



## **CITY COUNCIL REGULAR MEETING**

Tuesday, February 21, 2023, at 7:00 PM  
Court Room/Council Chambers (2nd Floor) and Online  
275 W. Main Street, Santaquin, UT 84655

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### **MEETINGS HELD IN PERSON & ONLINE**

The public is invited to participate as outlined below:

- **In Person** – Meetings are held on the 2<sup>nd</sup> floor in the Court Room/Council Chambers at City Hall
  - **YouTube Live** – Public meetings will be shown live on the Santaquin City YouTube Channel, which can be found at <https://bit.ly/2P7ICfQ> or by searching for Santaquin City Channel on YouTube.
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### **ADA NOTICE**

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

## **AGENDA**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **INVOCATION / INSPIRATIONAL THOUGHT**

### **DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

### **CONSENT AGENDA (MINUTES, BILLS, ITEMS)**

#### **Minutes**

- [1.](#) 02-07-2023 City Council Work Session Minutes
- [2.](#) 02-07-2023 City Council Regular Meeting Minutes

#### **Bills**

- [3.](#) City Expenditures from 02/04/2023 to 02/17/2023 in the amount of \$746,685.16

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

#### **Recognitions**

4. Mountain View Hospital Recognition of Santaquin City Public Safety Personnel

#### **Public Forum**

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

### **NEW BUSINESS**

### **FORMAL PUBLIC HEARING**

5. PUBLIC HEARING: Retention Schedule Code Amendment

#### **Ordinances**



- 6. Ordinance 02-03-2023 Retention Schedule Amendment
- 7. Ordinance 02-04-2023 Driveway Approach Width Amendment
- 8. Ordinance 02-05-2023 Utah SHOP Property Rezone

#### **Resolutions**

- 9. Resolution 02-03-2023 Approval of CUWCD ROW Easements for Installation of the Central Utah Project (CUP) Water Line
- 10. Resolution 02-04-2023 Uniform Fine and Bail Schedule Amendment #2

#### **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

#### **REPORTS BY MAYOR AND COUNCIL MEMBERS**

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

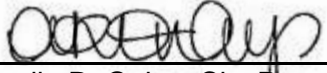
**EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

#### **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 was posted on [www.santaquin.org](http://www.santaquin.org), Santaquin City Social Media sites, posted in three physical locations (Santaquin City Public Safety Building, Zions Bank, Santaquin Post Office), and posted on the State of Utah's Public Notice Website.

BY:

  
\_\_\_\_\_  
Amalie R. Ottley, City Recorder





## **CITY COUNCIL WORK SESSION MEETING**

Tuesday, February 7, 2023 at 5:30 PM  
Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

### **MINUTES**

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

#### **ROLL CALL**

Councilors present included Councilors Adcock, Hathaway, Mecham, Montoya, and Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Finance Director Shannon Hoffman, Community Services Director John Bradley, Deputy Recorder Camille Moffat.

#### **PLEDGE OF ALLEGIANCE**

Councilor Adcock led the Pledge of Allegiance.

#### **INVOCATION/INSPIRATIONAL THOUGHT**

Councilor Mecham offered an invocation.

#### **DISCUSSION ITEMS**

##### **1. Conflict of Interest Disclosures**

Finance Director Hoffman presented an update to the Conflict-of-Interest disclosure forms required by State Law and recommended by the 2022 audit of the city. She stated the new forms will be signed by Council Members and staff and will allow for any conflicts to be disclosed annually.

##### **2. Orchard Days Magazine Printing**

Community Services Director Bradley addressed the City Council on the past practice of printing a magazine specifically for the Orchard Days festivities. Due to the cost and the very short shelf-life of the magazines, Director Bradley brought up the possibility of saving \$8,000 by sending out postcards with a link to a digital Orchard Days magazine. Manager Beagley pointed out that the \$8,000 cost savings is approximately half of the cost of printing the 2-week magazine. Director Bradley pointed out that a number of physical copies will be available at the city offices for those who may want like to pick them up. Councilor Adcock expressed his appreciation for the availability of physical copies. Councilor Montoya inquired about the availability of the online magazine and when it would be available. She suggested that the online version should be available prior to the postcards being mailed. Councilor Hathaway asked if PO Boxes will get the same mailings as those with home mailboxes. Manager Beagley stated that the city will deliver the postcards to the post office directly so that PO Boxes will receive them as well. Councilor Mecham and staff discussed how to motivate or incentivize residents to use the postcards and to use the electronic copies of the flyer or the Santaquin Community Services app. Council and staff discussed how to advertise the digital



magazine and Community Services app on the City website. Council members agreed that moving towards more digitizing of the magazine is worth the cost savings.

**3. “Healthy Utah” Initiative City Implementation**

Director Bradley and Councilor Montoya presented information about cities who have earned the “Healthy Utah” designation awarded by the Utah League of Cities and Towns. In order to apply and/or certify, Santaquin City would have to fall under three categories: active living, access to healthy food, and mental health. Director Bradley pointed out that the city will dedicate time to the “Healthy Utah” initiative through the Community Services Board that meets quarterly. Director Bradley also presented ways that the Community Services Department currently provides for the city to meet the three categorizations. Councilor Montoya pointed out that the Youth City Council will help with the “Healthy Utah” Initiative as well. Director Bradley asked Shauna Jo Eves to highlight new classes and activities available to the community.

**4. April 19 – April 21, 2023 ULCT Conference Attendance**

Mayor Olson and council members discussed those who planned on attending the upcoming Utah League of Cities and Towns Mid-Year Conference.

**5. Upcoming Agenda Items**

Council and staff reviewed the upcoming Regular City Council Meeting Agenda and the items therein.

**6. Other Business**

Councilor Montoya expressed her appreciation to Shauna Jo and the Community Services team for their hard work supporting visual and performing arts within the community and for providing those services to Santaquin City.

**ADJOURNMENT**

Councilor Montoya motioned to adjourn the Work Session Meeting. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative. The meeting was adjourned at 6:30 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**





## **CITY COUNCIL REGULAR MEETING**

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Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

### **MINUTES**

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

#### **ROLL CALL**

Councilors present included Councilors Adcock, Hathaway, Mecham, Montoya, and Siddoway.

Others present included City Manager Norm Beagley, Assistant City Manager Jason Bond, Finance Director Shannon Hoffman, Police Chief Rodney Hurst, Deputy Recorder Camille Moffat, Legal Counsel Brett Rich, Community Services Director John Bradley, Officer Bill Hooser, Library Director Jen Wagner.

Various members of the public attended the meeting.

#### **PLEDGE OF ALLEGIANCE**

Councilor Hathaway led the Pledge of Allegiance.

#### **INVOCATION/INSPIRATIONAL THOUGHT**

Councilor Adcock offered an invocation.

#### **DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

No council members declared any conflicts of interest.

#### **CONSENT AGENDA (MINUTES, BILLS, ITEMS)**

1. 01-17-2023 City Council Minutes
2. City Expenditures from 01/14/2023 to 02/03/2023 in the amount of \$1,060,401.90
3. Out of State Training (ICC Building Code Training) – Randy Spadafora
4. Resolution 02-01-2023 South Utah Valley Animal Shelter Board Appointment

Chief Hurst discussed with council the change in the Utah Valley Animal Shelter Board Appointment moving him to an alternate and adding Kayson Shepherd as the primary board member.

Councilor Mecham motioned to approve the Consent Agenda items 1 through 4. Councilor Siddoway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes



Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

## RECOGNITIONS

### 5. Employee of the Month – Hattie Rowbury

Community Services Director Bradley introduced the February Employee of the Month, Hattie Rowbury by reading the following statement:

*“Hattie Rowbury is our February 2023 Employee of the Month. She joined Santaquin Community Services staff in 2020 as a program assistant in sports. Her great customer service skills and ability to work with technology led to her promotion as an Administrative Assistant to the Department Director. In January 2022, Hattie was promoted to full-time staff. Her abilities have assisted the department in developing the website, quarterly activity guides, sponsorship materials and most recently developing our first department phone app. Hattie is a team player and is quick to help everyone as needed in Recreation, Museum, Library and Senior Center.*

*Hattie grew up in Santaquin and after marrying her sweetheart, Adam, they moved back to Santaquin into the home she grew up in. She graduated from UCAS High School and then earned her bachelor’s degree in 2021 in Hospitality Management from UVU.*

*Hattie enjoys traveling with her husband, reading, and going on quiet walks. When asked about what she loves about her job, she stated she really enjoys the work environment, her co-workers, and the opportunity to interact with the community. She also enjoys learning new things through her job and meeting new people.*

*Thank you, Hattie, for being such a great team player and outstanding employee of Santaquin City. Your fellow staff members and this community value your service.”*

Hattie thanked her husband for the support he provides to her as she works for the city and participates in community events. She stated she’s excited to apply new marketing training to her job and thanked the City Council for the Employee of the Month award.

### 6. 2022 “What Do You Love About Santaquin” Photo Contest Winner – Leah Watkins

Mayor Olson presented the “What Do You Love About Santaquin” Annual Photo Contest Winner to Leah Watkins. There was an average of 24 photo submissions each month to the photo contest and an overall 982 submissions showcasing the beautiful city of Santaquin by the end of the 2022. Many of the photos are used in local magazines and Chamber of Commerce newsletters distributed around the town. Photos are also used on the city’s website and social media sites. Leah was presented with a gift basket and a printed photo of her submission.

### 7. Nebo School District Citizens Academy Graduates – Bill Hooser

Officer Bill Hooser recognized 7 individuals from surrounding high schools who graduated from the City’s Citizens Academy Internship program offered through Nebo School District. These students learned



about criminal law, crime scene reconstruction, domestic violence and DUI crimes, firearms, records, evidence, building clearing, media relations, investigations, traffic accidents, traffic stops, and vehicle pursuits. They were also exposed to career paths associated with law enforcement such as victim advocacy, dispatch, and corrections. 2022 was the first year Officer Hooser had the opportunity to run the program. Kris Thomas with Nebo School District addressed the City Council thanking the Santaquin Police Department for giving the students in the district the opportunity to participate in the program.

#### **8. Finance Director Recognition – Public Finance Administrator Certification**

City Manager Beagley recognized Finance Director Shannon Hoffman by reading the following statement:

*“Dear Mayor and Council Members,*

*I am very pleased to recognize our City’s Finance Director, Shannon Hoffman, for achieving a major milestone in her career development. Shannon recently earned the Certified Public Finance Administrator (CPFA) designation bestowed to her by the Association of Public Treasurers of The United States and Canada. This internationally recognized program is designed to elevate the level of knowledge of public finance and to enrich performance within the treasury management profession. To earn this designation, Shannon had to complete experience in the field, undertake educational training, complete a series of intensive competency examinations, and commit to continuing educational requirements in the field of public finance annually.*

*Considering all that Shannon has accomplished professionally during her first year as our City Finance Director, and considering all the above and beyond effort she has demonstrated during a period of significant transition of City staff, her personal investment of time and effort into ensuring her competency in her profession speaks to her character and commitment to Santaquin City.*

*In addition to ensuring the City’s finances are well managed and in trusted hands, this certification also improves the City’s position and ranking under the State of Utah’s Fraud Risk Assessment as well as provides benefit to the City during our annual financial audits.*

*Thank you, Shannon, for all of your hard work in earning this certification for yourself and for the benefit of Santaquin City. “*

Director Hoffman thanked Manager Beagley and the Council for their support and their trust in her to do her job and for the ability she has to do the training to increase her knowledge and job skills.

#### **PUBLIC FORUM**

Justin Craig addressed the City Council regarding his participation in the Library Board and asked that the council take the library into consideration when reviewing the annual budget. He quoted residents in Santaquin that appreciate the library and the programs it has to offer for individuals and families. Many residents expressed their interest in going to the library for the positive experience it offers for people of all ages. Justin expressed his gratitude for being able to participate in the book club that the library offers.

Manager Beagley pointed out that the library is the most used amenity the City has to offer. He discussed the budget process and timeline. He thanked Library Director Jen Wagner for all the work she puts into the program. Mayor Olson also offered his thanks to the library and the gift that it is to Santaquin as a whole.



Councilor Montoya introduced members of the Youth City Council that were in attendance at the meeting. She also expressed her appreciation to Hattie Rowbury for her help with the Youth Council. Olivia Vincent spoke about many positive experiences she's had participating in the Youth City Council. She said that by working with the council, she has grown to love the city. Olivia also expressed her gratitude to Hattie for putting in so much work and time into experiences for the youth. Jamie and Jaron Broadbent expressed their gratitude for being able to make connections in the Youth City Council and around the city. They said they enjoy the positive environment the Youth City Council provides in activities and learning experiences like attending the legislative sessions at the capital building.

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

Assistant Manager Bond presented the Building Permit & Business License Report. One new home has been built this calendar year. 52 building permits have been issued in the fiscal year. (July 2022 to June 2023.) And 9 new business licenses were issued in the last month.

#### **NEW BUSINESS**

##### **9. Ordinance 02-01-2023 Moderate Income Housing General Plan Amendment**

Assistant Manager Bond discussed updates to strategies to implement the Utah State required Moderate Income Housing General Plan.

Councilor Siddoway made a motion to adopt Ordinance 02-01-2023 Moderate Income Housing General Plan Amendment, including the addition of a fifth strategy. Councilor Mecham seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

##### **10. Ordinance 02-02-2023 Modification of Tot-Lot Requirements in Multiple-Unit Dwellings**

Assistant Manager Bond presented a proposed amendment to City Code Title 10, Chapter 16, Section 060 allowing for language to have flexibility for amenities in Multiple-Unit Dwelling developments, specifically when a number of Tot-Lots are in the plans. Councilor Adcock observed that there has been a trend in codes changing to meet specific circumstances or developments. He expressed his concerns in adapting codes to meet the needs of individuals or developers. Mayor Olson spoke to the need for the city to change codes in order to encourage new businesses to come into town. Councilor Adcock stated that he agrees with the proposed code amendment and thinks that it's a great plan to allow for additional amenities in developments. Assistant Manager Bond pointed out that changes to amenities in plans will be on a case-by-case basis and will go before the Planning Commission for their consideration and/or approval. Councilor Siddoway brought up the idea of space limitations between amenities if they're combined, thinking that the original code was passed with the purpose of having Tot-Lots close to homes. Mayor Olson thought that by allowing different types of amenities in developments, more residents of all ages would enjoy the benefits of living in a development. Council members and staff discussed the process of adding or changing language in the code and what language might need to be



added. After considering the regulations in the code the council decided the proposed amendment was agreeable.

Councilor Adcock made a motion to adopt Ordinance 02-02-2023 Modification of Tot-Lot Requirements in Multiple-Unit Dwellings as written. Councilor Hathaway seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

#### **11. Resolution 02-02-2023 Police Camera Agreement**

Police Chief Hurst presented a proposed agreement for 15 cameras for officers and vehicles. Councilor Adcock expressed his appreciation to Chief Hurst for his research in cameras and finding what will work best for the police department. Councilor Hathaway inquired about the process of data storage for the new cameras versus the old. Chief Hurst and Manager Beagley pointed out that the cameras are considered in the current fiscal year budget already and are not an unanticipated expenditure. Chief Hurst and council members discussed the terms of the contract and data storage.

Councilor Mecham made a motion to approve Resolution 02-02-2023 for the Police Camera Agreement. Councilor Montoya seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

Councilor Montoya asked Chief Hurst what it would take to install AED Units in all police vehicles citing a recent event where a life was saved using the device. Chief Hurst discussed the more common occurrence of saving lives with Narcan compared to AEDs and the difficulties of assessing where funds will be most valuable to the community. He estimated that it would cost \$30,000 to outfit all vehicles with AEDs. Councilor Montoya asked about discussing the potential of adding AED units slowly throughout the years. Manager Beagley pointed out the comparison of \$30,000 being applied to budget items, such as vehicles, versus other items that have to also be considered. Chief Hurst and council members discussed the difficult decisions that have to be made each budget year with limited funds available.

#### **12. PUBLIC HEARING: Community Development & Renewal Agency Budget Amendment #1**

Councilor Montoya made a motion to enter into a Community Development & Renewal Agency Board Meeting. Councilor Adcock seconded the motion.



Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

Board Member Montoya made a motion to enter into a Public Hearing to address the Community Development Renewal Agency Budget Amendment #1. Board Member Adcock seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.

The Public Hearing opened at 8:05 p.m.

No members of the public wished to address the board.

Board Member Montoya made a motion to close the Public Hearing to address the Community Development Renewal Agency Budget Amendment #1. Board Member Siddoway seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.

The Public Hearing ended at 8:06 p.m.

### **13. Resolution 02-01-2023 CDA – Budget Amendment #1**

Manager Beagley presented the Budget Amendment to the Board and Chair Members and explained that the amendment takes into account the sale of three parcels in the industrial zone that are currently under contract. The amount on the budget amendment is the summation of the funds for the sale of the three properties. He went on to say that the expenditure of the funds will fulfill contractual obligations to provide finished lots to the purchasers. Board Member Adcock inquired if the money would come in as a lump sum or over time. Manager Beagley explained that approximately half of the money has been received with the closing of the first property sale and the remaining money will come in at closing time with the other two properties.



Board Member Siddoway made a motion to approve the Community Development and Renewal Agency Budget Amendment #1. Board Member Mecham seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.

#### **14. Discussion & Possible Action: Pipe Purchase**

Manager Beagley clarified the pipe purchase and installation bids, and which company was the lowest of those bids. Some discussion was had regarding an error on the summary/cover sheet of the memo. Manager Beagley indicated that the final sheet of the bid tabulation is the correct sheet and shows the low bid correctly.

Board Member Montoya moved to approve the pipe purchase to the lowest bid. Board Member Siddoway seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.

#### **15. Discussion & Possible Action: Award of Contract for Infrastructure Improvements**

Manager Beagley and Mayor Olson spoke to the number of bids for the contract to complete infrastructure improvements for the Santaquin Peaks Industrial Park. Board Member Montoya and Manager Beagley discussed details of the recent bidding process.

Board Member Montoya moved to approve the award of the contract for infrastructure improvements in the Industrial Zone. Board Member Mecham seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.



Board Member Montoya motioned to end the Community Development and Renewal Agency Board Meeting. Board Member Hathaway seconded the motion.

Board Member Adcock	Yes
Board Member Hathaway	Yes
Board Member Mecham	Yes
Board Member Montoya	Yes
Board Member Siddoway	Yes

The vote was unanimously approved.

The Community Development & Renewal Agency Board Meeting ended at 8:14 p.m.

#### **RECONVENE OF THE REGULAR CITY COUNCIL MEETING**

The Regular City Council Meeting reconvened at 8:15 p.m.

#### **REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES**

Assistant Manager Bond addressed items on upcoming Development Review Committee and Planning Commission meeting agendas.

Manager Beagley noted an upcoming Budget Planning Meeting with members of staff and council beginning the budget considerations for the upcoming Fiscal Year. Manager Beagley addressed the purchase of the pipes discussed in the CDRA Meeting stating they will be delivered shortly and the installation of such is anticipated to begin within approximately two weeks. Councilor Montoya and Adcock inquired if the pipe work being installed in the Industrial Zone will impact traffic on Summit Ridge Drive and Highway 6. They also asked if utilities in the neighboring homes will be impacted. Manager Beagley stated that traffic will be impacted as pipes are installed but trucks will still be required to follow the maximum number of axle requirements for the road. He indicated that construction will not reach Highway 6 but may increase traffic. A traffic control plan will be required by the city stating that one lane of traffic in each direction should be left open at all times. Manager Beagley also indicated that construction work should not affect utilities in the surrounding neighborhoods.

