



CITY COUNCIL REGULAR MEETING

Tuesday, February 04, 2025, at 7:00 PM
Council Chambers at City Hall Building and Online
110 S. Center Street, Santaquin, UT 84655

MEETINGS HELD IN PERSON & ONLINE

The public is invited to participate as outlined below:

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

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

AGENDA

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION / INSPIRATIONAL THOUGHT

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

CONSENT AGENDA (MINUTES, BILLS, ITEMS)

Minutes

- [1.](#) 01-21-2025 City Council Work Session Minutes
- [2.](#) 01-21-2025 City Council Regular Meeting Minutes

Bills

- [3.](#) City Expenditures from 01-18-25 to 1-30-25 in the amount of \$561,475.16.

Resolutions

- [4.](#) Resolution 02-01-2025 - Surplus Property

PUBLIC FORUM

Public Forum

5. Chamber of Commerce Report

BUILDING PERMIT & BUSINESS LICENSE REPORT

NEW BUSINESS

Discussion & Possible Action

- [6.](#) Discussion & Possible Action - Fred Openshaw Annexation Petition
- [7.](#) Discussion & Possible Action - Award of Architectural Design Contract with WPA Architects

Resolutions

- [8.](#) Resolution 02-02-2025 - Update to Employee Policy & Procedure Handbook Pertaining to Overtime for Fire Department Employees

Ordinances

- [9.](#) Ordinance 02-01-2025 - Water Dedication Policy Update
- [10.](#) Ordinance 02-02-2025 - Setback Tables & Figures Code Amendment
- [11.](#) Ordinance 02-03-2025 - General Plan Amendment to Moderate Incoming Housing

CONVENE OF THE SANTAQUIN COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

- [12.](#) Discussion & Possible Action - Approval of Enbridge Agreement for Natural Gas within Santaquin Peaks Subdivision

REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

REPORTS BY MAYOR AND COUNCIL MEMBERS

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

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

ADJOURNMENT

CERTIFICATE OF MAILING/POSTING

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

BY:



Amalie R. Ottley, City Recorder



CITY COUNCIL WORK SESSION MEETING

Tuesday, January 21st, 2025, at 5:30 PM
City Hall Council Chambers and Online

MINUTES

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

ROLL CALL

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

Councilor Travis Keel was excused from the meeting.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, City Recorder Amalie Ottley, Legal Counsel Brett Rich, and Finance Director Shannon Hoffman.

PLEDGE OF ALLEGIANCE

Councilor Del Rosario led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Councilor Mecham offered an invocation.

DISCUSSION ITEMS

1. Fiscal Year 2024-2025 Budget & Financial Update

Finance Director Shannon Hoffman attended the meeting to report to the Mayor and City Council where the current budget stands as of the end of the 2nd quarter of the fiscal year. (See attached.) Director Hoffman reported on the General Fund revenues and expenditures as well as Capital and Enterprise funds. Director Hoffman went over the proposed budget amendment #3 that was on the agenda for the following Regular City Council meeting.

2. Upcoming Agenda Items

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

ADJOURNMENT

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

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

Motion passed unanimously.

The meeting was adjourned at 6:00 p.m.

ATTEST:

Daniel M. Olson, Mayor

Amalie R. Ottley, City Recorder

DRAFT



REGULAR CITY COUNCIL MEETING
Tuesday, January 21, 2025, at 7:00 p.m.
Council Chambers at City Hall and Online

MINUTES

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

ROLL CALL

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

Councilor Keel was excused from the meeting.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Legal Counsel Brett Rich, City Recorder Amalie Ottley, Finance Director Shannon Hoffman, Glade Nielson, Chelsea Rowley, Camden Rowley, and Penny Reeves.

PLEDGE OF ALLEGIANCE

Camden Rowley led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Councilor Adcock offered an invocation.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

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

CONSENT AGENDA

1. 01-07-2025 City Council Work Session Minutes
2. 01-07-2025 City Council Regular Meeting Minutes
3. City Expenditures from 01-04-2025 to 01-17-2025 in the amount of \$1,363,903.75

Councilor Mecham made a motion to approve the Consent Agenda items 1 through 3. Councilor Del Rosario seconded the motion.

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

The motion passed.

RECOGNITIONS

4. "What Do You Love About Santaquin?" 2024 Photo Contest Winner - Chelsea Rowley

Penny Reeves recognized the 2024 "What Do You Love About Santaquin?" Photo Contest winner Chelsea Rowley. Penny highlighted Chelsea's photo of the cherry trees at Rowley's orchards and presented her with a gift basket. Penny also reported to the council that 2024 was the 10th year that the photo contest has been held in Santaquin. Penny asked the members of the City Council to consider ways that they can recognize & celebrate the 10th anniversary of the photo contest throughout the coming year.

PUBLIC FORUM

Glade Nielson with Sunrise Engineering attended the meeting. He expressed Sunrise Engineering's desire to continue a good working relationship with Santaquin City.

BUILDING PERMIT & BUSINESS LICENSE REPORT

Assistant Manager Bond presented the Building Permit Report. 8 residential units have been issued building permits in the current calendar year. In comparison, 128 single and multi-family residential units have been built in the current fiscal year (July 1, 2024 – June 30, 2025). No new business licenses have been issued in the last two weeks.

FORMAL PUBLIC HEARING

5. Public Hearing - FY 2024-2025 Budget Amendment #3

Councilor Del Rosario made a motion to enter into a formal public hearing. Councilor Siddoway seconded the motion.

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

The motion passed.

The Public Hearing began at 7:14 p.m.

Finance Director Shannon Hoffman discussed the two items included in the proposed budget amendment. Those items include donations to the police department and the use of those funds as well as an increase to the budget to finish the Orchard Hills ball field lighting.

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

Councilor Siddoway made a motion to end the public hearing. Councilor Del Rosario seconded the motion.

Councilor Adcock	Yes
Councilor Del Rosario	Yes
Councilor Keel	Absent

Councilor Mecham	Yes
Councilor Siddoway	Yes

The motion passed.

The Public Hearing ended at 7:17 p.m.

NEW BUSINESS

6. Resolution 01-03-2025 - Approval of FY 2024-2025 Budget Amendment #3

Finance Director Hoffman detailed the line items proposed in the budget amendment.

Councilor Mecham made a motion to approve Resolution 01-03-2025 – Approval of FY 2024-2025 Budget Amendment #3. Councilor Siddoway seconded the motion.

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

The motion passed.

7. Discussion & Possible Action - Award of Contract for Orchard Hills Ballfield Lighting Electrical

City Engineer Jon Lundell reported that Santaquin City Staff reached out to multiple electrical contractors for the installation of the electrical facilities for the Orchards Hills Ballfield lighting. Staff received bids from two contractors, Interwest Electrical Contractors (IEC) and Surge Electric. Currently, the Musco light fixtures have been installed at the ballfields. This was done by SESD and Santaquin City Public Works. The remaining work that needs to be completed includes the installation of the Rocky Mountain Power conduits and communication line conduits and all the needed conduit for the electrical equipment. The wiring to operate the lights also needs to be installed. The bids received were to complete the installation of the lights and make them operational. The bid also included the cost to install convenience outlets at all ballfield light poles as well as the installation of 2 powered score boards that Santaquin City has already purchased and will be provided to the contractor to install.

IEC provided the low bid at \$188,600.00.

Councilor Siddoway made a motion to award a contract for the Orchards Hill Ballfield lighting electrical to Interwest Electrical Contractors (IEC) for a not to exceed amount of \$188,600.00. Councilor Del Rosario seconded the motion.

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

The motion passed.

8. Ordinance 01-01-2025 - Rezone of Approximately 2 Acres (Peter Rabbit Springs) from the Public Facilities (PF) Zone to the Residential (R-12) Zone

Mayor Olson and Assistant City Manager Bond introduced the rezone of Approximately 2 Acres (Peter Rabbit Springs) from the Public Facilities (PF) Zone to the Residential (R-12) Zone

This rezoning proposal is related to the approval of the Scenic Ridge Estates Development Agreement, which was reviewed by the Planning Commission on November 12, 2024 and approved by the City Council on November 19, 2024. In the development agreement, the developer provided the City with approximately 5 acres within the Scenic Ridge Development for a debris basin, while the City granted the developer the two acres that are being proposed to be rezoned.

Prior to the approval of the development agreement, city staff also worked to rezone City owned land to the Public Facilities (PF) zone. Peter Rabbit Springs, which includes the 2 acres involved in this rezone request, was rezoned from the Residential R-12PUD to the PF zone. The proposed rezone aims to revert the property from the PF zone back to its original zoning of R-12. The Planning Commission gave a unanimous positive recommendation for the rezone on January 14, 2025.

Councilor Mecham made a motion to approve Ordinance No. 01-01-2025, an ordinance amending the zoning map of Santaquin City, more specifically, approving the rezoning of approximately two acres of parcel number 32:040:0066 from the Public Facilities (PF) zone to Residential (R-12) Zone providing severability and an effective date for the ordinance. Councilor Siddoway seconded the motion.

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

The motion passed.

9. Ordinance 01-02-2025 - Standard Specifications & Drawings Update

City Engineer Jon Lundell introduced each proposed update to the Santaquin City Standard Specifications & Drawings. The update addresses multiple divisions in the standards and will address concerns expressed by Santaquin City Public Works with regard to the recent changes to the Utah State Code.

Councilor Mecham made a motion to approve the proposed Standard and Specifications update. Councilor Del Rosario seconded the motion.

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

The motion passed.

CONVENE OF THE SANTAQUIN COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

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

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

The motion passed.

The CDRA Meeting began at 7: 42 p.m.

10. Resolution 01-01-2025 CDA - Addendum #1 to the Greenhalgh Construction Holdings, LLC Purchase Agreement

Board Chair Olson introduced Resolution 01-01-2025 CDA - Addendum #1 to the Greenhalgh Construction Holdings, LLC Purchase Agreement and proposed changes to include compliance with landscaping provisions and property uses as directed by the Santaquin City Code.

Board Member Mecham made a motion to approve Resolution 01-01-2025 CDA - Addendum #1 to the Greenhalgh Construction Holdings, LLC Purchase Agreement. Board Member Del Rosario seconded the motion.

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

The motion passed.

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

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

The motion passed.

The CDRA Board Meeting ended, and the Regular City Council Meeting reconvened at 7:44 p.m.

REPORTS BY STAFF, COUNCIL MEMBERS, AND MAYOR OLSON

Assistant Manager Bond reported on the upcoming Chamber of Commerce Gala. He also went over items on the upcoming DRC and Planning Commission meeting agendas. Assistant Manager Bond discussed the strategies on Moderate Income Housing that will be recommended by the Planning Commission and considered by the council at a future meeting.

Manager Beagley updated council members on the status of the Main Street reconstruction and Central Utah Project (CUP) water projects that are ongoing in the city.

Councilor Del Rosario encouraged business owners in the Santaquin area to join the Chamber of Commerce. He highlighted that the chamber recently received a grant that will focus on home-based businesses in the community. Councilor Del Rosario reported on Community Services Board and RAP Tax Committee meetings. Councilor Del Rosario reported that attendance at the Chieftain Museum in 2024 was 3,437 visitors, which was a significant increase from 2023 at 2,291 visitors. He also reported that he has had increased input from members of the community wishing for a skate park. Councilor Del Rosario hopes that urban trails and recreation will be considered at the upcoming budget planning session with the mayor and council in February.

Councilor Adcock reported on Senior Programming and activities. He also reported on updated hours at Chieftain Museum and current activities to participate in there. Councilor Adcock expressed his appreciation to the Public Works department for all that they do.

Councilor Siddoway reported that the Utah Legislative session began earlier that day. He encouraged council members and members of the public to stay updated on pending bills. Councilor Siddoway asked that in consideration of Moderate-Income Housing strategies that detached accessory dwelling units be allowed in the R-15 Residential Zone this coming year as he has received multiple requests from residents.

Councilor Mecham expressed his gratitude to the council.

Mayor Olson suggested that the city consider laying out trails and mountain bike courses along the property near Highland Drive in the Foothill Village area on the East side of town. Mayor Olson also reported that he has asked the Historic Preservation Committee to review historic photographs to create a mural downstairs at the City Hall building. He also stated that he has met with potential family members interested in working with the city on rental of the property the city bought for the new cemetery. He indicated that he has asked that the family present a plan for the property for the mayor and council members to consider. Mayor Olson discussed the possibilities for a memorial in the city for Sergeant Bill Hooser. Lastly, Mayor Olson discussed the importance of meeting with legislators during the current legislative session.

CLOSED SESSION

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

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

The motion passed.

The Closed Session began at 8:23 p.m.

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

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

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

The motion passed.

The Closed Session ended at 8:35 p.m.

ADJOURNMENT

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

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

The motion passed.

The meeting was adjourned at 8:36 p.m.

ATTEST:

Daniel M. Olson, Mayor

Amalie R. Ottley, City Recorder

SANTAQUIN CITY CORPORATION
Check Register
CHECKING - ZIONS - 01/18/2025 to 01/30/2025

Payee Name:	Payment Date:	Amount:	Description:	Ledger Account:
APPLIED INDUSTRIAL TECHNOLOGIES, INC	1/23/2025	\$232.57	DEWATERING PUMP	5240550 - WRF - EQUIPMENT MAINTENANCE
APPLIED INDUSTRIAL TECHNOLOGIES, INC	1/23/2025	\$397.28	DEWATERING PUMP	5240550 - WRF - EQUIPMENT MAINTENANCE
		\$629.85		
BIG O TIRES - SANTAQUIN	1/23/2025	\$59.99	Tire Rotation/Balance, Shepherd	1054250 - EQUIPMENT MAINTENANCE
BLUEBEAM, INC	1/23/2025	\$1,547.00	BlueBeam revu software annual license renewal	4340500 - SOFTWARE EXPENSE
BONNEVILLE INDUSTRIAL SUPPLY CO	1/23/2025	\$562.98	TOOLS FOR ERIKAS TRUCK	1070250 - EQUIPMENT MAINTENANCE
BONNEVILLE INDUSTRIAL SUPPLY CO	1/23/2025	\$51.62	SAFETY GLASSES	1060350 - SAFETY & PPE
		\$614.60		
BRIDGESOURCE, LLC	1/23/2025	\$819.53	FUEL	1077260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$819.54	FUEL	1060260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$819.54	FUEL	1070260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$819.54	FUEL	5140260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$819.54	FUEL	5240260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$819.54	FUEL	5440260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$58.76	DEFT FLUID	5440260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$58.77	DEFT FLUID	1060260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$58.77	DEFT FLUID	5140260 - FUEL
BRIDGESOURCE, LLC	1/23/2025	\$58.77	DEFT FLUID	5240260 - FUEL
		\$5,152.30		
CARQUEST AUTO PARTS STORES	1/23/2025	\$65.51	PW6 ABS SENSOR	1070250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	1/23/2025	\$153.33	PW27 BATTERY	1070250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	1/23/2025	\$58.01	VALVE STEMS PW83	1070250 - EQUIPMENT MAINTENANCE
		\$276.85		
CHEMTECH-FORD, INC	1/23/2025	\$107.00	EFFLUENT TESTING	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	1/23/2025	\$150.00	WATER TESTING	5140310 - PROFESSIONAL & TECHNICAL SVCS
		\$257.00		
COLONIAL LIFE	1/23/2025	\$599.85	Employee Paid Supplemental Life Insurance	1022504 - LIFE/ADD
CORPORATE TRADITIONS	1/23/2025	\$25.00	Volunteer of the Month - February	1041610 - OTHER SERVICES
EBY, MELVIN D*	1/23/2025	\$55.86	Refund: 3174011 - EBY, MELVIN D*	5113110 - ACCOUNTS RECEIVABLE
EFTPS	1/21/2025	\$6,560.24	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	1/21/2025	\$15,429.75	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	1/21/2025	\$28,050.16	Social Security Tax	1022210 - FICA PAYABLE
		\$50,040.15		
EPIC ENGINEERING	1/23/2025	\$477.00	Compaction testing for Road Cut to repair sewer lateral at 1131 E 270 South	1048310 - PROFESSIONAL & TECHNICAL SVCS
EPIC ENGINEERING	1/23/2025	\$138.00	Epic Engineering Testing for Silver Oaks	1022450-928 - (INSP&TESTING)Silver Oaks Phase 1
EPIC ENGINEERING	1/23/2025	\$69.00	Epic Engineering Testing for Oster Subdivision	1022450-942 - (INSP&TESTING)Oster
EPIC ENGINEERING	1/23/2025	\$618.00	Epic Engineering testing for Hollow Flats Subdivision	1022450-932 - (INSP & TESTING)Tanner Flats Santaquin Phase 01
EPIC ENGINEERING	1/23/2025	\$6,688.00	Epic Engineering testing fees for Statton Acres	1022450-952 - (INSP&TESTING)Stratton Acres
EPIC ENGINEERING	1/23/2025	\$306.00	Epic Engineering testing fees for The Hills Plat M	1022450-962 - (INSP&TESTING)Plat M]The Hills
EPIC ENGINEERING	1/23/2025	\$549.00	Epic Engineering testing fees for Orchards Plat B-1	1022450-967 - (INSP&TESTING)Apple Hollow B Phase 1
EPIC ENGINEERING	1/23/2025	\$69.00	Epic Engineering Testing for the Vincent Oaks Subdivision	1022450-979 - (INSP&TESTING)Vincent Oaks
EPIC ENGINEERING	1/23/2025	\$84.00	Epic Engineering testing for Murdoch Ford siteplan	1022450-900 - (INSP)Murdoch Ford
EPIC ENGINEERING	1/23/2025	\$69.00	Epic Engineering testing for 2024 Overlay project	4540200 - ROAD MAINTENANCE
EPIC ENGINEERING	1/23/2025	\$1,802.00	Epic Engineering testing for the O'Reilly Site plan	1022450-971 - (INSP&TESTING)O'Reilly Auto Parts
		\$10,869.00		
HACH COMPANY	1/23/2025	\$202.18	TESTING SUPPLIES-HACH	5240520 - WRF - SUPPLIES
HACH COMPANY	1/23/2025	\$89.25	HACH TESTING SUPPLIES	5240520 - WRF - SUPPLIES
HACH COMPANY	1/23/2025	\$89.25	TESTING SUPPLIES	5240520 - WRF - SUPPLIES
		\$380.68		
HEALTH EQUITY INC,	1/22/2025	\$1,595.00	RA Replenishment for DCRA - Jenna Worthen	1022502 - FSA
INGRAM BOOK GROUP	1/23/2025	\$735.86	books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INGRAM BOOK GROUP	1/23/2025	\$126.18	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
		\$862.04		
J-U-B ENGINEERING	1/23/2025	\$27,471.21	J-U-B engineering Construction Engineering progress payment	4540306 - MAIN STREET WIDENING
J-U-B ENGINEERING	1/23/2025	\$5,099.50	J-U-B engineering construction engineering progress payment	4540306 - MAIN STREET WIDENING
		\$32,570.71		
LANDMARK EXCAVATING, INC.	1/23/2025	\$302,623.25	LANDMARK PROGRESS PAYMENT #10 FOR MAIN STREET WIDENING	4540306 - MAIN STREET WIDENING
MOUNTAIN ALARM	1/23/2025	\$160.00	ALARM MONITORING	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	1/23/2025	\$10,416.67	MAG Additional Services (Lobbying)	4540210 - PROFESSIONAL SERVICES
MOUNTAINLAND SUPPLY	1/23/2025	\$754.05	MANHOLE RING	5240240 - SUPPLIES
MOUNTAINLAND SUPPLY	1/23/2025	\$1,395.74	SUPPLIES	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	1/23/2025	\$259.00	TOOLS FOR ERIKAS TRUCK	1070250 - EQUIPMENT MAINTENANCE
MOUNTAINLAND SUPPLY	1/23/2025	\$614.94	TOOLS FOR PW8	5140250 - EQUIPMENT MAINTENANCE
MOUNTAINLAND SUPPLY	1/23/2025	\$29.97	TOOLS	5140240 - SUPPLIES
		\$3,053.70		
MURDOCK FORD	1/23/2025	\$49,619.00	Purchase of Ford F-150 for PW #2	4241058 - VEHICLE PURCHASES
OTTLEY, AMALIE	1/23/2025	\$384.59	2025 IIMC Conference for Amalie Ottley	1043230 - EDUCATION, TRAINING & TRAVEL
PAYSON AUTO SUPPLY - NAPA	1/23/2025	\$205.08	PW10 TOOLS AND STEPS	1070250 - EQUIPMENT MAINTENANCE
PRINCIPAL LIFE INSURANCE COMPANY	1/23/2025	\$619.06	Vision Premiums - January 2025	1022508 - VISION
PRINCIPAL LIFE INSURANCE COMPANY	1/23/2025	\$5,780.22	Dental Premiums - January 2025	1022501 - DENTAL
PRINCIPAL LIFE INSURANCE COMPANY	1/23/2025	\$82.85	COBRA - Mark Bell	1022501 - DENTAL

