

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, October 23, 2013 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

DISCUSSION ITEMS

1. Review of the Transportation Master Plan Applicant qualifications
2. Conceptual review of the sewer lagoon site EDA Project Area
3. Budget review of Community Development
4. Review of the Water Reclamation Facility funding Status
5. 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
OCTOBER 28, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:03 p.m. Council Members attending: Keith Broadhead, Kirk Hunsaker, James Linford, and Matthew Carr. Rick Steele was excused.

Others attending: City Manager Ben Reeves, Community Development Director Dennis Marker, Recreation Director Kevin Schmidt, Public Safety Director Dennis Howard, Jeremy Searle.

DISCUSSION ITEMS

Transportation Master Plan Applicant Qualifications

Mr. Marker said 4 applicants had submitted statements of qualification, and it had been advertised that the City Council would review them tonight and decide which firms would be interviewed. The packets will be scored on four areas of review; project team, relevant experience, capability and approach to work. The Council discussed the need to be thorough in their review. Council Member Broadhead suggested inviting all four firms for interviews, which would give the Council time to review the packages. Council consensus held that this be done.

Mr. Marker asked how the scores should be weighted for final consultant selection, including SOQ packets, the interviews and cost. After some discussion, Council consensus held that 40% of weight be given to cost, 30% to experience, and 30% on the SOQ. Council members will score the SOQ packets and return them to Mr. Marker by Wednesday. Mr. Marker agreed to call a couple of references for each firm, preferably the most recent. He will notify the firms of the interviews, to be held November 6, 2013, and the weighing factors.

Conceptual Review of the sewer lagoon site EDA project area

Dennis Marker said the City had received a \$4000 grant from EDCUtah, which is to be used to spur economic development. The funds must be spent by June of 2014. It was anticipated for use in the 400 East Main Street area, but as the grocer is not interested in leveraging tax monies, the City can now look at another area. The money can be used to pay for a consultant to establish a CDA or EDA area.

An EDA could be created around the lagoon area. Legally, EDA money can only be used on property within city limits, and some of the area is currently outside. The Kay family has indicated they are not interested in having their property annexed. Mr. Marker said he has not approached Summit Creek Irrigation about annexation. They have not been interested in the past as they do not wish the City to enforce regulations on their properties. Mayor DeGraffenried suggested they be approached again, as they would be more protected under the City. A major gas line is needed to the area, and transportation improvements. The EDA process defines the area, establishes a budget, and takes the proposal to various tax entities, such as the state school board, the local school board, the county, who must agree to the creation of the area. Schools will not support a CDA for retail purposes, but will look at an EDA. A CDA could be established around the south interchange Summit Ridge area. A gas line would also be needed to this area. The lagoons are more in line with the current Questar plans for extending service to Genola.

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Conceptual Review of the sewer lagoon site EDA project area, continued:

Mr. Marker said EDA state law requires 20% of funds to go to low/moderate income housing somewhere in the community. Ben Reeves said there were some opportunities available in this, as the monies could be put towards a low income housing project, which could relocate some housing from a commercial center to another area of town. Mr. Marker said about half of our current housing stock qualified for low to moderate. There is not enough housing for the 2 to 3 percent extremely low income. The monies could be used to establish rent help or a housing authority. Council Member Linford said he is more in favor of rent incentives than low income housing. Mr. Reeves said nobody benefits now from the area, but with tax increment funding established, if the City puts in the investment, it will generate revenue for other entities, who will repay for a pre-determined number of years. The City would bond for the improvements, and would have the revenue stream to pay for it. Mr. Marker said a market analysis could be incorporated.

Council Member Broadhead said it seemed foolish to invest in a gas line and a road if someone was not ready to come in. Mr. Reeves said that is why it is good to have a consultant do the budget, which begins the process of putting the package together. This way, all the taxing entities take the risk together. Mr. Marker said the City has the \$4000 grant, and one consultant said they could do the study for around \$12,000. Some consultants can charge as much as \$35,000, and a market study, which is only good for about six months, can be expensive as well. There is a pot of economic development funds that would be suitable for this. An RFP would show actual bids.

