

## NOTICE AND AGENDA

Notice is hereby given that the City Council of the City of Santaquin will hold a City Council Meeting on Wednesday, November 20, 2013, in the Council Chambers, 45 West 100 South, at 7:00 p.m.

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION/INSPIRATIONAL THOUGHT**
4. **CONSENT AGENDA**
  - a. Minutes
    1. November 06, 2013 Work Session
    2. November 06, 2013 Council Meeting
  - b. Bills
    1. \$1,166,121.39
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**
6. **FORMAL PUBLIC HEARING**
  - a. Santaquin City Culinary Water System Master Plan and Capital Facilities Plan
  - b. Santaquin City Culinary Water Impact Fee Analysis
  - c. Santaquin City Pressurized Irrigation System Master Plan and Capital Facilities Plan
  - d. Santaquin City Pressurized Irrigation Impact Fee Analysis
7. **UNFINISHED BUSINESS**
8. **BUSINESS LICENSES**
9. **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**
  - a. City Manager Reeves
  - b. Director Marker
10. **NEW BUSINESS**
  - a. Discussion – Budget Review Public Works Department (Continued from Work Meeting)
  - b. Discussion – Budget Review Leisure Services Department (Continued from Work Meeting)
  - c. Discussion and Possible Action with Regard to Employee Wages
11. **INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**
  - a. Resolution 11-05-2013 "A Resolution Creating the Santaquin Special Service District for Road Maintenance"
  - b. Ordinance 11-02-2013 "An Ordinance Approving the Culinary Impact Fee Facility Plan and Impact Fee Analysis."
  - c. Ordinance 11-04-2013 "An Ordinance Approving the Irrigation Impact Fee Facility Plan and Impact Fee Analysis."
12. **PETITIONS AND COMMUNICATIONS**
13. **REPORTS BY MAYOR AND COUNCIL MEMBERS**
  - a. Mayor DeGraffenried
  - b. Council Members
14. **EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)
15. **EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
16. **CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**
17. **ADJOURNMENT TO A REGULAR COUNCIL MEETING**
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

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

Susan B. Farnsworth, City Recorder

**POSTED:**

CITY CENTER, POST OFFICE, ZIONS BANK

® Amendment to the agenda

**MINUTES OF A REGULAR COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS  
NOVEMBER 20, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 7:00 pm. Council Members attending: Keith Broadhead, Matthew Carr, Kirk Hunsaker, James Linford and Rick Steele.

Others attending: City Manager Ben Reeves, Director Dennis Marker, Director Dennis Howard, Director Wade Eva, Director Kevin Schmidt, Amy Johnson, Lynn Oryall, and other unidentified individuals. City Recorder Susan Farnsworth was excused.

**PLEDGE OF ALLEGIANCE**

David Hathaway led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Councilman Hunsaker offered an invocation.

**CONSENT AGENDA**

***Minutes***

November 06, 2013 Work Session

November 06, 2013 Council Meeting

***Bills***

\$1,166,121.39

Council Member Linford moved to approve the Consent Agenda. Council Member Carr seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

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

There are two individual who would like to participate in the public forum:

*Public Forum comments taken verbatim*

Mr. Val Broadhead – Ok. My name is Val Broadhead. I am here as a (one) as a concerned citizen and (two) to represent my wife's business cause she shy and I'll come talk to you guys. So, I'm the one that gets thrown under the bus every time but. The reason I am here is I want to talk about the your city city's party employees' Christmas Party. And before I get into it I want to state that I'm not here to complain about the party because I do appreciate what all the city employees do. They do a fantastic job. I know have a lot of work they have to do with what they have to do with what few people they have. I have no complaints about that. I have no complaints about the City Council. I feel you guys do a fantastic job. I know you have a big work load. You have a lot of problems to solve. I appreciate all that.

The reason that I am here is because the city voted a 32.5% tax increase and then we come to find out that the city is not supporting their local businesses and they are taking their city party out of town. That to me is not justified. I can't see how the city, or the manager, can justify taking our hard our tax dollars we paid and take it to another city and give it to their people. It's not fair. An example of just my wife's business alone, I know this is just one business, but I am here kinda to talk about business a little bit. Her tax dollars in the first three quarters of this year so far is over \$13,000. Your part of it is over \$2,000. I can't see how you can justify taking that tax dollars out of town spending it over at the Chillon, or what it is.

I did have a little email discussion with some councilmen. I make a couple of phone calls. I e-mailed your city manager. There's a couple of things he said that kind of kind of disturbed me. And one was, there's no facility in town that's large enough in town to support your kind of a group. There is a facility in town that can support it. It also said the Chillon, or however you pronounce it, does not charge for their business building if you eat if you use their food as your party. Well, no body charges for a banquet room if you're eating in their banquet room. It's a giving. And one thing that really urked me, cause I know we're no up-town town business but we are a little home folk business, when it did say that "there is a Mayor and two Councilmen that's leaving this year" and he wanted to go off-site give him, to give them an outgoing party with a little class and elegance. What's that saying about our Santaquin businesses? Is that really how you guys feel that your our business in this town aren't good enough for ya? That's what I the impression I got. Along with that, you know with our tax dollars, and I'm not complaining about paying them, but I'm complaining that ya know, we're paying these people's wages, why don't you pay us some back. And it don't have to be our business, it can be other businesses in town, but the tax dollars need to stay in our town.

I seen on the news today on my way up here, that the State of Utah trying to get a tax increase to redo roads. Are they going to go to Wyoming and build their roads or are they going to keep it in Utah? What I want to know is, why is them tax dollars leaving town? And how much has been gone before? Before we noticed this? That's my question?

Mrs. Bobbie Shaw – Well, mine is mostly about the restaurant. He's saying the tax dollars. I've seen my mom cry and cry and cry about over not being able to pay her taxes. Worried that her business is going to get shut down. And like my Dad said, the Christmas party, for our, for your city coworkers is recommended. And they stated that we're not classy enough the same as he said. But I think at the beginning of the running for Mayor it was he wants to help local businesses. I think the Mayor should help support your local businesses. We have been on a couple TV shows. And we've had actually more people wanting to come and shoot more shows. And I know when they're here they go to your gas stations and they buy food and they buy snacks and they buy gas. But it's not classy I guess. We're not classy enough to have a TV come to our place.

We've helped plenty of, many of teenagers, get their first job here. And I think its bad leadership and loyalty to our city and our generations to come. We are a family owned local business that has been part of the city for decades. We hand out student of the month coupons. We are part of three different school cards, like the Lion's card, we hand out donations left and right plus the city employee discount cards and after 27 years we still haven't never been the business of the month. But the new new businesses always get it. We've been into more into the community for the last few years than we ever have so far. For so then not to give anything back is a little ridiculous.

And I notice on the Santaquin City website that it talks about Orchard Hills, the Museum, the Big Red Barn, but our building, that has been part of Santaquin for over 100 years now, is never mentioned in it at all, like nothing. I don't expect you to. But if you're going to mention one big company why not mention some more that are part of Utah part of Santaquin?

We've had a lot of travelers. Most of our customers are travelers and they come and eat at our place. So, usually when they get off and eat, that means they need to gas up. So they're getting their gas. Which means then they need some dessert and we always send them to the Big Red Barn. That's our number one recommendation. And there mostly have kids. So, kids always need snacks so there's more money going to the gas stations. And I have been working at this place since I was nine years old. And my Grandma and my Uncle owned it. Now my mom owns it and I help her run it and I really don't want to see it get shut down because of taxes and whatever. But, I would like to think the Mayor's Office would support the local businesses more than anyone. This isn't an attempt to change your plans for your Christmas Party. This is a local business question. I question your definition of support. That's all.

### **FORMAL PUBLIC HEARING**

The Mayor asked Matt Mills of Zions Bank Public Finance to come forward to discuss the public hearings regarding impact fees.

Mr. Mills shared that his job is to review the projects and provide a plan to the council regarding impact fees that could be the legal maximum based on Utah State Law and the City's capital facility plans. Mr. Millis reviewed the attached presentation. He expressed appreciation with the master plans produced by J-U-B Engineering. He also reviewed the laws related to impact fees and the impact fee analysis process.

Councilmember Broadhead questioned the repair and replacement of equipment. Mr. Millis indicated that Utah State Law does not provide for the replacement of equipment to be funded with impact fees. This would be done through depreciation of those assets over time.

Mr. Millis indicated that the culinary plan was simpler to complete than the irrigation system due to the fact that the city currently holds no debt on their culinary system. He indicated that our current fee is \$2500 for both culinary and irrigation water needs. The future plans are now separated. He reviewed the new culinary fee would be \$656 per residential unit and would increase based on meter sizes for non-residential uses. These non-residential usages would range from ¾" at \$1,311 to an 8" meter that would have an impact fee of \$69,922.

Councilmen Linford asked about 1" residential connections. Mr. Millis indicated that the typical reasons for the large size would be due to a very large lot or pressure issues. Councilman Broadhead asked Public Works Director Wade Eva if 1" is our standard. Mr. Eva indicated that we have 1" laterals but the standard is to put this through a ¾" meter set.

Mr. Millis reviewed the Irrigation Impact Fee maximum which is based on irrigable area on lots or within new developments. This is calculated not on the landscaping that may go in (such as xeriscape) but rather on the total square feet of the lot minus the hardscape (e.g. home, asphalt, concrete, etc.). The resulting square footage would be assessed at \$0.31/square foot. A typical 10,000 square foot lot would have a fee around \$3,100. He then reviewed some sample calculations based on building permits that could be pulled with different size lots.

The new impact fee cannot not be collected until 90 days after the passage of an ordinance approving the fee analysis and maximum fee allowed. The purpose of the public hearing is to



gather feedback from the public regarding these potential fees. The council can adopt the maximum fee established by the plan or a fee lower, but not higher.

***Santaquin City Culinary Water System Master Plan and Capital Facilities Plan***

Council Member Linford moved to open a public hearing with regard to the Santaquin City Culinary Water System Master Plan and Capital Facilities Plan. Council Hunsaker Member seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Mr. Marker indicated the council already adopted the Capital Facility Plans and that this public hearing is based on the Impact Fee Facility Plan.

Since no one signed in the Mayor asked for a motion to close the public hearing.

Council Member Steele moved to close the public hearing with regard to the Santaquin City Culinary Water System Master Plan and Capital Facilities Plan. Council Carr Member seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

***Santaquin City Culinary Water Impact Fee Analysis***

Council Member Linford moved to open the public hearing with regard to the Santaquin City Culinary Water Impact Fee Analysis. Council Member Carr seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Mr. Marker indicated that the maximum impact fee the city can charge for culinary water is based on the Impact Fee Analysis, which is based on the impact fee facilities plan.

Since no one signed in the Mayor asked for a motion to close the public hearing.

Council Member Carr moved to close the public hearing with regard to the Santaquin City Culinary Water System Master Plan and Capital Facilities Plan. Council Member Hunsaker seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

***Santaquin City Pressurized Irrigation System Master Plan and Capital Facilities Plan***

Council Member Hunsaker moved to open the public hearing with regard to the Santaquin City Pressurized Irrigation System Master Plan and Capital Facilities Plan. Council Member Steele seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Since no one signed in the Mayor asked for a motion to close the public hearing.

Council Member Linford moved to close the public hearing with regard to the Santaquin City Culinary Water System Master Plan and Capital Facilities Plan. Council Member Hunsaker seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

***Santaquin City Pressurized Irrigation Impact Fee Analysis***

Council Member Steele moved to open a public hearing with regard to the Santaquin City Pressurized Irrigation Impact Fee Analysis. Council Member Hunsaker seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Since no one signed in the Mayor asked for a motion to close the public hearing.

Council Member Linford moved to close the public hearing with regard to the Santaquin City Culinary Water System Master Plan and Capital Facilities Plan. Council Member Hunsaker seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Mr. Linford indicated that he received J-U-B's response regarding the master plan and he only questioned current capacity for irrigation on the east side. Mr. Mark Christensen of JUB Engineers LLC, indicated there was sufficient capacity now, but as growth continues, the irrigation system needs to be separated from the culinary system.

