

NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Tuesday, February 18, 2020 in the Court Room, 275 W Main, upper level **7:00 pm**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. INVOCATION/INSPIRATIONAL THOUGHT

4. DECLARATION OF ANY CONFLICT OF INTEREST

5. CONSENT AGENDA

a. Minutes:

1. February 4, 2020 – City Council Work Session Minutes
2. February 4, 2020 – City Council Meeting Minutes
3. February 8, 2020 – City Council Special Work Meeting – FY2020-2021 Budget Planning

b. Bills:

1. \$553,254.22

c. Consent Action Items:

1. Out of State Training Request – Taylor Sutherland and Ryan Lind – Fire Department

6. PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

- a. Award a Pay Equity and Market Study to Personnel System & Services

7. FORMAL PUBLIC HEARING

8. BUILDING PERMIT & BUSINESS LICENSE REPORT

9. REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

- a. City Manager Benjamin Reeves
- b. Assistant City Manager Norman Beagley
- c. Community Development Director Jason Bond

10. NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS

- a. Discussion and Possible Action Regarding the Creation of a New Full Time Patrol Officer Position in the Santaquin City Police Department
- b. Ordinance 02-01-2020, "An Ordinance Establishing Santaquin City Code, Title 6, Chapter 5, Traffic Control"

11. REPORTS BY MAYOR AND COUNCIL MEMBERS

- a. Council Members
- b. Mayor Hunsaker

12. EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

13. EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

14. ADJOURNMENT

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651, posted on www.santaquin.org, as well as posted on the State of Utah's Public Website.

BY: _____
K. Aaron Shirley, City Recorder



The meeting was called to order by Mayor Kirk Hunsaker at 7:00 p.m.

Council Members Attending: Mayor Kirk Hunsaker, Council Member Nicholas Miller, Council Member Betsy Montoya, Council Member Lynn Mecham, Council Member David Hathaway

Other's Attending: City Manager Benjamin Reeves, Assistant City Manager Norm Beagley, Community Development Director Jason Bond, Legal Counsel Brett Rich

PLEDGE OF ALLEGIANCE

Led by Council Member Miller.

INVOCATION/INSPIRATIONAL THOUGHT

Bryan Mecham offered an invocation.

3

CONSENT AGENDA

Minutes:

February 04, 2020 – City Council Work Session Minutes

February 04, 2020 – City Council Meeting Minutes

February 18, 2020 – City Council Special Work Meeting – FY2020-2021 Budget Planning

Bills: \$553,254.22

Other:

Out of State Training Request for Taylor Sutherland & Ryan Lind

Motion: Council Member Miller motioned to approve the consent agenda.

Council Member Montoya seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

PUBLIC FORUM, AWARDS, & APPOINTMENTS

Award a Pay Equity and Market Study

Council Member Mecham motioned to approve and award a pay equity and market study with personnel system & services in an amount not to exceed \$15,540.

Council Member Miller seconded.

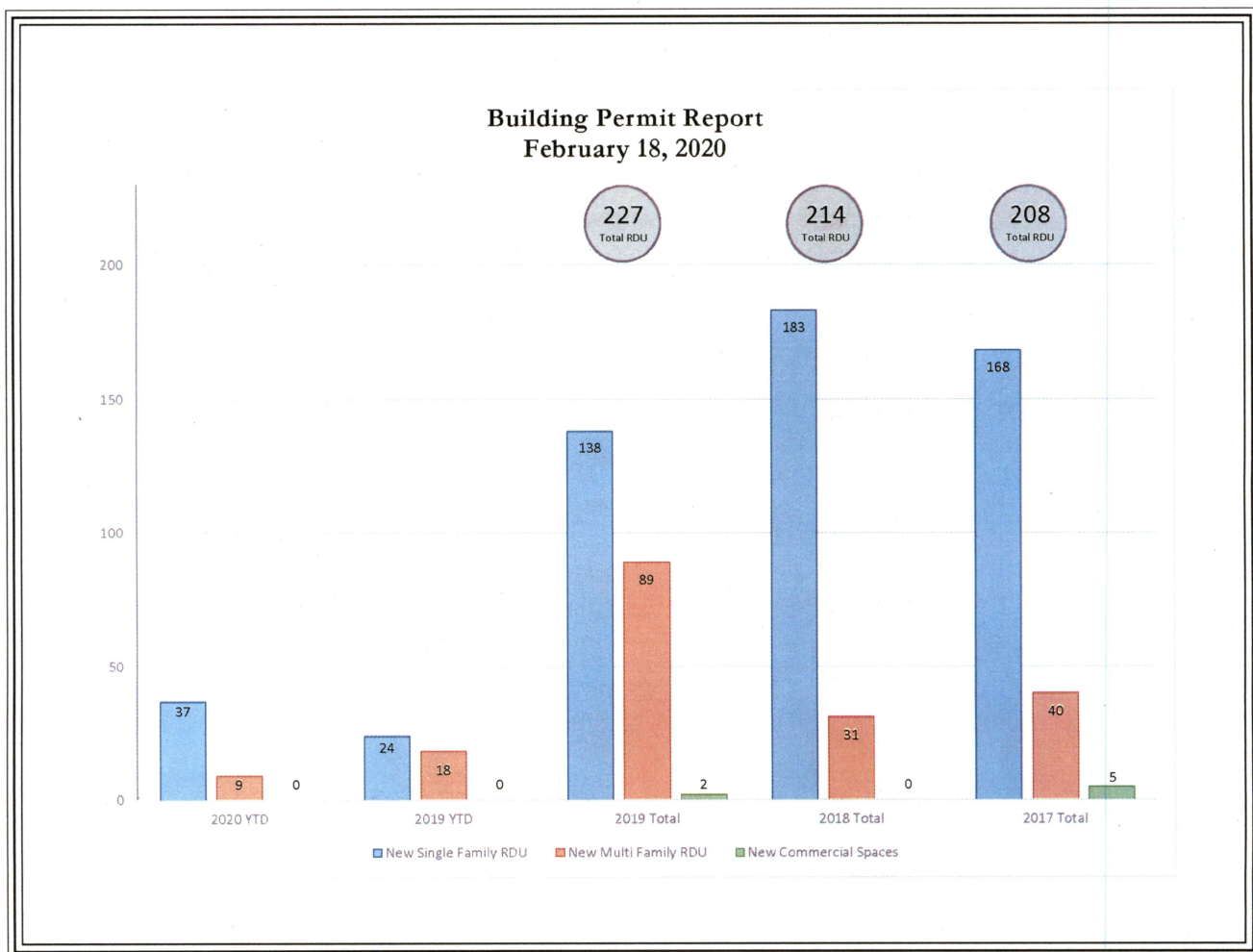
Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

BUILDING PERMIT & BUSINESS LICENSE REPORT

Community Development Director Bond reported the following:



There were no new business licenses to report.

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Reeves –

- There has been a lot of recent work going into the budget and budget process.
- There was an incident at a Jr. Jazz game with players, parents, and officers that is being looked into.

Assistant City Manager Beagley –

- UDOT is currently studying and modeling the traffic on Main Street caused by the interchange and they are finding out about the challenges that the city is facing. The city will continue working with UDOT to move it up the priority list of UDOT projects.
- Development Review Committee has been busy with proposals.

Community Development Director Bond –

- Reported on Summit Ridge Towns which is a development that would be around 430 units.
- Reported on the Melhof property who is requesting a rezone to residential on the backend of their property but maintaining the commercial zoning along the frontage road. Development will be between 200 and 300 units with multiple uses. This would go through the open and public meeting process for the rezone. Community Development Director Bond showed the plats to be developed at Council Member Mecham's request.

Legal Counsel Rich –

- Nothing to report.

NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS

Discussion and Possible Action Regarding the Creation of a New Full Time Patrol Officer Position in the Santaquin City Police Department

City Manager Reeves stated that this came out as the number one ranked priority for personnel in the recent budget planning meeting. Police Chief Hurst said this was to reserve a spot in the police academy for the coming year.

Motion: Council Member Montoya motioned to the Creation of a New Full Time Patrol Officer Position in the Santaquin City Police Department in the FY2019-2020 starting on May 1st, 2020.

Council Member Miller seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

Ordinance 02-01-2020, "An Ordinance Establishing Santaquin City Code, Title 6, Chapter 5, Traffic Control"

Community Development Director Bond explained the purpose of this ordinance was to ensure that any traffic control devices installed in the city were done according to procedural review and not political decisions. Bond thanked City Attorney Rich for his work on the ordinance over the weekend and shared Rich's recommendations and changes to the ordinance. This ordinance brings any requests for traffic control devices before the Development Review Committee for approval.

Council Member Montoya asked what the process looked like in terms of citizens bringing requests to the Development Review Committee. Community Development Director Bond explained that there is a brief application that would allow the Development Review Committee to investigate and determine if there was a technical need for the traffic control device.

Mayor Hunsaker asked if the best practices document provided by Parametrix traffic engineers from the last master plan update would be the guiding methodology for the Development Review Committee. Community Development Director Bond responded that yes those best practices were at the core of this process but that this ordinance would provide considerably wider flexibility and discretion from both the Development Review Committee and the City Council for each case that comes before them.

Motion: Council Member Mecham motioned to approve Ordinance 02-01-2020, "An Ordinance Establishing Santaquin City Code, Title 6, Chapter 5, Traffic Control Devices"

Council Member Montoya seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker –

- Went to the Santaquin-Payson Chamber of Commerce banquet last week and presented the Business of the Year Award to Olsen's Greenhouse.

Council Member Miller –

- Police Department hired a new officer.

Council Member Montoya –

- Youth City Council did a 'heart attack' for Valentine's Day which included positive messages and notes on staff doors.

Council Member Mecham –

- Wanted to thank staff for all they do and was impressed at the budget planning meeting with everything that has been done in the past year by city staff.

Council Member Hathaway –

- Wanted to know when staff thought a city skate park could happen in the city. City Manager Reeves said the first step would be to either update the Parks Master Plan and IFFP to allow impact fees to cover such a project or to have a direct allocation of funds from the Council.

ADJOURNMENT

At 8:49 pm Council Member Miller moved to adjourn.

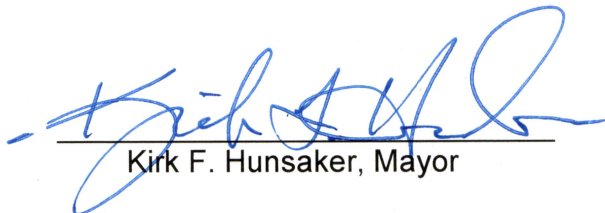
Council Member Montoya seconded the motion.

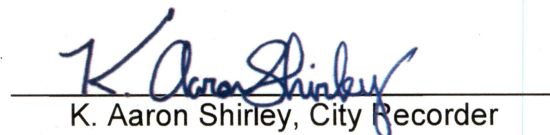
The vote was as follows:

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0


Kirk F. Hunsaker, Mayor


K. Aaron Shirley, City Recorder



The work meeting was called to order by Mayor Kirk Hunsaker at 5:30 p.m.

Council Members Attending: Mayor Kirk Hunsaker, Council Member Nicholas Miller, Council Member Betsy Montoya, Council Member Lynn Mecham, Council Member David Hathaway, Council Member Jennifer Bowman

Other's Attending: City Manager Benjamin Reeves, Assistant City Manager Norm Beagley, Community Development Director Jason Bond, Legal Counsel Brett Rich, Emergency Management Director Chris Lindquist

INVOCATION

Norm Beagley offered an invocation.

DISCUSSION ITEMS

Emergency Management Discussion

Emergency Management Director Chris Lindquist introduced himself and his four pillars to build a resilient Santaquin city which includes prepared citizens, prepared businesses, prepared schools, and a prepared community. Lindquist went over both the significant emergency management events that occurred in the city over the last two years and the resources that city currently has to work with in case similar events occur or escalate in the future.

Emergency Management Director Lindquist made some recommendations to the Council which included:

- Council and staff to become FEMA certified so the city could qualify for additional emergency management funding sources
- Emergency tabletop exercises
- The formation of an Emergency Management Advisory Committee
- NIMS Training
- Provide support and resources to perform emergency management responsibilities including computers, radios, and vehicles

Council Member Montoya recommended that Lindquist work with Police Chief Hurst to coordinate emergency management efforts with the various schools in the community. Council Member Bowman recommended that any efforts for coordination that Council Member Montoya mentioned with schools begin at the district level instead of the school level. As a principal in Nebo School District, Council Member Mecham offered his assistance in connecting city staff with the appropriate channels within the district.

Lindquist talked about the mass notification system that Santaquin uses, called Everbridge, and the need for more residents to register for its services in case of an emergency event. Council Member Bowman suggested that the city write about the importance of Everbridge registration in an upcoming city newsletter.

Mayor Hunsaker requested that Lindquist submit people for his consideration for an Emergency Management Advisory Committee.

Traffic Control Evaluation Process Discussion

City Manager Reeves gave his recommendation that traffic control evaluation policies should be established by the Developmental Review Committee (which includes the Police Chief, Fire Chief, Community Development Director, and City Engineer) with the City Council as the appeal authority. The Council unanimously agreed and Reeves said staff would move forward into putting this process into ordinance format for the Council's approval in an upcoming meeting.

Scope of the General Plan Update

Community Development Director Bond outlined the three elements required by state code to be in the city's general plan which include 1) moderate income housing element, 2) land use element, and 3) circulation or transportation element. The city has already updated the moderate income housing element leaving only two more elements to comply with in a general plan update. Bond said outside of those three elements there are many other additions to the general plan that could be done for more money but that the Council should consider what they think is necessary to be put into the document.

City Manager Reeves said there are two sides of the spectrums, the first, being a bare bones update that meets the three elements required by state code, and second, an update that has lots of surveys and town hall meetings. Reeves said that the city probably wants to do a general plan update that is somewhere in the middle in terms of scope and costs but also bridges the gap between the current plan and shifts in community sentiment and expectations.

All Council members expressed their desires to have community involvement in the process even if the cost was slightly higher. It was recommended that a 3rd party conduct the community involvement so that impartiality could be a part of the process with staff and Council attending the meetings simply to listen and implement the feedback into general plan.

ADJOURNMENT

Mayor Hunsaker adjourned the meeting at 6:50 p.m.

Kirk Hunsaker, Mayor

K. Aaron Shirley, City Recorder



The meeting was called to order by Mayor Kirk Hunsaker at 7:00 p.m.

Council Members Attending: Mayor Kirk Hunsaker, Council Member Nicholas Miller, Council Member Betsy Montoya, Council Member Lynn Mecham, Council Member David Hathaway

Other's Attending: City Manager Benjamin Reeves, Assistant City Manager Norm Beagley, Community Development Director Jason Bond, Legal Counsel Brett Rich

PLEDGE OF ALLEGIANCE

Led by Council Member Mecham.

INVOCATION/INSPIRATIONAL THOUGHT

Bryan Mecham offered an invocation.

CONSENT AGENDA

Minutes:

January 21, 2020 – City Council Work Session Minutes
January 21, 2020 – City Council Meeting Minutes

Bills: \$247,511.74

Other:

Out of State Training Request for Randy Spadafora

Motion: Council Member Miller motioned to approve the consent agenda.

Council Member Hathaway seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

PUBLIC FORUM, AWARDS, & APPOINTMENTS

Santaquin Employee of the Month Award

Penny Reeves announced the Employee of the Month Award as Hayden Mageno and read the following:

“Hayden is an office clerk for the Recreation Department. She is our Swiss army knife and does a variety of things to help the Department, including being the front line with customer service, registering recreation participants, helping with special events, site supervisor for sports and also recording minutes for the Recreation Board and Museum Board. We appreciate Hayden’s willingness to be such a great team player!”.

Hayden expressed her gratitude for the award, the excitement she has for her job, and the love she has for her co-workers.

The award was presented and a photo with Mayor Hunsaker was taken.

Santaquin-Payson Chamber of Commerce – Business of the Month Award

Jodie from the Chamber of Commerce presented the Business of the Month Award to Gregg Chidester from Parkway Assisted Living. Gregg expressed gratitude for the community support.

The award was presented and a photo with Mayor Hunsaker was taken.

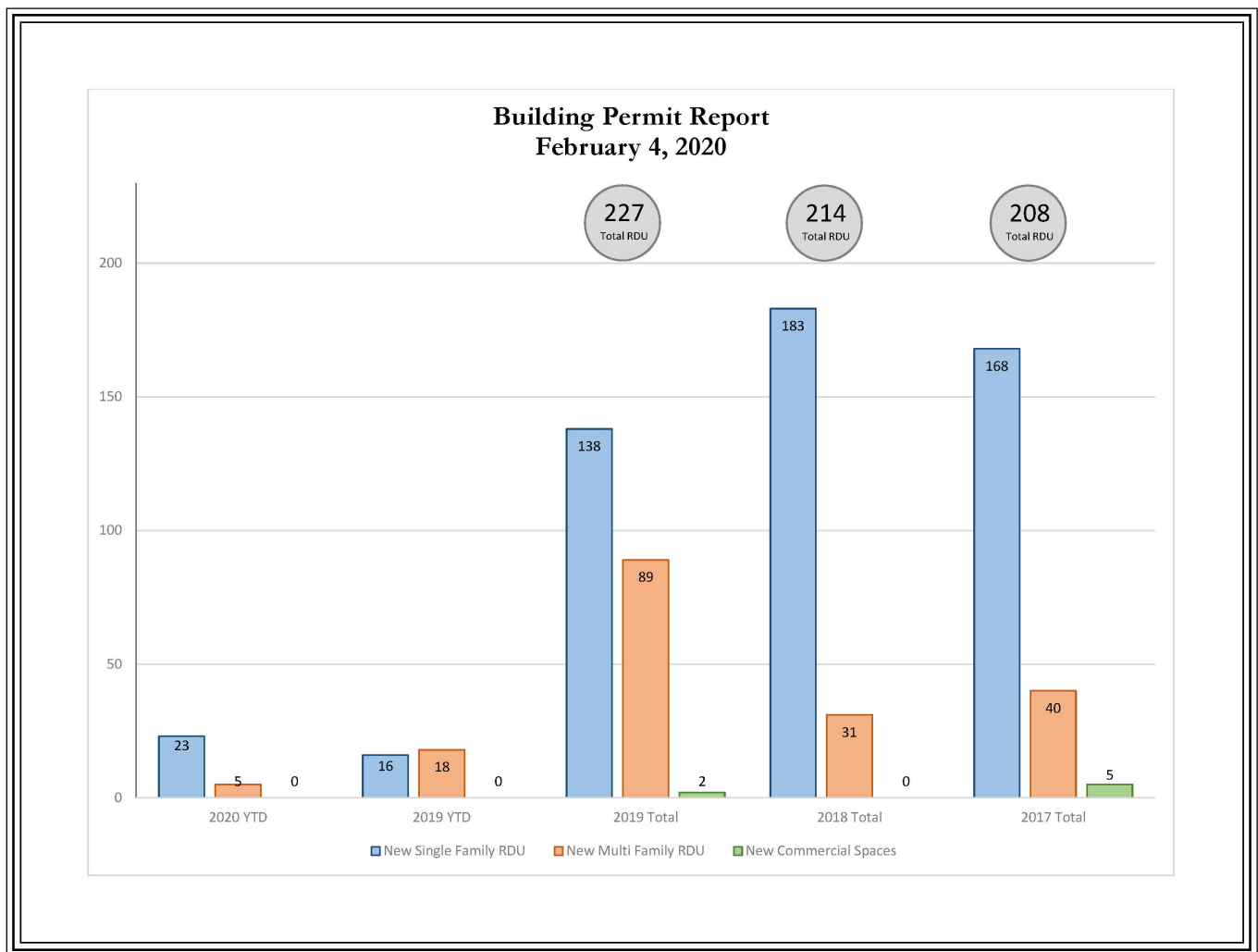
Recognition of Council Members Montoya & Miller

City Manager Reeves gave recognition to Council Member Montoya for her formation of the Youth City Council that has hit its 1st year anniversary and the impact it’s having on the youth of the community in being more civic minded. Reeves then gave recognition to Council Member Miller for his door to door knocking for public input for a grant application.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Community Development Director Bond reported:

There are a lot of building permits being granted for Foothill Village and the Orchards as they are making up the majority of the permits being issued. No new business licenses.



REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Reeves –

- Reported on the Outward Mindset training that is continuing with the Leisure Services Department and has just started with department heads.
- Public works is working hard with all of the recent snow and there is a lot going on behind the scenes that should be recognized.

Assistant City Manager Beagley –

- Reported on a recent UDOT meeting that covered a variety of issues including the interchange on Main Street and communicated the needs of the community to UDOT. Mayor Hunsaker commented that both City Manager Reeves and Assistant City Manager Beagley had brought different options of temporary solutions for UDOT's consideration for the highway interchange on Main Street and they were impressed and appreciative of the initiative.

Community Development Director Bond –

- Reported that the grocery store is moving forward and the construction is on schedule but the construction workers may need to work odd hours both early and late in the day. He is working with Suzy McDowell to send out notifications and alert residents via Everbridge the city's mass notification software.
- There is a proposal from Sunroc to allow them to move forward with mining on their property but first the mining ordinance that has been drafted must be put before the Council.
- People are requesting Hobby Licenses for their pets and there is a need for an update to code so that residents can have more guidance on what the allowed number of pets in a residence is.
- The Santaquin-Payson Chamber of Commerce had their banquet and there was good training on the role and how a chamber of commerce should function. The Chamber is currently considering different options for a reorganization of leadership structure.

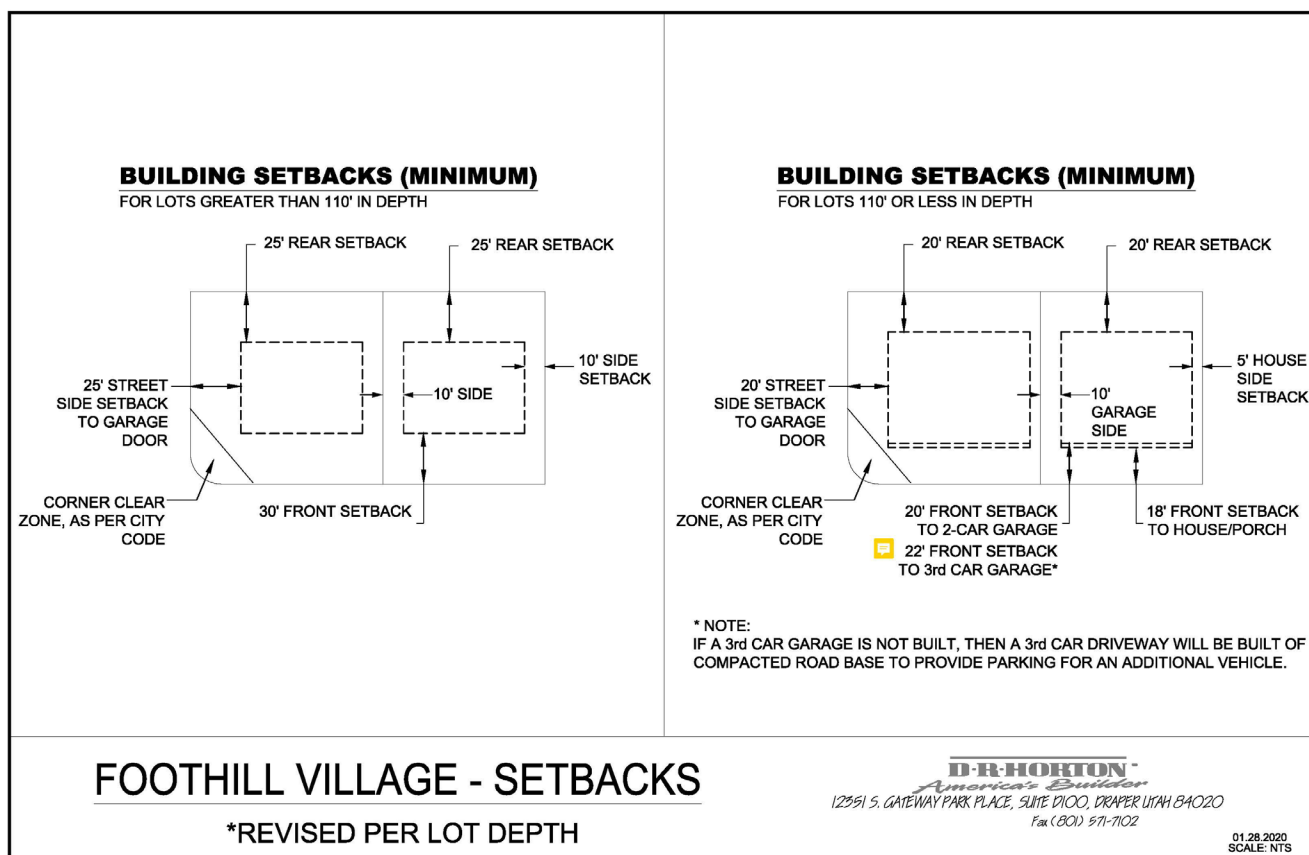
Legal Counsel Rich –

- Nothing to report.

NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS

Resolution 02-01-2020 “A Resolution Approving an Amendment to the Ahlin Annexation and Development Agreement with D.R. Horton” (Foothill Village)

Community Development Director Bond explained the proposed changes to the agreement which includes smaller lot setbacks, depending on currently planned lot setback measurements, to better accommodate a variety in style and size of homes.



Council Member Montoya asked for clarification of why this setback change was wanted by Foothill Village and Bond explained that this does not change the size of the lots but the footprint of the homes within the lots. City Manager Reeves added that the changes in setbacks gives more latitude for the developers to provide more variety in look and feel of the homes built in the lots.

Council Member Hathaway expressed concern with the smaller front setback because a smaller driveway would mean larger vehicles spilling over into the sidewalk area.

City Manager Reeves pointed out that because there is a larger footprint with the smaller setbacks then there would be three car garages instead of two increasing the capacity of a home from four to five vehicles.

Council Member Mecham said he understands the concern with sidewalk space becoming encroached by vehicles in shorter driveways and asked staff if these setbacks would set a precedent for future developments. Community Development Director Bond said it would not hold the city to that standard because this is a PUD which is a more custom or flexible agreement for development. Assistant City Manager Beagley agreed with Bond's statement that this amendment would not lock the city into any future setback standards.

Council Member Miller stated that he understood the concerns with the smaller setbacks but on the other hand saw the larger house sizes on the lots as a benefit for incoming members of the community.

DR Horton representative Adam Loser introduced himself and said that the real goal of the shorter setbacks was to allow for more variety on the street both in aesthetic and in layout. Council Member Montoya asked if there was a market for these smaller yards and bigger homes and Mr. Loser responded that there was.

Motion: Council Member Mecham motioned to approve Resolution 02-01-2020 "A Resolution Approving an Amendment to the Ahlin Annexation and Development Agreement with D.R. Horton" (Foothill Village) subject to legal counsel's modifications as necessary.

Council Member Miller seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

Resolution 02-02-2020 "A Resolution Approving a Development Agreement for the Heelis Farms Development with Heelis Townhomes, LLC." (approximately 200 North 400 East)

Community Development Director Bond explained the subdivision concept plan and amenities that included a pavilion, playground, and basketball/pickleball court. City Manager Reeves said that they have committed to have the amenities be installed prior to the 11th building permit being issued.

EXHIBIT B

Subdivision Concept Plan and Amenities



Playground will be similar to this is style featuring:

- Slide
- Swings
- Monkey bars
- Covered Platform

Gazebo will be a minimum of 14x12 and will be similar in design to this one.



Cement Pad will be 45x20 and can be used for basketball, pickleball, or other games. Basketball hoop will be similar to this style.

City Manager Reeves said this development would be beneficial to the community as it would widen 400 East and 200 North.

Council Member Hathaway asked if the developers would be bringing their own water and Assistant City Manager Beagley responded that they would.

Motion: Council Member Mecham motioned to approve Resolution 02-02-2020 “A Resolution Approving a Development Agreement for the Heelis Farms Development with Heelis Townhomes, LLC.”

Council Member Montoya seconded the motion.

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker –

- Working on Council liaison assignments for the year.

Council Member Miller –

- The recreation programs have put a lot of effort into training of referees for the sports with clinics. Hayden Mageno will be working with sports programs exclusively from now on, there is a new fields maintenance employee, and there is another job posting open until this Friday.
- Police department held interviews for a new officer today.

Council Member Montoya –

- Reported on the Youth City Council to the state capitol and the state legislature where the group was able to learn about the legislative process through an interactive exercise of a mock legislative session. Thanked the Council for the support of the Youth City Council.

Council Member Mecham –

- Nothing to report.

Council Member Hathaway –

- Nothing to report.

EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

Motion: Council Member Montoya motioned to enter into an Executive Session.

Council Member Mecham seconded the motion.

ADJOURNMENT

At 8:49 pm Council Member Miller moved to adjourn.

Council Member Montoya seconded the motion.

The vote was as follows:

Roll Call:

Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Mecham	Aye
Council Member Hathaway	Aye

The motion passed 4-0

Kirk F. Hunsaker, Mayor

K. Aaron Shirley, City Recorder



Saturday, February 8, 2020
CITY COUNCIL WORK SESSION – BUDGET FY 2020-2021 MINUTES

The City Council met to discuss and set budgetary policies and priorities for FY2020-2021.

Kirk Hunsaker, Mayor

K. Aaron Shirley, City Recorder

SANTAQUIN CITY CORPORATION
Invoice Register - 2/3/2020 to 2/14/2020 - All Invoices

2/14/2020

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
02042020	CENTRACOM INTERACTIVE	79844	2/4/2020	2/4/2020	\$2,653.38			
					2,653.38	1051280	TELEPHONE	TELEPHONE
02042020	K. SHAWN PATTEN, ATT. AT LAW	79853	2/4/2020	2/4/2020	\$5,333.35			
					5,333.35	1042331	LEGAL	ATTORNEY FEES
02042020	TISCHNER FORD SALES, INC	79777	2/3/2020	2/3/2020	\$150,258.64			
					150,258.64	4241058	VEHICLE PURCHASES	FOUR 2020 FORD POLICE INT
02042020	UTAH VALLEY MORTUARY	79867	2/4/2020	2/4/2020	\$900.00			
					900.00	1077300	BUILDINGS & GROUND MAIN	OPERATIONS & COSTS FOR I
02052020	FARNSWORTH, SUSAN	79848	2/5/2020	2/5/2020	\$40.00			
					40.00	1048310	PROFESSIONAL & TECHNICA	UTAH COUNTY RECORDER F
020720	UTAH LEAGUE OF CITIES & TOWNS	79879	2/7/2020	2/7/2020	\$820.00			
					820.00	1041670	YOUTH CITY COUNCIL EXPE	TRIP TO THE CAPITOL
021220	HATHAWAY, DAVID	79887	2/12/2020	2/12/2020	\$260.20			
					260.20	1041240	SUPPLIES	CLOTHING WITH CITY LOGO
021220	ZIONS FIRST NATIONAL BANK		2/13/2020	2/13/2020	\$114.80			
					114.80	6040820	DEBT SERVICE - INTEREST	AGENT FEE LESS CASH ON H
021320	ZIONS BANK PUBLIC FINANCE		2/13/2020	2/13/2020	\$6,813.78			
					6,813.78	4248200	Debt service - interest	INTEREST NOT ACCOUNTED
0377030	CHRISTENSEN OIL	79846	2/6/2020	2/6/2020	\$31.96			
					31.96	1060260	FUEL	USA DEF CASE
04062020	STRINGHAM'S HARDWARE	79862	2/5/2020	2/5/2020	\$1,870.23			
					50.00	1041660	PHOTO & VIDEO CONTEST E	JANUARY
					200.00	1043240	SUPPLIES	JANUARY
					114.27	1043610	OTHER SERVICES	JANUARY
					158.42	1054240	SUPPLIES	JANUARY
					23.96	1060250	EQUIPMENT MAINTENANCE	JANUARY
					160.42	4140703	RECREATION CENTER BALLO	JANUARY
					459.02	5140240	SUPPLIES	JANUARY
					372.04	5240240	SUPPLIES	JANUARY
					179.70	5240520	WRF - SUPPLIES	JANUARY
					37.99	6340240	SUPPLIES	JANUARY
					22.85	7240240	SUPPLIES	JANUARY
					91.56	7657250	EQUIPMENT MAINTENANCE	JANUARY
04-1736404	PAYSON MARKET	79869	2/6/2020	2/6/2020	\$63.42			
					29.95	1041240	SUPPLIES	COUNCIL WORK SESSION
					33.47	1043240	SUPPLIES	ADMIN OFFICE SUPPLIES
044242-13422	PETERSON TIRE OF SANTAQUIN (BI	79893	2/12/2020	2/12/2020	\$72.92			
					72.92	1054250	EQUIPMENT MAINTENANCE	2016 FORD TRUCK POLICE IN
051286380676	THE HARTFORD	9999	2/6/2020	2/6/2020	\$2,805.08			
					2,805.08	1022504	LIFE/ADD	Life, ADD, LTD, Sup insurance F
0551379930	HONEY BUCKET	79890	2/12/2020	2/12/2020	\$75.00			
					75.00	1070300	BUILDINGS & GROUNDS MAI	R1013839
0551413656	HONEY BUCKET	79850	2/4/2020	2/4/2020	\$75.00			
					75.00	1070300	BUILDINGS & GROUNDS MAI	R1013839
	Vendor Total:				\$150.00			
07-694967	PAYSON MARKET	79869	2/6/2020	2/6/2020	\$26.38			
					26.38	1043240	SUPPLIES	ADMIN OFFICE SUPPLIES
0864-001426790	REPUBLIC SERVICES LLC	79858	2/4/2020	2/4/2020	\$14.04			
					14.04	1062311	WASTE PICKUP CHARGES	JANUARY

SANTAQUIN CITY CORPORATION
Invoice Register - 2/3/2020 to 2/14/2020 - All Invoices

2/14/2020

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
0864-001428453	REPUBLIC SERVICES LLC	79896	2/10/2020	2/10/2020	\$515.30			
					515.30	1062311	WASTE PICKUP CHARGES	JANUARY
0864-001429755	REPUBLIC SERVICES LLC	79896	2/12/2020	2/12/2020	\$28,957.94			
					20,528.98	1062311	WASTE PICKUP CHARGES	JANUARY
					8,428.96	1062312	RECYCLING PICKUP CHARGE	JANUARY
	Vendor Total:				\$29,487.28			
1087823	BEST DEAL SPRINGS	79842	2/5/2020	2/5/2020	\$345.64			
					345.64	1060250	EQUIPMENT MAINTENANCE	MERITOR BRAKE ABEX
1087919	BEST DEAL SPRINGS	79842	2/6/2020	2/6/2020	\$111.14			
					111.14	5240250	EQUIPMENT MAINTENANCE	BULK HOSE MEDIUM PRES/JI
	Vendor Total:				\$456.78			
116550	DBA APPLICANTPRO	79871	2/7/2020	2/7/2020	\$209.00			
					209.00	4340500	SOFTWARE EXPENSE	HR APPLICATION SOFTWARE
12823	SOUTH UTAH VALLEY SOLID WASTE	79899	2/10/2020	2/10/2020	\$2,284.00			
					2,284.00	1062312	RECYCLING PICKUP CHARGE	JANUARY
1428738	POLYDYNE, INC	79894	2/12/2020	2/12/2020	\$3,213.79			
					3,213.79	5240510	WRF - CHEMICAL SUPPLIES	CLARIFLOC WE-1950
1487323	THATCHER COMPANY	79863	2/5/2020	2/5/2020	\$1,225.00			
					1,225.00	5240510	WRF - CHEMICAL SUPPLIES	T-CHLOR 12.5/CONTAINER DE
1487324	THATCHER COMPANY	79863	2/5/2020	2/5/2020	(\$240.00)			
					-240.00	5240510	WRF - CHEMICAL SUPPLIES	CONTAINER REFUND
	Vendor Total:				\$985.00			
15444	UPPER CASE PRINTING	79865	2/4/2020	2/4/2020	\$517.03			
					517.03	5140240	SUPPLIES	RECREATION FLYER & CITY-
16 - 2012 P.I. Re	ZIONS FIRST NATIONAL BANK		2/13/2020	2/13/2020	\$41,391.00			
					41,391.00	6040820	DEBT SERVICE - INTEREST	Interest - 2012 P.I. Revenue Ref
17-103	TOWN OF GOSHEN	79878	2/7/2020	2/7/2020	\$229.12			
					229.12	1022430	COURT FINES AND FORFEITU	JANUARY
17-109	UTAH STATE TREASURER	79880	2/7/2020	2/7/2020	\$5,478.01			
					5,478.01	1042610	STATE RESTITUTION	JANUARY
17-110	TOWN OF GENOLA	79877	2/7/2020	2/7/2020	\$4,630.77			
					4,630.77	1022430	COURT FINES AND FORFEITU	JANUARY
17-132	LARA, PEGGIE	79872	2/7/2020	2/7/2020	\$25.00			
					25.00	1042310	PROFESSIONAL & TECHNICA	INTERPRETER - 1 HOUR
20-010	FORENSIC NURSING SERVICES, INC	79849	2/5/2020	2/5/2020	\$130.00			
					130.00	1054311	PROFESSIONAL & TECHNICA	BLOOD, URINE, TRIAGE DRU
2004382	MOUNTAIN ALARM	79854	2/4/2020	2/4/2020	\$44.00			
					44.00	1051300	BUILDINGS & GROUND MAIN	ALARM MONITORING SYSTE
2020-0160	ALL PRO SECURITY, LLC	79840	2/4/2020	2/4/2020	\$336.00			
					336.00	1042310	PROFESSIONAL & TECHNICA	2 APS Deputy Constables, SFO
2040484	SCHNEIDER ELECTRIC	79897	2/10/2020	2/10/2020	\$407.60			
					407.60	5240500	WRF - UTILITIES	NEDAP BALLAST SUPPLY REPA
20A1009	CHEMTECH-FORD, INC	79845	2/4/2020	2/4/2020	\$80.00			
					80.00	5240310	PROFESSIONAL & TECHNICA	WRF
20A1368	CHEMTECH-FORD, INC	79881	2/12/2020	2/12/2020	\$123.00			
					123.00	5240310	PROFESSIONAL & TECHNICA	WRF
20B0170	CHEMTECH-FORD, INC	79881	2/12/2020	2/12/2020	\$20.00			
					20.00	5140310	PROFESSIONAL & TECHNICA	COLIERT AP

