



## **CITY COUNCIL REGULAR MEETING**

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

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### **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.](#) 11-04-2025 City Council Regular Meeting Minutes

#### **Bills**

- [2.](#) Review City Expenditures from 11-01-2025 to 11-14-2025 in the amount to \$1,009,517.69.

#### **Items**

- [3.](#) Out of State Training Request - Library

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

#### **Appointment**

4. Delayne Bing - Historic Preservation Committee

#### **Public Forum**

### **BUILDING PERMIT & BUSINESS LICENSE REPORT**

### **RESOLUTIONS, ORDINANCES, & DISCUSSION & POSSIBLE ACTION ITEMS**

#### **Resolutions**

- [5.](#) Resolution 11-02-2025 - A Resolution Establishing the Fee Schedule for Santaquin City
- [6.](#) Resolution 11-03-2025 - Agreement with Utah County for Recreation Grant Funding
- [7.](#) Resolution 11-04-2025 - Financial Policies Update

**Discussion & Possible Action**

- [8.](#) Discussing & Possible Action - Professional Services Agreement with HAL for Design of ULS to City Pressurized Irrigation Connection
- [9.](#) Discussion & Possible Action - Approval of Pump Order for Culinary Water Infrastructure
- [10.](#) Discussion & Possible Action - Approval of the 2026 City Council Meeting Schedule

**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, or deployment of security personnel, devices, or systems.)

**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](http://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:



Stephanie Christensen, City Recorder



**REGULAR CITY COUNCIL MEETING**  
Tuesday, November 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, and Jeff Siddoway.  
Lynn Mecham attended the meeting electronically via Zoom.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, City Recorder Stephanie Christensen, Finance Director Shannon Hoffman, Glade Nielson and Jon Haderlie via Zoom.

**PLEDGE OF ALLEGIANCE**

Councilor Adcock led the Pledge of Allegiance.

**INVOCATION/INSPIRATIONAL THOUGHT**

Mayor Olson offered an invocation.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

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

**CONSENT AGENDA**

1. 10-21-2025 City Council Regular Meeting Minutes
2. Review City Expenditures from 10-18-2025 to 10-31-2025 in the amount of \$1,044,041.65.

Councilor Keel made a motion to approve the Consent Agenda items 1 through 2. Councilor Siddoway seconded the motion.

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

The motion passed.

## RECOGNITIONS & PUBLIC FORUM

### 3. Volunteer of the Month – Olson’s Greenhouse

Mayor Olson recognized the Volunteer of the month Olson’s Greenhouse by reading the following statement. Kenton Phillips, Quality Assurance Manager at Olson’s Greenhouse, accepted the certificate and gift basket on behalf of Olson’s.

November 2025 Volunteer of the Month

*Santaquin City is proud to recognize Olson’s Greenhouse as our November 2025 Volunteer of the Month. For more than a decade, Olson’s Greenhouse has generously donated the beautiful flowers and greenery that fill the planter boxes lining our Main Street, adding vibrant color and charm to our community year after year. Their ongoing support and care help make Santaquin a place we are all proud to call home.*

*Founded in 1942 by Jack and Nola Rae Olson, Olson’s Greenhouse has been a family-rooted business for over 80 years. On the north end of their Santaquin location, visitors can find a trial garden that includes a special memorial section dedicated to Jack and Nola Rae, honoring their vision and hard work that helped the company flourish. In 1980, their son Bart purchased the company and focuses on direct wholesale, now supplying Home Depot, Walmart, and Costco stores across 13 states from four distribution sites.*



*Today, Olson’s Greenhouse operates eight facilities—located in Santaquin, Salem, Idaho, Colorado, and Arizona—and employs over 2,500 people, including 100 right here in Santaquin. Their local operation features 200 hoop houses and over 35 acres of growing space, along with a state-of-the-art seeding area that allows them to germinate and start plants on-site.*

*Olson’s Greenhouse has built its success on quality, sustainability, and community connection. The company strives to be eco-friendly and a good neighbor, continuously working to reduce environmental impact while beautifying our surroundings. Beyond their generous donations, Olson’s Greenhouse also invests in education—offering field trips for local elementary and FFA students, plant tours for university horticulture programs, and internship opportunities for students pursuing degrees in plant science and horticulture.*

*Santaquin City is deeply grateful for Olson’s Greenhouse and their continued partnership in making our city more vibrant and welcoming. Their dedication to growth—both in plants and in people—exemplifies the true spirit of community.*

### BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. 208 residential units have been issued building permits in the current calendar year. In comparison, 53 single and multi-family residential units have been issued building permits in the current fiscal year (July 1, 2025 – June 30, 2026). 3 new business licenses have been issued in the last month.

## **RESOLUTIONS & DISCUSSION & POSSIBLE ACTION ITEMS**

### **4. Resolution 11-04-2025 - A Resolution Approving the Required Annual Fraud Risk Assessment**

Finance Director Shannon Hoffman presented Resolution 11-04-2025 – A Resolution Approving the Required Annual Fraud Risk Assessment. Director Hoffman reported Santaquin City scored a “very-low” risk level on the assessment for the Fiscal Year 2024-2025.

Councilor Keel made a motion to approve Resolution 11-04-2025 – A Resolution Approving the Required Annual Fraud Risk Assessment with the correction replacing Amalie Ottley with Stephanie Christensen. 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.

### **Discussion & Possible Action**

#### **5. Acceptance of Larsen & Co. FY2024-2025 Audit Report**

City Manager Beagley introduced Jon Haderlie from Larson & Co. attending via Zoom. Mr. Haderlie presented the FY2024-2025 Audit Report to the City Council and Mayor. He reported that there were no findings for the 2024-2025 fiscal year.

#### **6. FY 2025-2026 1<sup>st</sup> Quarter Budget Report**

Financial Director Shannon Hoffman updated the Council and Mayor on the 1<sup>st</sup> Quarter Budget Report. It's a high-level overview of where we are at for the 1<sup>st</sup> Quarter which is from July 1<sup>st</sup> to September 30<sup>th</sup>, 2025. We are looking really good currently. Director Hoffman thanked the council members and Mayor for all their support.

## **REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON**

Assistant City Manager Bond reported on upcoming Passport Office opening on November 18<sup>th</sup>, 2025. Assistant City Manager Bond is looking forward to providing Passport service to the community and surrounding areas. He reported we have hired a new employee for the Administrative Assistant position in the Community Development department. The Planning Commissioners will be meeting with the South Utah Planning Commissions for the yearling training on November 12<sup>th</sup>. Assistant Manager Bond also stated our annual Employee Christmas party will be on December 10<sup>th</sup>.

City Manager Beagley invited the council members and Mayor to attend the public meeting on House Bill 48 Thursday at 6:00 pm. Manager Beagley encouraged the Mayor and council members to attend or view the webinar. By the end of the year, the city is required to adopt a wildland urban interface map and a code. Manager Beagley informed the council members and Mayor that on November 12<sup>th</sup> and 18<sup>th</sup> Utah Trail Network is hosting a meeting for local government and agency and encouraged the Mayor and council members to attend. Also, on November 21<sup>st</sup> the National League of Cities and Towns conference is in Salt Lake. There will be free night for local representatives to attend that evening. City Manager reported that the Main Street project is working on some final touches in different areas and

that the Public Safety Building east parking lot has been paved. He also stated that the library addition is going well. They are having sheetrock delivered tomorrow.

Councilor Meacham had nothing to report.

Councilor Keel reported that our library has won, four years in a row, the Quality Library Award. The library events are getting huge attendance and are going well, often sold out. The City Youth Council has been busy and they participated in the Scary Night at the Museum and Trunk-or-Treat at Centennial Park

Councilor Siddoway stated the Scary Night at the Museum was a great success, averaging more than 200 people per night. Councilor Siddoway has started working on Free Bikes for Kids. It is on track for another great year.

Councilor Adcock stated that he took the opportunity to attend a court session and is grateful to have had the opportunity, our court staff, attorney, and Judge are extremely busy on Mondays. Councilor Adcock was wondering if they could ask the big developers that are coming in to donate land for us to build a Fire Station. Councilor Adcock also wondered about condominiums and multi-family homes being required to have sprinkler systems and would like to look at the feasibility of doing that to share some of the burden with the new House Bill 48.

Councilor Del Rosario mentioned he is happy with the change of the Employee Christmas Party to a lunch and being catered. Councilor Del Rosario thanked Shannon for explaining things so clearly and taking such good care of the City's finances. Councilor Del Rosario also wanted to thank Jason Bond for the passport office idea and all the work that's been done and seeing it come to reality so fast. Community Service department met with the Chamber of Commerce to talk about the hometown market and would like to thank Shauna Jo and Ivan for putting so much thought and care into these events. They always go above and beyond. The events add so much character to our community. Councilor Del Rosario commented on the ribbon cutting for the new Foothill Village Park that was held earlier this afternoon. They had a great turnout. The park has been used a lot and enjoyed by many. He has had many people talk to him about how great our Spooky Night at the Museum is and how much they all enjoy it. Councilor Del Rosario had one concern on the trail loop by Harvest View Sport Complex the trail goes behind the archery shoot. City Manager Beagley talked about putting the Utah County Recreation grant towards a permanent archery area.

Mayor Olson spoke how grateful he is for the Council members and all their hard work.

#### **ADJOURNMENT**

Councilor Olson made a motion to adjourn the meeting. 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 meeting was adjourned at 8:31 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Stephanie Christensen, City Recorder**

DRAFT

**SANTAQUIN CITY CORPORATION**  
**Check Register**  
**CHECKING - ZIONS - 11/01/2025 to 11/14/2025**

<b>Payee Name:</b>	<b>Payment Date:</b>	<b>Amount:</b>	<b>Description:</b>	<b>Ledger Account:</b>
ADAMS, JANIE	11/6/2025	\$60.09	Tumbling supplies reimbursement	6834807 - TUMBLING
ADT SECURITY SERVICES, INC	11/13/2025	\$209.82	Museum Alarm Fees	1051300 - BUILDINGS & GROUND MAINTENANCE
AUTHORIZE.NET	11/4/2025	\$45.00	Credit Card Gateway Fees - Nov 2025	6740650 - CREDIT CARD FEES
BARBER METALS	11/13/2025	\$159.00	Streetlight Repair	1060485 - STREETLIGHT REPAIR & REPLACE
BARBER METALS	11/13/2025	\$390.00	Streetlight Brackets	1060485 - STREETLIGHT REPAIR & REPLACE
		\$549.00		
BIRRELL BOTTLING COMPANY	11/13/2025	\$330.80	Breakroom Supplies	1043240 - SUPPLIES
BLOMQUIST HALE CONSULTING	11/6/2025	\$580.64	Employee Assistance Program - Nov 2025	1022506 - EAP
BLUE STAKES OF UTAH 811	11/6/2025	\$119.58	Blue stakes	5240210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
BLUE STAKES OF UTAH 811	11/6/2025	\$119.58	Blue stakes	5440210 - BOOKS, SUBSCRIPTIONS & MEMBERS
BLUE STAKES OF UTAH 811	11/6/2025	\$119.59	Blue stakes	5140210 - BOOKS, SUBSCRIPTIONS & MEMBERS
		\$358.75		
BLUELINE BACKGROUND SCREEN	11/6/2025	\$256.00	New Hire Background Checks (8)	1043310 - PROFESSIONAL & TECHNICAL
BLUELINE BACKGROUND SCREEN	11/6/2025	\$282.00	New Hire Drug Testing (6)	1043310 - PROFESSIONAL & TECHNICAL
		\$538.00		
BOND, JASON	11/6/2025	\$1,139.81	ICMA 2025 Jason Bond Reimbursement for travel, per diem, parking, etc.	1078230 - EDUCATION, TRAINING & TRAVEL
BONNEVILLE ASPHALT & REPAIR	11/6/2025	\$4,400.00	Crack Seal Repair on 12800 S	4540200 - ROAD MAINTENANCE
BRADLEY E. MORRIS, DBA BRADLEY E. MORRIS, ATTORNEY AT LAW	11/6/2025	\$1,000.00	Attorneys Fees for Sewer Bond Closing	5240830 - DEBT SERVICE - CLOSING COSTS
BRIDGESOURCE, LLC	11/13/2025	\$1,599.67	Fuel	1060260 - FUEL
BRIDGESOURCE, LLC	11/13/2025	\$1,599.67	Fuel	1070260 - FUEL
BRIDGESOURCE, LLC	11/13/2025	\$1,599.67	Fuel	5140260 - FUEL
BRIDGESOURCE, LLC	11/13/2025	\$1,599.67	Fuel	5240260 - FUEL
BRIDGESOURCE, LLC	11/13/2025	\$1,599.70	Fuel	5440260 - FUEL
		\$7,998.38		
BUFFO'S TERMITE & PEST CONTROL	11/6/2025	\$170.00	Buffo's Rodent Service-Harvest View Soccer Fields	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
BUFFO'S TERMITE & PEST CONTROL	11/6/2025	\$38.00	Buffo's Pest Control-268 E 610 S Snack Shack	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
BUFFO'S TERMITE & PEST CONTROL	11/6/2025	\$38.00	Buffo's Pest Control-25 S 400 W Snack Shack	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
		\$246.00		
BURKE, ELIZABETH	11/6/2025	\$490.00	Facility Rental Reimbursement	1034775 - BUILDING RENTAL
CAMPBELL SOLUTIONS, LLC	11/13/2025	\$114.00	Interpreter Services - Court	1042310 - PROFESSIONAL & TECHNICAL
CARQUEST AUTO PARTS STORES	11/6/2025	\$337.66	Batteries F-250	7657250 - FIRE - EQUIPMENT MAINTENANCE
CENTRACOM INTERACTIVE	11/6/2025	\$4,468.62	Telephone & Internet Services	4340240 - TELEPHONE & INTERNET
CHELSEA ROWLEY	11/6/2025	\$50.00	Youth City Council reimbursement	1041670 - YOUTH CITY COUNCIL EXPENSES
CHELSEA ROWLEY	11/13/2025	\$192.83	Youth City Council Planning Activity	1041670 - YOUTH CITY COUNCIL EXPENSES
		\$242.83		
CHEMTECH-FORD, INC	11/6/2025	\$164.00	Effluent Testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	11/6/2025	\$30.00	Water Testing-Chlorinator	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	11/6/2025	\$30.00	Water Testing-Canyon Pizza	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	11/6/2025	\$30.00	Bac-T testing for Cortland Townhomes	1022451-011.01 - (INSP&TESTING)Cortland Park Phase A
CHEMTECH-FORD, INC	11/13/2025	\$107.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS



CHEMTECH-FORD, INC	11/13/2025	\$150.00 \$511.00	Water Testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHILD SUPPORT SERVICES/ORS	11/7/2025	\$170.31	Garnishment - Child Support	1022420 - GARNISHMENTS
CHRISTENSEN, STEPHANIE	11/6/2025	\$58.00	Per Diem for Stephanie Christensen for UBLA Conference	1078230 - EDUCATION, TRAINING & TRAVEL
CORPORATE TRADITIONS	11/6/2025	\$100.00	November Birthdays	1043480 - EMPLOYEE RECOGNITIONS
CORPORATE TRADITIONS	11/6/2025	\$50.00 \$150.00	November Employee - Pat on Back	1043480 - EMPLOYEE RECOGNITIONS
CRSA	11/13/2025	\$3,485.92	CRSA City Hall Construction Engineering Services	4140704 - NEW CITY HALL - LIBRARY WING
CYBER SERVE	11/3/2025	\$260.37	Credit Card Admin Fees - October 2025	6740650 - CREDIT CARD FEES
DAVID FORSYTH	11/6/2025	\$1,680.00	SCBA Hydro Testing	7657250 - FIRE - EQUIPMENT MAINTENANCE
DEGRAFFENRIED, JIMMY	11/13/2025	\$140.87	Refund: 5511600 - DEGRAFFENRIED, JIMMY	5113110 - ACCOUNTS RECEIVABLE
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$105.32	Fuel - Engineering	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$117.05	Fuel - Community Services	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$134.80	Fuel - Administration	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$200.59	Fuel - Building Inspection	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$218.72	Fuel - EMS	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$282.86	Fuel - Public Works	5440260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$1,114.96	Fuel - Fire	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	11/6/2025	\$4,625.31 \$8,213.91	Fuel - Police	1054260 - FUEL
DONE RITE LINES, LLC	11/13/2025	\$951.85	Painting of Crosswalks	4540200 - ROAD MAINTENANCE
EFTPS	11/12/2025	\$7,001.54	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	11/12/2025	\$18,383.63	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	11/12/2025	\$29,938.04 \$55,323.21	Social Security Tax	1022210 - FICA PAYABLE
ELLSWORTH PAULSEN CONSTRUCTION COMPANY	11/6/2025	\$303,320.75	City Hall Library Construction Progress Payment	4140704 - NEW CITY HALL - LIBRARY WING
ENBRIDGE GAS UT WY ID	11/6/2025	\$38.67	98 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$52.24	1215 N CENTER	5240500 - WRF - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$54.45	200 S 400 W	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$82.30	188 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$109.56	275 W Main St	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$147.54	1205 N Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$155.46	110 S Center	1051270 - UTILITIES
ENBRIDGE GAS UT WY ID	11/6/2025	\$181.22 \$821.44	45 W 100 S	1051270 - UTILITIES
FIDUS TECHNOLOGY SOLUTIONS	11/13/2025	\$250.00	Fidus Technology AV Tech Support November 2025	4340230 - MISC EQUIPMENT EXPENSE
HANSEN, ALLEN & LUCE, INC	11/6/2025	\$799.50	Water Right Review	1048310 - PROFESSIONAL & TECHNICAL SVCS
HENRY SCHEIN	11/6/2025	\$851.82	Medical Supplies IV Fluid	7657242 - EMS - SUPPLIES
HONEY BUCKET	11/6/2025	\$112.50	Portable for Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$241.73	Hose Repair for PW57	1060250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$241.73	Hose Repair for PW57	5140250 - EQUIPMENT MAINTENANCE

HOSE & RUBBER SUPPLY	11/6/2025	\$241.73	Hose Repair for PW57	5240250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$241.74	Hose Repair for PW57	5440250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$147.47	Hose Repair for PW56	1060250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$147.47	Hose Repair for PW56	5140250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$147.47	Hose Repair for PW56	5240250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$147.49	Hose Repair for PW56	5440250 - EQUIPMENT MAINTENANCE
HOSE & RUBBER SUPPLY	11/6/2025	\$57.00	Supplies	1060240 - SUPPLIES
		\$1,613.83		
HURST, ROD	11/13/2025	\$427.95	Reimbursement Request. Rod Hurst. Uniform shirts & boots	1054240 - SUPPLIES
INTERMOUNTAIN POLYGRAPH SERVICES LLC	11/6/2025	\$250.00	Intermountain Polygraph Services, Nathen Armstrong Polygraph	1054311 - PROFESSIONAL & TECHNICAL
ISOLVED, INC.	11/13/2025	\$355.00	Application & Hiring Software	4340500 - SOFTWARE EXPENSE
IWORQ SYSTEMS	11/13/2025	\$6,000.00	IWorQ Software	4340614 - PUBLIC WORKS SOFTWARE
J-U-B ENGINEERING	11/6/2025	\$9,868.00	J-U-B construction engineering for WRF expansion	5640783 - WRF UPGRADE (ADDITIONAL TRAIN) PROJECT
JOHN H. JACOBS, P.C.	11/6/2025	\$2,891.63	Public Defender Services - Oct 2025	1042332 - LEGAL - PUBLIC DEFENDER
LACEY KEEL DBA ICON CHEER GROUP, LLC	11/6/2025	\$3,804.83	Cheer Contract Pay	6840812 - CHEER
LANDMARK EXCAVATING, INC.	11/6/2025	\$258,034.40	Landmark Progress Payment for Main Street Construction	4540306 - MAIN STREET WIDENING
LARSON & COMPANY	11/6/2025	\$25,300.00	Annual Audit FY24-25	1043311 - ACCOUNTING & AUDITING
LEXIPOL LLC	11/6/2025	\$7,309.97	Policy/Procedure software	4340613 - FIRE DEPARTMENT SOFTWARE
LINGO	11/13/2025	\$344.20	Landlines for PS & City Hall	4340240 - TELEPHONE & INTERNET
LOPEZ, JENNIFER	11/6/2025	\$57.82	Refund: 1313082 - LOPEZ, JENNIFER	5113110 - ACCOUNTS RECEIVABLE
MACEYS - SANTAQUIN	11/13/2025	\$29.13	Youth pickleball party	6140665 - YOUTH SPORTS
MAVERICK ROCK, LLC	11/13/2025	\$5,797.48	Rip Rap for Project#745269 Type 1 Transmission Line Repair (FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MAVERICK ROCK, LLC	11/13/2025	\$7,364.48	Rip Rap for Project #745269 Type 1 Transmission Line Repair(FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MAVERICK ROCK, LLC	11/13/2025	\$7,074.54	Rip Rap for Project # 745269 Type 1 Transmission Line (FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MAVERICK ROCK, LLC	11/13/2025	\$8,378.41	Rip Rap for Project# 745269 Type 1 Trans Line(FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MAVERICK ROCK, LLC	11/13/2025	\$4,445.19	Rip Rap for Project#745269 Type 1 Transmission Line(FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MAVERICK ROCK, LLC	11/13/2025	\$5,622.07	Rip Rap for Project#745269 Type 1 Transmission Line(FEMA)	5040400 - ANNUAL FLOOD MITIGATION
		\$38,682.17		
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	11/6/2025	\$12,500.00	MAG Additional Services (Lobbying Services)	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
MOUNTAINLAND SUPPLY	11/6/2025	\$2,574.56	WB67 Kits for Fire Hydrants	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	11/6/2025	\$48.65	Meter Gaskets	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	11/6/2025	\$48.66	Meter Gaskets	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	11/6/2025	\$48.66	Meter Gaskets	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	11/13/2025	\$638.30	Loading Ramp for 2025 Trailer	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
MOUNTAINLAND SUPPLY	11/13/2025	\$638.30	Loading Ramp for 2025 Trailer	1077300 - CEMETERY GROUNDS MAINTENANCE
MOUNTAINLAND SUPPLY	11/13/2025	\$638.31	Loading Ramp for 2025 Trailer	1060240 - SUPPLIES
MOUNTAINLAND SUPPLY	11/13/2025	\$9,765.67	New Cemetery Infrastructure	5740734 - CEMETERY IMPROVEMENTS
MOUNTAINLAND SUPPLY	11/13/2025	\$915.03	Fabric for Rip Rap Project on Type 1 Transmission Line (FEMA)	5040400 - ANNUAL FLOOD MITIGATION
MOUNTAINLAND SUPPLY	11/13/2025	\$3,522.88	Meter Swap Out Project	5140750 - CAPITAL PROJECTS
MOUNTAINLAND SUPPLY	11/13/2025	\$456.64	Meter parts	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	11/13/2025	\$456.64	Meter parts	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	11/13/2025	\$456.66	Meter parts	5440242 - METERS & MXU'S
		\$20,208.96		
MURDOCK FORD	11/6/2025	\$48,300.00	Murdock Ford, new police truck	4241058 - VEHICLE PURCHASES
OIL CHANGERS	11/13/2025	\$159.24	Oil Changes, Lloyd, Shepherd, Worwood	1054250 - EQUIPMENT MAINTENANCE

