

RESOLUTION NO. 12-08-2019

A RESOLUTION OF THE SANTAQUIN CITY COUNCIL AUTHROIZING AN EMPLOYMENT OFFER AND POSSIBLE EMPLOYMENT AGREEMENT FOR THE ASSISTANT CITY MANAGER POSITION

WHEREAS, Santaquin City (hereinafter the "City") is a municipality and political subdivision of the State of Utah; and

WHEREAS, Norman E. Beagley, (hereinafter called "Beagley") is presently employed by the City as the Director of Engineering; has the education, training and experience in local government management, community development, and public works and infrastructure development; and is personally responsible for millions of dollars in grant proceeds and infrastructure cost savings during his time with Santaquin City; and

WHEREAS, the City desires to reinstate an Assistant City Manager position to assist the City Manager by performing a variety of professional administrative and managerial duties related to planning, directing, organizing, and controlling the administrative processes to carry out the efficient and economic operation of the city; and

WHEREAS, the City desires to promote Beagley to the reinstated position of Assistant City Manager and to encourage his continuing employment with the City and to provide a measure of security in his employment; and

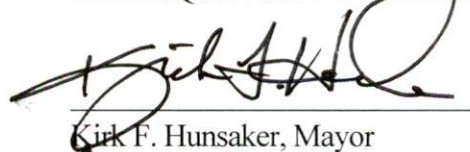
WHEREAS, Beagley desires to continue his employment with the City under certain terms and conditions; and

WHEREAS, the parties now desire to enter into this Agreement in order to establish the terms and conditions of Beagley's continued employment with the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Santaquin City, State of Utah, to authorize the acceptance of the "Santaquin City Assistant City Manager Employment Agreement," a copy of which is attached hereto.

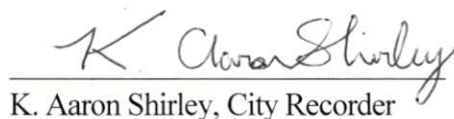
PASSED AND APPROVED this 19th day of December, 2019.

SANTAQUIN CITY COUNCIL



Kirk F. Hunsaker, Mayor

ATTEST:



K. Aaron Shirley, City Recorder

SANTAQUIN ASSISTANT CITY MANAGER EMPLOYMENT AGREEMENT

This Agreement, made and entered into this 19th day of December, 2019, by and between **Santaquin City**, a fourth-class city and political subdivision of the State of Utah (hereinafter called "City") and **Norman E. Beagley**, (hereinafter called "Beagley").

WITNESSETH:

WHEREAS, Santaquin City is a municipality and political subdivision of the State of Utah; and

WHEREAS, Beagley is an individual who is presently employed by the City as the Director of Engineering and who has education, training and experience in local government management, community development, and public works and infrastructure development; and

WHEREAS, the City desires to promote Beagley to the newly reinstated position of Assistant City Manager and to encourage his continuing employment with the City and to provide a measure of security in his employment; and

WHEREAS, Beagley desires to continue his employment with the City under certain terms and conditions; and

WHEREAS, the parties now desire to enter into this Agreement in order to establish the terms and conditions of Beagley's continued employment with the City.

NOW, THEREFORE, in consideration of mutual covenants, agreements and other valuable consideration, the parties agree as follows:

1. **EMPLOYMENT.** The City agrees to employ Beagley and Beagley agrees to be employed by the City, in the capacity of Assistant City Manager. In his capacity as Assistant City Manager, Beagley shall report directly to the City Manager concerning those duties for which the City Manager has authority pursuant to state law and/or local ordinance.
2. **TERM.** The term of this Agreement shall be for an initial period of three (3) years, commencing December 18, 2019 and ending December 17, 2022, unless it is terminated earlier as set for in Section 13. At the conclusion of the initial period, this Agreement shall automatically be renewed for an additional two (2) year term unless notice that the Agreement shall terminate is given at least six (6) months before the expiration date thereof. In the event the Agreement is not renewed, all compensation, benefits and requirements of this Agreement shall remain in effect until the expiration of the term of

the Agreement unless Beagley voluntarily resigns, is unable to perform the duties set forth in the Agreement, or is terminated for cause as set forth in Section 13.

