promptly, expenditures are properly recorded, budgets remain accurate, and the Town maintains strong financial controls.

SECTION 141: **ADOPTION** “15.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.2 Who Uses This Chapter?(*Added*)

- Finance Department
- Department Heads

SECTION 142: **ADOPTION** “15.3 Finance Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.3 Finance Responsibilities(*Added*)

Finance will:

- Review invoices and supporting documentation
- Verify required approvals have been obtained.
- Verify documentation indicates that goods or services have been received.
- Contact the department when clarification or additional documentation is needed.

- Assign appropriate accounting codes.
- Record the invoice in the accounting system.
- Process payment in accordance with Town procedures.
- Maintain payment documentation.

SECTION 143: **ADOPTION** “15.4 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.4 Department Responsibilities(*Added*)

Departments should:

- Submit complete invoices and documentation promptly.
- Respond promptly to Finance requests.
- Notify Finance of invoice discrepancies.
- Assist in resolving vendor questions when necessary.

SECTION 144: **ADOPTION** “15.5 Payment Methods” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.5 Payment Methods(*Added*)

The Town may pay vendors using authorized payment methods such as:

- Purchasing Card (when appropriate)
- ACH
- Check

Payments are processed in accordance with Town financial procedures.

SECTION 145: **ADOPTION** “15.6 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.6 Common Mistakes(*Added*)

- Incomplete supporting documentation.

- Missing approvals.
- Incorrect accounting coding.
- Duplicate invoice submission.
- Delayed submission to Finance.

SECTION 146: **ADOPTION** “15.7 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.7 Key Takeaways(*Added*)

- Finance reviews complete documentation before payment is processed.
- Accurate documentation and coding support timely payment and reliable financial records.
- Prompt communication helps resolve discrepancies and prevent payment delays.

SECTION 147: **ADOPTION** “15.8 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

15.8 Related Tools(*Added*)

- Finance Review Checklist
- Supporting Documentation Checklist
- Purchase Order
- Procurement File Checklist

SECTION 148: **ADOPTION** “16.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.1 Why This Matters(*Added*)

Procurement documentation provides the official record of the Town's purchasing activities.

Complete procurement files demonstrate responsible stewardship of public funds, support financial reporting, facilitate audits, **protect the Town and its employees**, and help ensure compliance with the Procurement Ordinance and applicable law.

The goal is not to create unnecessary paperwork, but to maintain documentation sufficient to explain and support each purchase.

SECTION 149: **ADOPTION** “16.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.2 Who Uses This Chapter?(*Added*)

- Finance Department
- Department Heads
- Chief Procurement Officer

SECTION 150: **ADOPTION** “16.3 What Is A Procurement File?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.3 What Is A Procurement File?(*Added*)

A procurement file is the collection of documents that supports a Town purchase or procurement from beginning to end.

Depending on the purchase, a procurement file may contain only a few documents or may include additional documentation for larger or more complex procurements.

SECTION 151: **ADOPTION** “16.4 Typical Procurement File” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.4 Typical Procurement File(*Added*)

Depending on the purchase, a procurement file may include:

- Purchase Order
- Procurement Summary (when applicable)
- Quotations (when required)
- Solicitation Documents (when applicable)
- Evaluation Documentation (when applicable)
- Contract or Agreement (when applicable)

- Vendor Invoice or Receipt
- Packing Slip or Receiving Documentation (when applicable)
- P-Card Documentation (when applicable)
- Emergency Procurement Summary (when applicable)
- Sole Source Justification (when applicable)
- Cooperative Purchasing Documentation (when applicable)
- Other Supporting Documentation

SECTION 152: **ADOPTION** “16.5 Department Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.5 Department Responsibilities(*Added*)

Department Heads should provide Finance with receipts, invoices, quotations, approvals, and other documentation required to support purchases made within their department.

Documentation should be submitted as soon as practical, and departments should respond promptly when Finance requests information needed to complete the procurement file.

SECTION 153: **ADOPTION** “16.6 Finance Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.6 Finance Responsibilities(*Added*)

Finance is responsible for:

- Reviewing procurement documentation.
- Verifying required approvals have been obtained.
- Maintaining procurement files.
- Recording purchases in the Town's accounting system.
- Retaining procurement records in accordance with applicable record retention requirements.

SECTION 154: **ADOPTION** “16.7 Record Retention” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.7 Record Retention(*Added*)

Procurement records shall be retained in accordance with Utah record retention requirements and the Town's records management policies.

Finance will maintain procurement records in a manner that allows documentation to be readily located when needed for operational, financial, or audit purposes.

SECTION 155: **ADOPTION** “16.8 Audit Readiness” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.8 Audit Readiness(*Added*)

A complete procurement file should allow an independent reviewer to understand:

- What was purchased.
- Why it was purchased.
- Who approved the purchase.
- How the vendor was selected.
- Whether the goods or services were received.
- How payment was documented.

SECTION 156: **ADOPTION** “16.9 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.9 Common Mistakes(*Added*)

- Missing required documentation or approvals.
- Missing quotations when required.
- Delayed submission of documentation.
- Incomplete procurement files.
- Keeping related procurement documentation in multiple locations.

SECTION 157: **ADOPTION** “16.10 Related Tools” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

16.10 Related Tools(*Added*)

- Procurement File Checklist
- Supporting Documentation Checklist
- Finance Review Checklist
- Purchase Order
- Procurement Summary (when applicable)
- Sample Procurement File Contents

Apple Valley Tip A good procurement file should allow someone unfamiliar with the purchase to understand what happened and why. If the documentation tells the complete story, the file has done its job.