Manager Beagley spoke to the possibility of high water runoff from Santaquin Canyon this year and indicated that the city is doing all we can in order to mitigate high water within the city streams and reservoirs. Mayor Olson confirmed that the high water committee is doing everything in their capacity to notify residents of possible flooding, should it occur.

#### **REPORTS BY MAYOR AND COUNCIL MEMBERS**

Councilor Hathaway spoke about an upcoming Southern Utah Valley Municipal Water Association Board (SUVMTWA) Meeting and a Mount Nebo Water Board Meeting.

Councilor Mecham inquired if sandbags will be available for residents in the event of high water or flooding. Manager Beagley confirmed that sandbags will be provided if and as needed. Councilor Siddoway echoed the concerns of Councilor Mecham regarding high water. He inquired about the flood



control structure at the mouth of the canyon. Manager Beagley discussed the final design process and timelines for flood control on the east bench. Councilor Adcock spoke about Summit Creek Irrigation ditches in the core areas of town, citing past experiences with flooding. Mayor Olson addressed the council member's concerns stating that it will be a top priority for the city and surrounding area to combat flooding this year and will keep a close eye on the water levels so that information may be provided to residents in a timely manner.

Councilor Montoya spoke about the recent activity for the Youth City Council where they went to the State Capitol and learned about legislative sessions. Councilor Montoya pointed out that the Library's Valentine's Day Fundraiser is now open. Councilor Montoya was excited to see the clock tower being installed on the new City Hall building. Manager Beagley updated the council members on the new city hall building's progress.

Mayor Olson addressed changes that he's making to city council member assignments and will provide that in a future council meeting. Mayor Olson also spoke about the time that he and Manager Beagley have spent with local legislators and at legislative sessions at the State Capital. Mayor Olson expressed his appreciation to council members and staff for all their hard work.

#### **ADJOURNMENT**

Councilor Mecham motioned to adjourn the meeting. Councilor Montoya seconded the motion.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

The vote was unanimously approved.

The City Council Meeting was adjourned at 8:40 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**



SANTAQUIN CITY CORPORATION  
Check Register  
CHECKING - ZIONS - 02/04/2023 to 02/17/2023

Payee Name	Payment Date	Amount	Description	Ledger Account
A-1 ABATEMENT	2/8/2023	\$7,250.00	Asbestos Inspection, Sampling, and Report Preparation.	4140706 - DEMOLITION OF OLD CITY HALL
ALGER, RUSTY	2/9/2023	\$25.00	Reimbursement for NREMT Recert Fees	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
APPLICANTPRO	2/9/2023	\$230.00	Hiring Software	4340500 - SOFTWARE EXPENSE
AT&T MOBILITY	2/9/2023	\$230.49	EMS Phones and iPads	7657280 - TELEPHONE
BARBER METALS	2/16/2023	\$32.00	Materials to repair 2017 10 wheeler	1060250 - EQUIPMENT MAINTENANCE
BECKSTEAD, SIDNEY MCLANE	2/9/2023	\$36.45	Reimbursement for Radar Remote Batteries	1054240 - SUPPLIES
BLU LINE DESIGNS	2/9/2023	\$2,917.50	PRTOS Master Plan Update	5740730 - CAPITAL FACILITY PLAN UPDATE
BLUE STAKES OF UTAH 811	2/9/2023	\$63.60	Blue Stakes	5140210 - BOOKS, SUBSCRIPTIONS & MEMBERS
BLUE STAKES OF UTAH 811	2/9/2023	\$63.60	Blue Stakes	5240210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
BLUE STAKES OF UTAH 811	2/9/2023	\$63.60	Blue Stakes	5440210 - BOOKS, SUBSCRIPTIONS & MEMBERS
		\$190.80		
BLUELINE BACKGROUND SCREEN	2/9/2023	\$225.00	Pre-employment drug testing	1043310 - PROFESSIONAL & TECHNICAL
BONNEVILLE INDUSTRIAL SUPPLY CO	2/9/2023	\$17.29	safety glasses for Bart	5140350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/9/2023	\$17.29	safety glasses for Bart	5440350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/9/2023	\$17.30	safety glasses for Bart	5240350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/9/2023	\$225.69	Pump for well oil	5140240 - SUPPLIES
BONNEVILLE INDUSTRIAL SUPPLY CO	2/16/2023	\$75.10	Water for shop	1060350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/16/2023	\$75.10	Water for shop	5140350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/16/2023	\$75.10	Water for shop	5440350 - SAFETY & PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/16/2023	\$75.11	Water for shop	1070350 - SAFETY - PPE
BONNEVILLE INDUSTRIAL SUPPLY CO	2/16/2023	\$75.11	Water for shop	5240350 - SAFETY & PPE
		\$653.09		
BSN SPORTS	2/9/2023	\$437.05	Soccer Nets	6140740 - CAPITAL VEHICLE & EQUIPMENT
CARQUEST AUTO PARTS STORES	2/9/2023	\$169.39	Truck Battery	6740250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	2/9/2023	-\$22.00	Truck Battery Replacement	6740250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	2/9/2023	\$20.28	replacement bulbs for vehicles	1060240 - SUPPLIES
		\$167.67		
CENTRACOM INTERACTIVE	2/9/2023	\$3,368.55	Phone & Internet Servics	4340240 - TELEPHONE & INTERNET
CENTRAL UTAH RECORDERS ASSOCIATION	2/9/2023	\$60.00	CURA 2023 Annual Membership Dues - Amalie Ottley	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
CHEMTECH-FORD, INC	2/9/2023	\$105.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	2/9/2023	\$150.00	Water quality testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	2/16/2023	\$150.00	Water testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	2/16/2023	\$105.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
		\$510.00		
CHILD SUPPORT SERVICES/ORS	2/17/2023	\$140.31	Garnishment - Child Support	1022420 - GARNISHMENTS



DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$899.41	State Fuel Credit	1054260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$334.72	State Fuel Credit	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$72.56	State Fuel Credit	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$66.30	State Fuel Credit	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$24.18	State Fuel Credit	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$0.97	State Fuel Credit	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$44.79	Engineering Fuel	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$139.43	Administration Fuel - December 2022	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.43	CS Fuel - December 2022	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$312.28	Building Inspection Fuel - December 2022	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.13	Public Works Fuel - December 2022	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.13	Public Works Fuel - December 2022	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.13	Public Works Fuel - December 2022	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.14	Public Works Fuel - December 2022	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.14	Public Works Fuel - December 2022	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$403.14	Public Works Fuel - December 2022	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$1,930.31	Fire Fuel - December 2022	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$5,449.46	Police Fuel - December 2022	1054260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$396.49	State Fuel Credit	1054260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$125.21	State Fuel Credit	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$27.82	State Fuel Credit	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.56	State Fuel Credit	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.56	State Fuel Credit	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.56	State Fuel Credit	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.56	State Fuel Credit	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.56	State Fuel Credit	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$18.55	State Fuel Credit	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$10.43	State Fuel Credit	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$10.43	State Fuel Credit	7540260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$6.96	State Fuel Credit	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	-\$6.96	State Fuel Credit	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$88.96	Engineering Fuel - January 2023	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$91.48	Admin Fuel - January 2023	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$129.64	Seniors Fuel - January 2023	7540260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$144.98	CS Fuel - January 2023	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$215.42	Public Works Fuel - January 2023	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$328.15	Building Inspection Fuel - January 2023	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$1,490.41	Fire Fuel - January 2023	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS-FUEL NETWORK	2/17/2023	\$4,730.07	Police Fuel - January 2023	1054260 - FUEL
		\$16,381.43		
DOMINION ENERGY INC.	2/9/2023	\$1,729.90	New gas service connection for the new City Hall.	4140704 - NEW CITY HALL
EFTPS	2/7/2023	\$5,268.20	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	2/7/2023	\$12,246.14	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	2/7/2023	\$22,526.10	Social Security Tax	1022210 - FICA PAYABLE



		\$40,040.44		
ELECTRICAL WHOLESALE SUPPLY (BORDER STATES INDUSTRIES)	2/9/2023	\$287.03	GFI and Switch replacement for public works building	1051300 - BUILDINGS & GROUND MAINTENANCE
ELLSWORTH PAULSEN CONSTRUCTION COMPANY	2/9/2023	\$277,829.69	Progress payment to Ellsworth Paulsen for construction on the new City hall.	4140704 - NEW CITY HALL
FIRST SOURCE FUELS	2/16/2023	\$1,278.17	Fuel for shop	5440260 - FUEL
FIRST SOURCE FUELS	2/16/2023	\$1,278.18	Fuel for shop	1060260 - FUEL
FIRST SOURCE FUELS	2/16/2023	\$1,278.18	Fuel for shop	1070260 - FUEL
FIRST SOURCE FUELS	2/16/2023	\$1,278.18	Fuel for shop	1077260 - FUEL
FIRST SOURCE FUELS	2/16/2023	\$1,278.18	Fuel for shop	5140260 - FUEL
FIRST SOURCE FUELS	2/16/2023	\$1,278.18	Fuel for shop	5240260 - FUEL
		\$7,669.07		
FLEETPRIDE	2/16/2023	\$226.80	Alignment of Engine 145	7657250 - FIRE - EQUIPMENT MAINTENANCE
FP MAILING SOLUTIONS	2/9/2023	\$86.85	Postage Machine Lease (Quarterly)	1043310 - PROFESSIONAL & TECHNICAL
FREEWAY FENCING	2/16/2023	\$289.96	Fence materials to fix residence fence (snow plow damage)	1060250 - EQUIPMENT MAINTENANCE
GAUSE SERVICES LLC	2/16/2023	\$167.50	Refrigerant for effluent sampler	5240550 - WRF - EQUIPMENT MAINTENANCE
GREENHALGH CONSTRUCTION	2/9/2023	\$2,419.05	Road salt hauling	1060240 - SUPPLIES
HEALTH EQUITY INC,	2/9/2023	\$851.43	Employee FSA Expenditures - January 2023	1022502 - FSA
HEALTH EQUITY INC,	2/6/2023	\$13.75	Admin Fees - HSA January 2023	1043310 - PROFESSIONAL & TECHNICAL
HEALTH EQUITY INC,	2/6/2023	\$8,826.64	Employee/Employer HSA Contributions - Jan 2023	1022503 - HSA
		\$9,691.82		
HENRY SCHEIN	2/16/2023	\$936.72	EMS Supplies IV items	7657242 - EMS - SUPPLIES
HENRY SCHEIN	2/16/2023	\$1,022.33	EMS Supplies Medications	7657242 - EMS - SUPPLIES
		\$1,959.05		
HID GLOBAL CORPORATION	2/9/2023	\$1,035.00	Fingerprint Remote Connected Implementation on new computer	1054704 - POLICE - FINGERPRINTING
HID GLOBAL CORPORATION	2/9/2023	\$598.50	Fingerprint Software Upgrade	1054704 - POLICE - FINGERPRINTING
		\$1,633.50		
HONEY BUCKET	2/9/2023	\$88.00	Portable for cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
HYDE, JAMES H	2/16/2023	\$249.00	Refund: 9544500 - HYDE, JAMES H	5113110 - ACCOUNTS RECEIVABLE
INDUSTRIAL SUPPLY	2/9/2023	\$38.59	Gloves	1070350 - SAFETY - PPE
INDUSTRIAL SUPPLY	2/9/2023	\$38.59	Gloves	5140350 - SAFETY & PPE
INDUSTRIAL SUPPLY	2/9/2023	\$38.59	Gloves	5240350 - SAFETY & PPE
INDUSTRIAL SUPPLY	2/9/2023	\$38.59	Gloves	5440350 - SAFETY & PPE
INDUSTRIAL SUPPLY	2/9/2023	\$38.60	Gloves	1060250 - EQUIPMENT MAINTENANCE
		\$192.96		
INGRAM BOOK GROUP	2/9/2023	\$581.20	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INGRAM BOOK GROUP	2/9/2023	\$113.68	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
		\$694.88		
INNOVATIVE MAINTENANCE SYSTEMS	2/9/2023	\$300.00	Fleet Management software renewal	4340613 - FIRE DEPARTMENT SOFTWARE
INNOVATIVE MAINTENANCE SYSTEMS	2/9/2023	\$900.00	Fleet Management software renewal	4340614 - PUBLIC WORKS SOFTWARE
		\$1,200.00		



INTERWEST SUPPLY COMPANY, INC.	2/9/2023	\$211.50	Blade for Loader	1060250 - EQUIPMENT MAINTENANCE
INTERWEST SUPPLY COMPANY, INC.	2/9/2023	\$211.50	Blade for Loader	1070250 - EQUIPMENT MAINTENANCE
INTERWEST SUPPLY COMPANY, INC.	2/9/2023	\$211.50	Blade for Loader	5140250 - EQUIPMENT MAINTENANCE
INTERWEST SUPPLY COMPANY, INC.	2/9/2023	\$211.50	Blade for Loader	5240250 - EQUIPMENT MAINTENANCE
INTERWEST SUPPLY COMPANY, INC.	2/9/2023	\$211.51	Blade for Loader	5440250 - EQUIPMENT MAINTENANCE
		\$1,057.51		
JOHN H. JACOBS, P.C.	2/9/2023	\$4,116.63	Public Defender Services - January 2023	1042332 - LEGAL - PUBLIC DEFENDER
KC LOWHAM	2/9/2023	\$64.33	Auto Zone Windshield Wiper Fluid	1054250 - EQUIPMENT MAINTENANCE
KC LOWHAM	2/9/2023	\$154.44	Grammarly Subscription	1054210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
		\$218.77		
KOMATSU EQUIPMENT	2/9/2023	\$55.86	Door handle for loader	1060250 - EQUIPMENT MAINTENANCE
KOMATSU EQUIPMENT	2/9/2023	\$55.86	Door handle for loader	5140250 - EQUIPMENT MAINTENANCE
KOMATSU EQUIPMENT	2/9/2023	\$55.86	Door handle for loader	5440250 - EQUIPMENT MAINTENANCE
KOMATSU EQUIPMENT	2/9/2023	\$55.87	Door handle for loader	5240250 - EQUIPMENT MAINTENANCE
		\$223.45		
LINDQUIST, CHRIS	2/9/2023	\$42.00	FEMA Course Per Diem	7657246 - EMERGENCY MANAGEMENT
LUNDELL, JON	2/16/2023	\$630.90	Jon Lundell UCEA Conference & Training	1048230 - EDUCATION, TRAINING, TRAVEL
MACEYS - SANTAQUIN	2/9/2023	\$19.48	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$56.12	Pre- Budget Planning Meeting Breakfast	1043240 - SUPPLIES
MACEYS - SANTAQUIN	2/9/2023	\$29.56	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$12.09	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$18.49	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$70.69	Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$3.98	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$85.80	Senior Food	7540480 - FOOD
MACEYS - SANTAQUIN	2/9/2023	\$29.95	Drinks for Director's Pre Budget Planning Meeting	1043230 - EDUCATION, TRAINING AND TRAVEL
MACEYS - SANTAQUIN	2/9/2023	\$33.95	Senior Food	7540480 - FOOD
		\$360.11		
MOUNTAIN ALARM	2/16/2023	\$53.40	Alarm system	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND ASSOCIATIONS OF GOVERNMENTS	2/9/2023	\$6,250.00	Additional MAG Services for Interchange Funding Assistance	4540210 - PROFESSIONAL SERVICES
MOUNTAINLAND SUPPLY	2/9/2023	\$1,647.54	Single port MXU's	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	2/9/2023	\$1,647.55	Single port MXU's	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	2/9/2023	\$1,647.55	Single port MXU's	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	2/9/2023	\$210.81	valve box replacement	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	2/9/2023	\$52.70	Valve box for water valve	5140240 - SUPPLIES
MOUNTAINLAND SUPPLY	2/16/2023	\$139.55	Impeller for pump	5140240 - SUPPLIES
		\$5,345.70		
MUNICIPAL EMERGENCY SERVICES	2/9/2023	\$180.00	EMS Coats Embroidery	7657244 - UNIFORMS
NEBO LODGE #45	2/17/2023	\$18.00	FOP Dues (Nebo Lodge #45)	1022425 - FOP DUES
NIELSEN & SENIOR, ATTORNEYS	2/9/2023	\$22,804.75	Criminal Prosecution - Jan 2023	1043331 - LEGAL
NIELSEN & SENIOR, ATTORNEYS	2/9/2023	\$8,208.10	General Civil - Jan 2023	1043331 - LEGAL
NIELSEN & SENIOR, ATTORNEYS	2/9/2023	\$525.37	Orchards Development - Jan 2023	1043331 - LEGAL
		\$31,538.22		



OTTLEY, AMALIE	2/9/2023	\$310.08	UMCA Institute and Academy Mileage and Per Diem for Amalie Ottley	1043230 - EDUCATION, TRAINING AND TRAVEL
PAYSON AUTO SUPPLY - NAPA	2/9/2023	\$42.88	Supplies for tire repair	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	2/16/2023	\$164.87	Battery for Flat bed	1060250 - EQUIPMENT MAINTENANCE
		\$207.75		
PAYSON CITY	2/9/2023	\$4,543.40	Annual Donation to Communities that Care	1041330 - DONATIONS
PAYSON CITY SOLID WASTE	2/16/2023	\$8,812.42	Tipping fees	5240530 - WRF - SOLID WASTE DISPOSAL
PAYSON LOCK & KEY	2/16/2023	\$130.00	Evidence Room lock and key	1054240 - SUPPLIES
PELORUS METHODS	2/9/2023	\$2,700.00	Finance Software	4340400 - PELORUS CONTRACT
PURCELL TIRE & SERVICE CENTER	2/16/2023	\$87.56	Loader tire repair	5140250 - EQUIPMENT MAINTENANCE
PURCELL TIRE & SERVICE CENTER	2/16/2023	\$87.56	Loader tire repair	5240250 - EQUIPMENT MAINTENANCE
PURCELL TIRE & SERVICE CENTER	2/16/2023	\$87.57	Loader tire repair	1060250 - EQUIPMENT MAINTENANCE
PURCELL TIRE & SERVICE CENTER	2/16/2023	\$87.57	Loader tire repair	5440250 - EQUIPMENT MAINTENANCE
		\$350.26		
REPUBLIC SERVICES LLC #864	2/9/2023	\$130.67	Dumpster Services for City Facilities	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$739.05	Dumpster Services for City Facilities	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$1,241.40	Fuel Recovery Fee	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$2,631.00	Fuel Recovery Fee	1062311 - WASTE PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$12,207.10	Recycle Pickup Services (2069 cans)	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$13,226.73	Recycle Waste Disposal	1062312 - RECYCLING PICKUP CHARGES
REPUBLIC SERVICES LLC #864	2/9/2023	\$28,993.24	Garbage Pickup Services (4385 1st & 1108 2nd Cans)	1062311 - WASTE PICKUP CHARGES
		\$59,169.19		
REVCO	2/9/2023	\$515.38	Admin Copy Machine Lease	4340300 - COPIER CONTRACT
REVCO	2/9/2023	\$170.05	CD Copy Machine Lease	4340300 - COPIER CONTRACT
		\$685.43		
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	-\$1,836.80	Customer Deposit of MS Licensing	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$5.85	Microsoft Azure Directory	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$150.00	Splashtop Remote Premium (15 users)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$223.20	Microsoft Exchange Online (58)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$321.75	Splashtop (117 users)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$987.98	Laptop for PW	4340210 - LAPTOP ROTATION EXPENSE
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$1,564.20	Microsoft Business Premium (79)	4340507 - MICROSOFT OFFICE 365 LICENSES
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$2,644.20	Cloud backup (14,690 GB)	4340500 - SOFTWARE EXPENSE
ROCK MOUNTAIN TECHNOLOGY	2/9/2023	\$2,850.00	Monthly Service Agreement	4340100 - COMPUTER SUPPORT CONTRACT - RMT
		\$6,910.38		
ROCK MOUNTAIN TECHNOLOGY	2/16/2023	\$47,255.25	Furnishing and Installation of low voltage wiring for new City Hall	4140704-003 - NEW CITY HALL - FF&E
		\$54,165.63		
ROCKY MOUNTAIN POWER	2/9/2023	-\$1,063.66	JAN 5, 2023 IRRIGATION TAX REBATE	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$0.01	ITEM 48 6650 W 13800 S HAYFIELD PUMP	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$0.01	ITEM 53 1200 S 100 W RECREATION OPERATION CONTRACT-AHLIN PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$0.01	ITEM 58 250 S 450 W ARENACONCE CONTRACT FAIR GROUNDS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$0.01	ITEM 7 392 N 200 W PUMP VAULT	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$7.71	ITEM 23 300 W 100 S BALL PARK LIGHTS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$10.33	ITEM 62 250 S 450 W ARENACONCE ANNOUNCER/RV PEDESTALS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$10.81	ITEM 13 313 W 100 S BOWERY	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$10.83	ITEM 65 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS



ROCKY MOUNTAIN POWER	2/9/2023	\$10.92	ITEM 61 250 S 450 W ARENACONCE SPRINKLER/RV PEDESTALS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$12.51	ITEM 80 1592 SUMMIT RIDGE PKWY 10 YEAR REFUNDABLE SITE	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$13.86	ITEM 16 310 N ORCHARD LN CITY PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$14.96	ITEM 72 100 W HIGHWAY 6 PKWY SUMMIT RIDGE STREET LIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$15.97	ITEM 52 1200 S 100 W GENERAL SERVICE-POND PUMP/AHLIN PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$16.34	ITEM 74 500 E MAIN ST CONTRACT METERED STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$17.34	ITEM 70 961 N 120 E STREET LIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$18.20	ITEM 15 280 W 750 N CITY PARK	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$22.28	ITEM 75 500 E MAIN ST STREET LIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$23.94	ITEM 21 168 E 610 S BALL PARK CONCESSION STAND	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$24.30	ITEM 40 80 E 300 S VETERANS MONUMENT	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$24.40	ITEM 50 94 N HWY 198 LIGHTING	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$26.01	ITEM 30 1431 SUMMIT RIDGE PKWY STREET LIGHT PEDESTAL	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$27.15	ITEM 29 1390 SUMMIT RIDGE PKWY SPRINKLING SYSTEM	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$29.14	ITEM 17 49 E MAIN ST AREA LIGHT	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$33.25	ITEM 46 STREET LIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$38.88	ITEM 78 LIGHTING STRONG BOX	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$46.29	ITEM 49 290 W 800 N NORTH PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$46.64	ITEM 63 190 S 400 W REC CENTER CONTRACT RECREATION BUILDING SITE	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$51.26	ITEM 71 1003 S RED CLIFF DR LIGHTING	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$63.75	ITEM 3 21 S CENTER ST CITY OWNED WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$64.38	ITEM 60 250 S 450 W ARENACONCE UPGRADE	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$70.65	ITEM 68 592 SUMMIT RIDGE PKWY SOCCER FIELD LIGHTING	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$82.44	ITEM 4 SPLIT 190 E 400 S NEW CULINARY WELL	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$82.45	ITEM 4 SPLIT 190 E 400 S NEW CULINARY WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$97.14	ITEM 18 E MAIN ST PARK LIGHTS	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$114.84	ITEM 83 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$134.25	ITEM 19 398 N CHERRY LN EAST SIDE PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$138.70	ITEM 20 705 SUNSET DR SUNSET TRAILS PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$139.31	ITEM 45 400 E MAIN STREET CLOCK TOWER	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$148.65	ITEM 66 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$166.94	ITEM 76 1100 S 145 W CITY CULINARY PUMP SITE	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$198.43	ITEM 43 451 E MAIN ST # SIGN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$230.18	ITEM 85 313 W 100 S RESTROOMS CENTENNIAL PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$231.24	ITEM 27 98 S CENTER ST COMMERCIAL/CITY LIBRARY	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$244.81	ITEM 64 190 S 400 W PERM SVC FOR BLDG REMODEL	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$253.57	ITEM 6 1005 S CENTER ST CHLORINATOR	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$255.53	ITEM 1 SPLIT 910 E 70 N EAST CULINARY WELL	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$255.53	ITEM 1 SPLIT 910 E 70 N EAST CULINARY WELL	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$258.21	ITEM 79 GENERAL SERVICE PUMPSTATION	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	2/9/2023	\$352.51	ITEM 67 592 SUMMIT RIDGE PKWY CONTRACT SOCCER FIELD SITE	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$380.44	ITEM 84 1592 SUMMIT RIDGE PKWY SPORTS COURT-FOOD STAND	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$399.04	ITEM 81 45 W 100 S CITY CENTER	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$579.91	ITEM 2 SPLIT SUMMIT RIDGE PKWY WATER PUMP	5140273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$579.92	ITEM 2 SPLIT SUMMIT RIDGE PKWY WATER PUMP	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$931.40	ITEM 25 275 W MAIN ST GOVERNMENT BUILDING	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	2/9/2023	\$3,950.68	ITEM 32, 33, 35, 36, 37, 38 STREETLIGHTS	1060270 - UTILITIES - STREET LIGHTS
		\$9,894.60		
ROWBURY, HATTIE	2/16/2023	\$12.50	Youth City Council Event Snacks	1041670 - YOUTH CITY COUNCIL EXPENSES
SAM'S CLUB	2/16/2023	\$24.56	SENIOR LUNCHESES	7540480 - FOOD
SAM'S CLUB	2/16/2023	\$24.56	SENIOR LUNCHESES	7540480 - FOOD
SAM'S CLUB	2/16/2023	\$25.11	SENIOR LUNCHESES	7540480 - FOOD
SAM'S CLUB	2/16/2023	\$43.49	SUPPLIES, CLEANING	1051240 - SUPPLIES
SAM'S CLUB	2/16/2023	\$73.38	JANUARY BIRTHDAY LUNCH	1043480 - EMPLOYEE RECOGNITIONS



SAM'S CLUB	2/16/2023	\$112.98	ITEMS FOR LIBRARY FUNDRAISER	7240240 - SUPPLIES
SAM'S CLUB	2/16/2023	\$115.52	SENIOR LUNCHEs	7540480 - FOOD
SAM'S CLUB	2/16/2023	\$122.47	FIRE DEPARTMENT PARTY	7657240 - FIRE - SUPPLIES
SAM'S CLUB	2/16/2023	\$128.96	SODA AND SUPPLIES FOR BREAKROOM	1043240 - SUPPLIES
SAM'S CLUB	2/16/2023	\$188.22	SODA AND SUPPLIES FOR BREAKROOM	1043240 - SUPPLIES
SAM'S CLUB	2/16/2023	\$301.00	SENIOR LUNCHEs	7540480 - FOOD
SAM'S CLUB	2/16/2023	\$301.16	SENIOR LUNCHEs	7540480 - FOOD
		\$1,461.41		
SANTAQUIN CITY UTILITIES	2/17/2023	\$200.00	Cemetery	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	2/17/2023	\$815.00	Utilities	1022350 - UTILITIES PAYABLE
		\$1,015.00		
SANTAQUIN MARKET ACE	2/9/2023	\$11.98	supplies for WRF	5240520 - WRF - SUPPLIES
SANTAQUIN MARKET ACE	2/9/2023	\$28.99	Blades for saws all	1070300 - PARKS GROUNDS SUPPLIES
SANTAQUIN MARKET ACE	2/9/2023	\$31.98	Totes for Christmas light storage	1070300 - PARKS GROUNDS SUPPLIES
		\$72.95		
SCHOOL OUTFITTERS LLC	2/16/2023	\$3,149.21	Library equipment and supplies	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
SHEPHERD, KAYSON	2/16/2023	\$76.00	Uniform shirts	1054240 - SUPPLIES
SHRED-IT US JV LLC	2/9/2023	\$86.28	Paper Shredding Service	1043310 - PROFESSIONAL & TECHNICAL
SKAGGS PUBLIC SAFETY UNIFORM	2/9/2023	\$55.75	Lerwill uniform shirt	1054240 - SUPPLIES
SKAGGS PUBLIC SAFETY UNIFORM	2/9/2023	\$713.60	New Officer Uniforms, Jefferson	1054740 - CAPITAL-VEHICLES & EQUIPMENT
SKAGGS PUBLIC SAFETY UNIFORM	2/9/2023	\$9.99	Jefferson Nameplate	1054740 - CAPITAL-VEHICLES & EQUIPMENT
SKAGGS PUBLIC SAFETY UNIFORM	2/9/2023	\$21.99	Jefferson Belt Liner	1054740 - CAPITAL-VEHICLES & EQUIPMENT
SKAGGS PUBLIC SAFETY UNIFORM	2/16/2023	\$134.50	Wall uniform shirts	1054240 - SUPPLIES
		\$935.83		
SOUTH UTAH VALLEY SOLID WASTE DISTRICT	2/9/2023	\$4,954.05	Recycling pickup fees	1062312 - RECYCLING PICKUP CHARGES
SPADAFORA, RANDY	2/16/2023	\$683.92	Per Diem & Mileage Randy Spadafora - EduCode ICC Training in Las Vegas	1068230 - EDUCATION, TRAVEL & TRAINING
STAKER PARSON COMPANIES	2/16/2023	\$85.92	Road base	1060240 - SUPPLIES
STAKER PARSON COMPANIES	2/16/2023	\$85.92	Road base	5140240 - SUPPLIES
STAKER PARSON COMPANIES	2/16/2023	\$85.92	Road base	5240240 - SUPPLIES
STAKER PARSON COMPANIES	2/16/2023	\$85.93	Road base	5440240 - SUPPLIES
		\$343.69		
STAPLES	2/9/2023	\$6.39	Garbage Can	1043240 - SUPPLIES
STEVENS & GAILEY	2/9/2023	\$36.00	Public Defender Services - Beeson	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	2/9/2023	\$120.00	Public Defender Services - Beeson	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	2/9/2023	\$48.00	Public Defender Services - Williams	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	2/9/2023	\$96.00	Public Defender Services - Williams	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	2/9/2023	\$96.00	Public Defender Services - Ortiz	1042332 - LEGAL - PUBLIC DEFENDER
STEVENS & GAILEY	2/9/2023	\$48.00	Public Defender Services - Thompson	1042332 - LEGAL - PUBLIC DEFENDER
		\$444.00		
STRINGHAM'S HARDWARE	2/9/2023	\$15.04	conduit for scales	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$6.99	oil for air tools	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$21.71	Bolts for PI	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$62.96	For f250	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$29.98	Tote for storage	1070300 - PARKS GROUNDS SUPPLIES



STRINGHAM'S HARDWARE	2/9/2023	\$12.99	Drill bit	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$13.98	Batteries for door chime	5140300 - BUILDING GROUNDS & MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$10.78	Supplies to repair well sounder	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$6.49	Spade bit	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$24.46	Shelve for library	7240240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$3.49	Windshield fluid for Jared's F-150 Truck	1068250 - EQUIPMENT MAINT
STRINGHAM'S HARDWARE	2/9/2023	\$5.99	Adapter for shop tools	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$14.48	Buckets for WRF	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$17.99	Tools for WRF	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$31.97	glue and fittings for PI	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$16.74	buckets for WRF	5240520 - WRF - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$12.99	PI box	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$7.99	glue for shop	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$59.96	Totes for Christmas displays	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$11.07	Electrical box for new scales	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$26.98	Parks truck	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$13.48	Caulking for buildings	1051300 - BUILDINGS & GROUND MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$12.99	drill bit	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$15.98	JB Weld for Repair and Carpet cleaner for Seats of AMB 141	7657242 - EMS - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$24.95	Window Markers for Vehicles	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$9.99	wire wheels for grinder	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$27.98	Shovel Handles	1060240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$24.99	Fan	5240240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$22.15	Parts for Christmas lights storage	1070300 - PARKS GROUNDS SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$27.26	Cleaning supplies	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$3.29	Pipe tape	1060250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$18.99	Lathe for blue stakes	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$14.24	Batteries for locator	5140240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$14.24	Batteries for locator	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$24.98	caulking	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$67.97	Equipment to clean rec mats	1051240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$22.27	Supplies for shop	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$39.09	Pump to Drain DEF from Eng 145	7657250 - FIRE - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$14.37	Shelve for library	7240240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$8.49	Shelve for Library	7240240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$10.47	Windshield Wiper Fluid	1054240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$17.49	Lock for cemetery well	5440240 - SUPPLIES
STRINGHAM'S HARDWARE	2/9/2023	\$170.00	New key for Expedition	1043250 - EQUIPMENT MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$67.99	Door handle for library	5140300 - BUILDING GROUNDS & MAINTENANCE
STRINGHAM'S HARDWARE	2/9/2023	\$3.38	hardware	5240240 - SUPPLIES
		\$1,092.06		
STUDIO EIGHT DESIGNS	2/16/2023	\$331.00	Library Board & Staff Shirts	6740230 - EDUCATION, TRAINING, & TRAVEL
SUMMIT CREEK IRRIGATION C/O TOD ROWLEY	2/9/2023	\$5,060.00	Summit Creek Management MOU Agreement	5440320 - SUMMIT CREEK MOU AGREEMENT
TERRY, JAKE	2/16/2023	\$153.14	Grammarly Reimbursement	1054210 - BOOKS, SUBSCRIPT, MEMBERSHIPS
THATCHER COMPANY	2/9/2023	\$1,717.50	T-chlor for filters	5240510 - WRF - CHEMICAL SUPPLIES
THATCHER COMPANY	2/9/2023	-\$750.00	Tote return	5240510 - WRF - CHEMICAL SUPPLIES
		\$967.50		
THOMSON REUTERS - WEST	2/9/2023	\$227.03	CLEAR subscription Jan 2023	1054311 - PROFESSIONAL & TECHNICAL
TIPLER, CODY	2/16/2023	\$77.22	Grammarly, Tipler Reimbursement	1054210 - BOOKS, SUBSCRIPT, MEMBERSHIPS



TOWN OF GENOLA	2/9/2023	\$3,685.44	Genola Court Fines	1022430 - COURT FINES AND FORFEITURES
TOWN OF GOSHEN	2/9/2023	\$1,653.27	Goshen Court Fines	1022430 - COURT FINES AND FORFEITURES
UTAH COUNTY AUDITOR - ACCOUNTS RECEIVABLE	2/16/2023	\$3,370.50	Jan-Mar 2023 Victim Advocate	1054311 - PROFESSIONAL & TECHNICAL
UTAH COUNTY EMS COUNCIL	2/9/2023	\$175.00	Ut County EMS Council Dues	7657210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIPS
UTAH COUNTY HEALTH DEPARTMENT	2/9/2023	\$118.00	Hep Vaccine for Willy Marvin	5240520 - WRF - SUPPLIES
UTAH COUNTY LODGE #31	2/17/2023	\$198.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH LEAGUE OF CITIES & TOWNS	2/16/2023	\$2,230.00	ULCT Annual Conference & Training Registration for City Council & Mayor	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH STATE RETIREMENT	2/15/2023	\$50.00	Traditional IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	2/15/2023	\$359.04	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	2/15/2023	\$860.00	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	2/15/2023	\$1,116.09	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	2/15/2023	\$1,123.01	457	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	2/15/2023	\$4,323.55	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	2/15/2023	\$25,873.18	Retirement	1022300 - RETIREMENT PAYABLE
		\$33,704.87		
UTAH STATE TAX COMMISSION	2/7/2023	\$7,495.43	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	2/7/2023	\$7,444.94	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
		\$14,940.37		
UTAH STATE TREASURER	2/9/2023	\$6,598.48	State portion of court fines - Santaquin Justice Court	1042610 - STATE RESTITUTION
VALUE PROPOSITION ENTERPRISES, INC (BIG T RECREATION)	2/9/2023	\$10,743.00	Theodore Ahlin Pavilion site Furnishings	6640720 - RAP TAX EXPENSE
VALUE PROPOSITION ENTERPRISES, INC (BIG T RECREATION)	2/9/2023	\$8,437.00	Centennial Park Pavilion Benches	6640720 - RAP TAX EXPENSE
		\$19,180.00		
VEGA AMERICAS, INC.	2/17/2023	\$1,025.00	Level sensor for plant drain lift station	5240550 - WRF - EQUIPMENT MAINTENANCE
VERIZON WIRELESS	2/9/2023	\$421.65	PD Phones	1054280 - TELEPHONE
VERIZON WIRELESS	2/9/2023	\$680.23	PD Jetpacks	1054340 - CENTRAL DISPATCH FEES
VERIZON WIRELESS	2/9/2023	\$130.49	Fire/EMS Phone/Jetpack	7657280 - TELEPHONE
VERIZON WIRELESS	2/9/2023	\$120.03	Comm Dev Jetpacks	1068280 - TELEPHONE
VERIZON WIRELESS	2/9/2023	\$40.01	GPS Data Collector	1048280 - TELEPHONE
VERIZON WIRELESS	2/9/2023	\$160.66	Public Works PI Monitors	5140240 - SUPPLIES
		\$1,553.07		
WAGNER, JENNIFER	2/16/2023	\$1,382.37	Library Fundraiser Supply Order	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
WAXIE SANITARY SUPPLY	2/9/2023	\$37.80	Cleaning supplies	1051240 - SUPPLIES
WAXIE SANITARY SUPPLY	2/9/2023	\$87.66	cleaning supplies	1051240 - SUPPLIES
		\$125.46		
WPA ARCHITECTURE, PC	2/16/2023	\$2,850.00	Fire Station 142 Site Design Services	5840725 - STATION 142 PROJECT
WPA ARCHITECTURE, PC	2/16/2023	\$650.00	Fire Station 142 Site Design Services	5840725 - STATION 142 PROJECT
WPA ARCHITECTURE, PC	2/16/2023	\$500.00	Fire Station 142 Site Design Services	5840725 - STATION 142 PROJECT
		\$4,000.00		
ZIONS BANK PUBLIC FINANCE	2/9/2023	\$1,303.50	Interest - 2016 (4) Piece Equipment Lease	4248200 - DEBT SERVICE - INTEREST
ZIONS BANK PUBLIC FINANCE	2/9/2023	\$60,069.21	Principal - 2016 (4) Piece Equipment Lease	4241056 - 2016 (4) PIECE EQUIPMENT LEASE PMT



ZIONS BANK PUBLIC FINANCE

2/9/2023      -\$90.85      Adj Payment to account for interest earned - match invoice  
\$61,281.86  
  
\$746,685.16

4248200 - DEBT SERVICE - INTEREST



# MEMO



To: Mayor Olson and City Council

From: Amalie R. Ottley, Recorder

Date: February 17, 2023

Re: **Ordinance 02-03-2023 Retention Schedule Amendment and Repeal**

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Upon fulfilling my duties as the City Recorder I've had the opportunity to attend training and become more familiar with the Utah State Retention Schedule. During the year, it has come to my attention that the Santaquin City Retention and Records Classification Schedule passed by Ordinance 05-01-2019 is out of compliance with State of Utah minimum requirements. I've taken the time to research each schedule and item within our city adopted schedule and while some of them are correct, most of them do not meet the minimum approved retention for records set by the state. As such, and after speaking with Counsel Brett Rich and with the help of Assistant Manager Jason Bond, we felt it prudent to amend language in our code to indicate that all city records shall be retained in accordance with the Utah State Retention Schedules and repeal the city adopted document defining our own schedules for records.

