

## NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, April 18, 2018 in the Council Chambers, 45 West 100 South, at 6:00 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. April 4, 2018
  - b. Bills:
    1. \$362,142.28
6. **PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**
7. **FORMAL PUBLIC HEARING**
8. **BUSINESS LICENSES**
9. **NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS**
  - a. Discussion and Possible Action Regarding the Acceptance of the "Ray's Addition" Annexation Petition (Application) – Located Approximately 600 West Lark Lane (Proceeding North)
  - b. Discussion and Possible Action Regarding Surveying Services and Community Engagement Software
  - c. Discussion and Possible Action Regarding a Change Order to the NRCS/Horrocks Engineering Contract for the Debris Basin Project
  - d. Discussion and Possible Action Regarding the Utilization of Utah County Parks Grant Proceeds
  - e. Resolution 04-01-2018, "A Resolution Approving a Cost Sharing Agreement with HG-UTAH-1, LLC for the Construction and Extension of Summit Ridge Parkway to US-6 Main Street.
  - f. Ordinance 04-01-2018, "An Ordinance Amending the Santaquin City Code Section 10 Chapter 12 Pertaining to Requirements for Obtaining a Business License for a Home Occupation."
  - g. Ordinance 04-02-2018, "An Ordinance Amending Santaquin City Code Section 10-14-5E Pertaining to Parking Area Access Requirements"
10. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
11. **CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**
12. **CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY**
13. **CONVENE OF THE SANTAQUIN WATER DISTRICT**
14. **WORK MEETING**
15. **PETITIONS AND COMMUNICATIONS**
16. **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
  - a. City Manager Reeves
  - b. Community Development Director Bond
  - c. City Engineer Beagley
17. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
  - a. Mayor Hunsaker
  - b. Council Members
18. **EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
19. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
20. **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 in 3 places; City Center, Post Office and Zions Bank as well as posted on the State of Utah's Public Website.

BY: \_\_\_\_\_  
Susan Farnsworth, City Recorder

**MINUTES OF A COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
APRIL 18, 20178**

The meeting was called to order by Mayor Kirk Hunsaker at 6:00 pm. Council Members attending: Keith Broadhead, Nick Miller, Betsy Montoya, and Chelsea Rowley. Lynn Mecham was excused.

Others present: City Manager Ben Reeves, City Engineer Norm Beagley, Community Development Director Jason Bond, Police Chief Rod Hurst, Legal Counsel Brett Rich, Recreation Director Amy Johnson, Qualtrics Representative Chase Winder, Catherine Holman, Judy Robbins, Ray Rowley, Linda Rowley, David Wride, Steve Durrant, Jennifer Durrant, Loretta Moshier, Jim Moshier, Doug Rohbock, Denise Rohbock, Bruce Fallon, Brent Davis, and other unidentified individuals.

**PLEDGE OF ALLEGIANCE**

Council Member Miller led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Director Bond Offered an Invocation.

**DECLARATION OF ANY CONFLICT OF INTEREST**

Council Member Rowley reported she is a cousin of the petitioners of the Rays Addition Annexation. Council Member Broadhead reported he is an employee of Epic Engineering who has bills being paid tonight. Council Member Montoya reported she had a home based business and would be participating in the discussion pertaining to Ordinance 04-01-2018.

**CONSENT AGENDA**

***Minutes:***

April 4, 2018

***Bills:***

\$362,142.28

Council Member Miller moved to approve the Consent Agenda. Council Member Montoya seconded the motion. The vote was follows:

Council Member Broadhead	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 4 to 0.

**PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

Mr. Wride addressed the Mayor and Council Members with regard to the Home Business License Ordinance. He reminded them of the reason for the proposed Ordinance change.

Mr. Durrant voiced his concern with the proposed Ordinance change. He reminded those in attendance that the drivers of the dump trucks purchase fuel and goods in the City therefore the City receives the tax revenue. He indicated in order to inforce the proposed Ordinance the City would have to buy expensive scales and hire additional staff.

Mrs. Durrant indicated she didn't understand why the City would adjust an Ordinance that will require the City to monitor and enforce. The proposed Ordinance effects a number of residents.



The problem derives from problems between two neighbors which could have been resolved without involving the Police or the City Council Members if they would have initiate a conversation. She indicated they follow all the current Ordinances with regard to noise. She reiterated that they have only been contacted by the neighbors 1 time with regard to any issues with their vehicles.

### FORMAL PUBLIC HEARING

There weren't any Public Hearings scheduled.

### BUSINESS LICENSES

The following new Business Licenses have been issues since the last Council Meeting.

- Shanna's Chair - Shanna Hannifin - 503 S. 400 E. - Hairdresser
- Laird's Cleaning - Brittney Laird - 826 North Main St, Nephi - Cleaning
- Justin Brown Taxidermy - Justin Brown - 66 S. 300 E. - Taxidermy
- Dusty Acres Enterprises LLC - Wayne Newton - 44 N. 300 E. - Trucking
- Adams Enterprises - Michael Adams - 465 E. 400 N. – Repacking Hydraulic rams

Also reported there have been 35 Single Family RDU building permits issued since January 1<sup>st</sup> and 1 Commercial building permit.

### NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS

#### ***Discussion and Possible Action Regarding a Change Order to the NRCS/Horrocks Engineering Contract for the Debris Basin Project***

Engineer Beagley reported due to additional information and analyses requested by USDA-NRCS to be included within the Supplemental Plan Environmental Assessment (EA), Horrocks Engineering is requesting a Change Order for the added project scope and associated fees for the change in scope (see attachment "B").

Council Member Broadhead moved to approve a change order with Horrocks Engineering for the additional work requested by, and paid for by, NRCS in the amount not to exceed \$56,141.00. Council Member Rowley seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Mecham	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 5 to 0.

#### ***Discussion and Possible Action Regarding the Acceptance of the "Ray's Addition" Annexation Petition (Application) – Located Approximately 600 West Lark Lane (Proceeding North)***

Council Member Broadhead moved to accept the annexation petition for the proposed "Ray's Addition" annexation which is located at approximately 6092 West Lark Road and consists of approximately 8.69 acres. Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Miller	Aye

Council Member Montoya  
Council Member Rowley

Aye  
Aye

The motion passed 4 to 0.

***Discussion and Possible Action Regarding Surveying Services and Community Engagement Software***

City Manager Reeves reported as the City's Elected Leaders and City Staff have been evaluating the various alternatives as to where the Senior Citizen and Veterans program might continue their operation, two of the proposed alternatives involved the possibility of placing another bond initiative on the ballot (i.e. try again with a revised Senior Center Plan – or – place an initiative on the ballot for a new Recreation Center and then dedicate the old Public Works Building to the Senior's use). No one wants to proceed in a manner that is contrary to the will of the people and no one wants to expend effort toward another failed bond proposition (see attachment "A"). Mr. Winder reviewed the Qualtrics product. The Council Member asked questions with regard to product. Council Member Rowley voiced her concern with spending the amount of money on survey product instead of using the money to directly benefit the senior's. Council Member Broadhead suggested waiting until June 16<sup>th</sup>, after the Diamond Rio Concert. If the concert doesn't pay for itself, we will have to pay for it somehow. City Manager Reeves indicated if a ballot issue is being considered the more community involvement the better. Council Member Miller and Council Member Montoya voiced their support of the product.

After the discussion, Council Member Miller moved to approve the use of Qualtrics a surveying services and community engagement software to perform survey services for the City, not to exceed \$10,000. Council Member Montoya seconded the motion. The vote was as follows:

Council Member Broadhead	Nay
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Nye
Mayor Hunsaker	Aye

The motion passed 3 to 2.

***Discussion and Possible Action Regarding the Utilization of Utah County Parks Grant Proceeds***

The Utah County Recreation Grant is a grant program where money is awarded each year to municipalities in Utah County based on population. A grant application must be submitted outlining the details of the project, its cost and how it will benefit the community. This is a reimbursable grant and there are no matching funds required.

This year's grant is in the amount of \$5,656.24. The funding has to be spent on development or construction of tourism, recreation, cultural and/or convention facilities. In the past, we have used the money for things like improvements on playgrounds and the arena as well as replacing fences at some of the ball fields, etc.



The grant opportunity has been discussed with Public Works Director Eva, Public Works Supervisor Callaway and Public Lead Kearl the possible projects. Following are 2 possible projects:

- Playground equipment at Centennial Park – would like to replace the playground equipment that used to be in the gravel. It was recommended 2 or 3 new “rocking toys” like we have at Summit Ridge Park. Each piece of equipment is approximately \$2,000 to \$3,000.
- Ball field fencing – every few years we need to replace sections of fencing at our ballparks. In the past, the cost was approximately \$7,000.

To meet the requirements of the application, during this meeting, the City Council will need to determine the project that will be applied. The application is due by May 4, 2018.

Council Member Broadhead was told placement of flagpoles at the arena as a possible project was discussed. Director Eva is gathering bids which he believes would be under \$1000.00. Council Member Rowley would like to use some of the money for the flagpole then the balance towards playground equipment.

After the discussion, Council Member Rowley moved to use the Utah County Parks Grant to install a flagpole at the arena and remainder of the funds be used for playground equipment. Council Member Miller seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 4 to 0.

***Resolution 04-01-2018, “A Resolution Approving a Cost Sharing Agreement with HG-UTAH-1, LLC for the Construction and Extension of Summit Ridge Parkway to US-6 Main Street.***

City Manager Reeves indicated he is at the final stages of completing the proposed contract. He reviewed the contents of the proposed agreement.

After the discussion, Council Member Miller moved to table Resolution 04-01-2018, “A Resolution Approving a Cost Sharing Agreement with HG-UTAH-1, LLC for the Construction and Extension of Summit Ridge Parkway to US-6 Main Street. Council Member Montoya seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 4 to 0.

**Ordinance 04-01-2018, "An Ordinance Amending the Santaquin City Code Section 10 Chapter 12 Pertaining to Requirements for Obtaining a Business License for a Home Occupation."**

Director Bond reported during the February 7<sup>th</sup> City Council Meeting, the Council discussed and gave direction to Staff regarding the Home Occupation Code. The Council also asked that a proposed amendment be created, a Public Hearing be held, and that a proposed amendment be reviewed by the Planning Commission. The purpose of the code amendment is to change the language to ensure that impacts of a home occupation can be properly mitigated by Santaquin City (see attachment "C"). Council Member Broadhead and Council Member Miller voiced their concern with changing the Ordinance because 2 neighbors can't "get along". City Manager Reeves reported the issue driving the Ordinance change is due to the issue of the business owner choosing to get a business license in Provo instead of getting one in Santaquin because of the different regulations. Legal Counsel Rich asked if the Council Members wanted the definition narrowed down or do they have the concept issue.

Mrs. Durrant indicated their office is in Provo and some of their equipment is stored in Provo as well as landscaping rocks being stored at a 3<sup>rd</sup> location.

Council Member Montoya voiced her concern that a Business License, for a business run out of their home, should have a City license. Council Member Miller asked if the Durrant's have a business in Provo why are they not working on the equipment at that location.

Mayor Hunsaker indicated that the neighbors need to be kinder to each other and be respectful of each other.

After the discussion, Council Member Broadhead moved to deny Ordinance 04-01-2018, "An Ordinance Amending the Santaquin City Code Section 10 Chapter 12 Pertaining to Requirements for Obtaining a Business License for a Home Occupation". Council Member Broadhead withdrew his motion. Further discussion was held with what should be changed in the proposed Ordinance.

Council Member Montoya moved to table and refine the home occupation definition. Council Member Rowley seconded the motion.