SECTION 158: **ADOPTION** “17.1 Why This Matters” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.1 Why This Matters(*Added*)

Public purchasing requires public trust.

Employees involved in the purchasing process are entrusted with public funds and are expected to conduct procurement activities honestly, fairly, and impartially.

Ethical purchasing practices promote transparency, maintain public confidence, and help ensure purchasing decisions are made in the best interest of the Town.

Every employee shares responsibility for maintaining that trust.

SECTION 159: **ADOPTION** “17.2 Who Uses This Chapter?” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.2 Who Uses This Chapter?(*Added*)

- All Employees
- Department Heads
- Finance Department
- Chief Procurement Officer

SECTION 160: **ADOPTION** “17.3 Ethical Responsibilities” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.3 Ethical Responsibilities(*Added*)

Employees involved in the purchasing process should:

- Act honestly and impartially.
- Treat vendors fairly and consistently.
- Make purchasing decisions in the best interest of the Town.
- Use public resources responsibly.
- Maintain appropriate confidentiality when required.
- Ask questions whenever an ethical concern arises.

SECTION 161: **ADOPTION** “17.4 Conflicts Of Interest” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.4 Conflicts Of Interest(*Added*)

Town officers, employees, and agents shall not participate in a procurement when they have an undisclosed financial or personal interest or when an actual or potential conflict of interest exists.

Any actual or potential conflict of interest shall be promptly disclosed, and the affected individual shall refrain from participating in the procurement unless otherwise authorized by applicable law.

SECTION 162: **ADOPTION** “17.5 Gifts And Personal Benefit” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.5 Gifts And Personal Benefit(*Added*)

Town officers, employees, and agents shall not solicit or accept gifts, gratuities, favors, or anything of value intended to influence a procurement decision.

SECTION 163: **ADOPTION** “17.6 Avoiding Procurement Requirements” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.6 Avoiding Procurement Requirements(*Added*)

Town officers, employees, and agents shall not intentionally divide or structure procurements to avoid the requirements of the Procurement Ordinance.

SECTION 164: **ADOPTION** “17.7 Common Mistakes” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.7 Common Mistakes(*Added*)

- Allowing personal or financial interests to influence purchasing decisions.
- Failing to disclose an actual or potential conflict of interest.
- Continuing to participate in a procurement after identifying a conflict unless otherwise authorized by applicable law.
- Accepting gifts, favors, or anything of value intended to influence a procurement decision.
- Sharing confidential procurement information inappropriately.
- Dividing or structuring a procurement to avoid purchasing requirements

SECTION 165: **ADOPTION** “17.8 Key Takeaways” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.8 Key Takeaways(*Added*)

- Procurement activities must be conducted with integrity and impartiality.
- Actual or potential conflicts of interest must be promptly disclosed.
- An individual with a conflict must refrain from participating unless otherwise authorized by applicable law.
- Gifts or favors intended to influence procurement decisions are prohibited.
- Procurements must not be intentionally divided or structured to avoid purchasing requirements

SECTION 166: **ADOPTION** “17.9 Related References” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.9 Related References(*Added*)

- Town Procurement Ordinance
- Town Personnel Policies
- Utah Public Officers' and Employees' Ethics Act

Compliance with Other Ethics Laws Nothing in this Manual relieves any Town officer, employee, or agent from complying with the Utah Public Officers' and Employees' Ethics Act or other applicable federal, state, or local ethics laws.

SECTION 167: **ADOPTION** “17.10 Apple Valley Principle” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

17.10 Apple Valley Principle(*Added*)

Would I be comfortable explaining this purchasing decision to:

- My supervisor?
- The Town Council?
- An auditor?
- A member of the public?

If you're uncomfortable explaining the decision—or uncertain whether it complies with Town requirements- ask before proceeding.

SECTION 168: **ADOPTION** “18.1 Purpose” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.1 Purpose(*Added*)

When federal grant funds are used to purchase supplies, equipment, construction, or professional services, the Town must comply with both its Procurement Ordinance and the applicable requirements of the federal award.

Federal grant procurements often require additional planning, documentation, and contract administration beyond the Town's standard procurement procedures. The purpose of this chapter is to provide employees with a general overview of those additional requirements and to identify the resources available to assist with federally funded procurements.

This chapter is intended as a practical guide and does not replace applicable federal laws, regulations, grant conditions, or Town policy. The Town's standard procurement procedures continue to apply unless superseded by applicable federal requirements. When differences exist, the more restrictive requirement shall govern.

SECTION 169: **ADOPTION** “18.2 When Federal Requirements Apply” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.2 When Federal Requirements Apply(*Added*)

Federal procurement requirements apply whenever a procurement is funded, in whole or in part, with federal grant funds.

Examples of federal funding sources may include:

- Environmental Protection Agency (EPA)
- USDA Rural Development
- Federal Emergency Management Agency (FEMA)
- Community Development Block Grant (CDBG)
- Economic Development Administration (EDA)
- Other federal financial assistance programs

Whenever federal funding is used, or may be used, employees should notify the Chief Procurement Officer or Finance Department before beginning the procurement process. Early coordination helps ensure the appropriate procurement method is used and that all applicable federal requirements are identified before a solicitation is issued or a purchase is made.

SECTION 170: **ADOPTION** “18.3 Additional Federal Requirements” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.3 Additional Federal Requirements(*Added*)

Federal grant procurements generally require additional documentation and procedures beyond the Town's standard procurement requirements. The specific requirements applicable to a

procurement will vary depending on the funding source, grant conditions, and type of procurement.

