

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session/Budget Retreat on January 9, 2013 in the basement of the Santaquin City Public Safety Building, 275 West 100 Main Street, beginning at 3:00 pm.

DISCUSSION ITEMS

1. Review of 2012-2013 Council Goals & Priorities – City Manager
2. 2012-2013 Financial Review – City Manager
3. Departmental Reviews – Functional Area Directors
4. Discussion of Revisions to Council Goals & Priorities
5. 2013-2014 Budget Kickoff Discussion
6. General Discussion

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651.



By: Susan B. Farnsworth, City Recorder

Posted:
City Offices
Post Office
Zions Bank

**CITY COUNCIL RETREAT
HELD IN THE PUBLIC SAFETY TRAINING ROOM
JANUARY 9, 2013**

Meeting started at 3:07 pm by the Mayor DeGraffenried. Those attending: Council Members Keith Broadhead, Matthew Carr, Kirk Hunsaker, James Linford, and Rick Steele, City Manager Ben Reeves, Directors Shannon Hoffman, Dennis Howard, Dennis Marker and Kevin Schmidt.

Council Member Carr opened with a prayer.

Mayor DeGraffenried welcomed those in attendance. He indicated all should feel welcome to communicate but asked that all be respectful of those who may already be talking.

City Manager Reeves reviewed goals from the retreat last year and the status of the projects. During the review of the Council Charter and goals drafted at the 2012 retreat it was mentioned there still are some minor elements that need more work but the progress is definitely better than previous Councils. The Staff should get information in advance of meetings to the Council Members. The Staff in return should receive feedback from the Council Members before meetings so that the meetings can be more productive.

The Goals from 2012 are as follows:

- Complete the WRF
 - Approx. 59% complete at this time
 - 52% contingency is spent with most "unknowns" being addressed with underground work
 - Changes to the project have been from VE + 18" line
 - Other Owner Requested Changes
 - Project Delay Costs from Original Bid
 - Contract Field Findings (Engineering Changes).

It was mentioned that the Council Members need more timely minutes from WRF meetings.

- Economic Development
 - Grocery store – the right turn access into the store property is moving forward. Grocer wants to locate the store on the Olsen property, but their family is not ready to sell. The City needs to figure out how to handle exchanges of right-of-way as well as long term revenue from owned property.
- City land holdings need to be addressed
 - old fire station, lagoons, Main Street
- Employee Wages and Revenue
 - Health insurance premiums will increase by 30-70%
 - State retirement will increase by 1.2%
 - Have to provide benefits to employees working 30 hours or more.
 - Payroll taxes will go up by 2%
 - Payroll tax increase will negate any salary increase provided this past year.

- Upgrading streets and quality control
 - Consistent annual funding is needed
- Need stricter bonding and repairs with trenching for new development
 - Engineered fill for all minor excavations
- Recreation bond on 2013 ballot.
 - What the community needs vs. wants vs. what funding is available.
 - Museum issues
 - Stuff in the building
 - Building for the stuff
 - Structural integrity of building has worsened since the school district said it was unsafe for occupancy nearly 20 years ago.
- Public Works
 - BYU students have evaluated the financing and it will be presented by Johnathan Ward of Zions Bank Public Finance

City Manager Reeves asked the Council Members to list their top 5 priorities. After drafting the lists, the Council Members choose five issues they would like to discuss.

- City Facilities
- General Fund
- Employees
- Maintaining Assets
- Curb Appeal

The Council took a break for dinner at 4:40 pm with the meeting resuming at 5:15pm.

City Manager gave a presentation on how the general fund revenues are received and how enterprise funds participate. There was discussion about the difference between property taxes, fees and sales taxes on the general fund.

City Manager Reeves led a discussion about debt service and some issues surrounding a desired recreation center, public works building and retrofitting of the existing old buildings housing the recreation offices. The council discussed the possibility of a new community center that would handle administration offices, library, senior center, and the museum. Bonding for and preserving of any new buildings were discussed.

Director Hoffman reviewed her department budget items for the next year. These include a records scanning system, which the Council generally supported.

Chief Howard reviewed public safety budget requests. These include filling vacant positions, training for SWAT team participation, cooperation with Juab County public safety personnel, fire department restructuring. See attached memo.

Director Schmidt addressed concerns in the recreation department. Staffing of front desk personnel, needing to address the longevity of the museum, Orchard Days

staffing, senior center records management, library grant acquisition for technology and need for fire exits from upper story areas, need for more green field areas because the cemetery space is getting crowded with graves.