Mrs. Durrant voiced her concern with Council Member Montoya being a resident in the neighborhood and lives directly across the street from them. Mrs. Durrant also believes Council Member Montoya is bias and should not be involved in any discussion. After Mrs. Durrant's comments, the vote was as follows:

Council Member Broadhead	Nay
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 3 to 1.



***Ordinance 04-02-2018, "An Ordinance Amending Santaquin City Code Section 10-14-5E Pertaining to Parking Area Access Requirements"***

Director Bond reported Bruce Fallon, WPA Architecture, is working with the owners of the new Central Valley Medical Center (CVMC) Santaquin Clinic that is currently under construction on Main Street. Mr. Fallon recently submitted a proposal to have Paragraph 10-14-5E of the Santaquin City Code amended (see attachment "D"). Mayor Hunsaker voiced his concern with only having 1 access instead of 2. He indicated in his line of work, where he needs to dig through the access, having a second one would be a benefit.

At 8:20 pm the Council Members request a break.

At 8:24 pm the meeting resumed.

Council Member Miller moved to approve Ordinance 04-02-2018, "An Ordinance Amending Santaquin City Code Section 10-14-5E pertaining to Parking Area Access Requirements" and add a sentence that determines the number of trips which will be determined by the City Engineer. Council Member Rowley seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 4 to 0.

**CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**

There wasn't a need to convene the Community Development Board.

**CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**

There wasn't a need to convene the Special Service District Road Maintenance Board.

**CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY**

There wasn't a need to convene the Local Building Authority of Santaquin City Board.

**CONVENE OF THE SANTAQUIN WATER DISTRICT**

There wasn't a need to convene the Santaquin Water District Board.

**WORK MEETING**

There wasn't a need to hold a Work Meeting.

**PETITIONS AND COMMUNICATIONS**

There weren't any petitions or communications to address.

**REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

***City Manager Reeves***

City Manager Reeves reported the following:

- EPA report is in process.

- With regard with the 500 West Road – EPIC is working on the designs and He and Engineer Beagley will be meeting with Nebo School District on Friday to discuss the roadway
- The Summit Ridge landscaping plan has been formulated. The cost for the project is approximately \$10,000. Council Member Rowley was told that one of the Members of the Beautification Group lives in Summit Ridge and had a single focus on completing the Summit Ridge Parkway instead of focusing on the City as a whole. The Beautification Group will be working on a different area of Summit Ridge.
- The Engineer of the grocery store property is working with the City Engineer to “iron out issues”.
- The 300 West Project is also progressing.
- He reported that Main Street is the divider for Apple Valley and Santaquin Elementary. He asked if the Crossing Guard should be moved to Center Street and 700 North. The general feel of the Council is to have the Crossing Guard at the new Apple Valley Elementary. Council Member Broadhead asked if flashing lights will need to be installed.

#### ***Community Development Director Bond***

Director Bond reported the Planning Commission will be cancelled for next week. He also reported at the DRC the final plat for the Foothill Village Subdivision was reviewed. In the proposed Plat “C” there is a 10’ trail access. It has been suggested, because of maintenance issues, they will not be included in the plat.

#### **REPORTS BY MAYOR AND COUNCIL MEMBERS**

##### ***Mayor Hunsaker***

Mayor Hunsaker reported he will be out of town on May 2<sup>nd</sup>. Council Member Miller will be acting as Mayor Pro-Tem.

He also reported a Summit Creek Board Meeting was held this past Saturday. In the past, the City had sent certified letters to the Board requesting particular things, which were not picked up. The Board Members were presented with a copy of the certified letter at the meeting. It was also reported Mayor Hunsaker had to leave the meeting early to attend a ribbon cutting. Upon Mayor Hunsaker leaving the meeting City Manager Reeves was asked to leave the meeting. Mayor Hunsaker was not in agreement with their request. It was discussed that City Manager Reeves is the Mayor’s designee and should have been allowed to stay at the meeting.

##### ***Council Members***

Council Member Montoya reported she and Council Member Miller are still enjoying the Citizens Academy hosted by the Police Department. She also reported she will be out of town for the June 20<sup>th</sup> meeting.

Council Member Broadhead indicated the Seniors Board would like to meet with Council Members to discuss their future. City Manager Reeves will set up a joint meeting.

Council Member Rowley reported the Interlocal agreement between Santaquin and Payson Libraries will begin in May.



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

There wasn't a need to hold an Executive Session to discuss the character, professional competence, or physical or mental health of an individual.

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

At 9:06 pm Council Member Miller moved to enter into an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property. Council Member Montoya seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 4 to 0.

At 9:54 pm the regular meeting resumed.

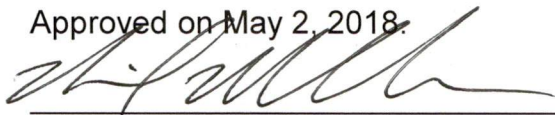
#### **ADJOURNMENT**

At 9:55 pm, Council Member Miller moved to adjourn. Council Member Rowley seconded the motion. The vote was as follows:

Council Member Broadhead	Aye
Council Member Mecham	Aye
Council Member Miller	Aye
Council Member Montoya	Aye
Council Member Rowley	Aye

The motion passed 5 to 0.

Approved on May 2, 2018.



Nick Miller, Mayor Pro-Tempore

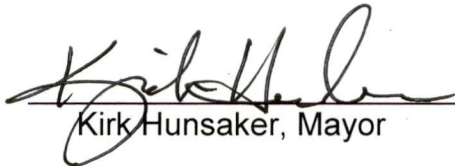


Susan B. Farnsworth, City Recorder



## **CLOSED EXECUTIVE SESSION AFFIDAVIT**

I, Kirk Hunsaker, Mayor of Santaquin City, do hereby certify that the Executive Session held on April 18, 2018 was called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.

  
Kirk Hunsaker, Mayor

4-18-2018  
Date





## Memorandum

To: Mayor & Council  
From: City Manager Reeves  
Date: April 18, 2018  
Subject: Community Engagement – Surveying Service Contract

---

Executive Summary/Research:

As the city's elected leaders and city staff have been evaluating the various alternatives as to where the Senior Citizen and Veterans programs might continue their operation, two of the proposed alternatives involved the possibility of placing another bond initiative on the ballot (*i.e. Try again with a revised senior center plan – or – Place an initiative on the ballot for a new recreation center and then dedicate the old public works building to the senior's use*). Of course, no one wants to proceed in a manner that is contrary to the will of the people and no one wants to expend effort toward another failed bond proposition.

The way to better insure that our efforts are in harmony with the will of the people, and to lower the risk of a possible bond failure, the city staff is recommending that we enhance our community engagement capabilities and feedback efforts through a series of community wide surveys on this issue. Additionally, there may be times in the city's future when the city may want to obtain the pulse of the people on a variety of other relevant subjects. Having an ability to survey in a logical and scientific manner will insure that the council receives the best information possible to assist you in your decision making. It will also insure that the loud voice of a small minority does not overshadow the will of the silent majority who may or may not agree with the chatter of the day. Enhanced two-way communication will allow us to be proactively in determining to the needs and desires of the people without unduly being placed in a reactionary position whereupon we are responding to a few loud voices on social media.

During my review of survey service providers, I interviewed two companies with differing methodologies. The first is a company called Qualtrics and the other is a company called Cicero (*otherwise known as Dan Jones*). Qualtrics is a surveying tool and database collection service which evolves and grows over time with each additional survey. It is very customizable and can be used as often as desired. Qualtrics specializes in serving municipalities, counties, and school districts, etc. Alternatively, Cicero is structured under a more historic model of blanketing a population with phone, paper, and electronic surveys on a specific subject (*e.g. political campaigns, product*

research, etc.) Cicero provides a very accurate snapshot under very specific criteria. In short, I would say that Cicero is more issue centric and Qualtrics is designed to be more conversational over the long-term. Both have their advantages and disadvantages and both overlap each other with their service offering. However, both companies approach their ability to meet their client's needs from two entirely different approaches.

Recommendation:

After considering our city's needs regarding this specific issue, as well as the benefits we might derive on a variety of other issues, it is my opinion that the offerings provided by Qualtrics better matches our community's long-term desires. I had the opportunity to tour their rapidly growing Provo based corporate headquarters and see their employees in action. I had the opportunity to interview many of my peers (*customers*) from neighboring cities who utilize their offerings in an extensive manner (e.g. *Provo, South Ogden, etc.*). Furthermore, I have evaluated the cost structures of both companies and found that Qualtrics, who's pricing is under a Utah State Procurement Bid contract, is more advantageous to the financial constraints of our community. As such, my recommendation is that the City of Santaquin utilize the services of Qualtrics.

However, to insure that my recommendation is in harmony with the council's desires, I have asked Chase Winder from Qualtrics to present his proposal to you in person. This will give you the opportunity to review his presentation first-hand and receive direct and unfiltered answers to your questions.

Financial Impact:

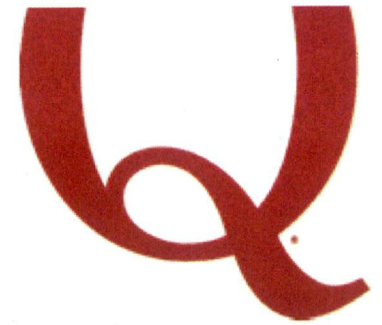
The effort to seek the public's approval of the failed Community Cultural Center was funded under a 50/50 grant provided by the Mountainland Association of Governments (MAG) with a total budget of \$40,000 (e.g. \$20K City, \$20K MAG). The total funds expended for this effort were \$18,394.99, of which \$17,500 was paid to CSRA Architects for their services, renderings and mailers, and the remainder was used by the city staff for our Voter Information mailer.

City's Portion of Budget:	\$20,000.00
City's Portion of Expenditures:	<u>\$9,199.50</u> (50% of \$18,394.99)
Remaining Funds Available:	\$10,802.50

Arguably, these funds were allocated for the determination and fulfillment of the facility needs of our Seniors and Veterans. I would recommend that we utilize the remaining funds available for a one-year, first level tier (\$10K), service contract with Qualtrics so that we might continue our initial efforts of determining and fulfilling the facility needs of our Seniors and Veterans.

Recommended Motion: Motion to approve a 12-month, tier-1, service contract with Qualtrics in an amount not-to-exceed \$10,000.00.





qualtrics + Quality Metrics for State and Local Governments.

