

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, January 8, 2014 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

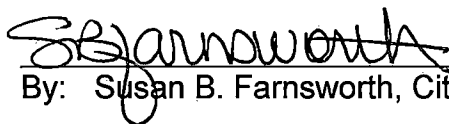
DISCUSSION ITEMS

1. City Auditor's Presentation
2. Discussion EDA, RFP Response Review and Selection
3. Discussion Goal Setting and Budget Retreats
4. Budget – Review of Professional Services
5. Budget – Review of City Facilities (e.g. Utilities & Maintenance)
6. General Discussion

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 Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

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.


By: Susan B. Farnsworth, City Recorder

Posted:
City Offices
Post Office
Zions Bank

**MINUTES OF A COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
JANUARY 8, 2014**

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

Others attending: City Manager Ben Reeves, Director Dennis Marker, Director Dennis Howard, Russell Larson, CPA and other unidentified individuals.

DISCUSSION ITEMS

City Auditor's Presentation

Mr. Larson reviewed the highlights of the FY2012-2013 audit. The full audit will be available at the City Recorder's Office for public inspection.

Discussion EDA, RFP Response Review and Selection

Director Marker led the Council in a discussion about the creation of a CDA area in the City. The Council discussed opportunities and challenges with having one around the lagoon properties as well as near the south interchange. The Council discussed potential access points into the lagoon property and how it could affect adjacent property owners. The Council directed Mr. Marker to approach Susie Becker, with Zion Bank Public Finance, to prepare a budget and scope of work for creating a CDA on City owned properties around the lagoon site.

Discussion Goal Setting and Budget Retreats

City Manager Reeves welcomed the Mayor and Council Members to a "new year of budgeting". He reviewed the timeline associated with the budget process as well as planning a Mayor/Council Retreat to discuss and prioritize goals. It was decided to hold the retreat on Saturday, February 8th beginning at 7:30 am with the Directors arriving at 8:00 am (see attachment "A" for a copy of the presentation).

Budget – Review of Professional Services

See attachment "A" for the presentation.

Budget – Review of City Facilities (e.g. Utilities & Maintenance)

See attachment "A" for the presentation.

General Discussion

Director Marker informed the Council that the City successfully claimed \$195,000 from a bond for installation of improvements in the Sunset Trails subdivision. The bond was secured by a letter of credit which the City was informed would no longer be available in 2014. Director Marker plans to meet with the bank who owns the development, and other interested parties to determine the timing of getting the improvements installed and how the \$195,000 will be handled in the future.

Director Marker asked for direction from the Council regarding a code amendment that would allow the City to zone individual parcels with different zones. City ordinance precludes this now, but recent requests demonstrate an interest in the

possibility. State law does not prevent a city from doing this. Director Marker recommended the City alter the code in order to provide additional flexibility to the City Council in future zoning matters. Councilmember Broadhead noted that if the Council approved such a code amendment, it was not guaranteeing that those persons interested in rezoning their properties would be able to get the zones they desired. The Council would consider the merits of each rezoning application as they are proposed. The Council directed Mr. Marker to begin the process of the code amendment.

Director Marker informed the Council that the Transportation Consultant would be holding its first steering committee meeting on January 22 at 3:00pm and asked that two Councilmembers be involved. The committee will have input from UTA, UDOT, MAG, Utah County, and area residents. Councilmembers Hathaway and Broadhead agreed to attend the meeting.

Council Member Carr reported SUVMWA has spent \$50+ thousand on a survey. Some of the southern Utah County Cities or Towns have ownership in the organization and work together to assure there is sufficient water for their needs. The study addressed what the aquifer recharge needs are and what the costs would be. Their next meeting will be held in Mapleton on Thursday January 16, at 6pm Mapleton City Building. Mayor Hunsaker and Council Members Carr and Hathaway will be attending.

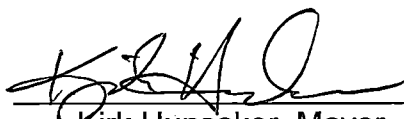
Council Member Broadhead will attend the dispatch meeting as a city representative the same night. During the meeting building of a new dispatch center will be discussed.

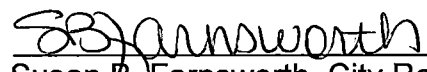
There will not be Council Meetings held on January 22 and January 29.

