



CITY COUNCIL REGULAR MEETING

Tuesday, August 20, 2024, at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

- **In Person** – The meeting will be held in the Council Chambers on the Main Floor in the City Hall Building
 - **YouTube Live** – Some public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> 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.](#) 08-06-2024 Regular City Council Meeting

Bills

- [2.](#) City Expenditures from 8/3/2024 to 8/16/2024 in the amount of \$1,005,094.51

PUBLIC FORUM

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

Resolutions

- [3.](#) Resolution 08-03-2024 - Memorandum of Understanding with Utah County and Santaquin City for Prospector View Park
- [4.](#) Resolution 08-04-2024 - Agreement with UDOT for Replacement of the Highline Canal Bridge at 200 East Street
- [5.](#) Resolution 08-05-2024 - Authorization of Memorandum of Understanding Between Utah Division of Wildlife Resources and Santaquin City

6. Resolution 08-06-2024 - Amendment to Employee Policy and Procedure Handbook Pertaining to the Juneteenth Holiday

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

REPORTS BY MAYOR AND COUNCIL MEMBERS

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

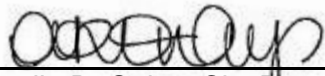
EXECUTIVE SESSION (May be called to discuss pending or reasonably imminent litigation; collective bargaining; and/or the purchase, exchange, or lease of real property, a proposed development agreement, a project proposal, or a financing proposal related to the development of land owned by the State)

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.org, in three physical locations (Santaquin City Hall, Zions Bank, Santaquin Post Office), and on the State of Utah's Public Notice Website, <https://www.utah.gov/pmn/index.html>. A copy of the notice may also be requested by calling (801)754-1904.

BY:



Amalie R. Ottley, City Recorder



REGULAR CITY COUNCIL MEETING
Tuesday, August 6, 2024, at 7:00 p.m.
Council Chambers at City Hall and Online

MINUTES

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

ROLL CALL

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

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, City Recorder Amalie Ottley, Fire Chief Ryan Lind, Planning Commission Chair Trevor Wood, Mayke Wood, Jim Rowland (Payson Santaquin Area Chamber of Commerce), Lorene Moore, Robert Moore, Tyler Moore, Bruce Bradley, and Kathy Bradley.

PLEDGE OF ALLEGIANCE

Councilor Adcock led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Councilor Siddoway offered an inspirational thought.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

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

CONSENT AGENDA

1. 07-16-2024 City Council Work Session Minutes
2. 07-16-2024 City Council Regular Meeting Minutes
3. City Expenditures from 7-13-2024 to 8-2-2024 in the amount of \$2,726,416.87
4. Resolution 08-01-2024 - Surplus Property

Councilor Del Rosario made a motion to approve the Consent Agenda items 1 through 4. 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

5. Volunteer of the Month – Trevor Wood

Assistant Manager Bond recognized Trevor Wood as the Volunteer of the Month by reading the following statement.

“Trevor Wood is our August 2024 Volunteer of the Month and will be recognized on August 6th during our City Council meeting. Trevor has served on our City’s Planning Commission for the past 10 years, and for many of those years he has been Chair of the commission. When asked why he has served and continues to serve on the Planning Commission, he stated, “I wanted to find a way to learn more about and contribute to the City shortly after my family and I moved to Santaquin. After spending several date nights with my wife attending City Council meetings, Mayor Kirk Hunsaker asked if I would be willing to serve on the Planning Commission. I accepted, and through the years have enjoyed learning the details of how the City works. I’m grateful for all the hard work of the City staff and the other Planning Commissioners. I am just one of many that contribute to the process and implementation of each new project.”

As a graduate of UVU in Computer Science, Trevor works for NOV as a Firmware Engineer. He spent most of his youth in Orem and graduated from Orem High School. He married his sweetheart, Mayke, in 2006 and they are in the middle of raising their three beautiful children. In his spare time, Trevor enjoys anything outdoors. Part of the reason they moved to Santaquin was to enjoy the beautiful mountains that surround our community with the outdoor activities they provide such as hiking and camping.

Thank you, Trevor, for your years of service on our Planning Commission. Your dedication is appreciated more than you know!”

Trevor thanked the council for the recognition.

PUBLIC FORUM

Jim Rowland from the Payson Santaquin Area Chamber of Commerce attended the meeting. He updated the council on current and upcoming events in the community. Those events include the Santaquin Breakfast Club, Hometown Market, Dogs in the Park, Hispanic Celebration, Polynesian Luau, and Passport to Summer. Jim invited members of the council to the 2025 Chamber Gala. Jim recognized the July Payson Santaquin Area Chamber of Commerce Community Service Award Recipient Lorene Moore, owner of Nebo Comfort Heating & Air.

No other members of the public wished to address the council in the public forum.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. 174 residential units have been issued building permits in the current calendar year. In comparison, 26 single and multi-family residential units have been built in the current fiscal year (July 1, 2024 – June 30, 2025). 8 new business licenses were issued in the last three weeks.

NEW BUSINESS

7. Ordinance 08-01-2024 - Commercial Wall Sign Code Amendment

Mayor Olson and Assistant Manager Bond introduced the changes in Ordinance 08-01-2024 which allows for the staff Zoning Administrator to approve additional signage requests from commercial businesses rather than the Planning Commission. Councilor Adcock inquired if there was a way for a staff decision to be overridden by the council. Assistant Manager Bond assured the council that staff is capable of making decisions based on whether the request meets the City Code.

Councilor Mecham made a motion to approve Ordinance 08-01-2024 - Commercial Wall Sign Code Amendment. Councilor Keel seconded the motion.

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

The motion passed.

8. Resolution 08-02-2024 - Track hoe Lease Agreement

Mayor Olson introduced Resolution 08-02-2024 for the track hoe lease agreement that is a multi-year (7 years) lease that is a priority included in the budget in the amount of \$38,835.17. Councilor Del Rosario inquired about the longevity of the equipment. Councilor Adcock expressed his support of buying the equipment.

Councilor Adcock made a motion to approve Resolution 08-02-2024 Track hoe Lease Agreement. 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.

9. Discussion & Possible Action: Fire & EMS Radio Purchase

Manager Beagley introduced the purchase of Fire & EMS Radios. As part of the 2024-2025 budget year, Santaquin Fire & EMS submitted for, and was approved for, the purchase of new portable radios. The amount budgeted in the FY 24-25 budget for these radios is \$90,000.00. Fire Chief Lind went over the two bids that were received for the radios and the purchase in the amount of \$78,500 from Mission Communications LLC. Mayor Olson expressed the importance of having proper and up-to-date communications in our emergency departments.

Councilor Mecham made a motion to approve the Fire & EMS Radio Purchase. Councilor Siddoway seconded the motion.

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

The motion passed.

REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON

Assistant Manager Bond went over items on upcoming Development Review Committee (DRC) and Planning Commission meetings. He indicated that the new Planner, Aspen Stevenson, has started working in the Community Development Department. Lastly, Assistant Manager Bond invited the members of the council and Mayor Olson to the upcoming City Employee Family BBQ.

Manager Beagley updated council members on upcoming Mt. Nebo and South Utah Valley Municipal Water Agency (SUVMWA) meetings. He reported on progress in the industrial subdivision in Santaquin Peaks. Manager Beagley also reported on the progress of construction on both the Main Street Widening Project and the Central Utah Water Conservancy District (CUWCD) Central Utah Pipeline (CUP) water line. Manager Beagley discussed the success of the recent Orchard Days festivities including the parade, rodeo, and fireworks events. Councilor Del Rosario asked Manager Beagley about notifications regarding repaving on city roads. Manager Beagley confirmed that contractors will be micro-resurfacing on roads throughout the City. Bruce Bradley inquired about resurfacing and digging on the east bench of the city asking if all roads are complete. Manager Beagley indicated that both the resurfacing contractor and Comcast will follow their area plans for their projects.

Councilor Keel complimented the staff on their hard work during the Orchard Days celebration. He reported on the activities of the Youth City Council. Councilor Keel also reported on the Library’s fundraiser during Orchard Days.

Councilor Mecham also thanked the city for the Orchard Days celebration and compliments all the departments’ hard work. He enjoyed the fireworks after the rodeo on both Friday and Saturday.

Councilor Siddoway echoed the other council members’ approval of the Orchard Days activities. He thanked the Community Services for their dedication to the Orchard Days at all hours during the week.

Councilor Adcock reported on concerns that received from Pioneer Press on Main Street regarding the construction and their entry. Councilor Adcock was pleased with the response from City Engineer Jon Lundell who visited with the owners of Pioneer Press to explain how the construction would affect their business parking and entryway. Councilor Adcock invited members of the community to attend the upcoming Youth Multi-Stake Dance and Harvest View Park. He inquired about the landfill being quite full and wondered if it will be able to handle the upcoming Fall Clean-Up days. Manager Beagley indicated that he would check with staff to make sure the upcoming Fall Clean-Up days are well prepared for. Councilor Adcock also expressed how pleased he was with the lack of debris along the parade route and appreciated members of the community for cleaning up after themselves. He inquired about the demolition of the old middle school building and asked that the demolition crew keep in mind that operation needs to continue at the City Offices as well as the museum, especially in preparation of the

Spooky Night at the Museum event. He thanked staff for the work put into the museum on the south side to install ADA doors. He reminded community and council members of the upcoming HAM Radio meeting. Councilor Adcock also asked about livestock shoot problems at the rodeo arena. Manager Beagley indicated that those shoots would be fixed before the 2025 Orchard Days Rodeo. Lastly, he invited seniors to attend the Tuesday and Thursday lunches beginning again this month.

Councilor Del Rosario quoted a recent article he read stating that “Shade will make or break American cities.” He specifically asked that trees and shade structures be considered in city parks. He looks forward to the shade structure at Foothill Village Park. He thanked city staff and the Youth City Council for their efforts at the Orchard Days events. He also thanked the Fire Department for their participation in his neighborhood mini parade. He asked about abnormal flows and sprinkler issues that he has noticed around the city. Manager Beagley indicated that the Public Works department is working to maintain and fix old sprinkler systems and valves. Councilor Del Rosario thanked the library for their hard work and dedication to the community. Lastly, he inquired about the annexation process of the new cemetery property.

Mayor Olson addressed the I-15 interchange progress. He indicated that an open house will be held in the Fall to report to residents on the plans to change the north interchange. Mayor Olson also discussed the progress of the canyon road. He stated the Forrest Service anticipates that road being open in 6-8 weeks. Mayor Olson suggested that the City look into planting large trees in the City Center park for future shade, along with removing the dead trees. Mayor Olson thanked Chief Lind for his professionalism and dealing with difficult individuals during the Orchard Days festivities. Lastly, he encouraged residents to support businesses on Main Street as construction will continue this year and next year.

ADJOURNMENT

Councilor Mecham made a motion to adjourn the meeting. Councilor Siddoway seconded the motion.

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

The motion passed.

The meeting was adjourned at 8:30 p.m.

ATTEST:

Daniel M. Olson, Mayor

Amalie R. Ottley, City Recorder

SANTAQUIN CITY CORPORATION
Check Register
CHECKING - ZIONS - 08/03/2024 to 08/16/2024

Payee Name:	Payment Date:	Amount:	Description:	Ledger Account:
ADT SECURITY SERVICES, INC	8/15/2024	\$189.26	Museum ADT Alarm	1051300 - BUILDINGS & GROUND MAINTENANCE
AMERICAN RAMP COMPANY	8/15/2024	\$87,937.93	Bike Skills Park- 25% Build Final Payment	5740733 - PROSPECTOR VIEW PARK
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	8/15/2024	\$867.85	Wildland PPE and Calibration gas	7657700 - WILDLAND FIRE RES EXPENDITURES
APPARATUS EQUIPMENT & SERVICE, INC (HAIX)	8/15/2024	\$2,952.00	Wildland Boots	7657700 - WILDLAND FIRE RES EXPENDITURES
		\$3,819.85		
APPLICANTPRO	8/15/2024	\$230.00	Hiring Software - September 2024	4340500 - SOFTWARE EXPENSE
AT&T MOBILITY	8/5/2024	\$239.19	Cell phone and iPad service	7657280 - TELEPHONE
AUDIO VISIONS MOBILE DJ	8/15/2024	\$6,750.00	Rodeo Sound	6240260 - RODEO EXPENSE
BARBER METALS	8/15/2024	\$71.00	Stand for Line Conditioner	5240550 - WRF - EQUIPMENT MAINTENANCE
BECK, JOHN	8/15/2024	\$3,000.00	Clown both Rodeo Nights	6240260 - RODEO EXPENSE
BIG O' TIRES - SANTAQUIN	8/15/2024	\$59.99	Tire Rot/Balance, Golding	1054250 - EQUIPMENT MAINTENANCE
BIRRELL BOTTLING COMPANY	8/15/2024	\$314.87	Breakroom Supplies	1043240 - SUPPLIES
BLOMQUIST HALE CONSULTING	8/15/2024	\$516.80	Employee Assistance Program - August 2024	1022506 - EAP
BLUE STAKES OF UTAH 811	8/15/2024	\$102.90	Blue stakes	5140210 - BOOKS, SUBSCRIPTIONS & MEMBERS
BLUE STAKES OF UTAH 811	8/15/2024	\$102.90	Blue stakes	5240210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
BLUE STAKES OF UTAH 811	8/15/2024	\$102.90	Blue stakes	5440210 - BOOKS, SUBSCRIPTIONS & MEMBERS
		\$308.70		
BLUELINE BACKGROUND SCREEN	8/15/2024	\$111.00	New Hire Background Checks	1043310 - PROFESSIONAL & TECHNICAL
BLUELINE BACKGROUND SCREEN	8/15/2024	\$716.00	New Hire Drug Testing	1043310 - PROFESSIONAL & TECHNICAL
		\$827.00		
BONNEVILLE INDUSTRIAL SUPPLY CO	8/15/2024	\$31.98	Safety Glasses	5140350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	8/15/2024	\$31.98	Safety Glasses	5240350 - SAFETY & PPE
		\$63.96		
BRANDED DESIGNS LLC	8/5/2024	\$800.00	Rodeo Contestant Hats	6240260 - RODEO EXPENSE
BUSINESS SOLUTIONS GROUP	8/15/2024	\$471.69	Checks for AP	1043240 - SUPPLIES
CARQUEST AUTO PARTS STORES	8/15/2024	\$13.38	Filter for loader	1060250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	8/15/2024	\$92.52	Filter and brake cleaner for loader	1060250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	8/15/2024	\$15.32	Oil filter for parks truck	1070250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	8/15/2024	\$9.92	Air Filter for parks truck	1070250 - EQUIPMENT MAINTENANCE
		\$131.14		
CARSON, SAM	8/15/2024	\$300.00	Family Night Dance	6240245 - ORCHARD DAYS MISCELLENOUS
CATERPILLAR FINANCIAL SERVICES CORPORATION	8/15/2024	\$38,835.17	Excavator 1st year lease	4241060 - EQUIPMENT PURCHASES
CHEMTECH-FORD, INC	8/15/2024	\$164.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	8/15/2024	\$107.00	effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	8/15/2024	\$150.00	Water testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
		\$421.00		
CHILD SUPPORT SERVICES/ORS	8/16/2024	\$356.31	Garnishment - Child Support	1022420 - GARNISHMENTS

CIRCLE J RODEO, INC.	8/15/2024	\$2,500.00	Rodeo Stock	6240260 - RODEO EXPENSE
CORPORATE TRADITIONS	8/15/2024	\$25.00	Volunteer of the Month - August 2024	1041610 - OTHER SERVICES
CORPORATE TRADITIONS	8/15/2024	\$900.00	Orchard Days Employee Recognition	1043480 - EMPLOYEE RECOGNITIONS
		\$925.00		
CRSA	8/15/2024	\$24,630.78	Progress Payment for Final Design Services for New Library in City Hall	4140704 - NEW CITY HALL
CUSTOM SIGNWORKS, LLC	8/15/2024	\$522.00	Bike Skills Park Signs	5740733 - PROSPECTOR VIEW PARK
CUTLER'S INC	8/15/2024	\$136.08	Mower parts	1070250 - EQUIPMENT MAINTENANCE
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$43.53	Fuel - Administration	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$105.97	Fuel - Engineering	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$144.04	Fuel - Community Services	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$272.02	Fuel - EMS	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$308.56	Fuel - Building Inspections	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.19	Fuel - Public Works	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.19	Fuel - Public Works	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.20	Fuel - Public Works	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.20	Fuel - Public Works	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.20	Fuel - Public Works	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$328.20	Fuel - Public Works	5440260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$2,222.99	Fuel - Fire	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	8/15/2024	\$4,594.80	Fuel - Police	1054260 - FUEL
		\$9,661.09		
DOG WASTE DEPOT	8/15/2024	\$228.47	Bags for dog waste	1070300 - PARKS GROUNDS SUPPLIES
EFTPS	8/6/2024	\$5,609.50	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	8/6/2024	\$13,415.50	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	8/6/2024	\$23,985.48	Social Security Tax	1022210 - FICA PAYABLE
		\$43,010.48		
EPIC ENGINEERING	8/15/2024	\$872.00	Epic Engineering Testing for the Vistas West phase 5	1022450-721 - (INSP)Vistas West Phase 5
EPIC ENGINEERING	8/15/2024	\$4,012.00	Epic Engineering Testing for the Silver Oaks Subdivision.	1022450-928 - (INSP&TESTING)Silver Oaks Phase 1
EPIC ENGINEERING	8/15/2024	\$1,833.00	Epic Engineering Testing for the Ostler Subdivision	1022450-942 - (INSP&TESTING)Ostler
EPIC ENGINEERING	8/15/2024	\$4,245.00	Epic Engineering Testing for the Hollow Flats phase 1	1022450-932 - (INSP & TESTING)Tanner Flats Santaquin Phase 01
EPIC ENGINEERING	8/15/2024	\$6,557.00	Epic Engineering Testing for the Hills plat K	1022450-958 - (INSP&TESTING)[Plat K]The Hills
EPIC ENGINEERING	8/15/2024	\$534.00	Epic Engineering Testing for the Holiday Oil expansion	1022450-938 - (INSP&TESTING)Holiday Oil Expansion
EPIC ENGINEERING	8/15/2024	\$414.00	Epic Engineering Testing for Stratton Acres	1022450-952 - (INSP&TESTING)Stratton Acres
EPIC ENGINEERING	8/15/2024	\$6,309.00	Epic Engineering Testing for the Hills plat m	1022450-962 - (INSP&TESTING)[Plat M]The Hills
EPIC ENGINEERING	8/15/2024	\$327.00	Epic Engineering Testing for Vistas west phase 5	1022450-721 - (INSP)Vistas West Phase 5
EPIC ENGINEERING	8/15/2024	\$592.00	Epic Engineering Testing for the Scenic Ridge subdivision	1022450-860 - (INSP)Scenic Ridge
EPIC ENGINEERING	8/15/2024	\$12,121.50	Epic Engineering Testing for the Silver Oaks Subdivision	1022450-928 - (INSP&TESTING)Silver Oaks Phase 1
EPIC ENGINEERING	8/15/2024	\$1,167.00	Epic Engineering Testing for the Ostler Subdivision	1022450-942 - (INSP&TESTING)Ostler
EPIC ENGINEERING	8/15/2024	\$2,141.00	Epic Engineering Testing for the Hollow Flats Ph 1	1022450-932 - (INSP & TESTING)Tanner Flats Santaquin Phase 01
EPIC ENGINEERING	8/15/2024	\$1,101.00	Epic Engineering Testing for the Hills plat l	1022450-955 - (INSP&TESTING)[Plat l]The Hills
EPIC ENGINEERING	8/15/2024	\$69.00	Epic Engineering Testing for the Holiday Oil Expansion	1022450-938 - (INSP&TESTING)Holiday Oil Expansion
EPIC ENGINEERING	8/15/2024	\$4,114.00	Epic Engineering Testing for the Stratton Acres	1022450-952 - (INSP&TESTING)Stratton Acres
EPIC ENGINEERING	8/15/2024	\$2,353.00	Epic Engineering Testing for the Hills Plat M	1022450-962 - (INSP&TESTING)[Plat M]The Hills
EPIC ENGINEERING	8/15/2024	\$476.10	Epic Engineering Testing fees for BDS site plan	1022450-946 - (INSP&TESTING)BDS Commerical Site Improvement
		\$49,237.60		
ETHINGTON, REBECCA	8/15/2024	\$139.68	Reimbursement for ACLS Class B Nilson	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
EWING IRRIGATION PRODUCTS INC	8/15/2024	\$525.00	Paint for the parade route	6240245 - ORCHARD DAYS MISCELLENOUS
FLEETPRIDE	8/15/2024	\$22.81	Sweeper parts	1060250 - EQUIPMENT MAINTENANCE
FORENSIC NURSING SERVICES LLC	8/15/2024	\$75.00	Cancelled after they were called out for 24SQ02989	1054311 - PROFESSIONAL & TECHNICAL
FULLMER, SHAYLEE *	8/15/2024	\$53.97	Refund: 3900611 - FULLMER, SHAYLEE *	5113110 - ACCOUNTS RECEIVABLE