OLSON'S GARDEN SHOPPE-PAYSON	11/13/2025	\$27.04	Teen Program	7240320 - PROGRAMS
OPEN SKY PRODUCTIONS LLC	11/13/2025	\$10,000.00	Holly Days Drone Show	6240251 - COMMUNITY EVENTS EXPENSE
OUT BACK GRAPHICS, LLC	11/6/2025	\$390.80	Shirts for crews	1060350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$390.80	Shirts for crews	1070350 - SAFETY - PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$390.80	Shirts for crews	5140350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$390.80	Shirts for crews	5240350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$390.80	Shirts for crews	5440350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$17.00	Safety Clothing	1060350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$17.00	Safety Clothing	1070350 - SAFETY - PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$17.00	Embroidery of Names on Shirts	7657244 - UNIFORMS
OUT BACK GRAPHICS, LLC	11/6/2025	\$21.25	Safety Clothing	1060350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	11/6/2025	\$21.25	Safety Clothing	1070350 - SAFETY - PPE
		\$2,047.50		
OVESON, MARISSA	11/6/2025	\$64.40	Senior Food Reimbursement	7540480 - FOOD
PADILLA, LILIANA *	11/6/2025	\$100.00	Refund: 7015696 - PADILLA, LILIANA *	5113110 - ACCOUNTS RECEIVABLE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$34.06	Tools	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$31.99	PW57 Rocker Switch	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$26.40	Air Brake Hose	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$66.16	Batteries for mowers	1070250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$66.80	Batteries-Trucks	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$66.81	Batteries-Trucks	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$52.42	PW18 Repair	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$52.43	PW18 Repair	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$17.99	PW18 Repair	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	\$18.00	PW18 Repair	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	-\$29.48	Credit for warranty part	5140250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/6/2025	-\$29.48	Credit for warranty part	5440250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$20.22	Brake Cleaner	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$20.22	Brake Cleaner	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$33.78	Supplies	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$33.78	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$33.78	Supplies	5140240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$33.79	Supplies	5240240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	11/13/2025	\$22.16	Supplies for PW59	1060240 - SUPPLIES
		\$571.83		
PAYSON CITY SOLID WASTE	11/13/2025	\$7,568.00	Tipping Fees	5240530 - WRF - SOLID WASTE DISPOSAL
PEAK SOFTWARE SYSTEMS	11/13/2025	\$5,320.45	Recreation Registration Software Annual Fee	4340500 - SOFTWARE EXPENSE
PEN & WEB COMMUNICATIONS c/o PENNY REEVES	11/6/2025	\$388.54	Annual City Calendar Work	1041615 - SANTAQUIN CALENDAR
PEN & WEB COMMUNICATIONS c/o PENNY REEVES	11/6/2025	\$1,144.92	Website & Social Media Content Management	4340113 - WEBSITE CONTENT MGT - PEN&WEB
		\$1,533.46		
POLYDYNE INC.	11/6/2025	\$4,570.56	Clarifloc for WRF	5240510 - WRF - CHEMICAL SUPPLIES
POTABLE DIVERS INC	11/13/2025	\$7,300.00	Cleaning of PI Tanks	5140250 - EQUIPMENT MAINTENANCE
QUICKSCORES LLC	11/13/2025	\$182.00	youth sport scheduling software	6140665 - YOUTH SPORTS
REPUBLIC SERVICES LLC #864	11/13/2025	\$1,177.41	Dumpster Pickup Charges	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	11/13/2025	\$63.91	190 S 400 W Rec Building Dumpster Charge	1062311 - WASTE PICKUP CHARGES
		\$1,241.32		
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	-\$2,091.60	Customer Deposit for MS Licensing Annual	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$5.85	Azure Active Directory Premium - Recurring	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$8.05	Micosoft Business App	4340507 - MICROSOFT OFFICE 365 LICENSES

ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$10.00	Displayport to VGA M/F Adaptor Cable	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$17.40	Microsoft 365 Business Basic (3 @ \$5.80)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$22.40	Microsoft Office 365 E3 Annual	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$24.00	(2) Microsoft 365 Business Standard @ 12.00	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$28.75	Cisco VPN Per User (23 @ 1.25)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$120.00	Splashtop Remote Premium (12 users @ 10.00)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$157.50	Management of User Security Accounts (90 @ \$1.75)	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$160.00	Maintenance & Mgmt of Access Control System - Rec Building (40 users @ \$4.00)	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$207.90	Microsoft Exchange Online (57 users @ 3.85)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$211.50	Back up of email accounts (141 @ 1.50)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$215.00	Prorated cost for 2 additional Microsoft Business Premium	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$240.00	Estimate #4883 - Norm Beagley (2) 24 Computer Monitors"	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$442.75	Remote Management & Monitoring Per Computer (161 users @ 2.75)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$1,806.00	Microsoft Exchange & 365 Business (84 users @ 21.50)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$2,482.62	Estimate #4900 - Norm Beagley - (2) Verkada Access Door Controller- Security Cameras	4140704 - NEW CITY HALL - LIBRARY WING
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$2,579.58	Cloud Backup (14,331 GB @ .18)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	11/6/2025	\$3,780.00	Monthly Service Contract	4340100 - COMPUTER SUPPORT CONTRACT - RMT
		\$10,427.70		
SALT LAKE COMMUNITY COLLEGE	11/13/2025	\$214.00	Post Cadet Meals Oct 2025, Armstrong	1054230 - EDUCATION, TRAINING & TRAVEL
SAM'S CLUB	11/13/2025	\$38.96	CITY COUNCIL TREATS	1041240 - SUPPLIES
SAM'S CLUB	11/13/2025	\$39.24	LIBRARY SUPPLIES-HALLOWEEN	7240240 - SUPPLIES
SAM'S CLUB	11/13/2025	\$85.40	SENIOR EVENTS	7540310 - EVENTS
SAM'S CLUB	11/13/2025	\$367.15	COLUMBUS DAY TRAINING BREAKFAST/LUNCH	1043483 - EMPLOYEE ENGAGEMENT
SAM'S CLUB	11/13/2025	\$399.60	TRUNK OR TREAT HALLOWEEN	1041610 - OTHER SERVICES
SAM'S CLUB	11/13/2025	\$780.96	SENIOR LUNCH	7540480 - FOOD
		\$1,711.31		
SANTAQUIN CITY UTILITIES	11/6/2025	\$100.00	Utility Assistance Program - November 2025	5221600 - SEWER FUND DONATIONS
SANTAQUIN CITY UTILITIES	11/7/2025	\$125.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	11/7/2025	\$840.00	Utilities	1022350 - UTILITIES PAYABLE
		\$1,065.00		
SANTAQUIN MARKET ACE	11/13/2025	\$98.99	Spreader	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
SANTAQUIN MARKET ACE	11/13/2025	\$12.39	Fly Traps for City Hall	1043240 - SUPPLIES
SANTAQUIN MARKET ACE	11/13/2025	\$44.95	Supplies for City Hall	1051240 - SUPPLIES
SANTAQUIN MARKET ACE	11/13/2025	\$198.88	Equipment for Traffic Counters	1048240 - SUPPLIES
SANTAQUIN MARKET ACE	11/13/2025	\$38.69	Equipment for Traffic Counters	1048240 - SUPPLIES
		\$393.90		
SHRED-IT US JV LLC	11/6/2025	\$131.92	Paper Shredding Services - Court	1042310 - PROFESSIONAL & TECHNICAL
SKM INC	11/6/2025	\$77.50	Scada Maintenance	5240310 - PROFESSIONAL & TECHNICAL SVCS
SKM INC	11/6/2025	\$132.50	Scada Maintenance	5440310 - PROFESSIONAL & TECHNICAL SVCS
		\$210.00		
SOUTH UTAH VALLEY SOLID WASTE DISTRICT	11/6/2025	\$3,865.50	Recycle Tipping Fees	1062312 - RECYCLING PICKUP CHARGES
STAKER PARSON COMPANIES	11/6/2025	\$493.50	Infrastructure for new Cemetery	5740734 - CEMETERY IMPROVEMENTS
STAKER PARSON COMPANIES	11/6/2025	\$559.51	Infrastructure for new cemetery	5740734 - CEMETERY IMPROVEMENTS
		\$1,053.01		
STAPLES	11/6/2025	\$81.25	Office Supplies Restock	1043240 - SUPPLIES
STAPLES	11/13/2025	\$39.35	Case of Copy Paper	1042240 - SUPPLIES
STAPLES	11/13/2025	\$39.35	Case of Copy Paper	1048240 - SUPPLIES
STAPLES	11/13/2025	\$44.20	11X17 Copy Paper	6740240 - SUPPLIES
STAPLES	11/13/2025	\$8.12	Office Supplies	1043240 - SUPPLIES
STAPLES	11/13/2025	\$20.40	Passport Office Supplies	1043240 - SUPPLIES
		\$232.67		
STATE OF UTAH	11/13/2025	\$78.24	Mailing for Justice Court	1042310 - PROFESSIONAL & TECHNICAL

STEVE REGAN CO. - SRC CORP	11/6/2025	\$106.00	Grass Seed	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STEVE REGAN CO. - SRC CORP	11/6/2025	\$106.00	Grass Seed	1077300 - CEMETERY GROUNDS MAINTENANCE
		\$212.00		
STEVENS & GAILEY	11/6/2025	\$60.00	Public Defender Services - Cunyas	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	11/6/2025	\$120.00	Public Defender Services - Garrett	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	11/6/2025	\$48.00	Public Defender Services - Rojas	1042332 - LEGAL - PUBLIC DEFENDER
		\$228.00		
STRINGHAM'S HARDWARE	11/6/2025	\$66.99	Pitchfork	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$66.99	Pitchfork	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$6.58	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$47.88	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$19.98	White Marking Spray-PW6	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$19.96	Entry Way Drip Line	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$33.98	Tools and Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$9.87	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$15.99	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$14.99	Sealant	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$63.95	Supplies for PW72	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$8.49	WRF supplies	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$23.98	Clock Tower	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$20.98	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$25.98	BallFields	1070310 - BALLFIELD MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$54.99	Supplies-Conduit	1060485 - STREETLIGHT REPAIR & REPLACE
STRINGHAM'S HARDWARE	11/6/2025	\$12.27	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$2.98	Park Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	-\$2.20	Credit for parts returned	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$124.86	Harvest View Park	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$9.49	Coupling	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$3.29	Harvest View Park	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$5.49	Supplies for buildings	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$27.38	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$27.39	Supplies	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$47.99	Supplies	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$9.99	Tarp for leaves	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$55.98	Rakes	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$4.79	PW15 Hitch Pin	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$31.99	Supplies	1060485 - STREETLIGHT REPAIR & REPLACE
STRINGHAM'S HARDWARE	11/6/2025	\$6.49	Supplies	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$5.99	Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$5.99	Hooks for Building Inspection Office	1068240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$14.98	Buildings-N95 Masks	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$31.99	Gloves	1070350 - SAFETY - PPE
STRINGHAM'S HARDWARE	11/6/2025	\$9.79	Supplies-Painter Tape	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$21.78	Supplies for Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$19.84	Supplies	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$7.71	Supplies	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$20.99	Insect Killer for City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$13.06	Sprinkler Repair Parts	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$24.78	Library	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$12.99	Tools	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$35.97	Harvest View Park Supplies	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$10.99	Library-Anchor for lights	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$33.98	Gloves	1070350 - SAFETY - PPE
STRINGHAM'S HARDWARE	11/6/2025	\$49.99	Tarp	1070300 - PARKS GROUNDS MAINTENANCE & SUPPLIES
STRINGHAM'S HARDWARE	11/6/2025	\$25.77	Supplies for repairs	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	11/6/2025	\$5.99	Supplies	5140240 - SUPPLIES
		\$1,222.34		
TD SPORTS WEST, LLC DBA SPORTS WEST CONSTRUCTION	11/6/2025	\$24,936.00	Foothill Village Basket ball court final invoice	6640720 - RAP TAX EXPENSE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	11/13/2025	\$6.40	Car Wash for Engineering	1048250 - EQUIPMENT MAINTENANCE

THOMSON REUTERS - WEST	11/13/2025	\$287.84	CLEAR Subscription October 2025	1054311 - PROFESSIONAL & TECHNICAL
TOWN OF GENOLA	11/6/2025	\$2,156.86	Genola Court Fines - Oct 2025	1022430 - COURT FINES AND FORFEITURES
TOWN OF GOSHEN	11/6/2025	\$236.15	Goshen Court Fines - Oct 2025	1022430 - COURT FINES AND FORFEITURES
TRAILER PARTS WHOLESAL	11/13/2025	\$360.51	Hitch for F-350	7657240 - FIRE - SUPPLIES
TRYON, ERIK	11/6/2025	\$1,569.22	Martial Arts Contract Pay	6840809 - MARTIAL ARTS
TUGGYS TEES	11/13/2025	\$56.00	Staff jacket embroidery city logo	6740240 - SUPPLIES
TYLER, MINDI	11/6/2025	\$23.32	Mileage Per - District Court Clerk Training	1042230 - EDUCATION, TRAINING & TRAVEL
UPPER CASE PRINTING	11/13/2025	\$183.66	NEWSLETTER	5440241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	11/13/2025	\$183.67	NEWSLETTER	5140241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	11/13/2025	\$183.67	NEWSLETTER	5240241 - UTILITY BILLING PROCESSING FEES
		\$551.00		
UPS BROKERAGE	11/6/2025	\$330.29	VEOLIA PARTS	5240550 - WRF - EQUIPMENT MAINTENANCE
UTAH COMMUNICATIONS AUTHORITY	11/13/2025	\$30.00	Radio Programming	7657252 - EMS - EQUIPMENT MAINTENANCE
UTAH COUNTY HEALTH DEPARTMENT	11/13/2025	\$135.00	Hep A/B Vaccine for Justin Ivie	5240240 - SUPPLIES
UTAH COUNTY LODGE #31	11/7/2025	\$230.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH STATE RETIREMENT	11/5/2025	\$5.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$192.08	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	11/5/2025	\$411.94	Post Retirement (After 7/2010)	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$1,163.66	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$1,688.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$2,312.65	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$5,566.03	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	11/5/2025	\$29,921.69	State Retirement	1022300 - RETIREMENT PAYABLE
		\$41,261.05		
UTAH STATE TREASURER	11/6/2025	\$7,625.62	Santaquin Court Fines - Oct 2025	1042610 - STATE RESTITUTION
VACUUM DOCTOR, THE, LLC	11/13/2025	\$588.99	Vacuum Repair at City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$63.83	First Aid Supplies	5440350 - SAFETY & PPE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$63.85	First Aid Supplies	1060350 - SAFETY & PPE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$63.85	First Aid Supplies	1070350 - SAFETY - PPE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$63.85	First Aid Supplies	5140350 - SAFETY & PPE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$63.85	First Aid Supplies	5240350 - SAFETY & PPE
VESTIS FIRST AID & SAFETY LOCKBOX	11/13/2025	\$261.95	Eye Wash service	7657242 - EMS - SUPPLIES
		\$581.18		
WORKSPACE ELEMENTS	11/13/2025	\$3,176.61	Office Furniture for Passport Offices	1043240 - SUPPLIES
WORTHEN, JENNA	11/13/2025	\$131.00	ULEAP Conference 2025 Per Diem, Jenna	1054230 - EDUCATION, TRAINING & TRAVEL
XPRESS BILL PAY	11/5/2025	\$1,279.75	Credit Card Processing Fee - Oct 2025	5440241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	11/5/2025	\$1,279.76	Credit Card Processing Fee - Oct 2025	5140241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	11/5/2025	\$1,279.76	Credit Card Processing Fee - Oct 2025	5240241 - UTILITY BILLING PROCESSING FEES
		\$3,839.27		
ZIONS BANK-SANTAQUIN-CC-AMALIE OTTLEY	11/12/2025	\$32.25	Wal-Mart - Treats for meetings	1043483 - EMPLOYEE ENGAGEMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$53.60	Aroma Cafe - Training Lunch - Recorder AO & New Hire Recorder SC	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$54.85	Wal-Mart - Employee of the Month gift basket	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$93.30	Wm Supercenter #5167 - Volunteer of the Month & Photo Contest Winner baskets	1041610 - OTHER SERVICES

ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$94.07	Marcos Pizza - lunch for Passport Facility training	1043483 - EMPLOYEE ENGAGEMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$177.05	Wyndham hotel for UMCA Fall Conference.	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$233.87	Marriott - Jeff Siddoway ULCT hotel stay	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$235.00	limc - Recorders Institute & Academy Annual Dues	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$262.87	Marriott - hotel for ULCT in SLC - Brian Del Rosario	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$262.87	Marriott - hotel for ULCT in SLC - Lynn Mecham	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$262.87	Marriott - hotel for ULCT in SLC - Mayor Olson	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC-CHRISTIAN ABBOTT	11/12/2025	\$2.14	Maceys In Santaqui - youth pickleball party	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$16.17	Ace Hdw In Santaquin - soccer net storage stuff	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$30.02	San Mar - Staff Jackets	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$41.94	Little Caesars 3460-0003 - Youth Pickleball Party	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$95.00	Utah Recreation And Parks - Small Town Training	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$177.57	San Mar - Staff Jackets	6740240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$214.93	Amazon MktpI - Volleyball Awards	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$218.60	San Mar - Staff apparel	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$231.37	Crown Awards Inc - Flag football awards	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$799.20	Tri-Foxco Usa Inc - Whistles for officials	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC-DAN OLSON	11/12/2025	\$23.62	Arbys 7462 - Business Lunch	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC-FIRE DEPARTMENT	11/12/2025	\$240.00	In *santaquin Fiiz Llc Coke and Diet Coke bibs	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$403.00	In *6-Star Installations radio install B143	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$743.65	Fire Rescue cribbing bag and hose straps	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-IVAN MANGUM	11/12/2025	\$12.00	Dollar Tree - Items for the trunk or treat	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$25.00	Wal-Mart #5167 - thank you Subway gift card for caramel apple instructor	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC-JACKIE BACKMAN	11/12/2025	-\$17.81	Credit Voucher Amazon Mktplace Pmts- Dance costume refund- ran out of stock for rest of class sizes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$17.81	Credit Voucher Amazon Mktplace Pmts- Dance costume refund- ran out of stock for rest of class sizes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$14.84	Credit Voucher Amazon Mktplace Pmts. Dance costume refund- size did not fit child	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$14.24	Credit Voucher Amazon Mktplace Pmts-Dance costume refund- size did not fit child	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$6.45	Rowleys Red Barn - Sant- Crafty Kids and Mini makers craft class	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$14.99	Amazon MktpI-Dance Costumes-GL 68-40-725	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$14.99	Maceys In Santaqui- Events Meeting-67-40-230	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$37.88	Dollar Tree- Adult enrichment- Ladies Night Craft	6840730 - ADULT ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$44.89	Amazon MktpI-Dance Costumes-GL 68-40-725	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$52.19	Amazon MktpI-Adult Enrichment- December Ladies Night Crafts	6840730 - ADULT ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$134.04	Michaels #9490 Ladies Night Craft	6840730 - ADULT ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$135.96	Amazon MktpI-Dance Costumes-GL 68-40-725	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$176.53	Amazon MktpI-Dance Costumes-GL 68-40-725	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$191.33	Amazon MktpI- Dance Class Costumes-68-40-725	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$197.53	Wm Supercenter #5167- spooky night at the museum supplies	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$1,277.93	Costco Whse #1118- Spooky Museum	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-JANESHA JACKSON	11/12/2025	\$644.68	Amazon MktpI - Passport Supplies	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-JASON BOND	11/12/2025	\$39.72	Maceys In Santaquin - Donuts/Chocolate Milk for farewell reception for Amalie Ottley	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$64.00	Ut Prof Lic Online - Professional License Renewal for Jared Shepherd	1068210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$125.00	Brigham Young Univ Web - BYU Alumni Dues for Jason Bond	1078210 - BOOKS, SUBSCRIPT, & MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$170.00	Intl Code Council Inc - Voting Privileges Membership Renewal with ICC	1068210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$200.00	Customer Service 40 Hr - State Mandated Building Official Training for Randy Spadafora and Jared Shepherd	1068230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$249.86	Best Western Plus High - Stephanie Christensen hotel for UBLA conference	1078230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$335.00	Sq *ucma - UCMA Fall Conference Registration and Membership Renewal for Jason Bond	1078210 - BOOKS, SUBSCRIPT, & MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC-JASON CALLAWAY	11/12/2025	-\$21.10	Credit Voucher Sq *intermountain Steel &/Sales tax return	5140250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$8.06	When I Work, Inc./Scheduling software for Carla	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$9.99	Amazon MktpIUSB to USB adapters for tablets	5140240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.13	Amazon.Com*nf7u47131/Work shirts for crew.	1060350 - SAFETY & PPE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.13	Amazon.Com*nf7u47131/Work shirts for crew.	1070350 - SAFETY - PPE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.13	Amazon.Com*nf7u47131/Work shirts for crew.	5140350 - SAFETY & PPE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.13	Amazon.Com*nf7u47131/Work shirts for crew.	5240350 - SAFETY & PPE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.13	Amazon.Com*nf7u47131/Work shirts for crew.	5440350 - SAFETY & PPE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$58.30	Amazon.Com*nv3hw7qh0/Calculators for employees	5140240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$60.99	Amazon MktpI/Batteries for SCADA panel 12 E zone tank	5140250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$80.96	Amazon MktpI/Cleaning supplies for Carla	1051240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$349.55	Sq *intermountain Steel/Steel to build a bottle rack for water truck	5140250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$510.00	Gdp*cascade, S F/deductible for truck repair	1022561 - INSURANCE CLAIMS - VEHICLES
ZIONS BANK-SANTAQUIN-CC-JEN WAGNER	11/12/2025	-\$10.50	Credit Voucher Deseret Book - 51830	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$4.96	Amazon - teen book club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$5.99	Amazon - mystery party/storytime/ink/activity kits	7240320 - PROGRAMS

ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$7.99	Amazon - bubble pack&is being returned	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$9.12	Smiths - magic tree house/middle chapter	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$9.94	Wm Supercenter - lego club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$9.99	Amazon - book/murder mystery part	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$9.99	Amazon mystery party/storytime/ink/activity kits	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$11.99	Kindle - book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$12.61	Amazon - activity kit	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$12.86	Stringhams True Value keys for new employee	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$13.99	Amazon- staff earbuds for computer trainings	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$14.98	Amazon - book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$15.19	Amazon - book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$16.99	Amazon light - bulbs	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$17.49	Amazon - activity kit	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$18.69	Wm Supercenter - magic tree house club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$20.59	Amazon - activity kit	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$20.99	Amazon Mktpl - Backdrop for program	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$22.89	Amazon - stickers	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$24.80	Usps - Ill grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$25.96	Amazon - office supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$25.99	Amazon - books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$26.99	Amazon mystery party/storytime/ink/activity kits	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$30.00	Utah Library Associati Shelby	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$33.12	McGee` s Stamp & Trophy - name tags	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$33.98	Amazon - activity kit/murder mystery/story time	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$36.84	Usps - Ill grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$38.76	Amazon book/murder mystery part	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$39.96	Amazon activity kit/murder mystery/story time	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$40.39	Usps - ILL grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$44.52	Amazon - activity kit	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$46.35	Libro.Fm - Audiobooks	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$46.81	Usps Po - Ill grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$51.33	Amazon - activity kit	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$56.29	Sp Yoto Usa yoto - books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$56.91	Maceys- murder mystery party	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$57.91	Amazon - story time	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$66.98	Amazon paper/candy/books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$87.43	Smiths - Author event	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$93.52	Usps - Ill grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$103.39	Wm Supercenter - mystery party book club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$107.16	Amazon - books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$142.55	Amazon - paper/candy/books	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$159.98	Amazon mystery party/storytime/ink/activity kits	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$240.00	Mobile Beacon - hot spots	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$300.00	Canva* - yearly renewal	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC-JOHN BRADLEY	11/12/2025	-\$16.11	Credit Voucher Amazon Prime Pmts. Amanda Victor Account. Prime Cancellation and Refund.	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$15.99	Credit Voucher Amazon Mktplace Pmts. Ivan Mangum Event Supply Refund.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$6.26	Pidj.Co. Event Texting Monthly fee	6740310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$10.00	Arctic Circle - Employee Kudos Gift Card	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$10.00	Arctic Circle - Employee Kudos Gift Card	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$10.00	Arctic Circle - Employee Kudos Gift Card	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$10.00	Arctic Circle 4. Employee Kudos Gift Card.	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$14.41	Pidj.Co. Sport Texting Monthly Fee	6140310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$15.99	Amazon - Supplies for craft classes	6840730 - ADULT ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$16.11	Amazon Prime. Amanda Victor Account	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$20.48	Wal-Mart. Office Supplies	6740240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$26.95	Amazon. Spooky Night at Museum Supplies	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$26.99	Amazon. Museum Batteries. Spooky Night Event	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$36.96	Amazon. Spooky night at museum supplies	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$38.63	Target. Childcare/Fitness supplies.	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$40.00	Fiiz Drinks Santaquin. CS Employee Kudos Awards	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$48.67	Amazon. Witches Night Out and Trunk or Treat supplies.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$50.61	Dollar Tree, Inc. Witches Night Out Supplies	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$53.46	Costco Whse - Supplies purchased for Youth Cross Country.	6140665 - YOUTH SPORTS



ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$53.73	Sam's Club Renewal. Community Services Department Card	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$59.96	Amazon. Dance Class Uniforms	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$63.20	Wheniwork.Com Sport Staff scheduling software	6140310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$64.23	Sq *c R Mulch. Bark for Community Garden	6740300 - BUILDINGS & GROUNDS MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$65.73	Hobby-Lobby. Witches night out craft supplies	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$86.52	Wm Supercenter. Spooky Night at the Museum Volunteer Thank you Gift Cards	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$87.18	Amazon. Witches Night Out food supplies	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$89.97	Amazon. Multipurpose Room Podium	6740300 - BUILDINGS & GROUNDS MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$105.37	Costco Whse. Supplies purchased for Witches Night Out Event	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$108.58	Lowes. Wood Shims for Youth Craft Activity	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$136.18	Plan-It Rentals. Kareoke machine and photo booth for Witches night out	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$264.79	Amazon. Supplies for witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC-LISA WILKEY	11/12/2025	\$41.51	Costco - Columbus Day Training Supplies	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$49.98	Costco - Planters Pots for City Hall	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$161.95	Costco - Bosses Day Gifts	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$624.12	Jimmy Johns - Columbus Day training lunch	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC-MARISSA OVESON	11/12/2025	\$16.94	Seniors Lunch	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC-NORM BEAGLEY	11/12/2025	\$44.99	Amazon Mktpl Laptop Docking Station for Computer	4340230 - MISC EQUIPMENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$119.96	Amazon Mktpl Computer Monitors (2)	4340230 - MISC EQUIPMENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$139.02	Blue Iguana ULCT 2025 Fall Conference Dinner Mayor, Council, & Staff	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$262.87	Marriott Dt City Creek ULCT Fall Conference Lodging Norm Beagley	1043230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC-ROD HURST	11/12/2025	\$17.86	Amazon.Com*nf77k0w52 Pocket notepads for officers	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.54	Amazon Mktpl iPhone 15 wall charger and screen protector (Enniss old phone)	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$35.91	Amazon Mktpl Orange Window Markers	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$89.95	Amazon Mktpl Key Rack 30 Numbered Hooks	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$212.00	*empire Active By Jo J PT Uniforms for POST- Nathan Armstrong	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$1,050.00	Blauer Manufacturing Armorskin Base Shirts	1054702 - COMM ON CRIM & JUV JUST -CCJJ
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$2,294.57	Blauer Manufacturing Armorskin Base Shirts	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-RYAN LIND	11/12/2025	\$37.99	Quickquack car wash membership	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$58.50	Wave - *xtrued Llc Turnout locker name plates	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$69.46	Maceys Rehab Supplies Grandpas Cave Fire	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$130.64	Samsclub #6685 Station supplies	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-SANTAQUIN SENIOR CENTER	11/12/2025	\$3.00	Ccrl By Upma- parking @ City Creek for attending Nicholas Chef Food Fair @ the Salt Palace	7540630 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$7.99	Amazon Mktpl-Protection Plan for the new coffee urn	7540240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$10.36	Maceys In Santaquin-Senior Lunch Items	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$18.56	Maceys In Santaquin-Senior Lunch hot cocoa and food colors	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$54.87	Maceys In Santaquin- Senior Lunch Items	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC-SHANNON HOFFMAN	11/12/2025	\$43.27	Amazon Mktpl - Office supplies for new Recorder	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$61.74	Amazon Mktpl - Supplies for Passport Office	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$92.16	Amazon Mktpl - Passport Office Set up	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$109.00	Amazon Mktpl - Portable Recorder for public meetings	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$805.50	Stampli For 9-2025 - AP software	4340500 - SOFTWARE EXPENSE
ZIONS BANK-SANTAQUIN-CC-SHAUNA JO EVES	11/12/2025	-\$89.13	Credit Voucher Temu.Com - Craft Return - for witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$85.30	Credit Voucher Maceys In Santaquin Return of Soda's unused from witches night out event	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$72.54	Credit Voucher Temu.Com - Refund on Craft Supplies for Witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$54.44	Credit Voucher Temu.Com - Refund on Craft Supplies for Witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$46.62	Credit Voucher Amazon Mktplace Pmts - Returned Clay from witches night out that was not used.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$32.24	Credit Voucher Dollar Tree Return of unused decor and embellishments for witches nights crafts.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$22.96	Credit Voucher Temu.Com - Refun on Craft supplies for witches night out	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$21.59	Credit Voucher Wal-Mart #5167 - Unused decore and items for crafts witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	-\$2.97	Credit Voucher Wal-Mart #3208 - Tea lights not used for witches night out. Returned.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$11.28	Sq *old Pioneer Press - Signs elamination to protect in the weather.	6840735 - ARCHERY
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$12.48	Amazon Mktpl- Pin the Nose of the witch game for Halloween trunk or Treat.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$13.13	Amazon Reta* Nm00u3uz0- lolli pops for trunk or treat	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$14.99	Maceys In Santaqui - Suckers for Tumbling rewards	6840807 - TUMBLING
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$20.55	Amazon Mktpl - prizes for the Games at trunk or treat activity	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$21.88	Sq *old Pioneer Press - lamination for Skeletons on main street sign	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$23.47	Amazon Reta* Nu3xw55n0 - File Folders and Dividers	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$25.96	Facebk *jnzux5vau2 - Ad on instagram for Fitness promo, gaining followers.	6840800 - AEROBICS
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$28.49	Amazon Mktpl- Paper whole Punch	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$29.02	Wm Supercenter #5167 Items for kids Enrichment class - craft and play	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$31.99	Amazon Mktpl- Yard Signs for Business signs at the Trunk or Treat event	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$35.98	Amazon Mktpl Candle Warmers	6240251 - COMMUNITY EVENTS EXPENSE

ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$36.98	Stringhams True Value - Packing tape to help make signs and hang them up at event(s)	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$40.36	Amazon Mktpl Squeeze bottles and paint brushes with paint containers for witches night out event.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$51.93	Amazon Mktpl - Candy and toys for Halloween Trunk or Treat event.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$59.99	Facebk *jwfwcamhp2 - Witches Night out Campaign. - advertising	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$73.56	Amazon Mktpl - Office Supplies paper cutter and monthly Dividers	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$78.46	Stringhams True Value Fishing line and Batteries for the hanging candles	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$82.20	Dollar Tree - Craft For Witches night out embellishments and decorations.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$95.00	Utah Recreation And Parks - Small Town Conference in Hyrum Utah registration fee	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$103.43	Marcos Pizza - 6042 - Party for Archery - pizza and drinks	6840735 - ARCHERY
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$119.99	Amazon Mktpl - Year Calandar board for planning	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$130.50	Springville Di - Books for the Potion Books craft at witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$144.89	Wm Supercenter #5167 - embellishments for Witches night out	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$149.45	Amazon Mktpl Candle warmers for witches night out prizes	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$149.85	Amazon Mktpl- Witches Night out event craft supplies clay and balloons for Ghosts	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$159.54	Amazon Mktpl - Stress Balls for Truck or Treat Activity	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$164.46	Sp Warmies Usa - Warmies for prizes for witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$165.05	Maceys In Santaqui - soda for the potion bar for witches night out.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$220.77	Temu.Com - Skelotons for the Witches night out event and other activities during Halloween.	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC	11/12/2025	\$789.88	Amazon Mktpl - Prizes and Candy for Halloween Trunk or Treat	6240251 - COMMUNITY EVENTS EXPENSE
ZIONS BANK-SANTAQUIN-CC-STEPHANIE CHRISTENSEN	11/12/2025	\$28.32	Wm Supercenter #5167 - Employee AO Farewell Gift	1043480 - EMPLOYEE RECOGNITIONS
		\$23,485.25		
<b>TOTAL:</b>		<b>\$1,009,517.69</b>		



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To: Mayor & City Council  
From: John Bradley, Community Services Director  
Date: November 18, 2025  
**RE: Out of State Travel: Jennifer Wagner, Library**

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Santaquin Librarian Jennifer Wagner would like permission to attend the Public Library Association Conference April 1-3, 2026, in Minneapolis, Minnesota.

Attending library conferences is essential for library directors because it fosters professional growth, networking, and awareness of emerging trends. These events offer insights into new technologies, best practices, and strategies for improving library services and community engagement. By connecting with peers and industry leaders, directors gain fresh ideas and solutions they can apply to strengthen their libraries, enhance staff development, and ensure their institutions remain innovative and responsive to patrons' needs.

The Conference would be paid for with a combination of budgeted funds in the Library, and the Community Services Admin operations budget.

**Staff Recommendation:** Approve Jennifer Wagner to attend the Public Library Association Conference April 1-3, 2026 in Minneapolis, Minnesota.

## **RESOLUTION No. 11-02-2025**

### **A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR SANTAQUIN CITY**

**WHEREAS**, the governing body of the City of Santaquin, Utah, acknowledges that the fees required of various developers, subdividers, property owners, and citizenry of the City necessitate periodic review; and

**WHEREAS**, review of these fees has been found to be warranted in certain areas as they have gone without update or alteration for an extended period of time; and

**WHEREAS**, the City Council of Santaquin desires to make adjustments where necessary to the Santaquin City Fee Schedule in order to ensure proper and adequate service to the citizens of Santaquin;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Santaquin, Utah, that the following fees shall be established for various development projects and services rendered by employees and volunteers of the City, and shall be collected by the City Treasurer at the submittal of an application or request for action for which the fee has been designated herein:



## FEE SCHEDULE

November 18, 2025

A. The fees charged by the City for services rendered to the community shall be as follows:

### Development

#### Annexation Application<sup>10</sup>

- 4.99 acres or less - \$525.00 (\$125.00 Utah County Review)
- 5.00 acres or more - \$525.00 (\$125.00 Utah County Fee) + \$65 per acre over 5.00

#### Concept Review - \$400.00

#### Subdivisions

##### Preliminary (up to 2 reviews)

- Core Area Infill (1-10 Lots) - \$1000 x (# of lots)<sup>0.500</sup>
- 1-10 lot Subdivision - \$1,600 x (# of lots)<sup>0.385</sup>
- 11-100 lot Subdivision - \$2,075 x (# of lots)<sup>0.273</sup>
- 100+ lot Subdivision - \$4,025 x (# of lots)<sup>0.130</sup>

##### Final (up to 2 reviews)

- Core Area Infill (1-10 Lots) - \$1000 x (# of lots)<sup>0.400</sup>
- 1-10 lot Subdivision - \$1,500 x (# of lots)<sup>0.327</sup>
- 11-100 lot Subdivision - \$2,300 x (# of lots)<sup>0.148</sup>
- 100+ lot Subdivision - \$3,325 x (# of lots)<sup>0.068</sup>

Additional DRC / Modified Final Plat Review – Varies (based on staff time spent & current hourly rates)

Lot Line Adjustment Review - \$150.00

Recording Fees - According to Utah County fee schedule. (Checks made out to Utah County Recorder's Office)

Plat approval extension request - \$200.00

Condominium Plat Review - \$1,000

#### Site Plan Review (two reviews)

Commercial & Industrial Development Applications

Site Plan Review - \$600.00

Multi-Family Residential Site Plan Review - \$600.00

Additional Site Plan Reviews Fee - Varies (based on staff time spent & current hourly rates)

Modified Site Plan Review Fee - Varies (based on staff time spent & current hourly rates) Modified plans include built developments making alterations to site features requiring review by staff. Appeals Authority Application - \$200.00

Street Vacation<sup>8</sup> - \$800.00

Gravel, Sand, Earth Extraction, and Mass Grading Permit Request - \$350.00

Prepayment of Inspection Costs Fee<sup>17</sup> – 4% of City Engineer's Cost Estimate of Development Bond

#### Street Lights

##### General Fees

Wire installation - \$1,750.00 per light (assumes 300 feet of wire to be installed. Differences based on actual installation will be refunded or billed to the developer.

Trenching (where none provided) - \$ 18.00 per ft

##### Local / Collector Streets

Lights - \$2,400.00 each

Installation - \$4,200.00 each

6/3 TC Wire – current market price

2" Conduit– \$ 4.50 per ft

##### Arterial Streets

Lights - \$6,650.00 each

Basic installation - \$4,800.00

6/3 TC wire – current market price

2" Conduit– \$7.50 per ft

Sweeps - \$500.00 each

Banner Arms - \$893.00

120-volt receptacle - \$55.00

Plant Hanger Rod - \$85.00

Flag Holder - \$104.00

Breakaway Hardware (UDOT Street) – \$800.00

Tunneling for any street light service - \$35.00 per ft

Strong Box & installation - \$5,000.00

3" pvc Strong Box conduit installation - \$8.75 per ft

#### Street Signage

Residential Combo (street/stop sign) - \$ 1,050.00 each

Oversized Combo (street/stop sign) - \$ 1,150.00 each

Street or Stop Sign only - \$ 850.00 each

Oversized Street or Stop sign only - \$ 950.00 each

Specialty Sign (Spd Limit, Child @ Play, etc.) - \$ 450.00 each

### Zoning

Rezoning Request - \$400.00

Agriculture Protection Request - \$300.00

Conditional Use Permit Request - \$175.00

Ordinance Text Change Request - \$400.00

Permanent Sign Permit – as per Building fees

Temporary Sign Permit - \$30.00

### Business Licenses

Initial Commercial License - \$75.00

Initial Home Occupation License - \$50.00

Temporary Business License - \$50.00

Annual Liquor License - \$100.00

Annual License Renewal Fee - \$35.00

Renewal Late Fee Penalty<sup>12</sup> – \$20.00

Annual Hobby Kennel Fee - \$50.00

Annual Residential Kennel Fee - \$100.00

Annual Commercial Kennel Fee - \$250.00

Solicitor Licenses - \$15.00 per Solicitor (must have a Santaquin City Business License)

### Building

Permit Tracking Fee - \$70.00

Building Permit & Inspection Fees – Determined by Structure Plan review deposit – \$500.00 (new construction only -paid up front & applied to 65% plan check fee)

Plan Check Fee – 65% of building permit fee

Second Plan Check Fee (and subsequent reviews) – 50% of the initially calculated plan check fee

State Building Fee - Equal to 1% of Building Permit Fee

Water Impact Fee<sup>19</sup>

Units of Measure	Equivalency	Impact Fee
¾" Meter	1.00	\$1,180.00
¾ or 1" Meter	1.00	\$1,180.00
1 ½"	3.33	\$3,920.00

Item # 5.

2"	5.33	\$6,289.00
3"	10.00	\$11,799.00
4"	16.67	\$19,669.00
6"	33.33	\$39,327.00
8"	53.33	\$62,926.00

Money In Lieu of Water Dedication Fee<sup>27 27\*</sup> - \$ 6,000.00/AF

Pressurized Irrigation Impact Fee<sup>18</sup> - \$4,123.00

Storm Drain Impact Fee - \$770.00<sup>23</sup>

Sewer Impact Fee:

Standard User Fee – \$5,096.30 per residential dwelling or unit (Single Family & Multi-Family)

Non-Residential Fee – Based on Meter Size and other water usage factors.

Detached Accessory Dwelling Unit (ADU) Fee - \$4,586.67 per unit

Park/Recreation Impact Fee:

Single-Family Dwelling or Connection \$5,491.58

Multi-Family Dwelling Unit or Connection - \$4,489.26

Detached Accessory Dwelling Unit (ADU) Fee - \$4,040.33

Transportation Impact Fee<sup>24</sup>:

Single-Family Detached Housing = \$768.60/Unit

Public Safety Impact Fees

EMS/Fire

Residential Impact Fee = \$784.24/Unit

Non-Residential Impact Fee = \$0.90/s.f.

Police

Residential Impact Fee = \$35.72/Unit

Non-Residential Impact Fee = \$0.05/s.f.