The Mayor and Council Members suggested holding the Council Meetings the 1st and 3rd Wednesday's beginning at 6:00 pm. The Council were in agreement so the new schedule will beginning February 5th.

At 9:30 pm the meeting adjourned.

Approved on January 15, 2014.


Kirk Hunsaker, Mayor


Susan B. Farnsworth, City Recorder



2014-2015 Budget



ANNUAL BUDGET 2013-2014

275 WEST MAIN STREET
SANTAQUIN, UTAH
(801) 754-3211
www.santaquin.org

Each of you received a copy of the 2013-2014 Budget.

Prior to the commencement of budget season, I would humbly request each member of the council to (re)familiarize your selves with this document.

2013-2014 Budget

The City Council also plays a major role at the end of the process by making final modifications and giving approval to the **Final Budget**



2014-2015 Budget Schedule

(Without Tax Increase)

- * January - February
 - * February - March
 - * March
 - * April
 - * May 7th
 - * May 2nd - May 9th
 - * May 14th
 - * May 15th - May 20th
 - * May 21st
 - * June 4th
 - * June 11th

 - * June 18th
 - * June 19th
- Council Establishes Goals & Directives (Retreat)**
Gather Input from Department Heads
Creation of Draft Budget (Pre-Cuts)
Work with the elected leaders to create a balanced budget
Council Meeting - Mayor's Presentation of Draft Budget
Council's Detailed Review of Draft Budget
Budget Work Meeting - Council to propose final modifications
Revision of Budget into Tentative Form
Council Meeting - Council to adopt Tentative Budget
Council Meeting - Public Hearing & Possible Adoption
Possible work meetings if Council determines that changes are needed based on public comments
Council Meeting - Adoption of final budget (*if not approved 6/4*)
Budget filed with State Auditor's Office

2014-2015 Budget Schedule

(With Tax Increase)

- * January - February Council Establishes Goals & Directives (Retreat)
- * February - March Gather Input from Department Heads
- * March Creation of Draft Budget (Pre-Cuts)
- * April Work with the elected leaders to create a balanced budget
- * May 7th Council Meeting - Mayor's Presentation of Draft Budget
- * May 2nd - May 9th Council's Detailed Review of Draft Budget
- * May 14th Budget Work Meeting - Council to propose final modifications
- * May 15th - May 20th Revision of Budget into Tentative Form
- * May 21st Council Meeting - Council to adopt Tentative Budget
- * June 4th Council Meeting - Public Hearing & Possible Adoption
- * June 11th Possible work meetings if Council determines that changes are needed based on public comments
- * June 18th Council Meeting - Council determines a Tax Increase is warranted
- * June 19th Notify County Auditor of Intent to go through Truth in Taxation
- * July Place two ads in a newspaper of general circulation
- * August 6th Council Meeting - Public Hearing on Tax Increase & Possible adoption of final budget
(to include or exclude proposed tax increase)
- * August 20th Council Meeting - Adoption of final budget (if not approved 8/7)
- * August 21st Budget filed with State Auditor's Office

SANTAQUIN CITY
2013-2014 APPROVED BUDGET

SANTAQUIN CITY GOALS & PRIORITIES

Santaquin City's mission is to provide a strong, positive civic image and quality of life for people who live and work in Santaquin City; by providing guidelines and standards that insure the orderly and balanced distribution of growth, sound fiscal and economic investment and preservation of the open and rural environment in a clean attractive physical setting.

In order to accomplish this endeavor, the Mayor and City Council elected to govern their interactions as a board and their interactions with the community by following a charter established on March 2, 2012 which states:

Santaquin City Council Charter

Who We Are

The Santaquin City Council strives to lead our community with fiscal responsibility, wise prioritization, transparency and honesty. We communicate respectfully with one another and with the community. We are a results-based council that aspires to grow the community's resources and to leave a positive legacy for the future of Santaquin.

How We Work Together

- We seek consensus where possible, and allow for compromise when consensus is not within reach
- We allow for respectful disagreement with one another; we choose not to take offense when our opinions differ
- We hear each other out and don't interrupt
- We share all relevant information with each other; we don't withhold to advance personal agendas
- We do not filibuster; we state our arguments succinctly and avoid dominating
- We come prepared for council meetings; we carefully read all materials that have been delivered to us by Monday morning
- We shun favoritism; we do not use our position to give special favors
- We support the Mayor's role in managing the flow of discussion

In addition to the charter, the current Santaquin City Council established seven goals for the 2012-2013 Budget year which required updating to meet the needs of the upcoming budget year. The 2012-2013 goals were:

The second area where the City Council should pay particular close attention is the **Goals and Priorities** found on pages 25-42.