GARBETT, LYNDASAY	8/15/2024	\$354.46	Per Diem for Image Trend Connect Conference July 2024	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
GARCIA, LESLIE & JULIO *	8/15/2024	\$106.78	Refund: 7015694 - GARCIA, LESLIE & JULIO *	5113110 - ACCOUNTS RECEIVABLE
GILLETTE HEATING AIR CONDITIONING & PLUMBING	8/15/2024	\$4,600.00	Mini Split AC for Comms Room	4140707 - PUBLIC SAFETY BUILDING REMODEL
GRAY MATTER SYSTEMS, LLC	8/15/2024	\$800.00	Alarm software renewal for WRF	4340614 - PUBLIC WORKS SOFTWARE
GREEN, HOPE	8/15/2024	\$18.50	Witness Fee	1042310 - PROFESSIONAL & TECHNICAL
HARDMAN, JERRY	8/12/2024	\$200.00	Concert in the Park	6640720 - RAP TAX EXPENSE
HAYDEN HANSEN & RYLEE ELLSWORTH *	8/5/2024	\$542.39	Refund: 702600 - HAYDEN HANSEN & RYLEE ELLSWORTH *	5113110 - ACCOUNTS RECEIVABLE
HEALTH EQUITY INC,	8/5/2024	\$70.00	Employee FSA - Replenish HCRA - July 2024	1022502 - FSA
HENRY SCHEIN	8/15/2024	\$1,530.07	EMS Supplies, Airway, Medications, IV	7657242 - EMS - SUPPLIES
HENRY SCHEIN	8/15/2024	\$210.29	Ems Supplies Airway	7657242 - EMS - SUPPLIES
HENRY SCHEIN	8/15/2024	\$226.38	EMS Supplies IV Start	7657242 - EMS - SUPPLIES
HENRY SCHEIN	8/15/2024	\$381.93	EMS Supplies Medications	7657242 - EMS - SUPPLIES
		\$2,348.67		
HIATT, GREGG	8/15/2024	\$37.50	Boot Reimbursement	1060350 - SAFETY & PPE
HIATT, GREGG	8/15/2024	\$37.50	Boot Reimbursement	5140350 - SAFETY & PPE
HIATT, GREGG	8/15/2024	\$37.50	Boot Reimbursement	5240350 - SAFETY & PPE
HIATT, GREGG	8/15/2024	\$37.50	Boot Reimbursement	5440350 - SAFETY & PPE
		\$150.00		
HUMPHRIES INC	8/15/2024	\$127.23	Medical Oxygen	7657242 - EMS - SUPPLIES
HUNT, ALEX	8/15/2024	\$680.00	Bail Refund - Myers/Hunt	1022430 - COURT FINES AND FORFEITURES
INGRAM BOOK GROUP	8/15/2024	\$727.28	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INTERMOUNTAIN FARMERS, INC.	8/15/2024	\$899.90	Paint for soccer fields	1070300 - PARKS GROUNDS SUPPLIES
J-U-B ENGINEERING	8/15/2024	\$83,511.85	J-U-B Engineering progress payment for WRF expansion	5640783 - WRF UPGRADE (ADDITIONAL TRAIN) PROJECT
J-U-B ENGINEERING	8/15/2024	\$747.50	J-U-B survey work for 100 North ROW	1048310 - PROFESSIONAL & TECHNICAL SVCS
		\$84,259.35		
JOHN H. JACOBS, P.C.	8/15/2024	\$4,397.13	Public Defender Services - July 2024	1042332 - LEGAL - PUBLIC DEFENDER
JOHNSON TIRE SERVICE	8/15/2024	\$1,258.24	New Tires for Tipler's Vehicle	1054250 - EQUIPMENT MAINTENANCE
KEEL, LACEY	8/15/2024	\$500.00	Facility Deposit Reimbursement	6734152 - BUILDING RENTAL REVENUE
KEITH JUDDS PRO-SERVICE, INC	8/15/2024	\$222.26	AC Recharge Tender 141	7657250 - FIRE - EQUIPMENT MAINTENANCE
KEITH JUDDS PRO-SERVICE, INC	8/15/2024	\$37.00	Emissions Test F-250	7657250 - FIRE - EQUIPMENT MAINTENANCE
		\$259.26		
LACEY KEEL DBA ICON CHEER GROUP, LLC	8/15/2024	\$479.88	Cheer Contract Pay	6840812 - CHEER
LLOYD, KENT MICHAEL	8/15/2024	\$116.45	Contract Pay	6840809 - MARTIAL ARTS
LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY UTAH	8/15/2024	\$1,750.00	Transfer Fund to LBA to Pay Annual Trustee Fees	1090884 - TRANSFER TO LBA
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	1060240 - SUPPLIES
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	1070300 - PARKS GROUNDS SUPPLIES
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	1077300 - CEMETERY GROUNDS MAINTENANCE
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	5140240 - SUPPLIES
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	5240240 - SUPPLIES
MACEYS - SANTAQUIN	8/15/2024	\$31.92	Water for crew	5440240 - SUPPLIES

		\$191.52		
MALLOY, CONNER *	8/5/2024	\$68.48	Refund: 6300543 - MALLOY, CONNER *	5113110 - ACCOUNTS RECEIVABLE
MISSION COMMUNICATIONS LLC	8/9/2024	\$78,500.00	New Portable Radios	4241060 - EQUIPMENT PURCHASES
MITCHELL, JODY	8/15/2024	\$486.19	Orchard Days Car Show Expenses	6240245 - ORCHARD DAYS MISCELLENOUS
MORNING LOO SANITATION	8/15/2024	\$4,500.00	Porta Potties Orchard Days	6240245 - ORCHARD DAYS MISCELLENOUS
MOUNTAINLAND SUPPLY	8/15/2024	\$244.46	Water parts	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	-\$244.46	Return	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$36.62	Marking paint	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$36.62	Marking paint	5440240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$51.51	Marking Paint	5440240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$51.52	Marking Paint	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$365.00	Meter Parts	1070300 - PARKS GROUNDS SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$24.46	Meter bolts	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$33.60	Furnace filters	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND SUPPLY	8/15/2024	\$163.21	Curb stop	5440240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$857.01	Water parts	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$231.26	Repair parts	5440240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$231.27	Repair parts	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$180.00	Wire connectors	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	8/15/2024	\$619.53	Valve for Train 3	5240550 - WRF - EQUIPMENT MAINTENANCE
		\$2,881.61		
MURDOCK FORD	8/15/2024	\$15.74	Filters for parks truck	1070250 - EQUIPMENT MAINTENANCE
MURPHY, TIFFANY	8/15/2024	\$680.00	Bail Refund - Murphy/Racicky	1022430 - COURT FINES AND FORFEITURES
OIL CHANGERS	8/15/2024	\$265.40	Oil Changes x 5 vehicles	1054250 - EQUIPMENT MAINTENANCE
OLD PIONEER PRESS	8/15/2024	\$624.00	Rodeo Day Sheets and parking passes	6240260 - RODEO EXPENSE
OLSON, CAULEEN	8/15/2024	\$500.00	Building Rental Deposit Refund	6734152 - BUILDING RENTAL REVENUE
OUT BACK GRAPHICS, LLC	8/15/2024	\$184.00	Hats for public works	5140350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	8/15/2024	\$184.00	Hats for public works	5240350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	8/15/2024	\$184.00	Hats for public works	5440350 - SAFETY & PPE
OUT BACK GRAPHICS, LLC	8/15/2024	\$195.00	Sign for landfill	1062240 - SUPPLIES
OUT BACK GRAPHICS, LLC	8/15/2024	\$45.00	Dilan Owens Business Cards	1054240 - SUPPLIES
OUT BACK GRAPHICS, LLC	8/15/2024	\$294.60	Street signs	1060490 - STREET SIGN REPAIR & REPLACE
OUT BACK GRAPHICS, LLC	8/15/2024	\$98.50	Street sign	1060490 - STREET SIGN REPAIR & REPLACE
		\$1,185.10		
PACK, BRANDI CELESTE	8/15/2024	\$680.00	Bail Refund - Ekins/Pack	1022430 - COURT FINES AND FORFEITURES
PAYMENT TECH	8/5/2024	\$734.55	Credit Card Processing Fees - July 2024	5140241 - UTILITY BILLING PROCESSING FEES
PAYMENT TECH	8/5/2024	\$734.55	Credit Card Processing Fees - July 2024	5240241 - UTILITY BILLING PROCESSING FEES
PAYMENT TECH	8/5/2024	\$734.55	Credit Card Processing Fees - July 2024	5440241 - UTILITY BILLING PROCESSING FEES
PAYMENT TECH	8/5/2024	\$94.10	Credit Card Processing Fees - Non Utility - July 2024	5240241 - UTILITY BILLING PROCESSING FEES
PAYMENT TECH	8/5/2024	\$94.10	Credit Card Processing Fees - Non Utility - July 2024	5440241 - UTILITY BILLING PROCESSING FEES
PAYMENT TECH	8/5/2024	\$94.11	Credit Card Processing Fees - Non Utility - July 2024	5140241 - UTILITY BILLING PROCESSING FEES
		\$2,485.96		
PAYSON AUTO SUPPLY - NAPA	8/15/2024	\$61.46	Tools for service truck	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	8/15/2024	\$129.99	Vice for service truck	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	8/15/2024	\$161.27	Vice for service truck	1060250 - EQUIPMENT MAINTENANCE
		\$352.72		
PAYSON CITY	8/15/2024	\$4,543.40	Communities that Care Donation - FY24-25	1041330 - DONATIONS

PAYSON CITY SOLID WASTE	8/15/2024	\$6,930.31	Tipping fees	5240530 - WRF - SOLID WASTE DISPOSAL
PETERSON PLUMBING SUPPLY	8/15/2024	\$707.56	Meter Parts	5140242 - METERS & MXU'S
PETERSON PLUMBING SUPPLY	8/15/2024	\$707.56	Meter Parts	5240242 - METERS & MXU'S
PETERSON PLUMBING SUPPLY	8/15/2024	\$707.56	Meter Parts	5440242 - METERS & MXU'S
		\$2,122.68		
PRINCIPAL LIFE INSURANCE COMPANY	8/5/2024	\$118.94	Vision/Dental Premium - August (Hooser)	1054145 - SURVIVING SPOUSE BENEFIT PROGRAM
PRINCIPAL LIFE INSURANCE COMPANY	8/5/2024	\$118.94	Vision/Dental Premium - July 2024 (Hooser)	1054145 - SURVIVING SPOUSE BENEFIT PROGRAM
PRINCIPAL LIFE INSURANCE COMPANY	8/5/2024	\$23.21	Vision Premium - June (Hooser)	1022508 - VISION
PRINCIPAL LIFE INSURANCE COMPANY	8/5/2024	\$93.03	Dental Premium - June (Hooser)	1022501 - DENTAL
		\$354.12		
PROCTOR, ANGELA	8/6/2024	\$680.00	#17-442 REISSUE CHECK (06/21/2024) DID NOT RECEIVE BAIL REFUND SECOND REISSUE	1015800 - SUSPENSE
PROCTOR, ANGELA	8/6/2024	-\$680.00	REISSUE CHECK (06/21/2024) DID NOT RECEIVE BAIL REFUND	1015800 - SUSPENSE
		\$0.00		
PROVSTGAARD, BART	8/15/2024	\$37.50	Boot reimbursement for Bart Provstgaard	1060350 - SAFETY & PPE
PROVSTGAARD, BART	8/15/2024	\$37.50	Boot reimbursement for Bart Provstgaard	5140350 - SAFETY & PPE
PROVSTGAARD, BART	8/15/2024	\$37.50	Boot reimbursement for Bart Provstgaard	5240350 - SAFETY & PPE
PROVSTGAARD, BART	8/15/2024	\$37.50	Boot reimbursement for Bart Provstgaard	5440350 - SAFETY & PPE
		\$150.00		
REPUBLIC SERVICES LLC #864	8/9/2024	\$1,059.81	Dumpster Tipping Fees	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$485.10	Fuel Recovery Fee	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$1,002.96	Fuel Recovery Fee	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$3,570.22	2nd Cans -1303 cans	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$14,460.60	Recycle Pickup Services (2310 Cans)	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$20,492.40	Disposal of Residential Waste (585.33Tons)	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	8/9/2024	\$30,184.32	Garbage Pickup Services (4776 1st Cans)	1062311 - WASTE PICKUP CHARGES
		\$71,255.41		
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	-\$1,866.90	Customer Deposit for MS Licensing Annual - Credit for Pre-payment	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	-\$347.80	Overpayment	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$5.85	Azure Active Directory Premium - Recurring	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$8.05	Microsoft 365 Apps for Business	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$15.00	Outlet Powerstrip	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$22.40	Microsoft Office 365 E3 - Recurring	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$24.00	(2) Microsoft 365 Business Standard @ 12.00	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$55.00	Wireless Mouse - Amalie	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$75.00	Lenovo USB-C Cable (2)	4340230 - MISC EQUIPMENT EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$110.00	Splashtop Remote Premium (11 users @10.00)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$132.00	Maintenance & Mgmt of Access Control System - Rec Building (33 @ \$4.00)	4340110 - WEBSITE CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$159.25	Management of User Security Accounts & Training (91 @ \$1.75)	4340110 - WEBSITE CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$207.00	Back up of email accounts (138 @1.50)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$215.60	Microsoft Exchange Online (56 users @3.85)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$344.00	Customer Deposit of MS - Prorated for (2) Business Premium	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$371.25	Remote Management & Monitoring Per Computer (135 users @ 2.75)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$1,591.00	Microsoft Exchange & 365 Business (74 users @ 21.50)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$2,850.00	Monthly Service Contract	4340100 - COMPUTER SUPPORT CONTRACT - RMT
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$2,880.00	Cloud Backup (16,000 GB @ .18)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	8/15/2024	\$58,483.81	Replacement of damaged Servers/Equipment - Water Leak	4340220 - SERVER ROTATION EXPENSE
		\$65,334.51		
ROCKY MOUNTAIN POWER	8/15/2024	\$29.41	509 FIRESTONE DRIVE	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	8/15/2024	\$17.44	1250 S CANYON ROAD	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	8/15/2024	\$4,320.07	1100 S CANYON ROAD	5440273 - UTILITIES
		\$4,366.92		
ROCKY MOUNTAIN TURF - RMT EQUIPMENT - STAN BONHAM COMPANY	8/15/2024	\$22,855.00	New Mower with Bagger	4241060 - EQUIPMENT PURCHASES
ROCKY MOUNTAIN TURF - RMT EQUIPMENT - STAN BONHAM COMPANY	8/15/2024	\$68.95	Mower parts	1070250 - EQUIPMENT MAINTENANCE
		\$22,923.95		

