

## SOUTH WEBER CITY COUNCIL AGENDA

Watch live or at your convenience

<https://www.youtube.com/c/southwebercityut>

**PUBLIC NOTICE** is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, April 27, 2021 in the Council Chambers at 1600 E. South Weber Dr., \*Due to physical distancing guidelines there is limited room for the public to attend. Unless commenting please watch on YouTube at the link above. **Attendees are encouraged to properly wear a face mask.** If you are unable or uncomfortable attending in person, you may comment live via Zoom if you register prior to 5 pm the day of the meeting at <https://forms.gle/PMJFhYFJsD3KCi899>. You may also email [publiccomment@southwebercity.com](mailto:publiccomment@southwebercity.com) for inclusion with the minutes.

**OPEN** (Agenda items may be moved in order or sequence to meet the needs of the Council.)

1. Pledge of Allegiance: Councilman Soderquist
2. Prayer: Mayor Sjoblom
3. Corona Update
4. \*Public Comment: Please respectfully follow these guidelines.
  - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
  - b. State your name & address and direct comments to the entire Council (Council will not respond).

### **PRESENTATIONS**

5. Davis County Sheriff's Quarterly Report

### **ACTION ITEMS**

6. Approval of Consent Agenda
  - a. April 8 Minutes
  - b. March Check Register
  - c. February Budget to Actual
7. Ordinance 2021-02: City Code Title 7 Chapter 4-3 Park Regulations
8. Resolution 21-20: Dog Park Rules
9. Resolution 21-25: Policies and Procedures Manual

### **DISCUSSION ITEMS**

10. Budget Workshop, Tentative 2022 Budget

### **REPORTS**

11. New Business
12. Council & Staff

**CLOSED SESSION** held pursuant to the provision of UCA section 52-4-205 (1)(d)

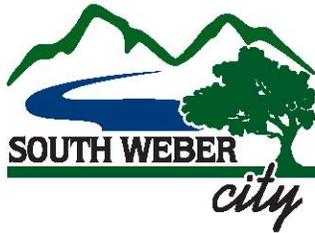
13. Discuss the purchase, exchange, or lease of real property
14. Return to Open Meeting and Adjourn

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED, OR POSTED TO: 1. CITY OFFICE BUILDING 2. FAMILY ACTIVITY CENTER 3. CITY WEBSITE <http://southwebercity.com/> 4. UTAH PUBLIC NOTICE WEBSITE <https://www.utah.gov/pmn/index.html> 5. THE GOVERNING BODY MEMBERS 6. OTHERS ON THE AGENDA

DATE: 04-20-2021

CITY RECORDER: Lisa Smith



## Agenda Item Introduction

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**Council Meeting Date:** 04-27-2021

**Name:** Lisa Smith

**Agenda Item:** Davis County Sheriff's Quarterly Report

**Background:** Davis County Sheriff's Office (DCSO) provides law enforcement for South Weber City. The Council has requested quarterly reports to review statistics including staffing hours in the city and review of significant events.

**Summary:** DCSO will report happenings since January 25, 2021.

**Budget Amendment:** na

**Procurement Officer Review:** Budgeted amount \$                      Bid amount \$

**Committee Recommendation:** na

**Planning Commission Recommendation:** na

**Staff Recommendation:** na

**Attachments:** none

# SOUTH WEBER CITY CITY COUNCIL MEETING

**DATE OF MEETING:** 8 April 2021

**TIME COMMENCED:** 8:31 p.m.

**LOCATION:** Electronic Meeting through Zoom

**PRESENT: MAYOR:**

Jo Sjoblom

**COUNCIL MEMBERS:**

Hayley Alberts  
Blair Halverson  
Angie Petty  
Quin Soderquist  
Wayne Winsor

**CITY ATTORNEY:**

Jayne Blakesley

**CITY ENGINEER:**

Brandon Jones

**CITY PLANNER:**

Shari Phippen

**CITY RECORDER:**

Lisa Smith

**CITY MANAGER:**

David Larson

**Transcriber:** Minutes transcribed by Michelle Clark

**ATTENDEES:** Gary Boatright

**Mayor Sjoblom called the meeting to order and welcomed those in attend.**

## **1. Electronic Meeting Declaration and Order**

### **Order on Public Meetings of the South Weber City Council**

I, Jo Sjoblom, as Mayor of the South Weber City, do hereby find and declare as follows:

1. Due to the Emergency conditions which currently exist in the State of Utah, and specifically in Davis County and South Weber City as a result of the COVID-19 Pandemic and the recent surge in COVID-19 infections across the state and in Davis County, the holding of public meetings with an anchor location as defined in the *Utah Open and Public Meetings Act*, presents a substantial risk to the health and safety of those who may be present at the anchor location; and
2. The risk to those who may be present at an anchor location can be substantially mitigated by holding public meetings of the City Council pursuant to electronic means that allow for public participation via virtual means; and
3. The City has the means and ability to allow virtual participation in the public meetings in accordance with the *Utah Open and Public Meetings Act*;

**NOW THEREFORE, BASED UPON THE FOREGOING,**

For thirty days from the date of this Order, meetings of the South Weber City Council shall be conducted by electronic means without an anchor location. DATED this 31 day of March 2021.

## **2. Planning Commission Recommendation**

Gary Boatright, Planning Commission Chair, reported the Planning Commission met previous to this meeting and recommended the City Council approve the Preliminary/Final Plat: Public Works Subdivision, also amending Smith & Edwards Subdivision located at approx. 128 E South Weber Drive.

## **3. Resolution 21-18: Property Exchange Agreement**

Mayor Sjoblom explained South Weber City is under contract to purchase a lot for the future Public Works Shop. The parcel is located on State Road 60 (South Weber Drive) which is controlled by the Utah Department of Transportation (UDOT). UDOT requires the entrance to be located west of the originally proposed access upon property jointly owned by the Larry D Ray Revocable Trust and the Suzanne A Ray Revocable Trust. That property is under contract for purchase with Nilson Homes for development and will eventually require access across the public work's property for ingress/egress. Both the owner and developer have agreed to exchange the land for the Public Work's entry site for the land for the future Harper Way connection. City Manager David Larson mentioned there were grammatical corrections made to the agreement.

**Councilwoman Petty moved to approve Resolution 21-18: Property Exchange Agreement. Councilman Halverson seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

## **4. Resolution 21-19: Public Works Subdivision Final Plat**

Mayor Sjoblom reported South Weber City is under contract to potentially purchase property for a new Public Works Facility. The property is located to the north of the South Weber Soccer Facility and to the south & west of the Heather Cove Subdivision. The city is currently in the due diligence period prior to closing on the property; and is investigating all aspects of the property to assess the viability of the property for its desired future use. One part of the city's due diligence is to create the surveyed lot in the configuration desired by the city for purchase with access to South Weber Drive. The purchase of the property is the first phase. No improvements are proposed at this time as there is no current funding to build the facility. A Sketch Plan meeting was held on March 2, 2021. Comments by staff were given and revisions made to the plat. A public hearing was held on March 18, 2021 with the Planning Commission and was continued to the April 8, 2021 Planning Commission meeting.

As part of the city's due diligence, the city submitted an application to UDOT for an access permit to South Weber Drive. One of the requirements for approval of the permit was to locate the access at or near the current driveway access just west on the Ray property. This necessitated the need to acquire additional property from the Rays to be included as part of Lot 2 of the Public Works Subdivision. The city has been working with a representative of the Ray property and the developer that is currently under contract with the Rays (Nilson Homes). A Property Exchange Agreement has been created. This agreement will exchange the property that the city needs from the Rays (for access to South Weber Drive) for the property that the Rays will need for a future road connection to Harper Way. This agreement was just approved by the Council.

The plat meets all requirements of City Code. The future intended use of the property as a Public Works Facility in the Commercial Recreation (C-R) Zone is a conditional use and will have to be approved as such when the city is ready to build the facility.

City Manager David Larson reported the acreage has changed from 11.92 acres to 11.926, which adds \$300 to the purchase price. The total purchase price is \$596,300.

**Councilman Soderquist moved to approve Resolution 21-19: Public Works Subdivision Final Plat. Councilwoman Alberts seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

**5. Purchase of Public Works Subdivision, Lot 2**

Mayor Sjoblom reported the City Council budgeted \$800,000 for the purchase of property for a future public works facility. The city is currently under contract to purchase property behind the soccer facility with access out to South Weber Drive. The contract originally required the city to close on the property by March 31, 2021. An extension was granted by the property owner to complete the purchase by April 15.

The city has completed due diligence including the creation of the Public Works Subdivision and worked out an access agreement with neighboring property owners to provide access to the property. Once the new lot has been recorded at the county, the city is prepared to close on the property acquisition.

The previously agreed to purchase price is \$50,000 per acre. The final amount of property needed to complete the purchase is 11.926 acres for a total purchase price of \$596,300. The city’s procurement policy directs that purchases above \$10,000 require City Council approval.

**Councilman Halverson moved to approve the property purchase of Public Works Subdivision, Lot 2 at \$596,300. Councilman Winsor seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, Soderquist, and Winsor voted aye. The motion carried.**

**ADJOURN: Councilwoman Petty moved to adjourn the Council Meeting at 8:42 p.m. Councilwoman Alberts seconded the motion. Mayor Sjoblom called for the vote. Council Members Alberts, Halverson, Petty, and Winsor voted aye. The motion carried.**

**APPROVED:** \_\_\_\_\_ **Date** 04-27-2021

**Mayor: Jo Sjoblom**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:** \_\_\_\_\_ **City Recorder: Lisa Smith**

Report Criteria:  
Report type: GL detail

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	1057280	139.80	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	5140490	58.84	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	1058250	13.24	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	1060250	36.48	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	1070250	13.24	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	5240490	13.24	AT&T MOBILITY
03/25/21	42571	AT&T MOBILITY	03/02/21	Telecom Service - February 2021	5340250	13.24	AT&T MOBILITY
Total 42571:						288.08	
03/11/21	38609	Banner, Todd	V 06/13/18	Referee - Softball	2071481	20.00	Banner, Todd
Total 38609:						20.00	
03/11/21	42486	Banner, Todd	06/13/18	Referee - Softball	2071481	20.00	Banner, Todd
Total 42486:						20.00	
03/04/21	42452	Baxter, Colton	02/01/21	Witness for Case 205400435	1042610	18.50	Baxter, Colton
Total 42452:						18.50	
03/04/21	42453	BELL JANITORIAL SUPPLY	02/01/21	Mopping Supplies - Fire Station	1057260	137.16	BELL JANITORIAL SUPPLY
03/04/21	42453	BELL JANITORIAL SUPPLY	02/10/21	Paper Towels and Hand Soap - Fire Station	1057260	571.98	BELL JANITORIAL SUPPLY
Total 42453:						709.14	
03/18/21	42542	BIRT, LARRY	03/03/21	Referee	2071488	80.00	BIRT, LARRY
Total 42542:						80.00	
03/04/21	42454	Blomquist Hale c/o Myrna	03/01/21	EAP Coverage - March 2021	1043135	185.00	BLOMQUIST HALE CONSULTING INC.
Total 42454:						185.00	
03/11/21	42487	BLUE STAKES OF UTAH	02/28/21	Blue Stakes - February 2021	5140490	79.98	BLUE STAKES OF UTAH

M = Manual Check, V = Void Check

SOUTH WEBER CITY

Check Register - Council Approval w/ inv date  
 Check Issue Dates: 3/1/2021 - 3/31/2021

Page: 2  
 Apr 06, 2021 03:51PM

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42487:						79.98	
03/31/21	42597	BOLT AND NUT SUPPLY	03/17/21	1 1/8 X 8 Bolts, Nuts, and Washers Snow plow r	1060411	45.81	BOLT AND NUT SUPPLY
Total 42597:						45.81	
03/11/21	42488	CAL RANCH STORES	03/05/21	Supplies for cat	1070261	18.98	CAL RANCH STORES
Total 42488:						18.98	
03/04/21	42455	CASELLE INC	02/11/21	AP Direct Pay Software	1043740	2,160.00	CASELLE INC
Total 42455:						2,160.00	
03/25/21	42572	CENTRAL WEBER SEWER IMPR DIST.	03/24/21	4th Quarter 2020 Impact Fees (Oct - Dec) 15 P	5221365	36,960.00	CENTRAL WEBER SEWER IMPR DIST.
Total 42572:						36,960.00	
03/31/21	42598	Century Equipment Company	03/15/21	Hydrant leak repair	5140490	610.00	Century Equipment Company
Total 42598:						610.00	
03/25/21	42573	CENTURYLINK	03/10/21	SCADA Data Line- March 2021	5140490	67.01	CENTURYLINK
Total 42573:						67.01	
03/11/21	42489	CHEMTECH-FORD LABORATORIES	03/05/21		5140480	480.00	CHEMTECH-FORD LABORATORIES
Total 42489:						480.00	
03/11/21	42490	CHRISTOPHER F ALLRED	02/28/21	Prosecution Services - February 2021	1042313	600.00	CHRISTOPHER F ALLRED
Total 42490:						600.00	
03/04/21	42456	CINTAS CORPORATION	03/02/21	First Aid - FAC	2071250	15.66	CINTAS CORPORATION
Total 42456:						15.66	
03/31/21	42599	CINTAS CORPORATION	03/22/21	First Aid - Shops - March 2021	1060250	15.50	CINTAS CORPORATION

M = Manual Check, V = Void Check

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42599:						15.50	
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	MATS/TOWELS - 02/24/2021	1060250	14.39	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	5240140	8.45	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	5140140	16.90	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	5440140	8.45	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	1060140	16.90	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	1070140	33.79	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	02/24/21	PW Uniforms - 02/24/2021	1058140	16.90	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	MATS/TOWELS - 03/03/2021	1060250	14.39	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	5240140	8.45	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	5140140	16.90	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	5440140	8.45	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	1060140	16.90	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	1070140	33.79	CINTAS CORPORATION LOC 180
03/11/21	42491	CINTAS CORPORATION LOC 180	03/03/21	PW Uniforms - 03/03/2021	1058140	16.90	CINTAS CORPORATION LOC 180
Total 42491:						231.56	
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	MATS/TOWELS - 03/10/2021	1060250	14.39	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	5240140	8.45	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	5140140	16.90	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	5440140	8.45	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	1060140	16.90	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	1070140	33.79	CINTAS CORPORATION LOC 180
03/18/21	42543	CINTAS CORPORATION LOC 180	03/10/21	PW Uniforms - 03/10/2021	1058140	16.90	CINTAS CORPORATION LOC 180
Total 42543:						115.78	
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	MATS/TOWELS - 03/17/2021	1060250	14.09	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	5240140	11.07	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	5140140	22.15	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	5440140	11.07	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	1060140	22.15	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	1070140	44.28	CINTAS CORPORATION LOC 180
03/25/21	42574	CINTAS CORPORATION LOC 180	03/17/21	PW Uniforms - 03/17/2021	1058140	22.13	CINTAS CORPORATION LOC 180
Total 42574:						146.94	

M = Manual Check, V = Void Check

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	MATS/TOWELS - 03/24/2021	1060250	12.63	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	5240140	8.39	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	5140140	16.78	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	5440140	8.39	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	1060140	16.78	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	1070140	33.56	CINTAS CORPORATION LOC 180
03/31/21	42600	CINTAS CORPORATION LOC 180	03/24/21	PW Uniforms - 03/24/2021	1058140	16.78	CINTAS CORPORATION LOC 180
Total 42600:						113.31	
03/04/21	42457	COLONIAL FLAG SPECIALTY CO INC	02/24/21	Flag Rotations - City Hall	1043262	40.00	COLONIAL FLAG SPECIALTY CO INC
Total 42457:						40.00	
03/11/21	42492	COLONIAL FLAG SPECIALTY CO INC	03/05/21	Flag Rotation - Memorial Park	1070261	51.92	COLONIAL FLAG SPECIALTY CO INC
Total 42492:						51.92	
03/25/21	42575	COLONIAL FLAG SPECIALTY CO INC	03/18/21	Flag Rotation - Memorial Park	1070261	127.00	COLONIAL FLAG SPECIALTY CO INC
Total 42575:						127.00	
03/12/21	38828	Cook, Shelbie	V 08/16/18	Reimbursement for DWMRA Lunch	1043230	22.07	Cook, Shelbie
Total 38828:						22.07	
03/18/21	42544	Cook, Shelbie	08/16/18	Reimbursement for DWMRA Lunch	1043230	22.07	Cook, Shelbie
Total 42544:						22.07	
03/04/21	42458	COP Construction	02/05/21	Weber Basin Job Corps Campus Water System	5140730	280,781.40	COP Construction
Total 42458:						280,781.40	
03/11/21	42493	Core and Main	01/21/21	30" manhole ring and cover	5240490	299.46	Core and Main
Total 42493:						299.46	
03/31/21	42601	Core and Main	03/05/21	Water Meters (6)	5140490	2,025.90	Core and Main
03/31/21	42601	Core and Main	03/17/21	Allegro wired registers (12)	5140490	3,828.46	Core and Main

M = Manual Check, V = Void Check

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42601:						5,854.36	
03/11/21	42494	Country Fair Days c/o Holly Williams	06/30/20	Remit Jan - Jun 2020 CFD Receipts from Sport	1022800	6,673.64	Country Fair Days c/o Holly Williams
03/11/21	42494	Country Fair Days c/o Holly Williams	07/01/20	Remit Annual CFD Donation per City Council B	1041925	5,000.00	Country Fair Days c/o Holly Williams
03/11/21	42494	Country Fair Days c/o Holly Williams	09/02/20	Remit July CFD Receipts from Sportsites 2020	1022800	3,110.00	Country Fair Days c/o Holly Williams
Total 42494:						14,783.64	
03/04/21	42459	CrewSense LLC	02/28/21		1057350	2,086.20	CrewSense LLC
Total 42459:						2,086.20	
03/25/21	42576	CROWN TROPHY	03/22/21	Name Plate for City Planner	1043240	8.50	CROWN TROPHY
Total 42576:						8.50	
03/11/21	36403	Darren Francois Noury	V 12/20/16	Refund Overpayment of Court Case	1021350	30.00	Darren Francois Noury
Total 36403:						30.00	
03/11/21	42495	Darren Francois Noury	12/20/16	Refund Overpayment of Court Case	1021350	30.00	Darren Francois Noury
Total 42495:						30.00	
03/04/21	42460	DAVIS & WEBER SECONDARY WATER	03/01/21	Secondary Water- Lester Dr Property	1070261	1,061.91	DAVIS & WEBER SECONDARY WATER
03/04/21	42460	DAVIS & WEBER SECONDARY WATER	03/01/21	Secondary Water- Byrum Park Detention Basin	1070261	333.25	DAVIS & WEBER SECONDARY WATER
Total 42460:						1,395.16	
03/11/21	36266	DAVIS COUNTY FIRE OFFICERS	V 11/18/16	2017 Annual Member. Dues (100 members)	1057210	100.00	DAVIS COUNTY FIRE OFFICERS
Total 36266:						100.00	
03/11/21	42496	DAVIS COUNTY GOVERNMENT	02/28/21	Law Enforcement Services - February 2021	1054310	18,490.00	DAVIS COUNTY GOVERNMENT
03/11/21	42496	DAVIS COUNTY GOVERNMENT	02/28/21	Dispatch Fees - February 2021	1057370	719.48	DAVIS COUNTY GOVERNMENT
03/11/21	42496	DAVIS COUNTY GOVERNMENT	02/28/21	Animal Control Services - February 2021	1054311	1,722.80	DAVIS COUNTY GOVERNMENT
Total 42496:						20,932.28	

M = Manual Check, V = Void Check

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/11/21	42497	DAY POWER EQUIPMENT	03/03/21	Tiller Tune-up	1070250	115.37	DAY POWER EQUIPMENT
Total 42497:						115.37	
03/11/21	42498	DE LAGE LANDEN	03/08/21	COPIER MAINT AGREEMENT - SHARP	1042240	21.47	DE LAGE LANDEN
03/11/21	42498	DE LAGE LANDEN	03/08/21	COPIER MAINT AGREEMENT - SHARP	1043240	50.10	DE LAGE LANDEN
03/11/21	42498	DE LAGE LANDEN	03/08/21	COPIER MAINT AGREEMENT - SHARP	5140240	35.78	DE LAGE LANDEN
03/11/21	42498	DE LAGE LANDEN	03/08/21	COPIER MAINT AGREEMENT - SHARP	5240240	35.78	DE LAGE LANDEN
Total 42498:						143.13	
03/25/21	42577	Department of Consumer Affairs	03/25/21	CPA License Renewal	1043210	250.00	Department of Consumer Affairs
Total 42577:						250.00	
03/25/21	42578	DMW RECORDER'S ASSOCIATION	03/22/21	2021 Membership dues	1043210	20.00	DMW RECORDER'S ASSOCIATION
Total 42578:						20.00	
03/25/21	42579	DURKS PLUMBING	03/18/21	Parts for water truck	1060250	95.09	DURKS PLUMBING
Total 42579:						95.09	
03/31/21	42602	DURKS PLUMBING	03/25/21	Toilet Repair Kits (6)	1070261	114.66	DURKS PLUMBING
Total 42602:						114.66	
03/11/21	42499	EXECUTECH	02/28/21	Antivirus, Backup, Email - Feb 2021	1043350	690.00	EXECUTECH
03/11/21	42499	EXECUTECH	03/01/21	IT Services - March 2021	1043308	715.00	EXECUTECH
Total 42499:						1,405.00	
03/18/21	42545	EXECUTECH	02/28/21	Antivirus, Backup, Email - Mar 2021	1043350	988.69	EXECUTECH
Total 42545:						988.69	
03/18/21	42546	First Professional Services Corp.	02/24/21	Roy City Rescue - Patient Transport	1057375	554.00	First Professional Services Corp.
03/18/21	42546	First Professional Services Corp.	02/28/21	Roy City Rescue - Patient Transport	1057375	554.00	First Professional Services Corp.

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42546:						1,108.00	
03/04/21	42461	FirstNet c/o ATT Mobility	02/19/21	Telecom Services - February 2021	1057280	211.34	FirstNet c/o ATT Mobility
Total 42461:						211.34	
03/31/21	42603	FirstNet c/o ATT Mobility	03/11/21	Telecom Services-March 2021	1057280	211.34	FirstNet c/o ATT Mobility
Total 42603:						211.34	
03/11/21	42500	FREEDOM MAILING SERVICES INC.	02/28/21	Utility Billing - February 2021	5140370	564.63	FREEDOM MAILING SERVICES INC.
03/11/21	42500	FREEDOM MAILING SERVICES INC.	02/28/21	Utility Billing - February 2021	5240370	392.78	FREEDOM MAILING SERVICES INC.
03/11/21	42500	FREEDOM MAILING SERVICES INC.	02/28/21	Utility Billing - February 2021	5340370	184.12	FREEDOM MAILING SERVICES INC.
03/11/21	42500	FREEDOM MAILING SERVICES INC.	02/28/21	Utility Billing - February 2021	5440370	85.92	FREEDOM MAILING SERVICES INC.
Total 42500:						1,227.45	
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Water	5140256	335.87	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Streets	1060256	97.11	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Storm Drain	5440256	84.82	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Sewer	5240256	107.04	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Recreation	2071256	77.81	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Planning	1058256	91.67	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Parks	1070256	281.40	Fuel Network - UTAH DAS Fleet Operations
03/11/21	42501	Fuel Network - UTAH DAS Fleet Operations	02/28/21	Fire	1057256	145.74	Fuel Network - UTAH DAS Fleet Operations
Total 42501:						1,221.46	
03/11/21	37086	Geddes, Jeffrey Michael	V 05/27/15	CASE#155400145 OVERPAYMENT. PROOF O	1042243	10.00	Geddes, Jeffrey Michael
Total 37086:						10.00	
03/04/21	42462	Goff, Ryder	02/16/21	Referee	2071480	26.25	Goff, Ryder
03/04/21	42462	Goff, Ryder	02/16/21	Referee	2071488	60.00	Goff, Ryder
Total 42462:						86.25	
03/18/21	42547	Goff, Ryder	03/01/21	Referee	2071488	45.00	Goff, Ryder
03/18/21	42547	Goff, Ryder	03/01/21	Referee	2071480	26.25	Goff, Ryder

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42547:						71.25	
03/31/21	42604	HANSEN & ASSOCIATES	03/15/21	Survey on Proposed PW Facility property	4560710	1,836.60	HANSEN & ASSOCIATES
Total 42604:						1,836.60	
03/12/21	36013	Hanson, Willaim	V 09/15/16	Overpayment on Utility Account	0111750	18.21	Hanson, Willaim
Total 36013:						18.21	
03/18/21	42548	Hanson, Willaim	09/15/16	Overpayment on Utility Account	0111750	18.21	Hanson, Willaim
Total 42548:						18.21	
03/04/21	42463	Hartshorn, Eric	02/01/21	Witness for Case #205400435	1042610	18.50	Hartshorn, Eric
Total 42463:						18.50	
03/11/21	42502	Hayes Godfrey Bell, PC	02/28/21	Attorney Services - February 2021	1043313	7,936.50	Hayes Godfrey Bell, PC
Total 42502:						7,936.50	
03/18/21	42549	Henry Schein, Inc.	03/08/21	Medical Supplies	1057450	813.58	Henry Schein, Inc.
Total 42549:						813.58	
03/31/21	42605	HERRICK INDUSTRIAL SUPPLY	03/11/21	8in Polyurethane wheels (2)	1070250	44.00	HERRICK INDUSTRIAL SUPPLY
Total 42605:						44.00	
03/04/21	42464	Hess, Tyson	02/16/21	Referee	2071488	96.00	Hess, Tyson
Total 42464:						96.00	
03/31/21	42606	Hess, Tyson	03/30/21	Referee	2071488	68.00	Hess, Tyson
Total 42606:						68.00	
03/12/21	36295	Hibbert, Zachary	V 11/26/16	Overpayment on Utility Account	0111750	5.00	Hibbert, Zachary

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36295:						5.00	
03/18/21	42550	Hibbert, Zachary	11/26/16	Overpayment on Utility Account	0111750	5.00	Hibbert, Zachary
Total 42550:						5.00	
03/04/21	42465	INFOBYTES, INC.	02/25/21	Website Hosting - February 2021	1043308	234.14	INFOBYTES, INC.
Total 42465:						234.14	
03/31/21	42607	INFOBYTES, INC.	03/25/21	Website Hosting - March 2021	1043308	234.14	INFOBYTES, INC.
Total 42607:						234.14	
03/11/21	42503	Interstate Barricades, LLC	02/24/21	No parking signs and posts for inventory	1060415	371.32	Interstate Barricades, LLC
Total 42503:						371.32	
03/31/21	42608	Interstate Barricades, LLC	03/15/21	Soccer Facility Signs	1060415	2,552.50	Interstate Barricades, LLC
Total 42608:						2,552.50	
03/31/21	42609	JACKSON SPORTS	03/10/21	Shirts for Comp Basketball Champions	2071488	219.00	JACKSON SPORTS
Total 42609:						219.00	
03/11/21	39678	James, Richard	V 03/01/19	Refund of Completion Bond SWC180618117	1015800	500.00	James, Richard
Total 39678:						500.00	
03/11/21	42504	James, Richard	03/01/19	Refund of Completion Bond SWC180618117	1015800	500.00	James, Richard
Total 42504:						500.00	
03/04/21	42466	Jensen, Abram	02/24/21	Referee	2071488	24.37	Jensen, Abram
03/04/21	42466	Jensen, Abram	02/24/21	Referee	2071480	11.25	Jensen, Abram
Total 42466:						35.62	

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/18/21	42551	Jensen, Abram	03/02/21	Referee	2071488	16.87	Jensen, Abram
03/18/21	42551	Jensen, Abram	03/02/21	Referee	2071482	15.00	Jensen, Abram
Total 42551:						31.87	
03/31/21	42610	JERRYS PLUMBING SPECIALTIES	03/25/21	Drain snake	1070250	51.56	JERRYS PLUMBING SPECIALTIES
03/31/21	42610	JERRYS PLUMBING SPECIALTIES	03/25/21	Drinking fountain repair kit	1070261	112.39	JERRYS PLUMBING SPECIALTIES
03/31/21	42610	JERRYS PLUMBING SPECIALTIES	03/25/21	Credit on Drain Snake	1070250	51.56	JERRYS PLUMBING SPECIALTIES
Total 42610:						112.39	
03/11/21	42505	JOHNSON ELECTRIC	02/26/21	LED lights for park and ride	1060271	5,040.00	JOHNSON ELECTRIC
Total 42505:						5,040.00	
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Potential Revisions to City Code	1058312	193.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	General Budget Discussion & Information	1058312	290.25	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	General Information related to Potential Develo	1058312	258.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	General Engineering Assistance	1058312	419.25	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Project Review Meetings	1058312	1,131.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	City Standards Update	1058312	209.25	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	GRAMA Requests	1058312	387.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Weber Basin Aqueduct - Relocation Project	5140312	64.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	New Public Works Facility - Site Study and Acq	4560730	1,773.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Soccer Complex CUP Evaluation	1058312	96.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Streetlights - Blue Staking RFP	4560730	2,284.25	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Streetlights - Standards Update	4560730	488.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	2019 General Plan Update - General	1058312	64.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	2020 Streetlight Installation Project	4560730	393.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Lester Drive to 7375 South Connection	1060312	96.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	US-89: Farmington to I-84 (UDOT)	1060312	96.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Transportation Utility Fund (TUF)	5676312	985.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	2020 Street Maintenance Projects	5676312	64.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Cottonwood Drive Paving Project	5140730	381.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	EBRWR - Design	5140730	1,703.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	JCWR - Construction Management	5140730	4,336.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Cottonwood Drive Waterline Replacement Proje	5140730	1,108.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	General Storm Water Compliance	5440312	207.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Sewer Collection System - Annual Report	5240312	153.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Parks & Trails Committee	1070312	258.00	JONES AND ASSOCIATES

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Cherry Farms Ball Field	4570730	433.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Canyon Meadows Park (West) - Phase 1 Projec	4570730	2,884.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	2021 TAP Application - WFRC Funding (Weber	1070312	96.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Base Map and Database Management	1058325	658.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Streets Map	1060325	894.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Utility maps - General	5140325	1,186.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Utility Maps - Culinary Water	5140325	120.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Projects Map	1058325	64.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Fire Protection Map	1058325	53.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Street Signs	1060325	85.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Riverside Place Subdivision - Phase 4	1058319	351.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Riverside Place Subdivision - Phase 5	1058319	322.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Freedom Landing Townhomes - Phase 2	1058319	99.00	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Freedom Landing Townhomes - Phase 3	1058319	49.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Harvest Park Subdivision - Phase 3	1058319	1,499.25	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Riverside RV Park Resort	1058319	2,017.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Poll Gateway Development	1058319	225.75	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Morty's Car Wash	1058319	49.50	JONES AND ASSOCIATES
03/18/21	42552	JONES AND ASSOCIATES	02/28/21	Manor Villas ( Phil Holland)	1058312	258.00	JONES AND ASSOCIATES
Total 42552:						28,796.25	
03/25/21	42580	Kendall, Kyler	03/15/21	Cash Bail Refund Case # 195400595. Replace	1021350	500.00	Kendall, Kyler
Total 42580:						500.00	
03/11/21	42506	KEYES ADMINISTRATORS	03/02/21	HRA Fee - Jan 2021 - March 2021	1043136	75.00	KEYES ADMINISTRATORS
Total 42506:						75.00	
03/18/21	42569	KEYES ADMINISTRATORS	03/18/21	Annual Payment to City HRA Program 2021	1043136	3,000.00	KEYES ADMINISTRATORS
Total 42569:						3,000.00	
03/04/21	42467	Keyes, Cameron D.	02/23/21	Referee	2071488	37.50	Keyes, Cameron D.
Total 42467:						37.50	
03/11/21	42507	Kirk Mobile Repair Inc	02/16/21	PW-7 Bobtail repair	1060250	1,338.33	Kirk Mobile Repair Inc
03/11/21	42507	Kirk Mobile Repair Inc	02/24/21	oil leak on backhoe	5140250	140.00	Kirk Mobile Repair Inc

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42507:						1,478.33	
03/25/21	42581	KR Plumbing & Mechanical	03/01/21	Final Pmt-Touchless Fixtures Project	4543730	20,324.80	KR Plumbing & Mechanical
Total 42581:						20,324.80	
03/04/21	42468	L N CURTIS	02/24/21	Set of turnouts	1057450	2,050.00	L N CURTIS
Total 42468:						2,050.00	
03/04/21	42469	Lamb, Jaren	02/18/21	Referee	2071488	144.00	Lamb, Jaren
Total 42469:						144.00	
03/18/21	42553	Lamb, Jaren	03/04/21	Referee	2071488	72.00	Lamb, Jaren
Total 42553:						72.00	
03/11/21	39301	Lemons, Cory	V 12/01/18	Referee	2071480	72.00	Lemons, Cory
03/11/21	39301	Lemons, Cory	V 12/01/18	Referee	2071488	24.00	Lemons, Cory
Total 39301:						96.00	
03/11/21	42508	Lemons, Cory	12/01/18	Referee	2071480	72.00	Lemons, Cory
03/11/21	42508	Lemons, Cory	12/01/18	Referee	2071488	24.00	Lemons, Cory
Total 42508:						96.00	
03/04/21	42470	Lexipol	02/11/21	SAFER Grant writing service	1057370	5,000.00	Lexipol
Total 42470:						5,000.00	
03/25/21	42582	Liang, Tian	03/19/21	Witness to Case #195400502	1042610	18.50	Liang, Tian
Total 42582:						18.50	
03/11/21	38257	Mattsson, Marc	V 04/04/18	Overpayment on Final Bill Acct 12113001	0111750	102.05	Mattsson, Marc

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 38257:						102.05	
03/11/21	42509	Mattsson, Marc	04/04/18	Overpayment on Final Bill Acct 12113001	0111750	102.05	Mattsson, Marc
Total 42509:						102.05	
03/31/21	42611	McReaken, Zachary	03/17/21	Referee	2071488	140.75	McReaken, Zachary
Total 42611:						140.75	
03/18/21	42554	Mel Fowers Heating and Cooling Inc	03/15/21	Furnace Repair - City Hall	1043262	517.00	Mel Fowers Heating and Cooling Inc
Total 42554:						517.00	
03/04/21	42471	Mendelsohn, Garrett	01/21/21	Witness for Case #205400435	1042610	18.50	Mendelsohn, Garrett
Total 42471:						18.50	
03/11/21	42510	MILLENNIAL VISION INC	03/01/21	Laserfiche Annual Maintenance	1043350	1,580.00	MILLENNIAL VISION INC
Total 42510:						1,580.00	
03/25/21	42583	Mitel	03/01/21	Telecom services - March 2021	1043280	897.43	Mitel
Total 42583:						897.43	
03/11/21	37703	Moon, Jacey	V 11/28/17	Referee - Basketball (8.75 Games)	2071480	65.63	Moon, Jacey
Total 37703:						65.63	
03/11/21	42511	Moon, Jacey	11/28/17	Referee - Basketball (8.75 Games)	2071480	65.63	Moon, Jacey
Total 42511:						65.63	
03/11/21	42512	Morton Salt	02/16/21	Road Salt - February 16, 2021	1060411	3,153.41	Morton Salt
Total 42512:						3,153.41	
03/25/21	42584	MOUNT OLYMPUS WATER	03/08/21		1043262	22.93	MOUNT OLYMPUS WATER

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42584:						22.93	
03/04/21	42472	Mudrow, Nathan	02/16/21	Referee	2071480	22.50	Mudrow, Nathan
03/04/21	42472	Mudrow, Nathan	02/16/21	Referee	2071488	11.25	Mudrow, Nathan
Total 42472:						33.75	
03/18/21	42555	Mudrow, Nathan	03/09/21	Referee	2071488	33.75	Mudrow, Nathan
03/18/21	42555	Mudrow, Nathan	03/09/21	Referee	2071480	11.25	Mudrow, Nathan
Total 42555:						45.00	
03/31/21	42612	Mudrow, Nathan	03/30/21	Referee	2071488	67.50	Mudrow, Nathan
Total 42612:						67.50	
03/18/21	42556	Municipal Emergency Services Depository	02/26/21	Job Shirts (6)	1057140	427.94	Municipal Emergency Services Depository
Total 42556:						427.94	
03/11/21	42513	NILSON HOMES	03/10/21	Refund of Completion Bond SWC200817129-H	1021340	500.00	NILSON HOMES
03/11/21	42513	NILSON HOMES	03/10/21	Refund of Completion Bond SWC200817130	1021340	500.00	NILSON HOMES
Total 42513:						1,000.00	
03/18/21	42557	NORTHRIDGE HIGH SCHOOL PTSA	03/15/21		1041620	200.00	NORTHRIDGE HIGH SCHOOL PTSA
Total 42557:						200.00	
03/11/21	42514	OFFICE DEPOT	03/02/21	Toner	1043240	274.95	OFFICE DEPOT
Total 42514:						274.95	
03/11/21	42515	OLDCASTLE INFRASTRUCTURE	02/11/21	Sewer CIR Cover 25"	5240490	148.00	OLDCASTLE INFRASTRUCTURE
Total 42515:						148.00	
03/11/21	39383	Olsen, Eli	V 01/08/19	Referee- Basketball	2071480	30.00	Olsen, Eli

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 39383:						30.00	
03/11/21	39419	Olsen, Eli	V 01/15/19	Referee- Basketball	2071480	60.00	Olsen, Eli
Total 39419:						60.00	
03/11/21	42516	Olsen, Eli	01/08/19	Referee- Basketball	2071480	30.00	Olsen, Eli
03/11/21	42516	Olsen, Eli	01/15/19	Referee- Basketball	2071480	60.00	Olsen, Eli
Total 42516:						90.00	
03/11/21	42517	OREILLY AUTOMOTIVE, INC.	02/18/21	Seat covers for 2014 dodge	1070250	49.99	OREILLY AUTOMOTIVE, INC.
Total 42517:						49.99	
03/11/21	39886	Pakenham, Jordan	V 05/13/19	Referee	2071481	44.00	Pakenham, Jordan
Total 39886:						44.00	
03/11/21	42518	Pakenham, Jordan	05/13/19	Referee	2071481	44.00	Pakenham, Jordan
Total 42518:						44.00	
03/11/21	0	PETTY, ANGIE	05/31/18	ULCT Conference - St George	1041230	367.33	PETTY, ANGIE
Total 0:						367.33	
03/11/21	38497	PETTY, ANGIE	V 05/31/18	ULCT Conference - St George	1041230	367.33	PETTY, ANGIE
Total 38497:						367.33	
03/11/21	42540	PETTY, ANGIE	05/31/18	ULCT Conference - St George	1041230	367.33	PETTY, ANGIE
03/11/21	42540	PETTY, ANGIE	V 05/31/18	ULCT Conference - St George	1041230	367.33	PETTY, ANGIE
Total 42540:						734.66	
03/04/21	42473	Phippen Municipal Consulting	02/28/21	City Planner Services - February 2021	1058310	1,589.00	Phippen Municipal Consulting

M = Manual Check, V = Void Check

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42473:						1,589.00	
03/18/21	42558	Phippen Municipal Consulting	03/01/21	City Planner Services - March 2021	1058310	1,204.00	Phippen Municipal Consulting
03/18/21	42558	Phippen Municipal Consulting	03/01/21	Stevens Property Meeting	1058319	154.00	Phippen Municipal Consulting
03/18/21	42558	Phippen Municipal Consulting	03/01/21	Meeting with Fred Gunderson	1058319	70.00	Phippen Municipal Consulting
Total 42558:						1,428.00	
03/25/21	42585	PITNEY BOWES CREDIT CORP	03/11/21	qrtrly maint. contract - postage machine	1043250	176.97	PITNEY BOWES CREDIT CORP
Total 42585:						176.97	
03/04/21	42474	PRAXAIR	02/22/21		1057450	208.05	PRAXAIR
Total 42474:						208.05	
03/31/21	42613	PRAXAIR	03/23/21	COMPRESSED OXYGEN	1057450	192.36	PRAXAIR
Total 42613:						192.36	
03/25/21	42586	Precision Power	03/02/21	Annual Maint. - Booster Station Generator	5140250	887.29	Precision Power
03/25/21	42586	Precision Power	03/02/21	Annual Maint. - City Hall Generator	1043262	729.90	Precision Power
03/25/21	42586	Precision Power	03/02/21	Generator - annual Service and Inspection	1057250	542.00	Precision Power
Total 42586:						2,159.19	
03/04/21	42475	PROTECT YOUTH SPORTS	02/28/21	Background Check (2)	1057137	35.90	PROTECT YOUTH SPORTS
Total 42475:						35.90	
03/11/21	38477	Ralph Partners II LLC.	V 05/21/18	Refund Final Bill Acct: 3020603	0111750	117.40	Ralph Partners II LLC.
Total 38477:						117.40	
03/11/21	42519	Ralph Partners II LLC.	05/21/18	Refund Final Bill Acct: 3020603	0111750	117.40	Ralph Partners II LLC.
Total 42519:						117.40	
03/11/21	37113	RED WING - OGDEN	V 06/30/17	BOOTS for Kelly Lee	1060140	150.00	RED WING - OGDEN

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 37113:						150.00	
03/18/21	42559	Revco Leasing Company	03/09/21	Plotter Lease - March 2021	1058250	260.37	Revco Leasing Company
Total 42559:						260.37	
03/04/21	42476	Roberts, Braylon	02/16/21	Referee	2071480	12.00	Roberts, Braylon
03/04/21	42476	Roberts, Braylon	02/16/21	Referee	2071488	112.00	Roberts, Braylon
Total 42476:						124.00	
03/18/21	42560	Roberts, Braylon	03/02/21	Referee	2071488	36.00	Roberts, Braylon
03/18/21	42560	Roberts, Braylon	03/02/21	Referee	2071480	12.00	Roberts, Braylon
Total 42560:						48.00	
03/04/21	42477	ROBINSON WASTE SERVICES INC	03/01/21	Park & Ride Collection - March 2021	1070626	42.98	ROBINSON WASTE SERVICES INC
Total 42477:						42.98	
03/11/21	42520	ROBINSON WASTE SERVICES INC	02/28/21	Garbage Collection - February 2021	5340492	11,430.06	ROBINSON WASTE SERVICES INC
Total 42520:						11,430.06	
03/11/21	42521	ROCKY MOUNTAIN POWER	02/16/21	Park Restroom Power	1070270	27.45	ROCKY MOUNTAIN POWER
Total 42521:						27.45	
03/25/21	42587	ROCKY MOUNTAIN POWER	03/05/21	677 E Old Fort Rd	1070270	21.83	ROCKY MOUNTAIN POWER
03/25/21	42587	ROCKY MOUNTAIN POWER	03/10/21	Park restroom power 6650 S	1070270	104.51	ROCKY MOUNTAIN POWER
03/25/21	42587	ROCKY MOUNTAIN POWER	03/05/21	Power - 310 S Kingston E	1070270	49.52	ROCKY MOUNTAIN POWER
Total 42587:						175.86	
03/25/21	42588	RURAL WATER ASSN OF UTAH	03/24/21	Training- December 2020	5140230	150.00	RURAL WATER ASSN OF UTAH
Total 42588:						150.00	
03/11/21	37600	Salt City Solar	V 10/26/17	Completion Bond Refund SWC170911126	1021340	200.00	Salt City Solar

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
		Total 37600:				200.00	
03/11/21	42522	Salt City Solar	10/26/17	Completion Bond Refund SWC170911126	1021340	200.00	Salt City Solar
		Total 42522:				200.00	
03/31/21	42614	SAV ON	03/01/21	Whistles and Lanyards (6)	2071480	17.34	SAV ON
		Total 42614:				17.34	
03/11/21	42523	Shums Coda Associates	02/24/21	Building Inspector - January 2021	1058326	2,555.00	Shums Coda Associates
		Total 42523:				2,555.00	
03/31/21	42615	Shums Coda Associates	03/25/21	Building Inspector - February 2021	1058326	3,150.00	Shums Coda Associates
		Total 42615:				3,150.00	
03/11/21	38903	Signarama	V 09/06/18	Refund of Completion Bond SWC160919124	1021340	50.00	Signarama
		Total 38903:				50.00	
03/11/21	42524	Signarama	09/06/18	Refund of Completion Bond SWC160919124	1021340	50.00	Signarama
		Total 42524:				50.00	
03/25/21	42589	SMASH ATHLETICS	03/19/21	Jerseys for Soccer	2071482	1,166.19	SMASH ATHLETICS
		Total 42589:				1,166.19	
03/12/21	38393	Smedley, George & Cathy	V 05/09/18	Overpayment of Utility Acc.# 9005503	0111750	43.56	Smedley, George & Cathy
		Total 38393:				43.56	
03/18/21	42561	Smedley, George & Cathy	05/09/18	Overpayment of Utility Acc.# 9005503	0111750	43.56	Smedley, George & Cathy
		Total 42561:				43.56	
03/11/21	42525	SMITH AND EDWARDS COMPANY	03/02/21	Insulated coveralls for Jared Clark	1070140	94.99	SMITH AND EDWARDS COMPANY

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42525:						94.99	
03/12/21	36881	Smith, Jackie	V 04/24/17	Overpayment on Utilities Account #1248805	0111750	98.41	Smith, Jackie
Total 36881:						98.41	
03/18/21	42562	Smith, Jackie	04/24/17	Overpayment on Utilities Account #1248805	0111750	98.41	Smith, Jackie
Total 42562:						98.41	
03/11/21	42526	Snow Christensen Martineau	02/28/21	Short Term Rental Legal Services - February 20	1043313	50.00	Snow Christensen Martineau
Total 42526:						50.00	
03/31/21	42616	SOUTH WEBER IRRIGATION	03/28/21	Secondary Water - Dog Park	1070270	445.00	SOUTH WEBER IRRIGATION
03/31/21	42616	SOUTH WEBER IRRIGATION	03/28/21	Secondary Water - Cemetery	1070270	265.00	SOUTH WEBER IRRIGATION
03/31/21	42616	SOUTH WEBER IRRIGATION	03/28/21	Secondary Water - Canyon Meadows	1070270	940.00	SOUTH WEBER IRRIGATION
03/31/21	42616	SOUTH WEBER IRRIGATION	03/28/21	Secondary Water - Posse Grounds	1070270	335.00	SOUTH WEBER IRRIGATION
03/31/21	42616	SOUTH WEBER IRRIGATION	03/28/21	Secondary Water - Detention Pond - Old Maple	1070270	417.00	SOUTH WEBER IRRIGATION
Total 42616:						2,402.00	
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Cedar Loop Park	1070261	229.80	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Cherry Farms Park	1070261	363.00	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 City Shops	1070261	225.00	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 City Office	1070261	249.60	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Central Park	1070261	316.20	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 CWC Detention Pond	1070261	215.40	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Cedar Cove Park	1070261	303.00	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Hwy 89	1070261	210.00	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 South Weber Drive	1070261	330.00	SOUTH WEBER WATER IMPROVE DIST
03/04/21	42478	SOUTH WEBER WATER IMPROVE DIST	03/01/21	Secondary Water - 2021 Veterans Memorial Par	1070261	259.50	SOUTH WEBER WATER IMPROVE DIST
Total 42478:						2,701.50	
03/04/21	42479	Spens, Ashlyn	02/08/21	Referee	2071480	26.25	Spens, Ashlyn
Total 42479:						26.25	

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SOUTH WEBER CITY

Check Register - Council Approval w/ inv date  
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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/11/21	42527	STAKER PARSON MATERIALS AND CONS	03/03/21	Road Base for Cottonwood drive.	5140730	113.04	STAKER PARSON MATERIALS AND CONSTRUCT
03/11/21	42527	STAKER PARSON MATERIALS AND CONS	03/03/21	QPR for potholes	1060410	807.38	STAKER PARSON MATERIALS AND CONSTRUCT
Total 42527:						920.42	
03/31/21	42617	STAKER PARSON MATERIALS AND CONS	03/11/21	Road Base for Cottonwood drive.	5676730	289.30	STAKER PARSON MATERIALS AND CONSTRUCT
03/31/21	42617	STAKER PARSON MATERIALS AND CONS	03/18/21	Road Base for Cottonwood drive.	5676730	174.83	STAKER PARSON MATERIALS AND CONSTRUCT
03/31/21	42617	STAKER PARSON MATERIALS AND CONS	03/23/21	Road Base for Cottonwood drive.	5676730	225.67	STAKER PARSON MATERIALS AND CONSTRUCT
Total 42617:						689.80	
03/03/21	42422	STANDARD EXAMINER	V 01/31/21	Public Hearing Notices	1043220	82.80	STANDARD EXAMINER
03/03/21	42422	STANDARD EXAMINER	V 01/31/21	Public Hearing Notices	1043220	788.40	STANDARD EXAMINER
Total 42422:						871.20	
03/04/21	42480	STANDARD EXAMINER	02/28/21	Public Hearing Notices - August 2020	1043220	82.80	STANDARD EXAMINER
Total 42480:						82.80	
03/11/21	42528	STANDARD EXAMINER	02/28/21	Public Hearing Notice - February 26, 2021	1043220	352.80	STANDARD EXAMINER
03/11/21	42528	STANDARD EXAMINER	03/03/21	Public Hearing Notices - January 2021	1043220	316.80	STANDARD EXAMINER
03/11/21	42528	STANDARD EXAMINER	03/03/21	Public Hearing Notices - February 21, 2021	1043220	381.60	STANDARD EXAMINER
03/11/21	42528	STANDARD EXAMINER	03/03/21	Public Hearing Notice - February 12, 2021	1043220	93.60	STANDARD EXAMINER
03/11/21	42528	STANDARD EXAMINER	03/04/21	Public Hearing Notices	1043220	79.20	STANDARD EXAMINER
Total 42528:						1,224.00	
03/25/21	42590	STATE OF UTAH-D.O.P.L.	03/24/21	4th Quarter State Surcharge Fees 2020	1022950	380.38	STATE OF UTAH-D.O.P.L.
Total 42590:						380.38	
03/04/21	42481	Stryker	02/01/21	Gurney	4557740	17,596.70	Stryker
Total 42481:						17,596.70	
03/11/21	42529	Sunrise Environmental Scientific	02/09/21	Disinfectant and Surface Wipes	5140240	918.87	Sunrise Environmental Scientific
Total 42529:						918.87	

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/11/21	38933	T Mobile	V 09/17/18	Refund of Completion Bond SWC180605103	1021340	200.00	T Mobile
Total 38933:						200.00	
03/11/21	42530	T Mobile	09/17/18	Refund of Completion Bond SWC180605103	1021340	200.00	T Mobile
Total 42530:						200.00	
03/04/21	42482	Thompson, Kire	02/17/21	Referee	2071488	26.25	Thompson, Kire
Total 42482:						26.25	
03/11/21	42531	Uintah City	02/28/21	February 2020 Water Usage on Cottonwood Dri	5140481	470.84	Uintah City
Total 42531:						470.84	
03/18/21	42563	Uintah City	03/16/21	Final Payment for Water Usage on Cottonwood	5140481	187.52	Uintah City
Total 42563:						187.52	
03/04/21	42483	UNIFIRST CORPORATION	02/26/21	Towels for FAC	2071241	39.60	UNIFIRST CORPORATION
Total 42483:						39.60	
03/25/21	42591	UNIFIRST CORPORATION	03/19/21	Towels & Rugs for FAC	2071241	82.41	UNIFIRST CORPORATION
Total 42591:						82.41	
03/31/21	42618	UNIFIRST CORPORATION	03/05/21	Towels for FAC	2071241	39.60	UNIFIRST CORPORATION
03/31/21	42618	UNIFIRST CORPORATION	03/12/21	Towels for the FAC	2071241	39.60	UNIFIRST CORPORATION
03/31/21	42618	UNIFIRST CORPORATION	03/26/21	Towels for FAC	2071241	39.60	UNIFIRST CORPORATION
Total 42618:						118.80	
03/11/21	42532	UPPERCASE PRINTING INK	02/26/21	Newsletter - February 2021	5140370	107.23	UPPERCASE PRINTING INK
03/11/21	42532	UPPERCASE PRINTING INK	02/26/21	Newsletter - February 2021	5240370	76.26	UPPERCASE PRINTING INK
03/11/21	42532	UPPERCASE PRINTING INK	02/26/21	Newsletter - February 2021	5340370	23.83	UPPERCASE PRINTING INK
03/11/21	42532	UPPERCASE PRINTING INK	02/26/21	Newsletter - February 2021	5440370	16.68	UPPERCASE PRINTING INK

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42532:						224.00	
03/25/21	42592	UPPERCASE PRINTING INK	03/10/21	utility bills February 2021	5140370	655.20	UPPERCASE PRINTING INK
03/25/21	42592	UPPERCASE PRINTING INK	03/10/21	utility bills February 2021	5240370	465.92	UPPERCASE PRINTING INK
03/25/21	42592	UPPERCASE PRINTING INK	03/10/21	utility bills February 2021	5340370	145.60	UPPERCASE PRINTING INK
03/25/21	42592	UPPERCASE PRINTING INK	03/10/21	utility bills February 2021	5440370	101.91	UPPERCASE PRINTING INK
Total 42592:						1,368.63	
03/11/21	42533	US BANK	02/25/21	Admin Fee - Sales tax Bond	1057530	770.00	US BANK
03/11/21	42533	US BANK	02/25/21	Admin Fee - Sales tax Bond	2071530	1,980.00	US BANK
Total 42533:						2,750.00	
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Face Masks	2071241	57.96	HOME DEPOT CREDIT SERVICES
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Storage Bins, Extra Jerseys, Christmas Tree	2071240	42.80	Walmart
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Giftcard for Find the Rock Winner	2071331	20.00	TARGET
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	EMT Registration Test	1057230	115.00	The National Registry of EMT
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Trailer Safety Chain with Hook, Nuts and Bolts	1057250	276.35	HOME DEPOT CREDIT SERVICES
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Website Redesign Payment 2	1043740	1,903.00	WordHerd
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Conference Room Supplies	1043240	6.86	Walmart
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Conference Room Supplies	1043240	59.00	COSTCO WHOLESALE
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Monthly Subscription	1043350	21.43	Constant Contact
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Monthly Subscription	1043350	58.93	Zoom Video Communications
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Staff Appreciation Lunch	1043329	174.87	Jimmy Johns
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Annual Employee Apparel	1043140	218.70	Lands End Business Outfitters
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Annual Employee Apparel	1043140	101.37	Lands End Business Outfitters
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Business Cards - Planner	1058250	36.95	Vista Print
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	External DVD Drive	1043250	44.99	Best Buy
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Disinfectant Spray Return	1057250	45.01	COSTCO WHOLESALE
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Disinfectant Spray	1057250	45.01	COSTCO WHOLESALE
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Disinfectant Spray	1057250	45.01	COSTCO WHOLESALE
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	EMT Registration Test	1057137	115.00	The National Registry of EMT
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Aerator	1057250	8.57	South Fork Hardware
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Aerator Return	1057250	8.57	South Fork Hardware
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Hose Spray Nozzles for Station	1057260	4.51	LOWE'S
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Food for Extrication Training	1057230	70.93	GENERIC TRAVEL RESTAURANT
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Registration for CPSI Certified Playground Safet	1070230	575.00	URPA-Utah Rec & Parks Assn.
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	Lunch for Public Workers	1060250	141.50	GENERIC TRAVEL RESTAURANT

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/02/21	10803236	US BANK-VISA PAYMENT	01/11/21	5 Gallon Degreaser (2)	5240490	624.37	USA BLUEBOOK
Total 108032360:						4,714.53	
03/04/21	10803236	US BANK-VISA PAYMENT	01/11/21	COVID-19 Pins	1057240	42.90	SYMBOL ARTS
Total 108032361:						42.90	
03/11/21	42534	UTAH DEPT WORKFORCE SERVICES	02/28/21	Unemployment adjustment	1022410	25.00	UTAH DEPT WORKFORCE SERVICES
Total 42534:						25.00	
03/11/21	42535	UTAH STATE TREASURER	02/28/21	Court Surcharge Remittance - February 2021	1035100	4,098.82	UTAH STATE TREASURER
Total 42535:						4,098.82	
03/04/21	42484	VANGUARD CLEANING SYSTEMS OF U	03/01/21	Janitorial service - March 2021	1043262	280.00	VANGUARD CLEANING SYSTEMS OF U
Total 42484:						280.00	
03/18/21	42564	VERIZON WIRELESS	03/01/21	Public Works Air Card - March 2021	1060280	40.01	VERIZON WIRELESS
Total 42564:						40.01	
03/12/21	38402	Vigil, Darian	V 04/30/18	Witness Fee	1042610	18.50	Vigil, Darian
Total 38402:						18.50	
03/18/21	42565	Vigil, Darian	04/30/18	Witness Fee	1042610	18.50	Vigil, Darian
Total 42565:						18.50	
03/11/21	10803236	Void Check	V				
Total 108032362:						.00	
03/11/21	38579	Ward, Ridge	V 06/12/18	Referee - Baseball	2071481	16.88	Ward, Ridge
Total 38579:						16.88	

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/11/21	42536	Ward, Ridge	06/12/18	Referee - Baseball	2071481	16.88	Ward, Ridge
Total 42536:						16.88	
03/18/21	42566	WASATCH INTEGRATED WASTE MGMT	02/28/21	Garbage Collection - February 2021	5340492	21,794.40	WASATCH INTEGRATED WASTE MGMT
Total 42566:						21,794.40	
03/18/21	42567	Weaver, Carson	03/13/21	Referee	2071482	15.00	Weaver, Carson
Total 42567:						15.00	
03/25/21	42593	WEBER BASIN WATER	03/24/21	4th Quarter Impact Fees for 15 Building Permits	5121357	65,445.00	WEBER BASIN WATER
Total 42593:						65,445.00	
03/11/21	42537	WILKINSON SUPPLY	02/24/21	Clutch for chainsaw	1070250	277.96	WILKINSON SUPPLY
Total 42537:						277.96	
03/31/21	42619	WINDSOR DOOR SALES INC	03/15/21	Service door repair	1057260	295.00	WINDSOR DOOR SALES INC
Total 42619:						295.00	
03/11/21	42538	Woods Cross City	02/28/21	Judge Memmott's Utah State Bar Dues	1042230	108.38	Woods Cross City
Total 42538:						108.38	
03/04/21	42485	WORKFORCE QA	02/28/21	Drug Screen - Fire	1057137	38.00	WORKFORCE QA
03/04/21	42485	WORKFORCE QA	02/28/21	Consortium Membership Fees 2021	1060137	150.00	WORKFORCE QA
Total 42485:						188.00	
03/25/21	42594	WORKFORCE QA	02/28/21	Drug Test (2)	1057137	76.00	WORKFORCE QA
Total 42594:						76.00	
03/11/21	42539	Yesco LLC	02/03/21	City sign repair	1043250	187.50	Yesco LLC

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Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 42539:						187.50	
03/18/21	42568	Yesco LLC	02/24/21	City Sign Replacement - 50% Down	4543730	24,806.00	Yesco LLC
Total 42568:						24,806.00	
Grand Totals:						652,050.81	