Depending on the funding source and the nature of the procurement, additional requirements may include:

- Full and open competition
- Independent Cost Estimates
- Cost or Price Analysis
- Debarment and Suspension Verification (SAM.gov)
- Good Faith Efforts for Disadvantaged Business Enterprises (DBEs)
- Required Federal Contract Clauses
- Build America, Buy America (BABA) requirements
- Davis-Bacon prevailing wage requirements
- Additional procurement file documentation
- Other grant-specific requirements

The Chief Procurement Officer or Finance Department will assist departments in determining which federal requirements apply to a particular procurement.

SECTION 171: **ADOPTION** “18.4 Federal Grant Procurement File” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.4 Federal Grant Procurement File(*Added*)

Federally funded procurements generally require additional documentation to demonstrate compliance with federal procurement requirements.

To assist with procurement administration and future audits, the Town maintains a standard Federal Grant Procurement File identifying the documents typically retained for federally funded procurements. The procurement file should provide a complete record of the procurement process, beginning with project planning and continuing through solicitation, contract administration, and project closeout.

A sample Federal Grant Procurement File is provided in Chapter 19.

SECTION 172: **ADOPTION** “18.5 Forms And Resources” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

18.5 Forms And Resources(*Added*)

To promote consistency and compliance, the Town has developed forms, checklists, templates, and sample procurement file contents for federally funded procurements.

These resources are provided in Chapter 19 - Purchasing Toolbox and are intended to assist departments in meeting applicable federal procurement requirements.

Employees should consult the Chief Procurement Officer or Finance Department whenever questions arise regarding federal procurement requirements.

Early coordination helps protect the Town's eligibility for federal funding and reduces the risk of procurement errors that could delay a project or affect reimbursement.

SECTION 173: **ADOPTION** “19.1 Quick Reference Guides” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

19.1 Quick Reference Guides(*Added*)

Purchasing Decision Guide Helps determine which purchasing procedure applies
Purchasing Threshold Summary One-page reference for dollar thresholds, approvals, quotes, and documentation.

SECTION 174: **ADOPTION** “19.2 Standard Forms” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

19.2 Standard Forms(*Added*)

- Purchase Order
- Procurement Summary
- Emergency Procurement Summary
- Sole Source Justification
- Cooperative Purchasing Documentation
- Quote Comparison Worksheet
- Proposal Evaluation Worksheet
- Scope of Services Template

SECTION 175: **ADOPTION** “19.3 Checklists” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

19.3 Checklists(*Added*)

- Receiving Goods Checklist
- Procurement File Checklist
- Finance Review Checklist
- Supporting Documentation Checklist

SECTION 176: **ADOPTION** “19.4 Sample Procurement File Contents” of the Apple Valley Policies & Procedures is hereby *added* as follows:

ADOPTION

19.4 Sample Procurement File Contents(*Added*)

- Small Purchase File
- Competitive Quote Procurement File
- Sole Source Procurement File
- Emergency Procurement File
- Professional Services Procurement File
- Cooperative Purchasing Procurement File

Sample procurement files illustrate how purchasing documentation comes together in practice and help employees understand how forms, approvals, quotations, invoices, and supporting documentation may be organized into a complete procurement file.

Thank You

Thank you for your commitment to responsible purchasing and good stewardship of public resources. By working together, we help ensure Town purchases are practical, accountable, appropriately documented, and made in the best interest of the community we serve.

Simple • Practical • Accountable
Making the Right Thing the Easy Thing.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Mayor Mike Farrar	_____	_____	_____	_____
Council Member Kevin Sair	_____	_____	_____	_____
Council Member Annie Spendlove	_____	_____	_____	_____
Council Member Scott Taylor	_____	_____	_____	_____
Council Member Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

Jenna Vizcardo, Town Clerk, Apple Valley

Michael Farrar, Mayor, Apple Valley



TOWN COUNCIL HEARING AND MEETING

1777 N Meadowlark Dr, Apple Valley
Wednesday, July 15, 2026 at 6:00 PM

MINUTES

CALL TO ORDER, PLEDGE OF ALLEGIANCE, PRAYER

The Town Council meeting was called to order by Mayor Farrar at 6:00 PM. The Pledge of Allegiance and an invocation were offered.

ROLL CALL

PRESENT

Mayor Michael Farrar
Council Member Kevin Sair
Council Member Scott Taylor
Council Member Richard Palmer

ABSENT

Council Member Annie Spendlove

DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were disclosed.

MAYOR'S TOWN UPDATE & REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS

The Mayor provided updates regarding cemetery plot sales, ongoing water system operations, and recent improvements to the Town's water supply. The Mayor informed the Council that the recently rehabilitated wells remained operational and explained that temporary sulfur odors, discoloration, and sediment reported by some residents were expected conditions following well rehabilitation. The Mayor advised that water quality testing continued to meet all state drinking water standards and that the condition was expected to improve over time. The Mayor also reported that an agreement had been reached with a local agricultural water user to permanently discontinue use of one irrigation well, subject to final legal documentation, as part of the Town's ongoing efforts to protect the culinary water supply.

PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR

No public comments were offered.

PUBLIC HEARING

1. Discuss a grant application to the Community Impact Board (CIB) for a comprehensive Culinary Water System planning project.

The Mayor opened the public hearing to receive comments regarding a grant application to the Community Impact Board (CIB) for a comprehensive Culinary Water System Planning Project. No public comments were received, and the public hearing was closed.

DISCUSSION AND ACTION

2. Discuss a grant application to the Community Impact Board (CIB) for a comprehensive Culinary Water System planning project.