PRINCIPAL LIFE INSURANCE COMPANY	1/23/2025	\$118.94 \$6,601.07	Surviving Spouse Benefit - Hooser	1054145 - SURVIVING SPOUSE BENEFIT PROGRAM
RED RHINO INDUSTRIAL	1/23/2025	\$229.40	CMEETERY HEADSTONES	1077300 - CEMETERY GROUNDS MAINTENANCE
REDMOND MINERALS, INC	1/23/2025	\$872.30	ROAD SALT	1060240 - SUPPLIES
REVCO	1/23/2025	\$597.51	Copy Machine Lease - City Hall	4340300 - COPIER CONTRACT
ROCKY MOUNTAIN POWER	1/23/2025	\$45.45	509 FIRESTONE DRIVE	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	1/23/2025	\$4.84	80 E 770 N	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	1/23/2025	\$23.44	154 E 950 S	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	1/23/2025	\$49.49	415 TRAVERTINE WAY	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	1/23/2025	\$51.57	1005 S RED BARN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	1/23/2025	\$16.53	1250 S CANYON ROAD	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$22.64	1026 E MAIN STREET	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$41.74	1100 S CANYON ROAD	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$23.49	1000 N CENTER PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$408.60	1213 N CENTER ST - PUBLIC WORKS BLDG	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$899.56	10 W GINGER GOLD ROAD (LIFT STATION)	5240270 - UTILITIES
ROCKY MOUNTAIN POWER	1/23/2025	\$14,972.30 \$16,559.65	1215 N CENTER	5240500 - WRF - UTILITIES
SHRED-IT US JV LLC	1/23/2025	\$175.35	Document Shredding Services - City Hall	1043310 - PROFESSIONAL & TECHNICAL
SHRED-IT US JV LLC	1/23/2025	-\$84.74 \$90.61	Credit - Overcharge on document shredding services	1043310 - PROFESSIONAL & TECHNICAL
SPANISH FORK BUILDERS SUPPLY	1/23/2025	\$118.45	HEADSTONE REPAIR	1077620 - MONUMENT REPAIRS
THE HARTFORD	1/20/2025	\$4,321.18	Life, ADD, LTD & Sup Life - January 2025	1022504 - LIFE/ADD
THE PENWORTHY COMPANY	1/23/2025	\$175.66	books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
UTAH STATE RETIREMENT	1/23/2025	\$44.03	Shad Eva - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$77.00	Shannon Hoffman - End of Year Sick Leave Transfer to 401K	5440130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$88.06	Shad Eva - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$88.06	Shad Eva - End of Year Sick Leave Transfer to 401K	5440130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$113.37	Jared Shepherd - End of Year Sick Leave Transfer to 401K	1068130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$115.51	Shannon Hoffman - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$115.51	Shannon Hoffman - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$122.10	Gregg Hiatt - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$122.10	Gregg Hiatt - End of Year Sick Leave Transfer to 401K	5440130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$202.68	Pat Hatfield - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$202.68	Pat Hatfield - End of Year Sick Leave Transfer to 401K	5440130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$219.00	Norm Beagley - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$219.01	Norm Beagley - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$220.16	Shad Eva - End of Year Sick Leave Transfer to 401K	1060130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$243.91	Jason Callaway - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$243.91	Jason Callaway - End of Year Sick Leave Transfer to 401K	5440130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$243.92	Jason Callaway - End of Year Sick Leave Transfer to 401K	1070130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$243.92	Jason Callaway - End of Year Sick Leave Transfer to 401K	1077130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$243.92	Jason Callaway - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$244.19	Gregg Hiatt - End of Year Sick Leave Transfer to 401K	5240130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$292.01	Norm Beagley - End of Year Sick Leave Transfer to 401K	1048130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$405.35	Pat Hatfield - End of Year Sick Leave Transfer to 401K	5140130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$462.02	Shannon Hoffman - End of Year Sick Leave Transfer to 401K	1043130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$730.02	Norm Beagley - End of Year Sick Leave Transfer to 401K	1043130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$1,187.11	Mike Wall - End of Year Sick Leave Transfer to 401K	1054130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$1,526.21 \$8,015.76	Rod Hurst - End of Year Sick Leave Transfer to 401K	1054130 - EMPLOYEE BENEFITS
UTAH STATE RETIREMENT	1/23/2025	\$22.10	URS Adjustment - Contributions for PP 11-19-20 to 11-30-24	1051110 - SALARIES AND WAGES
UTAH STATE RETIREMENT	1/23/2025	\$33.10	URS Adjustment - Contributions for PP 11-19-20 to 11-30-24	1060110 - SALARIES AND WAGES
UTAH STATE RETIREMENT	1/23/2025	\$55.10	URS Adjustment - Contributions for PP 11-19-20 to 11-30-24	1077110 - SALARIES AND WAGES
UTAH STATE RETIREMENT	1/23/2025	\$110.10 \$220.40	URS Adjustment - Contributions for PP 11-19-20 to 11-30-24	1070110 - SALARIES AND WAGES
UTAH STATE RETIREMENT	1/29/2025	\$5.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$91.64	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	1/29/2025	\$406.35	Post Retirement (After 7/2010)	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$1,060.45	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$1,503.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$1,629.42		457 1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$5,211.52	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	1/29/2025	\$29,166.31 \$47,309.85	State Retirement	1022300 - RETIREMENT PAYABLE
UTAH STATE TAX COMMISSION	1/23/2025	\$13.70	State Sales Tax - 10-1-24 to 12-31-24	7238810 - MISC.- BOOK SALES
UTAH STATE TAX COMMISSION	1/23/2025	\$42.82	State Sales Tax - 10-1-24 to 12-31-24	6134200 - SNACK SHACK PROCEEDS
UTAH STATE TAX COMMISSION	1/23/2025	\$217.54 \$274.06	State Sales Tax - 10-1-24 to 12-31-24	1038940 - POLICE - SHIRT SALES
UTAH VALLEY UNIVERSITY	1/23/2025	\$50.00	Fire Recertification	7657230 - FIRE - EDUCATION, TRAINING & TRAVEL
V&O SERVICES INC	1/23/2025	\$11,204.00	O'Rielly road widening participation	4540200 - ROAD MAINTENANCE
WAXIE SANITARY SUPPLY	1/23/2025	\$438.99	CLEANING SUPPLIES	1051240 - SUPPLIES
WORKSPACE ELEMENTS	1/23/2025	\$634.26	Plans table for Megan Wilson	1048240 - SUPPLIES
TOTAL:		\$561,475.16		

Santaquin City Resolution 02-01-2025

A RESOLUTION DECLARING SURPLUS PROPERTY OF SANTAQUIN CITY

WHEREAS, the City of Santaquin has an inventory of assets primarily used or purchased for use by all employees, and

WHEREAS, this property is of no use to any department of Santaquin City, and

WHEREAS, the storage of this property could become a nuisance,

NOW, THEREFORE, BE IT RESOLVED, the following items will be disposed of as deemed appropriate and in compliance with Utah State and Santaquin City's laws and Ordinances.

Approved and adopted by the Santaquin City Council this 4th day of February, 2025.

Attest:

Daniel M. Olson, Santaquin City Mayor

Amalie R. Ottley, City Recorder

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

Plotter

Description: HP Plotter
Model: DesignJet T2530
Serial #: CN75JSH03D





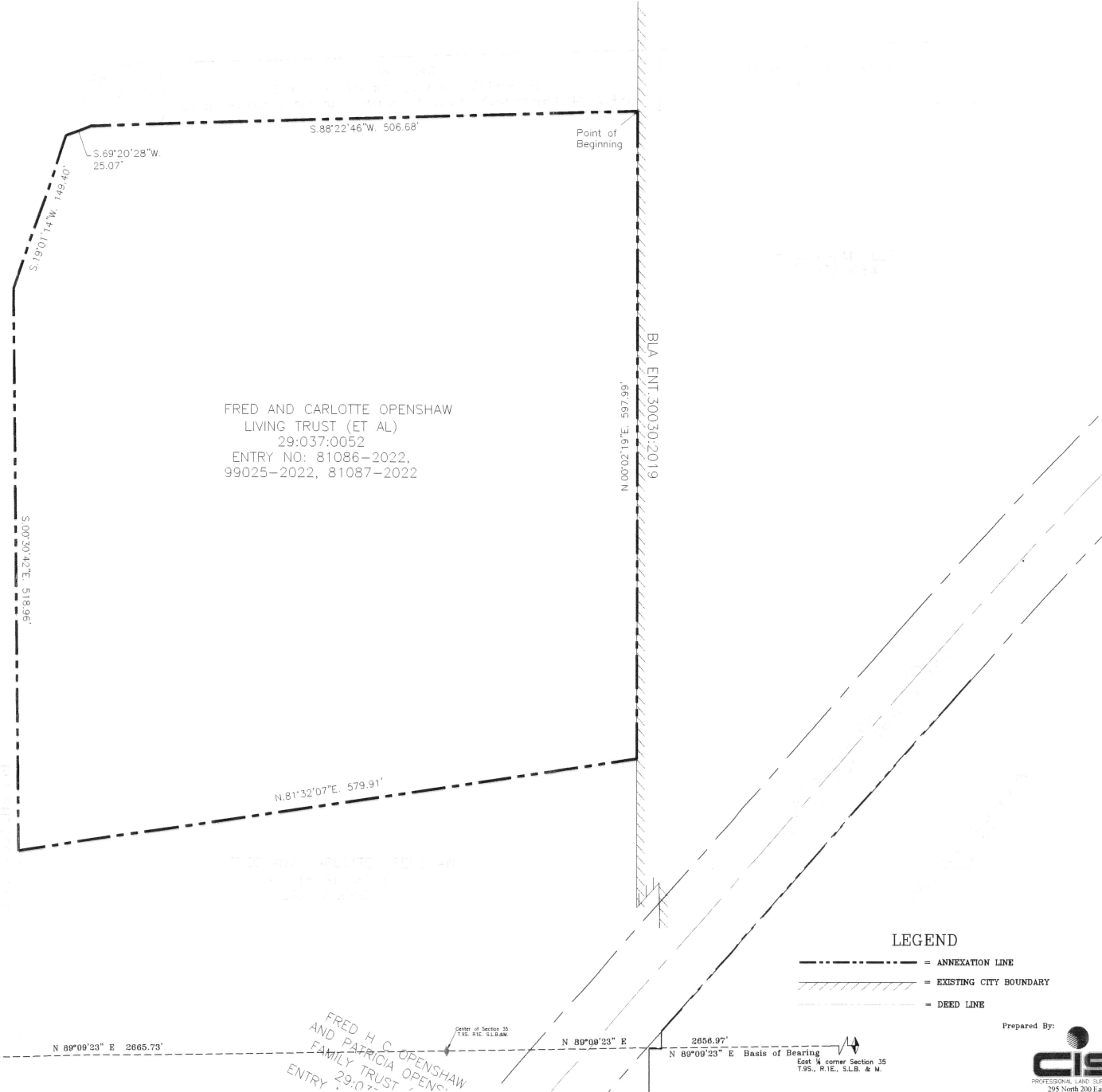
NOTICE OF INTENT TO FILE A PETITION FOR ANNEXATION INTO THE CITY OF SANTAQUIN

Pursuant to U.C.A 10-2-403(2)(a), I petitioner on behalf of FRED AND CARLOTTE OPENSHAW LIVING TRUST, do hereby inform you of the intent to submit to Santaquin City, and Utah County, a formal petition for annexation of the property located south of 13100 South, east of 6000 West, west of 420 West, south of 850 North, and adjacent to the intersection of 13100 South & 6000 West, Utah County, Utah consisting of approximately 8.286 acres. This notice is being sent to you because you are considered an “affected entity” as defined in U.C.A. 10-2-403(2)(a)(i)(B).

Fred Openshaw
33 West 100 N
P.O. Box 174
Santaquin, Utah 84655

OPENSHAW ANNEXATION

PORTION OF SECTION 35 TOWNSHIP 9 SOUTH RANGE 1 EAST



FRED AND CARLOTTE OPENSHAW
LIVING TRUST (ET AL)
29:037:0052
ENTRY NO: 81086-2022,
99025-2022, 81087-2022



LEGEND

- = ANNEXATION LINE
- = EXISTING CITY BOUNDARY
- = DEED LINE

West N. corner Section 35
T.9S., R.1E., S.L.B. & M.

N 80°09'23" E 2865.73'

FRED H. C. OPENSHAW
AND PATRICIA OPENSHAW
FAMILY TRUST
ENTRY 29:037:0052

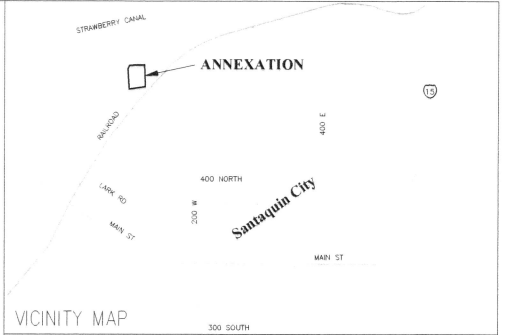
Center of Section 35
T.9S., R.1E., S.L.B. & M.

N 89°08'23" E 2656.97'

N 80°09'23" E Basis of Bearing

East N. corner Section 35
T.9S., R.1E., S.L.B. & M.

Prepared By:



SURVEYOR'S CERTIFICATE
I, CORY I. SQUIRE, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD CERTIFICATE No. 5561006 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED TO SANTAQUIN CITY, UTAH COUNTY, UTAH.

ANNEXATION BOUNDARY DESCRIPTION
A Tract of land Containing a portion of Parcel 29:037:0016 (as recorded in Entry No. 81086-2022), a portion of parcel 29:039:0087 (as recorded in Entry No. 81087-2022), as well as that portion of parcel 29:037:0049 (as recorded in Entry No. 99025-2022) lying South of the Utah County Road (project No. LC49). Said Tract of land is described by metes and bounds as follows: Beginning at the intersection of an agreed upon Boundary Line as recorded in Entry No. 30030-2019 and the Southerly boundary of a Utah County Road (Project No.LC49) said intersection lies 867.43 feet North and 177.94 feet East of the Center of Section 35, Township 9 South, Range 1 East, Salt Lake Base and Meridian; thence S.88°22'46"W, 506.68 feet along said County Road, thence S.69°20'28"W, 25.07 feet along said County Road, thence S.19°01'14"W, 149.40 feet, thence S.00°30'42"E, 518.96 feet along an agreed upon Boundary Line as recorded in Entry No. 25021-2016, thence N.81°32'07"E, 579.91 feet along the center of a dirt lane to the North Santaquin Orchard Amended Annexation being the current Santaquin City boundary, also being the an agreed upon Boundary Line as recorded in Entry No. 30030-2019, thence N.00°02'19"E, 597.99 feet along said current Santaquin City boundary line to the point of beginning. The above described parcel of land contains 360,935 Square Feet in area or 8.286 Acres more or less.

BASIS OF BEARING = UTAH COORDINATE SYSTEM 1983, CENTRAL ZONE

DATE _____ SURVEYOR (SEE SEAL BELOW)

ACCEPTANCE BY THE LEGISLATIVE BODY
THIS IS TO CERTIFY THAT WE, THE SANTAQUIN MAYOR & CITY COUNCIL, HAVING DULY NOTICED AND HELD THE PUBLIC HEARING MANDATED BY THE UTAH CODE ANNOTATED, HAVE GRANTED THE PETITION SEEKING ANNEXATION OF THE PROPERTY DEPICTED HEREON AND, AFTER DUE EXAMINATION AND DELIBERATION, HAVE, BY ORDINANCE (NO. _____), ANNEXED SAID PROPERTY INTO AND AS A PART OF SANTAQUIN CITY, TO BE KNOWN HEREAFTER AS THE "OPENSHAW ANNEXATION". THIS ANNEXATION HAS BEEN COMPLETED AS MANDATED BY UTAH CODE. THIS _____ DAY OF _____, A.D. 2024

_____ MAYOR	_____ COUNCIL MEMBER
_____ COUNCIL MEMBER	_____ COUNCIL MEMBER
_____ COUNCIL MEMBER	_____ COUNCIL MEMBER

Recording Information

ATTEST:
CITY CLERK

ANNEXATION PLAT

OPENSHAW ANNEXATION
TO SANTAQUIN CITY, UTAH COUNTY, UTAH
SCALE 1"= 50 FEET

SURVEYOR'S SEAL



CLERK-RECORDER'S SEAL

Item # 6.



Annexation Petition Application Packet

Santaquin City
275 West Main
Santaquin, Utah 84655
801-754-1011
www.santaquin.org

Santaquin City Corporation
Annexation Petition Application
 275 West Main, Santaquin, Utah 84655



Notice: Property to be annexed must be contiguous to a current city boundary and to all property within the desired annexation, as provided in the Utah State Code. A written annexation petition must be submitted to the City Recorder on forms to be furnished by the City; with the appropriate accompanying application fees, maps and documentation. The accompanying plat maps must be accurate and created under the direct supervision of a licensed engineer or land surveyor and certified by the same.

Annexation Information		
Proposed Name of Annexation: Openshaw Annexation		Application Date: 01/13/2025
Contact's relation to property: Owner		
Acreage: 8.286		Requested Zoning: R10
Contact Information		
Name: Fred Openshaw		Phone: 801-734-0572
Address, City, State, Zip: 33 W. 100 N, Santaquin, UT, 84655		Email: fredopenshawfarms@gmail.com
Engineer or Surveyor Information		
Company: CIS Professional Land Surveying		Contact: Cory Squire
Address, City, State, Zip: 1025 N. 300 W., Nephi, UT, 84648		
Telephone: 435-660-0816	Fax:	Email: Cory@CISPLS.com
Developer Information		
Name: Fred Openshaw		Phone: 801-734-0572
Address, City, State, Zip: 33 W. 100 N., Santaquin, UT, 84655		Email: fredopenshawfarms@gmail.com
Office Use Only		
Taken By:	Received Date:	Fee and Date Paid:
File #:	Review Date:	Meeting Date Assigned:

Annexation Petition Requirements

Submission Requirements:

- Completed Annexation Petition application Form
- Annexation Plat
- Application and processing fees, as specified in the current Santaquin City fee schedule
- Property owner information sheets with signatures
- Supporting materials, as applicable (e.g. Conceptual development plans, etc.)

Notes:

- All of the above elements must be included with application and submitted prior to city review or scheduling of proposal on review body agendas.
- State law requires any annexation petition must be submitted to the respective County for review on the same day it is submitted to Santaquin City.
- Failure to meet the requirements of this checklist may cause delay in scheduling and review.

Santaquin City Corporation
Annexation Petition – Owner Signatures
275 West Main, Santaquin, Utah 84655



Annexation Petition - Property Owner Information

Name: Openshaw, Fred C & Carlotta D (ET AL) Phone Number: 801 362 5183
Address: PO Box 174 Santaquin UT 84655
(City) (State) (Zip)
Signature: Fred C Openshaw Parcel ID#s 29:037:0052
Carlotta D Openshaw

Name: Openshaw Fred C & Carlotta D (ET AL) Phone Number: 801 362 5183
Address: PO Box 174 Santaquin UT 84655
(City) (State) (Zip)
Signature: Fred C Openshaw Parcel ID#s 29:038:0504
Carlotta D Openshaw

Name: _____ Phone Number: _____
Address: _____
(City) (State) (Zip)
Signature: _____ Parcel ID#s _____

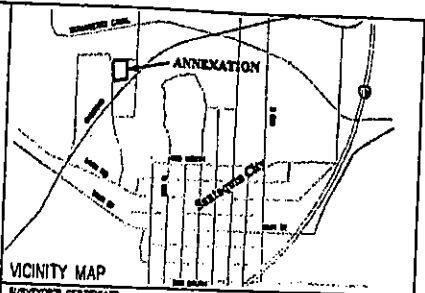
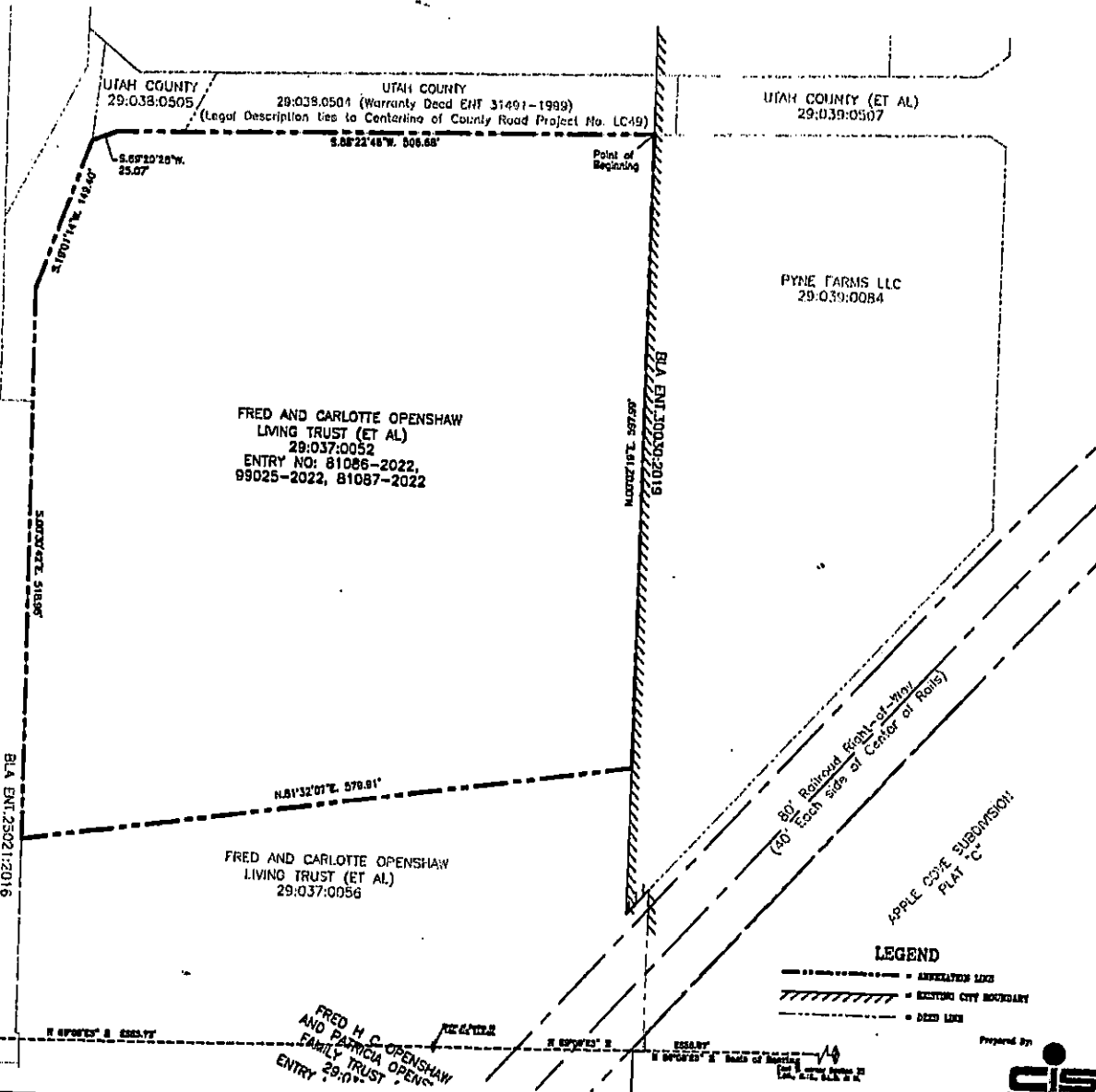
Name: _____ Phone Number: _____
Address: _____
(City) (State) (Zip)
Signature: _____ Parcel ID#s _____

Name: _____ Phone Number: _____
Address: _____
(City) (State) (Zip)
Signature: _____ Parcel ID#s _____

Name: _____ Phone Number: _____
Address: _____
(City) (State) (Zip)
Signature: _____ Parcel ID#s _____

OPENSHAW ANNEXATION

PORTION OF SECTION 35 TOWNSHIP 9 SOUTH RANGE 1 EAST



VICINITY MAP

THE SURVEYOR HEREBY CERTIFIES THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD CERTIFICATE NO. 14181 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED TO SANTIAGO CITY, UTAH COUNTY, UTAH.

ANNEXATION BOUNDARY DESCRIPTION

A Tract of land containing a portion of Parcel 20:037:0018 (as recorded in Entry No. 81086-2022), a portion of parcel 20:039:0087 (as recorded in Entry No. 81087-2022), as well as that portion of parcel 20:037:0048 (as recorded in Entry No. 89025-2022) lying South of the Utah County Road (Project No. 1249). Said tract of land is described by metes and bounds as follows:

Beginning of the Annexation is described by metes and bounds as follows: Beginning of the Annexation of an agreed upon Boundary Line as recorded in Entry No. 30030-2018 and the Eastern Boundary of a Utah County Road (Project No. 1249) said intersection lies 587.43 feet North and 177.94 feet East of the Center of Section 35, Township 9 South, Range 1 East, 101147N Base and Meridian; thence S.89°23'29\"/>

BASIS OF BEARING = UTAH COORDINATE SYSTEM 1983, CENTRAL ZONE

DATE: _____ SURVEYOR: _____
REG. NO. 14181

ACCEPTANCE BY THE LEGISLATIVE BODY

BEFORE I TOOK CERTAIN THAT THE SANTIAGO MAYOR & CITY COUNCIL HAD DULY NOTICED AND HELD THE PUBLIC HEARING MANAGED BY THE UTAH CODE ANNOTATED, HAVE GRANTED THE PETITION SEEKING ANNEXATION OF THE PROPERTY DESCRIBED HEREON AND, AFTER THE COMPLETION AND DELIBERATION, HAVE, BY ORDINANCE (NO. _____), APPROVED AND PROPERTY INTO AND AS A PART OF SANTIAGO CITY, TO BE KNOWN HEREAFTER AS THE "OPENSHAW ANNEXATION". THE ANNEXATION HAS BEEN COMPLETED AS MANAGED BY UTAH CODE, NO. _____, BY OF _____, AS SET:

_____ MAYOR	_____ COUNCIL MEMBER
_____ COUNCIL MEMBER	_____ COUNCIL MEMBER
_____ COUNCIL MEMBER	_____ COUNCIL MEMBER

Having Information

ATTEST:
 CITY CLERK

ANNEXATION PLAT

OPENSHAW ANNEXATION
 TO SANTIAGO CITY, UTAH COUNTY, UTAH
 SCALE 1" = 80 FEET

SURVEYOR'S SEAL: _____ CLERK-RECORDER'S SEAL: _____

Prepared by: **CIS**
PROFESSIONAL LAND SURVEYOR
 501 North 100 East
 SALT LAKE CITY, UTAH 84143-0428
 PHONE 435-466-8241 FAX 435-466-8242

MOUNTAIN VALLEY FRUIT INC
 29:038:0024



LEGEND

- ANNEXATION LEGS
- - - - - EXISTING CITY BOUNDARY
- ===== DEED LINE

FRED H. C. OPENSHAW
 AND PATRICIA OPENSHAW
 FAMILY TRUST
 ENTRY 29:037:0056

FRED AND CARLOTTE OPENSHAW
 LIVING TRUST (ET AL)
 29:037:0056

FRED AND CARLOTTE OPENSHAW
 LIVING TRUST (ET AL)
 29:037:0052
 ENTRY NO: 81086-2022,
 89025-2022, 81087-2022

PYNE FARMS LLC
 29:039:0084



CERTIFICATION OF PETITION FOR ANNEXATION

I, Amalie R. Ottley, the duly appointed and acting City Recorder for Santaquin City, Utah County, State of Utah, do hereby certify I have reviewed the petition for the Fred Openshaw Annexation and find that the petition meets the annexation requirements of Utah Code Subsections 10-2-403(3) and (4) and do hereby certify the Petition for Annexation in accordance with Utah Code Section 10-2-405(2).