Because State Retention Schedules change regularly, I will keep myself apprised of the changes and inform staff accordingly. I have attached the previous ordinance and retention schedule document for review as well as the proposed ordinance amendment.

**Recommended Motion:** "Motion to approve Ordinance 02-03-2023 amending language in Santaquin City Code to reference Utah Code regarding the retention of certain government records and thereby repeal the Santaquin City Retention and Classification schedule, providing for codification, correction of scrivener's error, severability, and an effective date for the ordinance."



## ORDINANCE NO. 02-03-2023

**AN ORDINANCE TO AMEND LANGUAGE IN SANTAQUIN CITY CODE TO REFERENCE UTAH CODE REGARDING THE RETENTION OF CERTAIN GOVERNMENT RECORDS OF SANTAQUIN CITY AND THEREBY REPEAL THE RETENTION AND CLASSIFICATION SCHEDULE, 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, morals, and welfare; and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 1, Chapter 48, Section 030 to remove language related to the Santaquin City Records Retention Schedule and thereby, defer to Utah Code § 63G-2-307, as amended. By so doing, the associated “Retention and Classification Schedule” will also be repealed.

**WHEREAS**, the City Council finds it prudent to reference Utah Code on this matter to eliminate inconsistencies and ensure that government records are managed appropriately as required.

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

### **Section I. Amendments**

**Title 1 Chapter 48 Section 030 is amended as follows:** (*underlined text is added, stricken text is deleted*)

#### **1.48.030 RETENTION SCHEDULE**

All government records of the City shall be retained in accordance with ~~the retention schedule on file in the City, which is hereby adopted as the Santaquin City Records Retention Schedule. The City may classify or reclassify a particular record, record series, or information in a record at any time, in accordance with~~ applicable provisions of Utah Code § 63G-2-307, as amended. (Ord. 05-01-2019, 5-7-2019)

### **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 22, 2023. 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 21<sup>st</sup> day of February 2023.

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

Councilmember Art Adcock	Voted ____
Councilmember Elizabeth Montoya	Voted ____
Councilmember Lynn Mecham	Voted ____
Councilmember Jeff Siddoway	Voted ____
Councilmember David Hathaway	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 21<sup>st</sup> day of February 2023, entitled

**“AN ORDINANCE TO AMEND LANGUAGE IN SANTAQUIN CITY CODE TO REFERENCE UTAH CODE REGARDING THE RETENTION OF CERTAIN GOVERNMENT RECORDS OF SANTAQUIN CITY AND THEREBY REPEAL THE RETENTION AND CLASSIFICATION SCHEDULE, 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 21<sup>st</sup> day of February 2023.

\_\_\_\_\_  
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 I posted in three (3) public places the ordinance, which is attached hereto on the 21<sup>st</sup> day of February 2023.

The three places are as follows:

1.     Zions Bank
2.     Post Office
3.     City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
Amalie R. Ottley  
Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by Amalie R. Ottley.

\_\_\_\_\_  
Notary Public





## ORDINANCE 05-01-2019

### AN ORDINANCE ENACTING TITLE 1 CHAPTER 12a SECTION 1 OF THE CITY CODE OF SANTAQUIN CITY, UTAH RELATING TO RECORDS ACCESS AND MANAGEMENT.

WHEREAS: Santaquin City has determined that it is in the best interest of Santaquin City and the residents thereof to enact Title 1 Chapter 12a of the City Code pertaining to Government Records access and management.

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

#### PART I ENACTMENT

Title 1 Chapter 12a of Santaquin City is hereby enacted to read as follows:

#### CHAPTER 12a. RECORDS ACCESS AND MANAGEMENT

- 1-12a-1 Government Records.
- 1-12a-2 Records Officer.
- 1-12a-3 Retention Schedule.
- 1-12a-4 Records Requests.
- 1-12a-5 Fees.
- 1-12a-6 Fee Waiver.
- 1-12a-7 Appeals to City Manager.
- 1-12a-8 Appeals to State Records Committee.
- 1-12a-9 Forwarding to State Archives.

##### 1-12a-1 Government Records.

All government records of the City shall be maintained, classified and accessed in accordance with the Government Records Access and Management Act set forth at *Utah Code Ann.* §§ 63G-2-101, *et seq.*, as amended.

##### 1-12a-2 Records Officer.

The City Recorder is the records officer of the City appointed to work with the Utah Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of City records. Pursuant to *Utah Code Ann.* § 63G-2-108, as amended, the records officer shall, on an annual basis, successfully complete online training and certification from the State Archives regarding government records access and management.

##### 1-12a-3 Retention Schedule.

All government records of the City shall be retained in accordance with the Retention Schedule attached hereto as **Appendix A**, which is hereby adopted as the Santaquin City Records Retention Schedule. The City may classify or reclassify a particular record, record series, or information in a record at any time, in accordance with applicable provisions of *Utah Code Ann.* § 63G-2-307, as amended.



#### **1-12a-4 Records Requests.**

Any person requesting a record shall file a written Government Records Access and Management Request Form as provided by the City. Such request shall be submitted and processed in accordance with the Government Records Access and Management Act. All government records requests shall contain the requestor's name, mailing address, and daytime phone number, if available, and shall provide a description of the record requested that identifies the record with reasonable specificity.

#### **1-12a-5 Fees.**

The City may charge reasonable fees to cover the City's actual cost of providing a record. Fees for providing a record shall be adopted and set forth in the City's Fee Schedule, which fees may be amended from time to time. When the City compiles a record in a form other than that normally maintained by the City in response to a records request, the actual costs for compiling the record may include those costs set forth in *Utah Code Ann.* § 63G-2-203, as amended; provided, no charge may be made for the first quarter hour of staff time. The City may require payment of past fees and future estimated fees before beginning to process a request if: (1) fees are expected to exceed fifty dollars (\$50.00); or (2) the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester.

#### **1-12a-6 Fee Waiver.**

In accordance with *Utah Code Ann.* § 63G-2-203, as amended, the City may fulfill a record request without charge when it determines that:

- (a) Releasing the record primarily benefits the public rather than a person;
- (b) The individual requesting the record is the subject of the record, or an individual specified in Subsections 63G-2-202(1) or (2) of the Act; or
- (c) The requester's legal rights are directly implicated by the information in the record and the requester is impecunious.

#### **1-12a-7 Appeals to City Manager.**

Any person aggrieved by the City's access determination made or fees imposed under this Chapter may appeal the determination within thirty (30) days to the City Manager, or his/her designee, by filing a written notice of appeal with the City Manager, or his/her designee, in accordance with the provisions set forth in *Utah Code Ann.* § 63G-2-401, as amended. The notice of appeal shall contain the petitioner's name, mailing address, daytime phone number, and the relief sought. The notice of appeal should also contain a brief statement of facts, reasons, and legal authority in support of the appeal. A determination on the appeal shall be issued within the time periods set forth in *Utah Code Ann.* § 63G-2-401, as amended, and written notice of his or her determination delivered to all participants, including notice of any right to appeal.

#### **1-12a-8 Appeal to State Records Committee.**

(a) Any person aggrieved by the decision of the City Manager, or his/her designee, shall be entitled to appeal such decision to the State Records Committee. Such an appeal shall be filed as a notice of appeal with the executive secretary of the State Records Committee no later than 30 days of the issuance of the City Manager's decision as set forth in *Utah Code Ann.* Section 63G-2-403.

(b) The City or the records requestor may appeal a State Records Committee decision by filing a petition for judicial review with the District Court.



**1-12a-9**

**Forwarding to State Archives.**

Once this Ordinance is made effective, the City Recorder shall forward to State Archives a copy and summary description of this Ordinance.

**PART II:  
REVISIONS TO CITY CODE**

The City Council hereby authorizes and directs that the City Code be modified to reflect the provisions enacted by this Ordinance.

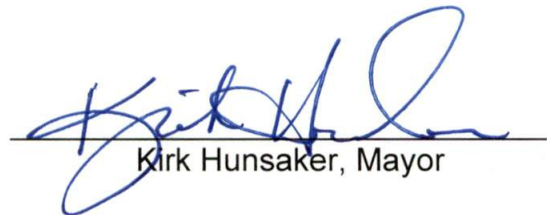
**PART III:  
EFFECTIVE DATE**

This Ordinance shall take effect upon its passage and publication as required by law.

**PASSED AND ORDERED POSTED BY THE CITY COUNCIL OF SANTAQUIN CITY,  
UTAH THIS 7<sup>TH</sup> DAY OF MAY, 2019.**



APPROVED:

  
Kirk Hunsaker, Mayor

ATTEST:

  
Susan B. Farnsworth, City Recorder



**Appendix A**

**Retention and  
Classification Schedule**





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# Schedule 1

## Administrative Records





**ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS**

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

RETENTION - Retain for 5 years after completion of all applicable audits and then destroy

**ADMINISTRATIVE CORRESPONDENCE**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

RETENTION - Retain for 1 year and then destroy

**AGENCY HISTORY RECORDS**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

RETENTION - Permanent, may be transferred to the State Archives

**CENSUS INFORMATION FILES**

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION - Retain for 3 years and then destroy

**CITY SCRAPBOOKS**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION - Permanent, may be transferred to the State Archives

**COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS**

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required to maintain records in sufficient detail to demonstrate compliance with the provisions concerning affirmative action, labor and environmental standards.

RETENTION - Permanent



**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. The files include the initial application, and all final reports.

RETENTION - Permanent

**CONSTITUTION AND BYLAWS**

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION - Permanent, may be transferred to the State Archives

**EXECUTIVE CORRESPONDENCE**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION - Retain for 7 years and then destroy

**FINANCIAL DISCLOSURE REPORTS**

Reports and related documents submitted by individuals as required under the Public Officers' and Employees' Ethics Act, UCA 67-16-7 (1989).

RETENTION - Retain for 5 years and then destroy

**FEASIBILITY STUDIES**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION - Retain for 5 years after completion of study and then destroy

**GRANT FILES ORIGINAL APPLICATIONS**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION - Retain for 10 years and then destroy



**INFORMATION GOVERNANCE RECORDS**

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information.

RETENTION - Retain until superseded or until the lifespan of the related record is met

**POLICY AND PROCEDURE CASE FILES**

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

RETENTION - 1 year after being superseded and then destroy

**PUBLIC RELATIONS RECORDS**

These written records are created for distribution to the news media or public. Records include speeches, press releases, public announcements, newsletters, newsletter inserts and similar records.

RETENTION - Permanent, may be transferred to the State Archives

**PUBLICATIONS**

Any record, regardless of format, that is issued by a governmental entity for public distribution, at the total or partial expense of that governmental entity, and includes Annual Reports and Policies and Procedures Manuals.

RETENTION - Permanent, may be transferred to the State Archives

**SYSTEM STUDIES FINAL REPORTS**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION – Permanent

**TRANSITORY CORRESPONDENCE**

Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

RETENTION - Retain until administrative need ends and then destroy

**TRANSITORY TRACKING RECORDS**

These records document transitory transactions. Information tracks services rendered, movement of people, materials, and includes internet website visitor information.

RETENTION - Retain until administrative need ends and then destroy



**UNSUCCESSFUL GRANT APPLICATION FILES**

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION - Retain for 1 year after final action and then destroy

**WORKING FILES**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION - Retain 1 year after project closed and then destroy



# Schedule 2

## Bonds & Bonding Records





**BOND ANTICIPATION NOTES**

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality.

RETENTION - Retain for 1 year after being redeemed and then destroy

**BOND ISSUE FILES**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION - Retain for 3 years after retired and then destroy

**BONDS, NOTES AND COUPONS PAID FILES**

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION - Retain for 1 year after being redeemed and then destroy

**EMPLOYEE BONDS**

These are bonds with good and sufficient sureties, payable to the municipality to guarantee faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body.

RETENTION - Retain for 3 years after resolution of issue and then destroy

**FIDELITY BONDS**

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and may be set by resolution or ordinance in any amount, not less than that established by the state money management council.

RETENTION - Retain for 3 years after expiration and then destroy

**GENERAL OBLIGATION BONDS**

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body.

RETENTION - Retain for 3 years after final action and then destroy

**MUNICIPAL REVENUE BONDS**

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.



RETENTION - Retain for 3 years after final action and then destroy

**NOTARY BONDS**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years.

RETENTION - Retain for 3 years after resolution of issue and then destroy

**SPECIAL IMPROVEMENT BONDS**

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION - Retain 3 years after final action and then destroy



# Schedule 3

## Budget Records





**ANNUAL BUDGET**

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor after adoption.

RETENTION - Permanent

**BUDGET INFORMATION FILES**

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget. Files may also contain budget amendments and any other actions affecting budget.

RETENTION - Retain for 2 years after budget has been adopted and then destroy

**REGULAR BUDGET REPORTS**

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION - Retain for 3 years and then destroy



# Schedule 4

## Fixed Asset Records





**ANNUAL FIXED ASSET REPORT**

This report lists totals of all fixed assets, purchases, and dispositions. This is included in the annual financial report.

RETENTION - Retain until updated or superseded and then destroy

**DISPOSITION OF CAPITAL ASSETS**

These are either forms or records completed by municipal agencies when municipal, tangible, property that qualifies as a capital asset is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION - Retain for 3 years after disposition of property and then destroy

**FIXED ASSET LISTS**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION - Retain for 10 years and then destroy

**INVENTORY FILES**

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION - Retain for 1 year after being reconciled with subsequent inventory and then destroy

**SURPLUS PROPERTY CASE FILES**

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION - Retain for 2 years after final action and then destroy



# Schedule 5

## General Accounting Records





**ACCOUNTS PAYABLE**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION - Retain for 3 years and then destroy

**INVOICES**

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION - Retain for 3 years and then destroy

**PURCHASE ORDERS**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION - Retain for 3 years and then destroy

**ACCOUNTS RECEIVABLE**

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies. This includes invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION - Retain for 3 years and then destroy

**ANNUAL FINANCIAL REPORTS**

These are statistical reports on the financial affairs of the entire municipality. Copies of the annual financial report shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder.

RETENTION - Permanent, may be transferred to the State Archives

**AUDIT REPORTS**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year.

RETENTION - Permanent, may be transferred to the State Archives

**BANK DEPOSIT (PASS) BOOKS**

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.



RETENTION - Retain for 3 years and then destroy

**BANK STATEMENTS**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION - Retain for 3 years and then destroy

**BILLING ADJUSTMENT RECORDS**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION - Retain for 3 years and then destroy

**BILLING RECORDS**

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

RETENTION - Retain for 3 years and then destroy

**BILLING REGISTER**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION - Retain for 3 years and then destroy

**CHECK COPY FILES**

These are scanned copies of checks issued and are maintained solely as a quick reference source. Also see Accounts Payable.

RETENTION - Retain for 3 years and then destroy

**CHECK REGISTER REPORT**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION - Retain for 3 years and then destroy

**CUSTOMER APPLICATION RECORDS**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter



information, date and approval signature(s).

RETENTION - Retain for 3 years after closing of the account and then destroy

#### **DAILY CASH REPORTS**

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION - Retain for 3 years and then destroy

#### **DEPOSIT SLIPS**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION - Retain for 3 years and then destroy

#### **GENERAL LEDGERS**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION - Retain for 3 years and then destroy

#### **INVESTMENT ACCOUNTING MONTHLY REPORTS**

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION - Retain for 3 years and then destroy

#### **REFUND REQUEST**

These are forms signed by customers requesting a refund of monies.

RETENTION - Retain for 3 years and then destroy

#### **SALES AND USE TAX RETURN FORMS**

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state.

RETENTION - Retain for 3 years and then destroy

#### **STATE TREASURER'S ACCOUNTING STATEMENTS**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act. These statements are required by law. They include a deposit form, an account statement and an investment credit notice.

RETENTION - Retain for 3 years and then destroy



**STATE TREASURER'S DEPOSITS**

These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

RETENTION - Retain for 3 years and then destroy

**TRAVEL/PASSENGER REIMBURSEMENT FILES**

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION - Retain for 3 years and then destroy.

**UNCLAIMED CHECKS/WARRANTS**

These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION - Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division



# Schedule 6

## Business Licensing Records





**LICENSE REGISTERS**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION - Permanent

**PERMIT & LICENSING RECORDS**

These records authorize an entity to conduct business within the consenting government's jurisdiction. Records include applications, certificate, registrations, permits, licenses, and related records.

RETENTION - Retain until renewed or 3 years after expired and then destroy



# Schedule 7

## Maintenance Records





**AMERICANS WITH DISABILITIES ACT RECORDS**

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION - Retain for 1 years and then destroy

**AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS**

Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

RETENTION - Permanent, may be transferred to the State Archives

**EQUIPMENT MAINTENANCE AND REPAIR RECORDS**

These are records of service repair and maintenance of municipal equipment.

RETENTION - Retain for 1 year and then destroy

**VEHICLE ASSIGNMENT RECORDS**

These are assignment logs, reports, authorization, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION - Retain 1 year or need is met

**VEHICLE MAINTENANCE RECORDS**

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.

RETENTION - Retain 1 years after disposition of asset and then destroy

**VEHICLE REGISTRATION CERTIFICATES**

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION - Retain until superseded, until vehicle is transferred or sold and then transfer with vehicle







# Schedule 8

## Payroll Records





**BUDGET AUTHORIZATION REFERENCE FILES**

These are copies of budget authorizations in operating payroll units. They are used to control personnel payroll ceilings and personnel actions.

RETENTION - Retain until superseded and then destroy

**EMPLOYEE WAGE HISTORY RECORDS**

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records.

RETENTION - Retain for 65 years and then destroy

**GARNISHMENT RECORDS**

Records of garnishments for debts owed by employees which are attached to employees earnings.

RETENTION—Retain for 3 years after the end of the garnishment and then destroy

**LEAVE CATEGORY CHANGES**

Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category

RETENTION—Retain for 3 years and then destroy

**PAYROLL POST PROCESSING RECORDS**

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.

RETENTION - Retain for 3 years and then destroy

**PAYROLL PROCESSING RECORDS**

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

RETENTION - Retain for 3 years and then destroy

**RETROACTIVE PAY REQUESTS FOR EMPLOYEES**

Records which document requests for retroactive payments to employees, such as when a pay increase was not made in a timely manner. Information includes name, social security number, effective date, number of regular hours and new hourly rate. These records are kept for audit purposes. The actual retroactive payment is part of the master payroll files maintained by the Division of Finance.

RETENTION - Retain for 3 years and then destroy



**SUMMARY TIME REPORT**

This report provides information on the regular and overtime hours paid. It also includes all other earning and the labor distribution.

RETENTION - Retain for 3 years and then destroy

**TIMEKEEPING RECORDS**

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule.

RETENTION - Retain for 3 years and then destroy

**WAGE SURVEY FILES**

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION - Retain for 3 years or as replaced and then destroy

**W-4 INCOME TAX WITHHOLDING CERTIFICATES**

Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.