3. **DUTIES.** During the term of this Agreement, Beagley, as Assistant City Manager for the City, shall assist in the performance of those duties outlined Section 1-6A-5 of the Santaquin City Code as well as those duties designated in the Santaquin City Assistant City Manager Job Description (Exhibit A) and such additional duties as may be assigned to him from time to time by the City Manager or Mayor. Additionally, Beagley will fulfill the responsibilities of the City Engineer for a period of approximately six months (See duties under City Engineer Job Description – Exhibit B). Beagley shall at all times faithfully, diligently and conscientiously perform all of the duties that may be required of and from him pursuant to the express and implied terms of this Agreement in a professional, competent and ethical manner.
4. **TIME AND EFFORT.** Beagley shall devote whatever time is necessary to satisfactorily perform the duties of Assistant City Manager, but it is agreed that Beagley shall work, on average, a minimum of forty (40) hours per week. Beagley is an exempt employee and, therefore, does not qualify and is not entitled to receive overtime compensation or compensatory time off.
5. **SALARY.** During the term of this Agreement, Beagley shall be paid an annual salary of _____ Dollars and _____ cents (\$ _____), plus cost of living increases as the same may be from time to time approved by the City Council for other City employees, less applicable federal and state tax withholdings and other deductions required by law or authorized by Beagley, payable in substantially equal installments bi-weekly in accordance with the City's regular payroll schedule. Additionally, the City shall provide a _____% pay increase after six (6) months of satisfactory employment. Notwithstanding, the City may in its sole discretion, upon the favorable performance review of Beagley by the City, increase the salary of Beagley from time to time. The City agrees to conduct at least one annual evaluation of Beagley.
6. **BENEFITS.** Beagley shall be eligible to participate in the benefit programs of the City that are available to all other regular, full-time employees.
 - a) **Health, Disability and Life Insurance Benefits.** The City agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for Beagley and his dependents on the same terms and conditions that such insurance benefits are provided to all other full time employees of Santaquin City.

- b) **Vacation.** Beagley shall be credited annually with 20 days annual vacation. Employee agrees to plan his vacations around the needs of the City in consultation with the City Manager or Mayor.
- c) **Sick Leave.** Beagley shall accrue sick leave in accordance with the Santaquin City Employee Policies and Procedures Handbook.
- d) **Holidays.** Beagley shall receive paid time off for all state and Federal holidays in the same manner as provided to all other full time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
- e) **Retirement.** The City agrees to ensure that all contributions are made on Beagley's behalf in the same manner as provided to all other full time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
- f) **Tuition Assistance.** The City agrees to contribute full tuition assistance reimbursements to Beagley as he earns his master's degree and ensure that all contributions are made on Beagley's behalf in the same manner as provided generally to other full time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.

7. **REIMBURSEMENT OF EXPENSES.** The City shall reimburse Beagley for reasonable expenses necessarily incurred by him in connection with the work performed by Beagley for or on behalf of the City upon presentment of an expense reimbursement request containing a detailed itemization of the expenses for which reimbursement is sought, together with receipts or other appropriate documentation relating to those expenses.

- a. City, subject to the prior approval and discretion of the City Council, agrees to budget for and to pay for professional licensing, dues and subscriptions of Beagley necessary for continuation and full participation in national, regional, state, or local associations and organizations necessary and desirable for Beagley's continued professional participation, growth, and advancement, and for the good of the City.
- b. City, subject to the prior approval and discretion of the City Council, agrees to provide Beagley a six hundred dollar (\$600.00) monthly automobile mileage stipend to cover all costs incurred while traveling to and from official City business, excluding travel in excess of one hundred (100) miles in distance (one way) for any single business item. This stipend is not intended to cover normal commute mileage, which is the sole responsibility of Beagley.