In 2012-2013, after the city when through a polarizing period, the City Council brought in an outside facilitator to its budget retreat to help establish a new **City Council Charter** and to assist in establishing new **Goals & Priorities** that would unify the city. This effort was very successful to the extent that in 2013-2014, the retreat focused on a simple exercise of updating and continuing the direction established in during the prior year.

Many of the major goals of the past have been accomplished. During the upcoming retreat, our newly elected leaders, need to evaluate and prioritize the future direction of Santaquin City.

“We Can Do Anything...But We Can’t Do Everything.”

David Allen



You are our elected leaders. We, as a city staff, work for you and the goals and priorities you establish. True success can be found when all pistons are firing toward a common direction with a common purpose. We are the car. You are the drivers. Lets GO!!!

Questions:

- *Would you like an outside facilitator (e.g. BYU Professor) to assist in the prioritization of goals or are you okay with city staff filling that role?
- *When would you like to meet? *(Typically two 4-6 hour sessions - 1 with the department heads and 1 without)*
 - *Wednesday Afternoon Sessions with Dinner Provided
 - *Saturday with Lunch Provided?
 - *Other?

Questions:

*Typical Agenda would include:

- Long Term Strategic Direction Review
- Review of Prior Years Goals and Progress/Status Report
- Departmental Needs Review for the Upcoming Year
- Adjustments to Long Term Strategic Direction
- Establishment of Upcoming Years Goals & Prioritizations

Are there other items you would like to cover?



City Attorney & Prosecutor



City Engineer

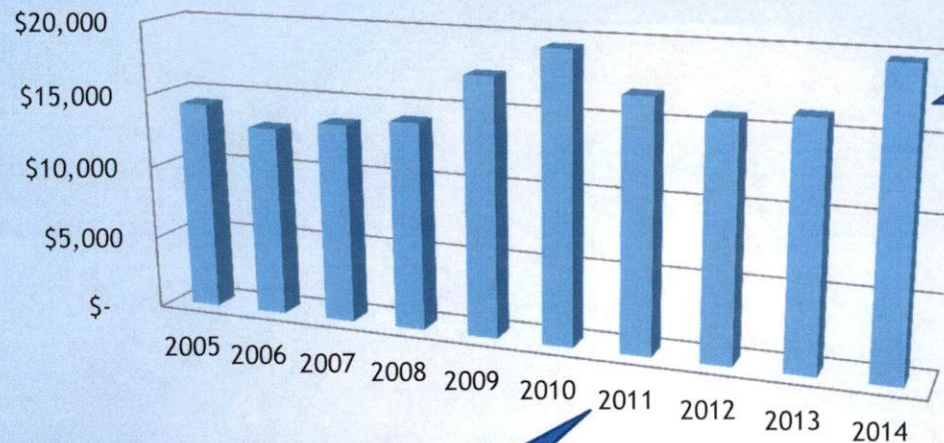


City Auditor

Professional Services

RECOMMENDATIONS

Audit Fees Over Time



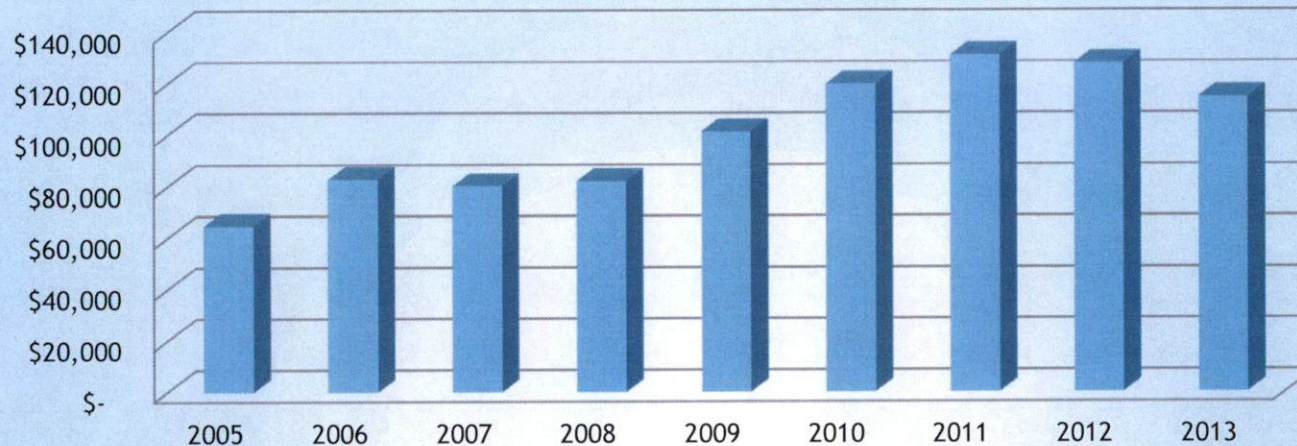
Increase due to "Single Audit" Requirement of Federal Grant Acceptance (WRF)

