

NOTICE AND AGENDA - AMENDED

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, September 3, 2014, in the Council Chambers, 45 West 100 South, at 6:00 p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INVOCATION/INSPIRATIONAL THOUGHT
4. CONSENT AGENDA

- a. Minutes
 1. August 20, 2014
- b. Bills
 1. \$292,614.66

5. **FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

Public Forum is held to a 30-minute maximum with each speaker given no more than 5 minutes each. If more than 6 Speakers, time will be adjusted accordingly to meet the 30 minute requirement

- a. Recognition Awards – 2014 Orchard Days – Jolynn Forman and Paige Steele
- b. Recognition Award – Santaquin Area 4-H Club – David & Kalei Robbins
- c. Appreciation for Service Rendered – Scott Parkin – Planning Commission
- d. Appointment of Planning Commission Members
- e. Appointment of Recreation Board Members
- f. Introduction of Museum Board Member Appointed 8/20/2014 – Clay Craig

6. **FORMAL PUBLIC HEARING**

7. **UNFINISHED BUSINESS**

- a. Discussion – Employee Policies and Procedures Handbook Update.

8. **BUSINESS LICENSES**

9. **NEW BUSINESS**

- a. Discussion and possible action with regard to the Santaquin Springs Water Tank Property.

10. **INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**

- a. Resolution 09-01-2014 "A Resolution Authorizing a Lease Agreement with Verizon, Inc. for the installation of a Cell Tower near the city's rodeo grounds."
- b. Resolution 09-02-2014 "A Resolution Authorizing an Amendment to the City's Solid Waste Agreement with Republic Services, Inc. for the extension of Solid Waste and the Addition of Recycling Services."
- c. Resolution 09-03-2014 "A Resolution Authorizing an Agreement for repair of Main Street planter boxes and settlement of remaining liability issues."
- d. Resolution 09-04-2014 "A Resolution Authorizing an update to the City's Consolidated Fee Schedule"
- e. Resolution 09-05-2014 "A Resolution Authorizing the Surplus of City Property/Equipment"
- f. Resolution 09-06-2014 "A Resolution Authorizing an Interlocal Agreement with Utah County to provide Victim Advocate Services for the Santaquin City Police Department"
- g. Resolution 09-07-2014 "A Resolution Authorizing and Formalizing an Agreement with Zions Bank Public Finance to provide Financial Consulting Services."
- h. Resolution 09-08-2014 "A Resolution Authoring the Lease Purchase of 2014 Vehicles from Tischner Ford via Zion Bank Financing (7 Vehicles in Total)."
- i. Ordinance 09-01-2014 "An Ordinance creating Title 2-7 establishing the Recreation Advisory Board."

11. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**

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

13. **PETITIONS AND COMMUNICATIONS**

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

- a. City Manager Reeves
- b. Assistant City Manager Marker

15. **REPORTS BY MAYOR AND COUNCIL MEMBERS**

- a. Mayor Hunsaker
- b. Council Members

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

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


18. **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:

 9-2-14

Susan R. Farnsworth, City Recorder

(R) Amendment to the agenda

**MINUTES OF A CITY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
SEPTEMBER 3, 2014**

The meeting was called to order by Mayor Kirk Hunsaker at 6:00 p.m. Council Members attending: Keith Broadhead, David Hathaway, Mandy Jeffs and Nick Miller. Matthew Carr arrived at 6:52 p.m.

Others present: City Manager Ben Reeves, Assistant City Manager Dennis Marker, Police Chief Rod Hurst, Fire Chief Steve Olson, Treasurer Shannon Hoffman, Director Wade Eva, Jolynn Forman, Paige Steele, David Robbins, Kalei Robbins, Scott Parkin, Joe Anderson, Jackie Larsen, Aaron Bessant, Shanna Stilson, Cassidy Ashmore, Joann Lozano, Glenna Wyeth, Reese DeMille, Paula Smith, Randy Smith, Virginia Charlesworth, Maurine Brereton, Marilyn Peterson, and other unidentified individuals.

PLEDGE OF ALLEGIANCE

Assistant City Manager Marker led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Mayor Hunsaker Offered an Invocation.

CONSENT AGENDA

Minutes

August 20, 2014

Bills

\$292,614.66

Council Member Miller moved to approve the Consent Agenda. Council Member Jeffs seconded the motion. The vote to approve the Consent Agenda was unanimous.

FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS

Mr. and Mrs. Smith addressed the Mayor and Council Members with regard to flooding at their home along 400 East. She asked the City to address the flood issue. She indicated their home is an island when it rains. She indicated "all we are doing is passing the water from neighbor to neighbor". Mr. Smith indicated when their home was built they were the 7th home built on the East Side. He indicated the water is "blowing the lid off of the storm drain". Mayor Hunsaker indicated the Council will discuss and try to resolve the issue. Council Member Broadhead was told by Director Eva he and the Engineer have visited the area and discussed the problem.

Ms. Charlesworth read a letter from Lesley Daniels (see attachment "A" for a copy of the letter).

Ms. Charlesworth read a letter from Orchard Hills Elementary Principal Mr. Murray (see attachment "B" for a copy of the letter).

Ms. Charlesworth indicated she didn't want any child hurt while walking to school or hurt while it is raining and the water is running down the side of the roadways.

Ms. Brereton addressed the Mayor and Council Members with regard to the flooding on her property. She was told her flooding issue will be addressed along with the previous flooding issue.

Ms. Smith suggested to Assistant City Manager Marker a retention pond be installed on the Gonzales property located just south of the Smith property as well as piping the water to the freeway. She requested an overall solution instead of an individual solution.

Recognition Award – Santaquin Area 4-H Club – David & Kalei Robbins

Mayor Hunsaker introduced David and Kalei Robbins and Santaquin's 4H Leaders. He thanked them for being positive role models for the residents as a whole.

He said, "Santaquin has many citizens who quietly work behind the scenes to make a better life for those in our community. I would like to take this opportunity to thank two of these citizens, Dave and Kalei Robbins, who are making a big difference in the lives of our children.

Dave and Kalei began a 4H group early this year. If any of you are not familiar with 4H, it is a group where young people learn leadership skills, citizenship skills and daily living skills. They do this through projects that include crafts, gardening and the raising and showing of livestock – everything from rabbits and ducks to lambs, goats and cows. Our 4H'ers provided the petting zoo for our Orchard Days celebration, and also planted vegetables and learned – with their hands in the dirt – how to care for a garden. The children had the opportunity to take their projects to the Utah State Junior livestock show in Spanish Fork this May, and won 16 ribbons, including 9 purple (the highest given), and 5 blue. The purple ribbon winners will take their projects to the State fair on September 6.

It has been shown that the 4H program - learning about caring for animals, responsibility for the land, the community and the people we live with, helps youth to become responsible adults. I would like to express my appreciation and the appreciation of the Council to Dave and Kalei Robbins for helping to instill these values and skills in our children."

MOVE TO ITEM 10I

Ordinance 09-01-2014 "An Ordinance creating Title 2-7 establishing the Recreation Advisory Board"

Council Member Miller moved to approve Ordinance 09-01-2014, "An Ordinance creating Title 2-7 establishing the Recreation Advisory Board". Council Member Hathaway seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Ordinance 09-01-2014.

Appointment of Recreation Board Members

Mayor Hunsaker indicated there are a number of individuals he had interviewed to serve on the recreation board. Jackie Larsen, Cassidy Ashmore, and Shanna Stilson introduce themselves. They indicated they were happy to be a part of the Board. Ms. Larsen said she was the sister of Joe Anderson and that he was also looking forward to serving on the Board.

Council Member Broadhead moved to appoint the above mentioned individuals to the Recreation Board. Council Member Miller seconded the motion. The vote to approve the appointments was unanimous.

Appreciation for Service Rendered – Scott Parkin – Planning Commission

Mayor Hunsaker introduced Scott Parkin as a previous Planning Commission Member. During his tenure he reviewed Conditional Use Permits for: Utah Valley Dance, Orchards Event Center, Wagon Wheel Saloon, Seasons of Santaquin Assisted Living Center, Spook Alley, Sunroc Mass Grading, Star Bright Preschool and Kardio Kids, Code Amendments for: Places of assembly in commercial zones, Ag zone housing and setbacks, Hillside Overlay Zone, Accessory Apartments, Residential Facilities for the Elderly Residential Facilities for the Disabled, The subdivision process, Temporary Uses, Core area improvements, Fire protection, Treatment Centers, One acre lot residential zone, Temporary Signs, Culinary Systems, PC Bylaws, Multiple Unit Dwellings, Nebo School Concept, Plat Extensions, Noticing Requirements, Animal Rights, Split Zoning, Professional Office Zone, Telecommunications Facilities, Freestanding Signs, and R-8 zone infill standards and approved subdivisions for: Steele – 6 lots, Ferguson – 1 lot, Ore – 2 lots, Shepherd – 1 lot, Kay – 1 lot, TBS, JED, PEP – 4 lots, Gurr – 2 lots, Foothill Village – 360 lots, Apple Hollow A3, A4, A5 – 24 lots, LeBaron/DeGraffenried – 5 lots, Broadhollow Estates – 10 lots, Horse Orchards – 6 lots, and Bella Vista Orchards – 90 lots. As well as all these reviews and approvals, Mr. Parkin participated in 11 rezones, the General Plan revision and numerous other projects.