**UNFINISHED BUSINESS**

Nothing

**BUSINESS LICENSES**

Nothing

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

***City Manager Reeves***

Mr. Reeves reported there was also a reminder to the council regarding the WRF dignitary lunch at noon on Friday in the basement of the public safety building, ribbon cutting at the facility at 1pm followed by public tours from 2pm-5pm. He also reported that all of the city managers in Utah County will be taking a tour on Thursday. Mr. Reeves also reported that he will be out of town next week.

***Director Marker***

The Utah County Quit Claim Deed for Orchard Lane to Santaquin City is now in the County Clerk's office and should be recorded shortly. A meeting with UDOT was held to discuss the exchange of Orchard Lane right-of-way for the 500 east right-of-way. UDOT will now complete their review of the City's petition for access off Main Street now that their questions have been answered. The grocer is very interested in moving forward with a store near I-15 now that the access is more secure.

UVU has signed the contract for use of the City's training room. They will begin conducting classes in January. Some security measures are still needed, which staff is working to complete.

Verizon met with staff to discuss locating a cell tower near the rodeo grounds. City staff will work to identify possible locations, based on future arena needs. Contracts will be presented to the Council for final approval.

Greg Flint, previous Staff Planner, is working as a contract employee to help complete projects.

## **NEW BUSINESS**

### ***Budget Review Public Works Department (Continued from Work Meeting)***

Director Eva presented to the City Council his organizational chart with responsibilities. Public Works has seven full-time employees which is the same number they had in 1995. (see attachment "A" for the presentation)

Councilman Carr asked what Public Works needed. Director Eva responded he needs more staff; one for the WRF plant and one to replace the guy focusing on the plant. Seasonal crews help in the summer. Three seasonal employees in the summer is good. Councilman Carr asked if new members could be hired for general maintenance. Director Eva responded that they could and then would be able to move up.

Councilman Broadhead asked about Jason Calloway being the public works supervisor and plant operator. Director Eva indicated Greg Hiatt will be the WRF operator working under Jason's certifications. Jason will be the official operator until Greg gets his certification. Councilman Steele asked about additional training needed. Director Eva noted that no other person in the department expressed interest. After Greg passes his certification, Jason will be back to working fully as the public works supervisor. Another person is needed in the plant. Councilman Broadhead asked if any Flatiron guys are looking to be that next person.

Councilman Carr asked, "If something happens to Jason, how much time do we have to get a certified person involved with the WRF?" Councilman Broadhead asked if Santaquin can operate the WRF under Payson's certified personnel. Director Eva didn't know the turnaround time but said we can run under another city. Either way, two guys are needed in the spring. Manager Reeves noted that the Council budgeted for one and will need to set aside more in the next budget year for another public works employee.

Councilman Steele, asked if there were enough employees to plow snow this year? Director Eva said, "If it doesn't snow."

Councilman Steele, asked if Calloway and Hiatt are setup now for WRF notifications? Director Eva indicated they are receiving notifications via texts, emails, and phone calls with any alarms.

Director Eva then shared statistics on streets, parks, sewer, culinary systems and pressurized systems.

Councilman Broadhead asked who was responsible for cemetery maintenance. Director Eva indicated his personnel handle maintenance and he fulfills sexton duties.

Councilman Broadhead asked about creating a maintenance crew for parks? Director Eva noted that 80% of work in summer is parks (e.g. flower beds, irrigation, mowers, etc.). Craig Beardall is the supervisor over parks. Pat Hatfield is over water meters and maintenance, everyone has their special niche but everyone helps with everything.

Manager Reeves noted that the public works crew is cohesive, and work hard as a unit. It is the best crew he has worked with compared to other cities. Mayor DeGraffenried voiced agreement.

Director Eva then showed the relationship of his department budget to the rest of the city budget and how their money is divided operationally. The money is spent catching things up. There needs to be investment to get ahead. He reviewed a list of major concerns and needs.

Councilman Broadhead asked if Public Works is more reactive than proactive. Director Eva indicated they are definitely more reactive. The valve exercise program is not done. We don't check meters, we don't check manholes. We constantly cleanout curb boxes and future storm drain regulations will be difficult to maintain with current crews. A two man crew would be busy year round and not get done. Hydrants aren't checked as they should be. Vehicles are maintained regularly but mostly in the slower winter periods.

Councilman Broadhead asked if the city is ready for a motor pool division. Director Eva noted that Brandon Butler was hired to help with vehicle issues and the day will come when he may be a fleet manager.

Councilman Carr asked that a packet of information and public works issues be prepared for future council's in case Wade ever retires or leaves. Director Eva noted that the City has capital facilities plans and a priority list. The first priority is to get our bypass water from summit creek to the City irrigation pond. It's a water conservation effort that will help eliminate the small leaking pond, which is rarely used now.

#### **Budget Review Leisure Services Department (Continued from Work Meeting)**

Director Schmidt presented organizational chart and position responsibilities (see attachment "B" for the presentation)

Leisure services is responsible for all museum staff and volunteers, the senior center staff and volunteers, the library and library board, recreation programs, staff and volunteers.

Councilman Broadhead asked what the average attendance is at the Seniors Center and what portion comes from out of Santaquin? Director Schmidt indicated there are between 90 and 100 participants each week. There are still quite a few from out of town, even as far as Orem. The Senior Center continues to get grants for programs. It was just awarded a grant for a projector and system to show movies indoor.

Director Schmidt shared some highlights about the library and staff. The City provides E-readers which is unique for library systems in the area. There are over 380 volunteer hours each week with over 2,000 patrons each year. There are over 4,000 patrons in the library system which is nearly half the city population, which does not include children who use their parents' account to checkout items. Councilman Linford asked Ms. Oryall, the city librarian, what the circulation rate is. She responded that over 5,200 books were checked out so far this year. Manager Reeves noted that the recently formed library board is active with library management, conducting fundraisers and special events.

Director Schmidt reviewed the responsibilities of the Recreation Programmer, Amy Johnson and noted that she was paid significantly less than other recreation programmers in the valley. Councilman Broadhead asked, "Who is deciding the grades that people get paid?" Manager Reeves responded that the grades are based on recommendations from an outside firm. Ms. Johnson's duties have just evolved and need to be re-evaluated. Councilman Broadhead asked if a wage committee, with Council representation, be helpful instead of using an outside person. Mr. Reeves indicated "Yes. That would be very helpful and the committee can recommend the grades." The grades are generally based off comparisons of other communities.

Councilman Steele asked about which positions report directly to Ms. Johnson? Director Schmidt indicated all gym personnel (coaches, instructors, etc.), field supervisors and sports officials.

Director Schmidt reviewed many stats and accomplishments of the Leisure Services Department. In the last year, there were 5,200 individual participants in Santaquin recreation programs, with 2,028 coming from outside of the community.

Director Schmidt also noted that area cities spend an average of 17% of their general fund on leisure services while Santaquin spends about 10%. Leisure services provides a vital role of uniting a community.

Councilman Carr asked about the money spent on Orchard Days? Manager Reeves noted that the \$64,000 is all the revenue that comes in from events and sponsorships and expenditures for those events, etc. The city used to transfer directly from the general fund to orchard days. Now Orchard days is self-sufficient if you don't consider the employee time from all departments.

Councilman Carr asked for a report of the net expenses/revenue generated from leisure services so the Council can see actual transfers into recreation each year. Manager Reeves reviewed Council approved budgets for the past three years. He can also provide a report of net per program.

Councilman Broadhead asked if an analysis had been done on the true costs of the use of the recreation building. And asked if it was better to cut all recreation programs in the building for the next 5 years until a new facility could be built? Manager Reeves indicated that information on that subject will be presented by himself as part of his capital presentation on December 18<sup>th</sup>.

Councilman Broadhead asked Director Schmidt if recreation could handle taking over parks and cemetery maintenance. If a new parks department had two full-time employees and a secretary could they do that? Director Schmidt responded that it had been discussed with Director Eva. It is unknown at this time how many employees we would actually be needed. Councilman Broadhead noted that if a new parks and cemetery maintenance division was created, it would make Director Schmidt's position easier to keep around. Director Schmidt said he was not afraid of taking that on because there would be a specialist over those separate services; like a park superintendent.



Councilman Broadhead expressed appreciation for the leisure services staff. "You provide a great service."

Councilman Linford suggested the Council consider the participation rate in Santaquin compared to other communities. "Our rates are phenomenal."

***Discussion and Possible Action with Regard to Employee Wages***

City Recorder Susan Farnsworth received her Certified Municipal Clerk award and should have a \$1.00/hour wage increase. The Mayor recommended that we give her a \$1.00/ hour increase going forward and calculate a bonus based on what she would have been paid retroactively if the increase would have been given at the proper time (roughly \$5,000). Councilman Linford motioned to approve the wage adjustment as recommended. Second was made by Councilman Hunsaker. The vote was unanimous in the affirmative.

It was proposed that Mr. Jason Calloway's wages be increased by \$2.00 an hour based on new responsibilities at the WRF. Increases would go into effect at next pay period. Director Eva noted that Mr. Calloway received a \$1 increase when he passed the test, so the \$2 at next period would be appropriate based on time of duty changes. Councilman Steele motioned to approve the wage adjustment. Second was made by Councilman Carr. The vote was unanimous in the affirmative.

It was proposed that Mr. Greg Hiatt's wages be increased by \$1/hour now for taking on the new responsibilities at the WRF. It is further proposed that he receive a \$2/hour increase upon passing is Level 4 Certification as an incentive for studying for and passing his test. Councilman Carr motioned to approve the wage adjustment. Second was made by Councilman Steele. The vote was unanimous in the affirmative with Councilman Broadhead abstaining.

**INTRODUCTIONS AND ADOPTION OF ORDINANCES AND RESOLUTIONS**

***Resolution 11-05-2013 "A Resolution Creating the Santaquin Special Service District for Road Maintenance"***

City Manager Reeves indicated the reasons for the need to have the following agenda item tabled based on the Utah State Law protest period starting at the time of the public hearing and not at the passage of the original resolution of intent.

Council Member Carr moved to table Resolution 11-05-2013 "A Resolution Creating the Santaquin Special Service District for Road Maintenance". Council Member Linford seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion through a roll call vote.

***Ordinance 11-02-2013 "An Ordinance Approving the Culinary Impact Fee Facility Plan and Impact Fee Analysis"***

Council Member Steele moved to approve Ordinance 11-02-2013 "An Ordinance Approving the Culinary Impact Fee Facility Plan and Impact Fee Analysis". Council Member Carr seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion through a roll call vote.

Council member Carr wanted to clarify that when we go through the fee schedule in 90 days that the council will establish the actual fee. Council member Steele asked staff to bring back community comparisons of impact fees at that time.

***Ordinance 11-04-2013 "An Ordinance Approving the Irrigation Impact Fee Facility Plan and Impact Fee Analysis"***

Council Member Hunsaker moved to approve Ordinance 11-04-2013 "An Ordinance Approving the Irrigation Impact Fee Facility Plan and Impact Fee Analysis". Council Member Steele seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion through a roll call vote.

**PETITIONS AND COMMUNICATIONS**

Nothing

**REPORTS BY MAYOR AND COUNCIL MEMBERS**

Councilman Carr asked that the council consider using one-time funds to purchase new turnout gear for the fire department. Mayor DeGraffenried asked that the time be put on the next agenda.

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

Nothing

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

Nothing

**CONVENE OF THE COMMUNITY DEVELOPMENT BOARD**

Nothing

**ADJOURNMENT TO A REGULAR COUNCIL MEETING**

Nothing

**ADJOURNMENT**

At 9:20pm Council Member Linford moved to adjourn. Council Member Carr seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of the motion.