Dated this 21 day of January 2025.

Amalie R. Ottley, Santaquin City Recorder



MEMORANDUM

January 30, 2025

To: Santaquin City Mayor and City Council
From: Jon Lundell, P.E., City Engineer
RE: Consideration for Architectural services for Recreation Building and Cemetery Building

Mayor and Council Members,

City staff received bids for architectural services for the design of two buildings. The first is a new recreation building adjacent to the existing recreation activities building at 200 South and 400 West. The completed building will add additional programming areas for Community Services. The building is planned to be a 6,000 square feet (100 feet x 60 feet) pole style building and the plans will include complete designs for HVAC, electrical, mechanical and site improvements, such as parking, fencing, etc.

The second is for a new cemetery equipment building located at 260 South 100 East. The completed building is planned to be a 3,600 square feet (60 feet x 60 feet) pole style building. The building plans will include complete designs for HVAC, electrical, mechanical, and site improvements, such as storage bins, surfaces, drainage, fencing, etc.

City staff received 10 proposals for the architectural services. We received proposals from DEIV Architecture, Design West, KMA, Line 29, MB Design Group, Matix, Studio LP, Think Architecture, WPA Architecture, and MJSA.

For your review and consideration, I have included a table showing the scoring and the proposed costs summary from the selection committee.

As you can see from the evaluation, WPA scored the highest with the most relevant overall experience, methodology, etc. WPA was ranked 4th with their proposed costs for their Architectural services. Because the request for proposals included consideration of qualifications and previous projects constructed, we are not required to take the lowest cost proposal for this project.

The proposed cost to have WPA Architecture provide the requested architectural services would be \$115,000. This cost includes the design for the recreation building of \$62,500 and the public works building \$52,500.

City Staff recommends that the Council award the contract for Architectural Services to WPA Architecture.

If you have any questions, I would be happy to answer them.

Recommended Motion:

Motion to approve the contract for Architectural services to WPA Architects for a not to exceed amount of \$115,000.

Santaquin City
 2025 Architectural Services
 Recreation building and Cemetary equipment building
 Selection Committee Evaluation & Scoring

Proposing Firm	Rank	Relevant Experience (25 pts possible)	Methodology (40 pts possible)	Proposed Costs (35 pts possible)		Total Pts (100 pts possible)
DEIVArchitecture	10	15.8	16.8	\$ 196,000.00	27.6	60.2
Design West	8	19.5	24.0	\$ 175,918.00	28.9	72.4
KMA	4	20.0	32.4	\$ 175,104.00	28.9	81.3
Line 29	9	16.3	21.8	\$ 200,000.00	27.3	65.4
MB Design Group	5	18.4	29.2	\$ 100,250.00	33.6	81.2
Matix	2	18.8	31.0	\$ 92,160.00	34.1	83.9
Studio LP	7	17.5	26.2	\$ 168,855.00	29.3	73.0
Think Architecture	3	17.1	29.2	\$ 78,400.00	35.0	81.3
WPA	1	20.9	35.6	\$ 115,000.00	32.7	89.2
MJSA	6	17.3	31.0	\$ 157,895.00	30.0	78.3

Resolution 02-02-2025

A Resolution Amending the Santaquin City Employee Policy and Procedure Handbook Pertaining to Overtime for Fire Department Employees

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 08-20-2024 shall remain in effect.

Adopted and approved this 4th day of February, 2025.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder



Employee Policies & Procedures Handbook

***Effective
February 4, 2025***



Dear Santaquin City Employee,

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

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

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

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

Thanks for all you do.

Daniel M. Olson, Mayor

www.santaquin.org

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

TABLE OF CONTENTS

DISCLAIMER	ii
SECTION 1: INTRODUCTION	1
1.1 SANTAQUIN CITY MISSION STATEMENT	1
1.2 SERVICE VALUES:	1
1.3 SANTAQUIN CITY GOVERNMENT	1
1.4 POLICY IMPLEMENTATION	2
SECTION 2: EMPLOYMENT PRACTICES	3
2.1 RECRUITMENT & HIRING	3
2.2 EMPLOYMENT CLASSIFICATION, STATUS & PROBATION	5
2.3 PERFORMANCE EVALUATIONS	7
2.4 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)	7
2.5 EMPLOYEE RECORDS	7
SECTION 3: COMPENSATION, LEAVES, & BENEFITS	9
3.1 COMPENSATION	9
3.2 TYPES OF LEAVE	12
3.3 EMPLOYEE BENEFITS	23
3.4 TERMINATION OF EMPLOYMENT	24
SECTION 4: EMPLOYEE CONDUCT	26
4.1 CODE OF CONDUCT	26
4.2 HARASSMENT, DISCRIMINATION, & RETALIATION	30
4.3 ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE	32
4.4 VIOLENCE-FREE WORKPLACE	40
4.5 EMPLOYEE DISCIPLINE	40
4.6 EMPLOYEE GRIEVANCE PROCEDURES	44
4.7 SOCIAL MEDIA POLICY	44
SECTION 5: TRAINING & TRAVEL	47
5.1 EMPLOYEE TRAINING	47
5.2 TRAVEL POLICY	48
SECTION 6: RISK MANAGEMENT	50
6.1 RISK MANAGEMENT PHILOSOPHY	50
6.2 PROCESSING RISK-RELATED INCIDENTS	51
6.3 WORKERS COMPENSATION	53
SECTION 7: VEHICLE POLICY	56
7.1 VEHICLE USE.....	56
7.2 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES	56
7.3 USE OF PERSONAL VEHICLES FOR CITY BUSINESS.....	57
7.4 GENERAL LIABILITY PROVISIONS	57
SECTION 8: SAFETY	58
8.1 SAFETY POLICY	58
ADDENDA:	
A. ORDINANCE NO. 08-01-2009 (APPEALS BOARD)	



DISCLAIMER

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



SECTION 1: INTRODUCTION

1.1 SANTAQUIN CITY MISSION STATEMENT

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

1.2 SERVICE VALUES:

Santaquin City Service Values:

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

1.3 SANTAQUIN CITY GOVERNMENT

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

1.4 POLICY IMPLEMENTATION

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



SECTION 2: EMPLOYMENT PRACTICES

2.1 RECRUITMENT & HIRING

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

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

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

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

2.2 EMPLOYMENT CLASSIFICATION, STATUS & PROBATION

A. Employment Classifications -

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

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

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

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

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

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

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

C. Introductory Period -

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

The duration of introductory periods are as follows:

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

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

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

2.3 PERFORMANCE EVALUATIONS

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

2.4 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

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

2.5 EMPLOYEE RECORDS

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

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

SECTION 3: COMPENSATION, LEAVES, & BENEFITS

3.1 COMPENSATION

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

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

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

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

3.2 TYPES OF LEAVE

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

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

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

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

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

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

E. Donation of Leave

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

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

F. Bereavement/Funeral Leave –

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

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

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

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

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

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

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

J. Fit For Duty

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

- (a) A supervisor may refer an employee for a fitness-for-duty evaluation. The supervisor will make a written request to the City Manager or designee when referring an employee for an evaluation.
 - (1) The Supervisor's written request will include a copy of the employee's job description, brief work history, and work-related problems.
 - (2) The evaluation will be conducted by a private contracted provider.
 - (3) The City will notify the employee in writing of the required evaluation date, time and location.
 - (4) The City will place the employee on paid administrative leave during the evaluation period.
 - (5) Evaluation costs are paid from the City's General Fund subject to the availability of funding.

- (b) Fitness for Duty Evaluation
 - (1) The provider's written evaluation will include:
 - reasons for the referral;
 - a diagnosis including expected duration and required medical or psychological plan;
 - a statement indicating whether the employee can perform the job;
 - identification of any tasks the employee cannot perform; and
 - a statement indicating whether the employee needs a reasonable accommodation to perform the essential job duties and the recommended accommodation.
 - (2) Upon completion of the fitness for duty evaluation, the City will notify the employee of the results.
 - (3) The City, in consultation with the City Manager or designee, will determine whether the employee may return to work, be placed on qualifying leave, or be separated from employment.
 - (4) An employee who refuses to submit to a fitness for duty evaluation or fails to make progress towards completing the evaluation plan may be disciplined in accordance with the City's discipline policy.

- (c) Confidentiality and Records
 - (1) Records obtained under this policy that contain medical, psychiatric or psychological data about an employee will be classified as protected in accordance with [Government Records Access and Management Act \(GRAMA\)](#).
 - (2) Evaluation information may only be released for employment related purposes and will be limited to persons with a work-related concern.
 - (3) Fitness-for-duty evaluation records will be kept in a locked file by the HR Manager or designee and will be made available only to qualified medical personnel upon written release from the employee and in accordance with applicable State or Federal laws relating to medical records.

K. Administrative Leave -

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

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

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

3.3 EMPLOYEE BENEFITS

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

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

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

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

3.4 TERMINATION OF EMPLOYMENT

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

SECTION 4: EMPLOYEE CONDUCT

4.1 CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.2 HARASSMENT, DISCRIMINATION, & RETALIATION

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

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

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

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

C. Personal Employee Relationships -

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

D. Employee Obligations -

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

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

E. Reporting Violations of This Policy -

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

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

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

4.3 ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE

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

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

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

B. Application:

1. The unlawful manufacture, distribution, dispensation, possession or use of a non-prescribed controlled substance and the possession or use of an alcoholic beverage in the workplace is expressly prohibited. In order to achieve a drug-free workplace, all employees, as well as final candidates for employment, shall be required to participate in alcohol and controlled substance testing as a condition of employment.
2. City personnel shall not use, be under the influence of, or be in possession of alcohol or non-prescribed controlled substances while on duty, on City premises, or in city vehicles. City premises include buildings, parking lots, grounds and vehicles owned by the City or personal vehicles being used for City business. City personnel using, possessing or being at the workplace under the influence of alcohol or non-prescribed controlled substances, shall be subject to disciplinary action, which may range from referral to an approved rehabilitation program for treatment or counseling, up to and including termination.
3. While on duty, employees may use controlled substances, which have been properly prescribed by a licensed health care practitioner and are being properly used for the treatment of an illness or injury and do not adversely affect their ability to perform their job duties. Employees, while on duty, may also use non-prescription drugs in proper doses if they do not adversely affect their ability to perform their job duties.
4. 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 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)



Memorandum

To: Mayor Olson and the Santaquin City Council
From: Jon Lundell, P.E., City Engineer
Date: January 27, 2025
Re: Santaquin City Title 8.40.100 Water Dedication Requirements amendment

Mayor Olson and Council members,

To ensure that Santaquin City has adequate water rights available to provide for future residents, our current city code requires that water must be dedicated to Santaquin City upon development. The current dedication amount is 3 acre-feet per acre of land proposed for development. The current City Code allows three methods to meet this requirement that are outlined in Title 8.40.100. The first method is a cash payment of money-in-lieu of water dedication. This is for areas that have historically not been irrigated or have not had water rights associated with the property. The second method is the dedication of water rights as approved by the City Council or irrigation shares. Third is some combination of money-in-lieu and water right transfer. The current cost for money-in-lieu is \$5,500 per acre-foot.

This policy has been historically used to build up a reserve fund balance that will allow Santaquin to meet the financial obligations for the use of water associated with the Utah Lake Drainage Basin Water Delivery System (ULS Pipeline) that is currently under construction.

Santaquin City's current 40-year water plan (adopted in December 2021) indicates that additional water rights will be needed to meet future culinary water and pressure irrigation demands due to future growth. The 40-year plan projects that Santaquin will need an additional 6,113 acre-feet of water, for both Culinary and Pressurized Irrigation systems, to serve the anticipated water demand for the year 2060. Currently, Santaquin City has adequate water rights to serve current residents and some future residences that currently have some form of development rights per Santaquin city code.

To ensure that Santaquin City remains in a favorable position with the amount of water rights that the city is holding now and as needing for the future, city staff proposes to modify the current water dedication policy by removing the option of allowing for a payment of 100% of money-in-lieu of water dedication to allowing a maximum of 50% money-in-lieu of water payment and then requiring a minimum of 50% water dedication.

I am happy to discuss any questions you may have regarding the proposed code amendment.

Recommended Motion:

The City Council approves the approve Ordinance 02-01-2025 – Title 8.040.100 Water dedication requirements.

ORDINANCE NO. 02-01-2025

AN ORDINANCE AMENDING SANTAQUIN CITY CODE 8.040.100 RELATED TO WATER DEDICATION REQUIREMENTS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth class city of the state of Utah; and

WHEREAS, cities in the state of Utah are authorized by the Legislature to regulate the use and development of lands including providing infrastructure services such as water, sewer, irrigation, roads, and parks; and

WHEREAS, Santaquin City operates and maintains a public water system for the benefit of residents, businesses, and visitors in the community; and

WHEREAS, in 2005 Santaquin City entered into an agreement, via its participation in the South Utah Value Mutual Water Association (SUVMWA), for a portion of the Utah Lake Drainage Basin Water Delivery System (ULS) water.

WHEREAS, Santaquin City desires to prepare for the extension of Central Utah Project water lines to the city limits of Santaquin City.

WHEREAS, the City Council finds it is necessary to modify the city’s water dedication requirements in order to receive money in lieu of water rights, for land not being irrigated, which will be used to assist the City in making payments to the Central Utah Project from which the City is contractually obligated to purchase water and to meet future water demands as outlined in Santaquin City’s 40 year plan.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SANTAQUIN, UTAH, AS FOLLOWS:

Section I.

Santaquin City Code, Title 8 Chapter 04 Section 100 Paragraph 2 subsection “a” is hereby amended as follows: (*Red text is added, stricken text is to be deleted*)

8.04.100: WATER DEDICATION REQUIREMENTS

It is the intent that development of land within or annexed to the city be accompanied by water rights sufficient to accommodate the needs of the existing and potential occupants of said land. The water rights conveyance requirement shall be in addition to any requirement that may be imposed upon development of

the land and shall apply to all property annexed regardless of whether the owner of the property signed the annexation petition.

A. Amount Of Water Required:

1. Except as otherwise provided in this section, all persons developing and/or subdividing land within Santaquin City limits, shall dedicate to the city water rights or shares sufficient for the city to meet the future water needs expected to result from the development of the property.
2. Except as otherwise provided in this section, all persons annexing land into Santaquin City shall dedicate to the city water rights or shares sufficient for the city to meet the future water needs expected to result from the development of the property to be annexed.
 - a. The water requirement shall be satisfied in accordance with the following table:

Location	Requirements
Historically non-irrigated lands	Payment of a maximum of 100 <u>50%</u> money in lieu of water rights <u>and Minimum 50% of city approved water rights (for example, Irrigation Company shares or water rights that exist within the city limits and/or the Santaquin City Annexation Policy Area)</u>
Agricultural land - within the core area of the city and the service area boundaries of the Summit Creek Irrigation Company	100% dedication of city approved water rights (for example, Irrigation <u>Company</u> shares or water rights that exist within the city limits and/or the Santaquin City Annexation Policy Area)
Non-agricultural lands - within the core area of the city and the service boundaries of the Summit Creek Irrigation Company	Negotiated combination of water right dedication (for example, Summit Creek Irrigation <u>Company</u> shares or water rights that exist within the city limits and/or the Santaquin City Annexation Policy Area) <u>with a minimum of 50% water dedication</u> and <u>a maximum of 50%</u> money in lieu of water rights

- b. If City approved water rights are required, the amount of water to be dedicated shall be a minimum of three (3) acre-feet of diversion rights per acre in its undeveloped state. Additional water will be required if a development will utilize more than the three (3) acre-feet per acre amount per year. Water requirements for mixed use or non-residential developments will be considered on a case by case basis.
- c. All money in lieu of water right calculations, water usage calculations, and requirements shall be provided by the city engineer as part of the preliminary plat or development review processes. The value of money in lieu of water right

- d. payments shall be established on the city consolidated fee schedule, which may be changed from time to time based upon the market value of water.
 - e. Each phase in a development must dedicate a proportional amount of water relative to the total water required for the development.
3. If a change of use on a property occurs (e.g., residential to commercial or commercial to more intense commercial), the amount of water required under paragraph A,3 shall be reevaluated and the person(s) requesting the change in use shall provide any additional water necessary to accommodate the change as determined by the city engineer.

B. Condition And Acceptability Of Water:

1. The water must be approved by the Utah division of water rights:
 - a. for diversion from one or more of the city's sources, or from another source acceptable to the city at its sole discretion; and
 - b. for municipal use within the city's service area. The city shall have sole discretion as to the acceptability of the quantity and quality of the water as well as the suitability of the water right or water shares. The city will cooperate with the property owner in filing the required applications with the Utah division of water rights, but the property owner shall be solely responsible for prosecuting any such applications and the city reserves the right to protest any applications which may interfere with its existing rights.
2. The costs associated with the transfer of water to, and approval of use by the city, shall be borne by the developing party.

C. Continued Use: All water which is represented by water rights or water shares acquired by the district pursuant to this section, which rights have heretofore been used to supply irrigation water on land so annexed, may continue to be used to supply irrigation water on land so annexed, subject to written agreement between the district and the landowner.

D. Time Of Conveyance:

1. Prior To Final Approvals: All necessary water right application approvals must be obtained and the ownership transfer must be completed prior to the approval of any final plat, site plan, or the issuance of any building permit related to the subject property. In order to comply with the water dedication requirements by payment of the cash equivalent to water rights, the property owner must pay the entire cash equivalent, in the amount determined by the city, prior to the approval of any final plat or site plan for development, or the issuance of any building permit.
2. Agriculture Developments: For platted areas zoned and utilized for agriculture use and which remain on private irrigation systems, but where residential connections are made to the city culinary system, the amount of water to be dedicated shall be equivalent to state average residential indoor water usage until such time as the associated farming operations change use, are further developed/platted, or connection to the public irrigation system is made to the benefit of the residential use on the property, at which point the full amount of water required per platted acre of development shall be turned over to the city. (Ord. 4-02-2015, 4-15-2015, eff. 4-16-2015; amd.)

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener’s Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, February 5th. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City.

PASSED AND ADOPTED this 4th day of February, 2025.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder

STATE OF UTAH)

) ss.

COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the ____ day of _____, 2025 entitled:

“AN ORDINANCE AMENDING SANTAQUIN CITY CODE 8.040.100 RELATED TO WATER DEDICATION REQUIREMENTS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this ____ day of _____, 2025.

AMALIE R. OTTLEY

Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that prior to the ordinance taking effect, I posted a short summary of the ordinance on the Utah Public Notice Website as required by Utah State Code 10-3-711(1)(b) as a Class A Notice and Santaquin City Code 1-2-050(D)

I further certify that copies of the ordinance were posted online at www.santaquin.org, at the City Hall Building at 110 S. Center Street 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.

AMALIE R. OTTLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me on this ___ day of ___ 2025, by AMALIE R. OTTLEY.

My Commission Expires:

Notary Public

Residing at Utah County

MEMO



To: Mayor Olson and City Council

From: Aspen Stevenson, Planner

Date: February 4, 2025

Re: **Adopting setback tables, updating setback figures and simplifying landscape setback requirements in Santaquin City Code.**

It is proposed that the City Council consider amending the landscape setback table in Title 10 Chapter 52 Section 30. As well as adopting setback tables and updating setback figures in Title 10 Chapter 20 of Santaquin City code. The proposed code amendment will reorganize how setback requirements are communicated. Some of the major changes are listed below.

- Setback figures will be updated in all residential zones to show the correct distances from property lines.
- Each zone will have a setback table along with notes describing any exceptions to the requirements such as side and rear setbacks for accessory structures may be reduced to 3' if constructed with one hour or more fire-resistant walls.
- Parking setbacks will be added to all setback tables in each zone including the Main Street Business District setback table in Title 10 Chapter 20 Section 190.
- To create consistency a note will be added in each nonresidential zone under the setback table that if a nonresidential zone abuts a residential zone an additional five feet of landscaping will be required.
- The landscaping table in Title 10 Chapter 52 Section 30 will be replaced with a table displaying the minimum landscape percentage requirements for each zone along with a note to direct builders to individual zones for landscape and building setbacks.
- A 30% minimum landscaped area requirement will be added for the Multifamily zone which previously had variation or no mention of a percentage requirement.

Additional changes have been made, but the ones above are the major ones. The attached draft ordinance shows all changes in detail.

The Planning Commission reviewed the proposed code amendment on January 28, 2025, and made the following motion.

Motion: Commissioner Tolman moved to recommend approval of the proposed code amendment which adopts setback tables, updates setback figures, and simplifies landscaping requirements. Commissioner Nixon seconded the motion.

Commissioner Hoffman, yes; Commissioner Moak, yes; Commissioner Nixon, yes; Commissioner Romero, Absent; Commissioner Tolman, yes; Commissioner Weight, yes; Commissioner Wood, yes. The motion passed.

Motion: “Motion to approve Ordinance 02-02-2025, an ordinance amending Santaquin City Code to adopt setback tables and update setback figures providing for codification, correction of scrivener’s errors, severability, and an effective date for the ordinance.”

ATTACHMENT:

1. Draft Ordinance

ORDINANCE NO. 02-02-2025

AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ADOPT SETBACK TABLES AND UPDATE SETBACK FIGURES PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth-class city of the state of Utah; and

WHEREAS, the State Legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, and welfare; and

WHEREAS, the City Council desires to amend Santaquin City Code Title 10 Chapter 20 Sections 70, 80, 90, 100, 110, 130, 150, 180, 190, 220, 240 to adopt setbacks tables and update setback figures and Title 10 Chapter 52 Section 30 to simplify landscaping setback requirements.