Meter Fee (Culinary Water)

¾" service - \$200.00

1" service - \$310.00

1½" service - \$1,250.00

2" service - \$1,400.00

4" service - \$ market cost at time of purchase

Meter Fee (PI)

¾" service - (not available for PI)

1" service - \$310.00

1½" service - \$2,500.00

2" service - \$2,800.00

4" service - \$ market cost at time of purchase

Single Meter Radio (MXU) Fee (PI & CW) \$215.00

Dual Meter Radio (MXU) Fee (PI & CW) \$305.00

Separate MXU - \$215.00

Meter Install (PI & CW)

¾" & 1" - \$250.00

1-1/2" & Larger - \$450.00

Temporary Construction Water - \$50.00

Lot Identification Sign for new Construction - \$10.00

Installing or Removing Grade Ring - \$50.00

Demolition Permit Fee - \$35.00 Re-Inspection fee - \$75.00 (for the 2<sup>nd</sup> building re-inspection)

Re-Inspection fee - \$150.00 (for the 3<sup>rd</sup> and subsequent building re-inspections)

### **Landscaping Bonds**

10,000 SF Lot or Less - \$5,000.00

10,001-15,000 SF Lot - \$8,000.00

15,001 SF Lot or Greater - \$10,000.00

### **Water for Construction**

Project within City boundaries - \$2.50 per 1,000 gallons

Project outside City boundaries - \$5.00 per 1,000 gallons

Water Hydrant Meter Deposit - \$2,600.00 <sup>16</sup>

### **Construction in City Right-of-Way<sup>4</sup>**

0-2 Years since Resurfacing

Summer Permit Fee - \$3,000.00, plus \$20

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

2-5 Years since Resurfacing

Summer Permit Fee - \$2,500.00, plus \$15

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

5+ Years since Resurfacing

Summer Permit Fee - \$2,000.00, plus \$10

Per Square Foot

Winter Permit - Summer Permit Fee + \$500.00

### **Water Rates with or without PI Available<sup>21 13</sup>**

Base Rate<sup>25</sup> - \$30.09 per month

Usage Rate:

0 – 4,000 gallons<sup>25</sup> - \$0.71 per thousand gallons

4,001 – 8,000 gallons<sup>25</sup> - \$1.08 per thousand gallons

8,001 – 12,000 gallons<sup>25</sup> - \$1.43 per thousand gallons

12,001 – 50,000 gallons<sup>25</sup> - \$2.62 per thousand gallons

50,001 – 100,000 gallons<sup>25</sup> - \$2.84 per thousand gallons

100,001+ - \$3.09 per thousand gallons

### **Pressurized Irrigation Rates<sup>21 13</sup>**

Base Rate<sup>26</sup> per month \$20.36 (1")

\$30.24 (1.5" or larger)

Usage Rate:

0 – 25,000 gallons<sup>25</sup> - \$0.91 per thousand gallons

25,001 – 45,000 gallons<sup>25</sup> - \$0.93 per thousand gallons

45,001 – 65,000 gallons<sup>25</sup> - \$0.95 per thousand gallons

65,001 – 100,000 gallons<sup>25</sup> - \$1.03 per thousand gallons

100,001+ gallons<sup>25</sup> - \$1.07 per thousand gallons

### **Sewer Rates<sup>21 13</sup>**

Base Rate - \$45.16 per month

Per 1000 gallons - \$1.01 (based on actual usage)

### **Utilities**

Account Setup - \$25.00.

Customer Deposit<sup>14</sup> - \$200.00

Past Due Tag - \$25.00

Disconnection/Lockout Service - \$150.00

Reconnection Fee - \$75.00

Addressing Services - \$0.70

Unpaid Utility Account Balances will be assessed 10% per month

Utility Service Order (service disconnected & reconnected for repairs, move meter, etc.) - \$75.00

Meter Install Reschedule Fee - \$75.00

Storm Drainage Monthly Rates<sup>13</sup> \$2.86

### **Waste Removal**

Monthly Rates<sup>13</sup> \$17.06 per container

Recycling Rates \$10.30 per container<sup>22</sup>

Non-Resident – Services provided by private contractor

Commercial – Services provided by private contractor

Item # 5.

## **Landfill Rates**

### **Contractors Disposing of Construction Site Materials**

- 6-wheeled vehicle - \$60.00 per load for materials originating within the City Limits
- 6-wheeler vehicle - \$150.00 per load for materials originating outside the City Limits
- 10-wheeled vehicle - \$80.00 per load for materials originating within the City Limits
- 10-wheeled vehicle - \$400.00 per load for materials originating outside the City Limits
- Larger than 10-wheeled vehicle - \$160.00 per load for materials originating within the City Limits
- Larger than 10-wheeled vehicle - \$600.00 per load for materials originating outside the City Limits

## **Cemetery**<sup>20</sup>

### **Plot Sales**

- Resident - \$800.00 per plot<sup>1</sup>
- Non-Resident - \$2000.00 per plot<sup>1</sup>

### **Flush Mount Designated Plots:**

- Resident - \$700.00 per plot<sup>1</sup>
- Non-Resident - \$1800.00 per plot<sup>1</sup>
- ½ – Size or Infant Locations<sup>3</sup>
  - Resident - \$250.00
  - Non-Resident - \$500.00
- ¼ – Size or Cremation Locations
  - Resident - \$500.00
  - Non-Resident - \$600.00

### **Opening and Closing Fees**

- Resident
  - Single Depth - \$450.00
  - Double Depth 1<sup>st</sup> Burial - \$900.00
  - 2<sup>nd</sup> Burial - \$450.00
- Non-Resident
  - Single Depth - \$800.00
  - Double Depth - 1<sup>st</sup> Burial - \$1,600.00
  - 2<sup>nd</sup> Burial - \$800.00

### **Infant**<sup>3</sup>

- Resident - \$200.00
- Non-Resident - \$400.00

### **Cremation**<sup>3</sup>

- Resident - \$250.00
- Non-Resident - \$400.00

### **Weekend, Holiday or After Hours in addition to the Opening and Closing Fees**

- Full Size - \$200.00
- Infant - \$100.00
- Cremation - \$100.00

### **Disinterment**<sup>2</sup>

- Resident - \$1,200.00 minimum
  - Infant - \$800.00 minimum
  - Cremation - \$400.00 minimum
- Non-Resident - \$1,200.00 minimum
  - Infant - \$800.00 minimum
  - Cremation - \$400.00 minimum
- Less than 8-hour notice - \$50.00 additional
- Burial Right Transfers for residents - \$25.00
- Burial Right Transfers s for non-resident - \$500.00 (if less than 10 years)
- Duplicate Copy of Deed - \$25.00
- Removal & Resetting of a Headstone to Accommodate an Opening or Closing - \$100.00

If Cemetery is not vacated by 4:00 pm an additional charge of \$50.00 will be charged

## **Animal Licensing**

Licensing Fees shall follow the current South Utah Valley Animal Shelter Fee Schedule

## **Miscellaneous Fees**

Return Check Fee - \$25.00

### **Notary Fees**

- First Document - \$5.00
- Each Additional Document - \$1.00

Checks for services must be made for the amount of purchase/fee only. No change will be given.

Cashier will not accept more the \$10.00 in change per transaction.

## **Facility Rental**<sup>5</sup>

### **East Side Park Pavilion**

- Residents - \$30.00 per day time slot
- Non-Resident - \$60.00 per day time slot

### **Prospector View Park Pavilion**

- Residents - \$30.00 per day time slot
- Non-Resident - \$60.00 per day time slot

### **Theodore Ahlin Park Pavilion**

- Residents - \$30.00 per day time slot
- Non-Resident - \$60.00 per day time slot

### **Squash Head Park Pavilion**

- Residents - \$25.00 per day time slot
- Non-Resident - \$50.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

### **Sunset Trails Park Large Pavilion**

- Residents - \$30.00 per day time slot
- Non-Resident - \$60.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

### **Centennial Park**<sup>6</sup>

- Residents - \$50.00 per day time slot
- Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

### **Orchard Cove Park**

- Residents - \$50.00 per day time slot
- Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$100.00 per night includes up to 10 tents and/or trailer spaces

Non-Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$150.00 per night includes up to 10 tents and/or trailer spaces

### **Arena**<sup>9</sup>

#### **Single Use**

#### **Commercial Use**

- All Day (7am to dark) - \$200.00
- Refundable Security Deposit - \$200.00

#### **Non Resident**

- All Day (7am to dark) - \$100.00
- Refundable Security Deposit - \$100.00

#### **Resident**

- Half Day (7am to 2pm or 3pm to dark)

Item # 5.

All Day (7am to dark) - \$50.00  
 Refundable Security Deposit - \$100.00  
 Annual Use – includes 1 day per week during season  
 Half Day (7am to 2pm or 3pm to dark) - \$500.00  
 All Day (7am to dark) - \$750.00  
 Land Lease for cows - \$100 per season  
 Announcer Stand with sound - \$25.00  
 Grooming - \$75.00 per “work”  
 Lighting - \$25.00  
 Baseball/Softball Fields<sup>15</sup>  
 Field #1, #2, & #3 Baseball Fields  
 \$15.00 per hour, \$100 per day  
 Additional Prep \$25  
  
 Callaway Baseball Field  
 \$15 per hour, \$100 per day  
 Additional Prep \$25  
 \$25 per hour for lighting  
 Orchard Hills Softball Field  
 \$15.00 per hour, \$100 per day  
 Harvest View Soccer Fields  
 Large Fields \$25 per hour  
 Medium Fields \$20 per hour  
 Small Fields \$15 per hour  
 \$25 per hour for lighting

Ballfield Refundable Security Deposit \$200

Santaquin Community Center @ City Hall<sup>5, 14, 15 & 28</sup>

### **Police Department GRAMA Requests**

Research Fee - \$22.00/hour after first 15 minutes  
 Copy of Report -  
 \$10 per report up to 25 pages,  
 \$0.25 per page after first 25 pages  
 Accident Form<sup>7</sup> - \$10.00  
 Photographs - \$5.00 each photo  
 Tape Duplication - \$25.00/hour, minimum 1 hour  
 \$10.00 per DVD,  
 \$10.00 per tape postage & handling  
 Fingerprints  
 Santaquin – No Charge up to 2 cards, \$15.00 after two cards  
 Non-Residents - \$25.00 up to 2 cards  
 Utah Criminal History Reports - \$25.00 (Santaquin/Genola Residents only)  
 Junk Permits  
 Santaquin – No Charge  
 Non-Residents - Service no longer available  
 Contract Services - \$125.00 per Officer/per hour  
 Driving Privilege Verification \$50.00

### **Copies**

Land Use & Development Management Code - \$35.00  
 Subdivision Code - \$25.00  
 General Plan - \$2.00 (CD) \$75.00 (Hard Copy)  
 City Construction Standards & Drawings - \$40.00  
 Zoning Map (11X17) - \$3.00  
 Custom Maps - To Be Determined  
 Official City Maps (up to 36" × 48") - \$15.00  
 Miscellaneous Copies - \$0.50 per page

### **Fire/EMS Department**

Personnel:  
 EMT Stand-by \$40.00  
 Paramedic Stand-by \$57.00  
 Firefighter Stand-by \$45.00  
 Fire/EMS Officer Stand-by \$75.00  
 Chief Officer Stand-by \$100.00  
 Resources:  
 Ambulance, Paramedic \$160.00  
 Fire/Rescue - UTV \$70.00  
 Ladder Truck – Stand-by/Response \$350.00/hr plus \$1.50/Mile  
 Engine – Stand-by/Response \$300.00/hr plus \$1.50/Mile  
 Rescue/Squad – Stand-by/Response \$150.00/hr plus \$1.50/Mile  
 Tender – Stand-by /Response \$150.00/hr plus \$1.50/Mile  
 Brush Truck (Type 6) – Stand-by /Response \$160.00/hr plus \$1.50/Mile  
 Haz Mat Mitigation – Stand-by/Response Equipment billed at listed rate plus supplies  
 Confined Space Entry – Stand-by /Response Equipment billed at listed rate plus supplies  
 Foam, Class A or B – Current Market Value  
 Absorbent – Current Market Value  
 Permit Fees:  
 Fireworks Sales/Display - \$75.00  
 Fuel Storage Installation – Per Tank  
 Above Ground \$75.00  
 Below Ground \$300.00  
 Fuel Storage Tank Removal – Per Tank  
 Above Ground \$75.00  
 Below Ground \$300.00  
 LPG Installation Per Tank- \$75.00  
 Tents/Canopies (>400 sqft) –  
 Residential \$40.00  
 Commercial \$100.00  
 Fire Flow Test (per hydrant) - \$50.00  
 Fire Report Copying - \$15.00 plus \$0.25 Per Sheet  
 Medical Gas Storage Installation/removal, fixed - \$75.00  
 Others Fees as adopted by IFC - \$75.00  
 Inspections/Plan Review Fees:  
 Special/Follow-up Inspections - \$200.00  
 Fire Sprinkler Systems Installation, New/Renovated –  
 10-100 Heads - \$200.00  
 101-200 Heads - \$300.00  
 201-300 Heads - \$400.00  
 >301 Heads \$500.00 plus \$0.75 per sprinkler head  
 Commercial Cooking Fire Suppression System - \$200.00  
 Duct Light Test \$200.00  
 Fire Alarm System Installation –  
 \$200.00 < 6,000 Sq Ft  
 \$300.00 > 6,000 Sq Ft  
 Paint Booth - \$300.00  
 Care Facilities Annual Inspections –  
 Exempt Child Care \$50.00  
 Daycare/Preschool - \$50.00  
 Care Center/Assisted living - \$100.00  
 Final Inspections, Commercial \$100.00



### **GRAMA Requests**

Research/compilation Fee - \$40.00 per hour after the first 15 minutes

Copies - \$0.25 per black/white page  
\$0.75 per color page  
\$5.00 per Certified Copy

Fees for damage to books and other materials will be assessed by Library Staff up to the replacement cost

Interlibrary Loan - \$3.00 + extra postage

Copies - \$0.10 per black/white page  
\$0.20 per pre-printed page  
\$0.50 per color page

### **Special Events**<sup>11</sup>

Special Events License - \$50.00

### **Passport Office**

Passport Application Execution Fee - \$35.00

Passport Photo Fee - \$15.00

Passport Postage - Varies and subject to USPS

### **Library**

Library Cards – Free for Residents

\$60.00 non-residents

All Replacement Cards - \$2.00

Special Inter Library Loans per item - \$3.00

Fines - \$0.10 per day for overdue books

\$1.00 per day for overdue DVD's or Kindle Devices

Fees for damage to media placed in the Drop Box \$5.00

- <sup>1</sup> Cemetery plots which are purchased on an extended pay contract are subject to an additional interest charge of 1.5% monthly or 18% annually. Flush Mount headstones are only permitted in designated areas.
- <sup>2</sup> Additional disinterment fees could be assessed depending on the location of the grave and will be reviewed on a case by case basis.
- <sup>3</sup> A baby is determined to be a child before their 3<sup>rd</sup> birthday. Children 3 years of age or older shall be considered adults. All Infant and cremations must have a flush headstone unless using a full-size grave.
- <sup>4</sup> All fees for construction in a City right-of-way shall double for work done without a permit or for work commencing prior to a permit being issued.
- <sup>5</sup> Verification of residency is required at the time of reservation/payment.
- <sup>6</sup> Park & Ballfield Reservations will not be taken for the following year until January 1<sup>st</sup>. In case of inclement weather, reservations may be rescheduled, and deposits may be refunded, however, rental fees are not subject to refunds. Reservations must be canceled at least 2 weeks prior to the reservation date in order to receive a full refund, reservation fees will not be refunded if cancelled less than 2 weeks prior to the reservation date.
- <sup>7</sup> Only state forms will be copied with requests for accident reports.
- <sup>8</sup> This amount is an estimated amount of actual City costs associated with uncontested proposals. Additional fees may be negotiated and assessed based on applications requiring City staff time beyond that reasonably anticipated for such an application. The City may credit this fee toward an applicant's purchase of vacated street area.
- <sup>9</sup> All scheduling for the arena will be done through the City Recreation Department. The season runs from the first day in April to the last day in September. Annual fees are based on one day per week. If a person/organization/group wants to reserve facilities for two day a week, fees would be double, three days; fees would be triple, and so on. Lessee may lease area, not to exceed five hundred (500) square feet; maximum 15 cattle per pen and no more than two (2) pens may be leased at the facilities. **No other** livestock is permitted. Livestock owners must receive approval for use and location from the city prior to setting up temporary fencing. Livestock owners must provide their own temporary fencing and feed.
- <sup>10</sup> Acreage of properties owned by a government entity are excluded from fee calculations. Existing public roads adjacent to annexation boundaries should be included with such petitions in accordance with City policies and planning purposes. Where non-petitioning properties are more than 30% of the annexing area, those fees which would be required for non-petitioning properties may be deferred for up to one year of the annexation becoming effective under the following requirements:
  1. A bond in a form acceptable to the City is posted for the remainder fees. Such a bond shall be forfeited to the City if the remaining fees are not paid within the allowed 12-month time frame.
  2. Petitioners cannot receive final approval on a plat until all required annexation fees, including non-petitioned property fees, are paid.
- <sup>11</sup> Any additional Public Safety costs necessary for the event will be assessed to the applicant. If events are held in a public park, appropriate park fees apply.
- <sup>12</sup> Annual renewal fees are due February 1<sup>st</sup>. If payment is not received by March 1<sup>st</sup> of the same renewal year, the license shall be considered null and void and a new license must be applied for with all associated new licensing fees. Persons operating a business without a renewed and/or current business license shall be subject to all penalties applicable under City and State law.

- <sup>13</sup> Base and Usage rates will be adjusted each July 1<sup>st</sup> to reflect the Consumer Price Index change from the preceding calendar year.
- <sup>14</sup> Deposits may be applied to customer's billings or may be returned when all billings are current.
- <sup>15</sup> City Sponsored activities/sports will have first priority when scheduling of the fields and facilities.
- <sup>16</sup> Deposit for Water Hydrant Meter Deposit will be refunded when meter is returned.
- <sup>17</sup> Pre-paid fees will be placed into an escrow account and drawn upon as inspection costs are incurred by the City. If costs for inspections and testing exceed the amount in the escrow account, they will be the responsibility of the developer and paid for prior to receiving final approvals at the end of the development warranty period. At the conclusion of a final walk through and city acceptance of the improvements, the developer may be reimbursed any amount remaining in the escrow account in accordance with reimbursement procedures found in city ordinances.
- <sup>18</sup> One ERU is equivalent to .25 acres of single-family development. For all other types of development, the following formula will be utilized Step 1: Divide 10,890 (total sf in .25 acres) by impact fee per ERU (\$4,123) = \$0.3786 per sf. Step 2: Multiply irrigable area (sf lot size minus sf of hardscape on lot) by Impact Fee per sf (\$0.3786) to arrive at impact fee.
- <sup>19</sup> Per Equivalent Residential Unit: Impact Fee is \$1,180.00.  
If situations arise where one customer wishes to use multiple meters, or it appears that the proposed fees by meter size in Table 3-13 will not lead to a fair and equitable result, the city may instead calculate impact fees according to the following formula:  
Impact fee = (Peak Day Water use [gpd]) / (500 gpd/ERC) \* (\$1,180/ERC)  
For example, a customer who would use 20,000 gallons of water on the peak day would have an impact fee calculated as follows:  
Impact fee = (20,000 gpd) / (500 gpd/ERC) \* (\$1,180/ERC) = \$47,200
- <sup>20</sup> Fees for Cemetery Service not listed on the Consolidated Fee Schedule will be reviewed and charged on a case-by-case basis.
- <sup>21</sup> Culinary Water, Pressurized Irrigation, and Sewer base and usage rates are the same for unincorporated areas.
- <sup>22</sup> It is required to schedule the pickup/return of the customers recycling can. Missing recycling cans will be assessed a fee equivalent to the cost of a replacement recycling can.
- <sup>23</sup> The base impact fee is \$468.00; Regional Pond fee is \$270.00, and the East side Debris Basins fee is \$32.00.
- <sup>24</sup> Fees for all other uses (e.g. Residential, Commercial, etc.), please refer to the Transportation Impact Fee Analysis (Exhibit B) Table 14 of pages 11 and 12.
- <sup>25</sup> The 2020-2021 Culinary and Irrigation Master Plan update includes a water rate study rate schedule. Annual increases to base and usages rates based outlined in this study.
- <sup>26</sup> In anticipation of the arrival of Central Utah Pipeline (CUP) water, in 2019, the City Council authorized an increase to Pressurized Irrigation Base Rates of \$1.00/month surcharge in FY2021-22 and a second \$1.00/month in FY2022-23. These increases are in addition to those rates outlined in the rate plan identified in footnote #25.
- <sup>27</sup> In anticipation of the arrival of Central Utah Pipeline (CUP) water, in 2019, the City Council authorized and initial approval of the acceptance of Money In Lieu of Water Dedication of \$4,750 per acre foot. This rate increased to \$5,000 per acre foot in FY2021-22. This rate is increased to \$5,500 in FY 2023-2024 and will increase annually by 3% unless market adjustments are required.
- <sup>27\*</sup> Market adjustment
- <sup>28</sup> Santaquin Community Center @ City Hall rental fees will follow the table below:

Santaquin Community Center @ City Hall- Rental Fees				
	Resident Weekday	Resident Friday-Saturday	Non-resident Weekday	Non-resident Friday-Saturday
<b>Multipurpose Room (upstairs)</b>				
Half Day: Up to 6 hours	\$350.00	\$450.00	\$550.00	\$700.00
Full Day: Available 6am-10pm	n/a	\$800.00	n/a	\$1,100.00
<b>Large Classroom-West (downstairs)</b>				
2 hour block fee	\$ 80.00	\$ 90.00	\$ 100.00	\$ 110.00
Additional fee per hour	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
<b>Large Classroom-East/with curtain (downstairs)</b>				
2 hour block fee	\$ 80.00	\$ 90.00	\$ 100.00	\$ 110.00
Additional fee per hour	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
<b>Arts &amp; Crafts Room (Birthday Room/downstairs)</b>				
Weekday Special 9am-5pm/ 2 hour block fee	\$ 30.00	n/a	\$ 40.00	n/a
Night & Friday/Saturday: 2 hour block block	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
Additional fee per hour	\$ 20.00	\$ 22.50	\$ 25.00	\$ 27.50
<b>Refundable Cleaning Deposit Required:</b>				
Multipurpose Room:	\$500			
Basement Classroom (East or West):	\$100			

B. Furthermore:

1. In addition to the fees listed above, every development within the City boundaries of Santaquin, Utah, shall pay an infrastructure inspection fee according to the following:

a. Subdivision Infrastructure. Prior to the construction of any infrastructure which is approved as a part of a subdivision and is located within the boundaries of the same subdivision, the developer shall provide the City with funds, in an amount equal to 4% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid for in full by the developer prior to final approval of the infrastructure.

b. Off-Site and Other Infrastructure. Prior to the construction of any infrastructure which is: 1) approved as a part of a subdivision but which is not located within the boundaries of the subdivision; or 2) unrelated to an approved subdivision, the developer shall provide the City with funds, in an amount equal to 2% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid for in full by the developer prior to final approval of the infrastructure.

2. Bond or Escrow. The sub divider shall furnish a bond or escrow in the amount of one hundred twenty-five percent (125%) of improvement costs with the city recorder, prior to the beginning of any subdivision construction, to assure the proper installation and construction of all required improvements within two (2) years immediately following the approval of the subdivision plat by the city council. Release of such bond or escrow shall be made as per city code (11-11-3).