Approved December 18, 2013

  
James E. DeGraffenried, Mayor

  
Dennis L. Marker,  
Community Development Director

# Santaquin Speech

I have seen my mom cry over not being able to pay her taxes

Santaquin is doing a big Christmas party for our city workers our family owned business was recommended "Leslies Family Tree" however he stated were not "classy enough" yet he wants to help local businesses when trying to get elected. I think the mayor ~~should help~~ support your local businesses. I mean we've been on 2 shows on the travel channel the people called "our" restaurant so they could do there show here but according to the mayor that's not classy. We've helped so many teenagers get their first job! that's bad leadership loyalty to your city and our generators to come! We are a family owned "LOCAL" business that's been part of this city for decades. We hand out student of the month coupons. We are part of 3 different school cards like the lions Card We hand out donations left and right and after 27 years we still haven't ever been "the business of the month" We have been more into the community the last few years then we ever have so far then to not give back is absolutely ridiculous

+city employee discount cards

On your website you talk about the orchards & the museum & the Big Red barn but our building lot has been a part of Santaquin for over 100 yrs & the newest part is 46 483 010 we should be recognized

We have alot of travelers that come eat at our place  
~~and~~ we send the to the Big Red barn for dessert  
plus I'm sure they buy gas that goes along with  
that.

I ~~grew up~~ <sup>here</sup>  
I WAS RAISED  
32.5% tax <sup>your</sup> of your spending  
it elsewhere

TALK ABOUT BEING RAISED

By the SAME small business  
your raising your family on

I DON'T WANT TO SEE

The things that give  
SANTAGUIN ITS CULTURE AND

history going UNDER  
IT STANKS

With the MAYOR

I would think the Mayor's office  
would support local businesses  
more than anyone. This isn't an  
attempt to change your plans for  
your Xmas party this is a local  
business questioning your

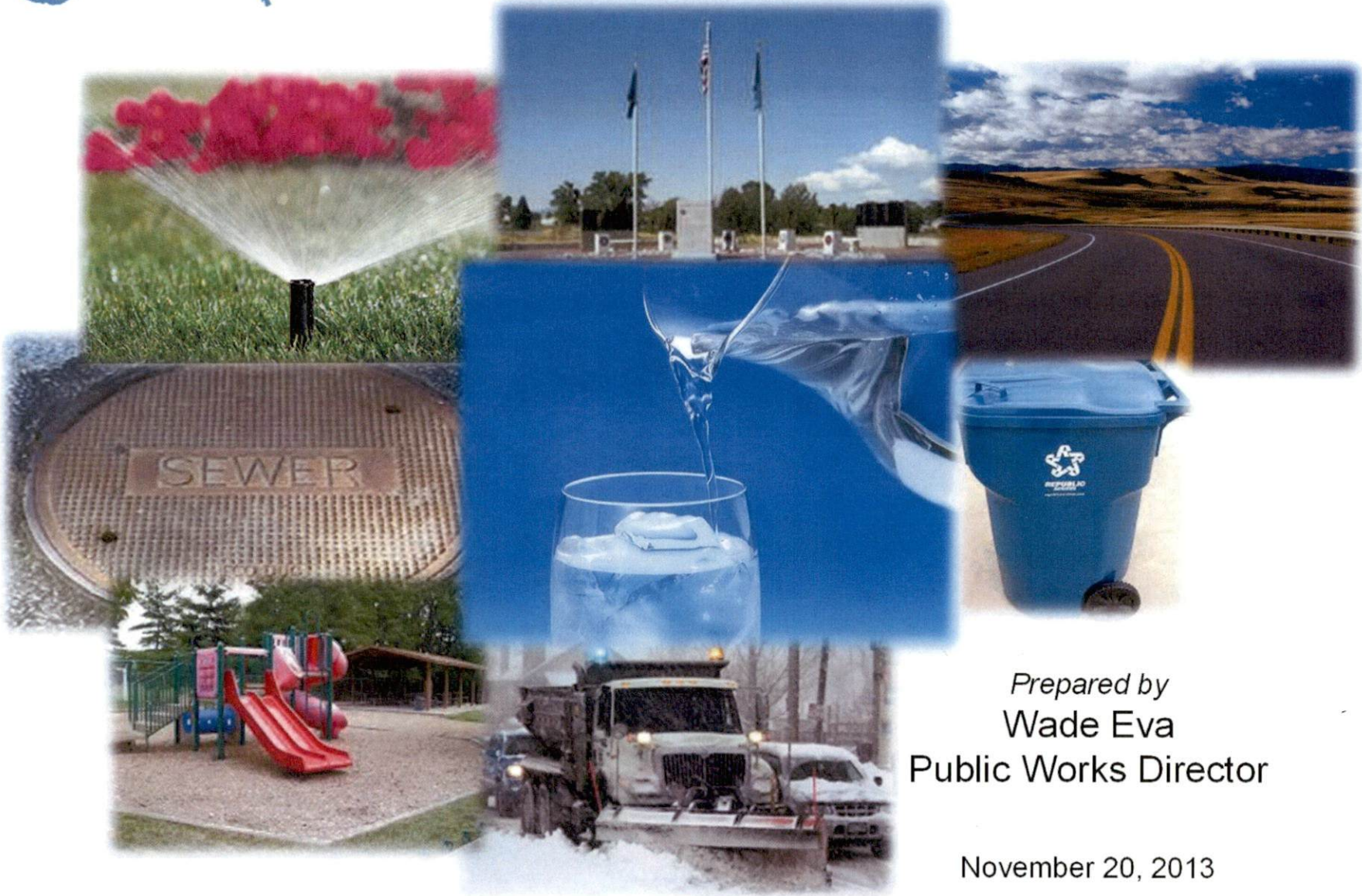
definition of support

That's all I got.





# Departmental Budget Review Public Works

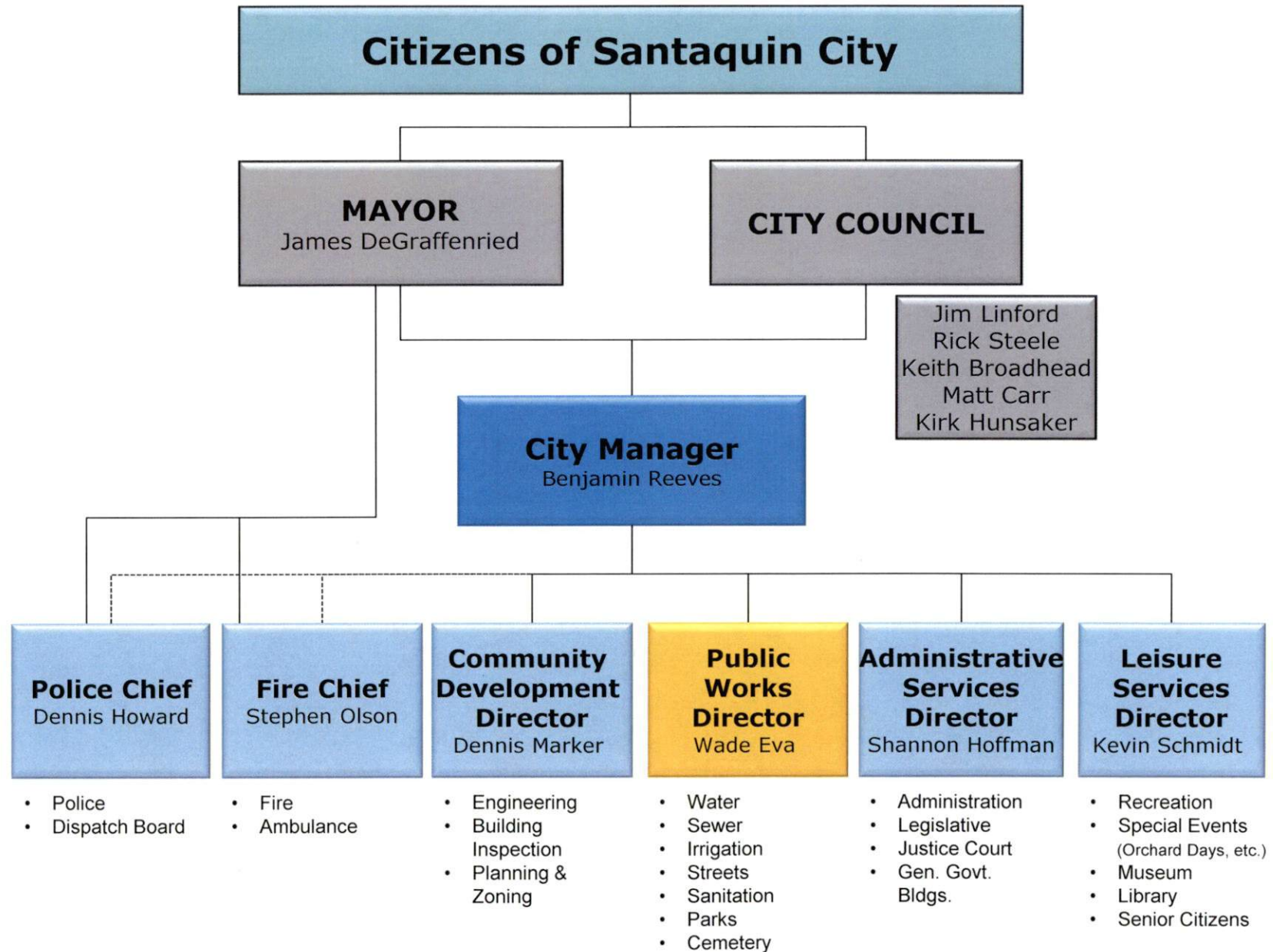


*Prepared by*  
Wade Eva  
Public Works Director

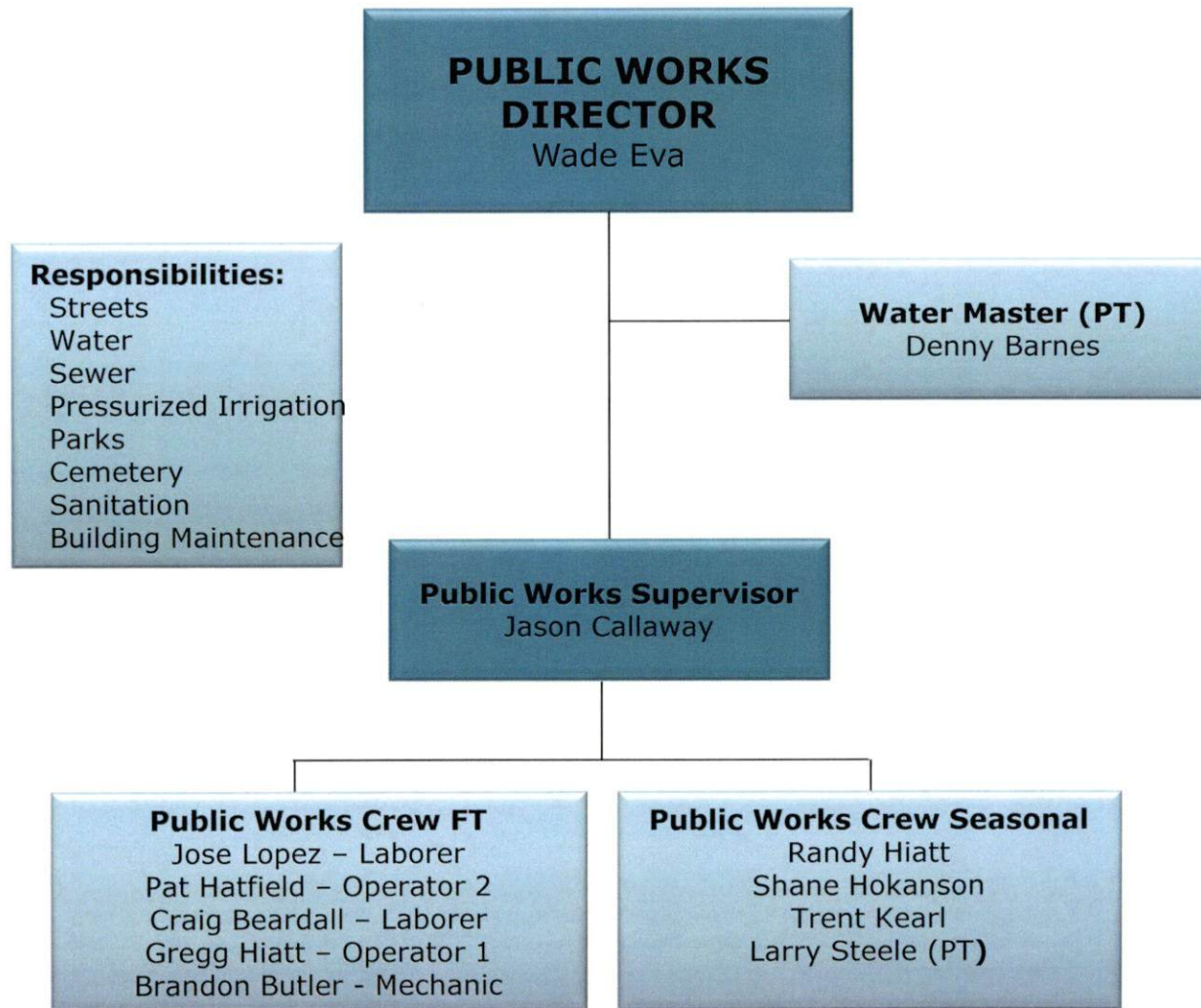
November 20, 2013



# Santaquin City Organizational Chart



# Santaquin City Organizational Chart Public Works



# Statistical Data

## STREETS & TRANSPORTATION

Miles of Paved Streets	67.52
Number of Street Lights	265
Major Highway	I-15
Distance to International Airport	69.5
Public Transportation	UTA Bus Routes