SAM'S CLUB	8/15/2024	-\$245.00	CREDIT: SAM'S APPLIED MEMBERSHIP CHK TO WRONG ACCOUNT ON 7/8/24 STMNT	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
SAM'S CLUB	8/15/2024	\$118.20	ONE SAM'S CLUB MEMBERSHIP-SARAH MILLER	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
SAM'S CLUB	8/15/2024	\$207.00	ORCHARD DAYS	6240245 - ORCHARD DAYS MISCELLANEOUS
SAM'S CLUB	8/15/2024	\$238.13	PARADE CANDY CITY COUNCIL	1041240 - SUPPLIES
SAM'S CLUB	8/15/2024	\$242.72	ORCHARD DAYS 55+ DINNER	6240245 - ORCHARD DAYS MISCELLANEOUS
SAM'S CLUB	8/15/2024	\$479.48	CONCESSIONS	6140484 - SNACK SHACK FOOD
		\$1,040.53		
SANTAQUIN CITY UTILITIES	8/15/2024	\$120.00	Utility Assistance Program - August	5221600 - SEWER FUND DONATIONS
SANTAQUIN CITY UTILITIES	8/16/2024	\$145.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	8/16/2024	\$865.00	Utilities	1022350 - UTILITIES PAYABLE
		\$1,130.00		
SHEPHERD, EARL	8/15/2024	\$680.00	Bail Refund - Shepherd	1022430 - COURT FINES AND FORFEITURES
SHRED-IT US JV LLC	8/15/2024	\$119.06	Document Shredding Services	1042310 - PROFESSIONAL & TECHNICAL
SIEMENS INDUSTRY, INC	8/15/2024	\$137.90	PI meter Canyon total	5440240 - SUPPLIES
SIEMENS INDUSTRY, INC	8/15/2024	\$5,905.90	12 meter for Canyon PI totals"	5440240 - SUPPLIES
		\$6,043.80		
SKM INC	8/15/2024	\$620.00	Work at Treatment Plant	5240310 - PROFESSIONAL & TECHNICAL SVCS
SKM INC	8/15/2024	\$1,233.75	Valve programming for PI diversion	5440310 - PROFESSIONAL & TECHNICAL SVCS
		\$1,853.75		
SOUTH UTAH VALLEY SOLID WASTE DISTRICT	8/15/2024	\$5,828.30	Tipping fees	1062312 - RECYCLING PICKUP CHARGES
SPRINKLER SUPPLY	8/15/2024	\$67.88	Sprinkler nozzles	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	8/15/2024	\$276.92	sprinkler repair	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	8/15/2024	\$602.13	Antenna for Harvest View Irrigation timer	1070300 - PARKS GROUNDS SUPPLIES
		\$946.93		
STAKER PARSON COMPANIES	8/15/2024	\$350.84	Roadbase for patches	1060240 - SUPPLIES
STAKER PARSON COMPANIES	8/15/2024	\$1,470.85	Asphalt for patches	1060240 - SUPPLIES
		\$1,821.69		
STAPLES	8/15/2024	\$4.55	Office Supplies	1043240 - SUPPLIES
STAPLES	8/15/2024	\$108.99	CAD Paper	1048240 - SUPPLIES
STAPLES	8/15/2024	\$38.31	Case of Copy Paper	1048240 - SUPPLIES
STAPLES	8/15/2024	\$38.31	Case of Copy Paper	5140240 - SUPPLIES
STAPLES	8/15/2024	\$38.31	Case of Copy Paper	6740240 - SUPPLIES
STAPLES	8/15/2024	\$80.04	Office Supplies (Paper, Receipt Tape, Post-its)	1043240 - SUPPLIES
		\$308.51		
STEELE, JARED	8/15/2024	\$1,200.00	Rodeo Hay	6240260 - RODEO EXPENSE
STEVENS & GAILEY	8/15/2024	\$48.00	Public Defender Services - Johnson	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	8/15/2024	\$132.00	Public Defender Services - Mejia	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	8/15/2024	\$48.00	Public Defender Services - Morales	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	8/15/2024	\$48.00	Public Defender Services - Nixon	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	8/15/2024	\$108.00	Public Defender Services - Nolasco-Vargas	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	8/15/2024	\$78.00	Public Defender Services - Vanmeeteren	1042332 - LEGAL - PUBLIC DEFENDER
		\$462.00		
STRINGHAM'S HARDWARE	8/5/2024	\$9.49	PI	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$8.64	LUCAS Case Repair	7657252 - EMS - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$86.97	Tools	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$45.98	Garbage grabbers	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$14.99	tools	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$25.99	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$71.98	Tools	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$10.48	Cautking Material for Command Trailer	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$34.99	Gloves	5140240 - SUPPLIES

STRINGHAM'S HARDWARE	8/5/2024	\$7.99	Caulking Material for Command Trailer	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$38.45	Cleaning supplies for the park bathrooms	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$27.87	Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$1.79	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$55.46	Comms room paint supplies	7657240 - FIRE - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$2.99	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$66.77	Comms room paint	7657240 - FIRE - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$22.99	Tarp	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$47.88	Wasp spray	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$26.84	cleaning supplies	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$10.99	Good off for Comms room	7657240 - FIRE - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$7.57	Fish cleaning station repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$22.48	Toilet repair	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$6.36	PI parts	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$47.88	Wasp spray	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$51.96	Wall repair	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$23.98	Wall repair	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$37.94	Wasp spray	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$51.19	Arena maintenance	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$66.54	Wasp trap, spray, etc	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$12.48	Cleaning supplies	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$28.48	BATTIRIES FOR BLUE STAKES	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$95.76	WASP SPRAY	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$10.74	ARENA MAINTENANCE	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$10.99	Ear plugs	1070350 - SAFETY - PPE
STRINGHAM'S HARDWARE	8/5/2024	\$20.36	Supplies	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$1.58	LUCAS Case Repair	7657252 - EMS - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$3.29	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$37.48	Tools	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$42.97	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$5.49	City Hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$19.64	City hall	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$32.48	City hall drain	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$19.99	Tools	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$115.35	Filter Longview Park	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$60.96	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$5.99	WiFi Bridge	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$63.95	Engineering Paint supplies	1048240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$18.48	Brush 141 repair	7657700 - WILDLAND FIRE RES EXPENDITURES
STRINGHAM'S HARDWARE	8/5/2024	\$6.49	Window cleaner	7657242 - EMS - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$12.69	Sprinkler parts	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$15.98	Park Bathrooms	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$52.98	Line repair 200 West 400 N.	5440751 - SUMMIT CREEK IRR REPAIR EXPENSES
STRINGHAM'S HARDWARE	8/5/2024	\$36.98	Patching	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$6.74	Plate compactor	1060250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$103.91	key copies	6740300 - BUILDINGS & GROUNDS MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$28.99	Tarp	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$1.29	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$6.99	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$48.44	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$9.28	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$19.56	Supplies for prospector view	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$47.88	Wasp spray	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$7.99	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$155.94	Hose for rear flowers	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$7.98	Wasp Spray	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$42.47	Cleaning supplies and lock	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$5.25	Mower 7 repair	1070250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$5.98	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$44.95	Wasp Spray and tarp	1070311 - ARENA MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$8.37	Irrigation repair	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$32.14	Comms room hardware	7657242 - EMS - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$16.66	Hardware	1070300 - PARKS GROUNDS SUPPLIES

STRINGHAM'S HARDWARE	8/5/2024	\$6.49	Hardware	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$27.98	Gas can spouts	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$16.99	Pin Padlock	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$20.99	Tarp	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$5.49	IRRIGATION PARTS	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$17.98	1 PIPE"	5240240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$7.07	Supplies for painting fields	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$5.99	BLADES FOR EDGER	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$1.69	Blue fuel	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$7.49	Summit Ridge well house	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$45.02	Wildland pump shipping	7657700 - WILDLAND FIRE RES EXPENDITURES
STRINGHAM'S HARDWARE	8/5/2024	\$6.58	Misc key supplies	6840300 - MISC SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$21.94	Shipping of Radio for repair	7657250 - FIRE - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	8/5/2024	\$16.99	Lock for gate	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	8/5/2024	\$20.57	Misc supplies	6840300 - MISC SUPPLIES
		\$2,497.08		
STRYKER MEDICAL - STRYKER SALES CORPORATION	8/15/2024	\$499.00	LifePak 15 Service 1 of 4	7657252 - EMS - EQUIPMENT MAINTENANCE
SUMMIT CREEK RODEO CLUB	8/15/2024	\$3,125.00	Roping Club Payment #2	6240260 - RODEO EXPENSE
SYMBOL ARTS, LLC	8/15/2024	\$145.00	Sgt Badge for Lerwill, Replaced badge that went into Hooser casket	1054240 - SUPPLIES
TARGET SOLUTIONS LEARNING LLC	8/15/2024	\$6,386.42	Target Solutions LMS	4340613 - FIRE DEPARTMENT SOFTWARE
TEAM UP ATHLETICS OF CENTRAL UTAH	8/15/2024	\$10,573.25	Youth Fall Soccer Shirts & Socks	6140665 - YOUTH SPORTS
THATCHER COMPANY	8/15/2024	\$8,745.75	Chlorine	5140240 - SUPPLIES
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$16.00	July 2024 Car Washes for Building Inspection Vehicles	1068250 - EQUIPMENT MAINT
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$150.00	PD Car Wash July 2024	1054250 - EQUIPMENT MAINTENANCE
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$19.40	Car wash	1060240 - SUPPLIES
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$19.40	Car wash	5140240 - SUPPLIES
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$19.40	Car wash	5240240 - SUPPLIES
THE CLASSIC CAR WASH OF SANTAQUIN LLC	8/15/2024	\$19.40	Car wash	5440240 - SUPPLIES
		\$243.60		
THOMAS, GAGE	8/15/2024	\$25.00	Refund - Utility Set-Up Fee	5138900 - MISCELLANEOUS WATER
THOMSON REUTERS - WEST	8/15/2024	\$274.13	CLEAR Subscription July 2024	1054311 - PROFESSIONAL & TECHNICAL
TINYMOBILEROBOTS US LLC	8/15/2024	\$22,130.00	Field Painter Robot	4241060 - EQUIPMENT PURCHASES
TOWN OF GENOLA	8/15/2024	\$5,115.95	Genola Court Fines - July 2024	1022430 - COURT FINES AND FORFEITURES
TOWN OF GOSHEN	8/15/2024	\$748.74	Goshen Court Fines - July 2024	1022430 - COURT FINES AND FORFEITURES
TRILOGY MEDWASTE WEST LLC	8/15/2024	\$95.00	EMS Bio Waste Disposal	7657242 - EMS - SUPPLIES
TRYON, ERIK	8/15/2024	\$659.89	Contract Pay	6840809 - MARTIAL ARTS
TURF EQUIPMENT & AGRONOMICS, LLC	8/15/2024	\$748.32	Parts for versa track	1070250 - EQUIPMENT MAINTENANCE
TWIN D" INC"	8/15/2024	\$1,225.00	Lift station cleaning	5240325 - SEWER LINE CLEANOUT EXPENSE
URBAN, ANDREA	8/15/2024	\$125.00	EMS Class Registration	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
USDA - RURAL DEVELOPMENT	8/15/2024	\$4,633.28	Principal - 2011A-2 Sewer Revenue	522540.2 - 2011A-2 Sewer Revenue Bond repaid
USDA - RURAL DEVELOPMENT	8/15/2024	\$5,937.72	Interest - 2011A-2 Sewer Revenue	5240820 - DEBT SERVICE - INTEREST
		\$10,571.00		
UTAH CONTAINER & TANK, LLC	8/15/2024	\$250.00	Container rental	4140829 - PI METER UPGRADE PROJECT

UTAH COUNTY LODGE #31	8/16/2024	\$217.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH DEPARTMENT OF WORKFORCE SERVICES	8/15/2024	\$5.46	Unemployment Expense - Admin	1043131 - UNEMPLOYMENT EXPENSE
UTAH DEPARTMENT OF WORKFORCE SERVICES	8/15/2024	\$21.88	Unemployment Expense	1043131 - UNEMPLOYMENT EXPENSE
		\$27.34		
UTAH STATE FIREFIGHTERS' ASSOCIATION	8/15/2024	\$2,215.00	Utah State FF Association dues	7657210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIPS
UTAH STATE RETIREMENT	8/15/2024	-\$2.45	URS Adjustment - Wagner PP ending 7/13/2024	7240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	8/15/2024	-\$0.88	URS Adjustment - Steele PP ending 7/13/2024	1070130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	8/15/2024	\$717.77	URS Adjustment - Lind PP ending 7/13/2024	7657130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	8/13/2024	\$5.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	8/13/2024	\$91.64	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	8/13/2024	\$718.12	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	8/13/2024	\$1,498.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	8/13/2024	\$1,538.21	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	8/13/2024	\$4,906.87	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	8/13/2024	\$24,827.53	State Retirement	1022300 - RETIREMENT PAYABLE
		\$34,299.81		
UTAH STATE TREASURER	8/15/2024	\$5,205.30	Santaquin Court Fines - July 2024	1042610 - STATE RESTITUTION
WASHINGTON COUNTY LIBRARY	8/15/2024	\$14.95	Library Book	7240760 - OTHER GRANT EXPENSES
WAXIE SANITARY SUPPLY	8/15/2024	\$184.23	Cleaning supplies	1051240 - SUPPLIES
WAXIE SANITARY SUPPLY	8/15/2024	\$259.06	Cleaning supplies	1051240 - SUPPLIES
		\$443.29		
WHEELER CAT - WHEELER MACHINERY CO	8/15/2024	\$1,282.00	Bike Skills Park-Water Truck Trailer	5740733 - PROSPECTOR VIEW PARK
WINGFOOT PLASTICS & PRINTING, INC	8/15/2024	\$1,041.23	Supplies: Book barcodes	7240240 - SUPPLIES
XPRESS BILL PAY	8/5/2024	\$927.14	Credit Card Processing Fees - July 2024	5140241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	8/5/2024	\$927.14	Credit Card Processing Fees - July 2024	5240241 - UTILITY BILLING PROCESSING FEES
XPRESS BILL PAY	8/5/2024	\$927.14	Credit Card Processing Fees - July 2024	5440241 - UTILITY BILLING PROCESSING FEES
		\$2,781.42		
ZENON ENVIROMENTAL CORPORATION (VEOLIA)	8/15/2024	\$170,997.00	First payment on train addition	5640783 - WRF UPGRADE (ADDITIONAL TRAIN) PROJECT
ZIONS BANK-SANTAQUIN-CC-AMALIE OTTLEY	8/13/2024	\$3.50	Visa fee at Utah County Recorders office	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$32.35	Payson Marketplace - city council dinner, chips, cookies	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$38.00	Jimmy Johns - City Council dinner	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$50.00	Maceys - Mayor thank you to employee	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$68.30	Maceys - treats for city council and board meetings	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$89.91	Chick-Fil-A - City Council dinner	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$117.78	Wal-Mart - City Council dinner, treats for meetings, Emp. of Month gift basket items & wrap	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$132.00	Recording fee for Santaquin Heights subdivision	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$243.83	Maceys - parade candy	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$345.06	Radisson Hotels - Travis ULCT Fall conference hotel stay	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC-DAN OLSON	8/13/2024	\$62.20	San Francisco Sourdough - Business Lunch	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$64.47	Maceys In Santaquin - Supplies	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC-FIRE DEPARTMENT	8/13/2024	\$170.00	Mountain View Family Pharmacy. Fentanyl and Morphine for Ambo	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$197.48	Amzn Mktp Us Required DOT triangles and extinguishers	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC-JACKIE BACKMAN	8/13/2024	\$113.68	Wal-Mart #5167- 63-40-240 Museum- Nacho Night	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$401.94	Creative Signs- Deposit for Orchard Days Banners-62-40-245	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$401.94	Creative Signs- Orchard Days Sponsor Banners	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC-JASON BOND	8/13/2024	\$19.89	Travel Guard Group Inc - Trip Insur. for Rndtrip Flight: Pgh 2024 ICMA Conf./Jason Bond	1078230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$27.99	Maceys In Sntqn - Plant to Recognize Amalie Ottley for UT UMCA Clerk Cert. through SUU.	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$89.10	Wrist-Band.Com - Wristbands for 1st Qtr. Employee Wellness Theme (Finance Wellness).	1043483 - EMPLOYEE ENGAGEMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$102.99	Wrist-Band.Com - Wristbands for 1st Qtr Employee Wellness Theme (Finance Wellness).	1043483 - EMPLOYEE ENGAGEMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$305.95	United - Roundtrip Flight to Pittsburgh for 2024 ICMA Conference for Jason Bond	1078230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$899.00	Apple.Com/Us - New Ipad for Building Inspectors	1068240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-JASON CALLAWAY	8/13/2024	-\$79.98	Credit Voucher Amazon Mktplace Pmts Return for cameras and bird spikes	1051300 - BUILDINGS & GROUND MAINTENANCE

ZIONS BANK-SANTAQUIN-CC	8/13/2024	-\$40.00	Credit Voucher Lowes #03427- Depost return for carpet cleaner rental	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$34.45	McDonalds F39769 - Lunch for Shads crew.	5240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$76.78	Amazon Mktpl - Cameras for Prospector View and spikes for bird repellent.	1070300 - PARKS GROUNDS SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$79.98	Amazon Mktpl - Cameras for Prospector Park and bird repellent spikes	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$98.98	Lowes #03427 - Carpet cleaner rental for city hall	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$150.00	Deq Dw - Renewal for Karen Montague (Backflow Administrator)	5140210 - BOOKS, SUBSCRIPTIONS & MEMBERS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$222.58	Sq *advantage - Jack for solids trailer	5240250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$275.00	Greenes Inc - Curb Drain for city hall	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC-JENNIFER WAGNER	8/13/2024	\$4.29	Teacherspayteachers.Com craft download for mcbook club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$4.62	Usps Po return ill book	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$8.94	Wm Supercenter skewers and fruit for bookclub	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$9.44	Amzn book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$9.99	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$10.00	Fiiz Drinks Santaquin gift card for Adult book club party	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$10.39	Amzn book	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$13.99	Amazon books/teen program	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$14.99	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$18.99	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$20.24	Amzn dvd	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$22.56	Maceys storytime treats and breakroom supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$23.56	Wal-Mart teen book club craft/treat	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$23.99	Amazon watering can	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$24.99	Amazon switch game	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$24.99	Stringhams book drop lock	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$29.00	La Dolce Vita Ristorante Dayna and Anita lunch at conference BFYR	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$30.00	J Mart Publishing posters for Orchard Days	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$32.88	Amazon facemasks for MTH and story time	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$32.94	Usps return book club sets	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$34.65	Amazon books/mouse replacement/activity kit item	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$42.99	Amazon dvd series,scanner, charger,mcbookclub	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$45.87	Los Hermanos Anita and Dayna lunch during conference BFYR	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$49.70	Amazon Lego/lego club	7240320 - PROGRAMS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$54.98	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$60.00	Utah Library Associati membership renewal	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$61.98	Amazon books/mouse replacement/activity kit item	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$99.09	Amazon books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$175.63	Amazon dvd series,scanner, charger,mcbookclub	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$214.33	Amazon books/teen program	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC-JOHN BRADLEY	8/13/2024	\$2.20	Pidj.Co - Monthly event texting.	6740310 - PROFESSIONAL & TECHNICAL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$4.00	Classic Car Wash - Explorer	6740250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$7.90	Chevron 0375725 - Parade Route Prep	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$13.04	Pidj.Co. - Monthly sport texting.	6140310 - PROFESSIONAL & TECHNICAL SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$27.55	Wm Supercenter #2511 - Supplies	6740240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$29.98	Amazon - Orchard Days Misc. Pennant Flagging for events.	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$30.00	Amazon. August Golf Tournament	6140670 - ADULT SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$69.54	Pvc Fittings Online - 9 Square Event Parts. Events	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$119.98	Oriental Trading - Glowsticks for Miss Santaquin fundraiser.	6440600 - QUEEN FUNDRAISING EXPENSES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$137.28	Hobby Lobby - Thin desk for rec office.	6740240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$151.67	Amazon. Supplies for Orchard Days Cornhole	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$160.39	Hasty Awards - Orchard Days Parade Plaque.	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$189.97	Amazon. Quilt Show Orchard Days Awards	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$212.35	Crown Awards Inc - Orchard Days Awards Cornhole	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$241.13	Wal-Mart - Cornhole Raffle Prizes.	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$248.69	American Cornhole Association - Bags for Orchard Days Cornhole	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$499.00	Colorado Parks and Rec Association Conf. Registration - CS Director John Bradley	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$919.96	Sp Park & Sun Sports - Orchard Days. Grass Volleyball Nets	6240245 - ORCHARD DAYS MISCELLENOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$1,106.47	Windy City Novelties - Miss Santaquin Glow Sticks. Fundraising.	6440600 - QUEEN FUNDRAISING EXPENSES
ZIONS BANK-SANTAQUIN-CC-JON LUNDELL	8/13/2024	\$50.59	Aroma Cafe - Lunch with Rocky Mountain Power	1048240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$120.00	Esri for ArcGIS - online credits	1048240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-LISA WILKEY	8/13/2024	\$1.55	USPS - postage for payment sent to Canada- Vendor is "Thirteen Ways"	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$25.58	Costco - July Employee Birthday/Appreciation Party	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$32.35	Maceys - July Employee Birthday/Appreciation party	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$184.78	Home Depot - Faux olive trees (2) - decor for new City Hall	1043240 - SUPPLIES