Mr. Marker said the road needed to go through, and a revenue stream is needed to do it. Possible locations for a new road were outlined. Questar has indicated the City would want an 8 inch line to get to a business park. Summit Ridge needs a 6 inch line; it may be possible to negotiate with them on the cost to up-size the line. Mr. Marker said a lot of networking and negotiations would be needed up front in this process, which would probably take about a year. An RFP could include a market study in the scope, and show actual bids. Council Member Broadhead said he would like to know which location, the lagoons or Summit Ridge, had a better chance to attract industry. Mr. Marker said a 2005 survey, specific to the Summit Ridge area, showed Santaquin could support light industry. Mayor DeGraffenried said the City should see what happens to the west, and then go to the land owners and talk to them. He said he preferred not to spend until they see what happens. Council Member Hunsaker suggested waiting a bit on this idea. He said Senator Valentine has indicated he feels that Santaquin has great potential.

Council Member Broadhead asked how the City would pay for the recharge permit. Mr. Reeves said they haven't invested a lot in that at this time. Summit Creek Irrigation was holding back until they got recharge permit, but have now hit a snag, and want the City to go forward. Mr. Reeves said it was a fairly low cost, and he could have conceptual numbers next time. Mayor DeGraffenried said he wanted the City to have a permit so we know we can do it.

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Conceptual Review of the sewer lagoon site EDA project area, continued:

Council consensus held that Zion's Bank representative Susan Becker be invited to a meeting to give the Council an idea of what is involved in an EDA study and an update on the West Mountain Incorporation.

Departmental Budget Review – Community Development

Dennis Marker presented a budget/position review for Community Development. (See attachment "A" for a copy of the presentation). The department covers engineering, planning and zoning, building and economic development. With the staff planner leaving at the end of the week, there are four currently filled positions. Council Member Hunsaker asked what the primary need was in the department. Mr. Marker said it was replacing the Staff planner.

Current engineering services with Epic, Sunrise and JUB Engineering were reviewed. Mr. Marker said it may be an opportunity to look at hiring a staff engineer. Mr. Reeves said one concern is the City's operational engineering is in the \$75,000 a year range. A lot is spent out of project funds, which cannot be used to pay in-house employees. If the engineer position is melded with the staff planner's it may be financially viable. Council Member Linford said the City does not pay nearly as much to the engineering firms as it would cost for an in-house engineer, when benefits are added to the salary cost. Council Member Broadhead asked if the department could get along for two months until the budget discussions in January. Mr. Marker said the department would be alright for a short time.

Mr. Marker said there is a void in code enforcement, which was one of the greatest concerns of the Council when he was hired. Now there are many more projects going and this has not been of prime importance. He said the responsibilities are vague, and there have been issues with sending a police officer on a land use violation. It would be beneficial to revise who is responsible for what. Many code enforcement officers are retired policemen. The code officer should be able to handle things in court. Mr. Marker said even a part time code officer would be helpful.

Mr. Marker distributed comparative salary sheets for the department employees. Council Member Carr questioned the criteria used for the information. Mr. Reeves said the City has software that can compare salaries by several sets of criteria, and invited Council Member Carr to arrange a time with Shannon Hoffmann, Administrative Services Director, to review the process.

Review of the Water Reclamation Facility Funding Status

Mr. Reeves said the Division of Water Quality Board had been asked today for \$105,000 to cover a SCADA system, and had agreed to a grant of \$76,000, with the suggestion to use the contingency funds for the rest. To cover the presently anticipated funding shortfall, the City could refund the building permit amount to the project. There are mixed feeling on that. Mr. Reeves presented a series of slides covering the financial issues, including reserve balances, grants and SCADA costs. (See attachment B for a copy of the presentation). After some discussion, it was agreed a decision not be made until after the budget review.

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***General Discussion
UVU training***

Mr. Marker said he had met with a representative from the Utah Valley University extended learning department. They had toured the basement training room, and UVU was interested in starting classes there in January. The fire chief is supportive of this effort as long as it does not interfere with his Tuesday, Thursday and Saturday classes. UVU is sending a contract to the City Council to review. General Ed classes will be offered in the beginning, but they are open-minded about also holding paramedic classes.

Oak Summit

Mike Carter's Oak Summit development has sold one phase to a different developer, and the developer is in the process of finalizing plans. When the last Oak Summit phase was approved, a condition was set that no further phase be allowed to move forward until the agreed upon open space was dedicated to city. Deeds are being prepared to donate the Peter Rabbit Springs area to Santaquin, including hillside areas.

Foothill Village

The two property owners of the Foothill Village project have discussed the issues and made an agreement to move forward. It was suggested by the City attorney that a letter be obtained from Alan Thompson which ensures he understands when the improvements will come to his property.

A 10" water line will run from Center Street to Pole Canyon Road. All of the line is not needed for the development. Jimmy DeGraffenried has asked if he can bear the cost of designing and constructing the entire line, and consider using the cost towards his future money in-lieu-of water fees. Past developments have had impact fees reimbursed back to them.

