



CITY COUNCIL REGULAR MEETING

Tuesday, March 18, 2025, at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – The meeting will be held in the Council Chambers on the Main Floor in the City Hall Building
 - **YouTube Live** – Some public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://www.youtube.com/@santaquincity> or by searching for Santaquin City Channel on YouTube.
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ADA NOTICE

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.

AGENDA

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

- [1.](#) 03-04-2025 City Council Work Session Minutes
- [2.](#) 03-04-2025 City Council Regular Meeting Minutes

Bills

- [3.](#) City Expenditures from 03-01-2025 to 03-14-2025 in the amount of \$902,353.66.

PUBLIC FORUM

BUILDING PERMIT & BUSINESS LICENSE REPORT

ITEMS

4. State Open & Public Meetings Act (OPMA) Training

NEW BUSINESS

Resolutions

- [5.](#) Resolution 03-04-2025 - Amendment to Employee Policy and Procedure Handbook Pertaining to the Drug Policy

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

REPORTS BY MAYOR AND COUNCIL MEMBERS


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

CLOSED SESSION (May be called to discuss pending or reasonably imminent litigation; collective bargaining; and/or the purchase, exchange, or lease of real property, a proposed development agreement, a project proposal, or a financing proposal related to the development of land owned by the State)

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda may be found at www.santaquin.gov, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

BY: 

Amalie R. Ottley, City Recorder



CITY COUNCIL WORK SESSION MEETING

Tuesday, March 4th, 2025, at 5:30 PM

City Hall Council Chambers and Online

MINUTES

Mayor Olson called the meeting to order at 5:30 p.m.

ROLL CALL

Councilors present included Art Adcock, Brian Del Rosario, Travis Keel, Lynn Mecham, and Jeff Siddoway

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, City Recorder Amalie Ottley, Legal Counsel Brett Rich, Fire Chief Ryan Lind, William Morgan, Scott and Carolyn Quigley, Craig and Linda Burton, Dustin Rowley, and other various members of the public.

PLEDGE OF ALLEGIANCE

William Morgan led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Lynn Mecham offered an invocation.

DISCUSSION ITEMS

1. The Ruth Theater Discussion

Scott and Carolyn Quigley attended the meeting to promote The Ruth Theater located in Pleasant Grove, Utah. They encouraged the council, city staff, and members of the community to attend plays at the theater this coming year.

2. "My Hometown" Presentation

Craig and Linda Burton, along with William Morgan, attended the meeting to present the "My Hometown" program to the city council. (See attached slides.) "My Hometown" is a program sponsored by the Church of Jesus Christ of Latter-Day Saints in cooperation with cities to provide multi-faith resources to neighborhoods, communities, and those in need. "My Hometown" has been implemented in 7 Cities within 16 community areas across the state of Utah. Councilor Del Rosario expressed his concern about members of the community not being included in the program if they are not of the Church of Jesus Christ of Latter-Day Saint faith along with complications that may arise regarding separation of church and state. Craig and Linda Burton both stated that the leadership of the program is overseen by church members, but participants of any religion or groups are strongly encouraged and welcomed to participate. They reminded council members that the purpose of the program is to provide services to communities in cooperation with other faiths and cities. Mayor Olson directed staff to review an agreement with the Church of Jesus Christ of Latter-Day Saints so that council may consider a vote at the next meeting.

3. Discussion on Possible Ordinance for Residential Agritourism Code Amendment

Assistant Manager Bond introduced Dustin Rowley, a resident interested in agritourism at his local orchard. Assistant Manager Bond discussed having an agritourism code that encompasses more than temporary use permits for local farmers. The drafted proposal for the code amendment would allow for agricultural uses in residential zones as well as a hospitality aspect to the agritourism definition. Dustin Rowley proposed building small structures within his orchards to allow individuals to stay overnight. Councilor Mecham inquired about where the structures would be placed in the orchards and how visitors would get to and from them. Councilor Del Rosario inquired about the permanency of the structures and if they could/would be moved/movable. Dustin indicated that they would have cement pads, and the homes/structures would be placed on those cement pads. These homes/structures would then be available for overnight stays along with events in the orchards. Council members and staff discussed access to the site and utilities and items that would have to be considered in the proposed code amendment. Mayor Olson directed staff to take the proposed code amendment through the process and bring it before the Planning Commission for review.

4. Upcoming Agenda Items

Manager Beagley went over items on the upcoming Regular City Council meeting agenda.

ADJOURNMENT

Councilor Mecham motioned to adjourn the Work Session Meeting. Councilor Keel seconded the motion.

- Councilor Adcock Yes
- Councilor Del Rosario Yes
- Councilor Keel Yes
- Councilor Mecham Yes
- Councilor Siddoway Yes

Motion passed unanimously.

The meeting was adjourned at 6:51 p.m.

ATTEST:

Daniel M. Olson, Mayor

Amalie R. Ottley, City Recorder



myHometown



Listen, Love, Lift!

myHometown brings together city, neighborhoods and multi-faith resources to revitalize neighborhoods and provide resources for those in need.





myHometown lifts the lives of residents and attracts individuals and families who want to live in and contribute to the long-term viability of their community.

my
Home
town

myHometown is a cooperative venture between:

- Local Governments
- Churches
- Businesses/NGOs
- Neighbors



my
Home
town

2025 Communities

16
Communities

Ogden **3**

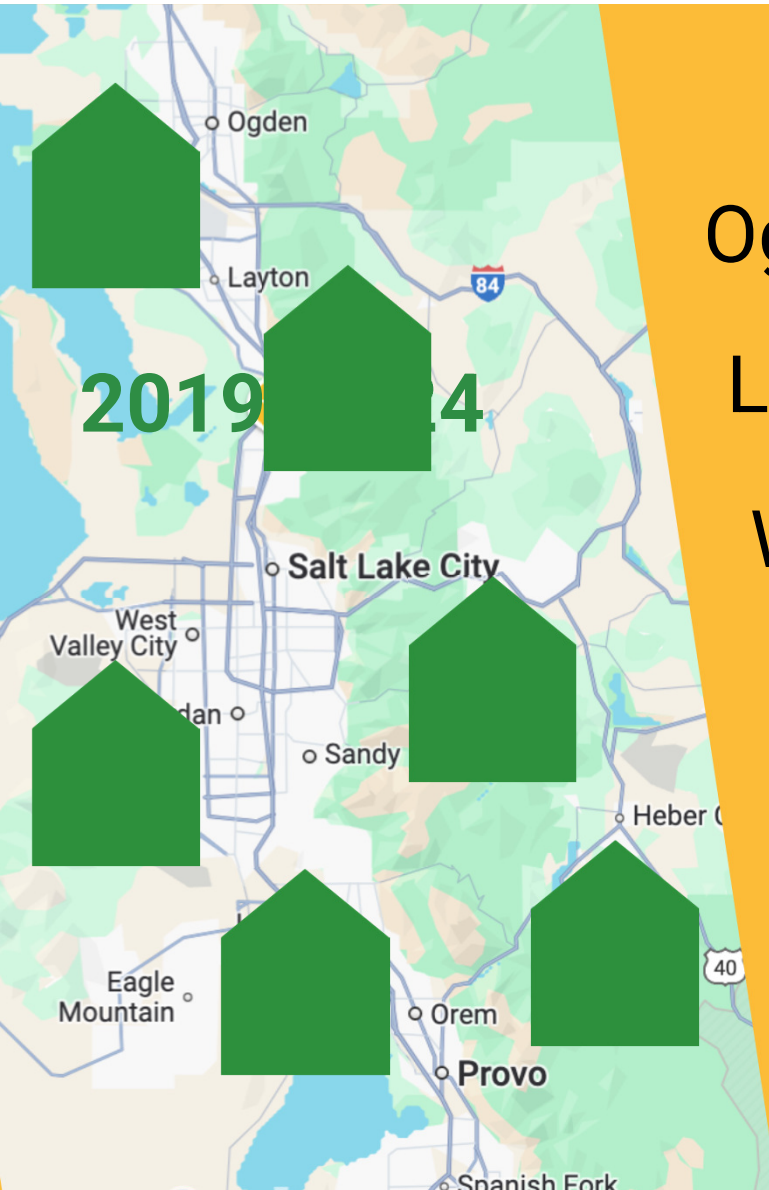
Layton **1**

West Valley City **4**

Salt Lake City **3**

Orem **2**

Provo **3**



my
Home
town

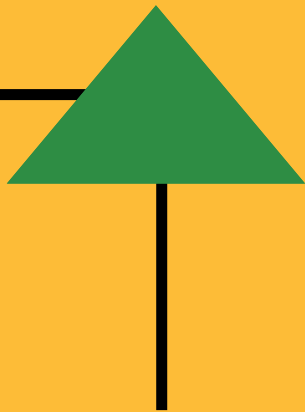
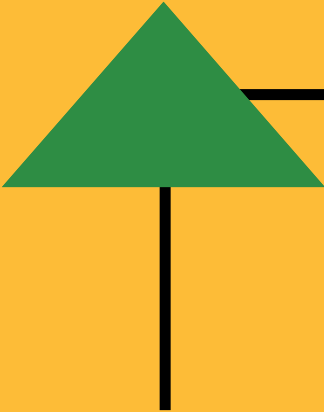
myHometown Organization

City Chairs



Community Executive Directors

Community Executive Directors



myHometown Organization

Community Executive Directors



2024

1,343 CSM's & Volunteers

17,692 Partner Stake & Community Volunteers

19,035 Total Volunteers

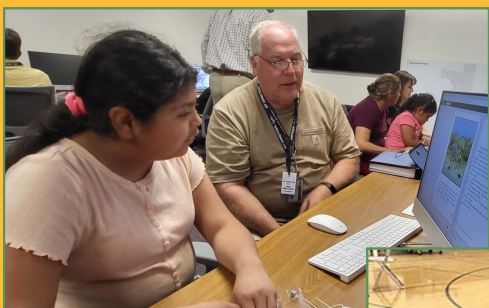


2024
201,733
Total Volunteer Hours
(CSM's, Volunteers & Partner Stakes)



Community Resource Centers

Our Community Resource Centers use church meetinghouses or other public buildings to provide free educational opportunities. We help neighbors learn critical skills that improve their lives.



2024

6,785 Students Enrolled



my
Home
town

Examples of Class Offerings



English as a Second Language



Basic computer Skills



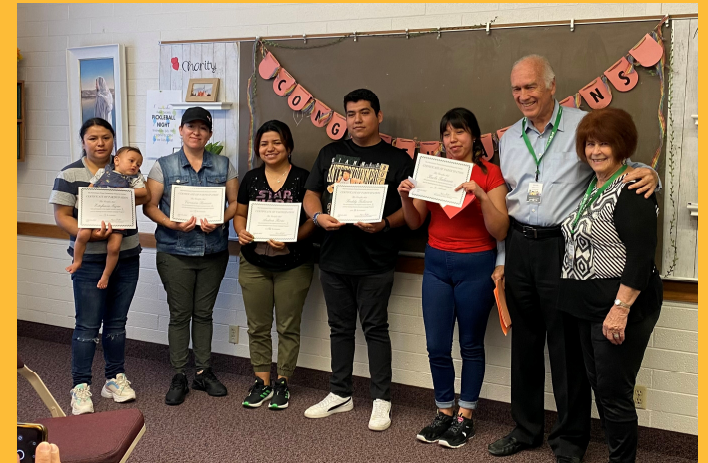
Homework help/tutoring



Music Lessons (Piano, Guitar, Ukulele)



Sewing





Community Resource Centers

Days of Service (DOS)

Leaders from myHometown organize DOS. Community residents and volunteers join together to re-landscape and clean up yards and parks, refurbish homes, and more. Generally 15-20 projects are completed in a community in a single day. These are repeated weekly during the months DOS is provided throughout all 16 myHometown communities.

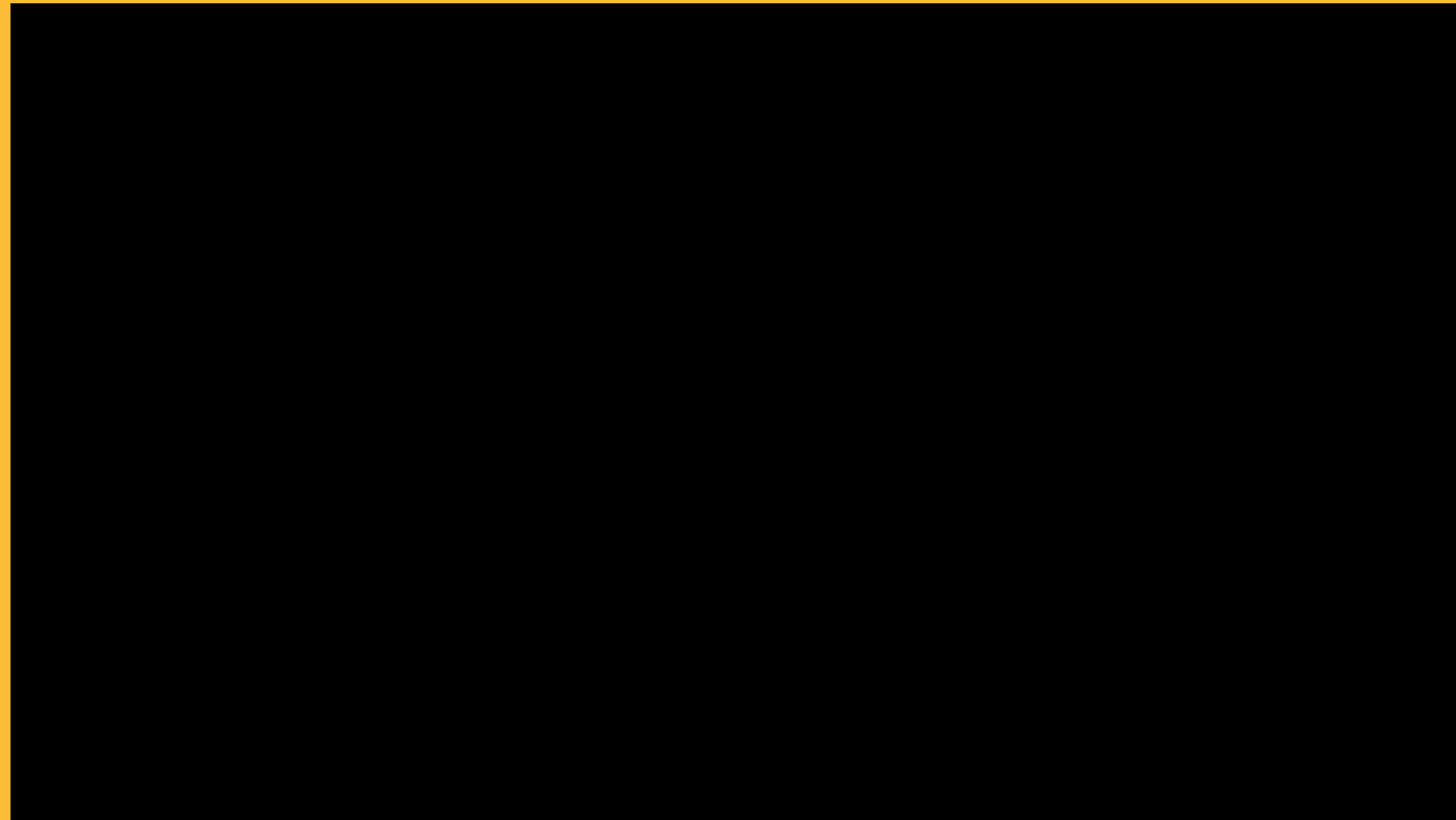


2024

671 DOS Projects Completed



my
Home
town



Days of Service

What City Does

Partner with MHT

Provide resources and assume liability for DOS projects

Provide guidance for classes and projects

Save money on abatement

What MHT Does

Partner with the city

Provide Volunteers (teachers, tutors, DOS service providers)

Provide places to meet for instruction

Provide structure/organization





Orem Mayor David Young



DAVID YOUNG

Hundreds of new businesses start in Orem
I don't know if you have noticed, but Orem is open to business. This year alone, we welcomed 488 new

Expanding service opportunities and building our sense of community have been a focus for the

OUR TOWNS

Orem's top 5 accomplishments of 2024

NEWS OF UTAH VALLEY

Orem's top 5 accomplishments of the past year

3: Launching myHometown in Geneva Heights

Looking back on 2024 for the City of Orem, I don't have to look far to find how extraordinary the year was. We thought 2023 was the top in terms of accomplishments in Orem, but here we are, 12 months later, having taken things to a new level. So many wonderful things happened in the 550,000 Christmas lights in City Center, I can't list them all in this space. This is what I want to be the top five accomplishments of the year in Orem in 2024.

Expanding service opportunities and building our sense of community have been a focus for the

Through the myHometown initiative, we've seen service, education and good old-fashioned neighborly living lift the Geneva Heights neighborhood. This program embodies the spirit of Orem: neighbors helping neighbors and working together to make Orem better. The classes are full, and this is a program we expect to grow exponentially!

4: Opening Hillcrest Park
The year we completed Hillcrest Park, completing a regional park project that has been in the works for decades. I estimate that this park had more than 100,000 visitors in the first year. This beautiful space is now a hub for families, friends and visitors to enjoy. Opening Hillcrest Park is having a big impact on our community.

growing exponentially! myHometown in Geneva Heights

City Council this year. Through the myHometown initiative, we've seen service, education and good old-fashioned neighborly living lift the Geneva Heights neighborhood. This program embodies the spirit of Orem: neighbors helping neighbors and working together to make Orem better. The classes are full, and this is a program we expect to grow exponentially.

2: Breaking ground on a new fire training facility

In our pursuit to be the best fire departments in the state, we broke ground on a state-of-the-art fire training facility. This facility will provide critical learning opportunities for our first responders, ensuring they are equipped to save lives and keep our community safe. In a similar vein, as mayor, I challenge all of our city departments to be the best in the state. Actually, this year alone, we won four Best of State

awards. But we're not stopping there. In Orem, we are all about service, education and good old-fashioned neighborly living. Copying the best practices and highly coveted achievement for a city: Orem earned AAA credit status. This distinction, achieved by only 1% - 2% of cities nationwide, was awarded for our sound fiscal policy and practices, and manageable debt levels.

These accomplishments didn't happen by chance — they happened because our elected officials, staff, and citizens have worked together with the guiding vision of making Orem a place where families can thrive. That's why we do what we do.

Looking into 2025, we're not going to kick back and relax. We're riding the momentum of 2024 to achieve our goals for this year. A few highlights include:
■ Finishing our new City Center,

which is being built with no new taxes and no debt. We're modeling the Orem Public Library to give patrons an incredible place to learn, grow and gather. We're launching a new basketball court in Windsor Park in partnership with the Utah Jazz.

■ Building out Phase 3 of the Bike Skill Course at Mt. Timpanogos Park.
■ New pickleball and tennis courts at Northridge Park.
■ Expanding the Utah State Family Monument, Utah County's only tribute to families that have lost loved ones to the Utah road.

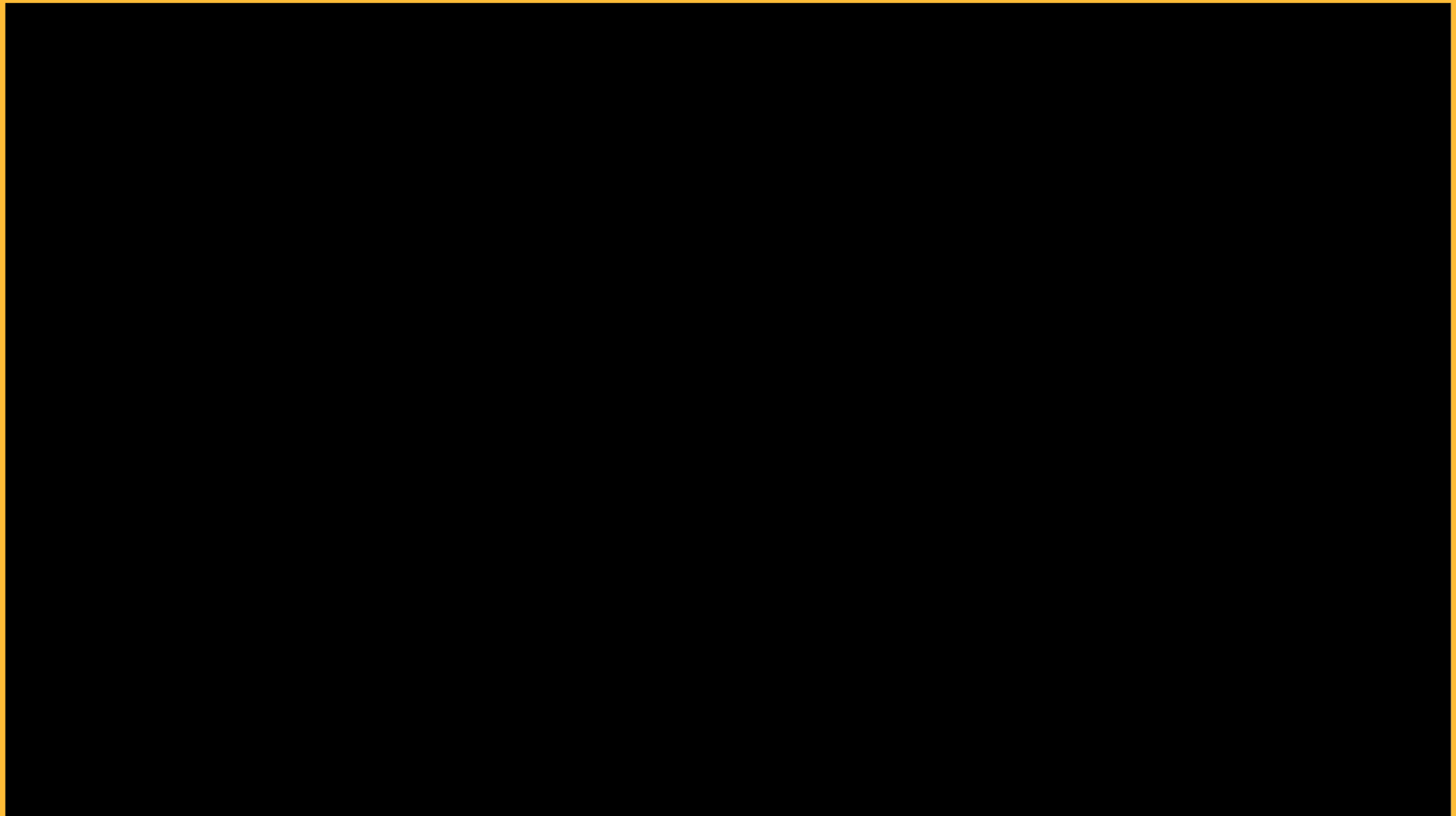
I couldn't be more grateful for everything you've accomplished together. It's been an incredible ride, and the best part is knowing that we're just getting started. 2025 is already shaping up to be another fantastic year, and I can't wait to see what we can do as a community. Here's to another year of making Orem better than ever!

Daily Herald / Jan 11, 2025

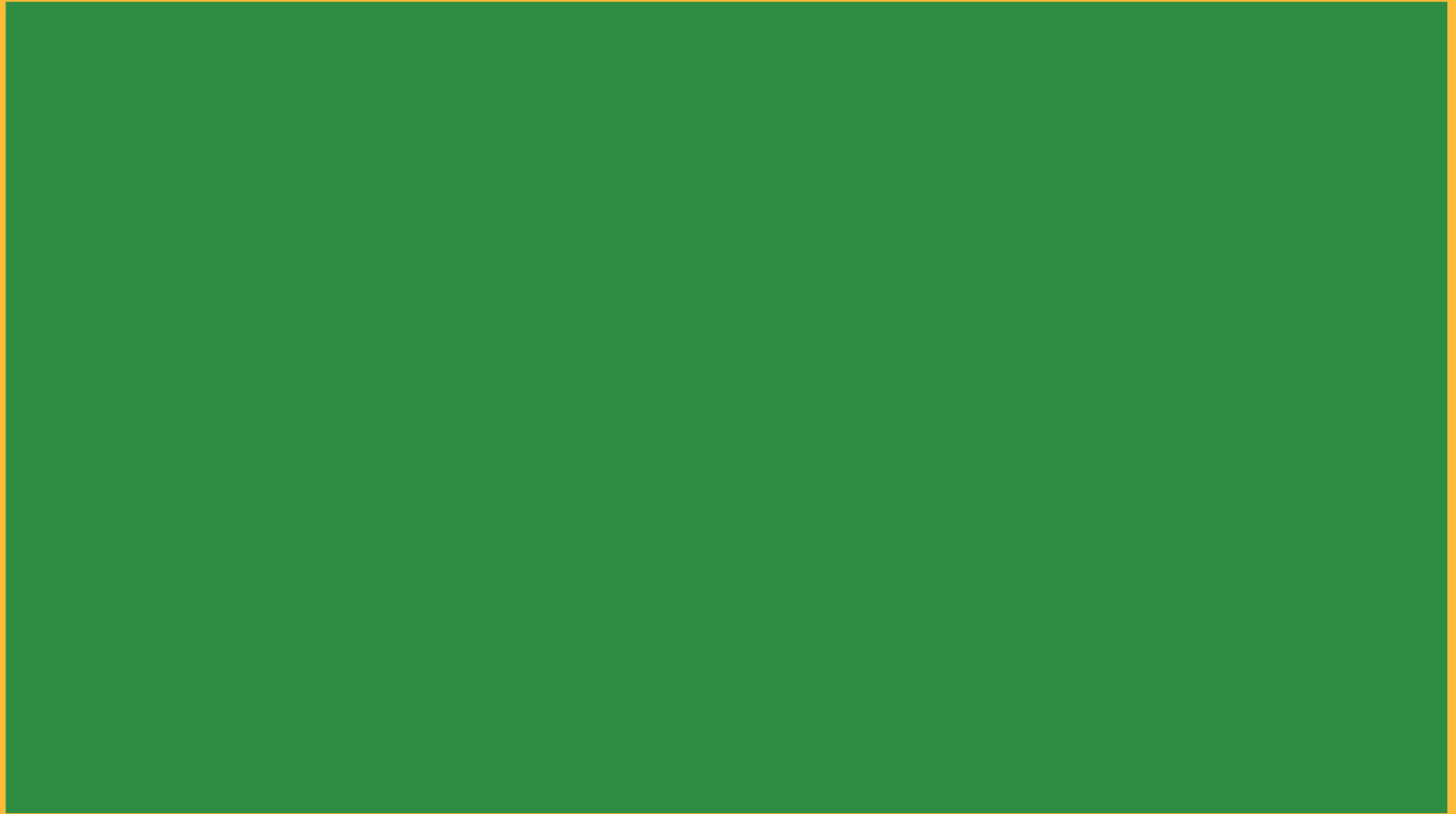




Salt Lake City Mayor



Provo Mayor



myHometown Testimonials

myHometown supports
communities of caring as we

Listen,
Love,
& Lift together.





REGULAR CITY COUNCIL MEETING
Tuesday, March 4th, 2025, at 7:00 p.m.
Council Chambers at City Hall and Online

MINUTES

Mayor Olson called the meeting to order at 7:00 p.m.

ROLL CALL

Councilors present included Art Adcock, Brian Del Rosario, Travis Keel, Lynn Mecham, and Jeff Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, City Recorder Amalie Ottley, Finance Director Shannon Hoffman, Blake and Dain Murdock, Christopher Scadden, Lillian Kump, Kaden Hartshorn, Zakary Barker, Gary Fusselman and other various members of the public.

PLEDGE OF ALLEGIANCE

Councilor Mecham led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Councilor Adcock offered an inspirational thought.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

No members of the City Council expressed any conflict of interest.

CONSENT AGENDA

1. 02-07-2025 Budget Planning Meeting (Amended)
2. 02-08-2025 Budget Planning Meeting (Amended)
3. 02-18-2025 City Council Work Session Minutes
4. 02-18-2025 City Council Regular Meeting Minutes
5. City Expenditures from 2-15-2025 to 2-28-2025 in the amount of \$648,179.91
6. Out of State Training Request - Fire Department

Councilor Keel made a motion to approve the Consent Agenda items 1 through 6. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

RECOGNITIONS

7. Business Spotlight - Murdock Ford

Mayor Olson recognized the March Business Spotlight, Murdock Ford, by reading the following statement.