WHEREAS, the Santaquin City Planning Commission held a public hearing on January 28, 2025, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendments

Title 10 Chapter 20 Section 70 is amended as follows: (underlined text is added)

10.20.070 R-8 RESIDENTIAL ZONE

E. Location Requirements:

1. ~~Dwellings And Other Main Buildings: Dwellings and other main buildings on interior and corner lots shall comply with the following setback requirements. Unless specifically stated, the following setbacks are intended to create a building envelope and are not necessarily connected to building orientation:~~
 - a. ~~Front Setback:~~
 - (1) ~~To living area or garage side: Twenty feet (20') from the front lot line(s).~~
 - (2) ~~To garage doors: Twenty five feet (25') from the front lot line(s).~~
 - (3) ~~To covered porches: Fifteen feet (15') from the front lot line(s).~~
 - b. ~~Side Setback: Eight feet (8') from side property line.~~
 - c. ~~Rear Setback: Twenty five feet (25') from rear property line.~~
 - d. ~~Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted Parks, Recreation and~~

~~Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015)~~

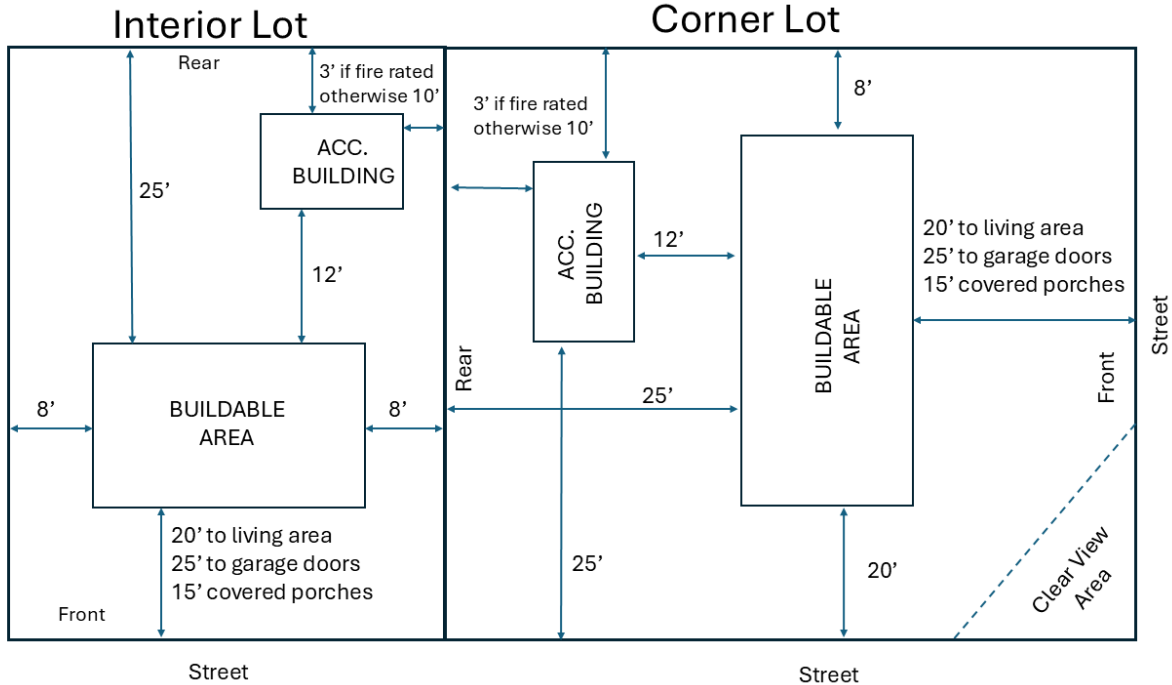
- ~~2. Accessory Structures (Including Detached Garages):~~
- ~~3. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)~~

1. Setbacks

<u>R-8 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Main Building</u>	<u>To living area 20'¹, garage doors 25'¹, covered porches 15'¹</u>	<u>20'</u>	<u>8'</u>	<u>25'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>20'²</u>	<u>8'³</u>	<u>10'³</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

- 1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line.
- 2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
- 3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
- 2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- F. Dwelling Size: Minimum dwelling size shall be one thousand (1,000) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- G. Parking And Access Standards: Each dwelling is required to have a minimum of two (2) parking spaces per dwelling unit located on the property unless otherwise specified. (Ord. 10-01-2014, 10-1-2014, eff. 10-2-2014)
- H. Property Development Standards:



Title 10 Chapter 20 Section 80 is amended as follows: (underlined text is added)

10.20.080 R-10 RESIDENTIAL ZONE

E. Location Requirements:

~~1. Dwellings And Other Main Buildings:~~

- ~~a. Front Setback: Thirty feet (30') from the front lot line.~~
- ~~b. Front Setback On Corner Lot: Thirty feet (30') from property line along primary frontage, twenty five feet (25') from property line along secondary frontage.~~
- ~~c. Side Setback: Ten feet (10') from side property line.~~
- ~~d. Rear Setback: Twenty five feet (25') from rear property line.~~
- ~~e. Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted Parks, Recreation and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015)~~

~~2. Accessory Structures (Including Detached Garages):~~

- ~~a. General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
- ~~b. Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
- ~~c. Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within twenty five feet~~

~~(25') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~

~~d. Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~

~~e. Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~

~~3. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)~~

1. Setbacks

<u>R-10 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>30'¹</u>	<u>25'</u>	<u>10'</u>	<u>25'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'²</u>	<u>10'³</u>	<u>10'³</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line.
2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.

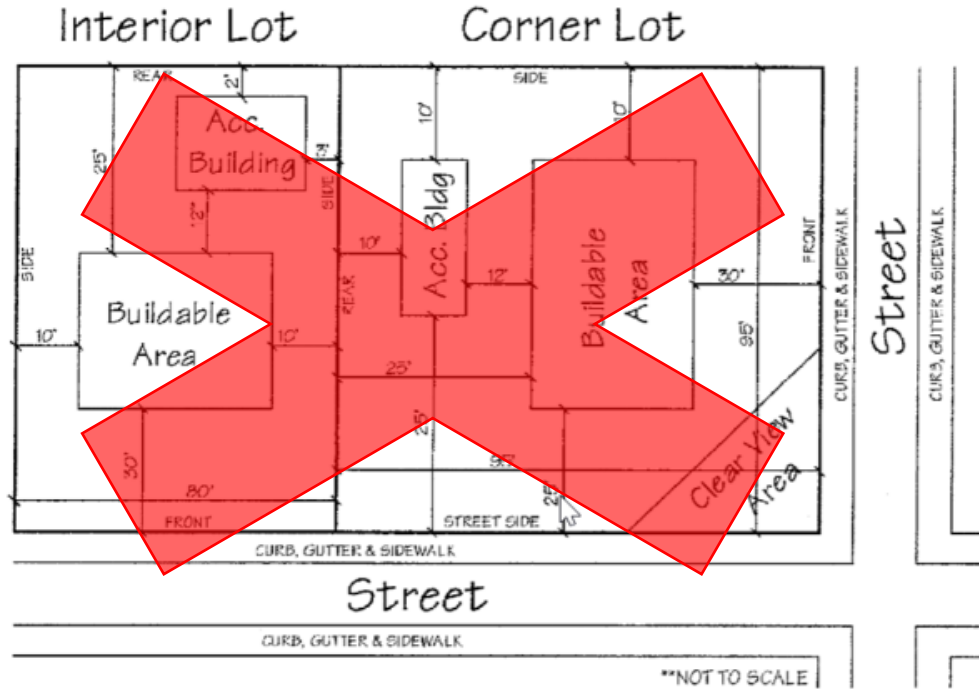
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

F. Dwelling Size: Minimum dwelling size shall be nine hundred (900) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

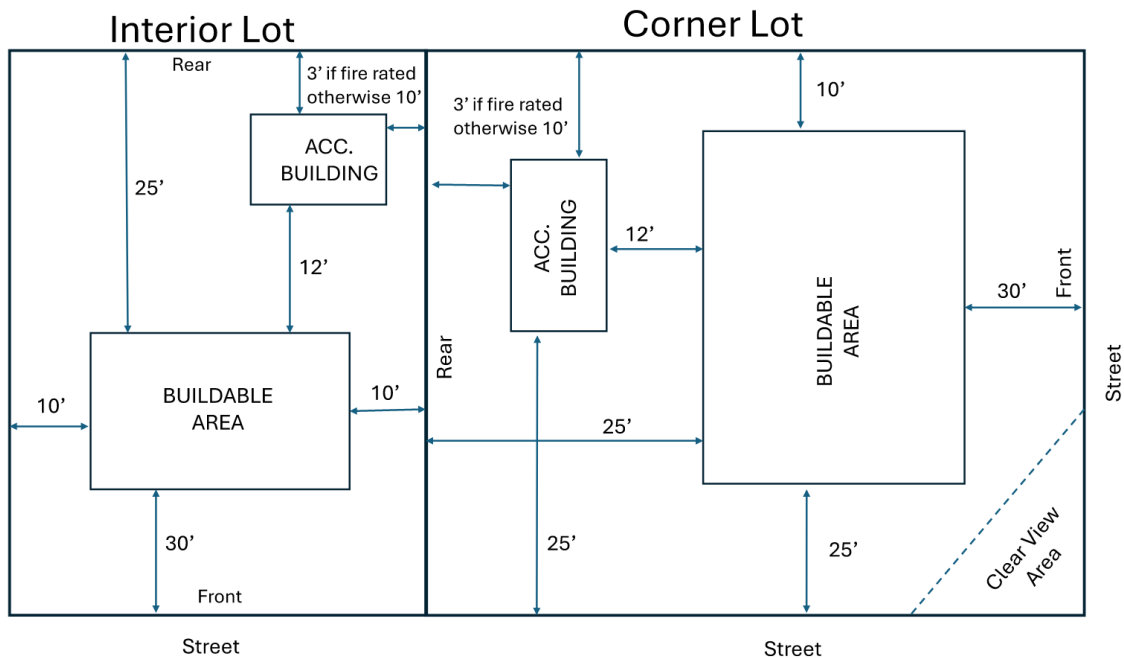
G. Property Development Standards:

~~Zoning Requirements: R-10 Property Development Standards~~

~~Residential Lots: Interior And Corner Lots~~



- All setbacks and lot dimensions are minimums unless otherwise noted.
- Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.
- Minimum lot area: 9,600 square feet.
- Accessory building setbacks may be reduced, as shown on the typical lot above, as outlined in this code.
- Minimum dwelling size: 900 square feet.
- Clear view area: The size, location and regulation of the clear view area of corner lots are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.
- *Accessory building setback measured to the closest point of the primary structure.



(Ord. 4-02-2005, 4-20-2005, eff. 4-21-2005; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

Title 10 Chapter 20 Section 90 is amended as follows: (underlined text is added)

10.20.090 R-12 RESIDENTIAL ZONE

E. Location Requirements:

~~1.—Dwellings And Other Main Buildings:~~

- ~~a.—Front Setback: Thirty feet (30') from the front lot line.~~
- ~~b.—Front Setback On Corner Lot: Thirty feet (30') from property line along primary frontage, twenty five feet (25') from property line along secondary frontage.~~
- ~~c.—Side Setback: Ten feet (10') from side property line.~~
- ~~d.—Rear Setback: Twenty five feet (25') from rear property line.~~
- ~~e.—Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted Parks, Recreation and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015)~~

~~2.—Accessory Structures (Including Detached Garages):~~

- ~~a.—General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
- ~~b.—Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
- ~~c.—Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within twenty five feet (25') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~
- ~~d.—Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~
- ~~e.—Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~

~~3.—Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)~~

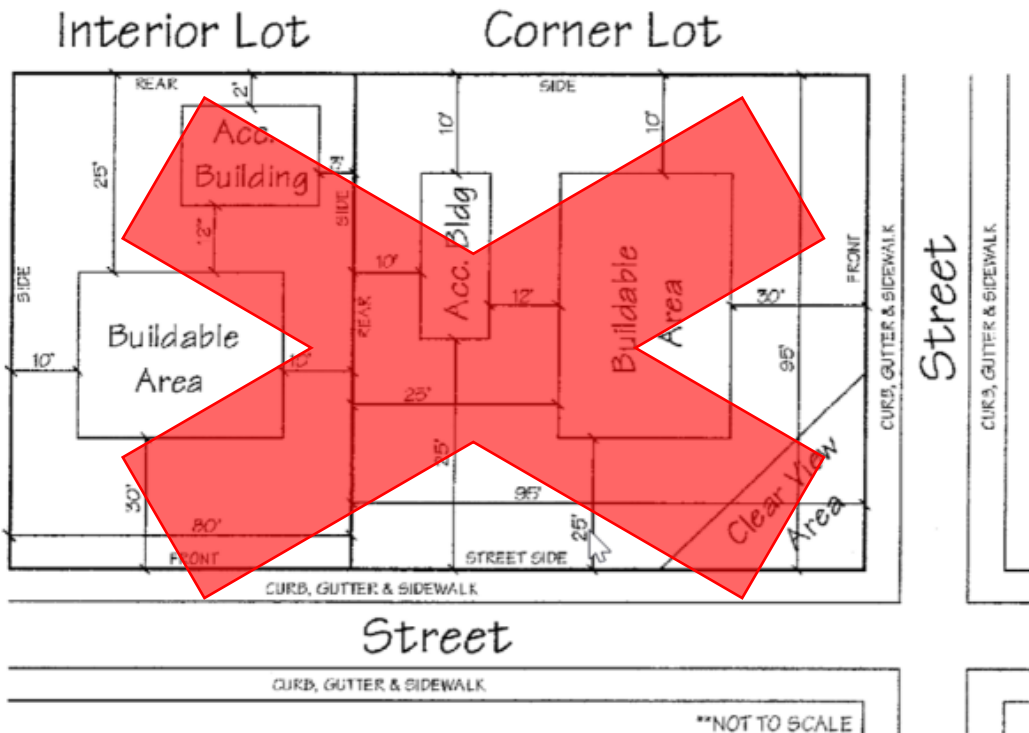
1. Setbacks

<u>R-12 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>30'</u>	<u>25'</u>	<u>10'</u>	<u>25'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'²</u>	<u>10'³</u>	<u>10'³</u>

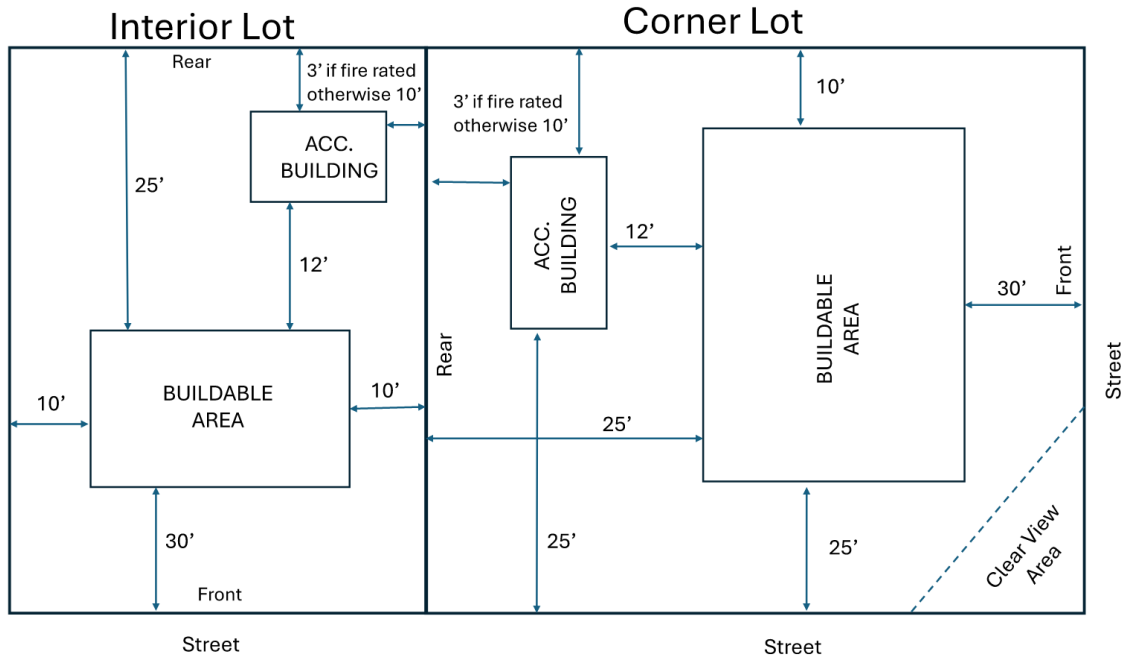
Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.

Notes

1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line.
 2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
 3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- F. Dwelling Size: Minimum dwelling size shall be one thousand (1,000) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- G. Property Development Standards:
Zoning Requirements: R-12 Property Development Standards
Residential Lots: Interior And Corner Lots



- ~~-All setbacks and lot dimensions are minimums unless otherwise noted.~~
- ~~-Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.~~
- ~~-Minimum lot area: 12,000 square feet (13,225 square feet for corner lots).~~



~~-Accessory building setbacks may be reduced, as shown on the typical lot above, as outlined in this code.~~

~~-Minimum dwelling size: 1,000 square feet.~~

~~-Clear view area: The size, location and regulation of the clear view area of corner lots are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.~~

~~*Accessory building setback measured to the closest point of the primary structure.~~

(Ord. 4-02-2005, 4-20-2005, eff. 4-21-2005; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

Title 10 Chapter 20 Section 100 is amended as follows: (underlined text is added)

10.20.100 R-15 RESIDENTIAL ZONE

E. Location Requirements:

1. Dwellings And Other Main Buildings:

- a. ~~Front Setback: Thirty feet (30') from the front lot line.~~
- b. ~~Front Setback On Corner Lot: Thirty feet (30') from property line along primary frontage, twenty five feet (25') from property line along secondary frontage.~~
- c. ~~Side Setback: Ten feet (10') from side property line.~~
- d. ~~Rear Setback: Twenty five feet (25') from rear property line.~~
- e. ~~Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted Parks, Recreation and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015)~~

2. Accessory Structures (Including Detached Garages):

- a. ~~General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
 - b. ~~Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
 - c. ~~Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within twenty five feet (25') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~
 - d. ~~Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~
 - e. ~~Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~
3. ~~Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)~~

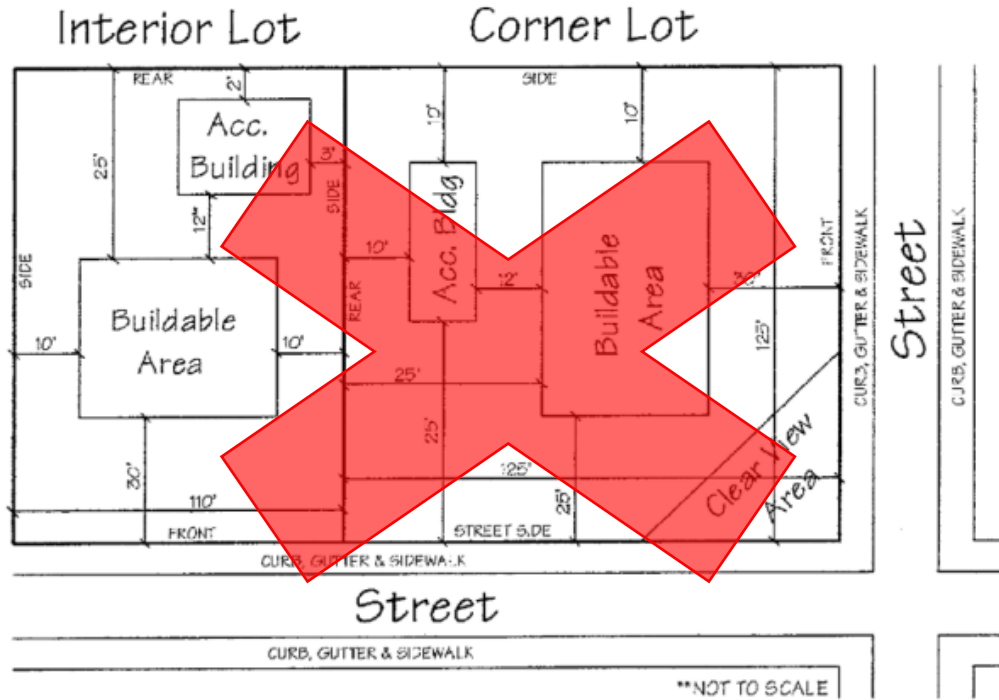
1. Setback

<u>R-15 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>30'¹</u>	<u>25'</u>	<u>10'</u>	<u>25'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'²</u>	<u>10'³</u>	<u>10'³</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

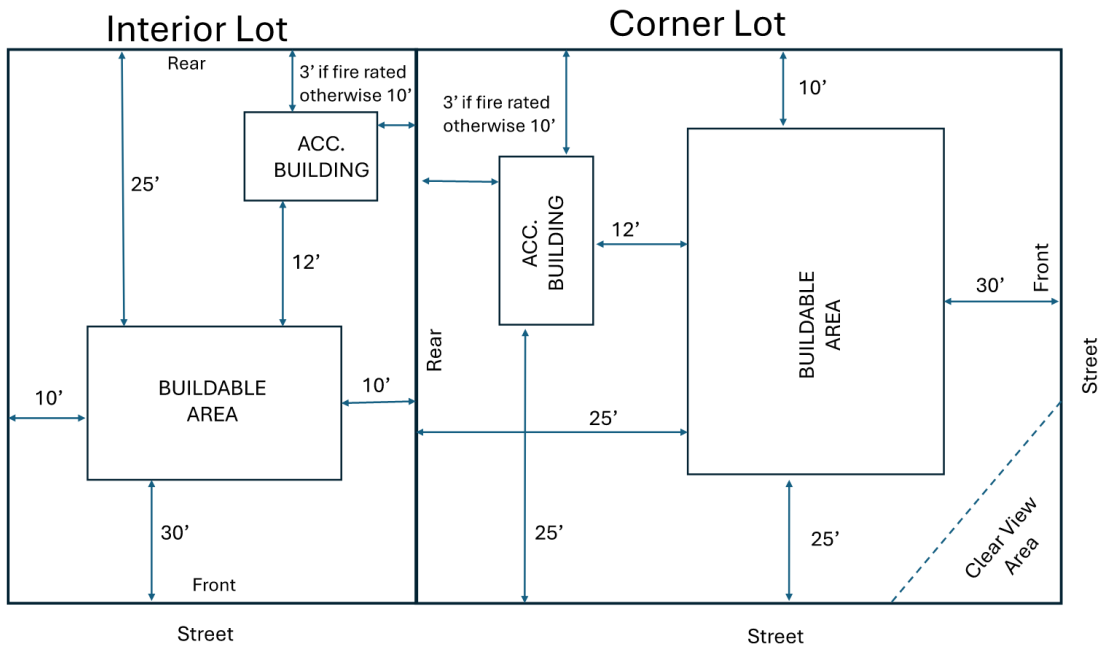
Notes

- 1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line
 - 2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
 - 3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- F. Dwelling Size: Minimum dwelling size shall be one thousand (1,000) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- G. Property Development Standards:

Zoning Requirements: R-15 Property Development Standards
 Residential Lots: Interior And Corner Lots



- All setbacks and lot dimensions are minimums unless otherwise noted.
- Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.
- Minimum lot area: 15,000 square feet (15,625 square feet for corner lots).
- Accessory building setbacks may be reduced, as shown on the typical lot above, as outlined in this code.
- Minimum dwelling size: 1,000 square feet.
- Clear view area: The size, location and regulation of the clear view area of corner lots are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.
- *Accessory building setback measured to the closest point of the primary structure.



