



**June 25, 2024**

**City Council Meeting**

**Information Packet**

# **Agenda Item #1**

Consideration of Resolution 2024-45  
approving Tier 2 Public Safety and  
Firefighter Contributory  
System



**GRANTSVILLE CITY  
RESOLUTION NO. 2024-45**

**A RESOLUTION OF THE CITY OF GRANTSVILLE APPROVING THE PICK-UP OF  
MEMBER CONTRIBUTIONS FOR TIER 2 PUBLIC SAFETY AND FIREFIGHTER  
CONTRIBUTORY SYSTEM**

**WHEREAS**, the City of Grantsville participates in the Utah Retirement Systems (URS) for the benefit of its employees; and

**WHEREAS**, the City of Grantsville recognizes the importance of providing retirement benefits to its Public Safety and Firefighter employees; and

**WHEREAS**, the City has decided to pick-up and pay the member retirement contributions for Tier 2 Public Safety and Firefighter employees as allowed under federal tax law and URS guidelines; and

**WHEREAS**, the Employer Election to Pick-Up Member Contributions form has been duly completed and is attached hereto as Exhibit A; and

**WHEREAS**, the City Council has reviewed and approved the proposed pick-up contributions as described in the attached form;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grantsville, Utah, as follows:

**Section 1. Approval of Tier 2 Public Safety Pick-Up:** The City of Grantsville hereby approves the pick-up of member contributions for Tier 2 Public Safety and Firefighter Contributory Retirement System as described in the attached Employer Election to Pick-Up Member Contributions form (Exhibit A).

**Section 2. Approval of Pick-Up Rate Percentage:** The City of Grantsville will pick-up and pay the member contributions at the rate of 4.73% of salary for Public Safety Officers, as stated in Exhibit A.

**Section 3. Effective Date:** This resolution shall take effect immediately upon its passage and approval as provided by law.

**Section 4. Severability clause:** If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

PASSED AND ADOPTED by the City Council of the City of Grantsville, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2024.



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By Mayor Neil Critchlow

ATTEST

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Braydee Baugh, City Recorder



# **EXHIBIT A**

**(Tier 2 Pick-Up)**



Utah Retirement Systems  
 PO Box 1590  
 Salt Lake City, UT 84110-1590  
 801-366-7318 | 800-753-7318  
 www.urs.org

# Employer Election To Pick-Up Member Contributions

## Tier 2 Public Safety and Firefighter Contributory System

**Instructions:**

1. This form is designed to notify URS of an Employer’s formal election to pick-up Member retirement contributions for Tier 2 Public Safety and Firefighter Employees.
2. This form and accompanying documentation must be returned to URS for processing.
3. A pick-up election is subject to federal law, resulting in tax and legal consequences, including limitations about the ability to modify or revoke the election. For information regarding employer pick-up contributions, please refer to federal law and guidance, including Internal Revenue Code Section 414 and IRS Revenue Ruling 2006-43. If you would like to update the *Employer Election to Pick-Up Member Contributions* form on file for your Tier 2 Public Safety and Firefighter employees, please input the total amount you are electing to pick-up. By submitting this information, it will amend your previous election, and it cannot be less than the previous pick-up amount.
4. An Employer should consult its legal, financial, and tax advisors if it has any questions concerning the consequences of Member contribution pick-ups and submitting this form.

**SECTION A » EMPLOYER INFORMATION**

Employer Name <b>GRANTSVILLE CITY CORPORATION</b>	Employer Number <b>361</b>	Date <b>06/19/2024</b>
Desired Effective Date: <u>07/01/2024</u> (The effective date must be after the date that the pick-up election was formally adopted as provided in the attached documentation.)		

**SECTION B » PICK-UP AMOUNT(S)**

The above-named Employer certifies that it has taken formal action to provide that the contributions on behalf of its covered employees in the following URS System, although designated as employee contributions, will be paid by the employer in lieu of employee contributions. (Check the box and fill in the portion of employee contributions picked-up for each class of employees below.)

Please also attach written documentation to this form that provides evidence that the Employer formally elected to prospectively pick-up specified employee contributions. (For example, ordinance, resolution, governing body meeting minutes, etc.)