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20B0171	CHEMTECH-FORD, INC	79881	2/12/2020	2/12/2020	\$100.00			
					100.00	5140310	PROFESSIONAL & TECHNICA	COLIERT AP
	Vendor Total:				\$323.00			
2720-003	W-CUBED, INC.	79905	2/12/2020	2/12/2020	\$6,769.94			
					6,769.94	5240550	WRF - EQUIPMENT MAINTEN	MEMBRANES
3165337456	HILTON GARDEN INN - ST. GEORGE	79775	2/3/2020	2/3/2020	\$176.76			
					176.76	7657235	EMS - EDUCATION, TRAINING	FIRE CONFERENCE
335123	PAYSON AUTO SUPPLY - NAPA	79857	2/4/2020	2/4/2020	(\$13.95)			
					-13.95	1060250	EQUIPMENT MAINTENANCE	CREDIT
337055	PAYSON AUTO SUPPLY - NAPA	79857	2/6/2020	2/6/2020	\$80.28			
					80.28	5240250	EQUIPMENT MAINTENANCE	ATF PLUS 4
	Vendor Total:				\$66.33			
34805	TISCHNER FORD SALES, INC	79864	2/5/2020	2/5/2020	\$54.81			
					54.81	1054250	EQUIPMENT MAINTENANCE	2019 FORD EXPLORDER
34982	TISCHNER FORD SALES, INC	79912	2/12/2020	2/12/2020	\$50.68			
					50.68	1054250	EQUIPMENT MAINTENANCE	2018 FORD F-150 (CODE TRU
	Vendor Total:				\$105.49			
3707	PAYSON CITY SOLID WASTE	79874	2/7/2020	2/7/2020	\$15,892.66			
					10,012.66	1062311	WASTE PICKUP CHARGES	JANUARY
					5,880.00	5240530	WRF - SOLID WASTE DISPOS	JANUARY
4 - 2016 (4) Piec	ZIONS BANK PUBLIC FINANCE		2/13/2020	2/13/2020	\$61,372.72			
					56,322.48	4241056	2016 (4) PIECE EQUIPMENT L	Principal - 2016 (4) Piece Equip
					5,050.24	4248200	Debt service - interest	Interest - 2016 (4) Piece Equipm
43697614	INGRAM BOOK GROUP	79851	2/4/2020	2/4/2020	\$15.79			
					15.79	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
43786430	INGRAM BOOK GROUP	79851	2/4/2020	2/4/2020	\$283.37			
					283.37	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
	Vendor Total:				\$299.16			
46486	UTAH COUNTY AUDITOR - ACCOUNT	79866	2/4/2020	2/4/2020	\$15,612.40			
					15,612.40	1041613	ELECTION	2019 MUNICIPAL ELECTION
5035813	STAKER PARSON COMPANIES	79861	2/5/2020	2/5/2020	\$654.36			
					654.36	1060240	SUPPLIES	1/2 " ASPHALT
5066876	STAKER PARSON COMPANIES	79861	2/5/2020	2/5/2020	\$799.76			
					799.76	1060240	SUPPLIES	1/2 " ASPHALT
	Vendor Total:				\$1,454.12			
556977	REVCO	79876	2/7/2020	2/7/2020	\$515.38			
					515.38	4340300	COPIER CONTRACT	COPIERS - JANUARY
556978	REVCO	79876	2/7/2020	2/7/2020	\$170.05			
					170.05	4340300	COPIER CONTRACT	COPIERS - JANUARY
	Vendor Total:				\$685.43			
591903138-177	SPRINT SOLUTIONS, INC	79900	2/12/2020	2/12/2020	\$234.58			
					33.50	1041280	TELEPHONE	JANUARY
					11.17	1060280	TELEPHONE	JANUARY
					11.17	1062280	TELEPHONE	JANUARY
					100.54	1068280	TELEPHONE	JANUARY
					11.17	1070280	TELEPHONE	JANUARY
					11.17	1077280	TELEPHONE	JANUARY

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					33.52	1078280	TELEPHONE	JANUARY
					11.17	5140280	TELEPHONE	JANUARY
					11.17	5240280	TELEPHONE	JANUARY
70	PEN & WEB COMMUNICATIONS c/o P	79778	2/4/2020	2/4/2020	\$1,132.50			
					1,132.50	4340113	WEBSITE CONTENT MGT - PE	Social Media/Website Managem
7304464487-000	STAPLES ADVANTAGE DEPT LA	79904	2/12/2020	2/12/2020	\$29.92			
					29.92	1043240	SUPPLIES	ADMIN - OFFICE SUPPLIES
78886	HONEY BUCKET	79850	2/4/2020	2/4/2020	(\$40.00)			
					-40.00	1070300	BUILDINGS & GROUNDS MAI	CREDIT
844437	ROCK RIVER ARMS, INC	79859	2/4/2020	2/4/2020	\$225.00			
					225.00	1054702	COMM ON CRIM & JUV JUST -	POLICE - GUN SUPPLIES
85 - 2011A-2 Se	UTAH STATE DIVISION OF FINANCE		2/13/2020	2/13/2020	\$10,571.00			
					4,048.85	562540.2	2011A-2 Sewer Revenue Bond r	Principal - 2011A-2 Sewer Reve
					6,522.15	5640860	DEBT SERVICE - INTEREST	Interest - 2011A-2 Sewer Reven
85451737	FAIRFIELD INN	79883	2/12/2020	2/12/2020	\$420.27			
					420.27	5140230	EDUCATION, TRAINING & TRA	LODGING - PAT HATFIELD
85451737B	FAIRFIELD INN	79883	2/12/2020	2/12/2020	\$420.27			
					420.27	5440230	EDUCATION, TRAINING & TRA	LODGING - JON HEPWORTH
85451737C	FAIRFIELD INN	79883	2/12/2020	2/12/2020	\$420.27			
					420.27	5440230	EDUCATION, TRAINING & TRA	LODGING - GREGG HIATT
	Vendor Total:				\$1,260.81			
90428	PORTERS HEATING & AIR CONDITIO	79875	2/7/2020	2/7/2020	\$173.67			
					173.67	1042310	PROFESSIONAL & TECHNICA	CRANKCASE HEATER ON CO
9846942228	VERIZON WIRELESS	79901	2/12/2020	2/12/2020	\$1,274.19			
					554.01	1054280	TELEPHONE	JANUARY
					640.16	1054340	CENTRAL DISPATCH FEES	JANUARY
					80.02	1068280	TELEPHONE	JANUARY
9847123606	VERIZON WIRELESS	79868	2/4/2020	2/4/2020	\$46.10			
					46.10	1048280	TELEPHONE	ENGINEERING
	Vendor Total:				\$1,320.29			
AR1/51027213	PARKSON CORPORATION	79856	2/4/2020	2/4/2020	\$360.70			
					360.70	5240520	WRF - SUPPLIES	WRF
BOND-RELEASE	DR HORTON - BOND RELEASES	79847	2/4/2020	2/4/2020	\$3,500.00			
					3,500.00	1022450-193	(BOND-LANDSCAPE) [C-Lot 24	CASH LANDSCAPE BOND REL
BOND-RELEASE	DR HORTON - BOND RELEASES	79847	2/4/2020	2/4/2020	\$3,500.00			
					3,500.00	1022450-194	(BOND-LANDSCAPE) [C-Lot 25	CASH LANDSCAPE BOND REL
BOND-RELEASE	DR HORTON - BOND RELEASES	79847	2/4/2020	2/4/2020	\$3,500.00			
					3,500.00	1022450-223	(BOND-LANDSCAPE)[E-Lot 87]	CASH LANDSCAPE BOND REL
	Vendor Total:				\$10,500.00			
CC-JAN2020-AA	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$9,761.68			
					938.00	1043230	EDUCATION, TRAINING AND T	UMCA CONFERENCE REGIST
					85.00	1043230	EDUCATION, TRAINING AND T	GFOA CLASS - BUILDING A BE
					218.66	1068240	SUPPLIES	ADOBE ACROBAT PRO FOR KI
					2,289.56	7657246	EMERGENCY MANAGEMENT	FIRE COMMUNICATIONS SUP
					6,245.46	7657250	EQUIPMENT MAINTENANCE	FIRE SUPPLIES FOR CHIEF LI
					-15.00	7657250	EQUIPMENT MAINTENANCE	CREDIT
CC-JAN2020-AM	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$30.74			
					2.00	6140660	JR. JAZZ	ZIPLOCK BAGS FOR JR. JAZZ

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					7.30	6140660	JR. JAZZ	BINDERS FOR JR. JAZZ SCOR
					21.44	6140660	JR. JAZZ	HOOK TO LOWER BASKETBA
CC-JAN2020-BE	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/5/2020	2/5/2020	\$1,172.47			
					36.40	1041240	SUPPLIES	OFFICE SUPPLIES
					27.06	1041610	OTHER SERVICES	GIFT FOR EAGLE SCOUT AWA
					17.31	1041610	OTHER SERVICES	FRAMES
					66.88	1041610	OTHER SERVICES	DIFFERENT FRAMES & GIFT C
					-16.88	1041610	OTHER SERVICES	RETURN OF FRAMES
					866.32	1041610	OTHER SERVICES	GIFTS FOR COUNCIL RETREA
					175.38	4340230	MISC EQUIPMENT EXPENSE	PROJECTION SCREEN FOR P
CC-JAN2020-BR	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$14.99			
					14.99	7657240	FIRE - SUPPLIES	TUSK ROPE FOR SIDE BY SID
CC-JAN2020-JA	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$350.25			
					49.72	1068230	EDUCATION, TRAVEL & TRAIN	HOTEL FOR RANDY'S CONFE
					300.53	1068230	EDUCATION, TRAVEL & TRAIN	HOTEL FOR RANDY'S CONFE
CC-JAN2020-JA	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$184.11			
					38.22	1060240	SUPPLIES	DASH LIGHTS (2006 INT.)
					12.99	5140240	SUPPLIES	CHARGER FOR IPAD
					77.96	5240520	WRF - SUPPLIES	AIR FILTERS FOR VFD'S
					54.94	5240520	WRF - SUPPLIES	AIR FILTERS FOR VFD'S
CC-JAN2020-JO	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$325.62			
					13.49	1043230	EDUCATION, TRAINING AND T	OUTWARD MINDSET TRAININ
					39.40	1043230	EDUCATION, TRAINING AND T	OUTWARD MINDSET TRAININ
					46.14	1043230	EDUCATION, TRAINING AND T	OUTWARD MINDSET TRAININ
					11.15	1043230	EDUCATION, TRAINING AND T	OUTWARD MINDSET TRAININ
					25.00	6140230	EDUCATION, TRAINING & TRA	TRAINING
					35.00	6140230	EDUCATION, TRAINING & TRA	TRAINING
					60.00	6140660	JR. JAZZ	SPORTS SCHEDULE SOFTWA
					8.23	6140660	JR. JAZZ	SPORTS SCHEDULE SOFTWA
					87.21	6340240	SUPPLIES	MUSEUM OFFICE SUPPLIES
CC-JAN2020-LY	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$598.12			
					9.99	7240210	BOOKS, SUBSCRIPTIONS & M	KINDLE DIGITAL BOOK
					22.68	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
					19.19	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
					23.42	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
					49.56	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
					267.75	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS/DVD'S
					28.94	7240210	BOOKS, SUBSCRIPTIONS & M	BOOKS
					41.76	7240240	SUPPLIES	KIDS FOLDING TABLE
					134.83	7240240	SUPPLIES	MOOSOOO CORDLESS VACU
CC-JAN2020-NO	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$136.80			
					8.23	1048230	EDUCATION, TRAINING, TRAV	STAFF MEETING DONUTS
					128.57	4340500	SOFTWARE EXPENSE	DROPBOX ANNUAL SUBSCRI
CC-JAN2020-RO	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$2,245.63			
					303.27	1054230	EDUCATION, TRAINING & TRA	HOTEL FOR KAYSON SHEPHA
					609.41	1054240	SUPPLIES	UNIFORMS FOR CHEIF
					58.00	1054240	SUPPLIES	3 MONTH GPS
					10.25	1054240	SUPPLIES	DESK CALENDAR
					13.39	1054240	SUPPLIES	SPLITTER CABLE
					42.96	1054240	SUPPLIES	64GB 3.0 FLASH DRIVES (QTY
					71.59	1054240	SUPPLIES	DVD'S, PENS, FLASH DRIVES
					31.41	1054240	SUPPLIES	UNIFORMS FOR CHIEF

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CC-JAN2020-RY	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	691.17	1054311	PROFESSIONAL & TECHNICA	CHIEF'S LUNCHEON
					181.17	1054740	CAPITAL-VEHICLES & EQUIP	SOUNDBAR FOR BASEMENT
					233.01	1054740	CAPITAL-VEHICLES & EQUIP	MAGPUL COUPLER (QTY 14)
					\$1,884.64			
					85.98	7657132	EMPLOYEE RECOGNITIONS	HEARTHSONG GOLF GAME
					55.99	7657132	EMPLOYEE RECOGNITIONS	SPIKEBALL GAME
					167.62	7657132	EMPLOYEE RECOGNITIONS	CORNHOLE GAME
					22.75	7657132	EMPLOYEE RECOGNITIONS	FLYERS FOR PARTY
					66.93	7657132	EMPLOYEE RECOGNITIONS	KEYCHAIN GIFTS
					128.80	7657132	EMPLOYEE RECOGNITIONS	FOOD FOR DEPARTMENT PAR
					728.54	7657132	EMPLOYEE RECOGNITIONS	FOOD FOR DEPARTMENT PAR
					236.90	7657132	EMPLOYEE RECOGNITIONS	PELLETS TO COOK FOR DEPA
					23.98	7657132	EMPLOYEE RECOGNITIONS	12 OZ SAUCE BOTTLES
					315.00	7657210	BOOKS, SUBSCRIPTIONS, ME	MEMBERSHIP DUES FOR TAY
					29.95	7657250	EQUIPMENT MAINTENANCE	GARAGE DOOR ANTENNA
					11.10	7657280	TELEPHONE	PREPAID AMBULANCE PHON
					11.10	7657280	TELEPHONE	PREPAID AMBULANCE PHON
CC-JAN2020-SH	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$134.46			
					75.00	1042230	EDUCATION, TRAINING & TRA	COURT CLERK TRAINING - MI
					59.46	1051240	SUPPLIES	RUGS FOR PUBLIC WORKS B
CC-JAN2020-SU	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020	\$775.80			
					47.20	1051240	SUPPLIES	WASHING MACHINE CLEAN
					150.15	4340500	SOFTWARE EXPENSE	DROPBOX - CITY MANAGER
					51.50	7657235	EMS - EDUCATION, TRAINING	INSTRUCTOR REGISTRATION
					51.50	7657235	EMS - EDUCATION, TRAINING	INSTRUCTOR REGISTRATION
					51.50	7657235	EMS - EDUCATION, TRAINING	INSTRUCTOR REGISTRATION
					20.00	7657235	EMS - EDUCATION, TRAINING	RECERTIFICATION - A. BERNA
					19.95	7657235	EMS - EDUCATION, TRAINING	AEMT STUDY BOOK
					309.00	7657235	EMS - EDUCATION, TRAINING	TRAINING CENTER/FACILITY
					75.00	7657240	FIRE - SUPPLIES	FLOWERS FOR NAN SMITH
					CC-JAN2020-SU	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020
58.00	1041240	SUPPLIES	DINNER FOR COUNCIL WORK					
336.50	1041610	OTHER SERVICES	GIFTS FOR RETREAT					
55.45	1041660	PHOTO & VIDEO CONTEST E	PHOTO OF THE YEAR					
50.00	1041660	PHOTO & VIDEO CONTEST E	PHOTO OF THE YEAR					
41.51	1041660	PHOTO & VIDEO CONTEST E	PHOTO OF THE YEAR					
50.00	1041660	PHOTO & VIDEO CONTEST E	PHOTO OF THE YEAR					
223.00	1041660	PHOTO & VIDEO CONTEST E	PHOTO OF THE YEAR					
20.98	1043240	SUPPLIES	HDMI CABLE					
10.67	1043240	SUPPLIES	BOOK (WILL BE REIMBURSED					
100.00	1043480	EMPLOYEE RECOGNITIONS	FLOWERS FOR PAT & KEITH					
50.00	1043480	EMPLOYEE RECOGNITIONS	FLOWERS FOR JARED SHEP					
192.00	1043480	EMPLOYEE RECOGNITIONS	INAUGURATION LUNCHEON					
50.00	1043480	EMPLOYEE RECOGNITIONS	FLOWERS FOR AMY JOHNSO					
CC-JAN2020-WA	ZIONS BANK-SANTAQUIN	CC-JAN-2020	2/4/2020	2/4/2020				
					75.00	1070305	ARBORTIST/LANDSCAPING	TRAINING FOR A.J.
					195.00	1070305	ARBORTIST/LANDSCAPING	TRAINING FOR A.J.
					30.00	4140701	RELOCATION TO PW BUILDIN	FLOOR MATS
					23.10	4140701	RELOCATION TO PW BUILDIN	ANTI VIBE PADS
					63.12	5140240	SUPPLIES	LUNCH FOR PUBLIC WORKS
					394.75	5240250	EQUIPMENT MAINTENANCE	LED LIGHTS
Vendor Total:					\$19,634.39			
COMM38752020	EDUCATORS HEALTH PLANS LIFE, A	9999	2/6/2020	2/6/2020	\$50,122.47			
					45,863.07	1022500	HEALTH INSURANCE	Health Insurance - February 202