(Ord. 4-02-2005, 4-20-2005, eff. 4-21-2005; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

Title 10 Chapter 20 Section 110 is amended as follows: (underlined text is added)

10.20.110 R-20 RESIDENTIAL ZONE

E. Location Requirements:

~~1.—Dwellings And Other Main Buildings:~~

- ~~a.—Front Setback: Thirty feet (30') from the front lot line.~~
- ~~b.—Front Setback On Corner Lot: Thirty feet (30') from property line along primary frontage, twenty five feet (25') from property line along secondary frontage.~~
- ~~c.—Side Setback: Ten feet (10') from side property line.~~
- ~~d.—Rear Setback: Twenty five feet (25') from rear property line.~~
- ~~e.—Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted Parks, Recreation and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015)~~

~~2.—Accessory Structures (Including Detached Garages):~~

- ~~a.—General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
- ~~b.—Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
- ~~c.—Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within twenty five feet (25') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~
- ~~d.—Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~
- ~~e.—Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~

~~3.—Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)~~

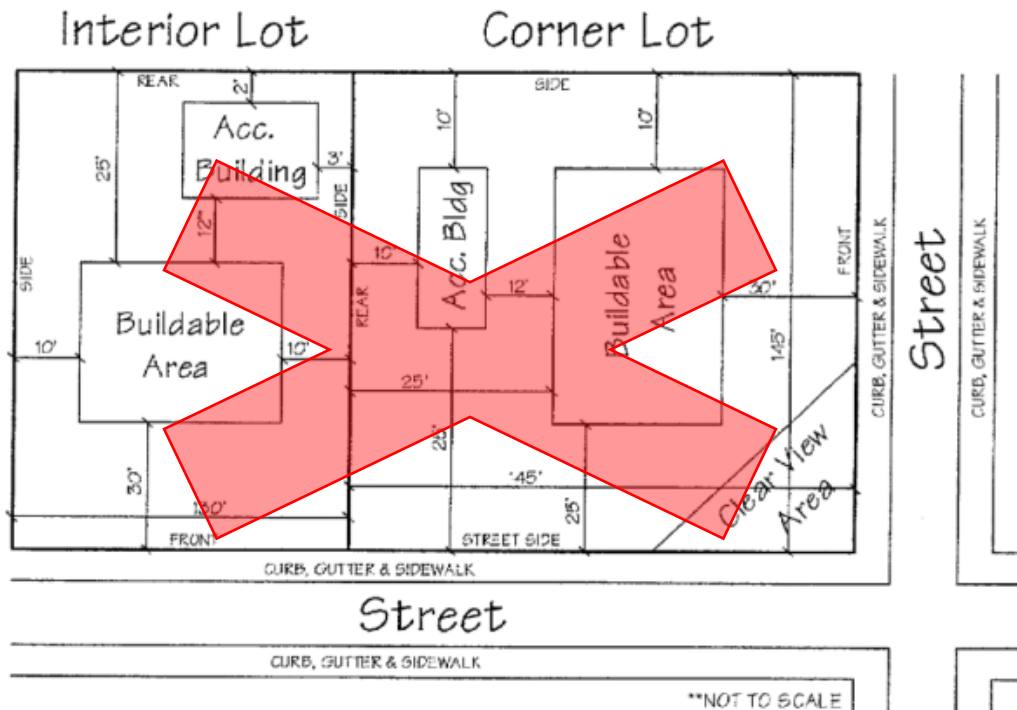
1. Setbacks

<u>R-20 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>30'</u>	<u>25'</u>	<u>10'</u>	<u>25'</u>

<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'²</u>	<u>10'³</u>	<u>10'³</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line.
 2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
 3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- F. Dwelling Size: Minimum dwelling size shall be one thousand two hundred (1,200) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- G. Property Development Standards:
Zoning Requirements: R-20 Property Development Standards
Residential Lots: Interior And Corner Lot



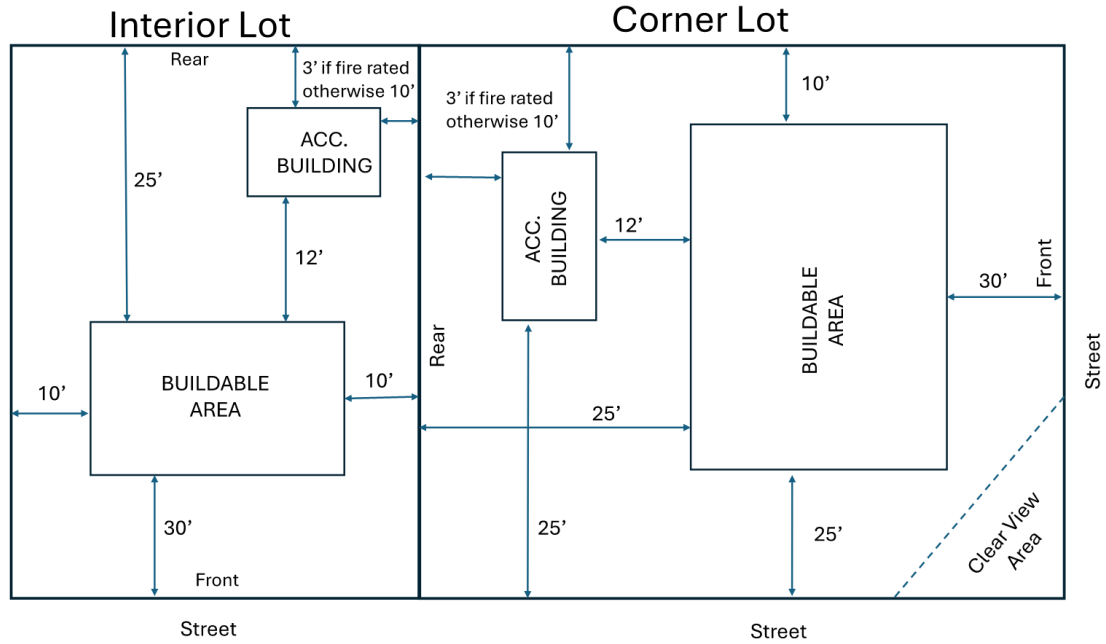
- All setbacks and lot dimensions are minimums unless otherwise noted.
- Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.
- Minimum lot area: 20,000 square feet (21,025 square feet for corner lots).

~~-Accessory building setbacks may be reduced, as shown on the typical lot above, as outlined in this code.~~

~~-Minimum dwelling size: 1,200 square feet.~~

~~-Clear view area: The size, location and regulation of the clear view area of corner lots are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.~~

~~*Accessory building setback measured to the closest point of the primary structure.~~



(Ord. 4-02-2005, 4-20-2005, eff. 4-21-2005; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)

Title 10 Chapter 20 Section 130 is amended as follows: (underlined text is added)

10.20.130 I-1 INDUSTRIAL ZONE

F. Location Requirements:

~~1. Front Setback: All buildings and structures shall be set back at least thirty five feet (35') from the front lot line. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002)~~

~~2. Side Setbacks:~~

~~a. Interior Lots: All main buildings shall be set back from the side property line a distance of at least ten feet (10'), and the sum of the total distance of the two (2) side setbacks shall be at least twenty feet (20'). Accessory buildings on interior lots shall be set back from the side property line a distance of at least ten feet (10'), except that a three foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any main building and having fire resistant walls of two (2) hours or more.~~

~~b. Corner Lots: All main and accessory buildings shall be set back from any street not less than twenty five feet (25'). Accessory buildings shall be set back not less than ten feet (10') from the interior side lot line, except that a three foot (3') interior side setback shall also be permitted for accessory buildings located a distance of twelve feet (12') from the rear of the primary structure and having fire resistant walls of two (2) hours or more.~~

~~3. Rear Setback:~~

- a. ~~Interior Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on interior lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings having fire resistant walls of two (2) hours or more and located at least twelve feet (12') to the rear of any dwelling.~~
 - b. ~~Corner Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on corner lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any dwelling and having fire resistant walls of two (2) hours or more. (Ord. 7-04-2002, 7-17-2002, eff. 7-23-2002)~~
4. ~~Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014)~~

1. Setbacks

<u>I-1 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side³</u>	<u>Rear³</u>
<u>Building</u>	<u>35'</u>	<u>25'</u>	<u>10'</u>	<u>10'</u>
<u>Accessory Structure</u>	<u>35'</u>	<u>25'</u>	<u>10'¹</u>	<u>10'²</u>
<u>Parking</u>	<u>20'</u>	<u>20'</u>	<u>10'⁴</u>	<u>10'⁴</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes:

- 1. A three-foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
 - 2. A ~~two-foot (2')~~ rear setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
 - 3. If the property is adjacent to a residential zone, an additional five foot (5') setback is required for all structures and parking areas.
 - 4. Landscaping yards are not required within storage or material yards unless adjacent to a residential zone.
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014)

Title 10 Chapter 20 Section 150 is amended as follows: (underlined text is added)

10.20.150 RC RESIDENTIAL COMMERCIAL ZONE

G. Location Requirements; Commercial:

- 1. ~~Front Setback: All buildings and structures shall be set back at least ten feet (10') from the front lot line. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)~~
- 2. ~~Side Setbacks:~~
 - a. ~~Interior Lots: Commercial buildings may be designed and constructed to be conjoined or share a common wall along a side property line, with a neighboring commercial building if:~~

- ~~(1) The adjoining building is planned as a part of the same commercial development or plan, whether or not in subsequent phases;~~
- ~~(2) A plan showing the overall commercial development, including all phases, is submitted to the community development department as a part of the applicant's commercial development application;~~
- ~~(3) An architectural design theme is maintained across all conjoined buildings;~~
- ~~(4) All specifications and regulations of the international building code (IBC) and the international fire code (IFC), or subsequently adopted codes, are accounted for and satisfied;~~
- ~~(5) Adequate parking facilities, as outlined in this title, are satisfied in full; and~~
- ~~(6) All other applicable provisions of this code are satisfied.~~

~~Existing commercial buildings located within a commercial zone which have been built with a setback may be remodeled or expanded to incorporate a conjoined situation only if the provisions herein are met in full, however, no building seeking a conjoined approval may overlap a property line to form a conjoined building with an established building containing a setback. Where no conjoined buildings are desired, a ten foot (10') side setback shall be required. The minimum side setback for accessory buildings shall be ten feet (10'), except that a three foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') from the rear of any building and having fire resistant walls of two (2) hours or more.~~

- ~~b. Corner Lots: All main and accessory buildings shall be set back from the street side property line a distance of not less than fifteen feet (15'). In addition, no building or structure may be permitted to be located within the clear view area. Interior side property line setbacks shall be determined as specified in paragraph G,2,1. Accessory buildings shall be set back not less than ten feet (10') from the interior side lot line, except that a three foot (3') interior side setback shall also be permitted for accessory buildings located a distance of twelve feet (12') from the rear of the primary structure and having fire resistant walls of two (2) hours or more.~~
- ~~c. Commercial Strips: Two (2) or more commercial buildings may be continually conjoined, as determined herein, provided that no such strip is continued for more than three hundred feet (300') of continual linear building frontage without an easement and/or accessway of at least fifteen feet (15') in width being established to provide emergency access to the rear of the property(ies). Any gap in building frontage of less than ten feet (10') shall be considered continued building frontage. All such commercial strips shall meet the provisions of conjoined buildings as provided in paragraph G,2,1. (Ord. 10-03-2002, 10-16-2002, eff. 10-17-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)~~

3. Rear Setbacks:

- ~~a. Interior Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on interior lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory~~

~~buildings having fire resistant walls of two (2) hours or more and located at least twelve feet (12') to the rear of any dwelling.~~

~~b. Corner Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on corner lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any dwelling and having fire resistant walls of two (2) hours or more. (Ord. 7-04-2002, 7-17-2002, eff. 7-23-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)~~

- ~~4. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)~~
- ~~5. Fuel Pumps: Fuel pumps shall be located no closer than thirty feet (30') from any street.~~
- ~~6. Residential Setback: The minimum setback from any residential zone or use shall be fifteen feet (15').~~
- ~~7. Building Heights:

 - ~~a. The minimum allowable height shall be eight feet (8'), measured from the interior ceiling to the exterior grade.~~
 - ~~b. The maximum allowable height shall be forty eight feet (48'), measured from the interior ceiling to the exterior grade. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)~~~~

1. Setback Table

<u>RC (Commercial) Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side³</u>	<u>Rear³</u>
<u>Building</u>	<u>10'</u>	<u>15'</u>	<u>10' or may share common wall if requirements in 10.20.150.G.2 are met.</u>	<u>10'</u>
<u>Accessory Structure</u>	<u>10'</u>	<u>15'</u>	<u>10'¹</u>	<u>10'²</u>
<u>Parking</u>	<u>15'</u>	<u>10'</u>	<u>10'</u>	<u>10'</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
2. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
3. The minimum setback for all structures and parking areas from any residential zone or use shall be an additional five feet (5').

2. Side Setbacks Exceptions

- a. Interior Lots: Commercial buildings may be designed and constructed to be conjoined or share a common wall along a side property line, with a neighboring commercial building if:

 - (1) The adjoining building is planned as a part of the same commercial development or plan, whether or not in subsequent phases;

- (2) A plan showing the overall commercial development, including all phases, is submitted to the community development department as a part of the applicant's commercial development application;
 - (3) An architectural design theme is maintained across all conjoined buildings;
 - (4) All specifications and regulations of the international building code (IBC) and the international fire code (IFC), or subsequently adopted codes, are accounted for and satisfied;
 - (5) Adequate parking facilities, as outlined in this title, are satisfied in full; and
 - (6) All other applicable provisions of this code are satisfied. Existing commercial buildings located within a commercial zone which have been built with a setback may be remodeled or expanded to incorporate a conjoined situation only if the provisions herein are met in full, however, no building seeking a conjoined approval may overlap a property line to form a conjoined building with an established building containing a setback.
 - (7) Two (2) or more commercial buildings may be continually conjoined, as determined herein, provided that no such strip is continued for more than three hundred feet (300') of continual linear building frontage without an easement and/or accessway of at least fifteen feet (15') in width being established to provide emergency access to the rear of the property(ies). Any gap in building frontage of less than ten feet (10') shall be considered continued building frontage. All such commercial strips shall meet the provisions of conjoined buildings as provided in paragraph G.2.a. (Ord. 10-03-2002, 10-16-2002, eff. 10-17-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)
3. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)
4. Fuel Pumps: Fuel pumps shall be located no closer than thirty feet (30') from any street.
5. Building Heights:
- a. The minimum allowable height shall be eight feet (8'), measured from the interior ceiling to the exterior grade.
 - b. The maximum allowable height shall be forty-eight feet (48'), measured from the interior ceiling to the exterior grade. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)

H. Location Requirements; Residential:

- 1. ~~Dwellings And Other Main Buildings:~~
 - a. ~~Front Setback: Thirty feet (30') from the front lot line.~~
 - b. ~~Front Setback On Corner Lot: Thirty feet (30') from property line along primary frontage, twenty five feet (25') from property line along secondary frontage.~~
 - c. ~~Side Setback: Ten feet (10') from side property line.~~
 - d. ~~Rear Setback: Twenty five feet (25') from rear property line.~~
 - e. ~~Setback Modification: A property which fronts onto an urban or multiuse, nonequestrian trail corridor, as shown in the adopted parks, recreation and open space master plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from back of curb, and a minimum ten foot (10') setback must be maintained. The~~

~~modification must still provide for twenty four feet (24') of parking between the structure and the lot line. (Ord. 5-05-2015, 5-6-2015, eff. 5-7-2015~~

2. ~~Accessory Structures (Including Detached Garages):~~

- ~~a.—General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
- ~~b.—Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
- ~~c.—Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within twenty five feet (25') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~
- ~~d.—Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~
- ~~e.—Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~

1. Setbacks

<u>RC (Residential) Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>30'¹</u>	<u>25'</u>	<u>10'</u>	<u>25'</u>
<u>Parking Lot (Mulit-Family)</u>	<u>15'</u>	<u>10'</u>	<u>10'</u>	<u>10'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'²</u>	<u>10'³</u>	<u>10'³</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes:

1. A property that fronts onto an urban or multiuse, non-equestrian trail corridor, as shown in the adopted Parks, Recreation, and Open Space Master Plan, may reduce the front setback along such corridor. The setback reduction may not exceed the width of such corridor, as measured from the back of curb, and a minimum ten-foot (10') setback must be maintained. The modification must still provide twenty-four feet (24') of parking between the structure and the lot line.
2. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
3. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.

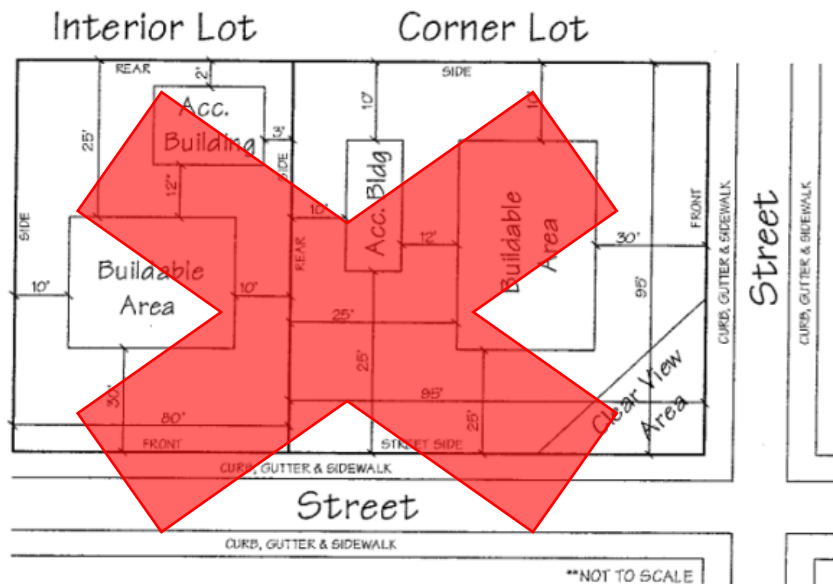
2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)

I. Size Of Building And Lot: Minimum lot area is 8,000 square feet (9,025 square feet for corner lots). All residential structures within this zone shall be a minimum of nine hundred (900) square feet floor area on the main floor. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)

J. Special Provisions:

1. All materials and merchandise, except vehicles in running order, shall be stored in an enclosed building or within an enclosure surrounded by a sight obscuring fence or wall of not less than six feet (6') and no materials or merchandise shall be stored to a height of more than the enclosing fence or wall.
2. Storage of junk, partially or completely dismantled automobiles, or salvage materials shall be prohibited.
3. No solid waste container shall be located in the front yard setback area, nor thirty feet (30') from any public street. All dumpsters shall be screened from the public view by a six foot (6') sight obscuring wall or fence. The floor of the trash enclosure shall be a concrete pad which shall extend five feet (5') beyond the opening of the trash enclosure. Trash enclosures shall be located so as to minimize disturbance to residential development. Trash enclosures shall be at least fifty feet (50') away from any residential use. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)
4. Development landscaping shall be in accordance with SCC 10.52, "Landscaping Standards". (Ord. 12-02-2006, 12-6-2006, eff. 12-7-2006; amd. Ord. 5-03-2015, 6-3-2015, eff. 6-4-2015)

~~K. Property Development Standards:~~



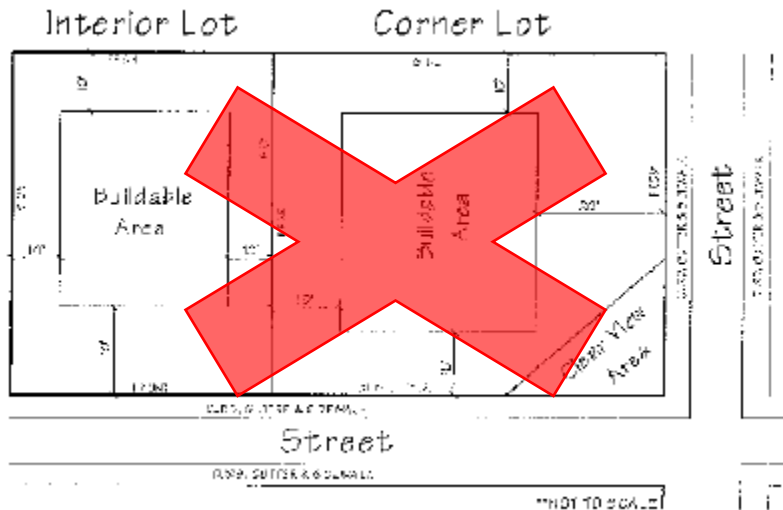
- ~~-All setbacks and lot dimensions are minimums unless otherwise noted.~~
- ~~-Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.~~
- ~~-Minimum lot area: 8,000 square feet (9,025 square feet for corner lots).~~
- ~~-Accessory building setbacks may be reduced, as shown on the typical lot above, as outlined in this code.~~
- ~~-Minimum dwelling size: 900 square feet.~~
- ~~-Clear view area: The size, location and regulation of the clear view area of corner lots~~

are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.

*Accessory building setback measured to the closest point of the primary structure.

Zoning Requirements: RC Property Development Standards

Commercial Site: Interior And Corner Lots



~~All setbacks and lot dimensions are minimums unless otherwise noted.~~

~~Property lines shown are in accordance with the Santaquin City construction standards and details and are usually not located at the back of the sidewalk.~~

~~Clear view area: The size, location and regulation of the clear view area of corner lots are determined according to SCC 10.16.090 and do not necessarily reflect the representation in the diagram above.~~

Title 10 Chapter 20 Section 180 is amended as follows: (underlined text is added)

10.20.180 PUBLIC FACILITIES ZONE

E. Location Requirements

- ~~1. Front Setback: All buildings and structures shall be set back at least twenty feet (20') from the front lot line.~~
- ~~2. Side Setbacks:
 - ~~a. Interior lots: All buildings shall be set back from the side property line a distance of at least ten feet (10').~~
 - ~~b. Corner lots: All buildings shall be set back from any street not less than twenty-five feet (25').~~~~
- ~~3. Rear Setback:
 - ~~a. Interior lots: All buildings shall be set back from the rear property line a distance of at least ten feet (10').~~
 - ~~b. Corner lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). (Ord. 12-01-2002, 12-4-2002, eff. 12-5-2002)~~~~
- ~~4. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014)~~

1. Setbacks

PF Setback Requirements

	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Buildings</u>	<u>20'</u>	<u>25'</u>	<u>10'</u>	<u>10'</u>

2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 11-03-2014, 11-5-2014, eff. 11-6-2014)

Title 10 Chapter 20 Section 190 is amended as follows: (underlined text is added)

10.20.190 MAIN STREET BUSINESS DISTRICTS ZONE

- E. Site Layout Standards: The location and orientation of buildings, pedestrian walkways and parking areas helps define the street edge, promote a pedestrian oriented street environment for walking and shopping, and limits impacts of taller buildings on the adjacent residences north or south of the district. (Ord. 08-02-2008, 8-20-2008, eff. 8-21-2008)
1. Building Locations and Setbacks
 - a. Buildings on corner parcels should be adjacent to both street fronts to help frame intersections. Architectural consideration should be given to corner visibility areas.
 - b. Buildings fronting Main Street should utilize party walls or zero setbacks alongside property lines. Parking areas and drive access should not disrupt the continuity of storefronts; however, plazas, green spaces or pedestrian connections may be appropriate.
 - c. Setbacks:

<u>MBD</u>			
	<u>CBD</u>	<u>MSC</u>	<u>MSR</u>
<u>Front and Street Side:</u>			
<u>Minimum Building¹</u>	10'	10'	10'
<u>Maximum Building¹</u>	Main Street - 10'	10'	15'
	Center Street - 10'	N/A	N/A
	Other Streets - 10'	10'	15'
<u>Parking</u>	<u>10'</u>	<u>10'</u>	<u>10'</u>
<u>Side:</u>			
<u>Minimum Building²</u>	0' or 8' if not built to the property line if mixed use or nonresidential structure with building code rated firewall		10' to nonresidential or mixed-use structures
	8' if nonrated firewall with windows		
	5' accessory buildings and structures		
	10' loading dock, with approved screening		
<u>Maximum Building²</u>	0' or 8' if not built to the property line	N/A	N/A
<u>Parking²</u>	<u>5'</u>	<u>5'</u>	<u>5'</u>

<u>Rear:</u>			
Minimum <u>Building</u> ²	0' if building code rated firewall		20'
	20' if nonrated firewall with windows		
	5' accessory buildings and structures		
	10' loading dock, with approved screening		
<u>Parking</u> ²	<u>5'</u>	<u>5'</u>	<u>5'</u>

Note:

1. In the CBD area 90 percent of the primary building must fall on the build-to line (front setback). Architectural elements such as pilasters, columns, cornices, box or bay windows, or other typical ornamentations may protrude into the required setback a maximum of 2 feet. However, primary building wall planes are not allowed to extend or be cantilevered into the required setbacks.
2. If property is adjacent to a residential zone, an additional five-foot (5') setback is required for all structures.

L. Detached Single-Family Development Standards:

~~2. Structure Setbacks:~~

- ~~a. Front setbacks to living area from all street fronting property lines: Fifteen feet (15'). Covered porches may be within ten feet (10') of the front property line. Required clear view areas may not be obstructed.~~
- ~~b. Front setback to garage doors: Twenty five feet (25').~~
- ~~c. Side setback: Five feet (5').~~
- ~~d. Rear setback: Twenty five feet (25').~~
- ~~e. Accessory structures shall not be located in front of the main structure and must comply with setback requirements for accessory structures in other single family zones of the city.~~

2. Setbacks

<u>Single Family Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>25' to garage doors</u> <u>15' to living area</u> <u>10' to covered porch</u>	<u>25' to garage doors</u> <u>15' living area</u>	<u>5'</u>	<u>25'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not permitted</u>	<u>25'¹</u>	<u>10'²</u>	<u>10'²</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
2. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.