3. Payment of fees in full shall be the responsibility of the applicant. Payment of fees in full shall be required as a part of all application submittals, as stipulated herein. It shall be the responsibility of the applicant to submit the necessary materials in order to be eligible for review on an agenda of any City reviewing body. Placement on an agenda is not necessarily automatic and verification of the review of the application by the City is **strongly** encouraged.

C. In addition, and notwithstanding the above schedule of fees, should the review and processing fees exceed those identified herein, the applicant shall pay **actual costs** as determined and documented by the City Recorder.

This resolution shall become effective upon passage and shall repeal and supersede any and all resolutions dealing with the same subject.

Approved this 18<sup>th</sup> day of November 2025

\_\_\_\_\_  
Daniel M. Olson, Mayor

ATTEST:

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

Voted \_\_\_\_  
Voted \_\_\_\_  
Voted \_\_\_\_  
Voted \_\_\_\_  
Voted \_\_\_\_

\_\_\_\_\_  
Stephanie Christensen, City Recorder

# Santaquin City Resolution 11-03-2025

## A RESOLUTION AUTHORIZING AN AGREEMENT WITH UTAH COUNTY FOR RECREATION GRANT FUNDING

**WHEREAS**, Santaquin City is a fourth-class city within the State of Utah and has the responsibility of constructing, improving, and maintaining its parks; and

**WHEREAS**, Utah County allocates grant funding to municipalities within its jurisdiction to assist with providing permanent park amenities that can be enjoyed by all citizens; and

**WHEREAS**, Santaquin City anticipates the Utah County Recreation Grant funding in the amount of \$11,875.00; and

**WHEREAS**, Santaquin City Staff recommends the allocation of these grant funds for the purpose of:

- **Archery Course Improvements**
- **Ballfield Improvements**

**NOW THEREFORE**, be it resolved the Santaquin City Council approves and authorizes the Mayor to execute the 2025 Recreation Grant Agreement between Utah County and Santaquin City, a copy of which is attached hereto and incorporated herein

Adopted and approved this 18<sup>th</sup> day of November, 2025.

---

Daniel M. Olson, Mayor

Attest

---

Stephanie Christensen, City Recorder

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

**2025 RECREATION GRANT AGREEMENT BETWEEN UTAH COUNTY AND  
SANTAQUIN CITY**

This Agreement is made and entered into by and between Utah County, a political subdivision of the State of Utah, with its office located at 100 East Center Street, Provo, Utah, 84606, hereinafter referred to as COUNTY and SANTAQUIN CITY, with its office located 100 S Center St, Santaquin, Utah 84655, hereinafter referred to as CITY.

**RECITALS**

WHEREAS, the Board of County Commissioners, Utah County, Utah has adopted policy guidelines and procedures for approving applications for Utah County Municipal Recreation Fund Grants which comply with the provisions of Title 59, Chapter 12, Part 6, Utah Code Annotated, 1953 as amended; and

WHEREAS, COUNTY has reviewed the Utah County 2025 Municipal Recreation Grant Application submitted by CITY and has determined that CITY should be awarded a Utah County Municipal Recreation Grant.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, it is agreed by and between COUNTY and CITY as follows:

1. COUNTY hereby agrees to make a 2025 Municipal Recreation Grant to CITY in an amount not to exceed \$11,875.00 through funds derived from the Tourism, Recreation, Cultural and Convention Facilities Tax of the County of Utah for the purpose of the Archery Course Improvements and Baseball Field Improvements.
2. CITY hereby agrees that the grant received from COUNTY shall be used exclusively in funding the above-mentioned project.

3. The parties agree that all funds granted herein by COUNTY to CITY shall be given only for documented reimbursable costs incurred by CITY for the purpose stated above, and that payments by COUNTY to CITY will be made only upon presentation by CITY to COUNTY of appropriate receipts or other permitted documentation of reimbursable costs made by CITY. The reimbursement period will take place from January 1, 2026, through June 30, 2026, and will be made upon CITY presenting all appropriate receipts or other permitted documentation to COUNTY.
4. CITY also agrees that all publicity generated by CITY for the approved project shall display the language, "Sponsored in part by the Utah County Community Activities Fund."
5. The parties agree that COUNTY by virtue of this Agreement is making a grant only to CITY and is not responsible for any actions of CITY, or any other entity, in the construction of the project and the completion of the project stated above.
6. It is agreed by the parties that COUNTY may audit the records of CITY concerning the above-mentioned approved project at any time.
7. It is agreed by the parties that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Utah.
8. This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.
9. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party

or an authorized representative of each party.

**UTAH COUNTY**

DATED this 29th day of October 2025.

BOARD OF COUNTY COMMISSIONERS  
UTAH COUNTY, UTAH

Signed by:



ATTEST:  
AARON R. DAVIDSON  
Utah County Clerk

Signed by:

By: Jolynn Clegg  
Deputy

DocuSigned by:

*Brandon B. Gordon*

BRANDON B. GORDON, Chair

APPROVED AS TO FORM:  
JEFFREY S. GRAY  
Utah County Attorney

Signed by:

By: Timothy Taylor  
Deputy

**SANTAQUIN CITY**

DATED this \_\_\_\_ day of \_\_\_\_\_ 2025.

SANTAQUIN CITY

By: \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_



## **Santaquin Municipal Recreation Grant Projects 2025**

### **Archery Course Improvements**

#### **Description:**

Harvest View Sports Park hosts a community archery course. Due to a new trail at the park, the Archery Course will be moved and expanded on the same property.

- Curb cut to create new road and quicker access.
- Access roadway and designated parking area.
- Develop dirt mound behind shooting area
- Fencing around the course
- Targets/Target holders allow targets to remain permanently onsite

Youth currently have classes, leagues and archery club shooting. The location will be used for archery competitions and tournaments.

Budget: \$6,000

### **Ballfield Improvements**

#### **Description:**

Funds used for infield improvements:

- Specifically to remove old dirt and replace old dirt with better quality infield dirt mix at multiple ballfields at Santaquin Ballpark (4 fields).
- The lips of the fields also will receive improved connection to the dirt area.
- Remove weeds and stickers along grass near infield areas

Budget:  
\$5875



# Santaquin City Resolution 11-04-2025

## A Resolution Amending City Financial Management Policies

**WHEREAS**, the city of Santaquin is a fourth-class city in the State of Utah and has adopted financial management policies to safeguard public funds and assets; and

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

**WHEREAS**, recommended changes have been prepared by the Finance Director in consultation with the Department Directors and City Manager; as well as reviewed by the 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 Financial Management Policies as indicated in Attachment "A" hereto. All other provisions of the Financial Management Policies as adopted by Santaquin City Resolution 12-03-2022 shall remain in effect.

Approved and adopted by the Santaquin City Council this 18<sup>th</sup> day of November 2025

\_\_\_\_\_  
Daniel M. Olson, Mayor

Attest:

\_\_\_\_\_  
Stephanie Christensen, City Recorder

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



**SANTAQUIN CITY CORPORATION**

110 S Center St  
Santaquin, UT 84655  
(801) 754-3211  
[www.santaquin.gov](http://www.santaquin.gov)

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**MEMO**

**TO:** Santaquin City Mayor, City Council & City Manager Beagley

**FROM:** Shannon Hoffman/Finance Director

**DATE:** 11/12/2025

**RE:** Financial Management Policies

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On the City Council agenda for your consideration are proposed amendments to the Santaquin City Financial Management Policies. While minor revisions have been made throughout to enhance clarity and consistency, the most significant updates involve:

- Revisions to the Credit Card Policy to strengthen oversight, accountability, and compliance.
- Implementation of a new Gift Card Policy to establish clear procedures for issuance, use, and documentation.

These amendments are recommended to ensure:

- Compliance with State Code
- Alignment with Auditor Recommendations
- Adherence to Financial Management Best Practices

Approval of these amendments will enhance the City's overall financial integrity, promote transparency, and ensure continued compliance with regulatory and audit standards.

Please let me know if you have any questions.

# FINANCIAL MANAGEMENT POLICIES

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## Santaquin City

Adopted December 14, 2021 by Resolution 12-05-2021

Amended by Resolution 05-06-2022, May 17, 2022

Amended by Resolution 12-03 -2022, December 20, 2022

Amended by Resolution 11-??-2025, November 18, 2025



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## INTRODUCTION

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This financial management policies document outlines the guidelines and goals that will influence and guide the financial management practices for Santaquin City. Financial policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management.

### General Guiding principles

1. Decisions should be in harmony with adopted ordinances and consistent with the General Plan, Capital Facilities Plans and the goals established by the City Council.
2. Revenues and expenditures should be estimated at levels that are believed to be achievable.
3. Sustainable, ongoing revenue sources should be used to pay for ongoing expenses.
4. Property taxes, fees, and other more stable sources of revenue should be set at sufficient rates to support critical services and programs essential for maintaining the public health, safety, and welfare.
5. One-time revenues should be used for one-time expenses.
6. Enterprise funds should be self-sustaining.
7. Fees and utility rates should be increased annually, consistent with inflationary rates, to maintain the operations of the City and to protect the public from significant future increases in rates and fees.
8. Use debt with prudence and wisdom. Debt should be used for capital expenditures that would place the City in a position of strength and preparedness for the community's future. Revenue bonds are the preferred bonding tool for all critical infrastructure needs. Community amenities or 'wants' should go before the voters in the form of general obligation bonds.
9. Develop and follow a market driven compensation plan that will entice and retain good, quality employees. Analyze the need for additions to staff and evaluate the need to replace staff when a position becomes open due to resignation or retirement.
10. Maintain updated capital facility master plans. The master plans should include strategic operations, maintenance, and replacement guidelines with supporting financial plans. Financial plans should justify rate structures that support the implementation of the master plans and be consistent with mandates from state laws.

Following these principles will enhance the City's image and credibility with the public, credit rating agencies, and investors. Many people and businesses who deal with the City (including the rating agencies) take comfort knowing the City adheres to established guiding financial policies.

Policy changes may be needed as the City and its citizen base grows and becomes more diverse and complex. It is important to regularly engage in the process of financial planning including reaffirming and updating these financial guidelines.

To these ends, the following financial management policy statements are presented.



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As required by the Governmental Accounting Standards Board (GASB), Santaquin City utilizes fund accounting so that City resources may be “segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations”.<sup>1</sup> Below you will find a description of the different types of funds within Santaquin City.

## Governmental Funds

Governmental funds account for most of the City’s activities, functions, or programs that are financed through taxes and program or related service fees. In accordance with GASB standards, these funds are accounted for using a modified accrual basis<sup>2</sup>. In Santaquin City, the governmental funds are classified into the following three types:

- General Fund – The chief operation fund of a government, the General Fund provides the resources for the core administrative and operational activities of the City. These activities include what most people think of when they think of a city, including police, courts, streets, planning & zoning, building inspection, parks, cemetery, and administrative support services such as attorneys, engineers, finance, and utility billing. The General Fund also includes the Public Safety, Transportation, and Park Impact Fee Funds which are always accounted for in the same fund as their parent operations fund which in this case is the General Fund.
- Capital Project Funds – Reserved for long-term capital investment projects such as infrastructure or maintenance projects for any City owned asset including roads, water, sewer, storm drainage, public buildings, parks, and cemetery.
- Special Revenue Funds – Restricted or committed funds for a specific purpose. This includes all the Community Services funds and the Fire Department which have been separated out from the General Fund for cleaner accounting of departmental expenditures and retention of fund balances.

## Proprietary Funds

Proprietary funds account for the City’s business-type activities so called because they are financed by fees or charges for services provided by the City. As a business-like activity, accounting for these funds is done by an accrual basis under GASB standards<sup>3</sup>. In Santaquin City, there is only one type of proprietary fund as classified below:

- Enterprise Funds – Used for goods or services provided to the public on a user charge basis, like the operations of a commercial business. This includes the water, sewer, pressurized irrigation, and storm drainage operations funds and their associated impact fee funds.

## SECTION II: FUND BALANCE & CASH RESERVE POLICIES

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<sup>1</sup> GASB, 2019-2020 Codification of Governmental Accounting and Financial Reporting Standards (Cod.), Section (Sec.) 1300, “Fund Accounting,” Statement of Principle, Fund Accounting Systems.

<sup>2</sup> GASB Cod. Sec. 1600.106.

<sup>3</sup> Ibid



Fund Balance is the difference between assets and liabilities reported in governmental funds. It is used to measure the net financial resources available to finance future expenditures, in the event of revenue shortfall, or emergency situation. Net position is the difference between assets and liabilities in the proprietary funds. Fund Balance, Net Position, and Cash Reserves are all terms meant to measure the net financial resources available to finance future expenditures especially in the event of a revenue shortfall or emergency situation.

### **Governmental Fund Balance**

- Non-Spendable – assets or resources that are not in spendable form like buildings, roads, and vehicles while other assets or resources cannot be spent because they are legally or contractually required to be maintained ‘intact’.
- Restricted – constraints on the use of assets or resources that are externally enforceable, like use of grant funds by the grantor or impact fees by the State of Utah.
- Committed – assets or resources that have formal constraints put on them by the City Council that are generally legally binding unless removed in the same manner e.g., annual operational budget.
- Assigned – assets or resources that are set aside without formal action by the City Council.
- Unassigned – assets or resources that have *not* been classified as non-spendable, restricted, committed, or assigned in any other fund.

### **General Fund**

#### **Governmental Funds**

##### **General Fund**

1. The General Fund is the primary fund for the City. This fund is used to account for all financial resources not accounted for in other funds.

2. The desired unassigned fund balances at the close of each fiscal year should be between 15-35% of the total annual budgeted revenues for the following fiscal year.

3. The City's unassigned fund balance will be maintained to provide the City with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

4. In the event of a declared emergency or Council approved fiscal necessity to protect the long-term fiscal security of the City there may be a need to appropriate unassigned fund balance below the 15% policy level. In such circumstances, the City may:

- a. Take measures necessary to prevent its use in the following fiscal year by increasing fees or taxes and/or decreasing expenditures.
- b. Adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time without severe hardship to the City, then the City Council will establish a different but appropriate time.

5. The unassigned fund balance should not be used to support recurring operating expenditures.

6. The unassigned fund balance can only be appropriated by City Council resolution.

#### **Other Governmental Funds**



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1. Special Revenue Funds – As mentioned previously, special revenue funds have been set up for all Community Service and Fire operations. One of the advantages of this fund structure is that unlike in the General Fund, these special revenue funds can retain their fund balance year to year for either an unplanned or planned expenditure without burdening General Fund operations. As current special revenue funds set up within Santaquin City are department specific, there are no general policies for fund balance and cash reserves other than they are encouraged to maintain them.

2. Capital Project Funds – The construction of governmental capital assets may require more than one fiscal year for completion and if so, assigned fund balances are generally carried over from year to year until completed. As future capital projects are generally anticipated, planned, and budgeted ~~for~~ according to our Capital Improvement Plan(s), there are no general policies for fund balance and cash reserves for capital project funds.

## Proprietary Fund Net Position

### Enterprise Funds

1. The City should develop healthy reserves in enterprise funds for long-term replacement needs, emergency repair, and maintenance of critical facilities.
2. The existing enterprise funds account for construction; operation; maintenance; related debt; and property, plant, and equipment within each fund.
3. The desired fund balance at the close of each fiscal year should be 50% of the annual operating revenues for the following fiscal year.

### Minimum Cash Reserves

The desired cash reserve at the close of each fiscal year should be determined by using the following methodology:

1. 50% of annual operating expenses and current debt service obligations (excluding depreciation expenses, transfers).
2. It is recommended that departments reserve additional funds if they plan to front impact fee capital projects and/or budgeted city capital projects.
3. These minimum cash reserves can only be used for critical purposes. Critical purposes will be determined by the City Manager and City Council.
4. When cash reserves drop below 50% of annual operating expenses divisions must develop and implement a plan that will bring them into compliance.

## SECTION III: FISCAL PLANNING AND BUDGETING

The budget is one of the most important documents the City prepares as it identifies the services to be provided and how the services are to be financed. The annual budgets for all City funds will be structurally balanced throughout the budget process. Recurring revenue will equal or exceed recurring expenditures in both the Proposed and Adopted Budgets. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into balance.

### Budget Process



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1. The Mayor, City Manager and Finance Director shall provide annually a Budget Preparation Schedule outlining the preparation timelines for the proposed budget.
2. Budget packages for the preparation of the budget, including spreadsheets, PowerPoints, and instructions, shall be distributed to City departments to complete. Departments shall prepare and return their budget proposals to the City Finance Director as required in the Budget Preparation Schedule.
3. The Finance Director will budget revenues and expenditures based on a fiscal year which begins July 1 and ends on the following June 30.
4. The City Manager and Finance Director will prepare a budget in accordance with the guidelines established by the Utah State Auditor's Office and Fiscal Procedures Act.
5. The annual fiscal plan will contain the following:
  - a. Revenue estimates by major category
  - b. Expenditure estimates by program levels and major expenditure categories
  - c. Debt service summarized by issues detailing principal and interest amounts by fund
  - d. Proposed personnel staffing level
  - e. A detailed schedule of capital projects
  - f. Any additional information, data, or analysis requested of management by the City Council
6. The City Council will adopt the budget no later than June 30; if a Truth in Taxation hearing is necessary adoption must take place by August ~~17~~ 31.

#### Budget Policies

1. The City will fund current expenditures with current revenues and other resources.
2. The City will use one-time revenues for one-time expenditures and ongoing revenues for ongoing expenditures.
3. Funds appropriated for multi-year capital projects will be automatically re-appropriated for the same project in subsequent years until the project is complete.
4. The City will not use debt to fund current operations.
5. If a deficit is projected during any fiscal year, the City will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using fund balance, to the extent necessary to ensure a balanced budget at the close of the fiscal year.
6. The Mayor may institute a cessation during the fiscal year on hiring, promotions, transfers, and capital equipment purchases. Such action will not be used arbitrarily and without knowledge and support of the City Council and will allow for exceptions in appropriate areas to comply with emergency needs such as a loss or decline in a major revenue source or natural disaster.
7. Unspent budget may be considered for re-appropriation in the current and subsequent fiscal year with approval from the Mayor and City Council.
8. Budget Amendments will be made as needed or at a minimum of bi-annually, at the end of the calendar year and at the end of the fiscal year with appropriate public noticing and hearings as required by Utah State Code 10-6-113.

#### Performance and Measurement

1. Budgeting procedures will attempt to identify distinct functions and activities and to allocate budget resources to perform these functions and activities as required.



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2. Alternatives for improving the efficiency and effectiveness of the City's programs and the productivity of its employees will be considered during the budget process.
3. Duplication of services and inefficiency in delivery should be eliminated wherever identified. The City will continue to examine alternative service delivery options for all City functions.
4. Performance measurement and productivity indicators will be integrated into the budget process as appropriate.
5. A quarterly report on the status of the General Fund and other major funds will be presented to the City Council at the end of each quarter in accordance with Utah State Code 10-6-148.
6. Department directors and division ~~supervisors heads~~ are required to monitor and control expenditures to prevent exceeding the amount of their total departmental expenditure budget.

## SECTION IV: REVENUES

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The City collects revenues from many sources to provide services and meet operational needs. The largest revenue sources are sales taxes, property taxes, franchise fees and user fees. The structure, fluctuation, and collection of revenues are examined by rating agencies to determine the City's credit quality.

1. The City will strive to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. Major revenue sources should provide for the following principles:
  - a. Revenue sources should provide appropriate treatment of taxpayers at different economic levels.
  - b. Revenue sources should treat taxpayers equally regardless of income or wealth.
  - c. Revenue sources should not unduly influence economic decisions by consumers or business except for targeted development or redevelopment programs approved by the City Council.
  - d. Revenue administration and enforcement should not absorb an undue percentage of revenue collected.
3. The City will periodically recalculate the full costs of providing services in order to provide a basis for setting the associated service charge or fee. Full cost shall incorporate direct and indirect costs, including operations and maintenance, overhead, and charges for use of capital facilities, thereby setting fees at a level that is related to the cost of producing the good or service, unless otherwise restricted by law. The City will periodically examine current competitive rates and establish new charges and fees as needed and as permitted by law. It is recognized that occasionally competing policy objectives may result in user fee levels that recover only a portion of service costs.
4. The Finance Director will provide the City Council with an estimate of the City's revenues annually as part of the budget preparation process.
5. The City will pursue intergovernmental aid, including grants, for those programs and activities that address a recognized need and are consistent with the City's long-range objectives, and will attempt to recover all allowable costs associated with those programs.
6. Before accepting grant funds, the following will be reviewed:
  - i. Present and future funding requirements.
  - ii. Cost of administering the funds.
  - iii. Matching funds and requirements to retain positions beyond the grant period.



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- iv. Costs associated with the special conditions or regulations attached to the grant award.

7. When grants are reduced or eliminated, the plan or project it supported will be reduced by a commensurate amount unless otherwise funded for continuation.

## SECTION V: TRANSFERS

### ~~General Fund~~ Transfers

#### Transfers ~~in~~ from Enterprise Funds to General Fund

Fund to fund transfers provide the City an opportunity to fund quality of life offerings such as Santaquin Special Events, Recreation, City Library, Museum and Senior's Programs. Due to low property tax and sales tax revenues, it is necessary for Santaquin City to transfer funds from the Enterprise Funds (e.g., Water, Sewer, and Pressurized Irrigation Water) into the General Fund for the purpose of covering overhead related costs.

1. Enterprise utility funds provide a transfer of an approved percentage of gross utility sales to the General Fund each fiscal year.
- ~~1-2.~~ Additional transfers may be approved by the City Council but should not be considered as a long-term revenue source for the General Fund.
- ~~2-3.~~ Transfer of enterprise fund money to another fund must follow Utah State Code §10-6-135.5.