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					3,809.90	1022501	DENTAL	Dental Insurance - February 202
					449.50	1022501	DENTAL	Vision Insurance - February 202
E02482	ROCKY MOUNTAIN TURF - RMT EQUI	79776	2/3/2020	2/3/2020	\$12,066.00			
					6,033.00	1070740	CAPITAL-VEHICLES & EQUIP	LAWNMOWER - GRASSHOPP
					6,033.00	1077740	CAPITAL-VEHICLES & EQUIP	LAWNMOWER - GRASSHOPP
EA909395	LES OLSON COMPANY	79892	2/10/2020	2/10/2020	\$585.30			
					585.30	4340300	COPIER CONTRACT	MPS SERVICE & SUPPLY BILLI
FEB20172	BLOMQUIST HALE CONSULTING	79902	2/12/2020	2/12/2020	\$190.40			
					190.40	1022506	EAP	FEBRUARY
NP57359170	FUELMAN-STATE OF UTAH GASCAR	79908	2/12/2020	2/12/2020	\$5,646.66			
					295.91	1043260	FUEL	NOVEMBER
					183.02	1043501	BANK AND SERVICE CHARGE	NOVEMBER
					117.08	1048260	FUEL	NOVEMBER
					3,017.92	1054260	FUEL	NOVEMBER
					222.51	1060260	FUEL	NOVEMBER
					222.51	1062260	FUEL	NOVEMBER
					82.58	1068260	FUEL	NOVEMBER
					222.51	1070260	FUEL	NOVEMBER
					222.51	1077260	FUEL	NOVEMBER
					222.51	5140260	FUEL	NOVEMBER
					222.51	5240260	FUEL	NOVEMBER
					223.18	7657260	FUEL	NOVEMBER
					391.91	7657260	FUEL	NOVEMBER
PC-02-11-2020	ADCOCK, ARTHUR LEE	79909	2/7/2020	2/7/2020	\$25.00			
					25.00	1078310	PROFESSIONAL & TECHNICA	PLANNING COMMISSION 02-1
PC-02-11-2020	GUNNELL, BRADLEY DON	79910	2/7/2020	2/7/2020	\$25.00			
					25.00	1078310	PROFESSIONAL & TECHNICA	PLANNING COMMISSION 02-1
PC-02-11-2020	TOLMAN, JESSICA	79913	2/7/2020	2/7/2020	\$25.00			
					25.00	1078310	PROFESSIONAL & TECHNICA	PLANNING COMMISSION 02-1
PC-02-11-2020	WOOD, TREVOR	79914	2/7/2020	2/7/2020	\$25.00			
					25.00	1078310	PROFESSIONAL & TECHNICA	PLANNING COMMISSION 02-1
PER-DIEM-0205	MCMULLIN, WILLIAM	79839	2/5/2020	2/5/2020	\$319.76			
					319.76	7657235	EMS - EDUCATION, TRAINING	INSTRUCTOR TRAINING - PER
PPI0165694	JONES PAINT & GLASS	79852	2/6/2020	2/6/2020	\$296.96			
					296.96	5240240	SUPPLIES	WINDOW/PAINT
PR020120-13093	NEBO LODGE #45	79835	2/7/2020	2/7/2020	\$18.00			
					18.00	1022425	FOP DUES	FOP Dues (Nebo Lodge #45)
PR020120-266	SANTAQUIN CITY UTILITIES	79836	2/7/2020	2/7/2020	\$890.00			
					690.00	1022350	UTILITIES PAYABLE	Utilities
					200.00	1022350	UTILITIES PAYABLE	Cemetery
PR020120-361	UTAH STATE TAX COMMISSION		2/7/2020	2/7/2020	\$5,488.22			
					5,488.22	1022230	STATE WITHHOLDING PAYAB	State Income Tax
PR020120-382	UTAH STATE RETIREMENT	9999	2/7/2020	2/7/2020	\$25,531.22			
					3,636.48	1022300	RETIREMENT PAYABLE	401K
					661.50	1022300	RETIREMENT PAYABLE	Roth IRA
					18,950.14	1022300	RETIREMENT PAYABLE	Retirement
					938.02	1022300	RETIREMENT PAYABLE	401K - Tier 1 Parity
					567.46	1022300	RETIREMENT PAYABLE	457
					47.38	1022300	RETIREMENT PAYABLE	Post Retirement (After 7/2010)
					730.24	1022325	RETIREMENT LOAN PAYMEN	Retirement Loan Payment

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PR020120-383	EFTPS	9999	2/7/2020	2/7/2020	\$30,201.24			
					16,980.80	1022210	FICA PAYABLE	Social Security Tax
					3,971.56	1022210	FICA PAYABLE	Medicare Tax
					9,248.88	1022220	FEDERAL WITHHOLDING PAY	Federal Income Tax
PR020120-7076	UTAH COUNTY LODGE #31	79837	2/7/2020	2/7/2020	\$162.00			
					162.00	1022425	FOP DUES	FOP Dues (Ut County Lodge #3
PR020120-7171	CHILD SUPPORT SERVICES/ORS	79833	2/7/2020	2/7/2020	\$215.54			
					215.54	1022420	GARNISHMENTS	Garnishment - Child Support
PR020120-8708	ECMC - MN	79834	2/7/2020	2/7/2020	\$219.52			
					219.52	1022420	GARNISHMENTS	Garnishment
Refund: 1057150	DR HORTON	79774	2/3/2020	2/3/2020	\$58.52			
					58.52	5113110	ACCOUNTS RECEIVABLE	Refund: 1057150 - DR HORTON
Refund: 1510490	DR HORTON	79773	2/3/2020	2/3/2020	\$44.15			
					44.15	5113110	ACCOUNTS RECEIVABLE	Refund: 1510490 - DR HORTON
Refund: 3708171	ANDREW, BENJAMIN & KATHERIN M	79841	2/5/2020	2/5/2020	\$700.00			
					700.00	5113110	ACCOUNTS RECEIVABLE	Refund: 3708171 - ANDREW, B
REIMBURSE-02	MONTOYA, BETSY	79873	2/7/2020	2/7/2020	\$90.00			
					90.00	1041230	EDUCATION, TRAINING & TRA	LOCAL OFFICIALS DAY AT LE
REIMBURSE-02	GLENN, RICH	79885	2/12/2020	2/12/2020	\$67.54			
					67.54	1054240	SUPPLIES	UNIFORM REIMBURSEMENT
REIMBURSE-02	REEVES, BENJAMIN	79895	2/12/2020	2/12/2020	\$1,103.37			
					719.91	1041610	OTHER SERVICES	BUDGET RETREAT - GIFT CAR
					224.61	1041610	OTHER SERVICES	BUDGET RETREAT - GIFT CAR
					90.00	1041610	OTHER SERVICES	BUDGET RETREAT - LUNCH
					25.36	1041610	OTHER SERVICES	BUDGET RETREAT - GIFT CAR
					43.49	1043610	OTHER SERVICES	SPANISH FORK - THANK YOU
RMP-021220	ROCKY MOUNTAIN POWER	79903	2/12/2020	2/12/2020	\$88.98			
					88.98	1060270	UTILITIES - STREET LIGHTS	509 FIRESTONE DR. STRONG
RT21010786	HUMPHRIES INC	79891	2/12/2020	2/12/2020	\$66.96			
					66.96	5140240	SUPPLIES	SUPPLIES
S 114498	SEMI SERVICE INC	79860	2/6/2020	2/6/2020	\$2,606.15			
					2,606.15	1060250	EQUIPMENT MAINTENANCE	FAZOR EL SYSTEM
S103397656.001	MOUNTAINLAND SUPPLY	79855	2/5/2020	2/5/2020	\$50.46			
					50.46	5440240	SUPPLIES	IMPELLER KIT
S103401448.004	MOUNTAINLAND SUPPLY	79855	2/4/2020	2/4/2020	\$63.24			
					63.24	5440240	SUPPLIES	Supplies
S103404465.001	MOUNTAINLAND SUPPLY	79855	2/4/2020	2/4/2020	\$42.89			
					42.89	5440240	SUPPLIES	SUPPLIES
S103404465.002	MOUNTAINLAND SUPPLY	79855	2/4/2020	2/4/2020	\$675.76			
					675.76	5440240	SUPPLIES	SUPPLIES
S103408213.001	MOUNTAINLAND SUPPLY	79855	2/5/2020	2/5/2020	\$60.94			
					60.94	5440240	SUPPLIES	BOLT/NUTS/RING GASKET
Vendor Total:					\$893.29			
SEPI-20-000198	AERZSEN USA CORPORATION	79870	2/7/2020	2/7/2020	\$1,966.48			
					1,966.48	5240520	WRF - SUPPLIES	AIR FILTER CARTRIDGE
SP090958	ERIKS NORTH AMERICA, INC	79882	2/12/2020	2/12/2020	\$54.62			
					54.62	5240550	WRF - EQUIPMENT MAINTEN	1/2 " ISO-FF CPLR, 7/8" - 14 O
TRAVEL-021220	HATFIELD, PAT	79886	2/12/2020	2/12/2020	\$607.20			
					607.20	5140230	EDUCATION, TRAINING & TRA	RWAU CONFERENCE - PER DI

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TRAVEL-021220	HEPWORTH, JON	79888	2/12/2020	2/12/2020	\$517.20			
					517.20	5440230	EDUCATION, TRAINING & TRA	RWAU CONFERENCE - PER DI
TRAVEL-021220	HIATT, GREGG	79889	2/12/2020	2/12/2020	\$517.20			
					517.20	5240230	EDUCATION, TRAINING & TRA	RWAU CONFERENCE - PER DI
TRAVEL-021220	SHEPHERD, JARED	79898	2/12/2020	2/12/2020	\$441.88			
					441.88	1068230	EDUCATION, TRAVEL & TRAIN	22020 ANNUAL BUSINESS ME
UT202000164	BLUE STAKES	79843	2/4/2020	2/4/2020	\$93.00			
					93.00	5440240	SUPPLIES	BILLABLE EMAIL NOTIFICATIO
XC02122020-141	DUBRAVAC, STEPHEN	79906	2/12/2020	2/12/2020	\$1,085.00			
					1,085.00	1022430	COURT FINES AND FORFEITU	BAIL REFUND
Total:					\$553,254.22			
							GL Account Summary	
					20,952.36	1022210	FICA PAYABLE	
					9,248.88	1022220	FEDERAL WITHHOLDING PAY	
					5,488.22	1022230	STATE WITHHOLDING PAYAB	
					24,800.98	1022300	RETIREMENT PAYABLE	
					730.24	1022325	RETIREMENT LOAN PAYMEN	
					890.00	1022350	UTILITIES PAYABLE	
					435.06	1022420	GARNISHMENTS	
					180.00	1022425	FOP DUES	
					5,944.89	1022430	COURT FINES AND FORFEITU	
					3,500.00	1022450-193	(BOND-LANDSCAPE) [C-Lot 24	
					3,500.00	1022450-194	(BOND-LANDSCAPE) [C-Lot 25	
					3,500.00	1022450-223	(BOND-LANDSCAPE)[E-Lot 87]	
					45,863.07	1022500	HEALTH INSURANCE	
					4,259.40	1022501	DENTAL	
					2,805.08	1022504	LIFE/ADD	
					190.40	1022506	EAP	
					90.00	1041230	EDUCATION, TRAINING & TRA	
					384.55	1041240	SUPPLIES	
					33.50	1041280	TELEPHONE	
					2,357.07	1041610	OTHER SERVICES	
					15,612.40	1041613	ELECTION	
					469.96	1041660	PHOTO & VIDEO CONTEST E	
					820.00	1041670	YOUTH CITY COUNCIL EXPE	
					75.00	1042230	EDUCATION, TRAINING & TRA	
					534.67	1042310	PROFESSIONAL & TECHNICA	
					5,333.35	1042331	LEGAL	
					5,478.01	1042610	STATE RESTITUTION	
					1,133.18	1043230	EDUCATION, TRAINING AND T	
					321.42	1043240	SUPPLIES	
					295.91	1043260	FUEL	
					392.00	1043480	EMPLOYEE RECOGNITIONS	
					183.02	1043501	BANK AND SERVICE CHARGE	
					157.76	1043610	OTHER SERVICES	
					8.23	1048230	EDUCATION, TRAINING, TRAV	
					117.08	1048260	FUEL	
					46.10	1048280	TELEPHONE	
					40.00	1048310	PROFESSIONAL & TECHNICA	
					106.66	1051240	SUPPLIES	
					2,653.38	1051280	TELEPHONE	
					44.00	1051300	BUILDINGS & GROUND MAIN	
					303.27	1054230	EDUCATION, TRAINING & TRA	
					1,062.97	1054240	SUPPLIES	

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					178.41	1054250	EQUIPMENT MAINTENANCE	
					3,017.92	1054260	FUEL	
					554.01	1054280	TELEPHONE	
					821.17	1054311	PROFESSIONAL & TECHNICA	
					640.16	1054340	CENTRAL DISPATCH FEES	
					225.00	1054702	COMM ON CRIM & JUV JUST -	
					414.18	1054740	CAPITAL-VEHICLES & EQUIP	
					1,492.34	1060240	SUPPLIES	
					2,961.80	1060250	EQUIPMENT MAINTENANCE	
					254.47	1060260	FUEL	
					88.98	1060270	UTILITIES - STREET LIGHTS	
					11.17	1060280	TELEPHONE	
					222.51	1062260	FUEL	
					11.17	1062280	TELEPHONE	
					31,070.98	1062311	WASTE PICKUP CHARGES	
					10,712.96	1062312	RECYCLING PICKUP CHARGE	
					792.13	1068230	EDUCATION, TRAVEL & TRAIN	
					218.66	1068240	SUPPLIES	
					82.58	1068260	FUEL	
					180.56	1068280	TELEPHONE	
					222.51	1070260	FUEL	
					11.17	1070280	TELEPHONE	
					110.00	1070300	BUILDINGS & GROUNDS MAI	
					270.00	1070305	ARBORTIST/LANDSCAPING	
					6,033.00	1070740	CAPITAL-VEHICLES & EQUIP	
					222.51	1077260	FUEL	
					11.17	1077280	TELEPHONE	
					900.00	1077300	BUILDINGS & GROUND MAIN	
					6,033.00	1077740	CAPITAL-VEHICLES & EQUIP	
					33.52	1078280	TELEPHONE	
					100.00	1078310	PROFESSIONAL & TECHNICA	
					238,240.11		Total	
					53.10	4140701	RELOCATION TO PW BUILDIN	
					160.42	4140703	RECREATION CENTER BALLO	
					213.52		Total	
					56,322.48	4241056	2016 (4) PIECE EQUIPMENT L	
					150,258.64	4241058	VEHICLE PURCHASES	
					11,864.02	4248200	Debt service - interest	
					218,445.14		Total	
					1,132.50	4340113	WEBSITE CONTENT MGT - PE	
					175.38	4340230	MISC EQUIPMENT EXPENSE	
					1,270.73	4340300	COPIER CONTRACT	
					487.72	4340500	SOFTWARE EXPENSE	
					3,066.33		Total	
					802.67	5113110	ACCOUNTS RECEIVABLE	
					1,027.47	5140230	EDUCATION, TRAINING & TRA	
					1,119.12	5140240	SUPPLIES	
					222.51	5140260	FUEL	
					11.17	5140280	TELEPHONE	
					120.00	5140310	PROFESSIONAL & TECHNICA	
					3,302.94		Total	
					517.20	5240230	EDUCATION, TRAINING & TRA	

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					669.00	5240240	SUPPLIES	
					586.17	5240250	EQUIPMENT MAINTENANCE	
					222.51	5240260	FUEL	
					11.17	5240280	TELEPHONE	
					203.00	5240310	PROFESSIONAL & TECHNICA	
					407.60	5240500	WRF - UTILITIES	
					4,198.79	5240510	WRF - CHEMICAL SUPPLIES	
					2,639.78	5240520	WRF - SUPPLIES	
					5,880.00	5240530	WRF - SOLID WASTE DISPOS	
					6,824.56	5240550	WRF - EQUIPMENT MAINTEN	
					22,159.78		Total	
					1,357.74	5440230	EDUCATION, TRAINING & TRA	
					986.29	5440240	SUPPLIES	
					2,344.03		Total	
					4,048.85	562540.2	2011A-2 Sewer Revenue Bond r	
					6,522.15	5640860	DEBT SERVICE - INTEREST	
					10,571.00		Total	
					41,505.80	6040820	DEBT SERVICE - INTEREST	
					60.00	6140230	EDUCATION, TRAINING & TRA	
					98.97	6140660	JR. JAZZ	
					158.97		Total	
					125.20	6340240	SUPPLIES	
					720.69	7240210	BOOKS, SUBSCRIPTIONS & M	
					199.44	7240240	SUPPLIES	
					920.13		Total	
					1,517.49	7657132	EMPLOYEE RECOGNITIONS	
					315.00	7657210	BOOKS, SUBSCRIPTIONS, ME	
					999.97	7657235	EMS - EDUCATION, TRAINING	
					89.99	7657240	FIRE - SUPPLIES	
					2,289.56	7657246	EMERGENCY MANAGEMENT	
					6,351.97	7657250	EQUIPMENT MAINTENANCE	
					615.09	7657260	FUEL	
					22.20	7657280	TELEPHONE	
					12,201.27		Total	
					\$553,254.22		GL Account Summary Total	



MEMORANDUM

To: Santaquin City Mayor & Council
From: Benjamin A. Reeves, Santaquin City Manager
Date: February 18, 2020
Subject: 5.c.1. Out of State Travel/Training Request – Taylor Sutherland & Ryan Lind

Our Fire Chief, Ryan Lind and Fire Fighter Taylor Sutherland have an opportunity to obtain fire investigations training (See email below)..