Approval Date: \_\_\_\_\_

Mayor \_\_\_\_\_

City Recorder: \_\_\_\_\_

SOUTH WEBER CITY CORPORATION  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
10-31-100	CURRENT YEAR PROPERTY TAXES	3,973.45	616,482.35	754,000.00	137,517.65	81.8
10-31-120	PRIOR YEAR PROPERTY TAXES	321.84	1,637.73	10,000.00	8,362.27	16.4
10-31-200	FEE IN LIEU - VEHICLE REG	5,177.42	23,474.36	30,000.00	6,525.64	78.3
10-31-300	SALES AND USE TAX	123,804.67	459,812.00	892,000.00	432,188.00	51.6
10-31-305	TRANSPORTATION - LOCAL OPTION	.00	.00	.00	.00	.0
10-31-310	FRANCHISE/OTHER	36,698.82	303,590.69	400,000.00	96,409.31	75.9
	<b>TOTAL TAXES</b>	169,976.20	1,404,997.13	2,086,000.00	681,002.87	67.4
<u>LICENSES AND PERMITS</u>						
10-32-100	BUSINESS LICENSE AND PERMITS	.00	8,014.00	8,000.00	( 14.00)	100.2
10-32-210	BUILDING PERMITS	19,901.30	150,062.08	330,000.00	179,937.92	45.5
10-32-290	PLAN CHECK AND OTHER FEES	5,346.79	45,393.59	55,000.00	9,606.41	82.5
10-32-310	EXCAVATION PERMITS	.00	282.00	.00	( 282.00)	.0
	<b>TOTAL LICENSES AND PERMITS</b>	25,248.09	203,751.67	393,000.00	189,248.33	51.9
<u>INTERGOVERNMENTAL REVENUE</u>						
10-33-400	STATE GRANTS	.00	.00	.00	.00	.0
10-33-500	FEDERAL GRANT REVENUE-CARES	.00	111,009.12	240,000.00	128,990.88	46.3
10-33-550	WILDLAND FIREFIGHTING	.00	3,525.00	.00	( 3,525.00)	.0
10-33-560	CLASS "C" ROAD ALLOTMENT	.00	140,716.40	150,000.00	9,283.60	93.8
10-33-580	STATE LIQUOR FUND ALLOTMENT	.00	7,122.52	6,000.00	( 1,122.52)	118.7
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	.00	262,373.04	396,000.00	133,626.96	66.3
<u>CHARGES FOR SERVICES</u>						
10-34-100	ZONING & SUBDIVISION FEES	.00	9,326.00	5,000.00	( 4,326.00)	186.5
10-34-105	SUBDIVISION REVIEW FEE	.00	33,734.75	80,000.00	46,265.25	42.2
10-34-250	BLDG RENTAL/PARK USE (BOWERY)	90.00	560.00	.00	( 560.00)	.0
10-34-254	AUDIT ADJUSTMENT TO SERVICES	.00	.00	.00	.00	.0
10-34-270	DEVELOPER PMTS FOR IMPROV.	.00	.00	30,000.00	30,000.00	.0
10-34-560	AMBULANCE SERVICE	1,769.58	23,213.66	70,000.00	46,786.34	33.2
10-34-760	YOUTH CITY COUNCIL	.00	.00	.00	.00	.0
10-34-910	ADMINISTRATIVE SERVICES CHARGE	.00	83,550.00	167,000.00	83,450.00	50.0
	<b>TOTAL CHARGES FOR SERVICES</b>	1,859.58	150,384.41	352,000.00	201,615.59	42.7

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES AND FORFEITURES</u>					
10-35-100 FINES	6,352.28	65,478.83	85,000.00	19,521.17	77.0
TOTAL FINES AND FORFEITURES	6,352.28	65,478.83	85,000.00	19,521.17	77.0
<u>MISCELLANEOUS REVENUE</u>					
10-36-100 INTEREST EARNINGS	.00	4,268.89	35,000.00	30,731.11	12.2
10-36-300 NEWSLETTER SPONSORS	.00	.00	.00	.00	.0
10-36-400 SALE OF ASSETS	.00	4,500.00	.00	( 4,500.00)	.0
10-36-900 SUNDRY REVENUES	12,800.73	51,927.27	5,500.00	( 46,427.27)	944.1
10-36-901 FARMERS MARKET	.00	.00	.00	.00	.0
TOTAL MISCELLANEOUS REVENUE	12,800.73	60,696.16	40,500.00	( 20,196.16)	149.9
<u>CONTRIBUTIONS AND TRANSFERS</u>					
10-39-091 TRANSFER FROM CAPITAL PROJECTS	.00	.00	.00	.00	.0
10-39-100 FIRE AGREEMENT/JOB CORPS	.00	.00	3,500.00	3,500.00	.0
10-39-110 FIRE AGREEMENT/COUNTY	.00	3,580.00	1,000.00	( 2,580.00)	358.0
10-39-800 TFR FROM IMPACT FEES	.00	.00	12,000.00	12,000.00	.0
10-39-900 FUND BALANCE TO BE APPROPRIATE	.00	.00	51,000.00	51,000.00	.0
10-39-910 TRANSFER FROM CLASS "C" RES.	.00	.00	.00	.00	.0
TOTAL CONTRIBUTIONS AND TRANSFERS	.00	3,580.00	67,500.00	63,920.00	5.3
TOTAL FUND REVENUE	216,236.88	2,151,261.24	3,420,000.00	1,268,738.76	62.9

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-41-005 SALARIES - COUNCIL & COMMISSIO	2,000.00	16,189.00	28,000.00	11,811.00	57.8
10-41-131 EMPLOYEE BENEFIT-EMPLOYER FICA	153.00	1,238.46	2,200.00	961.54	56.3
10-41-133 EMPLOYEE BENEFIT - WORK. COMP.	32.87	266.07	700.00	433.93	38.0
10-41-140 UNIFORMS	.00	.00	300.00	300.00	.0
10-41-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	3,848.17	4,000.00	151.83	96.2
10-41-230 TRAVEL & TRAINING	.00	.00	12,600.00	12,600.00	.0
10-41-240 OFFICE SUPPLIES AND EXPENSE	.00	7.00	200.00	193.00	3.5
10-41-370 PROFESSIONAL/TECHNICAL SERVICE	.00	.00	.00	.00	.0
10-41-494 YOUTH CITY COUNCIL	.00	.00	3,000.00	3,000.00	.0
10-41-620 MISCELLANEOUS	.00	357.74	4,000.00	3,642.26	8.9
10-41-740 EQUIPMENT	.00	.00	.00	.00	.0
10-41-925 TRANSFER TO COUNTRY FAIR DAYS	.00	5,000.00	5,000.00	.00	100.0
TOTAL LEGISLATIVE	2,185.87	26,906.44	60,000.00	33,093.56	44.8
 <u>JUDICIAL</u>					
10-42-004 JUDGE SALARY	1,104.16	9,937.44	15,000.00	5,062.56	66.3
10-42-110 EMPLOYEE SALARIES	2,449.63	22,865.74	36,000.00	13,134.26	63.5
10-42-130 EMPLOYEE BENEFIT - RETIREMENT	666.86	6,052.46	11,000.00	4,947.54	55.0
10-42-131 EMPLOYEE BENEFIT-EMPLOYER FICA	266.46	2,517.29	4,000.00	1,482.71	62.9
10-42-133 EMPLOYEE BENEFIT - WORK. COMP.	36.57	195.11	500.00	304.89	39.0
10-42-134 EMPLOYEE BENEFIT - UI	.00	.00	300.00	300.00	.0
10-42-135 EMPLOYEE BENEFIT - HEALTH INS.	1,013.54	8,010.10	13,000.00	4,989.90	61.6
10-42-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	600.00	600.00	.0
10-42-230 TRAVEL & TRAINING	108.38	108.38	3,100.00	2,991.62	3.5
10-42-240 OFFICE SUPPLIES & EXPENSE	21.47	692.97	600.00	( 92.97)	115.5
10-42-243 COURT REFUNDS	.00	.00	.00	.00	.0
10-42-280 TELEPHONE	40.00	340.00	500.00	160.00	68.0
10-42-313 PROFESSIONAL/TECH. - ATTORNEY	600.00	6,200.00	10,000.00	3,800.00	62.0
10-42-317 PROFESSIONAL/TECHNICAL-BAILIFF	.00	.00	4,700.00	4,700.00	.0
10-42-350 SOFTWARE MAINTENANCE	62.45	499.60	800.00	300.40	62.5
10-42-550 BANKING CHARGES	17.86	988.16	600.00	( 388.16)	164.7
10-42-610 MISCELLANEOUS	153.60	328.50	1,300.00	971.50	25.3
10-42-740 EQUIPMENT	.00	.00	.00	.00	.0
TOTAL JUDICIAL	6,540.98	58,735.75	102,000.00	43,264.25	57.6

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATIVE</u>					
10-43-110	FULL-TIME EMPLOYEE SALARIES	24,168.63	219,719.88	313,000.00	93,280.12 70.2
10-43-120	PART-TIME EMPLOYEE SALARIES	4,051.68	36,999.70	87,000.00	50,000.30 42.5
10-43-125	EMPLOYEE INCENTIVE	.00	.00	.00	.00 .0
10-43-130	EMPLOYEE BENEFIT - RETIREMENT	4,653.86	41,866.00	81,000.00	39,134.00 51.7
10-43-131	EMPLOYEE BENEFIT-EMPLOYER FICA	2,129.11	19,594.43	31,000.00	11,405.57 63.2
10-43-133	EMPLOYEE BENEFIT - WORK. COMP.	338.02	1,713.49	4,000.00	2,286.51 42.8
10-43-134	EMPLOYEE BENEFIT - UI	.00	.00	2,900.00	2,900.00 .0
10-43-135	EMPLOYEE BENEFIT - HEALTH INS.	5,659.76	47,426.00	64,800.00	17,374.00 73.2
10-43-136	HRA REIMBURSEMENT - HEALTH INS	.00	150.00	6,000.00	5,850.00 2.5
10-43-137	EMPLOYEE TESTING	.00	.00	.00	.00 .0
10-43-140	UNIFORMS	.00	683.14	1,000.00	316.86 68.3
10-43-210	BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	1,999.00	3,500.00	1,501.00 57.1
10-43-220	PUBLIC NOTICES	435.60	1,022.65	5,000.00	3,977.35 20.5
10-43-230	TRAVEL & TRAINING	.00	941.82	20,000.00	19,058.18 4.7
10-43-240	OFFICE SUPPLIES & EXPENSE	406.37	3,926.38	8,000.00	4,073.62 49.1
10-43-250	EQUIPMENT - SUPPLIES AND MAINT	187.50	2,706.44	5,500.00	2,793.56 49.2
10-43-252	EQUIPMENT MAINT. - CASELLE	.00	.00	.00	.00 .0
10-43-253	EQUIPMENT MAINT. - SOFTWARE	.00	.00	.00	.00 .0
10-43-256	FUEL EXPENSE	27.66	84.85	300.00	215.15 28.3
10-43-262	GENERAL GOVERNMENT BUILDINGS	1,160.07	4,518.40	7,500.00	2,981.60 60.3
10-43-270	UTILITIES	535.02	2,840.01	6,000.00	3,159.99 47.3
10-43-280	TELEPHONE	1,381.22	11,140.75	18,000.00	6,859.25 61.9
10-43-308	PROFESSIONAL & TECH - I.T.	949.14	8,295.68	14,000.00	5,704.32 59.3
10-43-309	PROFESSIONAL & TECH - AUDITOR	.00	12,500.00	10,000.00	( 2,500.00) 125.0
10-43-310	PROFESSIONAL/TECH. - PLANNER	.00	.00	.00	.00 .0
10-43-311	PRO & TECH - ECO DEVELOPMENT	.00	.00	.00	.00 .0
10-43-312	PROFESSIONAL & TECH. - ENGINEER	.00	.00	.00	.00 .0
10-43-313	PROFESSIONAL/TECH. - ATTORNEY	7,986.50	76,333.47	100,000.00	23,666.53 76.3
10-43-314	ORDINANCE CODIFICATION	.00	1,287.00	3,000.00	1,713.00 42.9
10-43-316	ELECTIONS	.00	.00	.00	.00 .0
10-43-319	PROF./TECH. -SUBD. REVIEWS	.00	.00	.00	.00 .0
10-43-329	CITY MANAGER FUND	.00	2,078.55	3,000.00	921.45 69.3
10-43-350	SOFTWARE MAINTENANCE	1,866.04	13,480.10	24,000.00	10,519.90 56.2
10-43-510	INSURANCE & SURETY BONDS	.00	43,395.85	45,000.00	1,604.15 96.4
10-43-550	BANKING CHARGES	17.86	217.62	1,500.00	1,282.38 14.5
10-43-610	MISCELLANEOUS	.00	1,901.72	15,000.00	13,098.28 12.7
10-43-620	MISCELLANEOUS	.00	.00	.00	.00 .0
10-43-621	CONTRIBUTIONS & DONATIONS	.00	.00	.00	.00 .0
10-43-625	CASH OVER AND SHORT	.00	.00	.00	.00 .0
10-43-720	BUILDINGS	.00	.00	.00	.00 .0
10-43-740	EQUIPMENT	2,160.00	12,488.30	27,000.00	14,511.70 46.3
10-43-745	EQUIPMENT COSTING OVER \$500	.00	.00	.00	.00 .0
10-43-841	TRANSFER TO RECREATION FUND	.00	70,000.00	70,000.00	.00 100.0
10-43-910	TRANSFER TO CAP. PROJ. FUND	.00	.00	360,000.00	360,000.00 .0
	<b>TOTAL ADMINISTRATIVE</b>	<b>58,114.04</b>	<b>639,311.23</b>	<b>1,337,000.00</b>	<b>697,688.77 47.8</b>

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
10-54-310 SHERIFF'S DEPARTMENT	18,490.00	153,662.00	230,000.00	76,338.00	66.8
10-54-311 ANIMAL CONTROL	1,722.80	13,782.37	22,000.00	8,217.63	62.7
10-54-320 EMERGENCY PREPAREDNESS	.00	4,969.05	2,000.00	( 2,969.05)	248.5
10-54-321 LIQUOR LAW ENFORCEMENT	.00	7,122.52	6,000.00	( 1,122.52)	118.7
<b>TOTAL PUBLIC SAFETY</b>	<b>20,212.80</b>	<b>179,535.94</b>	<b>260,000.00</b>	<b>80,464.06</b>	<b>69.1</b>
<u>FIRE PROTECTION</u>					
10-57-110 FULL-TIME EMPLOYEE SALARIES	.00	.00	.00	.00	.0
10-57-120 PART-TIME EMPLOYEE SALARIES	32,804.90	306,432.07	439,000.00	132,567.93	69.8
10-57-131 EMPLOYEE BENEFIT-EMPLOYER FICA	2,513.40	23,699.96	31,000.00	7,300.04	76.5
10-57-133 EMPLOYEE BENEFIT - WORK. COMP.	1,523.55	7,336.15	16,000.00	8,663.85	45.9
10-57-134 EMPLOYEE BENEFIT - UI	.00	.00	3,000.00	3,000.00	.0
10-57-137 EMPLOYEE TESTING	149.90	450.70	1,000.00	549.30	45.1
10-57-140 UNIFORMS	427.94	2,861.24	8,500.00	5,638.76	33.7
10-57-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	1,000.00	1,000.00	.0
10-57-230 TRAVEL & TRAINING	.00	1,127.18	8,500.00	7,372.82	13.3
10-57-240 OFFICE SUPPLIES & EXPENSE	.00	369.00	2,000.00	1,631.00	18.5
10-57-250 EQUIPMENT SUPPLIES & MAINT.	39.78	18,524.11	22,000.00	3,475.89	84.2
10-57-256 FUEL EXPENSE	888.62	1,579.28	4,000.00	2,420.72	39.5
10-57-260 BUILDINGS & GROUNDS MAINT.	709.14	8,251.63	12,000.00	3,748.37	68.8
10-57-270 UTILITIES	1,601.33	5,490.66	5,000.00	( 490.66)	109.8
10-57-280 TELEPHONE	500.66	5,270.39	5,000.00	( 270.39)	105.4
10-57-350 SOFTWARE MAINTENANCE	2,148.65	7,859.85	8,000.00	140.15	98.3
10-57-370 PROFESSIONAL & TECH. SERVICES	5,719.48	14,950.84	18,000.00	3,049.16	83.1
10-57-375 PARAMEDIC SERVICES	1,108.00	1,662.00	.00	( 1,662.00)	.0
10-57-450 SPECIAL PUBLIC SAFETY SUPPLIES	3,450.35	17,012.74	30,000.00	12,987.26	56.7
10-57-530 INTEREST EXPENSE	770.00	6,418.50	7,000.00	581.50	91.7
10-57-550 BANKING CHARGES	17.86	177.66	500.00	322.34	35.5
10-57-622 HEALTH & WELLNESS EXPENSES	.00	.00	1,500.00	1,500.00	.0
10-57-740 EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-57-745 EQUIPMENT COSTING OVER \$500	.00	.00	.00	.00	.0
10-57-811 BOND PRINCIPAL	.00	25,480.00	28,000.00	2,520.00	91.0
<b>TOTAL FIRE PROTECTION</b>	<b>54,373.56</b>	<b>454,953.96</b>	<b>661,000.00</b>	<b>206,046.04</b>	<b>68.8</b>

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING &amp; ENGINEERING</u>					
10-58-004 SUPERVISOR SALARIES	.00	.00	.00	.00	.0
10-58-110 FULL-TIME EMPLOYEE SALARIES	6,752.82	70,118.42	122,000.00	51,881.58	57.5
10-58-120 PART-TIME EMPLOYEE SALARIES	.00	945.00	4,000.00	3,055.00	23.6
10-58-130 EMPLOYEE BENEFIT - RETIREMENT	1,307.64	13,299.28	30,000.00	16,700.72	44.3
10-58-131 EMPLOYEE BENEFIT-EMPLOYER FICA	503.68	5,733.12	10,000.00	4,266.88	57.3
10-58-132 EMPLOYEE BENEFIT - 401K PLAN	.00	.00	.00	.00	.0
10-58-133 EMPLOYEE BENEFIT - WORK. COMP.	100.98	756.92	3,000.00	2,243.08	25.2
10-58-134 EMPLOYEE BENEFIT - UI	.00	.00	1,100.00	1,100.00	.0
10-58-135 EMPLOYEE BENEFIT - HEALTH INS.	733.16	5,409.24	23,000.00	17,590.76	23.5
10-58-137 EMPLOYEE TESTING	.00	.00	.00	.00	.0
10-58-140 UNIFORMS	56.55	646.01	1,200.00	553.99	53.8
10-58-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	27.84	500.00	472.16	5.6
10-58-230 TRAVEL & TRAINING	.00	362.18	6,000.00	5,637.82	6.0
10-58-250 EQUIPMENT SUPPLIES & MAINT.	260.37	2,191.72	4,000.00	1,808.28	54.8
10-58-255 VEHICLE LEASE	.00	.00	.00	.00	.0
10-58-256 FUEL EXPENSE	423.43	590.42	1,000.00	409.58	59.0
10-58-280 TELEPHONE	111.00	943.50	1,700.00	756.50	55.5
10-58-310 PROFESSIONAL & TCH. - PLANNER	2,870.00	13,002.50	12,500.00	( 502.50)	104.0
10-58-311 PROFESSIONAL & TECH - ECODEV	.00	2,166.67	.00	( 2,166.67)	.0
10-58-312 PROFESSIONAL & TECH. - ENGINR	3,307.50	38,631.00	60,000.00	21,369.00	64.4
10-58-319 PROF./TECH. -SUBD. REVIEWS	4,614.00	54,252.02	80,000.00	25,747.98	67.8
10-58-325 PROFESSIONAL/TECHICAL - MAPS/G	776.75	4,492.70	15,000.00	10,507.30	30.0
10-58-326 PROF. & TECH. - INSPECTIONS	2,555.00	25,445.00	.00	( 25,445.00)	.0
10-58-350 SOFTWARE MAINTENANCE	.00	1,617.88	3,000.00	1,382.12	53.9
10-58-370 PROFESSIONAL & TECH. SERVICES	.00	17.80	.00	( 17.80)	.0
10-58-620 MISCELLANEOUS	70.00	70.00	2,000.00	1,930.00	3.5
10-58-740 EQUIPMENT	.00	.00	.00	.00	.0
<b>TOTAL PLANNING &amp; ENGINEERING</b>	<b>24,442.88</b>	<b>240,719.22</b>	<b>380,000.00</b>	<b>139,280.78</b>	<b>63.4</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS</u>						
10-60-110	FULL-TIME EMPLOYEE SALARIES	3,040.50	28,338.32	48,000.00	19,661.68	59.0
10-60-120	PART-TIME EMPLOYEE SALARIES	1,114.04	7,548.14	20,000.00	12,451.86	37.7
10-60-130	EMPLOYEE BENEFIT - RETIREMENT	637.70	5,382.50	12,000.00	6,617.50	44.9
10-60-131	EMPLOYEE BENEFIT-EMPLOYER FICA	307.71	2,735.86	5,200.00	2,464.14	52.6
10-60-133	EMPLOYEE BENEFIT - WORK. COMP.	124.97	660.12	2,000.00	1,339.88	33.0
10-60-134	EMPLOYEE BENEFIT - UI	.00	.00	600.00	600.00	.0
10-60-135	EMPLOYEE BENEFIT - HEALTH INS.	178.48	2,234.66	8,000.00	5,765.34	27.9
10-60-137	EMPLOYEE TESTING	150.00	150.00	500.00	350.00	30.0
10-60-140	UNIFORMS	56.57	646.25	800.00	153.75	80.8
10-60-230	TRAVEL & TRAINING	.00	.00	2,000.00	2,000.00	.0
10-60-250	EQUIPMENT SUPPLIES & MAINT.	2,241.68	5,319.86	6,000.00	680.14	88.7
10-60-255	VEHICLE LEASE	.00	.00	.00	.00	.0
10-60-256	FUEL EXPENSE	500.94	1,002.12	5,000.00	3,997.88	20.0
10-60-260	BUILDINGS & GROUNDS MAINT.	29.70	2,426.69	5,000.00	2,573.31	48.5
10-60-271	UTILITIES - STREET LIGHTS	8,890.81	26,987.65	60,000.00	33,012.35	45.0
10-60-280	TELEPHONE	.00	.00	.00	.00	.0
10-60-312	PROFESSIONAL & TECH. - ENGINR	193.50	5,834.25	20,000.00	14,165.75	29.2
10-60-325	PROFESSIONAL/TECHICAL - MAPS/G	979.50	7,497.00	10,000.00	2,503.00	75.0
10-60-350	SOFTWARE MAINTENANCE	62.45	499.60	3,000.00	2,500.40	16.7
10-60-370	PROFESSIONAL & TECH. SERVICES	.00	.00	900.00	900.00	.0
10-60-410	SPECIAL HIGHWAY SUPPLIES	.00	7,432.50	15,000.00	7,567.50	49.6
10-60-411	SNOW REMOVAL SUPPLIES	3,508.42	23,699.33	35,000.00	11,300.67	67.7
10-60-415	MAILBOXES & STREET SIGNS	371.32	1,023.54	10,000.00	8,976.46	10.2
10-60-416	STREET LIGHTS	.00	23,196.08	20,000.00	( 3,196.08)	116.0
10-60-420	WEED CONTROL	.00	.00	1,500.00	1,500.00	.0
10-60-422	CROSSWALK/STREET PAINTING	.00	2,741.60	5,000.00	2,258.40	54.8
10-60-424	CURB & GUTTER RESTORATION	.00	.00	.00	.00	.0
10-60-550	BANKING CHARGES	17.86	177.66	500.00	322.34	35.5
	<b>TOTAL STREETS</b>	<b>22,406.15</b>	<b>155,533.73</b>	<b>296,000.00</b>	<b>140,466.27</b>	<b>52.6</b>

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-70-110	FULL-TIME EMPLOYEE SALARIES	9,250.74	73,436.52	100,000.00	26,563.48 73.4
10-70-120	PART-TIME EMPLOYEE SALARIES	528.00	13,233.00	14,000.00	767.00 94.5
10-70-130	EMPLOYEE BENEFIT - RETIREMENT	1,723.61	13,888.46	21,000.00	7,111.54 66.1
10-70-131	EMPLOYEE BENEFIT-EMPLOYER FICA	770.67	6,895.33	9,000.00	2,104.67 76.6
10-70-133	EMPLOYEE BENEFIT - WORK. COMP.	283.96	1,586.78	4,000.00	2,413.22 39.7
10-70-134	EMPLOYEE BENEFIT - UI	.00	.00	1,000.00	1,000.00 .0
10-70-135	EMPLOYEE BENEFIT - HEALTH INS.	1,689.60	11,211.15	31,000.00	19,788.85 36.2
10-70-137	EMPLOYEE TESTING	.00	600.85	400.00	( 200.85) 150.2
10-70-140	UNIFORMS	113.10	1,531.88	2,700.00	1,168.12 56.7
10-70-230	TRAVEL & TRAINING	.00	757.00	4,000.00	3,243.00 18.9
10-70-250	EQUIPMENT SUPPLIES & MAINT.	726.78	10,212.91	15,000.00	4,787.09 68.1
10-70-255	VEHICLE LEASE	.00	.00	.00	.00 .0
10-70-256	FUEL EXPENSE	1,396.89	3,031.59	5,000.00	1,968.41 60.6
10-70-260	BUILDINGS & GROUNDS MAINT.	.00	1,401.81	5,000.00	3,598.19 28.0
10-70-261	GROUNDS SUPPLIES & MAINTENANCE	285.99	29,775.15	64,000.00	34,224.85 46.5
10-70-270	UTILITIES	280.73	7,897.01	8,000.00	102.99 98.7
10-70-280	TELEPHONE	83.60	413.60	1,600.00	1,186.40 25.9
10-70-312	PROFESSIONAL & TECH. - ENGINR	354.75	19,873.25	20,000.00	126.75 99.4
10-70-350	SOFTWARE MAINTENANCE	62.45	499.60	1,000.00	500.40 50.0
10-70-430	TRAILS/ TREES	.00	1,393.00	.00	( 1,393.00) .0
10-70-435	SAFETY INCENTIVE PROGRAM	.00	.00	.00	.00 .0
10-70-550	BANKING CHARGES	17.86	177.66	300.00	122.34 59.2
10-70-626	UTA PARK AND RIDE	42.73	339.47	15,000.00	14,660.53 2.3
10-70-730	IMPROVEMENTS OTHER THAN BLDGS	.00	.00	.00	.00 .0
10-70-740	EQUIPMENT	.00	.00	2,000.00	2,000.00 .0
	<b>TOTAL PARKS</b>	17,611.46	198,156.02	324,000.00	125,843.98 61.2
	<b>TOTAL FUND EXPENDITURES</b>	205,887.74	1,953,852.29	3,420,000.00	1,466,147.71 57.1
	<b>NET REVENUE OVER EXPENDITURES</b>	10,349.14	197,408.95	.00	( 197,408.95) .0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECREATION REVENUE</u>					
20-34-720 RENTAL - ACTIVITY CENTER	1,075.00	8,069.50	9,000.00	930.50	89.7
20-34-751 MEMBERSHIP FEES	990.00	10,122.00	19,000.00	8,878.00	53.3
20-34-752 COMPETITION LEAGUE FEES	21,210.00	15,220.00	17,000.00	1,780.00	89.5
20-34-753 MISC REVENUE	.00	128.00	1,000.00	872.00	12.8
20-34-754 COMPETITION BASEBALL	.00	140.00	500.00	360.00	28.0
20-34-755 BASKETBALL	( 11,906.00)	11,872.00	13,000.00	1,128.00	91.3
20-34-756 BASEBALL & SOFTBALL	746.00	713.00	7,500.00	6,787.00	9.5
20-34-757 SOCCER	2,875.00	7,944.00	8,000.00	56.00	99.3
20-34-758 FLAG FOOTBALL	.00	3,147.00	3,500.00	353.00	89.9
20-34-759 VOLLEYBALL	.00	1,455.00	1,500.00	45.00	97.0
20-34-760 WRESTLING	.00	.00	2,000.00	2,000.00	.0
20-34-811 SALES TAX BOND PMT-RESTRICTED	.00	.00	.00	.00	.0
20-34-841 GRAVEL PIT FEES	.00	61,539.28	60,000.00	( 1,539.28)	102.6
<b>TOTAL RECREATION REVENUE</b>	<b>14,990.00</b>	<b>120,349.78</b>	<b>142,000.00</b>	<b>21,650.22</b>	<b>84.8</b>
<u>SOURCE 36</u>					
20-36-895 RENTAL OF UNIFORMS AND EQUIP	.00	.00	.00	.00	.0
<b>TOTAL SOURCE 36</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>
<u>SOURCE 37</u>					
20-37-100 INTEREST EARNINGS	.00	1,146.72	6,000.00	4,853.28	19.1
<b>TOTAL SOURCE 37</b>	<b>.00</b>	<b>1,146.72</b>	<b>6,000.00</b>	<b>4,853.28</b>	<b>19.1</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
20-39-091 TRANSFER FROM CAPITAL PROJECTS	.00	.00	.00	.00	.0
20-39-470 TRANSFER FROM OTHER FUNDS	.00	70,000.00	70,000.00	.00	100.0
20-39-800 TRANSFER FROM IMPACT FEE FUND	.00	.00	90,000.00	90,000.00	.0
20-39-900 FUND BALANCE TO BE APPROPRIATE	.00	.00	.00	.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>70,000.00</b>	<b>160,000.00</b>	<b>90,000.00</b>	<b>43.8</b>
<b>TOTAL FUND REVENUE</b>	<b>14,990.00</b>	<b>191,496.50</b>	<b>308,000.00</b>	<b>116,503.50</b>	<b>62.2</b>

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECREATION EXPENDITURES</u>					
20-71-110 FULL-TIME EMPLOYEE SALARIES	3,929.93	29,929.64	56,000.00	26,070.36	53.5
20-71-120 PART-TIME EMPLOYEE SALARIES	3,320.78	29,275.03	43,000.00	13,724.97	68.1
20-71-130 EMPLOYEE BENEFIT - RETIREMENT	774.20	7,294.71	12,000.00	4,705.29	60.8
20-71-131 EMPLOYEE BENEFIT-EMPLOYER FICA	610.47	5,488.44	7,500.00	2,011.56	73.2
20-71-133 EMPLOYEE BENEFIT - WORK. COMP.	197.82	966.42	2,000.00	1,033.58	48.3
20-71-134 EMPLOYEE BENEFIT - UI	.00	.00	1,000.00	1,000.00	.0
20-71-135 EMPLOYEE BENEFIT - HEALTH INS.	541.32	4,585.40	11,000.00	6,414.60	41.7
20-71-137 EMPLOYEE TESTING	.00	223.80	200.00	( 23.80)	111.9
20-71-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	.00	.00	.0
20-71-230 TRAVEL & TRAINING	.00	78.00	1,500.00	1,422.00	5.2
20-71-240 OFFICE SUPPLIES AND EXPENSE	.00	536.14	1,000.00	463.86	53.6
20-71-241 MATERIALS & SUPPLIES	260.61	1,773.30	2,000.00	226.70	88.7
20-71-250 EQUIPMENT SUPPLIES & MAINT.	.00	535.66	1,000.00	464.34	53.6
20-71-256 FUEL EXPENSE	144.14	144.14	200.00	55.86	72.1
20-71-262 GENERAL GOVERNMENT BUILDINGS	.00	.00	2,000.00	2,000.00	.0
20-71-270 UTILITIES	79.68	5,204.55	6,000.00	795.45	86.7
20-71-280 TELEPHONE	268.50	1,935.44	4,000.00	2,064.56	48.4
20-71-331 PROMOTIONS	.00	189.70	3,500.00	3,310.30	5.4
20-71-340 PROGRAM OFFICIALS	.00	.00	.00	.00	.0
20-71-350 SOFTWARE MAINTENANCE	62.45	499.60	800.00	300.40	62.5
20-71-370 PROFESSIONAL/TECHNICAL SERVICE	.00	.00	.00	.00	.0
20-71-480 REC BASKETBALL	281.86	2,906.29	11,000.00	8,093.71	26.4
20-71-481 BASEBALL & SOFTBALL	.00	689.55	7,000.00	6,310.45	9.9
20-71-482 SOCCER	.00	1,758.75	4,000.00	2,241.25	44.0
20-71-483 FLAG FOOTBALL	.00	2,449.27	2,500.00	50.73	98.0
20-71-484 VOLLEYBALL	.00	673.90	1,500.00	826.10	44.9
20-71-485 SUMMER FUN	.00	.00	2,000.00	2,000.00	.0
20-71-486 SR LUNCHEON	.00	.00	1,500.00	1,500.00	.0
20-71-488 COMPETITION BASKETBALL	1,522.86	6,092.87	9,000.00	2,907.13	67.7
20-71-489 COMPETITION BASEBALL	.00	.00	300.00	300.00	.0
20-71-491 FLY FISHING	.00	.00	1,000.00	1,000.00	.0
20-71-492 WRESTLING	.00	.00	2,000.00	2,000.00	.0
20-71-510 INSURANCE & SURETY BONDS	.00	.00	.00	.00	.0
20-71-530 INTEREST EXPENSE	1,980.00	16,504.72	17,000.00	495.28	97.1
20-71-550 BANKING CHARGES	17.86	653.23	800.00	146.77	81.7
20-71-610 MISCELLANEOUS	.00	254.38	700.00	445.62	36.3
20-71-625 CASH OVER AND SHORT	.00	.00	.00	.00	.0
20-71-740 EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
20-71-811 BOND PRINCIPAL	.00	65,520.00	72,000.00	6,480.00	91.0
20-71-900 TRANSFER TO FUND BALANCE	.00	.00	.00	.00	.0
20-71-915 TRANSFER TO ADMIN. SERVICES	.00	8,000.00	16,000.00	8,000.00	50.0
<b>TOTAL RECREATION EXPENDITURES</b>	<b>13,992.48</b>	<b>194,162.93</b>	<b>308,000.00</b>	<b>113,837.07</b>	<b>63.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>13,992.48</b>	<b>194,162.93</b>	<b>308,000.00</b>	<b>113,837.07</b>	<b>63.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>997.52</b>	<b>( 2,666.43)</b>	<b>.00</b>	<b>2,666.43</b>	<b>.0</b>

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SEWER IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
21-37-100 INTEREST EARNINGS	.00	1,642.61	.00	( 1,642.61)	.0
21-37-200 IMPACT FEES	20,531.00	137,851.00	400,000.00	262,149.00	34.5
<b>TOTAL REVENUE</b>	<b>20,531.00</b>	<b>139,493.61</b>	<b>400,000.00</b>	<b>260,506.39</b>	<b>34.9</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
21-39-900 FUND BAL TO BE APPROPRIATED	.00	.00	560,000.00	560,000.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>560,000.00</b>	<b>560,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>20,531.00</b>	<b>139,493.61</b>	<b>960,000.00</b>	<b>820,506.39</b>	<b>14.5</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SEWER IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
21-40-760 SEWER IMPACT FEE PROJECTS	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	.00	.00	.0
<u>DEPARTMENT 80</u>					
21-80-800 TRANSFERS	.00	.00	960,000.00	960,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	960,000.00	960,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	960,000.00	960,000.00	.0
NET REVENUE OVER EXPENDITURES	20,531.00	139,493.61	.00	( 139,493.61)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

STORM SEWER IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
22-37-100 INTEREST EARNINGS	.00	43.26	.00	( 43.26)	.0
22-37-200 IMPACT FEES	4,655.00	29,925.00	40,000.00	10,075.00	74.8
<b>TOTAL REVENUE</b>	<b>4,655.00</b>	<b>29,968.26</b>	<b>40,000.00</b>	<b>10,031.74</b>	<b>74.9</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
22-39-900 FUND BAL TO BE APPROPRIATED	.00	.00	.00	.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>4,655.00</b>	<b>29,968.26</b>	<b>40,000.00</b>	<b>10,031.74</b>	<b>74.9</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

STORM SEWER IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
22-40-760 PROJECTS	.00	.00	.00	.00	.0
22-40-799 FACILITIES	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	.00	.00	.0
<u>DEPARTMENT 80</u>					
22-80-800 TRANSFERS	.00	.00	40,000.00	40,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	40,000.00	40,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	40,000.00	40,000.00	.0
NET REVENUE OVER EXPENDITURES	4,655.00	29,968.26	.00	( 29,968.26)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

PARK IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
23-37-100 INTEREST EARNINGS	.00	1,853.11	1,000.00	( 853.11)	185.3
23-37-200 IMPACT FEES	14,672.00	98,512.00	225,000.00	126,488.00	43.8
<b>TOTAL REVENUE</b>	<b>14,672.00</b>	<b>100,365.11</b>	<b>226,000.00</b>	<b>125,634.89</b>	<b>44.4</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
23-39-900 FUND BAL TO BE APPROPRIATED	.00	.00	574,000.00	574,000.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>574,000.00</b>	<b>574,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>14,672.00</b>	<b>100,365.11</b>	<b>800,000.00</b>	<b>699,634.89</b>	<b>12.6</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

PARK IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
23-40-760 PROJECTS	.00	.00	800,000.00	800,000.00	.0
23-40-900 TRANSFER TO FUND BALANCE	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	800,000.00	800,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	800,000.00	800,000.00	.0
NET REVENUE OVER EXPENDITURES	14,672.00	100,365.11	.00	( 100,365.11)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

ROAD IMPACT FEE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>						
24-37-100	INTEREST EARNINGS	.00	132.12	.00	( 132.12)	.0
24-37-200	IMPACT FEES	12,538.47	84,186.87	250,000.00	165,813.13	33.7
	<b>TOTAL REVENUE</b>	<b>12,538.47</b>	<b>84,318.99</b>	<b>250,000.00</b>	<b>165,681.01</b>	<b>33.7</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>						
24-39-500	CONTRIBUTION FROM FUND BAL	.00	.00	77,000.00	77,000.00	.0
24-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	.00	.00	.0
	<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>77,000.00</b>	<b>77,000.00</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>12,538.47</b>	<b>84,318.99</b>	<b>327,000.00</b>	<b>242,681.01</b>	<b>25.8</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

ROAD IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
24-40-760 PROJECTS	.00	.00	327,000.00	327,000.00	.0
24-40-799 FACILITIES	.00	.00	.00	.00	.0
24-40-900 TRANSFER TO FUND BALANCE	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	327,000.00	327,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	327,000.00	327,000.00	.0
NET REVENUE OVER EXPENDITURES	12,538.47	84,318.99	.00	( 84,318.99)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

COUNTRY FAIR DAYS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
25-37-100 INTEREST EARNINGS	.00	.00	.00	.00	.0
TOTAL SOURCE 37	.00	.00	.00	.00	.0
TOTAL FUND REVENUE	.00	.00	.00	.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

WATER IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
26-37-100 INTEREST EARNINGS	.00	228.28	1,000.00	771.72	22.8
26-37-200 IMPACT FEES	9,058.00	59,658.00	120,000.00	60,342.00	49.7
<b>TOTAL REVENUE</b>	<b>9,058.00</b>	<b>59,886.28</b>	<b>121,000.00</b>	<b>61,113.72</b>	<b>49.5</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
26-39-900 FND BALANCE TO BE APPROPRIATED	.00	.00	4,000.00	4,000.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>9,058.00</b>	<b>59,886.28</b>	<b>125,000.00</b>	<b>65,113.72</b>	<b>47.9</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

WATER IMPACT FEE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 40</u>						
26-40-760	PROJECTS	.00	.00	.00	.00	.0
26-40-799	FACILITIES	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 40		.00	.00	.00	.00	.0
<u>TRANSFERS</u>						
26-80-800	TRANSFERS	.00	.00	125,000.00	125,000.00	.0
TOTAL TRANSFERS		.00	.00	125,000.00	125,000.00	.0
TOTAL FUND EXPENDITURES		.00	.00	125,000.00	125,000.00	.0
NET REVENUE OVER EXPENDITURES		9,058.00	59,886.28	.00	( 59,886.28)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

RECREATION IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
27-37-100 INTEREST EARNINGS	.00	58.58	1,000.00	941.42	5.9
27-37-200 IMPACT FEES	5,838.00	39,198.00	70,000.00	30,802.00	56.0
<b>TOTAL REVENUE</b>	<b>5,838.00</b>	<b>39,256.58</b>	<b>71,000.00</b>	<b>31,743.42</b>	<b>55.3</b>
<u>CONTRIBUTIONS &amp; TRANSFERS</u>					
27-39-470 TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.0
27-39-900 FUND BAL TO BE APPROPRIATED	.00	.00	.00	.00	.0
<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>5,838.00</b>	<b>39,256.58</b>	<b>71,000.00</b>	<b>31,743.42</b>	<b>55.3</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

RECREATION IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
27-40-760 PROJECTS	.00	.00	.00	.00	.0
27-40-799 FACILITIES	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	.00	.00	.0
<u>DEPARTMENT 80</u>					
27-80-800 TRANSFERS	.00	.00	71,000.00	71,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	71,000.00	71,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	71,000.00	71,000.00	.0
NET REVENUE OVER EXPENDITURES	5,838.00	39,256.58	.00	( 39,256.58)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

PUBLIC SAFETY IMPACT FEE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>						
29-37-100	INTEREST EARNINGS	.00	8.87	.00	( 8.87)	.0
29-37-200	IMPACT FEES	882.00	5,922.00	12,000.00	6,078.00	49.4
	<b>TOTAL REVENUE</b>	882.00	5,930.87	12,000.00	6,069.13	49.4
<u>CONTRIBUTIONS &amp; TRANSFERS</u>						
29-39-470	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.0
29-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	.00	.00	.0
	<b>TOTAL CONTRIBUTIONS &amp; TRANSFERS</b>	.00	.00	.00	.00	.0
	<b>TOTAL FUND REVENUE</b>	882.00	5,930.87	12,000.00	6,069.13	49.4

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

PUBLIC SAFETY IMPACT FEE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
29-40-760 PROJECTS	.00	.00	.00	.00	.0
29-40-799 FACILITIES	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	.00	.00	.00	.00	.0
<u>DEPARTMENT 80</u>					
29-80-800 TRANSFERS	.00	.00	12,000.00	12,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	12,000.00	12,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	12,000.00	12,000.00	.0
NET REVENUE OVER EXPENDITURES	882.00	5,930.87	.00	( 5,930.87)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 31</u>						
45-31-300	SALES AND USE TAX	.00	84,001.00	171,000.00	86,999.00	49.1
	TOTAL SOURCE 31	.00	84,001.00	171,000.00	86,999.00	49.1
<u>INTERGOVERNMENTAL REVENUE</u>						
45-33-400	STATE GRANTS	.00	.00	.00	.00	.0
45-33-500	FEDERAL GRANT - CARES ACT	.00	1,250.00	267,000.00	265,750.00	.5
	TOTAL INTERGOVERNMENTAL REVENUE	.00	1,250.00	267,000.00	265,750.00	.5
<u>CHARGES FOR SERVICES</u>						
45-34-270	DEVELOPER PMTS FOR IMPROV.	.00	127,420.15	.00	( 127,420.15)	.0
45-34-435	DONATIONS - CMP RAIL ROAD	.00	.00	.00	.00	.0
45-34-440	CONTRIBUTIONS	.00	.00	110,000.00	110,000.00	.0
45-34-445	CONTRIBUTIONS - RESTRICTED	.00	.00	.00	.00	.0
	TOTAL CHARGES FOR SERVICES	.00	127,420.15	110,000.00	( 17,420.15)	115.8
<u>MISCELLANEOUS REVENUE</u>						
45-36-100	INTEREST EARNINGS	.00	4,236.00	10,000.00	5,764.00	42.4
45-36-110	SALE OF PROPERTY	.00	.00	.00	.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	4,236.00	10,000.00	5,764.00	42.4
<u>CONTRIBUTIONS AND TRANSFERS</u>						
45-39-380	FUND SURPLUS-UNRESTRICTED	.00	.00	.00	.00	.0
45-39-470	TRANSFER FROM OTHER FUNDS	.00	.00	360,000.00	360,000.00	.0
45-39-500	FUND BALANCE TO BE APPROPRIATE	.00	.00	.00	.00	.0
45-39-800	TRANSFER FROM IMPACT FEES	.00	.00	1,127,000.00	1,127,000.00	.0
45-39-810	TRANSFER FROM CLASS "C"	.00	.00	.00	.00	.0
45-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	1,014,000.00	1,014,000.00	.0
	TOTAL CONTRIBUTIONS AND TRANSFERS	.00	.00	2,501,000.00	2,501,000.00	.0
	TOTAL FUND REVENUE	.00	216,907.15	3,059,000.00	2,842,092.85	7.1

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
45-43-730	ADMIN - IMPROV OTHER THAN BLDG	24,806.00	70,027.92	171,000.00	100,972.08	41.0
45-43-740	EQUIPMENT	.00	48,282.20	.00	( 48,282.20)	.0
	<b>TOTAL DEPARTMENT 43</b>	24,806.00	118,310.12	171,000.00	52,689.88	69.2
	<b>DEPARTMENT 57</b>					
45-57-720	BUILDINGS	.00	.00	.00	.00	.0
45-57-740	EQUIPMENT	17,596.70	85,147.60	216,000.00	130,852.40	39.4
	<b>TOTAL DEPARTMENT 57</b>	17,596.70	85,147.60	216,000.00	130,852.40	39.4
	<b>DEPARTMENT 60</b>					
45-60-710	LAND	.00	125.00	800,000.00	799,875.00	.0
45-60-720	1040BUILDINGS	.00	.00	.00	.00	.0
45-60-730	STREETS-IMP OTHER THAN BLDG	4,940.25	198,344.00	210,000.00	11,656.00	94.5
45-60-740	EQUIPMENT	49,297.90	49,297.90	125,000.00	75,702.10	39.4
	<b>TOTAL DEPARTMENT 60</b>	54,238.15	247,766.90	1,135,000.00	887,233.10	21.8
	<b>DEPARTMENT 70</b>					
45-70-710	LAND	.00	.00	.00	.00	.0
45-70-730	IMPROVEMENTS OTHER THAN BLDGS	3,318.00	17,503.00	1,210,000.00	1,192,497.00	1.5
45-70-740	EQUIPMENT	.00	.00	.00	.00	.0
	<b>TOTAL DEPARTMENT 70</b>	3,318.00	17,503.00	1,210,000.00	1,192,497.00	1.5
	<b>DEPARTMENT 90</b>					
45-90-850	TRANSFER TO TRANS. UTIL. FUND	.00	.00	.00	.00	.0
45-90-900	TRANSFER TO FUND BALANCE	.00	.00	327,000.00	327,000.00	.0
	<b>TOTAL DEPARTMENT 90</b>	.00	.00	327,000.00	327,000.00	.0
	<b>TOTAL FUND EXPENDITURES</b>	99,958.85	468,727.62	3,059,000.00	2,590,272.38	15.3
	<b>NET REVENUE OVER EXPENDITURES</b>	( 99,958.85)	( 251,820.47)	.00	251,820.47	.0

SOUTH WEBER CITY CORPORATION  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INTERGOVERNMENTAL REVENUE</u>					
51-33-500 FEDERAL GRANT - CARES ACT	.00	.00	1,000.00	1,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	1,000.00	1,000.00	.0
<u>SOURCE 34</u>					
51-34-270 DEVELOPER PMTS FOR IMPROVMNTS	.00	1,115,000.00	2,200,000.00	1,085,000.00	50.7
TOTAL SOURCE 34	.00	1,115,000.00	2,200,000.00	1,085,000.00	50.7
<u>MISCELLANEOUS REVENUE</u>					
51-36-100 INTEREST EARNINGS	.00	8,456.11	17,000.00	8,543.89	49.7
51-36-300 MISC UTILITY REVENUE	.00	25.00	.00	( 25.00)	.0
TOTAL MISCELLANEOUS REVENUE	.00	8,481.11	17,000.00	8,518.89	49.9
<u>WATER UTILITIES REVENUE</u>					
51-37-100 WATER SALES	134,857.51	1,045,695.25	1,400,000.00	354,304.75	74.7
51-37-105 WATER CONNECTION FEE	1,855.00	12,455.00	20,000.00	7,545.00	62.3
51-37-130 PENALTIES	2,772.20	27,279.82	40,000.00	12,720.18	68.2
TOTAL WATER UTILITIES REVENUE	139,484.71	1,085,430.07	1,460,000.00	374,569.93	74.3
<u>SOURCE 38</u>					
51-38-820 CONTRIBUTIONS FROM IMPACT FEES	.00	.00	125,000.00	125,000.00	.0
51-38-900 SUNDRY REVENUES	25.00	100.00	.00	( 100.00)	.0
51-38-910 CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.0
51-38-920 GAIN/LOSS ON SALE OF ASSETS	.00	.00	.00	.00	.0
TOTAL SOURCE 38	25.00	100.00	125,000.00	124,900.00	.1
<u>CONTRIBUTIONS AND TRANSFERS</u>					
51-39-470 TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.0
51-39-900 FUND BAL TO BE APPROPRIATED	.00	.00	937,000.00	937,000.00	.0
TOTAL CONTRIBUTIONS AND TRANSFERS	.00	.00	937,000.00	937,000.00	.0
TOTAL FUND REVENUE	139,509.71	2,209,011.18	4,740,000.00	2,530,988.82	46.6

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

WATER UTILITY FUND

EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-40-110 FULL-TIME EMPLOYEE SALARIES	5,831.04	59,042.00	107,000.00	47,958.00	55.2
51-40-120 PART-TIME EMPLOYEE SALARIES	.00	.00	.00	.00	.0
51-40-130 EMPLOYEE BENEFIT - RETIREMENT	1,114.91	11,929.78	25,000.00	13,070.22	47.7
51-40-131 EMPLOYEE BENEFIT-EMPLOYER FICA	474.67	5,177.36	9,000.00	3,822.64	57.5
51-40-133 EMPLOYEE BENEFIT - WORK. COMP.	188.95	1,286.27	4,000.00	2,713.73	32.2
51-40-134 EMPLOYEE BENEFIT - UI	.00	.00	900.00	900.00	.0
51-40-135 EMPLOYEE BENEFIT - HEALTH INS.	530.85	9,524.65	31,000.00	21,475.35	30.7
51-40-137 EMPLOYEE TESTING	.00	65.00	.00	( 65.00)	.0
51-40-140 UNIFORMS	56.57	646.25	2,000.00	1,353.75	32.3
51-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	3,000.00	3,000.00	.0
51-40-230 TRAVEL & TRAINING	1,246.52	2,401.52	1,500.00	( 901.52)	160.1
51-40-240 OFFICE SUPPLIES & EXPENSE	954.65	1,924.46	1,600.00	( 324.46)	120.3
51-40-250 EQUIPMENT SUPPLIES & MAINT.	454.51	14,866.33	10,000.00	( 4,866.33)	148.7
51-40-255 VEHICLE LEASE	.00	.00	.00	.00	.0
51-40-256 FUEL EXPENSE	1,163.31	2,149.27	5,000.00	2,850.73	43.0
51-40-260 BUILDINGS & GROUNDS MAINT.	.00	.00	5,000.00	5,000.00	.0
51-40-262 GENERAL GOVERNMENT BUILDINGS	.00	.00	.00	.00	.0
51-40-270 UTILITIES	1,968.80	11,739.62	14,000.00	2,260.38	83.9
51-40-280 TELEPHONE	155.86	1,493.54	2,000.00	506.46	74.7
51-40-312 PROFESSIONAL & TECH. - ENGINR	64.50	7,016.25	10,000.00	2,983.75	70.2
51-40-318 PROFESSIONAL TECHNICAL	.00	.00	2,000.00	2,000.00	.0
51-40-325 PROFESSIONAL/TECHICAL - MAPS/G	1,306.50	5,646.50	5,000.00	( 646.50)	112.9
51-40-350 SOFTWARE MAINTENANCE	1,446.35	4,757.80	8,000.00	3,242.20	59.5
51-40-370 UTILITY BILLING	1,086.07	9,032.24	14,000.00	4,967.76	64.5
51-40-480 SPECIAL WATER SUPPLIES	.00	12,377.78	3,000.00	( 9,377.78)	412.6
51-40-481 WATER PURCHASES	470.84	333,204.60	350,000.00	16,795.40	95.2
51-40-483 EMERGENCY LEAKS & REPAIRS	.00	.00	.00	.00	.0
51-40-485 FIRE HYDRANT UPDATE	.00	.00	50,000.00	50,000.00	.0
51-40-490 O & M CHARGE	156.48	27,273.84	100,000.00	72,726.16	27.3
51-40-495 METER REPLACEMENTS	.00	90,650.00	100,000.00	9,350.00	90.7
51-40-530 INTEREST EXPENSE	.00	58,399.63	121,000.00	62,600.37	48.3
51-40-540 CUSTOMER ASSISTANCE PROGRAM	.00	( 300.00)	1,000.00	1,300.00	( 30.0)
51-40-550 BANKING CHARGES	125.01	4,628.39	4,000.00	( 628.39)	115.7
51-40-650 DEPRECIATION	.00	.00	235,000.00	235,000.00	.0
51-40-730 IMPROVEMENTS OTHER THAN BLDGS	477,262.69	2,191,957.16	3,115,000.00	923,042.84	70.4
51-40-740 EQUIPMENT	.00	151,260.00	200,000.00	48,740.00	75.6
51-40-750 CAPITAL OUTLAY - VEHICLES	.00	.00	45,000.00	45,000.00	.0
51-40-811 BOND PRINCIPAL	.00	.00	95,000.00	95,000.00	.0
51-40-900 TRANSFER TO FUND BALANCE	.00	.00	.00	.00	.0
51-40-915 TRANSFER TO ADMIN SERVICES	.00	30,500.00	61,000.00	30,500.00	50.0
51-40-950 CONTRI. TO FUND BALANCE - RSRV	.00	.00	.00	.00	.0
<b>TOTAL EXPENDITURES</b>	<b>496,059.08</b>	<b>3,048,650.24</b>	<b>4,740,000.00</b>	<b>1,691,349.76</b>	<b>64.3</b>

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 80</u>					
51-80-512 CONTRIBUTIONS	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 80	.00	.00	.00	.00	.0
 TOTAL FUND EXPENDITURES	 496,059.08	 3,048,650.24	 4,740,000.00	 1,691,349.76	 64.3
 NET REVENUE OVER EXPENDITURES	 ( 356,549.37)	 ( 839,639.06)	 .00	 839,639.06	 .0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
52-36-100	INTEREST EARNINGS	.00	8,010.42	50,000.00	41,989.58	16.0
	TOTAL MISCELLANEOUS REVENUE	.00	8,010.42	50,000.00	41,989.58	16.0
<u>SEWER UTILITIES REVENUE</u>						
52-37-300	SEWER SALES	83,436.97	664,360.16	940,000.00	275,639.84	70.7
52-37-360	CWDIS 5% RETAINAGE	861.00	5,751.88	10,000.00	4,248.12	57.5
52-37-400	CWSID SEWER CONN FEES PAYABLE	.00	.00	.00	.00	.0
	TOTAL SEWER UTILITIES REVENUE	84,297.97	670,112.04	950,000.00	279,887.96	70.5
<u>SOURCE 38</u>						
52-38-820	CONTRIBUTION FROM IMPACT FEES	.00	.00	237,500.00	237,500.00	.0
52-38-910	CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.0
52-38-920	GAIN/LOSS ON SALE OF ASSETS	.00	.00	.00	.00	.0
	TOTAL SOURCE 38	.00	.00	237,500.00	237,500.00	.0
<u>SOURCE 39</u>						
52-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	568,500.00	568,500.00	.0
	TOTAL SOURCE 39	.00	.00	568,500.00	568,500.00	.0
	TOTAL FUND REVENUE	84,297.97	678,122.46	1,806,000.00	1,127,877.54	37.6

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
52-40-110 FULL-TIME EMPLOYEE SALARIES	5,881.92	44,009.44	61,000.00	16,990.56	72.2
52-40-120 PART-TIME EMPLOYEE SALARIES	.00	.00	.00	.00	.0
52-40-130 EMPLOYEE BENEFIT - RETIREMENT	1,151.83	9,355.34	15,000.00	5,644.66	62.4
52-40-131 EMPLOYEE BENEFIT-EMPLOYER FICA	425.39	3,903.11	5,000.00	1,096.89	78.1
52-40-133 EMPLOYEE BENEFIT - WORK. COMP.	175.85	936.79	2,000.00	1,063.21	46.8
52-40-134 EMPLOYEE BENEFIT - UI	.00	.00	1,000.00	1,000.00	.0
52-40-135 EMPLOYEE BENEFIT - HEALTH INS.	1,067.34	8,520.19	15,000.00	6,479.81	56.8
52-40-140 UNIFORMS	28.28	322.99	900.00	577.01	35.9
52-40-210 BOOKS/SUBSCRIPTIONS/MEMBERSHIP	.00	.00	.00	.00	.0
52-40-230 TRAVEL & TRAINING	.00	432.00	4,000.00	3,568.00	10.8
52-40-240 OFFICE SUPPLIES & EXPENSE	35.78	1,005.58	1,000.00	( 5.58)	100.6
52-40-250 EQUIPMENT SUPPLIES & MAINT.	254.78	1,314.31	5,000.00	3,685.69	26.3
52-40-255 VEHICLE LEASE	.00	.00	.00	.00	.0
52-40-256 FUEL EXPENSE	364.23	685.79	.00	( 685.79)	.0
52-40-260 BUILDINGS & GROUNDS MAINT.	.00	.00	.00	.00	.0
52-40-270 UTILITIES	88.01	502.38	600.00	97.62	83.7
52-40-280 TELEPHONE	2.20	2.20	.00	( 2.20)	.0
52-40-312 PROFESSIONAL & TECH. - ENGINR	153.75	6,329.50	41,000.00	34,670.50	15.4
52-40-325 PROFESSIONAL/TECHICAL - MAPS/G	.00	1,323.25	1,000.00	( 323.25)	132.3
52-40-350 SOFTWARE MAINTENANCE	187.35	1,498.80	4,000.00	2,501.20	37.5
52-40-370 UTILITY BILLING	757.19	6,305.35	9,000.00	2,694.65	70.1
52-40-490 O & M CHARGE	181.36	2,514.12	35,000.00	32,485.88	7.2
52-40-491 SEWER TREATMENT FEE	120,653.00	357,655.00	480,000.00	122,345.00	74.5
52-40-496 CONNECTION FEE - CWSID	.00	.00	.00	.00	.0
52-40-530 INTEREST EXPENSE	.00	.00	.00	.00	.0
52-40-550 BANKING CHARGES	71.43	1,917.42	3,500.00	1,582.58	54.8
52-40-650 DEPRECIATION	.00	.00	130,000.00	130,000.00	.0
52-40-690 PROJECTS	.00	15,000.00	950,000.00	935,000.00	1.6
52-40-900 TRANSFER TO FUND BALANCE	.00	.00	.00	.00	.0
52-40-915 TRANSFER TO ADMIN SERVICES	.00	20,800.00	42,000.00	21,200.00	49.5
52-40-950 CONTRI. TO FUND BALANCE - RSRV	.00	.00	.00	.00	.0
<b>TOTAL EXPENDITURES</b>	<b>131,479.69</b>	<b>484,333.56</b>	<b>1,806,000.00</b>	<b>1,321,666.44</b>	<b>26.8</b>
<u>TRANSFERS AND CONTRIBUTIONS</u>					
52-80-512 CONTRIBUTIONS	.00	.00	.00	.00	.0
<b>TOTAL TRANSFERS AND CONTRIBUTIONS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>131,479.69</b>	<b>484,333.56</b>	<b>1,806,000.00</b>	<b>1,321,666.44</b>	<b>26.8</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 47,181.72)</b>	<b>193,788.90</b>	<b>.00</b>	<b>( 193,788.90)</b>	<b>.0</b>