RETENTION - Retain for 3 years and then destroy



# Schedule 9

## Personnel Records





**COMPLAINT INVESTIGATION FILES**

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION - Retain for 5 years after end of employment or case closed, whichever is greater, and then destroy

**COURT ORDERED COMMUNITY SERVICE FILES**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION - Retain for 1 year after completion of community service and then destroy

**DRUG TEST NEGATIVE RESULTS**

This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION - Retain by office for 1 year and then destroy

**DRUG TEST POSITIVE RESULTS**

This screening test is used as a pre-employment screen, post-accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION - Retain by office for 5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken

**EMERGENCY AND OTHER PERSONAL LEAVE FILES**

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION - Retain for 3 years and then destroy

**EMPLOYEE HEALTH AND MEDICAL RECORDS**

These records document an employee's fitness for duty. Documentation for health-related leave is included.

RETENTION - Retain 5 years after end of employment

**EMPLOYMENT HISTORY RECORDS**

Employment history documents a person's application, correspondence, credential files, letters of



recommendation, pay and leave history, work performance, training certificates, evaluation forms, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION - Retain 65 years from date of employment or 7 years after retirement or death and then destroy

#### **EMPLOYEE TRAINING FILES**

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION - Retain for 3 years and then destroy

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES**

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION - Retain for 3 years and then destroy

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE FILES**

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION - Retain for 4 years after resolution of case and then destroy

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES**

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION - Retain for 7 years and transfer to the State Archives

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS**

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION - Retain for 2 years and then destroy



**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES**

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION - Permanent, may be transferred to the State Archives

**EXEMPT EMPLOYEE PERFORMANCE RELATED RECORDS**

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION - Retain for 5 years after date of appraisal and then destroy

**GRIEVANCE RECORDS**

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION - Retain for 3 years and then destroy

**GRIEVANCE AND DISCIPLINARY CASE FILES**

These files document the review of grievances and appeals raised by the municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION - Retain for 7 years after case is closed and then destroy

**INTERVIEW RECORDS**

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, list of questions, notes, and test scores.

RETENTION - Retain for 2 years after hiring decision is made and then destroy

**LABOR-MANAGEMENT RELATION FILES**

These files document the relationship between municipal management and employee associations. They include correspondence, memoranda, and reports.

RETENTION - Retain for 3 years and then destroy

**PERFORMANCE PLANS AND EVALUATIONS**

This information documents an employee's performance, including awards, performance plans, personal action forms, and evaluations.

RETENTION - Retain 7 years after end of employment and then destroy

**PROMOTIONAL TESTS**

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual



tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION - Retain for 2 years and then destroy.

#### **QUARTERLY WAGE LIST REPORTS**

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

RETENTION - Retain for 3 years and then destroy.

#### **SALARY SURVEYS**

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION - Retain for 3 years and then destroy.

#### **STAFF ACQUISITION RECORDS**

Records related to the recruiting and hiring of employees, including the resumes and applications of candidates not hired. The resume and application of hired individuals are part of the Employee History Records.

RETENTION - Retain 2 years from application and then destroy.

#### **TEMPORARY EMPLOYEES PERSONNEL FILES**

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION - Retain for 2 years after separation and then destroy

#### **WORKER'S COMPENSATION CASE FILES**

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION - Retain by agency for 75 years from date of incident and then destroy



# Schedule 10

## Purchasing Records





**CONTRACT PURCHASING FILES**

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.

RETENTION - Retain for 4 years after the project completed and warranties expire, and then destroy

**REAL ESTATE ACQUISITION FILES**

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION - Retain for 4 years after unconditional sale of property and then destroy

**REQUEST FOR PROPOSAL RECORDS**

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files.

RETENTION - Retain 4 years after project complete and warranties have run and then destroy

**TAX EXEMPTION RECORDS**

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION - Retain for 3 years after period covered by related account and then destroy

**VENDOR LIST**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION - Retain until updated or superseded and then destroy



# **Schedule 11**

## **Risk Management Records**





**DISASTER PLAN RECORDS**

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION - Retain until superseded by a new plan and then destroy

**INSURANCE POLICY FILES**

These are insurance policy contracts between the municipality and private insurers.

RETENTION - Retain for 7 years after expiration of policy and settlement of all claims and then destroy

**LIABILITY RISK MANAGEMENT CASE FILES**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION - Retain for 7 years after case closed and then destroy

**LOSS CONTROL INSPECTION REPORTS**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION - Retain for 7 years and then destroy



# Schedule 12

## Special Assessment Records





**NOTICES OF INTENTION**

The city council shall give notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements before a special improvement district is created.

RETENTION - Retain for 2 years after final payment made and then destroy

**PROTEST FILES**

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION - Retain for 2 years after resolution or end of all litigation and then destroy

**SPECIAL ASSESSMENT BOOKS**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION - Permanent. May be transferred to the State Archives

**SPECIAL ASSESSMENT LEDGERS**

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

RETENTION - Retain for 2 years after final payment and then destroy

**SPECIAL ASSESSMENT STATEMENTS**

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the city. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.

RETENTION - Retain for 2 years after final payment made and then destroy

**SPECIAL TAX REFUND BOOKS**

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

RETENTION - Retain for 2 years after final payment and then destroy



# Schedule 13

## Geospatial Data Sets





**AERIAL PHOTOGRAPHIC MAPS**

These are large aerial photographs of the municipality, used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION - Permanent

**BOUNDARIES RECORDS**

These geospatial records of administrative boundaries include county, municipal, precinct, tax district, subdivision, and other important municipal boundaries.

RETENTION - 1 year, then may transfer archives

**INLAND WATER RECORDS**

These geospatial records contain information pertaining to hydrologic features located in Utah municipalities. These are lakes, streams, ponds, and watersheds.

RETENTION - 1 year, then may transfer archives

**LOCATION RECORDS**

These geospatial records contain information pertaining to geodetic networks and control points. They include latitude and longitude coordinates.

RETENTION - 1 year, then may transfer archives

**PLANNING AND CADASTER RECORDS**

These geospatial records contain information pertaining to reference locations (or points on the earth) and planning and zoning information.

RETENTION - 1 year, then may transfer archives

**PROPERTY ADDRESSING**

These are geospatial point features include a point ID (address), point type, capture method, last update, last editor, last address used at the location, street name, unit number (for multiple buildings on one parcel), and the reason for changing an address. This is to be kept on an ongoing basis for addressing properties as they are subdivided or annexed into SANTAQUIN City.

RETENTION - Permanent

**TRANSPORTATION RECORDS**

These geospatial records contain information pertaining to the transportation routes in Utah municipalities. These include street centerlines, street locations, street names, and railroad routes.

RETENTION - 1 year, then may transfer archives



**UTILITIES AND COMMUNICATION RECORDS**

These geospatial records contain information pertaining to utilities found in Utah municipalities. These may include telephone infrastructure, electricity transmission lines, storm sewer pipes, municipal water lines, pressurized irrigation lines and septic tanks.

RETENTION - 1 year, then may transfer archives



# Schedule 14

## Animal Control Records





**ACTIVITY REPORTS**

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION – Retain for 2 years and then destroy

**ANIMAL CITATIONS**

These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION - Retain for 2 years and then destroy

**COMPLAINT RECORDS**

These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint; complainant's name, address, telephone number; owner's name, address, animal's license number; and complaint details.

RETENTION - 2 years or until resolution of litigation, whichever occurs later and then destroy



# **Schedule 15**

## **Attorney's Records**





**CIVIL CASE FILES**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION - 10 years after case closed and then destroy

**CLAIM PETITION FILES**

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION - 6 years by recorder and then destroy

**COLLECTION CASE FILES**

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (2006)). They include various court filings, attorney's notes, and final judgment.

RETENTION - 4 years by recorder and then destroy

**HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES**

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

RETENTION - Permanent, may be transferred to the State Archives

**LEGAL COUNSEL RECORDS**

These are legal interpretations given by attorneys at the request of governmental entities asking for guidance in enforcing, obeying, and/or interpretation of the law.

RETENTION - Retain until resolution of the issue

**MISDEMEANOR AND INFRACTION CASE FILES**

These case files document routine misdemeanor criminal cases prosecuted in district courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION - 7 years after case is closed and then destroy



**ROUTINE LAWSUIT CASE FILES**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION - 7 years after case is closed and then destroy



# Schedule 16

## Building Inspection Records





**BUILDING PERMIT FILES**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION - Permanent, may be transferred to the State Archives

**CONSTRUCTION REPORTS**

These reports are a summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION - Retain for 2 years and then destroy

**DEMOLITION CASE FILES**

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes.

RETENTION - Permanent

**ENFORCEMENT CASE FILES**

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION - Retain for 2 years and then destroy

**NONRESIDENTIAL BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION - Retain for 2 years and then destroy

**PERMIT INDEX**

These reference card files, or registers, record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION - Permanent, may be transferred to the State Archives



**PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION - Permanent, may be transferred to the State Archives

**RESIDENTIAL BUILDING PLANS**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION - Retain for 1 year after completion of construction and final inspection and then destroy.



# Schedule 17

## Cemetery Records





**INTERMENT/DISINTERMENT REGISTERS**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include cemetery cards, interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION - Permanent and may transfer archives

**CEMETERY RECORDS**

These records may include: Permission to inter, perpetual care deeds, transfer affidavit and proof of purchase. The documents include name of owner, cemetery spaces, purchase price/transfer and date.

RETENTION - Permanent



# Schedule 18

## Clerk's Records





**ANNEXATION AND BOUNDARY ADJUSTMENT FILES**

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION - Permanent, may be transferred to the State Archives

**APPOINTMENT FILES**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION - Permanent, may be transferred to the State Archives

**CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES**

These are financial statements required by law to be completed by each municipal candidate.

RETENTION - Permanent

**CITY CHARTER**

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature.

RETENTION - Permanent, may be transferred to the State Archives

**CLOSED MEETING RECORDS**

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting.

RETENTION - Permanent, may be transferred to the State Archives

**COMMITTEE MINUTES**

These are the meeting minutes of city committees, boards and commissions. UCA 52-4-203 requires that written minutes be kept of all open meetings. This may also include the meeting agenda. Minutes include date, time, place of meeting, name of members present and absent, and the substance of all matters discussed. The committees include, but are not limited to the Museum Board, Board of Adjustment, Library Board, Planning Commission, and Recreation Board.

RETENTION – Permanent

**CONTRACTS AND AGREEMENTS**

These files contain official agreements and contracts between SANTAQUIN City and other entities or individuals includes name, date, description of service to be rendered or terms of agreements and signature. May include additional documentation or reference as per the agreement.

RETENTION - Permanent



**DEEDS**

These are the deeds, quit claim or warranty, which provide evidence of city ownership of property. Deeds include name of grantor or grantee, description of property, date and signatures. These are typically filed by deed name.

RETENTION - Permanent

**EASEMENT FILES**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION - Permanent

**ELECTION BALLOTS**

These are packets of official ballots of municipal elections cast by voters. Election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest. If the election is not contested, after that time, destroy them without opening or examining them.

RETENTION - Retain for 22 months after the election or until time has expired during which the ballots could be used in an election contest and then destroy.

**ELECTION CANVASSES**

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION - Permanent

**ELECTION RECORDS**

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

RETENTION - Retain for 22 months after the election and then destroy

**ELECTION RETURNS**

These are the books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION - Retain for 22 months after the election and then destroy.



**GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) APPEALS CASE FILES**

These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process.

RETENTION - Permanent, may be transferred to the State Archives

**GOVERNMENT RECORDS ACCESS REQUESTS & APPEALS**

These records are access requests as provided under the Government Records access and management act (GRAMA) under UCA 63G-2-204. Included with the access requests are any notice of denial, appeals, or any other records relating to the request. This excludes records access requests that are appealed to a local appeals board.

RETENTION - 2 years if all appeals are exhausted and then destroy

**HEARINGS FILES**

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION - Permanent

**LEASE FILES**

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION - Retain for 4 years after contract expires and then destroy

**OATHS**

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

RETENTION - Permanent, may be transferred to the State Archives

**OPEN MEETING MINUTES AND PUBLIC MATERIALS**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION - Permanent, may be transferred to the State Archives



**OPEN MEETING RECORDINGS**

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION - Retain 3 years after official written minutes are approved and then destroy

**ORDINANCES**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Utah Code. An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION - Permanent, may be transferred to the State Archives

**PETITIONS**

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION - Retain for 1 year after issue resolved or final decision is made

**PROOF OF PUBLICATION RECORDS**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

RETENTION - Retain for 1 years and then destroy

**RECORDS DESTRUCTION LOG**

This is a list of documents which have met their scheduled retention and have been destroyed.

RETENTION – Retain until updated or superseded and then destroy.

**RESOLUTIONS**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

RETENTION - Permanent, may be transferred to the State Archives



# Schedule 19

## Parks and Recreation Records





### **CLASS ROLLS**

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

RETENTION - Retain for 1 year and then destroy

### **CONSTRUCTION PROJECT FILES**

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION - Permanent. May be transferred to the State Archives after park closure

### **RECREATION PROGRAM FILES**

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION - Retain for 1 year and then destroy

### **RECREATIONAL ACTIVITY RELEASE RECORDS**

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION - Retain for 1 year or until all litigation is resolved and then destroy

### **RECREATIONAL EQUIPMENT RECORDS**

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They may include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION - Retain for 1 year after equipment returned and then destroy

### **REGISTRATION RECORDS**

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION - Retain for 1 year and then destroy



### **RESERVATION RECORDS**

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION - Retain for 1 year and then destroy

### **SPECIAL EVENTS PERMITS**

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION - Retain for 1 year after event and then destroy

### **SPORTS TEAMS RECORDS**

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION - 1 year and then destroy

### **SUPERVISOR'S DAILY/WEEKLY REPORTS**

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION - 1 year and then destroy



# Schedule 20

## Planning and Zoning Records





**ADOPTED MASTER PLANS**

These are comprehensive plans for municipal development adopted by the city council. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION - Permanent, may be transferred to the State Archives

**BOARD OF ADJUSTMENT CASE FILES**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION - Permanent

**COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS**

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and re-grants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION - 3 years after end of project or program and then destroy

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and re-grants. These files include the initial application, and all final reports.

RETENTION Permanent, may be transferred to the State Archives

**CONDITIONAL USE PERMIT RECORDS AND INDEXES**

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION - Permanent

**PLANNED UNIT DEVELOPMENT CASE FILES**

These case files document the creation of Planned Unit Developments (PUDs) within the municipality.



PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the planning commission.

RETENTION - Permanent

### **PLANNING STUDY REPORTS**

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION - Permanent, may be transferred to the State Archives

### **REZONING RECORDS AND INDEXES**

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION - Permanent

### **SITE REVIEW PLANNING RECORDS**

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION - Permanent

### **STREET/ALLEY VACATING RECORDS**

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, planning commission minutes, the report from planning commission to city council, city council minutes, ordinances, and legal description.

RETENTION - Permanent

### **SUBDIVISION REVIEW CASE FILES**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits.



RETENTION - Permanent

**ZONING MAPS**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION - Permanent

**ZONING ORDINANCES**

These land use and development ordinances provide standards for development for land use and development within the municipality. They have been approved by both the planning commission and the city council.

RETENTION - Permanent, may be transferred to the State Archives



# Schedule 21

## Police Department Records





**ACCIDENT REPORTS**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,500, or injury or death occurs (UCA 41-6a-402 (2007)), and is maintained for seven years.

RETENTION - 3 years and then destroy

**CHEMICAL ANALYSIS RECORDS**

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6a-515 (2005)). Usually these tests are part of the case file/accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION - 3 years after final action and destroy

**COURT SUMMONS**

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

RETENTION - 2 years after final action and then destroy

**CRIME ANALYSIS FILES**

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

RETENTION - 2 years or resolution of issue and then destroy

**CRIMINAL HISTORY DISSEMINATION LOG**

These logs document the dissemination of law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-10-202 (2011).

RETENTION - 1 year and then destroy

**DUI (DRIVING UNDER THE INFLUENCE) REPORTS**

These reports are a state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "ten days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2018)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.



RETENTION - 2 years or until final action and then destroy

**EXPUNGED RECORDS**

A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2014). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7) (2017). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.

RETENTION - Retain until record meets the same retention it had before it was expunged and then destroy

**FELONY CASE FILES**

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION - 10 years after case closed and then destroy

**FIELD INTERROGATION REPORTS**

This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION - 1 year and then destroy

**FIREARM QUALIFICATION RECORDS**

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify annually. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

RETENTION - 2 years after separation and then destroy

**FIREARMS DISPOSAL RECORDS**

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION - Permanent, may be transferred to the State Archives



**FIREARMS INVENTORY CARDS**

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION - 2 years after final action and then destroy

**IMPOUNDED VEHICLES REPORTS**

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION - 3 years after final action and then destroy

**INITIAL CONTACT REPORTS**

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63G-2-103(14) (2018)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION - 5 years and then destroy

**INTERNAL AFFAIRS SUMMARY REPORT**

This is a statistical report on all internal investigations of the police officers and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION - Permanent, may be transferred to the State Archives

**INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES**

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled



like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

RETENTION - 2 years then destroy

#### **MASTER NAME INDEX**

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION - Retain until superseded and then destroy

#### **NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS**

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns' report, and wanted persons or missing juveniles report.

RETENTION - 1 year after final action and then destroy

#### **ROBBERY BULLETIN RECORDS**

These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description, victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.

RETENTION - 1 year after resolution of issue and then destroy

#### **SEX OFFENDER FILES**

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 76-5-404.1 (2018))

RETENTION - 10 years or until final action and then destroy

#### **TRAFFIC CITATIONS**

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION - 2 years and then destroy



**UNIFORM CRIME REPORT FILES**

These files contain copies of annual statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

RETENTION - Retain until final action and then destroy



# **Schedule 22**

## **Public Utilities Records**

**(Irrigation, Wastewater, and Water)**





**BACKFLOW PREVENTION TEST REPORTS**

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION - Retain for 3 years after subsequent test and then destroy

**BACTERIOLOGICAL QUALITY ANALYSES REPORTS**

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION - Retain for 3 years after subsequent test and then destroy

**BILLING ADJUSTMENT RECORDS**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION - 3 years and then destroy

**BILLING RECORDS**

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

RETENTION - 3 years and then destroy

**BILLING REGISTER**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION - 3 years and then destroy

**CHEMICAL/RADIOLOGICAL ANALYSES**

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION - Retain for 3 years after subsequent test and then destroy



**COMPLAINT FILES**

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION - 3 years after resolution of issue and then destroy

**CUSTOMER APPLICATION RECORDS**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION - 1 years after account closed and then destroy

**CUSTOMER DEPOSIT CARDS**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

RETENTION - 1 years after account closed and then destroy

**DAILY OPERATIONAL LOG**

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION - Retain for 2 years and then destroy

**DAILY PUMP STATION WELL REPORTS**

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report is usually created from these daily reports.

RETENTION - Retain for 2 years provided summary report is compiled and then destroy

**ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES**

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

RETENTION - Retain for 3 years after final audit and then destroy

**METER REPORTS**

These reports record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings,



date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION - Retain for 1 years and then destroy

### **METER LOCATION RECORDS**

These records contain information about all meters (water). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION – Permanent storage on GIS

### **METER REPAIR/REPLACEMENT AND TESTING FILES**

These records document the installation, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION - Retain for 1 year after disposal of meter and then destroy

### **PUMP STATION WELL SUMMARY REPORTS**

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped.

RETENTION - Permanent.

### **SEWER MAIN LOCATION PLATS**

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION - Permanent storage on GIS

### **TELEVISION INSPECTION REPORTS**

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION - Permanent storage on GIS

### **WATER CONSUMPTION MONTHLY REPORTS**

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.