Note: If you are picking-up contributions for public safety, and firefighter employees, check all the boxes

- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Public Safety Officer**:
  - 4.73 % of salary. (\*e.g., 4.73% of salary)
- Tier 2 Public Safety and Firefighter Contributory Retirement System, with the following pick-up election that will be paid by the Employer in lieu of employee contributions for members serving as a **Firefighter**:
  - \_\_\_\_\_ % of salary. (\*e.g., 4.73% of salary)

\*These amounts are the required Member Contribution Rates effective July 1, 2024. Employers are not required to pay the full Member Contribution rate and may pick up a percentage of salary. The percentages included by the Employer may not exceed the required Member Contribution rate and cannot be less than the amount previously picked-up by the Employer.

**SECTION C » CERTIFICATION AND SIGNATURE**

I acknowledge, certify and understand the following:

- » I represent and have the authority to sign and submit this form on behalf of the Employer;
- » The Employer has taken all appropriate and necessary actions to make a formal Employer pick-up regarding employee contributions on behalf of its employees;
- » The election to pay for the Employee contributions shall constitute an Employer pick-up of designated contributions pursuant to Internal Revenue Code Section 414(h);
- » From and after the date of the pick-up election, an Employee may not: 1) have a cash or deferred election right with respect to designated Employee contributions; 2) be permitted to opt out of the pick-up; or 3) have the option of choosing to receive or receiving the contributed amounts directly instead of having them paid by the Employer to the specified system/plan;
- » In order for contributions to be considered paid by the employer, and therefore not subject to Social Security and Medicare tax (FICA), the Employer contributions: 1) Must be mandatory for all Employees covered by the retirement system; and 2) Must be a salary supplement and not a salary reduction—In other words, the Employer must not reduce employee salary to offset the amount designated as employee contributions;
- » Future modifications to this Employer election may be disallowed or limited;
- » The election authorized to be taken by the foregoing is not contrary to any governing provisions of the Employer;
- » I understand that URS is not providing the Employer legal, financial, or tax advice relating to making a “pick-up” election or submitting this form;
- » The information provided on this form and attached documentation is correct and can be relied upon by URS; and
- » I agree that the Employer will indemnify URS from and against any claims or other liability including attorney fees based upon the Employer’s failure to comply with pick-up election requirements.

Printed Name of Employer Representative (Binding Official) <b>Heidi Jeffries</b>	Signature of Binding Official 	Title Human Resource Director/Treasurer
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# **Agenda Item #2**

Consideration of Resolution 2024-46  
appointing an Interim City Manager



**GRANTSVILLE CITY  
RESOLUTION NO. 2024-**

**A RESOLUTION OF THE CITY OF GRANTSVILLE APPOINTING AN INTERIM  
CITY MANAGER**

Be it resolved by the City Council of Grantsville City, Utah as follows:

**WHEREAS**, the current City Manager of Grantsville City has recently resigned, creating a vacancy in this important position; and

**WHEREAS**, it is essential for the City to maintain effective and continuous management and operations during the period of transition; and

**WHEREAS**, the City Council has determined that appointing an interim City Manager is necessary to ensure the stability and continued efficiency of the City's operations;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRANTSVILLE CITY, STATE OF UTAH, AS FOLLOWS:

**Section 1. Appointment of Interim City Manager:** Neil A. Critchlow is hereby appointed as the Interim City Manager of Grantsville City.

**Section 2. Interim City Manager Position:** The Interim City Manager shall have all the powers, duties, and responsibilities of the City Manager as outlined in the City's ordinances and applicable laws.

**Section 3. Immediate Appointment:** The appointment of the Interim City Manager shall take effect immediately and shall continue until a permanent City Manager is appointed and assumes office.

**Section 4. Effective Date:** This resolution shall take effect immediately upon its passage and approval as provided by law.

**Section 5. Severability clause:** If any part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all provisions, clauses and words of this Resolution shall be severable.

ADOPTED AND PASSED BY THE CITY COUNCIL OF GRANTSVILLE CITY, THIS 25TH DAY OF JUNE, 2024.