“For a hundred years, the Murdock Auto Team has set the standard for building a lasting business in Utah. They’ve done so through trust, hard work, and an unwavering commitment to doing the right thing. Founded in 1925 by Jack Olsen with Olsen Oldsmobile, their legacy has grown through generations, expanding to serve Utah’s communities with dealerships across the state.

In 1982, Jack’s son-in-law, Kent Murdock, opened Murdock Chevrolet in Bountiful, Utah. From 2005 to 2008, his sons, J Blake and K.O., continued the tradition, adding three Hyundai dealerships in Logan, Lindon, and Murray. Murdock Volkswagen of Logan, Murdock Chevrolet of Logan, and Genesis of Lindon soon followed, now under the leadership of the fourth generation: Ben, K Blake, and Tyson Murdock.

Their success reflects the core values that make Utah strong—integrity, determination, and a deep connection to the communities they serve. The Murdock legacy is more than just a story of longevity; it’s a story of driving progress while staying true to the principles that have guided them for a century.

Now the fourth generation of Murdocks are thrilled to bring those values to Santaquin with the opening of Murdock Ford of Santaquin. As Santaquin has doubled in size over the last ten years, the need for reliable vehicles and exceptional service has grown, and the Murdock family is proud to meet that demand. Previously owned by the Tischner family—known for their exceptional customer service—the dealership now enters a new chapter with the Murdocks, who are honored to uphold that legacy while bringing their own vision for the future.

Under the leadership of Dain Murdock, the younger son of third-generation owner J Blake Murdock, Murdock Ford of Santaquin will build on a legacy of excellence while forging new paths. J Blake will serve as the dealer, and Dain will take the helm as general manager, leading a state-of-the-art 42,000-square-foot facility on seven acres.

With 23 state-of-the-art service bays, Murdock Ford of Santaquin will be equipped to handle everything from personal vehicles and pickups of all sizes to RVs, ambulances, and fleet services—including school buses and commercial vehicles. With a mission to provide outstanding sales and service experiences, the Murdock Auto Team is honored to put down roots in Santaquin, blending its rich tradition with a new and growing community.

Murdock Ford of Santaquin officially opens its doors on March 21st.”

Blake and Dain Murdock thanked the City Council for the recognition. Blake did indicate that their opening would likely be later, towards the end of March, 2025.

APPOINTMENTS

8. Community Services Board - Ramesus Stewart Johnson

Upon recommendation from Mayor Olson, Councilor Del Rosario made a motion to appoint Ramesus Stewart Johnson to the Community Service Board. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

PUBLIC FORUM

Lillian Kump from Tabitha's Way Food Pantry attended the meeting to invite council members and community members to participate in an upcoming food drive on Saturday, March 15. She indicated that needs have increased about 30% each year for the past 3 years and they are not getting the donations needed to meet the demand. She also reported that the food pantry will have a ribbon cutting on Thursday, March 27th for their new, larger facility in Springville.

Christopher Scadden from the Payson Santaquin Area Chamber of Commerce attended the meeting to give a monthly report to the City Council. He expressed his gratitude to the city for the use of the city hall building for the 2025 Chamber Gala event.

FORMAL PUBLIC HEARING

9. FY 2024-2025 Budget Amendment #4

Councilor Mecham made a motion to open a public hearing regarding FY 2024-2025 Budget Amendment #4. Councilor Keel seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The public hearing opened at 7:29 p.m.

Finance Director Hoffman discussed the items included in the proposed budget amendment.

No members of the public wished to address the City Council in the public hearing.

Councilor Mecham made a motion to close the public hearing regarding FY 2024-2025 Budget Amendment #4. Councilor Keel seconded the motion.

Councilor Adcock	Yes
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Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The public hearing closed at 7:35 p.m.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. 62 residential units have been issued building permits in the current calendar year. In comparison, 182 single and multi-family residential units have been built in the current fiscal year (July 1, 2024 – June 30, 2025). 1 new business license was issued in the last two weeks.

NEW BUSINESS

10. Resolution 03-01-2025 - Approval of FY 2024-2025 Budget Amendment #4

Finance Director Shannon Hoffman introduced Resolution 03-01-2025 - Approval of FY 2024-2025 Budget Amendment #4. The budget amendment included:

- The transfer of raised funds to support the family of Sergeant Bill Hooser and Santaquin City Police Officers as they travel to Washington D.C. to attend the State Police Officer Memorial service.
- Establishing a line item with a dedicated allocation to track expenditures for police contract services in accommodation of Brigham Young University law enforcement support during athletic events.
- The transfer of \$9,000 from the General Fund to the Community Services Senior Fund to support senior program funding in the aftermath of a funding deficit from Mountainland Association of Governments (MAG).
- The transfer from the Senior Fund Balances to the CS Senior Account to cover the cost of senior kitchen equipment, senior event supplies, and senior fitness equipment.

Councilor Del Rosario made a motion to approve Resolution 03-01-2025 Approval of FY 2024-2025 Budget Amendment #4. Councilor Adcock seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

11. Resolution 03-02-2025 - Professional Services Agreement with Hansen, Allen, & Luce

Manager Beagley introduced Resolution 03-02-2025 - Professional Services Agreement with Hansen, Allen, & Luce. In December 2024, Santaquin City received a grant for \$20,000 from the Utah Division of Water Resources (DWRe). This grant will assist the City with the creation of a Water Element that will be

added to the General Plan as required by Utah Code 10-9a-403. The City requested a proposal for assistance with the General Plan amendment from Hansen, Allen, and Luce Engineers (HAL). HAL's proposal included the needed effort to model the current system and anticipated future demands; to review current efforts and city code related to water conservation; develop a water conservation program; and all related documentation and coordination to develop a viable water element for the General Plan that will meet the requirements stated within Utah Code.

Councilor Keel made a motion to award a contract to Hansen, Allen, and Luce, Inc for the creation of the General Plan Water Element in a not to exceed amount of \$16,400.00. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

12. Resolution 03-03-2025 - Memorandum of Understanding with Comcast of Wasatch, Inc Ordinances

Manager Beagley introduced Resolution 03-03-2025 - Memorandum of Understanding (MOU) with Comcast of Wasatch, Inc. The Memorandum of Understanding includes an agreement that Comcast will provide funding monthly for an initial period of six months. The City will use the funding to hire additional temporary staffing, at their discretion, for the permitting office and other departments to cover costs incurred by staff to process permits and related field work. Manager Beagley clarified that the MOU does not cover costs for City infrastructure damages incurred in the city as the majority of those costs have already been paid for by Comcast. Mayor Olson added that the franchise agreement offered to Comcast (in 2024) was the same as any other company that came into the city. Councilor Del Rosario expressed his disappointment with Comcast as he has seen areas in his neighborhood that have yet to be cleaned up.

Councilor Mecham made a motion to approve Resolution 03-03-2025 - Memorandum of Understanding with Comcast of Wasatch, Inc. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

13. Ordinance 03-01-2025 - Commercial Gym Parking Requirements Code Amendment

Assistant Manager Bond presented Kaden Hartshorn and Zakary Barker's plan to open a 9,000-square-foot gym in the Santaquin Peaks Industrial Park. The site includes 32 parking spaces, which will be shared with another unit. However, during the conceptual review, it was determined that the gym would require 93 parking stalls in order to meet City parking code. To address this issue, they are

requesting an amendment to Santaquin City Code 10.48.040 (Number of Parking Spaces Required). They propose changing the Commercial Recreation parking requirement from one parking space for every two patrons to one parking space for every five patrons, which would result in a 60% reduction in the required number of parking spaces. If the proposal passes, the parking requirement for the proposed gym will go from 93 stalls to 38 stalls.

The applicants are seeking a parking reduction for all commercial recreation facilities to a 1:5 ratio. This reduction will impact smaller gyms and clubs, large chain gyms like Vasa Fitness, bowling alleys, swimming pools, skating rinks, and other similar amusement centers. City staff went over parking code requirements in nearby cities regarding small gyms and recreation buildings. City staff also conducted a case study of five smaller gyms located throughout Southern Utah County. Pictures were taken at various times throughout the day. The results indicate that in Springville, Spanish Fork, and Salem, the gym parking lots were less crowded due to the variety of gym options available in the area. In contrast, the parking lot at 180 Fitness in Payson was consistently packed throughout the day, as it is the only gym in Payson. Kaden and Zakary's gym will be the first to open in Santaquin, making 180 Fitness in Payson the most comparable.

The applicants attended the meeting to report to the city council their own findings regarding commercial gyms in the area. (See attached.)

Councilor Siddoway discussed his gratitude to the applicant for being prepared for the meeting and for answering some of the Planning Commissioners' concerns about reducing the parking ratio not just for small gyms but possibly for larger gyms in the future. Councilor Del Rosario agreed and expressed his support of the applicants and the proposed gym. Council members and staff discussed at length the proposed change to the code, referencing how surrounding cities operate in a number of different ways, and how to make a small gym work within the city code.

Councilor Adcock read the following email from a resident.

"March 4, 2025

Mr. Art Adcock,

I am Brody Gunnell and I have been living in Santaquin for more than 10 years and am currently a student at Payson High School. I am writing today to share my thoughts about the proposed gym and its parking requirements.

There is currently not a gym in Santaquin, and everyone living in Santaquin and Genola need to travel to Payson or farther when they want to work out. This results in crowded gyms in Payson and makes it more difficult for those wanting to visit a gym to do so. I understand that there is a rule on the number of parking spaces required for commercial recreation based on square footage and capacity of the facility. This makes the addition of a gym to Santaquin difficult as it requires a very large amount of space to accommodate parking.

One parking space for every two patrons requires a 6,000 square foot facility to have 62 parking spaces, nearly double the amount at Total Fitness in Payson, which is 12,000 square feet. Total Fitness parking does get full at times, but this is because it is used by not only people living in Payson, but people from

Santaquin and Genola. A gym in Santaquin would not only make working out more convenient to Santaquin and Genola citizens, but free up more parking spaces at Total Fitness. The rule on the number of parking spaces required should be adjusted to make it easier for a gym in Santaquin to be built because there is not a need for so many parking spaces at any gym. Changing the parking space rule to one in four or one in five patrons will make the addition of a very convenient gym in Santaquin much more achievable.

I would like to thank you for all the service and time you have put in to help Santaquin grow faster and more efficiently. I have loved growing up here in a safe environment and enjoy watching my city grow.

*Sincerely,
Brody Gunnell"*

The Planning Commission gave a negative recommendation of the proposed code change on February 25, 2025 and unanimously voted that the City Council consider other possible options. As the Planning Commission gave a negative recommendation, Councilor Adcock's inclination was to vote 'no' to the proposed code change to support the Planning Commission's recommendation.

Councilor Del Rosario made a motion to change the city code commercial parking requirements to a 1:4 ratio. Councilor Siddoway seconded the motion.

Councilor Adcock	No
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

14. Ordinance 03-02-2025 - Allowing Detached Accessory Dwelling Units in the Residential R-15 Zone

Assistant Manager Bond reported after selecting five Moderate Income Housing Strategies for 2025, it is proposed that the City Council amend Santaquin City Code Title 10 Chapter 16 Section 080 and Title 10 Chapter 20 Section 100 to permit detached accessory dwelling units in the R-15 Residential Zone.

The proposed code amendment will satisfy Strategy 1 (E) of the Moderate Income Housing.

- Strategy 1 Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones. Implementation Plan – Santaquin City will consider modifying zoning regulations to expand the area where detached accessory dwelling units are permitted. Considerations to permit detached accessory dwelling units in the R-15 Zone will be reviewed by the Planning Commission and City Council.

Councilor Mecham made a motion to approve Ordinance 03-02-2025 - Allowing Detached Accessory Dwelling Units in the Residential R-15 Zone. Councilor Keel seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes

Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

CONVENE OF THE SANTAQUIN COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

Councilor Keel made a motion to enter into a Community Development and Renewal Agency (CDRA) Board Meeting. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The CDRA meeting began at 8:31 p.m.

15. Resolution 03-01-2025 CDA - Property Purchase Agreement

Gary Fusselman, owner of Precision Millwork, attended the meeting. He thanked the CDRA board and city staff for their support and expressed that he looks forward to growing his business in Santaquin City.

Board Member made a motion to approve Resolution 03-01-2025 CDA - Property Purchase Agreement. Board Member seconded the motion.

Board Member Adcock	Yes
Board Member Del Rosario	Yes
Board Member Keel	Yes
Board Member Mecham	Yes
Board Member Siddoway	Yes

The motion passed.

Board Member Mecham made a motion to end the CDRA Board Meeting and enter back into the Regular City Council Meeting. Board Member Siddoway seconded the motion.

Board Member Adcock	Yes
Board Member Del Rosario	Yes
Board Member Keel	Yes
Board Member Mecham	Yes
Board Member Siddoway	Yes

The motion passed.

The CDRA Board Meeting ended, and the Regular City Council Meeting reconvened at 8:39 p.m.

REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON

Manager Beagley reported that the Main Street and Central Utah Projects (CUP) continue to progress as we have had a favorable winter for construction. Manager Beagley thanked council members for their attention to pending legislative bills.

Assistant Manager Bond went over items on the upcoming Development Review Committee (DRC) and Planning Commission meeting agendas.

Councilor Keel reported on the activities of the Youth City Council. He indicated that Payson High School's graduation will be on May 20th for which he and Councilor Mecham will be in attendance. Mayor Olson indicated that he will also be out of town that week. The City Council meeting for May 20th will likely be cancelled due to a lack of quorum. Councilor Keel recognized the efforts of his wife and the Santaquin City Recreation's youth cheer program who did well at a recent competition.

Councilor Mecham thanked city staff for their hard work.

Councilor Del Rosario expressed his support for the proposed agritourism code amendment. He indicated that he works for the hospitality industry that supports local communities and looks forward to Santaquin offering more options for short term stays in the area. Councilor Del Rosario asked that city staff follow up with Comcast to make sure trails and sidewalks are cleaned up after they have performed their work. Councilor Del Rosario thanked staff for their listening ear and dedication to issues in the city.

Councilor Adcock indicated that the county is cleaning up the debris basin and has caused dirt and debris to accumulate and damage within City roadways. He inquired if RAP taxes paid for the new carpet on the second floor of the museum building. He also asked if the city is submitting for the Utah Outdoor Recreation Grant this year. Manager Beagley indicated that to his knowledge, that grant is not being applied for this year because there is not a current qualifying project. Councilor Adcock also inquired about a grant to help outfit the emergency operations center. Mayor Olson and Manager Beagley indicated that the budget would not be sufficient to cover the costs not covered by the grant. Councilor Adcock inquired about a possible storage shed being shared by the Fire and Public Works Departments and stated his preference for materials for that building. Manager Beagley indicated that the project did not score/rank high enough on the budget priority list and will likely not make it into the budget to be completed this year. Councilor Adcock thanked and complimented all those who donated to the Bill Hooser family and police department so that they could attend Police Week in Washington D.C. in May of this year. Lastly, Councilor Adcock expressed his gratitude for the council for the ability to resolve conflicts without hostility or contention.

Councilor Siddoway reported that he has received concerns from residents about the Comcast staging area near Highland Drive. He asked that staff reach out to Comcast to get that cleaned up. He encouraged council members and members of the community to continue to follow the legislative session and to reach out to local representatives.

Mayor Olson highlighted the Santaquin City Recreation's youth archery team. He indicated that he has been meeting with hotel and restaurant owners to possibly bring businesses to the city. He added that he has an upcoming meeting with the Department of Natural Resources representative for Santaquin Canyon. He thanked the council members for their consideration of the "My Hometown" project and

looks forward to looking at a Memorandum of Understanding with The Church of Jesus Christ of Latter-Day Saints in hopes of bringing the program to Santaquin.

CLOSED SESSION

Councilor Siddoway made a motion to enter into a Closed Session to discuss pending or reasonably imminent litigation; collective bargaining; and/or the purchase, exchange, or lease of real property, a proposed development agreement, a project proposal, or a financing proposal related to the development of land owned by the State. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The Closed Session began at 9:05 p.m.

Present at the Closed Session included Mayor Dan Olson, City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, Council Member Travis Keel, Council Member Lynn Mecham, Council Member Jeff Siddoway, Council Member Brian Del Rosario, and Council Member Art Adcock.

Councilor Del Rosario made a motion to end the Closed Session and return to the Regular City Council meeting. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The Closed Session ended at 9:25 p.m.

ADJOURNMENT

Councilor Keel made a motion to adjourn the meeting. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Yes
Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The meeting was adjourned at 9:26 p.m.

ATTEST:

Daniel M. Olson, Mayor

Amalie R. Ottley, City Recorder

DRAFT

10.48.040

Number of Parking Spaces Required
“Commercial Recreation”

*Code Change request from 1:2
parking ratio to a 1:4 parking ratio
OR 1 spot for every 200sqft of gross
floor area*

Current code PREVENTS businesses from coming to Santaquin

The current parking code does not just limit us at the industrial parking location. But it will also restrict us in any other potential locations in Santaquin

- The current municipal code **eliminates the potential for small businesses** in Santaquin
- The current municipal code also **prevents big business from coming to Santaquin**
- The current municipal code is **not up to the same standard of surrounding cities or across Utah County.**

Case Study of Businesses that could NOT come to Santaquin under current city code

VASA FITNESS

(Data pulled from 3 different locations in 3 different cities across Utah County)

Lehi, UT

- Square Footage: 60,000
- Max occupancy: 1,086
- Parking Stalls: 300
- Parking to patron ratio: 1:3.62

Would need 543 parking stalls 1:2

Spanish Fork, UT

- Square Footage: 45,000
- Max occupancy: 944
- Parking Stalls: 294
- Parking to patron ratio 1:3.21

Would need 472 parking stalls 1:2

Saratoga Springs, UT

- Square Footage: 60,000
- Max occupancy: 1043
- Parking Stalls: 253
- Parking to patron ratio: 1:4.12

Would need 521 parking stalls 1:2

With a statistical average across all VASA Fitness locations

- VASA Fitness has an average parking to patron ratio of 1:3.65
- Santaquin City is 1:2

What does this mean?

Under the current municipal code of Santaquin City, VASA Fitness **COULD NOT OPEN A LOCATION IN SANTAQUIN**

OR they would almost have to **DOUBLE** the size of their average parking lot to come to Santaquin City.

- **First**, that is typically not feasible for any business to purchase double the land space than what they normally need. It makes more financial sense to go to other cities.
- **Second**, just imagine how ridiculous that would look! VASA Fitnesses parking lots are HUGE. Now imagine what that would look like **DOUBLE IN SIZE**. The current code is going to turn Santaquin into one big parking lot.

This does not only affect gyms!

The Big Green Indoor Playground

Saratoga Springs, UT

- Square Footage: 20,000
- Max Occupancy: 300
- Parking Stalls: 75
- Parking Ratio: 1:4

Would need 150 parking stalls to satisfy the 1:2 parking ratio



Under the current municipal code of Santaquin City, The Big Green Indoor Playground, or businesses like it. **COULD NOT OPEN A LOCATION IN SANTAQUIN**

Other Business Affected

FatCats

Saratoga Springs, UT

- Square Footage: 61,000
- Max Occupancy: 1,492
- Parking Stalls: 378
- Parking to patron ratio: 1:3.94

Would need 748 parking stalls
To satisfy the 1:2 parking ratio

Under the current municipal
code of Santaquin City, FatCats
or businesses like it. **COULD NOT
OPEN A LOCATION IN
SANTAQUIN**



More Businesses

The Hive Trampoline Park

Spanish Fork, UT

- Square Footage: 30,000
- Max Occupancy: 650
- Parking Stalls: 185
- Parking Ratio: 1:3.5

Would need 325 parking stalls to satisfy the 1:2 parking ratio



Under the current municipal code of Santaquin City, The Hive Trampoline Park, or businesses like it. **COULD NOT OPEN A LOCATION IN SANTAQUIN**

More Examples

Anytime Fitness

Payson, UT

- Max Occupancy: 150
- Parking Stalls: 50 (Shared with 3 other businesses)
- Parking Ratio: 1:3

(Could not open in Santaquin)

Stadium Cinemas

Payson, UT

- Max occupancy: 1,100
- Parking Stalls: 292
- Parking Ratio: 1:3.76

(Could not open in Santaquin)

Total Fitness/180 Fitness

Payson, UT

- Max Occupancy: 205
- Parking Stalls: 34
- Parking Ratio: 1:6

(Could not open in Santaquin)

South County Lanes

Payson, UT

- Max Occupancy: 235
- Parking Stalls: 77
- Parking Ratio: 1:3

(Could not open in Santaquin)

Riot Arcade

Payson, UT

- Max Occupancy: 24
- Parking Stalls: 5
- Parking Ratio: 1:4.8

(Could not open in Santaquin)

There is not a single commercial recreation business in Payson that could open in Santaquin due to the current parking municipal code.

The current municipal code is **NOT** up to the same standard of surrounding cities or across Utah County.

Orem City

- "Four parking stalls shall be provided for every one thousand (1000) square feet of gross leasable floor area" (Located under zoning section 22-11-36)
- In other words 1 parking stall for every 250 square feet
- If we compare data other commercial recreation businesses this averages out to a parking stall to patron ratio of 1:4.5

Orem City Code

Lehi City

- "1 parking space per 200 square feet of gross floor area" for commercial recreation (Located in chapter 11 of the Lehi City Development Code)
- Using data from businesses listed before or similar businesses this averages to a parking stall to patron ratio of 1:4

Lehi City Code

NOT up to the same standard of surrounding cities or across Utah County continued.....

Provo City

- "1 Parking Space for every 200 square feet of gross floor area" (Provo City Code 14.37.100)
- In other words this averages out to a parking ratio to patron ratio of 1:4

Provo City Code

Spanish Fork

- "1 Parking space for every 200 square feet of gross floor area" (Land Use and Development, Chapter 15.4-zoning)
- In other words this averages out to a parking ratio to patron ratio of 1:4

Spanish Fork City Code

Payson

- "1 Parking space for every 200 square feet of gross floor area" (Title 19 - Zoning, Section 19.19.040)
- In other words this averages out to a parking ratio to patron ratio of 1:4

Payson City Code

American Fork

- "1 Parking space for every 200 square feet of gross floor area" (Title 17 - Zoning, Section 17.6.106)
- In other words this averages out to a parking ratio to patron ratio of 1:4

American Fork City Code

Conclusion

As you can see the current municipal code for Santaquin City

- Prevents businesses from coming to Santaquin
- Is not up to the standard of other neighboring cities and Utah County

We are requesting Santaquin City to Change municipal code 10.48.040 "Number of Parking Spaces Required" To open the door for not just small local businesses but for other business to come to Santaquin. AND to be up to the same standard of every other city in Utah County.

The code request to be changed from 1 parking space per 2 patrons to 1 parking space per 4 patrons OR just like every other city, change to 1 parking space per every 200 square feet of gross floor area.

This will allow us to to reduce the required parking spaces for our current proposed to location from 93 down to 46. Allowing us to use our current location for a gym that will benefit all of Santaquin.

SANTAQUIN CITY CORPORATION
Check Register
CHECKING - ZIONS - 03/01/2025 to 03/14/2025

Payee Name:	Payment Date:	Amount:	Description:	Ledger Account:
ADT SECURITY SERVICES, INC	3/6/2025	\$190.29	ADT Alarm Update balance for work completed	1051300 - BUILDINGS & GROUND MAINTENANCE
ALEXANDER, ISAAC	3/6/2025	\$400.00	Bail Refund - Case #241600105	1022430 - COURT FINES AND FORFEITURES
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	3/6/2025	-\$726.00	Credit for Boots returned	7657240 - FIRE - SUPPLIES
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	3/6/2025	\$28,064.52	PPE Rotation 5 and new gear 4	7657741 - FIRE - PPE ROTATION
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	3/13/2025	\$3,259.20	New Fire Helmets	7657240 - FIRE - SUPPLIES
		\$30,597.72		
APPLICANTPRO	3/6/2025	\$355.00	Application/Hiring Software - April 2025	4340500 - SOFTWARE EXPENSE
AT&T MOBILITY	3/6/2025	\$262.24	Cell and iPad service	7657280 - TELEPHONE
AUTOZONE STORES LLC 06112	3/6/2025	\$47.66	AutoZone, windshield wipers and vehicle light bulbs	1054250 - EQUIPMENT MAINTENANCE
BIRRELL BOTTLING COMPANY	3/13/2025	\$489.10	Breakroom Supplies	1043240 - SUPPLIES
BLOMQUIST HALE CONSULTING	3/6/2025	\$580.64	Employee Assistance Program - Feb 2025	1022506 - EAP
BLOMQUIST HALE CONSULTING	3/6/2025	\$580.64	Employee Assistance Program - March 2025	1022506 - EAP
BLOMQUIST HALE CONSULTING	3/13/2025	\$516.80	Employee Assistance Program - Dec 2024	1022506 - EAP
		\$1,678.08		
BLUE STAKES OF UTAH 811	3/6/2025	\$253.75	Blue stakes	5140241 - UTILITY BILLING PROCESSING FEES
BLUE STAKES OF UTAH 811	3/6/2025	\$253.75	Blue stakes	5240241 - UTILITY BILLING PROCESSING FEES
BLUE STAKES OF UTAH 811	3/6/2025	\$253.75	Blue stakes	5440241 - UTILITY BILLING PROCESSING FEES
		\$761.25		
BLUELINE BACKGROUND SCREEN	3/6/2025	\$181.00	New Hire Background Checks	1043310 - PROFESSIONAL & TECHNICAL
BLUELINE BACKGROUND SCREEN	3/6/2025	\$188.00	Pre-employment Drug Testing	1043310 - PROFESSIONAL & TECHNICAL
		\$369.00		
CALDWELL, JACOB *	3/6/2025	\$9.85	Refund: 203100 - CALDWELL, JACOB *	5113110 - ACCOUNTS RECEIVABLE
CAMERON MEYER, DO, PLLC	3/13/2025	\$2,000.00	REISSUE CHECK 05/30/2024 VENDOR PAYMENT	1015800 - SUSPENSE
CAMERON MEYER, DO, PLLC	3/13/2025	-\$2,000.00	REISSUE CHECK 05/30/2024 DID NOT RECEIVE VENDOR PAYMENT	1015800 - SUSPENSE
		\$0.00		
CATE INDUSTRIAL SOLUTIONS	3/6/2025	\$462.03	Compressor	5240250 - EQUIPMENT MAINTENANCE
CATE INDUSTRIAL SOLUTIONS	3/6/2025	\$462.04	Compressor	1060250 - EQUIPMENT MAINTENANCE
CATE INDUSTRIAL SOLUTIONS	3/6/2025	\$462.04	Compressor	1070250 - EQUIPMENT MAINTENANCE
CATE INDUSTRIAL SOLUTIONS	3/6/2025	\$462.04	Compressor	5140250 - EQUIPMENT MAINTENANCE
CATE INDUSTRIAL SOLUTIONS	3/6/2025	\$462.04	Compressor	5440250 - EQUIPMENT MAINTENANCE
		\$2,310.19		
CENTRACOM INTERACTIVE	3/6/2025	\$4,470.06	Telephone and Internet Services	4340240 - TELEPHONE & INTERNET
CHEMTECH-FORD, INC	3/6/2025	\$30.00	WATER TESTING	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	3/13/2025	\$164.00	Effluent Testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	3/13/2025	\$107.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	3/13/2025	\$30.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS

CHEMTECH-FORD, INC	3/13/2025	\$150.00 \$481.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHILD SUPPORT SERVICES/ORS	3/14/2025	\$170.31	Garnishment - Child Support	1022420 - GARNISHMENTS
CHILD, TANNER	3/6/2025	\$250.80	Parks and Recreation Conference	1070230 - EDUCATION, TRAINING & TRAVEL
CORPORATE TRADITIONS	3/6/2025	\$60.00	March Birthdays	1043480 - EMPLOYEE RECOGNITIONS
CORPORATE TRADITIONS	3/13/2025	\$75.00 \$135.00	Employee Event - March 2025	1043483 - EMPLOYEE ENGAGEMENT
COURT ADMINISTRATOR'S OFFICE, #1498	3/13/2025	\$120.50	TAG graffiti cleanup	1054240 - SUPPLIES
COX, CHRISTOPHER LEE	3/13/2025	\$299.95	Bail Refund Case #245500881	1022430 - COURT FINES AND FORFEITURES
CR MULCH, LLC	3/6/2025	\$120.00	SUNSET TRAILS PARK	1070300 - PARKS GROUNDS SUPPLIES
CRSA	3/13/2025	\$10,468.30	City Hall Library Final Design	4140704 - NEW CITY HALL
DEL ROSARIO, BRIAN	3/6/2025	\$334.92	Per Diem & Mileage for ULCT Spring Conference	1041230 - EDUCATION, TRAINING & TRAVEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$69.04	Fuel - Engineering - Feb 2025	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$72.20	Fuel - Community Services - Feb 2025	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.57	Fuel - PW - Feb 2025	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.58	Fuel - PW - Feb 2025	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.58	Fuel - PW - Feb 2025	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.58	Fuel - PW - Feb 2025	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.58	Fuel - PW - Feb 2025	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$154.58	Fuel - PW - Feb 2025	5440260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$183.36	Fuel - EMS - Feb 2025	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$324.17	Fuel - Admin - Feb 2025	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$349.07	Fuel - Inspections - Feb 2025	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$840.59	Fuel - Fire - Feb 2025	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	3/13/2025	\$4,754.71 \$7,520.61	Fuel - Police - Feb 2025	1054260 - FUEL
DR HORTON	3/6/2025	\$63.76	Refund: 1603710 - DR HORTON	5113110 - ACCOUNTS RECEIVABLE
EFTPS	3/10/2025	\$93.08	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	3/10/2025	\$287.87	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	3/10/2025	\$397.98	Social Security Tax	1022210 - FICA PAYABLE
EFTPS	3/5/2025	\$6,726.74	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	3/5/2025	\$16,151.08	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	3/5/2025	\$28,761.68 \$52,418.43	Social Security Tax	1022210 - FICA PAYABLE
EL FAJRI, AMINE	3/13/2025	\$200.00	Interpreter Services - Justice Court	1042310 - PROFESSIONAL & TECHNICAL
ENBRIDGE GAS UT WY ID	3/6/2025	\$23.07	1215 N CENTER	5240500 - WRF - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$81.92	110 S CENTER	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$132.78	188 S CENTER	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$200.58	98 S CENTER	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$243.64	200 S 400 W	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$741.18	275 W MAIN	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	3/6/2025	\$837.91	45 W 100 S	1051270 - UTILITIES

ENBRIDGE GAS UT WY ID	3/6/2025	\$1,048.81 \$3,309.89	1205 N CENTER	1051270 - UTILITIES
EPIC ENGINEERING	3/6/2025	\$1,136.00	Epic Engineering Testing for the Silver Oaks subdivision	1022450-928 - (INSP& TESTING)Silver Oaks Phase 1
EPIC ENGINEERING	3/6/2025	\$2,893.00	Epic Engineering Testing for Tanner Flats Phase 2 subdivision	1022450-980 - (INSP&TESTING)Tanner Flats - Phase 2
EPIC ENGINEERING	3/6/2025	\$3,972.00	Epic Engineering Testing for Stratton Acres Subdivision	1022450-952 - (INSP&TESTING)Stratton Acres
EPIC ENGINEERING	3/6/2025	\$69.00	Epic Engineering Testing for the Hills Plat M	1022450-962 - (INSP&TESTING)[Plat M]The Hills
EPIC ENGINEERING	3/6/2025	\$69.00	Epic Engineering Testing for Orchard B1 subdivision	1022450-967 - (INSP&TESTING)Apple Hollow B Phase 1
EPIC ENGINEERING	3/6/2025	\$303.00	Epic Engineering Testing for O'Rielly site plan	1022450-971 - (INSP&TESTING)O'Reilly Auto Parts
EPIC ENGINEERING	3/6/2025	\$264.00 \$8,706.00	Compaction Testing for Comcast Road Cut	1048310 - PROFESSIONAL & TECHNICAL SVCS
EVANS, REBEKAH	3/13/2025	\$490.00	Building Rental Deposit Refund	6734152 - BUILDING RENTAL REVENUE
FLEETPRIDE	3/6/2025	\$53.02	TRAILER PARTS	5240250 - EQUIPMENT MAINTENANCE
FLEETPRIDE	3/6/2025	\$5.57	Trailer Repair	5240250 - EQUIPMENT MAINTENANCE
FLEETPRIDE	3/13/2025	\$146.43	Streets	1060250 - EQUIPMENT MAINTENANCE
FLEETPRIDE	3/13/2025	\$24.09	Vac Truck	5240250 - EQUIPMENT MAINTENANCE
FLEETPRIDE	3/13/2025	-\$146.43 \$82.68	Credit Memo	1060250 - EQUIPMENT MAINTENANCE
FORENSIC NURSING SERVICES LLC	3/6/2025	\$160.00	Forensic, Blood/Urine/Triage, Katherine Barbour 25SQ00984	1054311 - PROFESSIONAL & TECHNICAL
FORENSIC NURSING SERVICES LLC	3/13/2025	\$320.00 \$480.00	Forensic, Blood/Urine/Triage: Roberto Reyes 25SQ01108, & Elmer Batres 25SQ01120	1054311 - PROFESSIONAL & TECHNICAL
FREEDOM MAILING SERVICES, INC	3/6/2025	\$1,027.38	UTILITY BILL PROCESSING & NEWSLETTERS	5240241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	3/6/2025	\$1,027.38	UTILITY BILL PROCESSING & NEWSLETTERS	5440241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	3/6/2025	\$1,027.39 \$3,082.15	UTILITY BILL PROCESSING & NEWSLETTERS	5140241 - UTILITY BILLING PROCESSING FEES
GREENHALGH CONSTRUCTION	3/6/2025	\$2,973.98	Road Salt Hauling	1060240 - SUPPLIES
GROVES, AMANDA	3/13/2025	\$129.38	Refund: 150901 - GROVES, AMANDA	5113110 - ACCOUNTS RECEIVABLE
GUNTHERS HEATING, COOLING, PLUMBING & SOLAR	3/6/2025	\$946.50	Gunther's Service Contract	1051300 - BUILDINGS & GROUND MAINTENANCE
HANSEN, HAYDEN	3/13/2025	\$279.96	Reimburse Hayden Hansen, Duty Belt, Holster Adapter, Magazine Pouch	1054240 - SUPPLIES
HEALTH EQUITY INC,	3/4/2025	\$13.70	FSA Admin Fees - Feb 2025	1043310 - PROFESSIONAL & TECHNICAL
HEALTH EQUITY INC,	3/4/2025	\$532.48	Replenish for HCRA - FEB 2025	1022502 - FSA
HEALTH EQUITY INC,	3/3/2025	\$272.73	Employer Contributions - Surviving Spouse - Hooser -Feb 2025	1054145 - SURVIVING SPOUSE BENEFIT PROGRAM
HEALTH EQUITY INC,	3/3/2025	\$10,833.26 \$11,652.17	Employee & Employer Contributions - Feb 2025	1022503 - HSA
HENRY SCHEIN	3/6/2025	\$1,307.08	Medical Supplies Medications	7657242 - EMS - SUPPLIES
HOLDEN, DUSTIN	3/13/2025	\$960.00	Youth Basketball Officials Pay	6140120 - SALARIES & WAGES (PART TIME)
HOLIDAY GOO	3/6/2025	\$1,361.00	Easter Eggs	6240251 - COMMUNITY EVENTS EXPENSE
HOLLAND EQUIPMENT COMPANY	3/6/2025	\$106.33	TRASH PUMP	5140240 - SUPPLIES
HOLLAND EQUIPMENT COMPANY	3/6/2025	\$106.33	TRASH PUMP	5440240 - SUPPLIES
HOLLAND EQUIPMENT COMPANY	3/6/2025	\$106.34 \$319.00	TRAHS PUMP	5240240 - SUPPLIES

HORROCKS ENGINEERS LLC	3/6/2025	\$550.00	CONSULTING FOR GRANT	5140310 - PROFESSIONAL & TECHNICAL SVCS
HORROCKS ENGINEERS LLC	3/6/2025	\$550.00	CONSULTING FOR GRANT	5440310 - PROFESSIONAL & TECHNICAL SVCS
		\$1,100.00		
INTERMOUNTAIN FARMERS, INC.	3/6/2025	\$122.48	Grass Seed-Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
INTERMOUNTAIN FARMERS, INC.	3/6/2025	\$122.49	Grass Seed-Parks	1070300 - PARKS GROUNDS SUPPLIES
INTERMOUNTAIN FARMERS, INC.	3/13/2025	\$645.96	Sterilant and weed spray for ROW	1060240 - SUPPLIES
INTERMOUNTAIN FARMERS, INC.	3/13/2025	\$153.49	Sprayer for 4 wheeler	1060240 - SUPPLIES
INTERMOUNTAIN FARMERS, INC.	3/13/2025	\$153.50	Sprayer for 4 wheeler	1070300 - PARKS GROUNDS SUPPLIES
		\$1,197.92		
INTERWEST ELECTRIC COMPANY, LLC	3/6/2025	\$88,179.00	IEC progress payment for Orchard Hills Ballfield Lights	5740512 - ORCHARD HILLS - BALL FIELD LIGHTS
INTERWEST ELECTRIC COMPANY, LLC	3/6/2025	\$44,731.00	Orchard Hills Ballfield Lights progress payment	5740512 - ORCHARD HILLS - BALL FIELD LIGHTS
		\$132,910.00		
J-U-B ENGINEERING	3/6/2025	\$106,516.24	J-U-B progress payment for WRF expansion Design	5640783 - WRF UPGRADE (ADDITIONAL TRAIN) PROJECT
JIMENEZ, EVELYN	3/13/2025	\$680.00	Bail Rdfund - Duenas	1022430 - COURT FINES AND FORFEITURES
JOHN H. JACOBS, P.C.	3/6/2025	\$2,991.66	Public Defender Services	1042332 - LEGAL - PUBLIC DEFENDER
JONES PAINT & GLASS	3/6/2025	\$104.76	Paint used for East side Of Museum	4140706 - DEMOLITION OF OLD JR HIGH
KARLBERG, PAR	3/6/2025	\$298.76	Youth fitness class contract	6840725 - YOUTH ENRICHMENT
KEITH JUDDS PRO-SERVICE, INC	3/13/2025	\$283.49	Keith Judds, vehicle battery, Lloyd	1054250 - EQUIPMENT MAINTENANCE
KEITH JUDDS PRO-SERVICE, INC	3/13/2025	\$35.00	Keith Judds, vehicle emissions, Tipler	1054250 - EQUIPMENT MAINTENANCE
		\$318.49		
KILGORE COMPANIES LLC ASPHALT MATERIALS INC	3/6/2025	\$24,379.17	2024 Road overlay project Kilgore	4540200 - ROAD MAINTENANCE
KILGORE COMPANIES LLC ASPHALT MATERIALS INC	3/6/2025	\$39,438.83	Kilgore 2024 Road Overlay project Final Payment	4540200 - ROAD MAINTENANCE
		\$63,818.00		
KINDER, SALISA	3/6/2025	\$490.00	Building Rental Refund	6734152 - BUILDING RENTAL REVENUE
L.N. CURTIS & SONS	3/6/2025	\$139.11	SCBA Parts	7657250 - FIRE - EQUIPMENT MAINTENANCE
LACEY KEEL DBA ICON CHEER GROUP, LLC	3/13/2025	\$2,902.33	Cheer Contract Pay	6840812 - CHEER
LENSLOCK INC.	3/6/2025	\$10,916.00	Lenstock dashcams for new PD vehicles	4241058 - VEHICLE PURCHASES
LES OLSON COMPANY	3/6/2025	\$667.54	Copy Machine Maintenance and Usage	4340300 - COPIER CONTRACT
LIND, RYAN	3/6/2025	\$209.00	Per Diem IAAI Wendover	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
LINGO	3/13/2025	\$283.23	Land Lines at City Hall/PS Building	4340240 - TELEPHONE & INTERNET
MACEYS - SANTAQUIN	3/13/2025	\$41.41	Court Supplies	1042240 - SUPPLIES
MACEYS - SANTAQUIN	3/13/2025	\$37.18	Barts Retirement Open House	1043480 - EMPLOYEE RECOGNITIONS
		\$78.59		
MIDWEST MOTOR SUPPLY CO. INC DBA KIMBALL MIDWEST	3/13/2025	\$38.12	Penetrating oil	1060240 - SUPPLIES
MIDWEST MOTOR SUPPLY CO. INC DBA KIMBALL MIDWEST	3/13/2025	\$38.12	Penetrating oil	5140240 - SUPPLIES
MIDWEST MOTOR SUPPLY CO. INC DBA KIMBALL MIDWEST	3/13/2025	\$38.12	Penetrating oil	5240240 - SUPPLIES
		\$114.36		

MOUNTAIN WEST AGRICULTURE	3/6/2025	\$2,851.20	Fertilizer for Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
MOUNTAIN WEST AGRICULTURE	3/6/2025	\$2,851.20	Fertilizer for Parks	1070300 - PARKS GROUNDS SUPPLIES
		\$5,702.40		
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	3/6/2025	\$10,416.67	MAG Additional Services (Lobbying Services)	4540210 - PROFESSIONAL SERVICES
MOUNTAINLAND SUPPLY	3/6/2025	\$2,577.90	METERS	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/6/2025	\$2,577.91	METERS	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/6/2025	\$2,577.91	METERS	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	3/6/2025	\$73.76	PARTS FOR CLOCK TOWER FILTER	1070300 - PARKS GROUNDS SUPPLIES
MOUNTAINLAND SUPPLY	3/13/2025	\$196.15	Sensor for Rec	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND SUPPLY	3/13/2025	\$181.70	Water and PI parts	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	3/13/2025	\$181.71	Water and PI parts	5440240 - SUPPLIES
MOUNTAINLAND SUPPLY	3/13/2025	\$67.72	Marking Paint	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	3/13/2025	\$67.71	Marking Paint	5440240 - SUPPLIES
		\$8,502.47		
NERDIN, CAMERON	3/13/2025	\$52.75	Bail Refund - Case #231700003	1022430 - COURT FINES AND FORFEITURES
NIELSEN, ERIKA	3/6/2025	\$250.80	Parks and Recreation Conference	1070230 - EDUCATION, TRAINING & TRAVEL
NORTH AMERICAN UV INC	3/6/2025	\$2,100.00	UV Ballasts	5240520 - WRF - SUPPLIES
OIL CHANGERS	3/6/2025	\$144.85	Oil Changes, Worwood & Chief Hurst	1054250 - EQUIPMENT MAINTENANCE
OUT BACK GRAPHICS, LLC	3/6/2025	\$1,050.60	SIGNS FOR PARKS	1070300 - PARKS GROUNDS SUPPLIES
OWENS, DILAN	3/6/2025	\$18.50	Witness Fee	1042310 - PROFESSIONAL & TECHNICAL
PAYSON AUTO SUPPLY - NAPA	3/6/2025	\$49.99	PW15/Fuel Transfer tank Hose	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	3/6/2025	\$44.99	PW15/Fuel Transfer Tank	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	3/13/2025	\$37.84	EM Expedition Rear Brakes	7657252 - EMS - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	3/13/2025	\$106.26	Snatch Block for lift station	5240520 - WRF - SUPPLIES
		\$239.08		
PAYSON CITY REC	3/6/2025	\$201.00	youth basketball tournament fees	6140665 - YOUTH SPORTS
PAYSON CITY SOLID WASTE	3/6/2025	\$8,554.85	Tipping Fees	5240530 - WRF - SOLID WASTE DISPOSAL
PEN & WEB COMMUNICATIONS c/o PENNY REEVES	3/6/2025	\$257.08	(2) Drop Box Subscriptions	4340500 - SOFTWARE EXPENSE
PEN & WEB COMMUNICATIONS c/o PENNY REEVES	3/6/2025	\$850.95	Website & Social Media Services	4340113 - WEBSITE CONTENT MGT - PEN&WEB
		\$1,108.03		
PICENO, PEDRO ANGEL *	3/13/2025	\$39.73	Refund: 7011713 - PICENO, PEDRO ANGEL *	5113110 - ACCOUNTS RECEIVABLE
POINT EMBLEMS LLC	3/6/2025	\$795.00	Point Emblems, Department Patches x 200	1054240 - SUPPLIES
POLICE TECHNICAL	3/6/2025	\$525.00	Police Technical, excet & powerpoint training, McKinzie Bradshaw	1054230 - EDUCATION, TRAINING & TRAVEL
PROVSTGAARD, LACEY MICHELLE	3/13/2025	\$1,210.12	Tumbling Contract Pay	6840807 - TUMBLING
RED RHINO INDUSTRIAL	3/6/2025	\$73.10	Bolts for Meters	5440242 - METERS & MXU'S
RED RHINO INDUSTRIAL	3/6/2025	\$73.11	Bolts for meters	5140242 - METERS & MXU'S
		\$146.21		

REPUBLIC SERVICES LLC #864	3/6/2025	\$63.91	190 S 400 W-Rec-Dumpster Charges	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$999.81	Dumpster Pickup	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$356.10	Fuel Recovery Fee	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$741.90	Fuel Recovery Fee	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$3,709.96	Garbage Pickup Services (1248 2nd Cans)	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$14,861.24	Recycle Pickup Services (2374 Cans)	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$16,333.22	Disposal of Residential Waste (418.44 Tons)	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	3/6/2025	\$31,258.72	Garbage Pickup Services (4946 1st Cans)	1062311 - WASTE PICKUP CHARGES
		\$68,324.86		
RILEY WORWOOD DBA THE BOW SHOP	3/6/2025	\$280.00	youth archery indoor range rental	6840725 - YOUTH ENRICHMENT
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	-\$2,050.20	Customer Deposit for MS Licensing Annual - Credit for Pre-payment	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$5.85	Azure Active Directory Premium	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$8.05	Micosoft Business Apps for Business	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$17.40	Microsoft Office Business Basic (3 @ 5.80)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$21.50	Customer Deposit for MS Licensing Annual (Prorated for 1 additional license)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$22.40	Microsoft Office 365 E3 - Recurring	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$24.00	(2) Microsoft 365 Business Standard @ 12.00	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$35.00	Lenovo Laptop Charger	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$120.00	Splashtop Remote Premium (12 users @10.00)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$152.00	Maintenance & Mgmnt of Access Control System - Rec Building (38 users @ \$4.00)	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$162.75	Management of User Security Accounts (93 @ \$1.75)	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$216.00	Back up of email accounts (144 @1.50)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$231.00	Microsoft Exchange Online (60 users @3.85)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$327.25	Remote Management & Monitoring Per Computer (119 users @ 2.75)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$1,741.50	Microsoft Exchange & 365 Business (81 users @ 21.50)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$3,510.00	Monthly Service Contract	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	3/13/2025	\$4,302.00	Cloud Backup (23,900 GB @ .18)	4340500 - SOFTWARE EXPENSE
		\$8,846.50		
ROCKY MOUNTAIN POWER	3/13/2025	\$0.01	ITEM 58 ARENACONCE CONTRACT FAIR GROUNDS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$0.01	ITEM 7 PUMP VAULT	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$0.01	ITEM 80 SUMMIT RIDGE SPORTS/FOOD COURT	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$0.01	ITEM 86 CITY HALL CONTRACT	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$4.75	ITEM 109 STREETLIGHTS 904 S TANNER RD	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$4.98	ITEM 23 BALL PARK LIGHTS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$6.93	ITEM 107 STREETLIGHTS 730 S TANNER RD	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$9.93	ITEM 18 49 E MAIN PARK LIGHTS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$10.33	ITEM 91 ARENACONCE ANNOUNCERS/RV PEDESTALS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$10.46	ITEM 16 CITY PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$10.81	ITEM 108 STREETLIGHTING 60 E MAIN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$11.16	ITEM 92 ARENACONCE SPRINKLER/RV PEDESTALS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$11.17	ITEM 104 815 S HORIZON LOOP	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$11.17	ITEM 105 FOOTHILL SPRINKLERS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$12.08	ITEM 65 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$12.56	ITEM 21 BALL PARK CONCESSION STAND	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$15.86	ITEM 60 ARENACONCE UPGRADE	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$16.18	ITEM 74 CONTRACT METERED STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$16.30	ITEM 94 GENERAL SVC POND PUMP	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$18.15	ITEM 72 SUMMIT RIDGE PARKWAY STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$19.05	ITEM 101 CITY PARK	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$19.39	ITEM 70 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$22.90	ITEM 30 STREETLIGHT PEDESTAL	1060270 - UTILITIES - STREET LIGHTS

ROCKY MOUNTAIN POWER	3/13/2025	\$24.46	ITEM 97 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$24.60	ITEM 13 BOWERY	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$24.74	ITEM 40 VETERANS MONUMENT	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$25.42	ITEM 85 RESTROOMS CENTENNIAL PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$27.22	ITEM 29 SPRINKLING SYSTEM	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$29.31	ITEM 98 EAST SIDE PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$29.60	ITEM 50 LIGHTING	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$32.71	ITEM 17 49 E MAIN AREA LIGHTS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$36.23	ITEM 43 # SIGN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$36.42	ITEM 71 LIGHTING	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$37.26	ITEM 46 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$46.32	ITEM 49 NORTH PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$48.60	ITEM 90 188 S CENTER	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$58.39	ITEM 95 CITY CENTER	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$62.68	ITEM 78 LIGHTING STRONG BOX	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$76.54	ITEM 68 SUMMIT RIDGE PKWY SOCCER FIELD LIGHTING	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$82.47	ITEM 99 400 E MAIN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$93.42	ITEM 20 SUNSET TRAILS PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$161.28	ITEM 76 CULINARY PUMPSITE	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$166.81	ITEM 66 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$208.91	ITEM 93 REC CENTER PERM SVC FOR REMODEL	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$239.82	ITEM 27 COMMERCIAL/CITY LIBRARY	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$242.11	ITEM 82 PI BOOSTER PUMP-SUMMIT RIDGE	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$244.02	CONTRACT MINIMUM MONTHLY BILLING ORCHARD HILLS BALL PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$286.52	ITEM 79 GENERAL SERVICE PUMP STATION	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$301.63	ITEM 96 1005 S CENTER CHLORINATOR	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$343.53	ITEM 1 SPLIT 910 E 70 N EAST CULINARY WELL	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$343.54	ITEM 1 SPLIT 910 E 70 N EAST CULINARY WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$366.72	ITEM 67 SUMMIT RIDGE PKWY CONTRACT SOCCERFIELDS SITE	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$383.27	ITEM 84 SUMMIT RIDGE SPORTS COURT FOOD STAND	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$402.09	ITEM 83 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$543.64	ITEM 48 HAYFIELD PUMP	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$677.61	ITEM 89 BOOSTER PUMP STATION	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$747.36	ITEM 3 CITY OWNED WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$902.20	ITEM 25 GOVERNMENT BUILDING	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$1,775.32	ITEM 4 SPLIT 190 E 400 S NEW CULINARY WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$1,775.33	ITEM 4 SPLIT 190 E 400 S NEW CULINARY WELL	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$2,384.27	ITEM 2 SPLIT SUMMIT RIDGE WATER PUMP	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$2,384.28	ITEM 2 SPLIT SUMMIT RIDGE WATER PUMP	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	3/13/2025	\$4,161.45	ITEM 32, 33, 35, 36, 37, 38 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	3/13/2025	\$7,053.13	ITEM 88 CITY HALL	1051270 - UTILITIES
		\$27,135.43		
SADLER, JAMES & ALYSSA *	3/6/2025	\$107.62	Refund: 7015695 - SADLER, JAMES & ALYSSA *	5113110 - ACCOUNTS RECEIVABLE
SALT LAKE COMMUNITY COLLEGE	3/13/2025	\$201.00	SLCC, Cadet Meals, Basham February 2025	1054230 - EDUCATION, TRAINING & TRAVEL
SAM'S CLUB	3/13/2025	-\$15.98	RETURNED BREAK ROOM SUPPLIES	1051240 - SUPPLIES
SAM'S CLUB	3/13/2025	\$7.94	FEBRUARY EMPLOYEE BIRTHDAY LUNCH	1043480 - EMPLOYEE RECOGNITIONS
SAM'S CLUB	3/13/2025	\$46.44	BREAKROOM SUPPLIES	1051240 - SUPPLIES
SAM'S CLUB	3/13/2025	\$77.06	FEBRUARY EMPLOYEE BIRTHDAY LUNCH	1043480 - EMPLOYEE RECOGNITIONS
SAM'S CLUB	3/13/2025	\$134.39	SENIOR LUNCH	7540480 - FOOD
SAM'S CLUB	3/13/2025	\$380.02	SENIOR LUNCH	7540480 - FOOD
SAM'S CLUB	3/13/2025	\$865.63	SENIOR LUNCH	7540480 - FOOD
SAM'S CLUB	3/13/2025	\$868.09	SENIOR LUNCH	7540480 - FOOD

		\$2,363.59		
SANTAQUIN CITY	3/13/2025	\$300.00	Restitution - Case #235501069	1022430 - COURT FINES AND FORFEITURES
SANTAQUIN CITY UTILITIES	3/6/2025	\$120.00	Utility Assistance Program - March 2025	5221600 - SEWER FUND DONATIONS
SANTAQUIN CITY UTILITIES	3/14/2025	\$125.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	3/14/2025	\$805.00	Utilities	1022350 - UTILITIES PAYABLE
		\$1,050.00		
SANTAQUIN MARKET ACE	3/13/2025	\$12.59	Saw for WRF	5240520 - WRF - SUPPLIES
SANTAQUIN MARKET ACE	3/13/2025	\$35.98	cleaning supplies equipment	6740240 - SUPPLIES
SANTAQUIN MARKET ACE	3/13/2025	\$33.29	Pipe Cutter	5140250 - EQUIPMENT MAINTENANCE
SANTAQUIN MARKET ACE	3/13/2025	\$43.13	Mulch	1070300 - PARKS GROUNDS SUPPLIES
SANTAQUIN MARKET ACE	3/13/2025	\$64.69	Sunset Trails Park	1070300 - PARKS GROUNDS SUPPLIES
		\$189.68		
SANTAQUIN SPECIAL SERVICE DISTRICT (WATER)	3/13/2025	\$48,180.00	Transfer to SSD - Summit Creek Irrigation Annual 2025 PI water Assessments for SSD	5440254 - TRANSFER TO WATER SSD (ASSESSMENTS)
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.28	Ice Machine Repair	5240250 - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.28	Ice Machine Repair	5240550 - WRF - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.28	Ice Machine Repair	5440250 - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.29	Ice Machine Repair	1060250 - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.29	Ice Machine Repair	1070250 - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.29	Ice Machine Repair	1077250 - EQUIPMENT MAINTENANCE
SAUL HERRERA DBA SAUL'S HOME REPAIR	3/13/2025	\$114.29	Ice Machine Repair	5140250 - EQUIPMENT MAINTENANCE
		\$800.00		
SHEPHERD'S CARPET AND FLOORING, INC.	3/6/2025	\$1,149.75	museum improvements carpet	6640720 - RAP TAX EXPENSE
SHRED-IT US JV LLC	3/13/2025	\$127.49	Document Shredding Services	1043310 - PROFESSIONAL & TECHNICAL
SKAGGS PUBLIC SAFETY UNIFORM	3/6/2025	\$248.95	Skaggs uniform vest carrier, Taylor Baldwin (replacement after case 25SQ00379)	1054240 - SUPPLIES
SOUTH UTAH VALLEY SOLID WASTE DISTRICT	3/6/2025	\$5,314.65	Tipping Fees	1062312 - RECYCLING PICKUP CHARGES
STAKER PARSON COMPANIES	3/6/2025	\$538.74	Road Shouldering	1060240 - SUPPLIES
STAKER PARSON COMPANIES	3/6/2025	\$762.73	Road Shouldering	1060240 - SUPPLIES
		\$1,301.47		
STAPLES	3/6/2025	\$7.37	Note Pads/Post it Notes	1043240 - SUPPLIES
STAPLES	3/6/2025	\$38.31	Case of Copy Paper	5140240 - SUPPLIES
STAPLES	3/13/2025	\$38.31	Case of Copy Paper	1043240 - SUPPLIES
STAPLES	3/13/2025	\$44.28	Sharpies & Binders	5140240 - SUPPLIES
		\$128.27		
STEELE, KARSEN	3/6/2025	\$250.80	Parks And Recreation Conference	1070230 - EDUCATION, TRAINING & TRAVEL
STEVENS & GAILEY	3/6/2025	\$96.00	Public Defender Services - Cerron	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/6/2025	\$84.00	Public Defender Services - Hernandez - Rojas	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/6/2025	\$48.00	Public Defender Services - Huerta-Vargas	1042310 - PROFESSIONAL & TECHNICAL
STEVENS & GAILEY	3/6/2025	\$66.00	Public Defender Services - Jenkins	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/6/2025	\$70.00	Public Defender Services - Layton	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/6/2025	\$96.00	Public Defender Services - Navas	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	3/6/2025	\$18.00	Public Defender Services - Valdez	1042332 - LEGAL - PUBLIC DEFENDER
		\$478.00		