The Mayor explained that the Town had applied for a Community Impact Board grant to assist with the preparation of updated culinary water impact fee studies. Staff explained that the grant would provide matching funds toward the cost of updating the Town's water impact fee study, which is required

periodically and will support anticipated future growth. Staff also noted that similar updates were being completed for parks and recreation, transportation, emergency services, and stormwater impact fees. Discussion only, no action was required on this agenda item.

3. Ordinance O-2026-17, Adopt Title 11.02.055 Boundary Adjustments.

*Planning Commission recommended approval on July 8, 2026.

The Council considered Ordinance O-2026-17 adopting Title 11.02.055 Boundary Adjustments. The Mayor explained that the ordinance would establish a formal review process for lot line adjustments to ensure that proposed boundary changes do not create landlocked parcels or other development issues and would require property owners to obtain Town approval before adjusting property boundaries. The Planning Commission had recommended approval on July 8, 2026.

MOTION: Council Member Sair motioned we approve Ordinance O-2026-17, Adopt Title 11.02.055 for Boundary Adjustments. Planning Commission recommended approval on July 8, 2026.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
 Council Member Sair - Aye
 Mayor Farrar - Aye
 Council Member Spendlove - Absent
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

4. Resolution R-2026-25, Civil Rights Resolution.

The Council considered Resolution R-2026-25 adopting a Civil Rights Resolution. Staff explained that the resolution was required for eligibility to receive certain federal grant funding.

MOTION: Council Member Taylor moved that we approve Resolution R-2026-25, Civil Rights Resolution.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
 Council Member Sair - Aye
 Mayor Farrar - Aye
 Council Member Spendlove - Absent
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

5. Consideration for and adoption of a Parameters Resolution authorizing the issuance Parity Water Revenue Bonds of the Town of Apple Valley and calling of a public hearing to receive input with respect

to the issuance of such Bonds and any potential impact to the private sector from the engineering and well rehabilitation work to address an emergency drought situation and the acquisition of the assets of Big Plains Water & Sewer Special Service District.

The Council considered Resolution R-2026-26 authorizing the issuance of Parity Water Revenue Bonds and authorizing staff to proceed with the transfer of existing Big Plains Water & Sewer Special Service District debt obligations to the Town of Apple Valley Water Department. Staff explained that the resolution established the parameters necessary for bond counsel, the USDA, and the Utah Division of Drinking Water to continue the financing process and authorized scheduling a future public hearing on August 19, 2026. Staff further explained that transferring the bonds to the Town would allow the associated water rights and remaining assets to be transferred into the Town's name.

MOTION: Council Member Sair motioned we approve Resolution R-2026 from the Town of Apple Valley, Washington County, Utah.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
 Council Member Sair - Aye
 Mayor Farrar - Aye
 Council Member Spendlove - Absent
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

CONSENT AGENDA

6. June 2026 Disbursement Listing.
7. Budget Report for Fiscal Year 2026 through June 2026.
8. June 2026 Water Usage Comparison.
9. Minutes: June 17, 2026 - Town Council Hearing and Meeting.
10. Minutes: June 30, 2026 - Special Town Council Hearing and Meeting.

The Council reviewed the Consent Agenda, including the June 2026 Disbursement Listing, Budget Report for Fiscal Year 2026 through June 2026, June 2026 Water Usage Comparison, the June 17, 2026 Town Council Hearing and Meeting minutes, and the June 30, 2026 Special Town Council Hearing and Meeting minutes.

MOTION: Council Member Taylor moved we approve the Consent Agenda, 6, 7, 8, 9, 10.

SECOND: The motion was seconded by Council Member Sair.

VOTE: Mayor Farrar called for a vote:

Council Member Taylor - Aye
 Council Member Sair - Aye
 Mayor Farrar - Aye
 Council Member Spendlove - Absent
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION: IF NECESSARY

The Mayor determined that a closed session was not necessary.

ADJOURNMENT

MOTION: Council Member Sair motioned to adjourn.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a vote:

Council Member Taylor - Aye
Council Member Sair - Aye
Mayor Farrar - Aye
Council Member Spendlove - Absent
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:22 PM.