## RECREATION

Parks	11
Park Acreage (developed)	40.41
Playgrounds	5
Sports Fields	13



## CULINARY WATER

Customer Connections	2629
Average Daily Consumption	2.50M gal (indoor) 1.27M gal (exterior)
Water Main Line (miles)	58.63
Storage Capacity	3.77M gal

## SEWER SYSTEM

Sewer Lines Miles Inspected	16.5
Total Sewer Lines (miles)	50
Number of Man Holes	637
Sewer Service Connections	2544
Sewer Treatment Location (Decommissioned)	Lagoons (West Main St)
Sewer Treatment Location	MBR (North Center St)

## PRESSURIZED IRRIGATION WATER

Customer Connections	2387
Water Main Line (miles)	61.65
Storage Capacity	13.0M gal



POSITION	DUTIES & RESPONSIBILITIES
<p><b>PROFESSOR</b></p> <p>Teaching and supervising students in the field of computer science and engineering. Conducting research in the area of computer science and engineering. Publishing research papers in international journals and conferences. Participating in academic and professional activities.</p>	<p>Teaching and supervising students in the field of computer science and engineering. Conducting research in the area of computer science and engineering. Publishing research papers in international journals and conferences. Participating in academic and professional activities.</p>

**PUBLIC WORKS  
DIRECTOR**

<b>Responsible For</b>	<b>7 FT 5 PT</b>
<b>Direct Reports</b>	<b>1</b>
<b>Indirect Reports</b>	<b>1</b>
<b>Departments</b>	<b>7</b>
<b>Financial Responsibility</b>	
<b>\$2,060,652</b>	



<b>Status</b>	<b>Grade</b>
<b>FT</b>	<b>26</b>
<b>Scale</b>	<b>Actual</b>
<b>\$61,859 - \$92,245</b>	<b>\$66,597</b>

## DUTIES & RESPONSIBILITIES

**DIRECT SUPERVISION OF STAFF**  
Annual Evaluations, Time Off & Office, Coverage, Discipline, Employee Training  
Supervise & Manage all aspects of Public Works

<p align="center"><b>BUDGET MANAGEMENT</b></p> <p>Manage all Aspects of the Budget for Water, Sewer, Pressurized Irrigation, Streets, Sanitation, Parks, Cemetery Departments   Review &amp; Code all Invoices</p>
--

<p><b>UTILITY ACCOUNT MANAGEMENT CUSTOMER RELATIONS</b>          Assist &amp; backup the front office clerks making &amp; enforcing utility codes &amp; issue resolution</p>
--

## GOVERNMENTAL COMPLIANCE

### Water Quality and Sewer Compliance Certifications and Required Reporting

**WORK ORDER MANAGEMENT**

Receives all work orders and delegates assignments to the Public Works Supervisor and Public Works Crew. These orders include all calls from the Public regarding the issues with any of the departments above (e.g. water breaks, sewer leaks, pot-holes, cemetery mapping and issue resolution, etc.)

**PROJECT MANAGEMENT**  
Coordinates between vendors and contractors to implement new construction or repairs.  
For example, the Water Reclamation Facility, Main Street Project, East Side Booster Pump, Park Enhancements, etc.

**VENDOR RELATIONS**  
Purchasing and Bid Processing for all materials, equipment, Etc.

**MISCELLANEOUS**  
Development Review Committee, Christmas Decorating, Orchard Days  
Support, City Parties, Vehicle & Equipment Maintenance, Other Duties, Etc.



# Santaquin City Budget Review – Public Works

## POSITION

## DUTIES & RESPONSIBILITIES

### PUBLIC WORKS SUPERVISOR

Responsible For	6 FT 5 PT
Direct Reports	11
Departments	7



#### DIRECT SUPERVISION OF STAFF

Annual Evaluations, Time Off & Office, Coverage, Discipline, Employee Training  
Supervise & Manage all aspects of Public Works

#### UTILITY ACCOUNT MANAGEMENT CUSTOMER RELATIONS

Assist & backup the front office clerks making & enforcing utility codes & issue resolution

#### GOVERNMENTAL COMPLIANCE

Water Quality and Sewer Compliance Certifications and Required Reporting

#### WORK ORDER MANAGEMENT

Receives work orders from the Public Works Director and delegates assignments to the Public Works Crew. These orders include all calls from the Public regarding the issues with any of the departments above (e.g. water breaks, sewer leaks, pot-holes, cemetery mapping and issue resolution, etc.)

#### CREW MANAGEMENT

Manages the time and scheduling of all Public Works Crew Members to fulfill project requirements and work assignments.

#### WATER RECLAMATION FACILITY OPERATIONS MANAGEMENT

Grade 4 Operation and Plant Supervisor. Stay abreast of all responsibilities of operation of the new WRF. Training and Supervision of the Public Works Crew.

#### MISCELLANEOUS

Development Review Committee, Christmas Decorating, Orchard Days Support, City Parties, Vehicle & Equipment Maintenance, Other Duties, Etc.

Status	Grade
FT	24
Scale	Actual
\$46,918 - \$68,857	\$50,690



# Santaquin City Budget Review – Public Works

## POSITION

## DUTIES & RESPONSIBILITIES

### PUBLIC WORKS CREW MEMBERS

#### EQUIPMENT OPERATIONS & MAINTENANCE

Backhoe, Dump Trucks (Snow Plows) CDL Required, Tractors, Lawn Mower, Sewer Vac Truck, and Various Types of Power Equipment

#### GROUNDS MANAGEMENT

Mowing (55 acres), Sprinkling Systems, Maintenance, Fertilizing, Spray, Flowers/Landscaping, Tree Trimming, Weed Control, Beautification  
Playground and Field Maintenance, Fencing

#### STREETS AND INFRASTRUCTURE

Street Maintenance including street cutting, patching, sidewalk repair;  
Water, Sewer, Pressurized Irrigation Maintenance and  
Enhancements, Meter Maintenance and Monthly Reading, including Meter Boxes  
Storm Drain Systems, Sumps, Curb Boxes, Curb Cleaning  
Sewer Collection System Maintenance – Man Hole Inspections

#### MISCELLANEOUS

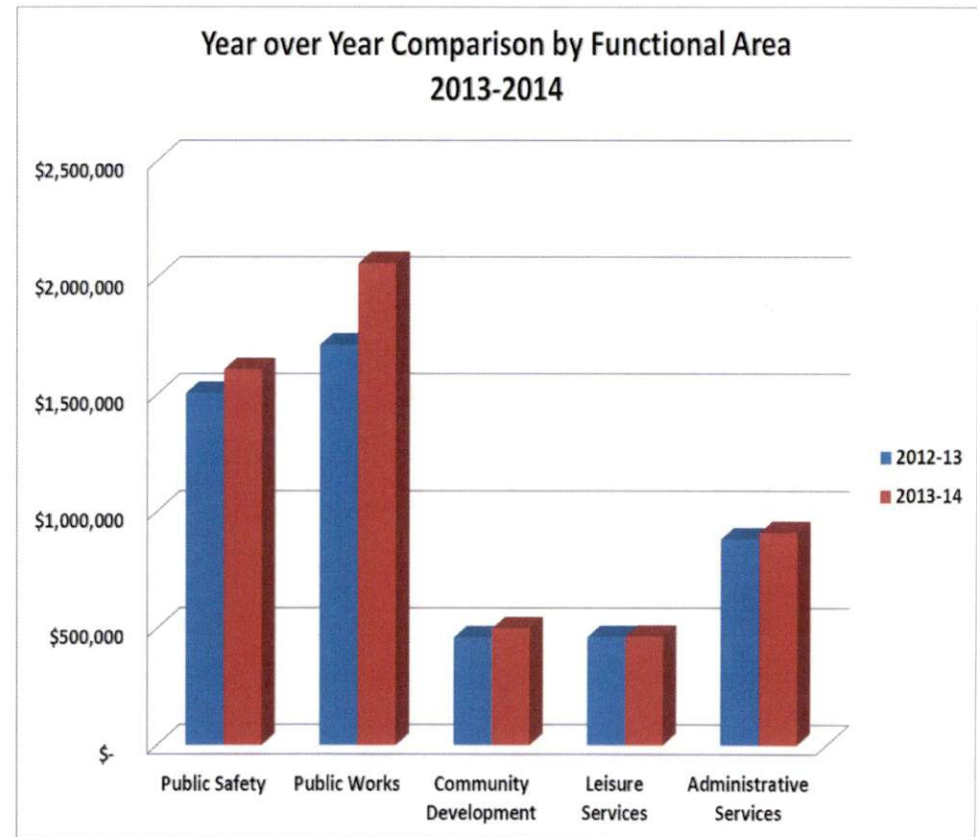
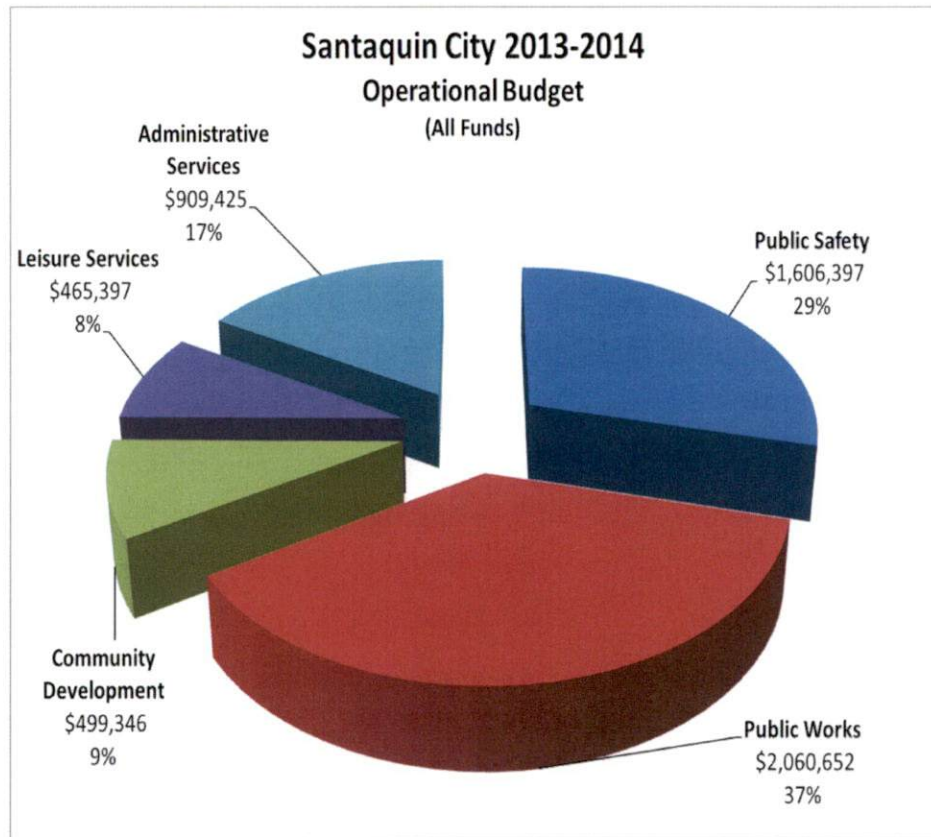
Development Review Committee, Christmas Decorating, Orchard Days  
Support, City Parties, Vehicle & Equipment Maintenance, **Other Duties**, Etc.