ZIONS BANK-SANTAQUIN-CC-MELINDA MATHESON	8/13/2024	\$19.76	Maceys: Teen Adventure camp supplies	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$20.15	Maceys: Not Your Typical Camp supplies	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$28.00	Quickscores: Sand Volleyball Scheduling program	6140670 - ADULT SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$36.00	Provo Rec Center: Teen adventure camp	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$45.00	Livingston Photo: Print outs for tball program	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$75.00	When I Work: Employee scheduling program	6140310 - PROFESSIONAL & TECHNICAL SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$75.21	Amazon: Fall soccer supplies	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$112.81	TropicalSno: Baseball/softball tournament prize	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$119.98	Amazon: Start Smart Soccer Camp equipment	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$129.13	Amazon: Parade supplies, concession equipment	6140335 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$160.00	Amazon: Sand volleyball prizes	6140670 - ADULT SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$193.80	Livingston Photo: Prizes for baseball/softball	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$222.80	Amazon: Sand volleyball prizes	6140670 - ADULT SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$299.95	Amazon: Orchard Day Horseshoe Equipment	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$317.70	Amazon: Fall soccer equipment	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$468.50	CoachDeck: Soccer coaching cards for coaches	6140665 - YOUTH SPORTS
ZIONS BANK-SANTAQUIN-CC-NORM BEAGLEY	8/13/2024	\$18.85	McDonalds F39769 - Business Lunch Mayor Olson & Norm B	1041240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$30.00	Facebk *xuzz974vb2 - Facebook Boosting for Hometown Market Event	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$759.98	Amzn Mktp Us - Large monitors for offices & Conference rooms	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$759.98	Amzn Mktp Us - Large Monitors for Offices and Conference Rooms	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-ROD HURST	8/13/2024	\$2.34	Walmart.Com 8009256278 - 2 photos of Bill	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$9.54	Amzn Mktp Us - Packaging Tape	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$30.55	Maceys In Santaquin - Dessert/waters for Dept Activity with spouses	1043482 - TEAM APPRECIATION & RECOGNITION PROGRAM
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$60.76	Amazon Mar* 112-502347 - AA Energizer Lithium Batteries for AR15s	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$86.97	Amazon Mktp - Monitor desk mounts x3	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$100.00	Bureau Of Criminal Id - TAC Conf Registration- McKinzie	1054230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$117.59	Amzn Mktp Us - 10x10 canopy tent shade for PD	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$134.96	Amazon Mktp - canopy side wall and Igloo cooler for PD	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$144.25	Amazon Mktp - Office Supplies	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$234.50	Sq *spanish Fork Gun Club - Shooting Activity with Spouses	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$334.37	Ezcatermo Bettahs - Admin Assistant Lunch	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$473.00	Rr Bbq Spanish Fork- PD Shooting Activity with spouses	1043482 - TEAM APPRECIATION & RECOGNITION PROGRAM
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$734.15	Kuiu Llc - Uniform pants, Wal/ Vazquez	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-RYAN LIND	8/13/2024	\$10.00	Uvu Cashier - Fire certification renewal for 2 members	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$15.71	Stringhams Hardware, Inc - Shipping costs to send GlideScope in for repair	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$33.96	Maceys - Ice cream mix July Birthday party	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$35.16	Maceys In Santaquin	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$35.99	Quickquack Car wash - membership	7657252 - EMS - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$91.68	Barlowswoodclassicsmill - Trim pieces for Comms room	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$111.93	Costco Whse #1118 - AA batteries for Wildland radios	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$189.86	Hose & Rubber Supply - Parts for pump maintenance	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$247.22	Sq *cottonwood distribution - Frazil mix	7657132 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$406.95	Sp 49er Communications Cloning - cables for Wildland radios	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$562.42	Paypal - Radio battery chargers paid by PD in exchange for equipment from FD	1054250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$582.58	Paypal - Radio battery charges	1054250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$584.34	Amzn Mktp Us - Wildland helmets	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$676.00	Amzn Mktp Us - Batteries for extrication tools	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$1,039.33	Ls North Ridge Fire Eq - Wildland pump rebuild	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$1,736.90	Ls North Ridge Fire Eq - Pump for Brush 141	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$3,064.00	BK Radio Store - Rechargeable batteries for BK	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC-SANTAQUIN SENIOR CENTER	8/13/2024	\$80.97	Amazon Mktp Donut makers for kitchen	7540240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$87.89	Amzn Mktp Us Printer Toner	7540240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$90.00	Custom Signworks Senior Center banner	7540482 - ELDRED FUND EXPENSES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$90.00	Usu Extension Online Food Manager Marissa Oveson	7540200 - EDUCATION, TRAVEL, TRAINING
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$90.00	Usu Extension Online Food Managers course for Sarah Miller	7540200 - EDUCATION, TRAVEL, TRAINING
ZIONS BANK-SANTAQUIN-CC-SHANNON HOFFMAN	8/13/2024	\$13.29	Amazon Mktp - Charging cord court vacuum	1042240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$23.17	Dnh *godaddy#3161350883 - Santaquin.org domain renewal	4340500 - SOFTWARE EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$23.58	Chick-Fil-A #03350 - Lunch Shannon/Lisa while furniture shopping	1043610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$25.04	Amazon Mktp - Break room supplies	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$28.79	Amazon Mktp - Breakroom	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$35.80	Amazon Mktp - Supplies for Employee Ice Cream Social	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$68.60	Amazon Mktp - Breakroom Supplies	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$99.95	Amazon.Com* - Rug for breakroom	1043240 - SUPPLIES

ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$128.81	Dropbox* - Software Auto Renewal	4340500 - SOFTWARE EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$236.60	Hobby Lobby # 448 - Floral Decor for City Hall	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$239.99	Amazon.Com* - Truck Bed Storage Box	1068240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$834.00	Stampli - AP Software	4340118 - STAMPLI - AP OCR SOFTWARE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$1,897.00	Best Deal Mattress & Furn - Furniture for Employee Breakroom	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$2,051.50	Usps.Com Postal Store - Pre-stamped Mailing Envelopes	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC-SHAUNA JO EVES	8/13/2024	\$0.73	Usps Po 4978880655 - Mailing check for Saddles	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$6.45	Joann Stores - Art Show Supplies - Orchard Days	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$9.95	Amazon Mktpl - Flags for Boutique at the park.	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$12.98	Amazon Mktpl - Rubber bands for the rodeo	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$15.99	Amazon Mktpl - Fairy Wings for Themed dance Classes	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$22.75	Amzn Mktp Us - Orchard Days Art Show Stickers	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$22.99	Amazon Mktpl - Ice bags for Rodeo Ice	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$25.62	Temu.Com - Sponsor Thank you bags	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$26.26	Maceys In Santaqui - Candy for prizes at the Concerts in the park and other events.	6240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$29.37	Amazon Mktpl - Lables for senior lunches	7540480 - FOOD
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$30.32	Dollar Tree, Inc. - Mad Dash supplies	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$31.93	Amazon Mktpl - Calendars for 2025	6840300 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$40.70	Amazon Mktpl - Supplies for the Theamed Dance Camps	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$41.97	Amazon Mktpl - Prizes for Orchard days Pickleball Tournament. - 47.97 at bottom of receipt	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$64.21	Amazon Mktpl - Orchard Days Art show Supplies	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$67.96	Amazon Mktpl - Orchard Days Pickleball Tournament Prizes - see bottom of receipt.	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$81.53	Amazon Mktpl - Princess dance Camp Supplies	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$85.95	Amazon Mktpl - lamination sheets for Enrichemnt and events signs	6840300 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$98.00	Paypal - Bibs for Contestants little buck a Roo	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$98.79	Amazon Mktpl - Sponsor Dinner	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$99.99	Amazon Mktpl - zip ties	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$130.13	Amazon Mktpl - themed Dance Classes - Fairy Wings	6840725 - YOUTH ENRICHMENT
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$169.95	Costco Whse #1118 - Orchard Days Pickleball snacks	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$214.74	Amazon - Prizes:Orch. days pickle ball Tourmnt. - see bottom of receipt. Shows two diff. totals	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$250.00	Sp Frontier Trailers - Gift cards for Little Buck a roo.	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$250.25	Dollar Tree - Family Night Mad Dssh Supplies	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$272.77	Dollar Tree, Inc. - Orchard Days Mad Dash Supplies	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$273.47	Payson Marketplace Candy for Little Buck a Roo	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$287.80	Fun Express - Candy Run supplies for Little Buck A Roo	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$302.47	Temu.Com - Mad Dash	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$304.59	Price Chopper Wristbands	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$485.00	Dollar Tree, Inc. Mad Dash Supplies Orchard Days	6240245 - ORCHARD DAYS MISCELLANEOUS
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$566.50	Paypal - Rodeo Buckets	6240260 - RODEO EXPENSE
ZIONS BANK-SANTAQUIN-CC	8/13/2024	\$659.30	Industrial Safety Gear .C Little Buck a Roo - Bandanas for Contestants	6240260 - RODEO EXPENSE
		\$37,597.11		
TOTAL:		\$1,005,094.51		



RESOLUTION 08-03-2024
A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING (MOU) WITH UTAH COUNTY AND SANTAQUIN CITY

WHEREAS, Santaquin City is a fourth-class municipality and political subdivision of the state of Utah; and

WHEREAS, policing services provide an important means to protecting City assets and for safety of the general public within the boundaries of Utah County, and other important matters, thereby promoting the health, safety, and welfare of the citizens residing in Utah County; and

WHEREAS, Utah County and Santaquin City desire to cooperate in providing policing services on certain City owned property within a portion of Utah County; and

WHEREAS, the Parties desire now to enter into a Memorandum of Understanding (“MOU”) to set forth the terms and conditions of their agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Santaquin City Council as follows:

1. The City Council finds that the terms and conditions of the MOU, a copy of which is attached hereto as Exhibit A, are in the best interests of Santaquin City and its residents, and hereby approve said MOU.
2. The Mayor and Recorder are authorized and directed to execute said MOU and all documents necessary to accomplish the purposes thereof.
3. This Resolution shall take effect upon adoption by the City Council.

Approved and adopted by the Santaquin City Council this 20th day of August 2024.

SANTAQUIN CITY,

Daniel M. Olson, Mayor

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

Attest:

Amalie R. Ottley, City Recorder

MEMORANDUM OF UNDERSTANDING BETWEEN THE UTAH COUNTY SHERIFF’S OFFICE AND SANTAQUIN CITY REGARDING PROSPECTOR VIEW PARK

This Memorandum of Understanding (“MOU”) is entered into on the last date listed below between the Utah County Sheriff’s Office (“UCSO”) and Santaquin City (“CITY”) regarding the law enforcement patrol of Prospector View Park and Trailhead (“Park”), located at South Canyon Road, Santaquin, Utah 84655.

WHEREAS, CITY owns property located at the address described above with the Park located at the same; and

WHEREAS, portions of the Park and its corresponding trail system cross onto land patrolled by UCSO; and

WHEREAS, CITY desires to provide increased law enforcement for the Park and trail system to better protect its property and the citizens who recreate at the Park.

NOW THEREFORE, the UCSO and CITY agree as follows:

UCSO hereby authorizes CITY to provide additional law enforcement services on the property currently patrolled by UCSO at and around the Park. CITY shall use its best efforts to communicate and coordinate the provision of law enforcement services at the Park with the USCO. CITY shall provide these services for good and valuable consideration, the receipt of such is acknowledged by both parties. UCSO shall maintain primary law enforcement authority under this Agreement. Either party may cancel this MOU at any time upon written notice to the other. Both parties are governmental entities subject to the Governmental Immunity Act of Utah, Utah Code Ann., Section 63G-7-101, et seq., as amended. By entering into this MOU, neither party waives by this MOU any defenses or limits of liability available under the Governmental Immunity Act of Utah, or any other applicable federal, state, or common law. Nothing in this MOU shall be construed as an assumption of any duty for the benefit of any third-party. Subject to, and without waiving any immunities under applicable federal, state, or common law, including those described above, each party shall assume and retain liability and responsibility for the claims, losses, damages, injuries, or other liabilities arising out of the acts, omissions, or negligence of its own officers, employees, agents, and contractors in an amount not to exceed the damage limits in Utah Code Ann., Section 63G-7-604, as amended.

Santaquin City

DocuSigned by:
Mike Smith

CD26DF3821F840F...
Utah County Sheriff

DocuSigned by:
Brandon B. Gordon

FCC2EEE5B8EA4AD...
Utah County Commission Chair

Date

07/31/2024

Date

07/31/2024

Date

RESOLUTION 08-04-2024

A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE UTAH DEPARTMENT OF TRANSPORTATION REGARDING REPLACEMENT OF THE HIGHLINE CANAL BRIDGE AT 200 EAST STREET

WHEREAS, Santaquin City (the “City”) is a fourth-class city and a political subdivision of the state of Utah; and

WHEREAS, the City has applied for and been approved to receive approximately \$1,400,000 from federal-aid highway funds through the Bridge Formula Program, for replacement of the bridge located in Santaquin City at the Highline Canal and 200 East Street; and

WHEREAS, the Utah Department of Transportation (“UDOT”) has the responsibility to oversee the federal aid projects to provide for adequate supervision and inspection so the projects are designed and completed in compliance with all applicable federal requirements; and

WHEREAS, UDOT and the City desire to take appropriate action to identify, define and establish their respective roles and responsibilities in working together to accomplish the project for replacement of the bridge at Highline Canal and 200 East Street; and

WHEREAS, UDOT and the City desire now to set forth and formalize the terms and conditions of their agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Santaquin City Council as follows:

1. The City Council finds that the terms and conditions of the *Federal Aid Agreement for Local Agency, Project Number F-LC49(204), Project Name: BFP: Highline Canal Bridge Replacement, Santaquin*; a copy of which is attached hereto as Exhibit A, are in the best interests of Santaquin City and its residents, and hereby approve said agreement.
2. The Mayor and Recorder are authorized and directed to execute said agreement and all documents necessary to accomplish the purposes thereof.
3. This Resolution shall take effect upon adoption by the City Council.

Adopted and approved this 20th day of August, 2024.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder



**State of Utah
Department of Transportation**

<p>Federal Aid Agreement for Local Agency Bridge Formula Program as part of Infrastructure Investment and Jobs Act (IIJA) Public Law 117-58</p>	<p>Santaquin City - Norm Beagley</p>	<p>Maximum Project Value Authorized</p> <p>\$1,400,000</p>
<p>Pin# 21735 FINET Number 56522 FMIS Number F018775 DUNS Number: 168737682</p>	<p>Project Number: F-LC49(204) Project Name: BFP: Highline Canal Bridge Replacement, Santaquin</p>	<p>Agreement Number</p> <hr/> <p>Date Executed</p>

THIS FEDERAL AID AGREEMENT FOR LOCAL AGENCY (“Agreement”), is made and entered into as of the “Date Executed” written above, by and between the **UTAH DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as “**UDOT**”, and **Santaquin City "Local Agency"**, a political subdivision of the State of Utah, hereinafter referred to as the “**Local Agency.**”

RECITALS

- A. The Local Agency has a project that will receive financing from federal-aid highway funds through the Bridge Formula Program, herein referred to as “BFP” for preservation, rehabilitation, or replacement of bridges on the National Bridge Inventory (NBI). The project consists of **049056C BFP: Highline Canal Bridge Replacement, Santaquin** located in **Santaquin City**, identified as project number **F-LC49(204)** (the “Project”).
- B. Pursuant to 23 CFR Section 635.105, UDOT has the responsibility to oversee the federal aid projects to provide for adequate supervision and inspection so the projects are completed in conformance with the approved plans and specifications, including compliance with all federal requirements.
- C. This Agreement describes the respective roles and responsibilities for UDOT and the Local Agency to provide for compliance with the federal requirements for the receipt of Bridge Formula Program (“BFP”) funding for the Project referenced above. This Agreement includes the costs associated with the Project including the Local Agency’s required share of the Project cost (the “Local Match”). If Project costs increase after the execution of this Agreement, a modification to this Agreement may be required.
- D. The funding for the Project is summarized as follows, and no other funding is available for the Project:

State Wide Transportation Improvement Program STIP 2024 - 2027

Fund*	Prior	2024	2025	2026	2027	Total	Fed Aid	State	Other	Pct
BFP_BR_MN/OF	\$0	\$100,000	\$1,300,000	\$0	\$0	\$1,400,000	\$1,400,000	\$0	\$0	.00%
Total:	\$0	\$100,000	\$1,300,000	\$0	\$0	\$1,400,000	\$1,400,000	\$0	\$0	.00%

AGREEMENT

Now, therefore, in consideration of the foregoing recitals, which by this reference are incorporated into this Agreement, and the following terms and conditions, the parties hereby incorporate the foregoing recitals into this Agreement and further agree as follows:

I. Description of the Project: The Project is further described as follows:

The Project's scope is to replace structure 049056C. Structure 049056C carries 200 East across the Highline Canal (Strawberry High Line Canal). The width of the structure will be designed to accommodate the roadway width and facilities of the adjacent roadway approaches and to meet AASHTO guidelines based on Average Daily Traffic (ADT). The limits of the project will be set based on the limits required to tie the new structure into the existing roadway.

In order for the project to occur the Local Agency grants the Department access to the Local Agency's right of way and easements, whether existing or purchased as part of this project, to perform the design and construction of the project.

II. UDOT's Roles and Responsibilities on this BFP Federally Funded Local Agency Project are as follows:

This list of roles and responsibilities is not comprehensive but describes the general roles of UDOT.

- A. Oversee compliance with federal and state regulations.
- B. Provide for transportation Project oversight as outlined in 23 CFR 635.105.
- C. Assign a UDOT Project Manager (PM) to:
 - 1. Obtain authorization to proceed from FHWA before beginning work, see Section V. Federal funds shall not participate in costs incurred prior to the date of authorization. FHWA authorizes the funding in separate phases including environmental, design, right of way, and construction.
 - 2. Prepare and process the BFP federal aid agreement.
 - a. Coordinate betterment items and finalize agreements prior to construction advertising.
 - b. Coordinate with the Local Agency contact to review and recommend change orders for approval.
 - c. Notify the Local Agency when betterment or other funding is due to UDOT.
 - 3. Provide ongoing communication with the Local Agency contact.
 - a. Monitor and coordinate scope, schedule, budget, and track expenditures during the Project.
 - b. Coordinate and provide details, decisions and impacts involving their community councils, commissions, legal counsel, department heads, political leads, engineering and public works departments, etc.
 - c. Assist in preparing and executing UDOT Standard Utility Reimbursement Agreements when UDOT is responsible to reimburse utility relocation costs under Section XIV below.
 - 4. Oversee the work for the Project.
 - 5. Manage the day-to-day activities of the Project as follows:
 - a. Consultant and professional services used on the Project.