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SANITATION UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
53-36-100	INTEREST EARNINGS	.00	1,162.20	6,000.00	4,837.80	19.4
	TOTAL MISCELLANEOUS REVENUE	.00	1,162.20	6,000.00	4,837.80	19.4
<u>SANITATION UTILITIES REVENUE</u>						
53-37-700	SANITATION FEES	41,913.31	331,083.62	450,000.00	118,916.38	73.6
	TOTAL SANITATION UTILITIES REVENUE	41,913.31	331,083.62	450,000.00	118,916.38	73.6
<u>SOURCE 38</u>						
53-38-920	GAIN/LOSS ON SALE OF ASSETS	.00	.00	.00	.00	.0
	TOTAL SOURCE 38	.00	.00	.00	.00	.0
<u>SOURCE 39</u>						
53-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	.00	.00	.0
	TOTAL SOURCE 39	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	41,913.31	332,245.82	456,000.00	123,754.18	72.9

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

SANITATION UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
53-40-110 FULL-TIME EMPLOYEE SALARIES	152.87	3,261.08	4,000.00	738.92	81.5
53-40-120 PART-TIME EMPLOYEE SALARIES	.00	.00	.00	.00	.0
53-40-130 EMPLOYEE BENEFIT - RETIREMENT	27.83	678.13	1,000.00	321.87	67.8
53-40-131 EMPLOYEE BENEFIT-EMPLOYER FICA	11.39	276.09	300.00	23.91	92.0
53-40-133 EMPLOYEE BENEFIT - WORK. COMP.	4.62	64.61	100.00	35.39	64.6
53-40-134 EMPLOYEE BENEFIT - UI	.00	.00	100.00	100.00	.0
53-40-135 EMPLOYEE BENEFIT - HEALTH INS.	37.40	858.40	3,000.00	2,141.60	28.6
53-40-140 UNIFORMS	.00	.00	100.00	100.00	.0
53-40-240 OFFICE SUPPLIES & EXPENSE	.00	.00	.00	.00	.0
53-40-250 EQUIPMENT SUPPLIES & MAINT.	.00	92.68	16,000.00	15,907.32	.6
53-40-251 VEHICLE MAINT & SUPPLIES	.00	.00	.00	.00	.0
53-40-255 VEHICLE LEASE	.00	.00	.00	.00	.0
53-40-256 FUEL EXPENSE	.00	.00	.00	.00	.0
53-40-280 TELEPHONE	.00	.00	.00	.00	.0
53-40-350 SOFTWARE MAINTENANCE	187.35	1,498.80	2,400.00	901.20	62.5
53-40-370 UTILITY BILLING	343.02	2,797.03	4,500.00	1,702.97	62.2
53-40-492 SANITATION FEE CHARGES	33,224.46	242,465.15	396,000.00	153,534.85	61.2
53-40-550 BANKING CHARGES	35.72	921.03	1,000.00	78.97	92.1
53-40-650 DEPRECIATION	.00	.00	.00	.00	.0
53-40-900 CONTRIBUTION TO FUND BALANCE	.00	.00	.00	.00	.0
53-40-915 TRANSFER TO ADMIN SERVICES	.00	13,750.00	27,500.00	13,750.00	50.0
TOTAL EXPENDITURES	34,024.66	266,663.00	456,000.00	189,337.00	58.5
TOTAL FUND EXPENDITURES	34,024.66	266,663.00	456,000.00	189,337.00	58.5
NET REVENUE OVER EXPENDITURES	7,888.65	65,582.82	.00	( 65,582.82)	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

STORM SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>						
54-33-400	STATE GRANT	.00	.00	.00	.00	.0
	TOTAL SOURCE 33	.00	.00	.00	.00	.0
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	SOURCE 34					
54-34-270	DEVELOPER PMTS FOR IMPROVEMENT	.00	.00	.00	.00	.0
	TOTAL SOURCE 34	.00	.00	.00	.00	.0
<hr/>						
	MISCELLANEOUS REVENUE					
54-36-100	INTEREST EARNINGS	.00	590.99	10,000.00	9,409.01	5.9
	TOTAL MISCELLANEOUS REVENUE	.00	590.99	10,000.00	9,409.01	5.9
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	STORM SEWER UTILITIES REVENUE					
54-37-450	STORM SEWER REVENUE	16,699.90	132,153.08	279,000.00	146,846.92	47.4
	TOTAL STORM SEWER UTILITIES REVENUE	16,699.90	132,153.08	279,000.00	146,846.92	47.4
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	SOURCE 38					
54-38-820	TFR FROM STORM SWR IMPACT FEE	.00	.00	40,000.00	40,000.00	.0
54-38-900	SUNDRY REVENUES	.00	.00	.00	.00	.0
54-38-910	CAPITAL CONTRIBUTIONS	.00	.00	.00	.00	.0
54-38-920	GAIN/LOSS ON SALE OF ASSETS	.00	.00	.00	.00	.0
	TOTAL SOURCE 38	.00	.00	40,000.00	40,000.00	.0
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	SOURCE 39					
54-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	124,000.00	124,000.00	.0
	TOTAL SOURCE 39	.00	.00	124,000.00	124,000.00	.0
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	TOTAL FUND REVENUE	16,699.90	132,744.07	453,000.00	320,255.93	29.3

SOUTH WEBER CITY CORPORATION  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

STORM SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
54-40-110 FULL-TIME EMPLOYEE SALARIES	2,161.17	15,195.78	25,000.00	9,804.22	60.8
54-40-120 PART-TIME EMPLOYEE SALARIES	.00	.00	.00	.00	.0
54-40-130 EMPLOYEE BENEFIT - RETIREMENT	445.64	3,609.54	7,000.00	3,390.46	51.6
54-40-131 EMPLOYEE BENEFIT-EMPLOYER FICA	154.22	1,282.81	2,000.00	717.19	64.1
54-40-133 EMPLOYEE BENEFIT - WORK. COMP.	77.40	377.64	1,000.00	622.36	37.8
54-40-134 EMPLOYEE BENEFIT - UI	.00	.00	200.00	200.00	.0
54-40-135 EMPLOYEE BENEFIT - HEALTH INS.	1,047.77	6,962.60	13,000.00	6,037.40	53.6
54-40-140 UNIFORMS	28.28	322.99	500.00	177.01	64.6
54-40-230 TRAVEL & TRAINING	.00	1,250.00	2,000.00	750.00	62.5
54-40-240 OFFICE SUPPLIES & EXPENSE	.00	.00	.00	.00	.0
54-40-250 EQUIPMENT SUPPLIES & MAINT.	.00	509.96	1,200.00	690.04	42.5
54-40-255 VEHICLE LEASE	.00	.00	.00	.00	.0
54-40-256 FUEL EXPENSE	273.32	507.62	400.00	( 107.62)	126.9
54-40-270 UTILITIES	.00	.00	200.00	200.00	.0
54-40-280 TELEPHONE	.00	.00	.00	.00	.0
54-40-312 PROFESSIONAL & TECH. - ENGINR	207.00	11,066.75	8,000.00	( 3,066.75)	138.3
54-40-325 PROFESSIONAL/TECHICAL - MAPS/G	.00	4,000.50	15,000.00	10,999.50	26.7
54-40-331 PROMOTIONS	.00	.00	1,200.00	1,200.00	.0
54-40-350 SOFTWARE MAINTENANCE	187.35	3,898.80	2,300.00	( 1,598.80)	169.5
54-40-370 UTILITY BILLING	165.63	1,379.34	2,000.00	620.66	69.0
54-40-493 STORM SEWER O & M	.00	506.25	30,000.00	29,493.75	1.7
54-40-550 BANKING CHARGES	17.84	441.73	1,000.00	558.27	44.2
54-40-650 DEPRECIATION	.00	.00	150,000.00	150,000.00	.0
54-40-690 PROJECTS	.00	.00	170,000.00	170,000.00	.0
54-40-915 TRANSFER TO ADMIN SERVICES	.00	10,500.00	21,000.00	10,500.00	50.0
<b>TOTAL EXPENDITURES</b>	<b>4,765.62</b>	<b>61,812.31</b>	<b>453,000.00</b>	<b>391,187.69</b>	<b>13.7</b>
<u>DEPARTMENT 80</u>					
54-80-512 CONTRIBUTIONS	.00	.00	.00	.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,765.62</b>	<b>61,812.31</b>	<b>453,000.00</b>	<b>391,187.69</b>	<b>13.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,934.28</b>	<b>70,931.76</b>	<b>.00</b>	<b>( 70,931.76)</b>	<b>.0</b>

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

PENALTIES UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
55-36-100	INTEREST EARNINGS	.00	.00	.00	.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	.00	.00	.0
<u>SOURCE 37</u>						
55-37-130	PENALTIES	.00	.00	.00	.00	.0
	TOTAL SOURCE 37	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	.00	.00	.00	.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

SOUTH WEBER CITY CORPORATION  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

TRANSPORTATION UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>						
56-31-305	TRANSPORTATION - LOCAL OPTION	11,404.23	61,229.93	85,000.00	23,770.07	72.0
	TOTAL SOURCE 31	11,404.23	61,229.93	85,000.00	23,770.07	72.0
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	<u>SOURCE 33</u>					
56-33-560	CLASS "C" ROAD ALLOTMENT	.00	.00	80,000.00	80,000.00	.0
	TOTAL SOURCE 33	.00	.00	80,000.00	80,000.00	.0
<hr/>						
	<u>SOURCE 34</u>					
56-34-270	DEVELOPER PMTS FOR IMPROV.	.00	.00	118,000.00	118,000.00	.0
	TOTAL SOURCE 34	.00	.00	118,000.00	118,000.00	.0
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	<u>SOURCE 36</u>					
56-36-100	INTEREST EARNINGS	.00	805.40	3,000.00	2,194.60	26.9
	TOTAL SOURCE 36	.00	805.40	3,000.00	2,194.60	26.9
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	<u>SOURCE 37</u>					
56-37-800	TRANSPORATION UTILITY FEE	36,037.26	285,171.32	400,000.00	114,828.68	71.3
	TOTAL SOURCE 37	36,037.26	285,171.32	400,000.00	114,828.68	71.3
<hr/>						
	<u>CONTRIBUTIONS AND TRANSFERS</u>					
56-39-091	TRANSFER FROM CAPITAL PROJECTS	.00	.00	.00	.00	.0
56-39-900	FUND BAL TO BE APPROPRIATED	.00	.00	50,000.00	50,000.00	.0
56-39-910	TRANSFER FROM CLASS "C" RES.	.00	.00	.00	.00	.0
	TOTAL CONTRIBUTIONS AND TRANSFERS	.00	.00	50,000.00	50,000.00	.0
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	TOTAL FUND REVENUE	47,441.49	347,206.65	736,000.00	388,793.35	47.2

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

TRANSPORTATION UTILITY FUND

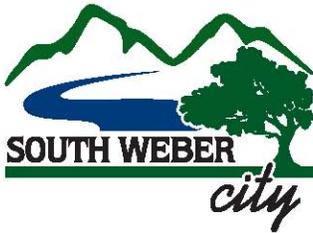
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
56-76-312 PROFESSIONAL & TECH. - ENGINR	1,050.00	14,584.25	18,000.00	3,415.75	81.0
56-76-424 CURB AND GUTTER RESTORATION	.00	.00	50,000.00	50,000.00	.0
56-76-425 STREET SEALING	.00	.00	.00	.00	.0
56-76-730 STREET PROJECTS	.00	287,999.62	668,000.00	380,000.38	43.1
56-76-910 TRANSFER TO CAP. PROJ. FUND	.00	.00	.00	.00	.0
56-76-990 CONTRIBUTION TO FUND BALANCE	.00	.00	.00	.00	.0
TOTAL EXPENDITURES	1,050.00	302,583.87	736,000.00	433,416.13	41.1
TOTAL FUND EXPENDITURES	1,050.00	302,583.87	736,000.00	433,416.13	41.1
NET REVENUE OVER EXPENDITURES	46,391.49	44,622.78	.00	( 44,622.78)	.0

SOUTH WEBER CITY CORPORATION  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2021

#6c Feb Budget to Actual

GENERAL LONG-TERM DEBT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
95-43-139 PENSION EXPENSE	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 43	.00	.00	.00	.00	.0
<u>DEPARTMENT 57</u>					
95-57-139 PENSION EXPENSE	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 57	.00	.00	.00	.00	.0
<u>DEPARTMENT 60</u>					
95-60-139 PUBLIC WORKS PENSION EXP.	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 60	.00	.00	.00	.00	.0
<u>DEPARTMENT 70</u>					
95-70-139 PARKS PENSION EXP.	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 70	.00	.00	.00	.00	.0
<u>DEPARTMENT 71</u>					
95-71-139 RECREATION PENSION EXP.	.00	.00	.00	.00	.0
TOTAL DEPARTMENT 71	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0



## Agenda Item Introduction

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**Council Meeting Date:** 04-27-2021

**Name:** Lisa Smith

**Agenda Item:** Ordinance 2021-02: Park Regulations

**Background:** The construction of the dog park prompted a look at park regulations. Staff found some necessary updates. The Parks Committee reviewed the changes and recommended the code change which will allow the park rules to be amended in the future without an additional code rewrite. Council reviewed the draft and suggested some changes. It was returned to committee and is now coming forward for final review.

**Summary:** Amend Code 7-4-3: Park Regulations

**Budget Amendment:** n/a

**Procurement Officer Review:** Budgeted amount \$                      Bid amount \$

**Committee Recommendation:** Amend Code

**Planning Commission Recommendation:** n/a

**Staff Recommendation:** n/a

**Attachments:**            Current City Code 7-4-3  
                                 Redline version of proposed code  
                                 Ordinance 2021-02  
                                 Clean Title 7 Chapter 4-3

**7-4-3: PARK REGULATIONS:**

The following will not be allowed in any of the City parks:

- A. Alcoholic beverages of any kind.
- B. Golfing.
- C. Dogs either with or without a leash.
- D. Any motorized vehicles of any kind, except authorized by the City.
- E. Horses.
- F. Bicycles.
- G. Overnight parking. (Res. 92-017, 8-25-1992)
- H. Smoking. (Ord. 10-01, 1-26-2010)

[This is current city code 7-4-3: Park Regulations and a complete rewrite is presented for approval.](#)

**7-4-3: PARK REGULATIONS:**

A. The city may purchase, lay out, establish, and maintain parks and playgrounds for the benefit of the citizens of the city.

1. For purposes of this section, a “park” shall be defined as real property owned, leased, or controlled by South Weber City and operated and maintained by South Weber City and set apart for the use of the general public, whether developed or undeveloped, and which is usually, or may be, planted with trees, lawns, and other landscaping, and which may include within its boundaries facilities for sport, pets, entertainment, dancing, recreation, picnicking, or swimming, or is planned for such future use.

2. The city may promulgate rules and regulations relating to the city parks and may amend such rules and regulations from time to time by resolution of the City Council. Any park rules and regulations adopted by resolution of the City Council shall be incorporated herein by this reference and any violation of such park rules and regulations shall be deemed a violation of this section, subject to citation, eviction, and/or repair as provided elsewhere in this chapter.

**B. MOTOR VEHICLES:**

1. Motor Vehicles Specified: For purposes of this section, motor vehicles include, but are not limited to, automobiles, trucks, off road vehicles, motorcycles, motorbikes, snowmobiles, and any and all other self-propelled mechanical vehicles, excepting vehicles moved solely by human power, ~~and~~ motorized wheelchairs, and electric bicycles and scooters operating at speeds lower than fifteen (15) miles per hour.

2. Locations: No motor vehicles may be driven at any place within a city park, other than in those areas specifically designated and posted as allowing such vehicles. This shall not apply, however, to motorized or self-propelled equipment or emergency vehicles used within the park by officers or employees of the city in the performance of their official duties.

3. Snowmobiles and Off-Highway Vehicles: It shall be unlawful to operate or drive any snowmobile or other off highway vehicle within any area of any city park or recreation area at any time.

4. Speed: It shall be unlawful to operate or drive any motor vehicle within any city park or recreation area at a speed in excess of that speed posted on the particular road, trail or pathway within the park. In the absence of a posted speed limit, no motor vehicle may be operated within any city park at a speed in excess of ~~fifteen~~ ten (10) miles per hour.

5. Manner of Operation: No motor vehicles, even though operated within the speed permitted on the places provided for such vehicles, shall be operated in a careless or reckless manner to such an extent that it will endanger the peace, health, and safety of any other person within the city park area.

C. BICYCLES AND SKATEBOARDS: Except as otherwise posted, self-propelled vehicles such as bicycles, skateboards, roller skates, rollerblades, scooters, or motorized wheelchairs, and similar types of vehicles may be used within public parks. No self-propelled vehicles or motorized wheelchairs shall be operated in a careless or reckless manner to such an extent that it will endanger the peace, health, and safety of any other person within the city park area or in any way that will damage the facilities, plants, or property within the park.

D. GOLF: It shall be unlawful to play or practice golf within any city park except as part of classes or programs approved by the city.

E. SKIING: It shall be unlawful to ice skate, snowboard, or ski within any city park, except in specific areas as designated by the city.

F. PATHS, TRAILS OR ROADS: When a trail, path, or road is designated for any specific purpose or purposes, such as an equestrian trail, bicycle path, or other use, then such trail may, unless the city shall otherwise permit, only be used for the specific purposes designated or for incidental uses in connection therewith which are necessary to accomplish the use permitted.

G. ANIMALS:

1. Certain Animals Prohibited: Except as provided herein, the only animals permitted within the city parks are dogs. ~~No cats and dogs. Except as provided herein, no~~ person shall bring or let loose any ~~animal, other than a cat or a dog~~ except within a designated dog park area, at any time within a city park.

2. Animal Control: No person shall bring or drop off any animal in any city park for the purpose of allowing such animal to urinate or defecate upon the park property. If any animal deposits its feces on any park areas, the owners of such animal shall immediately clean up and remove such feces from the park premises. ~~Except within a designated dog park area, patrons attending the city park for any reason shall keep any animal on a leash during the time such animals are within the park.~~ Unattended or unlicensed animals found within any city park are subject to pick-up/pound by the animal control officer.

3. Tethering Animals: No person shall hitch or fasten any animal to any tree or any other place or structure on park property.

H. FIREARMS AND EXPLOSIVES: No person shall carry or discharge any weapon, firearms, firecrackers, rockets, or any other fireworks or explosives within a city park, except persons who have obtained a special permit from the city to put on a firework show or as otherwise may be allowed under state law.

I. FIRE MAKING: No person shall make or kindle a fire within a city park for any purpose, unless such person shall do the same in designated areas and at designated times where a fireplace or other facility intended to contain a fire is available. The City Council shall designate permitted hours and seasons for permissible fireplace or fire facility use within city parks in the park rules and regulations or other resolution of the City Council.

J. CAMPING: No person shall camp or lodge in any city park or playground. This section shall not apply to authorized city personnel for official city business or security purposes.

K. DEFACING OR DESTRUCTION OF PROPERTY: Except as permitted by the city, no person shall remove, injure, deface, destroy, or disturb any wood, turf, grass, soil, sand, gravel, tree, shrub, plant, rock, building, sign, fence, bench, or other structure, apparatus, or property within a city park; or cut, take, or remove any plant, or mark or write upon any building, sign, fence, bench, or other structure within a city park.

L. LITTERING: No dumping or littering shall be allowed on any city park premises. No garbage generated outside of the park premises shall be transported to or dumped within the park or within any garbage receptacles belonging to the city and located within the park. Any garbage generated through use of the park premises shall be deposited within designated garbage receptacles.

M. RESTROOM FACILITIES: No ~~male~~ person over six (6) years of age ~~and no female person over such age~~ shall enter or use any restroom designated and marked for use by members of the opposite sex in a city park or playground, except that city personnel may for maintenance purposes enter any restroom.

N. PROHIBITED CONDUCT: No person shall engage in fighting or indulge in riotous, boisterous, intoxicated, threatening, promiscuous, or indecent conduct or use any abusive, threatening, profane, or indecent language in a city park. No person shall conduct any activity within a city park that poses a risk to public health and safety or which endangers the peace, health, and safety of any other person within the city park area.

O. HUNTING AND FISHING: No person shall hunt or fish in any city park.

P. PARK HOURS: Unless otherwise provided by ordinance or resolution of the City Council, city parks may be used between the hours of ~~five-six~~ o'clock (~~56~~:00) A.M. and ~~eleven ten~~ o'clock (~~1110~~:00) P.M. City parks shall not be used or occupied between the hours of ~~eleven ten~~ o'clock (~~1110~~:00) P.M. and ~~five-six~~ o'clock (~~56~~:00) A.M., except by special permission of the city.

Q. CONCESSIONS: No person may sell food, drinks, or other items in city parks, except as may be permitted by special permit approved by the City Council.

R. ALCOHOLIC BEVERAGES: No person shall consume, sell, or have in their possession any alcoholic beverage within a city park.

S. VIOLATIONS: Any person who violates any provisions of this chapter shall be guilty of a class B misdemeanor, subject to fines, forfeitures, penalties, and/or imprisonment as provided by law.

T. EVICTION: In addition to other remedies provided by law, any person violating any of the instructions, signs, or rules established by the city may be forthwith evicted from the park by any police officer of the city.

U. PARK RESERVATIONS: Certain facilities and areas within the city parks as designated by the city may be reserved by any person upon payment of an applicable park reservation fee established by the city. Park reservation policies may be adopted and amended from time to time by resolution of the City Council. The city may add conditions to the use of city parks by organized groups, clubs, or teams ~~including~~ requirements for insurance, waivers, and/or releases of liability as established in the reservation policies or rules and regulations. No individual, group, or team may occupy more than twenty-five percent (25%) of the grass area in a city park without renting the space from the city.

**ORDINANCE 2021-02**  
**AN ORDINANCE OF THE SOUTH WEBER CITY COUNCIL**  
**ADOPTING TITLE SEVEN CHAPTER 4-3 PARK REGULATIONS**

**WHEREAS**, the South Weber City Council desires to amend certain provisions of the Municipal Code of South Weber City relating to park regulations; and

**WHEREAS**, the City Council has determined that the proposed amendments will promote the public welfare and safety;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of South Weber City, State of Utah:

**Section 1. Chapter Adopted.** Chapter 7-4-3: PARK REGULATIONS of the Municipal Code of South Weber City is hereby amended to read as more particularly set forth in Exhibit A, attached hereto and incorporated herein by reference.

**Section 2. General Repealer.** Ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**Section 3. Effective Date.** The City Council of South Weber City, State of Utah, has determined that the public health, safety, and welfare requires that this ordinance take effect immediately. Therefore, this ordinance shall become effective immediately upon passage and publication as required by law.

**PASSED AND ADOPTED** by the City Council of South Weber, Davis County, on the 27<sup>th</sup> day of April 2021.

\_\_\_\_\_  
**MAYOR: Jo Sjoblom**

\_\_\_\_\_  
**ATTEST: City Recorder, Lisa Smith**

Roll call vote is as follows:		
Council Member Alberts	FOR	AGAINST
Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Soderquist	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

**EXHIBIT A**  
**TITLE SEVEN**  
**CHAPTER 4-3 PARK REGULATIONS**

**CERTIFICATE OF POSTING**

I hereby certify that Ordinance 2021-02 was passed and adopted the 27th day of April 2021, and that complete copies of the ordinance were posted in the following locations within the City this 28th day of April 2021.

1. South Weber Elementary, 1285 E. Lester Drive
2. South Weber Family Activity Center, 1181 E. Lester Drive
3. South Weber City Building, 1600 E. South Weber Drive

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**Lisa Smith, City Recorder**

**7-4-3: PARK REGULATIONS:**

A. The city may purchase, lay out, establish, and maintain parks and playgrounds for the benefit of the citizens of the city.

1. For purposes of this section, a “park” shall be defined as real property owned, leased, or controlled by South Weber City and operated and maintained by South Weber City and set apart for the use of the general public, whether developed or undeveloped, and which is usually, or may be, planted with trees, lawns, and other landscaping, and which may include within its boundaries facilities for sport, pets, entertainment, dancing, recreation, picnicking, or swimming, or is planned for such future use.

2. The city may promulgate rules and regulations relating to the city parks and may amend such rules and regulations from time to time by resolution of the City Council. Any park rules and regulations adopted by resolution of the City Council shall be incorporated herein by this reference and any violation of such park rules and regulations shall be deemed a violation of this section, subject to citation, eviction, and/or repair as provided elsewhere in this chapter.

**B. MOTOR VEHICLES:**

1. **Motor Vehicles Specified:** For purposes of this section, motor vehicles include but are not limited to, automobiles, trucks, off road vehicles, motorcycles, motorbikes, snowmobiles, and any and all other self-propelled mechanical vehicles, excepting vehicles moved solely by human power, motorized wheelchairs, and electric bicycles and scooters operating at speeds lower than ten (10) miles per hour.

2. **Locations:** No motor vehicles may be driven at any place within a city park, other than in those areas specifically designated and posted as allowing such vehicles. This shall not apply, however, to motorized or self-propelled equipment or emergency vehicles used within the park by officers or employees of the city in the performance of their official duties.

3. **Snowmobiles and Off-Highway Vehicles:** It shall be unlawful to operate or drive any snowmobile or other off highway vehicle within any area of any city park or recreation area at any time.

4. **Speed:** It shall be unlawful to operate or drive any motor vehicle within any city park or recreation area at a speed in excess of that speed posted on the particular road, trail or pathway within the park. In the absence of a posted speed limit, no motor vehicle may be operated within any city park at a speed in excess of ten (10) miles per hour.

5. **Manner of Operation:** No motor vehicles, even though operated within the speed permitted on the places provided for such vehicles, shall be operated in a careless or reckless manner to such an extent that it will endanger the peace, health, and safety of any other person within the city park area.

C. BICYCLES AND SKATEBOARDS: Except as otherwise posted, self-propelled vehicles such as bicycles, skateboards, roller skates, rollerblades, scooters, or motorized wheelchairs, and similar types of vehicles may be used within public parks. No self-propelled vehicles or motorized wheelchairs shall be operated in a careless or reckless manner to such an extent that it will endanger the peace, health, and safety of any other person within the city park area or in any way that will damage the facilities, plants, or property within the park.

D. GOLF: It shall be unlawful to play or practice golf within any city park except as part of classes or programs approved by the city.

E. SKIING: It shall be unlawful to ice skate, snowboard, or ski within any city park, except in specific areas as designated by the city.

F. PATHS, TRAILS OR ROADS: When a trail, path, or road is designated for any specific purpose or purposes, such as an equestrian trail, bicycle path, or other use, then such trail may, unless the city shall otherwise permit, only be used for the specific purposes designated or for incidental uses in connection therewith which are necessary to accomplish the use permitted.

G. ANIMALS:

1. Certain Animals Prohibited: Except as provided herein, the only animals permitted within the city parks are dogs. No person shall bring or let loose any dog except within a designated dog park area.

2. Animal Control: No person shall bring or drop off any animal in any city park for the purpose of allowing such animal to urinate or defecate upon the park property. If any animal deposits its feces on any park areas, the owners of such animal shall immediately clean up and remove such feces from the park premises. Unattended or unlicensed animals found within any city park are subject to impound by the animal control officer.

3. Tethering Animals: No person shall hitch or fasten any animal to any tree or any other place or structure on park property.

H. FIREARMS AND EXPLOSIVES: No person shall carry or discharge any weapon, firearms, firecrackers, rockets, or any other fireworks or explosives within a city park, except persons who have obtained a special permit from the city to put on a firework show or as otherwise may be allowed under state law.

I. FIRE MAKING: No person shall make or kindle a fire within a city park for any purpose, unless such person shall do the same in designated areas and at designated times where a fireplace or other facility intended to contain a fire is available. The City Council shall designate permitted hours and seasons for permissible fireplace or fire facility use within city parks in the park rules and regulations or other resolution of the City Council.

J. CAMPING: No person shall camp or lodge in any city park or playground. This section shall not apply to authorized city personnel for official city business or security purposes.

K. **DEFACING OR DESTRUCTION OF PROPERTY:** Except as permitted by the city, no person shall remove, injure, deface, destroy, or disturb any wood, turf, grass, soil, sand, gravel, tree, shrub, plant, rock, building, sign, fence, bench, or other structure, apparatus, or property within a city park; or cut, take, or remove any plant, or mark or write upon any building, sign, fence, bench, or other structure within a city park.

L. **LITTERING:** No dumping or littering shall be allowed on any city park premises. No garbage generated outside of the park premises shall be transported to or dumped within the park or within any garbage receptacles belonging to the city and located within the park. Any garbage generated through use of the park premises shall be deposited within designated garbage receptacles.

M. **RESTROOM FACILITIES:** No person over six (6) years of age shall enter or use any restroom designated and marked for use by members of the opposite sex in a city park or playground, except that city personnel may for maintenance purposes enter any restroom.

N. **PROHIBITED CONDUCT:** No person shall engage in fighting or indulge in riotous, boisterous, intoxicated, threatening, promiscuous, or indecent conduct or use any abusive, threatening, profane, or indecent language in a city park. No person shall conduct any activity within a city park that poses a risk to public health and safety or which endangers the peace, health, and safety of any other person within the city park area.

O. **HUNTING AND FISHING:** No person shall hunt or fish in any city park.

P. **PARK HOURS:** Unless otherwise provided by ordinance or resolution of the City Council, city parks may be used between the hours of six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. City parks shall not be used or occupied between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M., except by special permission of the city.

Q. **CONCESSIONS:** No person may sell food, drinks, or other items in city parks, except as may be permitted by special permit approved by the City Council.

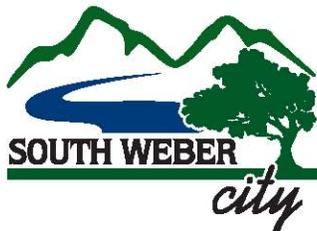
R. **ALCOHOLIC BEVERAGES:** No person shall consume, sell, or have in their possession any alcoholic beverage within a city park.

S. **VIOLATIONS:** Any person who violates any provisions of this chapter shall be guilty of a class B misdemeanor, subject to fines, forfeitures, penalties, and/or imprisonment as provided by law.

T. **EVICITION:** In addition to other remedies provided by law, any person violating any of the instructions, signs, or rules established by the city may be forthwith evicted from the park by any police officer of the city.

U. **PARK RESERVATIONS:** Certain facilities and areas within the city parks as designated by the city may be reserved by any person upon payment of an applicable park reservation fee

established by the city. Park reservation policies may be adopted and amended from time to time by resolution of the City Council. The city may add conditions to the use of city parks by organized groups, clubs, or teams including requirements for insurance, waivers, and/or releases of liability as established in the reservation policies or rules and regulations. No individual, group, or team may occupy more than twenty-five percent (25%) of the grass area in a city park without renting the space from the city.



## Agenda Item Introduction

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**Council Meeting Date:** 04-27-2021

**Name:** Lisa Smith

**Agenda Item:** Dog Park Rules

**Background:** Ordinance 2021-02 was presented to Council for approval on 04-13 but there were alterations recommended. The ordinance needed to pass before the dog park rules were adopted so it was tabled and is now ready for review.

**Summary:** Dog Park Rules

**Budget Amendment:** n/a

**Procurement Officer Review:** Budgeted amount \$                      Bid amount \$

**Committee Recommendation:** Amend Code

**Planning Commission Recommendation:** n/a

**Staff Recommendation:** n/a

**Attachments:**        Redline Rules  
                              Resolution 21-20  
                              Clean Dog Park Rules

**SOUTH WEBER CITY**  
**DOG PARK**  
**RULES & REGULATIONS**

*Hours of Operation: ~~7:00-00~~ AM until sunset daily*

- 1) All dogs and owners use the dog park at their own risk. Neither south weber city nor south weber city parks and recreation department shall be liable for any damage caused to property, a person, or a pet.
- ~~2~~2) No animals other than dogs may be brought into the fenced area.
- ~~3~~3) All dogs shall wear a collar with identification, license, and vaccination tags at all times while in the park.
- ~~3~~4) All dogs must be leashed until safely inside and returned to a leash prior to exiting the fenced area. Owners must have one leash per dog at all times.
- ~~4~~5) Dog owners must remain in the fenced area while their dogs are using the dog park. Owners must be in view of their dogs with voice control at all times.
- ~~5~~6) Dog owners must be age 18 or older to be allowed in dog park area unsupervised. Children accompanying dog owners must be strictly supervised by an adult and be at least 12 years old to be allowed inside. Spectators should remain outside the fenced area.
- ~~6~~7) Aggressive dogs and female dogs in any stage of heat are prohibited. Owners must immediately leash and remove dogs from the dog park at the first sign of aggressive, hostile, combative, or reproductive behavior. Any dog found to have bitten another dog or person will be permanently excluded from the dog park.
- ~~7~~8) Dog owners shall clean up after their pet. If any dog deposits its feces on any park areas, the owner of such dog shall immediately clean up and deposit such feces in the trash.
- ~~8~~9) Small, bite-sized training treats are permitted. Food in bowls, long-lasting chews, ~~or~~ and glass containers ~~is~~ are prohibited.
- ~~9~~10) Dog park patrons are prohibited from smoking or eating inside the "dog park." Cigarette butts and food wrappers are tempting and unhealthy for dogs. Wrappers and other litter can be eaten by dogs and cause a choking or digestion hazard which can be life threatening.
- ~~10~~11) Sick or injured dogs are prohibited from the dog park. Owners of dogs with a known sickness/injury or displaying sick or injured behavior will be required to remove their dog immediately.
- ~~11~~12) Each adult may have a maximum of two (2) dogs at a time in the park.
- ~~12~~13) Puppies less than four (4) months old or dogs that have not been vaccinated are not permitted.
- ~~13~~14) All dog bites must be reported to the Animal Control Office at 801-444-2206. In addition, owners are required to assist in the investigation of incidents of aggression or biting by providing appropriate identification and information to the Police, Parks & Animal Control office, and to other dog owners who are involved with the incident under investigation. Failure to provide assistance and identification as requested will result in immediate revocation of all dog park privileges. Owners are liable for any injury or damage caused by their dog and are fully responsible for their dog's actions.
- ~~14~~15) Owners are solely responsible for any injury or damage caused by their dog. Dog owners must supervise their dog at all times. No dog may be left unattended.

**Commented [JB1]:** General comments from City Council meeting:  
-Post notice re liability at dog park  
-Limit occupancy – cap the number of vehicles

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16) If a dog inflicts an injury, the dog's owner must give their name and telephone number to the owner of the injured dog before leaving the dog park.

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17) Digging should be prevented as much as possible. If a dog digs, the dog's owner must fill all holes dug by their dog(s) as soon as possible.

~~17) All dogs and owners use the dog park at their own risk. Neither South Weber City nor South Weber City Parks and Recreation Department shall be liable for any damage caused to property, a person, or a pet.~~

18) Patrons use the dog park at their own risk. By using the park, patrons accept responsibility for their actions and those of their dog(s).

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19) With the exception of wheelchairs or similar mobility devices, vehicles are not permitted in the dog park. Vehicles include but are not limited to strollers, bicycles, tricycles, big-wheels, wagons, and rollerblades.

20) Patrons of the dog park must wear shoes at all times.

20)

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21) No attendant will be on duty.

22) Owners who fail to abide by rules and regulations are subject to loss of dog park privileges.

23) Choke, spike, pinch, prong, or collars that may injury other dogs are prohibited. Such collars must be removed BEFORE entering the fenced area.

24) The off-leash dog area is for dogs, their handlers, and those accompanying them. No other use is allowed. These areas are designated for canine activities. It is not intended for any other purpose.

25) Violation of these rules is cause for loss of dog park privileges and may result in trespass, criminal, or civil penalties as provided in city code.

**Basic Etiquette, Guidelines, and Tips for Use of the Dog Park**

- 1) Keep walking or playing – this helps keep the off-leash area "neutral" territory for all.
- 2) Keep your dog on leash until you enter the off-leash areas. Carry a leash on you for each dog at all times while in the park.
- 3) Dogs shall be under your visual contact and voice control at all times; stay within close range of your dog.
- 4) Be aware that dogs have different play styles. Talk to your veterinarian. Talk to other park users. Educate yourself on dog behavior.
- 5) Ensure each gate closes behind you before you enter or exit the next one.
- 6) Fill in any holes your dog digs and make appropriate repairs to disturbed areas.
- 7) Do not bring a dog with a known history of biting or fighting.
- 8) Leave the park cleaner and in better condition than you found it.

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**RESOLUTION 21-20**  
**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL ADOPTING THE**  
**SOUTH WEBER CITY DOG PARK RULES & REGULATIONS**

**WHEREAS**, Section 7-4-3 of the Municipal Code of South Weber City permits the city to establish rules and regulations for city parks; and

**WHEREAS**, South Weber City Council desires to adopt rules and regulations for the dog parks within the city; and

**WHEREAS**, the City Council has determined that the proposed rules and regulations will promote public welfare and safety;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of South Weber City, State of Utah:

**Section 1. Adoption:** The South Weber City Dog Park Rules & Regulations, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted by the City Council.

**Section 2. Severability.** If any section, 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 sections, parts, and provisions of this resolution shall be severable.

**Section 3. Effective Date.** This resolution shall become effective immediately upon its approval by the City Council.

**PASSED AND ADOPTED** by the City Council of South Weber, Davis County, on the 27<sup>th</sup> day of April 2021.

Roll call vote is as follows:		
Council Member Winsor	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Soderquist	FOR	AGAINST
Council Member Alberts	FOR	AGAINST
Council Member Halverson	FOR	AGAINST

\_\_\_\_\_  
**MAYOR:** Jo Sjoblom

\_\_\_\_\_  
**ATTEST:** City Recorder, Lisa Smith

**EXHIBIT A**  
**DOG PARK RULES AND REGULATIONS**

:

**SOUTH WEBER CITY  
DOG PARK  
RULES & REGULATIONS**

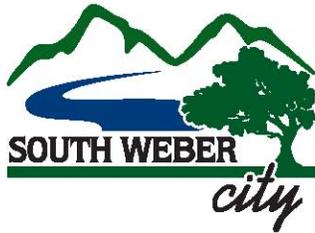
*Hours of Operation: 7:00 AM until sunset daily*

- 1) All dogs and owners use the dog park at their own risk. Neither South Weber City nor South Weber City Parks and Recreation Department shall be liable for any damage caused to property, a person, or a pet.
- 2) No animals other than dogs may be brought into the fenced area.
- 3) All dogs shall wear a collar with identification, license, and vaccination tags at all times while in the park.
- 4) All dogs must be leashed until safely inside and returned to a leash prior to exiting the fenced area. Owners must always have one leash per dog.
- 5) Dog owners must remain in the fenced area while their dogs are using the dog park. Owners must be in view of their dogs with voice control at all times.
- 6) Dog owners must be age 18 or older to be allowed in dog park area unsupervised. Children accompanying dog owners must be strictly supervised by an adult and be at least 12 years old to be allowed inside. Spectators should remain outside the fenced area.
- 7) Aggressive dogs and female dogs in any stage of heat are prohibited. Owners must immediately leash and remove dogs from the dog park at the first sign of aggressive, hostile, combative, or reproductive behavior. Any dog found to have bitten another dog or person will be permanently excluded from the dog park.
- 8) Dog owners shall clean up after their pet. If any dog deposits its feces on any park areas, the owner of such dog shall immediately clean up and deposit such feces in the trash.
- 9) Small, bite-sized training treats are permitted. Food in bowls, long-lasting chews, and glass containers are prohibited.
- 10) Dog park patrons are prohibited from smoking or eating inside the "dog park." Cigarette butts and food wrappers are tempting and unhealthy for dogs. Wrappers and other litter can be eaten by dogs and cause a choking or digestion hazard which can be life threatening.
- 11) Sick or injured dogs are prohibited from the dog park. Owners of dogs with a known sickness/injury or displaying sick or injured behavior will be required to remove their dog immediately.
- 12) Each adult may have a maximum of two (2) dogs at a time in the park.
- 13) Puppies less than four (4) months old or dogs that have not been vaccinated are not permitted.
- 14) All dog bites must be reported to the Animal Control Office at 801-444-2206. In addition, owners are required to assist in the investigation of incidents of aggression or biting by providing appropriate identification and information to the Police, Parks & Animal Control Office, and to other dog owners who are involved with the incident under investigation. Failure to provide assistance and identification as requested will result in immediate revocation of all dog park privileges. Owners are liable for any injury or damage caused by their dog and are fully responsible for their dog's actions.

- 15) Owners are solely responsible for any injury or damage caused by their dog. Dog owners must supervise their dog at all times. No dog may be left unattended.
- 16) If a dog inflicts an injury, the dog's owner must give their name and telephone number to the owner of the injured dog before leaving the dog park.
- 17) Digging should be prevented as much as possible. If a dog digs, the dog's owner must fill all holes dug by their dog(s) as soon as possible.
- 18) Patrons use the dog park at their own risk. By using the park, patrons accept responsibility for their actions and those of their dog(s).
- 19) With the exception of wheelchairs or similar mobility devices, vehicles are not permitted in the dog park. Vehicles include but are not limited to strollers, bicycles, tricycles, big-wheels, wagons, and rollerblades.
- 20) Patrons of the dog park must wear shoes at all times.
- 21) No attendant will be on duty.
- 22) Owners who fail to abide by rules and regulations are subject to loss of dog park privileges.
- 23) Choke, spike, pinch, prong, or collars that may injure other dogs are prohibited. Such collars must be removed BEFORE entering the fenced area.
- 24) The off-leash dog area is for dogs, their handlers and those accompanying them. No other use is allowed. These areas are designated for canine activities. It is not intended for any other purpose.
- 25) Violation of these rules is cause for loss of dog park privileges and may result in trespass, criminal, or civil penalties as provided in City Code.

### **Basic Etiquette, Guidelines and Tips for Use of the Dog Park**

- 1) Keep walking or playing with your dog – this helps keep the off-leash area "neutral" territory for all.
- 2) Keep your dog on leash until you enter the off-leash areas. Always carry a leash on you for each dog while in the park.
- 3) Dogs shall be under your visual contact and voice control at all times; stay within close range of your dog.
- 4) Be aware that dogs have different play styles. Talk to your veterinarian. Talk to other park users. Educate yourself on dog behavior.
- 5) Ensure each gate closes behind you before you enter or exit the next one.
- 6) Fill in any holes your dog digs and make appropriate repairs to disturbed areas.
- 7) Do not bring a dog with a known history of biting or fighting.
- 8) Leave the park cleaner and in better condition than you found it.



## Agenda Item Introduction

**Council Meeting Date:** April 27, 2021

**Name:** David Larson

**Agenda Item:** Policies & Procedures Manual Update

**Background:** South Weber City's Policies & Procedures Manual was last updated in 2015, with a minor revision in 2017. The Administration/Finance Committee recommends doing an annual "cleanup" of the manual after each state legislative session to ensure state code compliance and to address any potential issues confronted during the year.

This update is not a comprehensive review of the entire manual. The recommended amendments are items that the staff presented to the committee for clarification and standardization reasons and are being recommended for inclusion in the manual now as part of the annual update. Considering the last major manual review took place more than 5 years ago, staff believes a more complete review and update of the manual should be considered and scheduled but is not the intent of the current update.

Below is brief description of the proposed changes:

<b><i>Redline Page #</i></b>	<b><i>Description</i></b>
1	Update amended date and resolution number
10	Update section table
11	Update exempt employee designation process
11	Clarify comp time payout limits and timeline
12	Update on-call compensation
14	Clarify policy manual to reflect actual practice of holiday pay
16	Present in vacation accrual policy in table format
17	Establish parameters for current annual vacation cash out
21	Add exempt employee personal leave benefit

21	Renumbering of subsections
24	Clarify FAC membership benefit
35	Update section table
36	Clarify employee ethics section to rely directly on state law
66	Clarify risk management roles & responsibilities
66-70	Remove practices section to better allow for best practice implementation
71	Renumber subsection
79	Update tuition reimbursement amount

**Summary:** Update the Policies & Procedures Manual

**Budget Amendment:** n/a

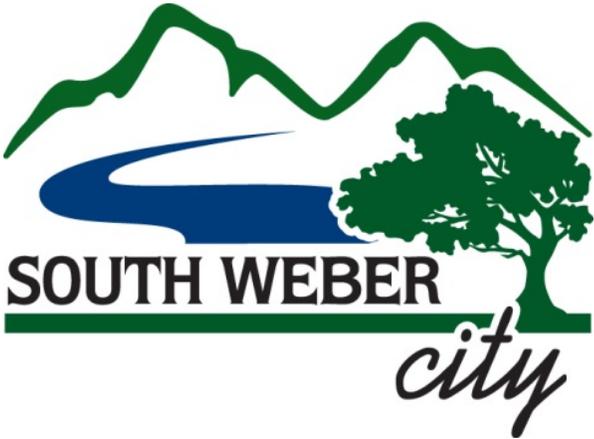
**Procurement Officer Review:** n/a

**Committee Recommendation:** Approve

**Planning Commission Recommendation:** n/a

**Staff Recommendation:** n/a

**Attachments:** Policies & Procedures Manual redline  
RES 21-25  
Policies & Procedures Manual clean



# Policies and Procedures

Amended ~~February 28, 2017~~ April 27, 2021  
(Res. ~~47-0821-24~~)

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- 1.020. Interpretation
- 1.030. Acknowledgement Form
- 1.040. Amendments
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## CHAPTER 1: INTRODUCTION

- 1.010. Intent and Purpose.**
- 1.020. Interpretation.**
- 1.030. Acknowledgment Form.**
- 1.040. Amendments.**
- 1.050. Disclaimer.**

### **1.010. Intent and Purpose.**

The purpose of these Policies and Procedures is to provide guidelines and information for City employees to assist them in performing and pursuing competent and satisfying employment with South Weber City. ~~The intent of South Weber City is to comply with all [Federal-federal](#) and [State-state](#) laws and regulations applicable to the City and/or its employees, whether mentioned herein or not.~~ Except as otherwise specifically provided, these Policies and Procedures supersede all prior policies and procedures of the City which are inconsistent with the matters stated herein:

1. Compensation.
2. Annual Review.
3. Garnishments.
4. Exempt and Non-Exempt Employees.
5. Overtime.
6. Compensatory Time.
7. Call-Backs.
8. Differential Pay,
9. Holiday Pay.
10. Paid Leave.
11. Unpaid Leave.
12. Leave Procedures.
13. Leave Procedures Exceptions.
14. Vacation Leave.
15. Sick Leave.
16. Family and Medical Leave.
17. Military Leave.
18. Jury Duty Leave.
19. Injury Leave.
20. Bereavement Leave.

The City reserves the right to change these Policies and Procedures [by City Council resolution](#) at any time, ~~by City Council Resolution, and~~ for any reason. ~~The City also reserves the right to take any employment action it deems appropriate.~~ The prohibitions set forth in the Policies and Procedures Manual do not constitute an express or implied contract with any person.

**1.020. Interpretation.**

It is the policy of South Weber City that the City Manager shall provide the official interpretation of these Policies and Procedures. Department Heads and ~~supervisor~~~~Supervisors~~~~Supervisors~~ shall be responsible for implementing these Policies and Procedures within their departments, under the direction of the City Manager. ~~Employees~~ may appeal any decision or interpretation of these Policies and Procedures to the City Manager that are affecting his or her employment in accordance with the grievance procedures set forth in Chapter 10.

**1.030. Acknowledgment Form.**

It is the policy of South Weber City that all City employees are responsible to be aware of and adhere to all the provisions of these Policies and Procedures and any amendments hereto. Each employee shall sign and submit to the City an Acknowledgment Form, as provided by the City, attesting to the fact that he or she: (1) has received a copy of these Policies and Procedures; and (2) will take the opportunity to read and understand the provisions set forth herein.

**1.040. Amendments.**

It is the policy of South Weber City that the City reserves the right to unilaterally alter, amend, except, or revoke any policy, practice, or procedure set forth herein ~~in~~ at its sole discretion.

**1.050. Disclaimer.**

It is the policy of South Weber City ~~to~~ that the information contained herein, and any amendments or alterations hereto, do not constitute a contract or agreement of any kind between the City and its employees. ~~No~~ person other than the City Manager, with the advice and consent of the City Council, has the authority to enter into an agreement with any employee for any specified employment term or to make any commitments contrary to the relationship of City employees. Any such agreement or commitment must be made in writing. ~~The~~ information and policies contained herein shall not constitute or create any rights in or obligations to any persons or parties other than to the City and its employees. Nothing herein shall be construed to limit the City's right to discharge an employee or to create any other obligation or liability on the City. ~~The~~ City alone shall be entitled to enforce or waive the provisions of any policy, practice, or procedure set forth herein. ~~The~~ provisions of these Policies and Procedures are intended to also apply to members of the City Council, Planning Commission, Appeal Authority, and/or any other commissions or committees of the City.

**CHAPTER 2: ADMINISTRATION**

- 2.010. Personnel Director.**
- 2.020. Employee Definitions.**
- 2.030. Classification Plan.**
- 2.040. Personnel Records.**

**2.010. Personnel Director.**

The City Manager shall designate and supervise an employee to fulfill the duties and responsibilities of Personnel Director to other personnel as deemed appropriate and as authorized by law. The duties and responsibilities of the Personnel Director include, but are not limited to the following:

- (a) To develop, implement, and administer these Policies and Procedures;
- (b) To promote the fair treatment of employees and the administration of these Policies and Procedures; and
- (c) To review these Policies and Procedures and recommend suggestions or changes deemed necessary to the City Council.

**2.020. Employee Definitions.**

City employees are categorized as follows:

(a) **Full-Time and Exempt.** Employees who are scheduled to work forty (40) hours per week or more on a regular basis and who are not considered limited employees as defined herein. Full-time and exempt employees are eligible for all City benefits.

(b) **Part-Time.** Employees who are scheduled to work twenty-nine (29) hours or ~~less~~ fewer per week on a regular basis and who are not considered limited employees as defined herein. Part-time employees are not eligible for benefits except as otherwise specifically provided herein or as otherwise required by law. Part-time employees shall be deemed at-will employees and are subject to termination with or without cause.

(c) **Limited or Volunteer.** Employees who are hired to work on a temporary, seasonal, provisional, volunteer, or emergency basis, or for a period of employment expected to last no longer than seven (7) months or less than twenty-nine (29) hours per week. Limited employees are not eligible for any benefits and shall be deemed at-will employees subject to termination with or without cause.

(d) **Introductory Employees.** Employees who are in their first twelve (12) months of employment at ~~his or her~~ their respective position are ~~an~~ introductory employees. The successful completion of the one (1) year introductory period should not be construed as creating a contract or as guaranteeing employment for any specific duration with the City.

Introductory employees are considered at-will during their introductory period and are subject to termination with or without cause.

**2.030. Classification Plan.**

It is the policy of South Weber City that the City shall establish and adopt a Classification Plan setting forth the positions and corresponding job descriptions of City employees.

**2.040. Personnel Records.**

**(a) Personnel Records.** It is the policy of the City to maintain personnel records concerning its employees. Such records may include, but are not limited to records regarding hiring, compensation, paid and unpaid leave, awards, grievances, disciplinary action, education, training, and other relevant records. Personnel records are all protected by and subject to Government Records Access Management Act ([GRAMA](#)).

**(b) Updates.** Each employee is responsible for keeping the City notified of any changes in employee information such as name, address, telephone number, tax exemptions, and related information so that the employee's personnel records may be accurately maintained.

**(c) Maintenance.** Personnel records shall be maintained, classified, and accessed in accordance with ~~the Government Records Access and Management Act~~ [GRAMA](#), as adopted and amended by the City.

**(d) Access.** It is the City's policy to allow access to personnel records in accordance with applicable law. Employees may have reasonable access to their own personnel records during regular business hours. Employees may examine and make copies of their own personnel records under the direct supervision of the City Manager, or his or her designee, subject to the provisions of ~~the Government Records Access and Management Act~~ [GRAMA](#), as adopted and amended by the City.

**CHAPTER 3: ~~HIRING~~**

**3.010. Equal Opportunity Employer.**

**3.020. Recruitment.**

**3.030. Introductory Period.**

**3.040. Employment of Relatives.**

**3.010. Equal Opportunity Employer.**

South Weber City is an "Equal Opportunity Employer" and it is the policy of the City to comply with ~~Federal~~federal and ~~State~~state equal employment opportunity laws and guidelines. ~~The~~ City shall not discriminate in the hiring, employment, promotion, or other employment practices with respect to its employees on the basis of race, color, religion, sex, national origin, political affiliation, age, disability, or status as a veteran, in accordance with applicable ~~Federal~~federal and ~~States~~ laws. It is the policy and commitment of the City to protect the civil rights of all employees and applicants for employment with the City and to provide a work environment free from discrimination and harassment.

**3.020. Recruitment.**

It is the policy of South Weber City that recruitment, selection, and hiring of all applicants for job positions within the City shall be conducted in accordance with recruitment procedures approved by the City Manager. ~~The~~ City shall conduct pre-hire criminal background checks on all full-time, part-time, seasonal, or volunteer employees, and may conduct criminal background checks on such employees at other random times. ~~The~~ City shall also conduct pre-hire financial background checks on executive employees including the City Manager and department directors; and may conduct additional financial backgrounds checks for executive employees at other random times. ~~Firefighters shall pass department physical evaluations prior to being hired.~~

**3.030. Probationary Period.**

It is the policy of South Weber City that the first six (6) months of employment with the City shall be considered a "Probationary Period" which shall be used as a training and evaluation period for the City to observe the employee's ability to perform the various duties pertaining to the position and for the employee to determine whether or not the position adequately meets his or her own expectations and personal needs. ~~The~~ City considers the probationary period an intrinsic part of the employee selection process during which the employee will be carefully observed by the City. At the end of the Probationary Period, the employee's ~~supervisor~~Supervisor shall conduct an evaluation of the employee in accordance with the performance evaluation procedures set forth in Chapter 9 and prepare a final Probationary Period Performance Evaluation to the City Manager recommending whether the employee should be retained, terminated, or extended. ~~The~~ employee's ~~supervisor~~Supervisor Supervisor may recommend an additional probationary period of up to 6 months as approved by

the City Manager. Probationary employees are considered at-will during their probationary period subject to termination with or without cause.

### 3.40. Employment of Relatives (Nepotism)

It is the policy of South Weber City to prevent an environment where favoritism, real or perceived, can exist; and to define the conditions under which relatives of City employees may be considered for employment in accordance with UCA 52:3.

1. A relative is defined as the employees' husband, wife, parent, ~~step-parent~~stepparent, nephew, niece, grandparent, son-in-law, daughter-in-law, sister, step-sister, brother, step-brother, son, step-son, daughter, step-daughter, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin; or a spouses' grandparent, grandchild, aunt, uncle, nephew, niece, or first cousin.
2. A person shall not be hired within the same department as an employed full- or part-time relative.
3. Limited or volunteer employees who are related may be hired within the same department as long as one relative does not supervise the other. In the event that a department has related limited or volunteer employees working, and one is hired for a full- or part-time position, the other relatives shall be allowed to continue working for the duration of their ~~assignment,~~ ~~but~~assignment ~~but~~ shall not be eligible for rehire or appointment in the same department as long as the first relative is a full-time or part-time employee.
4. If two employees in the same department marry, one employee shall be required to immediately transfer to another department (subject to available positions) or terminate employment with the City.
5. If two employees in the same department ~~became~~ ~~become~~ related as a result of a marriage, but are not married to each other, and the relationship creates a disruption of work or of the work environment or any other problem not conducive to an effective work environment, an appropriate remedy shall be implemented by the Department Director on a ~~case-by-case~~ ~~case-~~ ~~by-case~~ basis. In most cases, it is anticipated that the appropriate remedy shall be that one employee must transfer to another department (subject to available positions) or terminate employment.
6. No employee who is related to someone within the same department shall be promoted to a Department Director or any management position.
7. Any employee who in any way attempts to influence the hiring of his/her relatives for any position shall be subject to disciplinary action.

**CHAPTER 4: COMPENSATION**

- 4.010. Compensation.**
- 4.020. Annual Review of Compensation Plan.**
- 4.030. Garnishments.**
- 4.040. Exempt and Non-Exempt Employees.**
- 4.050. Overtime and Compensatory Time.**
- 4.060. On-Call.**
- 4.070. Differential Pay**
- 4.080. Holiday Pay.**
- 4.090. Paid Leave.**
- 4.100. Unpaid Leave.**
- 4.110. Leave Procedures.**
- 4.120. Leave Procedures Exceptions.**
- 4.130. Vacation Leave.**
- 4.140. Sick Leave.**
- 4.150. Family and Medical Leave.**
- 4.160. Military Leave.**
- 4.170. Jury Duty Leave.**
- 4.180. Injury Leave.**
- 4.190. Bereavement Leave.**
- 4.200 Exempt Employee Leave**
- 4.210. Employee Recognition Program**
- 4.220. Employee Wellness Program**
- 4.230. Employee Assistance Program**

**4.010. Compensation.**

It is the policy of South Weber City that compensation shall be based upon the City's compensation plan and includes, but is not limited to, the ~~position~~-pay-grade schedule and the salary schedule as adopted by the City. The City will establish and maintain pay programs and practices based on market conditions to support and maintain up-to-date information for the City's compensation plan, pay grade schedule, and salary schedule.

The City's compensation program recognizes individual performance. Employees will be eligible for pay increases based on their individual performance throughout a performance year, subject to range maximums for their position.

**4.020. Annual Review of Compensation Plan.**

It is the policy of South Weber City that the employee compensation plan should be reviewed annually by the City Manager who may recommend appropriate changes to the City Council for approval or denial. The City Council may review and make changes or recommendations to the Compensation Plan at any time in accordance with applicable procedures regarding the same.

**4.030. Garnishments.**

It is the policy of South Weber City that an employee's pay shall be subject to attachment, garnishment and execution under such rights, remedies, and procedures as provided by law.

**4.040. Exempt and Non-Exempt Employees.**

It is the policy of South Weber City that for purposes of overtime compensation under the Fair Labor Standards Act, the ~~City Manager shall be following positions are~~ deemed "exempt" and designate other exempt positions in the City through job description.

~~(a) City Manager;~~

All other employees of the City are hereby designated as "non-exempt."

