RICHMOND CITY CORPORATION
90 SOUTH 100 WEST
RICHMOND, UTAH 84333

AGENDA

Public Notice is given that the Richmond City Council will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Thursday, April 24, 2025.** The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Mayor Erickson

1. Approval of the city council meeting minutes from March 20, 2025.
2. Recognition of senior class members of the Youth Council.
3. Discussion and update with representatives of the Cache County Sheriff's Office.
4. Discussion with representatives of CAPSA on Sexual Assault Awareness Month.
5. Discussion and possible vote on Ordinance 2025-01, an Ordinance rezoning Cache County Parcel Number 09-043-0006 from A-10 (Agricultural 10-Acre) to HC (Highway Commercial). The parcel is located at approximately 11480 North Highway 91 and is approximately 5.24 acres.
6. Discussion with Cache Sheriff's Office Emergency Manager Will Lusk.
7. Update on the culinary water master plan.
8. Discussion on a Utah Water Quality Project Assistance Program grant.
9. Initial discussion on the Fiscal Year 2026 Budget which is the period of July 1, 2025 through June 30, 2026.
10. Staff reports and monthly financial review
    a. Cub River Sports Complex Use Fees
    b. Black & White Days Building Rental Fees
11. Council Member and Mayor Reports

    Adjournment

*****Items on the agenda may be considered earlier than shown on the agenda.*****

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Office at (435) 258-2092, at least 3 days before the date of the meeting.

RICHMOND CITY COUNCIL **MARCH 20, 2025**

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, March 20, 2025. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Lyle Bair.

The following Council Members were in attendance: Lyle Bair, Amber Ervin, Joel Draxler, Bryce Wood and Daryl Black.

City Administrator HollyJo Karren, City Engineer Weston Bellon, Kassy Greer, and City Recorder Justin Lewis were also in attendance.

VISITORS: Bryan Low, Jeff Simmons, Kristi Walker, Jay Bair, Don Sheffer, Cindy Smith, Brock Meacham, Lyndsey Bair, Dave Cavanaugh, Jack Patton, Jenny Bair, Colby Bair, Paul Hammond, Rebecca Hammond

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM FEBRUARY 20, 2025.

A motion to approve the February 20, 2025 city council meeting minutes was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

RECOGNITION OF JAY BAIR FOR YEARS OF DEDICATED SERVICE ON THE PLANNING COMMISSION.

JOEL: I am pleased to recognize a good friend this evening. I admire his willingness to serve for two terms, which is eight years. Our code only allows a commissioner to serve two terms. Jay has given a lot to that group. He is very knowledgeable. He is an architectural drafter by trade and that is a good skill set to have on the planning commission. He understands homes, buildings and development as well as how to make the units nice and appealing. The biggest part of this is his willingness to serve the community. It is admirable he has given eight years of sacrificing his time away from doing other things he likes to do. We appreciate his willingness to serve.

Joel presented Jay with a gift of appreciation for his years of dedicated service on the planning commission.

RECOGNITION OF DON SHEFFER FOR YEARS OF DEDICATED SERVICE ON THE CACHE MOSQUITO ABATEMENT BOARD OF TRUSTEES.

MAYOR: Don, we want to thank you for your service. If you don't mind, we would like you to take a couple of minutes and give an overview of what the district does.
DON SHEFFER: The Cache Mosquito Abatement District (CMAD) is responsible for reducing mosquitoes in Cache Valley. When I first started there would be over 5,000 mosquitoes in one trap in a night and now, they have got it down to a couple of hundred. The work is progressing. The best thing to do is to eliminate standing water. The fogging normally happens at night. Standing water is treated during the day. Killing the larvae in the water is the most effective option. Weather and wind are big factors when it comes to fogging. The district is going to ask for a small property tax increase this year for the first time since the district was created. The impact, on average, will be around $1.00 per home in the valley. They are using cutting edge technology. They have a drone and can access areas they could never access before. They can target specific areas and drop the exact amount of spray required. The drone also helps us locate stagnant water locations. The district is a benefit to the cities and entire valley. The mosquito population has been greatly reduced over time. The mission of the district is to remove mosquitoes. It has been a great honor to work with them.
MAYOR: Thank you for taking the responsibility to represent us on the board. How long have you lived in the city?
DON: Thirty-one years.
MAYOR: I want to thank both Jay and Don for their years of dedicated service to the community.

Mayor Erickson presented Don with a gift of appreciation for his years of dedicated service on the Cache Mosquito Abatement District Board of Trustees.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2025-03, A RESOLUTION AMENDING THE DISPATCH SERVICES FEE.

KRISTI WALKER: I am here this evening with Logan City Police Chief Jeff Simmons and 911 System Administrator Bryan Low. The dispatch center was started in 2002 and the fee was $2.00 per month per account. In 2013, the fee was increased to $3.00 per month to fund the required radio system. There have not been any changes/increase since then. I would like to invite all of you to tour our facility.
MAYOR: Tell everyone exactly what you do at the center.
KRISTI: We offer dispatch services for fire, police, animal control and all emergency services. I would compare us to being the hub of a wagon wheel. We are the agency that connects all of these services together. We do the behind-the-scenes stuff. I have been at the center for 20 years.
MAYOR: So, it appears you average around 161 calls per day?
KRISTI: Yes. We have funding for 20 full-time positions. Right now, we have 14 full-time employees and one in the training program. There are five open positions. Five is a lot of employees to be down for a small department like ours. The reason we are not staffed is because of the wage we offer. We are not able to offer a competitive wage right now. Box Elder's starting wage is $27.50 per hour, Rich Counties is $26.00 per hour and Franklin County is $25.00 per hour. Our starting wage is $22.85 per hour. It used to be $2.00 less per hour. We went from 21 full-time positions down to 20 and took those funds and gave a raise to all of the other dispatchers. We want to be competitive. We want to attract long-term candidates who want to make this a career. We need to be competitive. We are going through the hiring process right now. We can only train up to three new employees at a time. We work 12-hour shifts. The dispatchers work three 12-hour shifts and one 6-hour shift per week. The call volume is growing. In 2011, we took over 39,000 calls. In 2024, we took over 58,000 calls. During that period of time, we still have the same amount of staff members. We need to increase our staffing level. We operate as an Enterprise Fund so we must be self-sustaining. Our revenue comes from the $3.00 per month fee as well as cell phone fees and what other agencies such as the Utah Highway Patrol and Utah State University Police Department pay to us. We are always looking for grant funding. We cannot use the grant funding for wages as it is not a guaranteed source of revenue. The proposal before you tonight is to increase the $3.00 per month fee to $3.30 per month in July 2025 and over the next five years to $3.71 per month. The intent of this increase is for us to increase wages.
MAYOR: Every entity in the valley must pass this Resolution?
KRISTI: Yes, we are going before all of the cities.
MAYOR: How many have you been to so far?
KRISTI: Tonight is our thirteenth meeting. We are going back to revisit three cities. All of the others we have visited have approved the Resolution. We have received positive support from almost all of the entities. We have not requested an increase for over a decade.
AMBER: I don't think this request is unreasonable. My son volunteered at the sheriff's office in the past. He has been on those types of calls. You need the right employees to be successful.
KRISTI: We are glad to be there and help when and if needed.
JOEL: What are the base education requirements for the position?
KRISTI: The person must be at least 18 years of age and have a high school diploma. They are required to do some testing before the interviews. There are certain characteristics we look for. Memory retention and multi-tasking are big. It is a several step process. We do all of our training in-house. Handling calls over the phone is much different than in person. On average it takes 16 weeks to train an employee.
JOEL: Other than CPR certifications what else is needed?
KRISTI: They need to obtain a dispatcher certificate. We usually figure out about halfway through the training program if they can do the job. Multi-tasking is hard. People can either do it or they cannot. They have to be aware of many things going on at the same time.
AMBER: I don't have an issue with the proposal. I look at the wages and these jobs are very important. They are much more important than some other jobs. It is an important job and role. I have had to call dispatch in the past. I don't think this is a big ask overall.
LYLE: What are your biggest priorities outside of wages?
KRISTI: Wages are the top priority and then filling the 21st position we lost. I would like to see the minimum staffing level raised as well long term. We are growing throughout the valley as is the call volume.
LYLE: How is the Spillman charge split?

BRYAN LOW: There are four centers who utilize our server. Utah State University, Franklin County, Rich County and us. There are also other groups like the Division of Wildlife Resources and Adult Probation and Parole. They all pay us based on the number of users they have on the system. For example, the Smithfield City Police Department pays us based on the number of users they have on the system. Rich County has around 10-12 users is all.
BRYCE: Looking at the hourly rate I think this is a huge value to the valley. I think it is a no brainer to work with you.

> ***A motion to approve Resolution 2025-03, a Resolution amending the Dispatch Services Fee was made by Lyle, seconded by Bryce and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2025-02, A RESOLUTION TO INFORM THE STATE OF UTAH WATER QUALITY BOARD OF ACTIONS TAKEN CONCERNING THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR 2025.

HOLLY: The Municipal Wastewater Planning Program Report is something we have to submit yearly. Bryan has completed the report. We are ready to submit it to the state. The last step in the process is bringing it before the council for review. The Resolution shows you have seen and reviewed the report.
WESTON: This is a routine report and the state requires it go before the council.
MAYOR: Has the council done what they need to do as stated in the report?
WESTON: Yes.
HOLLY: This is the last step in the process before submittal.

> ***A motion to approve Resolution 2025-02, a Resolution to inform the State of Utah Water Quality Board of actions taken concerning the Municipal Wastewater Planning Program Report for 2025 was made by Bryce, seconded by Lyle and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

DISCUSSION ON ORDINANCE 2024-12, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 "LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)", CHAPTER 12-900 "ZONES" ADDING IN ITS ENTIRETY PART 12-911 "RESIDENTIAL MULTIPLE-FAMILY ZONE "RMF"", SECTIONS 12-911-1 "PURPOSE", 12-911-2 "WIDTH, DENSITY AND YARD REGULATIONS", 12-911-3 "HEIGHT REGULATIONS", 12-911-4 "MODIFYING REGULATIONS", 12-911-5 "GROUP DWELLING STANDARDS", 12-911-6 "PARKING, LOADING AND ACCESS", 12911-7 "LANDSCAPING", 12-911-8 "TRASH/GARBAGE", 12-911-9 "DEVELOPMENT IN PHASES", 12-911-10 "ALLOWED USES" AND 12-911-11 "DENSITY BONUS AND INCENTIVES".

MAYOR: Tonight is a discussion only on the newly proposed Residential Multi-Family Zone. Justin will give us an overview before we discuss.
JUSTIN: The purpose of the Residential Multiple-Family Zone (RMF) is to provide areas throughout the community which shall be characterized by low rise multiple-family and apartment development. This zone is intended to provide an attractive setting for multiple-family apartments, townhomes, and dwelling units which will be harmoniously blended together. As written, there would need to be 1,500 feet between projects. The current number in the code is 2,000 feet. Parcels abutting Highway Commercial (HC), Manufacturing/Light Industrial (MLI), Planned Industrial Commercial (PIC) and a public school would not need to be 1,500 apart but would need to abut those types of parcels. Section 12-911-2 discusses setbacks. Section 12-911-3 discusses the allowable height. This is most likely the most controversial item in the Ordinance as it is proposed at 45 feet where the current maximum height in the city is 35 feet. The planning commission discussed this at length but left it at 45 feet and sent to the council for review. Section 12-911-4 discusses front, side and rear yard setbacks. Section 12-911-5 includes an open space requirement of 40%. No building can be larger than a six plex and the maximum number of units per acre is ten. Section 12-911-6 is about parking and mandates at least three parking spaces per unit. Section 12-911-7

discusses landscaping and as part of this at least 25% must be water-wise landscaped or xeriscaped. Section 12-911-8 discusses garbage container areas. Section 12-911-9 talks about phasing and that at least 65% of the current phase must be complete before the next phase will be approved. Section 12-911-10 talks about allowed uses. We already know this section will need to be amended quite soon after adoption because right now the planning commission is working on a use matrix table that will change/update this section. Section 12-911-11 discusses density bonus allowances. The density bonus maximum is 20%, meaning that the maximum number of units per acre would be 12. There are four items which can be used at 5% each to obtain the 20%.
MAYOR: We have three planning commission members here this evening to offer their insight and answer questions. I appreciate Brock Meacham, Cindy Smith and Jay Bair attending this evening. In Section 12-911-1, I think public schools should be allowed within 500 feet; they don't need to abut one of the types of parcels listed.
LYLE: I have a concern that there is no limit how far back or deep the request could be. If it is a huge parcel they could develop the entire parcel. I think we should consider adding a limit that the units need to be within "X" amount of feet of the those specifically mentioned zoned parcels.
MAYOR: What is the intent of this?
JAY BAIR: There would be a master plan and it would be phased.
MAYOR: Would this be allowed on more than one parcel?
JAY: Yes.
LYLE: Could you be more than 1,500 feet away from the edge of the parcel and still build the multi-family units?
JAY: Yes, if it was part of a continuous parcel when it was rezoned.
LYLE: This would allow for a development to extend as much as two blocks in length off of the highway. Would we allow this to happen to go that far off of the road?
JUSTIN: The thought of the planning commission was this is a rezone request. The planning commission and city council have the right to approve or deny the rezone request. If you don't like the request you can vote to deny.
BROCK MEACHAM: Are you wanting to add a distance limitation?
LYLE: Councils and mayors and thought processes change.
JAY: Remember there is a 1,500-foot limitation between developments.
MAYOR: A public school is exempt from the 1,500-foot limitation. The council does have the ability to review and approve or deny any rezone request.
JAY: The planning commission intends to add a mixed-use zone long term as well. This zone could be next to a mixed-use area.
MAYOR: We have two public schools in the city; White Pine and North Cache.
LYLE: Both are on the highway in highway commercial zone areas. I am more concerned about how far off the highway these projects can be. There is no limitation.
MAYOR: I don't want to add a limitation without knowing the impact it may cause.
AMBER: You don't want to allow this zone within 500 feet of a school?
MAYOR: No, I want these developments within 500 feet of a school even if the parcel doesn't abut the school boundary line.
JOEL: Do we need the 1,500-foot rule? I have a concern a developer will see the 1,500-foot rule and be beyond it so he/she will say we have met your limitation there is no reason to deny the rezone request. I also don't want multi-family projects on dead end roads.
JAY: The General Plan said the residents don't want these units in the current developed areas of the city. They want them in new areas on the outskirts of the city.
JOEL: I think we can remove the 1,500-foot limitation and state this zone will only be allowed by parcels that were zoned a specific way that way we can keep these projects out of current residential areas.
BRYCE: I think that is a good idea.
AMBER: I agree. I don't object to removing the 1,500-foot limitation.
LYLE: I don't mind a 4-plex here and there but I don't want another 100 units in a residential area.
DARYL: Could someone build one of these types of projects along 300 East?
JOEL: If it is more than 1,500 feet away from a current unit they can apply. They will argue we cannot say no because they have exceeded the distance requirement.
BROCK: Remember they could only build a maximum of ten units per acre.
MAYOR: How is the Planned Unit Development (PUD) Overlay affected by this?
JUSTIN: It is still in place and can be applied for. In order to accomplish what Joel is mentioning the meeting you adopt this Ordinance would be the same night you remove the PUD Overlay from the code or amend it.
DARYL: We want these projects in certain areas of developable property. I think we remove the 1,500-foot limitation and state it must abut an existing parcel of a certain zone as Joel stated.