Mayor Hunsaker thanked Mr. Parkin for his dedication and service to the residents of Santaquin City.

Appointment of Planning Commission Members

Council Member Miller moved to table the appointment of new Planning Commission members until a later Council Meeting. Council Member Jeffs seconded the motion. The vote to table the appointment was unanimous.

Introduction of Museum Board Member Appointed 8/20/2014 – Clay Craig

Mr. Craig called earlier and indicated he would not be attending the meeting this evening; he had a prior engagement.

FORMAL PUBLIC HEARING

Nothing

BUSINESS LICENSES

No new Business Licenses were issued.

INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS

Resolution 09-02-2014 “A Resolution Authorizing an Amendment to the City’s Solid Waste Agreement with Republic Services, Inc. for the extension of Solid Waste and the Addition of Recycling Services”

Mr. DeMille addressed the Mayor and Council Members with regard to recycling. He reviewed a presentation concerning the Recycling Initiative (see attachment “C” for a copy of the presentation).

Council Member Carr voiced his concern with not allowing the new residents the option of “opting in” or “opting out” of the recycle program. Mr. DeMille indicated “they” would work with the City to achieve the optimal participation.

Council Member Jeffs moved to approve Resolution 09-02-2014, "A Resolution Authorizing an Amendment to the City's Solid Waste Agreement with Republic Services, Inc. for the extension of Solid Waste and the Addition of Recycling Services" with the addition to the addendum to remove the cost increase in July 2015 as well as a review of the fees in March of 2016. Council Member Miller seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-02-2014.

Recognition Awards – 2014 Orchard Days – Jolynn Forman and Paige Steele

We would like to recognize and thank Jolynn Forman and Paige Steele for their many, many hours spent making this year's Orchard Days possible! Jolynn dedicated a lot of her time to call and get sponsors, coordinate event volunteers and even help run events herself, and so much more! As a result, we saw an increase of over 30% in Orchard Days sponsorship donations this year!

Paige not only ran our award winning Rodeo and Buck-a-roo Rodeo but was also willing to help with anything else that we needed at the drop of a hat!

They are both amazing citizens of our community and have been an amazing support to staff members through thick and thin! Orchard days would not have been possible without them!

Resolution 09-03-2014 "A Resolution Authorizing an Agreement for repair of Main Street planter boxes and settlement of remaining liability issues"

A discussion was held as to the requirements and the wording of the RFP. The RFP was advertised as per State Law. The question was asked if the money received from Condie Construction as well as J-U-B Engineering could be used for something other than repair/replacement of the planter boxes. Council Member Miller indicated he was in favor of restoring the planter boxes if the cost to the City was approximately \$8,000. Council Member Hathaway wanted to see the bids. Council Member Jeffs would like to have a cost to remove the boxes. She was told the cost to remove the boxes was close to \$100,000. Council Member Carr was in favor of approving the agreement and repairing the boxes. Council Member Broadhead indicated he would like to table the agreement until the bids are received and then make the decision as to whether to continue. After the discussion, Council Member Carr moved to table Resolution 09-03-2014, "A Resolution Authorizing an Agreement for repair of Main Street planter boxes and settlement of remaining liability issues" until September 17, 2014 Council Meeting. Council Member Hathaway seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of tabling Resolution 09-03-2014.

At 7:55 pm the Council took "a break".

At 8:04 the meeting resumed.

Resolution 09-04-2014 "A Resolution Authorizing an update to the City's Consolidated Fee Schedule"

Council Member Miller moved to approve Resolution 09-04-2014, "A Resolution Authorizing an update to the City's Consolidated Fee Schedule". Council Member Carr seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-04-2014.

Resolution 09-05-2014 "A Resolution Authorizing the Surplus of City Property/Equipment"

Council Member Broadhead moved to approve Resolution 09-05-2014, "A Resolution Authorizing the Surplus of City Property/Equipment". Council Member Jeffs seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-05-2014.

Resolution 09-06-2014 "A Resolution Authorizing an Interlocal Agreement with Utah County to provide Victim Advocate Services for the Santaquin City Police Department"

Chief Hurst indicated he is working with Genola to recoup the cost of a Victim Advocate. The cost will be reevaluated each year.