Proposal For City  
of Santaquin



# Investment Proposal

Qualtrics Research  
Platform:

Quote Description:

Price:

12 Month License

- Qualtrics Research Suite Platform (see wheel slides below)
- 12,000 annual responses
- 5 Users
- 24/7 Unlimited phone & email support
- Implementation and training
- Custom Branding and Custom Theme
- Reporting
- Advanced Statistical Analysis
- Text Analysis and coding
- Target Audience Database
- Admin and Division Controls

\$10,000 Annually



## Investment Proposal Continued

<u>City-Wide</u> <u>Research Platform:</u>	<u>Qualtrics</u> <u>Quote Description:</u>	<u>Price:</u>
12 Month License	<ul style="list-style-type: none"><li>• Qualtrics Research Suite Platform (see slides below)</li><li>• 25,000 annual responses</li><li>• 5 Users</li><li>• 24/7 Unlimited phone &amp; email support</li><li>• Implementation and training</li><li>• Custom Branding and Custom Theme</li><li>• Reporting and Cross Tabs</li><li>• Advanced statistical analysis</li><li>• Text Analysis and coding</li><li>• Target Audience Database</li><li>• SMS Text Message Distribution with 50,000 text credits</li><li>• Site Intercepts and Digital Experience Management</li><li>• Admin and Division Controls</li></ul>	\$15,000 Annually

## Investment Proposal Continued

<u>Citizen Experience</u> <u>Qualtrics Platform:</u>	<u>Quote Description:</u>	<u>Price:</u>
12 Month License	<ul style="list-style-type: none"><li>• Qualtrics Research Suite Platform (see slides below)</li><li>• 12,000 annual responses</li><li>• 5 Users</li><li>• 24/7 Unlimited phone &amp; email support</li><li>• Implementation and training</li><li>• Custom Branding and Custom Theme</li><li>• Reporting and Cross Tabs</li><li>• Advanced statistical analysis</li><li>• Text Analysis and coding</li><li>• Target Audience Database</li><li>• Offline Application</li><li>• SMS Text Message Distribution with 50,000 text credits</li><li>• Site Intercepts and Digital Experience Management</li><li>• Admin and Division Controls</li><li>• Full Dash boarding capabilities and advanced features</li><li>• Configurable dashboards for every role and relevant insights for the right people to see</li></ul>	\$20,000 Annually



## Independent ROI Evaluation of Qualtrics by Forrester Research

**674%**

RETURN ON INVESTMENT

**\$470K**

REDUCED COST ON STAFF

**\$100K**

SAVED COST THAT WOULD HAVE  
BEEN SPENT ON OTHER TOOLS

**\$219K**

SAVED WITH DATA-DRIVEN  
PRODUCT DESIGN

**\$358K**

DECREASED COST OF  
CUSTOMER SUPPORT

Overall, when we switched to Qualtrics, we **GAINED VISIBILITY** into our products and opened up a new world into what was happening with customers and employees. **SUCCESS BUILT MORE MOMENTUM** and tons of projects came our way.

MANAGER, CUSTOMER EXPERIENCE



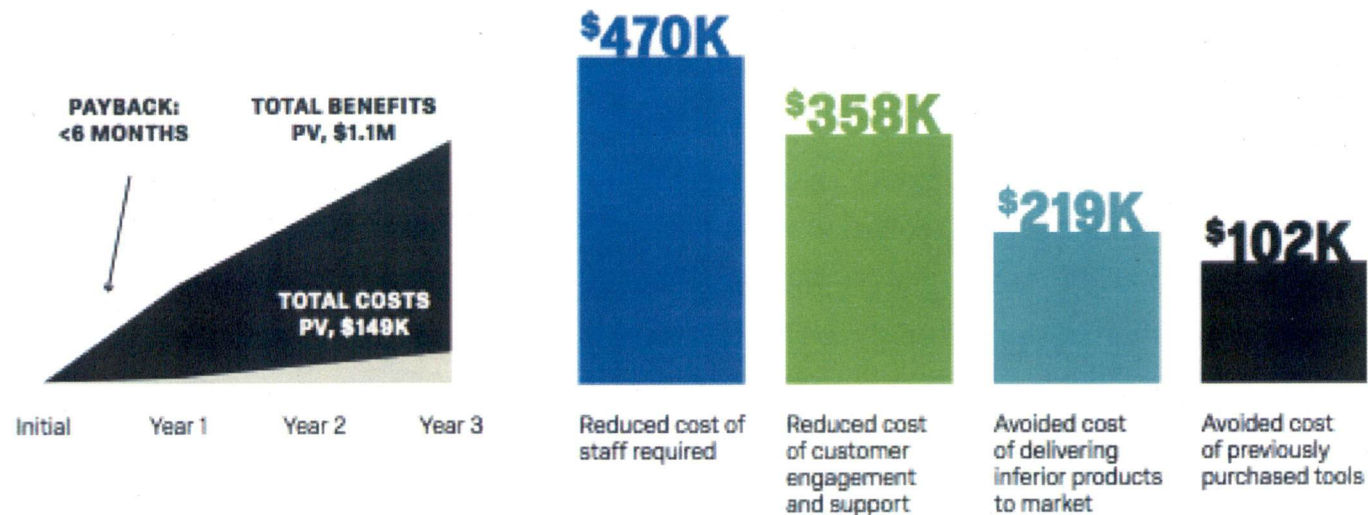
qualtrics  EXPERIENCE  
MGMT™

# Independent ROI Evaluation of Qualtrics

## by Forrester Research

The million dollar advantage from Qualtrics XM™

REPRESENTED OVER THREE YEARS



### Methodology:

Forrester's TEI methodology is designed to quantify the benefits, costs, and flexibility that an organization can receive as a direct result of investing in Qualtrics XM Platform. For this report Forrester surveyed 100 organizations and interviewed 10 executives from 8 organizations using Qualtrics to gain insight into the real business outcomes achieved from experience management with the XM Platform™.



# The World's Largest Citizen Insights Cloud



PROVO / USA

WASHINGTON DC / USA

DALLAS / USA

SEATTLE / USA

DUBLIN / IRL

SYDNEY / AUS

10K<sup>+</sup>

Brands & Organizations

100

of the top 100  
business schools

2.1M<sup>+</sup>

Users

Used In

75<sup>+</sup>

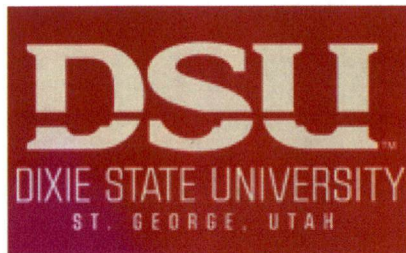
Countries



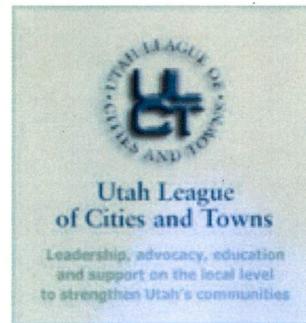
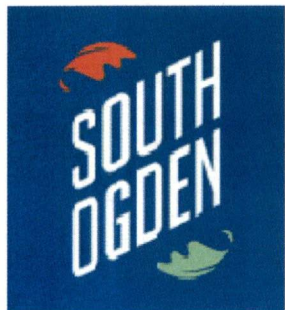
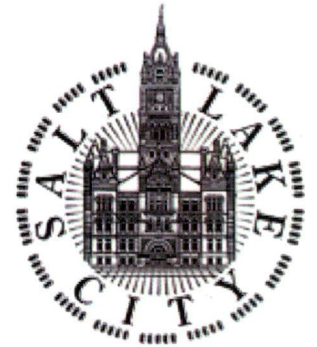
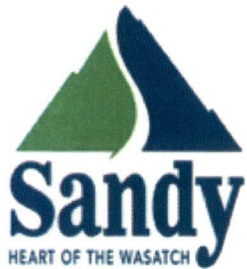
# Utah Use Case Examples



## Utah Education chooses Qualtrics



# Utah Cities Choose Qualtrics





# Utah Organizations Choose Qualtrics



Utah Governor's Office of  
Economic Development



Utah Technology Council™



WORLD TRADE  
CENTER®  
UTAH



U · T · A · H

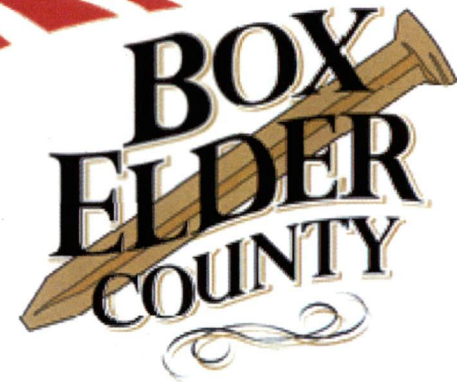
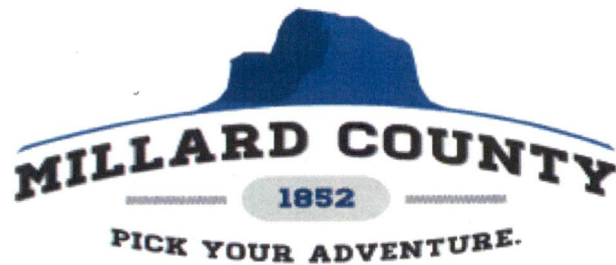
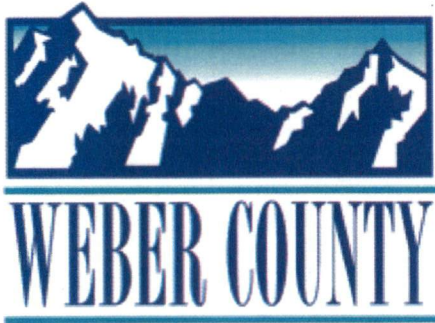


UTAH SYSTEM OF  
HIGHER EDUCATION  
*Building a Stronger State of Minds™*

UTAH DEPARTMENT OF  
**HEALTH**

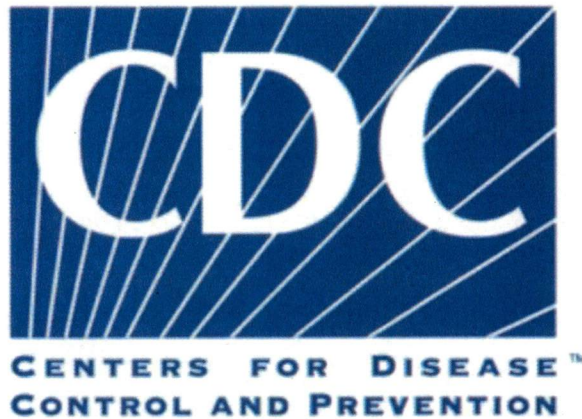
utah department of  
human services

## Utah Counties Choose Qualtrics





## Federal Government Choose Qualtrics



Homeland  
Security



HealthCare.gov



**U.S. AIR FORCE**



qualtrics.



Where is Qualtrics Headquarters?