LYLE: Or we could put it needs to be within "X" amount of feet of certain zoned parcels.
MAYOR: I agree, I think the 1,500-foot limitation can be removed.
JAY: How close do you want these types of units to residential areas?
JUSTIN: Right now, they can touch the boundary line of residentially zoned parcels.
JOEL: A buffer zone had been discussed but is hard to enforce.
MAYOR: Density is hard to envision as well. Most people cannot tell the difference when visually looking at a 10,000 square foot parcel versus a 12,000 square foot parcel.
AMBER: In 12-911-2 is a 20-foot rear setback to close?
JAY: Don't compare to the Richmond Village as it is a PUD Overlay and they are closer than proposed in this Ordinance.
MAYOR: Is the PUD setback ten feet?
JAY: Yes. Some cities have a buffer of up to 100 feet from residential areas.
JUSTIN: Every zone has its own setbacks.
WESTON: The front setback in the Highway Commercial (HC) zone is 20 feet. The front setback in residential zones is 30 feet.
JAY: You could require sound deadening materials between units.
MAYOR: What types of subdivisions are approved by the Administrative Land-Use Authority?
JUSTIN: Single-family residential.
MAYOR: What are the thoughts on height? The planning commission recommended 45 feet.
AMBER: I have angst with that height allowance.
JOEL: I have driven around and looked at three story units. I am not sure Richmond is ready for them. It would be new to the city. Look at the Richmond Village. They are nice units and have a 35-foot restriction.
MAYOR: The current allowance is 35 feet?
HOLLY: Yes, a building cannot exceed 35 feet from finish grade to the highest peak.
LYLE: The back of the units have more than 35 feet exposed in some cases.
AMBER: I don't see allowing 45 feet by a residential area. Possibly along the highway but not in residential areas.
BROCK: Our vision was along the west side of the highway.
AMBER: As written, it doesn't dictate along the highway it could be anywhere.
JOEL: Forty-five feet is better for mixed-use areas. I don't think we are ready for 45 feet yet.
AMBER: Whatever our maximum allowance is will be what developers go for.
JAY: The 45-foot amount was to help with affordability The taller the cheaper. It would help with affordability. It would allow to go in and up rather than out and flat.
MAYOR: Basements are not applicable because they are in the ground.
LYLE: How is the number of units determined?
JAY: Based on the number of main entrance doors. Each door is a unit.
LYLE: There would be more open space if we went higher because there is a limitation on the number of units allowed per acre.
MAYOR: You cannot stack units in 35 feet.
JAY: I think mixed-use and Highway Commercial (HC) are good areas for 45 feet.
JOEL: This is not a mixed-use zone.
MAYOR: Is the consensus 35 feet?
DARYL: I am okay with 45 feet.
LYLE: I am okay with 45 feet.
DARYL: I am okay with it if we narrow down the location.
MAYOR: Based on the input from the council we will reduce to 35 feet. The maximum number of units is ten per acre and maximum building size is six units per building.
DARYL: I like the requirement of a minimum of three parking spaces per unit.
AMBER: I read where one city requires the number of parking stalls to be based on the number of bedrooms in the unit. I don't see visitor parking is required in this Ordinance.
HOLLY: There will be a problem with people parking along the roadway like in the Richmond Village.
AMBER: Do we need to add a percentage for visitor parking?
DARYL: We are requiring a minimum of three parking spaces per unit.
JAY: The winter parking ordinance will keep vehicles off the roadway in the winter months.
LYLE: We could add a minimum number of units of visitor parking.
MAYOR: Parking stalls are not included in the open space calculation.

JUSTIN: The biggest issue with parking stalls is they are expensive and there is no return on investment for a developer so they won't do them unless it is a mandate. Also, homeowners will park in the visit parking stalls as well.
JAY: Some cities require for example, 0.25 visitor parking spaces per unit.
MAYOR: Were any parking citations issued in the Richmond Village?
HOLLY: I don't have that answer but there are parking issues up there.
MAYOR: Weston, what are your thoughts?
WESTON: You can add what you are comfortable with. I think it is reasonable to expect there should be visitor parking stalls. From an engineering standpoint I think it would be better to widen the road.
HOLLY: That is my preference as well.
MAYOR: That would require a change to the construction standards?
WESTON: Yes.
HOLLY: The Richmond Village roads are too narrow.
JAY: Developers will want the maximum number of units per acre and with the bonus density that will would allow up to 12.
AMBER: I am okay leaving the parking requirements alone but changing the road width requirement.
JOEL: What is our current road width?
WESTON: We require a 66-foot right-of-way.
JOEL: I believe a new Utah law states you cannot require more than 32 feet of asphalt.
WESTON: The Richmond Village has less than 32 feet of asphalt.
JOEL: Thirty-two feet is wide until there are vehicles parked on both sides of the road.
WESTON: We would allow down to a 51-foot right-of-way if curb and gutter is included and that would be 28 feet of asphalt.
MAYOR: I am happy to see fencing is required. It is good to see the minimum of 25% xeriscaping requirement. Explain the 65% phase completion requirement.
JOEL: This was created to avoid all of the amenities not being installed until the very end of the project or never if the project isn't completed.
MAYOR: I like this requires the amenities to go in sooner.
AMBER: When done in phases, how does this affect road construction?
JUSTIN: The infrastructure can be installed in phases but they would have to install temporary turnarounds, etc. if that is what they choose to do.
MAYOR: What is the requirement for more than one access point?
WESTON: I think fire code is around 30 units but our code requires more than one access point when there are 11 units or more.
MAYOR: We know the allowed uses section will change. I think we are going to need to address condominium use in the future.
LYLE: In the density bonus section, it talks about bike paths. Can they be part of the road?
WESTON: We could allow for a bike lane but a developer cannot state part of a regular roadway is a bike path and qualifies for the density bonus.
AMBER: Is there a change to the open space in this Ordinance?
MAYOR: No. The open space percentage is 40% and that doesn't change with the density bonus option.
JAY: The clubhouse and amenities are included in the open space calculation.
MAYOR: Justin, please sum up the proposed changes.
JUSTIN: In Section 12-911-1, the 1,500-foot requirement will be removed and state this zone must abut certain zones. There will be a paragraph adding that if within 500 feet of a public school but not abutting the school property this zone can still be applied for. In Section 12-911-3, the maximum height allowance will change from 45 feet to 35 feet. In 12-911-10 (F) the date will be changed to the day the ordinance is adopted.
MAYOR: This item will come back before the council for a possible vote at a future council meeting with the proposed changes.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

WESTON: The water master plan is currently being worked on and some information on it will be presented at the April council meeting. The sewer collection master plan is also being worked on. I am also in the process of reviewing a couple of proposed subdivisions.

HOLLY: No new subdivisions have been submitted in the last month. There are seven zoning clearances that have been submitted. Two in The Knolls, one in Elk Meadows and two in Johnson View. The other two are still in the review process. The Black & White Days building remodel is complete. We are not yet renting it out. We are going to let people know about it in the April newsletter. The first bathroom remodel at the library is complete. The second bathroom is being worked on. Improvements are being made to the Hamburger Stand by the staff. Dave Cavanaugh has been working to install the emergency radios in the front office. The flooring in the crow's nest at the Cub River Sports Complex has been repaired. There were some holes in the floor. I have met with all of the Black & White Days committees at least once. The royalty application period closes tonight. The royalty will be selected next Monday night. So far, we have 18 food trucks signed up for Black & White Days and 32 non-food vendors. This already exceeds the number of vendors from last year.
AMBER: Are any of the vendors wanting to attend on Friday night?
HOLLY: Yes. We have some hats this year we are going to sell for Black & White Days. There is a new logo on the hats for the 110th celebration. We have a dairy food show t-shirt. We have a classic logo t-shirt. The billboards are already hung which is earlier than expected. We held our first construction meeting on the 500 North road project. Paul Willardson from J-U-B Engineers will oversee the project. Jesse Mott from the county was in attendance as well as representatives from Staker Parson and Facer Excavation. The intent is to start the project on April 7th and have it completed by October 1st. There will be weekly or bi-weekly reports sent to the council with updates.
MAYOR: When are we going to inform the public?
HOLLY: As soon as the contractor tells us they are ready to proceed. We have an employee, John, who is going to finish painting the remaining streetlight poles on the highway. We won't be using a private contractor to finish this project.
MAYOR: They are cast aluminum so the right paint must be applied.
LYLE: Are they sand blasted before they are painted?
HOLLY: No, that has not been done in the past. John will do a great job overseeing this project.
MAYOR: I want this project completed before Black & White Days.
HOLLY: We had a streetlight by Maverik damaged in a recent auto accident. It will not be an easy repair. The wiring was damaged. Sam Sadler is back working for the city on a part-time basis. Brylee Gibbons will be working for us for the summer as well. She also worked for us last summer. The next round of cassettes for the MBR Plant should arrive between March 31st and April 15th. Once they arrive, we will schedule draining the second basin. The MBR Plant job posting has closed. There were six applicants. They have now been narrowed down to two. We need to review the rental fee structure for the Black & White Days building if that is something you want to change.
MAYOR: I don't want it rented until after Black & White Days.
HOLLY: The last movie at the theatre hosted by the youth council was a success. It was our highest attended with over 50 people attending. The next movie, in April, will be hosted by the Richmond Lions Club and will be Where the Red Fern Grows. Brady Christensen and his family are helping out as well.
WESTON: I have talked with the new homeowner who recently purchased a home on 500 North and made the family aware of the 500 North road project.
MAYOR: Council, if you get any questions on the project please refer them to Weston.

JUSTIN: The initial budget discussion on the Fiscal Year 2026 budget will be at the April council meeting and then we will talk about it again in May and adopt the new budget in June. Weston and I are working with Zions Public Finance on a sewer impact fee study. It must be completed and implemented by the end of the year. We had a very good sales tax month and collected $74,750. A children's book grant was received in the amount of $3,000. Total donations to the DUP roof project are $12,000. I have been asked a couple of times how much the Richmond Cemetery Maintenance District pays the city for upkeep and overseeing the cemetery. For the period of July 1, 2024 through June 30, 2025 the district paid the city $74,095 for labor and benefits. Costs like sod, hoses, maintenance materials, etc. are paid for by the district separately. The district also pays the city separately for burials. They pay for each individual burial. For the period of July through December 2024 the district paid the city $10,710 for burials. Now the Black & White Days building renovation project is complete I have submitted the RAPZ Tax reimbursement request in the amount of $105,500. We paid $208,476 on the 400 West road project. This was for the change orders to the project. Once the project is completed, we will submit one final reimbursement request. The Smithfield fire contract for the period of July 1, 2024 through June 30, 2025 has been paid in full in the amount of $101,888. The Smithfield City council and mayor announced today that Interim Fire Chief Jeremy Hunt will have the interim title removed at the April 9th city council meeting and he will be the permanent fire chief moving forward. Jeremy has over two decades of experience in the fire department. He is a great asset to that department and is really good for us to work with. Water impact fees collected in this fiscal year total $336,718. Sewer impact

fees collected so far in this fiscal year total $191,041. There have been significant recent online comments regarding the city not installing stop signs to regulate speeding vehicles in the city. In the Manual for Uniform Traffic Control, it states the following: "YIELD or STOP signs shall not be used for speed control". This can be found about 2/3 of the way down the page on Page 75. We have installed a lot of stop signs recently along 300 East going east/west. Traffic still flows without being stopped on 300 East, State Street and Main Street.

COUNCIL MEMBER AND MAYOR REPORTS

DARYL: The irrigation company is working to resolve the issue with the broken irrigation waterline by Big J's. They don't own the broken lateral but they are taxed with fixing it. I have talked with Weston, Holly and Justin about this issue. We will pay our portion. The project will be done correctly and the pipe put in a new correct location.