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**4.050. Overtime and Compensatory Time.**

It is the policy of the South Weber City that exempt employees will not receive overtime compensation. ~~Non-exempt employees may receive overtime compensation at a rate of one and one-half times their regular rates of pay in accordance with the provisions and regulations of the Fair Labor Standards Act. Overtime is approved as deemed necessary by the City. No~~ employee may perform work over his or her designated hours without prior approval of their Department Director. ~~Overtime accrued by employees without Department Director approval are subject to disciplinary action. All hours of work officially ordered and /or approved by City employees in excess of forty (40) hours per week are considered overtime in accordance with the provisions and regulations of the Fair Labor Standards Act. Unless overtime cash payment is requested during the payroll period, compensatory time will be allocated of up to 240 hours.~~

Employees may request ~~use of~~ compensatory time off in lieu of cash overtime payments in accordance with the leave procedures set forth herein. ~~Compensatory time may be accrued up to 240 hours at the calendar year end. Compensatory time over 240 will be paid out biannually. The City encourages employees to use compensatory time for the health, welfare, and benefit of the employee.~~ Employees should be permitted to use compensatory time off within a reasonable period after making the request if such use does not unduly restrict the operations of the City and/or the ~~Department~~ department within which the employee works. Payments for compensatory time off shall be paid at the employee's regular rate of pay at the time the employee receives such payment. ~~Employees shall be compensated for unused and accrued compensatory time in accordance with the provisions and regulations of the Fair Labor Standards Act. Nothing in this or any other policy shall be construed to give an expectation or right to continued or future compensatory time hours.~~

**4.060. On-Call.**

It is the policy of South Weber City that in order for the City to quickly respond to emergencies involving the City's water, sewer, and other utilities it is necessary that qualified employees of the Public Works Department remain on-call during nights, weekends, and holidays.

Employees who are on-call shall remain within thirty (30) minutes of the City and be able to receive phone inquiries at all times during the on-call period. When an employee is required to be on-call he or she shall be compensated, at a rate \$11.00 (eleven dollars) per day (\$77.00 [seventy-seven dollars] per week), and in the event that on-call time includes a paid holiday, compensation shall be an additional \$11.00 per holiday, for making themselves available during the on-call period; and when called out the employee shall be compensated at his or her regular rate of pay for a minimum of ~~one~~<sup>two</sup> (42) hours. Telephone requests for information to or from the employee's home or cellular phone shall not be considered as compensable time if the call transpires to be less than 15 minutes of telephone time.

#### 4.070. A. Differential Pay and Certifications

It is the policy of South Weber City to provide differential pay for specific professional certifications that contribute directly to the ability of an employee to provide a broader range of service to the community or to provide a current service at a reduced cost. For the purposes of recognizing and rewarding employees who improve their skills, knowledge, and proficiency in carrying out their assigned functions through additional training and certification beyond what is normally required for the position, the following guidelines have been established:

1. Professional certifications, which qualify an employee for differential pay, must represent a level of training and skill beyond what is required to perform the regularly assigned duties of the position.
2. The **City Manager** shall evaluate requests for differential pay to ensure compliance with this [policy](#).
3. Employees eligible to receive differential pay must submit proof of the initial certification and of all renewals and/or recertification to the **City Manager**.
4. The differential pay shall be effective the first pay period after proof of certification has been submitted. It shall terminate the pay period in which the employee is no longer certified.
5. [Human Resources/Personnel Director](#) shall be responsible for maintaining records of all certifications and expiration dates, and to terminate the differential if proof of re-certification has not been provided.
6. Approved differentials are as follows:

A. All employees in the Public Works Department, including the Department Director, who become certified with the State of Utah as a Grade I, II, III or IV Systems Operator are eligible to receive differential pay as follows (differential rates are not cumulative):

- Grade I
- Grade II
- Grade III
- Grade IV
- Backflow/Cross Connection\*\*
- Certified Inspector for Sediment and Erosion Control\*
- Certified Professional in Storm Water Quality\*

- Certified Professional in Sediment and Erosion Control\*
- Registered Storm Water Inspector\*

\* Available for Public Works or Building Inspections employees.

\*\* Available for designated Parks employees.

B. Employees in the parks section and storm water section who become certified by the Professional Lawn Care Association of America (PLCAA) as a Certified Turf-grass Professional are eligible to receive a differential in addition to their regular salary.

C. Employees classified as a Building Inspector must have ICC Building, Electrical, Mechanical, and Plumbing certifications in accordance with the job description. In addition, they receive differential pay for the following certifications.

- ICC Fire Inspector Certification (requires CBO approval)
- ICC Building Plans Examiner
- ICC Electrical Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Residential Plans Examiner
- ICC Property Maintenance and Housing Inspector
- ICC Disaster Response Inspector
- ICC Accessibility Inspector/Plans Examiner Certification
- ICC Commercial Energy Inspector
- ICC Residential Energy Inspector/ Plans Examiner
- ICC Chief Building Official Legal/ Management Module
- ICBO Structural Masonry Special Inspector Certification  
-- (Requires CBO approval)

D. Employees who are fluent in Spanish and regularly communicate with Spanish speaking customers are eligible to receive a differential. This differential must be requested by the City Manager on a case by case basis.

E. South Weber City agrees to expend the costs of professional certification(s), such as, examinations, and C.E.U.'s (continued education unit). In the event that an employee fails an examination, it is to the discretion of the City Manager to hold the employee responsible for the examination payment.

#### 4.080. Holiday Pay.

It is the policy of South Weber City that all full-time employees shall receive holiday pay for each of those days defined herein as legal holidays of the City. Employees shall be compensated for the number of hours that would normally be worked on that given day if it were not a holiday.

The following days, with the exception of Employee Birthdays, are defined as legal holidays upon which all offices of the City shall be closed, except those offices required by law or necessity to remain open. In the event the holiday falls on a Sunday, the following Monday shall be the holiday, and in the event the holiday falls on a Saturday, the preceding Friday shall be the holiday.

- (a) New Year's Day - January 1st;
- (b) President's Day - third Monday in February;
- (c) Memorial Day - last Monday in May;
- (d) Independence Day - July 4th;
- (e) Pioneer Day - July 24th;
- (f) Labor Day - first Monday in September;
- (g) Columbus Day - second Monday in October;
- (h) Thanksgiving - fourth Thursday in November;
- (i) The ~~Day day After after~~ Thanksgiving;
- (j) Christmas Day - December 25th;
- (k) ~~Either t~~The day before or after Christmas as determined by the City Manager;  
and
- (l) Employee's Birthday; or equivalent time off if the birthday falls on a weekend or holiday.

~~Office and City operations may be closed the day after Thanksgiving and Christmas providing employees use their own vacation time.~~ South Weber City will automatically adopt any future paid holidays which are adopted by the state and/or federal government.

Employees required to work on a legal City holiday shall receive ~~compensatory an equivalent amount of~~ time off on an alternate day as approved by his or her ~~supervisor~~Supervisor; or receive a wage at one and one-half times the straight-time rate for the hours worked on the holiday. Employees must have authorization from their ~~supervisor~~Supervisor prior to working on a holiday. Holidays occurring during an employee's vacation or sick leave are not counted as vacation or sick days; excluding those employees who are scheduled to work on the holiday and will be given an alternate day off for the holiday.

~~Fire and public works employees required to work on a premium holiday as defined by this Policy shall receive a wage at two times the straight-time rate for the hours worked on the holiday. The following are considered premium holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.~~

~~In the event that a holiday falls on a Saturday, the preceding Friday shall be treated as the holiday. Should the holiday fall on a Sunday, the following Monday shall be treated as a holiday. In the event that a holiday falls on an employee's regularly-scheduled day off, except for fire employees, equivalent time shall be added to the employee's vacation time.~~ For eligible employees, the employee BIRTHDAY ~~holiday day off~~ can only be taken as scheduled, and with prior authorization ~~by their supervisor~~Supervisor. It must be taken ~~by the employee~~ within one week (before or after) the employee's birthdate in one ~~8-hour full~~ day segment ~~or two half-day segments on consecutive days~~by the full-time employee.

#### 4.090. Paid Leave.

Full-time employees are eligible to accrue vacation leave, sick leave, and other paid leaves as may be established by the City. Part-time employees who at the time of the adoption of this ~~policy~~Policy accrue vacation and sick leave shall continue to be afforded this benefit at the accrual rates set forth herein. No paid leave shall accrue or be granted to non-qualifying part-time and limited employees unless otherwise approved by the City.

#### 4.100. Unpaid Leave.

Employees may be granted unpaid leave under certain circumstances in accordance with the procedures set forth herein. ~~Unless otherwise provided by law, such as military or family and medical leave, unpaid leave is a privilege and not a right.~~ Employees shall not be entitled to the accrual of any vacation or sick leave credits during the period of extended unpaid leave, but shall be entitled to life insurance, group health insurance, and seniority entitlement as required by law. Unless otherwise required by law, the employee may be required to pay for continuation of insurance benefits during unpaid leave.

#### 4.110. Leave Procedures.

**(a) Leave Request Form.** ~~Except as provided in Sections 4.120, employees desiring leave, whether paid or unpaid, shall file an Employee Leave Request Form with his or her supervisor~~ Supervisor in accordance with such procedures as established by the City. ~~Failure to schedule non-emergency leave in advance may result in disapproval of the leave and/or disciplinary action if the leave is required to be taken.~~

**(b) Approval.** Department Heads shall approve or deny employee leave requests at his or her discretion, except as otherwise provided herein. ~~Any approved employee leave request shall be signed by the Department Head, City Recorder and City Manager stating any special provisions or conditions for the leave.~~ Employees who do not answer to a Department Head shall submit all leave requests to the City ~~Recorder~~ Manager. ~~Any Employee Leave Request exceeding thirty (30) days requires approval from the City Council.~~ Any leave which qualifies or may qualify as Family Medical Leave must be reported to the City Manager to ensure that the appropriate notice and records are maintained for such leave. ~~Department Heads desiring leave shall consult with the City Manager prior to scheduling such leave to ensure that proper measures have been or will be taken to provide for the proper and efficient functioning of the department during the Department Head's absence.~~

**(c) Status.** Employees are responsible for keeping his or her ~~supervisor~~ Supervisor notified on a daily basis, if necessary, of the anticipated return date from leave. ~~Department Heads or the City Manager may, at any time during an employee's absence due to illness or injury, request a written physician's verification of the employee's illness or condition and its expected duration.~~

**(d) Compensation.** Eligible employees shall be compensated for paid leave at his or her regular rate of pay.

**(e) Records.** Original Leave Request Forms shall be maintained by the ~~City Recorder~~ Personnel Director in accordance with the Government Records Access and Management Act, as adopted and amended by the City.

#### 4.120. Leave Procedures Exceptions.

Exceptions to the leave procedures set forth in Section 4.110 shall be made in the following instances:

**(a) Absence due to Illness.**—In the event an employee is absent due to illness the request for leave may be handled by a telephone report to his or her ~~supervisor~~Supervisor or Department Head. In the event the ~~supervisor~~Supervisor or Department Head is not available, the employee may notify the City Manager. Such notice shall be given as soon as practical, before the employee's work shift begins.

**(b) Family Accident, Medical, or Other Emergency.**—In the event there is a family emergency or accident where the presence of the employee is required, the employee may take the appropriate leave after notifying his or her ~~supervisor~~Supervisor or Department Head.—In the event the ~~supervisor~~Supervisor or Department Head is not available, the employee may notify the City Manager.—Such notice shall be given as soon as practical under the circumstances.

**4.130. Vacation Leave.**

**(a) Eligibility.** Full-time employees are eligible to accrue vacation leave in accordance with ~~his or her~~their tenure of employment at the rates set forth herein and are eligible to use accrued vacation leave upon accrual.—Part-time employees who, at the time of the adoption of this ~~policy~~Policy, accrue vacation leave shall continue to be afforded this benefit at the accrual rates set forth herein.—No other employees shall accrue and be eligible to use vacation leave as provided herein.

**(b) Employee Accrual Rates.** Full-time employees may accrue vacation hours according to the following table:

Years of Employment with South Weber City	Vacation Hours Accrued Per Pay Period
<u>0-4</u>	<u>4</u>
<u>5-9</u>	<u>5</u>
<u>10+</u>	<u>6</u>

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Any and all employees currently accruing vacation time at any rate higher than 6 hours per pay period at the time of this ~~p~~Policy update will continue to accrue at their current rate.

~~up to twelve (12) days of paid vacation leave for the first through fifth years of continuous employment with the City, or to accrue ninety six (96) hours per year; up to fifteen (15) days of paid vacation leave from the sixth through tenth year of continuous employment with the City, or to accrue one hundred twenty (120) hours per year; up to eighteen (18) days of paid vacation leave from the eleventh through fifteenth years of continuous employment with the City, or to accrue one hundred forty four (144) hours per year; up to twenty one (21) days of paid vacation leave from the sixteenth through the twentieth years of continuous employment with the City, or to accrue one hundred sixty four (168) hours per year; up to twenty four (24) days of paid vacation leave from the twenty first year of continuous employment with the City, or to accrue one hundred ninety two (192) hours per year thereafter.—Eligible part time employees shall accrue vacation leave based on the number of hours worked each pay period.~~

**(c) Accumulation.** Vacation leave is credited to each employee on a per pay period basis. In the first year of hire in an eligible position, vacation shall accrue from the date of hire for that position at four (4) hours per pay period. Employees can accumulate and carry forward to the next calendar year a maximum of two hundred and forty (240) hours. Any unused vacation hours in excess of two hundred and forty (240) hours will be forfeited at the end of each calendar year on December 31st. Upon good cause and request from the employee's Department Head, a thirty to sixty (30-60) day extension of the December cut-off date may be considered by the City Manager.

**(d) Scheduling.** Vacation leave is intended to benefit the employee and employees are encouraged to take such leave in the year in which it is earned. In order to accommodate the efficient management of the City, vacation leave must be filed in writing to the employee's

Department Head, or his or her designee, in accordance with the employee leave request procedures set forth herein. The City will try to honor employees' requested vacation dates, but retains the right to determine final scheduling order or to change the vacation schedules according to the needs of the City. The City retains the options, in the event of an emergency, to pay any employee in lieu of accrued vacation credit, if any vacation request cannot be granted in the best interest of the City.

**(e) Miscellaneous.** A paid holiday which occurs during vacation leave will not be charged as a vacation day.

**(f) Termination.** Upon termination of employment with the City other than for cause, eligible employees shall be entitled to cash in lieu for unused vacation leave at his or her regular rate of pay at the date of termination.

**(g) Annual Cash Out.** Employees may cash out up to 80 hours of their accrued vacation hours once per year. An employee who cashes out hours must ~~keep~~retain no less than 40 hours.

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#### **4.140. Sick Leave.**

South Weber City provides eligible employees with paid sick leave each year to cover approved absences due to illness.

**(a) Eligibility.** All full-time employees are eligible to accrue sick leave at the accrual rates set forth herein.

**(b) Accrual.** Full-time employees may accrue up to twelve (12) days of paid sick leave, or to accrue ninety-six (96) hours per year. Eligible part-time employees shall accrue sick leave at a rate of six (6) days per year, or to accrue forty-eight (48) hours per year.

**(c) Utilization of Sick Leave.** Eligible employees may utilize sick leave for the following purposes:

- (1) Employee illness or injury

(2) Illness or injury of an employee's immediate family member. For purposes of this section only, immediate family member includes; spouse, partner, significant other, son, daughter, parent, parent-in-law, or anyone else living in the same household, and anyone for whom the employee has legal guardianship

(3) Dental and medical appointments

(4) The use of paid sick leave may not exceed forty (40) hours in a work week

**(d) Notification.**—Employees are expected to notify their ~~supervisor~~Supervisor prior to or at the beginning of their scheduled work period.—Employees, at the discretion of the ~~supervisor~~Supervisor, may be required to provide written verification by his or her doctor stating the reasons the employee was unable to work due to illness.

**(e) Records.** Sick leave shall be recorded on the employee's ~~time card~~timecard.

#### **4.150. Family and Medical Leave.**

**(a) Purpose.** It is the purpose of this Section to provide guidelines for employees regarding leaves of absence in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA or Act).—The provisions set forth herein are intended to comply with such Act, and if any conflict arises or if an issue or definition is not addressed herein, the federal Act shall control. The provisions of this Section are intended to supersede the unpaid leave provisions provided elsewhere in these Policies and Procedures.

**(b) Eligible Employees.** Employees eligible for Family and Medical Leave as provided herein include employees who have been employed with the City for at least twelve (12) months and who have performed at least one thousand two hundred fifty (1,250) hours of service for the City during the previous 12-month period immediately preceding the commencement of the leave.

**(c) Permitted Leave.** Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during any 12-month period for the following:

- (1) The birth of a son or daughter of the employee and to care for such son or daughter;
- (2) The placement of a son or daughter with the employee for adoption or foster care and to care for such son or daughter;
- (3) In order to care for the employee's spouse, son, daughter, or parent with a serious health condition; or
- (4) A serious health condition that makes the employee unable to perform the functions of his or her position.

**(d) Designation of 12-Month Period.** For purposes of determining the 12-month period in which the twelve (12) weeks of leave entitlement occurs, the City uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

**(e) Leave Procedure.**

**(1) Notice.** An employee must notify in writing his or her Department Head, who shall then notify the City Manager, of any needed Family and Medical Leave by filing an Employee Leave Request at least thirty (30) days before the ~~Leave~~ leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption, or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If a thirty (30) day notice is not practicable, such as because of lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Failure to give proper notice of intended leave to the City may result in denial of the taking of the leave for up to thirty (30) days after the date the employee provides notice in accordance with provisions of the Act.

**(2) Designation of Leave.** Once the City has acquired knowledge that the leave is being taken for a Family and Medical Leave Act-qualifying reason, the City shall designate the leave as such, whether it is paid or unpaid, and give notice of the designation to the employee. Except as otherwise provided in the Act, absence preceding a notice to the employee of the designation, may not be counted against the employee's FMLA leave entitlement.

**(3) Certification.** The City may require the employee to provide certification from a health care provider regarding the necessity of the leave in accordance with and subject to provisions of the Act.

**(4) Reporting.** The City may require the employee to report periodically to the employer on the status and intention of the employee to return to work in accordance with and subject to provisions of the Act.

**(5) Fitness for Duty.** The City may require the employee to obtain and present certification from the health care provider stating that the employee is able to resume work, in accordance with the Act.

**(6) Intermittent Leave.** Intermittent leave or reduced schedule leave may be taken under certain circumstances in accordance with and subject to provisions of the Act. Any intermittent leave requested or granted shall be subject to conditions set forth in the Act, including but not limited to, alternative position transfer, reasonable notice, scheduling, and certification.

**(f) Leave Protection.**

**(1) Compensation.** Employees shall be required to use accrued paid vacation and all-purpose leave hours for leave provided herein and paid sick leave hours to the extent such FMLA leave qualifies as sick leave under provisions of this Chapter. Any leave not covered by previously accrued paid vacation, all-purpose, and sick leave shall be permitted as unpaid leave in accordance with the provisions set forth herein. To the extent permitted by law, it is the intent of the City that all paid leave substituted for

unpaid Family and Medical Leave run concurrently with and be counted as Family and Medical Leave.

**(2) Position.** Except as otherwise provided in the Act, employees who take family or medical leave shall be entitled, on return from such leave, to be restored, at the option of the City to: ~~(1)~~ (1) the position of employment held by the employee when the leave commenced, or (2) an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The employee may be denied restoration of their positions in accordance with and subject to provisions set forth in the Act.

**(3) Benefits.** The taking of family or medical leave shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced, other than the required use of vacation, all-purpose, and sick leave. ~~An~~ An employee's entitlement to benefits other than group health benefits during a period of FMLA leave shall be determined in accordance with the City's policy for providing such benefits for the type of leave taken, i.e., paid or unpaid, as applicable.

**(4) Insurance.** The City shall maintain coverage for the employee under any "group health plan" for the duration of the leave at the level and under the conditions of coverage the employee would have been provided had the employee continued in employment for the duration of such leave as required by the Act and applicable provisions of COBRA. ~~The~~ The City may recover the cost of maintaining such coverage in accordance with provisions of the Act if the employee fails to return from leave for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

**(g) Records.** The City shall make, keep, and preserve records pertaining to Family and Medical Leave in accordance with the Act. Access and maintenance of such records shall be subject to the requirements of the Utah Government Records Access and Management Act, as adopted and amended by the City. ~~Documents~~ Documents relating to medical certifications, recertification, fitness for duty, or medical histories of employees or employees' family members shall be treated as confidential medical records.

#### 4.160. Military Leave.

Employees who enter active service in any branch of the armed forces of the State of Utah or of the United States shall be granted a leave of absence from employment with the City during ~~his~~ ~~or her~~ their military service to the extent required by State and Federal law, including Utah Code Annotated provisions regarding "Governmental Employees in Military Service" set forth at Utah Code Ann. § 39-3-1, et seq., as amended.

#### 4.170. Jury Duty Leave.

The City recognizes the duty of its employees as citizens to serve on juries or as court witnesses. Employees, who are required to miss work as a result of being summoned to serve on a jury, or have been subpoenaed to appear as a witness, may be eligible for paid leave during such jury duty and witness periods, less compensation received by the employee for

such services. This Section does not apply when an employee appears in court on his or her own behalf, such as a traffic offense or as a party to a lawsuit. Employees appearing in court on behalf of the City in their official capacity shall be paid their regular rate of pay as hours worked in accordance with applicable provisions of the Fair Labor Standards Act.

**4.180. Injury Leave (Worker’s Compensation).**

Employees injured during the performance of their job duties are covered by Workers’ Compensation Insurance as provided by State-state law, and shall be compensated for such leave in accordance therewith. In order for the employee to continue at a full salary during a disability from an on-the-job injury, worker’s compensation payments may be supplemented by accrued sick leave and vacation time. After all leave time is exhausted, the employee must revert to worker’s compensation payments within the definition of State Law.

**4.190. Bereavement Leave.**

With approval of the employee’s Department Head and the City Manager, employees may be granted up to three (3) days of time off with pay for the death of an immediate family member. For the purposes of this section only, immediate family shall be defined as spouse, partner, significant other, child, step-child, son-in-law, or daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or anyone else living in the same household, and anyone for whom the employee is legal guardian. Exceptions require approval by the City Manager.

**4.200 Exempt Employee Leave**

Exempt employees who are not eligible for overtime/compensatory time are granted 40 hours of personal leave at the beginning of each calendar year to be used within that same year. Any unused personal leave is forfeited. Personal leave cannot be cashed out, transferred to another type of leave, or transferred to another employee.

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**4.210. Employee Recognition Program.**

It is the policy of South Weber City to celebrate the success of its employees. Employees are to be appropriately recognized for their years of service, meritorious performance, and supportive attitude in addition to normal salary considerations.

**4.220. Employee Wellness Program**

It is the policy of South Weber City to provide an incentive for employees to maintain a high level of physical and mental wellness in order to improve employee productivity.

Employees will be given incentives to participate in an employee wellness program. The wellness program will include incentives for physical as well as mental wellness. Requests for city sponsorship of recreation teams shall be considered by the respective Department Director and may be partially funded out of department resources. **The Recreation Director shall be responsible for administering the wellness program.**

**4.2230. Employee Assistance Program**

South Weber City provides an Employee Assistance Program (EAP) for all ~~(full- and part-time)~~ ~~of its~~ employees. An EAP is a confidential counseling and referral service that is designed to help employees and their family members deal with personal or work-related problems. Additional information about the EAP program is available from the ~~City Recorder~~ [Personnel Director](#).

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## CHAPTER 5: ~~–~~ BENEFITS

- 5.010. Disclaimer.
- 5.020. Retirement.
- 5.030. Medical, Dental, and Optical.
- 5.031. Life Insurance
- 5.040. Workers Compensation.
- 5.050. Family Activity Center Membership

### 5.010. Disclaimer.

The following provisions briefly describe the City's employee benefits. ~~–~~ The City reserves the right to modify or eliminate any employee benefits at any time and for any reason, as permitted by law. For more complete information regarding any of these benefit programs, employees may contact the City Manager or the ~~City Treasurer~~ [Personnel Director](#).

### 5.020. Retirement

**(a) Defined Benefit Plan.** The City is a member of the Utah State Retirement System. ~~–~~ All benefited full-time employees are required to participate in the Utah State Retirement System (URS), unless otherwise allowed by URS regulations. Participation and administration of the system shall be conducted in accordance with ~~State-state~~ [State-state](#) statutes and regulations regarding the same. ~~–~~ No employee shall be exempt from such system unless permitted by law and approved by the City Council. ~~–~~ The City Council may also approve and fund a supplementary retirement plan.

**(b) Defined Contribution Plans.** ~~–~~ City employees who are either full-time, or part-time and who, at the time of the adoption of this ~~policy~~ [Policy](#), accrue vacation leave, may participate in the Utah State Retirement System 401(k) and 457 defined contribution plans. Employees working ~~less-fewer~~ than 80 hours per pay period will be paid a certain percentage based on the hours worked.

**(1) City Contribution – Standard.** ~~–~~ The City will contribute funds in the amount of 1.51% of the employee's salary to the 401(k) for all full time and part time employees who, at the time of the adoption of this ~~policy~~ [Policy](#), accrue vacation leave

**(2) City Contribution – Match.** ~~–~~ The City will match 50% of the eligible employee's contribution to a 401(k) plan, up to 1.5% of the employee's salary.

### 5.030. Medical, Dental, and Optical

The City participates in group medical, dental, and optical programs for its eligible employees. Medical and dental coverage is provided to employees and their dependents. ~~–~~ [Optical coverage is optional](#). South Weber City does not employ more than 50 ongoing, full-time, and full-time equivalent employees and therefore, is not subject to the shared responsibility requirement (play or pay) of the Patient Protection and Affordable Care Act (PPACA). ~~–~~ South Weber City is not

subject to a penalty for any full-time employee if that employee is offered “qualifying coverage” that passes benefits and affordability tests. Coverage offered by the City to eligible employees, is deemed “qualifying coverage” as it meets the benefits and affordability tests that have been required since January 1, 2014.

For purposes of this ~~policy~~Policy, health care eligibility, and in accordance with the PPACA, a full-time employee in one who is employed to work on average at least 30 hours per week, regardless of the internal definition of full-time employment of the hiring entity. There is a Look-Back Measurement Method or a Monthly Measurement Method that can also be used to determine full-time equivalency.

**5.040. Life Insurance.**

The City participates in a group life insurance program. Each benefited employee is provided a term life insurance policy that covers \$40,000.00.

**5.050. Workers Compensation.**

**(a) Participation.** The City participates and contributes ~~into~~ a qualified workers' compensation fund. Employees injured in the course of employment may be eligible for workers' compensation benefits in accordance with the provisions of Title 34A of the Utah Code Annotated, as amended, regarding Workers' Compensation.

**(b) Transitional Work Duties.** In order to assist ill or injured employees in regaining their health and returning to their regular working schedule, the City has a transitional work program.

Transitional duties may be assigned to ease the period from injury through recovery to regular job duties. An evaluation from the treating physician will determine the employee's physical capabilities and serve as a basis for establishing transitional duties.

**5.060. Family Activity Center Membership.**

~~Full-time and part-time employees, as well as elected and appointed officials, receive free family/individual memberships to the Family Activity Center so long as they are employed and in good standing with the City. Part-time employees receive a free individual membership so long as they are employed and in good standing with the City. Volunteer firefighters receive free individual memberships so long as they are actively engaged with the department and remain in good standing, as determined by the City Manager. Employees and volunteer firefighters may purchase family passes by paying the difference between the individual and family pass fee.~~

CHAPTER 6: WORKING CONDITIONS

6.010. Work Hours.

6.020. Americans with Disabilities Act (ADA).

6.030. Harassment Policy

6.040. Sexual Harassment Policy

6.050. Workplace Violence Policy

6.010. Work Hours.

(a) **Employee Work Hours.** Employees are required to report promptly and remain at work at ~~his or her~~their scheduled time, excluding authorized break and meal periods. Late arrivals, early departures, and other unapproved personal absences are not acceptable and shall be subject to disciplinary action. When it is not possible to report to work on time, the employee shall notify his or her ~~supervisor~~Supervisor as soon as possible before the shift begins in accordance with the Leave Procedures set forth in Chapter 4. An employee who is absent from work without notice or authorization shall be subject to disciplinary action up to and including termination and shall not be entitled to compensation for such unexcused absences. An employee who is absent from work without notice or authorization for three (3) or more consecutive days shall be considered terminated, subject to termination procedures set forth herein.

(b) **Time Records.** City employees are required to accurately record their hours worked on forms, or digital format provided by the City. Department Director and ~~supervisor~~Supervisors shall not alter any employee reported time records except as necessary to correct errors.

6.020. Americans with Disabilities Act (ADA).

(a) **Policy.** It is the policy of South Weber City not to discriminate on the basis of disability. No qualified individual with a disability should by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the City, or be subjected to discrimination in employment under any service, program, or activity conducted by the City. Discrimination based on a disability has been held to constitute a violation of the Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended, and shall not be tolerated.

(b) **Purpose.** It is the purpose of this ~~policy~~Policy to communicate to all applicants, employees, and other interested persons dealing with the City that discrimination on the basis of a disability is prohibited and shall not be tolerated. It is further the intent of this ~~policy~~Policy to communicate to persons with disabilities that they have a means to discourage and seek relief from conditions which create barriers for individuals with disabilities or conduct which constitutes discrimination against individuals with disabilities.

(c) **ADA Coordinator.** The City Manager is hereby designated as the ADA Coordinator for the City. The ADA Coordinator shall be responsible for the administration of this ~~policy~~Policy. Any

questions, comments or complaints regarding matters set forth herein should be addressed to the ADA Coordinator, 1600 East South Weber Drive, South Weber, Utah 84405.

**(d) Scope.** This ~~policy~~ Policy shall extend to all conduct defined as discriminatory under the Americans with Disabilities Act as applicable to the City. ~~Specifically, the following conduct shall be prohibited:~~

**(1) Services.** "[N]o qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."42 U.S.C. § 12132, as amended.

**(2) Employment.** ~~No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regards to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.~~42 U.S.C. § 12112, as amended.

**(e) Procedure.** Whenever a person believes he or she has been discriminated against on the basis of a disability regarding access to or benefit from City services, activities, or programs, or in connection with any employment with the City, the following steps should be taken:

**(1) Complaint.** The aggrieved party should file a written complaint with the ADA Coordinator within ten (10) days of the date the ~~Complainant~~ complainant becomes aware of the alleged violation.

**(2) Investigation.** ~~Upon receipt of a complaint, the ADA Coordinator shall immediately notify the Mayor of the complaint and~~ ~~conduct an investigation~~ investigate of the complaint. Investigation of the complaint may include, but is not limited to ~~interviewing the Complainant~~ interviewing the complainant and affording all interested persons and their representatives, if any, the opportunity to submit oral or documentary evidence relevant to the complaint.

**(3) Findings and Conclusions.** ~~The ADA Coordinator shall, within a reasonable time from receipt of the complaint, prepare and distribute to all parties, his or her findings and conclusions from the investigation, including a description of the resolution of the complaint and notice of the~~ ~~Complainant's~~ complainant's right to appeal.

**(f) Retaliation.** Interested persons are entitled to bring good faith complaints hereunder without fear of retaliation. ~~It is unlawful for any person to discriminate against another because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein, and it is further unlawful for any person to coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein.~~ Any interested person who believes he or she has been subjected to any act of retaliation described herein has the right to file a further complaint alleging reprisal as a separate action under this ~~policy~~ Policy.

**(g) Records.** The ADA Coordinator shall maintain or cause to be maintained all records of the City pertaining to ADA rules and regulations and any complaints filed hereunder in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City, and any applicable federal regulations.

**(h) Appeal.** Any person aggrieved by a decision of the ADA Coordinator regarding a complaint filed hereunder may appeal such decision by filing with the City Council a written appeal within ten (10) days from the date of the decision stating the grounds for the appeal. ~~The City Council shall conduct an investigation~~ investigate of the matter and prepare its findings and conclusions within a reasonable time from receipt of the appeal.

**(i) Other Procedures and Remedies.** The grievance procedures provided herein are intended to replace rather than supplement other City grievance procedures for any grievance involving discrimination based upon disability.

#### **6.030. Harassment Policy.**

It is the purpose of South Weber City to maintain a safe and enjoyable work environment free from any form of inappropriate harassment or abusive behavior. South Weber City prohibits all forms of illegal harassment of employees by ~~supervisor~~ Supervisors, managers, fellow employees, elected or appointed officials, volunteers, customers, residents, or visitors. The City will not tolerate harassment of its employees. ~~Under Title VII of the Civil Rights Act, any form of discrimination related to an employee's race, color, sex, religion, national origin, age, sexual orientation, disability, marital, or veteran status is a violation of this~~ policy ~~Policy~~ and will be treated as a disciplinary matter. Sexual Harassment is included among the prohibitions (see section 6.040).

Harassment is inappropriate conduct that undermines the employment relationship that refers to occasional comments that may be considered socially unacceptable. ~~Harassment on the basis of any protected class or characteristic is strictly prohibited under this~~ policy ~~Policy~~. ~~Harassment includes verbal or physical conduct that designates or shows hostility or aversion to an individual because of his or her race, color, religion, national origin, age, disability, sexual orientation, marital, or veteran status, or any other characteristic that is protected by law.~~ ~~The conduct includes, but is not limited to:~~

- a. Epithets, slurs, or negative stereotyping;
- b. Threatening, intimidating, or hostile acts;
- c. Jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or text message).

Retaliation against any employee who rejects, protests, or complains about harassment is prohibited. A complaint procedure is available to employees to report all types of harassment. If employees feel that they are being harassed by a ~~supervisor~~ Supervisor, co-worker, elected or appointed official, volunteer, resident, or visitor because of their race, color, sex, religion, national origin, age, disability, sexual orientation, or marital or veteran status, they should first

let the harassing person know of their objections, if feasible. Additionally, the employee shall report the problem, in writing, as outlined below.

If an employee experiences or ~~is witnesses-witness to~~ harassment in the workplace, he/she shall report it immediately, in writing, to his/her direct ~~supervisor~~Supervisor. If the target for reporting is the person who is harassing the employee, the employee may approach another manager or Department Director. All allegations of harassment will be quickly investigated. To the extent possible, employee confidentiality and that of any and all witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation, and will be provided the opportunity to discuss the outcome with the City Manager.

If circumstances warrant, the City Manager may appoint a ~~two-person~~two-person investigative team to investigate complaints of harassment, submitted in writing. If a two-person team is not appointed, the investigation may be handled by the accused person's manager or Department Director. Complaints of sexual harassment will be investigated pursuant to the Sexual Harassment Policy.

The investigation may also include a thorough review of files and other tangible evidence. The investigators will make every reasonable attempt to ~~rationaly and objectively resolve any questions of credibility~~resolve any questions of credibility between the complaining and the accused employees ~~rationaly and objectively~~.

Information obtained during the course of an investigation of harassment will be maintained in confidence as much as is feasible. It will be released only to individuals who have a need to know it, e.g., individuals who will enable the City to investigate the charges thoroughly and appropriate ~~supervisor~~Supervisors and managers.

Individuals who make false statements during the course of a harassment investigation may be subject to discipline, which may include termination. All employees are expected to cooperate fully with such investigations. Failure to cooperate fully may lead to discipline, which may include termination. Where investigations confirm the allegations, the perpetrator's department will take appropriate corrective and/or disciplinary action.

Bullying is a form of harassment which is also prohibited. Bullying can be physical (hitting, pushing, shoving, and "getting in the face of"), verbal (making fun of, maliciously teasing, threatening, coercing, calling derogatory names) or relational (spreading rumors, ostracizing). Bullying is prohibited regardless of whether or not it is used to target a person of a protected class.

Retaliation for making a harassment complaint is another form of harassment. Retaliation against any employee who rejects, protests, or complains about any type of harassment is prohibited. Retaliation is conduct that would tend to discourage others from making a complaint against harassment, or is intended to punish a person who made a complaint, and includes such behavior as ostracizing or being continually rude towards a person who has complained, denying privileges granted to others, or taking adverse employment action because an employee made a complaint. Retaliation is prohibited regardless of whether or not the original complaint made by the victim or alleged victim of retaliation had any merit.

#### **6.040. Sexual Harassment Policy.**

**(a) Policy.** It is the policy of South Weber City to provide its employees with a work environment free from sexual harassment. ~~Sexual harassment is unacceptable and is prohibited. Sexual harassment shall not be tolerated nor condoned by the City under any circumstances. This ~~zero tolerance~~ zero-tolerance policy~~ Policy applies to all employees, officers, and agents of the City, as well as any other third parties doing business with or served by the City.

**(b) Purpose.** It is the purpose of this ~~policy~~ Policy to communicate to all employees of the City and all persons conducting business with or served by the City that sexual harassment is prohibited. It is also the intent of this ~~policy~~ Policy to inform and communicate to employees experiencing or witnessing sexual harassment that they have a means to discourage and report offensive or inappropriate conduct and that such reports will be immediately ~~investigated~~ investigated, and appropriate action will be taken

**(c) Notice.** All employees of the City shall be responsible for knowing the provisions of this ~~policy~~ Policy regarding sexual harassment. The City Manager shall be responsible for informing employees of any amendments to this ~~policy~~ Policy. ~~Any violation of this policy~~ Any violation of this Policy by City employees shall result in disciplinary action up to and including termination.

**(d) Definitions.** As used herein, the following words shall have the meaning described below:

**(1) "Retaliation"** means a retaliatory action taken against any person complaining of or reporting sexual harassment or any person involved or cooperating in an investigation of sexual harassment or a retaliatory action taken against any other person or property as a result of a sexual harassment complaint and/or investigation.

**(2) "Sexual Harassment"** means unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when: ~~(i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.~~

**(e) Prohibited Conduct.** Sexual harassment of any nature is prohibited under this ~~policy~~ Policy, whether or not such conduct rises to the level of unlawful harassment. ~~Examples of the kind of conduct that constitutes sexual harassment under this policy; includes, but is not limited to, the following types of behavior. Prohibitions hereunder include same-sex harassment.~~

**(1) Sex Role Stereotyping.** ~~This conduct consists of assignment of non-job-related job-related duties, functions, or roles based on gender. Examples include making coffee, serving refreshments, and running errands, when not related or necessary to the functions and responsibilities of the employee's position with the City.~~

**(2) Targeted Gender Harassment.** This conduct includes intentional behavior that is directed at a specific gender. ~~Examples of this kind of prohibited conduct include sexual comments and jokes as well as suggestions or gestures about gender or sexuality.~~

**(3) Targeted Individual Harassment.** This conduct consists of intentional behavior that is targeted at an individual or a specific group which causes serious negative physical or psychological effects to the victim and adversely affects productivity and morale. This prohibited conduct includes negative or offensive sexual comments, jokes or gestures directed to or relating to an individual's gender or sexuality, or unwelcome physical conduct of a non-criminal nature.

**(4) Criminal Sexual Harassment.** This conduct includes behavior which violates state or federal law. Prohibited conduct includes forcible sexual abuse, intentional intimate touching of another (such as buttocks or genitals of another or the breasts of a female), and taking indecent liberties with another individual.

**(f) Employee Responsibility.** Employees shall promptly report any sexually harassing conduct they experience, learn of, or witness utilizing the complaint procedures provided herein. Such prompt reporting will assist the City in eliminating any harassment at an early stage and/or reduce or eliminate any resulting harm.

**(g) Complaint Procedures.** Whenever an employee believes he or she has experienced, learned of, or witnessed any type of sexual harassment, the employee shall report the matter utilizing the following procedures.

**(1) Complaint.** An employee may report and/or complain of any alleged sexual harassment by verbally notifying or filing a written complaint of the harassment with his or her ~~supervisor~~Supervisor. If the employee's ~~supervisor~~Supervisor is implicated in the matter or if the employee does not feel comfortable raising the matter with his or her ~~supervisor~~Supervisor, the employee may verbally notify or file a written complaint with the employee's Department Head or the City Manager. If the Department Head or the City Manager is implicated in the matter or if the employee does not feel comfortable raising the matter with his or her Department Head or the City Manager, the employee may verbally notify or file a written complaint with the ~~City Recorder~~Personnel Director or the Mayor.

**(2) Notice.** Except as otherwise provided herein, any ~~supervisor~~Supervisor, Department Head, ~~City Recorder~~Personnel Director, or the Mayor receiving notice of an alleged incident of sexual harassment, either verbally or in writing, shall take immediate action to report such incident and/or complaint to the City Manager. In the event the City Manager is implicated in the complaint, the Mayor shall be notified by the ~~supervisor~~Supervisor, Department Head, or ~~City Recorder~~Personnel Director of the report or complaint.

**(3) Investigation.** It is an express policy of the City that all complaints of sexual harassment will be investigated. Except as otherwise provided herein, the City Manager, or his or her designee, shall promptly and thoroughly investigate any such complaint of sexual harassment. The investigation shall be undertaken without bias or

premature judgment. The investigation may include interviews with the complaining employee, the subject of the complaint, co-workers, and former employees who may have knowledge of the situation. In the event the City Manager is implicated in any sexual harassment complaint, the Mayor shall cause to be conducted a prompt and thorough investigation of the matter. In such event, all references in Subsections (4) and (5) to the City Manager shall be read to refer to the Mayor. The City may also hire a ~~third party~~ third-party investigator to conduct any investigation of alleged sexual harassment. All investigations shall include, at a minimum, providing a copy of this ~~policy~~ Policy to the complainant and the accused; informing the parties of the law regarding sexual harassment and the provisions of this ~~policy~~ Policy; and reviewing the complaint with the complainant and the accused.

**(4) Decision.** Upon completion and review of the investigation, the City Manager shall determine whether there has been a violation of this ~~policy~~ Policy and shall immediately thereafter take such action as he or she deems appropriate under the circumstances in accordance with applicable procedures regarding the same. In the event a ~~third party~~ third-party investigator has been hired to investigate the matter, the City Manager shall review the conclusions of the investigation and ~~make a determination~~ decide regarding the matter as provided herein. Written notice of the decision, including any appropriate findings and conclusions, shall be prepared and distributed to the parties within a reasonable time from receipt of the complaint.

**(5) Determine Remedy.** If a violation of this ~~policy~~ Policy is found, the City Manager shall determine the appropriate discipline for the violator ranging from written reprimand to termination of employment. The City Manager shall take the following factors into consideration in determining the appropriate discipline, together with any other appropriate factors:

- i. the relationship of the parties;
- ii. the nature of the offense;
- iii. the number of complainants; and
- iv. the number of occurrences.

**(6) File Records.** If the accused is found to have violated this ~~policy~~ Policy, all records concerning the complaint, investigation, findings, and discipline shall be maintained with his or her personnel records. If the accused is found innocent of any violation of this ~~policy~~ Policy, no records concerning the incident shall be maintained with his or her personnel records.

**(h) Confidentiality.** All complaints and investigations of sexual harassment will be confidential to the extent possible under the circumstances and only those persons necessary for the investigation and resolution of the complaint will be provided information. Breach of this confidentiality requirement may result in disciplinary action being taken.

**(i) Retaliation.** Employees are entitled to bring good faith complaints regarding alleged sexual harassment and/or to participate in the investigation of any such complaints without any fear of

retaliation. Retaliation against an accused or any person involved or cooperating in an investigation of sexual harassment is a separate violation of this [policy](#). If an employee believes he or she has been subjected to any act of retaliation resulting from any complaint or investigation of sexual harassment, he or she has the right to file a complaint hereunder alleging retaliation as a separate action under this [policy](#).

**(j) Misuse of Policy.** Any false claims of sexual harassment or allegations made in bad faith will result in disciplinary action taken against the accuser.

**(k) Other Procedures and Remedies.** The grievance procedures provided herein are intended to replace rather than supplement other City grievance procedures for any grievance involving sexual harassment and shall be exhausted prior to pursuing other available remedies.

#### 6.050. Workplace Violence Policy

For purposes of this [policy](#), workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats, or similar actions, attempted destruction, or threats to South Weber City or personal property; which occur in a South Weber City workplace, while using [Company](#) resources, at a [Company](#) work location, or while an individual is engaged in [Company](#) business.

South Weber City strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on South Weber City property will not be tolerated.

Violations of this [policy](#) will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

In the unfortunate event that a credible threat of violence arises, established protocols and awareness can help address the issues promptly.

1. Establish and disseminate an anti-violence policy. Creating awareness of procedures to follow in the event of actual violence or the threat of violence is critical. An employer's personnel manual should include a policy that, at a minimum, prohibits violence and threats in the workplace (including those made in jest) and requires employees to report all related incidents. Of course, in a crisis situation, employees likely will not have time to consult the manual. However, implementing a policy and reviewing it with employees at least annually can help keep protocols top of mind and enable employees to stay calm in the face of a threat or actual violence.
2. Assess the threat. In the event an employee threatens violence, an employer should first assess the seriousness of the threat in order to determine an appropriate course of action. What were the circumstances? Does the employee have a history of erratic behavior? What was the tone of the threat? How specific was it? For example, there may be a significant difference between an employee's off-hand remark(s); and a

specific threat emailed to a coworker ("Jane turned me down for the last time. I have my brother-in-law's gun, and I'll be waiting for her when ~~they~~she comes to work on Monday.")—An employer should weigh all facts in order to assess the seriousness of the threat. If time permits, consider involving an outside investigator.

3. An employer's actions may include changing locks and access codes, securing doors that ordinarily are left open, alerting key employees to the threat, reviewing safety protocols with all employees, and notifying the Davis County Sherriff's Office. If the threat involves imminent harm, an employer should immediately contact law enforcement authorities, lock down facilities, and consult with legal counsel.

Focus on maintaining peace in the workplace. Employers can protect the safety of their employees and reduce the likelihood of workplace violence by following a few simple guidelines:

- Proactively create and maintain a positive work environment;
- Treat terminated employees with courtesy and respect, including providing on-site outplacement support to help diffuse emotions and ~~refocusing~~refocus those affected.

**(A) Action to be Taken.**

Any employee or other individual who makes substantial threats, exhibits threatening behavior, or engages in violent acts on South Weber City premises shall be removed from the property as quickly as safety permits, and may be asked to remain away from South Weber City premises pending the outcome of an investigation into the incident. People who commit these acts outside the workplace, but which impact the workplace are also violating this ~~policy~~Policy and will be ~~handled~~appropriately handled appropriately. South Weber City reserves the right to respond to any actual or perceived acts of violence in a manner the City see fit according to the particular facts and circumstances.

When threatening behavior is exhibited or acts of violence are committed, South Weber City will initiate an appropriate response.

This response may include, but is not limited to, evaluation by external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.—Threats to fellow employees or citizens of South Weber City of using firearms, knives, explosives, or other lethal means will be met with ~~a~~zero tolerance and will end in immediate suspension and/or termination.

No existing South Weber City policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

**(B) Reporting Procedure.**

South Weber City's personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a ~~company-controlled~~ company-controlled site or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated representative is not available, employees should report the threat to their ~~supervisor~~ Supervisor or another member of the management team.

South Weber City understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of South Weber City, people should ~~take action~~ act in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

**(C) ~~Protective or Restraining Orders.~~**

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide to the City Manager, the Department Director, and ~~Human Resources~~ the Personnel Director a copy of the petition and order.

*Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence*

- Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal ~~action, or~~ action or can serve as evidence that an existing restraining order was violated.
- The employee should obtain a restraining order that includes the ~~workplace,~~ ~~and workplace and~~ keep a copy on hand at all times. The employee may consider providing a copy to the police, his/her ~~supervisor~~ Supervisor, or appropriate individuals/departments within the South Weber City administration.
- The employee/employer should provide a picture of the perpetrator to reception areas.
- The employee should identify an emergency contact person should the employer be unable to contact the victim.
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with ~~the appropriate~~ his or her Supervisor. ~~Human Resources personnel.~~
- Work with local law enforcement ~~personnel, and~~ ~~personnel and~~ encourage employees to do so regarding situations outside the workplace.
- We're not an Air Force ~~Base!~~ ~~Limit~~ ~~Base!~~ ~~Limit~~ information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.

## CHAPTER 7: CONDUCT

- 7.010. Personal Appearance.
- 7.020. Public Relations.
- 7.030. Working Relations.
- 7.040. Employee Ethics.
- 7.050. Honesty.
- 7.060. Confidentiality.
- 7.070. Outside Employment.
- 7.080. Personal and Outdoor Activities
- 7.090. Information to the Public.
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- 7.110. Use of City Vehicles.
- 7.120. Equipment Use Policy.
- 7.130. Drug and Alcohol Policy.
- 7.140. DOT Drug and Alcohol Testing.
- 7.150. No Smoking Policy
- 7.160. Notary Public Services Policy

### 7.010. Personal Appearance.

Impressions gained by the public visiting the office or dealing with City employees at any location are very important to the City as a public entity.—Consequently, employees are expected to take pride in their appearance and grooming and to dress in a conservative and appropriate manner.—Clothing must be clean and in good repair at all times.—Employees in departments that require uniforms must adhere to department uniform standards unless otherwise directed by the Department Head.

### 7.020. Public Relations.

Employees are expected to be courteous, cooperative, diplomatic, and discrete in dealing with the public (face to face, telephone conversations, and written correspondence). Employees shall treat all citizens equally and with professionalism and avoid making cultural, ethnic, racist, or sexist slurs. Complaints or concerns expressed by citizens are to be promptly reported or referred to the appropriate ~~supervisor~~Supervisor.

### 7.030. Working Relations.

Employees are expected to maintain a productive and supportive working relationship with others in the course of carrying out their responsibilities. They shall also encourage teamwork, support team efforts, communicate in a constructive manner, and exhibit good listening skills. Employees shall be courteous and cooperative with those they work with, consistently treat others equally and with professionalism and avoid cultural, ethnic, racist, and sexist slurs.

### 7.040. Employee Ethics.

It is the policy of South Weber City to reaffirm that there be no conflicts of interest with ~~city~~City employees and that no employee improperly benefits from holding a position with the City. ~~—~~All employees are required to adhere to legal, moral and professional standards of conduct in the fulfillment of their duties with the City and shall demonstrate the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of the public. ~~—~~Employees, elected and appointed officials, and contracted employees shall adhere to the provisions of the *Municipal Officers' and Employees' Ethics Act*, as set forth in **Utah Code Ann. § 10-3-1301**, et seq., as amended. The appropriate disclosure statement shall be filed annually with the City Mayor when required in accordance with the Act. Employees are encouraged to discuss and raise any questions or concerns regarding public employees' ethical duties with their Department Head or the City Manager when such questions arise.

~~The above does not apply to:~~

- ~~a. Occasional non-monetary gifts under \$50.00 in value.~~
- ~~b. Awards presented publicly.~~

~~In order to provide clear guidance and to avoid any appearance as to conflicts of interest, the City specifically prohibits tickets offered to sporting events, meals offered by individuals or firms who have done or anticipate doing business with the City; provided however, this shall not apply to any offers made in the normal course of business by the City's institutional partners such as Jones and Associates, ULCT, ULGT or any other governmental agencies and professional associations, etc.~~

#### **7.050. Honesty.**

Employees shall be honest in the performance of their duties and responsibilities for the City and in their dealings with the public.

#### **7.060. Confidentiality.**

Unauthorized disclosure of privileged, private, and/or confidential information is prohibited and shall be grounds for disciplinary action, up to and including termination.

#### **7.070. Outside Employment.**

In order to reduce mental and physical fatigue, limit conflicts of interest, and reduce liability insurance expenses, no employee shall be permitted to engage in any outside employment except as provided herein. ~~—~~Any employee desiring to engage in outside employment must submit a request, in writing, to his or her Department Director. ~~—~~The Department Director may conditionally approve such outside employment unless it is deemed to be of an ongoing nature, in which case the City Manager's approval shall be required with the advice and consent of the Department Director. ~~—~~Outside employment may be approved or denied as deemed to be in the best interest of the City in consideration of the following:

(a) Whether the outside employment will in any way interfere with the employee's ability to meet the City's work schedule, including reasonable overtime and standby assignments;

(b) Whether the outside employment will be directly connected with or contingent upon a representation that the employee is in any way representing the City, either directly or indirectly;

(c) Whether the outside employment is consistent and appropriate with the employee's position held with the City;

(d) Whether the outside employment will interfere with the employee's physical, mental, or emotional ability to fully and completely discharge the job duties of his or her City position.

Any request for outside employment shall be retained with the employee's personnel records. Unless otherwise prohibited by law, the City reserves the right to cancel an approval for outside employment when it is deemed such employment is not in the City's best interest. Any employee engaged in outside employment without proper approval required herein may be subject to discipline. City employees may not use City equipment in connection with outside employment, nor may they engage in outside employment while on City time. In no event shall any full-time outside employment be permitted for full-time employees. Employees may not accept other employment which might impair his or her independence of judgment in the performance of his or her public duties as an employee of the City or which might interfere with the ethical performance of such duties.

#### **7.080. Personal or Outside Activities.**

Employees should not perform personal business during working hours. Except as otherwise provided herein or authorized by the Department Director or the City Manager, no personal use of City offices, facilities, supplies, or equipment shall be permitted. Use of City vehicles shall be conducted in accordance with Section 7.080. Use of City telephones for personal calls should be kept to a minimum. If authorized in advance, employees shall reimburse the City for any permitted personal use of City equipment, property or services, such as postage, copies, long-distance or cellular telephone calls, printing, etc.

#### **7.090. Electronic Communications**

##### **(a) Policy**

It is the policy of South Weber City to establish basic guidelines concerning the appropriate use of e-mail, voice mail, text messaging, internet technology, the City's Wi-Fi network connection, and other electronic communication systems owned and provided by the City. All communications over and activities conducted on these systems are the property of the City. The City has provided these systems to its employees and public officials for the purpose of

performing professional responsibilities and duties.—Because email is a primary way the City communicates important information, employees, appointed, and elected officials are encouraged to check for new email messages at least once a week.

Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.

Employees, appointed, and elected officials shall print and file with the appropriate file any and all emails containing substantive information related to City business. Deletion of emails containing substantive information without first printing said emails shall be prohibited. Employees found deleting such records may be subject to disciplinary action in accordance with Chapter 11 of this [policy](#).

Elected Officials are prohibited from using a personal email account from an outside email provider to conduct City business as it can be difficult to maintain appropriate records.

#### **Purpose**

To encourage the proper use of voice mail, email, internet, Wi-Fi, or other communication systems provided by the City.

#### **Guidelines for E-mail, Voice Mail, Internet, Wi-Fi, and other Electronic Communications**

1. The City encourages the appropriate use of all methods of communicating both internally and externally in conducting the affairs of the City.—This includes the use of email, text messaging, voice mail, internet, Wi-Fi, and other electronic communication systems for both City related and personal purposes, but only in accordance with the guidelines in sections 2-5. † Employees, appointed, and elected officials have no expectation of privacy when using any equipment or system provided by the City, are required to follow specific rules and procedures when utilizing these technologies for City business, and/or when using City resources.—The City reserves the right to inspect the contents ~~of~~ of any computer, telephone, cell phone, or any other equipment that is owned by the City.—The City also reserves the right to inspect any web page history, e-mail, voice mail, text message, instant message, downloaded image, or other electronic file residing on the City server as a result of use of any of the above-described items or as a result of the use of the City's internet with personally owned devices (Personal Digital Assistant (PDA), Tablets, Cell Phones).—Any such inspection may occur at any time and for any reason.—Personnel in [supervisor](#) positions should be particularly aware of situations that may warrant monitoring such as:
  - a. Suspicion of a crime or violation of policy
  - b. To monitor productivity

The use of passwords is to prevent unauthorized access by other employees, elected officials, and the public and should not be construed as creating an expectation of privacy by the employee or elected official who uses the password.

2. The City encourages work-related and personal use of City e-mail, voice mail, internet, and Wi-Fi systems for the following purposes:
  - a. To facilitate performance of job functions;
  - b. To facilitate the communication of information, both internally and externally, in a timely manner;
  - c. To coordinate meetings of individuals, locations, and City resources.
  - d. To share ideas and information;
  - e. For personal use during an employee's time off (provided the provision in section 3 (related to prohibited uses) and section 4 (relating to personal use) ~~and are~~ followed); and
  - f. To encourage employee's and elected official's innovation.
3. Prohibited uses of City e-mail, voice mail, internet, Wi-Fi, and any other electronic communication systems include, but are not limited to the following:
  - a. Sending, viewing, downloading, or storing pornographic or obscene images or information on City computers, cell phones, or other City equipment. It is also a violation of the City policy to send, view, or download pornographic or obscene images or information using the City's internet or Wi-Fi systems using any personally owned electronic device (Personal Digital Assistant (PDA), Tablets, Cell Phones) **at any time**. Unsolicited pornography or obscene images are to be reported to the City Manager or the Information Technology Personnel.
  - b. Sending, viewing, or downloading any other offensive, discriminatory, disparaging, or harassing graphical images or information.
  - c. Using any form of electronic communication in a manner that violates the City's sexual harassment policy
  - d. Sending obscene or suggestive images.
  - e. Political endorsements.
  - f. Commercial or business activities not related to the City.
  - g. Personal use of the internet other than brief incidental use.
  - h. Internet usage during official meetings, unless searching for information directly related to the current discussion.
  - i. Threats of harassment.
  - j. Slander or defamation.
  - k. Other illegal activities or activities prohibited by City policy.
4. Employees using City e-mail, internet, Wi-Fi, or other related systems for personal use will be responsible for reimbursing the City for any direct expenses incurred from that use, such as the costs of printing or ~~long distance~~ long-distance calls.
5. Although commercial or business activities not related to the City are prohibited on City e-mail, internet, Wi-Fi systems, South Weber City does allow employees to sell limited personal items using the internal e-mail system. Selling for non-City employees is prohibited.
6. Employees and elected officials are cautioned to not send e-mail to every employee listed in the e-mail system that is indicative of a person's personal beliefs or of a religious nature.

7. E-mail, instant messaging, texts, voice mail, and other electronic communications can be used in court proceedings as evidence. Employees and elected officials are to be professional in their use of electronic communications systems.
8. Violations of this ~~policy~~ Policy will be reviewed on a case-by-case basis and may result in disciplinary action up to and including termination.
9. Violations of this ~~policy~~ Policy that may be construed to be of a harassing nature or that may create a hostile work environment will be treated as a violation of the City's harassment policies.

Employees and elected officials shall keep personal email and other electronic correspondence utilizing city resources to a minimum.

The contracted Information Management Team is responsible and accountable for ensuring employees and appointed and elected officials are able to communicate using the appropriate technologies in an effective, secure method by deploying the appropriate safeguards in the appropriate way.

#### **Electronic Communications under GRAMA**

The following devices and/or technology used to conduct City business may be subject to examination for matters related to ~~human resource~~ personnel matters, litigation disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA):

- a. Computers, tablets, cell phones, and Personal Digital Assistants (PDAs) owned by the City;
- b. Servers and other networks and devices owned by a third party (i.e., email servers, web servers);

#### **Standards of Conduct**

Employees and elected officials are reminded of the requirement to conduct themselves appropriately in all City correspondences as outlined in this ~~policy~~ Policy. Employees, appointed, and elected officials are required to be respectful of individuals and groups in their communications related to City business. Use of profane, vulgar, inflammatory, disrespectful, or derogatory language is unprofessional and is not appropriate in any City correspondence.