STITCHPOINT CENTRAL UTAH LLC DBA TEAM UP ATHLETICS	3/13/2025	\$775.00	Youth Adaptive Jerseys	6140665 - YOUTH SPORTS
STITCHPOINT CENTRAL UTAH LLC DBA TEAM UP ATHLETICS	3/13/2025	\$12,356.25	Youth Spring Soccer Uniforms 2025	6140665 - YOUTH SPORTS
		\$13,131.25		
STRINGHAM'S HARDWARE	3/13/2025	\$3.27	Prospector View	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$23.27	Tools for service truck	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$38.47	Type one SCADA panel	5440750 - CAPITAL PROJECTS
STRINGHAM'S HARDWARE	3/13/2025	\$1.99	Hardware	5240240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$34.99	Gloves	5240350 - SAFETY & PPE
STRINGHAM'S HARDWARE	3/13/2025	\$12.73	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$12.73	Supplies	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.98	Paint-Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$12.98	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$19.98	Supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$11.99	Supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$33.50	Chlorinator repair	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$21.99	Supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$16.99	extention chord events	6240240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$16.98	Leak at 200 West Main	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$3.49	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.92	Chlorinator repair	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$11.98	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$11.44	Harvest View Park	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$23.99	Fuse	1060485 - STREETLIGHT REPAIR & REPLACE
STRINGHAM'S HARDWARE	3/13/2025	\$19.99	Floor repair in museum	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$20.27	Buildings	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$16.48	Public Safety Building	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$60.95	Supplies for PW72	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.49	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.49	Supplies	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$56.44	Supplies to repair East side of museum	4140706 - DEMOLITION OF OLD JR HIGH
STRINGHAM'S HARDWARE	3/13/2025	\$5.49	Batteries for oil pumps	1060250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$21.77	Parts for type 1 booster station	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$1.79	License Plate Screws	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$11.49	Handle replacement	1070250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$133.69	PRV repair	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$1.29	Parks	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$10.49	Batteries	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$10.50	Batteries	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$9.99	Supplies	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$2.79	Sprayer-Buildings	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$139.96	Tools for PW72	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$7.49	Chlorinator repair	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.99	Supplies	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$17.98	Marking Paint for Engineering	1048240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$20.99	Supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$5.89	Glue	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$5.89	Glue	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$34.98	Pliers	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$34.99	Pliers	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$3.49	Supplies	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$11.94	Supplies	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$31.62	Chlorinator repair	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$30.86	Lamb Rental	1051300 - BUILDINGS & GROUND MAINTENANCE

STRINGHAM'S HARDWARE	3/13/2025	\$54.95	WRF Supplies	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$14.99	Broom-Buildings	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$54.50	Tools for PW27	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$47.96	Cleaning Supplies	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$33.77	Cleaning Supplies	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$38.99	Tip for airless	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$14.98	Safety Glasses	1070350 - SAFETY - PPE
STRINGHAM'S HARDWARE	3/13/2025	\$20.66	Lamb Rental	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$5.78	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$7.49	Lamb Rental	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$40.86	Orchard Hills Supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$35.99	Shovel	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$22.54	Conduit repair for sensor	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$7.49	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$7.49	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$10.28	SUPPLIES	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$57.20	Meter bolts	5140242 - METERS & MXU'S
STRINGHAM'S HARDWARE	3/13/2025	\$1.68	Hardware-PW59	1060250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	3/13/2025	\$16.97	Harvest View	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$6.07	Harvest View	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	3/13/2025	\$35.92	Uniform Shipping	7657244 - UNIFORMS
		\$1,652.69		
STRYKER MEDICAL - STRYKER SALES CORPORATION	3/13/2025	\$1,131.00	LifePak service for Cardiac monitor	7657252 - EMS - EQUIPMENT MAINTENANCE
STRYKER MEDICAL - STRYKER SALES CORPORATION	3/13/2025	\$499.00	LifePak 15 Maintenance	7657252 - EMS - EQUIPMENT MAINTENANCE
		\$1,630.00		
SUMMIT CREEK IRRIGATION C/O TOD ROWLEY	3/13/2025	\$38,880.00	Water Share Assessments - 324 Shares @ \$120 per share	5440253 - WATER ASSESSMENTS
SYMBOL ARTS, LLC	3/13/2025	\$820.00	Maracas 5K Medals	6240251 - COMMUNITY EVENTS EXPENSE
THATCHER COMPANY	3/6/2025	\$8,771.25	Chlorine	5140240 - SUPPLIES
THE HARTFORD	3/6/2025	\$4,277.22	Life, ADD, LTD & Sup Life - Feb 2025	1022504 - LIFE/ADD
THOMSON REUTERS - WEST	3/6/2025	\$274.13	CLEAR February 2025	1054311 - PROFESSIONAL & TECHNICAL
TIA WHITE DBA WELLNESS & EMPOWERMENT CENTER	3/13/2025	\$150.00	Mental health services	6340310 - PROFESSIONAL & TECHNICAL SVCS
TOWN OF GENOLA	3/6/2025	\$2,668.64	Genola Court Fines - Feb 2025	1022430 - COURT FINES AND FORFEITURES
TOWN OF GOSHEN	3/6/2025	\$96.22	Goshen Court Fines - Feb 2025	1022430 - COURT FINES AND FORFEITURES
TRYON, ERIK	3/13/2025	\$2,026.06	Martial Arts Contract Pay	6840809 - MARTIAL ARTS
TURF EQUIPMENT & AGRONOMICS, LLC	3/6/2025	\$167.51	GATOR PARTS	1070250 - EQUIPMENT MAINTENANCE
TURF EQUIPMENT & AGRONOMICS, LLC	3/13/2025	\$39.12	Ventrac parts	1070250 - EQUIPMENT MAINTENANCE
		\$206.63		
UPPER CASE PRINTING	3/13/2025	\$172.48	NEWSLETTER	5140241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	3/13/2025	\$172.48	NEWSLETTER	5240241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	3/13/2025	\$172.48	NEWSLETTER	5440241 - UTILITY BILLING PROCESSING FEES
		\$517.44		
UTAH CONTAINER & TANK, LLC	3/6/2025	\$125.00	Container Rental	5140240 - SUPPLIES

UTAH CONTAINER & TANK, LLC	3/6/2025	\$125.00 \$250.00	Container Rental	5440240 - SUPPLIES
UTAH COUNTY AUDITOR - ACCOUNTS RECEIVABLE	3/6/2025	\$26.00	Cemetery Annexation Notices	1043220 - NOTICES,ORDINANCES,PUBLICATION
UTAH COUNTY LODGE #31	3/14/2025	\$253.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH LOCAL GOVERNMENT TRUST	3/6/2025	\$1,233.68	Auto - Adding Three Vehicles	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	3/6/2025	\$1,685.00	Bonds Invoice - Required by St of Utah for Bonding	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	3/6/2025	\$4,624.37 \$7,543.05	ULGT Workers Compensation Premium Invoice for March 2025	1022250 - WORKMENS COMPENSATION PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$5.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$91.64	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	3/10/2025	\$406.35	Post Retirement (After 7/2010)	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$1,174.25	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$1,638.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$2,061.35	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$5,598.65	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	3/10/2025	\$30,032.76 \$41,008.00	State Retirement	1022300 - RETIREMENT PAYABLE
UTAH STATE TAX COMMISSION	3/5/2025	\$8,535.52	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	3/5/2025	\$8,575.59 \$17,111.11	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TREASURER	3/6/2025	\$5,277.20	Santaquin Court Fines - Feb 2025	1042310 - PROFESSIONAL & TECHNICAL
UTAH VALLEY UNIVERSITY	3/13/2025	\$1,456.00	IFSTA Books for classes	7657210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIPS
VERIZON WIRELESS	3/6/2025	\$426.70	PD Cellphones	1054280 - TELEPHONE
VERIZON WIRELESS	3/6/2025	\$720.22	PD Jetpacks	1054340 - CENTRAL DISPATCH FEES
VERIZON WIRELESS	3/6/2025	\$130.78	Fire/EMS Telephone	7657280 - TELEPHONE
VERIZON WIRELESS	3/6/2025	\$100.04	Comm Dev Jetpacks	1068280 - TELEPHONE
VERIZON WIRELESS	3/6/2025	\$40.01	GPS Data Collector	1048280 - TELEPHONE
VERIZON WIRELESS	3/6/2025	\$369.81	Pub Works PI Monitors	5140240 - SUPPLIES
VERIZON WIRELESS	3/6/2025	\$42.67	Amalie Ottley Phone	1043280 - TELEPHONE
VERIZON WIRELESS	3/6/2025	\$42.67 \$1,872.90	Gregg Hiatt Phone	5240280 - TELEPHONE
WAITE, CJ	3/6/2025	\$18.50	Witness Fee	1042310 - PROFESSIONAL & TECHNICAL
WAXIE SANITARY SUPPLY	3/13/2025	\$19.58	Cleaning supplies-City Hall	1051240 - SUPPLIES
WAXIE SANITARY SUPPLY	3/13/2025	\$1,534.44 \$1,554.02	Cleaning supplies	1051240 - SUPPLIES
XPRESS BILL PAY	3/5/2025	\$1,188.24	Credit Card Processing Fees - Feb 2025	5140241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	3/5/2025	\$1,188.24	Credit Card Processing Fees - Feb 2025	5240241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	3/5/2025	\$1,188.24 \$3,564.72	Credit Card Processing Fees - Feb 2025	5440241 - UTILITY BILLING PROCESSING FEES
ZIONS BANK	3/13/2025	\$35.00	Safe Deposit Box Rental - Annual Renewal	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ZIONS BANK-CASH	3/6/2025	\$100.00	Masquerade Ball Petty Cash	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-CASH	3/13/2025	\$350.00	Miss Santaquin Pageant Cash Prizes	6440200 - PAGEANT EXPENSES

ZIONS BANK-CASH	3/13/2025	\$200.00	Miss Santaquin Petty Cash	6440200 - PAGEANT EXPENSES
		\$650.00		
ZIONS BANK-SANTAQUIN-CC-AMALIE OTTLEY	3/5/2025	\$3.16	Walmart - photo print for Mayor Olson's office	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$16.98	Wal-Mart - framed photo for Mayor Olson's office	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$37.78	Walmart - treats for meetings	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$40.00	Walmart - Volunteer of the Month gift basket	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$65.74	Maceys - treats, drinks for upcoming meetings	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$80.89	Jimmy Johns - budget meeting lunch	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$100.86	Canyon Pizza Co - council dinner	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$149.99	Mo Bettahs - council dinner	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$168.46	Olive Garden - budget meeting dinner	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC-DAN OLSON	3/5/2025	\$14.10	McDonalds F11655 - Business Lunch	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$26.41	Crown Burgers #2 - Business Lunch	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC-FIRE DEPARTMENT	3/5/2025	\$14.00	Maverik #377 Trailer weighing	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.00	Maverik #377 Trailer weight	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$27.98	Amazon Mktpl Narc safe antenna	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$98.67	Amazon Printer ink and popcorn mix	7657239 - OFFICE SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$116.92	Amazon Mktpl Power cords and rug	7657239 - OFFICE SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$360.56	Amazon Cameras for office areas	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$413.94	Amazon Bike helmets for new e-bikes	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-JACKIE BACKMAN	3/5/2025	-\$375.00	Credit Voucher Elite Sportswear- Shoe refund/returns cheer	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$89.00	Canyon Pizza Co - Payson- Orchard Days meeting	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 2- 1 routine	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 3- 1 routine	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 3- 1 routine	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 4- 1 routine	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 5- 1 routine-68-40-812	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes Cheer competitions team 6- 1 routine	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$580.00	Wp*rc Competes- Cheer competitions team 1- two routines	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC-JASON BOND	3/5/2025	\$9.98	Wm Supercenter #4068 - Stationary thank you cards for employee appreciation	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$185.00	Sq *ucma - 2025 Spring UCMA Conf. Registration & Membership Dues for Jason Bond	1078230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$240.00	Intl Code Council Inc - Commercial Electrical Inspector Exam for Jon Hepworth	1068230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$250.00	Sq *ucma - 2025 Spring UCMA Conf. Registration & Membership Dues for Jason Bond	1078210 - BOOKS, SUBSCRIPT, & MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,228.73	Deans Quality Transmission - New transmission for Building Insp. 2016 Ford F-150.	1068250 - EQUIPMENT MAINT
ZIONS BANK-SANTAQUIN-CC-JASON CALLAWAY	3/5/2025	-\$159.71	Credit Voucher Rocky Mountain Atv, Inc./ Wheel return for fire ATV	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	-\$72.64	Credit Voucher Uline/Return for sales tax charged.	5240550 - WRF - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$8.06	When I Work, Inc./scheduling software	1070300 - PARKS GROUNDS SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$9.99	Amazon Mktpl/Janitorial supplies	1051240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.74	Amzn Mktpl Us/Small engine repair parts.	1070250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$19.98	Amazon Mktpl/Small engine repair parts	1070250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$29.99	Amazon.Com*8w1f648i3/Cleaning supplies for the buildings.	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$30.06	Lowe's #03427/Carpet for cemetery grave cover	1077300 - CEMETERY GROUNDS MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$31.74	Amzn Mktpl Us/ Cleaning supplies for buildings	1051240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$42.00	Diamondback Manufacturing/Spring assist for mower trailer.	1070250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$48.59	Amazon.Com*z702v58w0/Warning lights for new trucks.	1060250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$61.80	Mountain Country Equipm/Pipe for handrail at prospector view park.	1070300 - PARKS GROUNDS SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$67.00	Santaquin Pharmacy And Di/Gun for Bart Provstgaard's retirement open house	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$102.39	Carquest 4504/Torque wrench for WRF	5240520 - WRF - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$123.60	Mountain Country Equipm/Pipe for handrail at Prospector View Park.	1070300 - PARKS GROUNDS SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$167.56	Jimmy Johns - 4102/Lunch for Barts Retirement open house	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$171.88	United States Plastic Cor/Plastic fittings for chlorinator	5140240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$255.00	Sprinkler Supply/Weather Trak training for parks crew.	1070230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$450.00	Greenes Inc/Curb cut for Harvest View Park.	1070300 - PARKS GROUNDS SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$617.30	Santaquin Pharmacy And Di/Gun for Bart Provstgaards retirement.	1043480 - EMPLOYEE RECOGNITIONS

ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,275.00	Utah Recreation And Parks Conference for Tanner, Erika and Karsen	1070230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,333.00	Utahaspalt/Utah Asphalt Assoc. Conference. Clint, Shad, Reko and Jess attended.	1060230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC-JENNIFER WAGNER	3/5/2025	-\$22.90	Clef grant books	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$0.99	Kindle book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$3.74	Kindle book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$7.39	Amazon book clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$8.28	McGee ` s Stamp & Trophy name tag	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$8.99	Kindle book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$9.89	Amazon break room cleaning supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$10.83	Amazon book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$10.87	Maceys magic tree house club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$12.53	Amazon teen book club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$12.98	Amzn book	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.98	Amzn book clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.99	Clef grant kindle books	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$20.20	Clef grant books	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$22.99	Amazon middle chapter club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$23.07	Amazon pens	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$23.14	Usps ILL grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$24.02	Maceys break room supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$24.87	Amazon switch clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$25.56	Amazon break room	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$26.97	Amazon middle chapter book club	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$28.53	Usps ILL grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$29.99	Amazon new club start up item	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$33.99	Amazon picture frame	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$35.99	Amazon Reta* Zc3x25hi0	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$36.20	Wm middle chapter book club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$39.18	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$40.46	Amazon clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$40.58	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$43.60	Amazon book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$56.76	Amzn book/stickers	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$58.95	Amzn picture frame	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$60.19	Amazon books clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$61.15	Amazon book club sets clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$69.39	Amazon books clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$79.96	Amzn clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$83.38	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$96.40	Amazon book club sets clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$108.98	Amazon clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$141.68	Amazon book club sets clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$233.94	Amazon clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$298.70	Amazon books clef grant	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$514.00	Sq *cookie Creations valentine fundraiser	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-JOHN BRADLEY	3/5/2025	-\$315.00	Credit Wp*rc Competes. Cheer Competition register incorrectly. Refund one routine.	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	-\$315.00	Credit Wp*rc Competes. Feb Cheer Comp; refund registering for wrong category.	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$4.52	Adt Security. Additional (2 sensors) paid while setting up Museum Alarm update.	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$11.24	Pidj.Co. Sport Texting services	6140310 - PROFESSIONAL & TECHNICAL SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$22.99	Amzn Mktp Us. Miss Santaquin Crowns 2	6440200 - PAGEANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$25.00	Brigham Young Univ. Purchase admission to BYU Youth Strong Project Conference.	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$26.18	Pidj.Co. Event texting service	6740310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$26.97	Amazon Mktp. Miss Santaquin Crowns	6440200 - PAGEANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$29.99	Amzn Mktp Us. Healthy Snacks for Staff.	6740240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$45.41	Bcw Supplies. Museum February Program Supplies.	6340240 - SUPPLIES

ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$85.14	Etsy. Miss Santaquin Sashes	6440200 - PAGEANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$100.00	ADT. Museum Alarm Security. \$100 deposit for appointment to update alarm system.	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$112.86	Uline. Museum February Program Supplies.	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$119.40	Canva. Annual flyer design software membership fee for recreation	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$183.26	J Mart Publishing Company. Business Cards CS Department Full Time Staff	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$220.00	Shyphotography. Miss Santaquin Royalty Photography.	6440500 - OTHER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer Comp; specific to routine 7	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer comp, specific to routine 5	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer Comp, specific to routine 6	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer Competition, specific to routine 2.	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer competition, specific to routine 4	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer Competition. Specific to Routine 1	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.00	Wp*rc Competes. Feb State Cheer specific to routine 3	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$580.00	Wp*rc Competes. Feb State Cheer Competition. Multiple Routines.	6840812 - CHEER
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,117.12	Fencescreen Llc. Pickleball Courts Wind Screen	5740514 - HARVEST VIEW PARK
ZIONS BANK-SANTAQUIN-CC-JON LUNDELL	3/5/2025	\$74.00	Professional Engineer Renewal for Jon Lundell	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$150.42	Aia Contract Documents - New Rec Facility	5740729 - RECREATION FACILITY EXPANSION
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$310.18	Jon Lundell UCEA Conference Hotel	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$325.50	Megan Wilson UCEA conference Hotel	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$333.62	Utah Asphalt Conference Registration for Megan Wilson	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC-LINDSAY SCOTT	3/5/2025	\$18.51	Ties and Tiaras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$178.26	Ties and Tiaras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC-LISA WILKEY	3/5/2025	\$5.36	Maceys - February Employee Lunch	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$20.98	Costco- Break Room supplies. brooms & cleaning wipes	1051240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$52.43	Costco- February Employee lunch supplies	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$75.00	Magnolia Blooms LLC - flowers for Kirk and Kim Hunsaker	1043310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$75.00	Magnolia Blooms Llc - flowers for Lori Silva	1043310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$108.52	Maceys - 2025 Pre-Budget Meeting food	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$110.37	Springville Meat Company- February Employee Lunch	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC-MARISSA-OVESON	3/5/2025	\$7.18	Seniors lunch	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$17.15	Maceys In Santaqui	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC-MELINDA MATHESON	3/5/2025	\$60.27	Ace Hardware: Storage bins for banners and misc equipment	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$63.20	WhenWork: employee scheduling program	6140310 - PROFESSIONAL & TECHNICAL SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$861.83	Amazon: basketball prizes for 6 divisions	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC-NORM BEAGLEY	3/5/2025	\$15.00	Utah City Engineers Association UCEA Day on Capitol Hill Norm Beagley	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$207.36	Jimmy Johns - 1609 - Lunch provided for Government Affairs Committee (UVHBA)	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$435.00	Sq *ucma 2025 UCMA member registration & spring conference Norm Beagley	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC-ROD HURST	3/5/2025	\$30.75	Amazon Mktpl, Wristbands for DC auction/concert	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$39.90	Costco Whse #1118 water for DC auction/concert	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$40.00	Facebk *ptlapfq342 Meta Facebook post boost for DC auction/fundraiser	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$43.80	Amazon Mktpl Lenovo usb-c cable for laptop/doc x2	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$56.49	Amazon Mktpl DC Auction/Concert jersey display frame	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$56.99	Amzn Mktpl Us, Replacement Handcuffs, Moore	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$97.00	Teex Ecommerce Texas A&M Engineering Ext. Service, 1st Line Supervisor Training, Lerwill	1054230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$104.74	Amazon Mktpl DC Auction/Concert basket supplies and earpiece for Lloyd	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$129.44	Delta Air Golding flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$141.71	Quicken Inc Annual Membership Subscription	1054210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$286.41	Best Western Plus Abbey, ACO conference hotel, Hurst	1054230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$286.41	Best Western Plus Abbey, ACO conference hotel, Shepherd	1054230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$315.99	Amazon Mktpl Motor. Wireless Remote Speaker Mic, replace Baldwin's (evidence for case)	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$323.95	Crown Awards Inc, thank you plaque for DC auction/concert organizers	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$476.81	Action Targets B-21ECB cardboard shooting targets x200	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$877.95	Delta Air Hansen +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$877.95	Delta Air Hansen flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air - Clark Flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS

ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air - Mayor Olson +1 flight to DC for NPW	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air - Mayor Olson flight to DC for NPW	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Bradshaw +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Chief Hurst +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Chief Hurst flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Cierra Hurst flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air City Manager Beagley flight to DC for NPW	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air City Manager Beagley flight+1 flight to DC for NPW	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Clark +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Courtney Jones flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Golding +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Jake Terry flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Jefferson +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Jefferson flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Karson Jones flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Kinda Hooser flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Lerwill +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Lerwill flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Shayle Terry flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Shepherd +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Shepherd flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Taylor Hurst flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Tipler +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Tipler flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Wall +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Wall flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Worthen +1 flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$889.72	Delta Air Worthen flight to DC for NPW	1054707 - POLICE - USE OF DONATED FUNDS
ZIONS BANK-SANTAQUIN-CC-RYAN LIND	3/5/2025	\$18.99	Quickquack* Car wash membership	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$19.95	Costco Whse #1118 Rehab water	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$58.32	Sams Club#6685 Label maker and tape	7657239 - OFFICE SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$75.00	Mountain View Family P Controlled Medications Fent	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$120.00	In *santaquin Fiiz Llc Diet Coke Syrup	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$122.50	Sq *hruskas Provo, Llc Breakfast Budget retreat	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$145.78	The Home Depot #4416 Push brooms and hazmat buckets	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$334.72	Red Mountain - H Lodging - Winter Fire Marshal Conference - Duke	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$334.72	Red Mountain - H Lodging - Winter Fire Marshal Conference - Lind	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$350.00	Py *utah laai Arson conference	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$481.38	Danner Station boots	7657244 - UNIFORMS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$528.09	Cottonwood Distributio Frazil mix and cups	7657132 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$648.00	The Home Depot #4416 Tools for Mechanic tool chest	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,323.00	Udoh-Bureauemrgmedsrvs EMT Class registration fees	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$1,583.50	Loyalty Insulation Llc - Insulation for PS Building	4140707 - PUBLIC SAFETY BUILDING REMODEL
ZIONS BANK-SANTAQUIN-CC-SANTAQUIN SENIOR CENTER	3/5/2025	\$6.25	Dollar Tree - art class knife sets	7540240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$13.05	Asian Market placemats for Chinese New Year	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$36.85	Amazon Reta* - movie night popcorn	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$59.96	Franz Family Bakery 9061 senior lunch chocolate milk	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$106.47	Amazon Reta-coffee urns and condiment station	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$112.15	Maceys - movie night concessions	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC-SHANNON HOFFMAN	3/5/2025	\$7.98	Amazon Mktpl - Office Supplies/Binder Pocket	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.39	Amazon Mktpl - Protective Folder for Docements	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$28.50	Amazon Mktpl - Breakroom Supplies/Cup & Lid Holder	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$44.58	Amazon Mktpl - Breakroom Supplies/Utensils Holders for Meetings	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$74.99	Amazon Mktpl - Replace Judge Monitor/ Court	4340230 - MISC EQUIPMENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$190.00	Government Finance Off - GFOA Membership - Shannon Hoffman	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP

ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$200.00	Fsp*ugfoa - UGOFA Spring Conference Reg- Shannon Hoffman	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$891.00	Stampii For 1-2025 - AP Software	4340118 - STAMPLI - AP OCR SOFTWARE
ZIONS BANK-SANTAQUIN-CC-SHAUNA JO EVES	3/5/2025	-\$23.98	Credit Voucher Amazon Mktplace Pmts - Dance Costumes returned	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	-\$22.99	Credit Voucher Amazon Mktplace Pmts - Return of crown decorations for Ties & tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	-\$14.88	Credit Voucher Amazon Mktplace Pmts - Return of Glass Jars for ties and tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$9.33	Wal-Mart #4068 - Scienc club Supplies for valentine activity	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$9.99	Amazon Mktpl - Hooks for Fitness equipment	6840850 - CAPITAL VEHICLES & EQUIPMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$9.99	Amazon Mktpl - Hooks for Fitness Equipment -	6840850 - CAPITAL VEHICLES & EQUIPMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$10.66	The Bow Shop - Archery Finger Sling	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$12.86	Amazon Mktpl - Bags for Love your body week	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$12.99	Amazon Mktpl Hooks for Fitness Equipment	6840850 - CAPITAL VEHICLES & EQUIPMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$14.96	Amazon Mktpl - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$15.98	Amazon Mktpl - costumes for dance classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$17.69	Amazon Mktplace - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$21.70	Wm Supercenter #5167 hard boards for enrichment class	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$22.09	Amazon Mktpl - Amazon Party Game for Enrichment Classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$22.99	Amazon Mktpl - Crowns for Ties and tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$23.98	Amzn Mktpl Us Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$25.72	Amazon Mktpl - bags for Fitness Party	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$26.97	Amazon Mktpl cups for icecream ties and tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$37.48	Amazon Mktpl - Enrichment Valentine activity	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$37.99	Amazon Mktpl lights for ties and tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$43.14	Amazon Mktpl - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$43.88	Amazon Mktpl - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$44.94	Amzn Mktpl Us - Ballet Costumes - Dance Classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$44.94	Amzn Mktpl Us - Youth Dance Classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$49.47	Amazon Mktpl - masquerade ball decor	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$50.00	Humphries Archery-Payson - payment for use of indoor facility	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$57.80	Amazon Reta* 8b43c01k3 - Ice Cream for Ties and Tiarras	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$60.00	Humphries Archery-Payson - payment for use of facility	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$66.13	Autozone #6112 - New windshield wipers	6740250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$85.11	Amazon Mktpl - Dance Class Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$86.47	Amazon Mktpl - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$110.53	Amazon Mktpl - Costumes for dance classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$120.00	Humphries Archery-Payson	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$158.77	Usa Archery - Pins for Archery Awards	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$166.50	Samsclub #6685 - Chocolates for Love your Body week - thank yous	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$201.00	Natl Archery Schools Ecom - New Arrows archery	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$209.02	Amazon Mktpl- Enrichment and Dance costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$222.23	USA Archery Pins for participants	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$233.91	Amazon Mktpl - Dance Costumes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$347.60	Maple Leaf Press Inc - Target Faces for Archery practice	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$351.60	Amzn Mktpl Us fitness steps	6840850 - CAPITAL VEHICLES & EQUIPMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$365.94	Amazon Reta* Z73bx0zu1 Fitness Steps for fitness Classes	6840850 - CAPITAL VEHICLES & EQUIPMENT
ZIONS BANK-SANTAQUIN-CC	3/5/2025	\$405.84	Temu.Com fitness equipment for santaquin seniors.	6840850 - CAPITAL VEHICLES & EQUIPMENT
		\$62,456.71		

TOTAL: \$902,353.66



Employee Policies & Procedures Handbook

Effective
February ~~March~~ 14, 2025



Dear Santaquin City Employee,

It is a pleasure and a privilege for me to welcome you as an employee of Santaquin City. We are happy and excited to have you as part of our team.