BRYCE: It was an epic youth council movie night at the theatre. There were 75 in attendance. Brock and Lynzi Meacham helped with the cleanup. The youth council helped stuff Easter eggs for the Easter egg hunt hosted by the Richmond Lions Club. Lyndsey Bair is our newest adult youth council advisor. We have two advisors: Lyndsey and Kassy Greer. Jack Patton is the youth council mayor.

JOEL: The planning commission worked on the new multi-family ordinance and the council reviewed it tonight. They are now working on a new use matrix table that will come before the city council in a few months. For Black & White Days, I am in charge of the two races. People can sign up for them now online on the website. Things are moving forward with both races.

AMBER: The Park Bench served 146 lunches last month. There were over 1,200 food pantry items distributed. We had 163 visitors. A lot of time and funds are donated to The Park Bench each month. Next week is a stakeholder's meeting where we look for suggestions about The Park Bench. I want to thank Cache Valley Bank, Brent Wallis and the rest of their team for their presentation on scams today. We have some vulnerable residents in the community. Three of them were scammed this winter. Be aware of those living around you who might need assistance. I have reviewed the schedule of events for Black & White Days with Holly. We will have a QR code this year with information on it. The Park Bench will have an art exhibit for all ages. The DUP (Daughters of Utah Pioneers) will have a quilt show and offer tours of the Relic Hall. The Relic Hall is currently being put back together. The dairy food show has been changed up this year. It has an online signup as do all of the other activities. All of this information can be found on the website. We don't have to supply a vehicle this year for the grand marshal. They are going to drive their own vehicle. I want to thank Wendy Christensen for all of her help year after year with graphics. Josie DeMann is great with graphics as well. Things are going smoothly overall. I appreciate the updates from everyone. I spent many nights last year working on Black & White Days and have not had to do it this year. Bryce and Kassy are working on the Hamburger Stand and how it will function. Lee's Marketplace will help where needed and are planning for 400-500 to attend the breakfast. Thanks to the staff for their continued help with Black & White Days. It is good to work with them. There is good energy about the event this year.

LYLE: How do we determine where stop signs are installed?
JUSTIN: We have been developing a plan throughout the city and slowly installing new signs. The goal is to allow vehicles to travel two blocks without having to stop unless they come to the highway, Main Street, State Street or 300 East. Each intersection is evaluated on its own merit for safety, number of accidents, traffic flow, etc. Right now, we have been focusing on a couple of problem areas such as 300 North 100 East, 200 South 400 West and along 300 East. There is an area on 400 South that gets constant complaints about not being a four-way stop. Right now, there are signs on the north and south but not east and west. Residents have wanted stop signs for speed issues going east and west. We cannot do that. We have evaluated this intersection and there have not been any accidents. There is also a significant slope going east of 100 East and during the winter months it could cause vehicles to slide through the intersection if they are trying to stop at the bottom of a hill. It is also hard to get momentum going up the hill when slick. At this time, additional stop signs will not be installed on that intersection.

MAYOR: The date for the April council meeting?
JUSTIN: April 24th. It was rescheduled from the 17th due to the league meetings.
HOLLY: Right now, the only person registered to attend is the mayor. We can get you registered if you want to attend.

MAYOR: I was recently at Portal Point, Antarctica where I took a picture with Leslie holding a Black & White Days tshirt. We were about 80,000 miles from home. During my trip I read a book about stopping the flow of input. About stopping the flow of ideas and what that leads too. We need to choose to not get angry because others have different opinions. I hope to listen better than ever before. People need to be heard. People have concerns about things such as stop signs, school crossings and more. There were around 130 people on the ship and none of us locked our doors on our cabins, which I thought was very interesting and bizarre. You see every single person on that ship up to three times per day. I actually felt good about it being safe. For three weeks we were a community of people on a boat. We need to learn to never take offense for people sharing their ideas.

The council took a short recess at 8:57 P.M.

The council meeting was reconvened at 9:03 P.M.

CLOSED MEETINGS TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL. UTAH CODE ANNOTATED 52-4-205 (1) (A).

A motion to close the regular council meeting and open the closed meeting was made by Bryce, seconded by Joel and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

The closed meeting opened at 9:03 P.M.

Those in attendance: Mayor Erickson, Lyle Bair, Amber Ervin, Joel Draxler, Bryce Wood, Daryl Black, Weston Bellon, HollyJo Karren and Justin Lewis.

A motion to close the closed meeting and reopen the regular council meeting was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

The closed meeting closed at 10:12 P.M.

A motion to adjourn was made by Lyle, seconded by Bryce, and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black
No Vote: None

Adjournment at 10:12 P.M.

RICHMOND CITY CORPORATION

_____
Paul J. Erickson, Mayor

ATTEST:

_____
Justin B. Lewis, City Recorder

ORDINANCE NO 2025-01

AN ORDINANCE AMENDING THE ZONING MAP OF RICHMOND CITY.

BE IT ORDAINED by the City Council of Richmond City, Utah as follows:

That certain map or maps entitled "Zoning map of Richmond City, Utah" is hereby amended and the following described properties are hereby rezoned from A-10 (Agricultural 10-Acre) to HC (Highway Commercial).

Approximate Property Location: 11480 North Highway 91

Cache County Parcel Number: 09-043-0006

BEG ON E LN OF ST ROAD 94 RDS 11 FT S OF N LINE OF S/2 OF NW/4 SEC 23 T 14N R 1E & TH S 731 FT 6 INCHES TO N BANK OF CHERRY CREEK TH NE'LY ALG CHERRY CREEK TO PT 140 FT 6 INCHES S OF PT 604 FT E OF BEG TH N 140 FT 6 INCHES TH W 604 FT TO BEG CONT 5.36 AC LESS: PARCEL TO UDOT FOR HWY 91 PARCEL 09-043-0018 ENT 896564 CONT 0.12 AC NET 5.24 AC

Approximately 5.24 Acres

APPROVED by the Richmond City Council this 24th day of April, 2024.

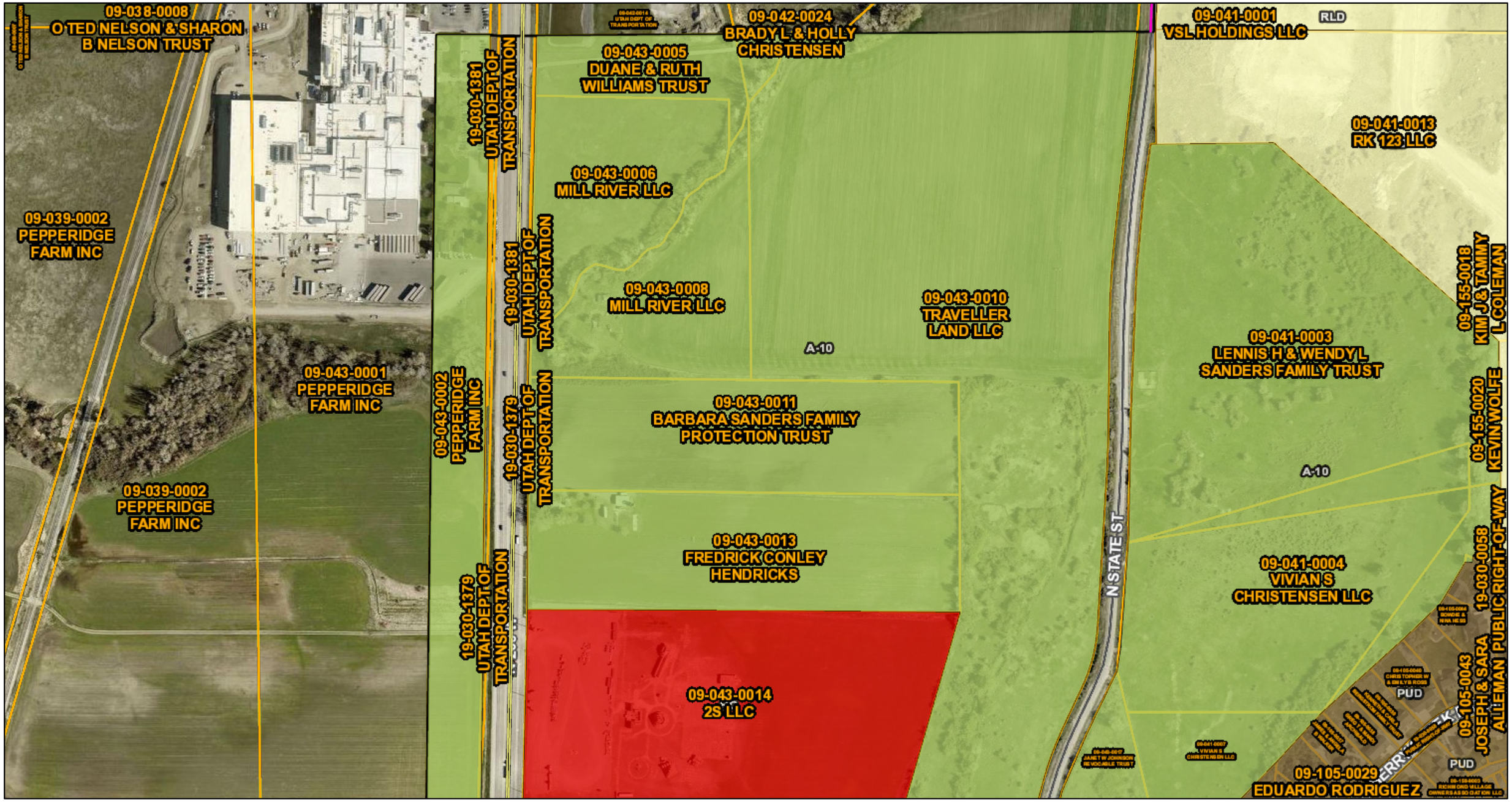
RICHMOND CITY CORPORATION

_____
Paul J. Erickson, Mayor

ATTEST:

_____
Justin B. Lewis, City Recorder

ArcGIS Web Map



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0 0.05 0.1 0.2 km

Cache County, Maxar

Wellsville Zoning
- NEIGHBORHOOD COMMERCIAL - NC
- COMMUNITY COMMERCIAL - C1 - C2
- GENERAL COMMERCIAL - GC
- HIGHWAY COMMERCIAL - CH
- MANUFACTURING
- RESIDENTIAL AGRICULTURE - 5 ACRE
- RESIDENTIAL - 1 ACRE
- RESIDENTIAL- 1/2 ACRE
- RESIDENTIAL - 12,000 SF
- RESIDENTIAL - MULTIFAMILY
- RECREATIONAL PLANNED DEVELOPMENT
- RESIDENTIAL CRITICAL AREA
- FOREST RECREATION - 40 ACRE

Trenton Zoning
- AGRICULTURAL
- COMMERCIAL C1
- COMMERCIAL C2
- PARK
- RESIDENTIAL

Smithfield Zoning
- PUD OVERLAY
- MIXED USE OVERLAY
- AGRICULTURAL - A-3
- AGRICULTURAL - A-5
- AGRICULTURAL - A-10
- CENTRAL BUSINESS DISTRICT - CB
- COMMERCIAL PROFESSIONAL
- COMMUNITY COMMERCIAL - CC
- GENERAL COMMERCIAL - GC
- INSTITUTIONAL - I-1
- MANUFACTURING - M1
- MULTIPLE FAMILY RESIDENTIAL - RM
- RESIDENTIAL AGRICULTURAL - RA-1
- RESIDENTIAL AGRICULTURAL - RA-2
- RESIDENTIAL R-1-10
- RESIDENTIAL R-1-12
- RESIDENTIAL R-1-20
- MASTER PLANNED COMMUNITY - MPC

River Heights Zoning
- AGRICULTURAL - AG
- COMMERCIAL - C
- COMMERCIAL PARKING - CP
- PARK - PR
- MIXED USE - MU
- HISTORIC
- RESIDENTIAL - R-1-8
- RESIDENTIAL - R-1-10
- RESIDENTIAL - R-1-12

Richmond Zoning
- AGRICULTURAL A-10
- AGRICULTURAL A-5
- CENTRAL BUSINESS DISTRICT CBD
- PLANNED INDUSTRIAL COMMERCIAL PIC
- HIGHWAY COMMERCIAL HC
- MANUFACTURING - LIGHT INDUSTRIAL MLI
- PLANNED INDUSTRIAL COMMERCIAL PIC
- RESIDENTIAL ESTATE RE-1
- RESIDENTIAL ESTATE RE-2
- RICHMOND, RESIDENTIAL LOW DENSITY RLD
- RESIDENTIAL MEDIUM DENSITY RMD
- PLANNED UNIT DEVELOPMENT
- RESIDENTIAL MULTI-FAMILY MF
- CITY
- SCHOOL
- TRAILER
- PARK
- CEMETERY

Providence Zoning
- Agricultural District
- Commercial General District
- Commercial Highway District
- Life Cycle Residential District 4-12
- Mixed Use District MXD 25-33
- Multiple Residential District R-M-7
- Multiple Residential District R-M-12
- Multiple Residential District R-M-18
- Public District
- Residential District R-1-1
- Residential District R-1-6
- Residential District R-1-8
- Residential District R-1-10
- Residential District R-1-12
- Residential District R-1-20