#### **Records Retention Roles and Responsibilities**

All electronic communication, including instant messages and text messages, are governmental records and are subject to the same statutes, ordinances, policies, and procedures as their printed counterparts. Employees, appointed, and elected officials are required to appropriately manage the retention and disposition of electronic communications records for which they are responsible. Records deleted or altered which are required to be retained must be restored. Questions regarding record retention should be directed to the City Recorder.

#### **Role Definition of the:**

**Sender.** Employees, appointed, and elected officials that originate a message and send it to another person or persons are the senders of the communication. The sender has the primary responsibility for ensuring messages related to City business are consistent with the City's position on the specific topic, are appropriately managed, and comply with the applicable policies and procedures for the specific type of communication. =

**Recipient.** Employees, appointed, and elected officials to whom a message is sent are the receivers regardless of whether he/she is the primary recipient of the message or were "cc'd or Bcc'd." The receiver has the responsibility to ensure messages related to City business not originating from a City system, such as from a member of the public, are appropriately managed and comply with the applicable policies and procedures for the specific type of message.

**Creator.** Employees, appointed, or elected officials generating new information or content related to City business for a web page or social media site are creators of content. Creators of content related to City business posted on a web page or other social media outlet are responsible to ensure that the information is consistent with the City's position on the specific topic and that content is appropriately managed.

**Participants.** Employees, appointed, and elected officials that enter information or comments related to City business in response to content or entries posted on social media outlets are participants. These employees, appointed, and elected officials are responsible for ensuring the information or comments related to City business are consistent with the City's position on the specific topic.

**Open Meeting Laws.** Elected and appointed officials shall comply with all open meeting laws under UCA Title 52, Chapter 4 and shall refrain from creating situations that violate such law.

Because email is a primary way the City communicates important information, employees, appointed, and elected officials are encouraged to check for new email messages at least once a week.

Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.

Employees, appointed, and elected officials shall archive with the appropriate format any and all emails containing substantive information related to City business. Deletion of emails containing substantive information without first printing said emails shall be prohibited. Employees found deleting such records may be subject to disciplinary action in accordance with Chapter 11 of this [policy](#).

Elected Officials are discouraged from using a personal email account from an outside email provider to conduct City business as it can be difficult to maintain appropriate records. However, if the elected official chooses to use a personal email account to conduct City business, then it is subject to the policy and procedures outlined above and examination for matters related to

~~human resource~~ personnel matters, litigation disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA) as outlined in section C. "Privacy" above.

**Social Media.**

Social media refers to technologies and services designed by third parties to establish virtual communities of members with a common focus of interest. These are effective tools for communicating with the public where appropriate.

Employees, appointed, and elected officials have no expectation of privacy when using any equipment or system owned by the City, and are required to follow specific rules and procedures when utilizing these technologies for City business and/or when using City resources. The City reserves the right to inspect the contents of any computer, telephone, cell phone, or any other equipment that it provides to an employee. The City also reserves the right to inspect any web page history, e-mail, voice mail, text message, instant message, downloaded image, or other electronic file residing on the City server as a result of use of any of the above-described items or as a result of the use of the City's internet or Wi-Fi network connection systems with personally owned devices (Personal Digital Assistant (PDA), Tablets, Cell Phones). Any such inspection may occur at any time and for any reason. Personnel in ~~supervisor~~Supervisory positions should be particularly aware of situations that may warrant monitoring such as:

- c. Suspicion of a crime or violation of policy
- d. To monitor productivity

Elected and appointed officials shall not communicate with each other about public business through social media and should avoid online relationships that could create the appearance of a conflict of interest.

Social Media shall be used and viewed as a second outlet to provide information to the public and shall, whenever possible, route people back to the city's official website. Unless otherwise specified, social media shall be considered ~~a record copy and/or~~transitory in nature and shall not be subject to record retention.

**(1) Twitter.** The City shall actively use Twitter to alert residents of upcoming events, provide information, etc.

**(2) City Website.** The City shall actively maintain a website to provide the public with information of upcoming events, forms, code information, etc. An official electronic version of the site shall be retained by the website host for 30 days. Comments received and responded to from the website (sent via separate email), shall follow the email policy and procedures outlined above.

**(3) Facebook.** The City's Facebook page(s) shall be created in accordance with current Facebook policies. Whenever possible it shall be used to redirect the public to the city's official website for more information.

**(a) Site Administrator(s).** The City Manager shall direct one person and one alternate person to act as the Facebook site administrator(s). This person will be responsible for posting content, responding to comments/requests (where applicable) and overall monitoring of the site.

**(b) Disclaimer Statement.** The City Attorney has prepared the following disclaimer statement to be linked to any City Facebook page:

"Welcome to the official Facebook® fan page of South Weber City, where you will find recent news stories, information, and notices regarding happenings here in South Weber. All fans of our page must comply with both Facebook® Terms of Use as well as those policies and limitations set forth herein. South Weber City reserves the right to edit or remove content that violates Facebook® Terms of Use or is deemed inappropriate by South Weber City. While South Weber City has the sole right to edit or remove content, it does not have the responsibility to do so. Content which violates Facebook® terms and/or which may be inappropriate for the site, includes but is not limited to one or more of the following: • graphic, obscene, explicit, or racial comments or submissions, including comments that are abusive, hateful, or intended to defame anyone or any organization. • Personal attacks on South Weber City employees or other users of this page. • Solicitations or advertisements, including promotion or endorsement of any financial, commercial, or non-governmental agency, as well as attempts to defame or defraud any financial, commercial, or nongovernmental agency. • Comments that suggest or encourage illegal activity. • The appearance of external links on this site does not constitute endorsement, either officially or unofficially, on behalf of South Weber City. By your participation, you agree that you are participating on this page at your own risk, and by participating you agree further that you are taking personal responsibility for your comments, your username, and any information provided, including posting of personally identifiable information (e.g., phone numbers, email addresses, etc.). In addition, you agree to indemnify and defend South Weber City and its officers and employees from any claims or damages resulting from your interaction with this site. You further agree to hold South Weber City harmless from any claims or damages you may suffer resulting from your participation and/or interaction with this site. We do not allow advertisements or the offering to sell any goods or services, or conduct or forward surveys, contests, or chain letters. We do not allow downloading of any file posted by another user of or from a forum that you know, or reasonably should know, cannot be legally distributed in such manner. You are not allowed to upload or attach files that you know or should know contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer. You are not allowed to delete any author contributions, legal notices, or proprietary designations or labels in any file that is uploaded. South Weber City strongly encourages parents and guardians to supervise their children's use of this page. User generated content, including video, photos, wall posts, and comments, does not reflect the opinion or policies of South Weber City, its officers, employees, contractors, or affiliates. South Weber City (a) does not represent or warrant the accuracy of any statement made herein, (b) is not responsible for any User Content on this site, and (c) does not endorse

any opinions expressed on this fan page. Finally, please keep in mind that this site is run by people, just like you. We are doing our best to keep the site interesting and informative and always appreciate your constructive criticism, but please be respectful. “

**(4) Prohibited Use.** Personal use of social media shall not be used during official meetings or during work hours. Personal social media accounts shall not be used as a forum for city business.

**(5) Prohibited Content.** Prohibited content includes political activities, harassing or offensive language or images, endorsements of any product, service or private organization, and commercial and fund-raising activities, except those sponsored or sanctioned by the City.

**(6) Employee Personal Use of Social Media Accounts.**

Because personal communications of employees may reflect on the City, personal social media accounts shall not be used as a forum for ~~city~~City business, especially if employees are commenting on City business, ~~supervisor~~Supervisors, or City policies, and because information posted by employees on social media sites or the internet may be spread to large audiences without the ~~employees~~employees' knowledge or permission, the City has an interest in regulating employees personal use of social media. ~~Employees~~ Employees who are known as such may be seen by citizens as representatives of the City and such employees' activities on social media networks may reflect upon the City. ~~Employees~~ Employees and elected and appointed officials are expected to maintain an online image that is consistent with the City's goals and objectives.

Nothing herein shall be construed to prevent an employee from speaking out on matters of public concern provided that the employee's interest in making the communication outweighs the City's interest as an employer in preventing the communication. Examples of situations where the City's interest in preventing an employee communication may outweigh the employee's interest in making the communication include, but are not limited to, situations where the speech could:

- 1) Impair discipline by superiors or harmony among co-workers,
- 2) Have a detrimental impact on close working relationships for which personal loyalty and confidence are necessary,
- 3) Impede the performance of the speaker's duties,
- 4) Interfere with the regular operation of City business, or
- 5) Undermine public confidence in the City where public confidence is important to the successful accomplishment of the City's mission.

Therefore, with respect to the personal use if social media, all employees shall:

- I. Comply with privacy protection laws, ~~e-g-e.g.~~ GRAMA, HIPPA, and protect sensitive and confidential information.

- II. Not use the City logo or trademarks on the employee's social media networks unless approved to do so by the City Manager. Employees shall follow all copyright laws.
- III. Not make any disparaging comments about the workplace, City policies, ~~supervisor~~Supervisors, co-workers, elected officials, citizens, customers, or other persons associated with the City.
- IV. Not use personal social media channels for internal business communications or disagreements among fellow employees. It is fine for employees to disagree, but employees should not use external blogs or other online social media channels to air their differences publicly.
- V. Not discuss or comment on City business or information that has not yet been made public such as unannounced strategies or projects, potential property acquisitions or divestitures, legal or regulatory matters affecting the City, and other similar subjects that could negatively affect the City. If an employee is uncertain about the sensitivity of a particular subject, the employee should seek advice from the employee's manager or the City's legal department before talking about it or simply refrain from the conversation.
- VI. Refrain from sharing anything via social media channels that violates the right to privacy of an employee, customer, or other person with whom the City does business. Examples of social media disclosures that may compromise the right to privacy include, but are not limited to, pictures, video or audio recorded and shared through social media channels without the permission of any single person featured, or the public disclosure of private facts or the disclosure of information gained through unreasonable intrusion. A violation of the right to privacy under this section shall be enforced on a complaint basis. An employee who receives a complaint or a request to remove a picture, video or audio featuring another person, shall promptly remove such content. An employee shall not be subject to discipline under this section unless the employee fails to promptly remove such content or unless the employee acted maliciously in the posting of content featuring another person.
- VII. Not post any information to any blog, social networking site, or other public internet site, that would discredit or disparage the City.

Any employee who identifies himself/herself as a City employee on a social media site either directly (by stating occupation or place of employment) or indirectly (by posting a photo of the employee in a City uniform or in clothing with a City logo), or whose affiliation with the City is known or can readily be inferred shall with regard to their activities on social media:

- a. Not use ethnic slurs, profanity, or statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individuals.
- b. Not post any material or engage in any speech containing obscene or sexually explicit language, images, or acts.

**(7) Emergency Use.**—If social media is used during an emergency, it shall be considered a record and shall be maintained as such.

**(h) Text Messages / SMS.** Employees and appointed and elected officials may use text messaging technologies where informal communication is appropriate in the conduct of City business.—Text messaging shall be treated in the same manner as a phone conversation. No record of correspondence is retained once the text message has been deleted from the sending or receiving device.

Employees and appointed and elected officials are responsible for capturing information contained in a text message where that message is pertinent to City business and where, in their best judgment, the information should be retained.—Text messages retained on the sending or receiving device may be reviewed as part of investigations into work related misconduct including but not limited to ~~human resource~~ personnel matters, litigation disclosure, and forensic analysis, whether or not legal action may be required to obtain those records not contained on City owned devices.

#### **7.100. Information to the Public**

It is the policy of South Weber City that City departments and other government agencies may submit information about events, programs, policies, and other items to be disseminated to the public to increase community awareness.

1. All information for the Community Newsletter, updates, utility bills, special flyers, and employee newsletters must be approved by the City Manager.
  - a. Information for the above-listed items must be submitted according to deadlines established by the City Manager.
  - b. Information for the above-listed items must meet a City purpose. No private information will be accepted.
  - c. Information for the above-listed items should be submitted through electronic format whenever possible.
  - d. Information submitted for the above-listed items is subject to editing and redesign.
2. Non-City flyers, advertisements, and/or notices will not be accepted in the Community Newsletter, utility bills, etc. unless otherwise authorized by the City Manager.

#### **7.110. Use of City Vehicles.**

**(a) Purpose.** The purpose of this Section is to establish guidelines for the use of City vehicles by employees. Employees using City vehicles shall comply with this Policy. Employees failing to operate City vehicles in compliance with this Policy shall be subject to disciplinary action.

**(b) Official City Business.** Except as provided in Subsection (k), the use of City vehicles by employees shall be limited to official City business, provided that reasonable incidental stops may be made while ~~en~~in-route of City business or during break or lunch periods.—City vehicles

are not to be taken outside of the City limits without ~~supervisor~~Supervisor approval. Any questionable situations should be cleared with the City Manager or his designee.

**(c) Use Agreement and Driver's License Verification.** Each employee using a City vehicle shall sign a Vehicle Use Agreement and Driver's License Verification Form prior to using a City vehicle, and shall carry a valid Utah Driver's License corresponding to the type of vehicle being operated. The City shall have the right to review the driving records of all employees before hire and annually in order to identify unsafe or uninsurable drivers. City employees required to operate City vehicles as a function of their jobs, who are found to have poor driving records, may be subject to disciplinary action up to and including termination. Any employee having his or her Driver's License suspended or revoked shall immediately report such suspension or revocation to the Department Head.

**(d) Authorized Passengers.** Non-City persons may only ride in City vehicles in connection with official City business and when accompanied by a City employee. No other persons such as family or friends of employees or strangers are permitted to ride in City vehicles unless otherwise authorized by the City Manager.

**(e) Parking and Operation.** All employees using City vehicles shall operate the vehicles in a safe manner and in accordance with all state and local traffic regulations, including, but not limited to, all posted and required speed limits. Employees shall exercise defensive driving skills to prevent accidents, and shall wear a seat belt at all times the vehicle is in operation. The employee shall be responsible for any citation or parking ticket received for non-compliance with such regulations.

**(f) Secured Loads.** Drivers of City vehicles shall be responsible to secure all loads adequately to ensure that items in their vehicles do not fall off or blow off in transit.

**(g) Vehicle Maintenance.** Employees are responsible for the daily care and general maintenance of City vehicles under their control or assigned to them, provided however, that no repair or other alteration to the vehicle shall be made without authorization from their ~~supervisor~~Supervisor. Any suspicions regarding mechanical problems or any equipment breakdown, defect, or failure involving a City vehicle shall be reported immediately to their ~~supervisor~~Supervisor. No ~~supervisor~~Supervisor should knowingly require a subordinate to operate an unsafe vehicle or equipment.

**(h) Vehicle Abuse.** Any employee abusing a City vehicle shall be subject to disciplinary action. Vehicle abuse includes any intentional or unintentional misuse or misapplication of any City vehicle for a purpose other than that for which it was intended. Vehicle abuse shall include, but shall not be limited to, failure to provide proper maintenance of the vehicle such as checking the oil, tires, and windows, and failure to observe normal driver responsibility.

**(i) Accidents.** Employees shall not admit fault to an accident. Employees shall immediately report any accident or damage involving a City vehicle to their ~~Supervisor~~Supervisor in accordance with the accident reporting procedures set forth in Chapter 8.

**(j) Take-Home Vehicle Use.** Employees who are issued a City vehicle shall not be permitted to use the City vehicle for commuting to and from work. ~~All~~ City vehicles shall be parked and locked nightly either at the Public Works building or City Hall.

**(k) Private Vehicle Use.** When circumstances require an employee to use his or her private vehicle for City business, the employee shall be paid mileage reimbursement approved by the Department Head in the amount specified in the Internal Revenue Code. ~~Employees~~ shall be required to maintain appropriate insurance for such vehicles and shall be responsible and liable for any damage to the same.

**(l) Minors.** Employees must be 17 years of age or older to drive a city vehicle on public roads as part of their employment. ~~A 17-year-old~~ 17-year-old employee may drive on public roads only if the following requirements are met:

- (1) Driving is limited to daylight hours.
- (2) The employee has a license valid for the type of vehicle being driven.
- (3) The employee has successfully completed a state approved driver education course and has no record of moving violation at time of hire.
- (4) The vehicle does not exceed 6000 lbs. GVW.
- (5) All occupants must be in seat belts when vehicle is moving.
- (6) Driving is only occasional and incidental.
- (7) The minor driver may not do the following:
  - (i) Operate any other vehicle besides automobiles and trucks on public roads.
  - (ii) ~~Transport~~ more than three passengers, including fellow employees.
  - (iii) Drive more than 30 miles from the ~~city~~ City shop.
  - (iv) Talking on the phone or texting while driving.
  - (v) Use ~~head~~ phones or other devices that can impair hearing.

**(m) Use of Cell Phones and other Mobile Devices.** Employees are prohibited from talking, texting, reading emails, and performing any other activity with a cell phone or any other mobile device while operating ~~city~~ City vehicles and mechanical equipment. Employees who need to use a cell phone or other mobile device shall first stop the vehicle or mechanical equipment in a safe location and put the vehicle in park prior to using the device.

**(n) ~~Safety Belt Policy~~**

In order to reduce unnecessary risk to employees and the City, it is the policy of South Weber City that all employees use available safety belts while traveling in City vehicles for or on [city City](#) business.

1. All occupants of vehicles owned by the City shall use available front and rear safety belts in a proper way as long as the vehicle is in mobile operation.
  2. A City vehicle should never have more passengers than there are seatbelts.
  3. Occupants of privately-owned vehicles whether operated at personal or [city-City](#) expense shall abide by the above-stated guideline while on [city-City](#) business.
  4. Appropriate disciplinary action may be taken for violations of this [policyPolicy](#). Such action may include loss or reduction of workers' compensation benefits for injuries suffered that are in violation of this [policyPolicy](#).
  5. City employee-s shall not operate a City vehicle in a manner that would violate city, state, and/or federal laws.
  6. The Risk Manager shall develop the means to periodically audit the implementation of this [policyPolicy](#).
- (o) Violations.** Employees who violate these directives are subject to disciplinary action, up to and including termination.

**7.120. Equipment Use Policy.**

Operators of equipment within the City shall be trained and certified to operate such equipment. Appropriate training records should be maintained by the department.

**7.130. Drug and Alcohol Policy.**

**(a) Purpose.** It is the purpose of this Policy to provide guidelines for the implementation and management of a drug and alcohol testing program for the City.—This Policy is intended to provide a safer and more efficient work force by avoiding the negative circumstances created by employee drug and alcohol abuse.—The provisions of this Policy are intended and shall be interpreted to be in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act.

**(b) Definitions.** As used in this Policy, the following words shall have the following meaning:

- (1) "Alcohol"** means the intoxicating agent in beverage alcohol, beer, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
- (2) "Drugs"** means any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other recognized drug compendia, or supplement to such compendia, and its metabolite.

(3) "Employee" means any full-time, part-time, introductory, or limited employee of the City and any person employed by or providing services for the City in a safety sensitive position.

(4) "Employer" means South Weber City (hereinafter referred to as "the City").

(5) "Prospective Employee" means any person who has made application for full-time, part-time, or safety sensitive position of employment or volunteer services with the City and who has been selected as a final applicant by the City.

(6) "Refusal to Submit" to a test means that the employee (1) fails to provide adequate breath for alcohol testing as required herein without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide an adequate urine sample for controlled substances testing as required herein without a genuine inability to provide a specimen after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process.

(7) "Sample" means urine, blood, breath, saliva, or hair.

(8) "Safety-Sensitive Position" means any position involving duties which directly affect the safety of governmental employees or the general public, or positions where there is access to controlled substances during the course of performing job duties.

(9) "Utah Local Governmental Entity Drug-Free Workplace Act" means the Drug-Free Workplace Act set forth at Utah Code Ann. § 34-41-101, et seq., as amended.

(c) **Applicability.** This Drug and Alcohol Testing Policy shall apply to all City employees, including those City employees who are required to comply with the DOT Drug and Alcohol Testing Policy, to the extent permitted therein.

(d) **Policy.** Alcohol or drug abuse can impair an employee's ability to ~~safely and effectively perform the functions of the particular job~~perform the functions of the particular job safely and effectively; increase accidents, absenteeism, and substandard performance; create poor employee morale; and/or undermine public confidence in the City's work force. It is the Policy of the City to employ a work force and create a work-place free from such ~~adverse effects~~adverse effects of alcohol and drug abuse. Violation of this ~~policy~~Policy may be cause for disciplinary action up to and including termination.

(e) **Regulations.** No employee of the City may possess, sell, or be under the influence of any drugs or alcohol during working hours, when conducting City business, or while on City premises, as shown by the presence of such substances or their metabolites in the employee's system.

Off-the-job drug use and/or alcohol consumption, which affects an employee's job performance, jeopardizes the safety of employees, the public, or ~~city~~City equipment or results in behavior that is a discredit to the City, is prohibited. An employee who is on-call shall not consume alcohol or any drug which may impair his/her ability to perform assigned duties. Any employee who is

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called back to work during non-scheduled work hours and has recently consumed alcohol or drugs which impair his/her ability to safely perform his/her duties shall notify the ~~supervisor~~Supervisor-Supervisor of the impairment and shall not report to work. An employee who is convicted of a drug or alcohol related offense shall provide notice to the City in writing of the conviction.

Employees in safety sensitive positions or who drive ~~city~~City vehicles as part of their job duties shall notify their ~~supervisor~~Supervisor-Supervisor before beginning work, or during the work shift, when taking any medication or drugs, whether prescribed or not, that may cause a safety hazard.

An employee who is injured in a ~~work-related~~work-related accident and is found to be in violation of any of the above provisions may have his/her worker's compensation disability benefits reduced.

An employee who is a drug user or alcohol abuser is encouraged to seek help either through the City's Employee Assistance Plan or through other community resources. An employee who violates any of the above provisions shall be subject to disciplinary action up to and including termination in accordance with the City's ~~Human Resources~~Personnel Policies and Procedures.

**(f) Testing Required.**—In accordance with the provisions of this Policy, all prospective and current employees shall be subject to drug and alcohol testing as a condition of hiring and/or continued employment with the City.—Failure to comply with this Policy may result in the City refusing to hire a prospective employee or disciplinary action for current employees, up to and including termination.

**(g) Basis for Testing.** Prospective and current employees shall be subject to testing for the presence of drugs and/or their metabolites and alcohol by the City in accordance with the provisions of this Policy as a condition of hiring, continued employment, and voluntary services for any of the following reasons.

**(1) Pre-Employment.**—Final applicants selected for any full-time, part-time, or safety sensitive position with the City shall be subject to drug testing as a condition of employment.

**(2) Pre-Announced Periodic.** Employees may be subject to pre-selected and pre-announced drug and alcohol testing as a condition of continued employment conducted on a regular schedule.

**(3) Accidents.** Employees involved in any work-related accident involving the loss of life or substantial harm to any person or property shall be subject to drug and alcohol testing as determined by the employee's immediate ~~supervisor~~Supervisor-Supervisor or City Manager.

**(4) Reasonable Suspicion.**—Employees acting in a manner which raises reasonable suspicion that the employee has improperly used or reported to work under the influence of drugs or alcohol shall be subject to drug and alcohol testing.—"Reasonable Suspicion" shall be determined by the Supervising Agent and shall mean an articulated belief based

upon recorded facts and reasonable inferences drawn from those facts that the employee is in violation of this Policy.

**(5) Random.** Employees shall be subject to unannounced drug and alcohol testing. Employees shall be selected for random testing by using a method uninfluenced by any personal characteristics other than job category.

**(6) Rehabilitation.**—Employees in any rehabilitation program shall be subject to drug and alcohol testing in accordance with the program requirements.—Rehabilitation testing means: unannounced, but pre-selected drug or alcohol testing done as part of a program of counseling, education, and treatment of an employee in conjunction with this Policy.

**(7) Compliance.** Employees shall be subject to drug and alcohol testing when required by [State-state](#) or federal law.—See DOT Drug and Alcohol Testing Policy regarding additional drug and alcohol testing requirements for employees subject to commercial driver's license requirements under the Omnibus Transportation Employees Testing Act and the Department of Transportation Regulations enacted thereunder.

**(h) Testing Procedures.**

**(1) Consent.** Prior to submitting to a drug and alcohol test required herein, [prospectiveprospective and-or](#) current employees shall sign a Consent Form authorizing the test, permitting the release of test results to the appropriate personnel, and providing the prospective or current employee the opportunity to explain or provide information the employee considers relevant to the test, including current or recent use of prescription and non-prescription drugs or other relevant medical information.

**(2) Collection.** All sample collection for drugs and alcohol testing under this Policy shall be performed under reasonable and sanitary conditions.—Sample collection, documentation, storage, and transportation to the place of testing shall be performed in a manner that reasonably precludes the probability of sample misidentification, contamination, or adulteration and which ensures the privacy of the individual being tested. The instructions, chain of custody forms, and collection kits, including bottles and seals used for sample collection shall be prepared by an independent laboratory certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology.—Sample collection shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an entity independent of the City.

**(3) Samples.** Employees shall submit a split urine sample for drug testing or retesting as required herein.—The urine sample shall be divided into two specimen bottles by the collection entity in accordance with the Utah Governmental Entity Drug-Free Workplace Act. Employees shall submit to a breath alcohol test for alcohol testing required herein.

**(4) Testing.** Sample drug testing shall conform to scientifically accepted analytical methods and procedures and shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an independent laboratory certified for

employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology.

**(5) Time.** Any drug or alcohol testing required by the City under this Policy shall occur during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

**(6) Costs.** Except as otherwise provided, the City shall pay all costs of sample collection and testing required herein, including the cost of transporting current employees to the testing site if the testing is conducted at a place other than the work site.

**(i) Results.**

**(1) Positive Results.** Positive test results shall refer to those test results that meet or exceed the standard permissible levels of substance in the body as set forth in the Federal DOT Rules and Regulations if addressed therein, or by standards adopted by the State of Utah if not addressed by the Federal DOT Rules and Regulations. Specifically, an employee's alcohol concentration shall not exceed the limits set forth in Subsection (e) of the City's DOT Drug and Alcohol Testing Policy.

**(2) Notice.** Prospective and current employees shall be notified as soon as possible of any positive test results conducted in accordance with this Policy by telephone or in writing at their last-known telephone number and address and told of his or her option to have the split urine sample tested as provided in Subsection (4).

**(3) Confirmation.** Before the result of any test required herein may be used as a basis for action by the City, the positive test result shall be verified or confirmed using a gas chromatography, a gas chromatography-mass spectroscopy, or other comparably reliable analytical method.

**(4) Second Test Option.** If the test results of the urine sample indicate the presence of drugs or their metabolites, the donor of the test shall have seventy-two (72) hours from the time he or she is notified of such results to request, at his or her option, to have the split urine sample tested. The cost of the second test shall be paid by the donor, unless the second sample tests negative, in which case the City shall pay for the cost of the second test. In addition to the initial test results, the test results of the split sample shall be considered at any subsequent disciplinary hearing if the requirements of this Policy have been complied with in the collection, handling, and testing of the samples.

**(j) Action.**

**(1) Discipline or Refusal to Hire.** The City may use confirmed positive test results, or any refusal of a prospective or current employee to take the test or to sign the Consent

and Release Form, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees.

**(2) Rehabilitation.**—The City may also require that an employee rendering positive test results under this Policy enroll in a City-approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, at the expense of the employee and as a condition of continued employment.

**(3) Procedure.** Any disciplinary action taken by the City for violation of this Policy shall be in accordance with the City disciplinary procedures.—Such procedures shall include any required pre-disciplinary hearing and proper appeal proceedings.

**(k) Policy Distribution.** This Policy shall be distributed to employees and made available for review by prospective employees.

**(l) Records.** The use and disposition of all drug and alcohol test results and records shall be considered confidential and are subject to the limitations of the Utah Government Records Access and Management Act and the Americans with Disabilities Act.

**(m) Prescribed Drug Use.** This Policy shall not apply to the proper use of drugs prescribed to an employee by a licensed physician who has been informed of the employee's occupation and job duties and is of the opinion that the employee can safely work while taking the prescribed drug.—All employees shall inform the licensed physician of the employee's occupation and job duties and ask the physician if the employee can safely perform such duties while taking the prescribed drug.—If the licensed physician is of the opinion that the employee cannot safely work or perform his or her job duties while taking the prescribed drug, the employee shall report the prescribed drug use and the physician's opinion regarding its use in writing to the employee's ~~supervisor~~Supervisor-Supervisor or the City Manager prior to performing any work for the City.

**(n) Disclaimers.**

**(1) Physician/Patient Relationship.** A physician/patient relationship is not created between a prospective or current employee and the City or any person performing the test, solely by this Policy and the procedures set forth herein.

**(2) Disabled.** A prospective or current employee shall not be considered "disabled" for purposes of the Utah Anti-Discriminatory Act or the Americans with Disabilities Act solely by reason of testing positive under the terms of this Policy.

**(3) Law Enforcement.** The provisions of this Policy shall not apply to the possession of drugs or alcohol by law enforcement officers during the performance of and in the normal course of their duties for purposes of confiscation, undercover operations, and training.

#### **7.140. Department of Transportation (DOT) Drug and Alcohol Testing.**

**(a) Purpose.** It is the purpose of this Policy to provide guidelines for the implementation and management of a drug and alcohol testing program for City employees who are subject to the

Commercial Driver's License drug and alcohol testing requirements under the federal Omnibus Transportation Employee Testing Act of 1991 and the Department of Transportation Regulations promulgated thereunder. The provisions of this Policy are intended and shall be interpreted in accordance with the Omnibus Transportation Act and the Department of Transportation Regulations as defined herein.

**(b) Applicability.** This Policy applies to all City employees who operate a commercial motor vehicle in commerce and who are subject to the Commercial Driver's License requirements of the Department of Transportation, hereinafter "CDL Employees." All other employees shall comply with the Drug and Alcohol Testing Policy rather than the provisions set forth herein. All City CDL employees shall be subject to the testing requirements of this Policy and the City Drug and Alcohol Testing Policy, subject to the following limitation. When the provisions of this Policy are applicable to a certain situation, this Policy shall be complied with and no other testing requirements may be imposed. However, when provisions of this Policy do not apply to a situation which is otherwise covered by the City's Drug and Alcohol Policy, CDL employees shall be subject to testing under the City's Drug and Alcohol Policy. For instance, if a CDL employee is involved in an accident involving loss of life requiring testing under this Policy, the employee would be subject to testing under this Policy and not subject to testing under the other Policy. However, if the employee is involved in an accident not requiring testing under this Policy but requiring testing under the other Policy, the CDL employee would be subject to testing under the other Policy. In any case, if there is any conflict between this Policy and any other ~~policy~~ Policy or regulation of the City, the requirements of this Policy shall control and no other testing requirements shall be imposed which would conflict or hinder compliance with this Policy.

**(c) Policy.** Alcohol ~~and or~~ controlled substance abuse in the workplace ~~is~~ is a threat to the safety, health, and job performance of employees and it is the Policy of the City to employ a work force and create a work place free from such adverse effects of alcohol and controlled substance abuse. It is further the Policy of the City to balance the employee's privacy interest with the City's need to comply with the DOT Regulations and testing requirements for employees subject to the Commercial Driver's License requirements. Violation of this ~~policy~~ Policy may be cause for disciplinary action up to and including termination.

**(d) Definitions.** As used in this Policy, the following words shall have the following meanings:

- (1) **"Alcohol"** means the intoxicating agent in beverage alcohol, beer, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- (2) **"Consortium"** means an entity that provides alcohol or controlled substances testing as required by the Department of Transportation rules and regulations and that acts on behalf of the City for conducting such tests.
- (3) **"Controlled Substances"** shall include marijuana, cocaine, opiates, amphetamines, phencyclidine, their metabolites, and any other controlled substance or its metabolite designated for required testing by the DOT Regulations. Specimens collected under this Policy may only be used to test for controlled substances and their metabolites as

defined herein and shall not be used to conduct any other analysis or test unless otherwise specifically authorized by DOT Regulations.

(4) **"DOT Regulations"** means the rules and regulations promulgated by the U.S. Department of Transportation for alcohol and controlled substance testing requirements for employees subject to the Commercial Driver's License requirements pursuant to the Omnibus Transportation Act of 1991, including, but not limited to §§ 49 C.F.R. 40 and 49 C.F.R. 382, as amended.

(5) **"Employee"** means any person in the service of the City who is required as part of his or her job duties to operate a commercial motor vehicle in commerce and is subject to the Commercial Driver's License requirements of § 49 C.F.R. 383, as amended.

(6) **"FHWA"** means the Federal Highway Administration.

(7) **"Refusal to Submit"** to a test means that the employee:—(1) fails to provide adequate breath for alcohol testing as required by the DOT Regulations without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide an adequate urine sample for controlled substances testing as required by the DOT Regulations without a genuine inability to provide a specimen after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process.

(8) **"Safety-Sensitive Functions"** means any duties requiring a Commercial Driver's License or other duties deemed safety-sensitive under the DOT Regulations.—An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

(9) **"Substance Abuse Professional"** means a licensed physician or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders as defined in the DOT Regulations.

**(e) Prohibitions.**

(1) **Alcohol Concentration.** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

(2) **On-Duty Alcohol Use.** No employee shall use alcohol while performing safety-sensitive functions.

(3) **Pre-Duty Alcohol Use.**—No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.

**(4) Post-Accident Use.**—No employee may use alcohol for eight (8) hours following an accident in which the employee is required to take a post-accident test, or until he or she undergoes the post-accident test.

**(5) Controlled Substance Use.** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, as shown by the presence of drugs or their metabolites in the employee's system, except when the use is pursuant to the instructions of a physician as set forth herein.

**(6) Controlled Substance Testing.**—No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or their metabolites in the employee's system.

**(7) Refusal to Submit.** No employee shall refuse to undergo a required alcohol or controlled substance test.

**(f) Testing Required.**—All employees subject to this Policy are required to abide by this Policy and the testing requirements set forth herein as a condition of employment.—Employees shall be subject to pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-duty testing, and follow-up testing as set forth herein.—Prior to submitting to testing required herein, employees shall sign a Consent Form authorizing the test and permitting release of the test results to appropriate personnel.

**(g) Pre-Employment Drug Testing.**—Prior to the first time an employee performs a safety-sensitive function for the City, the employee shall undergo testing for controlled substances. The City shall not allow an employee to perform a safety-sensitive function unless the employee has been administered and the City has received a controlled substance test result from a Medical Review Officer indicating a verified negative test result.—A controlled substance test may not be required if the employee has participated in a drug testing program that meets the DOT Regulations within the previous thirty (30) days and all other exception requirements as set forth in the DOT Regulations are satisfied.

**(h) Random Testing.**

**(1) Required Alcohol Testing.**—Except as otherwise provided by the DOT Regulations, at least twenty-five percent (25%), of the number of City CDL employees, shall be randomly tested for alcohol each year in accordance with the DOT Regulations.

**(2) Required Controlled Substance Testing.**—Except as otherwise provided by the DOT Regulations, at least fifty percent (50%) of the number of City CDL employees shall be randomly tested for controlled substances each year in accordance with the DOT Regulations.

**(3) Selection Technique.**—The selection of employees for random alcohol and controlled substance testing shall be made by a scientifically valid method, such as a random number table or computer-based random number generator that is matched with

the employee's Social Security number, or other comparable identifying numbers. Under the selection procedure, each employee shall have an equal chance of being tested each time selections are made.

**(4) Unannounced Tests.** Random alcohol and controlled substances tests conducted hereunder shall be unannounced and the dates for administering the tests should be spread reasonably throughout the calendar year.—An employee notified of selection for random alcohol or controlled substances testing shall proceed to the test site immediately.

**(5) Time for Alcohol Testing.**—Employees shall be randomly tested for alcohol only while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

**(6) Consortium.** The City may contract with a consortium to administer and manage its random drug and alcohol testing requirements.

**(i) Reasonable Suspicion Testing.**

**(1) Testing Required.**—Employees shall submit to an alcohol and/or controlled substances test when a trained and approved ~~supervisor~~Supervisor-Supervisor has reasonable suspicion to believe that the employee has violated the prohibitions of this Policy.

**(2) Reasonable Suspicion.**—The ~~supervisor~~Supervisor's-Supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and/or controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.—Reasonable suspicion observations for use of controlled substances in violation of this Policy may include indications of the chronic and withdrawal effects of controlled substances.

**(3) Suspicion Form.**—The ~~supervisor~~Supervisor-Supervisor shall complete a signed and written record of his or her observations leading to a controlled substance or alcohol test under reasonable suspicion using a "Reasonable Suspicion Form" prepared by the City within twenty-four (24) hours of the determination or before the results of the test are announced, whichever is earlier.

**(4) Alcohol Testing Requirements.**—The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.—Alcohol testing under reasonable suspicion must be made during, just preceding, or just after the period of the work-day that the employee is required to be in compliance with this Policy.

**(5) Time Limit for Alcohol Test.**—If a test required by this Section is not administered within two (2) hours following the determination of reasonable suspicion, the City shall prepare and maintain on file a record stating the reasons the test was not promptly administered.—If a test required by this Section is not administered within eight (8) hours following the determination, the City shall cease attempts to administer an alcohol test and shall prepare and maintain a record regarding the same.

**(6) Records.** Records required to be maintained under this Section shall be submitted to the FHWA in accordance with the DOT Regulations.

**(7) Performance.**—Notwithstanding the absence of a reasonable suspicion alcohol test under this Section, no employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the City permit the employee to perform or continue to perform such functions until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

**(8) Action.** The City shall not take any action under this Section against an employee based solely on the employee's behavior and appearance, with respect to alcohol or controlled substance use, until an alcohol and/or controlled substance test has been conducted and confirmed in accordance with this Policy.

**(j) Post-Accident Testing.**

**(1) Testing.** As soon as practicable following an accident involving a commercial motor vehicle, the City shall test for alcohol and controlled substances of each surviving driver when:

- (i) the driver was performing a safety-sensitive function with respect to the vehicle and the accident involved loss of human life; or
- (ii) the driver receives a citation under [State-state](#) or local law for a moving traffic violation arising from the accident, if the accident involved; or
- (iii) bodily injury is sustained by any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- (iv) one or more motor vehicles incurs disabling damage as a result of the accident, as defined by the DOT Regulations, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

**(2) Available for Testing.** An employee subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to the testing. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a

driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

**(3) Time Limit for Alcohol Test.**—If a test required by this Section is not administered within two (2) hours following the accident, the City or its agent shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this Section is not administered within eight (8) hours following the accident, the City shall cease attempts to administer an alcohol test and shall prepare and maintain a record regarding the same.

**(4) Time Limit for Controlled Substance Test.**—If a test required by this Section is not administered within thirty-two (32) hours following the accident, the employer shall cease attempts to administer a ~~controlled substances~~controlled substance test, and prepare and maintain on file a record stating the reasons the test was not promptly administered as set forth in Subsection (3).

**(5) Records.** Records required to be maintained under this Section shall be submitted to the FHWA in accordance with the DOT Regulations.

**(k) Return to Duty Testing.**

**(1) Alcohol Testing Required.**—Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subsection (e) concerning alcohol, the employee shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

**(2) Controlled Substance Testing.**—Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subsection (e) concerning controlled substances, the employee shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

**(l) Follow-Up Testing.**

**(1)** Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances in accordance with provisions set forth herein, the employee shall be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional consisting of at least six (6) tests in the first twelve (12) months following the employee's return to duty and in accordance with the DOT Regulations.

**(2) Time for Testing.** Follow-up testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(m) Testing Procedures.**—All testing conducted under this Policy shall comply with the alcohol or controlled substance testing procedures set forth in the DOT Regulation, including but not limited to § 49 C.F.R. 40, as amended.—All procedures used for testing shall be conducted in a manner which protects the employee and the integrity of the testing processes, safeguards the validity of the test results, and ensures that the results are attributed to the correct employee. Employees shall be notified of any positive alcohol or controlled substance test results in accordance with the DOT Regulations.

**(n) Confirmation Tests.** Alcohol tests with a result of 0.02 or greater shall be confirmed by a second test that provides quantitative data of the alcohol concentration.—Controlled substances tests with a positive result shall be confirmed by a second analytical procedure to identify the presences of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from the screen test in order to ensure reliability and accuracy.

**(o) Results.** No employee shall be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by this Policy until the procedures set forth herein are complied with.—Any employee found to have violated the prohibitions set forth in Subsection (e) shall be removed immediately from safety-sensitive functions and shall be required to undergo evaluation and treatment set forth herein. Any employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04, shall not be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test.—No other action shall be taken against the employee for test results showing an alcohol concentration of less than 0.04, unless otherwise authorized by law or City Policy.

**(p) Referral.** Each employee who has engaged in prohibited conduct under Subsection (e) of this Policy shall be advised by the City of the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

**(q) Evaluation.** Each driver who engages in conduct prohibited by Subsection (e) of this Policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

**(r) Treatment.** Each employee identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use shall be evaluated by a substance abuse professional to determine that the employee has properly followed any rehabilitation program and shall be subject to unannounced follow-up alcohol and controlled substance tests in accordance with this Policy.—Evaluation and follow-up testing required herein shall be at the expense of the employee.

**(s) Action.** The City may use confirmed positive test results, or any refusal of a prospective or current employee to take the test, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees. Any disciplinary action taken by the City for violation of this Policy shall be in accordance with the City disciplinary procedures. Such procedures shall include any required pre-disciplinary hearing and proper appeal proceedings.

**(t) Policy Distribution.** Educational materials, including this Policy, shall be ~~provided and~~ distributed to all City employees subject to the requirements set forth herein. Each employee shall be responsible for reading this Policy and shall file an Employee Acknowledgment Form with the City certifying that he or she has received a copy of this Policy. Any employee questions regarding this Policy or the DOT Regulations may be addressed to the City Manager.

**(u) Records and Confidentiality.** The City shall maintain records of its alcohol misuse and controlled substances use program in accordance with the DOT Regulations and for the time periods required therein. The records shall be considered confidential and shall be maintained in a secure location, separate from other personnel records, with controlled access. Confidential records will be shared on a ~~need-to-know~~need-to-know basis only, provided that the employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substance, including any records pertaining to his or her alcohol or controlled substances tests.

**(v) Prescribed Drug Use.** Employees taking prescribed medications may not report to duty unless the employee advises the physician of the employee's occupation and job duties and the physician is of the opinion that the employee can safely perform such job duties while taking the prescribed drug. If the licensed physician is of the opinion that the employee cannot safely work or perform the employee's job duties while taking the prescribed drug, the employee shall report the prescribed drug use and the physician's opinion regarding its use in writing to the employee's ~~supervisor~~Supervisor or the City Manager prior to performing any work for the City.

**(w) Background Checks.** The City shall follow the requirements for background checks for employees with past substance abuse violations in accordance with the DOT Regulations. Prospective employees shall complete and sign a Release Form to allow the City to review previous test results in accordance with the DOT Regulations. The City shall not use an employee to perform safety-sensitive functions if the City obtains information on the employee's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested; by the employee, without obtaining information on a subsequent substance abuse professional evaluation and/or determination and compliance with the DOT Regulations for return to duty testing.

#### 7.150. No Smoking Policy

1. In order to conform with local, state, and federal law, and to eliminate the health hazards of passive smoking, it is the policy of South Weber City that smoking shall not be permitted in ~~city~~City buildings, vehicles, and facilities. Smoking shall not be permitted in any ~~city~~City building, vehicle, or facility, including maintenance areas. Smoking at the

City Center complex or outside of any other City buildings shall only be permitted in areas designated by ordinance.

2. Department Directors responsible for a building (FAC, Fire Station) and/or facility shall place cigarette butt receptacles and "no smoking" notices at each main entrance to the building.

#### 7.160. Notary Public Services Policy

It is the policy of South Weber City that all certified notaries employed as part of the South Weber City Administrative Office, adhere to the highest standards of competence and responsibility in the providing of notary public services. Notaries Public of the aforementioned office shall never:

- a. Perform, nor be instructed to perform, any notarial act which the notary or the notary's ~~supervisor~~Supervisor knows to be false or violates notary law or correct procedures; and/or
- b. Notarize ~~and any~~ signature without the maker of the signature first appearing personally before the notary;

Notaries public of above referenced office shall:

- a. Exercise reasonable care to properly verify the identity of the maker of the signature by means of personal knowledge or by valid satisfactory evidence;
- b. Correctly maintain a notary journal of all notarial acts they perform;
- c. Refuse to execute a notarial certificate on any document the truth or legality which is uncertain; and
- d. Exercise diligence and utmost care in the performance of all notarial acts.

## CHAPTER 8: SAFETY

- 8.010. Employee Duties.
- 8.020. Report of Accident.
- 8.030. Risk Management Policies.
- 8.040. Occupational Injuries and Accidents
- 8.050. Workers' Compensation Claims
- 8.060. Medical Examinations.
- 8.070. Claims and Lawsuits

### 8.010. Employee Duties.

Employees shall implement safety precautions at all times and must be aware of conditions that may be hazardous. Any unsafe conditions should be reported immediately to a ~~supervisor~~ Supervisor or the City Manager and reasonable measures should be taken to remedy the hazardous condition. Employees shall maintain ~~his or her~~ their work area in a clean and safe condition and shall adhere to all requirements of City safety rules and regulations. Failure to comply with such safety provisions may result in disciplinary action, up to and including termination.

### 8.020. Report of Accident.

**(a) Accident Defined.** For purposes of this Section, accident shall be defined as any incident where possible damage to property, injury to personnel, or possible liability against the City may result. Accidents are not limited to automobile accidents, but include collision with stationary objects, individuals falling on stairs or walkways, etc.

**(b) Reporting.** All accidents or injuries shall be reported immediately to a ~~supervisor~~ Supervisor. When deemed necessary by the ~~supervisor~~ Supervisor, a written report shall be prepared by the employee and submitted to their ~~supervisor~~ Supervisor within twenty-four (24) hours from the occurrence. Any ~~supervisor~~ Supervisor who receives a written report of an accident or injury shall immediately refer the matter to the City Manager. Upon receiving notice of an accident or injury and the employee's written report of the incident, and when deemed necessary, the employee's ~~supervisor~~ Supervisor or City Manager, as the case may be, shall fill out an Accident Report Form, including a description of the date, time, place, witnesses, circumstances, and extent of injury. The Accident Report Form should be filled out within five (5) days of the occurrence of the accident. An employee's failure to report an accident or injury may result in denial of a Worker's Compensation claim and may result in disciplinary action up to and including termination. Employees shall not admit fault to an accident.

**(c) Manager Responsibility.** All claims for damages, either for or against the City, as a result of an accident, and all communications and correspondence with insurance companies, attorneys and other third parties regarding accidents or injuries shall be handled by the City

Manager's Office on behalf of the City. Unless otherwise authorized, employees should not discuss such matters with outside parties and shall refer all such inquiries to the City Manager.

**(d) Vehicle Accidents.** In addition to the above requirements, an employee involved in an accident involving a City vehicle, should immediately call the police and should not attempt to move any vehicles involved in the accident. All accidents involving City vehicles must be immediately reported to the City Manager regardless of the amount of damage. Employees shall not admit fault to an accident.

**(e) Drug Testing.** Employees involved in any work-related accident involving the loss of life or substantial damage/harm to any person or property, as determined by the employee's immediate ~~supervisor~~ Supervisor-Supervisor or City Manager, shall immediately submit to a drug and alcohol test. For accidents other than those determined to as substantial, the employee's ~~Supervisor~~ Supervisor, Department Head, or the City Manager may still require the employee submit for drug and alcohol testing.

**(f) Threats of Suicide.** The appropriate response to a medical emergency or to a situation of imminent suicidal risk is to call 911.

South Weber City employees are advised to report all suicide threats, attempts, and preparatory efforts that occur to the appropriate authorities, which may include an emergency contact, designated Employee assistance Program (EAP), etc. This includes incidents that have occurred at work as well as incidents that have occurred away from the workplace.

### 8.030. Risk Management Policies.

It is the policy of South Weber City to provide a safe work environment, to place responsibility for risk management with each department, to establish a City Risk Management Committee, and to reduce the potential for loss from risk exposures in all city, department, and individual employee activities.

**(a)** Department policies and programs shall address the following areas of concern:

1. Each Department Director is responsible for risk management in his or her department and shall be responsible to fully implement all applicable Utah Local Governments Trust (ULCT) risk reduction programs.
2. Each ~~director~~ Director shall develop and maintain policies and practices designed to meet the particular risk management needs of his or her department. Department Directors shall be responsible for imposing appropriate discipline on employee(s) who violate established safety rules, policies, and/or procedures.
3. Citizen Safety. Department policies and procedures shall be designed to promote the safety and protection of private individuals and property.
4. Employee Safety. Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, property, etc. Department policies and procedures shall provide appropriate levels of safety for individual employees. Adequate training, appropriate supervision, reasonable scheduling, proper equipment, and other management tools should be utilized in creating a safe working environment. Safety concerns will include the following:

- i. All vehicles and equipment will be maintained and operated in a safe manner. Each department shall establish a method for employees to report unsafe equipment and working conditions.
- ii. No employee shall operate or be assigned to operate any vehicle or equipment that is not in safe operating condition as determined by established standards.
- iii. Safety features shall be a factor in the purchase of new equipment and vehicles.
- iv. ~~City Owned Property~~ Department policies and procedures shall be designed to properly maintain ~~city~~City-owned property and equipment.

**(b) Risk Management Committee.**— In order to provide review of accidents a City Risk Management Committee is hereby formed consisting of the City Manager, Finance Director, City Recorder, City Treasurer, and all Department Heads of the City, or their authorized designee. ~~— The Committee shall create programs and policies, that assist departments in reducing exposures and losses or that address broad, city wide risk issues. — The Committee may consider risk management related recommendations received from employees, employee groups, outside consultants, or citizens. — The Committee shall, periodically, receive a report regarding insurance coverage, loss history, and risk management activities. — The Committee may create sub-committees for the purpose of studying particular risk related issues and making recommendations.~~

The Risk Management Committee shall ~~also~~ act as the Accident Review Committee that will review each vehicle accident and determine if it was preventable ~~or non preventable.~~ — In making such determinations the Committee shall ascertain the cause of the accident and how similar accidents can be avoided in the future. Any employee involved in an accident may be required to appear before the Risk Management Committee to explain his or her actions and circumstances involved. ~~The Committee shall also make recommendations as to what, if any, discipline is warranted in accordance with provisions of Chapter 11 of the South Weber City Policies and Procedures Manual.~~ Each department in the City is expected to maintain a safe workplace for its employees consistent with federal, state, and local safety codes and regulations.

**(c) Risk Manager.** The Risk Manager is responsible for coordinating risk management activities in the City as follows:

- 1. The City ~~Manager or designee~~Recorder shall act as the City Risk Manager ~~and~~ will be a resource and assist the Risk Management Committee, Departmental Accident Review Committee, Department Directors, and employees in the implementation of risk management and safety programs in their area and in the organization of departmental risk management activities and training.
- 2. The Risk Manager is responsible for overseeing insurance coverage in the City to ensure that coverage is ~~adequate~~adequate and policies are kept up to date.
- 3. The Risk Manager shall negotiate claims settlement and resolve claims with the public and employees. The Risk Manager is responsible for reporting all property, liability, and worker's compensation claims to ~~Utah Local Governments Trust (ULCT) in accordance with ULCT policies, the City's insurance provider(s).~~
- 4. ~~The Risk Manager shall act as the contact person in working with ULCT on liability claims and shall also be the contact person in working with the City's third party administrator for worker compensation claims.~~

**Risk Management Practices:**

The health and safety of every employee is extremely important to South Weber City. ~~Supervisor~~Supervisors are constantly working to ensure that all employees have necessary safety equipment and that every workplace is safe. Safety is stressed, but each employee is expected to recognize his/her responsibility and to think and act safely. Remember, it is your attitude that sets the example for your fellow workers.

Many departments have functioning safety committees constantly reviewing the workplace and evaluating reported accidents or injuries. It is up to each employee, however, to report every accident or injury no matter how minor it may seem. Each incident must be reported to your ~~supervisor~~Supervisor within 24 hours. An accident report should then be completed and forwarded to the Risk Manager.

The following practices are to help employees work safely. If you have any questions, please contact the Risk Manager at 801-479-3177 ext. 207.

**1. Personal Safety**

Most accidents are the direct result of carelessness so it is each employee's responsibility to think and act in a safe and careful manner. If you do not understand equipment or materials that you are required to use, ask your ~~supervisor~~Supervisor to demonstrate their safe use before you use them. If you find any conditions that may be hazardous to yourself, a fellow worker(s), or the public, shall report them to your ~~supervisor~~Supervisor or someone in authority immediately. If necessary and where possible, remain near the hazard to warn others and send someone else to report it.

**2. General Safety Guidelines:**

**A. Employees**

1. When a worker is first employed he/she shall be given instructions regarding applicable hazards and safety precautions. Prior to operating any equipment for the first time the ~~supervisor~~Supervisor shall ensure that an employee has read the safety material and is qualified and trained in how to operate the equipment.

2. Where employees may be subject to known job-site hazards, such as flammable liquids and gases, poisons, caustics, harmful plants and animals, toxic materials, confined spaces, etc., the ~~supervisor~~Supervisor shall instruct the employee in the recognition of hazards, procedures for protecting themselves from injury, and proper first aid procedures in the event of injury. When required by OSHA regulations Material Safety Data Sheets (MSDS) sheets shall be posted in areas where chemicals are in use.

3. Employees shall obey all safety rules and regulations.

4. Only persons authorized by their ~~supervisor~~Supervisor shall operate power equipment such as cranes, lifts, hoists, and industrial trucks.

~~5. The supervisorSupervisor shall approve employees, qualified by training or experience, to operate equipment and machinery.~~

~~6. Employees shall report all observed safety hazards to their supervisorSupervisor.~~

~~7. Employees are strongly advised to wear and use all safety equipment and guards provided to perform required work.~~

~~8. Employees shall pay strict attention to their work.~~

~~9. Fighting, wrestling, and horseplay shall not be tolerated.~~

~~10. Warning signs and procedures are posted to identify dangerous conditions and shall be obeyed.~~

~~11. No employee shall remove, displace, destroy, or damage any safety device, safeguard, or warning unless instructed to do so by his/her supervisorSupervisor.~~

~~12. Employees shall use safety equipment appropriate to their assigned task such as safety glasses, hearing protection, gloves, and hard hats.~~

~~13. The supervisorSupervisor shall ensure that warning signs, cones, lights, and devices are provided and properly displayed for any work that is done in streets and other exposed locations, as specified by the Manual on Uniform Traffic Control Devices (MUTCD) and department rules.~~

~~14. Employees should never spray themselves or others with compressed air or oxygen.~~

~~15. Employees shall not take short cuts in or over dangerous places in order to complete a job related duty.~~

#### **B. Workstations**

~~1. The principles of ergonomics (the way people interact with their environment) can be used to make your job easier and reduce the physical strain on your body. Proper posture can be a great help to your on-the-job well being.~~

~~2. If most of your workday is spent in front of a Video Display Terminal (VDT) screen, being comfortable is not a luxury—it is a necessity. Be sure your workstation is arranged according to principles of ergonomics. You will work better and more efficiently with these principles in place.~~

~~3. Good ergonomics include:~~

- ~~a. Positioning the top of the VDT screen at eye level.~~
- ~~b. Slightly angling the keyboard and adjusting its height so the user's arms hang freely.~~
- ~~c. Locating the VDT 18 to 28 inches from your eyes.~~
- ~~d. Keeping your spine straight and your head upright.~~

e. ~~Sitting back in your chair.~~

f. ~~Keeping your knees at about the same level as your hips.~~

g. ~~Using a footrest if necessary.~~

4. ~~Incorrect hand position can lead to hand or wrist discomfort. To avoid discomfort:~~

a. ~~Keep your wrists in a straight line with your forearms.~~

b. ~~Take periodic breaks to give your hands a brief rest.~~

5. ~~Eye strain is caused by overexertion of the muscles that focus your eyes. Eyes strain and glare can lead to headaches and blurred vision. Taking short breaks will help relax your eyes.~~

6. ~~Long periods of sitting, staring, and concentrating can be hard on your body. The National Institute for Occupational Safety and Health (NIOSH) recommends taking a short break every couple of hours when you're doing uninterrupted computer work.~~

7. ~~Taking a break from your computer doesn't mean taking a break from work. When you feel your concentration is starting to lag, move to a different task. Mailing, filing or printing are examples of tasks that can be done while you are away from your terminal.~~

### ~~C. Office Safety~~

1. ~~DO NOT operate any office machinery that has moving parts unless proper precautions have been taken to avoid catching hair, ties, jewelry, or clothing in machine parts.~~

2. ~~All office electrical equipment should be properly grounded prior to use.~~

3. ~~Exposed wiring or cords of any kind should be properly secured so as to prevent tripping hazards.~~

4. ~~All defective equipment shall be reported to the immediate [supervisor](#)Supervisor who will take steps to correct the unsafe condition.~~

5. ~~Use safety precautions when using office equipment, scissors, paper cutters, etc.~~

6. ~~Do not open more than one file drawer in a cabinet at a time.~~

7. ~~Close all file drawers when leaving the cabinet.~~

8. ~~Never leave the bottom drawer empty when the files are in the upper drawers. Load file cabinets so the heaviest load is in the bottom drawer. Do not place heavy objects on high shelves or cabinet tops because putting heavy objects there or taking them down may cause a strain or fall.~~

9. ~~Never climb on cabinets, shelves, chairs, etc. If materials are stored above an easily reached level use a stepladder.~~

10. ~~Do not stand on chairs, boxes, or crates.~~

~~11. Employees should not use rubber-based glue, aerosols or paint without proper ventilation.~~

~~————~~ **D. Housekeeping**

~~1. Each employee is responsible for cleaning his/her work area.~~

~~2. Oil and grease, when spilled on the floor, shall immediately be wiped up or sprinkled with an absorbent floor compound.~~

~~3. Tools shall be collected and returned to their proper place when not in use. Make sure that no tool or other appliance has been left in any machine or place where they might fall or cause damage when the machine is operated.~~

~~4. Walkways, stairways, and fixed ladders shall be kept free of obstructions.~~

~~5. Employees shall not hang clothing, towels, rags, or other combustible materials on radiators, hot electrical lines, or similar locations.~~

~~6. Food and/or food waste shall be disposed of properly and in a timely manner.~~

~~————~~ **E. Ladders, Stairs, Scaffolds & Staging**

~~1. All ladders and stepladders shall be checked by the employee before use to make certain that rungs and side rails are in sound condition.~~

~~2. Portable straight ladders shall be firmly placed and secured when in use. If there is potential slipping danger the ladder shall be held by a fellow worker or lashed in place. The desirable climbing angle for a straight ladder is approximately 70 degrees.~~

~~3. Both hands shall be used when ascending or descending a ladder. Caution shall also be used when carrying tools or materials on a ladder.~~

~~4. When it is necessary to place a ladder in front of a blind doorway the door shall be locked or guarded by a fellow worker.~~

~~5. Barrels, boxes, chairs or crates shall not be used in place of stepladders or portable steps as working platforms.~~

~~6. Scaffolds, work platforms, and staging shall be erected by qualified personnel and inspected by the ~~supervisor~~Supervisor at appropriate periods to ensure that the structure is safe.~~

~~7. All above ground stairways, catwalks, gangways, and open work areas shall be provided with substantial guardrails.~~

~~8. All high stages and scaffolds shall be equipped with lifelines, which must be worn by personnel working on such structures.~~

~~9. Tools and materials shall not be left unsecured in any elevated place. When practicable, the area beneath an overhead operation shall be roped off and marked with warning signs.~~

~~10. Employees shall immediately report any damaged ladder or scaffolding to their supervisor and place a sign or warning on the ladder so it will not be used until repaired.~~

~~11. Employees shall never attempt to shift a ladder while they or others are on it.~~

~~12. Metal ladders shall not be used around electrical equipment.~~

**(de) Safety Incentive Program.** A "Safety Incentive Program" has been established for the Public Works Department to motivate and reward employees for maintaining and creating a safe work environment. The goal of the program is to proactively promote safety and to reduce the likelihood for accidents, as defined in section 8.020 of this ~~policy~~ Policy.