“I am requesting permission to attend the International Association of Arson Investigators Utah chapter training February 23-26th held in Wendover Utah. The training is specific to fire investigations, and how fire prevention activities relate to the prevention of fires. This training would be attended by both Ryan Lind and Taylor Sutherland. The cost of the registration is \$250 for Ryan, and hotel would be about \$325. I was able to apply and was awarded a Scholarship for Taylor that covers his registration and hotel. Per Diem would be needed for both.

This training is needed to maintain Fire Investigator Certifications for Ryan and Taylor, and helps build on the education we both have spent long hours working to achieve. We would be staying at the rainbow Hotel in Wendover and would be carpooling out in my department vehicle. Please let me know if you have any questions.

Thanks
Fire Chief, Ryan Lind”

I recommend City Council approval of supporting Santaquin City Fire Chief, Ryan Lind and Fire Fighter Taylor Sutherland, in this request for out of state travel/training.



SANTAQUIN CITY CORPORATION

275 West Main Street
Santaquin, UT 84655
(801) 754-3211
(801) 754-3526 fax
www.santaquin.org

MEMO

TO: Mayor and City Council

FROM: Shannon Hoffman

DATE: 02/10/2020

RE: Wage Market Study & Analysis

Attach is the proposal from Personnel Systems and Services for a wage market study and analysis. This cost is based on review of approximately 40 job description. Due to many employees working of the same job description, i.e., Police Officer or PW Maintenance Worker, this may not cost as much as proposed. However, this study also may result in a few new job descriptions being created to best meet our needs.

My recommendation would be to approve the proposal not to exceed the amount proposed and we will be diligent to cut costs where we can.

As always, thank you for your continuous support. Please let me know if you have any questions.

Recommended Motion:

Motion to Approve and Award a Pay Equity and Market Study with Personnel System & Services in an amount not to exceed \$15,540.

Santaquin City

Proposal for A Pay Equity & Market Study

January 27, 2020

Prepared By



**1325 W. Bluemont Dr.
Salt Lake City, UT 84123
801-269-8977
personnelsystems@comcast.net**

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INTRODUCTION

The development of a sound personnel management system begins with an organizational statement addressing the objectives of management related to achieving a predetermined employer status and labor market posture. Underlying the objectives is the organization's attitude or philosophy about work and workers. With this in mind the consultant assumes (1) that the city of Santaquin desires to achieve a reasonable level of competitiveness and maintain current standards in providing quality services by attracting and retaining the most qualified employees and (2) in order to avoid becoming a training ground for other employers, the city views it desirable to provide career development opportunities where ever possible, competitive compensation and commit other resources necessary to enhance the attractiveness of the city as an employer.

PROJECT PHILOSOPHY

Personnel Systems & Services subscribes to and promotes equal pay for equal work, non-discrimination in employment and fair and good faith dealing in all employee-employer relationships. Management has the right to expect a fair day's labor for the daily wage provided. Employees have the right to expect a fair day's pay for the labor given. The appropriateness of the pay provided is a function of the market place, the organizations internal equity system, which establishes the value of the job to a specific employer, and the perceived value of the individual based upon job performance, which includes loyalty, dependability and competence.

The employee's perception of equity and consistency in pay practices may not result in greater productivity and efficiency while the perception of inequity and inconsistency will most always produce discontent.

SERVICE AREAS

JOB ANALYSIS, JOB DESCRIPTION UPDATE & DEVELOPMENT

The process of collecting facts about jobs sufficient to update job descriptions and specifications is the preliminary requirement necessary to complete job valuation. The description format includes job title, general purpose statements, and essential functions. The specifications for the job refer to those statements that describe personal characteristics, minimum qualifications, knowledge, skills, and abilities, or special qualifications that must be met for a job applicant to be considered eligible for the position. Completed documents are ADA compliant regarding essential functions of each individual position.

JOB VALUATION

In cooperation with the HR Manager, the consultant will assist in the review of the updated job descriptions to determine the internal equity job valuations. The objective of this phase of the project is to determine and establish the internal equity program that is ultimately attached to market data to create a formal pay plan. This process will assist the city to verify its own "worth of work" values most effective in the maintenance of a **"site validated"** internal equity methodology.

LABOR MARKET ANALYSIS

A review of the labor market, the economic area in which you wish to compete, is essential to the overall success of the pay plan. The objective of the analysis is to achieve external competitiveness. This phase involves the completion of a survey of employer wages for benchmark positions. Using statistical measures and valuation techniques it is possible to determine your competitive position in the chosen market place including public and/or private employers, and then establish a specific posture regarding the most realistic market objectives in terms of pay ranges and methods of pay progression. Where does the City want to posture itself in the market place? As a trendsetter? A leading-edge competitor? At market parity? Or, as reasonably comparable?

COMPENSATION POLICIES & PROCEDURES

This service involves providing at no cost a model compensation management policy which addresses method of progression from minimum to midpoint and from midpoint to maximum of the pay range. Additionally, an outline for creating an incentive program will be included.

BASIS OF SOUND PAY PROGRAMS

As the city seeks to establish and maintain an effective compensation program it is recommended that consideration be given to some or all of the following:

1. Size and type of business: *The ability to pay certain rates, based upon revenues and financial resources.*
2. Organizational Philosophy: *The willingness to pay certain rates and attitudes about ranking among other employers within a selected labor market.*
3. Nature and Diversity of Work: *The degree of specialization, work variety, and technology (an element of the job classification methodology).*
4. Regional Economics: *The prevailing rates of pay and the rates of inflation.*
5. Availability of Labor Supply: *The competition for certain types of jobs resulting from an abundance or shortage of certain skills and abilities within the labor market.*
6. Value of Work Contribution: *The worth of a particular job to the organization (the overall value determined through classification methodology).*
7. Pay Supplements: *The total compensation comparability afforded through various incentives and discretionary benefits.*
8. Reputation of the Organization: *The competitiveness of pay and social recognition as high- or low-paying.*
9. Pay Progression Policy:
 - The learning curve impact associated with certain types of jobs.
 - Pay range uniformity vs. diversity (pay schedule design).
 - Length of Service.
 - Performance based increases.
 - Pay for knowledge or level of competency.
 - The use of "control rates" within the pay ranges.
10. Bonus and Incentive Plans:
 - The use of "non-scheduled" recognitions.
 - The use of non-monetary rewards.
11. Ownership Protection: *involves realistic consideration of resource limitations. The cost of administration should constantly be balanced against achieving the other objectives of the pay plan and overall personnel program.*

SCOPE OF WORK

JOB ANALYSIS & VALUATION STUDY

PRE-PROJECT PLANNING

- A. Conduct web or onsite meeting(s) with designated staff and city management to discuss philosophy, work plan and explain instruments.
- B. Determine customization needs for proposed instruments.
- C. Identify communication processes and methods to satisfy employee engagement expectations.

QUESTIONNAIRE ADMINISTRATION, COLLECTION & ONSITE PREPARATIONS

Step #1: The consultant will provide to MANAGEMENT/HR staff the data collection instruments (along with instructions for completion) for distribution to fulltime employees. These instruments may include a "Job Values" survey and a Position Analysis Questionnaire.

The Position Analysis Questionnaire (PAQ) will ask a variety of questions related to job duties, responsibilities, knowledge, skills, abilities, etc. This is a standard tool used to accumulate job facts for all job classifications. ***This phase could be minimized or eliminated by using existing position descriptions as the primary instrument for updating. Employees may wish to use a combination of both documents to provide the greatest amount of written information regarding their position. Unique positions not previously included in the HR system would still require the use of the questionnaire.***

Step #2: MANAGEMENT/HR staff to review a "Job Values Survey" instrument provided by the consultant to determine that the survey content addresses all the "worth of work" values of interest to the city. This process results in the delivery of a "site validated" job valuation (point factor) instrument consistent with those criteria set forth in the Fair Labor Standards Act as the legitimate basis to "discriminate" or differentiate the pay between jobs.

Step #3: MANAGEMENT/HR distributes/emails a weblink to all employees for participation in the values survey. The weblink instrument, a Google document, will provide the instructions for completion. In the email, the HR Manager will specify the targeted completion date.

Step #4: Supervisors and MANAGEMENT/HR staff review completed employee Position Analysis Questionnaires, if they are used.

Step #5: Completed survey and questionnaires to be compiled and mailed or emailed to the consultant by MANAGEMENT/HR staff.

Step #6: If available, MANAGEMENT/HR staff delivers electronic copies of existing/current job descriptions to the consultant.

Step #7: The consultant and onsite audit team reviews all completed questionnaires and current job descriptions.

Step #8: MANAGEMENT/HR staff to email the consultant an Excel file containing the **employee census** identifying employee first name, last name, location, department, job title, pay grade/band, pay range minimum and maximum and current actual pay.

ONSITE ENGAGEMENT

Step #9: **Employee Orientation:** The consultant will prepare a proposed onsite schedule to include an employee orientation to conduct an open discussion with all employees regarding the purpose of the review and the processes to be followed and to share the results of the job values survey.

One or two meeting sessions could be scheduled to allow all employees to attend, without disrupting services and operations. Each orientation should require 45-60 minutes each. Orientation meetings are recommended to be conducted in conjunction with, or in advance of the onsite job audits.

- Step #10: **On-site Engagement:** The consultant will prepare an audit schedule and propose times for individual and group audits and deliver the proposed schedule to MANAGEMENT/HR staff for review and distribution. A brief time will be allowed to shift and reschedule employees where the proposed schedule contains conflicts or poses attendance issues. This process will allow all employees opportunity for direct verbal input. All positions with one incumbent will be audited. Positions with more than one incumbent will be involved in group audits. Each audit is to take approximately 45-60 minutes. **Mike Swallow will meet with all department heads.**

JOB DESCRIPTION PREPARATION

- Step #11: **Position Description Rough Draft:** Upon completing job audits the consultant will update or prepare rough draft descriptions describing general purpose, supervisory relationships, essential functions, minimum qualifications, knowledge, skills, abilities, and special qualifications required for the job. The drafts will be delivered to MANAGEMENT/HR staff for review and distribution. This document should be reviewed and approved by both position incumbents, or a representative or representatives of the position, and supervisors. Individuals will be encouraged to make additions or deletions to the position description in cooperation with supervisors as needed to satisfy the perceptions of their jobs.

Rough draft documents will incorporate options for **career progression** utilizing job families and related logical structure.

- Step #12: **Position Description Final Draft:** Upon receiving the reviewed and edited rough draft descriptions the consultant will finalize all changes and updates. Significant alterations may require follow-up audits by the Consultant to clarify significant differences in job perceptions.

JOB VALUATION & CLASSIFICATION

Based upon the results of the "Job Values" survey the consultant will develop and deliver a customized job evaluation instrument reflecting the employee "worth of work" priorities. The consultant will then perform the initial point factor evaluation of each job based upon the finalized job description and prepare recommendations for job pay ranges. The instrument will compare each job against measures such as responsibility, difficulty of work, job knowledge and work environment, etc. The scientific approach used in the construction of the factor tool is based upon Weber's "Law of Just-Noticeable-Difference."

- Step #13: Consultant updates and recommends point factor valuation instrument and pay range options with consideration being given to various pay plan designs.
- Step #14: The consultant applies the point valuation instrument to each job and creates the baseline for establishing internal equity and job valuation consistency.
- Step #15: MANAGEMENT/HR Manager and assigned staff in cooperation with the consultant "fine-tunes" the assignment of points to each job, which process may include an invitation to subject matter experts, supervisors and/or job incumbents to meet and discuss job content.
- Step #16: During the fine-tuning process, the consultant, MANAGEMENT/HR Officer and assigned MANAGEMENT/HR staff work together to identify and determine possible classification consolidations, career path options, and job family progressions. The fine-tuning exercise will constitute staff training in the job valuation methodology.

SCOPE OF WORK MARKET COMPENSATION STUDY

MARKET DATA COLLECTION & ANALYSIS

Step #17: The consultant will utilize the Technology Net, web-based resource to expedite the conducting of the Market Compensation Study. Additionally, if requested by the city, complementary market data may be added to the data obtained through direct solicitation of **targeted survey participants in the Santaquin market area as defined by management. Additional data sources may be used, i.e., Utah Department of Workforce Services, etc.**

Step #18: **Labor Market Analysis:** The consultant will conduct a survey of base wages within a selected labor market for the city benchmark positions matched in the TechNet system. The survey participants will be chosen by city management and represent various non-profit, public and private entities with whom the city desires to be competitive. It is recommended that this sample remain stable over the years to assure consistency in market evaluation.

It is also recommended that the survey participants include "trend setters", thus enabling the city to ascertain the leadership position of the market. By knowing what market leaders are doing the city can determine what kind of pay policy and posture they want to maintain in relationship with the selected market. Statistical analysis and charts will be used to describe the survey results.

Step #19: Consultant will develop and deliver regression analysis graphic illustrations of the city's comparative position with the defined market area and survey participants.

Sample Analytical Chart #1

Job Value	Survey Minimum	City Minimum	\$ Difference	% Difference	Job Title
25.69	\$89,236	\$87,570	-\$1,666	-1.9%	CITY MANAGER
24.67	\$84,541	\$82,819	-\$1,722	-2.1%	POLICE CHIEF
22.70	\$76,200	\$74,401	-\$1,799	-2.4%	COMMUNITY DEVELOPMENT DIRECTOR
14.49	\$49,368	\$47,537	-\$1,831	-3.9%	PUBLIC WORKS SUPERINTENDENT
15.03	\$50,793	\$48,954	-\$1,840	-3.8%	CITY TREASURER/HR DIRECTOR
12.72	\$44,969	\$43,171	-\$1,797	-4.2%	PARKS SUPERINTENDENT
11.34	\$41,803	\$40,039	-\$1,765	-4.4%	PUBLIC WORKS SUPERVISOR
11.85	\$42,941	\$41,183	-\$1,757	-4.3%	SERGEANT
10.18	\$39,323	\$37,590	-\$1,734	-4.6%	CITY CLERK
10.25	\$39,457	\$37,721	-\$1,735	-4.6%	POLICE OFFICER III
9.41	\$37,752	\$36,041	-\$1,711	-4.7%	POLICE OFFICER II
8.40	\$35,776	\$34,095	-\$1,681	-4.9%	UTILITY MAINTENANCE OPERATOR II
7.41	\$33,962	\$32,312	-\$1,649	-5.1%	POLICE OFFICER I
7.16	\$33,514	\$31,873	-\$1,641	-5.1%	UTILITY MAINTENANCE OPERATOR II
7.25	\$33,680	\$32,036	-\$1,644	-5.1%	COMMUNITY CENTER DIRECTOR
6.16	\$31,793	\$30,185	-\$1,608	-5.3%	UTILITY MAINTENANCE OPERATOR I
7.06	\$34,784	\$33,120	-\$1,664	-5.0%	ASSOCIATE PLANNER
8.96	\$36,851	\$35,154	-\$1,696	-4.9%	BUILDING INSPECTOR
6.78	\$32,855	\$31,227	-\$1,629	-5.2%	PARKS MAINTENANCE OPERATOR II/CEMETERY SEXTON
6.11	\$31,703	\$30,098	-\$1,606	-5.3%	ADMINISTRATIVE ASSISTANT
6.73	\$31,082	\$29,489	-\$1,593	-5.4%	DEPUTY TOWN TREASURER/RECEPTIONIST
5.23	\$30,266	\$28,691	-\$1,576	-5.5%	PARKS MAINTENANCE OPERATOR I
4.77	\$28,546	\$27,986	-\$560	-6.8%	DEPUTY TOWN CLERK
4.05	\$28,438	\$26,904	-\$1,534	-6.7%	COMMUNITY CENTER ASSISTANT



Sample Analytical Chart #2

Job Value	Survey Minimum	Survey Midpoint	Survey Maximum	Client Actual	Job Title
25.69	\$89,236	\$110,523	\$131,878	\$102,698	CITY MANAGER
24.67	\$84,541	\$104,643	\$124,793	\$87,198	POLICE CHIEF
22.70	\$76,200	\$94,210	\$112,231	\$88,042	COMMUNITY DEVELOPMENT DIRECTOR
14.49	\$49,368	\$60,737	\$72,034	\$71,126	PUBLIC WORKS SUPERINTENDENT
18.03	\$50,793	\$62,511	\$74,180	\$72,134	CITY TREASURER/HR DIRECTOR
12.72	\$44,069	\$55,267	\$66,484	\$53,107	PARKS SUPERINTENDENT
11.34	\$41,803	\$51,334	\$60,778	\$49,800	PUBLIC WORKS SUPERVISOR
11.85	\$42,941	\$52,747	\$62,488	\$52,100	SERGEANT
10.18	\$39,323	\$48,255	\$57,097	\$51,722	CITY CLERK
10.25	\$39,457	\$48,421	\$57,296	\$58,342	POLICE OFFICER III
9.41	\$37,752	\$46,307	\$54,769	\$48,932	POLICE OFFICER II
9.41	\$37,752	\$46,307	\$54,769	\$48,932	POLICE OFFICER II
9.41	\$37,752	\$46,307	\$54,769	\$48,932	POLICE OFFICER II
8.40	\$35,776	\$43,856	\$51,841	\$47,900	UTILITY MAINTENANCE OPERATOR III
7.41	\$33,962	\$41,607	\$49,157	\$51,246	POLICE OFFICER I
7.16	\$33,514	\$41,053	\$48,498	\$38,072	UTILITY MAINTENANCE OPERATOR II
7.25	\$33,680	\$41,259	\$48,741	\$52,371	COMMUNITY CENTER DIRECTOR
6.16	\$31,793	\$38,921	\$45,952	\$38,400	UTILITY MAINTENANCE OPERATOR I
7.88	\$34,784	\$42,626	\$50,374	\$35,887	ASSOCIATE PLANNER
8.96	\$36,851	\$45,189	\$53,434	\$39,673	BUILDING INSPECTOR
6.78	\$32,855	\$40,237	\$47,522	\$29,300	PARKS MAINTENANCE OPERATOR IICEMETERY SEXTON
6.11	\$31,703	\$38,811	\$45,821	\$31,215	ADMINISTRATIVE ASSISTANT
6.73	\$31,082	\$38,041	\$44,903	\$35,044	DEPUTY TOWN TREASURER/RECEPTIONIST
6.23	\$30,266	\$37,032	\$43,700	\$28,598	PARKS MAINTENANCE OPERATOR I
4.77	\$29,546	\$36,140	\$42,837	\$31,215	DEPUTY TOWN CLERK
4.05	\$28,438	\$34,771	\$41,005	\$19,900	COMMUNITY CENTER ASSISTANT



Innovation: No Pay Grades: Now developed and available is an approach to compensation analysis that eliminates the use of pay grades, as illustrated above, but still retains the integrity of an internal equity maintenance methodology. Over the years there have always been complaints about pay grade structures that become manipulated. While it is almost impossible to eliminate all manipulation, this new approach can significantly minimize and may eventually eliminate such fairness distortions. Based upon an internal equity valuation each job can have an individualized market-based pay range. The slightest variations between the worth of jobs based upon your entity's worth-of-work values can now be recognized resulting in base pay management that is not cumbersome attached to a confining "pay plan".