Council Member Broadhead said the engineers have indicated we are running out of water. He has no problem with reimbursement from impact fees. Council Member Linford said Mr. DeGraffenried should be reimbursed through water impact fees. It was indicated the original agreement limits the amount of money in-lieu-of cost for water. Mr. Marker said he would check the agreement wording. Council consensus held that water shares, not money in-lieu-of, be given to the City. City Attorney Brett Rich had some concerns with the actual amount to be charged to the City for the construction of the line, and suggested the public bid process be followed. Mr. Marker said he was fine-tuning the agreement, and, if ready, the agreement may be placed on the November 6 agenda for review.

SUNROC

Mr. Marker discussed the possibility of partnering with SUNROC on reclamation of the gravel pit currently south of City limits. SUNROC would like to extract as much rock as possible, and then reclaim the property. Currently they are proposing making a portion of the property a landfill.

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SUNROC, continued:

There are some strategies to subvert the landfill, such as using State law to force a 50 acre annexation. Partnering may lead to brokering a deal for the best benefit for all parties, and may enable the land to be used instead as a public facility or water feature amenity. Mr. Reeves said SITLA has also indicated they would like to work with the land owner.

After further discussion including building a relationship with Juab County, development potential around the south exchange, and the future transportation corridor, Mayor DeGraffenried said the City needed to talk to SUNROC. Council Member Broadhead suggested sitting down informally to get a feeling for what they want to do.

SUVMWA, Utah Lake Commission

Ben Reeves clarified there was no feedback on the SUVMWA information.

The Utah Lake Commission is meeting on November 7, 2013. The meeting is geared toward containment levels. Council Members Broadhead and Carr expressed an interest in attending the meeting.

300 West

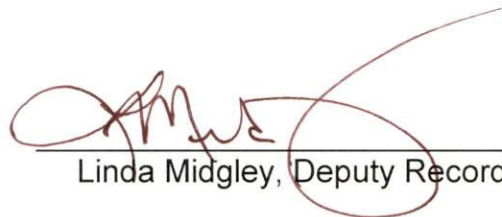
Mr. Reeves asked what the Council directions were for 300 West. Mayor DeGraffenried said the road had been striped today, with a 10 ½ foot travel lane on the left. After a short discussion, council consensus held 300 West be left alone. It will not be added to the next agenda. Mr. Reeves said Andrea Urban had posted some items on Facebook regarding 300 West.

Council Member Hunsaker said SUNROC had brought in a bulldozer again, and was digging in the north east corner. Mr. Marker said he would have staff look into it.

The meeting adjourned at 9:39 p.m.

Approved on November 6, 2013.