Decrease enjoy as a result of switching Accounting Software Providers (Audit Friendly)

The Staff does not recommend any changes to our City Auditors.

City Auditor

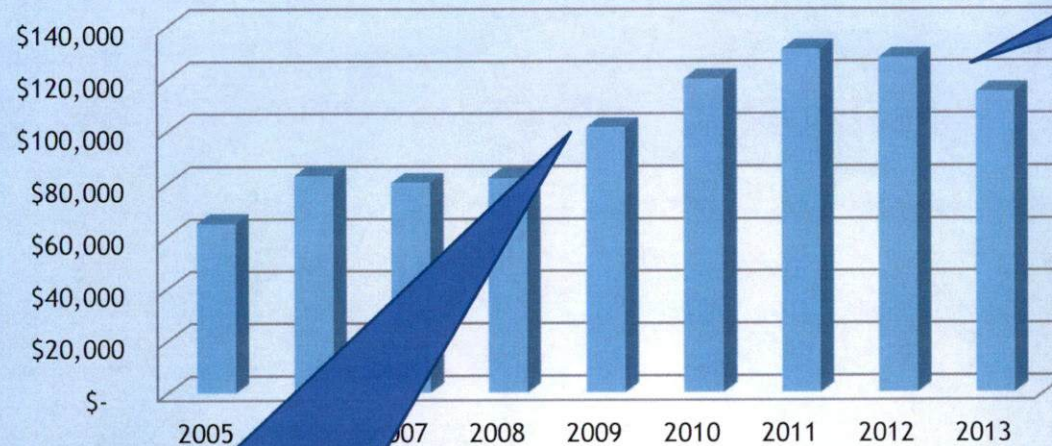
Civil Legal Fees



The professional services provided by an attorney are indispensable to a community. A competent individual with institutional knowledge of the community can literally save and protect the interests of the city. Municipal law, employment law, civil law, litigation are only a few of the specialties exercised by our legal counsel on a daily basis. The amount of billing, of course, is a direct reflection to the case load he is representing on our behalf. Mr. Rich has been representing Santaquin City for over 12 years. Some of the major cases have come to a close. Mr. Rich is planning to provide a full report to the council providing a status of his current cases during an executive session on January 15th.

City Attorney

Prosecution Legal Fees



State imposed the requirements for the City to pay for Public Defender

Switched Public Defenders

Our city prosecution is a reflection of the criminal case load, the level at which cases are prosecuted, the quality of our ordinances, appeals of those prosecuted and the general cost of legal fees.

There is a possibility the city could save money by bringing in a less experienced prosecutor. Santaquin City attempted this in the past with negative ramifications to its court collection rates and police department morale. It was felt that the savings was more than offset by the costs, and the City brought Mr. Rich back on as its City Prosecutor.

City Attorney

RECOMMENDATIONS

- * No change to our City Attorney for Civil Services
- * No change to our City Attorney for Prosecutorial Services
- * A possible way to reduce legal costs, our City Attorney could modify the types of cases prosecuted and the level to which those cases are prosecuted. This would of course be through consultation with the Mayor.
- * A comprehensive review of our ordinances. Many of the code enforcement ordinances could be altered to have administrative penalties rather than follow criminal code. Each aspect of our criminal code should be evaluated.