This approach **can also overcome the frustrations of "Broad Banding"** and eliminate the challenges of associating non-benchmarked jobs to the benchmark anchor. Here too, every job can be uniquely assigned a market derived pay rate.

Innovation: Fine-tuning pay ranges to address and **resolve market sensitive recruitment and retention issues** is a smooth dynamic of the No Pay Grades-Worth of Work system. An option to assist with this type of issue would be to explore the use of stand-alone or "silo" pay plans for those market sensitive job families, such as may be occurring in Public Safety, Public Power, Information Technology, Building Inspection or Public Health jobs.

SALARY STRUCTURE REVIEW & RECOMMENDATIONS

- Step #20: The Consultant and HR Manager will finalize the salary structure to ensure conformity with management philosophy for pay progression methodology and competitive positioning within the defined market. After identifying market relationships, the City will select a level of competitiveness to be achieved in the design of the new pay plan or "plans" with consideration being given to targeted percentiles in the data's prevailing rates. The learning curve philosophy may also be reflected in the development of ranges for various job classifications. Under the "No Pay Grade" alternative, each individual job classification/description will have an independent and separate pay range based upon market.
- Step #21: The Consultant will complete the full integration of the results of the job valuation phase of the study with the market compensation study.
- Step #22: The Consultant will identify and calculate a least cost implementation plan and identify the placement of each employee in relation to their job's revised pay range and valuation. As needed, the consultant will create "phase-in" options based upon calculated economic impact.
- Step #23: The consultant will discuss with HR Manager the interest and value of opening an appeal window to allow employees to appeal their job's valuation and recommended pay range.

COMPREHENSIVE HR SYSTEMS, POLICIES & PROCEDURES AUDIT

- Step #24: A consultant will be given copies of all policies and procedures regarding employees and employment within the organization and review all documents. The intent of the review is to ensure that all policies are properly worded, contain current requirements, and to mitigate liability by creating new policies to meet the current needs of the District and as required by law.
- Step #25: The Consultant will meet with the Human Resource Manager, or other employee designated by the administration/mayor, and will perform an audit by asking a series of questions on hiring practices, benefits, compensation, records management, safety and security, discrimination and separation.
- Step #26: A comprehensive report of the findings will be provided, along with a detailed strategy of how to correct any shortfalls or any perceived weaknesses in policies or procedures to implement best practice.

ADDITIONAL CONSIDERATIONS/ PROJECT ENHANCEMENTS

Performance Management System: A performance management and evaluation program will normally be designed in combination with one of two ways: (1) to be utilized to monitor employee, work unit, and organizational progress toward achieving established goals and objectives; and (2) to provide justification for pay increases, advancement, promotion, and incentive awards and job retention. In achieving option two, the success of the program will involve integrating the performance management and evaluation program into the other aspects of the total compensation system. Other compensation factors to be evaluated simultaneously would include some or all the following:

- A. **Base Pay:** This is the acceptable market range as determined through labor market analysis. The objective of the base pay program is to achieve a predetermined pay posture within the city's defined market area. One of four levels is usually pursued: 1) trend setting 2) competitive 3) parity or 4) comparable. The base pay plan is the companion to the job valuation system that is the method of determining internal equity for the purpose of establishing base pay. Movement through the base pay schedule would be determined by two factors- the learning curve concept and acceptable performance (the minimal level of job productivity that would justify job retention).
- B. **Incentive Award/Bonus Plan:** This system allows management to reward performance without compounding the costs in all other areas of compensation which are related to base pay (FICA, retirement, supplemental retirement, insurance, etc.). Such awards are one time, based upon predetermined criteria, can be given to individuals or work groups, and can be either monetary or non-monetary. Even benefits, such as additional annual leave could be used. Such reward systems would provide more financial control.
- C. **Longevity Pay:** Generally, such pay is attached to the base pay schedule. When so attached, this program does also compound other costs mentioned above. Annual leave schedules that allow employees to accumulate leave at increasing rates according to time in service are a form of longevity pay. When considering options for rewarding the dedicated, long service employee, annual leave can be supplemented by a lump sum cash program structured like annual accrual schedules. By separating items "b" and "c" from the base pay schedule, management will be better able to minimize the rewarding of mediocrity.
- D. **Cost-of-Living Adjustments:** This adjustment to the general base pay schedule is an estimate of market changes. The amount of such adjustments is determined regionally by the Bureau of Labor Statistics and reported as the consumer price index. This is a shortcut substitute to conducting a thorough labor market analysis. It is generally recommended that an organization conduct the labor market analysis at least every two or three years to rectify error produced by using CPI or some other market index.
- E. **Market Differentials:** This compensation practice comes into play when the supply and demand in the job market impacts certain types of jobs. It is identified through labor market analysis and shows up as an inconsistency between internal job value (valuation) and external market pay. These adjustments are temporary and are utilized as needed to retain quality employees who have recognized the marketability of their knowledge, skills, and abilities.

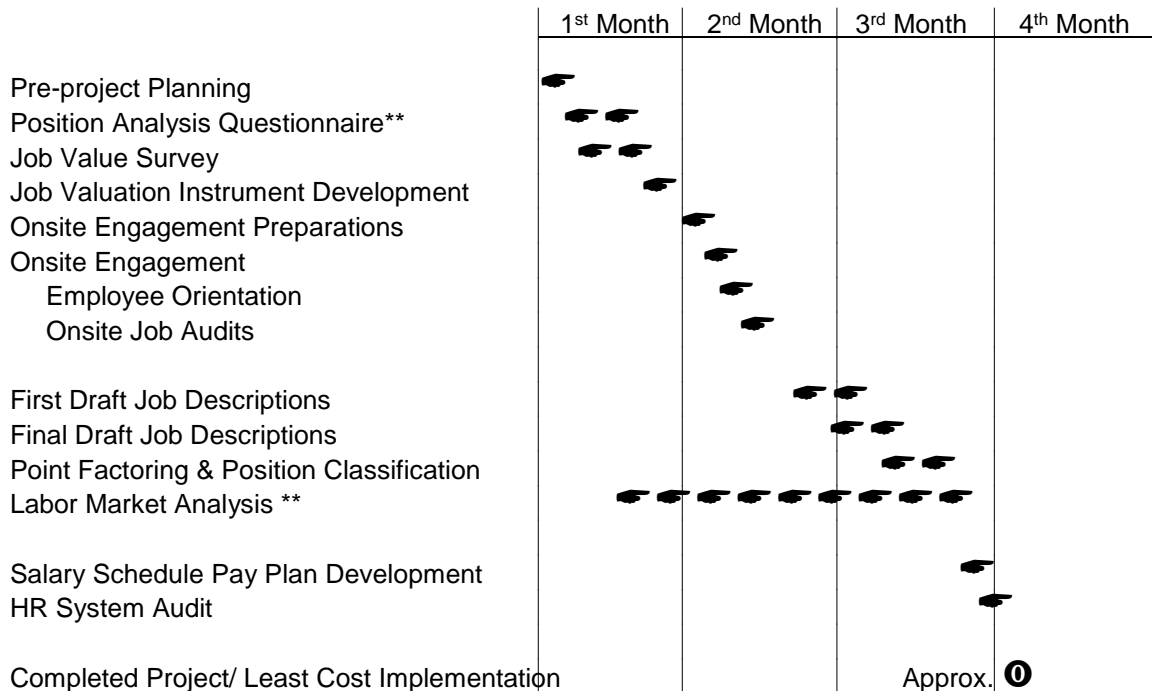
DELIVERABLE PRODUCT AND MATERIALS

Upon conclusion of the project the consultant will provide the City with electronic copies of all project deliverables, i.e., revised job descriptions, revised job evaluation instrument, job valuations, market data, market analysis and pay plan.

NEEDED DOCUMENTATION

1. Electronic copy of current pay plan with ranges for all jobs.
2. Electronic copy of current employee census showing job titles and current actual pay.
3. Electronic copy of current employee census showing date of appointment to current position.
4. Electronic copy of all job descriptions.

TIME REQUIREMENTS Wage & Salary Market Analysis Study



** It is the consultant's experience that slowing in the time line can occur at these phases of the study. Generally, supervisors need to be insistent regarding employees completing and returning Values Survey and Position Analysis Questionnaire (PAQ) within the allocated time. Should such hurdles develop in the study, the target completion date could be over run. Commitment from all levels of management to promote the projects successful completion will be a key element.

① = Deliverable

Compensation Study

COST OF SERVICES

(Approximately 45 fulltime employees and approximately 40 job descriptions/classifications)

Program A-Job Descriptions

1. Employee Project Orientation @ \$250 x 2	\$500.00
2. Questionnaire Administration & Review, 10 @ \$5.00/ea. With preliminary Organizational Analysis & Class Determinations	\$50.00
3. On-site Job Audits <i>individual and group job audits, approx. 40 @ 60 min. ea.</i>	\$2,400.00
4. Writing & rewriting of job descriptions approximately 40 @ \$50/ea.	\$2,000.00

Total: Program A	\$4,950.00
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Program B-Job Valuation

1. Job Value Survey 80% of 45, 40 employees @ \$10 ea.	\$400.00
2. Customization of Point Factor Instrument	\$1,200.00
3. Job Analysis & Valuation (Internal Equity Assessment 40 @ \$75.00)	\$3,000.00

Total: Program B	\$4,600.00
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Program C-Labor Market Wage/Salary Analysis

1. Labor Market Salary Survey and Analysis	\$3,500.00
2. Pay Plan Integration & Recommendations - Compression Adjustment Analysis	\$1,500.00

Sub-Total Program C	\$5,000.00
Utah/TechNet Subscriber Discount @ 25%	(\$1,250.00)
Sub-Total Program C	\$3,750.00

Program D- HR Systems Audit & Policy & Procedure Recommendations

1. Review of Policies and Operating Procedures	\$500.00
2. Onsite Audit	\$500.00
3. Information Analysis, Best Practice Verification & Official Report, With Recommendations	\$500.00

Total: Program D	\$1,500.00
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Total Cost: Program A-D:	\$14,800.00
All overhead Expenses @ 5%	\$740.00
Total	\$15,540.00

Payment Schedule: Upon completion of onsite job audits and HR System audit - 25%. Upon delivery of first draft job descriptions- 25%.

Upon delivery of internal equity assignments, wage analysis, pay plan and final project materials, including least cost implementation estimate- 50%.

MIKE SWALLOW PROFESSIONAL & BUSINESS PROFILE

WORK EXPERIENCE (1976-2020)

Technology Net, Inc.; Partner and co-developer of the TechNet online Compensation Survey System. 900 Subscribers in Utah, Idaho, New Mexico, Wyoming, Colorado, Mid-American Regional Council (Kansas & Missouri), Kansas Association of Counties, Virginia Institute of Government/University of Virginia and Maryland Municipal League. Established 2002.

Personnel Systems & Services. Currently providing technical assistance consulting services in human resource management systems consisting of: job analysis and classification, labor market compensation analysis and pay plan development, policy and procedure development, grievance management and resolution, performance management, recruitment and selection, training and general HR management programs. Company established in 1988.

Bureau Manager- Local Government MANAGEMENT/HR Consultant, Bureau of Consulting Services, Department of Human Resource Management, State of Utah. Develop, market, coordinate and deliver technical assistance services to Utah cities and counties in human resource management, supervisory training, organizational development, employee assistance programs, employee relations, fair employment programs, recruitment and selection, job classification, and wage and benefit analysis. Direct and coordinated state-wide and interstate salary and benefit surveys and analysis.

Contract Consultant, Emery County, Price City, Tooele City, Iron City, Tooele County and Carbon County Utah. In conjunction with State of Utah consulting duties, and under special contract, acted as advisor and resource to the City. Provided consultation related to policies, procedures, classification, compensation, recruitment, selection, discipline, termination and employee relations.

Self Employed, Benefits Broker & Personnel Consultant. Marketing and sales of individual and group benefits utilizing medical reimbursement plans, salary continuation plans, business continuation programs, stock redemption plans and 401(k) salary reduction plans. Performed private consulting to professionals and local governments. Developed business plans or proformas with income projections, cash flow analysis, balance sheets and break-even analysis. Worked as an associate to Ricketts and Associates-Risk Management/Vierra-CPA firm. Licensed to sell life, health and disability insurance.

Idaho Association of Counties, Boise, Idaho. Develop, market, coordinate and deliver technical assistance services to Idaho cities and counties in human resource management, supervisory training, organizational development, employee assistance programs, employee relations, fair employment programs, recruitment and selection, job classification, and wage and benefit analysis.

Current Retainers: North Davis County Sewer District, UT; Washington City, UT.

Current Projects: Meridian, ID; Pleasant Grove, UT; Bona Vista Water Improvement District, UT; Valley Emergency Communications Center, UT; Springdale, UT.

Annual Projects Conducted via Technology Net: Wasatch Compensation Group annual salary and benefit survey (Salt Lake City, West Valley, Murray, Sandy, Provo, Orem, Ogden, Layton, Park City, West Jordan, St. George, and South Salt Lake). Colorado Municipal League, Virginia Institute of Government/University of Virginia, Maryland Municipal League, Kansas Association of Counties, Mid-America Regional Council (Kansas & Missouri).

REFERENCES

Mr. David Kitchen, HR Manager, Lehi City, 801-768-7100, dkitchen@lehi-ut.gov

Mr. Scott Darrington, City Manager, Pleasant Grove, 801-785-5045, SDarrington@pgcity.org

Mr. Kyler Ludwig, HR Manager, Pleasant Grove, 801-785-4555, kludwig@pgcity.org

Ms. Marci Doolan, Finance/HR Manager, Bona Vista Water District, 801-621-0474, marci@bonavistawater.com

Ms. Robyn Colton, HR Director, Murray, UT, 801-264-2655, rcolton@murray.utah.gov

Ms. Melanie Marsh, Human Resources Director, Payson, UT, 801-465-5202, melaniem@payson.org

Mr. Duane Huffman, City Manager, West Bountiful, UT, 801-292-4486; dhuffman@wbcity.org

Mr. Ryan Snow, City Manager, Roosevelt, UT, 435-725-7207; RSnow@rooseveltcity.com

Ms. Rachel Stenta, Assistant City Manager, Moab, UT, 435-259-2683, rstenta@moabcity.org

Mr. Nathan Crane, Highland City, UT, 801-772-4566; NCrane@highlandcity.org

Mr. Edward Dickie, City Manager, Santa Clara, UT, 435-673-6712, edickie@sccity.org

Mr. Spencer Evans, Controller, Cottonwood Improvement District, UT, 801-943-7671, sevens@cid.utah.gov

Ms. Jennifer Coates, Town Manager, Ridgway, CO, 970-626-5308 Ext. 212, jcoates@town.ridgway.co.us

Ms. Rebecca Fritz, HR Director, Ouray, CO, 970-325-7062, fritzr@cityofouray.com

Ms. Tina Combs, HR Director, Nampa, ID, 208-468-5447, combst@cityofnampa.us

Ms. Crystal Ritchie, HR Manager, Meridian, ID, 208-898-5503, critchie@meridiancity.org

Ms. Dawn Brecke, HR Manager, Springdale, UT, 435-772-3434, dawnsanders@infowest.com

Ms. Pam Springs, HR Director, Lafayette, CO, 303-665-5588, pamsp@cityoflafayette.com

Ms. Natasha Hirschi, HR Manager, Cedar City, UT, 435-865-2880, hnatasha@cedarcity.org

Mr. Jamie Davidson, City Manager, Orem, UT, 801-229-7038, jpdavidson@orem.org

Mr. Seth Perrins, City Manager, Spanish Fork, UT, 801-804-4535, sperrins@spanishfork.org

Mr. Jeff Shumway, Business Manager, Southwest Public Health, UT, 435-986-2585, jshumway@swuhealth.org

Mr. Roger Carter, City Manager, 111 North 100 East, Washington City, UT, 435-656-6300, rcarter@washingtoncity.org

Ms. Ruth Holyoak, HR Officer, 111 North 100 East, Washington City, UT, 435-656-6315; rholyoak@washingtoncity.org

Ms. Delilah Walsh, County Manager, Socorro County, Socorro, NM, 575-835-0589, dwalsh@co.socorro.nm.us

Mr. Mark Fratrack, Village Manager, Taos Ski Valley, NM, 575-776-8220, mfratrack@vtsv.org

Mr. Mark Chalk, General Manager, Taylorsville-Bennion Improvement District, UT, 801-968-9081, mchalk@tbid.org

Mr. Anthony Mortillaro, Exec Director, North Central Regional Transit District, NM, 505-629-4725, anthonym@ncrtd.org