James E. DeGraffenried, Mayor


Linda Midgley, Deputy Recorder



Departmental Budget Review Community Development

Prepared by
Dennis Marker
Community Development Director

October 23, 2013

Santaquin City Organizational Chart

Citizens of Santaquin City

MAYOR

James DeGraffenried

CITY COUNCIL

Jim Linford
Rick Steele
Keith Broadhead
Matt Carr
Kirk Hunsaker

City Manager

Benjamin Reeves

Police Chief

Dennis Howard

- Police
- Dispatch Board

Fire Chief

Stephen Olson

- Fire
- Ambulance

Community Development Director

Dennis Marker

- Engineering
- Building Inspection
- Planning & Zoning
- Economic Development

Public Works Director

Wade Eva

- Water
- Sewer
- Irrigation
- Streets
- Sanitation
- Parks
- Cemetery

Administrative Services Director

Shannon Hoffman

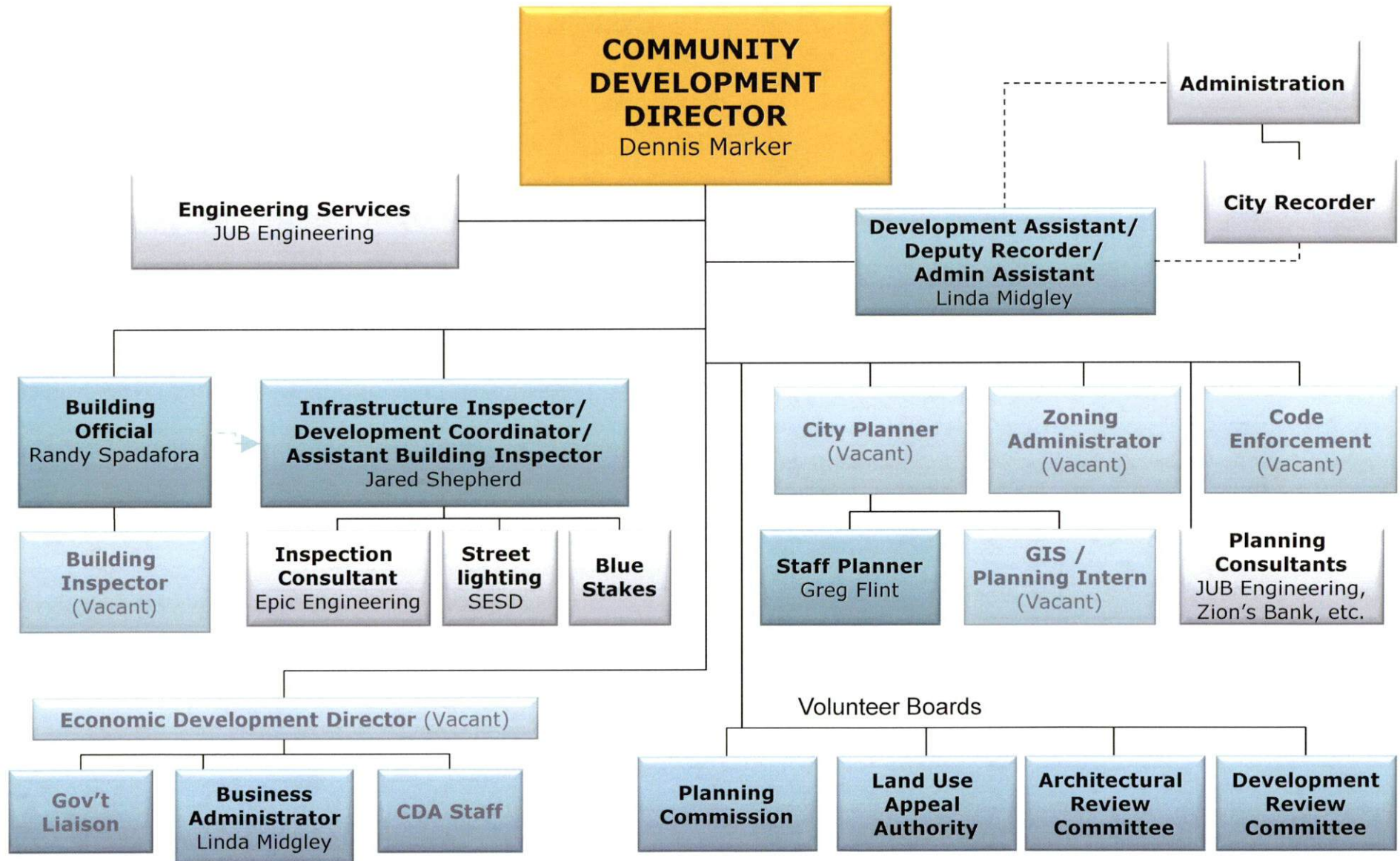
- Administration
- Legislative
- Justice Court
- Gen. Govt. Bldgs.

Leisure Services Director

Kevin Schmidt

- Recreation
- Special Events (Orchard Days, etc.)
- Museum
- Library
- Senior Citizens

Santaquin City Organizational Chart Community Development



Santaquin City Budget Review – Community Development

POSITION

DUTIES & RESPONSIBILITIES

Community Development Director

Responsible For	3
Direct Reports	3
Indirect Reports	14
Professional Service Providers	3
Departments	4
Financial Responsibility	
\$499,346	



Status	Grade
FT	27
Scale	Actual
\$65,456 - \$97,801	\$69,551

DIRECT SUPERVISION OF STAFF

Annual Evaluations, Time Off & Office Coverage, Discipline, Training, Supervise & Manage all aspects of Community Development

BUDGET MANAGEMENT

Manage all Aspects of the Budget for Community Development including Engineering, Building and Inspections, Economic Development, Planning and Zoning, Review & Code all Invoices and Expenditures

CITY PLANNER/ZONING ADMINISTRATOR

Update General Plan, Capital Facility Plans, Impact Fee Studies direct staff in the accomplishment current planning activities including Review of site plans, conditional use permits, code amendments, rezonings, annexations, subdivision review, etc.

ECONOMIC DEVELOPMENT

Liaison with MAG, EDCU, Utah County, ICSC, GRPB, GOED & GOPB Work with land owners, developers, and utility companies.