Paradise Zoning
- COMMERCIAL NEIGHBORHOOD
- RESIDENTIAL AGRICULTURAL RA-5
- RESIDENTIAL R-1.25

North Logan Zoning
- AGRICULTURAL - A10
- CITY CENTER COMMERCIAL - CCC
- CITY CENTER ADJACENT - CCA
- COMMERCIAL GENERAL - CG
- COMMUNITY COMMERCIAL - CC
- DOWNTOWN - DT
- HOSPTIAL - HOSP
- HIGH-TECH MFG. AND RESEARCH - M-2
- MFG. HEAVY COMMERCIAL - MC
- MIXED USE GENERAL - MXG
- PROFESSIONAL - PR
- RESIDENTIAL BUSINESS - RB
- RESIDENTIAL ESTATE - RE -1
- RESIDENTIAL ESTATE - RE-2
- RESIDENTIAL R-1-10
- RESIDENTIAL R-1-12
- RESIDENTIAL R-1-15
- RESIDENTIAL R-1-20
- RESIDENTIAL R-1-30
- RESIDENTIAL SINGLE FAMILY - SF6
- RESIDENTIAL MULTI FAMILY - RM
- MIXED RESIDENTIAL 7 - MR7
- MIXED RESIDENTIAL 8 - MR8
- PARK LAND
- RECREATION SCHOOL

Nibley Zoning
- Agriculture Zone - A
- Residential Estate Zone - R-E
- Residential Zone - R-1
- Residential Zone - R-1A
- Residential Zone - R-2
- Residential Zone - R-2A
- Residential Mixed Zone - R-M
- Commercial Zone - C
- Neighborhood Commercial Zone - C-N
- Industrial Zone - I
- Park/School - P/S
- Floodplain Overlay District - FP
- Residential Development - R-PUD
- Residential - PUD

Newton Zoning
- (A1) AGRICULTURAL
- (C1) COMMERCIAL
- (R1) RESIDENTIAL

Millville Zoning
- AGRICULTURAL (A)
- COMMERCIAL (C-G)
- OPEN SPACE (OS)
- RESIDENTIAL (R-1)
- RESIDENTIAL (R-2)
- TOWN CENTER (TC)

Mendon Zoning
- AGRICULTURAL - A-1
- COMMERCIAL - C-1
- LIGHT INDUSTRIAL - L-1
- RESIDENTIAL - R-1
- MULTI-FAMILY - R-2
- PARK
- PUBLIC

Logan Zoning
- SUBURBAN NEIGHBORHOOD
- TRADITIONAL NEIGHBORHOOD
- MIXED RESIDENTIAL TRANSITIONAL
- MIXED RESIDENTIAL LOW (MR-12)
- MIXED RESIDENTIAL MEDIUM (MR-20)

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ArcGIS Web Map

3/24/2025, 8:54:32 AM

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Override 1
Class B Surface Type
Asphalt
Gravel
Dirt
Private
Municipal Boundaries
County Boundary
Cache Parcels

0 0.02 0.04 0.08 mi
0 0.03 0.07 0.13 km

Maxar, Microsoft

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ArcGIS Web AppBuilder

Effective 5/12/2020

53-2a-807 Emergency interim successors for local officers.

(1) By July 1 of each year, each political subdivision shall:
  (a) for each officer, designate three emergency interim successors and specify their order of succession;
  (b) identify the political subdivision's alerting authority and any individuals authorized to send emergency alerts;
  (c) provide a list of those designated successors and individuals to the division; and
  (d) have an emergency alert plan in place and provide a copy of the plan to the division.
(2) In the event that a political subdivision does not designate emergency interim successors as required under Subsection (1), the order of succession shall be as follows:
  (a) the chief executive officer of the political subdivision;
  (b) the chief deputy executive officer of the political subdivision;
  (c) the chair of the legislative body of the political subdivision; and
  (d) the chief law enforcement officer of the political subdivision.
(3)
  (a) Notwithstanding any other provision of law:
    (i) if any political subdivision officer or the political subdivision officer's legal deputy, if any, is unavailable, a designated emergency interim successor shall exercise the powers and duties of the office according to the order of succession specified by the political subdivision officer; or
    (ii) counties may provide by ordinance that one member of the county legislative body may act as the county legislative body if the other members are absent.
  (b) An emergency interim successor shall exercise the powers and duties of the office only until:
    (i) the vacancy is filled in accordance with the constitution or statutes; or
    (ii) the political subdivision officer, the political subdivision officer's deputy, or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.
(4) The legislative bodies of each political subdivision may enact resolutions or ordinances consistent with this part and also provide for emergency interim successors to officers of the political subdivision not governed by this section.

Amended by Chapter 85, 2020 General Session

Effective 5/5/2021

53-2a-1402 Designation and duties of emergency managers.

(1) Each political subdivision of the state of Utah shall designate an emergency manager.

(2) A political subdivision may designate an officer of the political subdivision to serve as the emergency manager.

(3) An emergency manager shall:

(a) create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities; and

(b) coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery.

(4) Each political subdivision shall provide for emergency interim succession of the emergency manager as described in Part 8, Emergency Interim Succession Act.

Enacted by Chapter 106, 2021 General Session

Effective 5/5/2021

53-2a-1403 Emergency operations plan.

(1) Each county shall create and maintain an emergency operations plan.

(2) Each city, town, and metro township shall:

(a) create and maintain an emergency operations plan; or

(b) adopt the emergency operations plan created by the county in which the city, town, or metro township is located.

Enacted by Chapter 106, 2021 General Session

THE PUBLIC OFFICIAL'S GUIDE TO DISASTERS

THE PUBLIC OFFICIAL'S GUIDE TO DISASTERS is a tool to help you prepare for, respond to, and recover from emergencies of all kinds that might threaten to overwhelm your community. The goal of the Guide is to help you understand and effectively execute your role as an elected official during such a disaster. From the moment you are notified of an emergency to the first call from the media, you will know what to do and how to reassure the citizens of your community. You will know which steps to take first and how to address legal and political considerations. When offers for assistance begin to flood your phone lines, you will have a plan in place for managing volunteers and donations.

Your role as the elected official of your community is to lead the way in disaster planning so that when an emergency occurs or a disaster strikes, responsibilities have already been clearly defined and relationships of trust established. The emergency management community has a saying, "During the disaster is not the time to exchange business cards."

Using the Guide to facilitate your planning and preparation phases will ensure that your response and recovery phases are more efficient and successful. Your disaster management team and the community members you serve will feel more confident that the community can survive and prosper following a disaster of any kind.

The **Be Ready Utah** campaign is a community preparedness initiative of the Utah Citizen Corps, led by the Utah Commission on Volunteers, the Utah Department of Public Safety and the Utah Emergency Management Association. For more information on how to use **Be Ready Utah** to help prepare your communities, visit the website at www.BeReadyUtah.org.

Before the Disaster

35 Action Steps to Reduce Your Risk

Getting organized

1. Participate in monthly emergency management meetings.
2. Schedule presentations for elected and senior management officials.
3. Appoint representatives of other organizations to create a Local Emergency Planning Committee.
4. Hold local National Incident Management System (NIMS) workshop.
5. Assign an individual to be your Emergency Management Coordinator to work with the County Emergency Planning Manager.
6. Provide line item budgets for emergency management activities.

Planning

7. Conduct/participate in community-wide planning and exercises.
8. Conduct/participate in area-wide (multi-jurisdictional) planning.
9. Conduct facility/plant planning.
10. Conduct hazards analysis/capability assessment.
11. Involve media, volunteer, and other private resources in planning.
12. Annually evaluate and upgrade emergency management plans.
13. Designate a lead agency for each type of disaster.
14. Become National Incident Management System (NIMS) compliant

Training

15. Conduct/participate in community-wide training.
16. Conduct/participate in area-wide (multi-jurisdictional) training.
17. Conduct facility/plant training.
18. Involve media, volunteers, and other private resources in training.
19. Conduct frequent table-top exercises every six months.
20. Conduct all agency, area-wide exercises at least annually.
21. Conduct Incident Command System (ICS) training.

Preparedness

22. Develop warning system for all segments of population.
23. Improve mutual aid programs.
24. Give customized "Checklist" to all elected/senior management officials.
25. Review legal responsibilities and authorities.
26. Develop off-the-shelf emergency policies and procedures (predesignated authorities, curfew, rationing, and other emergency powers).

Capability Development

27. Improve prevention/mitigation measures for all type of disasters.
28. Develop detailed hazard-specific plans.
29. Develop/maintain disaster resource lists.
30. Review liability/risk exposure.

Public Information

31. Conduct presentation on NIMS for elected/senior management officials.
32. Hold one-on-one meetings with elected/senior management officials.
33. Conduct public/employee education in evacuation/disaster response.
34. Improve relations with media, volunteer, and private sector.
35. Conduct seasonal public education campaigns on specific hazards.

Notification of an Emergency

Because there is always the chance that at any moment you could be cut off from the official alerting you to the incident, we have designed the checklist reminders to get at the most critical information first. You can help yourself while helping the reporting official, if you make it perfectly clear that you want the official notifying you of any disaster or potential disaster to report the facts in this order.

Notified by _____
For legal reasons it is important to document who first called you about the incident and from what location.

Time _____
Be sure to note exactly when you were first notified of the incident. Liability judgments may well rest upon how you respond based on information you are given in this first call.

Type of Emergency _____

Location _____
Get the best description of the location and extent of the incident.

☐ **Activation of Emergency Operations Center (EOC)**
Determine if EOC has already been activated. If not, contact Emergency Management/Services Director to proceed with EOC activation. Upon EOC activation, proceed to EOC as quickly as possible to take charge of the Policy Group.

☐ **Available communication**
Confirm the availability of primary and back-up communication channels and frequencies available to you (mobile radio, mobile phone, private line in the EOC, secure communications links, or others).

Incident Size-up

The need to know what your community is up against so you can decide your immediate course of action requires that you know the nature and the extent of the emergency. The following checklist will help you get a quick overview of the type and size of incident.

☐ **Type**
Type of disaster—This may be obvious or complicated; i.e., whether it is a hazardous materials spill, toxic release, or both.

☐ **Magnitude**
Try to pin down the reported size and scope of the incident— what areas have been affected and how severely— and obtain estimates of whether it is going to increase or decrease, and how rapidly.

☐ **Casualties and Property Damage**
Early estimates of the scope and severity of the incident are often unreliable in the initial reports so try to document the following information. This information may prove crucial in how soon any local, state, or Federal disaster declaration is made.

- Location and size of the area impacted by the incident
- Estimates of the number of fatalities and injuries
- Areas evacuated and shelters opened
- Property damage

☐ **Other impacts**
You are looking for other consequences, both social and economic factors, that may have a bearing on whether you declare an emergency and seek external assistance. These factors include the extent of damage to:

- Emergency Response, Medical Care, and Public Utility facilities
- Public Infrastructure, including public buildings, roads, etc.
- The environment, both immediate and long-term impact

Resources

You need to know the following information as part of your size-up to get an immediate sense of the resources committed, the resources available but not committed, and the possibility of the need for and availability of outside resources. Quite often, interjurisdictional mutual-aid agreements require the public official or a designee to formally request mutual aid.

☐ **National Incident Management System command status**
If your community is current with sound emergency practices, a NIMS command system will have been put into effect. One of the key aspects of successful emergency management is knowing who is in overall command at the incident and at the EOC.

☐ **Interior/Exterior resources required**
Ascertain if there already is or there is about to be a shortage of either internal or external (to the jurisdiction) resources. Such a shortage may require you to take some immediate action (such as phoning the mayor in a nearby community to request police assistance) prior to departing for your reporting point.

☐ **Interior/Exterior resources committed**
At this point you will find out what local response agencies are involved and their degree of commitment (partially or fully). Similarly, you will probably want to know if outside agencies have responded, and if so, what they are doing.

☐ **EOC status and location**
The Emergency Operations Center (EOC) may require your authorization to be activated. On the other hand, an alternate EOC may need to be designated.

☐ **Other authorities notified**
What other officials, media, etc., in your jurisdiction know of this incident? What officials in other jurisdictions at the state level, or public, private industry officials have been notified? It may be that you want the jurisdiction's legal advisor notified, your counterpart(s) in another jurisdiction, or certain state or Federal officials notified.

Immediate Actions

☐ **Begin personal log**
Keep a log of all key information, factors weighted, and decisions reached from the time you are notified of a disaster. The log should include all information and orders given since notification of an emergency, and should be used continuously throughout the management of the disaster. This log will document the amount of information the public official had when making decisions and will protect him/her if liability issues are raised during the recovery phase. It will also be essential in the preparation of an after-action report.

☐ **Establish contact with Office of Emergency Management**
As the situation permits and if you have not already done so, contact the Emergency Program Coordinator, and if the occasion warrants it, the County Emergency Program Manager.

☐ **Direct staff to assess and report on problems, resources, shortfalls, policy needs, and options**
Direct the Emergency Program Coordinator, under the National Incident Management System (NIMS), to compile an initial assessment. The assessment should be in the form of a situation report and should give the status of field resources, coordination efforts, and appropriate measures of the problems, resources, shortfalls, and options for the initial response.

☐ **Chair Policy Group assessment meeting**
If officials are conforming to local procedures and the procedures are sound, this initial briefing should begin to answer the following questions: Who is in charge? Where? Of what? Has there been proper vesting of authority? Is the continuity of government assured? What is the status of intergovernmental coordination? Availability of support from utilities, state agencies, private organizations? What options are open to you to deal with shortfalls? What financial issues are surfacing? What conditions/parameters should be followed in contacting outside public officials? Is there a need to place other personnel on alert? What is the status of an EOC: should one be opened/closed/relocated?

☐ **Issue emergency declarations as needed**
Decide if a declaration of emergency should be issued or remain in force. Issue emergency declarations as deemed appropriate and be sure official documentation is initiated and continued throughout the emergency—this is again important if liability issues arise, and necessary if state and federal aid is sought after the disaster.

☐ **Set reporting procedures**
It is important to establish a regular schedule for bringing your top staff together to hear from those planning the next set of action steps in response to the emergency. Other matters that need regular review include: when incident command transfers from one official to another, when the objectives of the response need to be changed, and when critical policy decisions need to be made.