#### Transfers ~~Out~~ to Other Funds from the General Fund

Funds are also transferred from the General Fund ~~into the~~ Special Revenue Funds to meet their operational needs. Finally, funds are transferred from the Enterprise Funds into the Capital ~~Project~~ Funds to cover capital related expenditures related to the Enterprise Funds. The City works to keep those transfers as low as possible from year to year.

1. The General Fund provides transfers to various departments for debt service, lease payments and operating subsidies.
2. Current funds receiving an annual subsidy from the General Fund are:
  - a. Special Revenue Funds and
  - b. Capital ~~Project~~ Funds.

## SECTION VI: CAPITAL IMPROVEMENT PROGRAM & CAPITAL ASSETS

The City's assets are held primarily in the form of infrastructure, physical assets, or capital plants such as roads, buildings, equipment, and other City owned infrastructure. Sound infrastructure is an important aspect of the quality of life, economic development, and the credit quality of the City.

Capital Assets are defined as any city asset with:

1. Value of \$5,000 or more.

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2. Useful life of 5 years or more.

Capital expenditures are defined as the improvement, construction, or acquisition of any capital asset.

Dedicating resources to capital investment is appropriate for a growing City such as Santaquin City. Committing to and implementing the City's capital investment program will protect and prolong the life and functionality of its capital assets, minimize future maintenance, and appropriately anticipate and plan for asset replacement costs.

### Capital Improvement Plan(s)

1. The City will direct its annual allocation for its capital investments to projects which best support the City's strategic goals, the comprehensive plan and facility master plans. The City will consider all capital improvements in accordance with adopted capital improvement plans.
2. The City will maintain a five-year plan for capital improvements and will review and update the plan annually. The Budget Officer will submit the Capital Improvement Plan for review by the City Council each year. Submission of the Capital Improvement Plan shall be consistent with State of Utah and City of Santaquin legal requirements.
3. The Capital Improvement Plan may include capital improvements for all funds and agencies for which the City sets tax rates, makes levies or approves budgets or plans.
4. The Capital Improvement Plan shall include the following elements:
  - a. An implementation plan for each of the capital improvements
  - b. A statement of the objectives of the Capital Improvement Plan and the relationship with the comprehensive plan and the City's strategic plan
  - c. An estimate of the cost and of the anticipated sources of revenue for financing the capital improvements, and an estimate of the impact of each capital improvement on City revenues and the capital and operating budget, including estimated debt service costs, if applicable.
5. The City will fund projects and activities identified in the Capital Improvement Plan with the most appropriate revenue sources (E.g., impact fee revenue, utility rate revenue, B&C-Road revenue, state and federal grant revenues, and transfers of unrestricted cash from governmental funds.
6. Upon the completion of a capital project, the City will reappropriate any remaining funds to the general capital reserve fund.
7. The City will project its equipment replacement needs as part of the capital improvement process. From this projection, a replacement schedule will be developed and followed. The City will maintain a schedule of capital fixed assets in its fixed asset accounting system.

### Capital Improvement Budget Policies

1. The City will create ~~an annual capital budget in FY2022-23, and maintain in the future, a consolidated capital improvement plan~~ based on the five-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be included in capital budget projections.
2. The City will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
3. The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.



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4. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
5. When current revenues or resources are available for capital improvement projects, consideration will be given first to those capital assets with the shortest useful life and/or to those capital assets whose nature makes them comparatively more difficult to finance with bonds or lease financing.
6. Non-recurring revenues, which cannot be used to fund recurring costs and are not required to meet the Unassigned Fund Balance objectives in Fund Balance section, should be used for non-recurring capital expenditures or the early retirement of existing City debt.
7. The City will attempt to determine the least costly and most flexible financing method for all new projects. Financing may include debt financing or “pay as you go” or other financing sources.

## SECTION VII: DEBT MANAGEMENT

The City currently enjoys a “AA+” bond rating from Standard and Poor’s which is valuable in getting lower interest rates on bonds. This AA+ rating is remarkable for a smaller city the size of Santaquin. The City will maintain a high credit rating in the financial community to:

- Assure the City’s taxpayers that the City government is well managed and financially sound.
- Obtain reduced borrowing costs.

The City will utilize a balanced approach to capital funding: utilizing debt financing, draws on capital reserves and/or fund balances more than policy targets, and current-year (pay-as-you-go) appropriations.

### General Debt Policies

1. The City will consider each project’s useful life, and utility along with market conditions to determine the most appropriate method to finance the project.
2. The City will not use debt financing to fund current operations.
3. The City will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
4. Reserve funds, when required, will be provided to adequately meet debt service requirements in the subsequent years.
5. The term of any bond or lease obligation issue will not exceed the useful life of the capital project or equipment for which the borrowing is intended.
6. The City shall comply with federal, state and City legal requirements regarding the issuance of bonds and certificates of the City or its debt issuing authorities.

### Debt Levels/Ratios

The bonded debt of the City is limited by the Utah Constitution (Article XIV, Section 4) to 8% of the value of taxable property. Of this percent, a maximum of 4% may be used for general purposes. The remaining 4% and any unused portion of the 4% available for general purposes up to the maximum 8% may be utilized for water and/or sewer purposes.

1. Debt ratios will be calculated annually during the financial audit process.



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2. Direct net debt is defined as all debt that is tax-supported. This ratio will be measured annually. Direct net debt as a percentage of estimated market value of taxable property should not exceed 8% as outlined in Article XIV, Section 4 of the Utah Constitution.
3. The City recognizes the importance of underlying and overlapping debt in analyzing financial condition. The City will regularly analyze total indebtedness including underlying and overlapping debt.

## Debt Instruments

Santaquin City utilizes two forms of debt instruments for investment into its capital infrastructure and equipment needs.

- Long-Term Debt – Used for capital infrastructure and is enacted in the form of bonds.
- Short-Term Debt – Used for purchase of equipment and is enacted in the form of leases.

## Bonds

Bonds can come in two forms. The first is the more commonly used “Revenue” bond, which dedicates a portion of a revenue stream, such as utility revenues, sales or property taxes, or state allocated road funds, for the purpose of repayment of the bond. The second type of bonding available to the City is a “General Obligation” bond commonly referred to as G.O. bonds. These G.O. bonds pledge the overall asset/taxable value of all property within the jurisdiction and require a vote of the people.

Where feasible, the City will explore the usage of revenue bonds instead of general obligation bonds. Revenue bonds should be considered for financing a community need and general obligation bonds for community wants or amenities.

## General Obligation Bonds

1. Whenever the City finds it necessary to issue tax supported bonds, the following policy will be adhered to:
  - a. Tax supported bonds will, whenever feasible; be issued on a competitive basis unless market conditions favor negotiated sales.
  - b. Average weighted maturities for general obligation bonds of the City, and whenever possible for any type of annual debt, will be maintained at thirty (30) years or less.
2. General obligation bond issues, whenever feasible, will be issued on a competitive basis and will be structured to allow an approximately equal annual debt service amount over the life of the issue.
3. The City shall comply with federal tax rules pertaining to expenditure of proceeds for qualified costs, rate of expenditures, use of bond-financed property, investment of proceeds in compliance with arbitrage rules, and retention of record all U.S. Internal Revenue Service rules and regulations regarding issuance of tax exempt governmental bond debt including arbitrage rebate requirements for bonded indebtedness, and with all Securities and Exchange Commission requirements for continuing disclosure of the City's financial condition, and with all applicable Municipal Securities Rulemaking Council requirements.

## Revenue Bonds



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1. The City will adhere to the following guidelines when it finds it necessary to issue revenue bonds:
  - a. For any bonds or lease anticipation or appropriation debt in which the debt service is partially paid from revenue generated by the project and partially paid from tax sources, the portion of the bond or lease to the extent that its debt service is paid from non-tax sources shall be deemed to be revenue bonds and is excluded from the calculation of the annual debt service limitation.
  - b. Revenue bonds of the City and any of its agencies will be analyzed carefully by Management and the Finance Department for fiscal soundness. The issuance of City revenue bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the credibility of the City.

2. Revenue bonds will, whenever feasible, be issued on a competitive basis and will be structured to allow an approximately equal annual debt service amount over the life of the issue.

#### Variable Interest Debt

The issuance of variable rate debt by the City will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.

2.

## SECTION VIII: INVESTMENT POLICY

The intent of the Investment Policy of Santaquin City is to define the parameters within which funds may be invested. In methods, procedures and practices, this policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. This policy is intended to be broad enough to allow the city's authorized investment officers to function properly within their parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of assets.

~~Governing Authority~~ The investment program shall be operated in conformance with federal, state, and other legal requirements, including the Money Management Act of Utah (Utah Code, Title 51). All City investments are currently in the Utah State Pool of Investments.

### Scope

This policy applies to activities of Santaquin City about investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of Utah.

### General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Safety



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Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.

## 2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

## 3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints of safety and liquidity needs.

## 4. Special Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State.

Except for funds in certain restricted and special funds, the City may commingle its funds to maximize investment earnings and to increase efficiencies about investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

# Standards of Care

## 1. Prudence

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

## 2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

## 3. Governing Body



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The governing body will retain ultimate fiduciary responsibility for the portfolios.

#### 4. Investment Officers

In accordance with Utah Code, §10-5-125, authority to manage the city's investment program is granted to the Finance Director also referred to as the investment officer. Responsibility for the operations of the investment program is hereby delegated to the Treasurer who shall act in accordance with established written procedures and internal controls within this Investment Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust.

#### 5. Investment Adviser

The City may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy.

### Authorized Financial Institutions, Depositories, and Broker/Dealers

Any financial institutions, depositories, and broker/dealers utilized by the city for investment purposes shall be certified by the Utah Money Management Council. Any investment activities with financial institutions, depositories, and broker/dealers shall be conducted based upon written contracts.

### Standards for Performance Review/Evaluation

The Finance Director and Treasurer will review the performance of investments monthly. The Utah State Pool interest rate will be used as a benchmark if any investments are made outside of the State Pool. If the Utah State Pool is outperforming outside investments for a reasonable amount of time, outside investments will be sold and deposited into the Utah State Pool.

In the event that the City has monies invested outside of the state State pool Pool with investment advisors, the Finance Director and Treasurer will meet at least semi-annually with them to discuss the City's portfolio safety, liquidity, and performance.

### Communications and Reporting

The City Treasurer shall provide all reports required by the State Money Management Council.

Interest earned on investments are/is reported in the City's monthly financial reports. These reports are made available to the public, City's department directors, and to the City Council during quarterly financial reports the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters of the calendar year and in the Annual Audit Report.

## SECTION IX: CASH HANDLING

This Policy establishes uniform policies and procedures to be followed in the centralized collection, custody, reporting and deposit of cash receipts for all departments within Santaquin City (the City). "Cash," as referenced herein, includes coin, currency, checks, e-checks, cashier's checks, travelers checks,



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money orders, debit/credit card receipts, direct bank deposit remittance receipts, electronic funds transfers (ACH), and wire transfer receipts.

## Cash Deposits

1. Storing cash receipts anywhere overnight should be avoided, where feasible, deposits should be made daily. All cash collected by or on behalf of the City shall be directly remitted to the City's Treasury Division within one (1) business day.
2. Cash received at various locations will be adequately always safeguarded, and properly receipted and/or documented. Until remitted to the Treasury Division or otherwise deposited, all cash collections will be kept in a safe, locked drawers, cash boxes, or cash registers. If a safe is available, all cash kept overnight will be moved into the safe and locked. All customer checks, cashier's checks, traveler checks, and money orders will be restrictively endorsed immediately upon receipt. Restrictive endorsement will be made with stamped imprint indicating "for deposit only, Santaquin City".
3. The Director of Finance-City Treasurer (or his/her designee) will be responsible for depositing cash received by the Treasury Division to the proper bank depository daily, if practicable, but no later than three (3) two (2) business days after collection. During transport of deposits, prudent measures shall be taken to assureensure that funds are adequately safeguarded. Such measures may include bonding of the employee who transports the deposit, and security escort or armored car courier service.
4. Under no circumstances should disbursements be made from cash receipts. Cash receipts should be accounted for in detail and reconciled to the penny against the corresponding source journal(s). No checks are to be cashed from the cash receipt coin/currency originally collected. Refunds or returns may be processed against like-tender; currency for currency, credit card for credit card, etc., however refunds of cash for checks or credit card payments are not permissible. Such unlike refunds or returns must be processed through the city's cash disbursement accounts payable system with normal disbursement oversight and control.

## Cash Handling Procedures

### Cash Collection Points other than the Treasury Department at City Hall

1. Cash collection points must be established in conjunction with the Treasury Division of the City's Finance Department. The City has established requirements for cash collection point activity and associated personnel.
2. Upon receipt of any currency or coins, a preprinted and pre-numbered receipt form or signup sheet, a license form, or permit form showing the date of the transaction shall be completed by the employee or agent. The specific receipt used will be based upon operational customs and the type of service program offered by each department/location. A copy of the receipt shall be provided to the customer in all instances and upon the Finance Department's request signage within the department will be displayed indicating that all cash (currency or coin) transactions will be concluded with a numerically controlled receipt reflecting the date, the amount of the transaction and the receiving clerk's name or identifier.
3. Collections received in mediums other than currency or coins shall be receipted on a pre-numbered Receipt Register produced by the various software programs used by the City, or manual receipt books, and deposited per policy guidelines above. Examples include checks,



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traveler's checks, E-checks, Money Orders, Wire Transfers receipted in Accounts Payable, ACH transfers, and credit/debit card slips (settlements).

4. Wherever practical each clerk/employee who ~~process~~ processes cash receipts will have his/her own starting cash fund which will not be mingled with any other clerk/employee's transactions. Employees handling cash and processing cash receipts may be required to be bonded.
5. Each employee, who remits cash through his/her department will have a supervisor review and sign that the deposited funds have been verified as part of the deposit process. If a supervisor is not available a co-worker may review and sign that the deposited funds have been verified. Departmental discretion is allowed in conjunction with the Functional Area Director or Supervisor to assure appropriate separation of duties.
6. Remittance of funds to the Treasury Division shall include a pre-numbered Receipt Register along with collected cash and equivalents. Treasury shall return a date/time stamp endorsed copy of the Receipt Register to the authorized agent who submitted the Receipt Register. Pertinent supporting receipts, journals should be maintained by the originator and are subject to no-notice audit/review. All collections, including a summarization by type of currency and coins received, shall be itemized on the Receipt Register. The itemization shall specify the source of the receipt, the appropriate revenue code and/or expenditure general ledger account.
7. The total amount of cash collected shall be reconciled daily to supporting documents and to the total amount shown on the Receipt Register prior to submission to the Treasury Division. All cashier overages and shortages will be recorded to the Over/Under – Miscellaneous General Ledger account assigned to the specific department.

#### Cash Collection Point Resources

1. If a department does not have a numerically controlled receipt system available for use, generic pre-numbered hand-receipt books from Treasury must be requested. Acquisition and distribution of the supply of hand-receipt books will be maintained and accounted for by the Treasury Department on a regular basis.
2. For collections received directly from payees at windows in Treasury, a pre-numbered receipt shall be completed and provided to the customer.

#### Finance Department – Treasury Division

1. Acquisition and distribution of the supply of "manual entry" Report of Receipt forms, generic pre-numbered receipts and sign-up forms shall be maintained and accounted for by the Treasury Division on a regular basis. If a department does not have a numerically controlled receipt system available for use, the generic pre-numbered receipt forms from Treasury must be requested.
  2. For collections received directly from payees at windows in Treasury, a pre-numbered receipt shall be completed and provided to the customer.
- 
1. Checks should be made payable to Santaquin City.
  2. Under no circumstances should any city employee alter any negotiable instrument from its original presented form.
  3. If a negotiable instrument is presented without signature; arrangements should be made to return the check to the original owner or obtain the owner's signature.



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4. Any modification to a check after presentment can only be made by the account owner. The modification by the account owner must be approved by a supervisor and done in the presence of a supervisor.
- ~~5.~~ If the negotiable instrument is presented and there is a conflict between the “written amount” and the “numeric amount,” the “written amount” is considered the legal and controlling value.
- ~~6.~~

## SECTION X: INTERNAL CONTROLS AND FINANCIAL REPORTING

Internal control or the system of internal controls is the integration of activities, plans, attitudes, policies, and efforts of the people in an organization working together to provide reasonable assurance that the organization will achieve its goals and objectives. Financial reporting provides the informational infrastructure for the City.

1. The City will maintain a system of internal controls to maintain accountability to the citizens of the City and the City Council; meet established goals and objectives; promote adherence to laws and regulations; encourage sound financial and operational practices; develop and maintain accurate, reliable, and timely financial and management data; safeguard assets/resources and prevent, detect and deter fraud.
2. The City will comply with state and federal policies which require accounting transactions be authorized according to sound management practices including Segregation of Duties. Segregation of Duties is a key internal control intended to ensure separation of different functions, define authority and responsibility over transactions, and minimize the occurrence of errors or fraud by ensuring no single employee should be in a position to initiate, approve, and review the same action.
3. In accordance with Utah State Code Title 10 Chapter 6 and City ordinances, all revenues received by the City will be the responsibility of the Treasurer and the disbursement and monitoring of expenditures will be the responsibility of the City Finance Director.
4. The City will comply with Generally Accepted Accounting Principles (GAAP) in its accounting and financial reporting as contained in the following publications:
  - a. Codification and Pronouncements of Governmental Accounting and Financial Reporting Standards, issued by the Governmental Accounting Standards Council (GASB)
  - b. Codification and Pronouncements of Accounting and Financial Reporting Standards, issued by the Financial Accounting Standards Council, (FASB)
  - c. Uniform Accounting Manual for Utah Cities, issued by the Utah State Auditor's Office. The City's annual financial audit report will be issued by December 30 of each year for the preceding fiscal year to the State Auditor's Office and to the City Council as required by the Utah Code.
  - d. State and Local Governments – Audit and Accounting Guide, an industry guide published by the American Institute of Certified Public Accounts (AICPA)
  - e. Government Accounting Standards, issued by the Comptroller General of the United States.
5. The City will contract for a comprehensive financial audit, including an audit of federal grants in accordance with U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, to be performed annually by an independent



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external auditor (public accounting firm). The independent external auditor will express an opinion on the City's Financial Statements.

If required, the City will prepare a Single Audit Report each year after the completion of the annual financial audit.

6. Financial data will be made available electronically to the City Council and department directors allowing them to review key financial data.

~~6.~~

## SECTION XI: RISK MANAGEMENT

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Risk Management functions are to protect City resources such as employees, buildings, equipment, vehicles, and financial assets. The City will manage its risk and limit risk exposure in a professional and prudent manner.

1. The City shall make diligent efforts to protect and preserve City assets against losses that could deplete City resources or impair the City's ability to provide services to its citizens. The City shall reduce its exposure to liability through training, safety programs, environmental monitoring, risk financing and the transfer of risk when cost effective.
2. The City shall manage its exposure to risk through the most appropriate means of self-insurance and/or the purchase of traditional insurance in the following areas:
  - a. General liability
  - b. Automobile liability
  - c. Workers' compensation
  - d. Commercial Crime: Employee Theft, Computer Fraud, Fund Transfer Fraud, Social Engineering Fraud.
  - e. Commercial Property
  - f. Excess Cyber Liability
3. The City will further control its exposure to risk using hold harmless agreements in City contracts and by requiring contractors to carry liability insurance, with the City listed as an additional ~~insures~~insured where appropriate.

## SECTION XII: ~~PURCHASING~~PROCUREMENT & PAYMENT AUTHORIZATION

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### Procurement Policy

~~Purchasing~~Procurement authorizes contracts and commitment of monetary assets of the City to acquire products and services. All acquisitions must be performed in accordance with applicable laws and regulations.

1. The City will comply with all applicable federal laws and regulations, state laws, and financial policies set forth in this document regarding the purchasing of goods.



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2. The City will endeavor to obtain supplies, equipment, property, services, etc. as economically as possible ~~while being consistent with all applicable state and federal laws.~~ materials in a timely manner to avoid interruptions in the delivery of services.
3. Purchases should be made using the City tax exempt status.
4. As a general rule, purchases will be made through vendor accounts paid through accounts payable first, using charge accounts at approved vendor locations second, and using an assigned credit card last.
- 3.5. All purchases will be approved by at least two separate employees (i.e., supervisor and/or Department Director and Finance Director and/or City Manager, prior to payment.
4. ~~All purchases of goods to be made by or on behalf of the city will be made only by a full time employee of the City, or such other person as may be authorized by a supervisor, department head, or director.~~

Position	Authorized Spending
Employees	\$0 to \$500
<del>Department Heads/ Supervisors</del> Certain (approved) <del>Employees</del> <u>over designated programs &amp; events</u> <u>(I.e. Program &amp; Event</u> <u>Coordinators, Recorder, Admin</u> <u>Assts, HR, etc.)</u>	\$501 to \$2,500
<u>Division Heads/ Supervisors</u>	<u>\$2,501 to \$4,000</u>
<u>Functional Area Directors</u>	<u>\$4,001 to \$10,000</u>
Assistant City/Operations Manager	\$10,001 to \$15,000
City Manager	\$15,001 to \$25,000
Mayor	\$25,001 to \$50,000

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#### 5.7. Bidding Requirements

- a. No bidding process is required for materials or equipment procured through the state bidding process.
- b. The City will seek opportunities, when appropriate, to cooperate with other entities to maximize potential savings through large quantity purchasing of products such as asphalt, plant materials, concrete, piping, etc. Except as otherwise required by law, bids received directly or indirectly through such a cooperative bidding process shall fulfill the intent of these bidding requirements contained in c, d, and e, below.
- c. Three informal bids must be obtained and submitted to and approved by the Mayor and/or his designee prior to any purchase in an amount greater than the City Manager's authorized spending level but within the Mayor's authorized spending level, as outlined above. The City may reject any and all bids and is not required to accept the lowest bid.
- d. Prior to any purchase in excess of the Mayor's authorized spending level, as outlined above, at least three formal sealed bids must be obtained and submitted to and approved by the City Council. The City may reject any and all bids and is not required to accept the lowest bid.