- b. Monitor Project risks by reviewing and discussing identified risks and mitigation efforts.
 - c. Monitor Project schedule and progress of all project tasks- to facilitate a timely delivery of the project.
 - d. Oversee Project compliance with federal and state transportation project processes.
6. Retain consultant(s) to perform the design, construction inspection and construction management (except to the extent specified in this Agreement).
 - a. Administer consultant qualifications-based selection, negotiation of contracts, and contracting processes for all phases of the Project using the UDOT Consultant Services selection process.
 - b. Approve pay requests.
 7. Provide work to obtain NEPA Environmental clearances and approvals.
 8. Require the Project to meet current AASHTO, MUTCD, UDOT, Local Agency, and/or BFP design criteria, as applicable, or if not, require the Project to obtain all design exceptions, waivers or deviations from UDOT and have the necessary signatures in place. Document coordination with the Local Agency associated with these items.
 9. Right of Way Acquisition:
 - a. Work with Project right of way lead to secure the fee acquisition, perpetual easements and the temporary construction easements required for all areas affected by the Project work.
 - b. Require right of way acquisitions to follow the federal Uniform Act and comply with state right of way acquisition policy, including rules, and meet all Project right of way commitments.
 - c. Request certification through Project right of way lead.
 10. Coordinate and participate in design review meetings to facilitate the federally-approved, UDOT design process.
 11. Retain contractor to perform construction of the Project (except to the extent specified in this Agreement).
 - a. Manage the federally-approved construction advertising and award processes through the UDOT's processes.
 - b. Oversee Project construction management operations, progress, pay request approval, and documentation and quality inspection to meet state and federal contract administration requirements.
 - c. Require meeting construction standards and specifications.
 - d. Coordinate the UDOT Project closeout process.

III. Local Agency Roles and Responsibilities on this BFP Federally Funded Local Agency Project are as follows:

This list of roles and responsibilities is not comprehensive but describes the general roles of the Local Agency.

- A. Timely review and signing of this Agreement.
- B. Assign a representative to serve as the Local Agency contact ("Local Agency PM") during all phases of the Project to:
 1. Coordinate with the UDOT PM concerning the funding, scope and schedule and monitor the quality of work being performed to provide for the Project's ability to meet the Locals needs.
 2. Work with organizations (MPO's, etc.) for funding and expenditure time-frames, scope issues and delivery schedule.
 3. Provide details, decisions and impacts to their community councils, commissions, legal counsel, department heads, political leads, engineering and public work departments, etc.
 4. Reimburse utility companies for utility relocations when the Local Agency is responsible for reimbursements under Section XIV below. Coordinate with utilities and the Project team to minimize Project impacts and provide for needed utility relocations. Provide the

proper documentation, easements and agreements needed for utility relocations. The Local Agency shall also provide Project utility certifications to the UDOT Region Utility Coordinator as required by Section XIV prior to construction advertising. All utility agreements that involve a relocation reimbursement by UDOT must follow the UDOT standard utility agreement format and process.

5. Coordinate with the UDOT PM to deposit any betterment funds as outlined below in Section IV and provide UDOT with all information necessary to construct the betterment consistent with the Local Agency's needs.
 6. Review the milestone and final advertising package.
 7. Attend Project meetings during design and construction.
 8. Provide consent for change orders that result in increased Local Match or Betterment cost.
 9. Determine the public involvement needs for the Project and perform the necessary Stakeholder coordination, convey to the Project team any potential conflicts with other local projects, convey information to the public about road closures and detours during construction and other public outreach efforts needed to provide for a successful Project.
- C. Upon completion of the work, the following shall apply:
1. Upon completion, the Local Agency shall inspect and accept the work, and upon acceptance the Local Agency shall own and control all work performed for the Project. The Local Agency must accept the Project before UDOT will return control and use of the work back to the Local Agency.
 2. After acceptance, the Local Agency agrees to maintain the bridge and other work performed in a good and proper manner, and in accordance with federal, state and industry standards.
 3. After acceptance, UDOT has no responsibilities for the completed Project. Except when the parties enter a separate agreement that expressly allows certain claims or specified warranty work, by accepting the work the Local Agency releases UDOT and its employees and agents from all claims and losses of every kind (including, but not limited to claims, demands, damages, liabilities, liens, and suits, whether or not involving negligence) that are in any way connected with or arise from this Agreement, funding, the work for the Project, and the property where the Project is located.
 4. After acceptance by the Local Agency, UDOT will continue to provide in-service bridge inspections and load ratings in accordance with the UDOT Bridge Management Manual to address regulatory requirements. The Local Agency agrees that this work does not replace the Local Agency's responsibilities and does not require UDOT to perform any additional work or assume any obligations.

IV. **UDOT Service Costs Included:** UDOT may provide the following to the Project: expertise in Project management, contract preparation, design plan reviews, advertising, construction materials verification/certification, technical assistance, engineering services or other services as needed. Appropriate charges for these costs will be incurred by the Project and included in the overall Project costs. This includes costs for auditing consultant contracts that can be up to [0.5%] of the contract costs.

V. **Funding:** Funds requested beyond the amount described in this Agreement will require execution of a Federal Aid Agreement Modification by the parties. No costs are eligible for federal aid reimbursement until authorized by the FHWA through Form R-709, Request for Federal Aid Project Approval, separate from this Agreement.

The Local Agency shall be responsible for all costs associated with the Project which are not reimbursed by the federal government. If there are any unexpended Federal Funds remaining on the Project, the funds will be returned to the funding source that they originated from and be reprogrammed. UDOT will request payment of Local Match shares and overruns through an email that will be sent to [Norm Beagley at NBEAGLEY@SANTAQUIN.ORG](mailto:Norm.Beagley@SANTAQUIN.ORG) the Local Agency

Contact. The Local Agency shall pay within 30 days after each payment request. The Local Agency shall make the check payable to the Utah Department of Transportation, referencing the Project number above and mail to UDOT Comptroller's Office, 4501 South 2700 West, Box 1415010, Salt Lake City, Utah 84114-1510.

- A. **Agency Local Match:** Local Match funds **are not** required from the Local Agency to obtain the BFP federal funding described in this Agreement. (Bridges located on local routes off the federal aid system are eligible for 100% federal funding unless otherwise stipulated in this Agreement. Bridges on local routes on the federal aid system require a minimum Local Match of 6.77% of the total Project cost.)

Upon signing this Agreement, the Local Agency agrees to pay its estimated Local Match share in the phases required by UDOT within 30 days of a request made by UDOT. If required, prior to UDOT performing any work the Local Agency shall also certify that it has the following funding available for payment at the following phases:

When Due	Percent	Amount
Time of Signing this Agreement	10%	\$0
Design Commencement	10%	\$0
Environmental Commencement	10%	\$0
Construction Bid Advertising	70%	\$0
TOTAL:	100%	\$0

If the Project has cost overruns, the Local Agency shall pay its Local Match for the additional amount to UDOT within 30 days of receiving the invoice. Should the Local Agency fail to reimburse UDOT for costs that exceed the federal reimbursement, federal funding for other Local Agency projects or B&C road funds may be withheld until payment is made in addition to any other remedies available.

If the Local Agency's advanced amount exceeds its share of Project cost, UDOT will return the amount of overpayment to the Local Agency upon financial closure of the Project.

UDOT Comptroller shall provide the Local Agency with a quarterly statement reflecting a cost summary for the Project.

- B. **Utilities:** "Utility" includes telecommunication, crude oil, petroleum products, gas, electricity, cable television, water, sewer, data, and video transmission lines, drainage and irrigation facilities, and other similar utilities whether public, private or cooperatively owned. Any utility relocation that may significantly impact the cost or schedule of the Project may be either (1) cause to terminate the Project (XIII, E) or (2) be treated as a Betterment with cost covered by the Local Agency and defined in the Betterment Agreement.
- C. **Betterments:** Local Agency betterments are ineligible for federal funding. The Federal Aid Agreement must be modified to incorporate the additional funding for the betterments that are included after the execution of this Agreement. UDOT and the Local Agency will authorize and address all betterment work using a separate agreement. However, the Local Agency

must advance the funds for both the Local Match and any betterment work to UDOT prior to the construction award. If betterment work has already been authorized by a separate agreement, the Local Agency agrees that payment for the betterment work will be made as follows:

Betterment Work (describe or write N/A)	When Due	Amount
N/A	—	—

VI. **Local Agency’s Reimbursement Claims:** Expenditures by the Local Agency for general administration, supervision, and other overhead shall not be eligible for federal participation unless an indirect cost plan has been approved annually by the Federal government. The Local Agency shall certify to UDOT that it has conformed to all the requirements of applicable state and federal law, Consultant Services Manual of Instruction, Local Public Agency Guide, and all the provisions of this Agreement, as a condition of and prior to receiving payment under this Agreement.

The Local Agency shall comply with 23 CFR Section 710.203 and other applicable requirements for FHWA reimbursement requests of real property acquisitions. A Local Agency shall not request reimbursement for excess acquisitions which are not eligible for FHWA reimbursement under 23 CFR Section 710.203. <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

VII. **Federal Aid Project Compliance:** Local Agency shall comply with Title 23, USC, 23 CFR, 2 CFR Part 200, any additional federal requirements applicable to BFP funding, UDOT Local Public Agency Guide, and the Federal Aid Project Agreement between UDOT and Federal Highway Administration concerning federal aid projects. They will also follow the Local Agency’s Design Manuals, or processes established specifically for the BFP.

VIII. **Compliance with the John S. McCain National Defense Authorization Act:** The Local Agency certifies conformance and continued conformance with Public Law 115-232, § 889 and 2 CFR § 200.216.

IX. **Project Authorization for Federal Aid:** Authorization from FHWA is required before beginning work on any federal aid project. Federal funds shall not participate in costs incurred prior to the date of authorization. The Project Manager will establish a Project end date. Any expenses incurred after the FMIS Close Out End Date will not be eligible for Federal reimbursement and the Local Agency will be required to pay 100% of those costs. FHWA authorizes the funding in separate phases including environmental, design, ROW, and construction.

X. **Title VI Provisions:** Where Title VI APPENDICES A and E in the remainder of this section use contractor, substitute Local Agency. Where the Title VI APPENDICES A and E in the remainder of this section use the recipient, substitute UDOT.

APPENDIX A: During the performance of this contract, for itself, its assignees and successors in interest (hereinafter in referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or Federal Aviation Administration (FAA) as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, FTA, or FAA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, FTA, or FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. canceling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for A non-compliance. Provided that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E – During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

XI. **Indemnity clause:** UDOT and the Local Agency are both governmental entities subject to the Utah Governmental Immunity Act (“Act”). Each party agrees to indemnify, defend, and save harmless the other party from and against all “Loss” (including but not limited to claims, suits, damages and costs) that arise out of the negligent acts, errors or omissions of itself or its officers, agents, contractors or employees in the performance of this Agreement (except that in the case of an agent or contractor, this indemnity applies to a party only to the extent that the party is able to recover the Loss from its agent or contractor). Each party agrees to require its agents and contractors to maintain liability insurance appropriate for the work performed. Nothing in this paragraph is intended to create additional rights to third parties or to waive any of the provisions of the Act. The obligation to indemnify is limited to the dollar amounts set forth in the Act. The indemnification in this paragraph shall survive the expiration or termination of this Agreement. This indemnity does not apply to matters released by the Local Agency under paragraph III.C.3 above.

XII. **Single Audit Act:** The Local Agency, as a sub-recipient of federal funds, shall adhere to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A sub-recipient who expends \$750,000 or more in federal awards from all sources during

a given fiscal year shall have a single or program-specific audit performed for that year in accordance with 2 CFR 200. Upon conclusion of the 2 CFR 200 audit, the Local Agency shall be responsible for ensuring that a copy of the report is transmitted to the Utah Department of Transportation, Internal Audit, 4501 S 2700 W, Box 148230, Salt Lake City, Utah 84114-8230.

- XIII. **Maintenance:** The Local Agency shall properly maintain each type of roadway, structure and facility once the Project is completed in accordance with state and federal requirements.
- XIV. **Utilities:** The Local Agency shall notify and cooperate with utility companies having facilities in the Project limits in accordance with Utah Code Section 54-3-29. In addition, the following shall apply:
- A. The Local Agency shall determine reimbursement eligibility for identified relocations based on the Local Agency's Franchise Agreement or Ordinance that governs the utility. If reimbursable under those local requirements, the Local Agency shall require the utility owner to relocate the facilities in question under those requirements (including payment requirements) in a manner that is consistent with the Project schedule and work.
 - B. If the Local Agency requires the relocation under its Franchise Agreement or Ordinance, in accordance with 23 CFR Section 645.209 (g), the Local Agency will provide a degree of protection to the highway that is equivalent to or more protective than Utah Administrative Rule 930-7, Utility Accommodation Rule.
 - C. If not reimbursable under the Local Agency's Franchise Agreement or Ordinance, then the Local Agency must submit a written statement to UDOT that the Local Agency is "legally unable to reimburse the utility" for relocation or protection work as part of the Project. For those utilities, relocations that UDOT deems to be reimbursable under federal requirements will be performed in accordance with 23 CFR Section 645, Utilities, Subpart A, and among other things, they are subject to 23 CFR Section 635.410, Buy America Requirements.
 - D. When UDOT reimburses utility relocations, the Local Agency shall certify, in accordance with 23 CFR Section 645.107(c), that utility relocation reimbursements to be made in accordance with the provisions of 23 CFR Section 645.107(a) do not violate the terms of a use and occupancy agreement, or legal contract, between the utility and the Local Agency, or are solely for the purpose of implementing safety corrective measures to reduce the roadside hazards of utility facilities to the highway use as provided in 23 CFR Section 645.107(k).
 - E. The utility company must perform the relocation work in coordination with UDOT and the Project, whether the cost is reimbursed by the Local Agency or by UDOT. The Local Agency will facilitate coordination between the Project and the utility company.
- XV. **Availability of Records:** For a period not less than three (3) years from the date of final voucher, the Local Agency accounting records pertaining to the federal aid Project are to be kept available for inspection and audit by the state and federal government or furnished upon request.
- XVI. **Right of Way:** UDOT or the Local Agency with UDOT supervision shall acquire any required right of way for the Project in compliance with 23 CFR Section 710.309, 49 CFR Part 24 and UDOT Right of Way Operations Manual. All the right of way needed for construction must be obtained during the design phase. The Project may not be advertised with any right of way limitations.

For real property disposals, UDOT or the Local Agency shall comply with 23 CFR Sections 710.409 and 710.403. The Local Agency should have property management records, which identify inventories of real property considered excess to Project needs. If in the future a Local Agency determines that real property initially acquired as part of the Project is declared excess and disposed of, the Local Agency must comply with 23 CFR Sections 710.409 and 710.403. These sections require that the Federal share of net income from the sale or lease of real property acquired with Federal assistance be used for Title 23 eligible projects. Refer to <https://www.ecfr.gov/cgi-bin/ECFR?page=browse> for additional information. The Local Agency

shall deposit the net proceeds from the sale or lease with UDOT to be applied towards a Title 23 eligible project as authorized by the BFP.

XVII. **Additional Contracting Party:** If the Local Agency desires to be an additional contracting party and an additional bondholder or obligee on the performance bond for Class B and C roads, a signed letter on official letterhead by the governing body of the Local Agency shall be an attachment to this Federal Aid Agreement. This provision applies only to federally funded projects and only on B and C roads.

XVIII. **Termination:** This Agreement may be terminated as follows:

- A. By mutual agreement of the parties, in writing.
- B. By either UDOT or the Local Agency for failure of the other party to fulfill their obligations as set forth in the provisions of this Agreement. A thirty-day written notice to terminate the Agreement will be provided to the other party describing the noncompliance with the Agreement. If the Local Agency has not remedied the noncompliance within the thirty-day period (or, if the noncompliance is not capable of being remedied in thirty days, if the Local Agency cannot demonstrate that it has promptly initiated a cure and is diligently pursuing it to completion), then this Agreement shall terminate automatically. However, if UDOT believes that the Local Agency is violating the Agreement in a manner that may result in harm to the public, inappropriate use of federal funds, or if the Federal Highway Administration requests immediate termination, UDOT may terminate the Agreement without giving the thirty-day notice and this Agreement shall terminate immediately upon the Local Agency's receipt of notice.
- C. By UDOT, for the convenience of the state upon written notice to the Local Agency.
- D. By UDOT, in the event that construction of the Project that is the subject of this Agreement is unreasonably delayed due to the Local Agency's lack of performance, or if federal funding is no longer available.
- E. By UDOT, in the event that unreasonable Project delays and cost due to utilities or right of way may result in cancellation of the Project or loss of federal funding.
 - a. Unreasonable right of way costs is defined as greater than [10%] of the construction item costs of the bridge replacement.
 - b. Condemnation for right of way will not be pursued for the Project.
 - c. Utility delays of greater than [1] year or exceeding the funding expiration date, whichever is shorter.
 - d. Unreasonable utility costs are defined as greater than [10%] of the construction item costs of the bridge replacement.
- F. By UDOT, if environmental commitments and requirements become too onerous or such that delays caused by meeting environment commitments and requirements cause that the Project could not be completed within the funding timeframes.
- G. By UDOT, if the Department determines that there is insufficient support or acceptance of the Project by the local stakeholders.

In the event of termination, the Local Agency shall pay all of UDOT's costs referenced in paragraph IV regardless of whether the Project is constructed.

In the event of termination and the Project is not constructed all federal funding becomes ineligible and the Local Public Agency is responsible for paying all costs incurred by the Project.