☐ **Remind staff to keep complete logs of actions and financial records**
Just as it is important for you to keep logs, each key official should maintain a log that records actions taken, information received, and any deviation from policy, together with the rationale for that decision. Hours worked by volunteers must be recorded in order to qualify for FEMA aid if necessary.

☐ **Begin liaison with other officials**
Once begun, maintaining liaison with other officials will continue to foster cooperation.

Personal

Take the time to consider your own and your family's needs. Experience has shown that public officials function better if they have made adequate provisions for the security of their families. Take time now, before an emergency, to prepare all the necessary items below and have them ready to go in a "grab and go" kit.

☐ **Tell family your destination and how to contact you**
Alert your family concerning the disaster. Make sure they know how to respond if they are in any danger and that they know how to contact you. Make sure their "grab and go" kits are prepared in advance.

☐ **Take medications, toiletries, and clothes**
Take any necessary personal articles—glasses, medications, toilet articles, energy-sustaining snacks (dried fruit, low-sugar snack bars) that may be needed for an extended stay away from home.

☐ **Take a list of peers to contact for advice**
Take the time in advance to make out a list of peers and/or experts whom you might wish to confide in or seek the advice of during an emergency.

☐ **Remember that your role is policy-making, not operational**
It is natural for public officials to want to "take charge" and be "in the thick of things". But operations matters need to be left to your response commanders. This will free you to work with other policy makers in establishing the broad policies to assure the community functions effectively.

☐ **Take personal tape recorder**
Carry a tape recorder (with spare batteries). It can be used as your personal log since time for writing will be severely limited and conditions may make writing difficult to impossible.

☐ **Jot down other personal reminders in the space provided below.**

☐ **Personal and Family Contacts**

Legal

☐ **Contact legal advisors**
Verify location of legal advisors and set up communication links with them. When this actually takes place will obviously vary from incident to incident. Generally, the earlier the notification, the better.

☐ **Review legal responsibilities and authorities:**

- Emergency declarations
- Chain of succession
- Intergovernmental aid
- Curfews
- Price controls
- Other restrictions

In an initial interview with your legal advisors, consider community liability, public disclosure, and protecting the population within appropriate legal safeguards. Review legal delegations and/or legally binding authorities for declaring an emergency, establishing curfews, and securing intergovernmental assistance.

☐ **Monitor equity of service based on needs and risks**
Maintain balance between public welfare and citizens' rights.
Defend against charges of favoritism by establishing and following criteria to treat all sectors of the community equitably. This means keeping the public informed of what is being done to restore the community's essential services and monitoring service restoration to see that, within reason, all neighborhoods receive equal treatment.

☐ **Have status of contracts reviewed**
Have your community's legal advisors review any current contract with suppliers of emergency goods or services as necessary.

Political

☐ **Recognize accountability**
Ultimately, the public will hold elected officials responsible for perceived failures in the response to and recovery from a disaster. Therefore, each act must be carefully weighed. This has to be done without interfering with incident operations. Recognize that accountability is a constant issue. Keep colleagues and those at higher governmental levels (governor, legislators) updated on the situation.

☐ **Establish and evaluate policy decisions throughout incident**
Identify and consider political aspects of declaring an emergency and other policy decisions.

☐ **Confer with selected officials when problems arise**
Get advice in anticipation of or as problems arise. A good rule of thumb here is that when things start to fall apart, this is the time to seek counsel from city council members or their equivalent. Consider also contacting any peers or advisors who have handled a similar disaster for their advice and guidance.

☐ **Use elected officials to request assistance from public and private organizations**
Often, a key to cutting through red tape and obtaining quick response from other public and private resources is for the public official and/or other elected officials to directly contact the authority that controls the needed resource. This is an appropriate role for these officials if 'normal channels' are not responsive enough. Political connections can often expedite a special request.

Public Information

The impact of the media on a disaster is sometimes referred to as the "disaster after the disaster". The greatest challenge in a disaster is often that of managing the media to correctly inform the public. To succeed, the public official must be prepared to deal with both the local and national media. A public official experiencing the national media for the first time is seldom prepared for the effort. For this reason, special reminders are included on this checklist for managing the demands of the media. First and foremost is to designate a single point-of-contact for the media, also known as the Public Information Officer or PIO. This job is so demanding that few public officials will want to take on this responsibility in addition to the primary responsibility for the community's overall response.

☐ **Check plans to inform the public through the media**

- **Designate single Public Information Officer**
  Appoint one PIO who represents your office to avoid conflicts in official statements that could result in confusion, panic, or misdirected public outcry about the handling of the incident. This should be a senior official able to speak for the public official and all other community agencies involved in the disaster response. This individual should be experienced in dealing with the media and familiar with the community's emergency response plans and the incident command system. At least two back-ups should also have these skills in case your primary spokesperson is unavailable.

- **Evaluate media capabilities and monitor media coverage**
  Check status to ensure the capabilities of major outlets of the local media to reach the public are not adversely affected. Also, identify alternate sources of public information. Throughout the incident, monitor media activities and messages to ensure correct information is being disseminated to the public. Mistakes in media stories that could impact public health and safety should be corrected quickly.

- **Establish Joint Information Center (JIC)**
  The JIC is a physical location where spokespersons from agencies participating in response and recovery efforts can work together to coordinate information and ensure the public receives clear, accurate, and coordinated messages. Ideally, the JIC will be located at or near the location of the incident or your community's Emergency Operations Center (EOC).

  News releases should be channeled through the JIC in order to ensure that information remains consistent for all affected agencies. Establish an approval process for press releases so that as press releases are formulated, they are routed through the public official and coordinated with affected agencies. Particular care must be taken with evacuation and return announcements.

- **Establish media policies for updates and access**
  It may be necessary to designate a pool of a few reporters and camera crews to report from the scene rather than granting blanket access to all who hold press cards. Do not avoid the media just because there is not a significant amount of information you can release. Even if information about the ongoing incident is limited, you can always address the response and recovery efforts being handled by your agency. If needed, schedule regular news conferences to disseminate important information to the media and public. Making the media wait without any comment from you or your office can give the appearance that you're incompetent or trying to hide something.

Five Steps for Communication Success

1. Execute a solid communication plan.
As a leader, you need to know that the public judges the success of your operation, in great part, by the success of your communication.

2. Be the first source of information.
There are two important reasons to strive to be the first source of information. First, the public uses the speed of information flow in a crisis as a marker for your preparedness. Living in the information age means being expected to not only save lives, but to also be able to tell people, while it's happening that you are saving lives.

The second reason is a psychological reality. When a person is seeking information about something they do not know, the first message they receive carries more weight. The tendency is for people to typically accept the information, and then if they hear a second message that conflicts with the first, they start to weigh them against each other. This is especially dangerous if the first message is incorrect but it sounds logical.

3. Express empathy early.
A sincere expression of empathy is as essential to your ability to lead the public in a crisis as the right key is to opening a lock. The public won't be open to you until you express empathy. So what's empathy? Empathy is the ability to understand what another human being is feeling. In its best form, empathy is talking from the heart and relating to fellow human beings as fellow human beings, not victims, not casualties, not evacuees or refugees or the public, but as people who, in a crisis, are hurting physically, perhaps, but especially emotionally.

Research has shown that an expression of empathy should be given in the first 30 seconds of starting your message. A sincere expression of empathy early in your communication will allow people to settle down the noise in their minds and actually hear what you have to say.

4. Show competence and expertise.
If you have a title and are part of the official response to a crisis, the public will assume you are competent until you prove otherwise. It's not necessary to recite your entire resume or Curriculum Vitae at the start of a crisis response. According to the research, most people believe that a person holds a professional position because they are experienced and competent.

5. Remain open and honest.
In all cases, treat people as you would like to be treated yourself. The danger comes from assuming you are protecting people or avoiding a bigger problem by keeping information away from the public. The motives may be noble, but the outcome could be the opposite. **There is absolute consensus among professionals that the faster you share bad news, the better.** Holding back implies guilt and arrogance. Any information is empowering; uncertainty is difficult to deal with. People are prepared to go to multiple sources for information.

Use the STARCC Principle

Your public message in crisis must be:
Simple — Frightened people don't want to hear big words
Timely — Frightened people want information NOW.
Accurate — Frightened people won't get nuances so give it straight.
Relevant — Answer questions and give action steps.
Credible — Empathy and openness are keys to credibility.
Consistent — The slightest change in the message could be upsetting.

Ready Your Business

Every year emergencies take their toll on business and industry. These unplanned events can cause deaths or significant injuries to employees, customers, or the public. Utah's businesses can reduce the impact from major interruptions that could disrupt normal operations. These interruptions could cause physical or environmental damage, or threaten the facility's financial standing or public image.

READY YOUR BUSINESS is a series of no-cost workshops, which assists companies to begin developing a Business Continuity Plan. **READY YOUR BUSINESS** can be used by small or large organizations, from any type of industry, and is intended for the planner who may not have in-depth knowledge of emergency management or continuity planning.

Topics include:

- Organizing a planning team
- External and Internal Resources
- Identifying Risks and Vulnerabilities
- Training Employees – Workplace Evacuation
- Workplace Emergency Supplies
- Safeguarding Vital Records and Data

... and more

For further information on how to prepare for natural or man-made emergency events, or to arrange for a speaker to make a presentation to your employees and association members on business and individual preparedness, contact:

Utah Division of Homeland Security
Office of Emergency Services
READY YOUR BUSINESS
1110 State Office Building
Salt Lake City, UT 84114
(801) 538-3400
www.des.utah.gov

Citizen Corps

Citizens are the ultimate stakeholders in the homeland security mission and must be an integral component of both national and community preparedness. Citizen Corps asks everyone to embrace the personal responsibility to be prepared, to get training in first aid and emergency skills, and to volunteer to support local emergency response, disaster relief, and community safety. The Department of Homeland Security has identified community preparedness as a major goal for towns, cities, and counties. Citizen participation through year-round volunteer service leads to enhanced levels of community readiness for disaster response and recovery.

Citizens must have:

- A clear understanding of national and community preparedness.
- Regular outreach education and communication regarding national and community preparedness.
- Effective alerts, warnings, and crisis communication.
- Opportunities to be involved in prevention, protection/preparedness, response, and recovery.

<u>These goals can be achieved through:</u>

1. **Planning and Evaluation**
   - Bringing together the appropriate leadership to form and sustain a Citizen Corps Council.
   - Developing and implementing a plan or amending existing plans to achieve widespread citizen preparedness and participation.
   - Implementing efforts to include public communication and citizen participation in local jurisdiction (city & county) plans, such as local Emergency Management and Operations Plans, Pre-Disaster Mitigation Plans, and Post-Disaster Recovery Plans, and to have citizen advocates sit on existing advisory councils and planning task forces.
   - Conducting evaluations of programs and activities, including conducting or participating in community assessments of vulnerabilities, resource needs, and determining citizen involvement to meet the needs identified.
   - Utilizing the Citizen Corps as a tool to encourage cooperation and collaboration among community leaders when developing plans and implementation strategies.
   - Evaluating the impact of Citizen Corps Councils and Citizen Corps programs on the community, including effectiveness in engaging citizens and the impact on community safety and quality of life, including cost/benefit analysis.

2. **Public Education and Emergency Communication**
   - Ensure clear emergency communications with the public.
   - Conduct public education and outreach, including community disaster preparedness presentations to schools, communities of faith, and civic, professional, and volunteer organizations.

3. **Training**
   - Develop training programs for the public, including the Community Emergency Response Team, Volunteers in Police Service, Fire Corps, Medical Reserve Corps, Neighborhood Watch, and other programs.

4. **Exercises**
   - Facilitate citizen participation in exercises, especially including the Community Emergency Response Team and the Medical Reserve Corps programs.
   - Provide opportunities for citizens to train and exercise with emergency responders to test plans, operations, and to participate in "lessons learned".

5. **Volunteer Programs and Activities to Support Emergency Responders**
   - Implement volunteer programs and activities to support emergency responders, especially, but not limited, to the Community Emergency Response Team, Volunteers in Police Service, Fire Corps, Medical Reserve Corps, Neighborhood Watch, and other programs.

6. **Surge Capacity Roles and Responsibilities**
   - Involve citizens in developing surge capacity roles and responsibilities, and coordinating with local hospitals, resident care facilities and Regional and local health departments.
   - Work with emergency management structures to design surge strategies using citizen volunteers, including local Community Emergency Response Teams and Medical Reserve Corps members.

7. **Providing Proper Equipment to Citizen Volunteers**
   - 72-Hour Family & Individual Preparedness Kits through community preparedness awareness education presentations to schools, civic organizations, and communities of faith.
   - Program equipment used within the Community Emergency Response Team, Volunteers in Police Service, Fire Corps, Medical Reserve Corps, Neighborhood Watch, and other community emergency and disaster preparedness programs.

8. **Volunteer and Donations Management**

- Develop and coordinate organizational structures, procedures, training, and exercises for the Volunteer Coordination Center and the Donations Management function. Collaborate with existing regional and local Volunteer Centers and programs, and coordinate this initiative with regional and local Citizen Corps Councils, Community Organizations Active in Disaster (COAD), and State and National Voluntary Organizations Active in Disaster (VOAD).

9. Evacuation and/or Sheltering in Place

- Conduct Public Information and Awareness campaigns to inform citizens of situations in which evacuation may be initiated, how to determine if such information is valid and authentic during an emergency or disaster, and how to determine the safest and most appropriate evacuation route from their area.
- Conduct Public Information and Awareness campaigns to inform citizens about Sheltering in Place, when and how it may be initiated, and the steps and procedures to implement it within their own homes and places of business. Form alliances for this purpose with Home Owners Associations, the Association of Contingency Planners, community, civic and business organizations, and communities of faith.