POLICY ANALYSIS

Prepare resolutions and ordinances affecting city policies relative to public Health, safety, and welfare with particular emphasis on Planning and Zoning

PROJECT MANAGEMENT

Coordinate Design, Budgeting, Bidding, and Management of Capital Projects, Including park construction, UDOT projects, etc.

MISCELLANEOUS

Orchard Days Support, Grant Writing, Admin Support, Other Duties, Etc.

Santaquin City Budget Review – Community Development

POSITION

DUTIES & RESPONSIBILITIES

DEPUTY RECORDER / BUSINESS LICENSE

BUILDING DEPARTMENT ASSISTANCE

Schedule building inspections, meetings, liaison with Genola and Eureka staff
order street lights and street signs for new developments.
Data entry for all inspections, prepare Certificates of Occupancy.

PLANNING DEPARTMENT ASSISTANCE

Schedule meetings, liaison with Genola and Eureka staff
Staff report and memo editor, answer front desk planning and zoning inquiries

DEPUTY RECORDERS DUTIES

Preparation & Notification of Planning Commission, DRC, Appeals Authority,
and ARC Agendas and Recording of Meeting Minutes, Public Notices,
Secretary for Public Meetings
(e.g. Planning Commission, Appeals Authority, etc.),

RECORDS MANAGEMENT

Prepares Minutes for Volunteer Board meetings and maintains Department Records,
(subdivisions, building permits, code amendments, general plans, maps, studies, etc.)
Records Research – GRAMA Requests

BUSINESS LICENSE ADMINISTRATOR

Processes business license applications, renewals, pursues license enforcement.
Reviews regulations pertaining to businesses and
initiates modifications where appropriate.

MISCELLANEOUS

Orchard Days Support, Prepare Newsletter and Letters from Mayor,
Event Organizer, Parties, Provides Department Training on Risk Management Issues

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	2



Status	Grade
FT	13
Scale	Actual
\$14.49 - \$20.73	\$16.39

Santaquin City Budget Review – Community Development

POSITION

DUTIES & RESPONSIBILITIES

BUILDING OFFICIAL

PLAN REVIEW

Review all residential and commercial building permit applications for compliance With international Building Code, Electrical Code, Residential Code, ADA, Plumbing Code, Commercial Code, etc.

Responsible For 0

Direct Reports 0

Indirect Reports 1

Professional Service Providers 1

RESIDENTIAL INSPECTOR

Fully Certified Residential Inspector.
Conduct inspections and assure compliance of all new residential construction (Single family and Multi-family)

COMMERCIAL INSPECTOR

Fully Certified Commercial Inspector.
Conduct inspections and assure compliance of all new residential construction

CODE ENFORCEMENT

Enforce permitting processes and code compliance on construction activities without permits.

CUSTOMER SERVICE

Mediate issues between new home owners and home builders

BUILDING DESIGN

Utilize drafting skills and knowledge of codes to prepare building plans For city projects (city hall remodel, public works building, new city hall, etc.)

MISCELLANEOUS

Orchard Days Support, Building Official for Eureka and Goshen.



Status Grade

FT 22

Scale Actual

\$23.84 – 35.10 \$35.10

Santaquin City Budget Review – Community Development

POSITION

DUTIES & RESPONSIBILITIES

Infrastructure/ Residential Inspector

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	2



Status	Grade
FT	16
Scale	Actual
\$17.11 - \$24.71	\$22.10

INFRASTRUCTURE INSPECTOR

Conduct inspections and testing of all new public utilities including trenching, location, installation, compaction, materials.
Accept or reject workmanship based on observations / testing results.
Assure compliance with all City construction standards. This includes coordination and scheduling of tests by testing consultant. Reviewing and monitoring compliance with geotechnical reports pertinent to subdivisions and home sites.
Coordinate and process all bond releases.

RESIDENTIAL INSPECTOR

Fully Certified Residential Inspector.
Conduct inspections and assure compliance of all new residential construction (Single family and Multi-family)

GPS/GIS TECHNICIAN

Utilize mapping grade survey equipment to document all new infrastructure.
Prepare GPS information for mapping in City GIS.

BLUE STAKES

Provide blue stake services for all City facilities.

STREET LIGHT COORDINATOR

Work with SESD and RMP to address maintenance needs for existing street lights and master planning of future streetlight infrastructure.
Coordinate orders and vetting of suppliers for new and future facility types.

CODE ENFORCEMENT

Enforce permitting processes and code compliance on construction activities without permits.