#### **8.040 Occupational Injuries and Accidents.**

It is the policy of South Weber City that occupational injuries and accidents shall immediately be reported to the appropriate ~~city~~ City officials. The purpose of this ~~policy~~ Policy is to provide for immediate notification and reporting of occupational injuries and accidents; and assess unsafe conditions, the extent and nature of injuries, and any liability exposures. Specific reporting policies and practices are as follows:

1. Employees shall immediately notify their ~~supervisor~~ Supervisor or Department Director of an occupational injury or accident.
2. Employees shall immediately notify the City's Risk Manager of a fatality or serious occupational injury. Serious injury shall include amputations, fractures of major bones (both simple and compound), and hospitalization. The Risk Manager shall immediately notify the Utah Occupational Safety and Health Offices when required by law or regulation.
3. During non-business hours, employees shall also immediately notify the Davis County Sheriff of a fatality or serious occupational injury. The Davis County Sheriff shall also notify the Risk Manager as soon as possible.
4. Upon notification of injury or accident, the ~~supervisor~~ Supervisor, Division Manager, or Department Director shall complete the following:
  - i. An ACCIDENT/INCIDENT REPORT filled out by the ~~supervisor~~ Supervisor and the employee. The ACCIDENT/INCIDENT report may be completed electronically or in hard copy form.
  - ii. The ACCIDENT/INCIDENT REPORT should be forwarded to the Risk Management office within 48 hours of the accident. Reports that are completed electronically will automatically be forwarded to the Risk Management office.
  - iii. All reports shall be reviewed by the Department Director. This review shall not delay the delivery of the report to the Risk Manager. If this review is not immediately practical, copies of incomplete reports shall be forwarded to the Risk Manager within 48 hours of the accident. Once the review is complete, an updated final copy of the report shall be forwarded to the Risk Management office.
  - iv. Failure to report a work-related injury or illness as outlined in this ~~policy~~ Policy may result in the delay of Workers' Compensation benefits, and may result in disciplinary action. Workers' Compensation claims are to be conducted as

outlined in section 5.040. of the South Weber City Policies and Procedures Manual.

### 8.050-- Workers' Compensation Claims

#### If an Injury Should Occur

An employee, who is injured on-the-job, no matter how slight, must report the incident to their ~~supervisor~~Supervisor-Supervisor immediately. **Employees may lose their right to workers compensation benefits if they fail to report injuries promptly.** ~~Supervisor~~Supervisors must contact the Risk Manager immediately if the injury is serious or if time off work is prescribed by a medical doctor. An "Accident/Incident" form must be filled out by the employee and ~~supervisor~~Supervisor-Supervisor on all reported injuries and returned to Risk Manager within 48 hours.

#### Medical

Employees requiring medical attention for an on-the-job injury that occurs during regular business hours must report to:

**Ogden Intermountain Work Med  
1355 Hinckley Drive  
Ogden UT, 84401  
801-387-6151**

Employees exposed to blood should go to Ogden Regional or McKay-Dee Hospital.

For life or limb threatening accidents/illness, the employee should go to the nearest emergency facility. These emergencies include compound fractures, pelvis and femur fractures, unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Call 911 in these instances and the paramedics will direct the care of the employee.

Urgent situations are those requiring immediate care but are not life threatening. Examples include bone fractures other than those listed above, or injuries requiring stitches. These types of injuries can be treated at Work Med, **801-387-6151**.

Except in cases of life or limb threatening accidents or illnesses, employees must seek initial medical treatment only from the facilities specifically identified in this ~~policy~~Policy (IHC Work Med, Ogden Regional Medical Center, McKay-Dee Hospital, and Davis County Regional Medical Center). If employees seek medical treatment from another provider, employees may be required to pay any charges in excess of the customary charges for the treatment.

Failure to follow the City's Workers' Compensation policies may result in disciplinary action.

#### Special Medical Procedures

Procedures such as surgery, MRI's, CAT scans, physical therapy, and chiropractic sessions require prior approval from the City's Workers' Compensation Third Party Administrator. If an employee fails to obtain prior approval, the employee may be required to pay the entire bill for the unauthorized services.

#### Return to Work After a Work-Related Injury

1. **Return to Work – Full Duty:** Immediately following initial treatment for a work-related injury, the employee shall return to work for regular full duty unless directed otherwise by the treating

medical provider. The employee shall obtain a written return to work release from the medical provider and shall immediately provide a copy of the work release to the employee's ~~supervisor~~Supervisor-Supervisor and to the Risk Manager. ~~Supervisor~~Supervisors shall not allow an employee to return to work unless a written work release is provided from a medical professional.

**2. Return to Work – Modified Duty:** If the treating medical provider places work restrictions on the employee, and the employee is unable to return to full duty, the employee shall return to work either immediately following initial treatment, or the next business day, regardless of the employee's regular work schedule. The employee shall provide a copy of the written work restrictions to the employee's ~~supervisor~~Supervisor-Supervisor and the Risk Manager.

3. South Weber City has a permissive return to work policy. Temporary transitional assignments are mandatory and, where practical, these assignments will be made available to all injured employees who are unable to immediately return to full duty following a work-related injury. If a transitional assignment is available and the employee chooses not to accept the transitional assignment, the employee shall not be eligible to receive Workers' Compensation wage replacement benefits and will not be allowed to use their accrued sick leave. Temporary transitional assignments shall be given in accordance with the "Return to Work after Serious Injury or Illness" section in this ~~policy~~Policy manual.

**4. Return to Work – Off Duty:** Because the City has a permissive return to work policy, it is rare that an employee will be unable to return to a temporary transitional assignment. If an employee receives direction from the treating medical provider to remain off work for a period in excess of one full calendar day, the employee shall immediately notify the Risk Manager.

#### **Payroll for Workers' Compensation Temporary Disability**

1. An employee requiring medical attention on the same day as an on-the-job injury should not be charged sick leave or workers' compensation that day. The entire shift should be paid as regular time worked.
2. An employee begins his/her waiting period for workers' compensation wage replacement benefits effective the first full day of time off work due to an on-the-job injury as reported by the doctor. For the purpose of calculating waiting periods, days with time off include weekends and unscheduled workdays.
3. The waiting period for workers' compensation wage replacement benefits is three (3) days after the time off work is confirmed by a doctor's report. Days counted as time off do not need to be consecutive. If an employee returns or has been released to return to work, a new doctor's report must confirm time off for further workers' compensation benefits. A ~~full-time~~full-time employee may use sick or vacation leave during this waiting period.
4. If time off work is required due to a workers' compensation injury, the person preparing payroll must notify the Risk Manager on the day time-cards are due. The City's Workers' Compensation Third Party Administrator will determine appropriate waiting periods, leave supplements, and amounts of workers' compensation owed.

#### **Workers' Compensation Temporary & Permanent Disability Benefits**

All qualifying workers' compensation disability benefits shall be awarded in accordance ~~to to~~ the State of Utah Workers Compensation Act. The City's Workers Compensation Third Party Administrator shall make payment of these benefits.

**Reduction, Denial or Loss of Workers' Compensation Benefits**

Workers' Compensation benefits may be reduced, denied, or lost as provided by state law. Failure of employees to follow procedures for reporting and processing Workers' Compensation claims as required by state law and the Utah Labor Commission may result in the reduction, denial, or loss of Workers' Compensation benefits. Employees should also be aware that benefits may be in jeopardy when:

1. An employee fails to use or tampers with safety devices provided by the City.
2. An employee fails to obey any order or reasonable rule adopted by the City for the safety of the employee.
3. The major contributing cause of an employee's injury is the employee's use of illegal substances.
4. The major contributing cause of an employee's injury is the intentional abuse of drugs in excess of prescribed therapeutic amounts.
5. The major contributing cause of an employee's injury is intoxication from alcohol.

**8.060. Medical Examinations.**

Post-offer applicants and current employees may be required, as legally appropriate and as permitted under the Americans with Disabilities Act, to submit to medical examinations. An applicant who has received a job offer may be required to undergo a medical examination to demonstrate ability to safely perform the essential functions of the position. Employment offers are contingent upon satisfactory completion of such examinations. As a condition of continued employment, employees may be required to undergo periodic job-related medical examinations in accordance with applicable legal restrictions and requirements. All medical examinations required by the City shall be paid for by the City in accordance with Utah Code Ann. § 34-33-1, as amended. All records regarding medical examinations of applicants and employees shall be maintained as classified in accordance with the Utah Government Records Access and Management Act, as set forth in Utah Code Ann. § 63-2-101, et seq., as amended.

**8.070. Claims and Lawsuits**

In order to protect employees and the City from additional risk by providing timely response to claims and lawsuits through proper claims handling procedures, it is the policy of South Weber City that claims and lawsuits against the City or its employees shall be handled in a systematic and expedient manner.

1. Any employee receiving a claim or notice threatening legal action shall immediately notify the Risk Manager and forward to the Risk Manager all written documents together with a description of the manner in which the claim or notice was received.

2. Upon receiving any claim or notice of legal action, or threat of legal action, the Risk Manager shall:

- a. Immediately record the claim with the City Recorder's Office.
- b. Analyze the claim to determine the appropriate action to be taken. Care shall be taken in handling claims so as not to prejudice the City's right to defend itself nor to conflict with the rights and procedures of the City's current insurance carrier.
- c. Notify the City Attorney's [Office-office](#) of serious claims that may develop into lawsuits.
- d. Notify the Utah Local Governments Trust (ULGT) within one business day of serious occurrences likely to give rise to significant liability. Lawsuits to be covered by ULGT and Notices of Claims to be handled by ULGT are to be sent to ULGT within three business days.

3. The Risk Manager shall manage all claims as follows:

- a. Obtain the necessary information from the claimant and conduct an in-house investigation.
- b. Discuss each claim and the pertinent information with the Director of the [Department department](#) affected by the claim. The Risk Manager will seek input from the Department Director before deciding the disposition of the claim.
- c. Coordinate and subrogate third party claims on behalf of the City.

4. The Risk Manager shall immediately forward all lawsuit documents to the City Attorney and the Utah Local Governments Trust (ULGT) for appropriate action. The City Attorney's and the Risk Manager shall work in cooperation with the ULGT to conclude the lawsuit and mitigate losses to the City.

5. It is the general policy of the City to defend [city-City](#) employees against claims or actions brought against them as individuals while carrying out [city-City](#) activities unless the actions which bring about the claims or lawsuits are malicious, fraudulent, or occur while the employee is under the influence of alcohol or drugs or the employee is performing duties clearly outside of the assigned course and scope of his or her duties. Employees desiring indemnification shall request it in writing within 10 days of receiving the claim or lawsuit. The written request shall be submitted to the City Attorney.

CHAPTER 9: ~~\_-~~EVALUATION AND DEVELOPMENT

9.010. Performance Evaluation System.

9.020. Tuition Aid Program.

9.030. Training and Travel.

9.010. Performance Evaluation System.

**(a) Purpose.** The purpose of this Section is to provide guidelines for the implementation of a City employee performance evaluation system.

**(b) Evaluation Periods.** Performance evaluations shall be completed for all employees in their introductory period, full-time, and part-time employees at regular basis on forms provided by [Human Resources Personnel](#) for the purposes of recording current job performance, setting goals and objectives, recognizing accomplishments, setting salaries, and acknowledging strengths and/or deficiencies. ~~\_-~~Performance evaluations shall also serve to assist the employee in improving performance as necessary and to aid the ~~supervisor~~[Supervisor-Supervisor](#) in counseling the employee regarding performance and progress. ~~\_-~~Each employee shall be evaluated in accordance with the provisions set forth herein at the following times:

**(1) Introductory Period.** Each introductory employee shall be evaluated at the end of the introductory period, and at any other time during the introductory period deemed necessary by the ~~Supervisor~~[Supervisor](#), Department Director, or City Manager.

**(2) Annual.** Each employee shall be evaluated annually in accordance with the City schedule. The requirement for an annual evaluation shall not guarantee that the evaluation will be completed within one year of the previous evaluation ~~in cases~~ in cases where further investigation by the ~~supervisor~~[Supervisor-Supervisor](#) is required or when there are extenuating circumstances that prohibit the completion of the evaluation at or near the end of the calendar year.

**(3) Additional.** Additional evaluations may be conducted during the course of employment due to specific problems related to satisfactory performance related to the duties of the position held; or at any other time at the discretion of a Department Director or the City Manager. ~~\_-~~[SupervisorSupervisor](#)s are encouraged to meet regularly and/or periodically with employees to monitor the progress made towards specified goals and objectives for the employee.

**(c) Evaluations.** Each employee shall be evaluated by his or her immediate ~~supervisor~~[Supervisor](#) according to the performance criteria established by the Department Director. Performance evaluations shall be prepared by the employee's ~~supervisor~~[Supervisor](#) [Supervisor](#) and shall be signed by the ~~supervisor~~[SupervisorSupervisor](#), the City Manager, and the employee. ~~\_-~~Each evaluation shall be discussed with the employee and the employee shall be given the opportunity to make written comments. ~~\_-~~If the employee refuses to sign the

performance evaluation, it shall be noted on the evaluation.—The employee may also add comments as to why the performance evaluation is not being signed.

**(d) Evaluation Interview.** In addition to filling out an Evaluation Form, the ~~supervisor~~[Supervisor](#) shall conduct an in-person interview with each employee under his or her direction wherein the Evaluation Form is ~~reviewed~~[reviewed](#) and the employee is given a chance to comment on the evaluation.—The interview should be used to improve communication between the employee and the ~~supervisor~~[Supervisor](#). The parties should discuss the favorable and unfavorable aspects of the employee's performance and set specific goals and objectives for the employee's improvement and development during the next evaluation period.

**(e) Evaluation Records.** Evaluation records shall be maintained with the employee's personnel records.—Such records shall be maintained and accessed in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City. The employee shall be given a copy of the performance evaluation by the Department Director. Once approved by the Department Director, performance evaluations shall not be changed unless requested by [Human Resources](#)[Personnel](#).

**(f) Compensation Based on Performance.**—Employee pay is based upon employee job performance and the compensation plan as adopted and amended by the City.

#### **9.020. Tuition Aid Program.**

**(a) Purpose.** It is the purpose of this program to provide educational assistance in the form of tuition aid to eligible employees for course work taken at an accredited or approved institution, when funds are available, in order to enhance the abilities of the City work force.—It is the intent of this Program to benefit the individual and to benefit the City through the utilization of the employee's newly acquired skills and knowledge.—The Program is not intended to train employees for opportunities with other employers; or to provide reimbursement for seminars and professional training.

**(b) Funds.** The City shall allocate in its annual budget funds deemed appropriate for the Tuition Aid Program.—All Tuition Aid shall be contingent upon sufficient funds allocated by the City.

**(c) Eligibility.** In order to be eligible for Tuition Aid, employees must be full-time employees of the City in good standing and must have completed their introductory period of employment with the City. A contract with the City may be required in order to be eligible.

#### **(d) Standards.**

**(1) Job Related.**—All classes, courses, or degrees must be pre-approved by the City and must be reasonably related to the employee's present job or determined by the City to be related to the employee's probable future work with the City.—In determining whether the course work is "job related," the City shall consider the knowledge, skills, and abilities required by the employee's current job description.

**(2) Accredited Institution.**— Course work must be offered at a college, university, or educational institution accredited by the [State-state](#) of Utah or other institution approved by the City Manager.

**(3) Credit.** Course work must be taken for credit and completed.— No reimbursement shall be made for audits, incomplete, or withdrawals.

**(4) Time.** Course work must be taken on the employee's own unpaid time.— Exceptions may be approved by the City Manager based upon a written statement of the Department Head that unusual circumstances exist.

**(5) Job Performance.** Employees outside educational activities should not interfere with the employee's work and employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.

**(6) Repayment.** Employee must sign a Repayment Agreement agreeing to repay the City in full for any Tuition Aid in the event the employee voluntarily leaves employment with the City or is terminated for reasons other than reduction in force or job elimination in accordance with the limitations set forth in Subsection (f).— Employee shall also agree that the total refund required to be made to the City hereunder may be deducted from the employee's final paycheck from the City.

**(e) Procedure.**

**(1) Application.**— Any eligible employee desiring to obtain Tuition Aid shall file a Tuition Aid Application with his or her Department Head.— The Application shall be filed prior to the commencement of the course.

**(2) Review.** The employee's Department Head shall review the Application based upon the Standards set forth in this Policy including review of the employee's eligibility for assistance.— The Department Head shall thereafter recommend approval or denial of the Application to the City Manager.— The City Manager shall review the Application based upon the Standards set forth herein, verify available funds for the request, and approve or deny the Application.

**(3) Reimbursement.** Upon satisfactory completion of the approved course work, a portion of the employee's tuition expenses, fees, and books may be reimbursed to the employee as follows:

- (i) 90% for an "A" grade (or "pass" if course is only offered as Pass/Fail)
- (ii) 75% for a "B" grade
- (iii) 60% for a "C" grade
- (iv) 0% for lower than a "C" grade

**(4) Transcript and Receipt.**—Prior to reimbursement, the employee must submit to the City Manager, a certified transcript of grade or certificate of completion of the course work and receipts for the actual tuition, fees, and book expenses incurred.

**(f) Limitations.**

**(1) Funds.** All Tuition Aid is contingent upon sufficient funds available in the City budget and shall be distributed on a first-come basis as determined by the date of final approval of the Application by the City Manager.

**(2) Annual Maximum.**—Eligible employees are limited to a maximum reimbursement of \$24,000.00 per employee during any calendar year for tuition, fees, and books.

**(3) Other Sources.** Reimbursement is limited by the amount of financial aid the employee receives from other sources such as grants or scholarships; i.e., the employee is only eligible for reimbursement from the City for the appropriate percentage of the employee's total out-of-pocket costs after the grant or scholarship has been deducted.

**(4) Repayment.** Employees who voluntarily leave employment with the City or are terminated for reasons other than reduction in force or job elimination shall be required to repay the City the prorated portion of any tuition aid received from the City within two (2) years prior to the date of termination.—Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the amount of the approved costs incurred up to the effective date of termination. Exceptions to this [policy-Policy](#) may only be made, in writing, by the City Council who must sign the decision and provide explanation as to why the exception is in the best interest of the City.

**(5) Compliance.** Failure to comply with this Policy may result in disapproval of Application and/or nonpayment of the reimbursement as determined appropriate in the sole discretion of the City Manager.

**(g) Records.** A copy of Tuition Aid records should be retained by the City.

**9.030. Training and Travel.**

**(a) Purpose.** City employees may be permitted and/or required to attend seminars, meetings, conferences, workshops, and other educational courses when it is anticipated that the training and information received by the officer or employee will increase their knowledge and effectiveness, keep current on new developments, and introduce new innovative practices and procedures that will benefit the City. It is the purpose of this [policy-Policy](#) to provide reasonable and systematic means by which attendance and travel to such events will be approved and the cost estimated and controlled for economic, budgetary, and auditing purposes.—It is the intent of this [policy-Policy](#) to provide adequate controls over training and travel expenditures and to maintain accountability for such expenditures while allowing for flexibility.

**(b) Budget.** The City shall allocate in its annual budget funds deemed appropriate for training and travel expenditures. Each Department Director shall be responsible for keeping expenditures within his or her respective department budget.

**(c) Eligibility.** For purposes of this Policy, "travel" shall be considered any in-state or out-of-state trip taken by a City employee in the course of performing his or her duties, including trips to or attendance at seminars, meetings, conferences, and workshops. All training and travel expenditures must be pre-approved by the City as set forth herein. All training and travel expenditures must be anticipated to serve a bona fide public purpose and confer a benefit upon the City.

**(d) Procedure.**

**(1) Application.** An employee desiring to utilize training and/or travel funds shall file a Training and Travel Application with their Department Director, stating the purpose, details, and estimated expenses of the training and travel at least two (2) weeks prior to the desired date of departure. Applications for training and travel by a Department Director shall note the name of the person to be in charge of the department during the Department Director's absence. The City Manager shall provide a copy of each Application to [Human Resources/Personnel](#) upon approval.

**(2) Review.** The City Manager shall review the Application based upon the requirements set forth herein, including review of the Department's training and travel budget. The City Manager shall make the final determination for approval or denial.

**(3) Advancements.** Upon the request of the employee and timely submission of the Application, approved travel expenses may be advanced using the current General Administrative Service (GSA) guideline per diem rates.

**(4) Receipts.** The traveling officer or employee shall document expenses of the trip and keep all original receipts and credit card receipts, ~~provided except~~ that receipts for meals covered by the per diem compensation shall not be required.

**(5) Documents.** An expense report indicating the actual expenses of the trip together with all original required receipts shall be submitted to the Department Director within thirty (30) days after the event in order to receive any payment or refund. Except for per diem advancements, if less money was spent than was advanced, a reimbursement check made payable to the City for the difference shall be attached. Except for per diem advancements, if more money was spent than was advanced, a voucher request for the difference to be paid to the employee shall be attached.

**(6) Summary.** The City Manager may request a written summary or an oral report on all seminars, workshops, conferences, or conventions attended.

**(e) Standards.**

**(1) Mode of Transportation.**—Employees are responsible for arranging their own transportation. The most economical form of transportation shall be used considering factors such as the cost of the transportation, the availability of City vehicles, and the amount of time required. If any employee chooses a more costly form of transportation, the City will pay the lesser cost of the two forms, and the per diem rate shall be based upon the amount of time it would have taken under the less costly form of transportation. If extra time is needed for the more costly form of transportation, the employee shall use vacation or compensatory time for the excess time needed to reach the destination.

**(2) Costs.** Employees are encouraged to utilize the lowest cost travel arrangements possible.—Airline reservations should be made, whenever possible, at least thirty (30) days in advance.—If a reduced airfare is offered for a stay over a Saturday night, and the reduced rate more than compensates for additional lodging and per diem costs, the employee is encouraged to stay over the additional night.—The government or corporate rate should be requested at all hotels.

**(3) Permitted Expenses.** The following allowances and payments may be made for travel expenses.

(i) Transportation. The City may pay for the cost of the most economical form of transportation.—Employees traveling in a [private-City](#) vehicle shall use the assigned fuel card.

(ii) Meals and Incidental Expenses. The City may pay employees a per diem amount to cover the cost of meals during each day of travel or training.—The per diem rates for meals shall be based on the standard per diem rates identified by the General Service Administration (GSA).—For business travel that does not require an overnight stay, lunch per diem is available.

(iii) Fees. The City may pay the actual and reasonable cost of registration and other fees for classes, seminars, workshops, conferences, and conventions.

(iv) Ground Transportation.—The City may pay the reasonable and necessary costs for ground transportation, including airport shuttle, taxi-cab, rental car, and parking lot fees. Receipts must be submitted for reimbursement.

(v) Airfare.—The City will pay the cost for standard coach airfare.—Flight arrangements shall be made so that arrival times allow for sufficient rest to fully participate in and benefit from the conference, seminar, workshop, or meeting session.—The employee's travel itinerary and other supporting cost documentation must be submitted for reimbursement.

(vii) Lodging. The City may pay for the reasonable and necessary costs of lodging if an overnight stay is required. Should an overnight stay be required, the City will provide hotel accommodations at the government rate or single room conference rate. An itemized hotel bill must be submitted with the final travel authorization. Room service shall not be reimbursed.—The employee will be

responsible to pay for in-room movies and/or any other hotel services, including, alcoholic beverages.

(viii) Miscellaneous.—The City may pay for other miscellaneous costs as deemed reasonable and necessary by the City Manager.

**(4) Personal Expenses.**

(i) Employees. Employees traveling on City business, including employees traveling with a spouse or other companion, shall strictly distinguish expenses incurred as part of City business from personal expenses.—The City will provide reimbursement only for those expenses which the employee would normally incur if traveling alone. For example, the City will pay for the employee's lodging at the single room rate and the employee shall be required to pay for any additional double occupancy lodging charge or upgrade.—The City shall not pay for personal expenses such as telephone charges, personal transportation charges, room service charges, etc.

(ii) Elected Officials. Elected officials shall be paid the standard mileage allowance for any City business conducted outside the City after exceeding 150 miles one way.

1. South Weber City employees shall exercise primary access to utilize a pool car ~~vehicle;— therefore~~vehicle; therefore the request for access by an employee shall be higher priority than the request for access from that of an elected official; and
2. Elected officials shall not be permitted access to a pool car vehicle if the mode of transportation is otherwise funded as a result of paid membership (or other compensation) regarding a board, committee, or other organization.

**(5) Auxiliary Programs.** Frequently, in conjunction with its regular program for members, a conference or convention will provide auxiliary programs for the employee's spouse/partner.—These auxiliary programs generally foster understanding and compliment an employee or official's development and performance on the job. Therefore, it is the policy of the City that, where these opportunities are offered and available, the registration cost of the auxiliary program will be allowable if it has been included in the City Budget.

## CHAPTER 10: ~~GRIEVANCES~~

### 10.010. Grievances.

### 10.020. Informal Grievance Procedures.

### 10.030. Formal Grievance Procedures.

### 10.040. Appeal.

### 10.050. Retaliations.

### 10.060. Records.

### 10.010. Grievances.

Employees may appeal a decision or disciplinary action (other than demotion or dismissal which are governed by provisions of Chapter 11) by the City which affects his or her employment pursuant to the provisions set forth herein. ~~These guidelines should not be construed as preventing, limiting, or delaying the City from taking disciplinary action, including immediate termination, in circumstances where the City deems such action appropriate. Except as required by state or federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.~~

### 10.020. Informal Grievance Procedures.

An employee with a grievance may first attempt to settle the matter through discussion with his or her ~~supervisor~~Supervisor. ~~If the grievance involves the employee's supervisor~~Supervisor, the matter may be discussed with the City Manager. ~~In such event, all references in this Section to supervisor~~Supervisor ~~shall refer to the City Manager. The supervisor~~Supervisor ~~should review the matter and conduct any investigation as deemed appropriate under the circumstances. If the employee does not believe the problem has been satisfactorily resolved within ten (10) days after the circumstances are first discussed with the supervisor~~SupervisorSupervisor, or any time prior thereto, the employee may pursue formal grievance procedures as provided herein.

### 10.030. Formal Grievance Procedures.

**(a) Complaint.** An aggrieved employee may file a formal written grievance with the City Manager within twenty (20) days from the date of the event giving rise to the grievance or within twenty (20) days from the date the employee has knowledge, or should have knowledge, of the event giving rise to the grievance. ~~Grievances shall be filed using an Employee Grievance Form as provided by the City (See Appendix). The time for filing a formal written grievance shall be extended during the time for which informal grievance procedures are pursued. If the grievance involves the City Manager, the grievance may be filed with the City Council, in which case all references herein to City Manager shall refer to City Council.~~

**(b) Investigation.** ~~Upon receipt of a grievance, the City Manager should review and investigate the matter as deemed appropriate under the circumstances.~~

**(c) Decision.** The City Manager should, within a reasonable time from receipt of the grievance, prepare and provide the employee written notice of his or her final decision in the matter.

**10.040. Appeal.**

An employee aggrieved by a final decision of the City Manager regarding a formal grievance filed hereunder may appeal such decision to the City Council by filing a written appeal stating the grounds therefore with the City Recorder within twenty (20) days from the date of the decision. The City Council shall conduct a review of the matter reviewing the City Manager's decision for fairness or correctness. The City Council shall prepare and provide to the employee written notice of its final decision in the matter within a reasonable time from receipt of the appeal.

**10.050. Retaliations and Bad Faith Grievances.**

Employees are entitled to bring good faith grievances hereunder without fear of retaliation. No person shall discriminate against another because that individual made a grievance complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein. No person shall coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Employees are further protected under the provisions of the Utah Protection of Public Employees Act, as set forth at Utah Code Ann. § 67-21-1, et seq. Notwithstanding this anti-retaliation policy, if conclusive evidence exists that an employee knowingly or recklessly brought a bad faith grievance and/or made false allegations, then appropriate disciplinary action may be taken.

**10.060. Records.**

The City shall maintain records pertaining to employee grievances filed hereunder and records pertaining to an appeal of such grievances in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City.

**CHAPTER 11: ~~DISCIPLINE~~**

- 11.010. General Conduct.**
- 11.020. Responsibility for Discipline.**
- 11.030. Investigation.**
- 11.040. Levels of Discipline.**
- 11.050. Administrative Leave.**
- 11.060. Probation.**
- 11.070. Suspension.**
- 11.080. Demotion.**
- 11.090. Dismissal.**
- 11.100. Pre-Disciplinary Action Hearing.**
- 11.110. Appeals.**

**11.010. General Conduct.**

All disciplinary actions short of termination are intended to be corrective and obtain compliance with policies, orders, procedures, standards of conduct, expected performance standards, and/or improve performance. ~~It shall be the City's discretion as to which type of informal and/or formal disciplinary action is most appropriate.~~ ~~Only full- and part- time~~ and probationary employees shall have the right to file an appeal to disciplinary actions and then only to formal disciplinary actions. ~~Nothing contained in these Policies and Procedures shall preclude dismissal or suspension with or without pay effective immediately without prior notice and a hearing where the continued presence of the employee would present a hazard or disruption to employees, the public, or the City.~~ When such a dismissal or suspension is imposed, the employee shall be assured rights of a post disciplinary appeal in accordance with this procedure. The City has no obligation to make use of any of these informal actions and need not proceed with them in any particular order. ~~All disciplinary actions shall become part of the employee's Human Resource personnel record.~~

It is the responsibility of all employees of the City to conduct themselves in accordance with the City's policies, rules, and regulations and to perform their work in a satisfactory manner. Employees are expected to conduct themselves in a professional and competent manner and to be courteous and cooperative at all times with fellow employees, ~~supervisor~~ ~~Supervisors~~ ~~Supervisors~~, and the public. ~~An action not in accordance with such policies or in violation of any City rule or regulation shall be subject to disciplinary action up to and including termination.~~

**11.020. Responsibility for Discipline.**

The basic responsibility for discipline lies with the employee's ~~supervisor~~ ~~Supervisor~~ ~~Supervisor~~ under the direction of the City Manager, provided that any disciplinary action involving probation, suspension, demotion, or dismissal shall require prior review and approval of the City Manager in accordance with the procedures set forth herein.

#### 11.030. Investigation.

Prior to any disciplinary action or recommendation of any disciplinary action, the ~~supervisor~~Supervisor-Supervisor shall investigate the alleged conduct to the extent deemed necessary and appropriate under the circumstances. Such investigation should provide the employee with an opportunity to respond verbally and/or in writing to the alleged claims.

#### 11.040. Levels of Discipline.

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action, based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, probation, suspension with or without pay, demotion, and/or dismissal.

#### Informal Action

Informal action may be appropriate when a rule, order, procedure, standard of conduct, and/or expected performance level has been violated. Any one or a combination of the following informal actions may be used as deemed appropriate by the City:

- A. Verbal Reprimand – Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that more severe action is not required, the ~~supervisor~~Supervisor-Supervisor may verbally communicate to the employee the observed deficiency. Written documentation of the warning should be prepared by the ~~supervisor~~Supervisor-Supervisor setting forth the date, time, circumstances, and grounds for the discipline, and the date, time, and circumstances of the verbal notice. Such written documentation shall be maintained with the employee's personnel records. Failure to remedy the deficiency described in a verbal warning may result in additional disciplinary action being taken. The ~~supervisor~~SupervisorSupervisor(s) should make it clear to the employee that the violation is unacceptable and that any repetition may lead to stronger disciplinary action;
- B. Corrective Interviews – The ~~supervisor~~SupervisorSupervisor(s) confers with the employee regarding violations and develops a written corrective plan which includes target dates for the correction of violations by the employee. The plan shall be reviewed with and signed by the employee with a copy to be placed in the employee's ~~Human Resource~~personnel file;
- C. Written Reprimand – Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that more severe action is not required, the ~~supervisor~~Supervisor may reprimand an employee in writing. Written reprimands shall include a detailed statement of the date, time, circumstances, and grounds for the discipline. Written reprimands should also indicate violations and specific actions the employee is to take to correct any violations. Warning should be provided that formal disciplinary action may result if corrective action is not taken by the employee. Such written reprimand shall be signed by the employee and the ~~supervisor~~Supervisor

[Supervisor](#) and maintained with the employee's personnel records for the sole purpose of acknowledging the receipt thereof. Should the employee refuse to sign the written reprimand, the ~~supervisor~~[Supervisor](#) shall sign and note the date and time of such refusal. -- Copies of written reprimand shall be placed in the employee's ~~Human Resources- personnel~~ [file](#).-- These informal types of corrections are intended to correct a problem without recourse to the severity of formal disciplinary action.

### Formal Disciplinary Action

Formal disciplinary actions may include but are not limited to:

- A. Suspension without pay;
- B. Reduction in salary;
- C. Demotion to a lower job classification;
- D. Probation;
- E. Dismissal; or
- F. Any combination of the above.

### 11.050. Administrative Leave.

In the event of an emergency, or when otherwise deemed appropriate and necessary pending full investigation of alleged violations of an employee, a ~~supervisor~~[Supervisor-Supervisor](#) or the City Manager may temporarily relieve any subordinate from duty, with pay, or temporarily reassign the employee to another position at the same rate of pay.--Such temporary relief from duty with pay shall be considered administrative leave and shall not preclude subsequent disciplinary action against the employee.

### Suspensions of Exempt Employees

Suspension of exempt employees without pay shall be made in weekly increments; provided, however, deductions from pay may be made for unpaid disciplinary suspensions of one or more days imposed in good faith for infractions of workplace conduct rules. Such suspensions must be imposed because of violation(s) of a written policy applicable to all employees, such as the ~~city's~~[City's](#) policies prohibiting sexual harassment or workplace violence. Suspensions for any other reason shall be in weekly increments. This provision applies only to exempt employees

### Formal Disciplinary Procedure

Any disciplinary action may be initiated and imposed at the Department Director level. If the alleged violation occurs at the Department Director level, all references to Department Director in these formal disciplinary procedures shall mean City Manager. For all disciplinary actions including dismissals, the following steps shall be followed.

#### STEP 1

Any alleged violation by an employee of policy, procedure, rules, regulations, directives, orders, laws, and/or expected performance levels shall be investigated by the employee's management ~~supervisor~~[SupervisorSupervisor](#). The ~~supervisor~~[Supervisor-Supervisor](#) shall prepare a written report of the investigation which includes the specific violation(s), all available facts, statements of witnesses, the employee's statement, and any recommendations for discipline the

~~supervisor~~Supervisor-Supervisor deems appropriate. As appropriate, this report shall be forwarded to the City Manager.

**STEP 2**

The City Manager shall review the report, conduct an additional investigation, if warranted, and reach a determination as to whether formal disciplinary action is warranted.

**STEP 3**

If it is determined that formal disciplinary action is warranted, ~~Human Resources~~Personnel shall be notified of the action to be imposed. The employee shall then be provided a written Notice of Intent to Discipline from the Department Director, which contains the following:

- A. A statement which clearly defines the specific action to be taken, and the effective date of the action. In cases of suspension, the beginning and ending time should be stated specifically. Generally, the disciplinary action shall become effective after the employee has been allowed the three days to appeal the action to the Department Director.
- B. A statement of (and preferably the quoting of the reason(s) as provided in this document) of the policy or procedure that has allegedly been violated or other cause or reason for the disciplinary action.
- C. A statement of the specific action or charges which allegedly constitutes a violation of the policy or procedure.
- D. A description of the records and documents upon which the action is based and a statement that copies of the records are available to the employee upon request.
- E. A statement that the employee may request a meeting with the Department Director within three (3) working days of receiving the Notice of Intent to Discipline to discuss the discipline and present specific evidence as to why the action is not warranted.
- F. A statement that failure to request a meeting with the Department Director or to show for the requested meeting shall forfeit any additional appeal rights.

**STEP 4**

If the employee has requested a meeting with the Department Director to present additional evidence within three (3) working days of receiving the Notice of Intent, the Department Director shall:

- 1. Hold the meeting promptly;
- 2. Consider any additional evidence submitted by the employee;
- 3. Impose the disciplinary action or modify the disciplinary action as deemed appropriate;
- 4. Notify the employee in writing of the decision and of the employee's appeal rights; and
- 5. Forward a copy of the entire proceedings to ~~the Human Resources~~Personnel.

The failure of an employee to request a meeting with the Department Director as outlined in Step 5 or the failure of an employee to appear for the meeting after requesting it shall forfeit any additional appeal rights of the employee.

**11.060. Probation.**

Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the ~~supervisor~~Supervisor-Supervisor may recommend to the City Manager an employee be placed on disciplinary probation for a period not to exceed six (6) months. --Written notice of such

recommendation shall be prepared by the ~~supervisor~~Supervisor-Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted. The purpose of disciplinary probation is to provide a period during which the employee's performance is carefully monitored and evaluated.—Probationary status shall not preclude any other disciplinary action being taken against the employee as deemed appropriate. Any probationary period may be extended by the City Manager.

**11.070. Suspension.**

Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the ~~supervisor~~Supervisor-Supervisor may recommend to the City Manager an employee be suspended, with or without pay, for a period of time not to exceed fifteen (15) calendar days. Written notice of such recommendation shall be prepared by the ~~supervisor~~Supervisor-Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted.—Any employee suspended with pay must be available to work during all regular business hours.

**11.080. Demotion.**

Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the ~~supervisor~~Supervisor-Supervisor may recommend to the City Manager an employee be demoted. Written notice of such recommendation shall be prepared by the ~~supervisor~~Supervisor-Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted.

**11.090. Dismissal.**

Whenever grounds for disciplinary action exist and the ~~supervisor~~Supervisor-Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the ~~supervisor~~Supervisor-Supervisor may recommend to the City Manager an employee be dismissed.—Written notice of such recommendation shall be prepared by the ~~supervisor~~Supervisor-Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted.

**11.100. Pre-Disciplinary Action Hearing.**

Upon receipt of a ~~supervisor~~Supervisor's-Supervisor's recommendation of disciplinary action involving probation, suspension, demotion, or dismissal,—the City Manager shall review and investigate the matter as deemed appropriate and shall hold a pre-disciplinary action hearing. The purpose of the pre-disciplinary action hearing is to provide the employee with notice and an opportunity to respond to the alleged violations and proposed disciplinary action.—The City

Manager shall provide the employee with written notice of the date and time of the pre-disciplinary action hearing and shall provide the employee with a copy of the ~~supervisor~~Supervisor's-Supervisor's letter recommending the proposed disciplinary action and stating the grounds therefore.— After the pre-disciplinary action hearing, the City Manager shall provide the employee with written notice of his or her final decision stating the disciplinary action to be taken, if any, and the employee's right to appeal the same.

**11.110. Appeals.**

All appointed officers and employees of the City, other than the City Manager, shall hold their employment without limitation of time, being subject to discharge or dismissal only as provided in Utah Code Ann. § 10-3-1106, as amended. Any appointed officer or employee covered herein who is discharged or transferred to a position with less remuneration for any reason, shall have the right to appeal the discharge or transfer to the City Appeals Board in accordance with the provisions of Utah Code Ann. § 10-3-1106, as amended. All other disciplinary actions may be appealed in accordance with the grievance procedures set forth in Utah Code Chapter 10.

**Appendix A**

[Bereavement Leave Form](#)

[Grievance Leave Form](#)

[Health Compensation Form](#)

[Jury Duty Form](#)

[Mileage Reimbursement Form](#)

[Outside Employment Form](#)

[Sick Leave Form](#)

[Travel Request Form](#)

[Tuition Reimbursement Form](#)

[Vacation Leave Form](#)

~~[Health Compensation Form](#)~~

~~[Vacation Leave Form](#)~~

~~[Sick Leave Form](#)~~

~~[Travel Request Form](#)~~

~~[Mileage Reimbursement Form](#)~~

~~[Tuition Reimbursement Form](#)~~

~~[Bereavement Leave Form](#)~~

~~[Grievance Leave Form](#)~~

~~[Outside Employment Form](#)~~

~~[Jury Duty Form](#)~~

## RESOLUTION 21-25

### A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL UPDATING CITY POLICIES AND PROCEDURES MANUAL

**WHEREAS**, the South Weber City Policies and Procedure Manual was last updated in December 2015 with a minor change regarding the use of the city pool car in January 2016 and a second amendment in February 2017 updating the recruitment procedure; and

**WHEREAS**, the Administration/Finance Committee recommends an annual review of the manual to assure it meets current needs and statutes; and

**WHEREAS**, that Committee is presenting multiple changes to add clarification and standardization and furthermore recommends a complete review be scheduled; and

**WHEREAS**, additional grammatical errors and standardization were corrected by staff; and

**WHEREAS**, Council has reviewed the changes and agrees they are necessary;

**NOW THEREFORE BE IT RESOLVED** by the Council of South Weber City, Davis County, State of Utah, as follows:

**Section 1. Adoption:** The South Weber City Policies and Procedures Manual is adopted in its entirety as attached in Exhibit 1.

**Section 2: Repealer Clause:** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**PASSED AND ADOPTED** by the City Council of South Weber, Davis County, on the 27<sup>th</sup> day of April 2021.

Roll call vote is as follows:

Council Member Winsor	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Soderquist	FOR	AGAINST
Council Member Alberts	FOR	AGAINST
Council Member Halverson	FOR	AGAINST

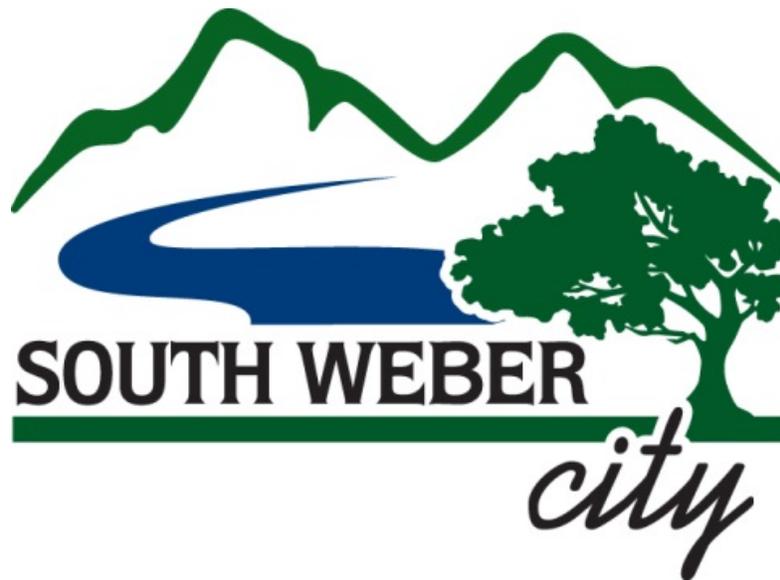
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Jo Sjoblom, Mayor

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Attest: Lisa Smith, Recorder

**EXHIBIT 1**  
**SOUTH WEBER CITY**  
**POLICIES AND PROCEDURES MANUAL**



## **Policies and Procedures**

Amended April 27, 2021  
(Res. 21-24)

**CHAPTER 1: INTRODUCTION**

- 1.010. Intent and Purpose
- 1.020. Interpretation
- 1.030. Acknowledgement Form
- 1.040. Amendments
- 1.050. Disclaimer

**CHAPTER 2: ADMINISTRATION**

- 2.010. Personnel Director
- 2.020. Employee Definitions
- 2.030. Classification Plan
- 2.040. Personnel Records

**CHAPTER 3: HIRING**

- 3.010. Equal Opportunity Employer
- 3.020. Recruitment
- 3.030. Introductory Period
- 3.040. Employment of Relatives (NEPOTISM)

**CHAPTER 4: COMPENSATION**

- 4.010. Compensation
- 4.020. Annual Review
- 4.030. Garnishments
- 4.040. Exempt and Non-Exempt Employees
- 4.050. Overtime
- 4.060. On-Call
- 4.070. Differentials and Compensation
- 4.080. Holiday Pay
- 4.090. Paid Leave
- 4.100. Unpaid Leave
- 4.110. Leave Procedures
- 4.120. Leave Procedures Exceptions
- 4.130. Vacation Leave
- 4.140. Sick Leave
- 4.150. Family and Medical Leave Act
- 4.160. Military Leave
- 4.170. Jury Duty Leave
- 4.180. Injury Leave
- 4.190. Bereavement Leave
- 4.200. Employee Recognition Program
- 4.210. Employee Wellness Program
- 4.220. Employee Assistance

**CHAPTER 5: BENEFITS**

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- 5.020. Retirement
- 5.030. Medical and Dental

- 5.040. Life Insurance
- 5.050. Workers Compensation
- 5.060. Family Activity Center Membership

**CHAPTER 6: WORKING CONDIITONS**

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- 6.020. Americans with Disabilities Policy
- 6.030. Harassment Policy
- 6.040. Sexual Harassment Policy
- 6.050. Workplace Violence Policy

**CHAPTER 7: CONDUCT**

- 7.010. Personal Appearance
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- 7.030. Working Relations
- 7.040. Employee Ethics
- 7.050. Honesty
- 7.060. Confidentiality
- 7.070. Outside Employment
- 7.080. Personal Activities
- 7.090. Electronic Communications Policy
- 7.100. Information to the Public
- 7.110. Use of City Vehicles Policy
- 7.120. Equipment Policy
- 7.130. Drug and Alcohol Policy
- 7.140. DOT Drug and Alcohol Testing
- 7.150. No Smoking Policy
- 7.160. Notary Public Services Policy

**CHAPTER 8: SAFETY**

- 8.010. Employee Duties
- 8.020. Report of Accident
- 8.030. Risk Management Polices
- 8.040. Occupational Injuries and Accidents
- 8.050. Workers' Compensation Claims
- 8.060. Medical Examinations
- 8.070. Claims and Lawsuits

**CHAPTER 9: EVALUATION AND DEVELOPMENT**

- 9.010. Performance Evaluation System
- 9.020. Tuition Aid Program
- 9.030. Training and Travel

**CHAPTER 10: GRIEVANCES**

- 10.010. Grievances
- 10.020. Informal Grievance Procedure
- 10.030. Formal Grievances
- 10.040. Appeal

10.050. Retaliations

10.060. Records

**CHAPTER 11: DISCIPLINE**

11.010. General Conduct

11.020. Responsibility for Discipline

11.030. Investigation

11.040. Levels of Discipline

11.050. Administrative Leave

11.060. Probation

11.070. Suspension

11.080. Demotion

11.090. Dismissal

11.100. Pre-Disciplinary Action Hearing

11.110. Appeals

## CHAPTER 1: INTRODUCTION

### **1.010. Intent and Purpose.**

### **1.020. Interpretation.**

### **1.030. Acknowledgment Form.**

### **1.040. Amendments.**

### **1.050. Disclaimer.**

### **1.010. Intent and Purpose.**

The purpose of these Policies and Procedures is to provide guidelines and information for City employees to assist them in performing and pursuing competent and satisfying employment with South Weber City. The intent of South Weber City is to comply with all federal and state laws and regulations applicable to the City and/or its employees, whether mentioned herein or not. Except as otherwise specifically provided, these Policies and Procedures supersede all prior policies and procedures of the City which are inconsistent with the matters stated herein:

1. Compensation.
2. Annual Review.
3. Garnishments.
4. Exempt and Non-Exempt Employees.
5. Overtime.
6. Compensatory Time.
7. Call-Backs.
8. Differential Pay,
9. Holiday Pay.
10. Paid Leave.
11. Unpaid Leave.
12. Leave Procedures.
13. Leave Procedures Exceptions.
14. Vacation Leave.
15. Sick Leave.
16. Family and Medical Leave.
17. Military Leave.
18. Jury Duty Leave.
19. Injury Leave.
20. Bereavement Leave.

The City reserves the right to change these Policies and Procedures by City Council resolution at any time, and for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Policies and Procedures Manual do not constitute an express or implied contract with any person.

**1.020. Interpretation.**

It is the policy of South Weber City that the City Manager shall provide the official interpretation of these Policies and Procedures. Department Heads and Supervisors shall be responsible for implementing these Policies and Procedures within their departments under the direction of the City Manager. Employees may appeal any decision or interpretation of these Policies and Procedures to the City Manager that are affecting his or her employment in accordance with the grievance procedures set forth in Chapter 10.

**1.030. Acknowledgment Form.**

It is the policy of South Weber City that all City employees are responsible to be aware of and adhere to all the provisions of these Policies and Procedures and any amendments hereto. Each employee shall sign and submit to the City an Acknowledgment Form, as provided by the City, attesting to the fact that he or she: (1) has received a copy of these Policies and Procedures; and (2) will take the opportunity to read and understand the provisions set forth herein.

**1.040. Amendments.**

It is the policy of South Weber City that the City reserves the right to unilaterally alter, amend, except, or revoke any policy, practice, or procedure set forth herein at its sole discretion.

**1.050. Disclaimer.**

It is the policy of South Weber City that the information contained herein, and any amendments or alterations hereto, do not constitute a contract or agreement of any kind between the City and its employees. No person other than the City Manager, with the advice and consent of the City Council, has the authority to enter into an agreement with any employee for any specified employment term or to make any commitments contrary to the relationship of City employees. Any such agreement or commitment must be made in writing. The information and policies contained herein shall not constitute or create any rights in or obligations to any persons or parties other than to the City and its employees. Nothing herein shall be construed to limit the City's right to discharge an employee or to create any other obligation or liability on the City. The City alone shall be entitled to enforce or waive the provisions of any policy, practice, or procedure set forth herein. The provisions of these Policies and Procedures are intended to also apply to members of the City Council, Planning Commission, Appeal Authority, and/or any other commissions or committees of the City.

## CHAPTER 2: ADMINISTRATION

### 2.010. Personnel Director.

### 2.020. Employee Definitions.

### 2.030. Classification Plan.

### 2.040. Personnel Records.

### 2.010. Personnel Director.

The City Manager shall designate and supervise an employee to fulfill the duties and responsibilities of Personnel Director to other personnel as deemed appropriate and as authorized by law. The duties and responsibilities of the Personnel Director include, but are not limited to the following:

- (a) To develop, implement, and administer these Policies and Procedures;
- (b) To promote the fair treatment of employees and the administration of these Policies and Procedures; and
- (c) To review these Policies and Procedures and recommend suggestions or changes deemed necessary to the City Council.

### 2.020. Employee Definitions.

City employees are categorized as follows:

- (a) **Full-Time and Exempt.** Employees who are scheduled to work forty (40) hours per week or more on a regular basis and who are not considered limited employees as defined herein. Full-time and exempt employees are eligible for all City benefits.
- (b) **Part-Time.** Employees who are scheduled to work twenty-nine (29) hours or fewer per week on a regular basis and who are not considered limited employees as defined herein. Part-time employees are not eligible for benefits except as otherwise specifically provided herein or as otherwise required by law. Part-time employees shall be deemed at-will employees and are subject to termination with or without cause.
- (c) **Limited or Volunteer.** Employees who are hired to work on a temporary, seasonal, provisional, volunteer, or emergency basis, or for a period of employment expected to last no longer than seven (7) months or less than twenty-nine (29) hours per week. Limited employees are not eligible for any benefits and shall be deemed at-will employees subject to termination with or without cause.
- (d) **Introductory Employees.** Employees who are in their first twelve (12) months of employment at their respective position are introductory employees. The successful completion of the one (1) year introductory period should not be construed as creating a contract or as guaranteeing employment for any specific duration with the City. Introductory employees are considered at-will during their introductory period and are subject to termination with or without cause.

**2.030. Classification Plan.**

It is the policy of South Weber City that the City shall establish and adopt a Classification Plan setting forth the positions and corresponding job descriptions of City employees.

**2.040. Personnel Records.**

**(a) Personnel Records.** It is the policy of the City to maintain personnel records concerning its employees. Such records may include, but are not limited to records regarding hiring, compensation, paid and unpaid leave, awards, grievances, disciplinary action, education, training, and other relevant records. Personnel records are all protected by and subject to Government Records Access Management Act (GRAMA).

**(b) Updates.** Each employee is responsible for keeping the City notified of any changes in employee information such as name, address, telephone number, tax exemptions, and related information so that the employee's personnel records may be accurately maintained.

**(c) Maintenance.** Personnel records shall be maintained, classified, and accessed in accordance with GRAMA, as adopted and amended by the City.

**(d) Access.** It is the City's policy to allow access to personnel records in accordance with applicable law. Employees may have reasonable access to their own personnel records during regular business hours. Employees may examine and make copies of their own personnel records under the direct supervision of the City Manager, or his or her designee, subject to the provisions of GRAMA, as adopted and amended by the City.

**CHAPTER 3: HIRING****3.010. Equal Opportunity Employer.****3.020. Recruitment.****3.030. Introductory Period.****3.040. Employment of Relatives.****3.010. Equal Opportunity Employer.**

South Weber City is an "Equal Opportunity Employer", and it is the policy of the City to comply with federal and state equal employment opportunity laws and guidelines. The City shall not discriminate in the hiring, employment, promotion, or other employment practices with respect to its employees on the basis of race, color, religion, sex, national origin, political affiliation, age, disability, or status as a veteran, in accordance with applicable federal and state laws. It is the policy and commitment of the City to protect the civil rights of all employees and applicants for employment with the City and to provide a work environment free from discrimination and harassment.

**3.020. Recruitment.**

It is the policy of South Weber City that recruitment, selection, and hiring of all applicants for job positions within the City shall be conducted in accordance with recruitment procedures approved by the City Manager. The City shall conduct pre-hire criminal background checks on all full-time, part-time, seasonal, or volunteer employees, and may conduct criminal background checks on such employees at other random times. The City shall also conduct pre-hire financial background checks on executive employees including the City Manager and department directors; and may conduct additional financial backgrounds checks for executive employees at other random times. Firefighters shall pass department physical evaluations prior to being hired.

**3.030. Probationary Period.**

It is the policy of South Weber City that the first six (6) months of employment with the City shall be considered a "Probationary Period" which shall be used as a training and evaluation period for the City to observe the employee's ability to perform the various duties pertaining to the position and for the employee to determine whether or not the position adequately meets his or her own expectations and personal needs. The City considers the probationary period an intrinsic part of the employee selection process during which the employee will be carefully observed by the City. At the end of the Probationary Period, the employee's Supervisor shall conduct an evaluation of the employee in accordance with the performance evaluation procedures set forth in Chapter 9 and prepare a final Probationary Period Performance Evaluation to the City Manager recommending whether the employee should be retained, terminated, or extended. The employee's Supervisor may recommend an additional probationary period of up to 6 months as approved by the City Manager. Probationary employees are considered at-will during their probationary period subject to termination with or without cause.

### 3.40. Employment of Relatives (Nepotism)

It is the policy of South Weber City to prevent an environment where favoritism, real or perceived, can exist; and to define the conditions under which relatives of City employees may be considered for employment in accordance with UCA 52:3.

1. A relative is defined as the employees' husband, wife, parent, stepparent, nephew, niece, grandparent, son-in-law, daughter-in-law, sister, stepsister, brother, stepbrother, son, stepson, daughter, stepdaughter, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin; or a spouses' grandparent, grandchild, aunt, uncle, nephew, niece, or first cousin.
2. A person shall not be hired within the same department as an employed full- or part-time relative.
3. Limited or volunteer employees who are related may be hired within the same department as long as one relative does not supervise the other. In the event that a department has related limited or volunteer employees working, and one is hired for a full- or part-time position, the other relatives shall be allowed to continue working for the duration of their assignment but shall not be eligible for rehire or appointment in the same department as long as the first relative is a full-time or part-time employee.
4. If two employees in the same department marry, one employee shall be required to immediately transfer to another department (subject to available positions) or terminate employment with the City.
5. If two employees in the same department become related as a result of a marriage, but are not married to each other, and the relationship creates a disruption of work or of the work environment or any other problem not conducive to an effective work environment, an appropriate remedy shall be implemented by the Department Director on a case-by-case basis. In most cases, it is anticipated that the appropriate remedy shall be that one employee must transfer to another department (subject to available positions) or terminate employment.
6. No employee who is related to someone within the same department shall be promoted to a Department Director or any management position.
7. Any employee who in any way attempts to influence the hiring of his/her relatives for any position shall be subject to disciplinary action.

**CHAPTER 4: COMPENSATION**

- 4.010. Compensation.**
- 4.020. Annual Review of Compensation Plan.**
- 4.030. Garnishments.**
- 4.040. Exempt and Non-Exempt Employees.**
- 4.050. Overtime and Compensatory Time.**
- 4.060. On-Call.**
- 4.070. Differential Pay**
- 4.080. Holiday Pay.**
- 4.090. Paid Leave.**
- 4.100. Unpaid Leave.**
- 4.110. Leave Procedures.**
- 4.120. Leave Procedures Exceptions.**
- 4.130. Vacation Leave.**
- 4.140. Sick Leave.**
- 4.150. Family and Medical Leave.**
- 4.160. Military Leave.**
- 4.170. Jury Duty Leave.**
- 4.180. Injury Leave.**
- 4.190. Bereavement Leave.**
- 4.200 Exempt Employee Leave**
- 4.210. Employee Recognition Program**
- 4.220. Employee Wellness Program**
- 4.230. Employee Assistance Program**

**4.010. Compensation.**

It is the policy of South Weber City that compensation shall be based upon the City's compensation plan and includes, but is not limited to, the pay grade schedule and the salary schedule as adopted by the City. The City will establish and maintain pay programs and practices based on market conditions to support and maintain up-to-date information for the City's compensation plan, pay grade schedule, and salary schedule.

The City's compensation program recognizes individual performance. Employees will be eligible for pay increases based on their individual performance throughout a performance year, subject to range maximums for their position.

**4.020. Annual Review of Compensation Plan.**

It is the policy of South Weber City that the employee compensation plan should be reviewed annually by the City Manager who may recommend appropriate changes to the City Council for approval or denial. The City Council may review and make changes or recommendations to the Compensation Plan at any time in accordance with applicable procedures regarding the same.