Mr. Dan Tarwater, HR Director, Las Vegas, NV, (702) 229-6011, dtarwater@lasvegasnevada.gov

Ms. Sue Brown, Compensation Administrator, Las Vegas, NV, (702) 229-6011, sbrown@LasVegasNevada.GOV

Others Upon Request

PREVIOUS ENGAGEMENTS

Classification, Compensation, Supervisor Training, Performance Management

UTAH

<p>Blanding Bluffdale Bountiful Water Sub-Conservancy District Box Elder County Brian Head Town Brigham City Cache County Canyonlands Natural History Association Carbon County Housing Authority Cedar City Centerfield Central Weber Sewer Improvement District Clearfield Davis Applied Technology Center Davis School District Davis County Draper City East Carbon City Emery County Ephraim City Five County Association of Governments Garfield County Grand County Heber City Heber Light & Power Heber Valley Railroad Helper Highland Holladay Hurricane Kearns Improvement District LaVerkin Layton Lehi City Mapleton Midvale City Moab Morgan County Mountainland Association of Governments Murray School District Neways International</p>	<p>North Davis County Sewer District North Pointe Solid Waste District Park City Phonex Corporation Pleasant Grove Price Provo Riverdale Salt Lake City Service Area #1 San Juan School District Santaquin Sevier Applied Technology Center Sevier County Six County Commissioners Organization Snyderville Recreation District South Davis County Fire Department South Jordan South Salt Lake Southeastern Utah Association of Governments Spanish Fork Springville State Board of Education (Utah) State Court Administrator, Office of Summit County Syracuse Taylorsville Timpanogos Special Service District Tooele County Tooele City Uintah Basin Applied Technology Center Uintah County Utah Risk Management Mutual Association Wasatch County Wasatch Front Regional Council Washington City Washington County Washington Terrace Wellington City West Jordan Woods Cross Zion Natural History Association</p>
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IDAHO

<p>Coeur d'Alene City Nampa City Idaho Falls City Benewah County Blaine County Bonner County Bonneville County Boundary County Canyon County Caribou County Canyon County Ambulance District</p>	<p>Custer County Gooding County Idaho County Kootenai County Lemhi County Madison County Meridian Minidoka County Nampa Owyhee County Power County Valley County</p>
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NEW MEXICO

New Mexico Municipal League New Mexico Finance Authority Albuquerque Ruidoso Santa Fe North Central Regional Transit District	Taos Ski Valley Carlsbad Town of Taos Clovis
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WYOMING-COLORADO-ALASKA-NEVADA-NEW JERSEY

Hoonah, AK Cody, WY Park County, WY Lafayette, CO Walsenburg, CO Logan City, CO Georgetown, CO	Wheatland, WY Torrington, WY Wyoming Municipal Power Company, WY Lander, WY Central Wyoming College Powell, WY Las Vegas, NV Gateway Group One, NJ
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Other: National District Attorney Association, Washington DC/Arlington VA

WOW-NPG Pay Plan Clients

American Fork, UT	Nampa, ID
Blanding, UT	Ouray, CO
Bona Vista Water District, UT	Payson, UT
Canyon County Ambulance District, ID	Ridgway, CO
Cedar City, UT	Roosevelt, UT
Daggett County, UT	Santa Clara, UT
Duchesne County, UT	Saratoga Springs, UT
Eagle Mountain, UT	Socorro County, NM
Heber Light & Power, UT	Southwest Public Health, UT
Highland, UT	Spanish Fork, UT
Grand County, UT	Springdale, UT
Iron County, UT	Taos Ski Valley, NM
Idaho Falls, ID	Tailorsville/Bennion Water District, UT
Lafayette, CO	Timpanogos Special Service District, UT
Lehi, UT	UTOPIA, UT
Murray, UT	Wasatch Mental Health, UT
Moab, UT	Washington County, UT
North Central Regional Transportation District, NM	

PROJECT TEAM-KEY STAFF

Mike Swallow

President of Personnel Systems & Services, Inc.; a human resource consulting company established in 1988 and a general partner of Technology Net, Inc., established in 2001. For 30 years Mike has been providing technical assistance as an independent consultant primarily to local government entities either as a staff consultant or independent consultant in various HR management areas, including job analysis and classification, labor market analysis and pay plan development, policy and procedure development, grievance management and resolution, performance management & evaluation, recruitment and selection and supervisor training. Having been engaged by over 130 entities, Personnel Systems & Services has clients based in Utah, New Mexico, Idaho, Colorado, Wyoming, New Jersey and Alaska. The National District Attorney Association, Washington DC, is also a notable consulting engagement. Previous employers include the Utah Intergovernmental Personnel Agency, Idaho Association of Counties, State of Utah- DHRM, and Summit County. Academic credentials include a master's degree in public administration and a bachelor's degree in psychology from Brigham Young University.

Albert Foster

Albert is the president of Facil HR, a human resource consulting firm which specializes in policy, compliance, and employee relations. For the past 15 years, Albert has consulted over 125 large and small businesses from Vermont to California on ways to keep them compliant, productive, and respected in their operations and industries. After working for Arthur J Gallagher, the third largest consulting firm in the world, and earning a Master's in Human Resources from Utah State University in 2012, Albert felt it was time to grab the bull by the horns, both figuratively and literally, and founded Facil HR in 2015. Facil is Latin for "Easy", and that is his intent, to make HR easy and relieve some of the administrative nightmares that small to mid-sized organizations consistently face. While working for Gallagher, he also managed and owned Custom Benefit Solutions, which he later sold in early 2015. CBS was a TPA specializing in COBRA, administration, flexible spending arrangements, and benefit plan compliance documents. Albert is currently serving a second term as a member of Roosevelt City, Utah, City Council.

Gaylyn Larsen, SPHR

Gaylyn boasts over 21 years of experience in local government human resource management, which experience is complimented by three years of full time consulting. Her consulting engagements involved the development of job classification and compensation systems, and she has been a member of several job audit teams in connection with consulting engagements entered into by Personnel Systems & Services. Gaylyn is served as the Salt Lake County Sheriff Department's Human Resource Director for several years and is currently Human Resource Director for Wasatch Front Waste & Recycling District. Previously, she served as Human Resource Director for the City of St. George for nearly 8 years and as a Human Resource Analyst for the Utah State Tax Commission. Her academic credentials include a degree in Personnel & Industrial Relations with a minor in Economics.

Jeff Monson

Jeff has attained degrees in Business Management, Business Administration, and a Master's degree in Organizational Management. He has 15 years of training, program development, and human resource experience. Jeff gained much of his experience while working at Intermountain Health Care. During that time, he worked with a variety of employee and patient groups and committees and helped develop and implement effective communication techniques and behavioral modification programs. He also gained a wide range of experience from working with over 300 small- and medium-sized organizations, assisting them with human resource, benefit, and safety issues. Additionally, he has helped companies develop the necessary policies and procedures to become more effective and profitable. Various projects involved the resolution of issues between employers and employees regarding compliance issues, safety laws, and regulations. He was elected and serves as a member of the Board of Trustees for Kearns Oquirrh Park Fitness Center. Currently Jeff is the Human Resource Director for the Valley Emergency Communications Center, Salt Lake County.

Richard Morley

Richard (Ric) holds a bachelor's degree in business administration and is a human resource professional with 20+ years of combined experience in human resource management, business, business development, purchasing, accounting, computers, and retail business management. With his experience crossing several disciplines, he brings multiple business talents to our consulting team. Since 1991 he has been involved in HR operations. This included the development of seminars in time management (Simple Time Management); serving as Director of Operations for a company that achieved over 50 million a year in sales (where he also developed the basis for the future HRIS system); serving as a team member providing HR consulting to local governments; and serving as Director of Human Resources for a small company where he was later promoted to Executive Vice President. Here he also developed an internet-based HRIS system that works with almost all payroll and human resource programs. Most recently, Ric assisted in forming a human resource company named HR Group Central whose focus is to provide customized HR technical assistance to small and large companies where he is currently serving as the COO. Ric is a member of the SHRM and has been involved with various chamber organizations.

George Sadowski, MBA, CUSA

George holds a master's degree in business administration (MBA) and certified as a utilities safety administrator (CUSA) [National Safety Council Utilities Division]. He has 30+ years of combined experience in the environmental, health and safety industries as regulated by OSHA, EPA, DOT, to include aerospace (DOD), low level radioactive nuclear waste (NRC), mining (MSHA), FedEx Express (FAA, DOT, EPA), for public and private utilities/municipalities.


Pursuant to being the CEO and president of an HR/EHS consulting enterprise (HR Group Central), his leadership has been an asset to our consulting team. George has been involved in various operational ventures since 1984 that have ranged from development, training and educational compliance seminars dealing with said regulatory agencies.

Throughout his carrier, Mr. Sadowski has been involved and served in a number of civic and service organizations. He chaired the board of directors for Utah's largest water reclamation facility; was Chairman of the Board of Trustees for a local conservancy district; he served on a Chamber of Commerce's board of directors and was VP in the Utah Chapter of the American Society Safety Engineers (ASSE).

Kenneth Topham Jr., CEBS CPM

Ken is a Technology Net, Inc. founder and general partner. He earned a B.S. degree in Business Administration from Southern Utah State College (now Southern Utah University) and an MBA from the University of Utah. He has professional designations as a Certified Employee Benefit Specialist (CEBS) from the Wharton School and the International Foundation of Employee Benefits Plans; and as a Certified Public Manager (CPM) from the University of Utah and the State of Utah. He is a past member and chairman of the Salt Lake Area Compensation and Benefits Group and previous member of the International Foundation of Employee Benefits Plans and of the International Society of Certified Employee Benefit Specialists. He was employed with the State of Utah for 30 years, with nearly 28 years' experience in the human resource management field. He has filled positions as Management Analyst in the Department of Transportation, Human Resource Director in the State Tax Commission, State Compensation Manager, State Benefits Manager, and HR Functional Manager during the State's development and implementation of a client/server Human Resource Management Information System. He was instrumental in developing and implementing the State's flexible benefits program, employee benefits profiles, annual benefits fairs, a health awareness training program, and the State's client/server human resource management information system. His last assignment with the State DHRM was as the State of Utah HR Special Projects Manager with assignment specifically in the area of local government services.

Appendix

Factor I- Job Knowledge 40%				American Fork								
		A	B	C	D	E	F	G	H			
KNOWLEDGE, SKILLS & ABILITIES	FORMAL EDUCATION & TRAINING	Minimal Formal Education.	Graduation From High School Or GED.	High School, GED & up to 1 Year Of Job Related Training or Education.	2 Years Of Job Related Training, or Associate Degree.	4 Years of job related training, Or Bachelor's Degree.	4 yr. degree plus 1 Year Of Graduate Work.	2 Years Of Graduate Work, Masters Degree Or Equivalent.	Extensive Graduate Work Beyond Masters.			
1. Unskilled. Ability to follow simple oral instructions. Reading and performing simple mathematical computations may be required. May need a basic understanding of the use of common office equipment or basic hand and power tools.		0.62	0.72	0.82			Additional points are awarded for required experience as a percentage of the points awarded for Job Knowledge: I. Up to one (1) year of experience...5% II. Up to three (3) years of experience...10% III. Up to five (5) years of experience...20% IV. Up to eight (8) years of experience...30% V. Over eight (8) years of experience...40%					
		0.65	0.75	0.87								
2. Semi-skilled. Proficiency in the use of simple equipment. Knowledge of general office procedures, practice or operations. Proficient in math, reading, keyboard operations, common office equipment or basic hand and power tools.		0.77	0.89	1.02	1.17							
		0.81	0.93	1.07	1.23							
		0.85	0.98	1.12	1.29							
3. Requires working level knowledge, skills, and abilities related to a broad range of either complex clerical or technical functions or apprentice level knowledge of a single funtion area or work specialization.		1.00	1.15	1.33	1.53	1.75						
		1.05	1.21	1.39	1.60	1.84						
		1.11	1.27	1.46	1.68	1.93						
4. Requires para-professional or full performance level of knowledge, skills, and abilities primarily related to a well defined discipline or vocational specialization. Journey level proficiency.		1.30	1.50	1.72	1.60	1.84						
		1.37	1.57	1.81	2.08	2.39						
		1.44	1.65	1.90	2.19	2.51						
5. Entry level professional KSA's utilizing techniques which require understanding of involved practices, principles and/or theory or mastery of a well defined discipline or vocational specialization.			1.95	2.24	2.58	2.96	3.41	3.92	4.51			
			2.05	2.35	2.71	3.11	3.58	4.12	4.73			
			2.15	2.47	2.84	3.27	3.76	4.32	4.97			
6. Requires experienced professional level knowledge, skills, and abilities. High proficiency demonstrated through independent application of principles or theory. Creative work.				2.91	3.35	3.85	4.43	5.10	5.86			
				3.06	3.52	4.05	4.65	5.35	6.15			
				3.21	3.69	4.25	4.89	5.62	6.46			
7. Highly developed, seasoned professional. Managerial KSA's, Mastery of involved practices, precedents, theory, principles.					4.36	5.01	5.76	6.63	7.62			
					4.57	5.26	6.05	6.96	8.00			
					4.80	5.52	6.35	7.30				
This factor measures the nature and extent of information or facts which the worker must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, concepts and precedents) and the nature and extent of skills/abilities necessary to apply the acquired knowledge. It also includes the amount of training required by the job prior to entry. Special requirements, certifications or licenses. Award additional points as a percentage of the points awarded above for knowledge & training for the following: I. Commercial drivers, applicator, operator licenses or specialized clerical certification...5%. II. Technical license or certification...10% III. Professional license or designation...20%. Multiple credentials, licenses or certifications.....award an additional 5%. Annual or periodic recertification, testing or mandatory training requirements...award an additional 5%.												

Factor II- Responsibility 35%

ACCOUNTABILITY & ACCURACY

CONTROLS OVER THE WORK

	A	B	C	D	E	F
	Consequences of error produce little or no negative impact. Remedies are readily available within the context of the task being performed. Minimal loss of time to correct the error.	Errors normally result in loss of own time to correct or check. Quality of task completion impacted by need for accuracy related to repetitive tasks or operations.	Errors may result which affect one or more work group. Immediate Supervisors must remedy errors and generally assume full accountability. Impact may vary in severity.	Errors may result affecting multiple work units within a department or cause injury or operating problems difficult to correct. Financial/legal implications exist to some degree.	Errors may result affecting entire department. Consequences affect public image for an extended time period requiring considerable resources to correct. Financial/legal implications are serious.	Errors may result which affect the entire organization. Consequences severely affect organizational efficiency. Public image severely damaged. Impact demands executive action. Extensive Financial/legal implications
1. Clear, detailed and specific instructions given for both one-of-a-kind and repetitious tasks; work is closely controlled through the structured nature of the work, by circumstances in which it is performed, or through review of the supervisor.	0.94 0.98	1.16 1.22 1.28	1.51 1.58 1.66			
2. Continuing or individual assignments. Supervisor specifies limitations, quality and quantity of work expected, deadlines and priorities. There is some freedom allowed in selecting methods to be used, but are limited.	1.03 1.08 1.13	1.33 1.40 1.47	1.73 1.82 1.91			
3. The work is strictly controlled by practices and procedures which are covered by well defined policy; work is performed without direct supervision but is reviewed periodically by the supervisor.	1.18 1.24 1.30	1.53 1.61 1.69	2.00 2.09 2.20	2.59 2.72 2.86	3.37 3.54 3.72	
4. The work is subject to policies, practices, and procedures. Some freedom is allowed in the application of policy or procedure. The supervisor sets the overall objectives and identifies available resources. Employee in consultation with supervisor develops projects and deadlines.		1.76 1.85 1.95	2.29 2.41 2.53	2.98 3.13 3.29	3.88 4.07 4.28	5.04 5.29 5.56
5. Work is performed under managerial direction with the individual determining what, when, and how the work is done. Establishes unit or program goals & objectives			2.64 2.77 2.91	3.43 3.60 3.78	4.46 4.68 4.92	5.80 6.09 6.39
6. These jobs by their very nature and size, are broadly subject to general goals and objectives. Work is performed under broad guidance of policy makers. Much autonomy and freedom to act is essential to job effectiveness.				3.94 4.14 4.35	5.13 5.38 5.65	6.67 7.00

Additional points are awarded for supervisory responsibility and public contacts as a percentage of the points awarded for responsibility:

SUPERVISION: I. Serves as leadworker of one unit, crew, or group.....5% II. Performs as first-line supervisor. Is responsible for quality and quantity. Schedules and assigns work.....10%. III. Supervises more than one group performing similar functions. Has general responsibility for project completion.....15%. IV. Manages a department. Determines priorities. Delegates through subordinate supervisors. Hires & Disciplines.....20%. **PUBLIC CONTACTS:** I. recurring routine contacts with the public or workers in other units requiring exchange of factual information or explanation.....10% II. Contacts with people and/or managers regarding routine administrative or technical matters.....20%. III. Contacts with administrators or professionals in developing and soliciting cooperative relationships.....30% IV. Contacts with administrators with significant impact on programs, projects or policies.....40%. V. Contacts with legislative, executive or judicial officials affecting the purpose of the organization.....50%. **BUDGET:** I. Secondary responsibility to implement and monitor the budget of a section or division.....5%. II. Primary responsibility to prepare and administer a budget for more than one section or division, or for a department10%.