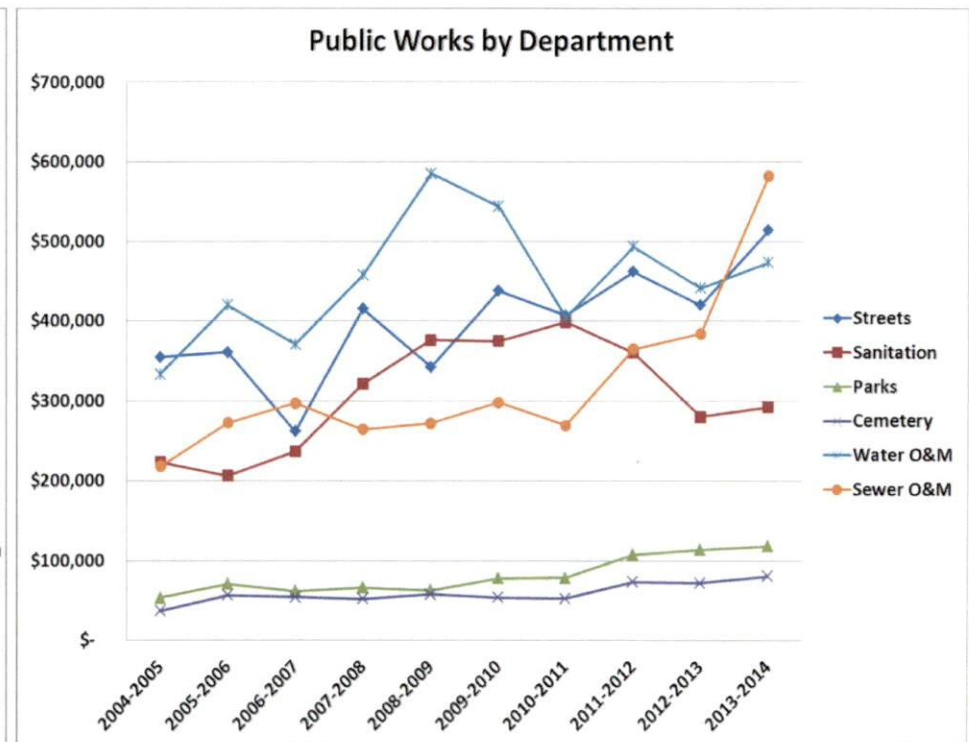
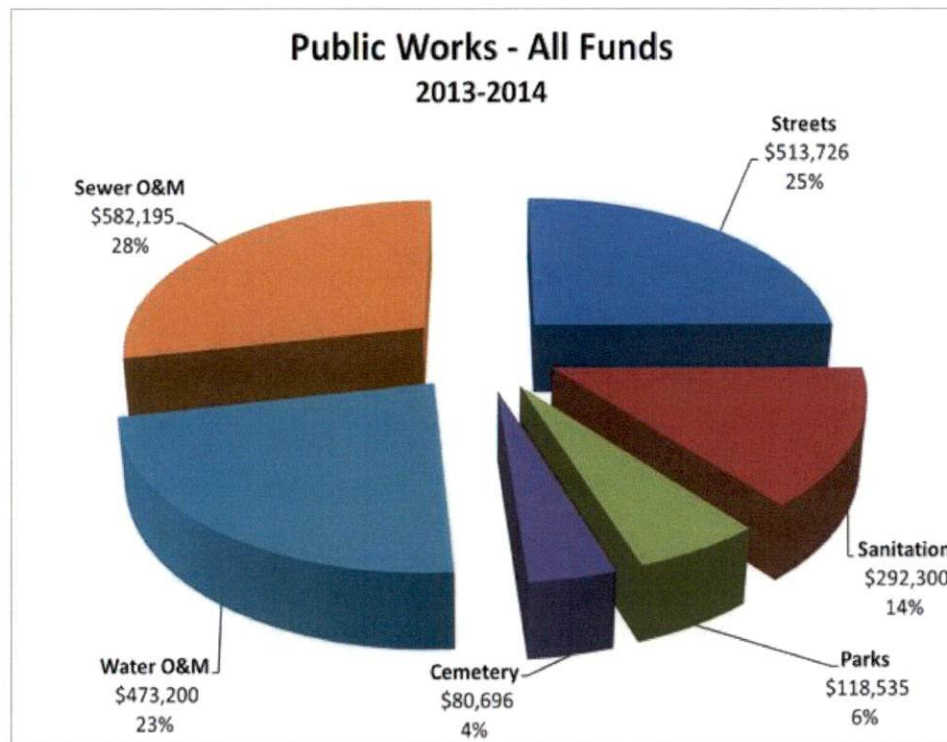
# Santaquin City Budget – Public Works

## Overall City Budget



# Santaquin City Budget – Public Works

## Departmental Budget



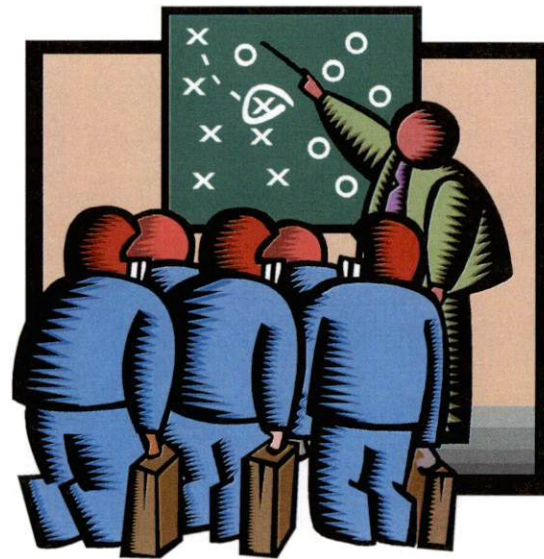




## Departmental Concerns and Needs

- Personnel:
  - Staffing Needs (1997 vs. Today)
  - Staffing of WRF? (2 FTE)
  - Competitive Employee Retention Plan (*Salary, Training, Etc.*)
  - Retirements and Attrition
  - Departmentalizing?
- New Public Works Building
  - Currently two locations
- Equipment Upgrading & Updating
  - Vehicle Rotation
  - Equipment Rotation
- Infrastructure Needs
  - Street Maintenance (In Process)
  - Storm Drainage Master Plan / Implementation