Santaquin City has a long history of being an employer of choice in our community and in the state. We expect a lot out of ourselves and out of each other. This Employee Policies and Procedures Handbook has been prepared to help you live up to those expectations.

The following pages give you basic guidelines for being a member of the Santaquin City team. It is important for you to review the contents of this documents carefully, as it is the foundation of our success, as a team and individually.

If you have any questions regarding this handbook, please ask your Functional Area Director, the City Manager or the Personnel Officer for clarification.

Thanks for all you do.

Daniel M. Olson, Mayor

www.santaquin.org

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DISCLAIMER

The Employee Policies and Procedures Handbook is provided for general guidance only. The policies and procedures expressed in this handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employee Policies and Procedures Handbook do not create an express or implied contract with any person.



SECTION 1: INTRODUCTION

1.1 SANTAQUIN CITY MISSION STATEMENT

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

1.2 SERVICE VALUES:

Santaquin City Service Values:

- To astonish the customer, not just to satisfy the customer:
“We don’t care if they don’t notice everything we do. Just as long as they notice something that’s different about us.”
- Only the non-complacent thrive:
“We will always be on the lookout for complacency.”
- Actions speak louder than words:
“Walk the walk.” “No one carries more importance to the core mission of the City than another. Only job descriptions differ.”
- The best team polices itself:
“If you treat any person badly, there are enough people around who care enough that you’re going to hear about it.”
- Change is the status quo:
“Be a champion of positive change. Be sure the end result of change is positive. Be cognizant of the efforts of change.”
- Stay small as you grow:
“Practice lean management principles that focus on the most cost effective strategies to provide value to our citizens”
- Propagate the culture:
“Treat all people right,” “Communicate with your team,” “Inspire greatness in others,” “Encourage initiative and innovation,” and, “Do the right thing.”

1.3 SANTAQUIN CITY GOVERNMENT

Santaquin City operates under a six-member council form of government and is a City of the fourth class as determined by Utah law. Hence, it is governed by a six-member council comprised of five elected Council Members, and an elected Mayor. The Mayor is the Chief Executive Officer of the City and is responsible for keeping the peace, enforcing the laws of the Municipality, and ensuring that all applicable municipal ordinances and resolutions are faithfully executed and observed. The City Manager is hired by the Mayor and Council to manage the day-to-day operations of the City, as directed by the Mayor, City Council and by ordinance.

1.4 POLICY IMPLEMENTATION

- A. The information contained in this handbook is intended to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees are required to read, understand, and comply with all provisions of the Employee Handbook.
- B. Santaquin City reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the Mayor, or designee. Every employee is responsible for becoming informed of changes as they occur.
- C. Employees will receive a copy of the adopted Employee Handbook and any revisions that may occur periodically. Additionally, a complete copy of the adopted Employee Handbook may be obtained via the city website or at the City Offices.
- D. In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their respective department, and/or division.
- E. The Mayor, or designee, shall be the final interpreter of the provisions of the Employee Handbook.



SECTION 2: EMPLOYMENT PRACTICES

2.1 RECRUITMENT & HIRING

- A. General Policy - It is the intent of Santaquin City to fill all positions with the most suitable applicant.
1. Anti-Nepotism. Santaquin City complies with Title 52, Chapter 3, Utah Code Annotated, as amended.
 - (a) Santaquin City prohibits any person holding any position to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, grandchild or grandparent. Except as provided in Title 52, Chapter 3, Utah Code Annotated, as amended. Volunteers providing services to the City are excluded from this provision.
 - (b) Santaquin City will consider employment applications from relatives of current employees when openings exist. Hiring decision will be made on the basis of qualification, education, and experience. Relatives will not receive preferential treatment.
 2. Employment of Minors. It is the policy of Santaquin City that no one under the age of 14 shall be hired for any position. Santaquin City will comply with federal and state laws governing employment of minors.
- B. Equal Employment Opportunity - Santaquin City is an "Equal Opportunity Employer" and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position. Santaquin City also adheres to the provisions of the Americans with Disabilities Act.
- C. Job Openings - The Mayor, or designee shall have the discretion to fill vacancies through appropriate methods including, but not limited to promotion, transfer, posting, advertising and other methods. When advertising methods are used, job openings may be advertised in the appropriate media including, but not limited to, employment agencies, professional staffing services, trade journals, newspapers, internet, and bulletin boards. Other recruiting sources may be used to fill open positions in the best interest of the organization. Job openings that are advertised will be advertised for a minimum of 5 working days.
1. Job Description. A definition of the essential duties of the new or vacant position shall be drafted and approved by the Mayor, or designee, before the position is posted or advertised.
- D. Application Requirements - In general, the following application process is followed for all job postings.
1. Applicants for employment with Santaquin City shall complete a City application and are required to comply with the specific application process for each position. Applications must be signed and submitted to the Mayor, or designee, by the closing date and time of the posted position.

2. The City accepts applications from all interested parties, except when the position is being filled by internal promotion or through eligible rehire. Applications submitted by former employees who have been terminated for cause will not be considered.
3. Falsification of any information required in the application process shall disqualify a person for employment with Santaquin City.

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

1. Interviewing. Job related duties and qualifications, as outlined in the job description, will provide a basis for initial screening of job applicants. The Mayor, or designee, will select applicants to interview from those whose job application show that the applicant is qualified for the position.
 - (a) Interviews for Part-time/Benefited, Part-time/Non-benefited and Seasonal employees shall be conducted by the appropriate Functional Area Director and/or direct supervisor.
 - (b) Interviews for Full-time positions shall include the Mayor or a City Council representative.
 - (c) Final selection for positions that are Appointed and/or Functional Area Director shall be conducted during a public meeting of the City Council.
2. Skill Based Testing. Job applicants may be required to take tests which the City deems necessary for a specific position as part of the selection process.
3. Reference Checks. Santaquin City may contact references and former employers of applicants when selecting an applicant for an open position.
4. Job Offer. Once an applicant is selected and approved by the Mayor, or designee, the successful applicant shall be notified and extended a conditional job offer contingent upon results of reference checks, drug and alcohol testing, background investigation, and check of driving record (if required) results. The Mayor, or designee, should notify the other job applicants that they were not selected for the position.
5. Drug & Alcohol Testing. Santaquin City requires all applicants who have been extended a conditional job offer for Full-time and Part-time positions to undergo alcohol and drug testing. Seasonal employees and Volunteers may be required to undergo alcohol and drug testing. Refusal to take such test shall disqualify a person for City employment.
6. Criminal Background Investigation. Santaquin City requires all applicants who have been extended a conditional job offer for Full-time and Part-time positions to undergo a criminal background investigation. Seasonal employees and Volunteers may be required to undergo a criminal background investigation. Refusal to authorize such investigation shall disqualify a person for employment. An applicant who has been convicted of a crime may be denied employment with Santaquin City.

2.2 EMPLOYMENT CLASSIFICATION, STATUS & PROBATION

A. Employment Classifications -

1. Full-time. An employee hired to work a minimum of 30 hours per week or applicable full-time work schedule and is eligible for City benefits.
2. Part-time/Benefited. An employee hired to work a minimum of 18 hours per week on a regular, year-round basis, and who actually works 29 hours per week or less, and is eligible for limited City benefits, including vacation leave, sick leave, and holiday pay at a prorated rate. Part-time Benefited employees are also eligible for State Retirement.

Part-time employees, who work 18 hours per week, or more, are not considered Part-time/Benefited unless and until designated by the Mayor, or designee, as such for reasons including, but not limited to, years of service, job performance, criticality of the position, initial recruitment of the position, availability of funding within the department, etc.

3. Part-time/Non-benefited. An employee hired to work 29 or fewer hours per week, is at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, has no appeal rights and is not eligible for City benefits.
4. Seasonal. An employee hired to work up to 40 hours per week to a maximum of 1508 hours during a rolling year, is at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, has no appeal rights and is not eligible for City benefits.
5. Volunteer. Any person who donates service without pay or other compensation. Volunteers are at-will, may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all, have no appeal rights and are not eligible for City benefits.

Prior to rendering of any volunteer service, the volunteer should be pre-approved by the Mayor, or designee. Functional Area Directors, Department Heads, Supervisors, or those in charge of volunteer services shall provide volunteer information to the Administration Services Department, prior to the rendering of any volunteer services, to insure worker's compensation and liability coverage.

B. Employment Status - In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

1. Exempt. Employees who are in managerial, administrative, or professional positions as described by the Fair Labor Standards Act as "Exempt" and therefore do not receive overtime for hours worked in excess of a 40-hour work week or other applicable work period.
2. Non-exempt. All other Fair Labor Standards Act covered employees are paid overtime for hours worked in excess of a 40-hour work week (80 hours in a 14-day work period for certified police employees) or other applicable work period.
3. At-Will. An at-will employee is an employee whose employment and compensation may be terminated with or without prior notice, at any time, with or without cause or prior notice, for any reason or no reason at all by the appropriate Appointing Authority. At-will employees may or may not have a contract with the City. Employment of at-will employees is subject to the provisions of an employment contract if applicable. At-will employees include:

- (a) Employees designated in Utah State Code Annotated §10-3-1105(2)(c).
 - (b) Members of boards, commission & committees; volunteers and individuals appointed to serve without pay.
 - (c) Part-time and Seasonal Employees and Volunteers.
4. Merit/Non-Merit. After completing the required introductory period and upon a successful evaluation, an employee will achieve merit status with the City. Merit employees have appeal rights, non-merit employees do not.

C. Introductory Period -

1. Introductory Period. Newly hired Full-time and Part-time/Benefited employees shall fulfill an introductory period. During the introductory period, employees are in a trial period to learn their new job and responsibilities. Introductory employees are considered non-merit employees and therefore are at-will and have no appeal rights.

The duration of introductory periods are as follows:

- (a) All Full-time Certified Police Officers are subject to a 12-month introductory period.
 - (b) All other Full-time and Part-time/Benefited employees are subject to a 6-month introductory period.
 - (c) Full-time and Part-time/Benefited employees promoted or transferred to a new position are subject to a new 6-month introductory period may be demoted or transferred back to their prior position if their introductory period proves to be unsuccessful.
2. Performance Reviews. Newly hired Full-time and Part-time/Benefited employees who are subject to an introductory period shall have at least one performance review prior to the conclusion of the introductory period. Additional reviews may take place if necessary. Results of the performance review may assist the City in determining whether employment should be terminated, or whether the employee is eligible for merit status, introduction is extended, or employment is terminated.

Performance reviews may be performed for introductory employees during the first 6 months of employment to assist supervisors in monitoring training and progress of the employee. Such reviews do not extend any reasonable expectation of continued employment to an introductory employee.

3. Extensions. At the conclusion of any introductory period, the Mayor, or designee, may extend the introductory period for up to one additional six-month period beyond the initial introductory period. Introduction extensions shall be documented in writing and notice given to the employee prior to the conclusion of the original introductory period.
4. Corrective Action Plan. As part of a disciplinary action or as part of a performance review, an employee may also be placed on a corrective action plan, the length of which shall be determined by the Mayor, or designee.

2.3 PERFORMANCE EVALUATIONS

- A. Designated supervisors shall conduct performance evaluations of all Full-time and Part-time/Benefited employees as designated by the Mayor, or designee, to assist employees in performing their job duties. Designated supervisors may also conduct such performance evaluations of Part-time/Non-Benefited employees.
- B. Employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- C. Signed copies of annual performance evaluations are placed in the employee's personnel file. Each employee will receive a copy of their annual performance evaluation.

2.4 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

- A. Due to budgetary restrictions, reduction in workload, or reorganization, the Mayor, or designee, may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, Full-time and Part-time/Benefited employee(s) with the positions to be eliminated shall, when possible, be notified in writing of the reduction in force at least two weeks before the planned reduction in force.
- B. In the selection of employees for any Santaquin City (RIF), the following guidelines should be considered:
 - 1. Selection should consider the roles and responsibilities of the position being eliminated, the individual currently in the affected position, and the employee's ability to perform other work assignments within the affected department.
 - 2. Seniority will be considered.
 - 3. Introductory, Seasonal, Part-time/Non-benefited and Part-time/Benefited employees should be laid off before Full-time employees. Full-time employees should be the last to be laid off, when practicable.
 - 4. If advanced notice of the (RIF) cannot be given to the employee, two weeks' severance pay may be given. This provision is subject to the availability of funds.

2.5 EMPLOYEE RECORDS

- A. General Policy - Federal Law requires employers to retain detailed information about their employees. Personnel files are maintained on each employee and kept by the Mayor, or designee. The record copy (original) of all appropriate personnel information shall be filed in the personnel file. Supplemental files may be kept by Functional Area Director's, department managers, and/or supervisors.
- B. Personnel File Contents - Contents of a personnel file may include the following:
 - 1. An employment hiring record including the employees job application, resume, interview forms, test scores, etc., employment eligibility verification (I-9), withholding allowance certificate (W-4), benefit election forms.
 - 2. A job description of the position the employee currently occupies. A signed acknowledgement that the employee has received a copy of the Employee Handbook.

3. Employee status records including, but not limited to, performance evaluation, promotions, transfers, demotion, termination of employment, salary rate changes, disciplinary action and responses, re-hire, reduction in force, payroll deductions, certificates of recognition, training records, etc.
- C. Other files - The city may maintain other supplemental files with employee information such as, drug and alcohol testing, employee investigations, worker's compensation information, FMLA documentation, physician's verification and return to work authorizations, benefit enrollments, etc. Payroll information, including hours worked, overtime, deductions, payment dates, time and day of the week worked, etc., shall be maintained as outlined by the Fair Labor Standards Act.
- D. Employee Information - Employees are responsible to ensure that personal information, including, current address, phone number, emergency contact, etc. is current.
- E. Confidentiality - Santaquin City's policy is that only relevant, job related information is maintained on its employees, that such information is held in strict confidence, and that access is limited only to those who require it for legitimate business reasons.
- F. Access - Employees have the opportunity to review their own files in the presence of the Mayor, or designee, on Santaquin City premises at reasonable times during regular business hours.
1. Verification of Employment. Without written authorization from the employee, Santaquin City limits information given in a verification of employment to include, status and classification of the employee, position held, verification of salary.

SECTION 3: COMPENSATION, LEAVES, & BENEFITS

3.1 COMPENSATION

- A. Work Hours - Work hours for employees are determined by the Mayor, or designee. The Mayor, or designee, may change employee work hours as determined to be in the best interest of the City.
- B. Payroll - All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.
1. The work week begins at 12:00 a.m. on Sunday and ends on Saturday at 11:59:59 p.m. (midnight) for all employees.
 2. Employees and supervisors are responsible for accurately recording and reporting time worked and leave used on their timecards. Supervisors must review and sign timesheets.
 3. Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved programs. Employees should review any discrepancies in payroll deductions with the Mayor, or designee.
 4. Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agent.
 5. An employee may not receive any unearned pay advances.
- C. Pay Plan - Each position will be assigned a pay grade and salary range, as established by the City's pay plans. The pay plans reflect internal and external equities, based upon assigned duties and responsibilities, and market comparisons. The Mayor, or designee, shall conduct a study of salary levels at least every 3 years and shall recommend adjustments. Implementation of adjustments is subject to the availability of funds.
1. Performance Increases. Employees may receive performance increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
 2. Cost of Living Adjustments (COLA). Employees may receive a COLA as determined appropriate and according to availability of funds as allocated by the City Council through the budget process. COLA will not be applied to newly hired employees until the completion of their Introductory Period. COLA will be applied to employees who are within an Introductory Period as a result of a promotion.
 3. Selective Salary Adjustments. The Mayor, or designee, may recommend a selective salary adjustment in order to mitigate an inequity, as part of a promotion, reassignment or reclassification etc. The Mayor, or designee, shall submit written documentation supporting the recommendation to the City Council. A selective salary adjustment is subject to the availability of funds.
- D. Compensation - Santaquin City will comply with provisions of the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

1. **Compensatory Time Provisions.** Non-exempt employees may accrue compensatory time in lieu of payment of over-time at the discretion of the Functional Area Director. An employee must indicate if they would prefer over-time or accrual of compensatory time when timesheets are turned in for the pay period applicable. If no indication is made, excess hours will be accrued in compensatory time, unless directed otherwise by the Functional Area Director. Over-time paid by funding received or reimbursed by other agencies, such as alcohol enforcement or seatbelt shifts may not be accrued as compensatory time.
 - (a) Compensatory time is calculated based on actual time worked. Time worked does not include any type of leave or compensatory time, except for certified Police Officers who are scheduled to work on the holiday (see 3.2, C, 2).
 - (b) Compensatory time is accrued for actual time worked in excess of:
 - (1) 40 hours per work week for non-exempt employees.
 - (2) 80 hours per 14-day work period for certified officers in the Police Department.
 - (c) Compensatory time is accrued at a rate of one and one-half hours for each hour actually worked over 40 hours for non-exempt employees and 80 hours for certified officers in the Police Department.
 - (d) The maximum amount of compensatory time which may be accrued at any given time is 40 hours for non-exempt employees and 80 hours for certified officers in the Police Department. If these limits are exceeded, overtime will be paid.
 - (e) The Mayor, or designee, reserves the right to schedule use of compensatory time and should limit accumulated hours to 50% of the maximum accrual allowed.
 - (f) An employee with accrued compensatory time leave that requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the department.
 - (g) Compensatory time will only be paid out if an employee is moved to a position that is considered FLSA exempt, at retirement, or termination of employment.
 - (h) Exempt employees are not entitled to accrual of compensatory time, however in situations where the Mayor and City Council have declared a “Disaster Emergency” and with written pre-approval, where feasible, exempt employees may be allowed to accrue compensatory time.
2. **Overtime Provisions.** It is the general policy of Santaquin City to not have employees work overtime. However, employees may be required to work overtime as deemed necessary and pre-authorized by the Mayor, or designee. When excess time is worked an employee must indicate if they would prefer payment of over-time or accrual of compensatory time when timesheets are turned in for the pay period applicable. If no indication is made, excess hours will be accrued in compensatory time, unless directed otherwise by the Functional Area Director. When payment of overtime is preferred it will be paid as follows:
 - (a) Overtime is paid at the rate of one and one-half times the regular rate of pay.

- (b) Overtime is calculated based on actual time worked. Calculation of time worked does not include any type of leave or compensatory time, except for eligible certified Police Officers, see 3.2, C, 2.
 - (c) Overtime is payment received for actual time worked in excess of:
 - (1) 40 hours per work week for non-exempt employees.
 - (2) 80 hours per 14-day work period for certified officers in the Police Department.
 - (3) 106 hours per 14-day work period for Fire and EMS personnel who qualify for the 207K FLSA Exemption. Part-time employees in the Fire and EMS Department are not to exceed the Affordable Care Act (ACA) maximum hours worked for the annual look-back period. This is not to exceed 28 hours a week average.
 - (d) Funding received from federal and state grants, external donations or sponsorships, or third-party fee schedule payments paid through City payroll stipulated at time and a half compensation will be paid as such.
 - (e) Employees in the Fire and EMS Department who are scheduled to work on a Santaquin City designated holiday shall be paid at an overtime rate for the hours that are worked on the actual Santaquin City designated holiday.
3. On-Call. The Mayor, or designee, shall designate those departments that will have on-call status. Rules, regulations and procedures that shall be followed by all on-call personnel to ensure the delivery of essential City services after regular work hours include the following:
- (a) A schedule of on-call FLSA non-exempt employees should be prepared in advance and maintained by the Functional Area Director or their designee.
 - (b) Positions requiring an on-call status shall be on a one-week rotation basis.
 - (c) Employees must not travel out of the area or to a location or event what would prevent him/her from responding to a call within a 20-minute maximum time frame.
 - (d) Employees must have a communication device with him/her at all times during their assigned on-call period, so that they can be reached in case of a call. Employees must remain in areas where cell phone service is provided.
 - (e) Employees must remain drug and alcohol free during the entire on-call period.
 - (f) Employees must not make arrangements for others to assume their on-call duties except in the case of an emergency, and only with a supervisor's approval.
 - (g) Time sheets shall reflect the days the employee was on-call. On-call pay paid on a weekly basis shall be credited for the work week in which the first day of the on-call week occurs.
 - (h) Employees assigned on-call duty shall receive a flat stipend as established by the Mayor, or designee, for each one week on-call period. Actual time spent on a call-out is calculated as time worked and is separate from on-call.

4. Call-Out. Any FLSA non-exempt employee called back to work shall be entitled to call-out compensation.
 - (a) Call-out time begins when the employee leaves the location where they were when they received the call-out. Employees shall take every measure to get to the call in a reasonable amount of time. The call ends when the task, in which the employee was called out for, is complete.
 - (b) The minimum call-out compensation shall be one hour. Time worked on a call-out shall be paid at the employee's regular rate of pay, unless it is excess of an employee's specified work week then time will be accrued as compensatory time or paid in overtime as described in this section.
 - (c) Employees who are called out on an observed holiday shall receive their overtime rate of pay for each hour worked.
5. Voluntary Reduction of Job Responsibilities. When an employee chooses to move to a different position with decreased levels of responsibility and/or different job duties, their pay grade and compensation shall be adjusted to a level commensurate to their new title and their years of service.

3.2 TYPES OF LEAVE

- A. Vacation Leave - Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.
 1. Eligibility. Vacation leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for vacation leave.
 2. Vacation Accrual Rates.
 - (a) Full-time employees shall accrue vacation leave at the following rates:
 - (1) From date of hire to 5 years of service, 10 days of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.
 - (2) From 5 years of service to 15 years of service, 15 days of annual vacation leave shall be accrued at the rate of 4.62 hours per pay period.
 - (3) From 15 years of service and up, 20 days of annual vacation leave shall be accrued at the rate of 6.16 hours per pay period.
 - (b) Part-time/Benefited employee shall accrue vacation leave at prorated rates outlined below:
 - (1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of $\frac{3}{4}$ that of a Full-time employee.
 - (2) Part-time Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of $\frac{1}{2}$ that of a Full-time employee.

- (c) Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave, excluding vacation leave. Employees do not accrue vacation leave while on FLMA status. Employees do not accrue vacation leave while on paid or unpaid administrative leave.
 - (d) Newly hired eligible Full-time and Part-time/Benefited employees will not accrue vacation leave until the first full pay period worked.
3. Use of Annual Vacation Leave.
- (a) In no instance will annual vacation leave be granted unless it has been previously earned.
 - (b) A holiday which falls during an eligible employee’s scheduled vacation leave shall be counted as a paid holiday and not as vacation leave.
4. Requests. Vacation leave shall be requested from and pre-approved by the employee’s supervisor.
5. Carry over. The maximum vacation leave which can be carried forward from calendar year to calendar year is 240 hours.
6. Pay-out. Unused vacation leave hours may be paid out, upon request, to employees at their regular rate of pay, up to a maximum of 40 hours in a given calendar year. Payments will be made one time during the year on a date designated by the Mayor, or designee.
7. Forfeiture. Any accrued vacation leave not used in excess of the 240 hours carried over and 40 hours paid out (for eligible employees, (see 3.2,A,6), shall be forfeited on January 1st of the year following the calendar year in which the leave was accrued.
8. Termination of Employment. An employee who is terminated from employment, voluntarily or involuntarily, shall be compensated for all unused accrued vacation leave.
9. Records. Accumulation and use of vacation leave will be maintained and kept current on city records and shall be posted on payroll check stubs.
- B. Personal Leave - In addition to accrued vacation leave, each Full-time employee shall receive 16 additional hours of personal preference time. These 16 hours will accrue January 1st. Newly hired Full-time employees will not accrue 16 hours of Personal Leave until January 1st of the following year, regardless of when they begin their employment. Personal Leave hours can be used anytime of the year after they have been accrued. Personal Leave hours will be lost if not used by December 31st. Part-time/Benefited, Part-time/Non-benefited and Seasonal employees and Volunteers are not eligible for personal leave.
- C. Holiday Leave - Santaquin City recognizes the following holidays for purposes of paid holiday leave.

New Year’s Day	January 1 st
Human Rights Day	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	3 rd Monday in June
Independence Day	July 4 th

Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Day	December 25 th
Christmas Holiday	December 26 th

1. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the Mayor, or designee. Because of scheduling and the nature of the work, certified Police Officers and the Public Works employees will receive paid holiday leave on the actual designated holiday, not the observed holiday.
 2. Full-time employees are eligible for 8 hours of paid holiday leave per holiday listed above. Holiday leave does not count as time worked for the purpose of calculating compensatory time or overtime, except for full-time, non-exempt certified Police Officers who are scheduled to work the actual holiday. This provision only applies if the employee has physically worked 80 hours in the pay period, i.e., employee has not taken and vacation, sick or personal leave during the pay period in which the holiday falls.
 3. Part-time/Benefited employees are eligible for the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the employee is not regularly scheduled to work on the day the holiday falls, the employee is not eligible for paid holiday leave for that day.
 4. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for paid holiday leave pay.
 5. Full-time employees who are called out on a holiday shall receive their overtime rate of pay for each hour worked, unless the hours have already been paid at an overtime rate in the calculation of overtime for the applicable period.
 6. Employees do not receive paid holiday leave when on any unpaid leave status and are not receiving any compensation during the pay period in which a holiday falls.
- D. Sick Leave - Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, or a dependent living in the employee's home, except as otherwise authorized by a department director. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.
1. Eligibility. Sick leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for sick leave.
 2. Accrual. Employees shall accrue sick leave at the following rates:
 - (a) Full-time employees shall accrue 3.70 hours of sick leave per pay period (96 hours annually).

- (b) Part-time/benefited employees shall accrue sick leave at prorated rates outlined below:
 - (1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of $\frac{3}{4}$ that of a Full-time employee.
 - (2) Part-time/Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of $\frac{1}{2}$ that of a Full-time employee.
 - (c) Sick leave shall accrue to a maximum of 90 days or 720 hours for all employees.
 - (d) Employees do not accrue sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave. Employees do not accrue sick leave while on FLMA status. Employees do not accrue sick leave while on paid or unpaid administrative leave.
 - (e) Newly hired eligible Full-time and Part-time/Benefited employees will not accrue sick time until the first full pay period worked.
3. Reporting Absences. Employees who are unable to report to work due to illness or injury shall notify their supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of absence.
- (a) For sick leave in excess of 3 consecutive working days, or if abuse of sick leave is indicated, the Mayor, or designee, may require a certificate from the attending physician stating that such illness prevented the employee from working. Employees may also be required to demonstrate the ability to perform essential job duties and/or provide a medical release before returning to work.
4. Cash-out or transfer of Sick Leave.
- (a) Cash-out. At no time shall an employee be allowed to cash out sick time.
 - (b) Transfer. At the end of each calendar year, Santaquin City shall contribute sick leave accrued in excess of 720 hours to a retirement saving plan set up in the employee's name and administered by the Utah State Retirement System (URS). Contributions shall be made at a rate of 25% of the excess hours or 1 hour contributed for every 4 hours in excess of 720 hours. Remaining hours in excess of 720 hours at the end of the calendar year shall be forfeited. Sick leave transfers shall be made at the employee's current rate of pay.
5. Termination of Employment. An employee who terminates employment voluntarily or upon retirement may be paid 25% of their vested sick time. An employee is vested when the employee has been employed with Santaquin City for 5 consecutive years. An employee whose employment is terminated for cause shall not be compensated for unused accrued sick leave.
6. Records. Official sick leave records will be maintained and kept current on city records and shall be posted on payroll check stubs.