XIX. **Miscellaneous:** The following terms apply to this Agreement:

- A. Any party may give a written notice under this Agreement by delivering it to the following physical address (an email may be used in addition as a courtesy), and notice is effective upon delivery when delivered by hand or by overnight delivery service with confirmation of

delivery (or, if placed in the U.S. mail, notice is effective three days after such notice receives a postmark):

<p>To UDOT:</p> <p>UDOT 4501 South 2700 West Box 143600 Salt Lake City, UT 84114 Attention: _____</p> <p>With a copy to:</p> <p>Assistant Attorney General (UDOT) 4501 South 2700 West Box 148455 Salt Lake City, UT 84114</p>	<p>To the Local Agency:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th style="text-align: center;">Local Government</th> </tr> <tr> <td style="text-align: center;"> <p>Santaquin City 110 South Center Street Santaquin, UT 84655 Norm Beagley, (801) 754-3211 NBEAGLEY@SANTAQUIN.ORG</p> </td> </tr> </table>	Local Government	<p>Santaquin City 110 South Center Street Santaquin, UT 84655 Norm Beagley, (801) 754-3211 NBEAGLEY@SANTAQUIN.ORG</p>
Local Government			
<p>Santaquin City 110 South Center Street Santaquin, UT 84655 Norm Beagley, (801) 754-3211 NBEAGLEY@SANTAQUIN.ORG</p>			

- B. The parties agree to undertake and perform all further acts that are reasonably necessary (except when expressly prohibited by law) to carry out the intent and purpose of the Agreement and to assist UDOT with maintaining compliance with the legal requirements applicable to UDOT after receiving a written notice that explains the need for such action. Among other things, the parties agree that if this Agreement omits or conflicts with the terms of an applicable federal law or program requirement, the applicable federal law or program requirement is hereby incorporated into this Agreement, and the parties will conform to the applicable federal law or program requirement in lieu of anything in this Agreement to the contrary.
- C. UDOT's action or inaction when providing a consent, review, acceptance, approval or taking other action hereunder for any conditions, inspections, plans, specifications, or work, is for purposes of administering this Agreement only, and it does not constitute an assumption by UDOT of any responsibility or liability for the same.
- D. No part of this Agreement may be waived, whether by a party's failure to insist on strict performance of this Agreement or otherwise, except in a writing signed by an authorized representative of the party waiving. Neither party may assign or delegate this Agreement and actions required by it without the other party's prior written authorization, and any purported assignment or delegation to the contrary is void. This Agreement does not create any agency, joint venture, partnership, or other relationship among the parties, and it is intended only for the parties hereto and does not create any third-party beneficiaries. This Agreement is governed by Utah law without reference to choice or conflict of law provisions. Jurisdiction for any judicial action brought in connection with this Agreement shall be in brought in a court in Salt Lake County, Utah, and ALL PARTIES KNOWINGLY AND VOLUNTARILY WAIVE THEIR RIGHTS TO A JURY TRIAL. Time is of the essence. This Agreement (or, if any part hereof is invalidated by law, this Agreement's remaining provisions) shall be construed to enforce its terms to the fullest extent allowed under applicable law to give effect to the intent of the parties. This Agreement will not be interpreted to have a drafter or be construed against a drafter. Before taking any legal action in connection with this Agreement, each party agrees to first advise the other of a dispute and to meet to discuss it in good faith in an effort to resolve it. All remedies in this Agreement are cumulative and nonexclusive and they do not limit any other remedies available to the parties. The indemnity provision, remedies, and other terms that by their nature are intended to survive this Agreement's termination shall survive. Nothing in this Agreement shall be construed to limit UDOT's governmental powers and authority. This Agreement may only be amended in a written document that is signed by an authorized representative of each party. This is the entire agreement of the parties with respect to the subject matter hereof and it shall supersede all prior negotiations, understandings, and agreements with respect to such subject matter. Each party warrants that all of its representatives who are necessary to make this Agreement fully binding against the party (and its successors and assigns, if any) have signed below with the party's authorization, and that this Agreement's terms do not violate laws, contracts, or

commitments that apply to the party. This Agreement may be signed in counterparts and signed electronically.

XX. Content Review: Language content was reviewed and approved by the Utah AG's office on March 02,2023

LOCAL AGENCY

By _____

Date _____
Santaquin City Official

Utah Department of Transportation

By _____
Region Director

Date _____

UDOT Comptroller

By _____
Comptroller's Office

Date _____



**Consultant Services
Federal Aid Agreement Review/Approval Routing Form**

**STATE OF UTAH
UTAH DEPARTMENT OF TRANSPORTATION
CONSULTANT SERVICES**

TODAY'S DATE 7/11/2024
PM REQUEST DATE 7/10/2024

**FEDERAL AID
AGREEMENT NO.**

Project No.: F-LC49(204) **PIN No.:** 21735
PIN Description: BFP: Highline Canal Bridge Replacement, Santaquin **FINET Prog Code No.:** 56522

UDOT Project Manager	UDOT Contract Administrator
Tyler J Faddis 658 North 1500 West Orem, UT 84057 (435)650-3173 tfaddis@utah.gov	Michael R. Butler (Acting as UDOT) PO Box 148490 Salt Lake City Utah 84114-8490 (801)815-4367 michael.butler+udot@wcg.us

Local Government
Santaquin City 110 South Center Street Santaquin, UT 84655 Norm Beagley, (801) 754-3211 NBEAGLEY@SANTAQUIN.ORG

Project Value	\$1,400,000
Federal Match	\$1,400,000
Local Government Match	\$0
State Match	\$0

This Federal Aid Agreement will follow the current Consultant Services electronic signature process. Please follow the email instructions for processing the Federal Aid Agreement. If legal reviews are required by your entity, the contract will still need to ultimately follow the electronic signature process.

RESOLUTION 08-05-2024

A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN UTAH DIVISION OF WILDLIFE RESOURCES AND SANTAQUIN CITY

WHEREAS, Santaquin City (the “City”) has constructed Prospector View Park and Trailhead (“Park”) and associated trails, located at Santaquin Canyon Road, Santaquin, Utah, and parking for trail users on Santaquin Canyon Road off the pavement; and

WHEREAS, the City understands the need for residents and visitors to park safely off Santaquin Canyon Road to utilize the Park and access trails for hunting, hiking and mountain bike riding; and

WHEREAS, the City desires to provide a parking area for residents and visitors to park off the pavement and within an area intended to provide a safe parking location for those who want to utilize the Park and participate in the above referenced activities; and

WHEREAS, DWR and the City desire to cooperate in providing a lower parking area on certain DWR owned property adjacent to Santaquin Canyon Road; and

WHEREAS, DWR and the City desire now to enter into a Memorandum of Understanding (“MOU”) to set forth the terms and conditions of their agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Santaquin City Council as follows:

1. The City Council finds that the terms and conditions of the MOU, a copy of which is attached hereto as Exhibit A, are in the best interests of Santaquin City and its residents, and hereby approve said MOU.
2. The Mayor and Recorder are authorized and directed to execute said MOU and all documents necessary to accomplish the purposes thereof.
3. This Resolution shall take effect upon adoption by the City Council.

Adopted and approved this 20th day of August, 2024.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder

MEMORANDUM OF UNDERSTANDING BETWEEN SANTAQUIN CITY AND THE UTAH DIVISION OF WILDLIFE RESOURCES, REGARDING A PARKING AREA NEAR THE MOUTH OF SANTAQUIN CANYON AND SOUTH OF THE CURRENT ROCKY MOUNTAIN POWER SWITCHING AREA

This Memorandum of Understanding is entered into on the last date listed below between Santaquin City (“CITY”) and the State of Utah Division of Wildlife Resources (“DWR”) regarding a lower parking area that will ultimately support Prospector View Park and Trailhead (“Park”) and associated trails, located at Santaquin Canyon Road, Santaquin, Utah and parking for trail users on Santaquin Canyon Road off the pavement.

WHEREAS, CITY understands the need for parking for residents and visitors to park off Santaquin Canyon road to access trails for hunting, hiking and mountain bike riding. The City realizes the need for safety in the provision of a parking area; and

WHEREAS, CITY desires to provide a parking area for visitors to allow them to park off the pavement and within an area intended to provide a safe parking location for those who want to walk and/or recreate in Santaquin Canyon and within the Park; and

WHEREAS, the City proposes to provide a parking area on certain property owned by DWR, which property is more particularly described in Exhibit A hereto (the “Property”); and

WHEREAS, DWR is willing to allow City to utilize the Property for the purposes described above upon certain terms and conditions;

NOW THEREFORE, CITY and DWR agree as follows:

City and DWR agree that the construction of the parking area shall generally conform to the drawing referred to as Lower Canyon Parking (the “Drawing”), a copy of which is attached hereto as Exhibit B. City will perform the following work, consistent with the Drawing:

Dig two holes at the New Gate Location, about 100 feet north of the Existing Gate and at the top of the incline leading to the Rocky Mountain Power substation, which holes will be spaced the same distance as the columns of the Existing Gate.

Carefully remove the Existing Gate, retain all pieces and, prior to removing said posts, record dimensions from post to post to ensure the reinstallation is precise.

Reinstall columns at the New Gate Location, ensure they are plumb and at the same distance as previously installed and as shown on the Drawing.

Place concrete in column holes and support columns to ensure curing of the concrete.

Re-hang gates at the New Gate Location after an appropriate cure time and lock per county instructions.

Place large rocks from column base east side to hill eastward to discourage traffic around gate, and place rocks westward from the west column. Rocks to be spaced no greater than 36 inches between rocks.

Place no rock closer than 6 feet from current asphalt roadway.

Place large rocks to contain parking in shown designated area.

Remove trees as noted on the attached drawing.

Place needed fill from the widened area approximately 25 feet north of the Existing Gate and grade less than 6% to the approach of Santaquin Canyon Roadway; cover with 1/2 inch roadbase and/or rotomill for traction and to reduce any mud. Width of approach should be approximately 25 feet.

Install a stop sign at the proper location to control traffic turning from the Property onto Santaquin Canyon Roadway.

Perform minor grading in the Entrance and Parking Lot as needed; also trim branches as needed.

Place posts on beginning of Turkey Run trail (Part of the Prospector View Park and trailhead) at 38 inch clearance across perpendicular to the path and place trailhead sign at this location and place large rocks to discourage ATV use on the Turkey Run trail.

Place a garbage can at the posts where the trail begins.

Empty trash can weekly and remove trash illegally dumped at the parking area site.

Post a sign indicating no overnight camping, no fires and no ATVs.

DWR will post a sign to prohibit shooting or target practice in or from the Parking Area.

SANTAQUIN CITY

UTAH DIVISION OF WILDLIFE RESOURCES

Daniel M. Olson, Mayor
Dated:

[Name], DWR Habitat Program Mgr.
Dated: _____

ATTEST:

Amalie R. Ottley, City Recorder











32:019:0002
UTAH STATE DEPARTMENT OF NATRUAL RESOURCES

A PARCEL OF LAND CONTAINING 201.59 ACRES MORE OR LESS,
DESCRIBED AS:
THE SOUTH EAST 1/4 OF THE SW 1/4 OF SECTION 12 AND LOTS 1, 2,
AND 3 AND THE SOUTH EAST 1/4 OF THE NORTH EAST 1/4 OF SECTION
13, BOTH IN TOWNSHIP 10 SOUTH RANGE 1 EAST, SALT LAKE BASE
AND MERIDIAN

Item # 5.

THE DRAWING AND THE DATA HEREON ARE THE PROPERTY OF THE DRAWER AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE DRAWER.		REVISIONS NO. DATE DESCRIPTION BY
REVISIONS NO. DATE DESCRIPTION BY		DRAWN BY: CHECKED BY:
DATE:		SCALE: Not to Scale
CAD FILE:		SANTAQUIN CITY 110 SOUTH CENTER STREET SANTAQUIN, UT 84655 (801) 754-3211 santaquin.org

Lower Canyon Parking

-  Entrance
-  Parking Lot
-  Existing Gate
-  New Gate Location
-  Trailhead Fence
-  Parking Lot Fence
-  Tree Removal
-  Add Boulder

New Gate Location

Add Boulders

Remove Trees

Add Parking Area Fence

Move Existing Gate to New Gate Location

Add Boulders

Add Trailhead Fence



Santaquin City makes no warranty with respect to the accuracy, completeness, or usefulness of these maps. Santaquin City assumes no liability for direct, indirect, special, or consequential damages resulting from the use or misuse of these maps, or any of the information contained herein. It is recommended that this data not be used for any design work whatsoever. Portions may be copied for incidental uses, but may not be resold.

Resolution 08-06-2024

A Resolution Amending the Santaquin City Employee Policy and Procedure Handbook Pertaining to the Juneteenth Holiday

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

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

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

Now Therefore, Be it Resolved by the City Council of Santaquin City, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Employee Policies and Procedures Handbook as indicated in Attachment “A” hereto. All other provisions of the Employee Policies and Procedures Handbook as adopted by Santaquin City Resolution 12-03-2023 shall remain in effect.

Adopted and approved this 20th day of August, 2024.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder

- B. Personal Leave - In addition to accrued vacation leave, each Full-time employee shall receive 16 additional hours of ~~leave which shall be known as "personal preference time".~~ 8 These 16 hours will accrue January 1st. Newly hired Full-time employees will not accrue 16 hours of Personal Leave until January 1st of the following year, regardless of when they begin their employment, and must be used by June 30th and 8 hours will accrue July 1st and must be used by December 31st. Personal leave will be lost if not used by the dates specified. Full-time employees hired after January 1st will not accrue Personal Leave until July 1st and those hired after July 1st will not accrue Personal Leave until January 1st. Personal Leave hours can be used anytime of the year after they have been accrued. Personal Leave hours will be lost if not used by December 31st. Part-time/Benefited, Part-time/Non-benefited and Seasonal employees and Volunteers are not eligible for personal leave.
- C. Holiday Leave - Santaquin City recognizes the following holidays for purposes of paid holiday leave.

New Year's Day	January 1 st
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>3rd Monday in June</u>
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Day	December 25 th
Christmas Holiday	December 26 th

1. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the Mayor, or designee. Because of scheduling and the nature of the work, certified Police Officers and the Public Works employees will receive paid holiday leave on the actual designated holiday, not the observed holiday.
2. Full-time employees are eligible for 8 hours of paid holiday leave per holiday listed above. Holiday leave does not count as time worked for the purpose of calculating compensatory time or overtime, except for full-time, non-exempt certified Police Officers who are scheduled to work the actual holiday. This provision only applies if the employee has physically worked 80 hours in the pay period, i.e., employee has not taken and vacation, sick or personal leave during the pay period in which the holiday falls.
3. Part-time/Benefited employees are eligible for the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the employee is not regularly scheduled to work on the day the holiday falls, the employee is not eligible for paid holiday leave for that day.
4. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for paid holiday leave pay.

5. Full-time employees who are called out on a holiday shall receive their overtime rate of pay for each hour worked, unless the hours have already been paid at an overtime rate in the calculation of overtime for the applicable period.
6. Employees do not receive paid holiday leave when on any unpaid leave status and are not receiving any compensation during the pay period in which a holiday falls.



Employee Policies & Procedures Handbook

***Effective
August 20, 2024***



Dear Santaquin City Employee,

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

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

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

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

Thanks for all you do.

Daniel M. Olson, Mayor

www.santaquin.org

Office (801)754-3211 · Fax (801)754-3526 · 110 South Center Street · Santaquin, UT 84655

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DISCLAIMER

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



SECTION 1: INTRODUCTION

1.1 SANTAQUIN CITY MISSION STATEMENT

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

1.2 SERVICE VALUES:

Santaquin City Service Values:

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

1.3 SANTAQUIN CITY GOVERNMENT

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

1.4 POLICY IMPLEMENTATION

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



SECTION 2: EMPLOYMENT PRACTICES

2.1 RECRUITMENT & HIRING

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

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

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

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

2.2 EMPLOYMENT CLASSIFICATION, STATUS & PROBATION

A. Employment Classifications -

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

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

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

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

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

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

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

C. Introductory Period -

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

The duration of introductory periods are as follows:

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

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

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

2.3 PERFORMANCE EVALUATIONS

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

2.4 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

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

2.5 EMPLOYEE RECORDS

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

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

SECTION 3: COMPENSATION, LEAVES, & BENEFITS

3.1 COMPENSATION

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

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

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

- (b) The minimum call-out compensation shall be one hour. Time worked on a call-out shall be paid at the employee's regular rate of pay, unless it is excess of an employee's specified work week then time will be accrued as compensatory time or paid in overtime as described in this section.
 - (c) Employees who are called out on an observed holiday shall receive their overtime rate of pay for each hour worked.
5. Voluntary Reduction of Job Responsibilities. When an employee chooses to move to a different position with decreased levels of responsibility and/or different job duties, their pay grade and compensation shall be adjusted to a level commensurate to their new title and their years of service.

3.2 TYPES OF LEAVE

A. Vacation Leave - Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.

- 1. Eligibility. Vacation leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for vacation leave.
- 2. Vacation Accrual Rates.
 - (a) Full-time employees shall accrue vacation leave at the following rates:
 - (1) From date of hire to 5 years of service, 10 days of annual vacation leave shall accrue at the rate of 3.08 hours per pay period.
 - (2) From 5 years of service to 15 years of service, 15 days of annual vacation leave shall be accrued at the rate of 4.62 hours per pay period.
 - (3) From 15 years of service and up, 20 days of annual vacation leave shall be accrued at the rate of 6.16 hours per pay period.
 - (b) Part-time/Benefited employee shall accrue vacation leave at prorated rates outlined below:
 - (1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of $\frac{3}{4}$ that of a Full-time employee.
 - (2) Part-time Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of $\frac{1}{2}$ that of a Full-time employee.
 - (c) Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave, excluding vacation leave. Employees do not accrue vacation leave while on FLMA status. Employees do not accrue vacation leave while on paid or unpaid administrative leave.
 - (d) Newly hired eligible Full-time and Part-time/Benefited employees will not accrue vacation leave until the first full pay period worked.

3. Use of Annual Vacation Leave.

- (a) In no instance will annual vacation leave be granted unless it has been previously earned.
- (b) A holiday which falls during an eligible employee's scheduled vacation leave shall be counted as a paid holiday and not as vacation leave.

4. Requests. Vacation leave shall be requested from and pre-approved by the employee's supervisor.

5. Carry over. The maximum vacation leave which can be carried forward from calendar year to calendar year is 240 hours.

6. Pay-out. Unused vacation leave hours may be paid out, upon request, to employees at their regular rate of pay, up to a maximum of 40 hours in a given calendar year. Payments will be made one time during the year on a date designated by the Mayor, or designee.

7. Forfeiture. Any accrued vacation leave not used in excess of the 240 hours carried over and 40 hours paid out (for eligible employees, (see 3.2,A,6), shall be forfeited on January 1st of the year following the calendar year in which the leave was accrued.

8. Termination of Employment. An employee who is terminated from employment, voluntarily or involuntarily, shall be compensated for all unused accrued vacation leave.

9. Records. Accumulation and use of vacation leave will be maintained and kept current on city records and shall be posted on payroll check stubs.

B. Personal Leave - In addition to accrued vacation leave, each Full-time employee shall receive 16 additional hours of personal preference time. These 16 hours will accrue January 1st. Newly hired Full-time employees will not accrue 16 hours of Personal Leave until January 1st of the following year, regardless of when they begin their employment. Personal Leave hours can be used anytime of the year after they have been accrued. Personal Leave hours will be lost if not used by December 31st. Part-time/Benefited, Part-time/Non-benefited and Seasonal employees and Volunteers are not eligible for personal leave.

C. Holiday Leave - Santaquin City recognizes the following holidays for purposes of paid holiday leave.

New Year's Day	January 1 st
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	3 rd Monday in June
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Day	December 25 th
Christmas Holiday	December 26 th

1. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as

designated by the Mayor, or designee. Because of scheduling and the nature of the work, certified Police Officers and the Public Works employees will receive paid holiday leave on the actual designated holiday, not the observed holiday.