Anaheim, CA

Provo, UT

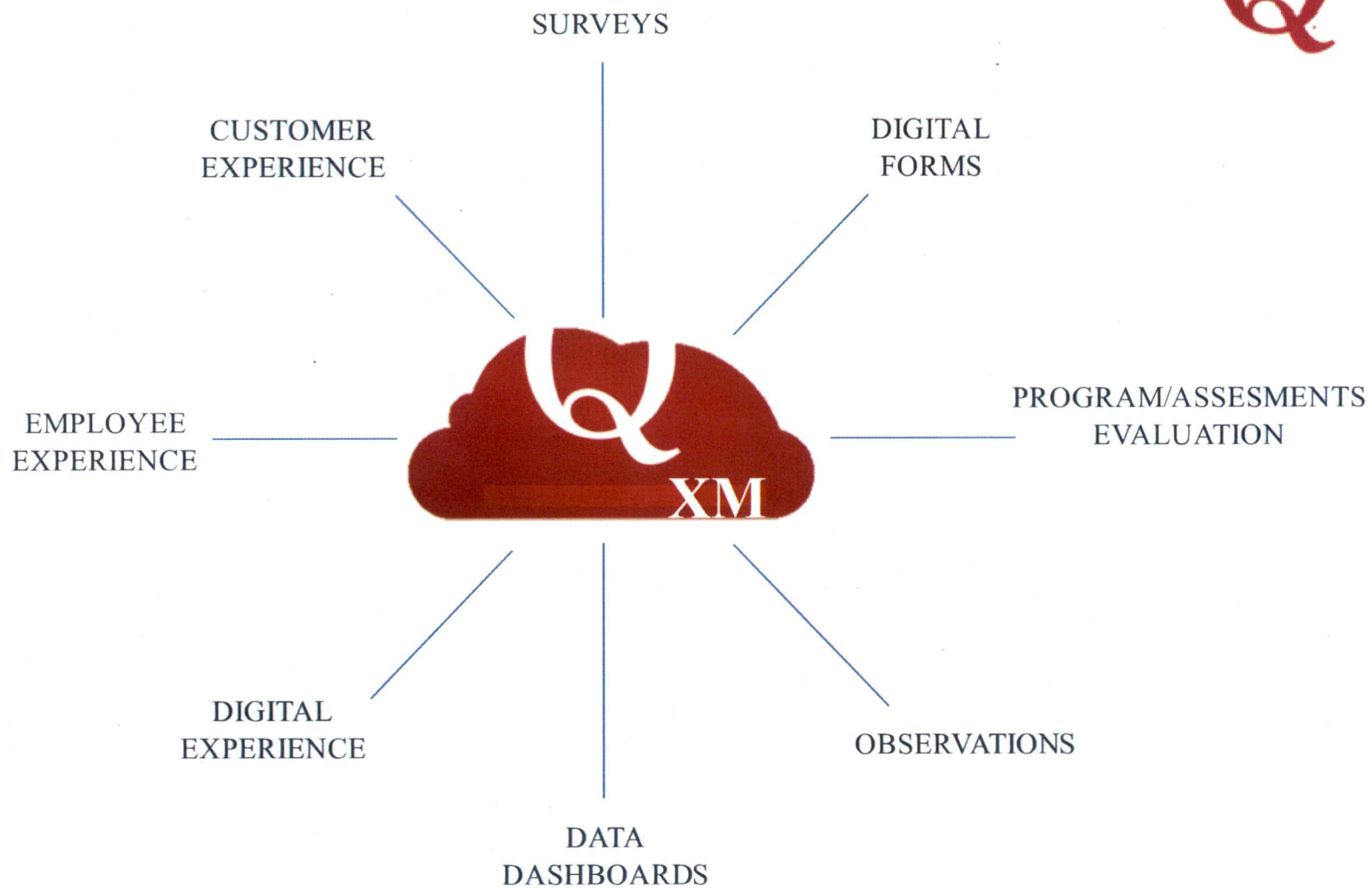
Austin, TX

Chicago, IL

Next

Solutions







## SURVEYS

- Resident Quality of Life
- General Services
- City Council Issues
- Economic Development
- Planning
- Parks and Rec Programs