City Attorney



**In-House Engineer
(Employee)**
(Occasional backed by a Firm)

**Representation by
an Engineering
Firm**

City Engineer

Benefits of an Employee:

- * Greater Ownership/Investment
- * Greater Accessibility
- * Salaried Employee (No OT)
- * Localized Project Management
- * Greater Control (Schedule)
- * No Ulterior Motive

Drawbacks of an Employee:

- * Limited Expertise
- * Still need the services of a firm occasionally
- * Fund Restrictions (Impact Fees)
- * Risk (Errors & Omissions)
- * Time
- * Professional Networks

Benefits of an Firm:

- * Breath of Knowledge/Experience
- * Number of Staff
- * Processing Time
- * Paying for what you use
- * Impact Fee Eligible
- * Professional Networks
- * Shared Risk/Insurance

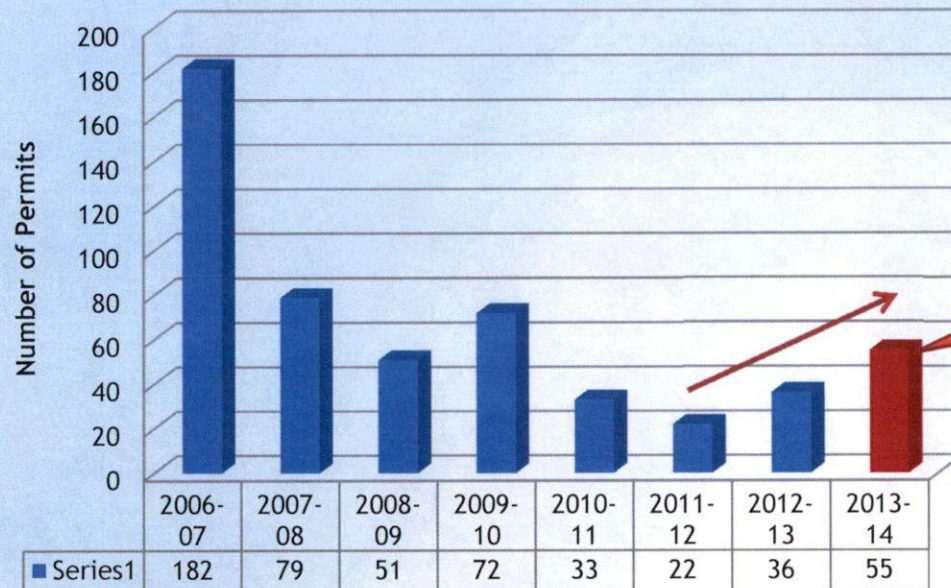
Drawbacks of a Firm:

- * Paying for Overhead
- * Profit Oriented
- * Perception
- * Accessibility

City Engineer

IS THERE A NEED?

Building Permits by Fiscal Year



With the loss of Greg Flint, the Community Development Department is short handed. They are experiencing a growth waive that has hit the rest of Utah County. There is most definitely a need to fill the Greg's position. A higher skilled City Engineer could provide services such as Subdivision Development Reviews, GIS, Site Survey Work, Site Design Work for City Projects, Legal Description Preparation, Project Estimates, RFP Preparation, Project Management and Simple Design Work.

City Engineer

CAN WE AFFORD AN IN-HOUSE ENGINEER?

On average, over the past three years we are spending about \$73,000 per year on “operational engineering.” This alone would not justify the hiring of an in-house engineer. However, by adding about 80% of this number to Greg Flint’s former salary and benefit package, then we are in the range of hiring an in-house engineer.

Estimated Salary Range	\$85,000-\$95,000
Estimated Medical, Dental Social Security, & Other Employment Benefits	\$20,000-\$25,000
Estimated Retirement	\$15,000-\$20,000
Total	\$120,000-\$140,000

City Engineer

OTHER COSTS?

In addition to the salary and benefits, it is anticipated that

Training:

Continuing Education, etc.	\$5,000
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Computer:

	\$1,500
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Software:

Micro Station	\$2,500
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Replace Community Development Vehicle

City Engineer

RECOMMENDATIONS

The City Manager, Community Development Director and Public Works Director would all support the Mayor and City Council with the hiring of a qualified In-House City Engineer.

City Engineer

Though not addressed in this presentation, other service providers that should be evacuated through the budget process include:

- * IT Services
- * Website Services
- * Communications
- * Etc.