BY THE ORDER OF THE GRANTSVILLE CITY COUNCIL:



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By Mayor Neil Critchlow

ATTEST

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Braydee Baugh, City Recorder

Mayor	City Manager
<ul style="list-style-type: none"> <li>• May release any person imprisoned for violation of any municipal ordinance but report this to the City Council.</li> <li>• Ensure that all laws and ordinances are executed and observed.</li> <li>• May examine city records.</li> <li>• Can call on residents 21 years + to assist in enforcing the laws of the state and ordinances of the city.</li> <li>• Appoints, with advice &amp; consent of City Council, individuals to fill municipal offices or vacancies on commissions or committees of the city.</li> <li>• Represents the city at various meetings and other functions.</li> <li>• Chairperson and presides at city council meetings.</li> <li>• Shall not vote except in case of a tie vote of the city council.</li> <li>• Has no power to veto any act of the city council, unless specifically authorized by statute.</li> <li>• Signs all ordinances, resolutions, and proclamations on behalf of the city which are authorized by the city council or required by law.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall exercise the administrative powers, authorities, and duties of the city's chief executive officer.</li> <li>• All city employees report to the city manager.</li> <li>• Ensure all laws, ordinances, and resolutions of the city are executed and observed.</li> <li>• Manages the internal day-to-day affairs of the city.</li> <li>• Develops, recommends, and implements city policies, practices, rules, regulations, and procedures.</li> <li>• Reports to the City Council.</li> <li>• Advises the city council regarding policy options &amp; implementation procedures.</li> <li>• Carries out legislative directives and decisions.</li> <li>• Responsible for contract administration.</li> <li>• Consults with department heads and other management employees to establish department objectives, priorities, and standards consistent with the goals and objectives of the city council.</li> <li>• Serves as facilitator to help city departments achieve city council goals and the effective implementation of city service levels, ordinances, resolutions, rules, regulations, and directives.</li> <li>• Exercise managerial control to ensure that city government &amp; it's respective departments function in the most efficient &amp; effective manner.</li> <li>• Responsible for the overall personnel management of the city, including recruitment, selection, retention, resolving employee grievances, monitoring &amp; directing personnel actions, promotion, demotion, discipline, separation, or reclassification of city employees.</li> <li>• Coordinates personnel decisions with division heads.</li> <li>• Authority to remove any non-appointed employee of the city, subject to state &amp; local laws, &amp; may recommend to the city council removal of any appointed employee, subject to state &amp; local law.</li> <li>• Coordinate activities of individuals rendering professional services to the city.</li> <li>• Plans, organizes, &amp; supervises city financial operations and keeps the city council advised at all times of the financial condition and needs of the city.</li> </ul>

	<ul style="list-style-type: none"><li>• Prepares and delivers financial reports to the city council as needed.</li><li>• Supervises the preparation and administration of the city budget.</li><li>• Ensures that all executive procedures &amp; activities are in compliance and assures conformity to financial goals and budgets.</li><li>• Coordinates with external auditors.</li><li>• Represents the city at all times and responds to requests or inquiries about city policies, rules, ordinances, regulations, resolutions, or services rendered by city government.</li><li>• Prepares and recommends long range strategic plans and programs for consideration by the city council and advisory committees to provide for the health, safety, &amp; welfare of the current &amp; future residents of the city.</li><li>• Furnishes reports to the city council as requested.</li><li>• Signs all contracts, leases, deeds, and other writings on behalf of the city which are authorized by the city council or required by law.</li></ul>
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This is from Chapter 2 of the Grantsville municipal code (2-6, 2-9) and was approved by the city attorney as correct according to the code.

From ULCT:

## SIX MEMBER COUNCIL FORM OF GOVERNMENT

The powers of municipal government in a municipality operating under the six member council form of government are vested in a council consisting of six members, one of which is a mayor. The mayor in a municipality operating under a six-member council form of municipal government is, except in limited circumstances a nonvoting member of the council. The mayor votes as a voting member of the council on each matter for which there is a tie vote of the other council members present at a council meeting; or when the council is voting on whether to appoint or dismiss a municipal manager; or on an ordinance that enlarges or restricts the mayor's powers, duties, or functions.

The mayor is the chair of the council and presides at all council meetings.

The mayor exercises ceremonial functions for the municipality such as ribbon cuttings and municipal appearances.

The mayor may not veto an ordinance, tax levy, or appropriation passed by the council.

The mayor is the chief executive officer. This means that all employees of the municipality report to him or her.

The mayor, among other things, is required to keep the peace; enforce the laws of the municipality; and ensure that all applicable statutes and municipal ordinances and resolutions are faithfully executed and observed.

The mayor, with the council's advice and consent, can assign or appoint a member of the council to administer one or more departments of the municipality; and appoint a person to fill a municipal office.

The powers and duties of the mayor in a six member council form of government can be taken from the mayor and given to either the council or such as a city manager or a city administrator by the adoption of an ordinance by the council.

The vote on this ordinance must either be by the unanimous vote of the council or the ordinance must have the vote of a majority of the council and the mayor.