Council Member Carr moved to approve Resolution 09-06-2014, "A Resolution Authorizing an Agreement with Utah County to provide Victim Advocate Services for the Santaquin City Police Department". Council Member Hathaway seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-06-2014.

Resolution 09-07-2014 "A Resolution Authorizing and Formalizing an Agreement with Zions Bank Public Finance to provide Financial Consulting Services"

Council Member Broadhead moved to approve Resolution 09-07-2014, "A Resolution Authorizing and Formalizing an Agreement with Zions Bank Public Finance to provide Financial Consulting Services". Council Member Miller seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-07-2014.

Resolution 09-08-2014 "A Resolution Authoring the Lease Purchase of 2014 Vehicles from Tischner Ford via Zion Bank Financing (7 Vehicles in Total)"

Council Member Jeffs moved to approve Resolution 09-08-2014, "A Resolution Authoring the Lease Purchase of 2014 Vehicles from Tischner Ford via Zion Bank Financing (7 Vehicles in Total)". Council Member Miller seconded the motion. Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-08-2014.

UNFINISHED BUSINESS

Discussion – Employee Policies and Procedures Handbook Update.

City Manager Reeves thanked the Directors for attending the meeting this evening. He reviewed proposed changes to the Employee Policies and Procedures Handbook (see attachment "D" for a copy of the presentation).

Council Member Broadhead voiced his concern of the spending levels of the Directors, City Manager, and the Mayor. He indicated in the past the spending authority levels were abused. He "doesn't want it to happen again". The Council Members were told the spending level of the Mayor has been adopted by Ordinance. If the Mayor were to concede his spending authority, it would take a 3-2 vote of the Council. If the Council Members wanted to change the Mayor's authorized spending level, without his consent, the vote of the Council Members is required to be a 5-0 in favor of the change.

Council Member Carr indicated time off allows for productivity to continue as the employees are rejuvenate.

Council Member Jeffs stated vacation was a benefit and the employee should be able to use it or sell it back to the City.

Council Member Carr indicated he doesn't believe contract/salary employees should not be able to sell back vacation hours. At the time the employee signed a contract the employee agreed to work the time needed to get the job complete.

Mayor Hunsaker agreed the "buyout" has more benefit than disadvantages.

Chief Hurst reported he was in favor of the "buyout" policy. Allowing the Employees to sell back 40 hours of vacation means overtime isn't being paid to cover shifts.

Council Member Broadhead suggested allowing accrual up to 240 hours of vacation for all employees, all employees be entitled to a 1 week vacation buyout, and after September 3, 2014 all new hired contract employees will not be allowed a 40 hour vacation buyout.

The Council Members requested being informed when a contract is "up for renewal".

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

At 10:04 p.m. Council Member Carr moved to enter into an Executive Session. Council Member Miller seconded the motion. The vote was unanimous.

Those attending: Mayor Hunsaker, Council Members Broadhead, Carr, Hathaway, Jeffs and Miller, City Manager Reeves, Assistant City Manager Marker, Legal Counsel Rich and City Recorder Farnsworth.

At 10:30 p.m. the regular Council Meeting resumed.

Council Member Broadhead moved to continue the meeting to 11:00 p.m. Council Member Jeffs seconded the motion. The vote to continue the meeting was unanimous.

NEW BUSINESS

Discussion and possible action with regard to the Santaquin Springs Water Tank Property.

Council Member Carr moved to offer the taxes that were paid for exchange for the deeds to the properties to Mr. Howlett. Miller seconded the motion. The vote to make the offer was unanimous.

Resolution 09-01-2014 "A Resolution Authorizing a Lease Agreement with Verizon, Inc. for the installation of a Cell Tower near the city's rodeo grounds"

Council Member Miller moved to approve Resolution 09-01-2014, "A Resolution Authorizing a Lease Agreement with Verizon, Inc. for the installation of a Cell Tower near the city's rodeo grounds" maintaining the word "solely", striking the second clause of Paragraph 9 and striking the wording "additional insurance" out of paragraph 10C. Council Member Jeffs seconded the motion.

Through a roll call vote, Council Members Broadhead, Carr, Hathaway, Jeffs, and Miller voted in favor of approving Resolution 09-01-2014, as amended.

CONVENE OF THE COMMUNITY DEVELOPMENT BOARD

Nothing

CONVENE OF THE SPECIAL SERVICE DISTRICT FOR ROADS MAINTENANCE

Nothing

PETITIONS AND COMMUNICATIONS

Nothing

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

City Manager Reeves

City Manager Reeves reported there has been interest from people to rent the sewer lagoon home. The Mayor and Council Members were in agreement that it would not be rented and to let SWAT and the Fire Department use it for their trainings.