Date Approved: _____

Approved BY: _____
Mayor | Mike Farrar

Attest BY: _____
Recorder | Jenna Vizcardo

**Town of Apple Valley
Disbursement Listing
SBSU Operating - 07/01/2026 to 07/31/2026**

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Birch Systems Inc.	6685	07/01/2026	\$382.33			Purchasing
Buck's Ace Hardware	6686	07/01/2026	\$42.35			Purchasing
Cluff Drilling and Pump	6687	07/01/2026	\$36,910.00			Purchasing
Reimer, Adam	6688	07/01/2026	\$3.49			Purchasing
Revco Leasing	6689	07/01/2026	\$302.51			Purchasing
Scholzen Products	6690	07/01/2026	\$3,086.38			Purchasing
Shums Coda	6691	07/01/2026	\$2,105.00			Purchasing
Google LLC	EFT07012026	07/01/2026	\$386.08			Purchasing
Superior Technical Solutions LLC	EFT07012026	07/01/2026	\$825.50			Purchasing
Amazon.com	EFT07022026	07/02/2026	\$39.74			Purchasing
Adobe	EFT07032026	07/03/2026	(\$22.74)			Purchasing
Blue Stakes of Utah 811	6692	07/06/2026	\$132.50			Purchasing
Interstate Rock Products Inc.	6693	07/06/2026	\$4,144.60			Purchasing
James R Weeks	6694	07/06/2026	\$900.00			Purchasing
South Central Communications	6695	07/06/2026	\$557.69			Purchasing
XPress Bill Pay	EFT07062026	07/06/2026	\$465.47			Purchasing
HMH Fencing LLC	6696	07/07/2026	\$2,650.00			Purchasing
State of Utah-Dept of Commerce	6697	07/07/2026	\$105.10			Purchasing
Sunrise Engineering Inc.	6703	07/07/2026	\$1,000.00			Purchasing
AT&T Mobility	6704	07/07/2026	\$94.02			Purchasing
Gordons Fab	6705	07/07/2026	\$496.00			Purchasing
Washington County Solid Waste	6706	07/07/2026	\$5,984.06			Purchasing
Amazon.com	EFT07062026	07/07/2026	\$25.26			Purchasing
Amazon Capital Services	6707	07/09/2026	\$792.00			Purchasing
Birch Systems Inc.	6708	07/09/2026	\$4,420.00			Purchasing
Hursts Weed and Lawn	6709	07/09/2026	\$360.00			Purchasing
Southwest Sales Service & Pumps Inc.	6710	07/09/2026	\$25,795.94			Purchasing
Payroll	0710261200	07/10/2026	\$16,392.68			Paycheck
Hammon, Brigham	6698	07/10/2026	\$60.00			Paycheck
Moorhouse, John	6699	07/10/2026	\$40.00			Paycheck
Robertson, Robert Allen	6700	07/10/2026	\$190.00			Paycheck
Perry, Desiree	6701	07/10/2026	\$215.55			Paycheck
Spencer, Tanaka	6702	07/10/2026	\$365.95			Paycheck
Department of Workforce Services	DWS071026	07/10/2026	\$1,149.37			Purchasing
AT&T and Affiliates	EFT07102026	07/10/2026	\$59.25			Purchasing
Internal Revenue Service	EFT07102026	07/10/2026	\$3,612.19			Payroll
State Bank of Southern Utah	EFT07102026	07/10/2026	\$612.97			Purchasing
State Bank of Southern Utah	EFT07102026	07/10/2026	\$2,409.82			Purchasing
State Bank of Southern Utah	EFT07102026	07/10/2026	\$2,474.55			Purchasing
Tax1099.com	EFT07102026	07/10/2026	\$5.24			Purchasing
Utah Retirement Systems	EFT07102026	07/10/2026	\$2,391.62			Payroll
Utah State Tax Commission	USTC071026	07/10/2026	\$4,188.09			Payroll
Perry, Desiree	X999	07/10/2026	\$0.00			Paycheck
Southwest Utah Public Health Dept.	6711	07/13/2026	\$90.00			Purchasing
Utah Local Governments Trust	6712	07/13/2026	\$26,077.00			Purchasing
Adobe	EFT07132026	07/14/2026	\$1,053.15			Purchasing
Alkema, Amy	6713	07/15/2026	\$3,000.00			Purchasing
Enfusion Technologies	6714	07/15/2026	\$1,000.00			Purchasing
Jenkins Oil Company Inc.	6715	07/15/2026	\$1,511.16			Purchasing
Landmark Testing & Engineering	6716	07/15/2026	\$2,505.00			Purchasing
USDA Rural Development	EFT07152026	07/15/2026	\$1,269.00			Purchasing
USDA Rural Development	EFT07152026	07/15/2026	\$9,271.00			Purchasing
State Bank of Southern Utah	EFT07162026	07/16/2026	\$167.33			Purchasing
Zoom Video Communications Inc.	EFT07202026	07/20/2026	\$16.99			Purchasing
Ruesch Reeve Werrett & Jones, PLLC	6720	07/21/2026	\$3,258.00			Purchasing
Rocky Mountain Power	EFT07212026	07/21/2026	\$4,137.31			Purchasing
Payroll	0724261200	07/24/2026	\$15,948.82			Paycheck
Spencer, Tanaka	6718	07/24/2026	\$461.56			Paycheck
Fralish, Lee W	6719	07/24/2026	\$92.35			Paycheck
Utah Retirement Systems	EFT07222026	07/24/2026	\$2,376.77			Payroll
Internal Revenue Service	EFT07242026	07/24/2026	\$4,147.83			Payroll
Poly Pro Insulation LLC	6721	07/27/2026	\$1,173.00			Purchasing
Tink's Napa Superior Auto Parts	6722	07/27/2026	\$79.70			Purchasing
Scholzen Products	6724	07/27/2026	\$94.23			Purchasing
Buck's Ace Hardware	6725	07/28/2026	\$100.85			Purchasing
KC Contracting	6726	07/28/2026	\$4,700.00			Purchasing
			\$208,681.61		\$0.00	