COMMUNITY  
EXPERIENCE

EMPLOYEE  
EXPERIENCE

PROGRAM  
EVALUATION

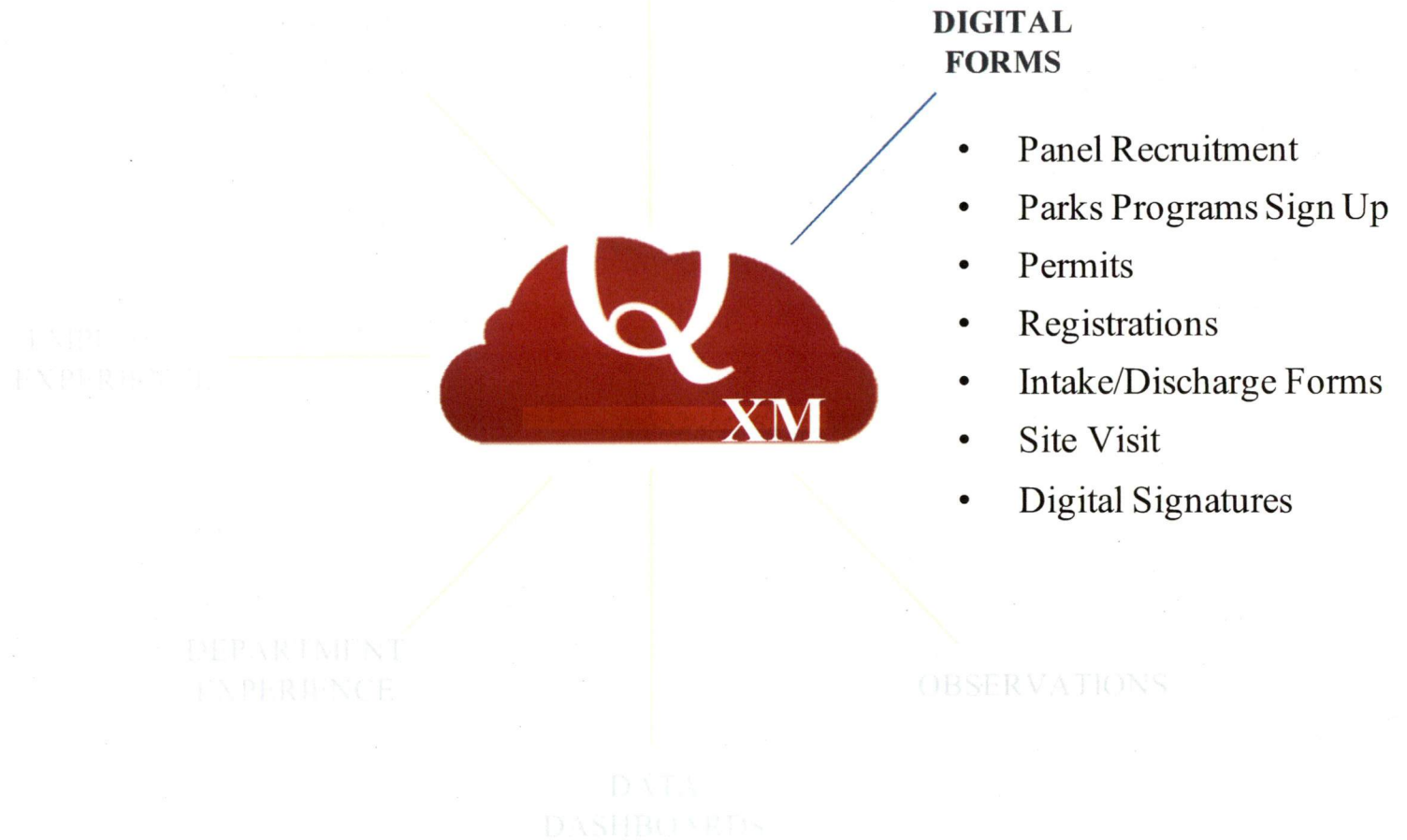
DEPARTMENT  
EXPERIENCE

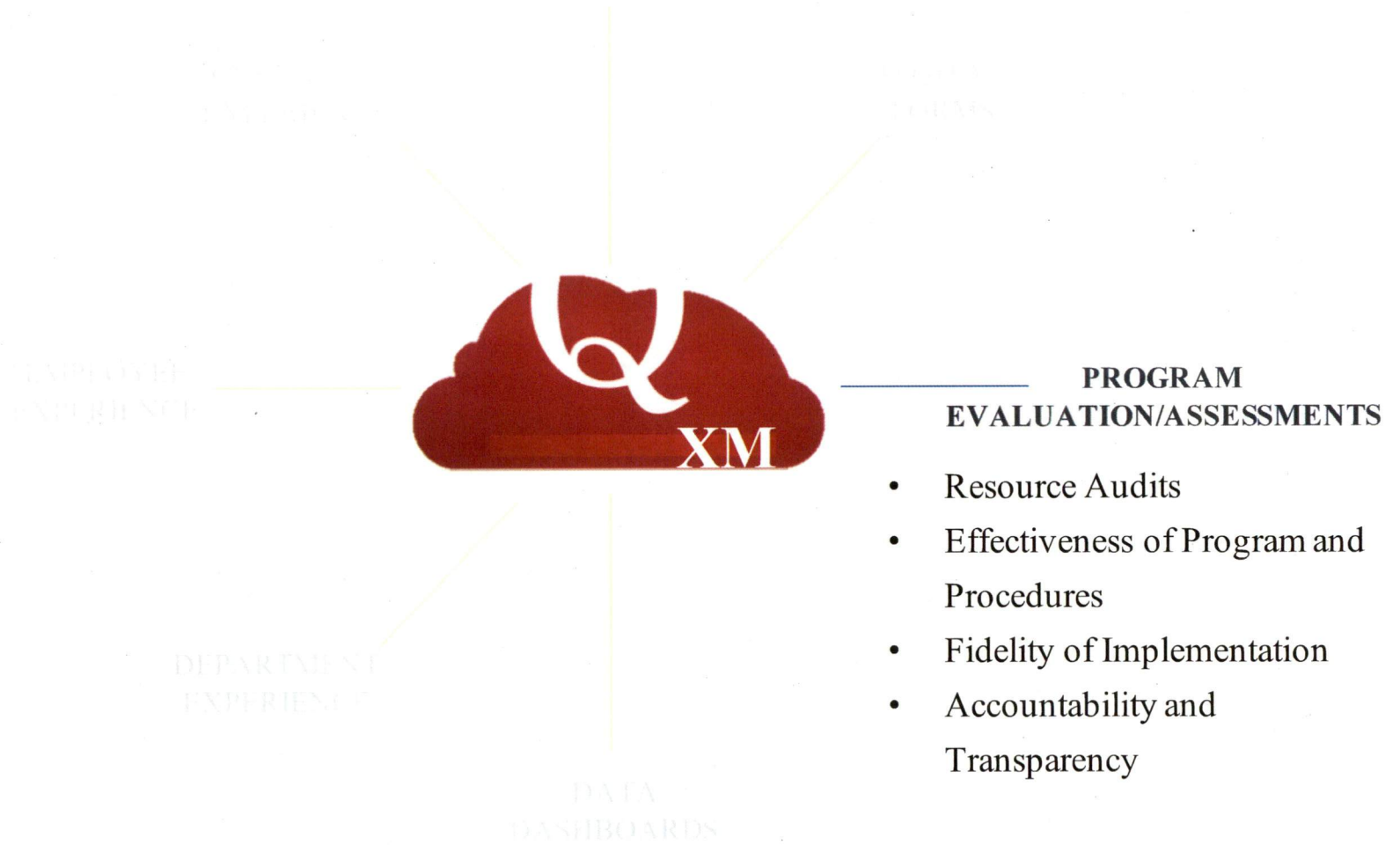
OBSERVATIONS

DATA  
DASHBOARDS

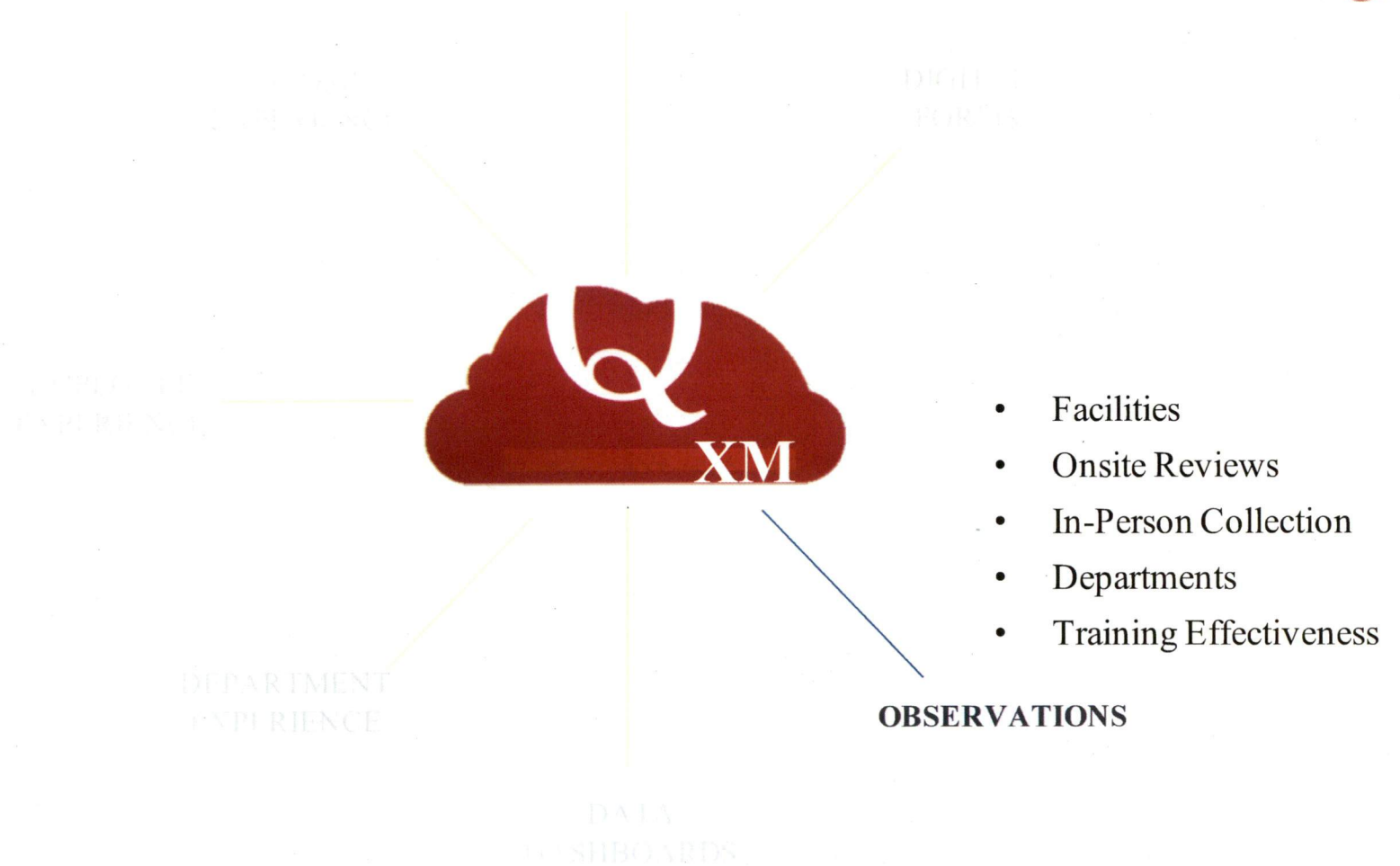


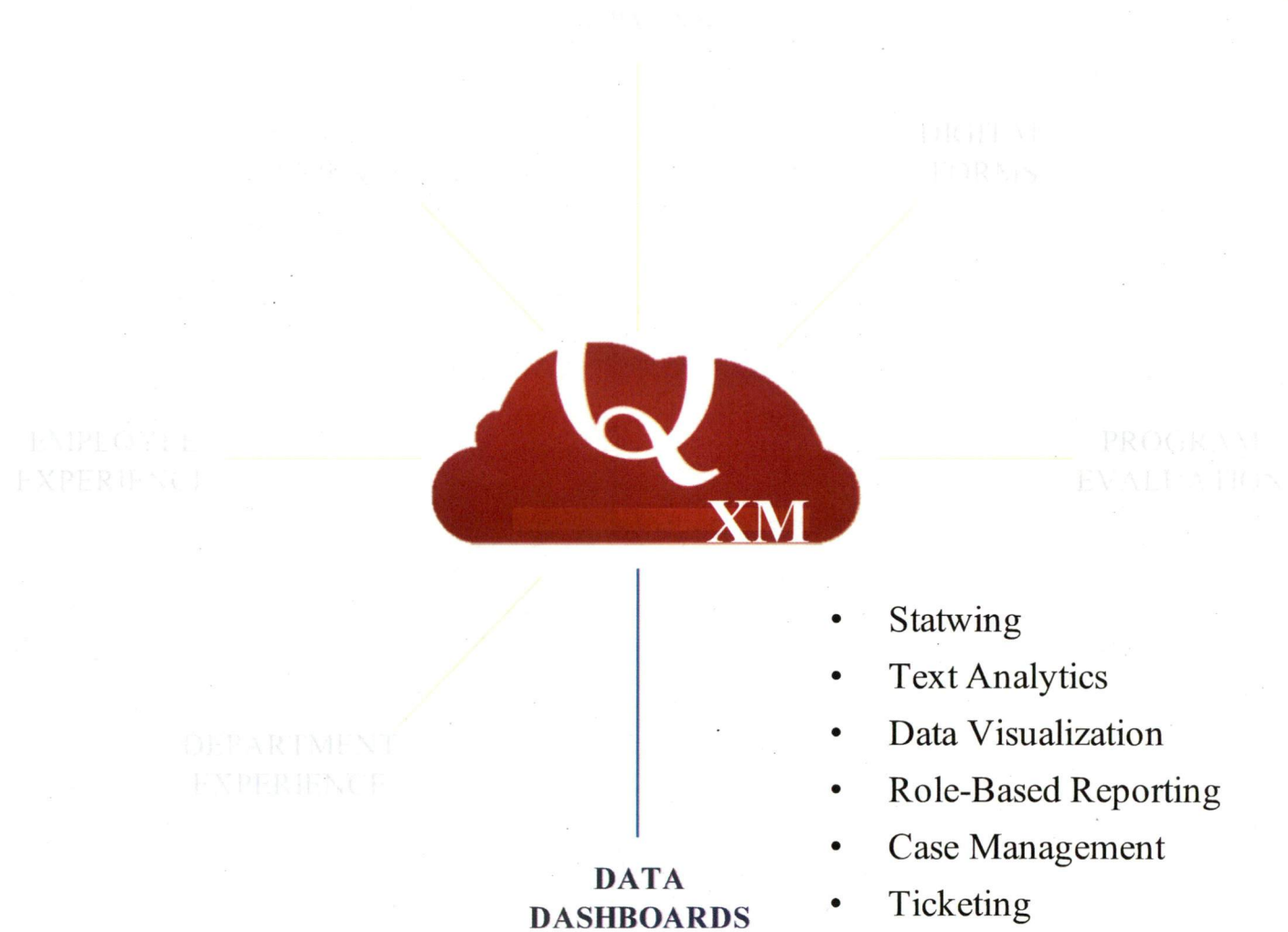
















**DIGITAL  
EXPERIENCE**

- Website Feedback
- Site Intercept
- Department Forms
- IT Service requests
- Information Alerts
- State/Federally mandated data



**EMPLOYEE  
EXPERIENCE**

- Professional Development
- Staff/Team Review
- 360 Evaluations
- HR Exit & Onboarding
- Action Planning
- Hierarchical Reporting
- Applicant Tracking
- Engagement & Satisfaction



DIGITAL  
FORMS

PROGRAM  
EVALUATION

OBSERVATIONS

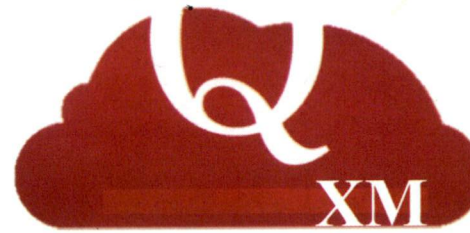
DATA  
DASHBOARDS





**CUSTOMER  
EXPERIENCE**

- Close Loop Feedback
- Voice of Citizen
- Stakeholder Feedback
- Department/Admin
- Reporting Transparency
- Community Engagement
- Text and Email Notifications



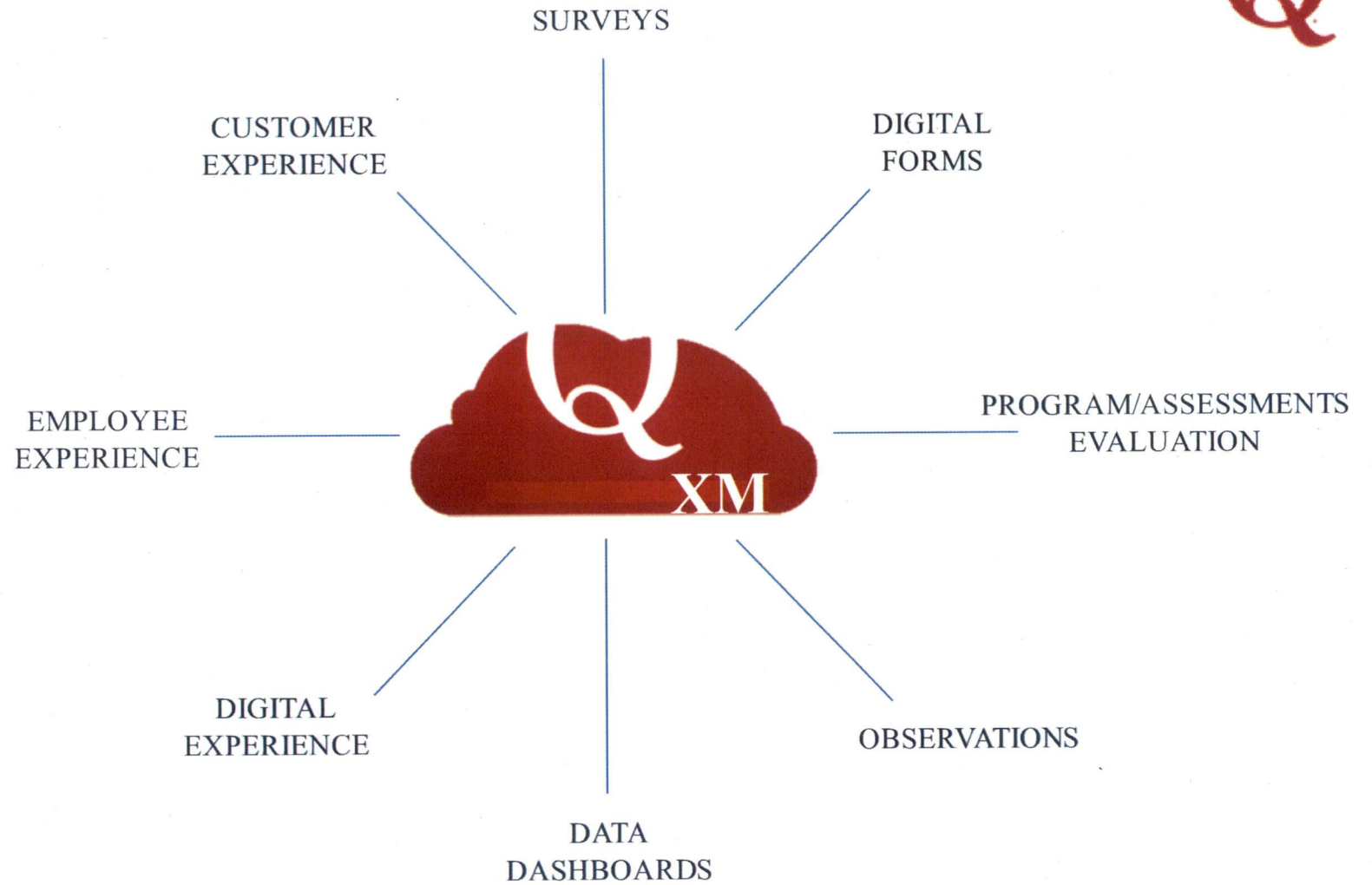
SYSTEM  
FORMS

PROGRAM  
EVALUATION

OBSERVATIONS

DATA  
DASHBOARDS

DEPARTMENT  
EXPERIENCE







# Qualtrics implementation

## Assess and design

- Align on objectives and success
- Review program and customer journey
- Review technical environment
- Kick off project with customized implementation plan
- Initiate existing survey/data migration

## Build and configure

- Complete basic training & survey build
- Setup automated survey distribution
- Configure reporting dashboards
- Design closed looped feedback process and case management
- Complete required systems integration
- Setup automated report distribution