**4.030. Garnishments.**

It is the policy of South Weber City that an employee's pay shall be subject to attachment, garnishment and execution under such rights, remedies, and procedures as provided by law.

**4.040. Exempt and Non-Exempt Employees.**

It is the policy of South Weber City that for purposes of overtime compensation under the Fair Labor Standards Act, the City Manager shall be deemed "exempt" and designate other exempt positions in the City through job description. All other employees of the City are hereby designated as "non-exempt."

**4.050. Overtime and Compensatory Time.**

It is the policy of the South Weber City that exempt employees will not receive overtime compensation. Nonexempt employees may receive overtime compensation at a rate of one and one-half times their regular rates of pay in accordance with the provisions and regulations of the Fair Labor Standards Act. No employee may perform work over his or her designated hours without prior approval of their Department Director. Overtime accrued by employees without Department Director approval are subject to disciplinary action.

Employees may request compensatory time off in lieu of cash overtime payments in accordance with the leave procedures set forth herein. Compensatory time may be accrued up to 240 hours at the calendar year end. Compensatory time over 240 will be paid out biannually. The City encourages employees to use compensatory time for the health, welfare, and benefit of the employee. Employees should be permitted to use compensatory time off within a reasonable period after making the request if such use does not unduly restrict the operations of the City and/or the department within which the employee works. Payments for compensatory time off shall be paid at the employee's regular rate of pay at the time the employee receives such payment. Employees shall be compensated for unused and accrued compensatory time in accordance with the provisions and regulations of the Fair Labor Standards Act. Nothing in this or any other policy shall be construed to give an expectation or right to continued or future compensatory time hours.

**4.060. On-Call.**

It is the policy of South Weber City that in order for the City to quickly respond to emergencies involving the City's water, sewer, and other utilities it is necessary that qualified employees of the Public Works Department remain on-call during nights, weekends, and holidays. Employees who are on-call shall remain within thirty (30) minutes of the City and be able to receive phone inquiries at all times during the on-call period. When an employee is required to be on-call he or she shall be compensated, at a rate \$11.00 (eleven dollars) per day (\$77.00 [seventy-seven dollars] per week), and in the event that on-call time includes a paid holiday, compensation shall be an additional \$11.00 per holiday, for making themselves available during the on-call period; and when called out the employee shall be compensated at his or her regular rate of pay for a minimum of two (2) hours. Telephone requests for information to or from the employee's home

or cellular phone shall not be considered as compensable time if the call transpires to be less than 15 minutes of telephone time.

#### 4.070. A. Differential Pay and Certifications

It is the policy of South Weber City to provide differential pay for specific professional certifications that contribute directly to the ability of an employee to provide a broader range of service to the community or to provide a current service at a reduced cost. For the purposes of recognizing and rewarding employees who improve their skills, knowledge, and proficiency in carrying out their assigned functions through additional training and certification beyond what is normally required for the position, the following guidelines have been established:

1. Professional certifications, which qualify an employee for differential pay, must represent a level of training and skill beyond what is required to perform the regularly assigned duties of the position.
2. The **City Manager** shall evaluate requests for differential pay to ensure compliance with this Policy.
3. Employees eligible to receive differential pay must submit proof of the initial certification and of all renewals and/or recertification to the **City Manager**.
4. The differential pay shall be effective the first pay period after proof of certification has been submitted. It shall terminate the pay period in which the employee is no longer certified.
5. Personnel Director shall be responsible for maintaining records of all certifications and expiration dates, and to terminate the differential if proof of re-certification has not been provided.
6. Approved differentials are as follows:

A. All employees in the Public Works Department, including the Department Director, who become certified with the State of Utah as a Grade I, II, III or IV Systems Operator are eligible to receive differential pay as follows (differential rates are not cumulative):

- Grade I
- Grade II
- Grade III
- Grade IV
- Backflow/Cross Connection\*\*
- Certified Inspector for Sediment and Erosion Control\*
- Certified Professional in Storm Water Quality\*
- Certified Professional in Sediment and Erosion Control\*
- Registered Storm Water Inspector\*

\* Available for Public Works or Building Inspections employees.

\*\* Available for designated Parks employees.

B. Employees in the parks section and storm water section who become certified by the Professional Lawn Care Association of America (PLCAA) as a Certified Turf-grass Professional are eligible to receive a differential in addition to their regular salary.

C. Employees classified as a Building Inspector must have ICC Building, Electrical, Mechanical, and Plumbing certifications in accordance with the job description. In addition, they receive differential pay for the following certifications.

- ICC Fire Inspector Certification (requires CBO approval)
- ICC Building Plans Examiner
- ICC Electrical Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Residential Plans Examiner
- ICC Property Maintenance and Housing Inspector
- ICC Disaster Response Inspector
- ICC Accessibility Inspector/Plans Examiner Certification
- ICC Commercial Energy Inspector
- ICC Residential Energy Inspector/ Plans Examiner
- ICC Chief Building Official Legal/ Management Module
- ICBO Structural Masonry Special Inspector Certification  
(Requires CBO approval)

D. Employees who are fluent in Spanish and regularly communicate with Spanish speaking customers are eligible to receive a differential. This differential must be requested by the City Manager on a case-by-case basis.

E. South Weber City agrees to expend the costs of professional certification(s), such as, examinations, and C.E.U.'s (continued education unit). In the event that an employee fails an examination, it is to the discretion of the City Manager to hold the employee responsible for the examination payment.

#### **4.080. Holiday Pay.**

It is the policy of South Weber City that all full-time employees shall receive holiday pay for each of those days defined herein as legal holidays of the City. Employees shall be compensated for the number of hours that would normally be worked on that given day if it were not a holiday.

The following days, with the exception of Employee Birthdays, are defined as legal holidays upon which all offices of the City shall be closed, except those offices required by law or necessity to remain open. In the event the holiday falls on a Sunday, the following Monday shall be the holiday, and in the event the holiday falls on a Saturday, the preceding Friday shall be the holiday.

- (a) New Year's Day - January 1st;
- (b) President's Day - third Monday in February;
- (c) Memorial Day - last Monday in May;
- (d) Independence Day - July 4th;
- (e) Pioneer Day - July 24th;

- (f) Labor Day - first Monday in September;
- (g) Columbus Day - second Monday in October;
- (h) Thanksgiving - fourth Thursday in November;
- (i) The day after Thanksgiving;
- (j) Christmas Day - December 25th;
- (k) Either the day before or after Christmas as determined by the City Manager; and
- (l) Employee's Birthday; or equivalent time off if the birthday falls on a weekend or holiday.

South Weber City will automatically adopt any future paid holidays which are adopted by the state and/or federal government.

Employees required to work on a legal City holiday shall receive an equivalent amount of time off on an alternate day as approved by his or her Supervisor or receive a wage at one and one-half times the straight-time rate for the hours worked on the holiday. Employees must have authorization from their Supervisor prior to working on a holiday. Holidays occurring during an employee's vacation or sick leave are not counted as vacation or sick days; excluding those employees who are scheduled to work on the holiday and will be given an alternate day off for the holiday.

Fire and public works employees required to work on a premium holiday as defined by this Policy shall receive a wage at two times the straight-time rate for the hours worked on the holiday. The following are considered premium holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

In the event that a holiday falls on a Saturday, the preceding Friday shall be treated as the holiday. Should the holiday fall on a Sunday, the following Monday shall be treated as a holiday. For eligible employees, the employee BIRTHDAY holiday can only be taken as scheduled, and with prior authorization by their Supervisor. It must be taken by the employee within one week (before or after) the employee's birthdate in one full day segment or two half-day segments on consecutive days

#### **4.090. Paid Leave.**

Full-time employees are eligible to accrue vacation leave, sick leave, and other paid leaves as may be established by the City. Part-time employees who at the time of the adoption of this Policy accrue vacation and sick leave shall continue to be afforded this benefit at the accrual rates set forth herein. No paid leave shall accrue or be granted to non-qualifying part-time and limited employees unless otherwise approved by the City.

#### **4.100. Unpaid Leave.**

Employees may be granted unpaid leave under certain circumstances in accordance with the procedures set forth herein. Unless otherwise provided by law, such as military or family and medical leave, unpaid leave is a privilege and not a right. Employees shall not be entitled to the accrual of any vacation or sick leave credits during the period of extended unpaid leave, but shall be entitled to life insurance, group health insurance, and seniority entitlement as required

by law. Unless otherwise required by law, the employee may be required to pay for continuation of insurance benefits during unpaid leave.

#### **4.110. Leave Procedures.**

**(a) Leave Request Form.** Except as provided in Sections 4.120, employees desiring leave, whether paid or unpaid, shall file an Employee Leave Request Form with his or her Supervisor in accordance with such procedures as established by the City. Failure to schedule non-emergency leave in advance may result in disapproval of the leave and/or disciplinary action if the leave is required to be taken.

**(b) Approval.** Department Heads shall approve or deny employee leave requests at his or her discretion, except as otherwise provided herein. Any approved employee leave request shall be signed by the Department Head and City Manager stating any special provisions or conditions for the leave. Employees who do not answer to a Department Head shall submit all leave requests to the City Manager. Any Employee Leave Request exceeding thirty (30) days requires approval from the City Council. Any leave which qualifies or may qualify as Family Medical Leave must be reported to the City Manager to ensure that the appropriate notice and records are maintained for such leave. Department Heads desiring leave shall consult with the City Manager prior to scheduling such leave to ensure that proper measures have been or will be taken to provide for the proper and efficient functioning of the department during the Department Head's absence.

**(c) Status.** Employees are responsible for keeping his or her Supervisor notified on a daily basis, if necessary, of the anticipated return date from leave. Department Heads or the City Manager may, at any time during an employee's absence due to illness or injury, request a written physician's verification of the employee's illness or condition and its expected duration.

**(d) Compensation.** Eligible employees shall be compensated for paid leave at his or her regular rate of pay.

**(e) Records.** Original Leave Request Forms shall be maintained by the Personnel Director in accordance with the Government Records Access and Management Act, as adopted and amended by the City.

#### **4.120. Leave Procedures Exceptions.**

Exceptions to the leave procedures set forth in Section 4.110 shall be made in the following instances:

**(a) Absence due to illness.** In the event an employee is absent due to illness the request for leave may be handled by a telephone report to his or her Supervisor or Department Head. In the event the Supervisor or Department Head is not available, the employee may notify the City Manager. Such notice shall be given as soon as practical before the employee's work shift begins.

**(b) Family Accident, Medical, or Other Emergency.** In the event there is a family emergency or accident where the presence of the employee is required, the employee may take the appropriate leave after notifying his or her Supervisor or Department Head. In the event the Supervisor or Department Head is not available, the employee may notify the City Manager. Such notice shall be given as soon as practical under the circumstances.

**4.130. Vacation Leave.**

**(a) Eligibility.** Full-time employees are eligible to accrue vacation leave in accordance with their tenure of employment at the rates set forth herein and are eligible to use accrued vacation leave upon accrual. Part-time employees who, at the time of the adoption of this Policy, accrue vacation leave shall continue to be afforded this benefit at the accrual rates set forth herein. No other employees shall accrue and be eligible to use vacation leave as provided herein.

**(b) Employee Accrual Rates.** Full-time employees may accrue vacation hours according to the following table:

Years of Employment with South Weber City	Vacation Hours Accrued Per Pay Period
0-4	4
5-9	5
10+	6

Any and all employees currently accruing vacation time at any rate higher than 6 hours per pay period at the time of this Policy update will continue to accrue at their current rate.

**(c) Accumulation.** Vacation leave is credited to each employee on a per pay period basis. In the first year of hire in an eligible position vacation shall accrue from the date of hire for that position at four (4) hours per pay period. Employees can accumulate and carry forward to the next calendar year a maximum of two hundred and forty (240) hours. Any unused vacation hours in excess of two hundred and forty (240) hours will be forfeited at the end of each calendar year on December 31st. Upon good cause and request from the employee's Department Head a thirty to sixty (30-60) day extension of the December cut-off date may be considered by the City Manager.

**(d) Scheduling.** Vacation leave is intended to benefit the employee and employees are encouraged to take such leave in the year in which it is earned. In order to accommodate the efficient management of the City, vacation leave must be filed in writing to the employee's Department Head, or his or her designee, in accordance with the employee leave request procedures set forth herein. The City will try to honor employees' requested vacation dates but retains the right to determine final scheduling order or to change the vacation schedules according to the needs of the City. The City retains the options, in the event of an emergency, to pay any employee in lieu of accrued vacation credit, if any vacation request cannot be granted in the best interest of the City.

**(e) Miscellaneous.** A paid holiday which occurs during vacation leave will not be charged as a vacation day.

**(f) Termination.** Upon termination of employment with the City other than for cause, eligible employees shall be entitled to cash in lieu for unused vacation leave at his or her regular rate of pay at the date of termination.

**(g) Annual Cash Out.** Employees may cash out up to 80 hours of their accrued vacation hours once per year. An employee who cashes out hours must retain no less than 40 hours.

#### **4.140. Sick Leave.**

South Weber City provides eligible employees with paid sick leave each year to cover approved absences due to illness.

**(a) Eligibility.** All full-time employees are eligible to accrue sick leave at the accrual rates set forth herein.

**(b) Accrual.** Full-time employees may accrue up to twelve (12) days of paid sick leave, or to accrue ninety-six (96) hours per year. Eligible part-time employees shall accrue sick leave at a rate of six (6) days per year, or to accrue forty-eight (48) hours per year.

**(c) Utilization of Sick Leave.** Eligible employees may utilize sick leave for the following purposes:

(1) Employee illness or injury

(2) Illness or injury of an employee's immediate family member. For purposes of this section only, immediate family member includes; spouse, partner, significant other, son, daughter, parent, parent in-law, or anyone else living in the same household, and anyone for whom the employee has legal guardianship

(3) Dental and medical appointments

(4) The use of paid sick leave may not exceed forty (40) hours in a work week

**(d) Notification.** Employees are expected to notify their Supervisor prior to or at the beginning of their scheduled work period. Employees, at the discretion of the Supervisor, may be required to provide written verification by his or her doctor stating the reasons the employee was unable to work due to illness.

**(e) Records.** Sick leave shall be recorded on the employee's timecard.

#### **4.150. Family and Medical Leave.**

**(a) Purpose.** It is the purpose of this Section to provide guidelines for employees regarding leaves of absence in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA or Act). The provisions set forth herein are intended to comply with such Act, and if any conflict arises or if an issue or definition is not addressed herein, the federal Act shall control. The provisions of this Section are intended to supersede the unpaid leave provisions provided elsewhere in these Policies and Procedures.

**(b) Eligible Employees.** Employees eligible for Family and Medical Leave as provided herein include employees who have been employed with the City for at least twelve (12) months and who have performed at least one thousand two hundred fifty (1,250) hours of service for the City during the previous 12-month period immediately preceding the commencement of the leave.

**(c) Permitted Leave.** Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during any 12-month period for the following:

- (1) The birth of a son or daughter of the employee and to care for such son or daughter;
- (2) The placement of a son or daughter with the employee for adoption or foster care and to care for such son or daughter;
- (3) In order to care for the employee's spouse, son, daughter, or parent with a serious health condition; or
- (4) A serious health condition that makes the employee unable to perform the functions of his or her position.

**(d) Designation of 12-Month Period.** For purposes of determining the 12-month period in which the twelve (12) weeks of leave entitlement occurs, the City uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

**(e) Leave Procedure.**

**(1) Notice.** An employee must notify in writing his or her Department Head, who shall then notify the City Manager, of any needed Family and Medical Leave by filing an Employee Leave Request at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption, or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If a thirty (30) day notice is not practicable, such as because of lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Failure to give proper notice of intended leave to the City may result in denial of the taking of the leave for up to thirty (30) days after the date the employee provides notice in accordance with provisions of the Act.

**(2) Designation of Leave.** Once the City has acquired knowledge that the leave is being taken for a Family and Medical Leave Act-qualifying reason, the City shall designate the leave as such, whether it is paid or unpaid, and give notice of the designation to the employee. Except as otherwise provided in the Act, absence preceding a notice to the employee of the designation, may not be counted against the employee's FMLA leave entitlement.

**(3) Certification.** The City may require the employee to provide certification from a health care provider regarding the necessity of the leave in accordance with and subject to provisions of the Act.

**(4) Reporting.** The City may require the employee to report periodically to the employer on the status and intention of the employee to return to work in accordance with and subject to provisions of the Act.

**(5) Fitness for Duty.** The City may require the employee to obtain and present certification from the health care provider stating that the employee is able to resume work in accordance with the Act.

**(6) Intermittent Leave.** Intermittent leave or reduced schedule leave may be taken under certain circumstances in accordance with and subject to provisions of the Act. Any intermittent leave requested or granted shall be subject to conditions set forth in the Act, including but not limited to, alternative position transfer, reasonable notice, scheduling, and certification.

**(f) Leave Protection.**

**(1) Compensation.** Employees shall be required to use accrued paid vacation and all-purpose leave hours for leave provided herein and paid sick leave hours to the extent such FMLA leave qualifies as sick leave under provisions of this Chapter. Any leave not covered by previously accrued paid vacation, all-purpose, and sick leave shall be permitted as unpaid leave in accordance with the provisions set forth herein. To the extent permitted by law, it is the intent of the City that all paid leave substituted for unpaid Family and Medical Leave run concurrently with and be counted as Family and Medical Leave.

**(2) Position.** Except as otherwise provided in the Act, employees who take family or medical leave shall be entitled on return from such leave to be restored at the option of the City to: (1) the position of employment held by the employee when the leave commenced, or (2) an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The employee may be denied restoration of their positions in accordance with and subject to provisions set forth in the Act.

**(3) Benefits.** The taking of family or medical leave shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced, other than the required use of vacation, all-purpose, and sick leave. An employee's entitlement to benefits other than group health benefits during a period of FMLA leave shall be determined in accordance with the City's policy for providing such benefits for the type of leave taken, i.e., paid, or unpaid, as applicable.

**(4) Insurance.** The City shall maintain coverage for the employee under any "group health plan" for the duration of the leave at the level and under the conditions of coverage the employee would have been provided had the employee continued in employment for the duration of such leave as required by the Act and applicable provisions of COBRA. The City may recover the cost of maintaining such coverage in accordance with provisions of the Act if the employee fails to return from leave for a

reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

**(g) Records.** The City shall make, keep, and preserve records pertaining to Family and Medical Leave in accordance with the Act. Access and maintenance of such records shall be subject to the requirements of the Utah Government Records Access and Management Act, as adopted and amended by the City. Documents relating to medical certifications, recertification, fitness for duty, or medical histories of employees or employees' family members shall be treated as confidential medical records.

#### **4.160. Military Leave.**

Employees who enter active service in any branch of the armed forces of the State of Utah or of the United States shall be granted a leave of absence from employment with the City during their military service to the extent required by State and Federal law, including Utah Code Annotated provisions regarding "Governmental Employees in Military Service" set forth at Utah Code Ann. § 39-3-1, et seq., as amended.

#### **4.170. Jury Duty Leave.**

The City recognizes the duty of its employees as citizens to serve on juries or as court witnesses. Employees who are required to miss work as a result of being summoned to serve on a jury, or have been subpoenaed to appear as a witness, may be eligible for paid leave during such jury duty and witness periods, less compensation received by the employee for such services. This Section does not apply when an employee appears in court on his or her own behalf, such as a traffic offense or as a party to a lawsuit. Employees appearing in court on behalf of the City in their official capacity shall be paid their regular rate of pay as hours worked in accordance with applicable provisions of the Fair Labor Standards Act.

#### **4.180. Injury Leave (Worker's Compensation).**

Employees injured during the performance of their job duties are covered by Workers' Compensation Insurance as provided by state law and shall be compensated for such leave in accordance therewith. In order for the employee to continue at a full salary during a disability from an on-the-job injury, worker's compensation payments may be supplemented by accrued sick leave and vacation time. After all leave time is exhausted, the employee must revert to worker's compensation payments within the definition of State Law.

#### **4.190. Bereavement Leave.**

With approval of the employee's Department Head and the City Manager, employees may be granted up to three (3) days of time off with pay for the death of an immediate family member. For the purposes of this section only, immediate family shall be defined as spouse, partner, significant other, child, stepchild, son-in-law, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or anyone else living in the same household, and anyone for whom the employee is legal guardian. Exceptions require approval by the City Manager.

#### **4.200 Exempt Employee Leave**

Exempt employees who are not eligible for overtime/compensatory time are granted 40 hours of personal leave at the beginning of each calendar year to be used within that same year. Any unused personal leave is forfeited. Personal leave cannot be cashed out, transferred to another type of leave, or transferred to another employee.

#### **4.210. Employee Recognition Program.**

It is the policy of South Weber City to celebrate the success of its employees. Employees are to be appropriately recognized for their years of service, meritorious performance, and supportive attitude in addition to normal salary considerations.

#### **4.220. Employee Wellness Program**

It is the policy of South Weber City to provide an incentive for employees to maintain a high level of physical and mental wellness in order to improve employee productivity.

Employees will be given incentives to participate in an employee wellness program. The wellness program will include incentives for physical as well as mental wellness. Requests for city sponsorship of recreation teams shall be considered by the respective Department Director and may be partially funded out of department resources. **The Recreation Director shall be responsible for administering the wellness program.**

#### **4.230. Employee Assistance Program**

South Weber City provides an Employee Assistance Program (EAP) for all full- and part-time employees. An EAP is a confidential counseling and referral service that is designed to help employees and their family members deal with personal or work-related problems. Additional information about the EAP program is available from the Personnel Director.

## CHAPTER 5: BENEFITS

### 5.010. Disclaimer.

### 5.020. Retirement.

### 5.030. Medical, Dental, and Optical.

### 5.031. Life Insurance

### 5.040. Workers Compensation.

### 5.050. Family Activity Center Membership

### 5.010. Disclaimer.

The following provisions briefly describe the City's employee benefits. The City reserves the right to modify or eliminate any employee benefits at any time and for any reason as permitted by law. For more complete information regarding any of these benefit programs employees may contact the City Manager or the Personnel Director.

### 5.020. Retirement

**(a) Defined Benefit Plan.** The City is a member of the Utah State Retirement System. All benefited full-time employees are required to participate in the Utah State Retirement System (URS), unless otherwise allowed by URS regulations. Participation and administration of the system shall be conducted in accordance with state statutes and regulations regarding the same. No employee shall be exempt from such system unless permitted by law and approved by the City Council. The City Council may also approve and fund a supplementary retirement plan.

**(b) Defined Contribution Plans.** City employees who are either full-time or part-time and who, at the time of the adoption of this Policy, accrue vacation leave, may participate in the Utah State Retirement System 401(k) and 457 defined contribution plans. Employees working fewer than 80 hours per pay period will be paid a certain percentage based on the hours worked.

**(1) City Contribution – Standard.** The City will contribute funds in the amount of 1.51% of the employee's salary to the 401(k) for all full time and part time employees who, at the time of the adoption of this Policy, accrue vacation leave

**(2) City Contribution – Match.** The City will match 50% of the eligible employee's contribution to a 401(k) plan, up to 1.5% of the employee's salary.

### 5.030. Medical, Dental, and Optical

The City participates in group medical, dental, and optical programs for its eligible employees. Medical and dental coverage is provided to employees and their dependents. Optical coverage is optional. South Weber City does not employ more than 50 ongoing, full-time, and full-time equivalent employees and therefore, is not subject to the shared responsibility requirement (play or pay) of the Patient Protection and Affordable Care Act (PPACA). South Weber City is not subject to a penalty for any full-time employee if that employee is offered "qualifying coverage"

that passes benefits and affordability tests. Coverage offered by the City to eligible employees, is deemed “qualifying coverage” as it meets the benefits and affordability tests that have been required since January 1, 2014.

For purposes of this Policy health care eligibility, and in accordance with the PPACA, a full-time employee in one who is employed to work on average at least 30 hours per week regardless of the internal definition of full-time employment of the hiring entity. There is a Look-Back Measurement Method or a Monthly Measurement Method that can also be used to determine full-time equivalency.

**5.040. Life Insurance.**

The City participates in a group life insurance program. Each benefited employee is provided a term life insurance policy that covers \$40,000.00.

**5.050. Workers Compensation.**

**(a) Participation.** The City participates and contributes to a qualified workers' compensation fund. Employees injured in the course of employment may be eligible for workers' compensation benefits in accordance with the provisions of Title 34A of the Utah Code Annotated, as amended, regarding Workers' Compensation.

**(b) Transitional Work Duties.** In order to assist ill or injured employees in regaining their health and returning to their regular working schedule, the City has a transitional work program.

Transitional duties may be assigned to ease the period from injury through recovery to regular job duties. An evaluation from the treating physician will determine the employee's physical capabilities and serve as a basis for establishing transitional duties.

**5.060. Family Activity Center Membership.**

Full-time employees, as well as elected and appointed officials, receive free family memberships to the Family Activity Center so long as they are employed and in good standing with the City. Part-time employees receive a free individual membership so long as they are employed and in good standing with the City.

## CHAPTER 6: WORKING CONDITIONS

### 6.010. Work Hours.

### 6.020. Americans with Disabilities Act (ADA).

### 6.030. Harassment Policy

### 6.040. Sexual Harassment Policy

### 6.050. Workplace Violence Policy

### 6.010. Work Hours.

**(a) Employee Work Hours.** Employees are required to report promptly and remain at work at their scheduled time, excluding authorized break and meal periods. Late arrivals, early departures, and other unapproved personal absences are not acceptable and shall be subject to disciplinary action. When it is not possible to report to work on time, the employee shall notify his or her Supervisor as soon as possible before the shift begins in accordance with the Leave Procedures set forth in Chapter 4. An employee who is absent from work without notice or authorization shall be subject to disciplinary action up to and including termination and shall not be entitled to compensation for such unexcused absences. An employee who is absent from work without notice or authorization for three (3) or more consecutive days shall be considered terminated, subject to termination procedures set forth herein.

**(b) Time Records.** City employees are required to accurately record their hours worked on forms or digital format provided by the City. Department Director and Supervisors shall not alter any employee reported time records except as necessary to correct errors.

### 6.020. Americans with Disabilities Act (ADA).

**(a) Policy.** It is the policy of South Weber City not to discriminate on the basis of disability. No qualified individual with a disability should by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the City, or be subjected to discrimination in employment under any service, program, or activity conducted by the City. Discrimination based on a disability has been held to constitute a violation of the Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, as amended, and shall not be tolerated.

**(b) Purpose.** It is the purpose of this Policy to communicate to all applicants, employees, and other interested persons dealing with the City that discrimination on the basis of a disability is prohibited and shall not be tolerated. It is further the intent of this Policy to communicate to persons with disabilities that they have a means to discourage and seek relief from conditions which create barriers for individuals with disabilities or conduct which constitutes discrimination against individuals with disabilities.

**(c) ADA Coordinator.** The City Manager is hereby designated as the ADA Coordinator for the City. The ADA Coordinator shall be responsible for the administration of this Policy. Any

questions, comments or complaints regarding matters set forth herein should be addressed to the ADA Coordinator, 1600 East South Weber Drive, South Weber, Utah 84405.

**(d) Scope.** This Policy shall extend to all conduct defined as discriminatory under the Americans with Disabilities Act as applicable to the City. Specifically, the following conduct shall be prohibited:

**(1) Services.** "[N]o qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."<sup>42</sup> U.S.C. § 12132, as amended.

**(2) Employment.** "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment."<sup>42</sup> U.S.C. § 12112, as amended.

**(e) Procedure.** Whenever a person believes he or she has been discriminated against on the basis of a disability regarding access to or benefit from City services, activities, or programs, or in connection with any employment with the City, the following steps should be taken:

**(1) Complaint.** The aggrieved party should file a written complaint with the ADA Coordinator within ten (10) days of the date the complainant becomes aware of the alleged violation.

**(2) Investigation.** Upon receipt of a complaint, the ADA Coordinator shall immediately notify the Mayor of the complaint and investigate the complaint. Investigation of the complaint may include, but is not limited to, interviewing the complainant, and affording all interested persons and their representatives, if any, the opportunity to submit oral or documentary evidence relevant to the complaint.

**(3) Findings and Conclusions.** The ADA Coordinator shall, within a reasonable time from receipt of the complaint, prepare and distribute to all parties his or her findings and conclusions from the investigation, including a description of the resolution of the complaint and notice of the complainant's right to appeal.

**(f) Retaliation.** Interested persons are entitled to bring good faith complaints hereunder without fear of retaliation. It is unlawful for any person to discriminate against another because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein, and it is further unlawful for any person to coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Any interested person who believes he or she has been subjected to any act of retaliation described herein has the right to file a further complaint alleging reprisal as a separate action under this Policy.

**(g) Records.** The ADA Coordinator shall maintain or cause to be maintained all records of the City pertaining to ADA rules and regulations and any complaints filed hereunder in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City, and any applicable federal regulations.

**(h) Appeal.** Any person aggrieved by a decision of the ADA Coordinator regarding a complaint filed hereunder may appeal such decision by filing with the City Council a written appeal within ten (10) days from the date of the decision stating the grounds for the appeal. The City Council shall investigate the matter and prepare its findings and conclusions within a reasonable time from receipt of the appeal.

**(i) Other Procedures and Remedies.** The grievance procedures provided herein are intended to replace rather than supplement other City grievance procedures for any grievance involving discrimination based upon disability.

### **6.030. Harassment Policy.**

It is the purpose of South Weber City to maintain a safe and enjoyable work environment free from any form of inappropriate harassment or abusive behavior. South Weber City prohibits all forms of illegal harassment of employees by Supervisors, managers, fellow employees, elected or appointed officials, volunteers, customers, residents, or visitors. The City will not tolerate harassment of its employees. Under Title VII of the Civil Rights Act, any form of discrimination related to an employee's race, color, sex, religion, national origin, age, sexual orientation, disability, marital, or veteran status is a violation of this Policy and will be treated as a disciplinary matter. Sexual Harassment is included among the prohibitions (see section 6.040).

Harassment is inappropriate conduct that undermines the employment relationship that refers to occasional comments that may be considered socially unacceptable. Harassment on the basis of any protected class or characteristic is strictly prohibited under this Policy. Harassment includes verbal or physical conduct that designates or shows hostility or aversion to an individual because of his or her race, color, religion, national origin, age, disability, sexual orientation, marital, or veteran status, or any other characteristic that is protected by law. The conduct includes, but is not limited to:

- a. Epithets, slurs, or negative stereotyping;
- b. Threatening, intimidating, or hostile acts;
- c. Jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or text message).

Retaliation against any employee who rejects, protests, or complains about harassment is prohibited. A complaint procedure is available to employees to report all types of harassment. If employees feel that they are being harassed by a Supervisor, co-worker, elected or appointed official, volunteer, resident, or visitor because of their race, color, sex, religion, national origin, age, disability, sexual orientation, or marital, or veteran status, they should first let the harassing person know of their objections, if feasible. Additionally, the employee shall report the problem, in writing, as outlined below.

If an employee experiences or is witness to harassment in the workplace, he/she shall report it immediately in writing to his/her direct Supervisor. If the target for reporting is the person who is harassing the employee, the employee may approach another manager or Department Director. All allegations of harassment will be quickly investigated. To the extent possible, employee confidentiality and that of any and all witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation and will be provided the opportunity to discuss the outcome with the City Manager.

If circumstances warrant, the City Manager may appoint a two-person investigative team to investigate complaints of harassment, submitted in writing. If a two-person team is not appointed, the investigation may be handled by the accused person's manager or Department Director. Complaints of sexual harassment will be investigated pursuant to the Sexual Harassment Policy.

The investigation may also include a thorough review of files and other tangible evidence. The investigators will make every reasonable attempt to resolve any questions of credibility between the complaining and the accused employees rationally and objectively.

Information obtained during the course of an investigation of harassment will be maintained in confidence as much as is feasible. It will be released only to individuals who have a need to know it, e.g., individuals who will enable the City to investigate the charges thoroughly and appropriate Supervisors and managers.

Individuals who make false statements during the course of a harassment investigation may be subject to discipline which may include termination. All employees are expected to cooperate fully with such investigations. Failure to cooperate fully may lead to discipline which may include termination. Where investigations confirm the allegations, the perpetrator's department will take appropriate corrective and/or disciplinary action.

Bullying is a form of harassment which is also prohibited. Bullying can be physical (hitting, pushing, shoving, and "getting in the face of"), verbal (making fun of, maliciously teasing, threatening, coercing, calling derogatory names) or relational (spreading rumors, ostracizing). Bullying is prohibited regardless of whether or not it is used to target a person of a protected class.

Retaliation for making a harassment complaint is another form of harassment. Retaliation against any employee who rejects, protests, or complains about any type of harassment is prohibited. Retaliation is conduct that would tend to discourage others from making a complaint against harassment or is intended to punish a person who made a complaint and includes such behavior as ostracizing or being continually rude towards a person who has complained, denying privileges granted to others, or taking adverse employment action because an employee made a complaint. Retaliation is prohibited regardless of whether or not the original complaint made by the victim or alleged victim of retaliation had any merit.

#### **6.040. Sexual Harassment Policy.**

**(a) Policy.** It is the policy of South Weber City to provide its employees with a work environment free from sexual harassment. Sexual harassment is unacceptable and is prohibited. Sexual

harassment shall not be tolerated nor condoned by the City under any circumstances. This zero-tolerance Policy applies to all employees, officers, and agents of the City, as well as any other third parties doing business with or served by the City.

**(b) Purpose.** It is the purpose of this Policy to communicate to all employees of the City and all persons conducting business with or served by the City that sexual harassment is prohibited. It is also the intent of this Policy to inform and communicate to employees experiencing or witnessing sexual harassment that they have a means to discourage and report offensive or inappropriate conduct and that such reports will be immediately investigated, and appropriate action will be taken

**(c) Notice.** All employees of the City shall be responsible for knowing the provisions of this Policy regarding sexual harassment. The City Manager shall be responsible for informing employees of any amendments to this Policy. Any violation of this Policy by City employees shall result in disciplinary action up to and including termination.

**(d) Definitions.** As used herein, the following words shall have the meaning described below:

**(1) "Retaliation"** means a retaliatory action taken against any person complaining of or reporting sexual harassment or any person involved or cooperating in an investigation of sexual harassment or a retaliatory action taken against any other person or property as a result of a sexual harassment complaint and/or investigation.

**(2) "Sexual Harassment"** means unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**(e) Prohibited Conduct.** Sexual harassment of any nature is prohibited under this Policy, whether or not such conduct rises to the level of unlawful harassment. Examples of the kind of conduct that constitutes sexual harassment under this Policy includes, but is not limited to, the following types of behavior. Prohibitions hereunder include same-sex harassment.

**(1) Sex Role Stereotyping.** This conduct consists of assignment of nonjob-related duties, functions, or roles based on gender. Examples include making coffee, serving refreshments, and running errands, when not related or necessary to the functions and responsibilities of the employee's position with the City.

**(2) Targeted Gender Harassment.** This conduct includes intentional behavior that is directed at a specific gender. Examples of this kind of prohibited conduct include sexual comments and jokes as well as suggestions or gestures about gender or sexuality.

**(3) Targeted Individual Harassment.** This conduct consists of intentional behavior that is targeted at an individual or a specific group which causes serious negative physical or

psychological effects to the victim and adversely affects productivity and morale. This prohibited conduct includes negative or offensive sexual comments, jokes or gestures directed to or relating to an individual's gender or sexuality, or unwelcome physical conduct of a non-criminal nature.

**(4) Criminal Sexual Harassment.** This conduct includes behavior which violates state or federal law. Prohibited conduct includes forcible sexual abuse, intentional intimate touching of another (such as buttocks or genitals of another or the breasts of a female) and taking indecent liberties with another individual.

**(f) Employee Responsibility.** Employees shall promptly report any sexually harassing conduct they experience, learn of, or witness utilizing the complaint procedures provided herein. Such prompt reporting will assist the City in eliminating any harassment at an early stage and/or reduce or eliminate any resulting harm.

**(g) Complaint Procedures.** Whenever an employee believes he or she has experienced, learned of, or witnessed any type of sexual harassment, the employee shall report the matter utilizing the following procedures.

**(1) Complaint.** An employee may report and/or complain of any alleged sexual harassment by verbally notifying or filing a written complaint of the harassment with his or her Supervisor. If the employee's Supervisor is implicated in the matter or if the employee does not feel comfortable raising the matter with his or her Supervisor, the employee may verbally notify or file a written complaint with the employee's Department Head or the City Manager. If the Department Head or the City Manager is implicated in the matter or if the employee does not feel comfortable raising the matter with his or her Department Head or the City Manager, the employee may verbally notify or file a written complaint with the Personnel Director or the Mayor.

**(2) Notice.** Except as otherwise provided herein, any Supervisor, Department Head, Personnel Director, or the Mayor receiving notice of an alleged incident of sexual harassment, either verbally or in writing, shall take immediate action to report such incident and/or complaint to the City Manager. In the event the City Manager is implicated in the complaint, the Mayor shall be notified by the Supervisor, Department Head, or Personnel Director of the report or complaint.

**(3) Investigation.** It is an express policy of the City that all complaints of sexual harassment will be investigated. Except as otherwise provided herein, the City Manager, or his or her designee, shall promptly and thoroughly investigate any such complaint of sexual harassment. The investigation shall be undertaken without bias or premature judgment. The investigation may include interviews with the complaining employee, the subject of the complaint, co-workers, and former employees who may have knowledge of the situation. In the event the City Manager is implicated in any sexual harassment complaint, the Mayor shall cause to be conducted a prompt and thorough investigation of the matter. In such event, all references in Subsections (4) and (5) to the City Manager shall be read to refer to the Mayor. The City may also hire a third-party

investigator to conduct any investigation of alleged sexual harassment. All investigations shall include, at a minimum, providing a copy of this Policy to the complainant and the accused; informing the parties of the law regarding sexual harassment and the provisions of this Policy; and reviewing the complaint with the complainant and the accused.

**(4) Decision.** Upon completion and review of the investigation, the City Manager shall determine whether there has been a violation of this Policy and shall immediately thereafter take such action as he or she deems appropriate under the circumstances in accordance with applicable procedures regarding the same. In the event a third-party investigator has been hired to investigate the matter, the City Manager shall review the conclusions of the investigation and decide the matter as provided herein. Written notice of the decision, including any appropriate findings and conclusions, shall be prepared, and distributed to the parties within a reasonable time from receipt of the complaint.

**(5) Determine Remedy.** If a violation of this Policy is found, the City Manager shall determine the appropriate discipline for the violator ranging from written reprimand to termination of employment. The City Manager shall take the following factors into consideration in determining the appropriate discipline, together with any other appropriate factors:

- i. the relationship of the parties;
- ii. the nature of the offense;
- iii. the number of complainants; and
- iv. the number of occurrences.

**(6) File Records.** If the accused is found to have violated this Policy, all records concerning the complaint, investigation, findings, and discipline shall be maintained with his or her personnel records. If the accused is found innocent of any violation of this Policy, no records concerning the incident shall be maintained with his or her personnel records.

**(h) Confidentiality.** All complaints and investigations of sexual harassment will be confidential to the extent possible under the circumstances and only those persons necessary for the investigation and resolution of the complaint will be provided information. Breach of this confidentiality requirement may result in disciplinary action being taken.

**(i) Retaliation.** Employees are entitled to bring good faith complaints regarding alleged sexual harassment and/or to participate in the investigation of any such complaints without any fear of retaliation. Retaliation against an accused or any person involved or cooperating in an investigation of sexual harassment is a separate violation of this Policy. If an employee believes he or she has been subjected to any act of retaliation resulting from any complaint or investigation of sexual harassment, he or she has the right to file a complaint hereunder alleging retaliation as a separate action under this Policy.

**(j) Misuse of Policy.** Any false claims of sexual harassment or allegations made in bad faith will result in disciplinary action taken against the accuser.

**(k) Other Procedures and Remedies.** The grievance procedures provided herein are intended to replace rather than supplement other City grievance procedures for any grievance involving sexual harassment and shall be exhausted prior to pursuing other available remedies.

#### **6.050. Workplace Violence Policy**

For purposes of this Policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats, or similar actions, attempted destruction, or threats to South Weber City or personal property; which occur in a South Weber City workplace, while using company resources, at a company work location, or while an individual is engaged in company business.

South Weber City strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on South Weber City property will not be tolerated. Violations of this Policy will lead to disciplinary action up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

In the unfortunate event that a credible threat of violence arises, established protocols and awareness can help address the issues promptly.

1. Establish and disseminate an anti-violence policy. Creating awareness of procedures to follow in the event of actual violence or the threat of violence is critical. An employer's personnel manual should include a policy that, at a minimum, prohibits violence and threats in the workplace (including those made in jest) and requires employees to report all related incidents. Of course, in a crisis situation, employees likely will not have time to consult the manual. However, implementing a policy and reviewing it with employees at least annually can help keep protocols top of mind and enable employees to stay calm in the face of a threat or actual violence.
2. Assess the threat. In the event an employee threatens violence, an employer should first assess the seriousness of the threat in order to determine an appropriate course of action. What were the circumstances? Does the employee have a history of erratic behavior? What was the tone of the threat? How specific was it? For example, there may be a significant difference between an employee's off-hand remark(s); and a specific threat emailed to a coworker ("Jane turned me down for the last time. I have my brother-in-law's gun, and I'll be waiting for her when she comes to work on Monday.") An employer should weigh all facts in order to assess the seriousness of the threat. If time permits, consider involving an outside investigator.
3. An employer's actions may include changing locks and access codes, securing doors that ordinarily are left open, alerting key employees to the threat, reviewing

safety protocols with all employees, and notifying the Davis County Sherriff's Office. If the threat involves imminent harm, an employer should immediately contact law enforcement authorities, lock down facilities, and consult with legal counsel.

Focus on maintaining peace in the workplace. Employers can protect the safety of their employees and reduce the likelihood of workplace violence by following a few simple guidelines:

- Proactively create and maintain a positive work environment;
- Treat terminated employees with courtesy and respect, including providing on-site outplacement support to help diffuse emotions and refocus those affected.

**(A) Action to be Taken.**

Any employee or other individual who makes substantial threats, exhibits threatening behavior, or engages in violent acts on South Weber City premises shall be removed from the property as quickly as safety permits, and may be asked to remain away from South Weber City premises pending the outcome of an investigation into the incident. People who commit these acts outside the workplace, but which impact the workplace are also violating this Policy and will be **handled** appropriately. South Weber City reserves the right to respond to any actual or perceived acts of violence in a manner the City see fit according to the particular facts and circumstances.

When threatening behavior is exhibited or acts of violence are committed, South Weber City will initiate an appropriate response.

This response may include, but is not limited to, evaluation by external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension, or termination of employment, and/or criminal prosecution of the person/persons involved. Threats to fellow employees or citizens of South Weber City of using firearms, knives, explosives, or other lethal means will be met with zero tolerance and will end in immediate suspension and/or termination.

No existing South Weber City policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

**(B) Reporting Procedure.**

South Weber City's personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a company-controlled site or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the

designated representative is not available, employees should report the threat to their Supervisor or another member of the management team.

South Weber City understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of South Weber City, people should act in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

**(C) Protective or Restraining Orders.**

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide to the City Manager, the Department Director, and the Personnel Director a copy of the petition and order.

*Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence*

- Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action or can serve as evidence that an existing restraining order was violated.
- The employee should obtain a restraining order that includes the workplace and keep a copy on hand at all times. The employee may consider providing a copy to the police, his/her Supervisor, or appropriate individuals/departments within the South Weber City administration.
- The employee/employer should provide a picture of the perpetrator to reception areas.
- The employee should identify an emergency contact person should the employer be unable to contact the victim.
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with his or her Supervisor.
- Work with local law enforcement personnel and encourage employees to do so regarding situations outside the workplace.
- We're not an Air Force Base! Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.

**CHAPTER 7: CONDUCT**

- 7.010. Personal Appearance.**
- 7.020. Public Relations.**
- 7.030. Working Relations.**
- 7.040. Employee Ethics.**
- 7.050. Honesty.**
- 7.060. Confidentiality.**
- 7.070. Outside Employment.**
- 7.080. Personal and Outdoor Activities**
- 7.090. Information to the Public.**
- 7.100. Electronic Communications Policy.**
- 7.110. Use of City Vehicles.**
- 7.120. Equipment Use Policy.**
- 7.130. Drug and Alcohol Policy.**
- 7.140. DOT Drug and Alcohol Testing.**
- 7.150. No Smoking Policy**
- 7.160. Notary Public Services Policy**

**7.010. Personal Appearance.**

Impressions gained by the public visiting the office or dealing with City employees at any location are very important to the City as a public entity. Consequently, employees are expected to take pride in their appearance and grooming and to dress in a conservative and appropriate manner. Clothing must be clean and in good repair at all times. Employees in departments that require uniforms must adhere to department uniform standards unless otherwise directed by the Department Head.

**7.020. Public Relations.**

Employees are expected to be courteous, cooperative, diplomatic, and discrete in dealing with the public (face to face, telephone conversations, and written correspondence). Employees shall treat all citizens equally and with professionalism and avoid making cultural, ethnic, racist, or sexist slurs. Complaints or concerns expressed by citizens are to be promptly reported or referred to the appropriate Supervisor.

**7.030. Working Relations.**

Employees are expected to maintain a productive and supportive working relationship with others in the course of carrying out their responsibilities. They shall also encourage teamwork, support team efforts, communicate in a constructive manner, and exhibit good listening skills. Employees shall be courteous and cooperative with those they work with, consistently treat others equally and with professionalism and avoid cultural, ethnic, racist, and sexist slurs.

**7.040. Employee Ethics.**

It is the policy of South Weber City to reaffirm that there be no conflicts of interest with City employees and that no employee improperly benefits from holding a position with the City. All employees are required to adhere to legal, moral, and professional standards of conduct in the fulfillment of their duties with the City and shall demonstrate the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of the public. Employees, elected and appointed officials, and contracted employees shall adhere to the provisions of the *Municipal Officers' and Employees' Ethics Act*, as set forth in **Utah Code Ann. § 10-3-1301**, et seq., as amended. The appropriate disclosure statement shall be filed annually with the City in accordance with the Act. Employees are encouraged to discuss and raise any questions or concerns regarding public employees' ethical duties with their Department Head or the City Manager when such questions arise.

**7.050. Honesty.**

Employees shall be honest in the performance of their duties and responsibilities for the City and in their dealings with the public.

**7.060. Confidentiality.**

Unauthorized disclosure of privileged, private, and/or confidential information is prohibited and shall be grounds for disciplinary action, up to and including termination.

**7.070. Outside Employment.**

In order to reduce mental and physical fatigue, limit conflicts of interest, and reduce liability insurance expenses, no employee shall be permitted to engage in any outside employment except as provided herein. Any employee desiring to engage in outside employment must submit a request, in writing, to his or her Department Director. The Department Director may conditionally approve such outside employment unless it is deemed to be of an ongoing nature, in which case the City Manager's approval shall be required with the advice and consent of the Department Director. Outside employment may be approved or denied as deemed to be in the best interest of the City in consideration of the following:

- (a) Whether the outside employment will in any way interfere with the employee's ability to meet the City's work schedule, including reasonable overtime and standby assignments;
- (b) Whether the outside employment will be directly connected with or contingent upon a representation that the employee is in any way representing the City, either directly or indirectly;
- (c) Whether the outside employment is consistent and appropriate with the employee's position held with the City;

(d) Whether the outside employment will interfere with the employee's physical, mental, or emotional ability to fully and completely discharge the job duties of his or her City position.

Any request for outside employment shall be retained with the employee's personnel records. Unless otherwise prohibited by law, the City reserves the right to cancel an approval for outside employment when it is deemed such employment is not in the City's best interest. Any employee engaged in outside employment without proper approval required herein may be subject to discipline. City employees may not use City equipment in connection with outside employment nor may they engage in outside employment while on City time. In no event shall any full-time outside employment be permitted for full-time employees. Employees may not accept other employment which might impair his or her independence of judgment in the performance of his or her public duties as an employee of the City or which might interfere with the ethical performance of such duties.

#### **7.080. Personal or Outside Activities.**

Employees should not perform personal business during working hours. Except as otherwise provided herein or authorized by the Department Director or the City Manager, no personal use of City offices, facilities, supplies, or equipment shall be permitted. Use of City vehicles shall be conducted in accordance with Section 7.080. Use of City telephones for personal calls should be kept to a minimum. If authorized in advance, employees shall reimburse the City for any permitted personal use of City equipment, property, or services such as postage, copies, long-distance or cellular telephone calls, printing, etc.

#### **7.090. Electronic Communications**

##### **(a) Policy**

It is the policy of South Weber City to establish basic guidelines concerning the appropriate use of email, voice mail, text messaging, internet technology, the City's Wi-Fi network connection, and other electronic communication systems owned and provided by the City. All communications over and activities conducted on these systems are the property of the City. The City has provided these systems to its employees and public officials for the purpose of performing professional responsibilities and duties. Because email is a primary way the City communicates important information, employees, appointed, and elected officials are encouraged to check for new email messages at least once a week.

Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.

Employees, appointed, and elected officials shall print and file with the appropriate file any and all emails containing substantive information related to City business. Deletion of emails containing substantive information without first printing said emails shall be prohibited. Employees found deleting such records may be subject to disciplinary action in accordance with Chapter 11 of this Policy.

Elected Officials are prohibited from using a personal email account from an outside email provider to conduct City business as it can be difficult to maintain appropriate records.

### **Purpose**

To encourage the proper use of voice mail, email, internet, Wi-Fi, or other communication systems provided by the City.

### **Guidelines for Email, Voice Mail, Internet, Wi-Fi, and other Electronic Communications**

1. The City encourages the appropriate use of all methods of communicating both internally and externally in conducting the affairs of the City. This includes the use of email, text messaging, voice mail, internet, Wi-Fi, and other electronic communication systems for both City related and personal purposes, but only in accordance with the guidelines in sections 2-5. Employees, appointed, and elected officials have no expectation of privacy when using any equipment or system provided by the City, are required to follow specific rules and procedures when utilizing these technologies for City business, and/or when using City resources. The City reserves the right to inspect the contents of any computer, telephone, cell phone, or any other equipment that is owned by the City. The City also reserves the right to inspect any web page history, email, voice mail, text message, instant message, downloaded image, or other electronic file residing on the City server as a result of use of any of the above-described items or as a result of the use of the City's internet with personally owned devices (Personal Digital Assistant (PDA), Tablets, Cell Phones). Any such inspection may occur at any time and for any reason. Personnel in Supervisory positions should be particularly aware of situations that may warrant monitoring such as:
  - a. Suspicion of a crime or violation of policy
  - b. To monitor productivity

The use of passwords is to prevent unauthorized access by other employees, elected officials, and the public and should not be construed as creating an expectation of privacy by the employee or elected official who uses the password.

2. The City encourages work-related and personal use of City email, voice mail, internet, and Wi-Fi systems for the following purposes:
  - a. To facilitate performance of job functions;
  - b. To facilitate the communication of information, both internally and externally, in a timely manner;
  - c. To coordinate meetings of individuals, locations, and City resources.
  - d. To share ideas and information;
  - e. For personal use during an employee's time off (provided the provision in section 3 (related to prohibited uses) and section 4 (relating to personal use) are followed);  
and
  - f. To encourage employee's and elected official's innovation.

3. Prohibited uses of City email, voice mail, internet, Wi-Fi, and any other electronic communication systems include, but are not limited to the following:
  - a. Sending, viewing, downloading, or storing pornographic or obscene images or information on City computers, cell phones, or other City equipment. It is also a violation of the City policy to send, view, or download pornographic or obscene images or information using the City's internet or Wi-Fi systems using any personally owned electronic device (Personal Digital Assistant (PDA), Tablets, Cell Phones) **at any time**. Unsolicited pornography or obscene images are to be reported to the City Manager or the Information Technology Personnel.
  - b. Sending, viewing, or downloading any other offensive, discriminatory, disparaging, or harassing graphical images or information.
  - c. Using any form of electronic communication in a manner that violates the City's sexual harassment policy
  - d. Sending obscene or suggestive images.
  - e. Political endorsements.
  - f. Commercial or business activities not related to the City.
  - g. Personal use of the internet other than brief incidental use.
  - h. Internet usage during official meetings, unless searching for information directly related to the current discussion.
  - i. Threats of harassment.
  - j. Slander or defamation.
  - k. Other illegal activities or activities prohibited by City policy.
4. Employees using City email, internet, Wi-Fi, or other related systems for personal use will be responsible for reimbursing the City for any direct expenses incurred from that use, such as the costs of printing or long-distance calls.
5. Although commercial or business activities not related to the City are prohibited on City email, internet, Wi-Fi systems, South Weber City does allow employees to sell limited personal items using the internal e-mail system. Selling for non-City employees is prohibited.
6. Employees and elected officials are cautioned to not send e-mail to every employee listed in the e-mail system that is indicative of a person's personal beliefs or of a religious nature.
7. Email, instant messaging, texts, voice mail, and other electronic communications can be used in court proceedings as evidence. Employees and elected officials are to be professional in their use of electronic communications systems.
8. Violations of this Policy will be reviewed on a case-by-case basis and may result in disciplinary action up to and including termination.
9. Violations of this Policy that may be construed to be of a harassing nature or that may create a hostile work environment will be treated as a violation of the City's harassment policies.

Employees and elected officials shall keep personal email and other electronic correspondence utilizing city resources to a minimum.

The contracted Information Management Team is responsible and accountable for ensuring employees and appointed and elected officials are able to communicate using the appropriate technologies in an effective, secure method by deploying the appropriate safeguards in the appropriate way.

### **Electronic Communications under GRAMA**

The following devices and/or technology used to conduct City business may be subject to examination for matters related to personnel matters, litigation disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA):

- a. Computers, tablets, cell phones, and Personal Digital Assistants (PDAs) owned by the City;
- b. Servers and other networks and devices owned by a third party (i.e., email servers, web servers);

### **Standards of Conduct**

Employees and elected officials are reminded of the requirement to conduct themselves appropriately in all City correspondences as outlined in this Policy. Employees, appointed, and elected officials are required to be respectful of individuals and groups in their communications related to City business. Use of profane, vulgar, inflammatory, disrespectful, or derogatory language is unprofessional and is not appropriate in any City correspondence.

### **Records Retention Roles and Responsibilities**

All electronic communication, including instant messages and text messages, are governmental records and are subject to the same statutes, ordinances, policies, and procedures as their printed counterparts. Employees, appointed, and elected officials are required to appropriately manage the retention and disposition of electronic communications records for which they are responsible. Records deleted or altered which are required to be retained must be restored. Questions regarding record retention should be directed to the City Recorder.

#### **Role Definition of the:**

**Sender.** Employees, appointed, and elected officials that originate a message and send it to another person or persons are the senders of the communication. The sender has the primary responsibility for ensuring messages related to City business are consistent with the City's position on the specific topic, are appropriately managed, and comply with the applicable policies and procedures for the specific type of communication.

**Recipient.** Employees, appointed, and elected officials to whom a message is sent are the receivers regardless of whether he/she is the primary recipient of the message or were "cc'd or Bcc'd." The receiver has the responsibility to ensure messages related to City business not originating from a City system, such as from a member of the public, are appropriately managed and comply with the applicable policies and procedures for the specific type of message.

**Creator.** Employees, appointed, or elected officials generating new information or content related to City business for a web page or social media site are creators of content. Creators of content related to City business posted on a web page or other social media outlet are responsible to ensure that the information is consistent with the City's position on the specific topic and that content is appropriately managed.

**Participants.** Employees, appointed, and elected officials that enter information or comments related to City business in response to content or entries posted on social media outlets are participants. These employees, appointed, and elected officials are responsible for ensuring the information or comments related to City business are consistent with the City's position on the specific topic.

**Open Meeting Laws.** Elected and appointed officials shall comply with all open meeting laws under UCA Title 52, Chapter 4 and shall refrain from creating situations that violate such law.

Because email is a primary way the City communicates important information, employees, appointed, and elected officials are encouraged to check for new email messages at least once a week.

Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.

Employees, appointed, and elected officials shall archive with the appropriate format any and all emails containing substantive information related to City business. Deletion of emails containing substantive information without first printing said emails shall be prohibited. Employees found deleting such records may be subject to disciplinary action in accordance with Chapter 11 of this Policy.

Elected Officials are discouraged from using a personal email account from an outside email provider to conduct City business as it can be difficult to maintain appropriate records. However, if the elected official chooses to use a personal email account to conduct City business, then it is subject to the policy and procedures outlined above and examination for matters related to personnel matters, litigation disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA) as outlined in section C. "Privacy" above.

### **Social Media.**

Social media refers to technologies and services designed by third parties to establish virtual communities of members with a common focus of interest. These are effective tools for communicating with the public where appropriate.

Employees, appointed, and elected officials have no expectation of privacy when using any equipment or system owned by the City, and are required to follow specific rules and procedures when utilizing these technologies for City business and/or when using City

resources. The City reserves the right to inspect the contents of any computer, telephone, cell phone, or any other equipment that it provides to an employee. The City also reserves the right to inspect any web page history, email, voice mail, text message, instant message, downloaded image, or other electronic file residing on the City server as a result of use of any of the above-described items or as a result of the use of the City's internet or Wi-Fi network connection systems with personally owned devices (Personal Digital Assistant (PDA), Tablets, Cell Phones). Any such inspection may occur at any time and for any reason. Personnel in Supervisory positions should be particularly aware of situations that may warrant monitoring such as:

- c. Suspicion of a crime or violation of policy
- d. To monitor productivity

Elected and appointed officials shall not communicate with each other about public business through social media and should avoid online relationships that could create the appearance of a conflict of interest.

Social Media shall be used and viewed as a second outlet to provide information to the public and shall, whenever possible, route people back to the city's official website. Unless otherwise specified, social media shall be considered transitory in nature and shall not be subject to record retention.

**(1) Twitter.** The City shall actively use Twitter to alert residents of upcoming events, provide information, etc.

**(2) City Website.** The City shall actively maintain a website to provide the public with information of upcoming events, forms, code information, etc. An official electronic version of the site shall be retained by the website host for 30 days. Comments received and responded to from the website (sent via separate email), shall follow the email policy and procedures outlined above.

**(3) Facebook.** The City's Facebook page(s) shall be created in accordance with current Facebook policies. Whenever possible it shall be used to redirect the public to the city's official website for more information.

**(a) Site Administrator(s).** The City Manager shall direct one person and one alternate person to act as the Facebook site administrator(s). This person will be responsible for posting content, responding to comments/requests (where applicable) and overall monitoring of the site.