- e. Bidding for professional services (E.g., Architects, Engineering, Surveying, etc.) may utilize a process similar to that utilized by the State of Utah for design professional services. The City may also utilize the professional services of an individual or firm without conducting a competitive selection process upon approval of the City Council.

8. Standard practice for setting up vendor accounts should be to establish tax exempt status and collect ~~all W-9~~ applicable forms from the vendor (E.g., W-9, ~~proof of worker's compensations insurance, URS post-employment certification, etc.~~) prior to submission of the first invoice to the accounts payable department for processing and payment.

The approach of setting up and using a vendor credit account for accounts payable processing is always preferred and encouraged whenever possible. When setting up a vendor credit account doesn't seem like an effective approach, (i.e. infrequent use of vendor, one-time purchases, vendors who only accept credit cards, or other irregular purchases) the use of a credit card is appropriate as it allows the city flexibility in its purchasing and procurement process.

#### Issuance and Limits of Credit Cards

1. Due to the limited amount of credit issued available to the City from financial institutions, The City Manager, in conjunction with the Finance Director and each Department Director, will determine which employee(s) in their department needs to have a city credit card.
2. The limits set for each credit card are determined by position (see above table for purchasing authorization levels) and as approved by the City Manager and Finance Director.

#### Approved Card Use

1. Credit Card use is subject to all existing procurement and purchasing laws and the policies listed herein. Because of the added risk of fraud and theft, extra care should be exercised in the use of all credit cards issued to employees for City authorized expenditures.

#### Cardholder Responsibility and Liability

1. The credit card is a corporate card that will not affect the cardholder's personal credit. However, it is the cardholder's responsibility to ensure that the card is used in accordance with State and city laws, policies, procedures and guidelines. Failure to comply with these laws, policies, procedures and guidelines may result in the permanent revocation of card, charge-back of improper or unsupported transactions to the cardholder for reimbursement to the City, notification of the situation to management, and further disciplinary action, which may include termination.

#### Lending Credit Cards

1. Lending credit cards to other employees is discouraged, however there may be times when a situation necessitates it. In these rare situations, the cardholder must understand that they are ultimately responsible and accountable for transactions made/placed on their credit card, including submitting documentation and approval in a timely manner.



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Restricted Card Use – The following items should not be purchased with a credit card

1. Purchase of items for personal or non-City use, regardless of whether the employee intends to reimburse the City. This includes personal travel expenses that may occur during city approved travel, such as airline tickets for a spouse or extra night's stay at a hotel.
2. Meals paid for via per diem may not be charged on a City credit card.
3. Fuel purchases or vehicle repairs unless outside the service area and/or in an emergency.
4. Alcoholic beverage purchases.
5. Other purchases contrary to law or policy.
6. Gift card and gift certificates (see Gift Card Policy and Procedures section of this policy), unless otherwise assigned.

Documenting Transactions

1. An itemized receipt is required for each transaction. A summary type statement of the overall transactions is not sufficient to cover this requirement.
2. Each transaction needs to be coded to a general ledger account for payment.
3. The vendor, along with a detailed description of the purpose of each transaction is required. This includes documenting who was present for food, travel, and entertainment purchases and the purpose of the transaction.
4. Failure to provide the required documentation for payment processing may subject the cardholder to loss of credit card privileges and may cause the amount charge to be classified as a personal purchase and thus require reimbursement from the cardholder.

Reconciliation, Approval, and Payment

1. All credit card purchases must be approved by designated supervisor prior to submitting for processing. Supervisors will ensure transactions are coded properly and the description of the purchase is sufficient. Supervisors shall return transactions to the cardholder when necessary to correct coding errors, provide descriptions of the purchase, etc.
2. The Finance Director will receive the credit card statement and review and approve all credit card transactions, prior to monthly credit card account reconciliation. The statement will then be ready for payment. The City Manager will review and approve payment of the credit card statement. Credit card purchases are reviewed monthly by the City Council.
3. Monthly statements and supporting documentation will be retained with other city purchasing records.

Sales Tax on Credit Card Purchase

1. The use of the credit card does not justify the payment of sales tax for which the city is exempt. As with all other purchases, the merchant shall be presented with the sales tax exemption form issued by the City and accordingly, state sales tax should not be charged.



2. Sales tax charged on hotel stays within the state of Utah is NOT tax exempt at the point of sale. The finance department will request this particular sales tax to be reimbursed by applying for a refund through the Utah State Tax Commission.

#### Disputing Transaction

1. Fraudulent transactions will need to be disputed by the cardholder. The issuing organization will generally only talk to the cardholder. The cardholder shall also immediately notify the Finance Director when there are fraudulent charges or disputed transactions.

#### Lost or Stolen Credit Cards

1. When a credit card is lost or stolen the cardholder shall immediately notify the credit card company, their supervisor, and the Finance Director.
2. The Finance Director will facilitate the issuance of a replacement credit card, when applicable.

#### Credit Card Reward

1. Cardholders will not redeem their credit card rewards. Rewards are automatically paid back to the City, via direct deposit.

#### Credit Card Use Audits

1. The Finance Department will make periodic audits of credit card use and charges for appropriateness. Areas to be monitored include, but are not limited to, compliance with this and other purchasing policies. Excessive and/or non-use by cardholders will also be monitored.
- ~~1. Credit cards are authorized for use by those in Director level positions and additional supervisory positions within a department as that Director deems appropriate.~~
1. All property or equipment owned by the city must be declared surplus by the City Council prior to discarding or selling. Once declared surplus, city owned property or equipment can be ~~discarded, sold, or~~ advertised for submission of sealed bids, or discarded.
- 2.

## **SECTION XIII: GIFT CARDS**

The purpose of this policy is to set forth guidelines for the purchase and distribution of gift cards and/or gift certificates purchased using city funds.

1. The city must comply with all Internal Revenue Service (IRS) regulations as it pertains to gift cards and gift certificates at all times. Under the IRS Code Sections 132, a gift card, gift certificate, store-value card or a prepaid credit card, collectively referred to as a gift card, is



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considered cash or cash equivalent that is subject to taxes regardless of the face value. As such all gift cards received by employees will be counted as income and the value thereof will be taxed through/during payroll processing.

2. Gift cards received by volunteers and non-employees are taxable and will be reportable income on IRS form 1099-MISC if the value of the gift cards received aggregate to an amount of \$600 or more per calendar year.
3. Gift cards can be susceptible to fraud and misappropriation because they lack the necessary audit trail that exists with a check or other form for payment. As a result, the city places strict restrictions concerning the purchase and distribution of gift cards. In all cases, employees must handle gift cards as they would cash.
4. Gift cards shall not be used to pay for services provided by non-employees. All services provided by non-employees must be processed through accounts payable for payment.

#### Segregation of Duties

Since gift cards must be treated as cash, it is important the proper segregation of duties exist. Ideally, the following duties must be performed by different employees.

<u>Function Performed</u>	<u>Employee/Division Responsible</u>
<u>Authorization</u>	<u>Functional Area Directors and/or Management</u>
<u>Custody (this includes purchasing, storing, and distributing)</u>	<u>Human Resources/Payroll</u>
<u>Record Keeping &amp; Reconciliation</u>	<u>Finance Director</u>

#### Authorization

Purchase of gift cards of any kind for employees or non-employees must be pre-authorized by the Functional Area Director. Directors are pre-approved to request gift cards for employees and non-employees up to \$25. Gift cards over \$25, must be approved by the Mayor or City Manager.

#### Purchase

Employees shall not purchase gift cards using city credit cards or by charging city vendor accounts. Employees shall not purchase gift cards with personal funds as a reimbursable expense. Human Resources/Payroll will be designated as the purchasing agent for all gift cards and may purchase gift cards as requested and authorized using authorized forms of payment.

#### Storage

Since gift cards must be treated as cash, physical cards will be secured in a separate locked cash drawer or cash box and kept in a locked safe. Physical gift cards will be disbursed by the Human Resources employee assigned to "Custody" of gift card and who has access to the secured gift card inventory. When digital gift cards are requested and authorized, the card will be printed and kept in the secured drawer/box until it is distributed or emailed directly to the recipient and documented

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will be submitted as record of the date, who the gift card was sent to, the reason for the gift card, and amount of gift card, along with the tracking number to the persons responsible for record keeping.

#### Distribution

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Human Resources will distribute requested and authorized gift cards to Functional Area Directors or designee for distribution. Functional Area Directors or designee will distribute physical gift cards to employees or non-employees. Proof of distribution forms must be signed by the person receiving the physical gift card, documenting the amount and date. Directors or designee must return proof of distribution to Human Resources. Any undistributed gift cards shall be returned to Human Resources.

#### Record Keeping

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The Finance Director will conduct the record keeping for both the documents that tracks purchases and distribution or both physical and digital gift cards, as well as making journal entries in the general ledger prepaid asset account. When gift cards are purchased to keep on hand, they will be recorded to a prepaid general ledger account until such time as they are distributed. At the time of distribution, a journal entry will be made to charge the gift card to the appropriate general ledger account. When gift cards are purchased for immediate distribution, they should be expensed out of the correct general ledger account.

#### Reconciliation

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The Finance Director will reconcile the physical gift cards on hand and digital gift cards to the gift card tracking document and the general ledger prepaid asset account at least quarterly. Reconciliations will be reviewed by the City Manager.

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#### Accounting for Gift Card

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All gift cards must be stored with the gift card inventory in a secure location. This includes gift cards that are purchased and not distributed within one (1) day. Gift cards given to the city will also be logged into the tracking document and recorded.

## **SECTION XIVH: ECONOMIC DEVELOPMENT**

The City's economic base is an important element and has a dramatic influence on the City's financial health in determining the City's quality of life and credit rating.

1. The City will continue to expand and diversify its economic base by attracting industrial and commercial firms to the City. Special emphasis should be given to industrial and commercial enterprises that will employ the local labor force and generate sales tax revenues. Such business and industry will be in accordance with the plans and ordinances of the City.
2. The City will endeavor to utilize a network of public facilities that link planned industrial and commercial areas with its growing residential areas.
3. The City will endeavor to increase, to the greatest degree possible, its commercial/industrial tax base and place professional employment within the City.



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4. The City will perform a due diligence analysis of each economic development investment to evaluate the level of each type of risk associated with the economic development investment. The due diligence evaluation shall be presented to the City Council along with the economic development investment.
5. The City will perform a fiscal impact analysis on each economic development investment that evaluates the economic costs, economic benefits, intrinsic benefits and the levels of each type of risk associated with the economic development investment.



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## MEMORANDUM

November 14, 2025

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To: Mayor Olson and City Council members  
From: Norm Beagley, MPA, P.E., City Manager  
RE: **2025 Pressure Irrigation to ULS Connection Design**

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Mayor and Council Members,

As we have discussed on multiple occasions, the Central Utah Water Conservancy District's (CUWCD) CUP (Central Utah Project), Utah Lake System (ULS) pipeline will soon be complete and will be ready for "testing" during the 2026 irrigation season.

As such, we have need to design the City's service connection infrastructure to connect the City's PI system to the ULS pipeline.

Attached for your consideration is a proposed contract award to Hansen, Allen, and Luce, Inc. (HAL) for professional engineering services to design this needed infrastructure for the ULS to City PI connection.

There are sufficient funds within the pressure irrigation impact fee fund to cover these design costs.

I am happy to answer any questions you may have regarding this proposed award of a contract.

**Recommended Motion:**

Motion to award a contract for professional engineering services to Hansen, Allen, and Luce, Inc. for in a not to exceed amount of \$34,730.70 and per their attached proposal.

**HANSEN, ALLEN & LUCE, INC.**  
**ENGINEERING SERVICES AGREEMENT**

THIS ENGINEERING SERVICES AGREEMENT (this "AGREEMENT") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between SANTAQUIN CITY ("CLIENT") and HANSEN, ALLEN & LUCE, INC., a Utah corporation authorized to do business in Utah ("HAL"), who agree as follows:

1. PROJECT. CLIENT desires to engage HAL to provide engineering, technical, and other services as described below in connection with CLIENT'S project (the "PROJECT"). The PROJECT is described as follows: ULS Connection.

The site of the PROJECT (the "PROJECT SITE") is located as follows: approximately 600-feet southeast of the intersection of Stone Hollow Drive and Summit Ridge Parkway in Santaquin, Utah.

2. SCOPE OF SERVICES. HAL shall provide certain specified services (the "SERVICES") on the PROJECT in accordance with this AGREEMENT, the Hansen, Allen & Luce, Inc. Standard Terms and Conditions ("STANDARD TERMS") attached hereto as Exhibit A, and the Scope of Services ("SCOPE OF SERVICES") attached hereto as Exhibit B. HAL shall not be responsible to provide any services not expressly contained in the STANDARD TERMS or the SCOPE OF SERVICES.

3. FEES. CLIENT shall reimburse HAL for services provided under this AGREEMENT on a Time and Material Not to Exceed basis in accordance with the HAL Standard Fee Schedule ("FEE SCHEDULE") attached hereto as Exhibit C. CLIENT hereby agrees that all fees and charges set forth in the FEE SCHEDULE are acceptable to CLIENT, and CLIENT further agrees to pay all fees and charges to HAL in accordance with this AGREEMENT and FEE SCHEDULE.

4. SCHEDULE. SERVICES will be completed within the time frame identified in Exhibit B.

5. ATTACHMENTS AND EXHIBITS. All attachments and exhibits referenced in or attached to this AGREEMENT are incorporated herein and are made a part of this AGREEMENT.

6. CLIENT has read and understood the terms and conditions set forth on this AGREEMENT, the STANDARD TERMS, and all ATTACHMENTS and EXHIBITS and agrees that such items are hereby incorporated into and made a part of this AGREEMENT.

IN WITNESS WHEREOF, CLIENT and HAL have executed this AGREEMENT as of the date first above written.

CLIENT: SANTAQUIN CITY

By: \_\_\_\_\_

Its: \_\_\_\_\_

HANSEN, ALLEN & LUCE, INC.

By:  \_\_\_\_\_

Its: Principal \_\_\_\_\_

**EXHIBIT A**  
**HANSEN, ALLEN & LUCE, INC.**  
**STANDARD TERMS AND CONDITIONS**

The standard terms and conditions set forth herein are attached to and made a part of the Engineering Services Agreement (the "AGREEMENT") between Hansen, Allen & Luce, Inc. ("HAL"), a Utah corporation and CLIENT (as defined in the AGREEMENT).

All capitalized terms which are not specifically defined herein shall have the meanings assigned to such terms in the AGREEMENT.

ARTICLE 1. SERVICES. The SERVICES to be provided by HAL are limited to and shall be as set forth in the SCOPE OF SERVICES attached to the AGREEMENT as Exhibit B.

ARTICLE 2. BILLING. Unless otherwise expressly provided in the AGREEMENT, billings will be based on actual accrued time, costs and expenses. CLIENT agrees to pay invoices upon receipt. If payment is not received by HAL within 30 days of the invoice date, the amount due shall bear interest at a rate of 1.5 percent per month (18 percent per annum), before and after judgement and CLIENT shall pay all costs of collection, including without limitation reasonable attorneys' fees (provided, however, if interest provided in this ARTICLE 2 exceeds the maximum interest allowed under any applicable law, such interest shall automatically be reduced to the maximum interest allowable by applicable law). If CLIENT has any objection to any invoice or part thereof submitted by HAL, CLIENT shall so advise HAL in writing, giving CLIENT's reasons, within 14 days of receipt of such invoice. Payment of the invoice shall constitute final approval of all aspects of the work performed to date as well as the necessity thereof. If the PROJECT or the AGREEMENT is terminated in whole or part prior to the completion of the SERVICES, then HAL shall be paid for work performed prior to HAL's receiving or issuing written notice of such termination and in addition HAL shall be reimbursed for any and all expenses associated with the termination of the PROJECT or the AGREEMENT, including without limitation any "shut-down" costs.

ARTICLE 3. RIGHT OF ENTRY. CLIENT grants a right of entry to the PROJECT SITE to HAL, its employees, agents, consultants, contractors, and subcontractors, for the purpose of performing services, and all acts, studies, and research in connection therewith, including without limitation the obtaining of samples and the performance of tests and evaluations.

ARTICLE 4. PERMITS AND LICENSES. CLIENT represents and warrants that it possesses all necessary permits and licenses required for the performance of the SERVICES and the continuation of CLIENT and HAL's activities at the PROJECT SITE.

ARTICLE 5. DOCUMENTS. CLIENT shall furnish, or cause to be furnished, such reports, data, studies, plans, specifications, documents and other information deemed necessary by HAL for the proper performance of the SERVICES. HAL shall be entitled to rely upon documents provided by the CLIENT in performing the SERVICES. All documents provided by CLIENT shall remain the property of CLIENT; provided, that HAL shall be permitted at HAL's discretion to retain copies of such documents for HAL's files. The CLIENT acknowledges HAL's documents (including but not limited to data, reports, Drawings, Specifications, Record Drawings, and other deliverables) as instruments of professional service. Nevertheless, the documents prepared under this Agreement shall become the property of the CLIENT upon completion of the work and payment in full of all monies due to HAL. The CLIENT shall not reuse or make any modifications to the documents without prior written authorization of HAL. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold HAL harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the documents by the CLIENT or any person or entity that acquires or obtains the documents from or through the CLIENT without the written authorization of HAL.

CLIENT shall not rely in any way on any Document unless it is signed or sealed by HAL or one of its Consultants. Files, tests, data, graphics, or other media that are furnished by one party to the other that are not signed or sealed by HAL are furnished only for convenience. Any conclusions or information obtained or derived from such files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any transmittal errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. When transferring documents in electronic media format,



the transferring party makes no representations as to long-term compatibility, usability, or readability of such documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the documents' creator.

ARTICLE 6. OPINIONS REGARDING COST. In providing opinions of probable construction cost, the CLIENT understands that HAL has no control over costs or the price of labor, equipment or materials, or over the contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of HAL's qualifications and experience. HAL makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to the bid or actual costs.

ARTICLE 7. INDEMNITY. HAL hereby agrees to indemnify and hold harmless CLIENT and CLIENT's officers, employees, agents, successors and assigns from and against any and all losses, damages and liabilities to the extent caused by any negligent acts, errors or omissions of HAL or HAL's consultants of any tier, or their officers, employees or agents, with respect to the AGREEMENT or the performance of HAL's SERVICES. CLIENT hereby agrees to indemnify and hold harmless HAL and HAL's consultants of any tier and their officers, directors, employees, agents, successors and assigns from and against any and all losses, damages and liabilities to the extent caused by the negligent acts, errors or omissions of CLIENT or CLIENT's other consultants or contractors, or their officers, employees or agents, with respect to the AGREEMENT or the performance of HAL's SERVICES.

Notwithstanding any provision of the AGREEMENT to the contrary, HAL shall not be liable or responsible for any costs, expenses, losses, damages, or liability beyond the amounts, limits, coverage, or conditions of the insurance held by HAL. CLIENT agrees, at its sole cost and expense, to indemnify, defend and hold HAL and its officers, employees, contractors, and representatives harmless from all costs and liability (including without limitation attorney's fees, witness costs, courts costs, labor and direct expenses, losses and judgements) resulting from construction PROJECTS if HAL is not retained to perform construction phase services on the PROJECT, or for claims brought by third parties that are found to be without merit as to HAL. CLIENT shall have the right to investigate, negotiate and settle, with HAL's concurrence, any such suit or claim.

#### ARTICLE 8. INSURANCE.

(A) HAL shall maintain or cause to be maintained on its behalf insurance policies of the types required below with insurance companies authorized to do business in the State of Utah, (i) having a Best Insurance Reports rating of "A" or better and a financial size category of "VII" or higher, or (ii) otherwise being acceptable to CLIENT with coverage limits and provisions at least sufficient to satisfy the requirements set forth below.

- (1) Workers' Compensation Insurance: Statutory workers' compensation insurance. Such insurance shall also include employer's liability insurance in a limit of no less than \$1,000,000. No owner or officer may be excluded.
- (2) General Liability Insurance: Commercial general liability insurance on an occurrence basis arising out of claims for bodily injury (including death) and property damage. Such insurance shall provide coverage for ongoing operations and products-completed operations, blanket contractual, broad form property damage, personal and advertising injury, and independent contractors with a \$1,000,000 minimum limit per occurrence for combined bodily injury and property damage, provided the general policy aggregate shall apply separately to HAL on a per project basis. Any aggregate limit that does not apply separately to the premises shall be at least double the required per occurrence limit. HAL shall provide a certificate of insurance verifying completed operations coverage for a period of not less than two years after project completion.
- (3) Automobile Liability Insurance: Automobile liability insurance for HAL's liability arising out of the use of owned (if any), leased (if any), non-owned and hired vehicles of HAL, with a \$1,000,000 minimum limit per accident for combined bodily injury and property damage and containing appropriate no-fault insurance provisions wherever applicable. All owned and/or leased automobiles shall be covered using symbol "1" (any auto).
- (4) Professional Liability Insurance: Professional liability insurance for HAL's liability arising out of the rendering professional advice, including design and engineering work on the CLIENT's behalf in an amount not less than \$2,000,000 each claim, \$2,000,000 aggregate.
- (5) Excess Liability Insurance: The amounts of insurance required in the foregoing subsections (1), (2), (3), (4), this subsection may be satisfied by HAL purchasing coverage in the amounts specified or by any combination of primary and excess insurance, so long as the total amount of insurance meets the required limits specified above.

**HANSEN, ALLEN & LUCE, INC.**  
STANDARD TERMS AND CONDITIONS (cont.)

(B) Evidence of Insurance: Upon request, HAL will furnish CLIENT with copies of all insurance policies, binders and cover notes or other evidence of such insurance relating to the insurance required to be maintained by HAL.