# Questions, Thoughts, Recommendations







# Departmental Budget Review Leisure Services

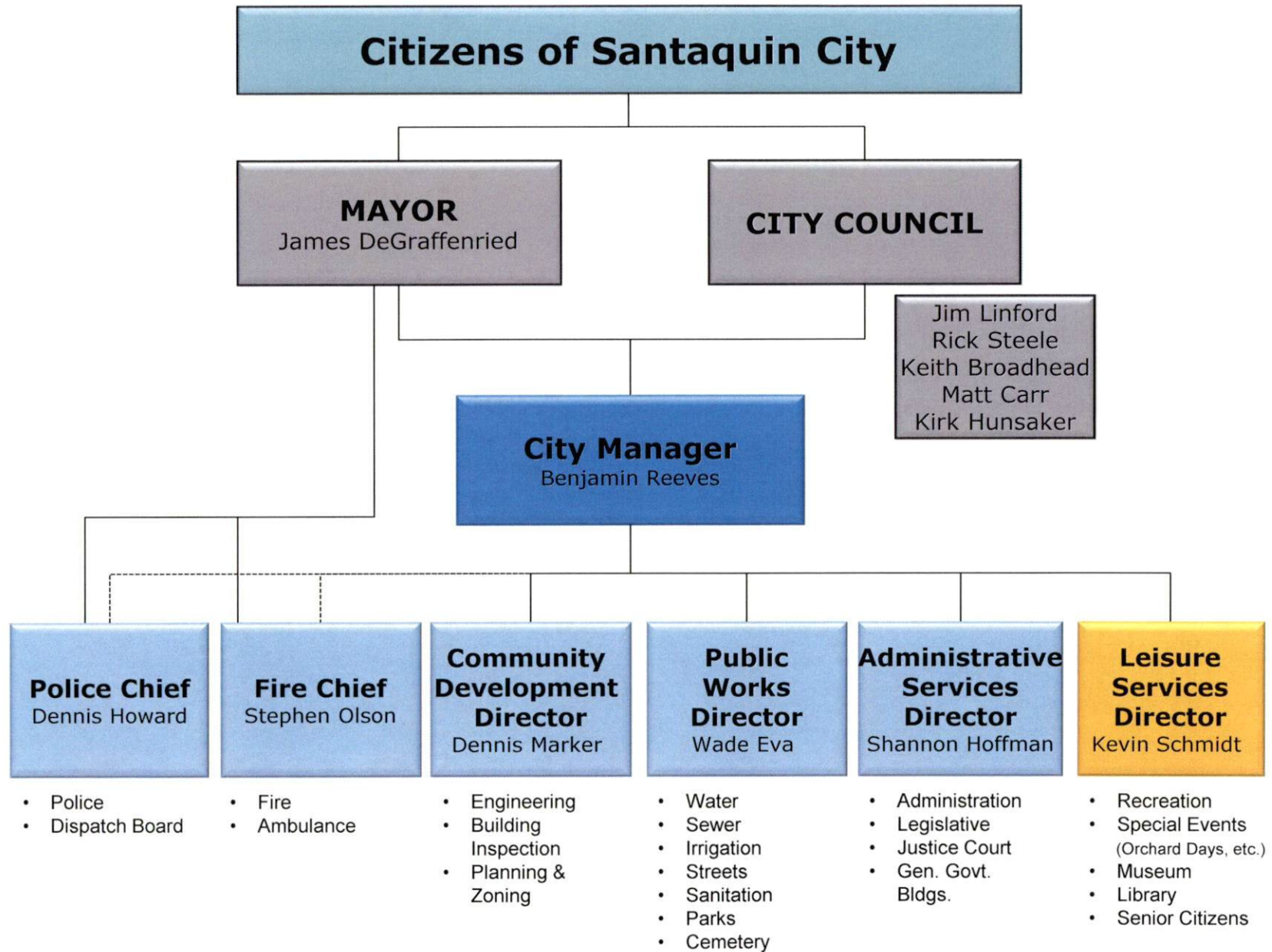


*Prepared by*  
Kevin Schmidt  
Leisure Services Director

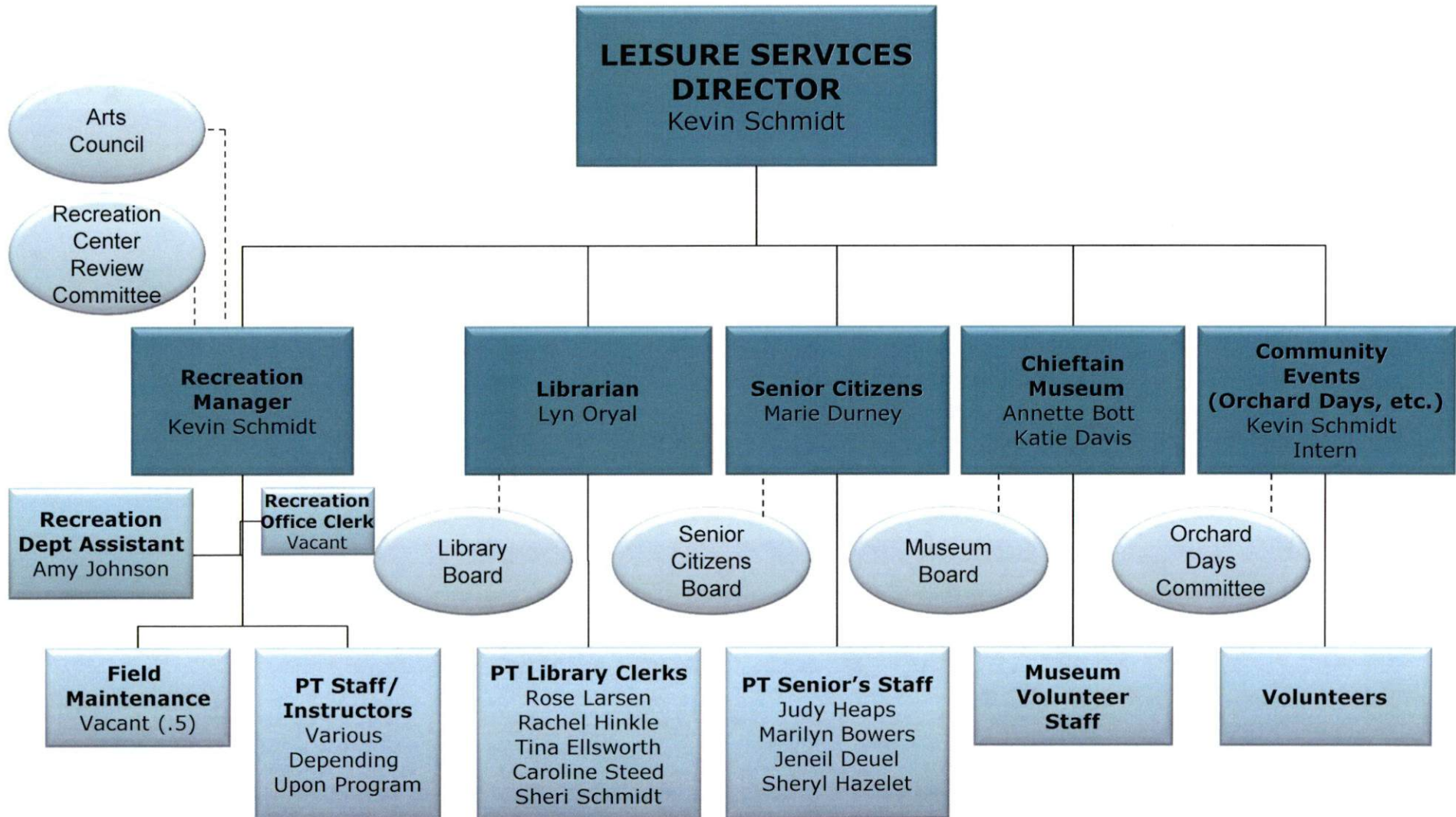
November 13, 2013



# Santaquin City Organizational Chart



# Santaquin City Organizational Chart Leisure Services





# Santaquin City Budget Review – Leisure Services

## POSITION

### LEISURE SERVICES DIRECTOR

Recreation, Special  
Events(Orchard Days, etc.),  
Library, Seniors, Museum

Responsible For	55
Direct Reports	13
Indirect Reports	42
Approximate Volunteers	890
Departments	5
Financial Responsibility	
	\$465,397

Status

Grade

FT

24

Scale

Actual

\$55,383 -  
\$82,063

\$60,080

## DUTIES & RESPONSIBILITIES

### RESPONISIBILITIES IN HUMAN RESOURCES

- Perform personnel actions (e.g., disciplinary actions, coaching, recognitions, terminating, grievances)
- Develop job descriptions
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Design and conduct training, lesson plans for staff, board members, other groups, volunteers; conducts background checks
- Supervise interns (e.g., coach, mentor, evaluate)
- Manage time cards, payroll and/or employee records
- Conduct hiring process for new employees (e.g., recruitment, reviewing applications, interviewing, hiring)

### RESPONSIBILITIES IN COMMUNICATION

- Collaborate with staff, external groups, committees, advisory boards, and councils
- Responsible for marketing, website, social media, newsletter, flyers, posters, booklets, etc...
- Formalize relationships with outside organizations (e.g., Cities, associations, businesses, non-profits, school district, faith-based organizations)
- Develop marketing strategic plan (e.g., press releases, advertising, presentations)
- Foster internal/external departmental relationships
- Provide input for reports (e.g., annual, strategic plan, budget)

### RESPONSIBILITIES IN FINANCE

- Prepare and manage budget and monitors/approves expenditures for areas of responsibility
- Asset management
- Manage area specific contracts
- Research, provide input, or prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Conduct cost recovery analysis for a specific area in order to recommend fee schedules

### RESPONSIBILITIES IN OPERATIONS

- Conduct inventories of programs (internal and external) being offered, evaluate and make changes as needed
- Manage customer relationships (e.g. front line, service recovery, recognition, retention)
- Enforce participant, parent, and coach Code of Conduct; Concussion Policy and others
- Manage facilities
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Implement emergency management plan
- Provide input for risk management, safety, security plans, policies and procedures

### RESPONSIBILITIES IN PLANNING/PROGRAMMING

- Plan and implement a variety of programs throughout the year; assist programmers and other staff with their programs
- Analyze trends and best practices
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)
- Identify needs for new facilities, services, and capital improvements
- Collect public input (e.g. focus groups, surveys)
- Work to be an all-inclusive department



## Santaquin City Budget Review – Leisure Services

### POSITION

### DUTIES & RESPONSIBILITIES

#### Museum Staff (2)

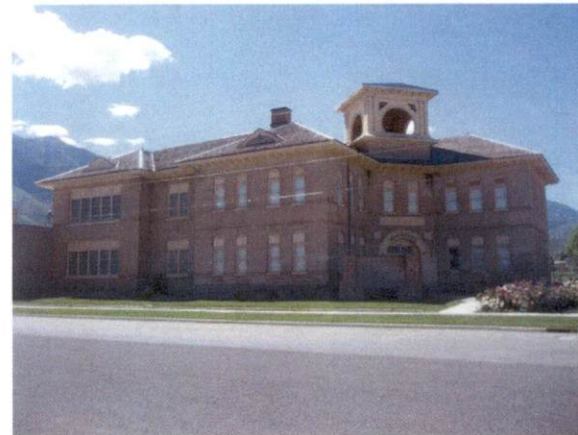
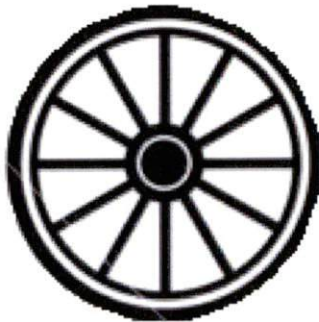
#### Museum Staff

Give scheduled tours of the Museum. Set up event tours (Orchard Days); coordinate volunteer staffing; Ensures the collection is maintained, kept track of and displayed in a proper way. Organizes special events to promote the museum and other Art related activities in the City (i.e. the Witches Night Out event); Staff representation for the Museum Board along with the Leisure Services Director. Other duties as assigned.

Responsible For	0
Direct Reports	0
Indirect Reports	0
Volunteers	70
Volunteer hours	968

#### Museum Board

Assisting with the Museum Staff to promote the Museum, assess the integrity of the building and determine the next steps to take for the future of the Museum. Assist with events and volunteer efforts.



Status

PT

Actual

\$11.25

#### Park Reservation Staff

In addition to operating the museum, the current Museum Staff is the staff the prepares Centennial park bowery for Park reservations with cleaning the bowery and ensuring the signs are up for reservations. The Recreation Department staff prepare the other parks.



# Santaquin City Budget Review – Leisure Services

## POSITION

## DUTIES & RESPONSIBILITIES

### Senior Center Staff

Responsible For	4
Direct Reports	4
Indirect Reports	0
Volunteers	95+
Volunteer hours	2447+



### Senior Director

Plans, coordinates and directs the organization of luncheons, dinners, seminars, workshops, and other . Holds monthly board meetings with staff and committee members to plan and make assignments for upcoming events. Makes decisions regarding the implementation and scheduling of new activities and programs. Supervises the membership drive, finances, and the distribution of annual membership cards. Oversees the sending of cards to members in the hospital and makes announcements of funerals. Provides ongoing meals, workshops, games, entertainment, music, and other activities for senior citizens. Oversees meal preparation. Coordinates volunteers. Offers customer service. Coordinates the reservation of the Senior Center. Helps to prepare and maintain the allotted budget. Other duties as assigned.

### Senior Secretary/Treasurer

Check in patrons through the MAG system. Manages till and deposits. Performs secretarial and record keeping duties. Turn in reports to MAG. Assists the director with reservations, facility maintenance and supply orders. Helps serve food and greets and assists patrons. Other duties as assigned.

### Head Cook

Prepares Menus, purchases food, prepares food for approximately 100 each Senior day according to MAG Nutritional guidelines. Supervises other cooks and volunteers in cooking, serving, food safety and sanitation. Monitors budget and purchases to ensure they stay within budget. We are one of the only Centers still preparing home cooked food.

### Assistant Cook

Assist the Head Cook with food preparation, serving, and sanitation. Gives menu recommendations.

### Meal Assistant

Assists with serving and sanitization.

### Senior Center

- Transitioned to a computer based scanning system through MAG.
- One of the last Senior Centers to cook a "home cooked meal"
- Consistently have seen an increase in the number of meals served.
- Amazing success with new events for the community (especially Seniors) like the Health Fair.
- Continued grant acquisition through the Eldred Fund

Status	Grade
PT	3-10

Actual
\$9.25 – \$15.44

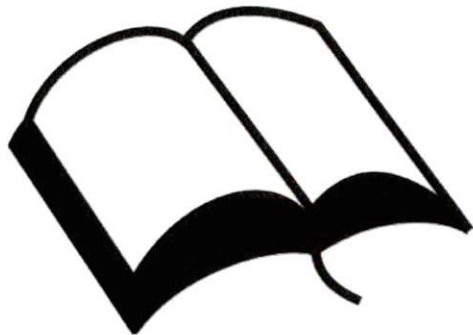


# Santaquin City Budget Review – Leisure Services

## POSITION

### Librarian

Responsible For	5
Direct Reports	5
Indirect Reports	0
Volunteers	58+
Volunteer hours	380+



Status	Grade
FT	18
Scale	Actual
\$19.11-27.78	\$21.21

## DUTIES & RESPONSIBILITIES

### PERSONNEL

Conducts the hiring process for new employees and recommends them for employment. Provides training, supervisory and general guidance to library clerks and volunteer workers; Performs employee evaluations of library personnel; Manages timecards and employee records.

### LIBRARY BOARD ASSISTANCE AND POLICY IMPLEMENTATION

Administers the policies established by the Santaquin City Library Board, makes policy recommendations to the board, evaluates library services and makes recommendation for the improvement to the board.

Coordinates public relations with library patrons, city officials and the general public; assists the Library Board in the development and implementation of fund-raising strategies for the maintenance and expansion of the library and it's services; (e.g. preparing of grant applications, development of programs targeting the collection of donations and other philanthropic contributions, etc.)

### FINANCIAL MANAGEMENT

Prepares and manages department budget; Manages grants; Asset management.

### LIBRARY OPERATIONS

Manages selection and acquisition of all materials to be added to the library inventory; directs and performs the cataloging of the library collection; evaluates books, computers, and other library materials for possible removal or transfer from the inventory of the Library; recommends final disposition of surplus items to the Library Board and City Council.

Manages library computer systems to ensure timely processing of reports and related management of documents; oversees network operations and assures proper function of computer system, printers, monitors, scanners, copiers, etc. Manages the input of circulation data; trains staff in the proper use of computer systems.

Directs and performs complete circulation duties; Performs more complex public service functions related to reference; recommends materials to patrons, etc. Ensures proper security measures are in place.