Director Marker reviewed Community Development issues for the next year. These include needing to complete the Transportation Impact Fee Analysis, Storm Water master plan, General Plan and Recreation master plan. The department needs additional personnel for GIS work. The building official is doing work for other cities and Jared is nearing full residential certification. A code enforcement officer would be helpful to address private property nuisance issues.

Mr. Marker also reviewed an issue pertaining to the High School property and the North Orchards Development. The Council discussed renegotiating a development agreement between the Orchards Group, the School District, and the City. The agreement would need to include provisions for higher density housing and shifting of previously anticipated housing units, as well as future widening of Center Street to facilitate increased traffic due to the school.

City Manager Reeves reviewed several issues surrounding engineering services. Engineering costs since 2006 were shared, showing a 70% reduction from having an in-house engineer. JUB's work has netted close to \$11 Million in grants for city projects. The Council expressed their appreciation to JUB, but wants to keep them on their toes with all design efforts and still wants to see work bid out where possible.

The Council expressed their appreciation and confidence in Mr. Reeves' work.

The meeting was adjourned at 9:30 pm.

Approved on January 16, 2013.


James E. DeGraffenried, Mayor


Dennis Marker
Community Development Director

SANTAQUIN DEPARTMENT OF PUBLIC SAFETY

POLICE • FIRE • EMS

December 4, 2012

Mayor James DeGraffenried
Fire Chief Shayne Bott

Dear Sirs:

After our discussion on November 13, 2012 regarding the future of the Santaquin City Fire Department, I gave this issue a great deal of thought. I believe as the city grows we need to have in place an organization with a foundation that is flexible and has the ability to expand as needed.

I recommend one Deputy Chief to be the head of the Fire Department. This person would oversee Fire Prevention Enforcement as well as Fire Suppression, EMS and CERT. This would be a paid position and would start at 24 hours per week. The Deputy Chief would report to the Director of Public Safety.

Under the Deputy Chief would be three Battalion Chiefs. Each one of the Battalion Chiefs would be responsible for either Fire, EMS or CERT. Initially the Deputy Chief would also assume the responsibility of Fire Marshal. As the responsibilities grow, the Deputy Chief may designate one of the Battalion Chiefs to be the Fire Marshal.

All three Battalion Chiefs would share responsibilities for Incident Command and should receive a base salary of \$2400.00 per year plus call out time. Battalion Chiefs would report to the Deputy Chief. Captain positions would be assigned under each Battalion Chief as needed and should receive a stipend of \$1200.00 per year plus call out time.

With the growth of the city, maintaining adequate fire personnel is critical. I recommend moving to an on call status where personnel are paid for on call time at the same rate of EMS. In order to fill on call positions, EMS personnel who meet standards should be cross trained with fire. In addition, the policy regulating the number of fire fighters should be increased or eliminated.

In order to facilitate the above recommendations, the following changes will need to be made:

Job descriptions for Deputy Chief, Battalion Chief, Captain and Fire Marshall will need to be generated.

Policy and Procedures will need to be updated to outline responsibilities for each position.

When the Deputy Chief position is filled, a disclaimer will be placed in policy stating when a responsibility is identified by a position that is not yet filled, that responsibility falls to the next highest officer.

In order to create a strong foundation in Fire Services I recommend eliminating the policy of rotating Command Officers every three years and making the positions permanent based on job performance.

Senior personnel who wish to retire from active emergency response but still desire to maintain certification and provide valuable service to the community could be maintained as an emeritus member and be a valued volunteer to the community.

As the city continues to grow, we are past the time where an addition to the command structure of the Police Department needs to be addressed as well. This can be accomplished by filling the Lieutenant's position to bring our supervisory level to an adequate level.

The workload is already there for this position and we are simply using a band aide approach to take care of the most critical needs; thus leaving some officer safety issues, training and administrative duties undone.

Sincerely,

Dennis Howard
Director of Public Safety



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Parlant MCS - The Community Relationship Management Service designed to improve your interactions with your community. Through a simple, easy to use interface, you can contact, connect and collaborate with residents, saving you time and money while improving your public image.

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Through the Parlant Community Relationship Management Service, you can reach your entire community in a matter of minutes by phone, email, SMS text, Facebook, Twitter and other communication mediums.