2. Full-time employees are eligible for 8 hours of paid holiday leave per holiday listed above. Holiday leave does not count as time worked for the purpose of calculating compensatory time or overtime, except for full-time, non-exempt certified Police Officers who are scheduled to work the actual holiday. This provision only applies if the employee has physically worked 80 hours in the pay period, i.e., employee has not taken and vacation, sick or personal leave during the pay period in which the holiday falls.
 3. Part-time/Benefited employees are eligible for the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the employee is not regularly scheduled to work on the day the holiday falls, the employee is not eligible for paid holiday leave for that day.
 4. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for paid holiday leave pay.
 5. Full-time employees who are called out on a holiday shall receive their overtime rate of pay for each hour worked, unless the hours have already been paid at an overtime rate in the calculation of overtime for the applicable period.
 6. Employees do not receive paid holiday leave when on any unpaid leave status and are not receiving any compensation during the pay period in which a holiday falls.
- D. Sick Leave - Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, or a dependent living in the employee's home, except as otherwise authorized by a department director. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.
1. Eligibility. Sick leave shall be accrued from the date of hire by all Full-time and Part-time/Benefited employees. Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for sick leave.
 2. Accrual. Employees shall accrue sick leave at the following rates:
 - (a) Full-time employees shall accrue 3.70 hours of sick leave per pay period (96 hours annually).
 - (b) Part-time/benefited employees shall accrue sick leave at prorated rates outlined below:
 - (1) Part-time/Benefited employees working 24-29 hours per week shall accrue annual vacation leave at the rate of $\frac{3}{4}$ that of a Full-time employee.
 - (2) Part-time/Benefited employees working 18-23 hours per week shall accrue annual vacation leave at the rate of $\frac{1}{2}$ that of a Full-time employee.

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

E. Donation of Leave

- 1. Purpose. In order to allow employees to assist other employees who have responsibly managed their leave, but who are facing emergency situations or in situations where an employee has insufficient annual and/or sick leave to accommodate a prolonged illness or recovery, employees may donate, on a voluntary basis, annual and/or sick leave to another employee. Employees who have abused or misused leave are not eligible to receive donated leave. The Mayor, or designee, will review and approve each request on a case-by-case basis.
- 2. Eligibility. An employee may become eligible for donation of leave time if they have exhausted their existing leave benefits (sick leave, annual vacation leave, and accrued

compensatory time), filed for FMLA leave with the City, filed for long-term disability if applicable, and have submitted a written request outlining the need for the donation of leave to the Mayor, or designee.

3. Donating Leave. All donations shall be strictly voluntary and confidential. Anyone who attempts to influence or coerce another employee in any manner will be subject to disciplinary action up to and including termination of employment. To donate leave time to an eligible recipient, the donor must:
 - (a) Submit a written statement indicating the amount and type of leave donated.
 - (b) An employee donating sick leave must have a balance of accrued sick leave in the amount equal to or greater than 240 hours after the amount of sick leave has been donated. Sick leave will be converted at the rate of 1 hour of time for every 4 hours donated or 25%, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account. Sick leave may not be donated simply because an employee has reached the 720-hour cap.
 - (c) An employee donating annual vacation leave must have a balance of accrued annual vacation leave in the amount of 40 hours after the amount annual vacation leave has been donated. There is no maximum amount of annual vacation leave that can be donated. Donated annual vacation leave will be converted on an hour per hour basis, and further converted into a dollar amount based upon the donor's hourly rate. The dollar equivalent will be deposited into the general donation account.
4. Other Provisions. The following general conditions apply to the leave donation policy.
 - (a) Donated leave will be used in the order the donations are received.
 - (b) The maximum amount of donated leave an employee may receive in any calendar year is 12 weeks.
 - (c) The use of donated leave shall be terminated once the employee returns to work or the conditions of the original sick leave request are no longer applicable.
 - (d) During the time an employee receives Worker's Compensation, or disability, they are not eligible to receive any donated leave.
 - (e) To be eligible to participate in the donated leave program an employee must have been employed by the City for at least one year as a benefited employee.
 - (f) If the number of hours donated exceed the requested number or twelve weeks, the remaining hours will not be transferred and will remain in the general donation account.
 - (g) No sick leave or annual vacation leave benefits will be accrued by the recipient during the extended leave where the only compensation is from donated leave.

F. Bereavement/Funeral Leave –

1. Upon authorization an employee may receive a maximum of 24 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of

a member of the employee's immediate family. Upon authorization, an employee may receive a maximum of 8 hours bereavement leave per occurrence with pay, at the Functional Area Director's discretion, following the death of a member of the employee's extended family. (Res 12-3-2015)

- (a) Immediate family means the following relatives of the employee or spouse (including in-laws or step-relatives): spouse, parents, siblings, children, all levels of grandparents, or all levels of grandchildren.
- (b) Extended family means the following relative of the employee or spouse (including in-laws or step-relatives): aunts, uncles, 1st cousins, nieces or nephews. (Res 12-3-2015)

2. Paid bereavement leave of 24 hours shall be provided for an employee:

- (a) following the end of the employee's pregnancy by way of a miscarriage or stillbirth; or
- (b) following the end of another individual's pregnancy by way of a miscarriage or stillbirth, if:
 - (1) the employee is the individual's spouse or partner; or
 - (2)(A) the employee is the individual's former spouse or partner; and
 - (B) the employee would have been a biological parent of a child born as a result of the pregnancy.

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

1. Active Duty. Employees called to active military duty shall be granted leave for such service.

- (a) An employee must notify their Functional Area Director and the Personnel Officer of their military orders as soon as possible. A copy of official military orders shall be submitted with a request for leave.
- (b) An employee entitled to leave under this section shall be restored to the same position, or to a position equivalent to the same position, which the employee held immediately prior to the commencement of active military service.
- (c) A request for restoration of employment must be submitted within 40 days after release from active services.
- (d) Restoration of employment shall be made within 20 days after submission of the request to Santaquin City.
- (e) Employees do not accrue vacation or sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
- (f) An employee returning to employment shall retain all sick, vacation and other leave to which the employees were entitled immediately prior to the commencement of the

active military service and shall receive and earn benefits and compensation at the same level not less than that to which the employee would have been entitled had the employee not been absent due to active military service.

- (g) Health and Dental benefits will discontinue the first of the month following entry into active military duty, or until the military insurance begins. Life Insurance ADD and LTD benefits will discontinue the first of the month following entry into active military duty. Upon returning to work all benefits will be reinstated.
 - (h) Contributions to Utah State Retirement benefits continue during active duty as required by law.
2. National Guard or Military Reserves. Employee shall be granted leave for service in the National Guard or in the Armed Forces reserves for the purpose of fulfilling annual field training.
- (a) Employees may use accrued vacation leave or compensatory time for National Guard or Military Reserves annual field training.
- H. Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party.
- 1. Employees will be granted time off to perform jury duty or serve as a witness in court. This time is paid at the base rate of eight hours straight time for each day at the employee's regular rate of pay. If leave is due to a court appearance on the employee's own behalf as a defendant or plaintiff, the employee will not be paid, however employees may use vacation or compensatory time.
 - 2. Employees retain jury and witness fees received from the court for such services. Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.
 - 3. An employee must show the jury or witness duty subpoena to their supervisor as soon after receipt as possible so the supervisor may make arrangements to accommodate their absence. An employee on jury duty leave must keep his or her supervisor informed on a daily basis as to whether the jury duty will continue. If the employee is selected as a juror, the supervisor should be provided at least weekly updates of the status of the case and when the employee anticipates returning to work.
- I. Basic FMLA Leave Provisions - The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited exceptions, job restoration within a rolling 12-month period following the designation of FMLA leave. The City will designate FMLA leave for an employee whenever it has knowledge that the employee may qualify.
- 1. An employee is eligible under the Family and Medical Leave Act if the employee has been employed with the City for a minimum of 12 months and has worked a minimum of 1250 hours in the 12-month period immediately preceding the request.
 - 2. Eligible employees may request, or the city may designate, up to 12 work weeks of paid/unpaid leave for situations related to certain family and medical reasons such as:
 - (a) To care for the employee's child after birth, or placement for adoption or foster care.

- (b) To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
 - (c) For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job.
 - (d) Because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active-duty status in the Armed Forces in support of a contingency operation.
3. Eligible employees whose leave qualifies under one of the above situations should make requests for family and medical leave to the Personnel Officer and notify their supervisor in writing, at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s). Requests for leave should be made even if the employee has accrued time off available. The City reserves the right to designate FMLA leave for an employee whenever it has knowledge that the employee may qualify even when no notice was given. Typically, FLMA leave will be designated if an employee is on leave for a qualifying event for more than 10 consecutive working days or 2 working weeks.
- (a) In an emergency, when the need for leave was not previously known, the employee must contact his or her supervisor within 48 hours or as soon as practical.
 - (b) An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave, so it does not unduly disrupt City operations.
 - (c) All employees requesting leave or whose leave has been designated FMLA leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the Personnel Officer within 15 working days.
 - (d) The Personnel Officer will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.
4. An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.
5. Eligible employees must exhaust all available paid leave (accrued vacation, sick, and personal leave, and compensatory time) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard to payroll and FMLA tracking form to the Personnel Officer while an employee is on FMLA leave if the employee is unable to do so.
6. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave, however seniority, vacation, sick, personal, and other benefits will not accrue during unpaid time off, including any pay period in which accrued leave is the only available paid leave. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll

deduction or through personal reimbursements. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.

7. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty or release to work report from the health provider before the employee can return.
 - (a) Upon return from FMLA leave, the City will accommodate an employee's return to their original or an equivalent position.
 - (b) If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.
 - (c) If any employee fails to report to work promptly at the end of the 12 weeks of FMLA leave, the City will assume the employee has resigned and employment will be terminated, unless they have received a written approved leave of absence.
 - (d) Additional Military Family Leave Provisions (Injured Service Member Leave). In addition to the basic FMLA leave provisions, an eligible employee who is the spouse, child, parent or next of kin of a covered service member is allowed to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single, 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. Expanded additional leave may also be available to care for certain former service members.
8. Work Prohibited While on FMLA Leave. Employees shall not work secondary employment during regularly scheduled working hours while on FMLA leave.

J. Fit For Duty

1. The City recognizes that physical or mental ability issues may impact an employee's ability to perform his or her job duties. It is in the best interest of the City and the employee to identify factors impacting the workplace.
2. Fitness for Duty Referrals
 - (a) A supervisor may refer an employee for a fitness-for-duty evaluation. The supervisor will make a written request to the City Manager or designee when referring an employee for an evaluation.
 - (1) The Supervisor's written request will include a copy of the employee's job description, brief work history, and work-related problems.
 - (2) The evaluation will be conducted by a private contracted provider.
 - (3) The City will notify the employee in writing of the required evaluation date, time and location.
 - (4) The City will place the employee on paid administrative leave during the evaluation period.
 - (5) Evaluation costs are paid from the City's General Fund subject to the

availability of funding.

(b) Fitness for Duty Evaluation

(1) The provider's written evaluation will include:

- reasons for the referral;
- a diagnosis including expected duration and required medical or psychological plan;
- a statement indicating whether the employee can perform the job;
- identification of any tasks the employee cannot perform; and
- a statement indicating whether the employee needs a reasonable accommodation to perform the essential job duties and the recommended accommodation.

(2) Upon completion of the fitness for duty evaluation, the City will notify the employee of the results.

(3) The City, in consultation with the City Manager or designee, will determine whether the employee may return to work, be placed on qualifying leave, or be separated from employment.

(4) An employee who refuses to submit to a fitness for duty evaluation or fails to make progress towards completing the evaluation plan may be disciplined in accordance with the City's discipline policy.

(c) Confidentiality and Records

(1) Records obtained under this policy that contain medical, psychiatric or psychological data about an employee will be classified as protected in accordance with [Government Records Access and Management Act \(GRAMA\)](#).

(2) Evaluation information may only be released for employment related purposes and will be limited to persons with a work-related concern.

(3) Fitness-for-duty evaluation records will be kept in a locked file by the HR Manager or designee and will be made available only to qualified medical personnel upon written release from the employee and in accordance with applicable State or Federal laws relating to medical records.

K. Administrative Leave -

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

- (a) Pending the outcome of an investigation to determine possible disciplinary action against the employee.
- (b) Pending the results of a post-accident or reasonable suspicion drug and/or alcohol test.
- (c) With regard to incidents resulting in extreme stress.
- (d) To protect City interests during an end of employment process.
- (e) Other circumstances determined to be in the best interest of the City and/or employee.

2. An employee shall not engage in secondary employment during the actual hours designated as administrative leave with pay. The City may, at its discretion, additionally restrict the activities of an employee on administrative leave with pay. Examples include being required to remain at the employee's residence during designated working hours (except to obtain medical care, to fulfill religious obligations, or as specifically authorized), remain readily available and immediately respond to phone contact or return to work, modification of working hours, or restrictions on secondary employment outside administrative leave hours.
 3. After review by the City Attorney and with the authorization of the Mayor, or designee, an employee charged with a job-related felony, after judicial review, may be placed on administrative leave without pay.
 4. Administrative Leave without Pay. Full-time and Part-time/Benefited employees are eligible to request leave without pay (unrelated to FMLA leave) for up to 12 months as described in this policy. Eligible employees interested in a leave without pay must submit a written request to the Mayor, or designee, detailing the nature of the leave.
 - (a) Requests for leave without pay will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave without pay, unless it is believed the employee will remain employed by the City at the end of the leave. The City may end an approved leave without pay at its discretion, upon reasonable notice to the employee.
 - (b) Prior written approval must be obtained from the Mayor, or designee.
 - (c) Vacation leave, sick leave, personal leave, holiday leave and other City benefits will not continue to accrue during the approved leave of absence period.
 - (d) Employees that are granted a leave without pay are required to pay for employee benefits costs that are normally taken through payroll deduction.
- L. Unauthorized Absence - Any unauthorized absence is grounds for disciplinary action. An employee who is absent for 3 consecutive workdays, without authorized leave, shall be deemed to have voluntarily resigned.
- M. Breaks and Meal Periods - The City offers breaks and meal periods as work allows.
1. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.
 2. The City normally provides a 30-minute unpaid meal period for full-time employees during a standard workday.
 3. Breaks and meal period for part-time employees will be determined by the department director depending on the number of hours scheduled to work during a standard workday.
 4. Employees in public safety positions shall take breaks and meal periods in accordance with Department work schedules and policies.

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

3.3 EMPLOYEE BENEFITS

- A. Retirement - Santaquin City participates in the public employee and public safety retirement programs of the Utah State Retirement System (URS).
1. Eligibility.
 - (a) All Full-time and Part-time/Benefited employees and compensated appointed positions are eligible for URS benefits.
 - (b) Part-time/Non-benefited and Seasonal employees, and Volunteers are not eligible for URS benefits.
 - (c) The Mayor and City Council Members who are elected or appointed to their position are considered part-time ineligible for URS benefits, unless income levels equal or exceed URS requirements.
 2. Plan Tiers.
 - (a) Tier I Employees. All eligible employees participating or who have previously participated in URS prior to July 1, 2011.
 - (b) Tier II Employees. All eligible employees who, for the first time, begin participation in URS on or after July 1, 2011.
 3. Plan Rates. Contribution rates for Tier I and Tier II plans are recalculation and set annually by URS. New plan rates are effective July 1st of each year.

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

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

3.4 TERMINATION OF EMPLOYMENT

- A. Santaquin City's termination of employment procedures ensure that all department directors, supervisors and managers follow an established and prescribed separation from employment process including the timely reporting and processing of terminations of employment, exit interviews and paperwork.
- B. Types of terminations:
 - 1. Resignation: an act by an employee or intern who chooses to resign their current merit or non-merit position for reason of his or her own choice. Employees should notify their supervisor in writing and provide at least 2 weeks of notice.

2. Resignation by Absence: an act by an employee who is absent for three or more scheduled workdays without notice, permission, or without good reason will be considered as having resigned.
3. Retirement: an act on behalf of an employee who meets the eligibility of the Utah Retirement System to retire from active service with the City. Employees should work with URS and provide notice to the City at least 90 days before their scheduled retirement date.
4. For Cause: an action taken by the City in regard to severing employment from an employee who has been disciplined through the proper process and steps of the City's discipline policy.
5. Reduction in Force: an action taken by the City due to business needs to reduce the workforce and following the proper policy (2.4 Employee Reduction in Force Policy) with a workforce adjustment plan.

SECTION 4: EMPLOYEE CONDUCT

4.1 CODE OF CONDUCT

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

- G. Political Activities - City employees shall not use City owned property, work time, or influence of position over other employees while engaging in any political activity.

- H. Secondary Employment - The Municipal Officers and Employees' Ethics Act establishes standards of conduct for City employees and appointed city officials for the disclosure of actual or potential conflicts of interest between public and personal duties. Employees are required to provide written notification to the Mayor, or designee, in the form of a sworn disclosure statement, of any secondary or outside employment, or before starting any secondary or outside employment, or if the employee has an interest in an entity that does business with Santaquin City. The written disclosure statement must contain the name and address of the City employee, the name and address of the person or business entity, and the position that would be held by the City employee with the person or business entity and the nature of his or her business interest.
 - 1. Secondary Employment must be pre-approved by the Mayor, or designee.
 - 2. Secondary Employment must in no way interfere, conflict with, or affect a City employee's duties.
 - 3. If an employee's performance is distracted by secondary employment, the employee will be asked to discontinue the secondary employment, or face disciplinary action, up to and including termination of employment.

- I. Additional Secondary Employment for Sworn Police Officers.
 - 1. Utah State Law outlines specific Secondary Employment requirements and regulations for Sworn Police Officers. These requirements and regulations are outlined in the Santaquin City Police Department Policies and Procedures.

- J. Gifts & Gratuities - Acceptance of gifts and gratuities shall be governed by Utah State Law 67-16, Utah Public Officer' and Employees' Ethics Act, unless department policy is more restrictive.

- K. Attendance - All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.

- L. Appearance - In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:
 - 1. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
 - 2. Employees must wear clothing appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and degree of public contact.
 - 3. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.
 - 4. In addition to the above, all employees shall meet department dress and appearance policies.

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

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

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

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

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

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

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

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

4.2 HARASSMENT, DISCRIMINATION, & RETALIATION

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

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

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

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

C. Personal Employee Relationships -

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

D. Employee Obligations -

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

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

E. Reporting Violations of This Policy -

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

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

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

4.3 ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE

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

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

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

B. Application:

1. The unlawful manufacture, distribution, dispensation, possession or use of a non-prescribed controlled substance and the possession or use of an alcoholic beverage in the workplace is expressly prohibited. In order to achieve a drug-free workplace, all employees, as well as final candidates for employment, shall be required to participate in alcohol and controlled substance testing as a condition of employment.
2. City personnel shall not use, be under the influence of, or be in possession of alcohol or non-prescribed controlled substances while on duty, on City premises, or in city vehicles. City premises include buildings, parking lots, grounds and vehicles owned by the City or personal vehicles being used for City business. City personnel using, possessing or being at the workplace under the influence of alcohol or non-prescribed controlled substances, shall be subject to disciplinary action, which may range from referral to an approved rehabilitation program for treatment or counseling, up to and including termination.
3. While on duty, employees may use controlled substances, which have been properly prescribed by a licensed health care practitioner and are being properly used for the treatment of an illness or injury and do not adversely affect their ability to perform their job duties. Employees, while on duty, may also use non-prescription drugs in proper doses if they do not adversely affect their ability to perform their job duties.
4. Notwithstanding the above, pursuant to Utah Code Ann. § 26-61a-111, personnel may not use medical cannabis even if properly prescribed by a licensed health care practitioner:
 - (a) If the employee's use would jeopardize federal funding, a federal security clearance, or any other federal background determination required for the employee's position;
 - (b) If the employee's position is dependent on a license or peace officer certification that is subject to federal regulations;
 - (c) If the employee's position is defined as a Safety Sensitive Position or Duty as defined by Section 4.3 of the Santaquin City Employee Policies and Procedures Handbook;
 - (d) If the employee's position is dependent on a license (i.e., CDL, etc.) certification that is subject to federal regulations; or
 - (e) If such use is during, or within the 12 hours immediately preceding, the employee's shift.