### PROGRAM DEVELOPMENT

Works with Leisure Services Director, staff, Boards and Councils, school officials, civic organizations, and the Utah State Library Division to develop new programs. Works to resolve issues, promotes communication, and coordinates the resources of the library for the overall benefit of the community.

Develops specialty programs for children, young adult and adult readers; schedules, publicizes and promotes activities targeting specific patron groups and interests.

Attends various local and regional meetings; participates in workshops; participates in library conferences; Performs other related duties as assigned.



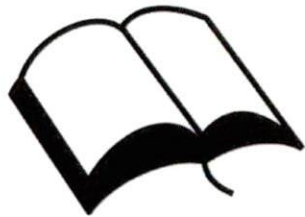
# Santaquin City Budget Review – Leisure Services

## POSITION

## DUTIES & RESPONSIBILITIES

### Library Staff/Volunteers

Responsible For	0
Direct Reports	0
Indirect Reports	0



### Library Clerk Responsibilities

Performs general and routine duties related to the sorting, shelving and re-shelving of library collection materials, including books, magazines, newspapers, audio visual, etc.  
 Performs routine circulation support duties; checks books and materials in and out, checks for damaged materials; retrieves book-drop materials; operates computer to enter and update patron records; Notifies patrons of holds; Collects fines.  
 Performs routine materials filing, including maps, pamphlets, phone books, etc.; assists the public with photocopying.  
 Provide general assistance to patrons; Assists patrons with computer/e-reader use and programs; Processes materials; mends materials as needed.  
 Assists other staff in setting up displays, exhibits and other promotional activities.  
 Performs general cleaning; picks up litter and items left by patrons as needed to maintain basic tidiness of the library.  
 Performs related duties as required  
 Our clerks have taken on specialty rolls: Program Coordinator, Early Literacy, Children's Programming (Story time, Magic Tree House), Processor; Past Dues, Special Events (i.e. Summer Reading, Book Fair), Book Repairs, they each specialize in different genres for collection development, etc...

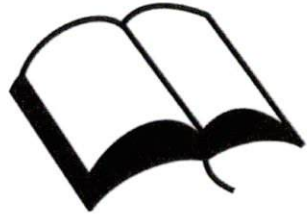
### Library Board

Our Library Board has been an amazing asset to the Library with amazing exposure for the Library last year during the 10 year celebration events and assisting the staff in many forms. This year their focus has been on program development and there have been wonderful additions to the Library with the help of the Board.  
 Wonderful things are continuing to happen thanks to their help.

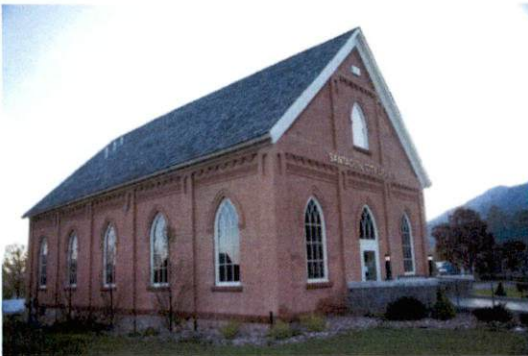
Status	Grade
PT	5
Scale	Actual
\$9.31-12.99	\$9.35



# Santaquin City Budget Review – Leisure Services



Monday	12:00-8:00pm
Tuesday	12:00-8:00pm
Wednesday	11:00am-8:00pm
Thursday	11:00am-8:00pm
Friday	12:00-5:00pm
Saturday	10:00am-2:00pm



## Santaquin Library Highlights

- Increased participation in programs with various classes and book clubs offered to the public. Survey results show a strong desire for more programs.
- The Library Board has done an amazing job with events including Dutch Oven Fundraisers; Yard Sale; Raised \$5000 last year.
- We have had the highest participation ever for the summer reading program with approximately 400 participants for the 2013 summer.
- Circulation rates continue to increase every year and are higher than they have ever been. 33% of our total inventory gets checked out monthly.
- We have answered the demand for technology with the offering of e-readers, I-pads, computers, and classes for the public along with being the first library in the State to offer Kindles available for checkout to the public.
- Second library in the State to switch from the Dewey system to Category/Subject system (which is more user friendly and encourages browsing).
- \$14,000 grant awarded in 2010 for technology and audio and \$9,000 grant awarded in 2012 for technology
- We offered 148 programs/classes (Story Time, Magic Tree House, Summer Reading, Book Fair, Scout Group classes, Technology Classes, Book Clubs, Author Signings and more) in the last year with approx. 3523 participants
- There are an average of 38 patrons at the library during the 11-12:30pm time slot on the 2 days that the library holds Story Time.
- There is an average of 32 public computer usages during a day.
- The staff often hears requests from the public that they would like the library open more



# Santaquin City Budget Review – Leisure Services

## POSITION

## DUTIES & RESPONSIBILITIES

### RECREATION PROGRAM COORDINATOR

#### SUPERVISION OF STAFF

Gym/Field Supervisors report to the Recreation Programmer. Sports related seasonal staff turn their time cards into the Recreation Programmer (officials, scorekeepers). Assists in recruiting and hiring of part time and seasonal staff. Assists HR in getting paperwork from part-time staff.

#### CUSTOMER SERVICE

Assist with customer service through assisting patrons, answering phones and enforcing the parent and coach code of conducts in the field as needed.

#### PROGRAMMING

Plan and implement a variety of programs (primarily Sports leagues) throughout the year; assist other programs as needed. Recruit volunteers. Analyze trends and best practices. Collect public input through the program evaluation process.

#### FINANCIAL

Assists in developing program budgets. Monitors expenditures. Orders supplies and equipment as needed; recommends maintenance or repair of equipment or facilities as appropriate. Prepares a month end report to ensure all REC1 transactions are inputted in the PELORUS system.

#### COMMUNICATION

Collaborate with internal staff, external groups, associations, school district, etc... Provide inputs for reports. Submits ideas and suggestions relevant to improvements in recreation planning and programming.

#### RISK MANAGEMENT

Employee & Volunteer Training, ensures that volunteer background checks are current

#### MISCELLANEOUS

Orchard Days Support/Right hand, City Parties, Fill-in, Projects, Other Duties, Etc.

Responsible For	2
Direct Reports	2
Indirect Reports	37 (Varied depending on season)
Recreation Dept Volunteers (approx)	316
Approx hours	7771

#### Current Grade: Recreation Assistant

Status	Grade
FT	10
Scale	Actual
\$12.28-\$17.40	\$12.85

#### Should be Graded: Recreation Coordinator

Status	Grade
FT	10
Scale	Actual
\$16.33-23.94	See handout



# Santaquin City Budget Review – Leisure Services

## SANTAQUIN RECREATION

### OTHER POSITIONS

**Gym/Field Supervisor:** Responsible for supervision of facilities. Supervises Officials during games.

**Officials:** Responsible for officiating games/scorekeeping at games.

**Field Maintenance:** Responsible for field preparation for games.

**Snack Shack Supervisor:** Responsible for supervision of snack shack.

**Snack Shack Grill Cook:** Responsible for cooking on the grill.

**Snack Shack Staff:** Responsible for day to day operations.

**Instructors:** Responsible for Recreation Instruction in a wide variety of classes and programs.

### STATS and ACCOMPLISHMENTS.

There are 7228 in our Recreation System, of those 5200 are Santaquin Residents meaning at least that many Santaquin Residents have been a part of a Recreation program. 2028 have participated in at least one of our programs from an outside community.

506: Payson; 222 Genola; 213 Goshen; 122 Mona; 115 Spanish Fork; 100 Nephi; 69 Elberta; 51 Rocky Ridge; 41 Eureka; 28 Salem; 23 Springville; 22; Elk Ridge; 17 Springville; 4 Woodland Hills; 4 Levan; 490 Misc other communities.

URPA Department of the Year 2009 and 2011; URPA Program of the Year 2008, 2010, 2011

Jr. Jazz Top 5 Program 2009-10; Sticks for Kids Grant 2009; Select Health Top 25 Program 2008

URPA Outstanding Young Professional Award 2012; Certified Parks and Recreation Professional Certificate 2012

Creation of the Recreation Advisory Board for the creation of Recreation facilities.

Resident email: "Just wanted to thank you also for everything you have done. You are really getting a lot of programs going and getting people involved and I just wanted to say thanks for trying to make Santaquin a better place to live."

Not only are our citizens participating, but we have participants from other communities on a regular basis that tell us they wish their community offered the programs we do, or new move ins from places like Salt Lake who are thrilled with the diversity of offerings.

We are being recognized for our efforts by others throughout the State: "Great things are happening in Santaquin, it is amazing to hear of the amazing programs you are providing that rival a much larger department like the County (Salt Lake County). Keep up the good work!" Patti Hansen, President Elect of Utah Recreation and Parks Association (Cottonwood Heights).

**We voluntarily cut our Office Clerk position a year ago to help with the budget. This is a position that is currently in the budget and we would like to add to help with the office work.**



# Recreation Programs at a glance

Program	Sign ups held in:
Birthday Parties	Ongoing
Kids Night Out	Monthly
Dance	Ongoing
Tumbling	Ongoing
Jumpin' Jungle	Ongoing
PeeWee Sports	Ongoing
Hunter Safety	Ongoing
Fitness Classes	Ongoing
Fit Club (Weight Loss Group)	Ongoing
Futsal (indoor soccer)	January
Youth Kickball	February
T-Ball	February
Baseball	February
Softball	February
British Soccer Camp	April
Little Miss/Jr. Miss	April
Tennis	May-August
Golf	May
Co-Ed Kickball	May
Running of the Balls	May

Program	Sign ups held in:
Start Smart Tennis	May
Olympic Day	June
Market on Main	June-Sept
Summer Camps	June-Aug
Soccer	July
Start Smart Soccer	July
Flag Football	July
Start Smart Football	July
Co-Ed Softball	July
Orchard Days sign ups	July
Get Healthy Santaquin Week	Sept
Wrestling	Sept
Put, Pass and Kick	Sept
Jr. Jazz	October
Start Smart Basketball	October
Volleyball (youth)	October
Community Halloween Carnival	October
Country Christmas Shop	November
Biggest Loser	December
Santa's Workshop (Kid's Day Out)	December



## Santaquin City Budget Review – Leisure Services

### POSITION

#### Orchard Days Staff Involvement



Approximate  
number of  
Volunteers

351

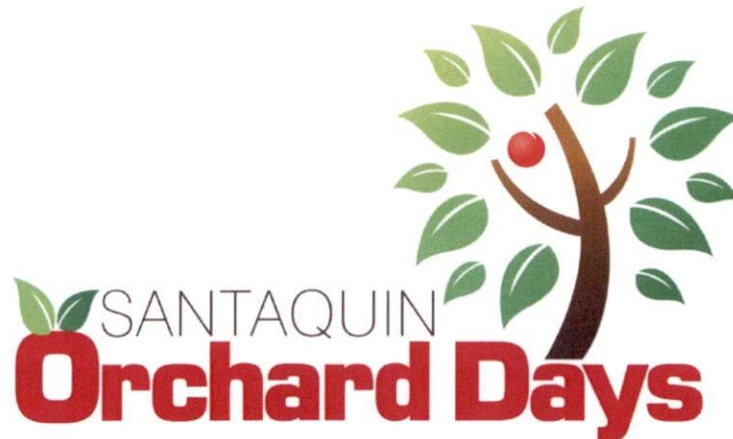
### DUTIES & RESPONSIBILITIES

#### SUMMARY OF STAFF INVOLVEMENT

Staff involvement for Orchard Days is year round. Fundraising begins in January; staff is responsible for the booklet, coordinating with sponsors and gathering photos and materials from them, the permits (Mass Gathering, UDOT, Health Department), ordering waste management and sanitation services, coordinating media and press releases, paying invoices, coordinating with volunteers to put on the events, contracts and services, purchasing of supplies, submitting invoices for reimbursement and much more.