## Test and train

- End-to-end program testing
- Train administrators on survey building, panel management, and dashboard creation
- Train users on dashboards and closed loop process
- Complete the trainer documentation

## Launch

- Begin a soft launch of program
- Validate results of the soft launch
- Calibrate system and re-test
- Launch the full program

## Optimize and support

- Monitor system performance
- Add new data fields, survey questions, and reporting widgets/dashboards
- Transition of technical support
- Ongoing consultancy with Client Success
- Provide ad-hoc training as necessary

# The Bottom Line Difference

45%

Increases productivity

75%

Increases research speed

42%

Increases customer engagement



Reduces development costs

77%

Reduces survey build time

58%

Reduces analysis time

50%

Source: Average based on customer case studies



Q

Q&A

Connor Roe

Connorr@qualtrics.com

385-248-3064



35 N. Rio Grande St.  
Salt Lake City, UT 84101  
801.456.6700  
[cicerogroup.com](http://cicerogroup.com)



---

<b>Client:</b>	Benjamin Reeves	<b>Date:</b>	April 13, 2018
<b>Company:</b>	City of Santaquin	<b>Project Title:</b>	Resident Rec Center Bond Study
<b>Phone:</b>	801.754.3211	<b>E-mail:</b>	BReeves@santaquin.org

---

## **Santaquin City – Recreation Center Bond Proposal Research**

### **PROJECT BACKGROUND**

Benjamin Reeves contacted Cicero Group/Dan Jones & Associates to help draft and conduct research on behalf of Santaquin to measure residents' desires regarding a potential recreation center or facility in the city. In 2017 the city put a bond on the ballot for a new senior center, to replace the outdated senior center, but it did not pass. As a result, city leaders want to determine what type of recreation center will be the most widely accepted. City officials also want to measure what voter appetite is for a bond to pay for the construction and maintenance of the recreation center.

### **RESEARCH OBJECTIVES**

In order to best inform and city leaders about what type of recreation options citizens desire, as well as if voters would vote to pay for it, Cicero Group recommends:

1. Identify the type of recreation center desired by Santaquin residents
2. Understand what type of amenities and/or options residents want in the recreation center and what amenities are more important than others
3. Discover level of support for such a recreation center in a bond election
4. Identify what type of messaging most resonates to prompt residents to support the bond

### **QUANTITATIVE RESEARCH**

#### **RECOMMENDED METHODOLOGY**

Cicero recommends two separate surveys.

The first survey will identify the type of recreation center citizens' desire and would consider paying for, as well as what amenities they want in the rec center by utilizing a conjoint survey that is administered online. Such a survey presents random options to residents in a variety of combinations to zero in on true preference of the respondent. This will help determine exactly what residents want in a recreation center. Cicero recommends utilizing the email addresses of residents on hand, as well as postcard distribution to households in the city inviting citizens to complete the survey. Each postcard and email invite will have a unique password, ensuring that residents are not able to take the survey more than one time. Cicero recommends surveying 600 or 800 residents in order to obtain an acceptable margin of error and confidence in the results.

The second survey will present the final recreation center proposal to be included on the ballot, as determined by the city of Santaquin, and measure residents' willingness to vote for the bond. The survey will also measure what types of messaging and methods of communication will reach the most residents. Cicero again recommends using emails and postcards to meet residents, and if necessary, Cicero will utilize its call center to obtain the desired sample size. Cicero recommends

surveying 600 or 800 residents in order to obtain an acceptable margin of error and confidence in the results.

### PROJECT ELEMENTS

The project will consist of four phases:

1. Design
  - a. Collaboration for questionnaire design
  - b. Programming of survey and conjoint component
  - c. Sample lists provided by city of Santaquin
2. Fieldwork
  - a. Pre-test/pilot of survey
  - b. Survey Launch both by postcard and emails
  - c. Data Collection and Monitoring
3. Analysis
  - a. Data cleaning and coding
  - b. Cross tabulation and statistical testing
  - c. Data analysis
4. Reporting
  - a. Extrapolating actionable results from survey
  - b. Executive summary and High-Level PowerPoint report

### QUANTITATIVE PROJECT COSTS\*

Included:

1. Questionnaire design
2. 8-10-minute questionnaire of residents of Santaquin, Utah
3. Number of interviews to be determined by client
4. Up to two open-ended questions
5. Fielding: pretest/pilot, launch, and data collection
6. Analysis: data cleaning and coding, cross-tabulation and statistical testing
7. Reporting: Executive summary and high-level PowerPoint report

#### Survey #1 with Conjoint – Center Characteristics

Sample Size	Methodology	Cost
n = 600	300 Postcard / 300 Email	<b>\$19,425</b>
n = 800	400 Postcard / 400 Email	<b>\$22,825</b>

#### Survey #2 – Willingness to Vote for Bond

Sample Size	Methodology	Cost
n = 600	300 Postcard / 300 Email	<b>\$17,350</b>
n = 800	400 Postcard / 400 Email	<b>\$20,725</b>

\*Project costs may vary from prices quoted here if the number of postcards sent increases or decreases from the number above.

## PROPOSED TIMELINE

High Level Timeline	
<b>Survey 1:</b> Kick-Off / Week 1	<ul style="list-style-type: none"> <li>• Finalize Research Objectives</li> <li>• Finalize Timeline</li> <li>• Draft qualitative screener</li> <li>• Complete draft of questionnaire</li> <li>• Review as team</li> </ul>
Week 2-3	<ul style="list-style-type: none"> <li>• Finalize questionnaire</li> <li>• Program Survey</li> <li>• Prepare sample</li> <li>• Mail postcards</li> </ul>
Weeks 3-4	<ul style="list-style-type: none"> <li>• Launch survey</li> <li>• Monitor data</li> </ul>
Weeks 5-7	Finalize Results <ul style="list-style-type: none"> <li>• Close survey</li> <li>• Clean data</li> <li>• Post-code data</li> <li>• Create frequency and crosstab reports</li> <li>• Create Executive Summary and PowerPoint report</li> </ul>
<b>Survey 2:</b> Week 1	<ul style="list-style-type: none"> <li>• Finalize Research Objectives</li> <li>• Finalize Timeline</li> <li>• Draft qualitative screener</li> <li>• Complete draft of questionnaire</li> <li>• Review as team</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Finalize questionnaire</li> <li>• Program survey</li> <li>• Prepare sample</li> <li>• Mail postcards</li> </ul>
Weeks 3-4	<ul style="list-style-type: none"> <li>• Launch survey</li> <li>• Monitor data</li> </ul>
Weeks 5-6	Finalize Results <ul style="list-style-type: none"> <li>• Close survey</li> <li>• Clean data</li> <li>• Post-code data</li> <li>• Create frequency and crosstab reports</li> </ul> Create Executive Summary and PowerPoint report

## PROJECT ASSUMPTIONS

Included:

1. City of Santaquin officials will work with Cicero Group to provide question edits and context for survey.
2. Surveys will not exceed 10 minutes.
3. There will be no more than 2 open-ended questions.



4. City of Santaquin officials will provide sample lists for both emails and postcards.
5. Additional costs not outlined in this proposal will be billed at cost with prior approval.

#### **PROFESSIONAL ARRANGEMENTS**

The project will be charged on Net-30 day terms. 50% of the project will be invoiced up-front and 50% of the project will be invoiced at the delivery of the final report.

Payment should be mailed to the following address:

Cicero Research, LLC  
Accounts Receivable Department  
35 N. Rio Grande  
Salt Lake City, UT 84101  
Federal Tax ID#: 26-1190513

### **Additional Provisions**

The parties agree to hold each other's Proprietary or Confidential Information in strict confidence. For purposes of this Contract, Proprietary or Confidential Information shall include all information or material which (i) is not publicly available; (ii) gives the owner of the information some competitive business advantage or opportunity of obtaining such advantage or disclosure of which could be detrimental to the interests of that party; and (iii) is marked "Confidential," "Restricted," or "Proprietary Information" or other similar marking or known by the parties to be considered confidential and proprietary. The parties agree not to make each other's Proprietary or Confidential Information available in any form to any third party or to use each other's Proprietary or Confidential Information for any purpose other than as specified in this Contract. Each party's Proprietary or Confidential Information shall remain the sole and exclusive property of that party. Notwithstanding the foregoing, Cicero shall maintain and have access to all data for normative and internal business purposes. Additionally, Cicero reserves the right to invite all study participants to volunteer their e-mail address in order to participate in future studies or focus groups.

Each party hereto shall indemnify and hold the other party harmless against any and all liabilities, losses, damages, judgments, claims, causes of action, and costs (including attorney fees and disbursements) which the other party may hereafter incur, suffer, or be required to pay, defend, settle, or satisfy as a result of the party's breach of any terms of this Contract or the party's violation of applicable law.

This Contract shall be deemed executed in and performable primarily in Salt Lake County, Utah. This Contract shall be governed by, and construed in accordance with, the substantive laws of the State of Utah, exclusive of the choice of law rules of that state.

Any suit between the parties that arises from this Contract or relates to the subject matter of this Contract must be filed in a state or federal court in Salt Lake County, Utah. The parties expressly submit to the jurisdiction of said courts for purposes of any litigation arising from or related to the Contract and expressly waive any rights they may have for venue to lie elsewhere. If a party files suit in violation of this paragraph, the opposing party shall, upon motion to the court, be entitled to dismissal of the suit, and shall further be entitled to recover its reasonable attorneys' fees incurred in connection with the motion.

The parties shall submit any dispute between or among them to mediation with a mutually agreeable mediator at a mutually agreeable time and place. The parties will negotiate in good faith to choose a mediator and a time and place for the mediation, and will pay equal shares of the mediator's fee. Absent an emergency or other compelling circumstances, such mediation must be completed before, and as a condition precedent to, filing of any lawsuit that arises from this Contract or relates to the subject matter of this Contract.

In the event any party files a lawsuit against another party that arises from this Contract or relates to the subject matter of this Contract, the prevailing party in such action shall be entitled to recover, in addition to damages or other forms of relief, its reasonable attorneys' fees and costs incurred in connection therewith.

The foregoing paragraphs survive termination of this Contract.

This Contract and any amendment thereto may be executed in any number of counterparts and transmitted by facsimile or e-mail, and each counterpart executed and transmitted in such way shall be considered an original for all purposes and shall together constitute one and the same instrument.

The State of Utah does not require that this contract be signed by the Company in order for the terms of the contract to be effective. We will consider the terms in this letter to constitute the agreement between the Company and Cicero unless amended in writing by the Company.



## MEMORANDUM

To: Mayor Hunsaker & City Council Members

From: Norm Beagley, P.E., City Engineer

Date: April 13, 2018

Re: Horrocks Engineering Change Order-NRCS Debris Basin Supplemental Plan EA Contract

Due to additional information and analyses requested by USDA-NRCS to be include within the Supplemental Plan Environmental Assessment (EA), Horrocks Engineering is requesting a Change Order for the added project scope and associated fees for that change in scope.

Horrocks Engineering originally anticipated that the additional work requested by NRCS would have been in a future Final Design phase. However, USDA-NRCS has asked for this additional work to be included in the Supplemental Plan EA.

For your information, the current Supplemental Plan EA contract between the City & Horrocks Engineering is for an amount not to exceed \$194,700.80. The amount of the requested Change Order is \$56,141.00.

In late 2017, the City received an award from USDA-NRCS in the amount of \$370,000.00 for the Supplemental Plan EA work. Therefore, there is sufficient funding from the USDA-NRCS award to fully cover 100% of the project, including the requested change order. For this portion of the project (Supplemental Plan EA) the City is not responsible for any of the project costs. The USDA-NRCS funding covers all of this work within the award of \$370,000.00 to the City.