Assistant City Manager Marker

Nothing

REPORTS BY MAYOR AND COUNCIL MEMBERS

Mayor Hunsaker

Nothing

Council Members

Council Member Carr – LEI Engineering toured the museum and are preparing an evaluation of the building. The evaluation will be shared with the Mayor and Council Members as it is available.

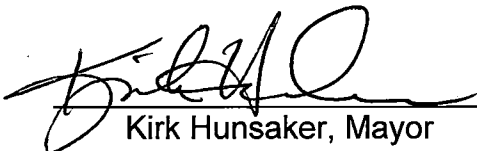
EXECUTIVE SESSION (May be called to discuss the character, professional competence, or physical or mental health of an individual)

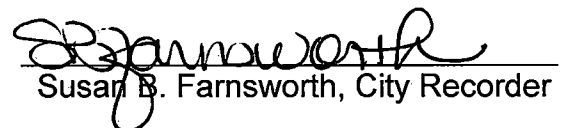
Nothing

ADJOURNMENT

At 10:45 p.m. Council Member Broadhead moved to adjourn. Council Member Miller seconded the motion. The vote was unanimous.

Approved on September 17, 2014.


Kirk Hunsaker, Mayor


Susan B. Farnsworth, City Recorder



400 East 400 South Storm Drain Issue



Looking south along 400 East ▲



Looking north along 400 East ▲

Looking north
along 400 East



Looking southeast
At 400 East 400 South



Looking northeast from 400 East 400 South. The vacant property receives from 400 East and 400 South.



Water on the vacant parcel is held by a retaining wall constructed by adjacent owner and then channeled out to the street.





To: Santaguito City

09-03-14

Our family just purchased a home about 3 weeks ago, located at 411 E. 4505. Since living in our new home we have been blocked from leaving our home 3 times. At one point in time having to make a phone call to 911 due to the ruff rain storms we have experienced lately. The water has no where to drain and it washes out below our driveway making huge deep rivets in the mud and gravel. Our family consists of 4 children in which due to an emergency or work ect... We would have no way to leave our home for the help or the attention needed in a timely manner.

This not only effects us as a family but also our neighbors below us. The city needs to figure a way for this water to go some were else, for work, emergencies, and damages done to our homes. Future storms are near.

The city needs to take responsibility and take care of the issue.

Also, I have noticed since school has started how much of a high

Volume of traffic flow goes

up and down our street, at high

speeds. There needs to be an

intersection with stop signs.

It shouldn't take a child

getting hit by a car or a

major accident. This is a road

where our children walk to and from

school. Putting in a few stop signs

should be considered job security

for Sontag's City and making

our community safe!

Thank you for your Time

Kim Goresimer & Lesley Daniels

Mr. Murray

The principal, at Orchard Hills Elementary ~~was~~ was not able to attend this evening. He asked me to speak in his behalf.

★ Principal Murray strongly supports
#1 A stop sign at the top of the steep hill at the intersection of 450 So and 406 East

#2 Regarding development of new lots on 450 So, He is concerned about the low visibility of trucks & equipment in and out of the construction site placing children in danger on the steep, narrow road.

#3. He will call a parent meeting to discuss the matter if need be,

Visibility is inadequate for both drivers and children walking up or down 450 So. and complicated with the water runoff problem.

This road as it stands is inadequate to accommodate children AND a car going up ^{the hill} AND a car coming down.

Santaquin City Recycling Initiative



September 3, 2014

Benefits of a Recycling Program

- Protects the Environment
- Energy Savings
- Reduces Landfill Solid Waste
- Reduces Solid Waste Tipping Fees



What Republic Services has Accomplished in Utah



- Currently provide curbside recycling services to over 65,000 homes in 16 different cities and 2 counties
- Cities are saving approximately \$350,000 in combined disposal costs per year

Environmental Impact



- For every ton of paper recycled, 60,000 gallons of water are saved
- We use 70% less energy using recycled products in manufacturing than with raw materials
- Recycling 1 aluminum can saves enough energy to power a TV for up to 3 hours