- c. City, subject to the prior approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Beagley for professional and official travel, meetings, and occasions to adequately continue the professional development of Beagley and to pursue necessary official functions for the City, which exceeds one hundred (100) miles in distance. Mileage reimbursement shall be administered in accordance with the Santaquin City Employee Policies and Procedures Handbook.
8. **TECHNOLOGY.** The City shall provide Beagley with a computer, software, fax/modem and cell phone required for Beagley to perform the job and to maintain communication. Use of such equipment shall be in accordance with the Santaquin City Employee Policies and Procedures Handbook.
9. **COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** Beagley acknowledges that, as Assistant City Manager, he has received and will continue to receive confidential or proprietary information of the City, including such information that may be originated by or imparted to him from time in the course of Beagley's employment. Beagley agrees that he shall not at any time, whether during the time that he is employed by the City or at any time thereafter, disclose to any person or entity or use any confidential or proprietary information in any manner whatsoever without the prior written consent of the Mayor or City Council. Upon the request of the City while Beagley is employed by the City, or upon the termination of Beagley's employment with the City, Beagley will turn over to the City Manager all documents, papers or other materials in Beagley's possession, custody or control which may contain or be derived from confidential or proprietary information of the City. The term "confidential or proprietary information" shall include, without limitation, all trade secrets, financial information, customer information, litigation strategy, and all other information involving or reasonably related to the business of the City, and any tangible article which embodies such confidential or proprietary information. This covenant shall survive termination of this Agreement.
10. **OUTSIDE ACTIVITIES.** The employment provided for by this Agreement shall be the Employee's primary employment. However, the City recognizes that Beagley currently owns and operates a fencing contractor business, which affords him the ability to provide limited secondary income. Beagley understands that the operation of his contracting work must neither constitute interference with nor a conflict of interest with his responsibilities under this Agreement. Furthermore, the City recognizes that certain outside consulting or teaching opportunities provide indirect benefits to the City and the community. As such, Beagley may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangement must neither interference with nor cause a

conflict of interest with his responsibilities under this Agreement. Prior to any such acceptance of any additional outside employment activity, Beagley shall obtain the written consent of the City Manager for each such activity, which consent shall not be unreasonably withheld.

**11. REMEDIES FOR BREACH OF THE COVENANT NOT TO DISCLOSE
CONFIDENTIAL OR PROPRIETARY INFORMATION.**

In the event of a breach or threatened breach by Beagley of the provisions of the covenant not to disclose confidential or proprietary information, a court of competent jurisdiction may issue a restraining order or an injunction against Beagley, restraining or enjoining him from taking, copying, using, disclosing, giving, selling, or transferring to any other person or entity any of the City's confidential or proprietary information. In addition, the City shall be entitled to any and all other remedies available to the City at law or in equity, and no action by the City in pursuing a given remedy shall constitute an election to forego other remedies.

12. ADHERENCE TO CITY POLICIES. Beagley agrees to comply with the provisions of the Santaquin City Employee Policies and Procedures Handbook, to the extent that such policies and procedures are not contrary to or inconsistent with the terms of this Agreement. To the extent that any provisions in the City's personnel policies and procedures are contrary to or inconsistent with the terms of the Agreement, the terms of this Agreement shall apply.

13. TERMINATION. For the purpose of this Agreement, termination shall occur when:

- a) A majority of the governing body members vote to terminate Beagley at a duly authorized public meeting.
- b) If the City, citizens or legislature amends any provision of the Santaquin City Code or the Utah Code pertaining to the role, powers, duties, authority, responsibilities of the position of Assist City Manager that substantially changes the form of government, Beagley shall have the right to declare that such amendments constitute termination.
- c) If the City reduces the base salary, compensation or any other financial benefit of Beagley, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this Agreement and will be regarded as termination.

- d) If Beagley resigns following an offer to accept resignation, whether formal or informal, by the City as representative of a majority of the governing body that Beagley resigns, then Beagley may declare a termination as of the date of the suggestion.
- e) Breach of contract declared by either party within a 30 day cure period for either Beagley or the City. Written notice of a breach of contract shall be provided in accordance with the provisions of paragraph 15.

14. **SEVERANCE PAY.** Except in the case of removal for cause or Beagley's voluntary resignation, which nullify Beagley's entitlement to severance, the City shall cause Beagley, upon his removal, to be paid any unpaid balance of his salary, vacation, and sick time in accordance with the Santaquin City Employee Policy and Procedures Handbook, due through the date of his removal together with his salary at the same rate for the next six (6) calendar months following the date of his removal. Severance shall be paid in a lump sum, within thirty (30) days of termination unless otherwise agreed to by the City and by Beagley. Apart from payment of six (6) months of salary there are no other payments, benefits or entitlements pertaining to severance.

15. **OTHER AGREEMENTS.** Beagley warrants that, to the best of his knowledge, the execution and delivery of this Agreement and the performance of his duties hereunder will not violate the term of any other agreement to which he is a party or by which he is bound.

16. **BONDING.** The City shall bear the full cost of any fidelity or other bonds required of Beagley under any law or ordinance including errors and omissions insurance premiums.