Other Considerations

City Facilities & Utility Costs



Recreation Center &
Chamber



Senior Center



Library



Public Safety & Offices



Old Public Safety



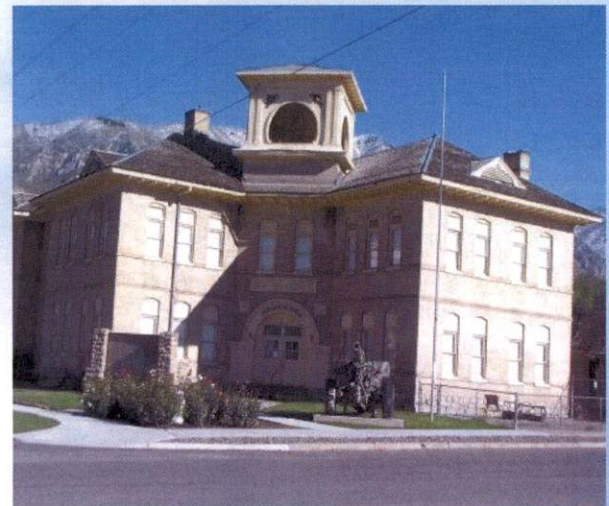
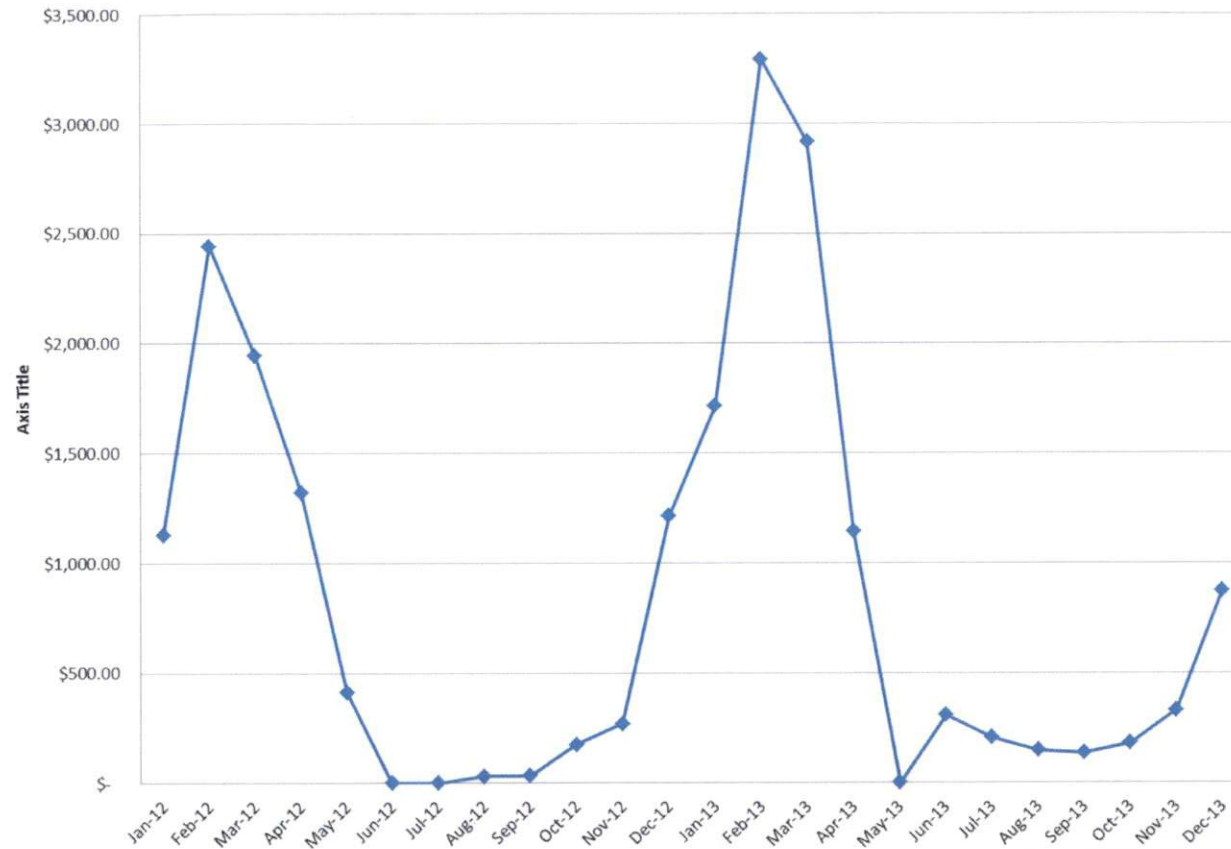
Public Works