What our neighbors saved in 2013



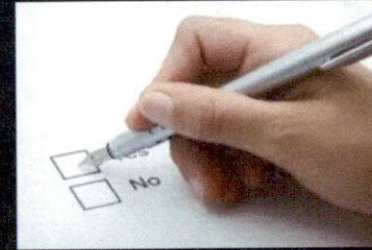
- Spanish Fork:
 - 2,270 recycling homes.
 - 594.54 tons or 1,89,080 pounds of recyclables in 2013.
 - \$18,728.01 in savings for the city.
- Elk Ridge:
 - 371 recycling homes
 - 73 tons or 146,000 pounds of recyclables in 2013
 - \$2,299.50 in savings for the city
- Lindon:
 - 827 recycling homes
 - 196.72 tons or 393,440 pounds of recyclables in 2013
 - \$6,196.68 in savings for the city

“Opt-Out” Recycling Program



- Every residence participates unless they choose to “Opt-Out” during the “Opt-Out” period (November 15th - December 30th).
- No “Opt-Out” allowed after December 30th
- All New Move-Ins after December 30th are not allowed to “Opt-Out”
- Cost \$5.15/month
- Cans picked up every other week
- Items Picked Up:
 - Paper, cardboard, paperboard, cans, plastics
 - No Glass

“Opt-Out” Form



- In order to “Opt-Out,” residence must fill out an “Opt-Out” form by either coming into our city offices or by downloading the form from our City Website and returning it to the city offices.
- By completing, signing and returning an “Opt-Out” form, a resident will remove their home from the program and will receive a confirmation of their decision.

Timeline Line



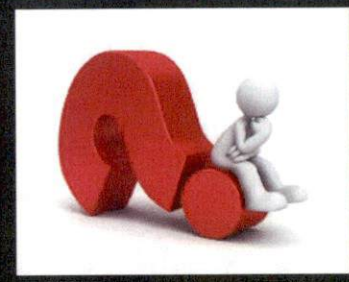
Date	Action
September 4 - November 15	Communication Period
November 16 - December 30	"Opt-Out" Period Continued Communication
January & February	Order & Deliver Cans Educational Period
March 1 st	Program Begins

Communications Plan



Medium	Dates
Newsletters "Pre-Opt-Out"	Oct 1, Nov 1, Dec 1
Website	Detailed .pdf document - by Sept 15
Signs Posted	Every City Facility
Facebook Posts	Sept 15 - Dec 30 (Weekly)
Email Blasts	Sept 15 - Dec 30 (Weekly)
Phone Dialer	November 17 th & December 22 nd
Newsletters "Education"	Jan 1, Feb 1, March 1

Decisions...



- Landlord vs. Renter Relationship
- No Opt-Out after Opt-Out Period Ends
- Extension of Solid Waste Service Agreement
- Fees Assessed
- Other?

Questions?



Santaquin City

Personnel Policies & Procedures

September 3, 2014



Periodic Updates



- Each year, Santaquin City updates its “Employee Policies & Procedures Manual” to ensure its compliance with Federal, State and local laws as well as to address issues or points of discussion experienced throughout the previous year.
- During last year’s budget review and this year’s budget creation, certain updates to the employee policies and procedures were proposed or identified as needing to be updated.
- The purpose of this presentation is to solidify the council’s direction on these issues so that the update might be brought to you in its final form during the October 1st City Council Meeting.

Changes Propose based upon Employment Actions in 2013-14



Hiring Procedures



2.1 RECRUITMENT & HIRING

A. General Policy - It is the intent of the Santaquin City to fill all positions with the most suitable applicant.

1. Anti-Nepotism. Santaquin City complies with ~~Title 52, Chapter 3, Utah Code Annotated~~ Utah Code §52-3-1, as amended.

(a) ~~The City~~ Santaquin City prohibits any person holding any position to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, grandchild or grandparent. Volunteers providing services to the City are excluded from this provision.

(b) Santaquin City will consider employment applications from relatives of current employees when openings exist. Hiring decision will be made on the basis of qualification, education and experience. Relatives will not receive preferential treatment.

(c) Applicants with relatives in full-time supervisory positions will not be hired in the same department if the applicant is to be directly supervised by one of the relatives noted in the Utah Code.

Update to Hiring Procedures based on Anti-Nepotism Laws

- Adds Grandchild & Grandparent Relationships
- More clearly defines the procedure for considering applicants who are related to existing employees
- Defines the prohibition of nepotism in direct supervisory roles

Hiring Procedures



- C. Job Openings — ~~In general, notices of all job openings are posted, although Santaquin City reserves its discretionary right to not post a particular opening. The Mayor, or designee shall have the discretion to fill vacancies through appropriate methods including, but not limited to promotion, transfer, posting, advertising and other methods. When advertising methods are used,~~ job openings may be advertised in the appropriate media including, but not limited to, employment agencies,

professional staffing services, trade journals, newspapers, internet, and bulletin boards. Other recruiting sources may be used to fill open positions in the best interest of the organization. Job openings that are advertised will be advertised for a minimum of 5 working days.