17. **NOTICES.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

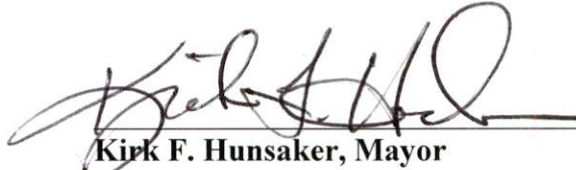
- a) **CITY:** Santaquin City, 275 West Main Street, Santaquin, Utah 84655
- b) **BEAGLEY:** Norman E. Beagley, 983 North 3580 East, Genola, Utah 84655

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

18. **MISCELLANEOUS.**

- a) **Attorney's Fees and Costs.** In the event that either party commences an action to enforce the terms of this Agreement, or to recover for its breach, the prevailing party shall be entitled to recover from the non-prevailing party his or its attorney's fees and costs incurred therein.
- b) **Headings.** The headings used herein are inserted for convenience only, and shall not be construed as having any substantial significance or meaning whatsoever.
- c) **Assignability.** The rights and duties under this Agreement are not assignable by either party.
- d) **Binding Effect.** Subject to the provisions of paragraph 14, this Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors and assigns.
- e) **Entire Agreement.** This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations and understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.
- f) **Effect of Waiver.** No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or of any other term or provision hereof.
- g) **Unenforceable Provisions.** In the event that any part of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining parts herein shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable part(s) had not been included herein.
- h) **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Utah.

SANTAQUIN CITY


Kirk F. Hunsaker, Mayor

ATTEST:



K. Aaron Shirley, City Recorder
Norman E. Beagley,
Assistant City Manager

Exhibit A – Assistant City Manager Job Description



Job Description

Title:	Assistant City Manager	Code:	100
Division:	Administration	Effective Date:	12/19
Department:	Community Development, Engineering, and Public Works	Last Revised:	12/19

GENERAL PURPOSE

Under the direction of the City Manager, performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. The Assistant City Manager assists in the management of the following city departments through its department directors: community development, engineering, and public works, etc. Assist in the management of city budgets for all city departments. Directs project monitoring to insure compliance with adopted standards and ordinances.

SUPERVISION RECEIVED

The Assistant City Manager works under the supervision of the City Manager. Together, the City Manager and his/her Assistant work under the broad policy guidance and direction of the governing body of Santaquin City, as directed by the Mayor.

SUPERVISION EXERCISED

The Assistant City Manager assists the City Manager in providing broad policy guidance and direction to department directors. The Assistant City Manager acts as City Manager in his/her absence.

ESSENTIAL FUNCTIONS

Assists in the management of the day-to-day operations and internal affairs of the city; recommends policies, procedures and processes to further the policies of the Mayor and City Council; through the City Manager, advises and appraises governing body as needed; makes recommendations for executive, administrative, legislative actions (with prior notice to the City Manager and Mayor); when called upon, assists the City Manager to conduct internal investigations, examine books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

Assists the City Manager as he/she assumes responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards. Assists the City Manager as he/she provides managerial and operational oversight to the Community Development Director, Engineering Director, and Public Works Director according to city code;

assists the City Manager in the recommendation of hiring of all non-exempt and most exempt city positions, assists the City Manager to make recommendations for department head appointments to the appropriate authority.

Assists in the preparation and administration of the city's budget; assists in the submission of budget and capital improvement programs to the Mayor, department heads and council; assists in overseeing the fiscal activity of the city to assure compliance with established budgets; assists in the development of fiscal management strategies to optimize available revenue sources; competes for and secures supplemental funding through grants; promotes economic development to increase city revenue.

Assists in the direction of city operations through department directors; monitors program success to recommend continuance or discontinuance; assists the City Manager as he/she coordinates with department heads to implement change in city policy and processes; assists the City Manager as he/she apprises Mayor and City Council members of emergencies.

Attends all meetings of the city council, planning commission, and the appeal authority, and takes part in the discussions of these meetings as appropriate, but without the right to vote; requests legal responses and positions from city attorney. Represents the city as directed by the City Manager or at the direction of Mayor or governing body; serves as the City's primary Public Information Officer in the absence of the City Manager; assists the City Manager in developing the state-of-the-city reports and presents them to the governing body.

Assists in the general supervision over public property under the jurisdiction of the city.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a master's degree in public administration; business or a closely related field; AND
- B. Four (4) years of progressively responsible experience in municipal management; OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; generally accepted accounting principles (GAAP), the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; laws governing records retention, archiving, management and access (GRAMA).

Skill in interpersonal relations and cooperative problem solving.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads;

plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing, resolve disputes and complaints from the public in professional manner, maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; establish and maintain effective working relationships with the Mayor, City Council, department directors, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

Must be bondable. Must possess a valid driver's license. Must pass a pre-employment background check and drug screen.