Building	2012	2013	Ave	Ave/Mo
Public Safety & Offices	\$16,460	\$16,656	\$16,558	\$1,380
Recreation & Chamber	\$11,318	\$14,107	\$12,712	\$1,059
Senior Center	\$4,368	\$4,508	\$4,438	\$370
Public Works Bldg.	\$4,476	\$4,897	\$4,687	\$391
Old Public Safety Bldg.	\$4,405	\$3,774	\$4,090	\$341
Library	\$3,893	\$4,174	\$4,033	\$336

* Includes Electric & Gas Costs

Summary of Utility Costs

Natural Gas - Recreation & Senior Center



Building	2012	2013	Ave	Ave/Mo
Recreation & Chamber	\$11,318	\$14,107	\$12,712	\$1,059
Senior Center	\$4,368	\$4,508	\$4,438	\$370

Short Term:

- * Reprogram Thermostats
- * Insure Heat is Turned Off After Meetings (*e.g. Council, Planning Commission, Library Board, Museum Board, etc.*)
- * Education of Staff

Mid-Term:

- * Re-Evaluate Programs Offered for Possible Relocation or Temporary Suspension
- * Possible Renovation of Court Room to Accommodate Board Meetings

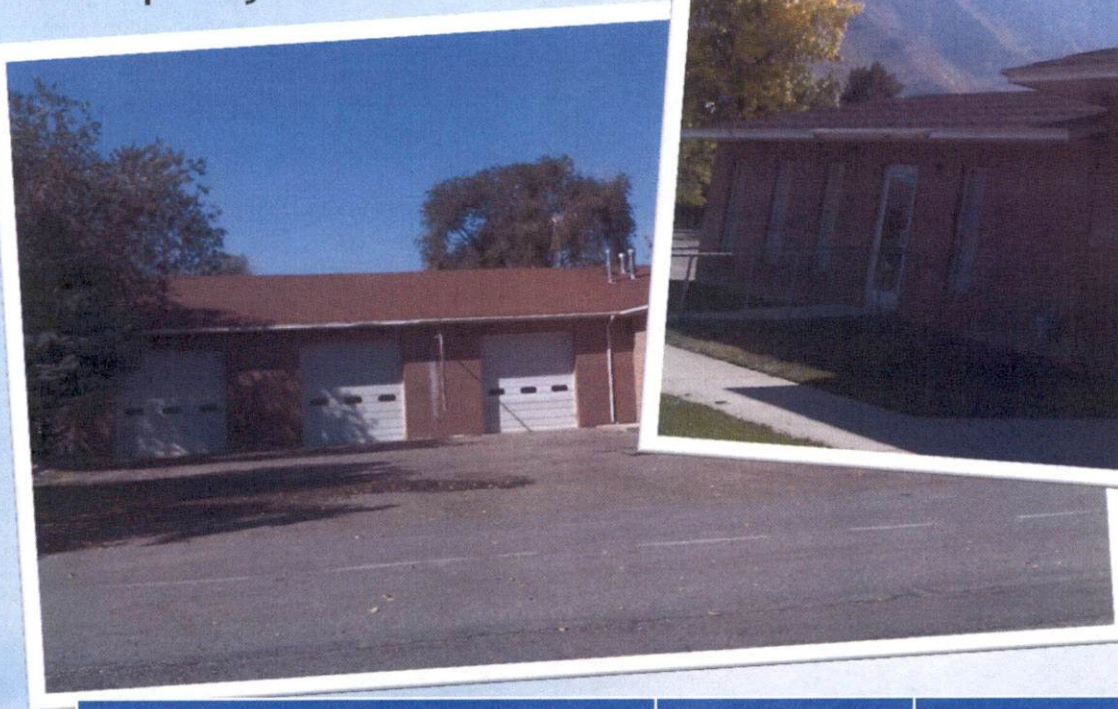
Long Term:

- * Replace Building (New Recreation Center & New City Hall)

Recommendations

Opportunity Cost:

- * Jobs
- * Sales Taxes
- * Property Taxes



Building	2012	2013	Ave	Ave/Mo
Old Public Safety Bldg.	\$4,405	\$3,774	\$4,090	\$341

Old Public Safety Building

- * Refinance the Public Safety Building
- * Complete the Design on a Public Works Building and Storage Building
- * Bid the New Public Works Building Early Spring
- * Construct in the Spring/Summer
- * Market the Old Public Safety Building for Sale/Lease

Recommendations