1. Job Description. A definition of the essential duties of the new or vacant position shall be drafted and approved by the Mayor, or designee, before the position is posted or advertised
2. ~~Internal Promotions. Santaquin City shall give first consideration to current employees desiring to fill an open position if the Mayor, or designee, determines that an internal promotion fulfills the needs of the new or vacant position.~~

Methods defined for filling open positions under the Mayor's authority

Removed redundant paragraph. Promotions as an option for hiring is now listed above

Hiring Procedures



E. Selection Procedures - In general, the following process is followed when selecting an applicant for a job.

1. Interviewing. Job related duties and qualifications, as outlined in the job description, will provide a basis for initial screening of job applicants. The Mayor, or designee, will select applicants to interview from those whose job application show that the applicant is qualified for the position.

(a) Interviews for at-will positions, including Appointed and/or Functional Area Director positions shall include the Mayor and City Council.

(b) Interviews for full-time positions, shall include the Mayor or a City Council representative.

(c) Interviews for part-time benefited, part-time non-benefits, seasonal and volunteer fire/EMS shall be conducted by the appropriate Functional Area Director and/or direct supervisor.

6. Criminal Background Investigation. Santaquin City requires all applicants who have been extended a conditional job offer for full-time and part-time positions to undergo a criminal background investigation. Temporary, seasonal, volunteer and contract employees may be required to undergo alcohol and drug testing. Refusal to authorize such investigation shall disqualify a person for employment. An applicant who has been convicted of a crime may be denied employment with Santaquin City.

Defines who is involved in hiring:

- Director Level or Above
 - Mayor & Council
- Full Time Employees
 - Mayor or Council Representative
- Part-time or Below
 - Functional Area Director

Clarification on Background Checks

- Full, Part & Safety Sensitive Positions

At-Will Employees



Based upon recent employment actions, it was identified that Santaquin City needed to better clarify and define the "At-Will" status of certain positions within our City

3. At-Will. An at-will employee is an employee whose employment and compensation may terminated with or without prior notice, at any time, with or without cause or prior notice, for any reason or no reason at all by the appropriate Appointing Authority. At-will employees may or may not have a contract with the City. Employment of at-will employees is subject to the provision of an employment contract if applicable. At-will employees are:
- (a) Employees appointed to their position and Functional Area Directors.
 - (b) Members of boards, commission & committees; volunteers and individuals appointed to serve without pay;
 - (c) Consultants, contractors, and counsel rendering professional services;
 - (d) Part-time, seasonal, temporary and volunteer employees.
 - (e) Newly hired employees and employees who are promoted or transferred to a new position are considered at-will during the probationary period.

Probation & Performance Reviews



Defining of Noticing Requirements for clarification

The Council opted to provide employment protections to volunteer fire/ems. This necessitates annual performance reviews to document issues and evaluate performance

C. Probation -

1. Probationary Period. Except for employees specifically designated as "At-will", all newly hired employees shall fulfill a probationary period. During probation, such employees may be terminated with or without prior notice, at any time, with or without cause or prior notice, for any reason or no reason at all. Probationary employees have no appeal rights.
 - (a) Full-time, Part-time/Benefited and Volunteer Fire/EMS employees are subject to a 6 month probationary period.
 - (b) Full-time, Part-time/Benefited and Volunteer Fire/EMS employees promoted or transferred to a new position are subject to a new 6 month probationary period.
2. Performance Reviews. All Full-time, Part-time/Benefited and Volunteer Fire/EMS employees shall have at least one performance review prior to the conclusion of the probation period. Additional reviews may take place if necessary. Results of the performance review will determine whether the employee is eligible for full employment status, probation is extended, or employment is terminated.

Due Process Rights Extended



This clarifies that Part-Time Benefited Positions and Volunteer Fire/EMS Personnel have the right to a pre-disciplinary hearing.

- D. Pre-Disciplinary Hearing - Whenever a Full-time, Part-Time Benefited or Volunteer Fire/EMS employee, who is not an appointed, or probationary employee, is subject to possible suspension without pay for more than 2 days (16 hours), demotion or involuntary transfer from one position to another with less remuneration, or termination, a pre-disciplinary hearing shall be held by the Mayor prior to imposing disciplinary action. Pre-disciplinary hearings are not required for ~~Part Time/Benefited~~, Part-time/Non-benefited, Seasonal, ~~Volunteer Fire/EMS~~ and Volunteer employees.