Title 10 Chapter 20 Section 220 is amended as follows: (underlined text is added)

10.20.220 R-43 RESIDENTIAL ZONE

E. Structure Requirements:

~~1. Setbacks~~

Yard	R-43
Front yard	50 feet from public road or centerline of private road
	40 feet from shared driveway
Secondary front yard	30 feet
Side yard	20 feet
Rear yard	30 feet

(Ord. 06-01-2011, 6-1-2011, eff. 6-2-2011)

~~2. Accessory Structures (Including Detached Garages):~~

- ~~a. General Setbacks: All accessory structures must be located at least twelve feet (12') from any associated dwelling or main structure and may not be located in any utility easements without written consent from those affected entities.~~
- ~~b. Front Setback: Accessory structures are not permitted in the front yard of a dwelling.~~
- ~~c. Front Setback On Corner Lot: Accessory structures are not permitted in the front yard of a dwelling along a primary frontage nor within thirty feet (30') from secondary frontages except that accessory structures that are less than two hundred (200) square feet may be within the setback from a secondary frontage if the accessory structure is located at least three feet (3') from the property line that is along a secondary frontage.~~
- ~~d. Side Setback: Accessory structures must be ten feet (10') from a side property line, except that a three foot (3') side setback shall be permitted if the accessory structure walls closest to the side property line are constructed with one hour or more fire resistant walls.~~
- ~~e. Rear Setback: Accessory structures must be ten feet (10') from the rear property line, except that a three foot (3') rear setback shall be permitted if the accessory structure walls closest to the rear property line are constructed with one hour or more fire resistant walls. (Ord. 02-03-2018, 4-4-2018, eff. 4-5-2018)~~

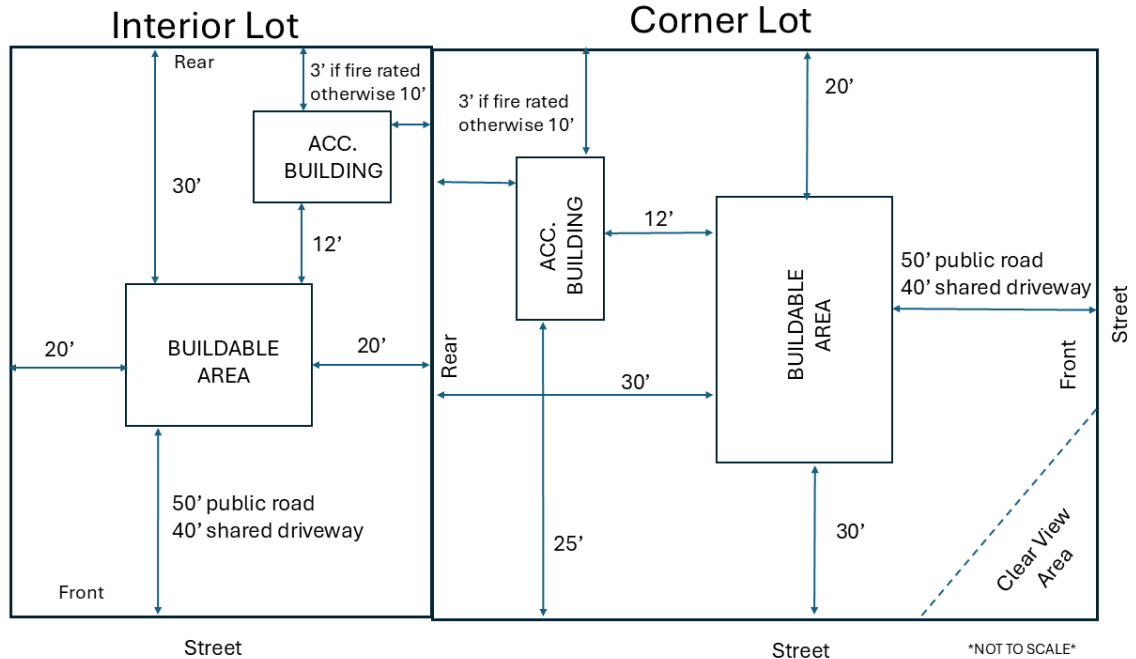
~~3. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 06-01-2011, 6-1-2011, eff. 6-2-2011)~~

1. Setbacks

<u>R-43 Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side</u>	<u>Rear</u>
<u>Building</u>	<u>50' public road or centerline of private road, 40' shared driveway</u>	<u>30'</u>	<u>20'</u>	<u>30'</u>
<u>Nonresidential Use Parking</u>	<u>20'</u>	<u>20'</u>	<u>5'</u>	<u>5'</u>
<u>Accessory Structure</u>	<u>Not Permitted</u>	<u>30'¹</u>	<u>10'²</u>	<u>10'²</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A three-foot (3') setback along the secondary frontage shall be permitted for an accessory building less than two hundred (200) square feet.
 2. A three-foot (3') side or rear setback shall be permitted for accessory buildings if the accessory structure walls closest to the side or rear property line are constructed with one hour or more fire-resistant walls.
 2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090. (Ord. 03-02-2006, 3-1-2006, eff. 3-2-2006; amd. Ord. 07-01-2011, 7-27-2011, eff. 7-28-2011)
- F. Dwelling Size: Minimum dwelling size shall be one thousand two hundred (1,200) square feet floor area on the main floor. (Ord. 06-01-2011, 6-1-2011, eff. 6-2-2011)
- G. Property Development Standards:
1. Water Systems: Sufficient culinary and irrigation water rights and/or systems must be provided to each new lot created within this zone. Private water systems are not allowed if the buildings serviced in the development are within one thousand feet (1,000') of an existing public water system. (Ord. 09-04-2011, 9-21-2011, eff. 9-22-2011)
 2. Sewer Systems: Individual or communal septic tanks may be utilized for new homes based on compliance with all applicable City, State and Federal provisions, including, but not limited to, water source protection areas. Homes within three hundred feet (300') of a public sewer system must connect to the public system. Provision must be made with any new development for the eventual connection of dwellings to a public system. This may include installing dry sewer lines and stubs lines.
 3. Sensitive Lands: Environmentally sensitive lands (e.g., natural stream channels, floodplains, steep slopes, etc.) may not be included with lots as buildable areas. Such lands may be included with lots but shall not count toward the minimum lot area. The City Council may accept these lands as permanent open space for general City recreation, scenic, or cultural purposes.
 4. Access:
 - a. Roads: All properties must be accessed from improved public or private roads that comply with all public safety accessibility standards. Private roads may only be approved where documentation of a permanent maintenance and funding plan is provided. Though private roads are not encouraged, they are allowed with City Council approval, whether or not a public road could be constructed with property development constraints.
 - b. Driveways: Properties may utilize shared driveways for access up to two (2) lots. Shared driveways may only be approved where documentation of a permanent maintenance and funding plan is provided as well as appropriate deeds establishing unilateral control and responsibility for the driveway between the benefited properties.
 5. Development Agreements: Any property owner(s) wanting to develop within this zone must enter into a development agreement with the City prior to preliminary development approvals being granted. Such agreements should address the above development standards and any other criteria deemed appropriate by the property owner or City. (Ord. 06-01-2011, 6-1-2011, eff. 6-2-2011)



Title 10 Chapter 20 Section 240 is amended as follows: (underlined text is added)

10.20.240 CLM Commercial Light Manufacturing

D. Location Requirements; Commercial:

1. ~~Front Setback: All buildings and structures shall be set back at least ten feet (10') from the front lot line.~~
2. ~~Side Setbacks:~~
 - a. ~~Interior Lots: Commercial buildings may be designed and constructed to be conjoined or share a common wall along a side property line, with a neighboring commercial building if:~~
 - (1) ~~The adjoining building is planned as a part of the same commercial development or plan, whether or not in subsequent phases;~~
 - (2) ~~A plan showing the overall commercial development, including all phases, is submitted to the community development department as a part of the applicant's commercial development application;~~
 - (3) ~~All specifications and regulations of the International Building Code (IBC) and the International Fire code (IFC), or subsequently adopted codes, are accounted for and satisfied;~~
 - (4) ~~Adequate parking facilities, as outlined in this title, are satisfied in full; and~~
 - (5) ~~All other applicable provisions of this code are satisfied. Existing commercial buildings located within a commercial zone which have been built with a setback may be remodeled or expanded to incorporate a conjoined situation only if the provisions herein are met in full. No building seeking a conjoined approval may overlap a property line to form a conjoined building with an established building containing a setback. Where no conjoined buildings are desired, a ten-foot (10') side setback shall be required. The minimum side setback for accessory buildings shall be ten feet (10'), except that a three-foot (3') side setback shall be permitted for accessory buildings located at least twelve feet~~

(12') from the rear of any building and having fire resistant walls of two (2) hours or more.

- b. **Corner Lots:** All main and accessory buildings shall be set back from the street side property line a distance of not less than fifteen feet (15'). In addition, no building or structure may be permitted to be located within the clear view area. Interior side property line setbacks shall be determined as specified in paragraph G,2,1. Accessory buildings shall be set back not less than ten feet (10') from the interior side lot line, except that a three foot (3') interior side setback shall also be permitted for accessory buildings located a distance of twelve feet (12') from the rear of the primary structure and having fire resistant walls of two (2) hours or more.
- 3. **Commercial Strips:** Two (2) or more commercial buildings may be continually conjoined, as determined herein, provided that no such strip is continued for more than three hundred feet (300') of continual linear building frontage without an easement and/or accessway of at least fifteen feet (15') in width being established to provide emergency access to the rear of the property(ies). Any gap in building frontage of less than ten feet (10') shall be considered continued building frontage. All such commercial strips shall meet the provisions of conjoined buildings as provided in paragraph G,2,1.
- 4. **Rear Setback:**
 - a. **Interior Lots:** All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on interior lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings having fire resistant walls of two (2) hours or more and located at least twelve feet (12') to the rear of any dwelling.
 - b. **Corner Lots:** All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on corner lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any dwelling and having fire resistant walls of two (2) hours or more.
- 5. **Clear View:** All structures must be placed in conformance with the clear view standards found in SCC 10.16.090.
- 6. **Fuel Pumps:** Fuel pumps shall be located no closer than thirty feet (30') from any street.
- 7. **Residential Setback:** The minimum setback from any residential zone or use shall be fifteen feet (15').

1. Setback Table

<u>CLM (Commercial) Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side³</u>	<u>Rear³</u>
<u>Building</u>	<u>10'</u>	<u>15'</u>	<u>10' or may share common wall if requirements in SCC 10.20.240.D.2 are met.</u>	<u>10'</u>
<u>Accessory Structure</u>	<u>10'</u>	<u>15'</u>	<u>10'¹</u>	<u>10'²</u>
<u>Parking</u>	<u>15'</u>	<u>10'</u>	<u>10'</u>	<u>10'</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A three-foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
 2. A two-foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
 3. The minimum setback for all structures and parking areas from any residential zone or use shall be an additional five feet (5').
2. Side Setback Exceptions:
- a. Interior Lots: Commercial buildings may be designed and constructed to be conjoined or share a common wall along a side property line, with a neighboring commercial building if:
 - (1) The adjoining building is planned as a part of the same commercial development or plan, whether or not in subsequent phases;
 - (2) A plan showing the overall commercial development, including all phases, is submitted to the community development department as a part of the applicant's commercial development application;
 - (3) All specifications and regulations of the International Building Code (IBC) and the International Fire code (IFC), or subsequently adopted codes, are accounted for and satisfied;
 - (4) Adequate parking facilities, as outlined in this title, are satisfied in full; and
 - (5) All other applicable provisions of this code are satisfied. Existing commercial buildings located within a commercial zone which have been built with a setback may be remodeled or expanded to incorporate a conjoined situation only if the provisions herein are met in full. No building seeking a conjoined approval may overlap a property line to form a conjoined building with an established building containing a setback.
 - (6) Commercial Strips: Two (2) or more commercial buildings may be continually conjoined, as determined herein, provided that no such strip is continued for more than three hundred feet (300') of continual linear building frontage without an easement and/or accessway of at least fifteen feet (15') in width being established to provide emergency access to the rear of the property(ies). Any gap in building frontage of less than ten feet (10') shall be considered continued building frontage. All such commercial strips shall meet the provisions of conjoined buildings as provided in paragraph G.2.a.
3. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090.
4. Fuel Pumps: Fuel pumps shall be located no closer than thirty feet (30') from any street.
5. Building Heights:
- a. The minimum allowable height shall be eight feet (8'), measured from the interior ceiling to the exterior grade.
 - b. The maximum allowable height shall be forty-eight feet (48'), measured from the interior ceiling to the exterior grade.

E. Location Requirements; Light Manufacturing:

1. ~~All Buildings and Structures:~~
 - a. ~~Front Setback: Thirty five feet (35') from the front lot line.~~
 - b. ~~Front Setback On Corner Lot: Thirty five feet (35') from property line along primary frontage, thirty feet (30') from property line along secondary frontage.~~
 - c. ~~Side Setbacks:~~

- ~~(1) Interior Lots: All main buildings shall be set back from the side property line a distance of at least ten feet (10'), and the sum of the total distance of the two (2) side setbacks shall be at least twenty feet (20'). Accessory buildings on interior lots shall be set back from the side property line a distance of at least ten feet (10'), except that a three foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any main building and having fire resistant walls of two (2) hours or more.~~
- ~~(2) Corner Lots: All main and accessory buildings shall be set back from any street not less than twenty five feet (25'). Accessory buildings shall be set back not less than ten feet (10') from the interior side lot line, except that a three foot (3') interior side setback shall also be permitted for accessory buildings located a distance of twelve feet (12') from the rear of the primary structure and having fire resistant walls of two (2) hours or more.~~

d. **Rear Setback:**

- ~~(1) Interior Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on interior lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings having fire resistant walls of two (2) hours or more and located at least twelve feet (12') to the rear of any dwelling.~~
- ~~(2) Corner Lots: All dwellings and other main buildings shall be set back from the rear property line a distance of at least ten feet (10'). Accessory buildings on corner lots shall be set back not less than ten feet (10') from the rear property line, except that a two foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') to the rear of any dwelling and having fire resistant walls of two (2) hours or more.~~

1. Setbacks

<u>CLM (Light Industrial) Setback Requirements</u>				
	<u>Front</u>	<u>Street Side</u>	<u>Side³</u>	<u>Rear³</u>
<u>Building</u>	<u>35'</u>	<u>25'</u>	<u>10'</u>	<u>10'</u>
<u>Accessory Structure</u>	<u>35'</u>	<u>25'</u>	<u>10'¹</u>	<u>10'²</u>
<u>Parking</u>	<u>20'</u>	<u>20'</u>	<u>10'⁴</u>	<u>10'⁴</u>
<u>Accessory Structures shall be located at least twelve feet (12') from the dwelling or main structure and shall not be in any utility easements without written consent from those affected entities.</u>				

Notes

1. A three-foot (3') side setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
2. A two-foot (2') rear setback shall be permitted for accessory buildings located at least twelve feet (12') from the side or rear of any building and having fire resistant walls of two (2) hours or more.
3. If property is adjacent to a residential zone, an additional five-foot (5') setback is required for all structures and parking areas.
4. Landscaping yards are not required within storage or material yards unless adjacent to a residential zone.

2. Clear View: All structures must be placed in conformance with the clear view standards found in SCC 10.16.090.
3. Size of building: The ground floor area of all building has not been specified
4. Building Heights:
 - a. The minimum allowable height shall be eight feet (8'), measured from the interior ceiling to the exterior grade.
 - b. The maximum allowable height shall be forty -eight feet (48'), measured from the interior ceiling to the exterior grade.

Title 10 Chapter 52 Section 30 is amended as follows: (underlined text is added)

10.52.030 DEVELOPMENT PROJECT LANDSCAPING REQUIREMENTS

B. General Landscaping Standards: The following requirements and recommendations apply to all landscaping projects that are subject to city review.

8. Landscaping percentages

<u>Minimum Landscaping Requirements</u>	
<u>MBD (Commercial/Mixed Use)</u>	<u>20%</u>
<u>MBD (Multifamily)</u>	<u>30%</u>
<u>C-1</u>	<u>10%</u>
<u>RC (Commercial)</u>	<u>10%</u>
<u>RC (Multifamily)</u>	<u>30%</u>
<u>PC</u>	<u>10%</u>
<u>I-1 & CLM</u>	<u>8%</u>
<u>PO</u>	<u>10%</u>
<u>NONRESIDENTIAL IN RESIDENTIAL</u>	<u>15%</u>

C. Landscape Yards And Screening:

1. Required Landscape Yards: ~~The following landscaping yards and buffers are required as listed in table 1 of this section:~~ See individual zones for parking and building setbacks.
Area that is not being used for building or parking must be landscaped.

**TABLE 1
REQUIRED LANDSCAPE YARDS AND AREAS**

Zone/Use	Front To Building/To Parking	Street Side To Building/To Parking	Side	Rear	Side Or Rear Abutting A Residential Zone[†]	Minimum Percentage Of Landscape Area
MBD along Main Street (200 W to 100 E)	10'/10'⁻²	10'/10'⁻²	5'³	5'	5'	See MBD development standards
C-1	Landscaping yards within these zones shall be established in relationship to required setbacks for buildings and parking areas					10%
RC	30'/15'	20'/10'	10'	10'	20'	10%
PC	30'/15'⁻²	20'/10'⁻²	10'	10'	20'	10%

I-1	35'/20'	25'/20'	10' ⁴	10' ⁴	15'	8%
PO	30'/15'	20'/10'	10'	20'	20'	10%
Multiple-unit residential dwellings ⁵	30'/20'	30'/20'	20'	30'	30'	See multi-family development standards
Core area (multi-family/nonresidential) other than MBD	20'/20'	15'/20'	10'	20'	20'	10%
Nonresidential uses that may be appropriate in a residential zone	30'/20'	30'/20'	5'	5'	10'	15%

Notes:

- ~~1.—A site is considered to abut a residential zone even if the residential zone begins at the centerline of an adjacent public street to the rear or side of the proposed development.~~
- ~~2.—Where sites are constructed with outdoor eating and display areas along the public right of way, a maximum of 60 percent of this area may include pavers or other city-approved hardscape.~~
- ~~3.—This side yard requirement for the building can be waived when the associated building is constructed with 0 setback from a side property line and an adjoining building is or will be constructed with a similar 0 setback as part of a master planned development or plans for the adjoining site are under review by the city.~~
- ~~4.—Landscaping yards are not required within storage or material yards unless adjacent to a residential zone.~~
- ~~5.—Landscape yards are to be established from the outer walls of any attached unit structures.~~

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Contrary Provisions Repealed

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

Section IV. Codification, Inclusion in the Code, and Scrivener’s Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section V. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, February 5, 2025. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 4th day of February 2025.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 4th day of February 2025, entitled

“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ADOPT SETBACK TABLES AND UPDATE SETBACK FIGURES PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 4th day of February 2025.

Amalie R. Ottley
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that prior to the ordinance taking effect, I posted a short summary of the ordinance on the Utah Public Notice Website as required by Utah State Code 10-3-711(1)(b) as a Class A Notice and Santaquin City Code 1-2-050(D)

I further certify that copies of the ordinance were posted online at www.santaquin.org, at the City Hall Building at 110 S. Center Street 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.

AMALIE R. OTTLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me on this ____ day of ____ 2025, by AMALIE R. OTTLEY.

My Commission Expires:

Notary Public

MEMO



To: Mayor Olson and City Council

From: Ryan Harris, Senior Planner

Date: February 4, 2025

Re: **Amendment to the General Plan (Moderate Income Housing Plan)**

The Utah State Legislature mandates that cities update their Moderate-Income Housing Plan (MIHP) to include strategies from a predefined list of options, along with a plan for implementing each strategy (see Utah Code Annotated 10-9a-408). The MIHP must detail the proposed strategies, along with a timeline and implementation plan for each.

This year, city staff has developed six strategies, from which five need to be selected. Two strategies offer several options to choose from. Specifically, Strategy One has four options, and Strategy Six has two options. The draft amendment outlines the proposed strategies and the implementation plan for each.

The Planning Commission reviewed the six strategies on January 28, 2025, and made the following motion.

Motion: Commissioner Weight made a motion to recommend approval of the proposed update of the Moderate-Income Housing Plan of the General Plan and recommend approval of strategies 1 through 5, as well as option #1 included in strategy 1. Commissioner Moak seconded the motion.

Commissioner Hoffman, yes; Commissioner Moak, yes; Commissioner Nixon, yes; Commissioner Romero, Absent; Commissioner Tolman, yes; Commissioner Weight, yes; Commissioner Wood, yes. The motion passed.

Motion: “Motion to approve Ordinance 02-03-2025, an ordinance updating the Moderate-Income Housing Plan of the General Plan and approve the implementation of the following strategies _____.”

Attachment:

1. Moderate-Income Housing Plan of the Santaquin City General Plan

ORDINANCE NO. 02-03-2025

AN ORDINANCE AMENDING THE MODERATE-INCOME HOUSING PLAN OF THE GENERAL PLAN OF SANTAQUIN CITY, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.

WHEREAS, the City of Santaquin is a fourth-class city of the state of Utah; and

WHEREAS, the state legislature requires that a municipality shall prepare and adopt a comprehensive, long-range general plan for the present and future needs of the municipality and the growth and development of all or any part of the land within the municipality; and

WHEREAS, the state legislature requires that a municipality shall prepare a moderate income housing plan and that strategies be selected and an implementation plan be prepared that promote moderate income housing within the municipality; and

WHEREAS, an amendment is prepared to adjust some strategies and update the benchmarks and timelines for implementation to ensure compliance with state requirements; and

WHEREAS, the Santaquin City Planning Commission held a public hearing on January 28, 2025, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City in accordance with Section 10-9a-204 of the Utah State Code; and

WHEREAS, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, as follows:

Section I. Amendment of General Plan

The attached Moderate-Income Housing Plan of the General Plan is hereby amended (underlined text is added, stricken text is deleted).

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section IV. Codification, Inclusion in the Code, and Scrivener’s Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

Section IV. Posting and Effective Date

This ordinance shall become effective at 5:00 p.m. on Wednesday, February 5, 2025. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 4th day of February 2025.

Daniel M. Olson, Mayor

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

ATTEST:

Amalie R. Ottley, City Recorder

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 4th day of February 2025, entitled

“AN ORDINANCE AMENDING THE MODERATE-INCOME HOUSING PLAN OF THE GENERAL PLAN OF SANTAQUIN CITY, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 4th day of February 2025.

Amalie R. Ottley
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that prior to the ordinance taking effect, I posted a short summary of the ordinance on the Utah Public Notice Website as required by Utah State Code 10-3-711(1)(b) as a Class A Notice and Santaquin City Code 1-2-050(D)

I further certify that copies of the ordinance were posted online at www.santaquin.org, at the City Hall Building at 110 S. Center Street 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.

AMALIE R. OTTLEY
Santaquin City Recorder

The foregoing instrument was acknowledged before me on this ____ day of ____ 2024, by AMALIE R. OTTLEY.
My Commission Expires:

Notary Public



1: MODERATE INCOME HOUSING ELEMENT

The Utah Municipal Code, 10-9a-403(2)(a)(iii) requires that all cities adopt a Plan for “Moderate Income Housing” as part of their General Plan. Section 10-9a-403(2)(b) of the Utah Municipal Code, outlines three issues that must be addressed in the Moderate Income Housing Plan. The three issues that must be addressed are: 1) municipalities shall facilitate a reasonable opportunity for a variety of housing, including moderate income housing; 2) an analysis of how the municipality will provide a realistic opportunity for the development of moderate income housing within the next five years; and 3) shall include a recommendation to implement three or more strategies found in 10-9a-403(2)(b)(iii) of the Utah Municipal Code.