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 General Property Taxes-Current	1,161.46	3,152.53	3,152.53	195,000.00	1.62%
3130 General Sales and Use Taxes	16,148.58	16,889.56	16,889.56	204,325.00	8.27%
3140 Energy and Communication Taxes	4,544.14	4,635.94	4,635.94	50,000.00	9.27%
3150 RAP Tax	1,656.00	1,845.57	1,845.57	18,000.00	10.25%
3160 Transient Taxes	2,549.02	2,172.62	2,172.62	18,000.00	12.07%
3180 Fuel Tax Refund	451.24	0.00	0.00	1,000.00	0.00%
3190 Highway/Transit Tax	1,623.92	1,710.39	1,710.39	17,100.00	10.00%
Total Taxes	28,134.36	30,406.61	30,406.61	503,425.00	6.04%
Licenses and permits					
3210 Business Licenses	0.00	0.00	0.00	15,000.00	0.00%
3221 Building Permits-Fee	5,526.56	1,262.90	1,262.90	55,000.00	2.30%
3222 Building Permits-Non Surcharge	3,612.26	1,281.03	1,281.03	12,000.00	10.68%
3224 Building Permits Surcharge	7.73	6.08	6.08	100.00	6.08%
3225 Animal Licenses	10.00	20.00	20.00	800.00	2.50%
Total Licenses and permits	9,156.55	2,570.01	2,570.01	82,900.00	3.10%
Intergovernmental revenue					
3356 Class "C" Road Allotment	0.00	0.00	0.00	115,000.00	0.00%
3358 Liquor Control Profits	0.00	0.00	0.00	2,000.00	0.00%
Total Intergovernmental revenue	0.00	0.00	0.00	117,000.00	0.00%
Charges for services					
3230 Special Event Permit	0.00	7,750.00	7,750.00	1,000.00	775.00%
3410 Clerical Services	0.00	24.00	24.00	1,000.00	2.40%
3416 Other Interdepartmental Charges	3,000.00	0.00	0.00	0.00	0.00%
3431 Zoning and Subdivision Fees	19,734.60	1,052.50	1,052.50	40,000.00	2.63%
3440 Solid Waste	5,621.85	6,851.84	6,851.84	58,000.00	11.81%
3440.5 Paperless Bill Credit	(432.00)	(462.00)	(462.00)	(4,000.00)	11.55%
3441 Storm Drainage	4,346.68	4,495.64	4,495.64	49,000.00	9.17%
3461 GRAMA Requests	0.00	0.00	0.00	100.00	0.00%
3470 Park and Recreation Fees	225.00	0.00	0.00	200.00	0.00%
3615 Late Charges/Other Fees	16.25	340.27	340.27	2,000.00	17.01%
Total Charges for services	32,512.38	20,052.25	20,052.25	147,300.00	13.61%
Fines and forfeitures					
3510 Fines	864.78	1,827.13	1,827.13	16,000.00	11.42%
Total Fines and forfeitures	864.78	1,827.13	1,827.13	16,000.00	11.42%
Interest					
3610 Interest Earnings	5,108.44	0.00	0.00	47,000.00	0.00%
Total Interest	5,108.44	0.00	0.00	47,000.00	0.00%
Miscellaneous revenue					
3690 Sundry Revenue	215.93	215.67	215.67	5,000.00	4.31%
3801.1 Impact fees - Fire	1,688.00	0.00	0.00	6,800.00	0.00%
3801.3 Impact fees - Roadways	5,320.00	0.00	0.00	24,600.00	0.00%
3801.6 Impact fees - Storm Water	4,213.26	0.00	0.00	6,000.00	0.00%
3801.7 Impact fees - Parks, Trails, OS	1,450.00	0.00	0.00	6,600.00	0.00%
3801.91 Commercial Impact Fees - Storm Water	0.00	0.00	0.00	5,000.00	0.00%
3801.92 Commercial Impact Fees - Transportation	0.00	0.00	0.00	15,000.00	0.00%
3801.93 Commercial Impact Fees - Fire/EMS	0.00	0.00	0.00	60,000.00	0.00%
Total Miscellaneous revenue	12,887.19	215.67	215.67	129,000.00	0.17%
Total Revenue:	88,663.70	55,071.67	55,071.67	1,042,625.00	5.28%
Expenditures:					
General government					
Council					
4111.110 Council/PC Salaries and Wages	325.00	1,400.00	1,400.00	13,000.00	10.77%
4111.130 Council/PC Employee benefits	36.48	161.97	161.97	1,000.00	16.20%
4111.610 Council Donations and Discretionary Spending	0.00	0.00	0.00	5,000.00	0.00%
Total Council	361.48	1,561.97	1,561.97	19,000.00	8.22%
Administrative					
4141.110 Admin Salaries and Wages	10,859.06	10,567.21	10,567.21	120,000.00	8.81%
4141.130 Admin Employee Benefits	2,048.72	1,155.53	1,155.53	16,000.00	7.22%
4141.140 Admin Employee Retirement - GASB 68	998.34	480.25	480.25	8,000.00	6.00%