In the six-member council form of government the council is the legislative body of the city or town and exercises the legislative powers and performs the legislative duties and functions of the municipality.

This is done by either ordinance or resolution as may be appropriate.

The council in a municipality operating under a six-member council form of government: can exercise executive or administrative power that has not been given to the mayor under state law, or has been given to the mayor under state law, but has been delegated to the council by the mayor.

In addition the council can remove from the mayor, by an appropriately passed ordinance, the mayor's executive and administrative power and give it to itself or to an appointed manager or administrator. The council may not remove any of the mayor's legislative or judicial powers or ceremonial functions, the mayor's position as chair of the council; or any ex officio position that the mayor holds.

An ordinance removing from or reinstating to the mayor a power, duty, or function requires the affirmative vote of the mayor and a majority of all other council members; or all council members except the mayor.

**Effective 5/1/2024**

**10-3b-302 Mayor in six-member council form of government -- Mayor pro tempore.**

- (1) The mayor in a municipality operating under a six-member council form of municipal government:
  - (a) is, except as provided in Subsection (1)(b), a nonvoting member of the council;
  - (b) votes as a voting member of the council:
    - (i) on each matter for which there is a tie vote of the other council members present at a council meeting, including a tie vote to fill a mid-term vacancy under Section 20A-1-510; or
    - (ii) when the council is voting on:
      - (A) whether to appoint or dismiss a municipal manager; or
      - (B) an ordinance that enlarges or restricts the mayor's powers, duties, or functions;
  - (c) is the chair of the council and presides at all council meetings;
  - (d) exercises ceremonial functions for the municipality;
  - (e) may not veto an ordinance, tax levy, or appropriation passed by the council;
  - (f) except as modified by ordinance under Subsection 10-3b-303(2), has the powers and duties described in Section 10-3b-104; and
  - (g) may, within budget constraints, appoint one or more administrative assistants to the mayor.
- (2)
  - (a) If the mayor is absent or unable or refuses to act, the council may elect a member of the council as mayor pro tempore, to:
    - (i) preside at a council meeting; and
    - (ii) perform, during the mayor's absence, disability, or refusal to act, the duties and functions of mayor.
  - (b) The municipal clerk or recorder shall enter in the minutes of the council meeting the election of a council member as mayor pro tempore under Subsection (2)(a).

Amended by Chapter 450, 2024 General Session

Cities that operate with a mayor and city manager:

Clearfield	Clinton	Blanding
Hyde Park City	North Ogden City	Bountiful
Roy City	Holladay	Panguitch
Morgan City	Herriman City	Parowan
Roosevelt City	Saratoga Springs	South Jordan
Manti City	Kaysville	Ephraim City
Santaquin City	Tremonton	Kanab
Vernal City	Hurricane	Toquerville
Syracuse City	Draper	Spanish Fork
Magna	Enoch	Bluffdale
Heber City	Cedar Hills	Payson
Beaver City	Washington Terrace	St. George
Orem	Centerville	

The screenshot shows the Santaquin City website. At the top left is the Santaquin logo. To the right is a search bar and a navigation menu with links for Government, Departments, Community, Business, and How Do I... Below the navigation is a sidebar menu under the heading 'ADMINISTRATION' with links for Budget & Financials, City Manager's Office (highlighted), Human Resources, Recorder's Office, and Treasurer's Office. The main content area is titled 'City Manager's Office' and contains a description of the role, a portrait of Norm Beagley, and his name and years of service.

**ADMINISTRATION**

- + Budget & Financials
- City Manager's Office**
- + Human Resources
- + Recorder's Office
- Treasurer's Office

## City Manager's Office

As the administrative head of city government, the city manager is hired by the Mayor and City Council to enforce municipal laws, direct daily operations of the City, make recommendations to the Council, prepare and observe the municipal budget, appoint and supervise all City department heads and employees, and supervise the operation of all City departments. The city manager is responsible for implementing policies adopted by the Mayor and City Council, preparing and submitting the annual budget, and administering the day-to-day operations of the City.

**Norm Beagley - City Manager**  
Years of Service: 2022 to Current



Posted on: January 2, 2024

## What Does a City Manager Do?



As the City's newest City Manager, I am often asked, "What does the City Manager do?" It is a great question, and I wanted to share a few highlights about what the role of City Manager means in South Jordan.