For more information on establishing or joining a local Citizen Corps Council, visit www.citizencorps.gov or www.citizencorps.utah.gov or www.BeReadyUtah.org.

Managing Volunteers

Utah Voluntary Organizations Active in Disaster (UVOAD)

UVOAD is an umbrella organization of existing voluntary agencies, which provide assistance to people in times of emergencies or disasters. Each member organization maintains its own identity and independence, yet works closely with other agencies to coordinate services and eliminate unnecessary duplication of these services. This effort is accomplished through program coordination and effective information management.

Utah's Volunteer and Donations Management Plan is a system for receiving and managing unsolicited goods and unaffiliated spontaneous volunteers, which make their way to the disaster area. Private relief organizations are experienced in managing donations and have existing capabilities to receive, process, and distribute goods and services to disaster victims. The State will look to those organizations to provide a collaborative team structure to help administer the Volunteer and Donations Management Plan. The State will provide support services in collaboration with the UVOAD to coordinate needs and requests from impacted counties and tribal governments, as the need is determined.

Volunteers represent a potential resource to a community affected by a disaster, whether of natural or man-made origin. However, volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of local government and other agencies. With a system in place for receiving and referring spontaneous volunteers, local government agencies and relief organizations can capture this valuable resource and thus provide more efficient and cost-effective service to the community.

Partnerships among governmental agencies and non-governmental organizations are important for effective community-wide volunteer and donations coordination. Developing systems for volunteer and donations management prior to a disaster is critical for effective coordination. VOAD members define capabilities and responsibilities and establish necessary agreements before a disaster.

For more information, visit www.uvoad.org.

211 Info Bank

There are two types of volunteers that show up to help during a disaster:

1. Affiliated Volunteers – Individuals and groups that are already trained and supervised by an organization (i.e. Red Cross volunteers or Lutheran Social Service volunteers).
2. Unaffiliated Volunteers – Individuals and groups that feel compelled to help, may have some training and expertise, but are not currently being supervised by any organization.

During a disaster **both** types of volunteers can be valuable. Ideally, affiliated volunteers will be easier to direct and manage, but unaffiliated volunteers can be just as useful in accomplishing tasks if they are properly trained and supervised.

Keep in mind the following tips when working with volunteers during a disaster:

- **There are 22 Volunteer Centers in Utah.** Each one can help you affiliate the unaffiliated volunteers. They can serve as a clearinghouse for information on volunteer opportunities and offer tips on managing volunteers. To find a local Volunteer Center, simply dial 2-1-1 or view a list online at www.volunteers.utah.gov.
- **Even if you don't want or need volunteers to help in a disaster, they will still come.** Individuals will feel compelled to help, especially if the disaster is widely publicized. Have a plan to educate, receive, or re-focus the volunteers as they begin to offer help. The second disaster occurs when you fail to acknowledge the volunteers and their offers to help.
- **Volunteers bring stuff with them!** Volunteers are great at collecting coats, food, furniture, clothing, water, etc. Start early on educating the public as to what you need, then have a plan to receive it, organize it, store it, and then distribute it. Many non-profit programs are already experts in the management of donated supplies. Be sure to harness their skills and not "re-invent the wheel."
- **Volunteers are valuable.** Document the hours of volunteers as FEMA sometimes calculates their reimbursement based on the number of hours donated by volunteers. Don't forget to always say thank you. These volunteers can often become long-term solutions to your community problems if they have a good experience.

Resources

Utah Resources

Be Ready Utah: www.BeReadyUtah.org

Department of Public Safety—Emergency Services and Homeland Security: www.des.utah.gov

Utah Citizen Corps: www.citizencorps.utah.gov

Utah Commission on Volunteers: www.volunteers.utah.gov

Utah Emergency Management Association: www.uema.net

Utah Voluntary Organizations Active in Disaster: www.uvoad.org

Utah Department of Public Safety: http://publicsafety.utah.gov

211 Information and Referral: www.informationandreferral.org

Citizen Corps Resources

National Citizen Corps: www.citizencorps.gov
Medical Reserve Corps: www.medicalreservecorps.gov
Community Emergency Response Teams (CERT): www.citizencorps.gov/cert
Fire Corps: www.firecorps.org
Neighborhood Watch: www.usaonwatch.org
Volunteers in Police Service:www.policevolunteers.org

Nonprofit and Professional Associations

American Red Cross: www.redcrossutah.org
Institute for Business & Home Safety: http://www.ibhs.org
National Emergency Management Association: http://www.nemaweb.org
National Fire Protection Association: http://firewise.org
Public Entity Risk Institute: http://www.riskinstitute.org
U.S. Chamber of commerce: http://www.uschamber.com

Government Resources

Federal Emergency Management Agency (FEMA): http://www.fema.gov
U.S. Department of Homeland Security: http://www.ready.gov
U.S. Small Business Administration: http://www.sba.gov
National Voluntary Organizations Active in Disaster: www.nvoad.org
Environmental Protection Agency: www.epa.gov

Business Continuity Planning: Organizations and Publications

Association of Contingency Planners- Utah Chapter: www.acputah.org
Disaster Recovery Institute International: http://ww.drii.org
Global Partnership for Preparedness: http://www.globalpreparedness.org
The Business Continuity Institute: http://www.thebci.org
Contingency Planning & Management: http://www.contingencyplanning.com
Disaster Recovery Journal: http://www.drj.com
Disaster Resource Guide: http://www.disaster-resource.com
Disaster Recovery Yellow Pages: http://www.theDRYP.com

Cyber Security Sites

Department of Homeland Security National Cyber Alert System: www.us-cert.gov
National Cyber Security Partnership: Small Business Cyber Security Guidebook:
http://www.cyberpartnership.org/CommonSenseGuideBus.pdf
National Cyber Security Alliance: Stay Safe Online: http://www.staysafeonline.info/

Special Needs Resources

Center for Disability and Special Needs Populations: www.disabilitypreparedness.org
Disaster Preparedness for People with Mobility Impairments: www.nobodyleftbehind2.org
American Humane Association: www.americanhumane.org

Local Points of Contact/Phone Numbers

Local Emergency Management/ Services Coordinator _____

_____

Local Police Chief _____

Local Fire Chief _____

Local Health Department _____

Local Public Works _____

Local Citizen Corps Council Chair_____

Local CERT Coordinator_____

Local Medical Reserve Corps Coordinator _____

Volunteer Coordination Center Director _____

UVOAD/COAD Chair _____

Local American Red Cross Chapter_____

Other _____

_____

_____

_____

*Call 211 for help in managing spontaneous volunteers.

Reference Guide

Elected Officials / Senior Executives Quick Reference Guide

Purpose

The purpose of this quick reference guide is to support elected officials and other senior executives understand their responsibilities in the initial response to an incident.

These key decision makers work cooperatively and in conjunction with emergency management officials according to the respective responsibilities described in the National Incident Management System (NIMS). Additional information on the role of elected officials / senior executives in incident management and multiagency coordination groups can be found on pages 40 and 41 of NIMS.

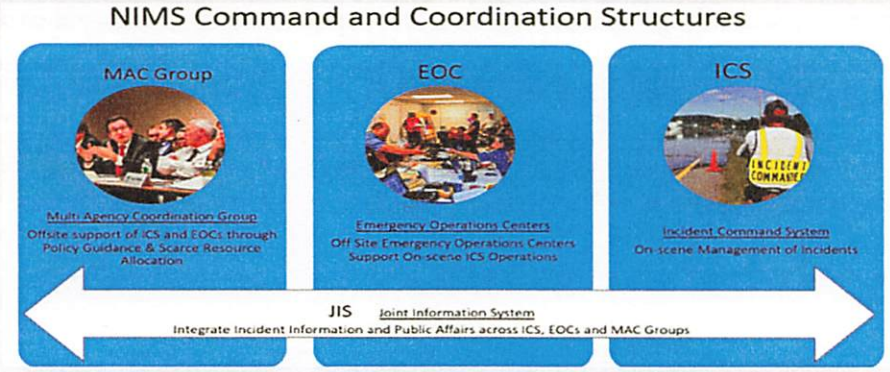
The reference guide is organized into overarching priorities that are applicable to every incident, followed essential responsibilities, what to expect, and public messaging examples. The guide is intentionally broad to apply to diverse organizations across the Nation. FEMA recommends that emergency managers customize this reference guide according to their Emergency Operation Plan (EOP), include organizational points of contact, relevant operational details (such as how often the Emergency Operations Center will provide situation reports), and review it with their leadership prior to an incident. This cover page can be removed prior to printing.

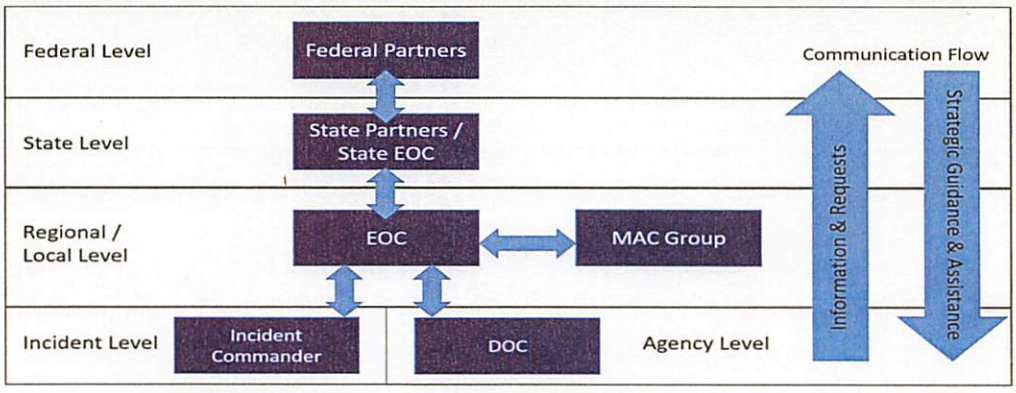
Incident Management Overview

As a senior leader, your primary responsibilities are to support the senior executive in establishing overall incident policy, providing guidance on incident priorities, and ensuring that your organization's resources are appropriately engaged in incident management. The overall incident management structure includes the following levels: the ***Policy Group/Multiagency Coordination (MAC) Group*** *which is comprised of your fellow department heads and senior leaders in your organization; the* ***Emergency Operation Center (EOC) Director****, who oversees resource and planning support to the on-scene personnel and ancillary activities such as sheltering and donations management; the* ***Department Emergency Operation Centers (DOC) Manager****, who coordinates closely with the EOC and manages and coordinates incident activities specific to a single functional area; the* ***Public Information Officer (PIO)****, who ensures that the public receives accurate, timely and consistent information about the incident; and the* ***Incident Commander****, who directs on-scene incident personnel responsible for saving lives, stabilizing the incident, and protecting property and the environment.*

Incident Management and Coordination Examples

(select one of these graphics or insert an organization-specific one here)





Reference Guide

Elected Officials/ Senior Executives Quick Reference Guide

Overarching Priorities

- **Unity of Effort:** Unity of effort and coordination across all organizations involved in the response.
- **Life Safety:** Safety and security of the first responders, support personnel, and the general population.
- **Incident Stabilization:** Leadership is established to stabilize the incident and reduce any future impact.
- **Protect Property and Environment:** Protection of infrastructure assets, systems, and networks, whether physical or virtual.
- **Recovery:** Reestablishing services and assisting the community to return to a new normal.

Senior Executive Essential Responsibilities

- Ensuring the continuity of government.
- Activating specific legal authorities (disaster declarations, evacuations, states of emergency or other protective actions).
- Coordinating with the PIO to keep the media and public informed.
- Requesting assistance through the Emergency Operations Center Director.
- Resolving any resource allocation conflicts.
- Coordinating with other elected officials / senior executives, including state and federal offices, legislative delegations and other dignitaries to implement protective actions and ensure the safety and welfare of constituents.
- Participating in a MAC Group, if required.

What to Expect

- The Emergency Operations Center will gather and analyze incident information.
- The Emergency Operations Center Director provide situational updates to you during an incident.
- Concerns and questions should be directed to the Emergency Operations Center Director.

Example Public Messaging

- We are aware that an incident (provide details) occurred (at time / location).
- At this time, (list agencies that are responding) and (the status). We are gathering additional information and will share it as it becomes available.
- At this time, we are asking that the public (what actions should be taken i.e. sheltering in place, evacuate).
- People, including schools and daycares that are impacted by the lock down will be released once the area is safe.
- Public transit is currently (provide status).
- Up-to-date information will be provided (list all outlets that the public could access i.e. local media outlets, Facebook, Twitter).