E. Donation of Leave

1. Purpose. In order to allow employees to assist other employees who have responsibly managed their leave, but who are facing emergency situations or in situations where an employee has insufficient annual and/or sick leave to accommodate a prolonged illness or recovery, employees may donate, on a voluntary basis, annual and/or sick leave to another employee. Employees who have abused or misused leave are not eligible to receive donated leave. The Mayor, or designee, will review and approve each request on a case-by-case basis.
2. Eligibility. An employee may become eligible for donation of leave time if they have exhausted their existing leave benefits (sick leave, annual vacation leave, and accrued compensatory time), filed for FMLA leave with the City, filed for long-term disability if applicable, and have submitted a written request outlining the need for the donation of leave to the Mayor, or designee.
3. Donating Leave. All donations shall be strictly voluntary and confidential. Anyone who attempts to influence or coerce another employee in any manner will be subject to disciplinary action up to and including termination of employment. To donate leave time to an eligible recipient, the donor must:
 - (a) Submit a written statement indicating the amount and type of leave donated.
 - (b) An employee donating sick leave must have a balance of accrued sick leave in the amount equal to or greater than 240 hours after the amount of sick leave has been donated. Sick leave will be converted at the rate of 1 hour of time for every 4 hours donated or 25%, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account. Sick leave may not be donated simply because an employee has reached the 720-hour cap.
 - (c) An employee donating annual vacation leave must have a balance of accrued annual vacation leave in the amount of 40 hours after the amount annual vacation leave has been donated. There is no maximum amount of annual vacation leave that can be donated. Donated annual vacation leave will be converted on an hour per hour basis, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account.
4. Other Provisions. The following general conditions apply to the leave donation policy.
 - (a) Donated leave will be used in the order the donations are received.
 - (b) The maximum amount of donated leave an employee may receive in any calendar year is 12 weeks.
 - (c) The use of donated leave shall be terminated once the employee returns to work or the conditions of the original sick leave request are no longer applicable.
 - (d) During the time an employee receives Worker's Compensation, or disability, they are not eligible to receive any donated leave.
 - (e) To be eligible to participate in the donated leave program an employee must have been employed by the City for at least one year as a benefited employee.

- (f) If the number of hours donated exceed the requested number or twelve weeks, the remaining hours will not be transferred and will remain in the general donation account.
- (g) No sick leave or annual vacation leave benefits will be accrued by the recipient during the extended leave where the only compensation is from donated leave.

F. Bereavement/Funeral Leave –

1. Upon authorization an employee may receive a maximum of 24 hours bereavement leave per occurrence with pay, at the Functional Area Director’s discretion, following the death of a member of the employee’s immediate family. Upon authorization, an employee may receive a maximum of 8 hours bereavement leave per occurrence with pay, at the Functional Area Director’s discretion, following the death of a member of the employee’s extended family. (Res 12-3-2015)
 - (a) Immediate family means the following relatives of the employee or spouse (including in-laws or step-relatives): spouse, parents, siblings, children, all levels of grandparents, or all levels of grandchildren.
 - (b) Extended family means the following relative of the employee or spouse (including in-laws or step-relatives): aunts, uncles, 1st cousins, nieces or nephews. (Res 12-3-2015)
2. Paid bereavement leave of 24 hours shall be provided for an employee:
 - (a) following the end of the employee’s pregnancy by way of a miscarriage or stillbirth; or
 - (b) following the end of another individual’s pregnancy by way of a miscarriage or stillbirth, if:
 - (1) the employee is the individual’s spouse or partner; or
 - (2)(A) the employee is the individual’s former spouse or partner; and
 - (B) the employee would have been a biological parent of a child born as a result of the pregnancy.

G. Military Leave - It is the policy of Santaquin City to comply with the provisions of Utah State Code 39-3-1 Public Officers and employees in military service, Utah State Code 39-3-2 Government employees in United States armed forces or National Guard, and in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. Active Duty. Employees called to active military duty shall be granted leave for such service.
 - (a) An employee must notify their Functional Area Director and the Personnel Officer of their military orders as soon as possible. A copy of official military orders shall be submitted with a request for leave.
 - (b) An employee entitled to leave under this section shall be restored to the same position, or to a position equivalent to the same position, which the employee held immediately prior to the commencement of active military service.

- (c) A request for restoration of employment must be submitted within 40 days after release from active services.
 - (d) Restoration of employment shall be made within 20 days after submission of the request to Santaquin City.
 - (e) Employees do not accrue vacation or sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
 - (f) An employee returning to employment shall retain all sick, vacation and other leave to which the employees were entitled immediately prior to the commencement of the active military service and shall receive and earn benefits and compensation at the same level not less than that to which the employee would have been entitled had the employee not been absent due to active military service.
 - (g) Health and Dental benefits will discontinue the first of the month following entry into active military duty, or until the military insurance begins. Life Insurance ADD and LTD benefits will discontinue the first of the month following entry into active military duty. Upon returning to work all benefits will be reinstated.
 - (h) Contributions to Utah State Retirement benefits continue during active duty as required by law.
2. National Guard or Military Reserves. Employee shall be granted leave for service in the National Guard or in the Armed Forces reserves for the purpose of fulfilling annual field training.
- (a) Employees may use accrued vacation leave or compensatory time for National Guard or Military Reserves annual field training.
- H. Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party.
- 1. Employees will be granted time off to perform jury duty or serve as a witness in court. This time is paid at the base rate of eight hours straight time for each day at the employee's regular rate of pay. If leave is due to a court appearance on the employee's own behalf as a defendant or plaintiff, the employee will not be paid, however employees may use vacation or compensatory time.
 - 2. Employees retain jury and witness fees received from the court for such services. Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.
 - 3. An employee must show the jury or witness duty subpoena to their supervisor as soon after receipt as possible so the supervisor may make arrangements to accommodate their absence. An employee on jury duty leave must keep his or her supervisor informed on a daily basis as to whether the jury duty will continue. If the employee is selected as a juror, the supervisor should be provided at least weekly updates of the status of the case and when the employee anticipates returning to work.
- I. Basic FMLA Leave Provisions - The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited exceptions, job restoration within a rolling 12-month

period following the designation of FMLA leave. The City will designate FMLA leave for an employee whenever it has knowledge that the employee may qualify.

1. An employee is eligible under the Family and Medical Leave Act if the employee has been employed with the City for a minimum of 12 months and has worked a minimum of 1250 hours in the 12-month period immediately preceding the request.
2. Eligible employees may request, or the city may designate, up to 12 work weeks of paid/unpaid leave for situations related to certain family and medical reasons such as:
 - (a) To care for the employee's child after birth, or placement for adoption or foster care.
 - (b) To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
 - (c) For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job.
 - (d) Because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active-duty status in the Armed Forces in support of a contingency operation.
3. Eligible employees whose leave qualifies under one of the above situations should make requests for family and medical leave to the Personnel Officer and notify their supervisor in writing, at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s). Requests for leave should be made even if the employee has accrued time off available. The City reserves the right to designate FMLA leave for an employee whenever it has knowledge that the employee may qualify even when no notice was given. Typically, FLMA leave will be designated if an employee is on leave for a qualifying event for more than 10 consecutive working days or 2 working weeks.
 - (a) In an emergency, when the need for leave was not previously known, the employee must contact his or her supervisor within 48 hours or as soon as practical.
 - (b) An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave, so it does not unduly disrupt City operations.
 - (c) All employees requesting leave or whose leave has been designated FMLA leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the Personnel Officer within 15 working days.
 - (d) The Personnel Officer will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.
4. An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.

5. Eligible employees must exhaust all available paid leave (accrued vacation, sick, and personal leave, and compensatory time) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard to payroll and FMLA tracking form to the Personnel Officer while an employee is on FMLA leave if the employee is unable to do so.
6. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave, however seniority, vacation, sick, personal, and other benefits will not accrue during unpaid time off, including any pay period in which accrued leave is the only available paid leave. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll deduction or through personal reimbursements. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.
7. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty or release to work report from the health provider before the employee can return.
 - (a) Upon return from FMLA leave, the City will accommodate an employee's return to their original or an equivalent position.
 - (b) If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.
 - (c) If any employee fails to report to work promptly at the end of the 12 weeks of FMLA leave, the City will assume the employee has resigned and employment will be terminated, unless they have received a written approved leave of absence.
 - (d) Additional Military Family Leave Provisions (Injured Service Member Leave). In addition to the basic FMLA leave provisions, an eligible employee who is the spouse, child, parent or next of kin of a covered service member is allowed to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single, 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. Expanded additional leave may also be available to care for certain former service members.
8. Work Prohibited While on FMLA Leave. Employees shall not work secondary employment during regularly scheduled working hours while on FMLA leave.

J. Fit For Duty

1. The City recognizes that physical or mental ability issues may impact an employee's ability to perform his or her job duties. It is in the best interest of the City and the employee to identify factors impacting the workplace.
2. Fitness for Duty Referrals

- (a) A supervisor may refer an employee for a fitness-for-duty evaluation. The supervisor will make a written request to the City Manager or designee when referring an employee for an evaluation.
- (1) The Supervisor's written request will include a copy of the employee's job description, brief work history, and work-related problems.
 - (2) The evaluation will be conducted by a private contracted provider.
 - (3) The City will notify the employee in writing of the required evaluation date, time and location.
 - (4) The City will place the employee on paid administrative leave during the evaluation period.
 - (5) Evaluation costs are paid from the City's General Fund subject to the availability of funding.
- (b) Fitness for Duty Evaluation
- (1) The provider's written evaluation will include:
 - reasons for the referral;
 - a diagnosis including expected duration and required medical or psychological plan;
 - a statement indicating whether the employee can perform the job;
 - identification of any tasks the employee cannot perform; and
 - a statement indicating whether the employee needs a reasonable accommodation to perform the essential job duties and the recommended accommodation.
 - (2) Upon completion of the fitness for duty evaluation, the City will notify the employee of the results.
 - (3) The City, in consultation with the City Manager or designee, will determine whether the employee may return to work, be placed on qualifying leave, or be separated from employment.
 - (4) An employee who refuses to submit to a fitness for duty evaluation or fails to make progress towards completing the evaluation plan may be disciplined in accordance with the City's discipline policy.
- (c) Confidentiality and Records
- (1) Records obtained under this policy that contain medical, psychiatric or psychological data about an employee will be classified as protected in accordance with [Government Records Access and Management Act \(GRAMA\)](#).
 - (2) Evaluation information may only be released for employment related purposes and will be limited to persons with a work-related concern.
 - (3) Fitness-for-duty evaluation records will be kept in a locked file by the HR Manager or designee and will be made available only to qualified medical personnel upon written release from the employee and in accordance with applicable State or Federal laws relating to medical records.

K. Administrative Leave -

1. Administrative leave with pay. The Mayor, or designee, may assign administrative leave with pay under any of the following circumstances:

- (a) Pending the outcome of an investigation to determine possible disciplinary action against the employee.
 - (b) Pending the results of a post-accident or reasonable suspicion drug and/or alcohol test.
 - (c) With regard to incidents resulting in extreme stress.
 - (d) To protect City interests during an end of employment process.
 - (e) Other circumstances determined to be in the best interest of the City and/or employee.
2. An employee shall not engage in secondary employment during the actual hours designated as administrative leave with pay. The City may, at its discretion, additionally restrict the activities of an employee on administrative leave with pay. Examples include being required to remain at the employee's residence during designated working hours (except to obtain medical care, to fulfill religious obligations, or as specifically authorized), remain readily available and immediately respond to phone contact or return to work, modification of working hours, or restrictions on secondary employment outside administrative leave hours.
 3. After review by the City Attorney and with the authorization of the Mayor, or designee, an employee charged with a job-related felony, after judicial review, may be placed on administrative leave without pay.
 4. Administrative Leave without Pay. Full-time and Part-time/Benefited employees are eligible to request leave without pay (unrelated to FMLA leave) for up to 12 months as described in this policy. Eligible employees interested in a leave without pay must submit a written request to the Mayor, or designee, detailing the nature of the leave.
 - (a) Requests for leave without pay will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave without pay, unless it is believed the employee will remain employed by the City at the end of the leave. The City may end an approved leave without pay at its discretion, upon reasonable notice to the employee.
 - (b) Prior written approval must be obtained from the Mayor, or designee.
 - (c) Vacation leave, sick leave, personal leave, holiday leave and other City benefits will not continue to accrue during the approved leave of absence period.
 - (d) Employees that are granted a leave without pay are required to pay for employee benefits costs that are normally taken through payroll deduction.
- L. Unauthorized Absence - Any unauthorized absence is grounds for disciplinary action. An employee who is absent for 3 consecutive workdays, without authorized leave, shall be deemed to have voluntarily resigned.
- M. Breaks and Meal Periods - The City offers breaks and meal periods as work allows.
1. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.

2. The City normally provides a 30-minute unpaid meal period for full-time employees during a standard workday.
 3. Breaks and meal period for part-time employees will be determined by the department director depending on the number of hours scheduled to work during a standard workday.
 4. Employees in public safety positions shall take breaks and meal periods in accordance with Department work schedules and policies.
 5. Employees under the age of 18 are entitled to a meal period of at least 30 minutes not later than 5 hours from the beginning of their shift. A rest break of at least 10 minutes is required for employees under the age of 18 for every three-hour period or part thereof that is worked.
- N. Lactation/Breastfeeding. This policy outlines the reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk.
1. For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Santaquin City has designated a room at each location for this purpose. Refrigeration units are available in all work locations. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to express milk must coordinate a schedule for breaks, the location and use of the room, and the need for alternative refrigeration equipment with their program manager. Employees who work off-site or in other locations will be accommodated with a private area as necessary.
 2. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

3.3 EMPLOYEE BENEFITS

- A. Retirement - Santaquin City participates in the public employee and public safety retirement programs of the Utah State Retirement System (URS).
1. Eligibility.
 - (a) All Full-time and Part-time/Benefited employees and compensated appointed positions are eligible for URS benefits.
 - (b) Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for URS benefits.
 - (c) The Mayor and City Council Members who are elected or appointed to their position are considered part-time ineligible for URS benefits, unless income levels equal or exceed URS requirements.
 2. Plan Tiers.

- (a) Tier I Employees. All eligible employees participating or who have previously participated in URS prior to July 1, 2011.
 - (b) Tier II Employees. All eligible employees who, for the first time, begin participation in URS on or after July 1, 2011.
3. Plan Rates. Contribution rates for Tier I and Tier II plans are recalculation and set annually by URS. New plan rates are effective July 1st of each year.

Because of complexities of the plans offered by Utah State Retirement System employees should refer to the informational handbook, contact the Personnel Officer, or contact URS directly regarding any questions concerning the plan.

- B. Medical & Dental Insurance - The City may offer group medical and dental insurance benefits to Full-time employees. Shared rates will be established by the Mayor and City Council and shall be included in the annual budget.
1. Eligible employees are enrolled when hired. Employees may make changes to group benefit plans once each year during a specified period known as "Open Enrollment" or when a life event occurs, such as marriage, divorce, birth of child, etc.
 2. The employee has the responsibility to inform the city of any change in coverage, including, but not limited to the birth/adoption of a child, marriage, a divorce, legal separation, a child losing dependent status under the group health plan. Notification should occur within seven (7) working days of the actual event.
 3. Eligible employees who provide proof of insurance under another plan may choose to waive the City's coverage annually. A portion of the City's insurance premium cost may be reimbursed to the employee through the payroll process.
- C. Life Insurance - Basic life insurance may be provided by the City for all Full-time employees.
- D. FICA (Social Security & Medicare) - All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provided by law. Contributions of the employee and the City will be made in accordance with Federal law.
- E. Savings Plan - All Full-time and Part-time/Benefited employees are eligible to participate in an employee funded savings plan (401k, 457, or Roth IRA) through Utah State Retirement Systems.
- F. Employee Assistance Program - The City provides an Employee Assistance Program (EAP) for eligible employees, and their dependents. The EAP is a confidential counseling and referral service that is designed to help employees and their family members deal with personal and/or work-related problems and concerns. Additional information on the EAP is available at the Administration Office.
- G. Uniform Allowance - The City will provide employee uniforms when uniforms are required to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and Department policies.

3.4 TERMINATION OF EMPLOYMENT

- A. Santaquin City's termination of employment procedures ensure that all department directors, supervisors and managers follow an established and prescribed separation from employment process including the timely reporting and processing of terminations of employment, exit interviews and paperwork.
- B. Types of terminations:
1. Resignation: an act by an employee or intern who chooses to resign their current merit or non-merit position for reason of his or her own choice. Employees should notify their supervisor in writing and provide at least 2 weeks of notice.
 2. Resignation by Absence: an act by an employee who is absent for three or more scheduled workdays without notice, permission, or without good reason will be considered as having resigned.
 3. Retirement: an act on behalf of an employee who meets the eligibility of the Utah Retirement System to retire from active service with the City. Employees should work with URS and provide notice to the City at least 90 days before their scheduled retirement date.
 4. For Cause: an action taken by the City in regard to severing employment from an employee who has been disciplined through the proper process and steps of the City's discipline policy.
 5. Reduction in Force: an action taken by the City due to business needs to reduce the workforce and following the proper policy (2.4 Employee Reduction in Force Policy) with a workforce adjustment plan.

SECTION 4: EMPLOYEE CONDUCT

4.1 CODE OF CONDUCT

- A. Professionalism - Santaquin City is a public entity whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.
- B. Honesty - Employees shall be honest in word and conduct and never use their position to benefit themselves personally, or another party, through the disclosure of or by acting on confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources.
- C. Privileged Information - Santaquin City employees that are involved with Information of significant public interest may not use this privileged information for personal gain, nor to benefit friends, acquaintances, or any other individual or entity. If an employee has an outside interest which could be affected by any Santaquin City plan or activity, this situation must be reported to the Mayor, or designee, immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and Management Act (“GRAMA”).
- D. Confidentiality - Employees shall not disclose, or willfully allow to be disclosed, any information gained by reason of their position, for any reason other than its official or authorized purpose. Employees will comply with the confidentiality requirements of State Law and the City Code, including restrictions against disclosing or using private protected, or controlled information acquired by reason of a member’s official position for the employee’s or another’s private gain or benefit.
- E. Conflicts of Interest – Santaquin City employees shall abide by the Utah State Municipal Officers’ and Employees’ Ethics Act (UCA §10-3-1301 thru UCA §10-3-1312).
- F. Outside Activities - Santaquin City employees shall not use Santaquin City owned property in support of outside interests and activities when such use would compromise the integrity of Santaquin City or interferes with the employee’s duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Santaquin City business, public office, or service club, shall:
1. Pursue the outside activity on the employee’s own time.
 2. Pursue the outside activity away from Santaquin City offices.
 3. Discourage any phone, mail or visitor contact related to the outside interest at Santaquin City offices or while on duty.
 4. Arrange for annual vacation leave or compensatory time off in advance to pursue the outside interest during business hours.
 5. Except as provided in paragraph L of this section, an employee shall not use data processing equipment, software, postage metering machines, copiers, other Santaquin City owned equipment or supplies for the outside interest.

- G. Political Activities - City employees shall not use City owned property, work time, or influence of position over other employees while engaging in any political activity.
- H. Secondary Employment - The Municipal Officers and Employees' Ethics Act establishes standards of conduct for City employees and appointed city officials for the disclosure of actual or potential conflicts of interest between public and personal duties. Employees are required to provide written notification to the Mayor, or designee, in the form of a sworn disclosure statement, of any secondary or outside employment, or before starting any secondary or outside employment, or if the employee has an interest in an entity that does business with Santaquin City. The written disclosure statement must contain the name and address of the City employee, the name and address of the person or business entity, and the position that would be held by the City employee with the person or business entity and the nature of his or her business interest.
1. Secondary Employment must be pre-approved by the Mayor, or designee.
 2. Secondary Employment must in no way interfere, conflict with, or affect a City employee's duties.
 3. If an employee's performance is distracted by secondary employment, the employee will be asked to discontinue the secondary employment, or face disciplinary action, up to and including termination of employment.
- I. Additional Secondary Employment for Sworn Police Officers.
1. Utah State Law outlines specific Secondary Employment requirements and regulations for Sworn Police Officers. These requirements and regulations are outlined in the Santaquin City Police Department Policies and Procedures.
- J. Gifts & Gratuities - Acceptance of gifts and gratuities shall be governed by Utah State Law 67-16, Utah Public Officer' and Employees' Ethics Act, unless department policy is more restrictive.
- K. Attendance - All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.
- L. Appearance - In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:
1. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
 2. Employees must wear clothing appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and degree of public contact.
 3. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.
 4. In addition to the above, all employees shall meet department dress and appearance policies.

M. City Owned Electronic Communication Devices - City electronic communication devices, including but not limited to, phones, cell phones, desktop and laptop computers, etc. and all their content are the property of the City, and there is no expectation of privacy for any employee. These devices are provided to facilitate the effective and efficient completion of job duties. The City retains the right to monitor, deny access, or copy content at any time, including communications made on a third-party server.

1. Employees shall not intentionally use City electronic communication devices to download, view, print, or store any sexually explicit content, except as necessarily required by the employee's official job duties. Inadvertent exposure shall be immediately reported to the employee's supervisor.
2. Employees shall not use City electronic communication devices for on-line gaming, gambling, and unauthorized peer-to-peer file sharing.
3. Employees shall not use City electronic communication devices to violate the City's harassment, discrimination, or other policies.
4. Unauthorized audio and/or video streaming is prohibited, to preserve the City's bandwidth capacity.

N. Use of Social Media – All employees shall adhere to the policies and procedures outlined in the Santaquin City Social Media Policy. This Resolution is appended to this, the Santaquin City Employee Policies and Procedures Handbook, as Addendum C.

O. Personal Use of City Equipment - Limited personal use of City owned equipment may be authorized by supervisors, consistent with this policy. Further clarification can be found in Santaquin City Resolution No. 06-02-2019.

1. Computer Equipment. An employee's use of City computer equipment must comply with the following provisions.
 - (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
 - (b) The employee is not compensated for the work performed, unless the employee has received prior written approval by the Mayor, or designee.
 - (c) The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line/access charges, etc.).
 - (d) The employee uses the computer system after hours, or on the employee's personal time.
 - (e) The employee does not use the computer system for permanent storage of data.
 - (f) Use does not conflict with the employee's Santaquin City responsibilities or normal Santaquin City business.
 - (g) All data stored on, and software developed on, Santaquin City owned computer equipment is the property of Santaquin City and may be viewed/reviewed by the Mayor, or designee, at any time.

2. Postage Meters. No employee shall be allowed to use Santaquin City owned postage metering machines at any time for posting and mailing of any material of a personal nature.
3. FAX and Copying Machines. Any employee desiring to use Santaquin City owned FAX or copying machines for items of a personal nature may do so after paying for such use at the rate established by resolution of the City Council on the consolidated fee schedule.
4. Telephones. Employees are expressly prohibited from making long distance telephone calls of a personal nature on Santaquin City owned telephones. Employees may use Santaquin City owned telephones for local personal calls. Personal local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.
5. Cellular Phones. Cellular phones are a tool to be used as a convenience for the City and to increase productivity of those authorized to use them. They are to be properly maintained and functional during work times for the City. Employees authorized to use cell phones shall do so primarily for City business. Any non-City use shall be reimbursed to the City, if “local” minutes exceed the package allotment. Cell phones privileges may be revoked at any time by the Mayor, or designee.
6. E-mail, voicemail, Internet, etc. cannot be used for any improper purposes, such as harassing or annoying anyone, obtaining illegal or copyrighted materials, or transmitting or receiving messages that insult, degrade or poke fun at gender, sexual orientation, race, color, national origin, age, religion, disability, citizenship, etc.
 - (a) Employees are to comply, in all respects, with the “Unsolicited Commercial and Sexually Explicit Email Act”, UCA §13-36-101, which prohibits sending, forwarding, or otherwise transmitting commercial or sexually explicit emails which are unsolicited.
 - (b) Employees shall not intentionally pass on viruses or other items which might affect the city computer system.
7. Use of personal communication devices during work hours. The use of personal communication devices shall not unreasonably interfere with the performance of the employee’s duties or interfere with City business operations.
8. Vehicles. City vehicles are provided for use by employees for city business. Employees shall not use city vehicles for personal business unless authorized in advance by the Mayor, or designee. Exceptions may include incidental use of a city vehicle while attending conferences or other business-related travel related, etc.
9. Other Equipment. The personal use of any Santaquin City equipment or tools is strictly prohibited. However, reasonable use of Santaquin City tools and equipment to protect property and preserve life is authorized. Public Safety employees may be permitted to use body armor and firearms with prior approval from the Mayor, or designee.
10. Personal Equipment. From time to time a City employee may wish to use a personal tool or piece of equipment in the performance of a City duty. This equipment must be used safely and may be permitted at the Mayor, or designee’s discretion on a voluntary non-paid basis. Unless otherwise approved in advance of its use, any voluntary use of personal equipment, though appreciated, is at no risk to the City for replacement or repair. No employee shall use a personal tool or piece of equipment not owned by the employee in the performance of a City duty.

11. Misuse of Equipment. Misuse of any City owned equipment may result in disciplinary action, including termination.

P. Abandonment - An employee who is absent from work for 3 consecutive days and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned their position. The City considers abandonment as a voluntary resignation.

4.2 HARASSMENT, DISCRIMINATION, & RETALIATION

A. General Policy - Santaquin City is committed to providing a work environment that is free of harassment or any other type of discrimination with regard to race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status. The City has a zero-tolerance policy towards any form of unlawful harassment or discrimination by or to any employee or retaliation against any employee protected under this policy. Misconduct identified in this policy is unacceptable behavior and is prohibited. The City will make reasonable efforts to prevent the conduct identified in this policy and will promptly investigate all complaints of violation of this policy. An employee's violation of this policy, whether legally constituting sexual harassment, discrimination, or retaliation, may result in disciplinary action, up to or including termination.

B. Prohibited Conduct - The City prohibits conduct that includes, but is not limited to:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
 - (a) submission to such conduct is made either explicitly or implicitly a term of the condition of an individual's employment,
 - (b) submission to or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or
 - (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offense working environment.
2. Other inappropriate conduct, such as
 - (a) derogatory comments, insults, suggestive remarks, or jokes involving sexual activity, or a person's race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status,
 - (b) display of photographs, drawings, cartoons, written material, objects, or use of electronic communication devices which would offend a reasonable person,
 - (c) inappropriate physical contact, such as patting or pinching,
 - (d) intentionally brushing against another person's body,
 - (e) stating or implying that an individual's job performance is attributable to that person's race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status,
 - (f) giving of unsolicited or inappropriate gifts of a personal and private nature, or

- (g) sexual assault of any kind.
3. Pervasive, unwelcome, demeaning, ridiculing, derisive, or coercive conduct towards another person based on race, color, national origin, religion, gender, age, disability, pregnancy, or any other protected status that
 - (a) creates an intimidating, hostile, or offensive work environment,
 - (b) unreasonably interferes with a person's work performance, or
 - (c) otherwise adversely and unreasonably affects an employee's employment.
 4. Retaliation against any employee for reporting, filing a complaint, or for assisting the City in its investigation of a complaint under this policy, even if such underlying complaint is determined to be unfounded. Retaliation may be deemed a separate violation of this policy and may subject the perpetrator to disciplinary action. Examples of retaliation include:
 - (a) disciplinary action taken in bad faith,
 - (b) unwarranted changes in the terms of an employee's employment,
 - (c) spreading rumors about the employee,
 - (d) encouraging hostility from a co-worker,
 - (e) escalating the harassment, or
 - (f) disclosing confidential information with regards to an investigation being conducted under this policy, including discussing the investigation with unauthorized individuals such as witnesses, potential other victims, or alleged harassers.

C. Personal Employee Relationships -

1. Each City employee in a non-spousal romantic, dating, and/or sexual relationship with another City employee must promptly notify their Department Manager or Supervisor upon beginning or ending such relationship. The Department Manager or Supervisor shall notify the Functional Area Director, who is responsible for notifying the Mayor, or designee.
2. No employee shall have a romantic, dating, and/or sexual relationship with any employee that has direct or indirect supervisory responsibilities over the employee.

D. Employee Obligations -

1. Employees have the obligation to comply with this policy and avoid any prohibited conduct.
2. Employees have the obligation to report violations of this policy.
3. Employees have the obligation to fully cooperate in any investigation of an alleged violation of this policy, including the obligation to provide truthful and complete evidence and testimony in any investigation or proceeding.