I have reviewed the requested Change Order with the staff at USDA-NRCS. They, as well as City staff, are comfortable with the Change Order amount to cover the requested additional work.

**Recommended Motion:** Motion to approve the change order with Horrocks Engineering for the additional work requested by, and paid for by, NRCS in an amount not to exceed \$56,141.00.



**HORROCKS**  
ENGINEERS

## E N G I N E E R S

TASK & DESCRIPTION		Principal Engineer II, P.E.	Associate Engineer, P.E.	Engineer II, P.E.	Engineer II, P.E.	Engineer-in-Training II	Senior CAD Technician	Sr. GIS Analyst	GIS Analyst	Total Hours	Total Labor Cost
		Brent Ventura	Jacob O'Bryant	Aaron Spencer	Ruston Carter	David Clark	Lisa Jimenez	Zach	Ben Seipert		
TASK #	NAME	BILLING RATE	\$175	\$137	\$127	\$127	\$100	\$90	\$100	\$77	
5	Preliminary Hydrology/Hydraulics										
5.01	2 to 500 year runoff modeling		1	6		16				23	\$2,499
5.02	100-year 10-day Hydrograph			2		6				8	\$854
5.03	SDH/FBH/SEF Hydrograph Development			4		4				8	\$908
5.04	NRCS Model Review Response		1	4		6				11	\$1,245
5.05	Outlet/Principal Spillway Preliminary Hydraulic Design			8						8	\$1,016
5.06	Outlet 100-year 10-day routing			8						8	\$1,016
5.07	Dowstream Conveyance System Preliminary Layout and Hydraulics			8						8	\$1,016
5.08	Event Based Sedimentation Analysis		1	4					4	9	\$953
5.09	Long-Term Sedimentation Analysis			2	12				4	18	\$2,086
5.1	Spillway Preliminary Sizing, Routing, & Drafting	1		18			12			31	\$3,541
5.11	Spillway Induced Flooding Modeling		16						2	18	\$2,346
5.12	Pre and Post Induced Flooding Depht/Velocity/Extent Review and Documentation		12					8		20	\$2,444
5.13	Breach Hydrograph Determination			14						14	\$1,778
5.14	Dam Breach Floodplain Modeling			1		20				21	\$2,127
5.15	Dam Breach impact tabulation including velocity and depth			2		12		4		18	\$1,854
5.16	Pre and Post Floodplain Modeling (2 to 500 Events, SDF/FDH/SEF)		4	16		148				168	\$17,380
5.17	Pre-Post Development Model Comparision/Documentation		2	4		6				12	\$1,382
5.18	Hydrology/Hydraulics Report	1	4	8		12			2	27	\$3,093
5.19	NRCS Spillway/Outlet Works Review Response	1	1	4		8	8			22	\$2,340
5.2	NRCS dam breach/Flood Modeling NRCS review response	1	4	12		12	8			37	\$4,167
5.21	Competency and Capacity Calculations			8			12			20	\$2,096
Subtotal		4	46	133	12	250	40	12	12	509	56,141
								Total Cost		\$56,141	

# MEMO



To: Mayor Hunsaker and City Council  
From: Jason Bond, Community Development Director  
Date: April 12, 2018  
Re: Amendment Related to the Business License Requirement for Home Occupations

---

At the February 7<sup>th</sup> City Council meeting, the Council discussed and gave direction to staff regarding the Home Occupation code. The Council also asked that a proposed amendment be created, a public hearing be held, and that a proposed amendment be reviewed by the Planning Commission. The purpose of the code amendment is to change the language to ensure that impacts of a home occupation can be properly mitigated by Santaquin City.

A regulation has been drafted which requires any property that involves business related activities, to obtain a Santaquin City business license and therefore be subject to the regulations of the Home Occupation ordinance (Title 10 Chapter 12). Essentially, if it looks like a business, sounds like a business, smells like a business, etc. then it should be regulated like a business.

Concerns have been made about the impact an amendment would have to other residents in Santaquin City that also use large vehicles for commuting purposes or for their own business in the City and which do not create a problem for their neighbors. As a result, there are some proposed changes in the language that would lessen the regulations and allow for those home occupations that rely upon the use of a vehicle described as a "box truck". However, the primary purpose of this amendment is to ensure that all business related activities in a residential neighborhood are properly mitigated through Santaquin City codes.

The Planning Commission's recommendation is as follows:

**Motion:** Commissioner Adcock motioned to send a positive recommendation to the City Council to approve the proposed amendment to the Home Occupation ordinance. Commissioner Tolman seconded.

**Roll Call:** Wood Aye, Adcock Aye, Tolman, Aye, Lance Aye. The motion passed 4 to 0.

The proposed amendment is attached.

**Staff Recommendation:** Approve the proposed amendment.

**Recommended motion:** "Motion to approve Ordinance No. 04-01-2018 that would require any business related activities in a residential area obtain a Santaquin City business license and that certain regulations are lessened to allow for taller business related vehicles."



## NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, April 18, 2018 in the Council Chambers, 45 West 100 South, at 6:00 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. April 4, 2018
  - b. Bills:
    1. \$362,142.28
6. **PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**
7. **FORMAL PUBLIC HEARING**
8. **BUSINESS LICENSES**
9. **NEW BUSINESS & ADOPTION OF ORDINANCES AND RESOLUTIONS**
  - a. Discussion and Possible Action Regarding the Acceptance of the "Ray's Addition" Annexation Petition (Application) – Located Approximately 600 West Lark Lane (Proceeding North)
  - b. Discussion and Possible Action Regarding Surveying Services and Community Engagement Software
  - c. Discussion and Possible Action Regarding a Change Order to the NRCS/Horrocks Engineering Contract for the Debris Basin Project
  - d. Discussion and Possible Action Regarding the Utilization of Utah County Parks Grant Proceeds
  - e. Resolution 04-01-2018, "A Resolution Approving a Cost Sharing Agreement with HG-UTAH-1, LLC for the Construction and Extension of Summit Ridge Parkway to US-6 Main Street.
  - f. Ordinance 04-01-2018, "An Ordinance Amending the Santaquin City Code Section 10 Chapter 12 Pertaining to Requirements for Obtaining a Business License for a Home Occupation."
  - g. Ordinance 04-02-2018, "An Ordinance Amending Santaquin City Code Section 10-14-5E Pertaining to Parking Area Access Requirements"
10. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
11. **CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE**
12. **CONVENE OF THE LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY**
13. **CONVENE OF THE SANTAQUIN WATER DISTRICT**
14. **WORK MEETING**
15. **PETITIONS AND COMMUNICATIONS**
16. **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
  - a. City Manager Reeves
  - b. Community Development Director Bond
  - c. City Engineer Beagley
17. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
  - a. Mayor Hunsaker
  - b. Council Members
18. **EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
19. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
20. **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 in 3 places; City Center, Post Office and Zions Bank as well as posted on the State of Utah's Public Website.

BY: \_\_\_\_\_  
Susan Farnsworth, City Recorder



# MEMO



To: Mayor Hunsaker and City Council  
From: Jason Bond, Community Development Director  
Date: April 12, 2018  
Re: Amendment Related to the Parking Area Access Requirement

---

Bruce Fallon is the Principal for WPA Architecture and is working with the owners of the new Central Valley Medical Center (CVMC) Santaquin Clinic that is currently under construction on Main Street. Mr. Fallon recently submitted a proposal to have Paragraph 10-14-5E of the Santaquin City Code amended.

The site plan for the CVMC Santaquin Clinic has been approved and is compliant with the current Santaquin City Code. However, the owners of the property have expressed a desire to only construct one access instead of two (see attached letter from Bruce Fallon). The current code requires that "any development which will have a parking area which is designed to accommodate more than twenty (20) vehicles shall provide a secondary access for ingress to and egress from the site." Staff has not been able to find any reasoning behind the current requirement.

The approved CVMC Santaquin Clinic site plan reflects a parking lot which is required to have more than 20 spaces and was approved with two accesses (see attached site plan). The proposed amendment essentially proposes to change the requirement from being based on a number of parking spaces to being based on the Average Daily Trips (ADT) that the use of the property would generate. The proposed amendment is as follows:

"Any development with a single point of access (ingress and egress) shall have a maximum ADT (Average Daily Trips) of two hundred fifty (250) trips. Any development that exceeds an ADT of two hundred fifty (250) shall provide secondary access for ingress to and egress from the site."

Daily trips are part of a formula that Santaquin City currently uses to calculate the transportation impact fee. The daily trips are determined by using data from the Institute of Transportation Engineers (ITE). Since the City has the capability of determining ADT, the proposed ordinance would not require that the applicant have a traffic engineer determine the ADT.

The proposed ordinance amendment suggests that the maximum amount of trips allowed before a secondary access would be required is 250 trips. According to the ITE data that the City uses and based on square footage, the CVMC Santaquin Clinic would generate 160 trips.

The Planning Commission's recommendation is as follows:

**Motion:** Commissioner Lance motioned to send a positive recommendation to the City Council to approve the proposed verbiage for Parking Lot Access Requirements. Commissioner Tolman seconded.

**Roll Call:** Wood Aye, Adcock Aye, Tolman, Aye, Lance Aye. The motion passed 4 to 0.

The proposed amendment is attached.

**Staff Recommendation:** Consider the proposed amendment.

**Recommended motion:** "Motion to approve Ordinance No. 04-02-2018 that would change the parking area access requirement from being based on a number of parking spaces to being based on the Average Daily Trips (ADT) that the use of the property would generate."





21 March 2018

Mr. Jason Bond  
Santaquin City  
Community Development Director  
2756 West Main Street  
Santaquin, Utah 84655

Central Valley Medical Center  
Santaquin Clinic

Mr. Bond,

We are writing to request a modification to the Santaquin City Municipal Code.

As you are aware, currently, Section 10-14-5, paragraph E, reads: "Any development which will have a parking area which is designed to accommodate more than twenty (20) vehicles shall provide a secondary access for ingress to and egress from the site."

It is our request for the change to this section to read as follows:

"Any development with a single point of access (ingress and egress) shall have a maximum ADT (Average Daily Trips) of two hundred fifty (250) trips. Any development that exceeds an ADT of two hundred fifty (250) shall provide a secondary access for ingress to and egress from the site."

This request is based upon the following research:

First, the current basis for this requirement does not take into account the different impact that different uses have on the traffic within the city. Attached to this request is a chart that outlines the different traffic counts that a particular use generates for a similar sized building to the clinic. Trip Generation data is readily available through the Transportation Engineers Trip Generation Manual and as you can see, the uses indicated vary from 60 ADT up to 3,812 trips. The impact of a convenience market of a similar size is significantly higher than that developed

Second, in researching this request, we looked at the Municipal Code for Payson City, Spanish Fork City, Springville City and Provo City. Through this research, we found that Provo City was the only city of those four who had a standard for requiring a second point of access.

Provo City Municipal Code Section 15.03.200 (14) requires "A development with a single street access (ingress and egress) shall have a minimum ADT not higher than two hundred fifty (250) vehicle trips. ADT shall be determined by trip generation rates obtained from the City Traffic Engineer. A second street access shall be required for projects which exceed the designated trip rate."