Factor III- Difficulty of Work 15%

JUDGMENT & DECISIONS REQUIRED

COMPLEXITY & VARIETY OF WORK

	A	B	C	D	E	F
Little or no judgment or decisionmaking. Decisions limited to routine steps in performing well defined tasks or in determining the speed at which to perform.		Decisions are few and directly related to a well defined process. Requires some judgment in selecting variations in sequence of steps, operations or procedures.	Decisions are frequent but related to a well defined process. Judgment is required to select most suitable procedure from more than one process alternative.	Decisions are varied and based upon practice or policy. Employee required to make interpretative judgments when necessary to deviate from standard methods. Determines use of resources.	Decisions are varied based upon broad principles and guidelines. Judgment required to determine program direction and options for policy implementation.	Makes technical and complex decisions based upon research. Judgments must be made without existing guidelines. Creates policy affecting the entire organization.
1. The work consists of a few tasks or functions that are clear cut and directly related. Action to be taken or responses to be made are readily available. There is little variation in the work.	0.40 0.42	0.50 0.52 0.55				
2. The work consists of duties involving more than one sequence of steps. Variations in the work stem from differences in the source of information, kinds of transactions, entries or other factual situations.	0.44 0.46 0.49	0.57 0.60 0.63	0.74 0.78 0.82			
3. The work consists of various duties involving different processes and methods. Choices to be considered differ with the subject, phase, or issues involving each assignment.	0.51 0.53 0.56	0.66 0.69 0.73	0.86 0.90 0.94	1.11 1.17 1.23		
4. Aspects of the work involve conditions and elements that must be identified and analyzed to discern interrelationships and deviations from standards in a specialty field or discipline. Tasks require development of goals and objectives based upon existing interpretation of established policies, rules and guidelines.		0.76 0.79 0.83	0.98 1.03 1.08	1.28 1.34 1.41	1.66 1.74 1.83	2.16 2.27 2.38
5. The work consists of independent assignments with varying duties which comprise a primary level of responsibility. Factors to be considered involve the assessment of unusual circumstances, variations in approach, incomplete or conflicting data, and incompatible results. The work requires the development and implementation of program options.		0.87 0.91 0.96	1.13 1.19 1.25	1.47 1.54 1.62	1.91 2.01 2.11	2.48 2.61 2.74
6. The work consists of a variety of duties involving a broad range of activities or depth of analysis to develop and implement department or organization-wide goals and policies.				1.69 1.78 1.86	2.20 2.31 2.42	2.86 3.00

Award additional points for stress as a percentage of points awarded for difficulty of work: This sub-factor attempts to recognize the degree of mental or emotional fatigue or stress inherent to the job and sustained through concentration, work pressures or critical incidents (CIS syndrome). Consider the cycle, duration, and intensity sustained. Consider the need to deal with the public over controversial issues, the responsibility for problem resolution and the need to meet time deadlines. **SOME- 5% MODERATE- 10% CONSIDERABLE- 15% CRITICAL INCIDENT-20%**

Factor IV- Work Environment 10%

PHYSICAL EFFORT

WORKING CONDITIONS

Effort is minimal and is exerted only for short, intermittent periods. Effort involves light lifting of tools, objects, and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations.

Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.

Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Moderately heavy lifting, pushing, pulling. Considerable crouching, stooping or lying in prone position. Some strain on sight and hearing. Performs in abnormal positions. High Manual dexterity required.

Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (90 lbs), pushing, pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity be required.

1. No observable hazards or threat to health or safety. Adequate working conditions with at least minimum environmental conditions to assure the comfort of most workers.

0.60

0.66

0.75

0.87

2. Minimum hazardous working conditions. Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile may be a regular part of the job.

0.74

0.85

0.98

1.13

3. Occasional exposure to hazardous work conditions (noise, fumes, heights, slippery, vibrations, moving parts, disease etc.). Moderate exposure to dust, grease, temperature changes, noise, inadequate lighting, inclement weather, etc. Periodic conditions which involve chance of injury.

1.01

1.16

1.34

1.54

4. Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Recurring conditions which involve chance of injury.

1.25

1.44

1.66

1.90

1.32

1.51

1.74

2.00

1.38

1.59

1.83

Hazard Uncertainty: For positions having tasks that place employees in historically life threatening situations (i.e., Fire, Police) add 100% to the base points awarded above for work environment. For positions which require the operation of maintenance or service equipment on city roadways, add 50%. For positions requiring regular and frequent travel, whether local or regional, primarily by automobile, add 25%.

American Fork Point Evaluation



By Rank Order

Point Evaluation			Factor I					Factor II				Factor IV		Factor III		
Job Code	Department	Job Title	Job Knowledge	Years Exper.	Certs, License	Multi. Certs.	Annual Recert.	Responsibility	Supervision	Public Cont.	Budget	Difficulty Of Work	Stress	Work Environ.	Hazard	Total Pts.
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
1000	Executive	City Administrator	7.30	2.92	0.00	0.00	0.00	7.00	1.40	3.50	0.70	3.00	0.45	0.60	0.00	26.87
1200	Fire	Fire Chief	5.52	2.21	0.55	0.00	0.28	5.38	1.08	2.69	0.54	2.31	0.45	0.78	0.19	22.00
1700	Police	Police Chief	5.52	2.21	0.55	0.00	0.28	5.38	1.08	2.69	0.54	2.31	0.45	0.78	0.19	22.00
1800	Public Works	Public Works Director	5.52	2.21	0.00	0.00	0.00	5.38	1.08	2.69	0.54	2.31	0.35	0.78	0.19	21.05
1500	Parks & Recreation	Parks & Recreation Director	5.52	1.66	0.28	0.00	0.00	5.38	1.08	2.15	0.54	2.20	0.33	0.78	0.19	20.11
1010	Executive	Total job valuation score translates into a market based pay range; the result of performing regression analysis, examining the relationship between the market price tag from a survey sample and the jobs valuation.														18.90
1205	Fire															18.72
1102	Administrative Services/Finance															18.36
1400	Library															15.86
1805	Public Works	City Engineer/Regulatory Compliance Officer	4.25	1.27	0.85	0.21	0.21	4.68	0.70	1.87	0.47	2.01	0.30	0.78	0.19	17.80
1705	Police	Deputy Police Chief	4.80	1.44	0.48	0.00	0.24	4.68	0.70	1.87	0.47	1.54	0.31	0.78	0.19	17.51
1015	Executive	Human Resource Director	4.25	0.85	0.00	0.00	0.00	5.80	0.00	2.32	0.29	2.61	0.39	0.60	0.00	17.10
1600	Planning	Planning Director	5.52	1.66	0.00	0.00	0.00	4.68	0.47	1.87	0.47	1.54	0.23	0.60	0.00	17.05
1210	Fire	Battalion Chief/Fire Marshal	5.26	2.10	0.53	0.26	0.26	3.13	0.47	1.25	0.16	1.54	0.31	1.01	0.51	16.80
1300	Information Technology	IT/Broadband Director	4.25	0.85	0.42	0.21	0.21	4.68	0.70	1.87	0.47	1.54	0.23	0.89	0.00	16.34
1812	Public Works	Engineer/Construction Manager	4.25	1.27	0.85	0.00	0.21	3.94	0.59	1.58	0.39	2.01	0.30	0.66	0.16	16.22

Total job valuation score translates into a market based pay range; the result of performing regression analysis, examining the relationship between the market price tag from a survey sample and the jobs valuation.



American Fork Compensation Study



Proposed Pay Plan

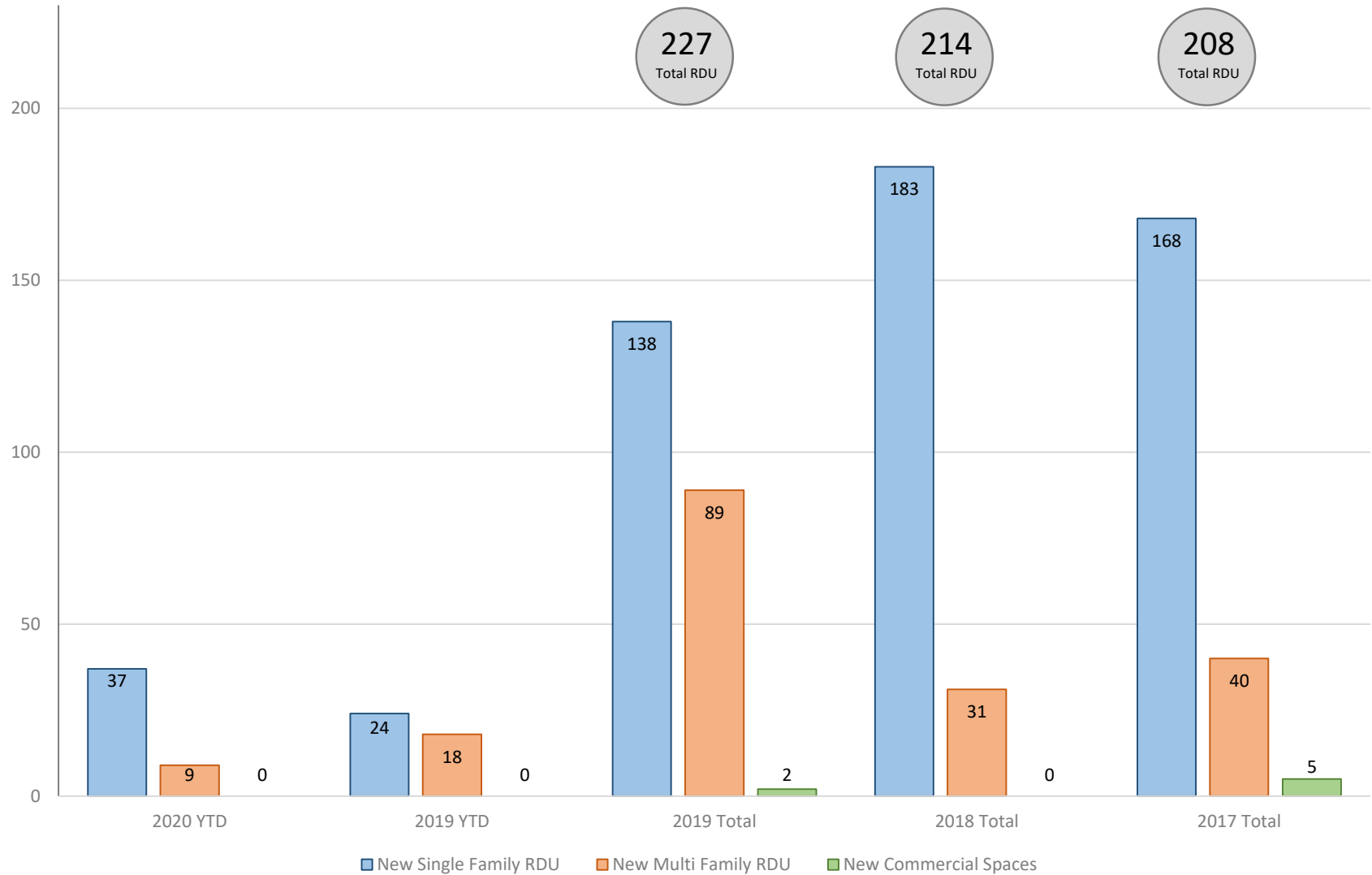
Hourly Pay Rates

Monthly Pay Rates

Annual Pay Rates

	Job Value	Pay Range			Job Value	Pay Range			Job Value	Pay Range			Range
		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum	
City Administrator	26.87	\$55.67	\$69.59	\$83.51	26.87	\$9,649	\$12,062	\$14,474	26.87	\$115,794	\$144,742	\$173,691	50.00%
Police Chief	22.00	\$41.44	\$51.80	\$62.16	22.00	\$7,183	\$8,979	\$10,775	22.00	\$86,199	\$107,749	\$129,299	50.00%
Fire Chief	22.00	\$41.44	\$51.80	\$62.16	22.00	\$7,183	\$8,979	\$10,775	22.00	\$86,199	\$107,749	\$129,299	50.00%
Public Works Director	21.05	\$39.14	\$48.93	\$58.71	21.05	\$6,785	\$8,481	\$10,177	21.05	\$81,416	\$101,770	\$122,124	50.00%
Parks & Recreation Director	20.11	\$36.98	\$46.22	\$55.46	20.11	\$6,409	\$8,012	\$9,614	20.11	\$76,911	\$96,139	\$115,367	50.00%
Public Relations/Economic Development Director	18.98	\$34.54	\$43.18	\$51.81	18.98	\$5,987	\$7,484	\$8,981	18.98	\$71,845	\$89,807	\$107,768	50.00%
Assistant Fire Chief	18.72	\$34.00	\$42.50	\$51.00	18.72	\$5,893	\$7,366	\$8,839	18.72	\$70,713	\$88,392	\$106,070	50.00%
Finance/Budget Officer	18.36	\$33.25	\$41.58	\$49.89	18.36	\$5,765	\$7,207	\$8,648	18.36	\$69,184	\$86,480	\$103,777	50.00%
Library Director	18.06	\$32.67	\$40.83	\$49.00	18.06	\$5,652	\$7,077	\$8,493	18.06	\$67,943	\$84,929	\$101,915	50.00%
City Engineer/Regulatory Compliance Officer	17.80	\$32.16	\$40.20	\$48.24	17.80	\$5,575	\$6,968	\$8,362	17.80	\$66,895	\$83,620	\$100,345	50.00%
Deputy Police Chief	17.51	\$31.60	\$39.51	\$47.41	17.51	\$5,478	\$6,848	\$8,217	17.51	\$65,737	\$82,171	\$98,605	50.00%
Human Resource Director	17.10	\$30.83	\$38.53	\$46.24	17.10	\$5,343	\$6,679	\$8,015	17.10	\$64,118	\$80,148	\$96,178	50.00%
Planning Director	17.05	\$30.72	\$38.40	\$46.08	17.05	\$5,325	\$6,656	\$7,987	17.05	\$63,897	\$79,871	\$95,845	50.00%
Battalion Chief/Fire Marshal	16.80	\$30.26	\$37.83	\$45.39	16.80	\$5,245	\$6,557	\$7,868	16.80	\$62,944	\$78,560	\$94,116	50.00%
IT/Broadband Director	16.34	\$29.44	\$36.80	\$44.16	16.34	\$5,103	\$6,379	\$7,655	16.34	\$61,242	\$76,552	\$91,863	50.00%
Police Lieutenant	16.06	\$28.95	\$36.18	\$43.42	16.06	\$5,017	\$6,271	\$7,525	16.06	\$60,205	\$75,258	\$90,309	50.00%
Chief Building Official	15.46	\$27.90	\$34.88	\$41.86	15.46	\$4,837	\$6,046	\$7,255	15.46	\$58,042	\$72,552	\$87,063	50.00%
Police Sergeant	14.55	\$26.41	\$33.01	\$39.62	14.55	\$4,578	\$5,723	\$6,867	14.55	\$54,936	\$68,670	\$82,404	50.00%
Street Superintendent	14.38	\$26.15	\$32.69	\$39.23	14.38	\$4,533	\$5,666	\$6,800	14.38	\$54,398	\$67,998	\$81,597	50.00%

Building Permit Report February 18, 2020



New Business Licenses

Name

Owner

Address

Description

BL#



MEMORANDUM

To: Santaquin City Mayor & Council
From: Benjamin A. Reeves, Santaquin City Manager
Date: February 18, 2020
Subject: 10.a. Creation of a Full Time Police Department Patrol Officer Position

During the Saturday, February 8th, all day budget planning session, the Santaquin City Council considered the budget priorities for FY2020-2021 (e.g. personnel, vehicles, equipment, and capital projects, etc.). With regard to personnel requests, the creation of a new full-time Police Department Patrol Officer position received the highest overall score by the elected officials. As such, with great probability, this position will be included in next year's budget.

However, staffing of new patrol officers can be challenging. It is often more successful for small departments to put a candidate through POST certification training. A POST Class will be starting in May and Santaquin City has the opportunity to reserve a seat in that upcoming class. In order to fill this seat, Santaquin City would need to advertise and hire a candidate for this position two months early (i.e. Prior the approval of the FY2020-2021 budget)

For the aforementioned reasons, Chief Hurst and City Manager Reeves recommend the creation of this new position in the current budget (FY2019-2020) to start on May 1st, approve the creation of a budget amendment for the current budget (FY2019-2020) to support this new hire, and approve the inclusion of this new position in next year's budget (FY2020-2021) which is currently under development

Recommendation: Motion to approve the creation of a new Full Time Police Department Patrol Position in FY2019-2020 starting on or about May 1, 2020 such that they may attend the POST Training in May.

ORDINANCE NO. 02-01-2020

AN ORDINANCE ESTABLISHING SANTAQUIN CITY CODE REGARDING THE APPROVAL PROCESS FOR TRAFFIC CONTROL DEVICES, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

WHEREAS, the City Council desires to enact Santaquin City Code Title 6 Chapter 5 which describes an approval process for when traffic control devices are requested and considered; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I.

Title 6 Chapter 5 is hereby enacted as follows:

Chapter 5 TRAFFIC CONTROL

6-5-1: PURPOSE:

6-5-2: DEFINITION:

6-5-1: REVIEW AND APPROVAL PROCESS:

6-5-1: PURPOSE AND INTENT:

The City of Santaquin uses traffic control devices to provide information to drivers so they can operate their vehicles safely along a street or highway. The intent of this chapter is to establish an adequate and orderly process to determine the appropriate use and location of traffic control devices or potential changes thereto.

6-5-2: DEFINITION:

As used in this chapter, the following words or terms shall be defined as follows:

TRAFFIC CONTROL DEVICE: Traffic control devices are signs, signals, pavement markings and other devices placed along highways and streets to move and control traffic, motorized and non-motorized, safely and efficiently. These devices are placed in key locations to guide traffic movements, control vehicle speeds and warn of potentially hazardous conditions.

6-5-3: REVIEW AND APPROVAL PROCESS:

When a traffic control device is proposed, information shall be organized by the requestor and presented to the Development Review Committee (DRC). The DRC will be the approval body for requests. Criteria used to consider approval of a request to implement a traffic control device includes, but is not limited to, the following:

- A. Pedestrian and vehicle patterns and safety
- B. Site distances and clear view areas
- C. Topography and situations caused by inclement weather
- D. Traffic counts and speeds
- E. Road classifications
- F. Land use types in the vicinity

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener's Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, February 19, 2020. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 18th day of February 2020.

Kirk Hunsaker, Mayor

Councilmember Elizabeth Montoya

Voted ____

Councilmember Lynn Mecham
Councilmember Jennifer Bowman
Councilmember Nick Miller
Councilmember David Hathaway

Voted ____
Voted ____
Voted ____
Voted ____

ATTEST:

K. Aaron Shirley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 18th day of February, 2020, entitled

“AN ORDINANCE ESTABLISHING SANTAQUIN CITY CODE REGARDING THE APPROVAL PROCESS FOR TRAFFIC CONTROL DEVICES, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 18th day of February, 2020.

K. AARON SHIRLEY
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, K. AARON SHIRLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 18th day of February, 2020.

The three places are as follows:

1. Zions Bank
2. Post Office
3. City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

K. AARON SHIRLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by K. AARON SHIRLEY.

My Commission Expires:

Notary Public

Residing at: Utah County