4. Employees have the obligation to refrain from making any bad faith or known false complaint of violation of this policy.
5. Employees have the obligation to avoid retaliation against any person who files a complaint, or who participates or provides evidence or testimony in any investigation or proceeding under this policy.

E. Reporting Violations of This Policy -

1. Employees are required to report all incidents that they believe to be violations of the City's Harassment, Discrimination, & Retaliation Policy. These reports shall be made when the employee first feels they or someone else has been harassed, subjected to inappropriate conduct, discriminated against, or retaliated against. Employees must file such complaint with any one of the following: a supervisor, a Department Manager, Functional Area Director, Assistant City Manager, City Manager, City Attorney, or the Mayor.
2. If any supervisor, Department Manager, Functional Area Director, Assistant City Manager, or the City Manager becomes aware of possible discrimination, harassment, or retaliation, they shall immediately advise the Mayor and the City Attorney. Any employee employed in a supervisory capacity that has knowledge of an offense, and does not report the matter, shall be subject to disciplinary action.

F. Investigation - The City shall investigate all complaints, regardless of whether they are written or verbal, as expeditiously and professionally as possible. Confidentiality of the complaint will be maintained to the extent it is practical but cannot be guaranteed.

1. The Mayor, or designee, the City Attorney, and the involved Functional Area Director will coordinate the investigation.
2. The Mayor, or designee is responsible for moving the investigation forward, ensuring adequate documentation, and making recommendations.
3. The Mayor, or designee is responsible for accepting, modifying, or rejecting recommendations and, when appropriate, initiating disciplinary action.
4. Disciplinary action placed in any personnel file will not include the name of any victim.
5. An investigation determined to be unfounded will not be placed in any individual's personnel file. It will be retained as an investigative file. Access will be limited to appropriate Administrative Staff, City Attorney, and the Mayor, or designee.
6. Appeals about the conclusions of the investigation will be handled as follows:
 - (a) Disciplinary actions arising from the investigation will be handled consistent with the Employee Discipline section in this chapter.
 - (b) The adequacy or conclusions of the investigation will be handled consistent with the Employee Grievance Procedures section of this chapter but will begin directly at Step Three (Appeal to Mayor, or designee).

4.3 ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE

Alcohol, Drug, and Tobacco Free Workplace - It is the policy of Santaquin City to promote a

workplace free from the influence of alcohol, tobacco and drugs. Working under the influence of alcohol, tobacco, illegal drugs, or misused prescription drugs and other related conduct threatens the safety of the public and other employees and undermines effective and efficient City operations.

A. Purpose: The purpose of this section is to outline the City's policies and procedures to ensure an alcohol, drug, and tobacco-free workplace (sometimes referred to herein as the “drug-free workplace”). It is adopted, in part, pursuant to the Local Governmental Entity Drug-Free Workplace Policies, Utah Code § 34-41-101 et seq.

B. Application:

1. The unlawful manufacture, distribution, dispensation, possession or use of a non-prescribed controlled substance and the possession or use of an alcoholic beverage in the workplace is expressly prohibited. In order to achieve a drug-free workplace, all employees, as well as final candidates for employment, shall be required to participate in alcohol and controlled substance testing as a condition of employment.
2. City personnel shall not use, be under the influence of, or be in possession of alcohol or non-prescribed controlled substances while on duty, on City premises, or in city vehicles. City premises include buildings, parking lots, grounds and vehicles owned by the City or personal vehicles being used for City business. City personnel using, possessing or being at the workplace under the influence of alcohol or non-prescribed controlled substances, shall be subject to disciplinary action, which may range from referral to an approved rehabilitation program for treatment or counseling, up to and including termination.
3. While on duty, employees may use controlled substances, which have been properly prescribed by a licensed health care practitioner and are being properly used for the treatment of an illness or injury and do not adversely affect their ability to perform their job duties. Employees, while on duty, may also use non-prescription drugs in proper doses if they do not adversely affect their ability to perform their job duties.
4. The City recognizes the legal status of medical cannabis under Utah law and prohibits adverse employment actions against employees for their lawful use of medical cannabis, except as provided by Utah Code Ann. § 34A-5-115. As such, the City will not take adverse action against an employee solely for the use of medical cannabis or for being a medical cannabis cardholder unless the City would take the same action for another prescribed controlled substance used in accordance with state law. Notwithstanding the foregoing, the City may take adverse employment actions against an employee solely for failing a drug test for the use of medical cannabis or for being a medical cannabis cardholder where the application of this policy would jeopardize (a) federal funding; (b) a federal security clearance, or any other federal background determination required by the employee's position; or (c) if the employee's position is dependent on a license (i.e., CDL, etc.) or peace officer certification that is subject to federal regulations, including 18 U.S.C. Sec. 922(q)(3). ~~Notwithstanding the above, pursuant to Utah Code Ann. § 26-61a-111, personnel may not use medical cannabis even if properly prescribed by a licensed health care practitioner:~~

~~(a) If the employee's use would jeopardize federal funding, a federal security clearance, or any other federal background determination required for the employee's position;~~

~~(b) If the employee's position is dependent on a license or peace officer certification that is subject to federal regulations;~~

- ~~(c) — If the employee's position is defined as a Safety Sensitive Position or Duty as defined by Section 4.3 of the Santaquin City Employee Policies and Procedures Handbook;~~
- ~~(d) — If the employee's position is dependent on a license (i.e., CDL, etc.) certification that is subject to federal regulations; or~~
- ~~(e) — If such use is during, or within the 12 hours immediately preceding, the employee's shift.~~

C. Definitions: Except as otherwise indicated in the context, as stated in this section, the following terms shall have the meanings stated:

1. Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.
2. BAC: blood alcohol content and/or breath alcohol content. Alcohol content in the blood shall be based upon grams of alcohol per 100 milliliters of blood, and alcohol concentration in the breath shall be based upon grams of alcohol per 210 liters of breath.
3. Drug Paraphernalia: objects used or intended for use to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, re-pack, store, contain, and/or conceal drugs or inject, ingest, inhale, or otherwise introduce a Drug other than the Prescription drug into the human body.
4. Drugs or Drugs: means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, including Title 58, Chapter 37, Utah Controlled Substances Act, or supplement to any of those compendia.
5. Prescription drugs: those medications (containing drugs or other controlled substances) that are prescribed to an individual by an authorized physician.
6. Positive Test: a test result showing a blood or breath alcohol content of 0.02 or greater or the presence of any Drug other than a Prescription Drug in the test subject.
7. Refusal to Submit to Testing: failure to provide an adequate blood, breath, or urine sample without a valid and verified medical explanation, or conduct by the employee that clearly obstructs the testing process, after the employee or volunteer has received notice or is otherwise aware that he/she is to be tested and a blood, breath or urine sample is required.
8. Reasonable Suspicion for Testing: an articulated belief based on the recorded specific facts and reasonable inferences drawn from those facts that an employee or volunteer is in violation of the alcohol, drug and tobacco-free workplace policy.
9. Safety Sensitive Position or Duty: any employee or volunteer whose position or duties directly affect the safety of governmental employees, the general public, or positions where there is access to Drugs, during the course of performing job duties. Examples of safety sensitive positions, include, but are not limited to: all positions requiring a commercial driver license ("CDL") and all police officers, ~~all employees of the Police, Fire and EMT Departments; all employees of the Public Works Department (because worker's duties involve operating heavy machinery, including trucks, tractors and backhoes, and require that the worker maintain a CDL); and all employees who regularly operate any motor vehicle~~

~~in the course or scope of employment with the City (whether such vehicle is city owned or individually owned), or whose job description include the operation of a motor vehicle as an essential job function. The City's Chief Executive is authorized to determine whether a position or duty is safety sensitive.~~

Additional definitions applicable to this policy may be found in UTAH CODE ANN. § 34-41-101.

E. Prohibited Conduct:

1. Employees shall not use, be under the influence of, be in possession of, or be in such a condition as to test positive for alcohol or any Drug that is not a Prescription drug while on duty, on City premises or in City vehicles.
2. For purposes of this policy, an employee with a BAC of .02 or higher shall be deemed to be under the influence of alcohol. City premises including buildings, parking lots, grounds and vehicles owned by the City or personal vehicles in use for City business.
3. Employees shall not possess Drug Paraphernalia on City property or in City vehicles.
4. No Prescription Drug will be brought on City premises by a person other than for whom it is prescribed. Prescription Drugs will be used only in the manner, combination, and quantity prescribed.
5. No employee may perform work involving safety sensitive duties while having any level of any Prescription Drug, including medical cannabis, that is likely to cause drowsiness or impairment unless a medical doctor has provided a written statement to the City stating that he/she has reviewed the employees job description and that the employee can safely perform the job functions while taking the Prescription Drug as prescribed.
6. Exceptions: Employees involved in law enforcement activities may be in possession of alcohol, Drugs or Drug Paraphernalia as reasonably necessary in performing activities within the scope of their job duties.
7. Consequences: Any employee using, possessing or being on City premises under the influence of alcohol or any Drug other than a Prescription Drug or who otherwise engages in prohibited conduct shall be subject to questioning and disciplinary action up to and including, immediate termination or employment. Any employee whose off-duty abuse of alcohol, any Drug or Prescription Drug results in excessive absenteeism or tardiness or is the cause of on-duty accidents or poor work performance will be subject to discipline, up to and including termination of employment.

F. Preliminary Information

1. When testing occurs: The testing mandated by this policy shall occur during, immediately before or immediately after, a regular work period of the employee and shall be deemed work time for the purposes of compensation.
2. Costs of testing: All costs of testing required by this policy, excluding follow-up testing and testing of split samples, including the cost of transportation, if the testing is at a location other than the work place, will be at the city's expense.

3. Detection methods: The city maintains the right to utilize detection methods necessary for the enforcement of this policy including blood, urine, breath, hair or others tests, and the use of electronic detection equipment and trained animals.
4. Refusal to Cooperate: Failure to cooperate with these detection methods or inspections or to timely submit to required testing is grounds for disciplinary action up to and including termination of employment.
5. Inspections: The City maintains the right to conduct unannounced inspections of City owned property, work stations, equipment, computers, desks, cabinets, etc.
6. Testing Procedures: A private medical provider will draw test samples on site or at a separate location. A urine sample shall consist of at least 45 ml of urine. The urine shall be divided into two specimen bottles, with at least 30 ml of urine in one bottle and at least 15 ml of urine in the other. If the test results of the 30 ml urine sample indicate the presence of drugs, the donor of the test shall have 72 hours from the time the donor is so notified to request, at the donor's option that the 15 ml urine sample be tested for the indicated drugs, the expense of which shall be divided equally between the donor and the City. In addition to the test results of the 30 ml urine sample, the test results of the 15 ml urine sample shall be considered at any subsequent disciplinary hearing if the requirements of Sections 34-41-103 and 34-41-104 have been complied with in the collection, handling, and testing of these samples.

E. Mandatory Testing

1. When Testing is Required: In order to achieve a drug-free work place, employees and applicants for City positions shall be required to participate in Alcohol and Drug testing consistent with applicable state and federal laws and regulations:
 - (a) when an applicant for a position requiring pre-employment drug testing has been extended a conditional offer of employment but before beginning work;
 - (b) when there is a reasonable suspicion and cause to believe that the employee is in an impaired state;
 - (c) when the employee has been involved in an on-duty accident or unsafe work practice;
 - (d) on a random basis for Safety Sensitive Positions or Duties;
 - (e) before an employee may return to duty after having violated this policy;
 - (f) as a follow-up to employment related Drug or Alcohol violations; and
 - (g) Other testing, including if an employee is the subject of an investigation of theft of property, security breach of information or property or the employee's productivity or quality of work has drastically reduced.

The City intends to follow applicable law in conducting mandatory testing. Consequently, suspicionless drug testing will generally be confined to safety sensitive positions or duties.

2. Pre-Employment Testing: The City may require a final applicant selected for a position with the City to undergo an Alcohol and/or Drug test to detect the presence of Alcohol and illegal Drugs in the body. Refusal to take such a test may be grounds for denial of employment.

An applicant who tests positive ~~for any substance for any Drug other than a Prescription Drug or whose test detects a blood alcohol content (“BAC”) of .02 or higher~~ in violation of this policy will be denied employment with the City.

3. Reasonable Suspicion Testing: When a designated supervisor makes a determination that there is Reasonable Suspicion and cause to believe that an employee performing or assigned to a Safety Sensitive Position is using, is under the influence of, or is in possession of Alcohol or any Drug, the employee shall be subject to Drug and/or Alcohol testing.
 - (a) Supervisory Training: The required observations underlying Reasonable Suspicion testing must be made by or reported to a supervisor or official who has received training on the physical, behavioral, speech and performance indicators of alcohol and Drug use.
 - (b) Documentation: Observations underlying the Reasonable Suspicion testing must be documented in writing and signed by the supervisor or official making the reasonable suspicion determination within twenty-four (24) hours or before the results of the test are announced, whichever is later.
 - (c) Transportation: Employees subject to Reasonable Suspicion testing may not transport themselves to the testing location.
 - (d) Limitations on Duties: Upon required testing due to Reasonable Suspicion, the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor
4. Post Accident Testing: Any employee involved in an accident causing personal injury which requires medical attention or causing property damage estimated to be in excess of \$1,000.00 or engaging in unsafe work practices affecting the safety of other employees or the general public shall be subject to Alcohol and/or Drug testing. An employee subject to post accident testing who does not remain readily available for such testing may be deemed to have refused to submit to testing.
 - (a) Timing: Samples for Alcohol and Drug testing following an accident should be collected within (2) two hours of the accident when feasible, but no later than eight (8) hours following an accident. If such collection testing does not occur within the (2) two hours, documentation shall be provided stating the reason for the delay.
 - (b) Transportation: Employees subject to reasonable suspicion testing may not transport themselves to the testing location.
 - (c) Limitations on Duties: Upon required testing due to an accident the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor.
5. Random Testing: Employees in a Safety Sensitive position are subject to random Drug and/or Alcohol testing in order to assist in the prevention of accidents and theft, increased safety for the employee and the general public, and to maintain productivity, quality, and the security of property and information.

- (a) **Consortiums.** The City may, as determined by either the Chief Executive or the City Council, join a consortium, or third party administering testing and other services under contract, for random testing purposes as allowed by the Department of Transportation rules.
 - (b) **Quantity.** Department of Transportation rules presently mandate that the City randomly test (50%) fifty percent of all employees holding safety sensitive positions annually for Drugs, half of those tested for Drugs will also be tested for Alcohol. Tests will be unannounced and will be conducted during the employee's shift, shortly before or immediately thereafter. This testing requirement may be lowered or raised by the federal highway administration depending upon test results.
 - (c) **Procedures:** The consortium, or a third party performing testing and other services under contract, may establish the procedures, in conformance with the requirements of the Local Governmental Entity Drug-Free Workplace Policies, Utah Code § 34-41-101 et seq. and applicable rules and regulations, to be used in the performance of Drug and Alcohol tests. In the event that the City does not join a consortium or contract with a qualified third party to perform these services, the procedures to be used in the performance of Drug and Alcohol tests shall be developed, in writing, by the Chief Executive and reviewed at least annually by the City Council.
 - (d) **Administration:** Whether or not the City joins a consortium, the City may contract with a qualified third party who will administer the random testing program and may administer other tests as required by this section.
 - (e) **Documentation:** The City must maintain or obtain from the consortium or third party administering the testing program, and have available for inspection, the following information:
 - (1) how the random selection pool was assembled;
 - (2) the method of selection and notification of test subjects;
 - (3) the location of collection sites;
 - (4) methods of reporting the test results on each person tested; and
 - (5) summary reports on the consortium's program showing that the consortium tested at the prescribed minimum annual rates for Alcohol and/or Drugs.
6. **Return to duty testing:** An employee who has tested positive for Drugs and/or Alcohol and will be returning to duty must be tested and show a negative test result, prior to returning to work.
7. **Follow-up testing:** Employees who have violated this policy and had been approved to continue to work for the city shall be subject to follow-up Drug and/or Alcohol testing.
- (a) **Period of testing:** Follow-up testing shall occur for a period of not less than one (1) year.
 - (b) **Amount of testing:** Employees subject to follow-up testing may be tested up to a minimum of six (6) times in the one (1) year following the positive test result

- (c) Cost of testing: The cost of follow-up testing will be the responsibility of the employee and will be deducted from the employee's payroll check.
- 8. Other testing: Employees may be subject to testing for the following reasons, [consistent with applicable law](#):
 - (a) An employee is the subject of an investigation involving an incident or incidents of theft of property belonging to the city, to other city employees, or that is entrusted to the care of the city by a private individual or entity.
 - (b) An employee who is the subject of an investigation into a security breach of either information or property.
 - (c) An employee's productivity or the quality of an employee's work is drastically reduced without other readily available explanation(s).

F. Testing Results

- 1. Notification. The city will notify an employee of an initial positive test as soon as possible after the result is known by the city.
- 2. Positive test results: Employees testing positive for Drugs and/or Alcohol showing a BAC of 0.02 or over shall be placed on administrative leave pending a hearing to determine the possible course of disciplinary action, which may include the following depending on the severity of the offense:
 - (a) Probation pending completion of follow-up testing. An employee for whom a positive test result is reported while the employee is on the follow-up testing will be terminated as a City employee.
 - (b) Mandatory completion of a substance abuse evaluation and/or enrollment in substance abuse counseling or rehabilitation program through the Employee Assistance Program (EAP).
 - (c) Suspension of Employment with or without pay.
 - (d) Termination of Employment
 - (e) [Before taking adverse employment action against an employee solely for the use of medical cannabis or for being a medical cannabis card holder, the City shall: \(a\) consult with legal counsel; and \(b\) obtain approval from the City mayor.](#)

An employee testing positive for Drugs and/or Alcohol showing a BAC of 0.02 or over, [in violation of this policy](#), on a second occasion, for any reason, i.e., random, follow-up, post accident, reasonable suspicion, return to duty, etc. shall be terminated from employment with Santaquin City.

G. Record Retention

Subject to the requirements of the City's Policies and Procedures Manual, and the Government Records Access and Management Act ("GRAMA"), records related to Drug and Alcohol testing may not be released unless authorized by law and, except as otherwise required by law, the release

is expressly authorized by the subject of the test. Records relating to post accident testing must be made available to the National Transportation Safety Board when requested as part of an accident investigation. Records relating to Drug and Alcohol testing will be made available in accordance with the requirements of law to the Secretary of Transportation, any Department of Transportation agency and state or local officials with regulatory authority over the City or the test subject. A test subject is entitled, upon written request, to obtain copies of any records related to the subject's use of or testing for Drugs and Alcohol. Records will be provided to a subsequent employer or other identified person upon receipt by the City of a written request from the subject of the test.

1. Time Periods: Subject to the requirements of GRAMA, records must be maintained by the City for at least the following time periods:
 - (a) Five years: alcohol tests with results showing an alcohol concentration of .01 or greater; Drug tests with verified positive results for Drugs; documentation of refusal to take a Drug or Alcohol test; documentation of calibration of evidential breath testing devices; employee evaluations and referrals for rehabilitation; and annual calendar year summaries.
 - (b) Two years: records related to the Drug and Alcohol training records.
 - (c) One year: records of negative Drug tests and records Alcohol tests showing a BAC of less than .01.

H. Federal And State Requirements

This chapter has been promulgated, in part, to satisfy applicable requirements of the Drug-Free Workplace Act of 1988, the Omnibus Transportation Employee Testing Act of 1991 and applicable rules of the Department of Transportation or other federal regulatory agency having jurisdiction. In the event of any conflict between this chapter and any applicable federal statute or regulation, or any applicable state law or regulation, the applicable federal or state statute, law or regulation, including amendments, shall control.

I. Miscellaneous

1. No Vested Rights: Nothing contained in this section dealing with rehabilitation, continued employment, or otherwise, shall vest any employee with a continued right to employment with the City or limit the City's ability to discipline the employee, including termination, in accordance with the provisions the City's personnel manual.
2. Questions: Employees may direct any questions regarding this section to the Administrative Services Director.

J. Tobacco-Free Workplace

Santaquin City is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.

1. Employee Responsibility. All employees are prohibited from use of tobacco products (including chewing tobacco and vaping devices of any kind) throughout the workplace, including all City buildings, vehicles, and equipment. Use of tobacco products is also prohibited within 25 feet of any entranceway, exit, open window, or air intake of City buildings.

4.4 VIOLENCE-FREE WORKPLACE

- A. General Policy - Santaquin City is committed to maintain a safe and efficient working environment where employees and the public are free from the threat of workplace violence.
- B. Employee Obligations -
1. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to assault, fighting, or foul, abusive, or threatening language or gestures.
 2. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws, and City Code.
 3. Employees must immediately report all incidents of violation of this policy to their supervisor.

4.5 EMPLOYEE DISCIPLINE

- A. General Policy - It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.
- B. Causes for Disciplinary Action - Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:
1. Violation of the laws of the United States, the State of Utah, or ordinances of Santaquin City or any other jurisdiction determined to be job related.
 - (a) A conviction (including a plea in abeyance or no contest) for the violation of any criminal law shall be prima facie evidence in any City hearing process.
 - (b) Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
 2. Violation of the code of conduct.
 3. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
 4. Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.
 5. Misconduct.
 6. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City policy)
 7. Misfeasance. (The wrongful performance of a normally lawful act.)

8. Nonfeasance. (The omission of some act which ought to have been performed.)
9. Incompetence.
- 10 Negligence.
11. Insubordination. (The opposition to and usually in defiance of established authority)
12. Failure to maintain skills.
13. Inadequate performance of duties.
14. Unauthorized or excessive absence or tardiness.
15. Falsification or unauthorized alteration of records.
16. Violation of City or department policies.
17. Falsification of employment application.
18. Discrimination.
19. Sexual harassment or prohibited sexual conduct.
20. Retaliation.
- 21 Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job-related duties).
22. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
23. Gambling or engaging in a lottery on City property.
24. Failure of a public safety employee to maintain physical fitness/ability standards.
25. Inability to perform essential job duties, with or without reasonable accommodation.
26. Violation of the Drug Free Workplace ordinance.
27. Unlawful possession of firearms, weapons, or explosives on Santaquin City property.
28. Carelessness which affect the safety of personnel or the public.
29. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
30. Recklessly misusing, destroying, or damaging any Santaquin City property or the property of any employee.
31. Misusing city owned equipment including but not limited to, office equipment, computers, the internet, tools, motorized equipment, etc.

32. Sleeping during working hours.
 33. Fighting (verbal or physical) on Santaquin City premises, or while on city business, or in a city uniform. Exceptions will be made for Police Officers in altercations which occur in the line of duty.
 34. Any other action or behavior contrary to the best interests of the City.
- C. Types of Disciplinary Action - The following types of discipline are not written in progressive order and are not to be deemed a progressive disciplinary scheme or system:
1. Verbal Warning. A verbally communicated warning to an employee by a supervisor for a minor work behavior deficiency. Information including, but not limited to, date of the warning, reason for the warning, details of the discussion with the employee regarding the verbal warning should be kept for future reference.
 2. Written Reprimand. A formal written notice outlining work performance deficiencies and required corrective action, to an employee by a supervisor for disciplinary purposes, which is documented in the employee's personnel file. Written reprimand shall be signed by the employee, the supervisor and the Functional Area Director, if they are not the supervisor.
 3. Suspension. An employee may be suspended from work with or without pay for up to 30 days (240 hours) by the Mayor, or designee.
 4. Demotion. An employee may be demoted to a lower grade position with or without a reduction in pay by the Mayor, or designee.
 5. Transfer. An employee may be transferred to another position within a department by the Mayor, or designee or to another position in a different department within the City.
 6. Termination. Full-time & Part-time/Benefited merit employees may be terminated by the Mayor, or designee, pursuant to section 4.5.D. Non-merit employees including, Part-time/Non-benefited and Seasonal employees and Volunteers may be terminated from employment at the discretion of the Functional Area Director with the approval of the Mayor.
 7. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination of employment on a first offense, depending on the nature and severity of the improper conduct.
- D. Pre-Disciplinary Hearing – The Mayor shall conduct a pre-disciplinary hearing before imposing on a Full-time or Part-time/Benefited merit employee: suspension without pay for more than 2 days (16 hours); demotion or involuntary transfer from one position to another with less remuneration; or, termination. Pre-disciplinary hearings are not required for non-merit, Part-time/Non-benefited and Seasonal employees, and Volunteers . Subparagraphs D.1 through D.3 apply to pre-disciplinary hearings:
1. The employee shall be given written notice of the hearing, prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination where appropriate, will be considered.

2. The pre-disciplinary hearing shall be conducted by the Mayor, or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.
3. A decision as to the disciplinary action to be taken, if any, shall be made by the Mayor, or designee, and the employee shall be notified of the decision in writing within 5 working days after the hearing. This written notification shall include:
 - (a) The grounds for disciplinary action.
 - (b) Any disciplinary action to be imposed.
 - (c) The effective date and duration of the disciplinary action.
 - (d) Any required corrective action necessary for the employee to avoid further disciplinary action.
 - (e) Notice and a copy of the post-disciplinary hearing process outlined in 4.5 (E), if the imposed disciplinary action is termination, a suspension without pay for more than 2 days (16 hours), or demotion or involuntary transfer from one position to another with less remuneration.

E. Appeals – Merit employees may appeal any disciplinary action to the Appeals Board. by following the procedures set forth in Ordinance No. 08-01-2009, an Ordinance naming the Santaquin City Council (except for the Mayor) as the Appeal Board that is required by Utah law to hear and decide appeals of certain decisions regarding the discipline and/or discharge of city employees (Chapter 4 of Title 2 of the Santaquin City Code). This Ordinance is appended to this the Santaquin City Employee Policies and Procedures Handbook as Addendum B.

4.6 EMPLOYEE GRIEVANCE PROCEDURES

- A. General Policy - A grievance is defined as a complaint made by a City employee of a decision, or action taken by the City which affects an employee's employment status, except disciplinary actions. Disciplinary action appeals, if permitted, shall be handled consistent with the Employee Discipline policy (4.5).
- B. Grievance Process - The following process shall be followed in processing grievances made by City employees:
 1. An employee wishing to grieve an incident or action meeting the definition above must submit the grievance in writing to his/her immediate supervisor within 10 business days of a decision or action. The written grievance should include at a minimum, the date, description of the decision or action in question, and the remedy sought. The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.
 2. If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their Functional Area Director within 10 business days of the immediate supervisor's response. The Functional Area Director shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.

3. If the employee is not satisfied with the response of the Functional Area Director, the employee may submit a written request to the Mayor, or designee within 10 business days of receipt of the Functional Area Director's response. The Mayor, or designee, shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance. The decision of the Mayor, or designee, is final and not appealable.
- C. Documentation - Copies of all grievances and responses shall be forwarded to the Administration Office for filing upon receipt or issuance.
- D. Open Door Policy - Santaquin City has an Open-Door Policy for all employees. This means, literally, that every Functional Area Director, Assistant City Manager, City Manager and the Mayor's door is open to every employee. The purpose of an open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. This means that employees are free to talk with any Functional Area Director, Assistant City Manager, City Manager, or the Mayor at any time without creating repercussions for the employee.

4.7 SOCIAL MEDIA POLICY

- A. Purpose - The purpose of this policy is to provide guidelines and clarification for participation in both Santaquin City-hosted social media and for employee's personal use of social media when the employee's City affiliation is known, identified, or presumed. This policy is not intended to guide personal online communications when employees do not associate or identify themselves with Santaquin City.

While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing guidelines. The same principles and guidelines that apply to employees in general apply to activities online. However, due to the nature of the internet, more accountability is to be expected. If you are unclear about the acceptable content or use of social media seek clarification from your supervisor beforehand.

- B. Reference – Santaquin City Resolution 12-03-2014.
- C. Personal Use of Social Media:
 - 1 Employees should not be accessing social media sites during work hours unless it is a function of their job and they have been authorized to do so whether they are using City equipment or their own. Employees may access social media sites while on a break or during their lunch period. Appropriate caution should be taken when accessing anything on the internet at work in order to avoid potential risks, including security risks and other threats such as viruses, worms, etc.
 - 2 Employees should make sure that they are aware of the Code of Ethics for their own license or discipline and follow that accordingly, as well as the Code of Conduct for City employees, when participating in social media.
 - 3 It is strongly recommended that you *use a disclaimer* if you publish a blog, post a comment, or share an image and it has something to do with the work that you do at City or you acknowledge/imply that you are an employee of City. The following standard legal disclaimer language may be used:

“The postings on this site are my own and do not represent Santaquin City’s positions, strategies, or opinions.”