I. Current Moderate-Income Population

Moderate income housing is defined by the Utah State Code 10-9a-103(38) as: “...housing occupied or reserved for occupancy by households with a gross household income equal to or less than 80% of the median gross income for households of the same size in the county in which the city is located.”

The U. S. Census Bureau lists the median household income in Utah County in 2022²⁴ as ~~\$96,000~~ \$109,500. Information from the U.S Department of Housing and Urban Development (HUD) indicates that based on the size of the household, an income level of ~~\$54,450 – \$98,900~~ \$61,050 - \$115,150 could still be considered a low-income household. For example, a household with 4 people making less than ~~\$80,900~~ \$87,200 is considered having a low income.

Table 1: Low Income Levels Based on Household Size.

Income Levels	Household Size							
	1	2	3	4	5	6	7	8
Low (80%) Income Limits	\$52,450 <u>\$61,050</u>	\$59,950 <u>\$69,750</u>	\$67,450 <u>\$78,500</u>	\$74,900 <u>\$87,200</u>	\$80,900 <u>\$94,200</u>	\$86,900 <u>\$101,200</u>	\$92,900 <u>\$108,150</u>	\$98,900 <u>\$115,150</u>
Very Low (50%) Income Limits	\$32,800 <u>\$38,150</u>	\$37,450 <u>\$43,600</u>	\$42,150 <u>\$49,050</u>	\$46,800 <u>\$54,500</u>	\$50,550 <u>\$58,900</u>	\$54,300 <u>\$63,250</u>	\$58,050 <u>\$67,550</u>	\$61,800 <u>\$71,980</u>
Extremely Low (30%) Income Limits	\$19,700 <u>\$22,900</u>	\$22,500 <u>\$26,200</u>	\$25,300 <u>\$29,450</u>	\$28,100 <u>\$32,700</u>	\$32,470 <u>\$36,580</u>	\$37,190 <u>\$41,960</u>	\$41,900 <u>\$47,340</u>	\$46,630 <u>\$52,720</u>

Source: Information obtained from US Housing and Urban Development Income Limits Documentation System 2024(www.huduser.org)

Santaquin’s population per the United States Census in 20~~10~~20 was ~~9,128~~ 13,725 and the population estimate for 20~~20~~30 was is ~~13,725~~ 21,218. That is an increase of ~~4,597~~ 7,493 residents in ten years. Each year, HUD receives custom tabulations of the American Community Survey 5-Year Estimate (ACS) from the Census Bureau. This data is known as the Comprehensive Housing Affordability Strategy (CHAS). This data demonstrates the



1: MODERATE INCOME HOUSING ELEMENT

extent of housing problems and needs, particularly for low income households. Table 2 categorizes household income levels by Area Median Income (AMI) using the statistics for CHAS. This table illustrates the number of Santaquin households whose total income falls within each income bracket.

Table 2: Households by Income Level 201821

AMI Income Level	Households	% of Households
100% AMI	1,510 1,720	53 48%
80% AMI	895 1,545	32 43%
50% AMI	325 220	11 6%
30% AMI	100 125	4 3%

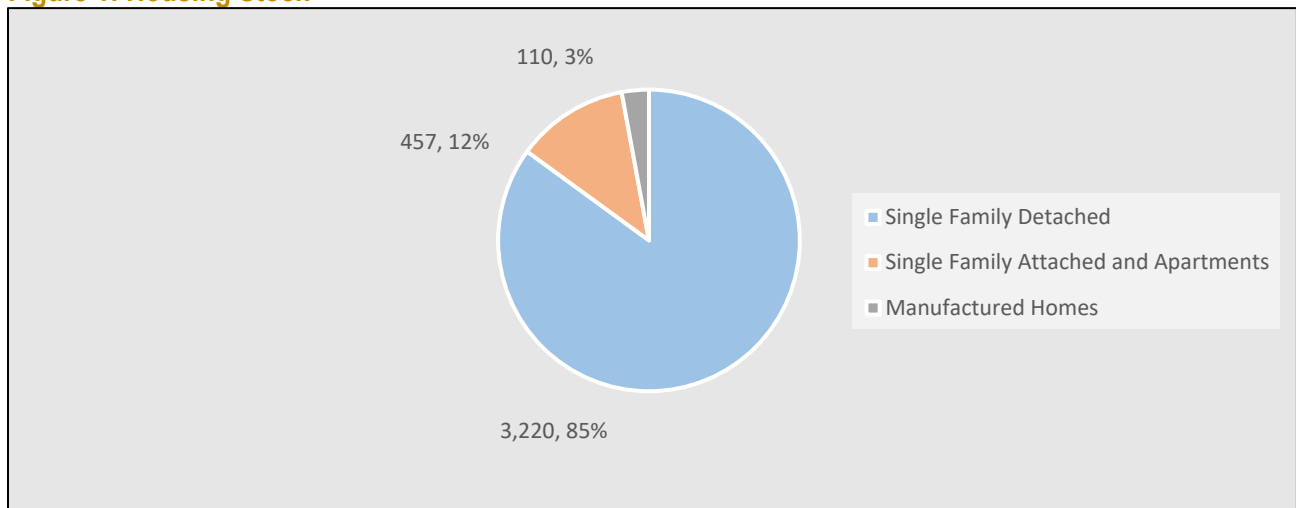
Source: Information obtained from US Housing and Urban Development Comprehensive Housing Affordability Strategy 201821 (www.huduser.org)

A low income is considered to be 80% of the AMI. In 201821, there are ~~1,320~~ 1890 households in Santaquin with a household income categorized as low income to extremely low income. The households that earn just 30% of the AMI find it very difficult to live within the affordable housing guidelines since they cannot afford average market rental rates. It is vital to the well-being of the community that households of all income levels have affordable housing options.

II. Current Housing Stock

In 2020 2022, Santaquin had ~~2,759~~ 3,220 detached single-family residences, ~~393~~ 457 attached single family or apartment units, and ~~120~~ 110 manufactured homes. These numbers combine for a total of ~~3,272~~ 3,787 dwelling units. The majority of dwelling units in Santaquin were owner-occupied. There were ~~2,768~~ 3,306 owner occupied units, ~~478~~ 481 renter occupied units and 26 vacant units.

Figure 1: Housing Stock

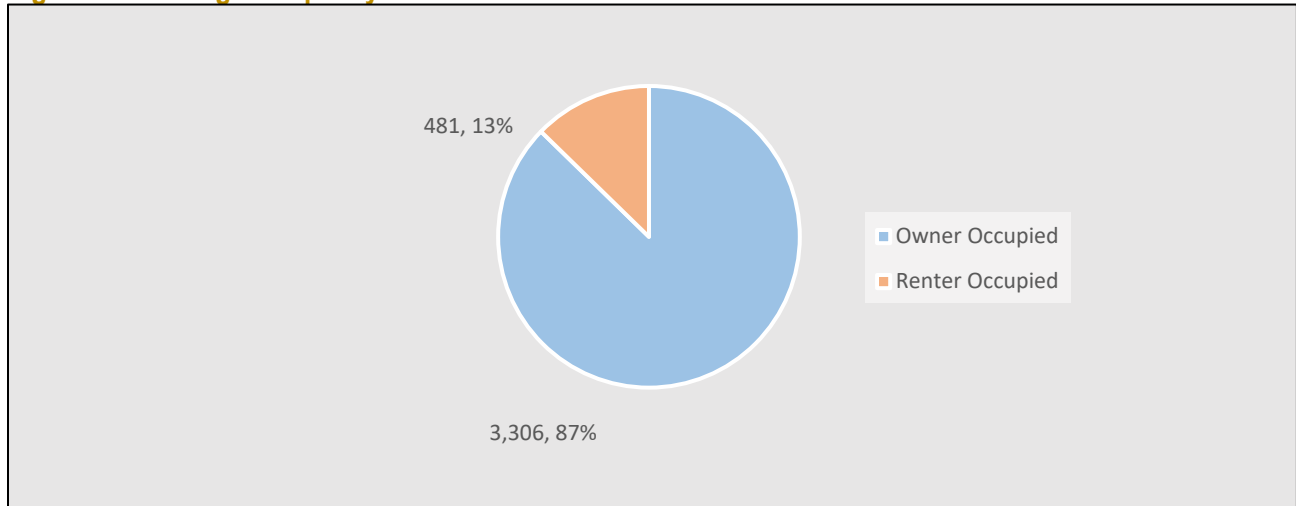


Source: US Census Bureau's American Community Survey, 2020 2022 (www.factfinder.census.gov)



1: MODERATE INCOME HOUSING ELEMENT

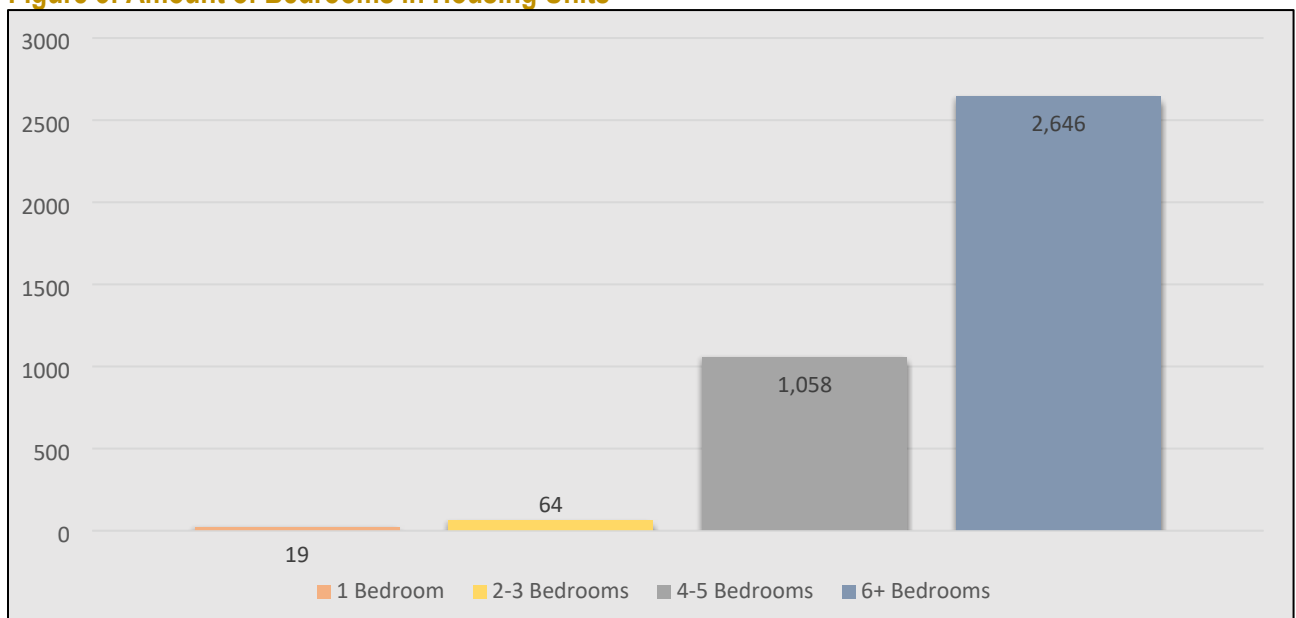
Figure 2: Housing Occupancy



Source: US Census Bureau's American Community Survey, ~~2020~~ 2022 (www.factfinder.census.gov)

There are ~~43~~19 dwelling units that have ~~no~~ one bedrooms and ~~44~~ 64 dwellings with ~~one~~two-three bedrooms. The majority of housing units have ~~3~~4+ bedrooms. Approximately ~~53~~59% of the housing stock in Santaquin was built in 2000 or later and ~~41~~8% built before 1959.

Figure 3: Amount of Bedrooms in Housing Units

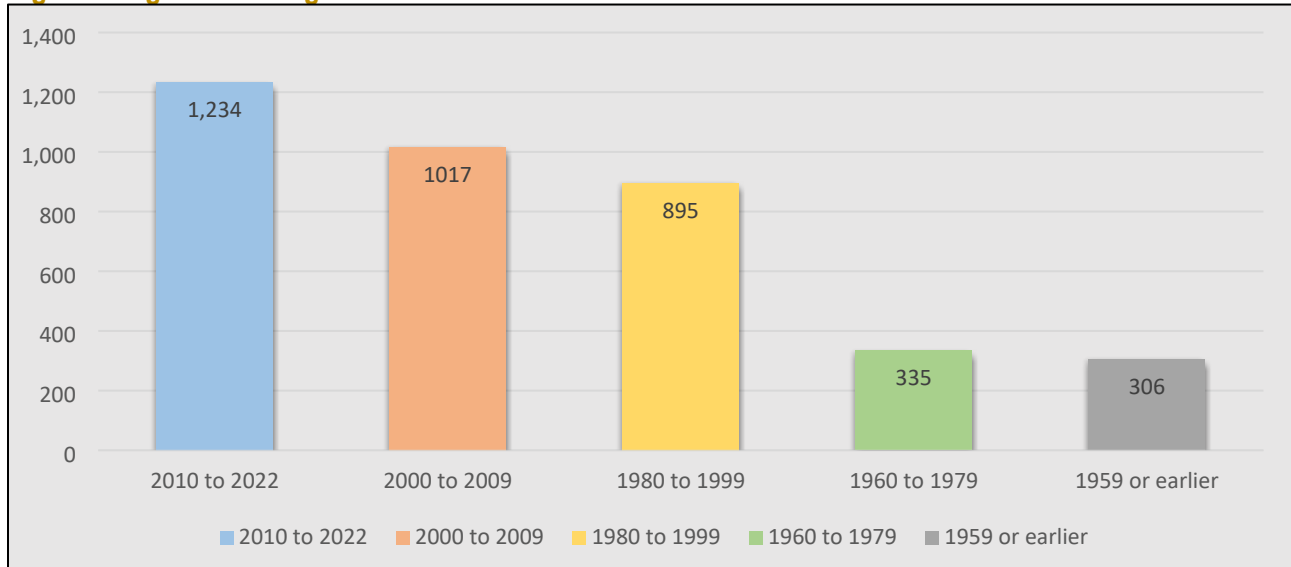


Source: US Census Bureau's American Community Survey, ~~2020~~ 2022 (www.factfinder.census.gov)



1: MODERATE INCOME HOUSING ELEMENT

Figure 4: Age of Housing Stock



Source: US Census Bureau's American Community Survey, 2017-2022 (www.factfinder.census.gov)

III. Housing and Rent Affordability

Affordability of housing units is determined by AMI and the amount a household at each income level can afford. Housing is considered affordable by State and Federal definition when a household spends no more than 30% of their annual income on housing expenses, including mortgage or rent and utilities. Households that spend more than 30% of their monthly income on housing expenses are considered cost-burdened.

In 2019-2024, the AMI for Utah County was \$96,000-\$109,500 or \$8,000-\$9,125 a month. Based on these numbers, mortgage or rent and utilities should be no higher than \$2,400-\$2,737 per month for the unit to be considered affordable.

The Moderate-Income Housing Plan is created to ensure that housing is affordable for all income levels. The same affordability standards apply to all income levels. For example, a household that makes 80% of the AMI, which is \$76,800-\$87,600 or \$6,400-\$7,300 a month, can spend \$1,920-\$2,190 on mortgage or rent and utilities.

The table below summarizes the maximum monthly affordable housing costs for various income levels in Santaquin. The estimated maximum mortgage loan amount in the table below is based on a 30-year fixed rate loan at 5.5% interest and a 10% down payment and a monthly utility bill of \$350.



1: MODERATE INCOME HOUSING ELEMENT

Table 3: Affordability Summary 2019

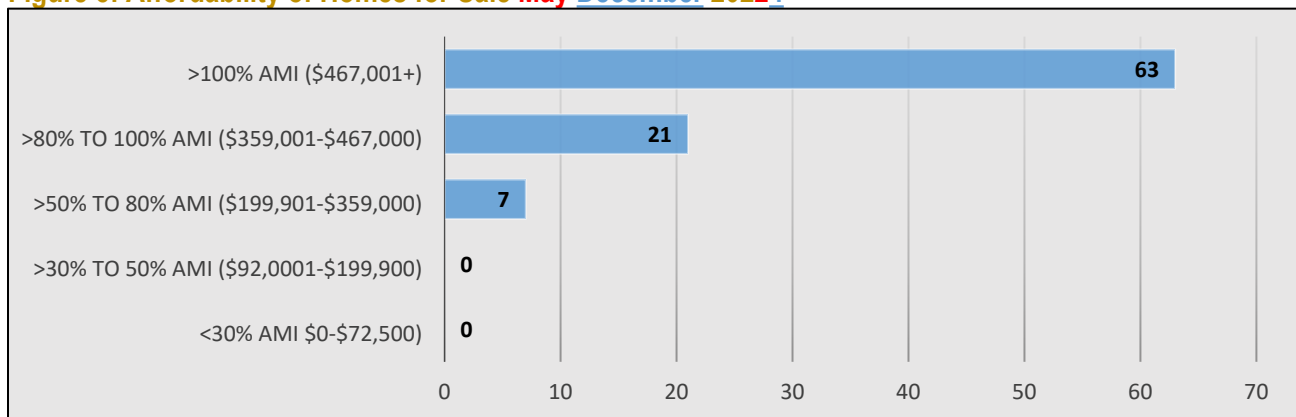
Household Income	Yearly Income	Monthly Income	Monthly Housing Expenses	Max. Mortgage Loan Amount
100% AMI	\$96,000	\$8,000	\$2,400	\$400,000
	\$109,500	\$9,125	\$2,737	\$467,000
80% AMI	\$76,800	\$6,400	\$1,920	\$308,000
	\$87,600	\$7,300	\$2,190	\$359,000
50 % AMI	\$48,000	\$4,000	\$1,200	\$168,000
	\$54,750	\$4,562	\$1,368	\$199,900
30% AMI	\$28,800	\$2,400	\$720	\$72,500
	\$32,850	\$2,737	\$821	\$92,000

Source: Information obtained from US Housing and Urban Development Income Limits Documentation System 2020 2024 (www.huduser.org)

Research conducted on utahrealestate.com and homes.ksl.com Zillow.com indicate that there were **26 91** homes for sale in Santaquin as of **May-December 2024**. Of the **26 91** homes available, 7 units are affordable to moderate income households and there are 0 homes available to low-income households.

There were **5 26** properties listed for rent on zillow.com KSL.com and rentler.com. Of the **5 26** properties available for rent, **4 20** was available to moderate income households and 4 were available to low-income households.

Figure 5: Affordability of Homes for Sale May-December 2024

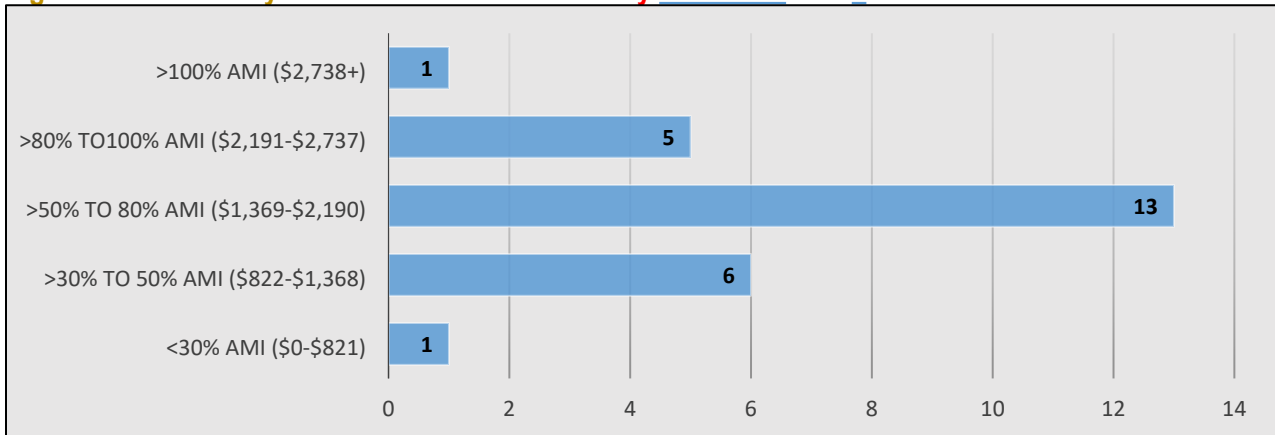


Source: utahrealestate.com, homes.ksl.com, **May-December 2024**



1: MODERATE INCOME HOUSING ELEMENT

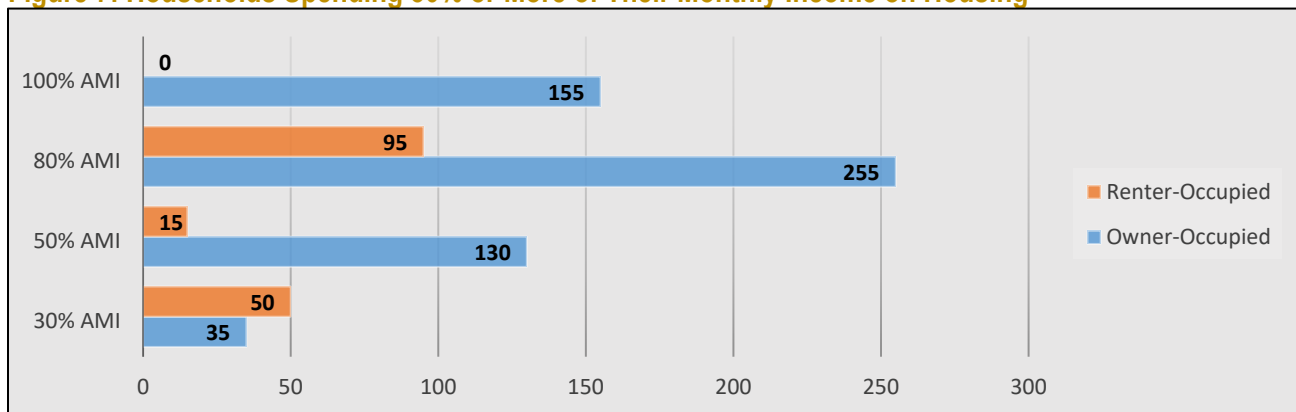
Figure 6: Affordability of Available Rental Units ~~May~~ December 2022⁴



Source: Zillow.com, Rentler.com, ~~May~~ December 2022⁴

The two figures below show the owner-occupied and renter-occupied households that are spending 30% or 50% of their monthly income on housing.

Figure 7: Households Spending 30% or More of Their Monthly Income on Housing

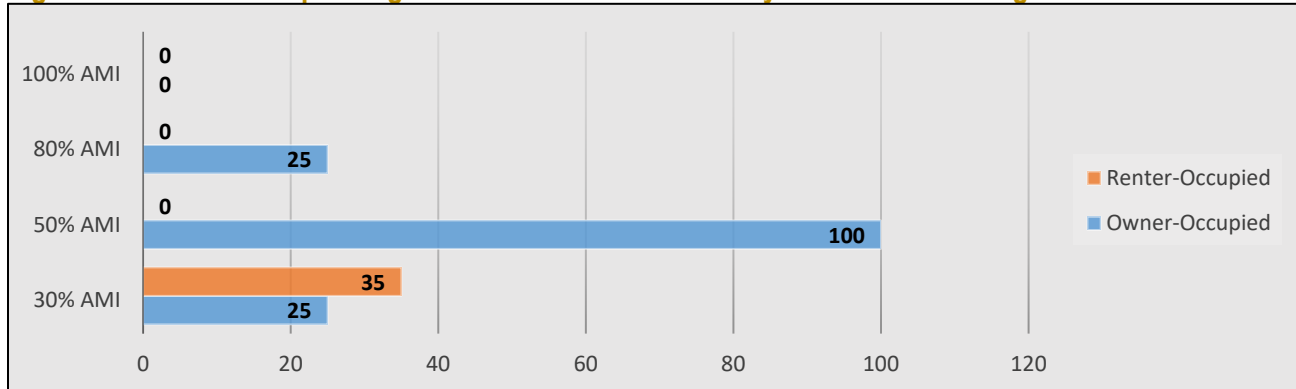


Source: Comprehensive Housing Affordability Strategy 2018²¹ (huduser.gov)



1: MODERATE INCOME HOUSING ELEMENT

Figure 8: Households Spending 50% or More of Their Monthly Income on Housing



Source: Comprehensive Housing Affordability Strategy 2018-21 (huduser.gov)

IV. Evaluation of How Existing Land Uses and Zones Affect Opportunities for Moderate Income Housing

Santaquin's affordable housing is primarily clustered near the center of town. This is primarily due to the zoning regulations that are in place and the age of the housing stock in this area. Some affordable housing is also found in newer, larger homes, where accessory apartments are located. Santaquin's zoning regulations allow for more affordable housing to get built in areas which are more readily serviced by public transit, services, and amenities.