#### Highlights

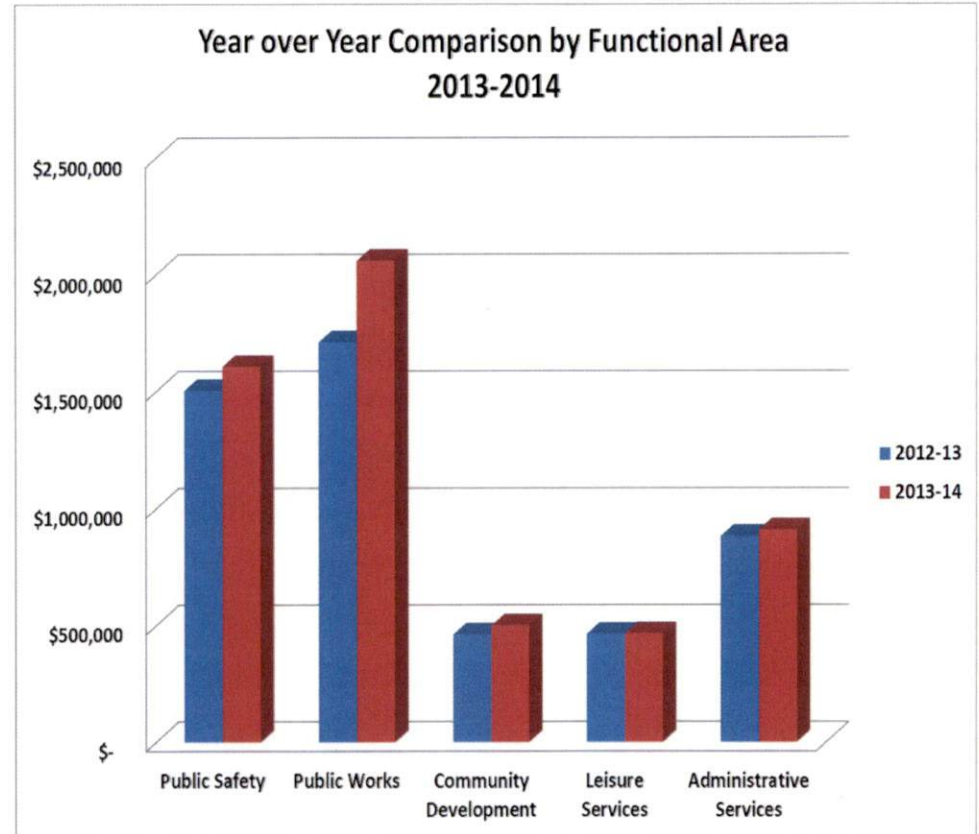
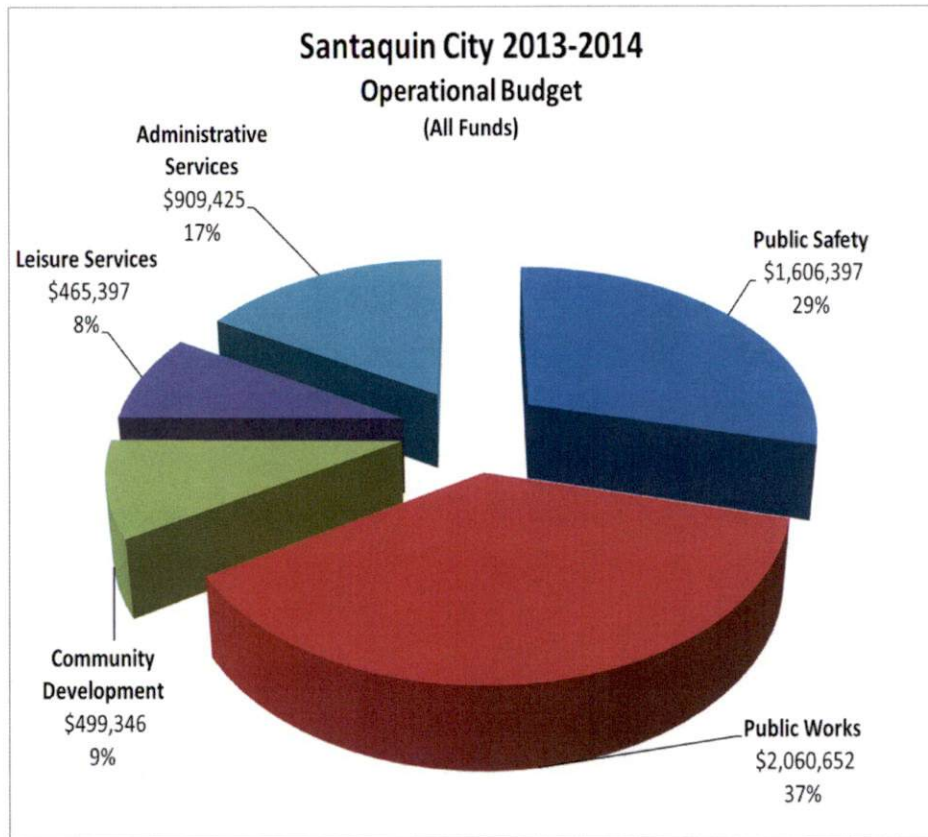
Sponsorships have increased with more businesses choosing to be a part of Orchard Days. Increased media coverage with many featured articles and a news story on KSL. Rocky Mountain Pro Rodeo Association Rodeo of the Year 2008, 2009, 2010, 2011, 2012 and 2013. Utah Association of Fairs and Events Best in Show. Creation of Barkley the Orchard Days Mascot.





# Santaquin City Budget - Leisure Services

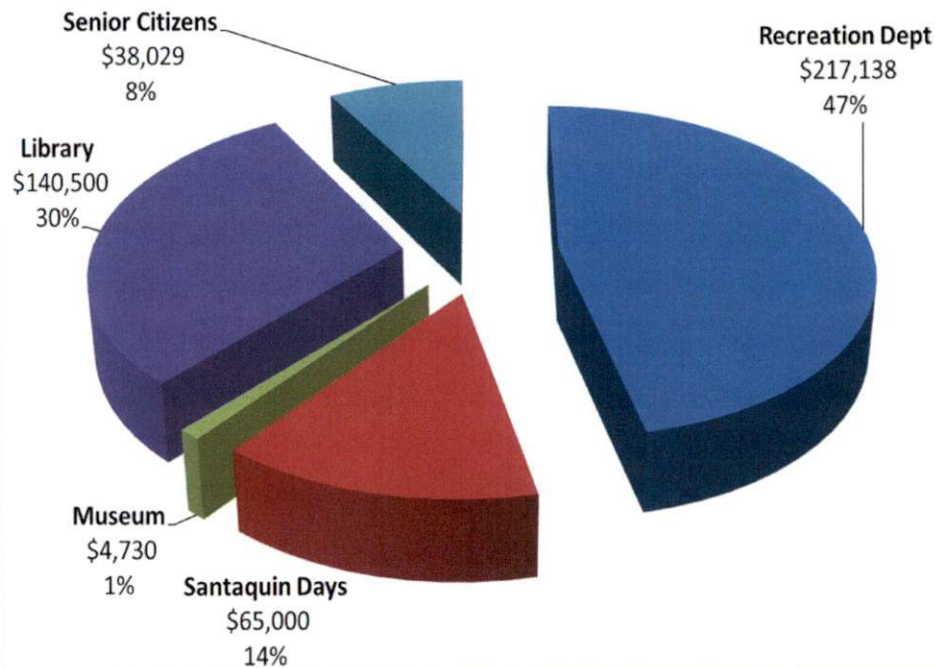
## Overall City Budget



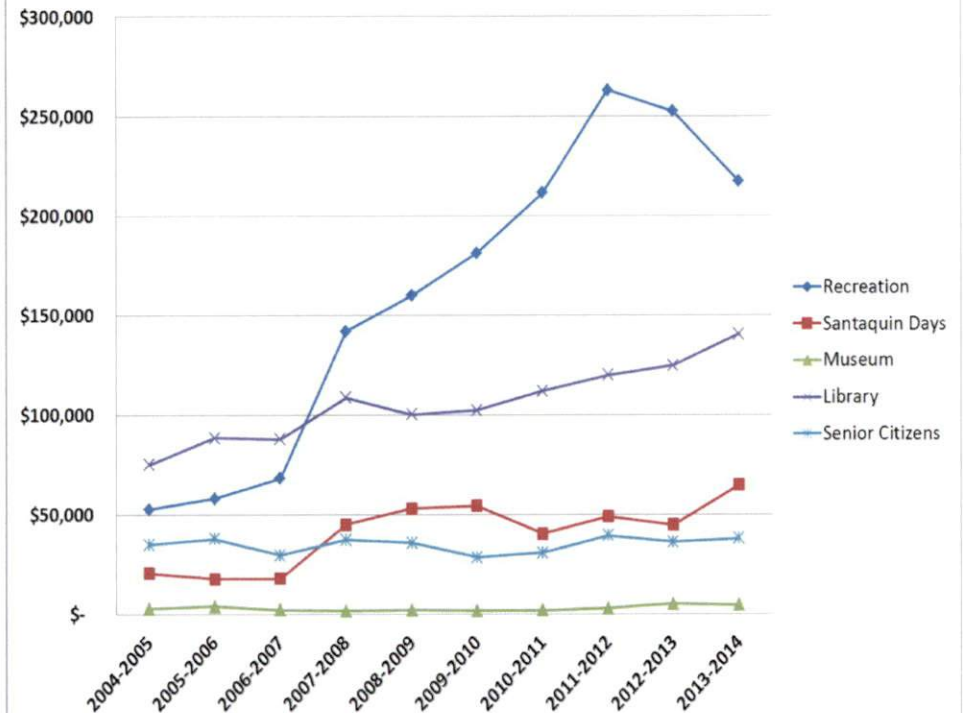
# Santaquin City Budget - Leisure Services

## Departmental Budget

**Leisure Services Department  
2013-2014**



**Leisure Services by Department**





# 2014 Municipal Comparison

2014 Municipal Comparison									
	Revenues			Expenditures					
City	General Fund	Other Revenue (not include in General Fund)	Total Revenues	Recreation Dept (Includes Festivals & Other Misc Funds - Museum, Seniors, etc..)	Library	Swimming Pool	Golf	Total Expenditures	
Payson	\$ 9,812,918	\$ 693,348	\$ 10,506,266	\$ 899,659	\$ 306,926	\$ 873,763	\$ 707,811	\$ 2,788,159	27%
Spanish Fork	\$ 17,921,932		\$ 17,921,932	\$ 2,061,824	\$ 566,749	\$ 331,999	\$ 802,621	\$ 3,763,193	21%
Springville	\$ 18,189,618	\$ 984,000	\$ 19,173,618	\$ 1,749,949	\$ 912,344		\$ 892,560	\$ 3,554,853	19%
Salem City	\$ 4,330,986		\$ 4,330,986	\$ 629,525	\$ 106,990			\$ 736,515	17%
Mapleton	\$ 4,095,050		\$ 4,095,050	\$ 263,045	\$ 42,381			\$ 305,426	7%
Nephi	\$ 3,600,802		\$ 3,600,802	\$ 181,289	\$ 78,545		\$ 257,066	\$ 516,900	14%
London	\$ 9,750,761	\$ 519,269	\$ 10,270,030	\$ 1,200,962	\$ 27,000	\$ 480,390		\$ 1,708,352	17%
Provo	\$ 51,642,713	\$ 4,972,098	\$ 56,614,811	\$ 9,381,112	\$ 4,037,147		\$ 813,975	\$ 14,232,234	25%
Orem	\$ 48,301,245	\$ 1,747,500	\$ 50,048,745	\$ 2,601,678	\$ 3,054,422			\$ 5,656,100	11%
American Fork	\$ 21,108,400	\$ 1,682,700	\$ 22,791,100	\$ 2,775,800	\$ 811,200			\$ 3,587,000	16%
								Average	17%
Santaquin City	\$ 4,378,708	\$ 252,542	\$ 4,631,250	\$ 324,898	\$ 140,500			\$ 465,398	10%
				What we would spend if we spent the average:				\$ 787,313	
							Deficiency:	\$ (321,915)	



# Questions, Thoughts, Recommendations