OR

“DISCLAIMER: This is a personal Website, produced on my own time and solely reflecting my personal opinions. Statements on this site do not represent the views or policies of my employer, past or present, or any other organizations with which I may be affiliated. All content is copyrighted.”

- 4 Santaquin City discourages staff in management/supervisory position from initiating “friend” requests (or similar requests on social media) with employees that they manage. Managers/supervisors may accept “friend” requests if initiated by the employee and if the manager/supervisor does not believe that it will negatively impact the work relationship.
- 5 General guidelines for social/personal media use (when you associate yourself in some way with the City) include the following:
 - (a) Be helpful and supportive. You are encouraged to share your insights, express your opinion, and share information as appropriate, especially when it is helpful to others.
 - (b) Do not misrepresent your position or credentials when associating yourself with the City on social media. Do not give advice or the appearance of giving advice beyond your credentials and experience and what would be appropriate on social media.
 - (c) Please post knowledgeably, accurately, and use appropriate professionalism.
 - (d) Be quick to correct your own mistakes and admit when you are wrong.
 - (e) Do not use ethnic slurs, insults, obscenities, bullying or engage in other conduct that would be unacceptable at work or in social situations.
 - (f) Be considerate of other’s privacy and topics that could be considered personal.
 - (g) Do not pick fights.
 - (h) Make it clear that the words and thoughts you write online are your own and not your employer’s.
 - (i) Speak in the first person (I, not We) when referring to your work.
 - (j) Be aware that your actions captured via images, videos, posts, tweets, or comments can reflect on the reputation and/or perception of the City.
 - (k) You are legally liable for anything you write or present online.
 - (l) Unless given specific permission, you are not authorized to speak on behalf of the City or to represent that you do so.
 - (m) Employees can be appropriately disciplined and/or have litigation brought against them for commentary, content, videos, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

- (n) Ensure that your social media activity does not interfere with your work commitments.
- (o) When appropriate, please direct others to the official website and social media accounts of the City for information.
- (p) The Santaquin City logo may only be used on city-approved sites or blogs.
- (q) Any employee found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

SECTION 5: TRAINING & TRAVEL

5.1 EMPLOYEE TRAINING

- A. Employees are encouraged to obtain training through attendance at job related seminars, conferences, classes, certification courses, etc. The employee's Functional Area Director or department manager/supervisor must pre-approve all training attendance and payment of associated costs.
1. When training is approved, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.
 2. If the employee voluntarily terminates his or her City employment within two years of the final date of the training, the Functional Area Director may require the employee to reimburse the City for the cost of the training, on a pro-rated basis (see educational assistance).
 3. Members of the Fire/EMS Department are required to obtain and maintain certifications as follows:
 - (a) Employees designated as firefighters are required to obtain, at minimum, Firefighter I & Hazmat Operation certifications within 12 months of employment.
 - (b) Employees designated as EMT-First Responder are required to obtain, at minimum, the EMT certification with 18 months of employment.
 - (c) Employees already certified as EMT or EMT-Advanced, may be approved to attend paramedic training, to the extent funding is available and the candidate meets the criteria in the Fire Department SOP VII. (Res 12-02-2015)
- B. Education Assistance - The educational assistance program provides assistance to employees who undertake undergraduate or graduate course of study which is mutually advantageous to the City and to the employee. Subject to available funding, employees may be eligible to receive partial tuition reimbursement.
1. Request. Request for education assistance must be submitted in writing to the Mayor, or designee. Pre-approval is required for reimbursement. Course work approved must be related and pertinent to the employee's current position. Final determination shall be made by the Mayor, or designee, with input from the Functional Area Director and is subject to availability of funds.
 2. Eligibility. Only full-time employees who have successfully completed the required probationary period are eligible for education assistance.
 3. Employee Reimbursement. The City expects the employee to front costs for college classes. Upon proof of completion of each course with a "B" or higher, or passing on a pass/fail course, and presentation of proper receipts, the City will reimburse 50% of tuition fees, materials, and other necessary costs.
 4. City Reimbursement upon resignation or termination of employment. In the event that the employee resigns or is terminated for cause, the employee will be required to reimburse the city for educational assistance using the following schedule:

- (a) 0-12 Months. If the employee resigns or is terminated for cause, 100% of tuition costs and fees paid by Santaquin City over the previous 0-12-month period must be reimbursed to the City.
- (b) 12-24 Months. If the employee resigns or is terminated for cause, 50% of the tuition costs and fees paid by Santaquin City over the previous 12-24-month period must be reimbursed to the City.
- (c) After 24 Months. The employee is not responsible for any reimbursement of tuition or fees paid 24 months prior to resignation or termination of employment for cause.
- (d) Termination of Employment without cause. If an employee is terminated without cause, they are not responsible for the reimbursement of any tuition costs or fees.

Reimbursement shall be deducted from the employee's final paycheck. In the event that reimbursement amounts exceed the amount of the employee's final paycheck, the employee is responsible for paying the City for the debt outstanding. The City reserves the right to collect all outstanding debts.

The City reserves the right to place a time limit on the completion of the degree. The City also reserves the right to deny or to delay payment for classes for concerns such as, but not limited to duration of employment, performance levels, etc.

- 5. Other. Employees will attend, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by the Functional Area Director.

5.2 TRAVEL POLICY

- A. General Policy - From time to time employees are required to travel in the course of performing their job-related duties or to obtain training through attendance at job-related seminars. Requests for travel involving reimbursement or prepayment of related expenses must be made in writing by the employee on a travel form and approved in advance by the Mayor, or designee. All out of state travel is subject to the approval of the city council.
- B. Reimbursement. When an employee is to travel in the course of performing their work-related duties or attend any job-related training course, conference, seminar, or certification course, that has been approved prior to attendance, Santaquin City will provide the necessary time off with pay and will reimburse the employee for all approved costs including tuition or registration fees, authorized travel, meals, and lodging. Reimbursement rates are as follows:
 - 1. Meals. Meals will be reimbursed at the rate published by the U.S. General Services Administration. The location of the travel will determine which rates will be used (in-state, out-of-state, or area specific rates). If meals are provided as part of the work-related activity, training, conference, seminar or lodging accommodations, reimbursement shall not be made to the employee for those provided meals. Employees may receive a travel advance for meals not already covered with their training or accommodations. It is the Department Directors responsibility to review the registration form to confirm when meals are provided as part of the registration fee.
 - 2. Lodging.

- (a) Overnight lodging may be covered by the city under the following circumstances and as approved by the City administration:
 - (1) Employee is attending a multi-day event or training that requires more than an hour of drive time (one-way) from their home.
 - (2) Employee is attending a meeting or training that will require more than 1.5 hours of driving (one-way) to return home and the employee would not be able to return to their home before 10:00 PM. Conversely, if the training or event requires 1.5 hours of driving (one-way) and the employee would need to leave their home or place of work before 6:00 AM to attend the morning event/training.
 - (3) Approved lodging costs will be reimbursed at the basic single room rate. When a hotel or motel is the conference or convention location site, lodging reimbursements for the travel opportunity will be limited to the conference rate in the event hosting facility.
 - (b) The City will not pay for an Employee's personal, incidental expenses, room upgrades, or damage claims resulting from their stay at a lodging facility.
 - (c) Lodging arrangement should be made 30 days prior to attending the training and paid for with a check or the city credit card. In extenuating circumstances if an employee places a room rental on their personal credit card, approved reimbursement will take place upon presentation of a receipt.
3. Travel/Mileage. If available and practical, employees should make arrangements to use a city vehicle for all work-related travel. If a city vehicle is not available and with approval from the Functional Area Director, the employee will be reimbursed mileage at the prevailing federal rate for use of a personal vehicle. Time spent traveling that is not included in the employee's regular work schedule will be reimbursed at the Functional Area Directors discretion.
- When an employee must fly to a travel destination, the city shall pay for the plane ticket in whole. Plans to fly must be pre-approved by the Mayor, or designee. Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs.
4. Registration. Santaquin City shall pay for training registration fees at the rate noted on the registration form.
5. Books/Materials. Santaquin City shall pay for books and materials at the rate noted on the registration form.
6. Personal Vacations. In cases where vacation time and/or personal travel plans are added to a business trip, any cost variance in airfare, mileage or lodging must be clearly identified on the Travel Request form. Santaquin will not prepay any personal expenses with the intention of being "repaid" later, nor will any personal expenses be reimbursed to an employee.

SECTION 6: RISK MANAGEMENT

6.1 RISK MANAGEMENT PHILOSOPHY

- A. General Policy - It is the philosophy of Santaquin City to reduce the potential for loss from exposures through sound risk management practices in all City, department, and individual employee activities. Within the constraints of the budget and the City's obligation to provide certain public services, City risk management and safety practices will reflect a strong consideration for the safety of employees and the public.
- B. Department Responsibility for Risk Management and Safety - Each Functional Area Director is responsible to implement risk management programs established by the City insurance carriers, the City Risk Committee, and the Mayor, or designee to protect the health, safety and welfare of City employees and public; prevent financial losses and reduce insurance premiums; conduct the affairs of the department to reduce insurance premiums and to reduce the potential for claims and lawsuits against the City. To this end each Functional Area Director will:
1. Implement all applicable risk reduction policies or programs available through the City's insurance carrier;
 2. Risk Coordinators - Appoint one or more Department Risk Coordinator(s) to oversee the implementation of risk management and safety within the department; and
 3. Department Policies and Practices - Develop and maintain policies and practices designed to meet the particular risk management needs of the department.
- C. Individual Responsibility for Risk Management and Safety - Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, and property. Employees shall abide by reasonable safety precautions and exercise due care while on the job. Adequate training, appropriate supervision, reasonable scheduling, proper equipment and other management tools should be utilized by the department and followed by each individual employee to create a safe working environment. Individual employees are responsible to immediately report to their supervisor any potential hazards likely to cause an accident and should be forthcoming in identifying and bringing to the attention of supervisors, Risk Coordinators, and their Functional Area Director, safety concerns that cannot be addressed and resolved by the individual employee.
- D. Risk Committee - The Risk Committee is hereby established to formulate and implement formal policy and philosophy relative to risk management and safety.
1. Members of the Risk Committee. The Risk Committee shall be comprised of a designated Risk Manager and one representative from each functional area or department.
 - (a) The Risk Committee shall assist the Risk Manager in formulating objectives for risk management in Santaquin City and in implementing those objectives.
 - (b) The Risk Committee shall meet at least quarterly as part of a regularly scheduled meeting. The Risk Manager, or designee shall be responsible for preparing agendas for the meetings and for keeping minutes of all Risk Committee meetings.

6.2 PROCESSING RISK-RELATED INCIDENTS

- A. General Policy - In order to effectively manage and administer potential and actual risk-related incidents involving Santaquin City, its agents, employees, assigns and/or property, it is necessary to establish a comprehensive procedure for the processing of incidents and claims involving persons or property directly or indirectly connected with City operations. Irrespective of whether an accident, loss or claim results in actual liability to the City or actual injury to persons or other property, it is crucial that all incidents with or without potential for claim against the City be adequately and properly reported and processed. An employee who becomes aware of any occurrence which may give rise to a lawsuit, which receives a notice of claim, or is sued because of an incident related to his employment shall give immediate notice to his or her supervisor, the Mayor, or designee.

As a general policy, all reportable traffic accidents involving a Full Time or Police Department Santaquin City employee while on or off duty, shall be investigated by an outside agency.

B. Processing Incidents -

1. Risk-related Incident Defined. A risk-related Incident (“Incident”) is defined as any event or occurrence involving a Santaquin City employee or Santaquin City owned property or equipment where there is property damage exceeding \$500.00 or any physical injury to any person where medical examination, diagnosis or treatment is necessary and/or there is a reasonable likelihood of a claim or lawsuit being filed against the City as a result of the event or occurrence. Any given Incident will present its own unique issues. Therefore, if there is any question as to appropriate action to be taken at any point during the processing of an Incident, these issues should be immediately directed to the City's Risk Manager.
2. Initial Action by Employee Following an Incident. Immediately following an Incident, any employee involved in or aware of the Incident shall seek appropriate medical attention, notify other public safety agencies as the situation reasonably dictates, and notify his/her supervisor. Injured employees shall follow the Workers Compensation Policy as outlined in this, the Santaquin City Employee Handbook.
3. Notification of an Incident. Generally, the City is made aware of an Incident in one of three ways. Following the occurrence of an Incident, the following process shall be followed:
 - (a) Employee or Department Involvement - If an employee is involved in or becomes aware of an incident, the employee shall contact his or her supervisor immediately. The supervisor will make sure post-accident drug/alcohol testing procedures are followed (if applicable). The supervisor will prepare a written Incident report and submit it to the Functional Area Department Director. Within one business day from the occurrence of the Incident, the Functional Area Director shall notify the Risk Manager of the Incident in writing (written memorandum or email). The writing shall include: the date, time and location of the incident; a statement from the employee summarizing the Incident and include all facts, conditions and events leading to the Incident; witness statements, photographs and any other information that would aid in accurately and fully documenting the Incident. Any injuries to City employees arising from an Incident shall be handled pursuant to the City Workers’ Compensation Policy.
 - (b) Claim against the City. If an individual desires to make a claim against the City, the department contacted by the individual shall refer the individual to the Risk Manager. The individual may complete the standard “Notice of Claim” form as provided by the Risk Manager or submit their claim in a manner compliant with the Governmental

Immunity Act of Utah. Completed claims should be returned with any accompanying documentation, as required, to the City Recorder's Office, and the Risk Manager.

- (c) Legal Process Served on the City. Any legal process served on the City by a constable or other law enforcement officer, such as a 60-day Notice of Claim or formal lawsuit (whether that lawsuit be for equitable relief and/or monetary damages), shall be immediately forwarded to the Risk Manager, with the original copy kept on file by the City Recorder.
4. Analysis of Incident. Upon receipt of notice of the Incident, the City Recorder shall (1) notify the Mayor, or designee, the City Attorney, and the City's insurance carrier of the Incident if the Incident involves an actual or potential claim against the City; and (2) forward to the City Attorney any formal 60-day Notice of Claim or formal lawsuit served on the City.
 5. Additional Investigation of Incident. The Risk Manager shall conduct an additional investigation as appropriate, or as advised by the Mayor, or designee, the City Attorney or the City's insurance carrier. Such investigation may include gathering police reports, supplemental reports, expert witness statements, bids on damage or loss from the City's independent contract appraiser and other relevant information. City departments are expected to cooperate fully in gathering information and assisting the Risk Manager as needed.
 6. Incidents Involving Actual or Potential Claims against the City. Following the investigation by the Risk Manager, Incidents involving actual or potential claims against the City shall be processed by the City's insurance carrier.
 - (a) Claims Processed by the City's insurance carrier. Any Incident where the damages claimed exceed \$500.00, or any Incident that involves a claim for personal injury or a violation of constitutional rights, shall be tendered to the City's insurance carrier. The City shall provide whatever support is necessary. In situations where the claim is in litigation, the City Attorney shall be the liaison between the City's insurance carrier, outside counsel and the City. In situations where the claim is not in litigation, the Risk Manager shall be the liaison between the City and its insurance carrier, advising the City Attorney as the claim proceeds.
 - (b) Incidents Involving No Actual or Potential Claims against the City. Incidents involving no actual or potential claims against the City shall be processed in-house by the Risk Manager.
 - (c) Opposing Attorney Involvement in Claim. If at any time throughout the Incident process outlined above an attorney representing an actual or potential claimant becomes involved in the process, the City Attorney shall immediately be notified. The City Attorney shall take the lead in processing the claim or in being liaison for the City, consistent with the terms of this policy.
 - (d) Settlement of Claims. The Mayor, or designee, with recommendation of the City Attorney and consent of the City Council, may choose to settle any claims, the disposition of lawsuits, the imposing of penalties on departments or employees at fault, or any other issues that in the opinion of the Mayor, or designee affect the rights or liabilities of the City.
 - (e) Repair of Damage to City Property Arising from Incidents. It shall be the responsibility of each City department to initiate the repair or replacement of damaged City property.

The department which has responsibility for the use of the City property shall be responsible for preparing a requisition for the repair of such property. Upon completion of the repair, the Functional Area Director shall notify the Risk Manager that the repair is acceptable and complete. Where practicable, the Risk Manager shall pursue subrogation for any costs incurred by the City as a result of damage to City property. Costs recovered by the Risk Manager for materials used or replaced property shall be forwarded to the department that paid for the repair or replacement of the damaged property unless otherwise determined by the City Manager.

7. Paid Claims Where Employee is at Fault. If it is determined that an employee is partially or wholly responsible for a claim, an appropriate penalty or discipline may be imposed upon the employee in accordance with these policies and procedures.
8. Paid Claims Where Department Policy or Practice is at Fault. If it is determined that a Department policy or practice is at fault, the Functional Area Director will make an appropriate remedy.

6.3 WORKERS COMPENSATION

A. Workers Compensation Program Overview -

1. Program Oversight and Administration. City employees injured during the performance of their job duties are covered by the City's worker's compensation program (the "Program"), which provides medical reimbursement and indemnity benefits, as provided by state law. The Program is overseen by the Risk Manager. Claims administration is provided by a contract worker's compensation program administrator "Program Administrator".
2. Medical Provider. Employees injured during the performance of their job should seek appropriate medical attention to care for work related injuries. If the injury is life threatening, 911 should be called and the employee will be treated by the nearest emergency facility. If the injury is not life threatening, the employee may select a "Medical Provider" of their choice to provide such care.
3. Employee Discipline - Failure by an employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

B. Treating and Reporting an Injury -

1. Medical Treatment. When injured, an employee shall immediately obtain appropriate medical treatment from a medical provider "Medical Provider". If the condition is life threatening the employee should call 911. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to a Medical Provider for follow-up treatment.
2. Reporting an Injury. Immediately following any injury, however minor, or immediately following emergency medical treatment, the employee shall report the injury to the employee's supervisor and to the Risk Manager. The report shall be made NO LATER THAN 24 HOURS following the occurrence of the injury. Although initial notice of the injury to the Risk Manager may be made by telephone or by leaving a message (if the injury occurs after regular City business hours), a claim is not deemed "reported" until the employee speaks personally with the Risk Manager and the appropriate injury report

required by the Program Administrator is completed. The employee is responsible to follow up with the Risk Manager and to assure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor shall assure that the required reporting is completed. Once an injury has been reported, the Risk Manager will initiate a claim and will be provided a claim number. The claim numbers shall be reported to the Medical Provider as soon as possible.

C. Return to Work -

1. Return to Full Duty Allowed by Medical Provider. Immediately following initial treatment for a work-related injury, the employee shall obtain a written return to work release "Work Release" from the Medical Provider and SHALL CONTACT THE RISK MANAGER BEFORE RETURNING to the employee's regular place of work. The employee shall return to work for regular full duty ("Full Duty") unless directed otherwise by the treating Medical Provider. An employee shall not return to the work site following a work-related injury without a Work Release signed by the employee's Medical Provider being delivered to Risk Manager. The Risk Manager will provide a copy to the Personnel Officer. The employee's supervisor shall verify that the employee has contacted the Risk Manager before allowing the employee to return to the work site.
2. Return to Full Duty Not Allowed by Medical Provider. If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee's supervisor and Risk Manager of the following:
 - (a) that the Medical Provider has directed the employee to not return to Full Duty;
 - (b) the reasons for such direction and the prognosis of the injury;
 - (c) the expected date and time the employee will be released by the Medical Provider to Full Duty; and
 - (d) the work restrictions the Medical Provider has placed on the employee.
3. Return to work with restricted duty "Restricted Duty". Santaquin City will accommodate restricted duty jobs, as outlined by the Provider, for workers injured on the job. The Risk Manager will work with the supervisor to design a work strategy that meets the injured employees restrictions and accomplished Santaquin City' goals.
4. Employee to Report to the Risk Manager with Work Release and Written Work Restrictions. Upon release to work by the Medical Provider for Full Duty or Restricted Duty, the employee shall immediately report to the Risk Manager with a work release and any work restrictions from the Medical Provider. THE EMPLOYEE SHALL NOT RETURN TO THE WORK SITE PRIOR TO CONTACTING RISK MANAGER. Prior to any work being performed the employee's supervisor shall verify that the employee has reported to the Risk Manager and shall confirm any Work Restrictions placed on the employee with the Risk Manager. If the employee has only been released to Restricted Duty, the Functional Area Director, or designee, will determine if there is work available that will accommodate the restrictions outlined by the Medical Provider. If it is determined that work is available, the employee's supervisor shall review any Work Restrictions with the employee before allowing the employee to return to the work site.

5. Secondary Employment - An employee on worker's compensation leave shall not engage in any secondary employment except as first authorized by Risk Management.

D. Workers Compensation Wage Replacement ("Indemnity Benefits") -

1. Wage Replacement Amount (Indemnity Benefit) - If a worker's compensation injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider and confirmed by Risk Management, the employee receives weekly wage replacement ("Indemnity Benefits") equal to $66 \frac{2}{3}$ percent of the employee's weekly wages at the time of the injury, up to a maximum of the state weekly average, adjusted for eligible dependents. The Indemnity Benefit continues until the employee is released by the Medical Provider to Restricted Duty (if available) or Full Duty.
2. First Three Calendar Days After Injury Not Compensated. An injured employee does not receive Indemnity Benefits for the first three days after the injury occurs, unless the period of total temporary disability lasts more than 14 days.
3. Supplement to Indemnity Benefit. Employees may receive supplemental Indemnity Benefits on a taxable basis, to 100% of employee's regular wages where an employee has accrued sick leave, personal leave and/or vacation leave. No employee may receive more than the equivalent of 100% of his or her regular wages, adjusted for taxes and deductions. Supplemental compensation may be allowed when an employee submits documentation of the worker's compensation Indemnity Benefit received from the Program Administrator to the Administration Office. Request for supplemental compensation shall be submitted in writing to the Personnel Officer and must specify which leave will be used for compensation. Payments of supplemental compensation shall be made in accordance with regularly scheduled payroll.

E. Failure to Follow Applicable Law, Policies and Procedures –

1. Questions Concerning Program Requirements. Employees are strongly encouraged to contact the Risk Manager if questions should arise regarding the reporting, treatment, or processing of worker's compensation claims. Additional details pertaining to the City's program may be obtained by contacting the Risk Manager.
2. Loss of Benefits. Failure by an employee to follow procedures for reporting and processing worker's compensation claims as required by State law and the Utah Labor Commission may result in the denial of a claim and/or in the loss of benefits by the employee.

- F. Accrual of Leave while on Workers Compensation Leave - Employees on Workers Compensation Leave for 5 consecutive working days, will not accrue sick or vacation leave or holiday pay.

SECTION 7: VEHICLE POLICY

7.1 VEHICLE USE

- A. Authorization to Drive - To be authorized to drive a city-owned vehicle, an employee or volunteer must possess a valid Utah driver's license for the type of vehicle being operated.
- B. Training Requirements - Additionally, Departments may impose such familiarization or training requirements on vehicle operators as may be necessary.
- C. Pool Vehicle Use - Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them that need transportation to conduct City business, subject to availability.
- D. Personal Use - Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods or completing a personal errand that does not require indirect travel. The Police and Fire Departments have their own personal use policies.
- E. Permitted Passengers - Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or personal use incidental to City business.
- F. Emergency Use - Functional Area Directors may grant occasional overnight take home vehicle use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

7.2 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

- A. Maintenance - All repairs or damage issues shall be reported immediately to driver's supervisor when the driver becomes aware of such issue. Supervisors shall notify the Functional Area Director.
 - 1. Each department is responsible for the care and general maintenance of City vehicles under their control or assigned to their department. Maintenance may be done by the Public Works Department or by a repair shop, whichever the Functional Area Director deems appropriate. Employees shall not,
 - (a) make any repairs or have any repairs made to the vehicle at any facility (other than simple repairs, i.e. light bulb, fuse, etc.) not authorized by the Functional Area Director, or
 - (b) add or remove auxiliary equipment to vehicles without the permission of the Functional Area Director.
 - (c) display unauthorized bumper stickers or other items.
 - 2. Records of all maintenance performed on a vehicle shall be kept by the department to which the vehicle is assigned. This information shall be available for inspection upon request.
- B. Cleanliness - Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles. Failure to do so may result in disciplinary action.

- C. Mileage - Each time a City vehicle is refueled at a station using a Gas card, the driver/operator will accurately enter odometer/hour meter readings. If an incorrect reading is entered, the driver will notify his/her supervisor of the correct readings. If no notification is given, a warning will be issued for the first offense. A second or subsequent offense may result in disciplinary action.
- D. Vehicle Registration Renewals - It is the responsibility of each department to complete the state inspection/emissions test by the date required.
- E. Compliance with Laws - All City employees and volunteers shall drive and park in accordance with all state and local laws, including wearing seat belts. Any citation received shall be the responsibility of the driver.
- F. Idling - Drivers will not allow an unattended vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations.
- G. Locking Vehicles - Vehicles unattended for more than one hour should be locked.
- H. Abuse or Neglect of Vehicles - Drivers will not abuse or neglect City vehicles.
- I. Supervisor Responsibility - Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors will notify Functional Area Directors when maintenance or repairs are necessary, prior to any maintenance being performed.

7.3 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

- A. Employees are strongly discouraged from using personal vehicles for City business. City vehicles should be used when practical and available.
- B. When using a personal vehicle for City business, all relevant City policies and ordinances apply.
- C. Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use. Requests for reimbursement must be approved and signed by the Functional Area Director.

7.4 GENERAL LIABILITY PROVISIONS

- A. City Vehicles -
 - 1. City vehicles are insured by the City.
 - 2. Third party claims are handled by the City's insurer to the policy limits.
 - 3. Injuries to City employees will be handled as worker's compensation claims.
- B. Personal Vehicles -
 - 1. Personal vehicles shall be insured by the owner.
 - 2. Employees must have the state mandated minimum liability coverage on any personal vehicle they may be authorized to drive on City business.
- D. Limitation of Liability - The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."

SECTION 8: SAFETY

8.1 SAFETY POLICY

General Policy – It is the policy of Santaquin City to maintain an environment which is free from any recognizable hazard, which is likely to cause serious injury or death to any employee, through open communication with all employees. The following general safety rules will apply in all agency work places. Each department may prepare separate safety rules applicable to the specific nature of work in their area, but not in conflict with these rules.

- A. Proper licensing and extreme caution are required by all employees operating any type of powered equipment.
- B. Employees will use safety equipment and PPE appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
- C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be secured properly.
- D. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor/manager.
- E. Defective equipment will be reported immediately to the supervisor/manager.
- F. Employees will not operate equipment or use tools for which licensing and training has not been received.
- G. In all work situations, safeguards required by State and Federal Safety Orders and laws will be provided and are required to be used by all employees including seat belts in all motor vehicles.
- H. Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas.

EMPLOYEE POLICIES & PROCEDURE HANDBOOK

ADDENDA

- A. ORDINANCE NO. 08-01-2009 (APPEALS BOARD)

Resolution 03-04-2025

A Resolution Amending the Santaquin City Employee Policy and Procedure Handbook Pertaining to Medical Cannabis

WHEREAS, the City of Santaquin has an employee policies and procedures handbook to address employment and personnel matters that apply to city employees; and

WHEREAS, the City of Santaquin has determined that it is desirable to update these policies and procedures from time to time to comply or be consistent with Federal, State and local laws and ordinances; and

WHEREAS, recommended changes have been prepared by the Assistant City Manager in consultation with the Department Directors and City Manager as well as reviewed by the City Attorney, Mayor and City Council;

Now Therefore, Be it Resolved by the City Council of Santaquin City, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Employee Policies and Procedures Handbook as indicated in Attachment “A” hereto. All other provisions of the Employee Policies and Procedures Handbook as adopted by Santaquin City Resolution 02-02-2025 shall remain in effect.

Adopted and approved this 18th day of March, 2025.

Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Brian Del Rosario	Voted	___
Councilmember Travis Keel	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___

ATTEST:

Amalie R. Ottley, City Recorder