RETENTION - Retain for 1 year provided annual report is compiled and then destroy.

**WATER MAIN CHARTS AND INDEXES**

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION – Permanent storage on GIS

**WATER STOCK PURCHASE FILES**

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION - Retain for 10 years after sale of stock and then destroy

**WATER TREATMENT PLANT OPERATIONAL REPORTS (CONSUMER CONFIDENCE ANNUAL REPORT)**

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4)(1989). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

RETENTION - 5 years and then destroy

**WORK ORDERS**

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION - Retain for 1 year after date of resolution and then destroy



# Schedule 23

## Public Works Records

(Engineering, Sanitation, and Street Maintenance)





**CAPITAL PROJECT STATUS REPORT**

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION - 1 year and then destroy

**CLASS "C" ROAD FUNDING PROJECT FILES**

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION - Retain for 3 years after claim, audit, or litigation settled and then destroy

**CONSTRUCTION CONTRACT RECORDS**

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION - Retain for 6 years after expiration of contract and then destroy

**CONSTRUCTION PROJECT FILES**

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION - Permanent, may be transferred to the State Archives

**DRAINAGE MAINTENANCE AGREEMENTS**

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION - Permanent

**DRAWINGS AND DIAGRAMS**

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION - Permanent. May be transferred to the State Archives



**ENCROACHMENT AGREEMENTS**

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the mayor and city recorder.

RETENTION - Permanent

**EXCAVATION PERMIT APPLICATIONS**

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION - Retain for 1 year after expiration and then destroy

**EXCAVATION PERMIT BILLINGS**

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION - Retain for 3 years and then destroy

**FLOOD CONTROL PERMIT APPLICATIONS**

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION - Permanent, may be transferred to the State Archives

**INTERLOCAL AGREEMENTS**

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION - Permanent



**INTERSECTION CASE FILES**

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION - Retain for 7 years and then destroy

**MAPS AND PLATS**

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION - Retain until superseded and then destroy

**MATERIALS TEST RESULTS**

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION - Retain for 5 years after project completed and then destroy

**PERMITS TO WORK IN A PUBLIC WAY**

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION - Retain for 1 year after bond expires and then destroy

**RESURFACING BILLINGS**

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION - Retain for 4 years and then destroy



**REVIEW FILES**

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION - Retain for 3 years after completion of project and then destroy

**SPECIAL ASSESSMENT PLATS**

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION - Retain for 5 years after district is completed

**STREET CLEANING RECORDS**

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION - Retain for 1 year and then destroy

**STREET MAINTENANCE RECORDS**

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION - Retain for 3 years and then destroy

**STREET NAME AND HOUSE NUMBER FILES**

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION - Permanent

**TRAFFIC DRAWINGS**

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION - Retain for 3 years after revised and then destroy

**WORK ORDERS**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures. These files may also contain customer complaints concerning utility problems which require research and a resolution. They may include complaint results of



investigation, meter sheets, and method of resolution. These files document complaints received and how they were responded to by the department (e.g., streets, sanitation). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION - Retain for 3 years or until resolution of any litigation, whichever occurs later and then destroy



# Schedule 24

## Redevelopment Records





**APPRAISAL PROJECT FILES**

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION - Permanent, may be transferred to the State Archives

**BUILDING ILLUSTRATIONS**

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION - 4 years after final action and then destroy

**CERTIFICATION FILES**

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION - Permanent, may be transferred to the State Archives

**COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT**

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION - Permanent, may be transferred to the State Archives

**COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES**

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards.

RETENTION - 3 years and then destroy



**CONSULTANT RECORDS**

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

RETENTION - 2 years after final action and then destroy

**FACADE PROJECT FILES**

These files document the regranting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION - Permanent, may be transferred to the State Archives

**HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58).

RETENTION - 3 years and then destroy

**HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES**

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58).

RETENTION - Permanent, may be transferred to the State Archives

**LITIGATION FILES**

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgements, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION - Permanent, may be transferred to the State Archives

**OWNER PROJECT FILES**

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION - 4 years after completion of project and then destroy



**PRELIMINARY PLAN REPORTS**

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206) (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

RETENTION - Permanent, may be transferred to the State Archives

**REDEVELOPMENT PLANS (NON-APPROVED)**

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1997). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

RETENTION - 2 years and then destroy



# Schedule 25

## Library Records





**CIRCULATION RECORDS**

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION - Until administration need ends and then destroy

**CIRCULATION STATISTICAL REPORTS**

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION - Retain 1 year and then destroy

**HOLDINGS CATALOG**

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION - Until administration need ends and then destroy

**INTERLIBRARY LOAN RECORDS**

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION - Retain until final action and then destroy

**LIBRARY COMPLAINTS**

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence.

RETENTION - 1 year after resolution of issue and then destroy

**LIBRARY OPERATION POLICIES**

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION - Permanent, may be transferred to the State Archives



**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FILES**

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Technology Act (1995) grants, which are regranted by the Utah State Library Division to public libraries (20 USC 72). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION - 7 years after expiration of contract and then destroy

**PATRON REQUESTS**

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

RETENTION - 1 year or until request is filled and then destroy

**PLANNING AND EVALUATION STUDIES**

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION - Retain until superseded, then transfer to the State Archives

**REGISTRATION RECORDS**

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Non-expiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION - 1 year and then destroy



**STRATEGIC PLANS**

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION - Permanent, may be transferred to the State Archives



# Schedule 26

## Fire Department Records





**ACTIVITY REPORT**

This is a daily and monthly activity report per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date and fire number; may also show officer's name, shift, vehicle number, case number, and total hours on and off duty.

RETENTION - 2 years and then destroy

**BURNING PERMITS**

These are permits issued under Utah Code 11-7-1(2)(a), 65A-8-211(2)(a), 65A-8-211(4)(a), and 65A-8-211(6)(a), and Rule R307-202 to authorize the burning of yard or agricultural waste. Burn permits often are separated into agriculture burns and non-agricultural burns (referred to as open burn permits).

RETENTION - 2 years and then destroy

**BUSINESS INSPECTION RECORDS**

These files document the fire inspection of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms.

RETENTION - 4 years and then destroy

**EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS**

These are maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. They include copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.

RETENTION - 1 year after resolution of issue and then destroy

**FIRE RUN REPORTS**

These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION – These reports will be stored in the National Fire Incident Reporting System (NFIRS)

**HOSE TEST REPORTS**

These reports record tests required annually by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION – 3 year and then destroy



**HYDRANT MAINTENANCE CARD FILES**

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION - 3 year after final action and then destroy

**HYDRANT MAINTENANCE INVENTORIES**

These inventories are regularly updated and reprinted to document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.

RETENTION - 3 years and then destroy

**PUMP TEST RECORDS**

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION - 3 years after resolution of issue and then destroy

**STORAGE TANK APPLICATIONS AND PERMIT RECORDS**

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION - 6 years after final action and then destroy

**UNAPPROVED TANK APPLICATIONS**

These are applications received by the fire department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.

RETENTION - 2 years and then destroy

**UTAH FIRE INCIDENT REPORTING SYSTEM (NFIRS) FORMS**

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION - These reports will be stored in the National Fire Incident Reporting System (NFIRS)



**CONTROLLED MEDICATION LOGS**

These logs are used to track the usage and replacement of any controlled medication. Each ambulance will have a log to track entrance into the drug vault.

RETENTION – 1 year

**TRAINING RECORDS**

Training records will consist of hours spent on department training and recertification requirements. Records will be kept in the possession each department member as well as the Department Training Officers.

RETENTION – 5 years (1 year past recertification requirements)



# Schedule 27

## Landfill Records





**ACTIVITY REPORT**

This is a daily and monthly activity report for the landfill use. It is used to compile annual reports and for planning and budgeting purposes. It usually includes the date, person using the landfill and the amount of debris dumped.

RETENTION – 2 years for daily and monthly activity reports, permanent for annual reports

**LANDFILL PERMITS**

These are permits issued for the use of the landfill. Each permit shall include the name of the person receiving the permit, the item(s) being deposited into the landfill and the weight of the deposit. These permits may be used to assist in compiling of annual reports.

RETENTION – 2 years and then destroy

**INSPECTION REPORTS**

This is a report generated when a landfill inspection is held. An inspection may be held at any time for any reason. The information included in the inspection report may be used to assist in compiling of the annual report.

RETENTION – 2 years and the destroy

**DUMPING LOGS**

These are logs indicating the daily dumping/use of the landfill. The dumping logs shall in shall include the name of the person or company dumping, the item(s) being deposited into the landfill and the weight of the deposit. The information included in the dumping logs may be used to assist in compiling of the annual report.

RETENTION – 2 years and the destroy



# MEMO



To: Mayor Olson and City Council  
From: Jason Bond, Assistant City Manager  
Date: February 17, 2023  
RE: **Amendment to Motor Vehicle Access Width Standards**

---

It is proposed that the City Council consider amending language related to motor vehicle access requirements contained in SCC 10.16.040.

The attached draft ordinance would allow the Development Review Committee (DRC) to grant an exception to driveway width requirements. The purpose of the exception would be to allow an applicant that can show that a wider access is needed to accommodate the type of vehicles that are expected to use the access on a regular basis. There is acknowledgement that certain public facilities (i.e., fire stations) may need even more special consideration regarding driveway widths.

The Planning Commission reviewed the proposal and provided the following recommendation:

Commissioner Lance made a motion to forward a positive recommendation to the City Council to approve the code amendment which amends SCC 10.16.040 "Motor Vehicle Access". Commissioner Weight seconded the motion.

Commissioner Wood, Yes; Commissioner Lance, Yes; Commissioner Hoffman, Absent; Commissioner McNeff, Absent; Commissioner Nixon, Yes; Commissioner Weight, Yes; Commissioner Romero, Yes. The motion was unanimously approved.

Please see the draft ordinance attached to review the proposed changes.

**Recommended motion:** "Motion to adopt Ordinance No. 02-04-2023 which creates an exception clause for motor vehicle access width requirements."



## ORDINANCE NO. 02-04-2023

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO PROVIDE AN EXCEPTION FOR THE DRIVEWAY APPROACH WIDTH 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**, the City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; 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, morals, and welfare; and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 10 Chapter 16 Section 040 to allow for exceptions to access requirements, when necessary, to improve traffic circulation for large vehicles with trailers and general public safety.

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on February 14, 2023, 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-205 of the Utah State Code; and

**WHEREAS**, after the noted public hearing, the Santaquin City Planning Commission shall forward 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 16, Section 040 “Motor Vehicle Access”: is amended as follows:**

(underlined text is added, stricken text is deleted)

#### **10.16.040 MOTOR VEHICLE ACCESS**

Access to all lots and parcels of land having frontage on a public street shall comply with the Santaquin City Standards, Specifications, and Drawings, SCC 11.24, and the requirements as follows: ~~be controlled as follows:~~



- A. Access shall be by not more than two (2) driveways from any one street, except as may be permitted by the Planning Commission, when it can be shown that additional driveways will promote traffic safety.
- B. [Non-residential](#) ~~D~~driveways shall be not closer to each other than thirty feet (30').
- C. Each [non-residential](#) driveway approach shall be not more than thirty feet (30') in width in all zones measured at right angles to the centerline of the driveway. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002)
- D. [Residential driveways shall comply with SCC 11.24.120.](#)

[The Development Review Committee \(DRC\) may grant an exception to access width requirements if it can be shown that a wider access is needed to accommodate the volume and type of vehicles that are expected to use the access on a regular basis and that it will improve the general public safety. Excluding public facilities \(i.e. fire stations\), a driveway width shall not exceed forty feet \(40'\).](#)

## **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, 22, 2023. 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 21<sup>st</sup> day of February, 2023



---

Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	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 21<sup>st</sup> day of February 2023, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO PROVIDE AN EXCEPTION FOR THE DRIVEWAY APPROACH WIDTH 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 21<sup>st</sup> day of February 2023.

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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 I posted in three (3) public places the ordinance, which is attached hereto on the 21<sup>st</sup> day of February 2023.

The three places are as follows:

1.     Zions Bank
2.     Post Office
3.     City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
Amalie R. Ottley  
Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# MEMO



To: Mayor Olson and City Council  
From: Jason Bond, Assistant City Manager  
Date: February 17, 2023  
RE: **Rezone Request for Utah SHOP LLC (ET AL) Property**

---

Mr. Jon Jensen representing Land Entitlements & Acquisition Partners, LLC, is proposing that the City Council consider amending the Santaquin City Zoning Map to change the zoning of the Utah SHOP LLC (ET AL) property (Parcel ID's 32:021:0020 & 32:021:0018) from PC Planned Community zone to CLM Commercial Light Manufacturing zone. The area currently zoned PC Planned Community has a default land use designation of Interchange Commercial (C-1), since the Summit Ridge development agreement expired in December of 2020, and therefore is subject to those applicable commercial land use regulations. The area proposed to be rezoned is currently vacant and consists of approximately 32 acres of land.

Mr. Jensen submitted a zone change proposal that shows a conceptual project scope and design of what they would like to build. The current property owner's acknowledgement of this proposed zone change has also been provided. See attached.

Since the provided concept plan is the applicant's justification for why the proposed zone change should be approved, it would be expected that it would be followed if approved. Staff recommends that if the City Council is interested in rezoning the property as proposed, that an agreement be drafted to commit the applicant to implement the vision that is being presented. This would require some time for staff to work with the applicant to create the agreement. The ordinance to approve the zone change, in conjunction with the agreement, would then need to be presented for approval at a future City Council meeting.

The Planning Commission reviewed the proposal and has provided the following recommendation:

Commissioner Romero made a motion to forward a positive recommendation to the City Council that approximately 32 acres of the Utah SHOP LLC property be rezoned from Planned Community (PC) zone to Commercial Light Manufacturing (CLM) and include a development agreement. Commissioner Nixon seconded the motion.

Commissioner Wood, Yes; Commissioner Lance, Yes; Commissioner Hoffman, Absent; Commissioner McNeff, Absent; Commissioner Nixon, Yes; Commissioner Weight, Yes; Commissioner Romero, Yes. The motion was unanimously approved.

We look for the Mayor and City Council's direction after their review of the proposal and consideration of the provided recommendations.

**Recommended motion:** "Motion to table the consideration of an ordinance to rezone the Utah SHOP LLC (ET AL) property from Planned Community (PC) zone to Commercial Light Manufacturing (CLM) zone until such time that an agreement can be drafted which commits the applicant to implement the vision that is being presented."



## Zone Change Proposal

### Rezoning Information

Address: Approx. 15393 Frontage Rd, Santaquin, UT 84655  
Parcel ID(s): 32:021:0020 & 32:021:0018

Current Zoning: PC (C1 Underlying)

Requested Zoning: CLM (Commercial Light Manufacturing)

Date of Submission: Jan 26, 2023

ACRES: 32.9

### Contact/Developer Information

Company Name: Land Entitlements & Acquisition Partners, LLC  
Contact: Jon Jensen  
Address: PO BOX 970271, Orem, UT 84097  
Phone: 385-201-7848  
Email: jjensencm@gmail.com

Signature:



Rezone Application Fee: \$400.00 (paid by check)

### Written Description:

The proposed project is a design/build/hold product that is to attract tenants/users in the "flex-space" environment. Where they need some office and warehouse space.

Many users that fit this type of product are light manufacturing style operations, fulfillment centers, ecommerce, dance studios, subcontractors, professionals that have science testing needs, and many other job friendly type users. At times, some users are retail type users. These might be flooring showrooms, lighting stores, and other businesses that need a large area to display their products.

This project has the opportunity to bring jobs and be designed so that it is attractive for the community and for the tenants.

Because the project is commercial in nature, he should be a positive towards taxes for the city and deliver some services that the community needs.

It is our desire to ask Santaquin City, if it is an appropriate use and/or project, that the property be rezoned from PC (C1) to CLM.



### APPLICANT'S AFFIDAVIT

I (we), Jon Jensen, say that I (we) am the authorized agent(s) involved in the attached application and that the statements and answers contained herein in the attached plans and other exhibits thoroughly, to the best of my (our) ability, present the argument in behalf of the application requested herewith and that the foregoing statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed Jon Jensen

---

### AGENT AUTHORIZATION

I (we), Don Larsen, Clay Larsen, Tony Gianoulis, the owner(s) of the real property at 15393 Frontage Rd, Santaquin, UT 84655 (Parcel ID(s): 32:021:0020 & 32:021:0018), do hereby consent with regard to this application affecting the above described real property, and authorize Jon Jensen to appear on my (our) behalf before any City Boards considering this application.

Signed Tony Gianoulis

Signed Clay Larsen

Signed Don Larsen



Exhibit A  
(Legal Description of Subject Properties)

Parcel 1:

COM S 2711.86 FT & W 868.97 FT FR NE 1/4 SEC. 15, T10S, R1E, SLB&M.; S 31 DEG 22' 40" W 689.45 FT; N 89 DEG 56' 17" W 755.1 FT; S 0 DEG 6' 20" E 363.08 FT; N 89 DEG 56' 17" W 367.94 FT; S 48 DEG 27' 55" W 316.34 FT; N 0 DEG 6' 19" W 1160.25 FT; E 1720.3 FT TO BEG. AREA 26.406 AC.

Parcel 2:

COM N 89 DEG 31' 57" E 524.88 FT & N 1644.62 FT FR S 1/4 COR. SEC. 15, T10S, R1E, SLB&M.; N 0 DEG 6' 20" W 363.04 FT; S 89 DEG 56' 17" E 760.09 FT; S 31 DEG 22' 44" W 25.28 FT; S 28 DEG 28' 47" W 388.22 FT; N 89 DEG 56' 17" W 561.13 FT TO BEG. AREA 5.500 AC.