- Emergency Operations Center Director: (xxx)xxx-xxxx
- EOC: (xxx) xxx-xxxx
- Public Information Officer: (xxx) xxx-xxxx
- Joint Information Center: (xxx) xxx-xxx

RICHMOND CITY BUDGET
JULY 1, 2025 - JUNE 30, 2026
BUDGET

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	+/(-)
	REVENUE							
3110	INCOME - PROPERTY TAXES	$ 349,256				349,256	$ 349,256	-
3111	INCOME - FEE IN LIEU OF	$ 24,000				24,000	$ 23,000	1,000
3112	GAIN (LOSS) ON SALE					-		
3130	INCOME - LOCAL SALES TAX	$ 636,000				636,000	$ 576,000	60,000
3140	INCOME - FRANCHISE TAX	$ 250,000				250,000	$ 230,000	20,000
3150	INCOME - MASS TRANSIT TAX	$ 100,000				100,000	$ 100,000	-
3210	INCOME - BUSINESS LICENSES	$ 2,000				2,000	$ 2,000	-
3225	INCOME - DOG LICENSES	$ 2,600				2,600	$ 2,600	-
3355	INCOME - LOCAL ROAD TAX	$ 60,000				60,000	$ 60,000	-
3356	INCOME - CLASS C ROAD FUNDS	$ 160,000				160,000	$ 150,000	10,000
3353	INCOME - COG GRANT - 400 WEST					-	$ 896,498	(896,498)
3510	INCOME - JUSTICE COURT FINES	$ 1,500				1,500	$ 5,000	(3,500)
3559	INCOME - LIB HOTSPOT GRANT					-	$ -	-
3610	INCOME - INTEREST EARNINGS	$ 40,000				40,000	$ 50,000	(10,000)
3611	INCOME - PENALTY INTEREST	$ 5,000				5,000	$ 4,500	500
3614	RENT - CINGULAR TOWER SPACE	$ 16,833				16,833	$ 16,344	489
3620	RENT - POST OFFICE	$ 13,000				13,000	$ 12,996	4
3621	RENT - PARK	$ 600				600	$ 500	100
3628	INCOME - RENTAL EQUIPMENT	$ 33,333				33,333	$ 8,566	24,767
3656	INCOME - CEMETERY CONTRACT	$ 76,317				76,317	$ 73,000	3,317
3663	INCOME - LIBRARY MISC	$ 50				50	$ 100	(50)
3662	INCOME - CHILD BOOK GRANT					-		
3666	INCOME - GRAVE DIGGING	$ 6,000				6,000	$ 6,000	-
3673	INCOME - ROAD IMPROVEMENTS	$ -				-		-
3677	INCOME - B&W ACTIVITIES	$ 6,000				6,000	$ 6,000	-
3684	INCOME - YOUTH BASEBALL	$ 3,000				3,000	$ 3,000	-
3690	INCOME - KUED LIBRARY GRANT	$ -				-		-
3692	INCOME - PLANNING FEES	$ 7,000				7,000	$ 7,000	-
3693	RENT - CITY BUILDINGS (PRIVATE)	$ 45,000				45,000	$ 50,000	(5,000)
	RENT - CITY BUILDINGS (CITY)	$ 10,000				10,000	$ 54,667	(44,667)
3694	INCOME - SUNDRY REVENUES	$ 250				250	$ 250	-
3695	INCOME - RAPZ TAX COLLECTED					-	$ 172,702	(172,702)
3658	INCOME - UDOT GENERAL PLAN GRANT	$ -					$ -	-
3697	COLLECTION FEE - CENTRAL DISPATCH	$ 38,500				38,500	$ 34,000	4,500
3823	DONATION - STREETS							
3829	DONATION - MISC					-	$ -	-
3830	DONATION - LIBRARY					-	$ -	-
3837	DONATION - BLACK & WHITE					-	$ -	-
3841	DONATION - SENIOR PROGRAM	$ 15,000				15,000	$ 17,500	(2,500)
								-
3107	TRANSFER FROM CAPITOL PROJECT FUND					-	$ -	-
3105	USE OF CLASS C ROAD FUNDS							-
3106	USE OF LOCAL ROAD TAX							-
3109	USE OF FUND BALANCE	$ 19,085				19,085	$ 9,852	9,233
								-
	TOTAL REVENUE	$ 1,920,324	$ -	$ -	$ -	1,920,324	$ 2,921,331	(1,001,007)

RICHMOND CITY BUDGET
JULY 1, 2025 - JUNE 30, 2026

GL ACCOUNT #

	DIRECT EXPENSES	BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	DIRECT COSTS							
4111	ADM - SALARIES	$ 22,973				22,973	$ 19,519	3,454
4113	ADM - BENEFITS	$ 3,445				3,445	$ 3,605	(160)
4120	ADM - MILEAGE & CONVENTION EXPENS	$ 6,000				6,000	$ 6,000	-
4122	ADM - ADVERTISING	$ 600				600	$ 200	400
4123	ADM - SUBSCRIPTIONS & MEM	$ 1,600				1,600	$ 1,600	-
4124	ADM - OFFICE EXPENSE	$ 6,000				6,000	$ 8,000	(2,000)
4126	ADM - UTILITIES	$ 1,000				1,000	$ 2,000	(1,000)
4129	ADM - CREDIT/DEBIT CARD FEES	$ 6,000				6,000	$ 6,000	-
4131	ADM - AUDITOR FEES	$ 6,000				6,000	$ 6,500	(500)
4132	ADM - ATTORNEY FEES	$ 4,000				4,000	$ 4,000	-
4149	ADM - PROPERTY TAX CELL PHONE TOWER	$ 887				887	$ 934	(47)
4151	ADM - BONDS & INSURANCE	$ 2,664				2,664	$ 6,600	(3,936)
4156	ADM - YOUTH COUNCIL	$ 5,000				5,000	$ 4,500	500
4159	ADM - CITY PARTY	$ 6,500				6,500	$ 6,000	500
4160	ADM - BAD CHECK EXPENSE	$ 1,000				1,000	$ 1,000	-
4162	ADM - ELECTION EXPENSE	$ 7,487				7,487	$ -	7,487
4163	ADM - SUNDRY	$ 2,500				2,500	$ 2,500	-
4188	ADM - IT EQUIP & SERVICE	$ 30,000				30,000	$ 34,284	(4,284)
4194	ADM - SALES TAX REBATE	$ 80,000				80,000	$ 80,000	-
4195	ADM - EMERGENCY PREPAREDNESS	$ 1,000				1,000	$ 1,000	-
4198	ADM - AMERICAN LEGION	$ 1,250				1,250	$ 1,250	-
								-
	TOTAL ADMINISTRATIVE EXPENSE	**$ 195,906**	**$ -**	**$ -**	**$ -**	195,906	**$ 195,492**	414
							FY25	
4211	BLDG - SALARIES	$ 52,535				52,535	$ 35,923	16,612
4213	BLDG - BENEFITS	$ 4,660				4,660	$ 3,187	1,473
4224	BLDG - OFFICE EXPENSE					-	$ -	-
4225	BLDG - MAINTENANCE	$ 40,000				40,000	$ 31,500	8,500
4226	BLDG - UTILITIES	$ 52,000				52,000	$ 52,000	-
4251	BLDG - BONDS & INSURANCE	$ 2,908				2,908	$ 6,700	(3,792)
4289	BLDG - PARK SCHOOL RENOVATION	$ 15,000				15,000	$ 82,000	(67,000)
4282	BLDG - SENIOR PROGRAM	$ 25,000				25,000	$ 16,300	8,700
4292	BLDG - B&W REMODEL (RAPZ)	$ -				-	$ 105,000	(105,000)
						-		-
								-
	TOTAL BUILDING EXPENSE	**$ 192,103**	**$ -**	**$ -**	**$ -**	192,103	**$ 332,610**	(140,507)

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
4311	PUBLIC SAFETY - SALARIES	$ 11,202				11,202	$ 16,305	(5,103)
4313	PUBLIC SAFETY - BENEFITS	$ 994				994	$ 1,446	(452)
4314	PUBLIC SAFETY - COURT BAD DEBT	$ -				-	$ -	-
4320	PUBLIC SAFETY - MILEAGE & CONV EX	$ -				-	$ -	-
4324	PUBLIC SAFETY - OFFICE EXPENSE	$ -				-	$ -	-
4325	PUBLIC SAFETY - MAINTENANCE	$ -				-	$ -	-
4326	PUBLIC SAFETY - UTILITIES	$ -				-	$ -	-
4332	PUBLIC SAFETY - ATTORNEY FEE	$ 35,000				35,000	$ 35,000	-
4334	PUBLIC SAFETY - MISCELLANEOUS SERVICES	$ -				-	$ -	-
4351	PUBLIC SAFETY - BONDS & INSURANCE	$ 93				93	$ -	93
4363	PUBLIC SAFETY - SUNDRY	$ -				-	$ -	-
4364	PUBLIC SAFETY - FINES TO STATE	$ -				-	$ -	-
4366	PUBLIC SAFETY - DOG POUND FEE	$ 300				300	$ 300	-
4367	PUBLIC SAFETY - DOG CATCHER SERVICE	$ 10,425				10,425	$ 10,425	-
4371	PUBLIC SAFETY - COMMUNICATION CENTER	$ 39,600				39,600	$ 35,000	4,600
4380	PUBLIC SAFETY - POLICE PROTECTION	$ 67,312				67,312	$ 62,924	4,388
						-		-
	TOTAL PUBLIC SAFETY EXPENSE	**$ 164,926**	**$ -**	**$ -**	**$ -**	164,926	**$ 161,400**	3,526
							FY25	
4411	STREETS - SALARIES	$ 86,550				86,550	$ 90,310	(3,760)
4413	STREETS - BENEFITS	$ 44,697				44,697	$ 35,653	9,044
4420	STREETS - MILEAGE & TRAINING					-	$ -	
4424	STREETS - OFFICE EXPENSE					-	$ -	-
4425	STREETS - MAINTENANCE	$ 50,000				50,000	$ 40,000	10,000
4426	STREETS - UTILITIES	$ 26,000				26,000	$ 26,000	-
4427	STREETS - GAS & OIL	$ 10,750				10,750	$ 10,750	-
4432	STREETS - ATTORNEY	$ 1,500				1,500	$ 1,500	-
4433	STREETS - ENGINEERING	$ 48,000				48,000	$ 48,000	-
4434	STREETS - MISCELLANEOUS SERVICES	$ 500				500	$ 500	-
4435	STREETS - SIDEWALKS	$ 30,000				30,000	$ 30,000	-
4448	STREETS - EXPENDABLE SUPPLIES	$ 50,000				50,000	$ 40,000	10,000
4451	STREETS - BONDS & INSURANCE	$ 3,190				3,190	$ 7,200	(4,010)
4460	STREETS - EQUIPMENT	$ 50,000				50,000	$ 12,850	37,150
4463	STREETS - SUNDRY	$ 500				500	$ 500	-
4468	STREETS - CLASS C LAND						$ -	
4469	STREETS - CLASS C EQUIPMENT					-	$ -	-
4471	STREETS - CLASS C ROAD FUNDS	$ 160,000				160,000	$ 150,000	10,000
4474	STREETS - LOCAL ROAD TAX FUNDS	$ 60,000				60,000	$ 60,000	-
4482	STREETS - MASS TRANSIT TAX	$ 100,000				100,000	$ 100,000	-
4493	STREETS - TRANS PLANT GRANT	$ 30,000				30,000		
4473	STREETS - COG GRANT - 400 W	$ -				-	$ 896,498	(896,498)
	TOTAL STREETS EXPENSE	**$ 751,687**	**$ -**	**$ -**	**$ -**	**$ 751,687**	**$ 1,549,761**	**$ (828,074)**