Santaquin City Budget Review – Community Development

POSITION

Staff Planner

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	0



Status	Grade
FT	16
Scale	Actual
\$17.11 – \$24.71	\$17.75

DUTIES & RESPONSIBILITIES

CURRENT PLANNING

Review land use applications for code compliance (includes building permits, conditional uses, subdivisions, site plans).
Conducts research and prepare analysis of proposed land use codes
Answer front desk planning and zoning inquiries
Planning Commission staff support

ENGINEERING TECHNICIAN

"Run Closures" on new developments. Research and prepare legal descriptions.
Prepare conceptual layout and designs of city and commercial developments
Prepare conceptual cost estimates of city developments.
Perform site and topographic surveying and process data for city use.

GIS/MAPPING SPECIALIST

Maintain, update, and create data for City GIS.
Prepare maps for city plans, exhibits, and documents.
Utilize data from Utah County, Utah AGRC, and federal sources to perform analysis of geographic features and elements pertinent to city elements.
Provide GIS data and prepare maps for all city departments

LONG RANGE PLANNING ASSISTANCE

Assist in updating the City General Plan, conducting neighborhood meetings, public noticing, conducting and preparation of community surveys.
Analysis of survey results.

MISCELLANEOUS

Orchard Days Support, Interpreter for office staff,
Web page updater, Inhouse IT specialist

Santaquin City Budget Review – Community Development

POSITION

DUTIES & RESPONSIBILITIES

Staff Engineer

ENGINEERING TECHNICIAN DUTIES

"Run Closures" on new developments. Research and prepare legal descriptions.
Prepare conceptual layout and designs of city and commercial developments
Prepare conceptual cost estimates of city developments.
Perform site and topographic surveying and process data for city use.

CURRENT PLANNING

Review land use applications for code compliance
(Includes subdivisions, site plans).

LONG RANGE PLANNING ASSISTANCE

Assist in updating the City General Plan, conducting neighborhood meetings,
public noticing, conducting and preparation of community surveys.
Analysis of survey results.

PROJECT MANAGEMENT

Coordinate Design, Budgeting, Bidding, and Management of Capital Projects,
Including park construction, UDOT projects, etc.

PARTIAL BUILDING & SITE DESIGN

Utilize drafting skills and knowledge of codes to prepare building plans
For city projects (city hall remodel, public works building, new city hall, etc.)



Responsible For	1
Direct Reports	1
Indirect Reports	0
Professional Service Providers	?

Status	Grade
FT	26
Scale	Actual
\$60,000-\$89,808	\$82,380

Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

Engineering Services

Santaquin utilized services from the following companies in the last two years.