ARTICLE 9. FORCE MAJEURE. HAL is not responsible for damages or delays in performance caused by factors beyond HAL's control, including but not limited to strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the CLIENT to furnish timely information or approve or disapprove of HAL's services or work product promptly, or delays cause by faulty performance by CLIENT or by contractor(s) or any level. When such delays beyond HAL's reasonable control occur, the CLIENT agrees HAL is not responsible for damages, nor shall HAL be deemed to be in default of this AGREEMENT.

ARTICLE 10. CORPORATE PROTECTION. It is intended by the parties to this AGREEMENT that HAL's professional services in connection with the project shall not subject HAL's individual employees, officers or directors to any personal legal exposure for the risks associated with this PROJECT. Therefore, and notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against HAL, a Utah corporation, and not against any of HAL's employees, officers or directors.

ARTICLE 11. EXTENSION OF PROTECTION. The CLIENT agrees to extend any and all liability limitations and indemnifications provided by the CLIENT to HAL to those individuals and entities HAL retains for performance of the services under this AGREEMENT, including but not limited to HAL's officers and employees and their heirs and assigns, as well as HAL's consultants and their officers, employees, heirs and assigns.

ARTICLE 12. STANDARD OF CARE. The SERVICES will be performed in accordance with generally accepted engineering principles and practices existing at the time of performance for the locality where the SERVICES were performed.

ARTICLE 13. GOVERNING LAW. The CLIENT and HAL agree that all disputes arising out of or in any way connected to this AGREEMENT, its validity, interpretation and performance and remedies for breach of contract, or any other claims related to this AGREEMENT shall be governed by the laws of the State of Utah.

ARTICLE 14. MEDIATION. In an effort to resolve any conflicts that arise during the design or construction of the PROJECT or following the completion of the PROJECT, the CLIENT and HAL agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

ARTICLE 15. LEGAL ACTION. All legal actions by either party against the other arising from the AGREEMENT, or for the failure to perform in accordance with the applicable standards of care provided in the AGREEMENT, or for any other cause of action, shall be barred 2 years from the date the claimant knew or should have known of its claim: provided, however, no legal actions shall be asserted by CLIENT or HAL after 4 years from the date of substantial completion of the SERVICES.

ARTICLE 16. LITIGATION ASSISTANCE. The SCOPE OF SERVICES does not include costs of HAL for required or requested assistance to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by the CLIENT. All such services required or requested of HAL except for suits or claims between the parties to the AGREEMENT will be reimbursed as mutually agreed, and payment for such services shall be in accordance with this AGREEMENT, unless and until otherwise required by a court or arbitrator.

ARTICLE 17. CHANGES. CLIENT may make or approve changes by written change order within the SCOPE OF SERVICES. CLIENT shall pay any additional costs of such changes at the rates set forth in the current FEE SCHEDULE.

ARTICLE 18. TERMINATION. Either the CLIENT or HAL may terminate this AGREEMENT at any time with or without cause upon giving the other party thirty (30) calendar days prior written notice. The CLIENT shall within thirty (30) calendar days of termination pay HAL for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this AGREEMENT.

**HANSEN, ALLEN & LUCE, INC.**  
STANDARD TERMS AND CONDITIONS (cont.)

ARTICLE 19. SURVIVAL. All obligations arising prior to the termination of the AGREEMENT and all provisions of the AGREEMENT allocating the responsibility or liability between CLIENT and HAL shall survive the completion of the SERVICES and the termination of the AGREEMENT.

ARTICLE 20. NO THIRD PARTY BENEFICIARIES. No rights or benefits are provided by the AGREEMENT to any person other than the CLIENT and HAL and the AGREEMENT has no third-party beneficiaries.

ARTICLE 21. INTEGRATION. The AGREEMENT and all the exhibits and attachments thereto constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by all parties thereto.

ARTICLE 22. CONTRACTOR AND JOB-SITE SAFETY. If contractor(s) are involved in the PROJECT, HAL shall not be responsible for the supervision or direction of any contractor or its employees or agents, and CLIENT shall so advise the contractor(s). Neither the professional activities of HAL, nor the presence of HAL or his or her employees and consultants at a construction site, shall relieve the contractor(s) and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. HAL and his or her personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. HAL shall not be responsible for job or site safety on the PROJECT or at the PROJECT SITE, and HAL shall not have the right or obligation to stop the work of any contractor or other person at the PROJECT SITE. The CLIENT agrees that the contractor(s) are solely responsible for jobsite safety, and warrants that this intent shall be made evident in the CLIENT's agreement with the contractor(s). The CLIENT also agrees that CLIENT, HAL and HAL's consultants shall be indemnified and shall be made additional insureds under the contractor(s) general liability insurance policy.

ARTICLE 23. NO SUPERVISION OR REPORTING DUTIES. HAL shall not, under any circumstances, assume control of or responsibility for the PROJECT SITE or the persons operating on the PROJECT SITE nor shall HAL be responsible for reporting to any federal, state or local agencies any conditions at the PROJECT SITE that may present potential dangers to public health, safety or the environment. CLIENT shall promptly notify the appropriate federal, state or local agencies, or otherwise disclose, any information that may be necessary to prevent any danger to health, safety or the environment, in accordance with applicable law and in a timely manner.

ARTICLE 24. SHOP DRAWING REVIEW. HAL shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose for checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. HAL's review shall be conducted with reasonable promptness while allowing sufficient time in HAL's judgment to permit adequate review. Review of a specific item shall not indicate that HAL has reviewed the entire assembly of which the item is a component. HAL shall not be responsible for any deviations from the Construction Documents not brought to the attention of HAL in writing by the Contractor. HAL shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

ARTICLE 25. HAZARDOUS MATERIALS. As used in this AGREEMENT, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the PROJECT SITE

ARTICLE 26. HAZARDOUS MATERIALS - SUSPENSION OF SERVICES. Both parties acknowledge that HAL's SCOPE OF SERVICES does not include any services related to the presence of any hazardous or toxic materials. In the event HAL or any other party encounters any hazardous or toxic materials, or should it become

**HANSEN, ALLEN & LUCE, INC.**  
STANDARD TERMS AND CONDITIONS (cont.)

known to HAL that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of HAL=s services, HAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this AGREEMENT until the CLIENT retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

ARTICLE 27. HAZARDOUS MATERIALS INDEMNITY. The CLIENT agrees, notwithstanding any other provision of this AGREEMENT, to the fullest extent permitted by law, to indemnify and hold harmless HAL, its officers, partners, employees and consultants from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorney's= fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, or about or adjacent to the PROJECT SITE, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of HAL.

November 5, 2025

Mr. Jon Lundell  
City Engineer  
110 S. Center Street  
Santaquin, UT 84655

RE: Santaquin ULS Connection Proposal

Dear Mr. Lundell,

As requested, Hansen, Allen & Luce, Inc. (HAL) is providing this scope, budget, and schedule for the design of the Santaquin ULS Connection project. The project entails the design of a Pressure Reducing Valve(s), flow meter, and associated pipelines to connect the City's pressurized irrigation system to the Central Utah Water Conservancy District (CUWCD) Utah Lake System (ULS) pipeline.

CUWCD is constructing the Santaquin Reach of the Spanish Fork Santaquin Pipeline. The project provides a pressurized irrigation turnout for Santaquin City near the intersection of Stone Hollow Drive and Summit Ridge Parkway in Santaquin, Utah. The turnout structure contains valves that regulate flow and delivers water at a maximum pressure of about 275 psi. CUWCD will provide a pipe stub that Santaquin City can connect to. Santaquin City intends to connect this new supply directly to a 24-inch pressurized irrigation pipeline through a new PRV or dual PRVs.

The proposed PRV(s) will be installed above grade on a concrete pad. The connection will include PRV(s), isolation valves, flow meter, piping to connect to the ULS stub out, piping to connect to the existing 24-inch pressurized irrigation pipeline, and associated site improvements. The PRV is to be automated to allow City personnel to adjust the downstream pressure setting remotely through the City's SCADA system. The flow meter will also be connected to the City's SCADA system. It is anticipated that SCADA will be connected to the existing Summit Ridge Well House.

It is our understanding that the City desires to have the construction of the PRV completed and operational in July 2026.

This scope of services addresses our understanding of the services HAL will provide as well as a proposed project budget.

### **SCOPE OF SERVICES**

Attached separately is our proposed full scope of work including project understanding and deliverables.

### **ENGINEERING FEES**

Our proposal is based upon a "Not to Exceed" contract.

Based on the attached scope of services and assumptions, the estimated fee for completion of the project is **\$34,730.70**. The cost estimate is based upon information available to us at this time. Please refer to the attached HAL Proposal Spreadsheet for additional information.

Mr. Jon Lundell  
November 5, 2025  
Page 2

Engineering fees for design services by task are as follows:

<b>TASK NO.</b>	<b>TASK DESCRIPTION</b>	<b>FEE</b>
100	Meetings And Project Management	\$4,748.40
200	Engineering Design	\$29,982.30
<b>TOTAL</b>		<b>\$34,730.70</b>

## **SCOPE OF WORK**

### **TASK 100 MEETINGS AND PROJECT MANAGEMENT**

#### **Objective:**

Key team members will meet with City personnel at the start of the project and at key design milestones to review the design and coordinate.

#### **Activities:**

1. Project kickoff meeting,
2. Design Review/Coordination meetings with City personnel. This scope of services and associated fee includes three Design Review/Coordination meetings at key design milestones (30%, 60%, and 90% Designs). The 30% Design Review/Coordination will be in person and include a site visit. Other meetings will be virtual.
3. General coordination meetings with City personnel. This scope of services and associated fee includes two general coordination meetings. Meetings will be virtual.
4. Project administration, coordination, and communication.

### **TASK 200 ENGINEERING DESIGN**

#### **Objective:**

Develop 30%, 60%, 90%, and Final (bidding drawings) of the proposed PRV, flow meter, piping, and associated site improvements and associated Engineer's Opinion of Probable Construction Costs.

#### **Activities:**

1. Collection of existing data including existing utility data from the City and CUWCD.
2. Develop conceptual PRV vault improvements coinciding with CUWCD design of the Santaquin ULS connection.
3. Hydraulic analysis and develop PRV operating conditions.
4. Develop 30%, 60%, 90%, and Final (bidding drawings). Including electrical engineering services.
5. Develop Project Manual (bidding documents and technical specifications) as part of the 90% design effort.
6. Prepare preliminary Engineer's Opinion of Probable Construction Costs.

#### **Deliverables:**

- 30%, 60%, 90%, and Final design drawings of the PRV, flow meter, piping, site improvements.
- Draft project manual and bidding documents.
- Final project manual and bidding documents.
- Engineer's Opinion of Probable Construction Costs.

Mr. Jon Lundell  
November 5, 2025  
Page 3

**Assumptions**

The following assumptions were made in preparation of the proposed scope of service and associated project budget.

1. HAL will utilize existing survey data from the CUWCD Santaquin Reach of the Spanish Fork Santaquin Pipeline project. Survey and topographic mapping are not included in the proposed scope and associated fee.
2. Subsurface utility investigations are not included in the proposed scope and associated fee. Utility potholing, if needed, will be provided by others.
3. Geotechnical investigations and analysis are not included.
4. Environmental assessments (e.g., wetland delineation, threatened and endangered species, historical structures, etc.) are not included in the proposed scope and associated fee.
5. Development of easement or rights-of-way documents are not included in the proposed scope and associated fee.
6. Bidding and Services During Construction (SDC) are not included in the proposed scope and associated fee.

**SCHEDULE**

HAL proposes to complete the design of the PRV(s), flow meter, piping, and associated site improvements by mid-March 2026 with construction starting immediately thereafter so that the PRV can be in operation in July 2026. Please refer to the attached proposed project schedule for more detailed information.

Thank you for your consideration of our firm to complete this work. We invite you to call if you have any questions related to the scope of services outlined above.

Sincerely:

**HANSEN, ALLEN & LUCE, INC.**



Greg S. Thomas, P.E.  
Principal



HAL PROPOSAL SPREADSHEET

CLIENT: Santaquin City  
PROJECT: ULS Connection

Pha	Task #	Task Activity	Hours					Total Hours	Labor Cost	Communications /Office Expense	Miles Travel	Direct Expense	Expense Cost	Total HAL Cost	Outside Expense	COMMENT
			Man Prof I MC	Man Prof I GT	Sen Prof I AS	PI JT	CAD									
100 MEETINGS AND PROJECT MANAGEMENT																
	101	Kickoff Meeting		1	1			2	\$400.00	\$14.00	110		\$93.20	\$493.20		3 Meeting, 1 In-Person with Site Visit 2 Virtual Meetings
	102	Design Review/Coordination Meetings		7	7			14	\$2,800.00	\$98.00	110		\$177.20	\$2,977.20		
	103	General Coordination Meetings		2	2			4	\$800.00	\$28.00			\$28.00	\$828.00		
	104	Project Administration, Coordination, and Communication		2				2	\$436.00	\$14.00			\$14.00	\$450.00		
	199	Quality Control (QC) / Quality Assurance (QA)						0	\$0.00	\$0.00			\$0.00	\$0.00		
	SUBTOTAL HOURS/UNITS:		0	12	10	0	0	22		\$154.00	220	0				
	SUBTOTAL:		\$0.00	\$2,616.00	\$1,820.00	\$0.00	\$0.00		\$4,436.00	\$154.00	\$158.40	\$0.00	\$312.40	\$4,748.40	\$0.00	Subconsultant Cost
200 ENGINEERING DESIGN																
	201	Collection of existing data		1				1	\$218.00	\$7.00			\$7.00	\$225.00	\$6,600.00	Electircal Design
	202	Hydraulic analysis		0.5	2			2.5	\$473.00	\$17.50			\$17.50	\$490.50		
	203	30%, 60%, 90%, and Final Drawings		8	20	12	40	80	\$11,620.00	\$560.00			\$560.00	\$12,789.00		
	204	Project Manual		2	20	2		24	\$4,342.00	\$168.00			\$168.00	\$4,735.50		
	205	Cost Estimates		2	4	8		14	\$2,228.00	\$98.00			\$98.00	\$2,442.30		
	299	Quality Control (QC) / Quality Assurance (QA)	12					12	\$2,616.00	\$84.00			\$84.00	\$2,700.00		
	SUBTOTAL HOURS/UNITS:		12	13.5	46	22	40	133.5		\$934.50	0	0				
	SUBTOTAL:		\$2,616.00	\$2,943.00	\$8,372.00	\$2,926.00	\$4,640.00		\$21,497.00	\$934.50	\$0.00	\$0.00	\$934.50	\$23,382.30	\$6,600.00	Subconsultant Cost

TOTAL HOURS BY EMPLOYEE: 12 25.5 56 22 40

PHASE	TASK	Labor	Direct Exp	Subtotal	Subconsultant	SubTotal
		Costs	Cost	Cost	Costs	
100	MEETINGS AND PROJECT MANAGEMENT	\$4,436.00	\$312.40	\$4,748.40	\$0.00	\$4,748.40
200	ENGINEERING DESIGN	\$21,497.00	\$934.50	\$23,382.30	\$6,600.00	\$29,982.30
TOTAL:		\$25,933.00	\$1,246.90	\$28,130.70	\$6,600.00	\$34,730.70





**SANTAQUIN**  
**ULS CONNCTION DESIGN**  
**Proposed Project Schedule**



Description	Oct-25				Nov-25					Dec-25				Jan-26				Feb-26				Mar-26				
	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	31
Notice to Proceed (11/6/25 ASSUMED)					★																					
Kickoff Meeting (11/19/25)							★																			
30% Design					1	2	3	4	5																	
30% Design Submittal (12/4/25)									★																	
30% Design Review Meeting (12/11/25)										★																
60% Design											1	2	3	4												
60% Design Submittal (1/8/26)														★												
60% Design Review Meeting (1/15/26)															★											
90% Design																1	2	3	4							
90% Design Submittal (2/12/26)																		★								
90% Design Review Meeting (2/19/26)																			★							
Final Design (3/6/26)																				1	2	▲				

★ = Key Dates/Meetings

▲ = Documents Ready for Bidding

# STANDARD FEE SCHEDULE 2025

## PERSONNEL CHARGES

Client agrees to reimburse Hansen, Allen & Luce, Inc. (HAL), for personnel hourly rates related to the completion of the project, in accordance with the following:

Managing Professional III.....	\$239
Managing Professional II.....	\$230
Managing Professional I.....	\$218
Senior Professional III.....	\$206
Senior Professional II.....	\$197
Senior Professional I.....	\$182
Professional III.....	\$171
Professional II.....	\$154
Professional I.....	\$145
Professional Intern.....	\$133
Environmental Scientist I.....	\$125
Environmental Scientist II.....	\$140
Engineering Student Intern.....	\$86
Water Resource Specialist I.....	\$146
Water Resource Specialist II.....	\$169
Professional Geologist I.....	\$159
Professional Geologist II.....	\$169
Geologist.....	\$149
Senior Designer.....	\$145
Designer.....	\$133
Senior Field Technician.....	\$162
Field Technician.....	\$105
CAD Operator.....	\$116
Public Relations Specialist.....	\$165
Administrative Assistant.....	\$80
Professional Land Surveyor.....	\$163
1 Man GPS Surveying Services.....	\$183
Drone Pilot.....	\$220
Expert Legal Services.....	\$360

## DIRECT CHARGES

Client also agrees to reimburse HAL for all other costs related to the completion of the project. Charges shall include, but not be limited to, the following:

Communication, Computer, Reproduction.....	\$7 per labor hour
Out-of-town per diem allowance (lodging not included).....	\$80 per day
Vehicle.....	\$0.72 per mile
Outside consulting and services.....	Cost plus 10%
Other direct expenses incurred during the project.....	Cost plus 10%
Trimble GPS Unit.....	\$160 per day
Data Logger/Transducer.....	\$160 per week
Credit Card Payment Fee.....	3.5% of Payment Amount

INTEREST CHARGE AFTER 30 DAYS FROM INVOICE DATE .....1.5% per month

Note: Annual adjustments to personnel and expense charges will occur in January of each year.



## MEMORANDUM

November 14, 2025

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To: Mayor Olson and City Council members  
From: Norm Beagley, MPA, P.E., City Manager  
RE: **2025 Booster Pump Replacement**

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Mayor and Council Members,

The booster pump in the Summit Ridge Well building recently failed and we now have need to replace it. As a note, we do have a replacement pump for redundancy purposes that has now been installed. Therefore, our operations were not significantly affected.

Public Works Director, Jason Callaway, obtained two bids to replace this pump. The low bidder is CH Spencer, who we have worked with successfully in the past.

There are sufficient funds in the Capital Repair and Replacement fund to cover this replacement cost. However, a future budget amendment will be needed to appropriately allocate these funds for this purpose.

I am happy to answer any questions you may have regarding this proposed award of a contract.

**Recommended Motion:**

Motion to approve the purchase of a new booster pump from CH Spencer in a not to exceed amount of \$27,000.00.

# QUOTATION

C H SPENCER LLC

P.O. BOX 26066  
SALT LAKE CITY, UT 84126-0066  
USA  
801-975-0300

Order Number	
1129454	
Order Date	Page
10/31/2025 14:36:04	1 of 1

Quote Expires On: 11/15/2025

**Bill To:**

SANTAQUIN CITY CORP  
275 W MAIN ST  
SANTAQUIN, UT 84655

**Ship To:**

SANTAQUIN CITY CORP  
1215 N CENTER ST  
SANTAQUIN, UT 84655

801 754 3211

Requested By: Mr. Jason Callaway

**Customer ID:** 7456

PO Number	Ship Route	Taker
		LEULBERG

Quantities						Item ID	Pricing UOM	Unit Price	Extended Price
Line #	Ordered	Allocated	Remaining	UOM Unit Size	Disp.	Item Description	Unit Size		

**Order Note:** Lead time: will follow  
FCA: SENECA FALLS NY  
C.H. SPENCER LLC TERMS AND  
CONDITIONS APPLY - These can be  
downloaded from our website:  
<http://chspencer.com/terms/>

1	1.00	0.00	1.00	EA		GOULDS 3410M 4X6-15 ALL IRON/316SS	EA	25,119.7400	25,119.74
				1.0		CENTRIFUGAL PUMP	1.0		
						15.25" IMPELLER DIAMETER, SINGLE CARTRIGE SEAL (SILCAR VS SILCAR) , NO SEAL FLUSH PIPING - DUPLCATE TO S/N N217H491, BUT STAINLESS STEEL FITTED (INSTEAD OF BRONZE)			

Total Lines: 1

**SUB-TOTAL:** 25,119.74

**TAX:** 0.00

**AMOUNT DUE:** 25,119.74

U.S. Dollars

Pricing is based on current market conditions, including applicable tariffs and duties. If tariffs or duties change before shipment, we reserve right to adjust pricing accordingly. Any changes will be communicated before order fulfillment.

Item # 9.



## **PUBLIC NOTICE**

### **2026 City Council Meeting Schedule**

Notice is hereby given that the 2026 City Council Meetings and City Council Work Sessions will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month in the Santaquin City Hall, 110 S. Center Street in the Council Chambers on the Main Floor.

The Work Sessions will begin at 5:30 pm.

The Regular Council Meetings will begin at 7:00 pm.

Special and Emergency Meetings may be called as deemed necessary.

Meetings may also be viewed on the Santaquin City YouTube Channel.

Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://www.youtube.com/@santaquincity>

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Public Notice was posted on [www.santaquin.gov](http://www.santaquin.gov), Santaquin City social media sites, Santaquin City Hall, and posted on the State of Utah's Public Notice website. A copy of this notice may be requested by calling (801)754-1904.

City Recorder, Stephanie Christensen

## **CITY COUNCIL MEETING DATES**

January 6, 2026

January 20, 2026

February 3, 2026

February 17, 2026

March 3, 2026

March 17, 2026

April 7, 2026

April 21, 2026

May 5, 2026

May 19, 2026

June 2, 2026

June 16, 2026

July 7, 2026

July 21, 2026

August 4, 2026

August 18, 2026

September 1, 2026

September 15, 2026

October 6, 2026

October 20, 2026

November 3, 2026

November 17, 2026

December 1, 2026

December 15, 2026