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4141.210 Admin Dues, Subs & Memberships	3,340.38	179.25	179.25	14,000.00	1.28%
4141.220 Admin Public Notices	0.00	0.00	0.00	100.00	0.00%
4141.230 Admin Training	0.00	149.00	149.00	1,000.00	14.90%
4141.240 Admin Office/Administrative Expense	2,552.93	3,155.45	3,155.45	18,000.00	17.53%
4141.241 Sales Tax Paid (In Error/ Refundable)	0.00	69.37	69.37	0.00	0.00%
4141.250 Admin Equipment Expenses	1,149.16	448.41	448.41	13,000.00	3.45%
4141.260 Admin Building & Ground Maintenance	2,449.08	38.71	38.71	10,000.00	0.39%
4141.270 Admin Utilities	2,806.53	958.22	958.22	19,000.00	5.04%
4141.280 Admin Telephone and Internet	0.00	557.69	557.69	7,000.00	7.97%
4141.290 Admin Postage	365.00	0.00	0.00	3,700.00	0.00%
4141.320 Admin Engineering Fees	0.00	0.00	0.00	1,000.00	0.00%
4141.330 Admin Legal Fees	512.50	0.00	0.00	100,000.00	0.00%
4141.340 Admin Accounting & Auditing	1,200.00	1,280.24	1,280.24	40,000.00	3.20%
4141.350 Admin Building/Zoning/Planning Fees	8,090.00	1,627.50	1,627.50	40,000.00	4.07%
4141.390 Admin Bank Service Charges	0.00	0.00	0.00	200.00	0.00%
4141.410 Admin Insurance	16,925.68	25,885.10	25,885.10	16,000.00	161.78%
4141.490 Admin Travel Reimbursements	86.10	0.00	0.00	2,000.00	0.00%
4141.500 Admin Weed Abatement	175.00	360.00	360.00	200.00	180.00%
4170 Elections	0.00	0.00	0.00	1,500.00	0.00%
Total Administrative	53,558.48	46,911.93	46,911.93	430,700.00	10.89%
Total General government	53,919.96	48,473.90	48,473.90	449,700.00	10.78%
Public safety					
Police					
4210.110 Police Salaries & Wages/Contract	0.00	0.00	0.00	30,000.00	0.00%
Total Police	0.00	0.00	0.00	30,000.00	0.00%
Fire					
4220.110 Fire Salaries & Wages	6,177.74	5,412.16	5,412.16	90,000.00	6.01%
4220.130 Fire Employee Benefits	1,456.89	414.02	414.02	14,000.00	2.96%
4220.135 Fire Employee Retirement - GASB 68	868.14	986.80	986.80	12,000.00	8.22%
4220.150 Fire Contract Expense	2,328.00	0.00	0.00	6,000.00	0.00%
4220.210 Fire Dues, Subscriptions & Memberships	150.00	0.00	0.00	1,800.00	0.00%
4220.230 Fire Travel, Mileage & Cell	50.00	0.00	0.00	400.00	0.00%
4220.240 Fire Office & Other Expenses	130.99	47.04	47.04	1,500.00	3.14%
4220.250 Fire Equipment Maintenance & Repairs	927.72	3.06	3.06	8,000.00	0.04%
4220.260 Fire Rent Expense	3,000.00	3,000.00	3,000.00	6,000.00	50.00%
4220.360 Fire Training	493.00	28.34	28.34	2,100.00	1.35%
4220.450 Fire Small Equip/Supplies	5,624.64	64.99	64.99	15,000.00	0.43%
4220.455 EMS Medical Supplies	0.00	0.00	0.00	3,000.00	0.00%
4220.465 Fire Gear	8,104.78	0.00	0.00	10,000.00	0.00%
4220.480 Fire Mitigation MOU Expenditures	0.00	1,153.76	1,153.76	15,000.00	7.69%
4220.560 Fire Equipment Fuel	31.66	478.04	478.04	3,000.00	15.93%
Total Fire	29,343.56	11,588.21	11,588.21	187,800.00	6.17%
Total Public safety	29,343.56	11,588.21	11,588.21	217,800.00	5.32%
Highways and public improvements					
Highways					
4410.110 Road Wages and Contract Labor	0.00	0.00	0.00	500.00	0.00%
4410.275 Road Improvements	0.00	84.60	84.60	0.00	0.00%
4410.450 Road Department Supplies	0.00	31.50	31.50	1,000.00	3.15%
4410.810 Road Principal	0.00	0.00	0.00	37,000.00	0.00%
4410.820 Road Interest	0.00	0.00	0.00	26,275.00	0.00%
4415.110 Public Works Wages and Contract Labor	7,789.00	3,395.00	3,395.00	52,500.00	6.47%
4415.130 Public Works Employee Benefits	845.25	1,613.35	1,613.35	10,000.00	16.13%
4415.140 Public Works Employee Retirement - GASB 68	1,245.36	399.61	399.61	8,000.00	5.00%
4415.450 Public Works Supplies	103.33	94.57	94.57	8,000.00	1.18%
4415.550 Public Works Equipment Maintenance	293.86	229.50	229.50	6,000.00	3.83%
4415.560 Public Works Equipment Fuel	0.00	499.12	499.12	3,000.00	16.64%
4415.610 Public Works Storm Drainage	0.00	4,700.00	4,700.00	0.00	0.00%
4415.615 Storm Drainage Improvements	0.00	0.00	0.00	15,000.00	0.00%
Total Highways	10,276.80	11,047.25	11,047.25	167,275.00	6.60%
Sanitation					
4420.460 Solid Waste Service	5,661.60	0.00	0.00	63,000.00	0.00%
Total Sanitation	5,661.60	0.00	0.00	63,000.00	0.00%
Total Highways and public improvements	15,938.40	11,047.25	11,047.25	230,275.00	4.80%

Town of Apple Valley
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Parks, recreation, and public property					
Parks					
4540.110 Park/Rec Wages and Contract Labor	92.00	0.00	0.00	0.00	0.00%
4540.130 Park/Rec Employee Benefits	6.98	0.00	0.00	0.00	0.00%
4540.250 Park/Rec Department Expenses	0.00	0.00	0.00	300.00	0.00%
4540.460 Park/Rec Community Events Supplies	0.00	0.00	0.00	4,000.00	0.00%
Total Parks	98.98	0.00	0.00	4,300.00	0.00%
Total Parks, recreation, and public property	98.98	0.00	0.00	4,300.00	0.00%
Transfers					
4804 Transfer to Fund Balance	0.00	0.00	0.00	31,550.00	0.00%
4807 Transfer to Assigned Balance - Fire Impact Fees	0.00	0.00	0.00	66,800.00	0.00%
4809 Transfer to Assigned Balance - Roadway Impact Fee	0.00	0.00	0.00	39,600.00	0.00%
4810 Transfer to Assigned Balance -Storm Water Imp Fee	0.00	0.00	0.00	(4,000.00)	0.00%
4811 Transfer to Assigned Balance - Parks & Rec Fees	0.00	0.00	0.00	6,600.00	0.00%
Total Transfers	0.00	0.00	0.00	140,550.00	0.00%
Total Expenditures:	99,300.90	71,109.36	71,109.36	1,042,625.00	6.82%
Total Change In Net Position	(10,637.20)	(16,037.69)	(16,037.69)	0.00	0.00%