4. Work Environment:

Incumbent of the position performs in a typical office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Exhibit B – City Engineer Job Description



Job Description

Title:	City Engineer	Code:	100
Division:	Community Development	Effective Date:	01/14
Department:	Engineer	Last Revised:	01/14

GENERAL PURPOSE

Performs a variety of **professional, administrative and supervisory** duties related to planning, organizing, directing and controlling the design, development and construction of city infrastructure and facilities. Directs project monitoring to insure compliance with adopted standards and ordinances.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Assistant City Manager over Community Development.

SUPERVISION EXERCISED

Provides general guidance and direct supervision to division personnel.

ESSENTIAL FUNCTIONS & DUTIES

Must effectively communicate, with or without reasonable accommodation, with City personnel and members of the public.

Must be a registered professional engineer under Utah Code Ann. Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act.

Must comply with the requirements for City Engineers as set forth in Utah Code Ann. §§ 10-3-903 through 10-3-907, as the same may be amended from time to time.

Plans, organizes and directs operations and activities such as project design, management and construction administration related to culinary water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering and other infrastructure projects affected by private development and city capital improvement projects; establishes and recommends project priorities; prepares engineering reviews and reports for proposed projects and developments; oversees long range strategies for public works development; reviews and approves water right acquisitions, offers court testimony.

Performs feasibility analysis, engineering and construction surveys; manages the development and implementation of the city's Impact Fee Facilities Plans and Capital Improvement Plans

consistent with city master or general plan guidelines and specifications; assures all projects and programs comply with established State regulations, city ordinance and generally accepted engineering standards.

Serves as engineering liaison and advisor to various boards and commissions; provides feedback on issues affecting city engineering liability and responsibility; prepares or directs the preparation of various reports, projections, and evaluations as required; consults and advises Public Works Director, Assistant City Manager, Community Development Director, Mayor and City Council on improvements or problems related to utilities, annexations, water rights, new developments, and city property; assists management in developing City ordinances, policies, and resolutions pertaining to City standard specifications and drawings.

Conducts Development Review Committee and pre-project meetings with developers, contractors, architects, etc., as needed to inform and educate regarding city standards and project expectations; assesses proposals and determines feasibility in relation to city general plan; makes recommendations.

Oversees and monitors progress of department and contract projects; provides quality assurance review of various stages of project completion; communicates with various agencies before and during projects to insure satisfactory completion; initiates corrective action and change orders as needed to maintain established agency standards.

Prepares and administers the engineering/facilities planning budget; devises and implements new programs, recommendations and goals; verifies all costs incurred by the division; monitors fiscal activity to insure conformity with established budget constraints and reporting procedures; performs grant writing and grant administration duties as needed.

Supervises division personnel; establishes division policy and rules; informs personnel of new procedures and policy changes, establishes standards for performance within the division; responsible for evaluating employee performance; disciplines as necessary; organizes and conducts division meetings.

Establishes standards and criteria for selection of engineering consultants; prepares bid documents; negotiates contracts; monitors consultant work to assure compliance with standards and contract specifications; insures timely completion; coordinates inspections for engineering division projects; prepares contract documents, specifications, change orders, bid tabulations, cost estimates, and other work involved in contractual construction work.

Prepares drawings, plans, specifications, and estimates for municipal infrastructure projects; reviews project design, plans and specifications; approves engineered plans and specifications for public improvements, subdivisions and planned business development; determines plan compliance with codes and standards; provides professional engineers stamp for in-house design projects and incurs personal professional liability per Utah Code; approves all city plats for conformity with survey requirements, city code, and Utah Code; computes quantity estimates and summaries for bid items for construction projects; estimates costs of future construction projects for planning and budget.

Assures all ordinances, resolutions and orders of the City Council relating to engineering projects are carried into effect; performs work in coordination with federal, state, and county agencies related to various infrastructure projects as may be required to meet applicable laws, codes, standards, and grant obligations.

Provides direction and oversees survey efforts as needed to manage survey needs for city projects; provides oversight to other survey works within the city limits; prepares maps, plans and profiles, detail drawings and creates maps transposed from survey field notes both manually and by computer; makes calculations, sets lines and grades for infrastructure construction and coordinates the actual construction and supervision; updates and maintains city master maps; may perform survey field work utilizing GIS/GPS instruments.

Performs related duties as required.