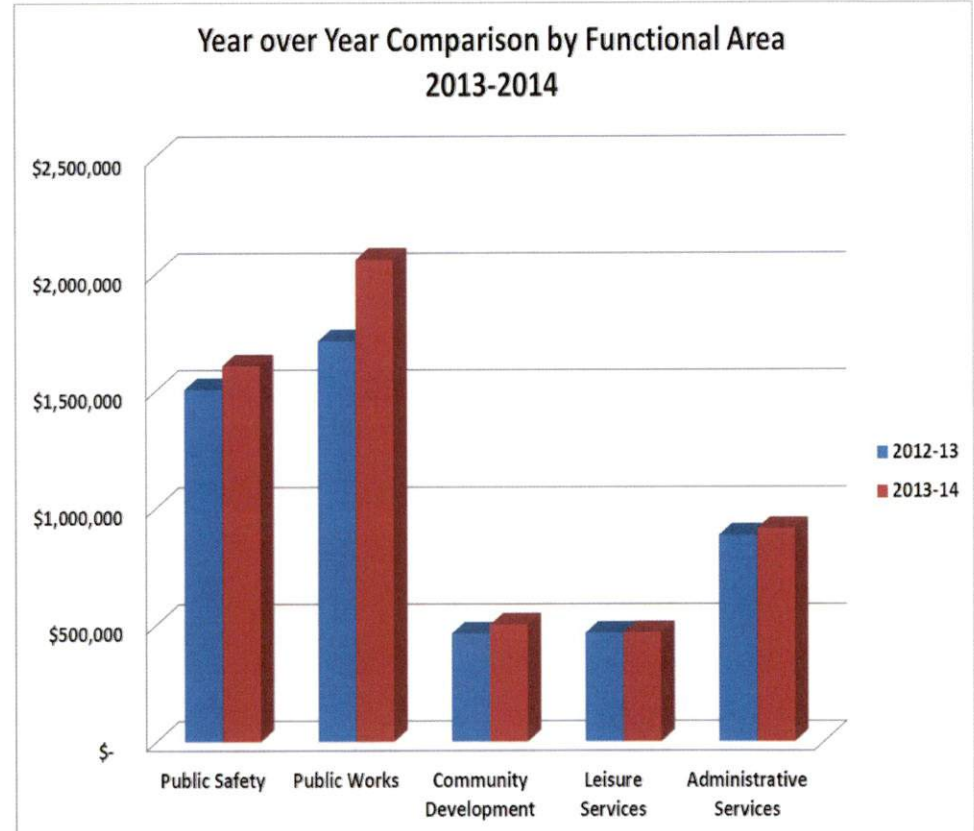
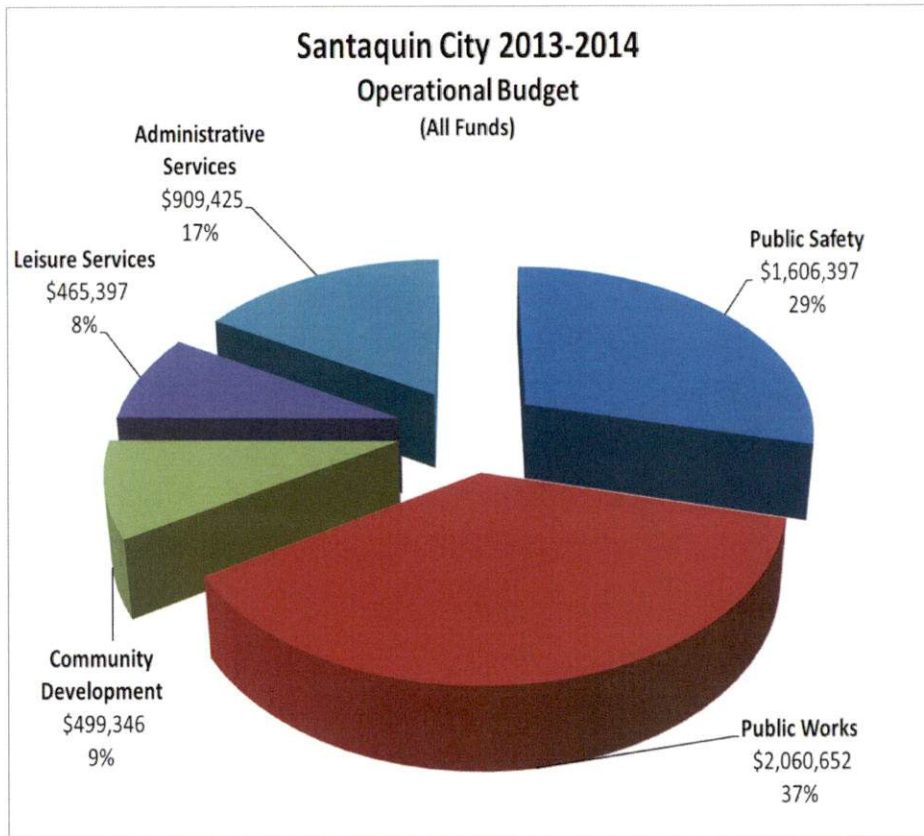
Company	Contract Date	Contract End	Services
Epic Engineering	Jan 2012	Annual	Development Testing Services
Sunrise Engineering	Oct 2011	June 2012	Project Basis, Eastside Booster
JUB Engineers, LLC	July 2006	30 day notice procedure	Land Development Review Public Facilities Planning Capital Improvement Projects Funding Investigation Utility Modeling CAD and GIS development Master Planning Water Rights Surveying Public Involvement Transportation Engineering etc.