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Your communication system needs to excel in a crisis. Parlant's simple, reliable and mobile communication platform enables you to easily communicate wherever you are, delivering your messages

with lightening speed. Unlike most mass communication providers, Parlant owns all the calling infrastructure — from the system servers to the phone lines — to ensure that in an emergency, your calls won't be crowded out. Our rock solid infrastructure ensures that in critical, time-sensitive situations, you can have peace of mind that you will be able to keep Everyone Informed.™



Capabilities:

- Rapid phone, email, text, and social media
- Redundant data centers
- Select recipients from a map
- Reliable, protected infrastructure
- Multi-language messages
- Automated past-due reminders

Benefits:

- Reach more of your population
- Increase participation in city sponsored events
- Improve community satisfaction
- Reduce waste and paper costs
- Improve productivity

Track INTERACTIONS

Send Surveys/Track Results

Surveys are traditionally expensive and time consuming. With Parlant MCS, you can create and distribute your surveys via telephone, email and on the web, which will increase your response rate at a fraction of the traditional cost.

Executive Dashboard

You can assess the impact your messages have and track the number of social followers all on our executive dashboard.

Service Requests

Improve public perception by giving your community an easy way to report issues. Residents can now submit concerns through the web or through an app, making it fast and easy to report a concern. And, with the Parlant Community App, residents can add photos and GPS locations to their submissions, making it easier to locate road problems, or verify issues without ever going onsite.



Capabilities:

- Multiple question surveys
- Track community activity
- Monitor community outreach
- Manage interactions with social media followers

Benefits:

- Improve response rates by sending surveys by phone or email
- Improve community relations by soliciting feedback
- Make data-driven decisions

Capabilities:

- Submit by phone, web, text or mobile app
- Easy, unified management page
- Optional anonymous submission

Benefits:

- Improve issue resolution time
- Save time verifying and locating issues
- Better public perception

Mobilize Your Community:

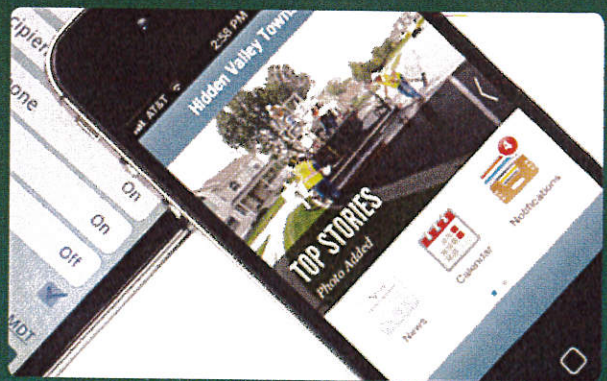
Building a strong community can happen anywhere, anytime with Parlant's community mobile apps.

ADMIN APP

With the Parlant mobile app, you can send messages to your community wherever you are, right from your smartphone, giving you more freedom and flexibility. You can also track your message's progress, giving you the peace of mind that your message is reaching its audience.

RESIDENT APP

The Parlant mobile app for residents is the easiest way for your community to stay informed. By consolidating public news feeds, social media and calendars, residents will find it easier to get involved resulting in a stronger community.



PARLANT MOBILE APPS

The Parlant apps for the city and for residents are both available for iOS and Android devices, and are free to download.

Money Saving COMMUNICATION

Prior to using our service, one city was averaging 65 water shut-offs per month. Since using our service, they have reduced that number to just 35 per month. By cutting their shut-offs nearly in half, the city has experienced tremendous savings in time and expenses in personnel costs alone. In the first year of using Parlant's service, the city has experienced a minimum return on investment of \$3,150. The city expects to continue increasing their return in subsequent years.

COMMUNICATION BENEFITS

- Automatic billing reminders
- Automatic utility shut-off notices
- Customized group creation
- Business license renewal reminders
- Save time and money
- Reduced need for door-to-door posting of notices

Partnership

Parlant Technology takes support seriously. We are always there for you. And our account teams don't just wait for you to call, they proactively look for ways to make your experience better. Whether it means offering usage suggestions, helping to improve the quality of your contact data, or by sharing best practices of other cities around the country, your account team will be one of the most valuable pieces of your Parlant experience.

Your account manager will:

- Assist to improve contact data
- Provide creative ideas to improve community involvement
- Share best practices from other cities
- Provide 24x7x365 support



Simplify Your Communication

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