In South Jordan, our approach to governance is similar to that adopted by major cities such as Phoenix, AZ, Charlotte, NC, and San Antonio, TX, which is often called a council-manager form of government. Our City operates under the six-member council form of government, where the City Council delegates specific responsibilities to the Mayor and other responsibilities to the City Manager, providing a stable foundation for decision-making. This deliberate distribution of duties ensures that power isn't overly centralized, promoting a balanced approach to city leadership.

The Mayor and City Council hire the City Manager, who is accountable to the whole Council. When this form of government was adopted many years ago, the City Council, by ordinance, delegated some of the duties that the Mayor could hold to the City Manager for the City's day-to-day functions and municipal operations. The Council, however, is prohibited by state law from removing any of the Mayor's legislative or judicial powers or ceremonial functions, the Mayor's position as chair of the Council, or any ex officio position that the Mayor holds. All department directors report to the City Manager.

The South Jordan Municipal Code details some of the City Manager's duties in Title 2.28.020. These roles include the following:

- Managing the internal affairs of the city; developing, recommending, and implementing city policies, practices, rules, regulations, and procedures
- Carrying legislative directives and decisions from the Mayor and City Council
- Administering contracts
- Issuing public statements to the press and responding to questions from the press related to city management, policies, procedures, and administrative decisions that is consistent with the majority opinion or direction of the City Council
- Supervising city financial operations and keeping the governing body advised as to the financial condition and needs of the City
- Enforcing all applicable laws, ordinances, rules, regulations, and policies of the City, and being responsible for the overall personnel management function
- Creating all necessary departments

- Preparing recommendations for the governing body regarding the addition, deletion, or reduction of municipal services

The City Manager is also responsible for performing all other duties and obligations and exercising the powers set forth by ordinance, resolution, regulation, or directive imposed by the governing body.

However, how we interact and respect one another's roles fuels the success of our governance model. Regardless of the specific government structure, our ability to work together respectfully and acknowledge each other's areas of expertise drives the success of the city's achievements.

Here in South Jordan, we've found that our success hinges on everyone understanding their role and appreciating the contributions of their peers. We firmly believe our city thrives when each of us fulfills our responsibilities and respects the contributions of our colleagues.

I am grateful for our vibrant community and fantastic staff, and I look forward to continued collaboration for the betterment of South Jordan.

-Dustin Lewis, City Manager

From South Jordan (<https://www.sjc.utah.gov/CivicAlerts.aspx?AID=255>)

## Duties of:

Mayor	City Manager
<ul style="list-style-type: none"> <li>• Articulate &amp; Explain Grantsville City's Vision and Goals</li> <li>• Frame Policy Discussions</li> <li>• Promote Community Unity &amp; Pride</li> <li>• Serve as Chief Spokesperson for City &amp; Council</li> <li>• Represent City at Functions &amp; Events</li> <li>• Conduit from Community &amp; Citizens to Council for Information; and as a Champion for an Accessible City Hall</li> <li>• Facilitate Communications, Negotiate Issues, Be a Peacemaker</li> <li>• Chair Council Meetings, Set Positive Tone, &amp; Maintain Dignity &amp; Decorum in Meetings</li> <li>• Be a Regional Leader</li> <li>• Set High Standard for Honesty, Integrity &amp; Respect</li> <li>• Support &amp; Promote Economic Growth &amp; Tourism</li> <li>• Ensure that all laws and ordinances are observed</li> <li>• Appoint, with the advice &amp; consent of City Council, individuals to fill municipal offices or vacancies on commissions or committees</li> </ul>	<ul style="list-style-type: none"> <li>• As Chief Administrative Officer, manage, direct and coordinate the municipal services and business affairs of the City</li> <li>• Manage the internal day-to-day affairs of the city</li> <li>• Consult with department heads and other management employees to establish department objectives, priorities, and standards consistent with the goals and objectives of the City Council</li> <li>• Responsible for the overall personnel management of the city, including recruitment, selection, retention, resolving employee grievances, monitoring &amp; directing personnel actions, promotion, demotion, discipline, separation, or reclassification of city employees. All employees report to the City Manager.</li> <li>• Maintain a positive tone, dignity, &amp; respect in all interactions with Employees and Community &amp; encourage a positive, respectful work environment for all City Employees.</li> <li>• Exercise managerial control to ensure that city government &amp; it's respective departments function in the most efficient &amp; effective manner.</li> <li>• Under the guidance of City Council, develops, recommends, and implements city polices, practices, rules, regulations, and procedures.</li> </ul>