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

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

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

E. Prohibited Conduct:

1. Employees shall not use, be under the influence of, be in possession of, or be in such a condition as to test positive for alcohol or any Drug that is not a Prescription drug while on duty, on City premises or in City vehicles.

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

F. Preliminary Information

1. When testing occurs: The testing mandated by this policy shall occur during, immediately before or immediately after, a regular work period of the employee and shall be deemed work time for the purposes of compensation.
2. Costs of testing: All costs of testing required by this policy, excluding follow-up testing and testing of split samples, including the cost of transportation, if the testing is at a location other than the work place, will be at the city's expense.
3. Detection methods: The city maintains the right to utilize detection methods necessary for the enforcement of this policy including blood, urine, breath, hair or others tests, and the use of electronic detection equipment and trained animals.
4. Refusal to Cooperate: Failure to cooperate with these detection methods or inspections or to timely submit to required testing is grounds for disciplinary action up to and including termination of employment.
5. Inspections: The City maintains the right to conduct unannounced inspections of City owned property, work stations, equipment, computers, desks, cabinets, etc.
6. Testing Procedures: A private medical provider will draw test samples on site or at a separate location. A urine sample shall consist of at least 45 ml of urine. The urine shall be divided into two specimen bottles, with at least 30 ml of urine in one bottle and at least 15

ml of urine in the other. If the test results of the 30 ml urine sample indicate the presence of drugs, the donor of the test shall have 72 hours from the time the donor is so notified to request, at the donor's option that the 15 ml urine sample be tested for the indicated drugs, the expense of which shall be divided equally between the donor and the City. In addition to the test results of the 30 ml urine sample, the test results of the 15 ml urine sample shall be considered at any subsequent disciplinary hearing if the requirements of Sections 34-41-103 and 34-41-104 have been complied with in the collection, handling, and testing of these samples.

E. Mandatory Testing

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

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

2. Pre-Employment Testing: The City may require a final applicant selected for a position with the City to undergo an Alcohol and/or Drug test to detect the presence of Alcohol and illegal Drugs in the body. Refusal to take such a test may be grounds for denial of employment. An applicant who tests positive for any Drug other than a Prescription Drug or whose test detects a blood alcohol content ("BAC") of .02 or higher will be denied employment with the City.
3. Reasonable Suspicion Testing: When a designated supervisor makes a determination that there is Reasonable Suspicion and cause to believe that an employee performing or assigned to a Safety Sensitive Position is using, is under the influence of, or is in possession of Alcohol or any Drug, the employee shall be subject to Drug and/or Alcohol testing.
 - (a) Supervisory Training: The required observations underlying Reasonable Suspicion testing must be made by or reported to a supervisor or official who has received training on the physical, behavioral, speech and performance indicators of alcohol and Drug use.

- (b) Documentation: Observations underlying the Reasonable Suspicion testing must be documented in writing and signed by the supervisor or official making the reasonable suspicion determination within twenty-four (24) hours or before the results of the test are announced, whichever is later.
 - (c) Transportation: Employees subject to Reasonable Suspicion testing may not transport themselves to the testing location.
 - (d) Limitations on Duties: Upon required testing due to Reasonable Suspicion, the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor
4. Post Accident Testing: Any employee involved in an accident causing personal injury which requires medical attention or causing property damage estimated to be in excess of \$1,000.00 or engaging in unsafe work practices affecting the safety of other employees or the general public shall be subject to Alcohol and/or Drug testing. An employee subject to post accident testing who does not remain readily available for such testing may be deemed to have refused to submit to testing.
- (a) Timing: Samples for Alcohol and Drug testing following an accident should be collected within (2) two hours of the accident when feasible, but no later than eight (8) hours following an accident. If such collection testing does not occur within the (2) two hours, documentation shall be provided stating the reason for the delay.
 - (b) Transportation: Employees subject to reasonable suspicion testing may not transport themselves to the testing location.
 - (c) Limitations on Duties: Upon required testing due to an accident the employee tested shall not engage in the operation of any City equipment or engage in any employment related duties which the supervisor deems dangerous to the employee or others until the results of the tests are received and the employee is released back to work by the appropriate supervisor.
5. Random Testing: Employees in a Safety Sensitive position are subject to random Drug and/or Alcohol testing in order to assist in the prevention of accidents and theft, increased safety for the employee and the general public, and to maintain productivity, quality, and the security of property and information.
- (a) Consortiums. The City may, as determined by either the Chief Executive or the City Council, join a consortium, or third party administering testing and other services under contract, for random testing purposes as allowed by the Department of Transportation rules.
 - (b) Quantity. Department of Transportation rules presently mandate that the City randomly test (50%) fifty percent of all employees holding safety sensitive positions annually for Drugs, half of those tested for Drugs will also be tested for Alcohol. Tests will be unannounced and will be conducted during the employee's shift, shortly before or immediately thereafter. This testing requirement may be lowered or raised by the federal highway administration depending upon test results.

- (c) **Procedures:** The consortium, or a third party performing testing and other services under contract, may establish the procedures, in conformance with the requirements of the Local Governmental Entity Drug-Free Workplace Policies, Utah Code § 34-41-101 et seq. and applicable rules and regulations, to be used in the performance of Drug and Alcohol tests. In the event that the City does not join a consortium or contract with a qualified third party to perform these services, the procedures to be used in the performance of Drug and Alcohol tests shall be developed, in writing, by the Chief Executive and reviewed at least annually by the City Council.
 - (d) **Administration:** Whether or not the City joins a consortium, the City may contract with a qualified third party who will administer the random testing program and may administer other tests as required by this section.
 - (e) **Documentation:** The City must maintain or obtain from the consortium or third party administering the testing program, and have available for inspection, the following information:
 - (1) how the random selection pool was assembled;
 - (2) the method of selection and notification of test subjects;
 - (3) the location of collection sites;
 - (4) methods of reporting the test results on each person tested; and
 - (5) summary reports on the consortium's program showing that the consortium tested at the prescribed minimum annual rates for Alcohol and/or Drugs.
6. **Return to duty testing:** An employee who has tested positive for Drugs and/or Alcohol and will be returning to duty must be tested and show a negative test result, prior to returning to work.
7. **Follow-up testing:** Employees who have violated this policy and had been approved to continue to work for the city shall be subject to follow-up Drug and/or Alcohol testing.
- (a) **Period of testing:** Follow-up testing shall occur for a period of not less than one (1) year.
 - (b) **Amount of testing:** Employees subject to follow-up testing may be tested up to a minimum of six (6) times in the one (1) year following the positive test result
 - (c) **Cost of testing:** The cost of follow-up testing will be the responsibility of the employee and will be deducted from the employee's payroll check.
8. **Other testing:** Employees may be subject to testing for the following reasons:
- (a) An employee is the subject of an investigation involving an incident or incidents of theft of property belonging to the city, to other city employees, or that is entrusted to the care of the city by a private individual or entity.
 - (b) An employee who is the subject of an investigation into a security breach of either information or property.

- (c) An employee's productivity or the quality of an employee's work is drastically reduced without other readily available explanation(s).

F. Testing Results

1. Notification. The city will notify an employee of an initial positive test as soon as possible after the result is known by the city.
2. Positive test results: Employees testing positive for Drugs and/or Alcohol showing a BAC of 0.02 or over shall be placed on administrative leave pending a hearing to determine the possible course of disciplinary action, which may include the following depending on the severity of the offense:
 - (a) Probation pending completion of follow-up testing. An employee for whom a positive test result is reported while the employee is on the follow-up testing will be terminated as a City employee.
 - (b) Mandatory completion of a substance abuse evaluation and/or enrollment in substance abuse counseling or rehabilitation program through the Employee Assistance Program (EAP).
 - (c) Suspension of Employment with or without pay.
 - (d) Termination of Employment

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

G. Record Retention

Subject to the requirements of the City's Policies and Procedures Manual, and the Government Records Access and Management Act ("GRAMA"), records related to Drug and Alcohol testing may not be released unless authorized by law and, except as otherwise required by law, the release is expressly authorized by the subject of the test. Records relating to post accident testing must be made available to the National Transportation Safety Board when requested as part of an accident investigation. Records relating to Drug and Alcohol testing will be made available in accordance with the requirements of law to the Secretary of Transportation, any Department of Transportation agency and state or local officials with regulatory authority over the City or the test subject. A test subject is entitled, upon written request, to obtain copies of any records related to the subject's use of or testing for Drugs and Alcohol. Records will be provided to a subsequent employer or other identified person upon receipt by the City of a written request from the subject of the test.

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

- (b) Two years: records related to the Drug and Alcohol training records.
- (c) One year: records of negative Drug tests and records Alcohol tests showing a BAC of less than .01.

H. Federal And State Requirements

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

I. Miscellaneous

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

J. Tobacco-Free Workplace

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

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

4.4 VIOLENCE-FREE WORKPLACE

A. General Policy - Santaquin City is committed to maintain a safe and efficient working environment where employees and the public are free from the threat of workplace violence.

B. Employee Obligations -

1. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to assault, fighting, or foul, abusive, or threatening language or gestures.
2. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws, and City Code.
3. Employees must immediately report all incidents of violation of this policy to their supervisor.

4.5 EMPLOYEE DISCIPLINE

- A. General Policy - It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.
- B. Causes for Disciplinary Action - Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:
1. Violation of the laws of the United States, the State of Utah, or ordinances of Santaquin City or any other jurisdiction determined to be job related.
 - (a) A conviction (including a plea in abeyance or no contest) for the violation of any criminal law shall be prima facie evidence in any City hearing process.
 - (b) Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
 2. Violation of the code of conduct.
 3. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
 4. Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.
 5. Misconduct.
 6. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City policy)
 7. Misfeasance. (The wrongful performance of a normally lawful act.)
 8. Nonfeasance. (The omission of some act which ought to have been performed.)
 9. Incompetence.
 10. Negligence.
 11. Insubordination. (The opposition to and usually in defiance of established authority)
 12. Failure to maintain skills.
 13. Inadequate performance of duties.
 14. Unauthorized or excessive absence or tardiness.
 15. Falsification or unauthorized alteration of records.
 16. Violation of City or department policies.
 17. Falsification of employment application.

18. Discrimination.
 19. Sexual harassment or prohibited sexual conduct.
 20. Retaliation.
 21. Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job-related duties).
 22. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
 23. Gambling or engaging in a lottery on City property.
 24. Failure of a public safety employee to maintain physical fitness/ability standards.
 25. Inability to perform essential job duties, with or without reasonable accommodation.
 26. Violation of the Drug Free Workplace ordinance.
 27. Unlawful possession of firearms, weapons, or explosives on Santaquin City property.
 28. Carelessness which affect the safety of personnel or the public.
 29. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
 30. Recklessly misusing, destroying, or damaging any Santaquin City property or the property of any employee.
 31. Misusing city owned equipment including but not limited to, office equipment, computers, the internet, tools, motorized equipment, etc.
 32. Sleeping during working hours.
 33. Fighting (verbal or physical) on Santaquin City premises, or while on city business, or in a city uniform. Exceptions will be made for Police Officers in altercations which occur in the line of duty.
 34. Any other action or behavior contrary to the best interests of the City.
- C. Types of Disciplinary Action - The following types of discipline are not written in progressive order and are not to be deemed a progressive disciplinary scheme or system:
1. Verbal Warning. A verbally communicated warning to an employee by a supervisor for a minor work behavior deficiency. Information including, but not limited to, date of the warning, reason for the warning, details of the discussion with the employee regarding the verbal warning should be kept for future reference.
 2. Written Reprimand. A formal written notice outlining work performance deficiencies and required corrective action, to an employee by a supervisor for disciplinary purposes, which

is documented in the employee's personnel file. Written reprimand shall be signed by the employee, the supervisor and the Functional Area Director, if they are not the supervisor.

3. Suspension. An employee may be suspended from work with or without pay for up to 30 days (240 hours) by the Mayor, or designee.
 4. Demotion. An employee may be demoted to a lower grade position with or without a reduction in pay by the Mayor, or designee.
 5. Transfer. An employee may be transferred to another position within a department by the Mayor, or designee or to another position in a different department within the City.
 6. Termination. Full-time & Part-time/Benefited merit employees may be terminated by the Mayor, or designee, pursuant to section 4.5.D. Non-merit employees including, Part-time/Non-benefited and Seasonal employees and Volunteers may be terminated from employment at the discretion of the Functional Area Director with the approval of the Mayor.
 7. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination of employment on a first offense, depending on the nature and severity of the improper conduct.
- D. Pre-Disciplinary Hearing – The Mayor shall conduct a pre-disciplinary hearing before imposing on a Full-time or Part-time/Benefited merit employee: suspension without pay for more than 2 days (16 hours); demotion or involuntary transfer from one position to another with less remuneration; or, termination. Pre-disciplinary hearings are not required for non-merit, Part-time/Non-benefited and Seasonal employees, and Volunteers . Subparagraphs D.1 through D.3 apply to pre-disciplinary hearings:
1. The employee shall be given written notice of the hearing, prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination where appropriate, will be considered.
 2. The pre-disciplinary hearing shall be conducted by the Mayor, or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.
 3. A decision as to the disciplinary action to be taken, if any, shall be made by the Mayor, or designee, and the employee shall be notified of the decision in writing within 5 working days after the hearing. This written notification shall include:
 - (a) The grounds for disciplinary action.
 - (b) Any disciplinary action to be imposed.
 - (c) The effective date and duration of the disciplinary action.
 - (d) Any required corrective action necessary for the employee to avoid further disciplinary action.
 - (e) Notice and a copy of the post-disciplinary hearing process outlined in 4.5 (E), if the imposed disciplinary action is termination, a suspension without pay for more than 2

days (16 hours), or demotion or involuntary transfer from one position to another with less remuneration.

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

4.6 EMPLOYEE GRIEVANCE PROCEDURES

- A. General Policy - A grievance is defined as a complaint made by a City employee of a decision, or action taken by the City which affects an employee's employment status, except disciplinary actions. Disciplinary action appeals, if permitted, shall be handled consistent with the Employee Discipline policy (4.5).
- B. Grievance Process - The following process shall be followed in processing grievances made by City employees:
 - 1. An employee wishing to grieve an incident or action meeting the definition above must submit the grievance in writing to his/her immediate supervisor within 10 business days of a decision or action. The written grievance should include at a minimum, the date, description of the decision or action in question, and the remedy sought. The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.
 - 2. If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their Functional Area Director within 10 business days of the immediate supervisor's response. The Functional Area Director shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.
 - 3. If the employee is not satisfied with the response of the Functional Area Director, the employee may submit a written request to the Mayor, or designee within 10 business days of receipt of the Functional Area Director's response. The Mayor, or designee, shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance. The decision of the Mayor, or designee, is final and not appealable.
- C. Documentation - Copies of all grievances and responses shall be forwarded to the Administration Office for filing upon receipt or issuance.
- D. Open Door Policy - Santaquin City has an Open-Door Policy for all employees. This means, literally, that every Functional Area Director, Assistant City Manager, City Manager and the Mayor's door is open to every employee. The purpose of an open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. This means that employees are free to talk with any Functional Area Director, Assistant City Manager, City Manager, or the Mayor at any time without creating repercussions for the employee.

4.7 SOCIAL MEDIA POLICY

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

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

- B. Reference – Santaquin City Resolution 12-03-2014.

C. Personal Use of Social Media:

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

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

OR

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

- 4 Santaquin City discourages staff in management/supervisory position from initiating “friend” requests (or similar requests on social media) with employees that they manage. Managers/supervisors may accept “friend” requests if initiated by the employee and if the manager/supervisor does not believe that it will negatively impact the work relationship.
- 5 General guidelines for social/personal media use (when you associate yourself in some way with the City) include the following:
 - (a) Be helpful and supportive. You are encouraged to share your insights, express your opinion, and share information as appropriate, especially when it is helpful to others.

- (b) Do not misrepresent your position or credentials when associating yourself with the City on social media. Do not give advice or the appearance of giving advice beyond your credentials and experience and what would be appropriate on social media.
- (c) Please post knowledgeably, accurately, and use appropriate professionalism.
- (d) Be quick to correct your own mistakes and admit when you are wrong.
- (e) Do not use ethnic slurs, insults, obscenities, bullying or engage in other conduct that would be unacceptable at work or in social situations.
- (f) Be considerate of other's privacy and topics that could be considered personal.
- (g) Do not pick fights.
- (h) Make it clear that the words and thoughts you write online are your own and not your employer's.
- (i) Speak in the first person (I, not We) when referring to your work.
- (j) Be aware that your actions captured via images, videos, posts, tweets, or comments can reflect on the reputation and/or perception of the City.
- (k) You are legally liable for anything you write or present online.
- (l) Unless given specific permission, you are not authorized to speak on behalf of the City or to represent that you do so.
- (m) Employees can be appropriately disciplined and/or have litigation brought against them for commentary, content, videos, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.
- (n) Ensure that your social media activity does not interfere with your work commitments.
- (o) When appropriate, please direct others to the official website and social media accounts of the City for information.
- (p) The Santaquin City logo may only be used on city-approved sites or blogs.
- (q) Any employee found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

SECTION 5: TRAINING & TRAVEL

5.1 EMPLOYEE TRAINING

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

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

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

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

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

5.2 TRAVEL POLICY

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

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

SECTION 6: RISK MANAGEMENT

6.1 RISK MANAGEMENT PHILOSOPHY

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

6.2 PROCESSING RISK-RELATED INCIDENTS

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

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

B. Processing Incidents -

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

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

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

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

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

6.3 WORKERS COMPENSATION

A. Workers Compensation Program Overview -

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

B. Treating and Reporting an Injury -

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

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

C. Return to Work -

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

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

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

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

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

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

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

SECTION 7: VEHICLE POLICY

7.1 VEHICLE USE

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

7.2 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

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

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

7.3 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

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

7.4 GENERAL LIABILITY PROVISIONS

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

SECTION 8: SAFETY

8.1 SAFETY POLICY

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

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

EMPLOYEE POLICIES & PROCEDURE HANDBOOK

ADDENDA

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