Town of Apple Valley
Operational Budget Report
51 Water Operations Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income from Operations:					
Operating income					
5140 Water sales	52,496.86	54,027.70	54,027.70	570,000.00	9.48%
5150 Water standby fees	3,886.11	3,450.00	3,450.00	35,000.00	9.86%
5310 Connection fees	6,404.83	50.00	50.00	10,000.00	0.50%
5410 Late penalties and fees	691.04	0.00	0.00	1,000.00	0.00%
5490 Other operating income	10,082.93	10,000.00	10,000.00	2,250.00	444.44%
Total Operating income	73,561.77	67,527.70	67,527.70	618,250.00	10.92%
Operating expense					
6011 Town Payroll Services	3,000.00	0.00	0.00	0.00	0.00%
6013 Water Salaries and Wages	5,000.00	15,030.48	15,030.48	250,000.00	6.01%
6014 Water Benefits	868.03	2,863.54	2,863.54	35,000.00	8.18%
6014.5 Water Employee Retirement - GASB 68	0.00	1,815.86	1,815.86	21,000.00	8.65%
6024 Training	0.00	300.00	300.00	2,000.00	15.00%
6025 Books/Subscriptions/Memberships	310.00	0.00	0.00	2,500.00	0.00%
6030 Office supplies and expenses	96.94	40.36	40.36	3,000.00	1.35%
6031 Sponsored/ Donated Water	0.00	467.42	467.42	0.00	0.00%
6032 Postage	0.00	0.00	0.00	200.00	0.00%
6035 Bank service charges	10.00	0.00	0.00	100.00	0.00%
6040 Professional service	9,713.75	0.00	0.00	12,000.00	0.00%
6043 Accounting & Audit fees	0.00	0.00	0.00	10,000.00	0.00%
6044 Water test	200.00	90.00	90.00	3,000.00	3.00%
6045 Legal fees	0.00	180.00	180.00	30,000.00	0.60%
6050 Water System maintenance and repairs	11,024.95	0.00	0.00	25,000.00	0.00%
6051 Water System equipment	3,085.44	0.00	0.00	5,000.00	0.00%
6052 Well maintenance and repairs	389.60	0.00	0.00	10,000.00	0.00%
6053 Tank maintenance and repairs	0.00	0.00	0.00	11,000.00	0.00%
6054 Hydrant Testing & Maintenance	0.00	0.00	0.00	1,300.00	0.00%
6060 Water Equipment Costs Other than Fuel	135.00	181.37	181.37	5,000.00	3.63%
6061 Water Equipment Fuel	0.00	494.72	494.72	3,000.00	16.49%
6067 Utilities	8,060.69	0.00	0.00	25,000.00	0.00%
6068 Telephone & Internet	58.75	59.25	59.25	800.00	7.41%
6070 Water Dept Insurance	8,271.42	0.00	0.00	12,000.00	0.00%
6095 Depreciation expense	13,204.08	13,446.02	13,446.02	165,000.00	8.15%
Total Operating expense	63,428.65	34,969.02	34,969.02	631,900.00	5.53%
Total Income from Operations:	10,133.12	32,558.68	32,558.68	(13,650.00)	-238.53%
Non-Operating Items:					
Non-operating income					
5515 Bond proceeds	0.00	0.00	0.00	28,473.00	0.00%
5520 Impact fees	35,576.00	17,788.00	17,788.00	90,000.00	19.76%
5610 Interest income	1,437.34	0.00	0.00	12,000.00	0.00%
5690 Sundry Revenue	0.00	0.00	0.00	500.00	0.00%
Total Non-operating income	37,013.34	17,788.00	17,788.00	130,973.00	13.58%
Non-operating expense					
6080 Interest expense	6,805.56	6,670.68	6,670.68	83,110.00	8.03%
6081 Impact Fee Net Transfer	0.00	0.00	0.00	5,000.00	0.00%
Total Non-operating expense	6,805.56	6,670.68	6,670.68	88,110.00	7.57%
Total Non-Operating Items:	30,207.78	11,117.32	11,117.32	42,863.00	25.94%
Total Income or Expense	40,340.90	43,676.00	43,676.00	29,213.00	149.51%

Town of Apple Valley**WATER USAGE ANALYSIS**

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2026/2027	2025/2026	Over/ (Under)	2026/2027	2025/2026	Over/ (Under)
JUL 2026	7,996,240	8,732,980	(736,740)	9,158,470	9,315,050	(156,580)
AUG			0			0
SEP			0			0
OCT			0			0
NOV			0			0
DEC			0			0
JAN 2027			0			0
FEB			0			0
MAR			0			0
APR			0			0
MAY			0			0
JUNE			0			0
FY2025 SUBTOTALS	7,996,240	8,732,980	(736,740)	9,158,470	9,315,050	(156,580)
	2027/2028	2026/2027	Over/ (Under)	2027/2028	2026/2027	Over/ (Under)
JUL 2027			0			0
AUG			0			0
SEP			0			0
OCT			0			0
NOV			0			0
DEC			0			0
JAN 2028			0			0
FEB			0			0
MAR			0			0
APR			0			0
May			0			0
JUNE			0	8,286,370	7,430,970	855,400
FY2026 SUBTOTALS	0	0	0	8,286,370	7,430,970	855,400

Comparable Accounts: Had usage in both years

Total System: All usage