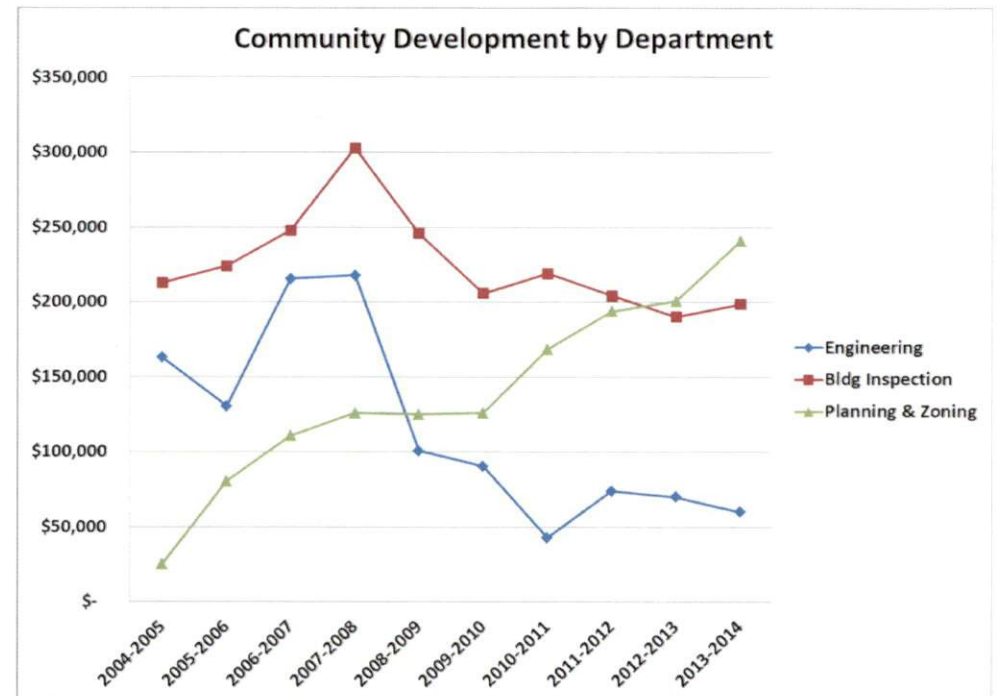
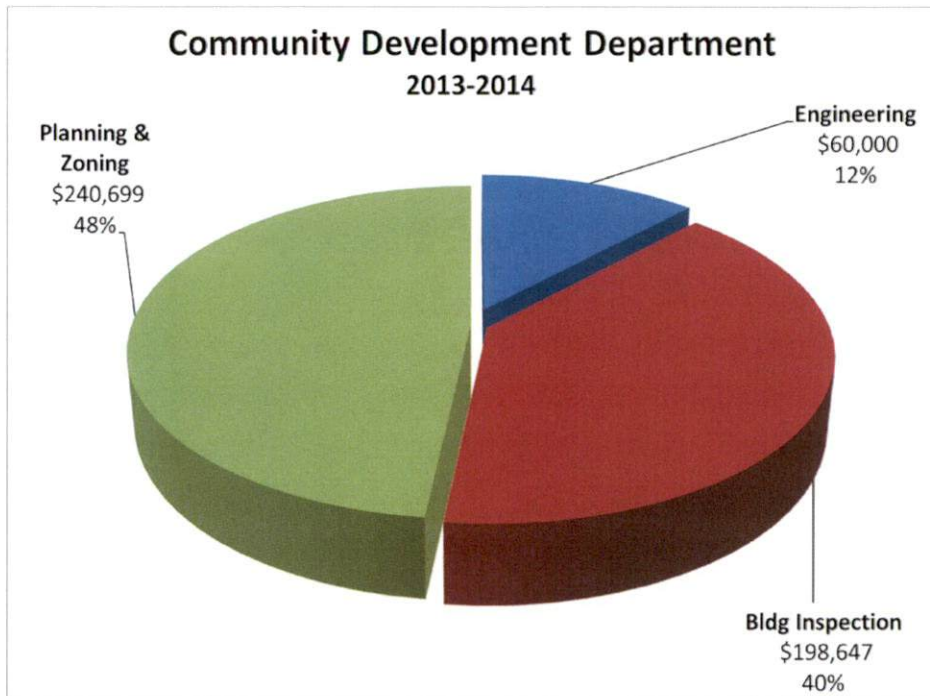
Santaquin City Budget Review – Community Development

Overall City Budget



Santaquin City Budget Review – Community Development

Departmental Budget



Highlights of Trend Analysis:

Engineering costs during 2005-2007 period due to PI project, staff transitions, and master plans

Engineering expenses reduced through downturn and with hiring of staff planner

Drop in Building expenses relates to training of PW inspector as additional Building Inspector

Cuts, Savings and Revenue Streams Previously Implemented

- Increased Road Cut Permit Fees
- Increased Development Review Fees
- Streamlined Development Review Processes
- Greater Focus on Economic Development (EDA, CDA)
- Training of Residential Inspector Provides Better Coverage
- Staff Planner Position is open as of October 25, 2013 which allows for re-evaluation of staffing positions
- New Permit Tracking software to allow field updates
- Building Permit Fees Audit
- Update Public Safety Impact Fees
- Update Culinary and Secondary Water Impact Fees



Questions, Thoughts, Recommendations

