

Santaquin City Resolution 05-06-2022

A Resolution Clarifying City Financial Policies and Procurement Methods

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

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

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

Now Therefore, Be it Resolved by the City Council of Santaquin City, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Financial Management Policies as indicated in Attachment “A” hereto. All other provisions of the Financial Management Policies as adopted by Santaquin City Resolution 12-05-2021 shall remain in effect.

Approved and adopted by the Santaquin City Council this 17th day of May, 2022.

Daniel M. Olson, Mayor, Santaquin City

Attest: _____
Amalie R. Ottley, City Recorder

Attachment “A” Changes to City Financial Management Policies

1. The following change is proposed to principle 7 of the General Guiding principles (bold-underlined text is added, stricken text is deleted):
 7. Fees and utility rates should be increased annually, consistent with inflationary rates, to maintain the operations of the City and to protect the public from significant future increases in rates and fees.
2. The following change is proposed to Section IV: Revenues, paragraph 4 (bold-underlined text is added, stricken text is deleted):
 4. The Finance Director will provide the City Council with an estimate of the City’s revenues annually as part of the budget preparation process.

3. The following change is proposed to Section VIII: Investment Policy, subsection Communications and Reporting (bold-underlined text is added, stricken text is deleted):

The City Treasurer shall provide all reports required by ~~to~~ the State Money Management Council ~~a bi-annual report that includes the balances for all City depository accounts~~.

Interest earned on investments shall be reported to the City Council on a bi-annual basis at the end of the 2nd and 4th quarters of the calendar year ~~in the city’s monthly financial reports which are distributed to the City’s department heads and in the Annual Audit Report.~~

4. The following change is proposed to Section X: Internal Controls and Financial Reporting, Paragraph 3 (bold-underlined text is added, stricken text is deleted):
 3. In accordance with Utah State Code Title 10 Chapter 6 and City ordinances, all revenues received by the City will be the responsibility of the Treasury ~~division~~ and the disbursement and monitoring of expenditures will be the responsibility of the City Finance Director ~~Recorder within the Finance division~~.
5. The following change is proposed to Section XI: Risk Management, Paragraph 3 (bold-underlined text is added, stricken text is deleted):
 3. The City will further control its exposure to risk using hold harmless agreements in City contracts and by requiring contractors to carry liability insurance, with the City listed as an additional insured where appropriate.

6. The following changes are proposed to Section XII: Purchasing, paragraph 6 (bold-underlined text is added, stricken text is deleted):

6. Bidding Requirements

- a. No bidding process is required for materials or equipment ~~that are~~ procured through the state bidding process.
- b. The City will seek opportunities, ~~when appropriate~~, to cooperate with other entities to maximize potential savings through large quantity purchasing of products such as asphalt, plant materials, concrete, piping, etc. ~~Except as otherwise required by law, Bids received directly or indirectly through such a cooperative bidding process shall fulfill the intent of these purchasing bidding requirements and need not be approved by the Mayor or Council as indicated contained in c, d, and e, below.~~
- c. Three informal bids must be obtained and submitted to and approved by the Mayor and/or his designee prior to any purchase in an amount greater than the City Manager’s authorized spending level but within the Mayor’s authorized spending level, as outlined above. The City may reject any and all bids and is not required to accept the lowest bid.
- d. Prior to any purchase in excess of the Mayor’s authorized spending level, as outlined above, at least three formal sealed bids must be obtained and submitted to and approved by the City Council. The City may reject any and all bids and is not required to accept the lowest bid.
- e. Bidding for professional services (E.g. Architects, Engineering, Surveying, etc.) may utilize a process similar to that utilized by the State of Utah for design professional services. The City may also utilize the professional services of an individual or firm without conducting a competitive selection process ~~so long as that individual or firm has demonstrated knowledge (E.g. already acquired data, plans, awareness of details or has an existing contract with the city) and capabilities for the intended work, so long as the Council determines the expediency and potential savings of city resources in not conducting a competitive selection process are sufficient enough to grant a non-competitive contract for the desired services upon approval of the City Council.~~