(This was extended last year, but this portion of the manual needed to be altered to match that previous change.)

Possible changes discussed in
previous council meetings



Social Media Policy



A Social Media Policy establishes guidelines for the establishment and use by Santaquin City of social media sites as a means of conveying information to members of the public.

The intended purpose of city's social media sites is to disseminate information from the city about the city's mission, meetings, activities, and current issues to members of the public.

The city has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the city and its officials.

Please Review the Attached Draft Document

It is anticipated that this policy would be approved in Resolution Format and attached as an addendum to the Santaquin City Employee Policies and Procedures Handbook

Spending Authority



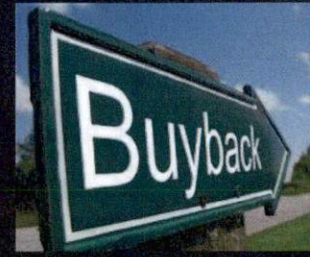
Current Policy:

Position	Spending Authority
Department Head	\$500.00
Directors	\$2,500.00
City Manager	\$7,500.00
Mayor	\$15,000.00
City Council	\$15,000.00 +

Proposed Change:

Newly Created Assistant City Manager \$5,000.00

Vacation Buy-Back



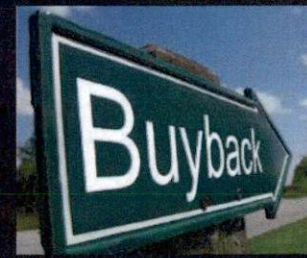
Current Policy:

3.2.A.3.6 Pay-out. Unused vacation leave hours may be paid out, upon request, to employees at their regular rate of pay, up to a maximum of 40 hours in a given calendar year. Payments will be made one time during the year on a date designated by the Mayor, or designee.

(Administered Annually in November)

(20 Employees Participated in 2013)

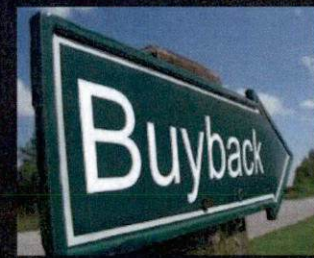
Vacation Buy-Back



Benefits of the Policy:

- Management tool for staff scheduling
- Reduced Costs (*e.g. Reduced Need for Overtime*)
- Reduced Liability (*e.g. Future Vacation Payouts*)
- Provides Employees with optional cash during the Holiday Season (*The city does not have a Christmas Bonus program*)
- Fairly applied to all staff members
- Cost of the program \$0.00
- Additional week of productivity
- This is a “*current employee benefit*” and gives the employee a “Choice”

Vacation Buy-Back



Disadvantages of the Policy:

- Recreate & Refreshment - The city's purpose for extending vacation is to refresh and revitalize and employee so that they come back to work invigorated with increased productivity. Arguably, buying back a week may reduce this goal. However, what an employee does during their vacation, whether playing hard, resting, or working is not controlled by the employer.
- Current Year Cash Flow - Use of this program requires budgeting during the "current year" for a reduction in a future year's liability and/or a reallocation from one line items (Overtime) to another (Salary).

Out-of-State Training



5.2 TRAVEL POLICY

- A. General Policy - From time to time employees are required to travel in the course of performing their job-related duties or to obtain training through attendance at job-related seminars. Requests for travel must be made in writing by the employee on a travel form and approved in advance by the Mayor, or designee.
- 1 (c). Travel/Mileage. If available and practical, employees should make arrangements to use a city vehicle for all work related travel. If a city vehicle is not available and with approval from the Functional Area Director, the employee will be reimbursed mileage at the prevailing federal rate for use of a personal vehicle. Time spent traveling that is not included in the employees regular work schedule will be reimbursed at the Functional Area Directors discretion.
- When an employee must fly to a travel destination, the city shall pay for the plane ticket in whole. Plans to fly must be pre-approved by the Mayor, or designee.*

Other Changes?



Are there any other changes or areas of concern regarding the Santaquin City Employee Policies and Procedures Handbook?

Possible Inclusion of Utah Retirement System (URS)


“Tier 2 Employee”

Retirement Language



CLOSED EXECUTIVE SESSION AFFIDAVIT

I, Kirk Hunsaker, Mayor of Santaquin City, do hereby certify that the Executive Session held on September 3, 2014 was called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.


Kirk Hunsaker, Mayor

Sept 3, 2014
Date