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
4511	PARKS - SALARIES	$ 113,599				113,599	$ 98,653	14,946
4513	PARKS - BENEFITS	$ 53,678				53,678	$ 46,321	7,357
4524	PARKS - OFFICE EXPENSE					-	$ -	-
4525	PARKS - MAINTENANCE	$ 25,000				25,000	$ 25,000	-
4527	PARKS - GAS & OIL	$ 2,500				2,500	$ 2,000	500
4528	PARKS - UTILITIES	$ 6,000				6,000	$ 7,000	(1,000)
4551	PARKS - BONDS & INSURANCE	$ 3,414				3,414	$ 7,400	(3,986)
4559	PARKS - TREE PRUNING	$ 7,000				7,000	$ 6,000	1,000
4562	PARKS - B&W ACTIVITIES	$ 24,250				24,250	$ 24,250	-
4564	PARKS - YOUTH BASEBALL	$ 3,000				3,000	$ 3,000	-
4567	PARKS - SHRUBS/TREES	$ 500				500	$ 500	-
4597	PARKS - RAPZ PROJECTS					-	$ 100,000	(100,000)
4589	PARKS - NATURE PARK	$ 1,000				1,000	$ 1,000	-
4584	PARKS - EQUIPMENT	$ 16,314				16,314		16,314
	TOTAL PARKS EXPENSE	**$ 256,255**	**$ -**	**$ -**	**$ -**	256,255	**$ 321,124**	(64,869)
							FY25	
4625	FIRE DEPT - MAINTENANCE & REPAIR	$ -				-		-
4626	FIRE DEPT - UTILITIES	$ 7,000				7,000	$ 7,600	(600)
4627	FIRE DEPT - GAS & OIL	$ 500				500	$ 500	-
4651	FIRE DEPT - BONDS & INSURANCE	$ 2,474				2,474	$ 6,600	(4,126)
4690	FIRE DEPT - SMITHFIELD FIRE CONTRACT	$ 104,945				104,945	$ 104,945	-
								-
	TOTAL FIRE DEPT EXPENSE	**$ 114,919**	**$ -**	**$ -**	**$ -**	114,919	**$ 119,645**	(4,726)
GL ACCOUNT #		**BUDGET FY26**	**JAN**	**MAY**	**JUNE**	**REVISED BUDGET**	**FY25**	
4811	LIBRARY - SALARIES	$ 67,595				67,595	$ 68,224	(629)
4813	LIBRARY - BENEFITS	$ 10,958				10,958	$ 10,744	214
4820	LIBRARY - MILEAGE & CONVENTION EXPENSE	$ 1,200				1,200	$ 1,200	-
4823	LIBRARY - SUBSCRIPTIONS & MEMBERSHIPS	$ 350				350	$ 350	-
4824	LIBRARY - OFFICE EXPENSE	$ 1,200				1,200	$ 900	300
4825	LIBRARY - MAINTENANCE	$ 1,200				1,200	$ 7,400	(6,200)
4826	LIBRARY - UTILITIES	$ 6,000				6,000	$ 6,000	-
4827	LIBRARY - PROCESSING SUPPLIES	$ 800				800	$ 700	100
4835	LIBRARY - AUTOMATION	$ 1,800				1,800	$ 1,800	-
4837	LIBRARY - COMPUTER UPGRADE	$ 4,000				4,000	$ 2,000	2,000
4839	LIBRARY - TECHNOLOGY	$ 3,200				3,200	$ 3,200	-
4851	LIBRARY - BONDS & INSURANCE	$ 3,033				3,033	$ 6,700	(3,667)
4855	LIBRARY - PROGRAMS	$ 3,000				3,000	$ 3,000	-
4863	LIBRARY - SUNDRY	$ 1,200				1,200	$ 900	300
4866	LIBRARY - OTHER MATERIALS	$ 800				800	$ 800	-
4864	LIBRARY - ELECTRONIC MATERIALS	$ 3,000				3,000	$ 2,800	200
4865	LIBRARY - PRINT MATERIALS	$ 7,500				7,500	$ 5,500	2,000
4880	LIBRARY - HOTSPOT GRANT					-		
4881	LIBRARY - ILL GRANT					-		
4893	LIBRARY - CHILDREN'S BOOK GRANT					-		
4885	LIBRARY - KUED GRANT					-		-
						-		-
	TOTAL LIBRARY EXPENSE	**$ 116,836**	**$ -**	**$ -**	**$ -**	116,836	**$ 122,218**	(5,382)
4911	PLANNING - WAGES	$ 45,363				45,363	$ 42,567	2,796
4913	PLANNING - BENEFITS	$ 18,448				18,448	$ 15,382	3,066
4920	PLANNING - TRAINING	$ 2,500				2,500	$ 2,500	-
4924	PLANNING - OFFICE SUPPLIES	$ 500				500	$ 500	-
4931	PLANNING - COUNTYWIDE PLANNING	$ 2,186				2,186	$ 2,186	-
4932	PLANNING - ATTORNEY	$ 4,000				4,000	$ 4,000	-
4933	PLANNING - ENGINEERING	$ 24,000				24,000	$ 24,000	-
4951	PLANNING - INSURANCE	$ 2,849				2,849	$ 100	2,749
4981	PLANNING - TRAILS COORDINATOR	$ 1,046				1,046	$ 1,046	-
4996	PLANNING - PLANNING COMMISSION STIPEND	$ 1,800				1,800	$ 1,800	-
								-
	TOTAL PLANNING EXPENSE	**$ 102,692**	**$ -**	**$ -**	**$ -**	**$ 102,692**	**$ 94,081**	8,611
50001	TRANSFER TO SPEC REV FUND SPORTS COMPLEX	$ 25,000				25,000	$ 25,000	-
50000	TRANSFER TO CAPITAL PROJECT FUND					-	$ -	-
	APPROPRIATED INCREASE IN FUND BALANCE					-	$ -	-
	TOTAL EXPENDITURES	**$ 1,920,324**	**$ -**	**$ -**	**$ -**	1,920,324	$ 2,921,331	(1,001,007)
		$ -	**$ -**	**$ -**	**$ -**			

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	WATER ENTERPRISE FUND							
3711	WATER - MONTHLY CHARGE	$ 772,252				772,252	$ 762,352	9,900
3715	WATER - DEDICATION PAYMENT	$ -				-		-
3716	WATER - METER CONNECTION FEE	$ -				-		-
3717	WATER - IMPACT FEE	$ -				-		-
3718	WATER - GAIN ON SALE	$ -				-		-
3719	WATER - SUNDRY REVENUES	$ -				-	$ -	-
3725	WATER - ARPA FUNDS	$ -				-		-
3720	WATER - INTEREST	$ 130,000				130,000	$ 110,000	20,000
						-		-
						-		-
	TOTAL WATER ENTERPRISE REVENUE	**$ 902,252**	**$ -**	**$ -**	**$ -**	902,252	$ 872,352	29,900
5111	WATER - SALARIES	$ 190,626				190,626	$ 151,531	39,095
5113	WATER - BENEFITS	$ 91,064				91,064	$ 63,896	27,168
5114	WATER - PENSION EXPENSE	$ 10,000				10,000	$ 10,000	-
5120	WATER - MILEAGE & CONVENTION EXPENSE	$ 5,000				5,000	$ 5,000	-
5121	WATER - BAD DEBT	$ 1,000				1,000	$ 1,000	-
5122	WATER - ADVERTISING	$ 100				100	$ 100	-
5123	WATER - SUBSCRIPTIONS & MEMBERSHIPS	$ 2,300				2,300	$ 2,300	-
5124	WATER - OFFICE EXPENSE	$ 8,000				8,000	$ 8,800	(800)
5125	WATER - MAINT & REPAIR	$ 50,000				50,000	$ 73,160	(23,160)
5126	WATER - UTILITIES	$ 40,000				40,000	$ 36,000	4,000
5127	WATER - GAS & OIL	$ 10,000				10,000	$ 11,000	(1,000)
5129	WATER - CREDIT/DEBIT CARD FEES	$ 6,000				6,000	$ 6,000	-
5131	WATER - AUDITOR	$ 6,000				6,000	$ 6,500	(500)
5132	WATER - ATTORNEY FEE	$ 2,000				2,000	$ 2,000	-
5133	WATER - ENGINEERING	$ 40,000				40,000	$ 40,000	-
5145	WATER - DEPRECIATION EXPENSE	$ 280,000				280,000	$ 280,000	-
5148	WATER - SUPPLIES	$ 40,000				40,000	$ 40,000	-
5151	WATER - BONDS & INSURANCE	$ 21,703				21,703	$ 8,000	13,703
5160	WATER - EQUIP RENTAL	$ 16,667				16,667	$ 4,283	12,384
5189	WATER - BLDG RENT	$ 5,000				5,000	$ 27,334	(22,334)
5163	WATER - SUNDRY	$ 2,000				2,000	$ 2,000	-
5164	WATER - SAMPLES	$ 9,000				9,000	$ 12,000	(3,000)
5175	WATER - IRRIGATION SHARE FEES	$ 3,600				3,600	$ 3,600	-
5178	WATER - INTEREST WATER TANK	$ 78,532				78,532	$ 84,119	(5,587)
5188	WATER - IT SERVICE & EQUIP	$ 30,000				30,000	$ 34,284	(4,284)
5196	WATER - METERS	$ 30,000				30,000	$ 57,000	(27,000)
						-		
	TOTAL WATER EXPENSE	**$ 978,592**	**$ -**	**$ -**	**$ -**	978,592	$ 969,907	8,685

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	SEWER ENTERPRISE FUND							
3731	SEWER - MONTHLY SERVICE FEE	$ 925,648				925,648	$ 890,232	35,416
3734	SEWER - IMPACT FEE	$ -				-		-
3750	SEWER - ARPA FUNDS					-		-
3746	SEWER - INTEREST	$ 70,000				70,000	$ 50,000	20,000
	TOTAL SEWER ENTERPRISE FUND	**$ 995,648**	**$ -**	**$ -**	**$ -**	995,648	940,232	55,416
5211	SEWER - SALARIES	$ 241,845				241,845	$ 222,008	19,837
5213	SEWER - BENEFITS	$ 106,050				106,050	$ 78,153	27,897
5214	SEWER - PENSION EXPENSE	$ 10,000				10,000	$ 10,000	-
5220	SEWER - MILEAGE & CONVENTION EXPENSE	$ 7,500				7,500	$ 7,500	-
5221	SEWER - BAD DEBT	$ 1,000				1,000	$ 1,000	-
5222	SEWER - ADVERTISING	$ 100				100	$ 100	-
5223	SEWER - SUBSCRIPTIONS & MEMBERSHIPS	$ 2,000				2,000	$ 2,000	-
5224	SEWER - OFFICE EXPENSE	$ 7,000				7,000	$ 7,600	(600)
5225	SEWER - MAINTENANCE & REPAIR	$ 50,000				50,000	$ 46,920	3,080
5226	SEWER - UTILITIES	$ 100,000				100,000	$ 100,000	-
5227	SEWER - GAS & PROPANE	$ 20,000				20,000	$ 24,000	(4,000)
5229	SEWER - CREDIT/DEBIT CARD FEES	$ 6,000				6,000	$ 6,000	-
5231	SEWER - AUDITOR	$ 6,000				6,000	$ 6,500	(500)
5232	SEWER - ATTORNEY FEE	$ 3,000				3,000	$ 3,000	-
5233	SEWER - ENGINEERING	$ 50,000				50,000	$ 40,000	10,000
5245	SEWER - DEPRECIATION	$ 382,000				382,000	$ 382,000	-
5248	SEWER - SUPPLIES	$ 70,000				70,000	$ 60,000	10,000
5251	SEWER - BONDS & INSURANCE	$ 21,445				21,445	$ 8,500	12,945
5260	SEWER - EQUIP RENTAL	$ 16,667				16,667	$ 4,283	12,384
5289	SEWER - BLDG RENT	$ 5,000				5,000	$ 27,334	(22,334)
5263	SEWER - SUNDRY	$ 1,500				1,500	$ 1,500	-
5264	SEWER - SAMPLES	$ 11,000				11,000	$ 8,000	3,000
5288	SEWER - IT SERVICE & EQUIP	$ 30,000				30,000	$ 34,284	(4,284)
5295	SEWER - LINE CLEANING	$ 25,000				25,000	$ 20,000	5,000
						-		
	TOTAL SEWER EXPENSE	**$ 1,173,107**	**$ -**	**$ -**	**$ -**	1,173,107	**$ 1,100,682**	72,425

GL ACCOUNT #		BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	SPECIAL REVENUE FUND (CUB RIVER SPORTS COMPLEX)							
	REVENUES							
3153	INCOME - LEWISTON CITY	$ 25,000				25,000	$ 25,000	-
3154	INCOME - RAPZ TAX COLLECTED	$ -				-		-
3764	INCOME - MISC	$ -				-		-
						-		-
	OTHER SOURCES					-		-
3550	INCOME - TRANSFER FROM CITY GENERAL FUND	$ 25,000				25,000	$ 25,000	-
3549	USAGE OF BEGINNING FUND BALANCE					-	$ -	-
						-		-
	TOTAL REVENUE & OTHER SOURCES	$ 50,000	$ -	$ -	$ -	50,000	$ 50,000	-
						-		-
	EXPENDITURES					-		-
						-		-
5311	CUB RIVER - WAGES					-	$ -	-
5313	CUB RIVER - BENEFITS					-		-
5325	CUB RIVER - MAINTENANCE	$ 50,000				50,000	$ 50,000	-
5393	CUB RIVER - INFRASTRUCTURE					-		-
5395	CUB RIVER - RAPZ TAX	$ -				-		-
5392	CUB RIVER - EQUIPMENT					-	$ -	-
	BUDGETED INCREASE IN FUND BALANCE					-		-
						-		-
	TOTAL EXPENDITURES & OTHER USES	$ 50,000	$ -	$ -	$ -	50,000	$ 50,000	-

	CAPITOL PROJECTS FUND	BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	REVENUES							
50003	TRANSFER FROM GENERAL FUND	$ -				-	$ -	-
3687	INCOME - INTEREST	$ 90,000				90,000	$ 60,000	30,000
	OTHER ADDITIONS							-
								-
	TOTAL REVENUE	$ 90,000	$ -	$ -	$ -	$ 90,000	$ 60,000	30,000
								-
	EXPENDITURES							-
50004	TRANSFER TO GENERAL FUND	$ -				-	$ -	-
						-		-
	TOTAL EXPENDITURES	$ -	$ -	$ -	$ -	-	$ -	-

	SOLID WASTE ENTERPRISE FUND	BUDGET FY26	JAN	MAY	JUNE	REVISED BUDGET	FY25	
	REVENUES							
3696	COLLECTION FEE - GARBAGE	$ 289,181				289,181	$ 267,600	21,581
3699	INTEREST EARNINGS	$ 1,000				1,000	$ 1,000	-
						-		-
	TOTAL REVENUE	$ 290,181	$ -	$ -	$ -	290,181	268,600	21,581
	EXPENDITURES							
5611	SOLID WASTE - WAGES	$ 22,973				22,973	$ 26,229	(3,256)
5613	SOLID WASTE - BENEFITS	$ 3,444				3,444	$ 2,028	1,416
5624	SOLID WASTE - OFFICE SUPPLIES	$ 3,000				3,000	$ 4,063	(1,063)
5626	SOLID WASTE - UTILITIES					-	$ -	
5629	SOLID WASTE - CREDIT/DEBIT CARD FEES	$ 6,000				6,000	$ -	
5631	SOLID WASTE - AUDITOR	$ 6,000				6,000	$ -	
5632	SOLID WASTE - LEGAL & PROFESSIONAL	$ -				-	$ 5,000	(5,000)
5651	SOLID WASTE - INSURANCE	$ 2,664				2,664	$ 6,600	(3,936)
5670	SOLID WASTE - LOGAN SERVICE AREA	$ 51,300				51,300	$ 48,000	3,300
5630	SOLID WASTE - CARRIER EXPENSE	$ 172,800				172,800	$ 160,680	12,120
5688	SOLID WASTE - IT EQUIP/SERVICE	$ 12,000				12,000	$ -	12,000
5699	SOLID WASTE - GARBAGE CANS	$ 10,000				10,000	$ 16,000	(6,000)
	TOTAL EXPENSE	$ 290,181	$ -	$ -	$ -	$ 290,181	$ 268,600	21,581