<ul style="list-style-type: none"><li>• Signs all ordinances, resolutions, and proclamations on behalf of the city which are authorized by the city council or required by law.</li><li>• At the beginning of the calendar year, presents a State of the City to the City and the City Council.</li><li>• Helps in finding and writing grants to support various programs for our city.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• In order to keep the Council advised of the needs of the City, the City Manager makes or initiates studies on a multitude of issues and presents alternative recommendations and solutions to the City Council.</li><li>• Reports to the City Council and advises them regarding policy options &amp; implementation procedures to ensure the City functions effectively and according to the City's vision and Goals.</li><li>• Prepares and recommends long range strategic plans and programs for consideration by the city council and advisory committees to provide for the health, safety, &amp; welfare of the current &amp; future residents of the city.</li><li>• Furnishes reports to the city council quarterly and/or as requested.</li><li>• Responsible for the enforcement of all ordinances passed by the City Council and directs the various departments in the execution of Council policies</li><li>• Signs all contracts, leases, deeds, and other writings on behalf of the city which are authorized by the city council or required by law.</li><li>• Plans, organizes, &amp; supervises city financial operations and keeps the city council advised at all times of the financial condition and needs of the city.</li><li>• Prepares and delivers financial reports to the city council as needed, supervises the preparation and administration of the city budget &amp; ensures that all executive procedures &amp; activities are in compliance and assures</li></ul>
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	<p>conformity to financial goals and budgets.</p> <ul style="list-style-type: none"> <li>Helps in finding and writing grants to support various programs for our city.</li> </ul>
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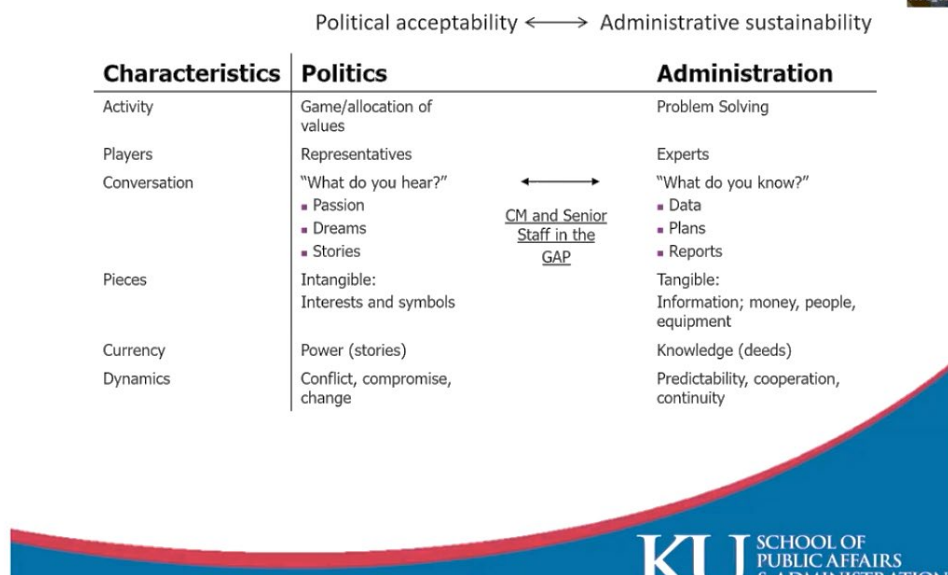
Mayor: Works with community, listens to citizens and works with city manager to meet needs and wants.

City Manager: Looks at the big picture and looks at what is best for the City as a whole,

Goals for both the mayor and city manager:

1. Accountability & Transparency
2. Dignity & Respect in all interactions
3. Represent and promote the general welfare, vision, and goals of the City.

### Characteristics of Politics and Administration



#### Recommendations:

1. City Manager and Mayor meet once a week to discuss, as partners, ways to best serve the community.
2. City Manager regularly reports at City Council meetings the successes and/or concerns of the City and City Employees.
3. Conduct an employee survey/evaluation once a quarter to give employees opportunities to share ideas, concerns, and thoughts in a no-risk, respectful manner.
4. Appoint each City Council member as a liaison, representative, and ambassador to each department: Police/Justice, Public Works, Library/Fire, Building/Community & Economic Development, and Finance/City Hall.

## **Agenda Item #3**

Consideration of Ordinance 2024-23  
amending Grantsville City Code  
Chapters 2-9 and 2-6

## **Agenda Item #4**

Adjourn