Exhibit B  
Multiple Property / Zoning Proposals  
Layout and surrounding zoning map

ZONING (City)

Zoning Ordinance ([PC Planned Community](#))

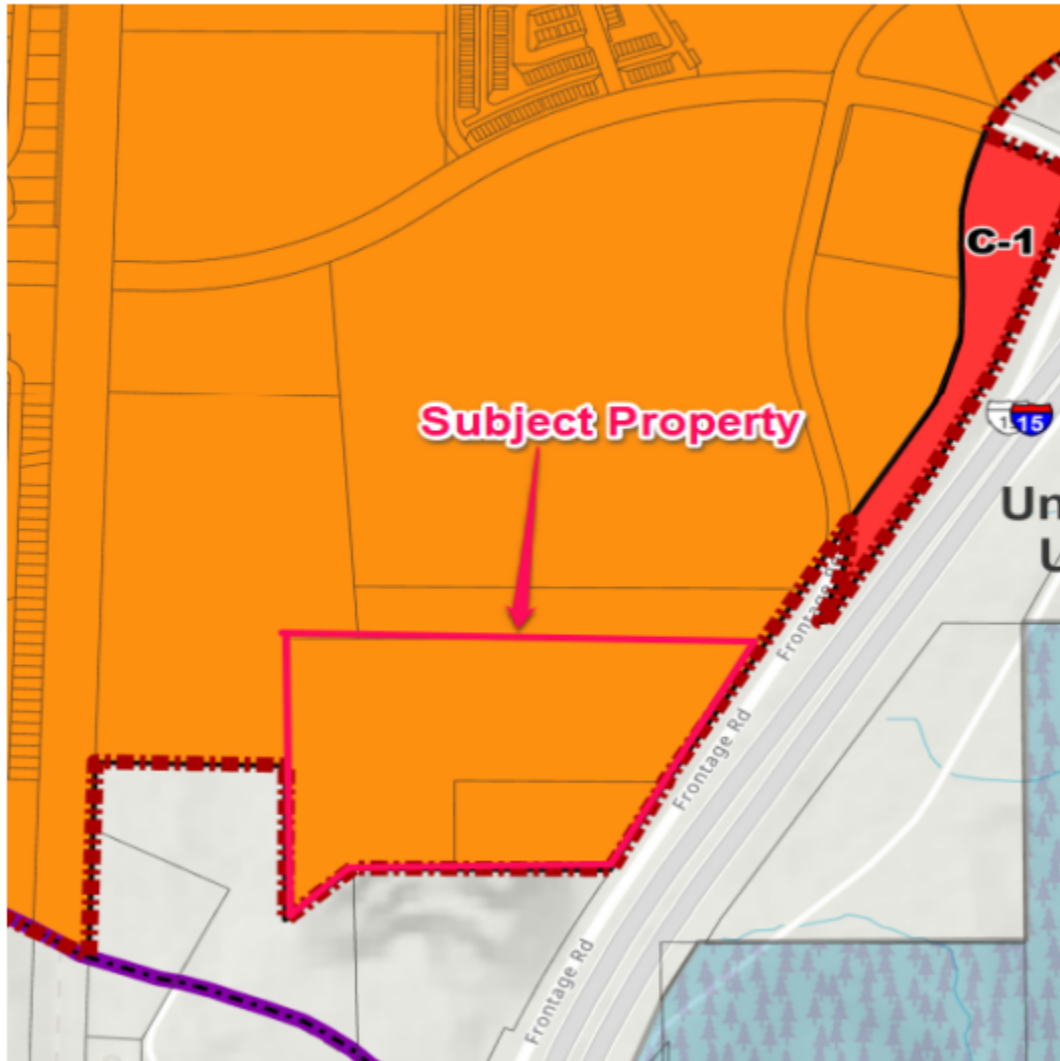
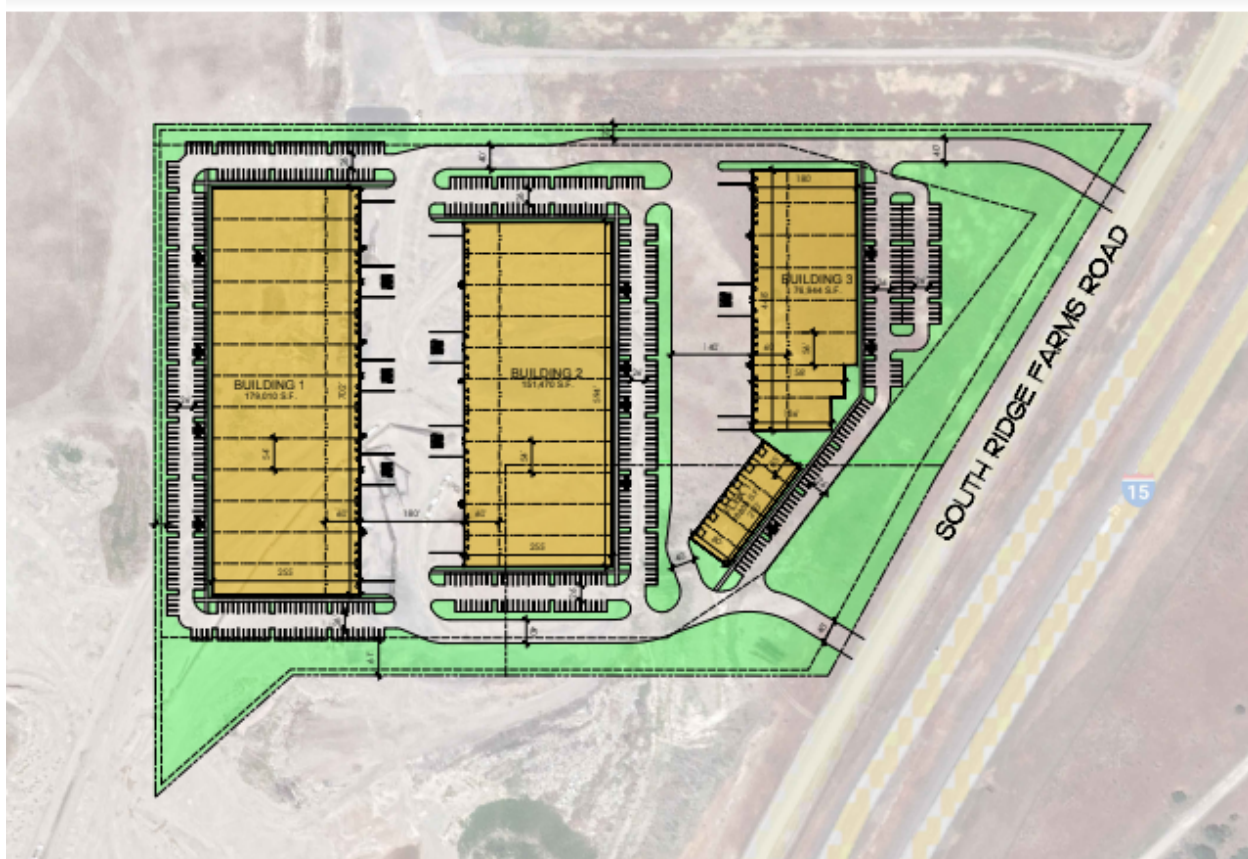




Exhibit B  
Multiple Property / Zoning Proposals  
Development Proposal Maps













































































## **ORDINANCE NO. 02-05-2023**

**AN ORDINANCE AMENDING THE ZONING MAP OF SANTAQUIN CITY, MORE SPECIFICALLY, APPROVING THE REZONING OF APPROXIMATELY 31.9 ACRES FROM PC PLANNED COMMUNITY ZONE TO CLM COMMERCIAL LIGHT MANUFACTURING ZONE, PROVIDING 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 City Council has specific authority pursuant to Title 10, Chapter 9a Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; 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, providing for the public safety, health, morals, and welfare; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing during their February 14, 2023 meeting, 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-205 of the Utah State Code; and

**WHEREAS**, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council regarding the proposed rezoning of property; and

**WHEREAS**, the Santaquin City Council desires to amend the Official Zoning Map of Santaquin City, more specifically the rezoning of approximately 31.9 acres of property from PC Planned Community zone to CLM Commercial Light Manufacturing zone, which property is located at approximately 15393 Frontage Road (Parcel Nos. 32:021:0020 & 32:021:0018).

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

### **Section I.**

That the official zoning map of the City be amended such that approximately 31.9 acres of property from PC Planned Community zone to CLM Commercial Light Manufacturing zone as shown on the attached map labeled as Exhibit "A" and by this reference made part hereof.

### **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 V. Posting and Effective Date**

This ordinance shall become effective at 5:00 p.m. on Wednesday, February 22, 2023. 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 21<sup>st</sup> day of February, 2023.

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

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	Voted	___

ATTEST:

\_\_\_\_\_  
Amalie Ottley, City Recorder



[illegible]



STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, AMALIE R. OTTLEY, Deputy 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 21<sup>st</sup> day of February 2023, entitled

**“AN ORDINANCE AMENDING THE ZONING MAP OF SANTAQUIN CITY, MORE SPECIFICALLY, APPROVING THE REZONING OF APPROXIMATELY 31.9 ACRES FROM PC PLANNED COMMUNITY ZONE TO CLM COMMERCIAL LIGHT MANUFACTURING ZONE, PROVIDING 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 21<sup>st</sup> day of February 2023.

\_\_\_\_\_  
Amalie R. Ottley  
City Recorder

(SEAL)



AFFIDAVIT OF POSTING

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, Amalie R. Ottley of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 21<sup>st</sup> day of February 2023.

The three places are as follows:

1.     Zions Bank
2.     Post Office
3.     City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
Amalie R. Ottley  
City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by City Recorder.

\_\_\_\_\_  
Notary Public





## MEMORANDUM

To: Mayor Olson & City Council Members

From: Norm Beagley, MPA, P.E., City Manager

Date: February 17, 2023

Re: Water Line Easements for Central Utah Water Conservancy District (CUWCD) Pipeline

As has been discussed over the last couple of years, CUWCD is finalizing the design plans for the water pipeline that will bring Central Utah Project (CUP) water to Santaquin City for our use. This pipeline and our future use of the CUP water has been anticipated for many years and was contracted in a March 15, 2005, agreement that the South Utah Valley Municipal Water Agency (SUVMWA) has with CUWCD. As you know, Santaquin City is a member of the SUVMWA.

Before you for your consideration is a resolution to allow the Mayor sign the easement documents that will allow for CUWCD's contractor to install the CUP water lines within our City owned property and Rights-of-Way. The easements are located mostly within Santaquin City Rights-of-Ways on the north end of Santaquin and include the existing Ginger Gold Road, 350 West, and 800 North.

In exchange for the easements, CUWCD will repair, restore, and improve city roads/rights-of-way and other property as well as installing new City piping infrastructure that needs to be relocated to allow for the CUWCD pipeline.

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

Recommended motion: Motion to authorize Mayor Olson to sign the water line easements for the CUP pipeline installation within City owned property & Rights-of-Way.





**RESOLUTION No. 02-03-2023**

**A RESOLUTION TO PROVIDE WATER LINE EASEMENTS TO CENTRAL UTAH  
WATER CONSERVANCY DISTRICT (CUWCD) TO ALLOW FOR CENTRAL UTAH  
PROJECT (CUP) WATER PIPELINE INSTALLATION AND MAINTENANCE WITHIN  
SANTAQUIN CITY PROPERTY AND RIGHTS-OF-WAY**

**WHEREAS**, the City Council of Santaquin City acknowledges the need to enhance the City's secondary, pressure irrigation water supply to meet the current and future needs of the community; and

**WHEREAS**, CUWCD has designed the Central Utah Project (CUP) pipeline and associated infrastructure to deliver CUP water to Santaquin City; and

**WHEREAS**, Santaquin City is contractually obligated to accept delivery of CUP water by virtue of an executed March 15, 2005 agreement between CUWCD, The US Bureau of Reclamation, South Utah Valley Municipal Water Association (SUVMTWA), and the US Department of the Interior; and

**WHEREAS**, Santaquin City is a member of the SUVMTWA; and

**WHEREAS**, at the request of CUWCD, Santaquin City is willing to provide the needed perpetual easements for installation and maintenance of CUP pipelines within City Rights-of-Way and on other City properties;

**NOW THEREFORE, BE IT RESOLVED** by the of Santaquin City Council that Mayor Daniel M. Olson is authorized to sign easement documents in substantial form as those attached hereto for the Central Utah Water Conservancy District to install and maintain the CUP pipeline and related infrastructure within Santaquin City property and Rights-of-Way and other City property.

Approved on this 21<sup>st</sup> day of February, 2023.



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

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	Voted	___

Attest:

\_\_\_\_\_  
Amalie R. Ottley, City Recorder



Contract No. 23-LA-40-0010  
Parcel No. SFS-152-157(P), 162(P), 187(P)  
SFS-154(T1), SFS-154(T2)

UNITED STATES  
DEPARTMENT OF THE INTERIOR

UTAH LAKE DRAINAGE BASIN WATER DELIVER SYSTEM  
SPANISH FORK SANTAQUIN PIPELINE – SANTAQUIN REACH  
CENTRAL UTAH PROJECT COMPLETION ACT

DONATION CONTRACT AND GRANT OF EASEMENT

THIS DONATION CONTRACT AND GRANT OF EASEMENT, is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, pursuant to the Act of Congress of June 17, 1902 (32 Stat. 388), and acts amendatory thereof or supplementary thereto, all of which acts are commonly known and referred to as Reclamation Laws, particularly the Colorado River Storage Project Act, Act of April 11, 1956 (70 Stat. 110, et seq.), as amended; and the Reclamation Projects Authorization and Adjustment Act of 1992 (P.L. 102-575), as amended, among the UNITED STATES OF AMERICA and its assigns, hereinafter referred to as the “United States”, and SANTAQUIN CITY, hereinafter referred to as the “Donor”,

WITNESSETH, that:

WHEREAS, the United States is acquiring easements for construction, reconstruction, operation, and maintenance of the Spanish Fork Santaquin Pipeline – Santaquin Reach (Pipeline), Utah Lake Drainage Basin Water Delivery System, Central Utah Completion Act; and

WHEREAS, the United States desires to acquire from the Donor an easement for the Pipeline on, over, under, and across land owned in fee title; and

WHEREAS, Section 301(10) of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended (84 Stat. 1904, 101 Stat 255, 42 U.S.C. § 4651) provides that a party whose real property is being acquired by the United States may donate such property or interest therein to the United States, after having been fully informed of the right to receive just compensation for such property; and

WHEREAS, the Donor desires to donate to the United States a combined total of 1.75 acres of land in perpetual easement interests for the Pipeline and a combined total of 0.64 of an acre in temporary easement interests for construction purposes;



NOW THEREFORE, in consideration of the covenants and conditions set forth herein, it is agreed between the parties hereto as follows:

1. The Donor, by this Donation Contract and Grant of Easement, hereby conveys and warrants and donates to the United States and its assigns, free of lien or encumbrance, except as otherwise provided herein, the following described interests in real property situated in the County of Utah, State of Utah, to-wit:

Perpetual Easements to construct, reconstruct, operate, and maintain an underground water pipeline or pipelines, and appurtenant structures, on over, under, or across the following described interest in real property situated in the County of Utah, State of Utah, to wit:

Two parcels of land situated within Section Thirty-Six (36), Township Nine (9) South, Range One (1) East, Salt Lake Base and Meridian, containing a combined area of 0.30 acre, more or less, and more particularly described as follows:

Parcel SFS-152(P) PERPETUAL EASEMENT

Commencing at the West Quarter Corner of Section 36, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 1770.11 feet; thence East 1022.83 feet to a point on the northwest corner of a dedicated roadway boundary described in Entry 132425:2021 as recorded by the Utah County Recorder, the True Point of Beginning; thence North 90°00'00" East 121.07 feet; thence South 00°00'00" 20.00 feet; thence North 90°00'00" West 121.07 feet; thence North 00°00'00" 20.00 feet to the point of beginning. Said Parcel SFS-152(P) contains an area of 0.06 acre, more or less.

Parcel SFS-153(P) PERPETUAL EASEMENT

Commencing at the West Quarter Corner of Section 36, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 89°32'33" East 512.91 feet; thence North 1707.94 feet to a point on the northwest corner of a dedicated roadway boundary described in Entry 127545:2019 as recorded by the Utah County Recorder, the True Point of Beginning; thence 349.22 feet along the arc of a 1040.00 foot radius curve to the right, chord bears North 80°22'49" East 347.58 feet; thence North 90°00'00" East 167.25 feet; thence South 00°00'00" 20.00 feet; thence North 90°00'00" West 167.25 feet; thence 349.49 feet along the arc of a 1020.00 foot radius curve to the left, chord bears South 80°11'03" West 347.78 feet; thence North 00°00'00" 21.21 feet to the point of beginning. Said Parcel SFS-153(P) contains an area of 0.24 acre, more or less.

One parcel of land situated within Sections Thirty-Five (35) and Thirty-Six (36), Township Nine (9) South, Range One (1) East, Salt Lake Base and Meridian, containing an area of 0.59 acre of perpetual easement, and more particularly described as follows:



Parcel SFS-154(P) PERPETUAL EASEMENT

Commencing at the West Quarter Corner of Section 36, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 89°32'33" East 512.91 feet; thence North 1707.94 feet to a point on the northwest corner of a dedicated roadway boundary described in Entry 48967:2008 as recorded by the Utah County Recorder, the True Point of Beginning; thence South 00°00'00" 21.21 feet; thence 85.81 feet along the arc of a 1020.00 foot radius curve to the left, chord bears South 67°57'29" West 85.79 feet; thence 395.83 feet along the arc of a 980.01 foot radius curve to the right, chord bears South 77°07'09" West 393.15 feet; thence South 89°52'19" West 129.87 feet; thence North 90°00'00" West 118.13 feet; thence 353.44 feet along the arc of an 821.62 foot radius curve to the left, chord bears South 77°39'52" West 350.72 feet; thence 199.62 feet along the arc of a 4849.71 foot radius curve to the left, chord bears South 64°07'37" West 199.61 feet; thence North 27°03'09" West 20.00 feet; thence 200.46 feet along the arc of a 4870.00 foot radius curve to the right, chord bears North 64°07'37" East 200.45 feet; thence 362.05 feet along the arc of a 841.63 foot curve to the right, chord bears North 77°39'52" East 359.27 feet; thence North 90°00'00" East 118.13 feet; thence North 89°52'19" East 129.62 feet; thence 387.55 feet along the arc of a 960.01 foot radius curve to the left, chord bears North 77°06'47" East 384.92 feet; thence 94.62 feet along the arc of a 1040.00 foot radius curve to the right, chord bears North 68°09'16" East 94.59 feet to the point of beginning. Said Parcel SFS-154(P) contains an area of 0.59 acre, more or less.

Three parcels of land situated within Section Thirty-Five (35), Township Nine (9) South, Range One (1) East, Salt Lake Base and Meridian, containing a combined area of 0.54 acre, more or less, and more particularly described as follows:

Parcel SFS-155(P) PERPETUAL EASEMENT

Commencing at the East Quarter Corner of Section 35, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 199.25 feet; thence West 1760.05 feet to a point on the northwest corner of that certain real property boundary described in Entry 111383:2008 as recorded by the Utah County Recorder, the True Point of Beginning; thence along said boundary South 01°12'23" West 27.41 feet; thence South 01°35'39" W 393.17 feet; thence leaving said boundary North 89°00'00" West 21.01 feet; thence North 01°35'39" East 393.38 feet; thence North 01°06'19" East 27.42 feet; thence South 88°24'00" East 21.06 feet to the point of beginning. Said Parcel SFS-155(P) contains an area of 0.20 acre, more or less.

Parcel SFS-156(P) PERPETUAL EASEMENT

Commencing at the East Quarter Corner of Section 35, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence South 221.18 feet; thence West 1771.47 feet to a point on the northwest corner of that certain real property boundary described in Entry 30437:2013 as recorded by the Utah County Recorder, the True Point of Beginning; thence South 01°35'39" West 132.70 feet; thence North 89°56'55" West 21.13 feet; thence North



01°35'39" East 133.05 feet; thence South 89°00'00" East 21.12 feet to the point of beginning. Said Parcel SFS-156(P) contains an area of 0.06 acre, more or less.

Parcel SFS-157(P) PERPETUAL EASEMENT

Commencing at the South Quarter Corner of Section 35, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 2355.45 feet; thence East 225.49 feet to a point on the southwesterly boundary of that certain real property designated at Lot 18 of the "Apple Cove" Subdivision described in Entry 116905:2005 as recorded by the Utah County Recorder, the True Point of Beginning; thence North 89°59'33" East 18.99 feet; thence North 85°18'49" East 30.91 feet; thence North 89°59'29" East 219.36 feet; thence North 59°59'29" East 14.36 feet; thence South 89°56'55" East 330.78 feet; thence South 01°35'39" West 20.01 feet; thence North 89°56'55" West 324.87 feet; thence South 59°59'29" West 14.34 feet; thence South 89°59'29" West 223.90 feet; thence South 85°18'49" West 30.91 feet; thence South 89°59'33" West 20.82 feet; thence 20.16 feet along the arc of a 50.00 foot radius curve to the right, chord bears North 02°54'50" East 20.03 feet to the point of beginning. Said Parcel SFS-157(P) contains an area of 0.28 acre, more or less.