Third, the concern of the Owner is to provide a safe and easily navigable site for their patients, many of whom are elderly. Having two points of access onto this small site could be confusing to some. In addition, there is a

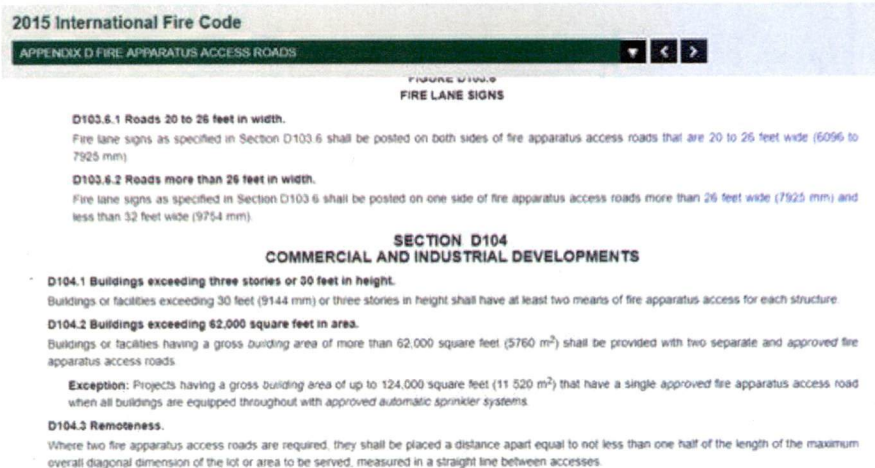




concern about having the two driveways on this site would create an unsafe condition with the driveways so close to each other. The configuration that is available for this site would place the driveways forty feet (40') from each other. While section 10-6-4, paragraph B of Santaquin's Municipal Code indicates that "Driveways shall be not closer to each other than thirty feet (30')," there is still concern that 40 feet cause issues to those trying to enter and exit from the site.

Finally, in working with our Traffic Engineer, Hales Engineering, they were unable to find any kind of established standard for the number of parking stalls that would trigger the need for a second point of access. Because of this, we pursued the option to provide a standard based upon the number of trips generated by the particular use.

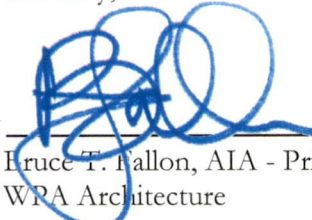
One other consideration we reviewed was if there were any code requirements for access on to a site for the fire department. The 2015 International Fire Code (see image below) indicates that there are two times when the building code requires at least two means of egress for fire apparatus access at each structure – Condition one is when a building is more than 3 stories or 30 feet in height; condition two is when a building is greater than 62,000 sq. ft. if not sprinklered, or greater than 124,000 sq. ft. if sprinklered. Based upon this requirement, our building does not even come close to requiring a second access onto the site for fire department access.



The change in language was developed using the Provo City model as the basis for the requirement. We believe that this is the most consistent method for establishing the requirement for a second access.

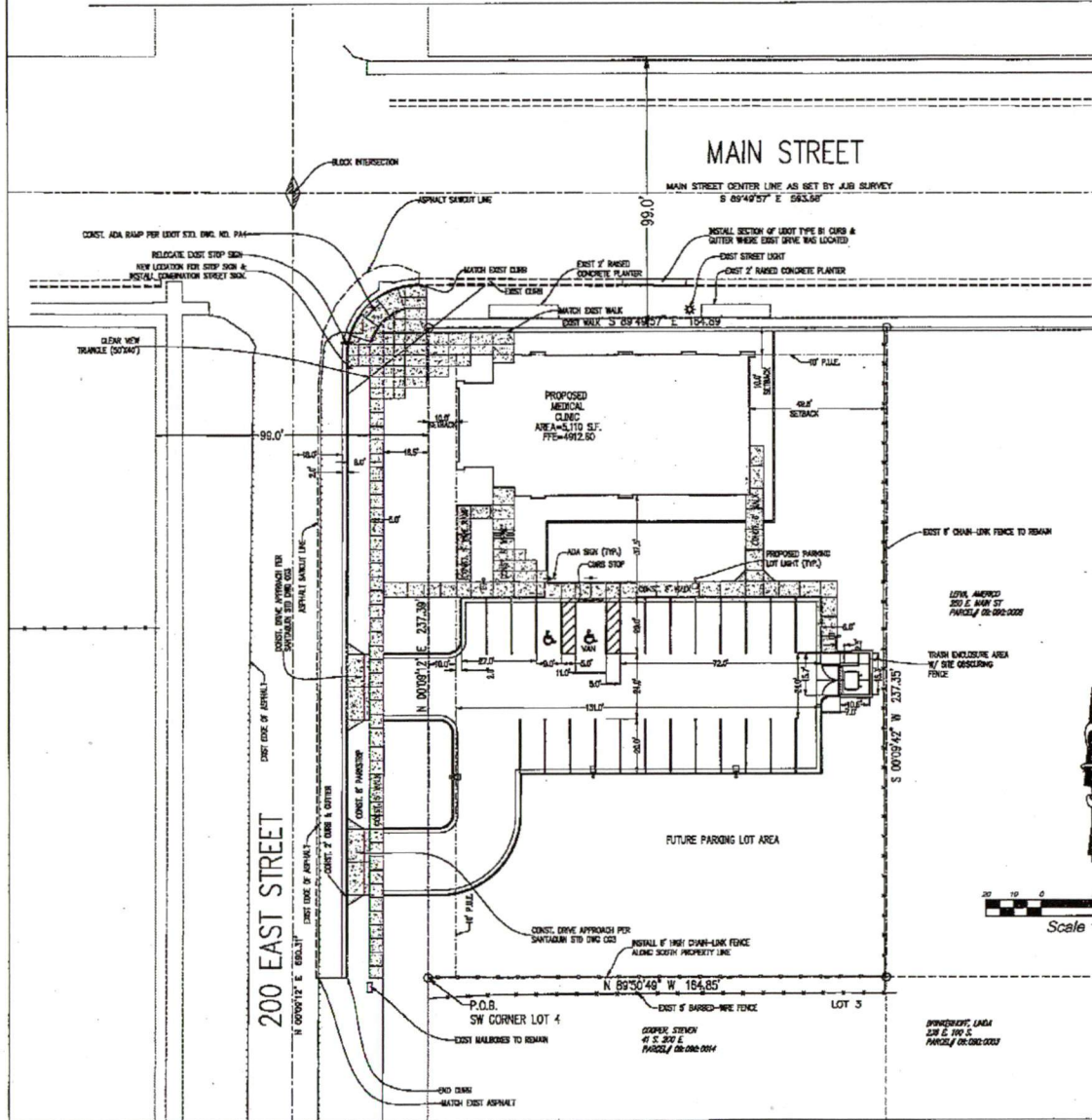
If you have any questions about our request or any of the other points discussed, please contact us. We look forward to hearing back from you.

Sincerely,

  
Bruce T. Mallon, AIA - Principal  
WPA Architecture



# CENTRAL VALLEY MEDICAL CENTER



## PARKING TABULATIONS:

PARKING REQUIRED:  
 6 STALLS PER EACH DOCTOR X 3 DOCTORS = 18 STALLS  
 1 PARKING STALL PER EACH STAFF EMPLOYEE X 7 EMPLOYEES = 7 STALLS  
 TOTAL STALLS REQUIRED = 25 STALLS  
 TOTAL STALLS PROVIDED = 25 STALLS

## GENERAL NOTES:

1. THE DEVELOPER AND THE GENERAL CONTRACTOR UNDERSTAND THAT IT IS THEIR RESPONSIBILITY TO ENSURE THAT ALL IMPROVEMENTS INSTALLED WITH THIS DEVELOPMENT ARE CONSTRUCTED IN FULL COMPLIANCE WITH ALL STATE AND SANTIAGO CITY CODES, ORDINANCES AND STANDARDS. THESE PLANS ARE NOT ALL INCLUSIVE OF ALL MINIMUM CODES, ORDINANCES AND STANDARDS. THIS FACT DOES NOT RELIEVE THE DEVELOPER OR GENERAL CONTRACTOR FROM FULL COMPLIANCE WITH ALL MINIMUM STATE AND SANTIAGO CITY CODES, ORDINANCES AND STANDARDS.
2. ALL RECOMMENDATIONS MADE IN A PERMITTED GEOTECHNICAL REPORT/TEST SHALL BE FOLLOWED EXCEPT DURING CONSTRUCTION OF BUILDINGS AND SITE IMPROVEMENTS.
3. FUTURE DEVELOPMENT: SITE IS LOCATED IN UNIMPAVED AREA.
4. THE PROPOSED MEDICAL CLINIC WILL NOT BE FIRE SPRINKLED.
5. GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED ENFORCEMENT PERMITS FROM CITY AND COORDINATING THE INSTALLATION OF UTILITIES WITH CITY.

## SURVEYED DESCRIPTION

All of Lot 4, Block 21, Plat "B", Santiago City Survey, more particularly described as follows:  
 Beginning at the Southwest Corner of Lot 4, Block 21, Plat "B", Santiago City Survey; Thence N 00°05'12" E, 237.28 feet along the West line of said Lot 4 to the Northwest corner of said Lot 4; Thence S 89°48'57" E, 164.85 feet along the North line of said Lot 4 to the Northeast corner of said Lot 4; Thence S 00°05'12" W, 237.35 feet to the Southeast corner of said Lot 4; Thence N 89°50'49" W, 164.85 feet along said South line to the point of beginning. Containing an area of 0.90 Acres.

## PAVEMENT DESIGN

20' EAST SIDE  
 7" ASPHALT  
 10" BASE COURSE  
 12" SUBGRADE  
 1" HMA DOT APPROVED MIX DESIGN  
 1" UNGRAVELLED BASE COURSE  
 12" GRANULAR SUBGRADE  
 PAVEMENT SECTION FOR STATE HIGHWAY  
 NOTE: ALL MATERIALS TO MEET DOT SPECIFICATIONS  
 ASPHALT IN RIGHT-OF-WAY ALONG MAIN STREET IS TO BE INSTALLED PER PAVEMENT SECTION SHOWN BELOW

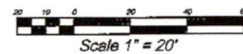


## TABULATIONS:

TOTAL PARCEL AREA	38,140 SF. = 0.87
BUILDING AREA	5,116 SF. = 0.11
PARKING LOT AREA	11,000 SF. = 0.25
LANDSCAPE AREA	9,768 SF. = 0.22
CONCRETE WALK AREA	2,504 SF. = 0.06
FUTURE DEVELOPMENT AREA	13,888 SF. = 0.31
RIGHT-OF-WAY DEDICATION	0 SF. = 0.00

## SHEET INDEX

- 01 COVER SHEET/SITE PLAN
- 02 EXCAVATION PLAN
- 03 UTILITY PLAN
- 04 GRADING & DRAINAGE PLAN
- 05 200' EAST PLAN/PROFILE
- 06 EROSION CONTROL PLAN
- 07 STORM DRAIN CALCULATIONS & LAYOUT DETAILS
- 08 DETAIL SHEET



## REVISIONS

Rev.	Date	Description
1	01/01/17	REVISED AS PER CITY COMMENTS
2	01/01/17	REVISED AS PER CITY COMMENTS
3	01/01/17	REVISED SITE PLAN

## DEVELOPER/PROPERTY OWNER:

Central Valley Medical Center  
 49 West 1000 North, Ogden, Utah 84403  
 Phone: (435) 463-3900

## DESIGNER:

David W. Peterson, P.E., License #27059  
 12 West 100 North, Suite 201, American Fork, UT 84403  
 P. (801) 738-4500, dwp@kandb.com

## CENTRAL VALLEY MEDICAL CENTER

SANTIAGO 210 EAST MAIN ST. UTAH

Scale: 1"=20'

DATE: 01/28/17

Sheet: C1

COVER SHEET/ SITE PLAN