Zoning around Main Street allows for multi-unit housing and even encourages more housing opportunities near the Central Business District. These areas are serviced by public transit and are within walking distance to businesses.

Most of the older homes in the core area include 2-3 bedroom structures on large lots. Santaquin allows for redevelopment and infill reduction standards within the core area of town to increase the amount of new affordable housing stock in the area. The infill reduction may allow for the square footage of the lot and the lot frontage to be reduced by 20% from what the underlying zone requires. This always for smaller more affordable lots and homes.

Other affordable units in the city are accessory dwelling units. They are sought by single person households and young families with limited incomes and older individuals, who also benefit from these units, since the rental income helps subsidize their retirement incomes.



1: MODERATE INCOME HOUSING ELEMENT

Attached accessory dwelling units are allowed in every residential zone in Santaquin. Detached accessory dwelling units are allowed in the R-8 Residential zone.

Santaquin also encourages higher densities within typical single-family zones by doing a Planned Unit Development (PUD). A PUD allows for additional multi-family and “starter home” dwellings. With the approved PUD’s in the City, there will continue to be multi-family and starter home dwellings for the foreseeable future.

V. Santaquin’s Program to Encourage Moderate Income Housing for the Next Five Years

Providing a mix of residential densities, both in housing and parcel size throughout the community can stabilize home values, draw a variety of households to the City, and increase economic potential. Knowing this, Santaquin has zoning regulations near downtown that allows for more infill and high density developments where infrastructure is readily available. This directed growth will likely consist of smaller lots or higher density developments, which helps provide housing opportunities not readily available to those with extremely low income. It will also increase economic development potential and local business support in the downtown area. Areas which have not been developed yet or are currently in agriculture operations are slated for low density development (e.g. ranchettes, farmsteads) for those seeking larger properties and animal rights. Other lands within current developments are also being reserved for housing of attached single family homes or large lot estate homes. All of these efforts will strengthen the housing market around Santaquin while maintaining the affordability of homes.

Providing high density residential areas in strategic locations will be a priority. The objectives of establishing high density residential areas is to provide a residential environment within the city which is characterized by dwellings that may include attached and detached single-family homes, patio homes, townhomes or row-houses, duplex and apartments. These areas are situated to take advantage of existing public infrastructure, e.g. recreation facilities, utilities, services, schools and shopping centers. Proximity to these uses allows more community interaction with reduced dependence on automobiles with neighborhoods that are designed for walkability. Providing more density in these areas allows for development of properties with unique limitations due to size, configuration, location or price. These areas serve to recapture tax base opportunities lost by larger lot single family developments and increase the viability of commercial areas. The design of high density areas should integrate high quality materials and building character with integration to existing neighborhoods rather than create isolated and walled off housing projects. Allowing for more varied housing opportunities in the area can meet the needs of many levels of economic and demographic characteristics within the city, including young single professionals, recently married couples and elderly or retire couples or individuals that prefer less house size and less maintenance responsibilities

The following strategies and their corresponding implementation plans should be considered as the City reviews future residential development proposals



1: MODERATE INCOME HOUSING ELEMENT

STRATEGIES AND IMPLEMENTATION PLANS:

Strategy 1 (E) Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Option 1

~~Implementation Plan – Efforts will be made to provide an educational resource to the public so that the individual and community benefits of accessory dwelling units can be better understood. This will be accomplished by hosting an open house where residents can learn from City staff and local experts about the things that need to be done to construct an accessory dwelling unit on their property. Santaquin City will consider modifying zoning regulations to expand the area where detached accessory dwelling units are permitted. Considerations to permit detached accessory dwelling units in the R-15 Zone will be reviewed by the Planning Commission and City Council.~~

~~Benchmarks and Timeline – Coordination with local experts and other resources will start in the first few months of 2024 with an anticipated open house to occur in the late spring. Notices about the open house will be posted around the city and through various other means. Notification letters will also be sent to real property owners that are within a zone that allow accessory dwelling units. A legislative process will be initiated to consider permitting detached accessory dwelling units in the R-15 Zone before June 1, 2025. Possible action will be implemented before August 1, 2025.~~

Strategy 1 (E) Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Option 2

Implementation Plan – Santaquin City will consider modifying the setback requirements for a Detached Accessory Dwelling Unit (DADU) and changing the definition of a rear yard to make it easier to install a DADU.

Benchmarks and Timeline – Santaquin City starting a discussing to reduce the setback requirements for a Detached Accessory Dwelling Unit (DADU) and changing the definition of a rear yard to make it easier in install a DADU in the fall of 2024. These discussions will continue in the first few months of 2025. A legislative process will be initiated by June 1, 2025. Possible action will be implemented before August 1, 2025.



1: MODERATE INCOME HOUSING ELEMENT

Strategy 1 (E) Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Option 3

Implementation Plan – Efforts will be made to provide an educational resource to the public so that the individual and community benefits of accessory dwelling units can be better understood. This will be accomplished by hosting an open house where residents can learn from City staff and local experts about the things that need to be done to construct an accessory dwelling unit on their property.

Benchmarks and Timeline – Coordination with local experts and other resources will start in the first few months of 2025 with an anticipated open house to occur before August 1, 2025. Notices about the open house will be posted around the city and through various other means. Notification letters will also be sent to real property owners that are within a zone that allow accessory dwelling units.

Strategy 1 (E) Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones.

Option 4

Implementation Plan – Santaquin City will discuss implementing a code amendment that allows a special use permit for accessory dwelling units. The permit will allow accessory dwelling units in restricted zones.

Benchmarks and Timeline - A legislative process will be initiated by June 1, 2025. Possible action will be implemented before December 1, 2025.

Strategy 2 (L) Reduce, waive, or eliminate impact fees related to moderate income housing.

Implementation Plan – Santaquin City will work with third-party financial, engineering, and planning firms as each Santaquin City master plan is updated over the next five years to study utility efficiencies from accessory dwelling units which could proportionately reduce impact fees for accessory dwelling units. The City will start asking for this data in their request for proposals (RFP) and consider modifications to impact fees upon completion of each master plan update, accordingly.

Benchmarks and Timeline – ~~In 2023, the Parks, Recreation, Trails, and Open Space (PRTOS)~~ Santaquin City will start the process of updating



1: MODERATE INCOME HOUSING ELEMENT

~~the Storm Drain Master Plan before August 1st, 2025. was completed and the~~ The City will work with a financial consultant to determine an appropriate amount to reduce the associated impact fees. The City Council will consider an amendment to the Fee Schedule to reduce the applicable impact fees in first few months of 2024 before August 1, 2026.

Strategy 3 (Z)

~~Zone or rezone for higher density or moderate income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers. Demonstrate implementation of any other program or strategy to address the housing needs of residents of the municipality who earn less than 80% of the area median income, including the dedication of a local funding source to moderate income housing or the adoption of a land use ordinance that requires 10% or more of new residential development in a residential zone be dedicated to moderate income housing.~~

~~Implementation Plan – Santaquin City will work with landowners, developers, or builders to develop and/or redevelop property that is near commercial or mixed use areas. Santaquin City officials will identify specific areas for consideration and will proactively contact property owners to explore opportunities. Santaquin City will consider modifying zoning regulations to reduce the minimum square footage requirements for various residential unit sizes in the Main Street Commercial (MSC) Area in the Main Street Business Districts (MSBD) zone.~~

~~Benchmarks and Timeline – Santaquin City Officials identify strategic areas and contact property owners in those identified areas to discuss the potential of rezoning property to facilitate moderate income residential developments. Discussions and planning will take place before August 1, 2024. A legislative process will be initiated by June 1, 2025. Possible action will be implemented before August 1, 2025.~~

Strategy 4 (B)

Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate income housing.

Implementation Plan – Santaquin City will start work on expanding the City's Water Reclamation Facility (WRF). This work will allow for the City to maintain relatively lower sewer fees that are charged to all residents, including those who live in or desire to live in moderate income housing. ~~To demonstrate the benefit of the expansion of the~~



1: MODERATE INCOME HOUSING ELEMENT

~~WRF, the City will gather sewer rate data from nearby communities to compare to Santaquin City's sewer rates.~~

~~Benchmarks and Timeline – In the first few months of 2024, the Santaquin City Council will initiated a contract to start the design of the next phase of the expansion of the WRF. Santaquin City will vote on approving the construction cost to upgrade the WRF before August 1, 2025 and construction will start before August 1, 2026.~~

Strategy 5 (J)

Implement zoning incentives for moderate income units in new developments.

~~Implementation Plan – Santaquin City will consider modifying zoning regulations to reduce the minimum square footage requirements for various residential unit sizes in the Main Street Business Districts (MSBD) zone. to allow an increase in density within a PUD by six percent (6%) if ten percent (10%) of the units are built to the minimum unit size.~~

~~Benchmarks and Timeline – A legislative process will be initiated by July 1, 2024 2025. Possible action will be implemented by August ,1 2024 2025.~~

Strategy 6 (F)

Option 1

Zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers.

Implementation Plan – Santaquin City will work with landowners, developers, or builders to rezone property that is near commercial or mixed use areas.

Benchmarks and Timeline – Santaquin City will work with landowners, developers, or builders to rezone property that is near commercial or mixed-use areas. Discussions and planning will take place before August 1, 2025.

Strategy 6 (F)

Option 2

Zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers.

Implementation Plan – Santaquin City will work with a landowner to rezone property in the R8 zone to the MSR zone.



1: MODERATE INCOME HOUSING ELEMENT

Benchmarks and Timeline – Santaquin City will work with landowners, developers, or builders to rezone property that is near commercial or mixed-use areas. Discussions and planning will take place before August 1, 2025.



MEMORANDUM

January 28, 2025

To: Santaquin City CDRA Board
From: Jon Lundell, P.E., City Engineer
RE: Santaquin Peaks Enbridge Gas contract

Mr. Chairman and Board Members,

Staff has been coordinating with Enbridge Gas formally Dominion Energy to have gas main lines installed within the Santaquin Peaks subdivision and have received the Gas Main Extension agreement from Enbridge Gas to extend the gas line into the development.

The cost for Enbridge Gas to extend their facilities within the development is \$57,099.50. This includes all the gas lines within the development. I have attached a copy of the extension agreement for reference.

City Staff recommends that the CDRA Board approve the Enbridge Gas contract in a not to exceed amount of **\$57,099.50**.

I am happy to answer any questions you may have on this item.

Recommended Motion:

Motion to approve the contract for the Santaquin Peaks Gas Line Extension for a not to exceed the amount of \$57,099.50.



MAIN EXTENSION AGREEMENT

v0922

CENTER SPV	JOB ID MJ0002033266	MAIN EXT ID ML0001051580	CONTRACT ID ME0001059900
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NATURAL GAS APPLIANCES TO BE CONNECTED

CUSTOMER COMMUNITY DEV. & RENEWAL AGENCY OF SANTAQUIN CITY		TYPE	QUANTITY
APPROXIMATE MAIN LOCATION TIMPANOGAS TERRACE 200 N SUMMIT RIDGE PKWY 1300 W			
SUBDIVISION SANTAQUIN PEAKS INDUSTRIAL	LOT RANGE 9		
CITY OR COUNTY SANTAQUIN	STATE UT	ZIP CODE 84655	
OWNER			
MAIN EXTENSION COSTS Contracted length of main Installation charges	3145 \$57,099.50	JOB TYPE NEW MAIN INSTALL	
		SPECIAL CONDITIONS INSTALL GAS LINES AS INDICATED ON 170 DRAWING WILL BE INSTALLING 6", 4" AND 2" GAS LINES FOR FUTURE INDUSTRIAL PARK INSTALL GAS LINES IN 10 FT PUE, ABOUT 13 FT BACK OF CURB. STREET PROFILE IS 10 FT PUE, 5 FT WALK AND 2 FT CURB WILL NEED TO COMPACT GAS MAINS AT ENTRANCE OF TIMPANOGAS TERRACE AND DRY MOUNTAIN DRIVE ROADS AT SUMMIT RIDGE PKWY. DEVELOPER TO INSTALL CASINGS AS INDICATED ON DRAWING. ALL CASINGS TO BE WHITE SCHEDULE 40 PVC PIPE. CASINGS TO BE INSTALLED 42" DEEP WITH 3 FT CLEARANCE FROM ALL OTHER UTILITIES. DEVELOPMENT WILL NEED TO BE WITHIN 6" OF FINAL GRADE BEFORE INSTALLATION. WILL NEED A CITY PERMIT TO PERFORM WORK	
TOTAL CUSTOMER COST NOW DUE	\$57,099.50		
Please submit payment to Enbridge Gas , PO Box 45360, DNR 526, Salt Lake City, UT 84145			
To pay with credit card please call 1-800-378-1269 or go to https://internet.speedpay.com/enbridgegaspreconstruction			

TERMS AND CONDITIONS

- Scope of Work.** Enbridge Gas Utah ("Company") shall construct and install a natural gas main line extension as set forth above (collectively the "Facilities"). Installation of the Facilities, as specified above and as designated in the field, as well as any related work, is referred to as the "Work". This Agreement shall not be deemed to be in force until (a) Customer has signed this Agreement and (b) Company either signs this Agreement or commences the Work. **Company does not agree to and expressly rejects any changes made by Customer to this form.**
- Cost of the Work.**
 - Customer agrees to pay to Company the **full and complete cost** of materials, construction, installation, permitting, procuring rights-of-way, complying with terms of rights-of-way, environmental costs, weather-related costs, tax consequences related to the contribution in aid of the construction, and any costs arising from Customer requests or Customer caused delays (collectively "Construction Costs"). **THE COSTS SHOWN ABOVE ARE GUARANTEED ONLY FOR THIRTY (30) DAYS FROM EXECUTION OF THIS AGREEMENT. After such thirty (30) days, any and all costs may change until the time the Work is performed.** Company personnel costs and overhead shall be borne solely by Company.
 - Customer agrees to pay, prior to the date of installation, the Total Amount Now Due shown above. Subject to subsection (a) above, Customer shall also pay any additional Construction Costs that may arise during installation, including but not limited to increased costs of labor and/or materials, frost, and/or rock trenching ("Additional Construction Costs") within thirty (30) days of the Company invoice date. Any change to the length or scope of the Facilities, whether due to Customer request or Company' determination, in its sole discretion, that the initial design must be modified, that result in increased Construction Costs shall also be included as Additional Construction Costs. In the event of significant increases in Construction Costs due to Enbridge Gas's determination that the initial design must be modified, Enbridge Gas shall promptly notify Customer prior to incurring such costs.
 - Interest accrues at the rate of 6.0% per annum on any amount due from such installation or invoice date until the amount due is paid in full. Customer will pay all costs and attorney's fees incurred in the collection of any amount.
- Rights-of-Way.** Customer agrees to provide Company with any necessary rights-of-way required to complete the Work. Company is not obligated to perform unless rights-of-way have been granted.
- Cancellation.** If the Work does not begin within six months of the effective date of this Agreement due to a delay caused by Customer, Company may, at its option, cancel this Agreement and charge Customer for any Construction Costs incurred up to the date of cancellation.
- Subcontractors.** Company may subcontract with third parties for the provision of any of the services contemplated by this Agreement.
- Contamination.** If Company encounters any contaminated soil or groundwater during the trenching and installation of facilities that requires remediation or disposal, or poses a hazard, Company may suspend the installation or trenching until the contamination is removed, disposed of and/or remediated to Company's satisfaction and at no cost to Company. If Company elects to remediate the contamination, Customer shall pay all costs incurred by Company arising from or caused by the remediation as Additional Construction Costs.
- Force Majeure.** Company shall have the right to allocate materials and labor to construction projects which it deems, in its sole discretion, most important to serve the needs or ensure the safety of its customers due to emergencies or in the event Company is unable to obtain sufficient supplies, materials, or labor for all of its construction requirements, and Company shall not be responsible to Customer or any third party for construction delays resulting from such allocation. Company shall not be responsible for any delay to the extent arising from or caused by (a) the performance of Customer's responsibilities under this Agreement or (b) shortage of labor or materials, strike, labor disturbance, war, riot, weather conditions (including, but not limited to, conditions that, in Company's sole judgment, prevent it from safely excavating or backfilling trenches or installing facilities using its normal construction methods and equipment, government rule, regulation or order, including orders or judgments of any court or commission, delay in obtaining necessary land rights, act of God, or any other cause or condition beyond the control of Company.
- Ownership of Facilities.** The Facilities that Company constructs to render natural gas service shall at all times remain solely the property of Company.
- Natural Gas Service.** This Agreement is not an agreement to provide natural gas service. Upon completion of the Facilities, Company will provide natural gas service utilizing the Facilities in accordance with the Enbridge Gas Utah Natural Gas Tariff, PSCU 500 ("Tariff") on file with the Utah Public Service Commission ("Commission") as may be revised from time to time.
- Relocation.** Company shall have no obligation to relocate any of the Facilities. If Customer requests that any of the Facilities be relocated, and Company agrees to relocate the facilities, then Customer shall bear all costs associated with any relocation.
- Grade and Curbing.** Customer will ensure that the grade of the proposed main extension location is within six inches of finished grade, and no parallel utilities will be within three feet of this main extension. After installation, the trench will be backfilled up to the existing grade. Customer agrees to pay any costs incurred to repair, replace, raise, lower, or relocate the main extension because of grade changes subsequent to installation. At its sole discretion, Company may install the main extension based on curb-line stakes provided by the Customer.
- Indemnity.** To the fullest extent permitted by law, Customer shall release, indemnify, hold harmless, and defend Company, its parent company, affiliates at any tier, and contractor(s) at any tier and their respective directors, officers, employees, and agents (collectively "Indemnified Parties") from and against any and all liabilities, losses, claims, demands, liens, fines, and actions of any nature whatsoever, including but not limited to attorney fees and defense costs (collectively "Liabilities") arising out of, related to, or in connection with any Work contemplated by this Agreement; however, in no event shall Customer be required to indemnify or defend the Indemnified Parties from and against any Liabilities to the extent caused by the negligence or willful misconduct of Company or Company's contractors at any tier. The release, indemnification, hold harmless, and defense obligations of this Agreement extend, but are not limited to, Liabilities in favor of, claimed, demanded, or brought by Customer itself, Customer's employees or subcontractors, employees of the Indemnified Parties, or third parties on account of injury, death, property damage, or other losses. Without relieving Customer of any obligation under this Agreement, Company may, at its option, fully participate in the investigation, defense, and settlement of any Liabilities.
- Severability.** If any provision or part of a provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, but this Agreement shall be construed as if it did not contain such invalid, illegal, or unenforceable provision. Each provision shall be deemed to be enforceable to the fullest extent available under applicable law.
- Survival of Terms.** The Parties' representations, rights and obligations of indemnity, and payment created or required to be enforced shall survive termination of this Agreement.
- Applicable Law.** This Agreement is governed by Utah law and the Tariff, rules, and regulations on file with the Commission. In the event that the Tariff, rules, or applicable regulations conflict with any term in this Agreement, the Tariff, rules, or applicable regulations shall govern.
- Authority.** Each person signing this Agreement warrants that the person has full legal capacity, power, and authority to execute this Agreement for and on behalf of the respective Party and to bind such Party. **INTENDING TO BE LEGALLY BOUND, the Parties have executed this Agreement to be effective as of the day and year set forth below.**

COMMUNITY DEV. & RENEWAL AGENCY OF SANTAQUIN CITY

Enbridge Gas

CUSTOMER

BY: _____

BY: _____

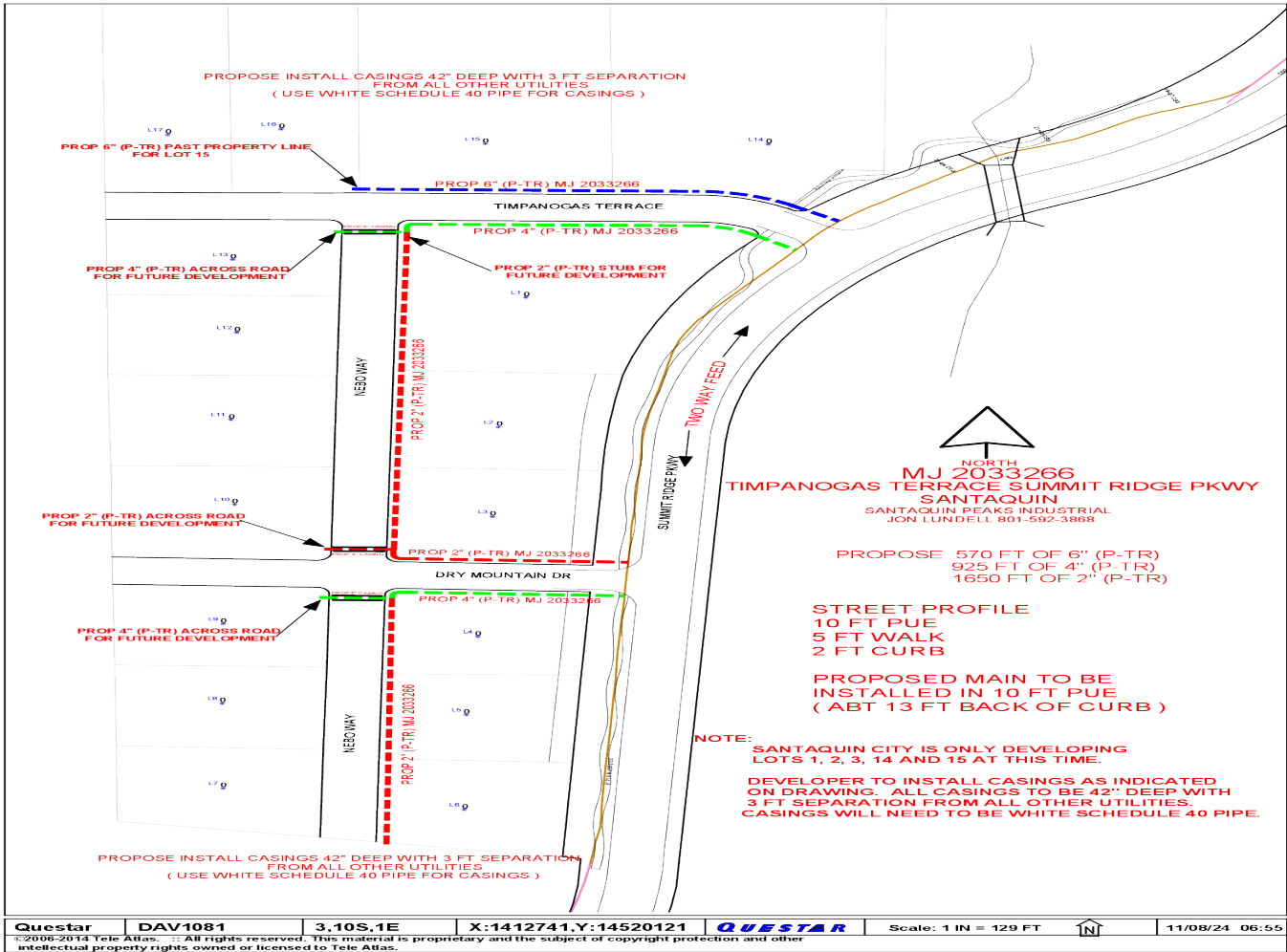
TITLE

DATE

TITLE

DATE

General Project Diagram



20200420