One parcel of land situated within Section Thirty-Five (35), Township Nine (9) South, Range One (1) East, Salt Lake Base and Meridian, containing an area of 0.27 acre, more or less, and matching that description of real property in Entry 12254:2018 as recorded by the Utah County Recorder, more particularly described as follows:

Parcel SFS-162(P) PERPETUAL EASEMENT

Description from Entry 12254:2018, APN: 48:510:0013:

"Beginning at a point located S89°09'29"W along the section line 1781.19 feet and North 226.02 feet from the East 1/4 Corner of Section 35, Township 9 South, Range 1 East, Salt Lake Base and Meridian (Basis of Bearing: N89°32'33"E between the West 1/4 Corner and the East 1/4 Corner of Section 36, T9S, R1E, SLB&M); Thence N1°06'19"E 352.49 feet; thence N0°42'18"E 68.58 feet; thence S62°00'00"E 67.80 feet; thence along the arc of a 549.00 foot radius non-tangent curve (radius bears: S67°19'35"E) to the left 105.86 feet through a central angle of 11°02'52" (chord: S17°08'59"W 105.70 feet); thence S11°37'33"W 1.57 feet; thence along the arc of a 569.00 foot radius curve to the left 104.48 feet through a central angle of 10°31'13" (chord: S6°21'56"W 104.33 feet); thence S1°06'20"W 158.06 feet; thence along the arc of a 1969.00 foot radius curve to the left 17.57 feet through a central angle of 0°30'40" (chord: S0°50'59"W 17.57 feet); thence along the arc of a 2031.00 foot radius curve to the right 7.95 feet through a central angle of 0°13'28" (chord: S0°42'23"W 7.95 feet); thence N88°24'00"W 21.06 feet to the point of beginning." Said parcel SFS-162(P) contains an area of 0.27 acre, more or less



One parcel of land situated within Section Three (3), Township Ten (10) South, Range One (1) East, Salt Lake Base and Meridian, containing an area of 0.05 acre, more or less, and more particularly described as follows:

Parcel SFS-187(P) PERPETUAL EASEMENT

Commencing at the Southwest Corner of Section 3, Township 10 South, Range 1 East, Salt Lake Base & Meridian, thence North 886.22 feet; thence East 2279.42 feet to a point on the northerly boundary of that certain real property described in Entry 65578:2015, as recorded by the Utah County Recorder, the True Point of Beginning; thence along said northerly boundary North 89°43'00" East 50.00 feet; thence leaving said northerly boundary South 00°17'00" East 40.00 feet; thence South 89°43'00" West 50.00 feet; thence North 00°17'00" West 40.00 feet to the point of beginning. Said Parcel SFS-187(P) contains an area of 0.05 acre, more or less.

ALSO:

Temporary Easements for construction purposes during construction of the pipeline and appurtenant structures, on over, and across the following described land:

Two parcels of land situated within Sections Thirty-Five (35) and Thirty-Six (36), Township Nine (9) South, Range One (1) East, Salt Lake Base and Meridian, containing a combined area of 0.64 acre of temporary easement, and more particularly described as follows:

Parcel SFS-154(T1) TEMPORARY EASEMENT

Commencing at the East Quarter Corner of Section 35, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 1607.11 feet; thence West 64.75 feet to the True Point of Beginning; thence South 00°00'00" 1.41 feet; thence 23.57 feet along the arc of a 15.00 foot radius curve to the right, chord bears South 45°01'17" West 21.22 feet; thence North 90°00'00" West 118.12 feet; thence 362.05 feet along the arc of an 841.36 foot radius curve to the left, chord bears South 77°39'52" West 359.27 feet; thence 248.72 feet along the arc of a 4870.00 foot radius curve to the right, chord bears North 66°46'10" East 248.69 feet; thence 122.85 feet along the arc of an 870.01 foot radius curve to the right, chord bears North 85°57'17" East 122.75 feet; thence North 90°00'00" East 33.74 feet; thence South 02°25'12" East 13.95 feet; thence North 89°48'03" East 98.80 feet to the point of beginning. Said Parcel SFS-154(T1) contains an area of 0.20 acre, more or less.

Parcel SFS-154(T2) TEMPORARY EASEMENT

Commencing at the West Quarter Corner of Section 36, Township 9 South, Range 1 East, Salt Lake Base & Meridian, thence North 1620.95 feet; thence East 34.15 feet to the True Point of Beginning; thence North 89°52'19" East 15.34 feet; thence 375.13 feet along the arc of a 930.01 foot radius curve to the left, chord bears North 77°06'12" East 372.59 feet; thence 243.76 feet along the arc of a 1070.00 foot radius curve to the right, chord bears North 72°04'28" East 243.23 feet; thence South 00°00'00" 30.62 feet; thence 230.87 feet



along the arc of a 1040.03 foot radius curve to the left, chord bears South 71°54'27" West 230.40 feet; thence 387.55 feet along the arc of a 960.01 foot curve to the right, chord bears South 77°06'47" West 384.92 feet; thence 24.29 feet along the arc of a 15.00 foot radius curve to the right, chord bears North 46°22'32" West 21.72 feet; thence North 00°00'00" 14.98 feet to the point of beginning. Said Parcel SFS-154(T2) contains an area of 0.44 acre, more or less.

1a. The Donor warrants that the Donor is the owner of the real property whereon the above-described easement lies.

1b. The Donor, for itself, its successors and assigns, agrees that, within the perpetual easement area described herein, it shall not: (i) erect, construct, or permit to be constructed, any permanent building, structure, or improvement of any kind (except as may be defined hereinafter), nor shall the Donor construct or permit others to construct or install any fences, hard surfaced areas, or other permanent or temporary obstructions or improvements within the boundaries of the easement area that might interfere with the United States ability to gain access to the easement for operation, maintenance, repair, and replacement purposes. Any such obstruction installed or permitted to be constructed, installed, or maintained within the boundaries of the easement area shall be removed at the Donor's sole expense; (ii) plant any tree or shrubs on any portion of the easement, nor dig or drill any holes or wells, nor increase or decrease the ground elevations existing at the time this document is executed, on all or any portion of the easement; (iii) remove materials from the area without the approval of the United States, its agents or assigns.

1c. In the event that the Donor, its heirs, successors, or assigns, places or permits to be placed, any encroachment on any portion of the easement, the United States shall have the right to remove the encroachment after five (5) days written notice to the Donor, and the Donor, its heirs, or successors, or assigns, agrees to pay all costs incurred by the United States in removing the encroachment. All costs shall earn interest at the rates set by Utah law for interest on judgments until the Donor has reimbursed the United States for the cost of removal of any such encroachment. Any damage to the United States' property or appurtenant structures caused by the Donor's use or encroachment of the easement shall be repaired at the sole cost and expense of the Donor.

1d. The Donor, for itself, its successors and assigns, understands and agrees that any alteration, modification, change, or placement of improvements, by the Donor or any third party, within the above-described easement area, subsequent to the date of execution of this Donation Contract and Grant of Easement, shall be made at the Donor's own risk, and the Donor hereby releases the United States from liability for any and all loss or damage of every description or kind whatsoever which is caused by or as a direct result of such alteration, modification, change, or placement of improvements within said area; provided, however, that nothing in this Article shall be construed as releasing the United States from liability for its own negligence or the negligence of its employees, agents or contractors. The United States' liability is governed by the provisions of the Federal Tort Claims Act, Act of June 25, 1948, 62 Stat. 982 (28 U.S.C. §1346(b), 2671 et seq.) or other applicable law.

1e. The rights to be granted to the United States, as described in Article 1 hereof, shall be free from lien or encumbrance except: (i) coal, oil, gas, and other mineral rights reserved to or



outstanding in the Donor and/or in third parties if not administratively objectionable; (ii) rights-of-way for roads, railroads, telephone lines, transmission lines, ditches, conduits, or pipelines, on, over, under, or across said lands if not administratively objectionable; and (iii) court liens, judgments or financial encumbrances, such as Deeds of Trust, where (a) obtaining a release of the interest to be acquired by the United States requires payment of an administrative fee to the lienholder that is deemed prohibitively expensive by the acquiring agency and the reviewing attorney, and (b) a property is not encumbered in excess of fifty percent of its reasonable value and the purchase price being paid by the United States does not exceed twenty percent of the value of the tract, as value is estimated by the acquiring agency or by the local tax assessor..

1f. The construction contractor shall restore or repair with material of like kind and equal quality, any fence, grass, soil, shrubbery, trees, bushes, flowers, other vegetation, sprinkler system, irrigation system, gravel, concrete, asphalt, or utilities damaged or displaced during construction.

1g. The United States may, in its sole discretion, erect, maintain, or use gates in all fences which now cross or later may cross any portion of the easement(s) to enable the United States to take equipment along the easement(s) to perform required maintenance and repair. The Donor may lock any such gate to prohibit the public from unlawful access to the easement area, but the Donor shall provide the United States a key to any such lock at the Donor's expense.

1h. The United States shall also be entitled to trim, cut, or clear away trees, brush, or other vegetation or flora from time to time as the United States determines in its sole discretion without additional compensation.

1i. The Temporary Easement herein granted shall terminate thirty (30) months from the date of this contract or at the end of construction, whichever comes first. No continuing access is allowed on the Temporary Easement area described herein once construction is completed or the Temporary Easement expires without the express written consent of the Donor.

2. The following SPECIAL PROVISION sets forth additional details, terms, and specifications hereby agreed to in connection with construction of the Pipeline, which is the subject matter of this Donation Contract and Grant of Easement.

(a) The Pipeline will be constructed in accordance with the plan drawings and specifications submitted to and received by Santaquin City. In the event that unidentified buried utilities, other hidden obstacles or unexpected geotechnical subsurface conditions are encountered during construction, the United States shall have the right to adjust the Pipeline grade or location in consultation with the Donor. Such changes in Pipeline grade or location will be noted on as-built drawings provided to the Donor. The Donor agrees to record a corrected permanent easement to reflect the as-built pipeline facility locations if requested by the United States.

(b) The plan drawings and standards and specifications will detail how the project is to proceed. The Contract Santaquin Reach Specifications and Drawings for this project (Specifications and Drawings) have been reviewed and approved by the Donor and shall be incorporated and made a part of this contract.



(c) The United States agrees to design and construct the Pipeline in accordance with sound engineering standards.

(d) The United States will require the contractor hired in a separate contract to: (i) construct the Pipeline in such a manner so as to not block the adjoining residents from ingress and egress to their homes or businesses for more than a 24-hour period, unless the contractor makes other arrangements with the affected property owners or businesses; (ii) hire a public information manager available at all hours of the day or night to deal with homeowner, renter, and business owner occupant issues related to the construction project. Donor recognizes the construction contractor will sequentially close sections of roadway for construction work and to detour traffic in accordance with the Specifications and Drawings.

(e) The Donor agrees that for all future utility projects, road ways, parking lots, trails or other hardened surface project crossings within the permanent easement granted by the United States, the Donor shall submit notification to the United States for review and approval by the United States. Said notification shall be submitted by Donor prior to the commencement of construction thereof and shall include details of the proposed action, including any applicable maps, engineering drawings to scale and specifications.

Within 20 days of receipt of the Donor's notification, the United States shall review the notification, determine if additional information is necessary and which additional reviews, including NEPA, are required. The United States shall notify the Donor of any additional requirements and the estimated time of completion of any required reviews. If the Donor does not receive a response from the United States within 20 days, the Donor may complete projects for which notification was submitted. Said notification and response will serve to provide mutual protection of the Pipeline and Santaquin City utilities at no cost to the Donor. The United States agrees that following any such review and response, approval will not be unreasonably withheld.

(f) To the extent authorized by law, the United States of America agrees to waive fees for future encroachment permits filed by the Donor for encroachments along or crossing the Pipeline.

3. The acquiring federal agency is the Department of the Interior represented by the officer executing this Donation Contract and Grant of Easement, his duly appointed successor, or his duly authorized representative.

4. Abstracts or certificates of title or title insurance will be procured by the United States at its expense unless otherwise provided in this Donation Contract and Grant of Easement. The expense of recording this Donation Contract and Grant of Easement shall be borne by the United States.

The United States shall reimburse the Donor in an amount deemed by the United States to be fair and reasonable for the following expenses incurred by the Donor:

(a) Recording fees, transfer taxes and similar expenses incidental to granting the easement described herein to the United States.

(b) Penalty cost for prepayment of any pre-existing recorded mortgage entered into in



good faith encumbering said real property.

(c) The pro rata portion of real property taxes paid which are allocable to a period subsequent to the date of vesting title in the United States, or the effective date of possession of such real property by the United States, whichever is earlier.

The Donor agrees to furnish the United States evidence that these items of expenses have been billed to and paid by the Donor and further agrees that the United States alone shall determine the fairness and reasonableness of the expenses to be paid.

5. In the event that liens or encumbrances do exist, the United States may, at its option, remove any and all such outstanding liens and encumbrances. However, this provision shall not be construed to authorize the incurrence of any lien or encumbrance as against this Donation Contract and Grant of Easement, nor as an assumption of any lien or encumbrance by the United States.

6. After execution of this contract by the United States, the proper officers, agents, and assigns of the United States shall, at all times, have unrestricted access to said easement for any purpose including the construction, reconstruction, operation, or maintenance of the Spanish Fork Santaquin Pipeline – Santaquin Reach, free of any claim for damage or compensation on the part of the Donor, except as otherwise provided for in this contract.

7. The Donor hereby acknowledges that he has been fully informed by the United States of its right under the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended (84 Stat. 1904, 101 Stat 255, 42 U.S.C. § 4651) to receive just compensation for the fee land to be conveyed to the United States. The Donor hereby releases the United States, its successors and assigns, of all obligations to have an appraisal prepared to determine the amount of just compensation for the rights herein granted and hereby waives all right to just compensation to which the Donor may be entitled.

8. Nothing herein shall be deemed to increase the liability of the United States beyond the provisions of the Federal Tort Claims Act, Act of June 25, 1948, 62 Stat. 982 (28 U.S.C. §1346(b), 2671 et seq.) or other applicable law.

9. The expenditure or advance of any money or the performance of any obligation of the United States under this contract shall be contingent upon appropriation or allotment of funds. No liability shall accrue to the United States in case funds are not appropriated or allotted.

10. No Member of or Delegate to Congress or Resident Commissioner shall be admitted to any share or part of this Donation Contract and Grant of Easement, or to any benefit that may arise therefrom, but this restriction shall not be construed to extend to this contract if made with a corporation or company for its general benefit.

11. Time is of the essence in the performance of this Donation Contract and Grant of Easement.



12. The terms of this Donation Contract and Grant of Easement will survive the grant provided for herein.

13. All notices and other communications under this Donation Contract and Grant of Easement shall be in writing and shall be deemed duly given when delivered (a) personally or by certified mail, with a record of receipt, or (b) the day of transmission if sent by facsimile or e-mail (with a copy promptly sent by mail or certified mail) to the parties at the following addresses or facsimile numbers (or to such other addresses or facsimile number as a party may have specified by notice given to the other party pursuant to this provision), or (c) in case of emergency by telephone contact (with a copy promptly sent by mail or certified mail):

Mayor  
Santaquin City  
275 West Main Street  
Santaquin, Utah 84655

Department of Interior  
CUPCA  
302 East 1860 South  
Provo, Utah 84606

IN WITNESS WHEREOF, the parties hereto have signed their names the day and year first above-written.

Approved for Legal Sufficiency:

THE UNITED STATES OF AMERICA

By \_\_\_\_\_  
U.S. Department of Interior  
Office of the Regional Solicitor

By \_\_\_\_\_  
Regional Realty Officer

ATTEST:

SANTAQUIN CITY

By: \_\_\_\_\_  
Amalie R. Ottley, City Recorder

By \_\_\_\_\_  
Dan Olsen, Mayor



ACKNOWLEDGMENT OF THE UNITED STATES

State of Utah                    )  
  ) ss.  
County of Salt Lake        )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, known to me to be the Regional Realty Officer of the Bureau of Reclamation, Interior Region 7 - Upper Colorado Basin, the United States Department of the Interior, the signer of the above instrument, who duly acknowledged to me that he/she executed the same on behalf of the United States of America.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

ACKNOWLEDGMENT OF SANTAQUIN CITY (Mayor)

State of                        )  
  ) ss.  
County of                    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, who, being duly sworn, did say that he/she is the Mayor of Santaquin City, and that he/she executed the within instrument on behalf of said corporation by authority of a resolution of City Council and duly acknowledged to me that said corporation/city council executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_



ACKNOWLEDGMENT OF SANTAQUIN CITY (Attestor)

State of Utah     )  
                              )  
County of Utah    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by  
\_\_\_\_\_, in his/her capacity as the \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the  
State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_



# Memorandum

To: Santaquin City Council  
From: Brett B. Rich  
Date: 2/17/2023  
Re: Proposed Resolution to Reconcile Fine Schedule and Ordinance Provisions

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In 2019, the City Council addressed a concern that the process for dealing with Nuisance violations did not provide enough incentive to remove a nuisance in a timely manner. The Council adopted an ordinance allowing for a reduction in the scheduled fine for a Nuisance violation if the nuisance was resolved before Sentencing. In conjunction with that ordinance the Council set the scheduled fine for the most common violations at five-hundred dollars.

The 2021 revisions to the Santaquin City Uniform Bail Schedule ("Fine Schedule") include reductions in the fine amounts for the most common Nuisance violations from five-hundred dollars to fifty dollars, which appears to conflict with the present ordinance allowing for a reduction of the fine if the property is cleaned up before Sentencing.

To address this issue, we have prepared a proposed resolution to raise the minimum scheduled fine for violations of S.C.C. Title 4, Chapter 08 to five hundred dollars. This resolution addresses only the scheduled fine amounts, which should restore the intent of the Council as expressed in the present Nuisance ordinance.

A copy of the proposed Resolution is attached to this memo. Please contact our office with any questions.

Thank you for your consideration.



## **RESOLUTION 02-04-2023**

### **A RESOLUTION AMENDING THE SANTAQUIN CITY UNIFORM BAIL SCHEDULE TO ADJUST AND CLARIFY FINES FOR VIOLATIONS OF CERTAIN NUISANCE ORDINANCES**

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

**WHEREAS**, Utah cities are authorized by the Legislature to enact ordinances in order to promote and protect the health, safety and welfare of the people; and

**WHEREAS**, on July 18, 2012, the City Council adopted Ordinance No. 07-01-2012, establishing the Santaquin City Uniform Bail Schedule (the “Uniform Bail Schedule”), a schedule for fines applicable to criminal violations of various ordinances, and providing for future amendment of said schedule by resolution; and

**WHEREAS**, on September 22, 2021, the City Council adopted Ordinance No. 09-03-2021, amending the Uniform Fine Schedule to reflect recently adopted and amended ordinances, and additional changes; and

**WHEREAS**, the City Council now desires to further amend the Uniform Bail Schedule to adjust and clarify the fines for violation of ordinances regarding “Nuisance”;

**NOW THEREFORE**, be it resolved by the City Council of Santaquin City that the Uniform Bail Schedule be amended as follows:

1. The scheduled fine for a violation of any provision of Santaquin City Code Title 4, Chapter 08 (Nuisances), shall be not less than Five Hundred Dollars (\$500.00).
2. This resolution shall take effect upon adoption.

**ADOPTED AND PASSED** by the Santaquin City Council this 21<sup>st</sup> day of February, 2023.

SANTAQUIN CITY

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Daniel M. Olson, Mayor

Attest:

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Amalie R. Ottley, City Recorder