**(b) Disclaimer Statement.** The City Attorney has prepared the following disclaimer statement to be linked to any City Facebook page:

"Welcome to the official Facebook® fan page of South Weber City, where you will find recent news stories, information, and notices regarding happenings here in South Weber. All fans of our page must comply with both Facebook® Terms of Use as well as those policies and limitations set forth herein. South Weber City reserves the right to edit or remove content that violates Facebook® Terms of Use or is deemed

inappropriate by South Weber City. While South Weber City has the sole right to edit or remove content, it does not have the responsibility to do so. Content which violates Facebook® terms and/or which may be inappropriate for the site, includes but is not limited to one or more of the following: • graphic, obscene, explicit, or racial comments or submissions, including comments that are abusive, hateful, or intended to defame anyone or any organization. • Personal attacks on South Weber City employees or other users of this page. • Solicitations or advertisements, including promotion or endorsement of any financial, commercial, or non-governmental agency, as well as attempts to defame or defraud any financial, commercial, or nongovernmental agency. • Comments that suggest or encourage illegal activity. • The appearance of external links on this site does not constitute endorsement, either officially or unofficially, on behalf of South Weber City. By your participation, you agree that you are participating on this page at your own risk, and by participating you agree further that you are taking personal responsibility for your comments, your username, and any information provided, including posting of personally identifiable information (e.g., phone numbers, email addresses, etc.). In addition, you agree to indemnify and defend South Weber City and its officers and employees from any claims or damages resulting from your interaction with this site. You further agree to hold South Weber City harmless from any claims or damages you may suffer resulting from your participation and/or interaction with this site. We do not allow advertisements or the offering to sell any goods or services, or conduct or forward surveys, contests, or chain letters. We do not allow downloading of any file posted by another user of or from a forum that you know, or reasonably should know, cannot be legally distributed in such manner. You are not allowed to upload or attach files that you know or should know contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer. You are not allowed to delete any author contributions, legal notices, or proprietary designations or labels in any file that is uploaded. South Weber City strongly encourages parents and guardians to supervise their children's use of this page. User generated content, including video, photos, wall posts, and comments, does not reflect the opinion or policies of South Weber City, its officers, employees, contractors, or affiliates. South Weber City (a) does not represent or warrant the accuracy of any statement made herein, (b) is not responsible for any User Content on this site, and (c) does not endorse any opinions expressed on this fan page. Finally, please keep in mind that this site is run by people, just like you. We are doing our best to keep the site interesting and informative and always appreciate your constructive criticism, but please be respectful. “

**(4) Prohibited Use.** Personal use of social media shall not be used during official meetings or during work hours. Personal social media accounts shall not be used as a forum for city business.

**(5) Prohibited Content.** Prohibited content includes political activities, harassing or offensive language or images, endorsements of any product, service or private organization, and commercial and fund-raising activities, except those sponsored or sanctioned by the City.

**(6) Employee Personal Use of Social Media Accounts.** Because personal communications of employees may reflect on the City, personal social media accounts shall not be used as a forum for City business, especially if employees are commenting on City business, Supervisors, or City policies, and because information posted by employees on social media sites or the internet may be spread to large audiences without the employees' knowledge or permission, the City has an interest in regulating employees personal use of social media. Employees who are known as such may be seen by citizens as representatives of the City and such employees' activities on social media networks may reflect upon the City. Employees and elected and appointed officials are expected to maintain an online image that is consistent with the City's goals and objectives.

Nothing herein shall be construed to prevent an employee from speaking out on matters of public concern provided that the employee's interest in making the communication outweighs the City's interest as an employer in preventing the communication. Examples of situations where the City's interest in preventing an employee communication may outweigh the employee's interest in making the communication include, but are not limited to, situations where the speech could:

- 1) Impair discipline by superiors or harmony among co-workers,
- 2) Have a detrimental impact on close working relationships for which personal loyalty and confidence are necessary,
- 3) Impede the performance of the speaker's duties,
- 4) Interfere with the regular operation of City business, or
- 5) Undermine public confidence in the City where public confidence is important to the successful accomplishment of the City's mission.

Therefore, with respect to the personal use of social media, all employees shall:

- I. Comply with privacy protection laws, e.g., GRAMA, HIPPA, and protect sensitive and confidential information.
- II. Not use the City logo or trademarks on the employee's social media networks unless approved to do so by the City Manager. Employees shall follow all copyright laws.
- III. Not make any disparaging comments about the workplace, City policies, Supervisors, co-workers, elected officials, citizens, customers, or other persons associated with the City.
- IV. Not use personal social media channels for internal business communications or disagreements among fellow employees. It is fine for employees to disagree, but employees should not use external blogs or other online social media channels to air their differences publicly.
- V. Not discuss or comment on City business or information that has not yet been made public such as unannounced strategies or projects, potential property acquisitions or divestitures, legal or regulatory matters affecting the City, and other similar subjects that could negatively affect the City. If an employee is uncertain about the sensitivity of a particular subject, the employee should seek

advice from the employee's manager or the City's legal department before talking about it or simply refrain from the conversation.

- VI. Refrain from sharing anything via social media channels that violates the right to privacy of an employee, customer, or other person with whom the City does business. Examples of social media disclosures that may compromise the right to privacy include, but are not limited to, pictures, video or audio recorded and shared through social media channels without the permission of any single person featured, or the public disclosure of private facts or the disclosure of information gained through unreasonable intrusion. A violation of the right to privacy under this section shall be enforced on a complaint basis. An employee who receives a complaint or a request to remove a picture, video or audio featuring another person, shall promptly remove such content. An employee shall not be subject to discipline under this section unless the employee fails to promptly remove such content or unless the employee acted maliciously in the posting of content featuring another person.
- VII. Not post any information to any blog, social networking site, or other public internet site, that would discredit or disparage the City.

Any employee who identifies himself/herself as a City employee on a social media site either directly (by stating occupation or place of employment) or indirectly (by posting a photo of the employee in a City uniform or in clothing with a City logo), or whose affiliation with the City is known or can readily be inferred shall with regard to their activities on social media:

- a. Not use ethnic slurs, profanity, or statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individuals.
- b. Not post any material or engage in any speech containing obscene or sexually explicit language, images, or acts.

**(7) Emergency Use.** If social media is used during an emergency, it shall be considered a record and shall be maintained as such.

**(h) Text Messages / SMS.** Employees and appointed and elected officials may use text messaging technologies where informal communication is appropriate in the conduct of City business. Text messaging shall be treated in the same manner as a phone conversation. No record of correspondence is retained once the text message has been deleted from the sending or receiving device.

Employees and appointed and elected officials are responsible for capturing information contained in a text message where that message is pertinent to City business and where, in their best judgment, the information should be retained. Text messages retained on the sending or receiving device may be reviewed as part of investigations into work related misconduct including but not limited to personnel matters, litigation disclosure, and forensic analysis,

whether or not legal action may be required to obtain those records not contained on City owned devices.

#### **7.100. Information to the Public**

It is the policy of South Weber City that City departments and other government agencies may submit information about events, programs, policies, and other items to be disseminated to the public to increase community awareness.

1. All information for the Community Newsletter, updates, utility bills, special flyers, and employee newsletters must be approved by the City Manager.
  - a. Information for the above-listed items must be submitted according to deadlines established by the City Manager.
  - b. Information for the above-listed items must meet a City purpose. No private information will be accepted.
  - c. Information for the above-listed items should be submitted through electronic format whenever possible.
  - d. Information submitted for the above-listed items is subject to editing and redesign.
2. Non-City flyers, advertisements, and/or notices will not be accepted in the Community Newsletter, utility bills, etc. unless otherwise authorized by the City Manager.

#### **7.110. Use of City Vehicles.**

**(a) Purpose.** The purpose of this Section is to establish guidelines for the use of City vehicles by employees. Employees using City vehicles shall comply with this Policy. Employees failing to operate City vehicles in compliance with this Policy shall be subject to disciplinary action.

**(b) Official City Business.** Except as provided in Subsection (k), the use of City vehicles by employees shall be limited to official City business, provided that reasonable incidental stops may be made while in route of City business or during break or lunch periods. City vehicles are not to be taken outside of the City limits without Supervisor approval. Any questionable situations should be cleared with the City Manager or his designee.

**(c) Use Agreement and Driver's License Verification.** Each employee using a City vehicle shall sign a Vehicle Use Agreement and Driver's License Verification Form prior to using a City vehicle and shall carry a valid Utah Driver's License corresponding to the type of vehicle being operated. The City shall have the right to review the driving records of all employees before hire and annually in order to identify unsafe or uninsurable drivers. City employees required to operate City vehicles as a function of their jobs, who are found to have poor driving records, may be subject to disciplinary action up to and including termination. Any employee having his or her Driver's License suspended or revoked shall immediately report such suspension or revocation to the Department Head.

**(d) Authorized Passengers.** Non-City persons may only ride in City vehicles in connection with official City business and when accompanied by a City employee. No other persons such as

family or friends of employees or strangers are permitted to ride in City vehicles unless otherwise authorized by the City Manager.

**(e) Parking and Operation.** All employees using City vehicles shall operate the vehicles in a safe manner and in accordance with all state and local traffic regulations, including, but not limited to, all posted and required speed limits. Employees shall exercise defensive driving skills to prevent accidents and shall wear a seat belt at all times the vehicle is in operation. The employee shall be responsible for any citation or parking ticket received for non-compliance with such regulations.

**(f) Secured Loads.** Drivers of City vehicles shall be responsible to secure all loads adequately to ensure that items in their vehicles do not fall off or blow off in transit.

**(g) Vehicle Maintenance.** Employees are responsible for the daily care and general maintenance of City vehicles under their control or assigned to them, provided however, that no repair or other alteration to the vehicle shall be made without authorization from their Supervisor. Any suspicions regarding mechanical problems or any equipment breakdown, defect, or failure involving a City vehicle shall be reported immediately to their Supervisor. No Supervisor should knowingly require a subordinate to operate an unsafe vehicle or equipment.

**(h) Vehicle Abuse.** Any employee abusing a City vehicle shall be subject to disciplinary action. Vehicle abuse includes any intentional or unintentional misuse or misapplication of any City vehicle for a purpose other than that for which it was intended. Vehicle abuse shall include, but shall not be limited to, failure to provide proper maintenance of the vehicle such as checking the oil, tires, and windows, and failure to observe normal driver responsibility.

**(i) Accidents.** Employees shall not admit fault to an accident. Employees shall immediately report any accident or damage involving a City vehicle to their Supervisor in accordance with the accident reporting procedures set forth in Chapter 8.

**(j) Take-Home Vehicle Use.** Employees who are issued a City vehicle shall not be permitted to use the City vehicle for commuting to and from work. All City vehicles shall be parked and locked nightly either at the Public Works building or City Hall.

**(k) Private Vehicle Use.** When circumstances require an employee to use his or her private vehicle for City business, the employee shall be paid mileage reimbursement approved by the Department Head in the amount specified in the Internal Revenue Code. Employees shall be required to maintain appropriate insurance for such vehicles and shall be responsible and liable for any damage to the same.

**(l) Minors.** Employees must be 17 years of age or older to drive a city vehicle on public roads as part of their employment. A 17-year-old employee may drive on public roads only if the following requirements are met:

(1) Driving is limited to daylight hours.

(2) The employee has a license valid for the type of vehicle being driven.

(3) The employee has successfully completed a state approved driver education course and has no record of moving violation at time of hire.

(4) The vehicle does not exceed 6000 lbs. GVW.

(5) All occupants must be in seat belts when vehicle is moving.

(6) Driving is only occasional and incidental.

(7) The minor driver may not do the following:

(i) Operate any other vehicle besides automobiles and trucks on public roads.

(ii) Transport more than three passengers, including fellow employees.

(iii) Drive more than 30 miles from the City shop.

(iv) Talking on the phone or texting while driving.

(v) Use headphones or other devices that can impair hearing.

**(m) Use of Cell Phones and other Mobile Devices.** Employees are prohibited from talking, texting, reading emails, and performing any other activity with a cell phone or any other mobile device while operating City vehicles and mechanical equipment. Employees who need to use a cell phone or other mobile device shall first stop the vehicle or mechanical equipment in a safe location and put the vehicle in park prior to using the device.

#### **(n) Safety Belt Policy**

In order to reduce unnecessary risk to employees and the City, it is the policy of South Weber City that all employees use available safety belts while traveling in City vehicles for or on City business.

1. All occupants of vehicles owned by the City shall use available front and rear safety belts in a proper way as long as the vehicle is in mobile operation.

2. A City vehicle should never have more passengers than there are seatbelts.

3. Occupants of privately-owned vehicles whether operated at personal or City expense shall abide by the above-stated guideline while on City business.

4. Appropriate disciplinary action may be taken for violations of this Policy. Such action may include loss or reduction of workers' compensation benefits for injuries suffered that are in violation of this Policy.

5. City employees shall not operate a City vehicle in a manner that would violate city, state, and/or federal laws.

6. The Risk Manager shall develop the means to periodically audit the implementation of this Policy.

(o) **Violations.** Employees who violate these directives are subject to disciplinary action, up to and including termination.

#### **7.120. Equipment Use Policy.**

Operators of equipment within the City shall be trained and certified to operate such equipment. Appropriate training records should be maintained by the department.

#### **7.130. Drug and Alcohol Policy.**

(a) **Purpose.** It is the purpose of this Policy to provide guidelines for the implementation and management of a drug and alcohol testing program for the City. This Policy is intended to provide a safer and more efficient work force by avoiding the negative circumstances created by employee drug and alcohol abuse. The provisions of this Policy are intended and shall be interpreted to be in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act.

(b) **Definitions.** As used in this Policy, the following words shall have the following meaning:

(1) **"Alcohol"** means the intoxicating agent in beverage alcohol, beer, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

(2) **"Drugs"** means any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other recognized drug compendia, or supplement to such compendia, and its metabolite.

(3) **"Employee"** means any full-time, part-time, introductory, or limited employee of the City and any person employed by or providing services for the City in a safety sensitive position.

(4) **"Employer"** means South Weber City (hereinafter referred to as "the City").

(5) **"Prospective Employee"** means any person who has made application for full-time, part-time, or safety sensitive position of employment or volunteer services with the City and who has been selected as a final applicant by the City.

(6) **"Refusal to Submit"** to a test means that the employee (1) fails to provide adequate breath for alcohol testing as required herein without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide an adequate urine sample for controlled substances testing as required herein without a genuine inability to provide a specimen after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process.

(7) **"Sample"** means urine, blood, breath, saliva, or hair.

**(8) "Safety-Sensitive Position"** means any position involving duties which directly affect the safety of governmental employees or the general public, or positions where there is access to controlled substances during the course of performing job duties.

**(9) "Utah Local Governmental Entity Drug-Free Workplace Act"** means the Drug-Free Workplace Act set forth at Utah Code Ann. § 34-41-101, et seq., as amended.

**(c) Applicability.** This Drug and Alcohol Testing Policy shall apply to all City employees, including those City employees who are required to comply with the DOT Drug and Alcohol Testing Policy, to the extent permitted therein.

**(d) Policy.** Alcohol or drug abuse can impair an employee's ability to perform the functions of the particular job safely and effectively; increase accidents, absenteeism, and substandard performance; create poor employee morale; and/or undermine public confidence in the City's work force. It is the Policy of the City to employ a work force and create a workplace free from such adverse effects of alcohol and drug abuse. Violation of this Policy may be cause for disciplinary action up to and including termination.

**(e) Regulations.** No employee of the City may possess, sell, or be under the influence of any drugs or alcohol during working hours, when conducting City business, or while on City premises, as shown by the presence of such substances or their metabolites in the employee's system.

Off-the-job drug use and/or alcohol consumption, which affects an employee's job performance, jeopardizes the safety of employees, the public, or City equipment or results in behavior that is a discredit to the City, is prohibited. An employee who is on-call shall not consume alcohol or any drug which may impair his/her ability to perform assigned duties. Any employee who is called back to work during non-scheduled work hours and has recently consumed alcohol or drugs which impair his/her ability to safely perform his/her duties shall notify the Supervisor of the impairment and shall not report to work. An employee who is convicted of a drug or alcohol related offense shall provide notice to the City in writing of the conviction.

Employees in safety sensitive positions or who drive City vehicles as part of their job duties shall notify their Supervisor before beginning work, or during the work shift, when taking any medication or drugs, whether prescribed or not, that may cause a safety hazard.

An employee who is injured in a work-related accident and is found to be in violation of any of the above provisions may have his/her worker's compensation disability benefits reduced.

An employee who is a drug user or alcohol abuser is encouraged to seek help either through the City's Employee Assistance Plan or through other community resources.

An employee who violates any of the above provisions shall be subject to disciplinary action up to and including termination in accordance with the City's Personnel Policies and Procedures.

**(f) Testing Required.** In accordance with the provisions of this Policy, all prospective and current employees shall be subject to drug and alcohol testing as a condition of hiring and/or continued employment with the City. Failure to comply with this Policy may result in the City refusing to hire a prospective employee or disciplinary action for current employees, up to and including termination.

**(g) Basis for Testing.** Prospective and current employees shall be subject to testing for the presence of drugs and/or their metabolites and alcohol by the City in accordance with the provisions of this Policy as a condition of hiring, continued employment, and voluntary services for any of the following reasons.

**(1) Pre-Employment.** Final applicants selected for any full-time, part-time, or safety sensitive position with the City shall be subject to drug testing as a condition of employment.

**(2) Pre-Announced Periodic.** Employees may be subject to pre-selected and pre-announced drug and alcohol testing as a condition of continued employment conducted on a regular schedule.

**(3) Accidents.** Employees involved in any work-related accident involving the loss of life or substantial harm to any person or property shall be subject to drug and alcohol testing as determined by the employee's immediate Supervisor or City Manager.

**(4) Reasonable Suspicion.** Employees acting in a manner which raises reasonable suspicion that the employee has improperly used or reported to work under the influence of drugs or alcohol shall be subject to drug and alcohol testing. "Reasonable Suspicion" shall be determined by the Supervising Agent and shall mean an articulated belief based upon recorded facts and reasonable inferences drawn from those facts that the employee is in violation of this Policy.

**(5) Random.** Employees shall be subject to unannounced drug and alcohol testing. Employees shall be selected for random testing by using a method uninfluenced by any personal characteristics other than job category.

**(6) Rehabilitation.** Employees in any rehabilitation program shall be subject to drug and alcohol testing in accordance with the program requirements. Rehabilitation testing means unannounced, but pre-selected drug or alcohol testing done as part of a program of counseling, education, and treatment of an employee in conjunction with this Policy.

**(7) Compliance.** Employees shall be subject to drug and alcohol testing when required by state or federal law. See DOT Drug and Alcohol Testing Policy regarding additional drug and alcohol testing requirements for employees subject to commercial driver's license requirements under the Omnibus Transportation Employees Testing Act and the Department of Transportation Regulations enacted thereunder.

**(h) Testing Procedures.**

**(1) Consent.** Prior to submitting to a drug and alcohol test required herein, prospective, or current employees shall sign a Consent Form authorizing the test, permitting the release of test results to the appropriate personnel, and providing the prospective or current employee the opportunity to explain or provide information the employee considers relevant to the test, including current or recent use of prescription and non-prescription drugs or other relevant medical information.

**(2) Collection.** All sample collection for drugs and alcohol testing under this Policy shall be performed under reasonable and sanitary conditions. Sample collection, documentation, storage, and transportation to the place of testing shall be performed in a manner that reasonably precludes the probability of sample misidentification, contamination, or adulteration and which ensures the privacy of the individual being tested. The instructions, chain of custody forms, and collection kits, including bottles and seals used for sample collection shall be prepared by an independent laboratory certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology. Sample collection shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an entity independent of the City.

**(3) Samples.** Employees shall submit a split urine sample for drug testing or retesting as required herein. The urine sample shall be divided into two specimen bottles by the collection entity in accordance with the Utah Governmental Entity Drug-Free Workplace Act. Employees shall submit to a breath alcohol test for alcohol testing required herein.

**(4) Testing.** Sample drug testing shall conform to scientifically accepted analytical methods and procedures and shall be conducted in accordance with the Utah Local Governmental Entity Drug-Free Workplace Act by an independent laboratory certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology.

**(5) Time.** Any drug or alcohol testing required by the City under this Policy shall occur during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

**(6) Costs.** Except as otherwise provided, the City shall pay all costs of sample collection and testing required herein, including the cost of transporting current employees to the testing site if the testing is conducted at a place other than the work site.

**(i) Results.**

**(1) Positive Results.** Positive test results shall refer to those test results that meet or exceed the standard permissible levels of substance in the body as set forth in the Federal DOT Rules and Regulations if addressed therein, or by standards adopted by the State of Utah if not addressed by the Federal DOT Rules and Regulations. Specifically, an employee's alcohol concentration shall not exceed the limits set forth in Subsection (e) of the City's DOT Drug and Alcohol Testing Policy.

**(2) Notice.** Prospective and current employees shall be notified as soon as possible of any positive test results conducted in accordance with this Policy by telephone or in writing at their last-known telephone number and address and told of his or her option to have the split urine sample tested as provided in Subsection (4).

**(3) Confirmation.** Before the result of any test required herein may be used as a basis for action by the City, the positive test result shall be verified or confirmed using a gas

chromatography, a gas chromatography-mass spectroscopy, or other comparably reliable analytical method.

**(4) Second Test Option.** If the test results of the urine sample indicate the presence of drugs or their metabolites, the donor of the test shall have seventy-two (72) hours from the time he or she is notified of such results to request, at his or her option, to have the split urine sample tested. The cost of the second test shall be paid by the donor, unless the second sample tests negative, in which case the City shall pay for the cost of the second test. In addition to the initial test results, the test results of the split sample shall be considered at any subsequent disciplinary hearing if the requirements of this Policy have been complied with in the collection, handling, and testing of the samples.

**(j) Action.**

**(1) Discipline or Refusal to Hire.** The City may use confirmed positive test results, or any refusal of a prospective or current employee to take the test or to sign the Consent and Release Form, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees.

**(2) Rehabilitation.** The City may also require that an employee rendering positive test results under this Policy enroll in a City-approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, at the expense of the employee and as a condition of continued employment.

**(3) Procedure.** Any disciplinary action taken by the City for violation of this Policy shall be in accordance with the City disciplinary procedures. Such procedures shall include any required pre-disciplinary hearing and proper appeal proceedings.

**(k) Policy Distribution.** This Policy shall be distributed to employees and made available for review by prospective employees.

**(l) Records.** The use and disposition of all drug and alcohol test results and records shall be considered confidential and are subject to the limitations of the Utah Government Records Access and Management Act and the Americans with Disabilities Act.

**(m) Prescribed Drug Use.** This Policy shall not apply to the proper use of drugs prescribed to an employee by a licensed physician who has been informed of the employee's occupation and job duties and is of the opinion that the employee can safely work while taking the prescribed drug. All employees shall inform the licensed physician of the employee's occupation and job duties and ask the physician if the employee can safely perform such duties while taking the prescribed drug. If the licensed physician is of the opinion that the employee cannot safely work or perform his or her job duties while taking the prescribed drug, the employee shall report the prescribed drug use and the physician's opinion regarding its use in writing to the employee's Supervisor or the City Manager prior to performing any work for the City.

**(n) Disclaimers.**

**(1) Physician/Patient Relationship.** A physician/patient relationship is not created between a prospective or current employee and the City or any person performing the test, solely by this Policy and the procedures set forth herein.

**(2) Disabled.** A prospective or current employee shall not be considered "disabled" for purposes of the Utah Anti-Discriminatory Act or the Americans with Disabilities Act solely by reason of testing positive under the terms of this Policy.

**(3) Law Enforcement.** The provisions of this Policy shall not apply to the possession of drugs or alcohol by law enforcement officers during the performance of and in the normal course of their duties for purposes of confiscation, undercover operations, and training.

**7.140. Department of Transportation (DOT) Drug and Alcohol Testing.**

**(a) Purpose.** It is the purpose of this Policy to provide guidelines for the implementation and management of a drug and alcohol testing program for City employees who are subject to the Commercial Driver's License drug and alcohol testing requirements under the federal Omnibus Transportation Employee Testing Act of 1991 and the Department of Transportation Regulations promulgated thereunder. The provisions of this Policy are intended and shall be interpreted in accordance with the Omnibus Transportation Act and the Department of Transportation Regulations as defined herein.

**(b) Applicability.** This Policy applies to all City employees who operate a commercial motor vehicle in commerce and who are subject to the Commercial Driver's License requirements of the Department of Transportation, hereinafter "CDL Employees." All other employees shall comply with the Drug and Alcohol Testing Policy rather than the provisions set forth herein. All City CDL employees shall be subject to the testing requirements of this Policy and the City Drug and Alcohol Testing Policy, subject to the following limitation. When the provisions of this Policy are applicable to a certain situation, this Policy shall be complied with and no other testing requirements may be imposed. However, when provisions of this Policy do not apply to a situation which is otherwise covered by the City's Drug and Alcohol Policy, CDL employees shall be subject to testing under the City's Drug and Alcohol Policy. For instance, if a CDL employee is involved in an accident involving loss of life requiring testing under this Policy, the employee would be subject to testing under this Policy and not subject to testing under the other Policy. However, if the employee is involved in an accident not requiring testing under this Policy but requiring testing under the other Policy, the CDL employee would be subject to testing under the other Policy. In any case, if there is any conflict between this Policy and any other Policy or regulation of the City, the requirements of this Policy shall control and no other testing requirements shall be imposed which would conflict or hinder compliance with this Policy.

**(c) Policy.** Alcohol or controlled substance abuse in the workplace is a threat to the safety, health, and job performance of employees and it is the Policy of the City to employ a work force and create a workplace free from such adverse effects of alcohol and controlled substance abuse. It is further the Policy of the City to balance the employee's privacy interest with the

City's need to comply with the DOT Regulations and testing requirements for employees subject to the Commercial Driver's License requirements. Violation of this Policy may be cause for disciplinary action up to and including termination.

**(d) Definitions.** As used in this Policy, the following words shall have the following meanings:

**(1) "Alcohol"** means the intoxicating agent in beverage alcohol, beer, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**(2) "Consortium"** means an entity that provides alcohol or controlled substances testing as required by the Department of Transportation rules and regulations and that acts on behalf of the City for conducting such tests.

**(3) "Controlled Substances"** shall include marijuana, cocaine, opiates, amphetamines, phencyclidine, their metabolites, and any other controlled substance or its metabolite designated for required testing by the DOT Regulations. Specimens collected under this Policy may only be used to test for controlled substances and their metabolites as defined herein and shall not be used to conduct any other analysis or test unless otherwise specifically authorized by DOT Regulations.

**(4) "DOT Regulations"** means the rules and regulations promulgated by the U.S. Department of Transportation for alcohol and controlled substance testing requirements for employees subject to the Commercial Driver's License requirements pursuant to the Omnibus Transportation Act of 1991, including, but not limited to §§ 49 C.F.R. 40 and 49 C.F.R. 382, as amended.

**(5) "Employee"** means any person in the service of the City who is required as part of his or her job duties to operate a commercial motor vehicle in commerce and is subject to the Commercial Driver's License requirements of § 49 C.F.R. 383, as amended.

**(6) "FHWA"** means the Federal Highway Administration.

**(7) "Refusal to Submit"** to a test means that the employee: (1) fails to provide adequate breath for alcohol testing as required by the DOT Regulations without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide an adequate urine sample for controlled substances testing as required by the DOT Regulations without a genuine inability to provide a specimen after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process.

**(8) "Safety-Sensitive Functions"** means any duties requiring a Commercial Driver's License or other duties deemed safety-sensitive under the DOT Regulations. An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**(9) "Substance Abuse Professional"** means a licensed physician or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders as defined in the DOT Regulations.

**(e) Prohibitions.**

**(1) Alcohol Concentration.** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

**(2) On-Duty Alcohol Use.** No employee shall use alcohol while performing safety-sensitive functions.

**(3) Pre-Duty Alcohol Use.** No employee shall perform safety-sensitive functions within four (4) hours after using alcohol.

**(4) Post-Accident Use.** No employee may use alcohol for eight (8) hours following an accident in which the employee is required to take a post-accident test, or until he or she undergoes the post-accident test.

**(5) Controlled Substance Use.** No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, as shown by the presence of drugs or their metabolites in the employee's system, except when the use is pursuant to the instructions of a physician as set forth herein.

**(6) Controlled Substance Testing.** No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or their metabolites in the employee's system.

**(7) Refusal to Submit.** No employee shall refuse to undergo a required alcohol or controlled substance test.

**(f) Testing Required.** All employees subject to this Policy are required to abide by this Policy and the testing requirements set forth herein as a condition of employment. Employees shall be subject to pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-duty testing, and follow-up testing as set forth herein. Prior to submitting to testing required herein, employees shall sign a Consent Form authorizing the test and permitting release of the test results to appropriate personnel.

**(g) Pre-Employment Drug Testing.** Prior to the first time an employee performs a safety-sensitive function for the City, the employee shall undergo testing for controlled substances. The City shall not allow an employee to perform a safety-sensitive function unless the employee has been administered and the City has received a controlled substance test result from a Medical Review Officer indicating a verified negative test result. A controlled substance test may not be required if the employee has participated in a drug testing program that meets the DOT

Regulations within the previous thirty (30) days and all other exception requirements as set forth in the DOT Regulations are satisfied.

**(h) Random Testing.**

**(1) Required Alcohol Testing.** Except as otherwise provided by the DOT Regulations, at least twenty-five percent (25%), of the number of City CDL employees, shall be randomly tested for alcohol each year in accordance with the DOT Regulations.

**(2) Required Controlled Substance Testing.** Except as otherwise provided by the DOT Regulations, at least fifty percent (50%) of the number of City CDL employees shall be randomly tested for controlled substances each year in accordance with the DOT Regulations.

**(3) Selection Technique.** The selection of employees for random alcohol and controlled substance testing shall be made by a scientifically valid method, such as a random number table or computer-based random number generator that is matched with the employee's Social Security number, or other comparable identifying numbers. Under the selection procedure, each employee shall have an equal chance of being tested each time selections are made.

**(4) Unannounced Tests.** Random alcohol and controlled substances tests conducted hereunder shall be unannounced and the dates for administering the tests should be spread reasonably throughout the calendar year. An employee notified of selection for random alcohol or controlled substances testing shall proceed to the test site immediately.

**(5) Time for Alcohol Testing.** Employees shall be randomly tested for alcohol only while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

**(6) Consortium.** The City may contract with a consortium to administer and manage its random drug and alcohol testing requirements.

**(i) Reasonable Suspicion Testing.**

**(1) Testing Required.** Employees shall submit to an alcohol and/or controlled substances test when a trained and approved Supervisor has reasonable suspicion to believe that the employee has violated the prohibitions of this Policy.

**(2) Reasonable Suspicion.** The Supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and/or controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion observations for use of controlled substances in violation of this Policy may include indications of the chronic and withdrawal effects of controlled substances.

**(3) Suspicion Form.** The Supervisor shall complete a signed and written record of his or her observations leading to a controlled substance or alcohol test under reasonable suspicion using a "Reasonable Suspicion Form" prepared by the City within twenty-four (24) hours of the determination or before the results of the test are announced, whichever is earlier.

**(4) Alcohol Testing Requirements.** The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee. Alcohol testing under reasonable suspicion must be made during, just preceding, or just after the period of the workday that the employee is required to be in compliance with this Policy.

**(5) Time Limit for Alcohol Test.** If a test required by this Section is not administered within two (2) hours following the determination of reasonable suspicion, the City shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this Section is not administered within eight (8) hours following the determination, the City shall cease attempts to administer an alcohol test and shall prepare and maintain a record regarding the same.

**(6) Records.** Records required to be maintained under this Section shall be submitted to the FHWA in accordance with the DOT Regulations.

**(7) Performance.** Notwithstanding the absence of a reasonable suspicion alcohol test under this Section, no employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the City permit the employee to perform or continue to perform such functions until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02; or twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

**(8) Action.** The City shall not take any action under this Section against an employee based solely on the employee's behavior and appearance, with respect to alcohol or controlled substance use, until an alcohol and/or controlled substance test has been conducted and confirmed in accordance with this Policy.

**(j) Post-Accident Testing.**

**(1) Testing.** As soon as practicable following an accident involving a commercial motor vehicle, the City shall test for alcohol and controlled substances of each surviving driver when:

(i) the driver was performing a safety-sensitive function with respect to the vehicle and the accident involved loss of human life; or

(ii) the driver receives a citation under state or local law for a moving traffic violation arising from the accident, if the accident involved; or

(iii) bodily injury is sustained by any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

(iv) one or more motor vehicles incurs disabling damage as a result of the accident, as defined by the DOT Regulations, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

**(2) Available for Testing.** An employee subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to the testing. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

**(3) Time Limit for Alcohol Test.** If a test required by this Section is not administered within two (2) hours following the accident, the City or its agent shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this Section is not administered within eight (8) hours following the accident, the City shall cease attempts to administer an alcohol test and shall prepare and maintain a record regarding the same.

**(4) Time Limit for Controlled Substance Test.** If a test required by this Section is not administered within thirty-two (32) hours following the accident, the employer shall cease attempts to administer a controlled substance test and prepare and maintain on file a record stating the reasons the test was not promptly administered as set forth in Subsection (3).

**(5) Records.** Records required to be maintained under this Section shall be submitted to the FHWA in accordance with the DOT Regulations.

**(k) Return to Duty Testing.**

**(1) Alcohol Testing Required.** Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subsection (e) concerning alcohol, the employee shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

**(2) Controlled Substance Testing.** Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subsection (e) concerning controlled substances, the employee shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

**(l) Follow-Up Testing.**

(1) Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances in accordance with provisions set forth herein, the employee shall be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional consisting of at least six (6) tests in the first twelve (12) months following the employee's return to duty and in accordance with the DOT Regulations.

(2) **Time for Testing.** Follow-up testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(m) Testing Procedures.** All testing conducted under this Policy shall comply with the alcohol or controlled substance testing procedures set forth in the DOT Regulation, including but not limited to § 49 C.F.R. 40, as amended. All procedures used for testing shall be conducted in a manner which protects the employee and the integrity of the testing processes, safeguards the validity of the test results, and ensures that the results are attributed to the correct employee. Employees shall be notified of any positive alcohol or controlled substance test results in accordance with the DOT Regulations.

**(n) Confirmation Tests.** Alcohol tests with a result of 0.02 or greater shall be confirmed by a second test that provides quantitative data of the alcohol concentration. Controlled substances tests with a positive result shall be confirmed by a second analytical procedure to identify the presences of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from the screen test in order to ensure reliability and accuracy.

**(o) Results.** No employee shall be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by this Policy until the procedures set forth herein are complied with. Any employee found to have violated the prohibitions set forth in Subsection (e) shall be removed immediately from safety-sensitive functions and shall be required to undergo evaluation and treatment set forth herein. Any employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04, shall not be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. No other action shall be taken against the employee for test results showing an alcohol concentration of less than 0.04, unless otherwise authorized by law or City Policy.

**(p) Referral.** Each employee who has engaged in prohibited conduct under Subsection (e) of this Policy shall be advised by the City of the resources available to the employee in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

**(q) Evaluation.** Each driver who engages in conduct prohibited by Subsection (e) of this Policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

**(r) Treatment.** Each employee identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use shall be evaluated by a substance abuse professional to determine that the employee has properly followed any rehabilitation program and shall be subject to unannounced follow-up alcohol and controlled substance tests in accordance with this Policy. Evaluation and follow-up testing required herein shall be at the expense of the employee.

**(s) Action.** The City may use confirmed positive test results, or any refusal of a prospective or current employee to take the test, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees. Any disciplinary action taken by the City for violation of this Policy shall be in accordance with the City disciplinary procedures. Such procedures shall include any required pre-disciplinary hearing and proper appeal proceedings.

**(t) Policy Distribution.** Educational materials, including this Policy, shall be distributed to all City employees subject to the requirements set forth herein. Each employee shall be responsible for reading this Policy and shall file an Employee Acknowledgment Form with the City certifying that he or she has received a copy of this Policy. Any employee questions regarding this Policy or the DOT Regulations may be addressed to the City Manager.

**(u) Records and Confidentiality.** The City shall maintain records of its alcohol misuse and controlled substances use program in accordance with the DOT Regulations and for the time periods required therein. The records shall be considered confidential and shall be maintained in a secure location, separate from other personnel records, with controlled access. Confidential records will be shared on a need-to-know basis only, provided that the employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substance, including any records pertaining to his or her alcohol or controlled substances tests.

**(v) Prescribed Drug Use.** Employees taking prescribed medications may not report to duty unless the employee advises the physician of the employee's occupation and job duties and the physician is of the opinion that the employee can safely perform such job duties while taking the prescribed drug. If the licensed physician is of the opinion that the employee cannot safely work or perform the employee's job duties while taking the prescribed drug, the employee shall report the prescribed drug use and the physician's opinion regarding its use in writing to the employee's Supervisor or the City Manager prior to performing any work for the City.

**(w) Background Checks.** The City shall follow the requirements for background checks for employees with past substance abuse violations in accordance with the DOT Regulations. Prospective employees shall complete and sign a Release Form to allow the City to review previous test results in accordance with the DOT Regulations. The City shall not use an

employee to perform safety-sensitive functions if the City obtains information on the employee's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested by the employee, without obtaining information on a subsequent substance abuse professional evaluation and/or determination and compliance with the DOT Regulations for return to duty testing.

#### **7.150. No Smoking Policy**

1. In order to conform with local, state, and federal law, and to eliminate the health hazards of passive smoking, it is the policy of South Weber City that smoking shall not be permitted in City buildings, vehicles, and facilities. Smoking shall not be permitted in any City building, vehicle, or facility, including maintenance areas. Smoking at the City Center complex or outside of any other City buildings shall only be permitted in areas designated by ordinance.
2. Department Directors responsible for a building (FAC, Fire Station) and/or facility shall place cigarette butt receptacles and "no smoking" notices at each main entrance to the building.

#### **7.160. Notary Public Services Policy**

It is the policy of South Weber City that all certified notaries employed as part of the South Weber City Administrative Office adhere to the highest standards of competence and responsibility in the providing of notary public services. Notaries Public of the aforementioned office shall never:

- a. Perform, nor be instructed to perform, any notarial act which the notary or the notary's Supervisor knows to be false or violates notary law or correct procedures; and/or
- b. Notarize any signature without the maker of the signature first appearing personally before the notary;

Notaries public of above referenced office shall:

- a. Exercise reasonable care to properly verify the identity of the maker of the signature by means of personal knowledge or by valid satisfactory evidence;
- b. Correctly maintain a notary journal of all notarial acts they perform;
- c. Refuse to execute a notarial certificate on any document the truth or legality which is uncertain; and
- d. Exercise diligence and utmost care in the performance of all notarial acts.

## CHAPTER 8: SAFETY

- 8.010. Employee Duties.**
- 8.020. Report of Accident.**
- 8.030. Risk Management Policies.**
- 8.040. Occupational Injuries and Accidents**
- 8.050. Workers' Compensation Claims**
- 8.060. Medical Examinations.**
- 8.070. Claims and Lawsuits**

### **8.010. Employee Duties.**

Employees shall implement safety precautions at all times and must be aware of conditions that may be hazardous. Any unsafe conditions should be reported immediately to a Supervisor or the City Manager and reasonable measures should be taken to remedy the hazardous condition. Employees shall maintain their work area in a clean and safe condition and shall adhere to all requirements of City safety rules and regulations. Failure to comply with such safety provisions may result in disciplinary action up to and including termination.

### **8.020. Report of Accident.**

**(a) Accident Defined.** For purposes of this Section, accident shall be defined as any incident where possible damage to property, injury to personnel, or possible liability against the City may result. Accidents are not limited to automobile accidents, but include collision with stationary objects, individuals falling on stairs or walkways, etc.

**(b) Reporting.** All accidents or injuries shall be reported immediately to a Supervisor. When deemed necessary by the Supervisor, a written report shall be prepared by the employee and submitted to their Supervisor within twenty-four (24) hours from the occurrence. Any Supervisor who receives a written report of an accident or injury shall immediately refer the matter to the City Manager. Upon receiving notice of an accident or injury and the employee's written report of the incident, and when deemed necessary, the employee's Supervisor or City Manager, as the case may be, shall fill out an Accident Report Form, including a description of the date, time, place, witnesses, circumstances, and extent of injury. The Accident Report Form should be filled out within five (5) days of the occurrence of the accident. An employee's failure to report an accident or injury may result in denial of a Worker's Compensation claim and may result in disciplinary action up to and including termination. Employees shall not admit fault to an accident.

**(c) Manager Responsibility.** All claims for damages, either for or against the City, as a result of an accident, and all communications and correspondence with insurance companies, attorneys and other third parties regarding accidents or injuries shall be handled by the City Manager's Office on behalf of the City. Unless otherwise authorized, employees should not discuss such matters with outside parties and shall refer all such inquiries to the City Manager.

**(d) Vehicle Accidents.** In addition to the above requirements, an employee involved in an accident involving a City vehicle, should immediately call the police and should not attempt to move any vehicles involved in the accident. All accidents involving City vehicles must be immediately reported to the City Manager regardless of the amount of damage. Employees shall not admit fault to an accident.

**(e) Drug Testing.** Employees involved in any work-related accident involving the loss of life or substantial damage/harm to any person or property, as determined by the employee's immediate Supervisor or City Manager, shall immediately submit to a drug and alcohol test. For accidents other than those determined to be substantial, the employee's Supervisor, Department Head, or the City Manager may still require the employee submit for drug and alcohol testing.

**(f) Threats of Suicide.** The appropriate response to a medical emergency or to a situation of imminent suicidal risk is to call 911.

South Weber City employees are advised to report all suicide threats, attempts, and preparatory efforts that occur to the appropriate authorities which may include an emergency contact, designated Employee assistance Program (EAP), etc. This includes incidents that have occurred at work as well as incidents that have occurred away from the workplace.

### **8.030. Risk Management Policies.**

It is the policy of South Weber City to provide a safe work environment, to place responsibility for risk management with each department, to establish a City Risk Management Committee, and to reduce the potential for loss from risk exposures in all city, department, and individual employee activities.

**(a)** Department policies and programs shall address the following areas of concern:

1. Each Department Director is responsible for risk management in his or her department and shall be responsible to fully implement all applicable Utah Local Governments Trust (ULCT) risk reduction programs.
2. Each Director shall develop and maintain policies and practices designed to meet the particular risk management needs of his or her department. Department Directors shall be responsible for imposing appropriate discipline on employee(s) who violate established safety rules, policies, and/or procedures.
3. Citizen Safety. Department policies and procedures shall be designed to promote the safety and protection of private individuals and property.
4. Employee Safety. Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, property, etc. Department policies and procedures shall provide appropriate levels of safety for individual employees. Adequate training, appropriate supervision, reasonable scheduling, proper equipment, and other management tools should be utilized in creating a safe working environment. Safety concerns will include the following:
  - i. All vehicles and equipment will be maintained and operated in a safe manner. Each department shall establish a method for employees to report unsafe equipment and working conditions.

- ii. No employee shall operate or be assigned to operate any vehicle or equipment that is not in safe operating condition as determined by established standards.
- iii. Safety features shall be a factor in the purchase of new equipment and vehicles.
- iv. Department policies and procedures shall be designed to properly maintain City-owned property and equipment.

**(b) Risk Management Committee.** In order to provide review of accidents a City Risk Management Committee is hereby formed consisting of the City Manager, Finance Director, City Recorder, City Treasurer, and all Department Heads of the City, or their authorized designee.

The Risk Management Committee shall act as the Accident Review Committee that will review each vehicle accident and determine if it was preventable. In making such determinations the Committee shall ascertain the cause of the accident and how similar accidents can be avoided in the future. Any employee involved in an accident may be required to appear before the Risk Management Committee to explain his or her actions and circumstances involved. Each department in the City is expected to maintain a safe workplace for its employees consistent with federal, state, and local safety codes and regulations.

**(c) Risk Manager.** The Risk Manager is responsible for coordinating risk management activities in the City as follows:

1. The City Manager or designee shall act as the City Risk Manager and will be a resource and assist the Risk Management Committee, Departmental Accident Review Committee, Department Directors, and employees in the implementation of risk management and safety programs in their area and in the organization of departmental risk management activities and training.
2. The Risk Manager is responsible for overseeing insurance coverage in the City to ensure that coverage is adequate, and policies are kept up to date.
3. The Risk Manager shall negotiate claims settlement and resolve claims with the public and employees. The Risk Manager is responsible for reporting all property, liability, and worker's compensation claims to the City's insurance provider(s).

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**(d) Safety Incentive Program.** A "Safety Incentive Program" has been established for the Public Works Department to motivate and reward employees for maintaining and creating a safe work environment. The goal of the program is to proactively promote safety and to reduce the likelihood for accidents as defined in section 8.020 of this Policy

#### **8.040 Occupational Injuries and Accidents.**

It is the policy of South Weber City that occupational injuries and accidents shall immediately be reported to the appropriate City officials. The purpose of this Policy is to provide for immediate notification and reporting of occupational injuries and accidents; and assess unsafe conditions, the extent and nature of injuries, and any liability exposures. Specific reporting policies and practices are as follows:

1. Employees shall immediately notify their Supervisor or Department Director of an occupational injury or accident.

2. Employees shall immediately notify the City's Risk Manager of a fatality or serious occupational injury. Serious injury shall include amputations, fractures of major bones (both simple and compound), and hospitalization. The Risk Manager shall immediately notify the Utah Occupational Safety and Health Offices when required by law or regulation.
3. During non-business hours, employees shall also immediately notify the Davis County Sheriff of a fatality or serious occupational injury. The Davis County Sheriff shall also notify the Risk Manager as soon as possible.
4. Upon notification of injury or accident, the Supervisor, Division Manager, or Department Director shall complete the following:
  - i. An ACCIDENT/INCIDENT REPORT filled out by the Supervisor and the employee. The ACCIDENT/INCIDENT report may be completed electronically or in hard copy form.
  - ii. The ACCIDENT/INCIDENT REPORT should be forwarded to the Risk Management office within 48 hours of the accident. Reports that are completed electronically will automatically be forwarded to the Risk Management office.
  - iii. All reports shall be reviewed by the Department Director. This review shall not delay the delivery of the report to the Risk Manager. If this review is not immediately practical, copies of incomplete reports shall be forwarded to the Risk Manager within 48 hours of the accident. Once the review is complete, an updated final copy of the report shall be forwarded to the Risk Management office.
  - iv. Failure to report a work-related injury or illness as outlined in this Policy may result in the delay of Workers' Compensation benefits and may result in disciplinary action. Workers' Compensation claims are to be conducted as outlined in section 5.040. of the South Weber City Policies and Procedures Manual.

## 8.050 Workers' Compensation Claims

### If an Injury Should Occur

An employee, who is injured on-the-job, no matter how slight, must report the incident to their Supervisor immediately. **Employees may lose their right to workers compensation benefits if they fail to report injuries promptly.** Supervisors must contact the Risk Manager immediately if the injury is serious or if time off work is prescribed by a medical doctor. An "Accident/Incident" form must be filled out by the employee and Supervisor on all reported injuries and returned to Risk Manager within 48 hours.

### Medical

Employees requiring medical attention for an on-the-job injury that occurs during regular business hours must report to:

**Ogden Intermountain Work Med**  
**1355 Hinckley Drive**  
**Ogden UT, 84401**  
**801-387-6151**

Employees exposed to blood should go to Ogden Regional or McKay-Dee Hospital.

For life or limb threatening accidents/illness, the employee should go to the nearest emergency facility. These emergencies include compound fractures, pelvis and femur fractures, unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord

injury, shock, or poisoning. Call 911 in these instances and the paramedics will direct the care of the employee.

Urgent situations are those requiring immediate care but are not life threatening. Examples include bone fractures other than those listed above or injuries requiring stitches. These types of injuries can be treated at Work Med, **801-387-6151**.

Except in cases of life or limb threatening accidents or illnesses, employees must seek initial medical treatment only from the facilities specifically identified in this Policy (IHC Work Med, Ogden Regional Medical Center, McKay-Dee Hospital, and Davis County Regional Medical Center). If employees seek medical treatment from another provider, employees may be required to pay any charges in excess of the customary charges for the treatment.

Failure to follow the City's Workers' Compensation policies may result in disciplinary action.

### **Special Medical Procedures**

Procedures such as surgery, MRI's, CAT scans, physical therapy, and chiropractic sessions require prior approval from the City's Workers' Compensation Third Party Administrator. If an employee fails to obtain prior approval, the employee may be required to pay the entire bill for the unauthorized services.

### **Return to Work After a Work-Related Injury**

1. **Return to Work – Full Duty:** Immediately following initial treatment for a work-related injury, the employee shall return to work for regular full duty unless directed otherwise by the treating medical provider. The employee shall obtain a written return to work release from the medical provider and shall immediately provide a copy of the work release to the employee's Supervisor and to the Risk Manager. Supervisors shall not allow an employee to return to work unless a written work release is provided from a medical professional.

2. **Return to Work – Modified Duty:** If the treating medical provider places work restrictions on the employee, and the employee is unable to return to full duty, the employee shall return to work either immediately following initial treatment or the next business day regardless of the employee's regular work schedule. The employee shall provide a copy of the written work restrictions to the employee's Supervisor and the Risk Manager.

3. South Weber City has a permissive return to work policy. Temporary transitional assignments are mandatory and, where practical, these assignments will be made available to all injured employees who are unable to immediately return to full duty following a work-related injury. If a transitional assignment is available and the employee chooses not to accept the transitional assignment, the employee shall not be eligible to receive Workers' Compensation wage replacement benefits and will not be allowed to use their accrued sick leave. Temporary transitional assignments shall be given in accordance with the "Return to Work after Serious Injury or Illness" section in this Policy manual.

4. **Return to Work – Off Duty:** Because the City has a permissive return to work policy, it is rare that an employee will be unable to return to a temporary transitional assignment. If an employee receives direction from the treating medical provider to remain off work for a period in excess of one full calendar day, the employee shall immediately notify the Risk Manager.

### **Payroll for Workers' Compensation Temporary Disability**

1. An employee requiring medical attention on the same day as an on-the-job injury should not be charged sick leave or workers' compensation that day. The entire shift should be paid as regular time worked.
2. An employee begins his/her waiting period for workers' compensation wage replacement benefits effective the first full day of time off work due to an on-the-job injury as reported by the doctor. For the purpose of calculating waiting periods days with time off include weekends and unscheduled workdays.
3. The waiting period for workers' compensation wage replacement benefits is three (3) days after the time off work is confirmed by a doctor's report. Days counted as time off do not need to be consecutive. If an employee returns or has been released to return to work, a new doctor's report must confirm time off for further workers' compensation benefits. A full-time employee may use sick or vacation leave during this waiting period.
4. If time off work is required due to a workers' compensation injury, the person preparing payroll must notify the Risk Manager on the day timecards are due. The City's Workers' Compensation Third Party Administrator will determine appropriate waiting periods, leave supplements, and amounts of workers' compensation owed.

### **Workers' Compensation Temporary & Permanent Disability Benefits**

All qualifying workers' compensation disability benefits shall be awarded in accordance to the State of Utah Workers Compensation Act. The City's Workers Compensation Third Party Administrator shall make payment of these benefits.

### **Reduction, Denial or Loss of Workers' Compensation Benefits**

Workers' Compensation benefits may be reduced, denied, or lost as provided by state law. Failure of employees to follow procedures for reporting and processing Workers' Compensation claims as required by state law and the Utah Labor Commission may result in the reduction, denial, or loss of Workers' Compensation benefits. Employees should also be aware that benefits may be in jeopardy when:

1. An employee fails to use or tampers with safety devices provided by the City.
2. An employee fails to obey any order or reasonable rule adopted by the City for the safety of the employee.
3. The major contributing cause of an employee's injury is the employee's use of illegal substances.
4. The major contributing cause of an employee's injury is the intentional abuse of drugs in excess of prescribed therapeutic amounts.
5. The major contributing cause of an employee's injury is intoxication from alcohol.

**8.060. Medical Examinations.**

Post-offer applicants and current employees may be required, as legally appropriate and as permitted under the Americans with Disabilities Act, to submit to medical examinations. An applicant who has received a job offer may be required to undergo a medical examination to demonstrate ability to safely perform the essential functions of the position. Employment offers are contingent upon satisfactory completion of such examinations. As a condition of continued employment, employees may be required to undergo periodic job-related medical examinations in accordance with applicable legal restrictions and requirements. All medical examinations required by the City shall be paid for by the City in accordance with Utah Code Ann. § 34-33-1, as amended. All records regarding medical examinations of applicants and employees shall be maintained as classified in accordance with the Utah Government Records Access and Management Act, as set forth in Utah Code Ann. § 63-2-101, et seq., as amended.

**8.070. Claims and Lawsuits**

In order to protect employees and the City from additional risk by providing timely response to claims and lawsuits through proper claims handling procedures, it is the policy of South Weber City that claims and lawsuits against the City or its employees shall be handled in a systematic and expedient manner.

1. Any employee receiving a claim or notice threatening legal action shall immediately notify the Risk Manager and forward to the Risk Manager all written documents together with a description of the manner in which the claim or notice was received.
2. Upon receiving any claim or notice of legal action, or threat of legal action, the Risk Manager shall:
  - a. Immediately record the claim with the City Recorder's Office.
  - b. Analyze the claim to determine the appropriate action to be taken. Care shall be taken in handling claims so as not to prejudice the City's right to defend itself nor to conflict with the rights and procedures of the City's current insurance carrier.
  - c. Notify the City Attorney's office of serious claims that may develop into lawsuits.
  - d. Notify the Utah Local Governments Trust (ULGT) within one business day of serious occurrences likely to give rise to significant liability. Lawsuits to be covered by ULGT and Notices of Claims to be handled by ULGT are to be sent to ULGT within three business days.
3. The Risk Manager shall manage all claims as follows:
  - a. Obtain the necessary information from the claimant and conduct an in-house investigation.
  - b. Discuss each claim and the pertinent information with the Director of the department affected by the claim. The Risk Manager will seek input from the Department Director before deciding the disposition of the claim.
  - c. Coordinate and subrogate third party claims on behalf of the City.
4. The Risk Manager shall immediately forward all lawsuit documents to the City Attorney and the Utah Local Governments Trust (ULGT) for appropriate action. The City Attorney's and the

Risk Manager shall work in cooperation with the ULGT to conclude the lawsuit and mitigate losses to the City.

5. It is the general policy of the City to defend City employees against claims or actions brought against them as individuals while carrying out City activities unless the actions which bring about the claims or lawsuits are malicious, fraudulent, or occur while the employee is under the influence of alcohol or drugs or the employee is performing duties clearly outside of the assigned course and scope of his or her duties. Employees desiring indemnification shall request it in writing within 10 days of receiving the claim or lawsuit. The written request shall be submitted to the City Attorney.

## CHAPTER 9: EVALUATION AND DEVELOPMENT

### 9.010. Performance Evaluation System.

### 9.020. Tuition Aid Program.

### 9.030. Training and Travel.

### 9.010. Performance Evaluation System.

**(a) Purpose.** The purpose of this Section is to provide guidelines for the implementation of a City employee performance evaluation system.

**(b) Evaluation Periods.** Performance evaluations shall be completed for all employees in their introductory period, full-time, and part-time employees at regular basis on forms provided by Personnel for the purposes of recording current job performance, setting goals and objectives, recognizing accomplishments, setting salaries, and acknowledging strengths and/or deficiencies. Performance evaluations shall also serve to assist the employee in improving performance as necessary and to aid the Supervisor in counseling the employee regarding performance and progress. Each employee shall be evaluated in accordance with the provisions set forth herein at the following times:

**(1) Introductory Period.** Each introductory employee shall be evaluated at the end of the introductory period, and at any other time during the introductory period deemed necessary by the Supervisor, Department Director, or City Manager.

**(2) Annual.** Each employee shall be evaluated annually in accordance with the City schedule. The requirement for an annual evaluation shall not guarantee that the evaluation will be completed within one year of the previous evaluation in cases where further investigation by the Supervisor is required or when there are extenuating circumstances that prohibit the completion of the evaluation at or near the end of the calendar year.

**(3) Additional.** Additional evaluations may be conducted during the course of employment due to specific problems related to satisfactory performance related to the duties of the position held; or at any other time at the discretion of a Department Director or the City Manager. Supervisors are encouraged to meet regularly and/or periodically with employees to monitor the progress made towards specified goals and objectives for the employee.

**(c) Evaluations.** Each employee shall be evaluated by his or her immediate Supervisor according to the performance criteria established by the Department Director. Performance evaluations shall be prepared by the employee's Supervisor and shall be signed by the Supervisor, the City Manager, and the employee. Each evaluation shall be discussed with the employee and the employee shall be given the opportunity to make written comments. If the employee refuses to sign the performance evaluation, it shall be noted on the evaluation. The employee may also add comments as to why the performance evaluation is not being signed.

**(d) Evaluation Interview.** In addition to filling out an Evaluation Form, the Supervisor shall conduct an in-person interview with each employee under his or her direction wherein the Evaluation Form is reviewed, and the employee is given a chance to comment on the evaluation. The interview should be used to improve communication between the employee and the Supervisor. The parties should discuss the favorable and unfavorable aspects of the employee's performance and set specific goals and objectives for the employee's improvement and development during the next evaluation period.

**(e) Evaluation Records.** Evaluation records shall be maintained with the employee's personnel records. Such records shall be maintained and accessed in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City. The employee shall be given a copy of the performance evaluation by the Department Director. Once approved by the Department Director, performance evaluations shall not be changed unless requested by Personnel.

**(f) Compensation Based on Performance.** Employee pay is based upon employee job performance and the compensation plan as adopted and amended by the City.

#### **9.020. Tuition Aid Program.**

**(a) Purpose.** It is the purpose of this program to provide educational assistance in the form of tuition aid to eligible employees for course work taken at an accredited or approved institution, when funds are available, in order to enhance the abilities of the City work force. It is the intent of this Program to benefit the individual and to benefit the City through the utilization of the employee's newly acquired skills and knowledge. The Program is not intended to train employees for opportunities with other employers or to provide reimbursement for seminars and professional training.

**(b) Funds.** The City shall allocate in its annual budget funds deemed appropriate for the Tuition Aid Program. All Tuition Aid shall be contingent upon sufficient funds allocated by the City.

**(c) Eligibility.** In order to be eligible for Tuition Aid, employees must be full-time employees of the City in good standing and must have completed their introductory period of employment with the City. A contract with the City may be required in order to be eligible.

#### **(d) Standards.**

**(1) Job Related.** All classes, courses, or degrees must be pre-approved by the City and must be reasonably related to the employee's present job or determined by the City to be related to the employee's probable future work with the City. In determining whether the course work is "job related," the City shall consider the knowledge, skills, and abilities required by the employee's current job description.

**(2) Accredited Institution.** Course work must be offered at a college, university, or educational institution accredited by the state of Utah or other institution approved by the City Manager.

**(3) Credit.** Course work must be taken for credit and completed. No reimbursement shall be made for audits, incomplete, or withdrawals.

**(4) Time.** Course work must be taken on the employee's own unpaid time. Exceptions may be approved by the City Manager based upon a written statement of the Department Head that unusual circumstances exist.

**(5) Job Performance.** Employees outside educational activities should not interfere with the employee's work and employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.

**(6) Repayment.** Employee must sign a Repayment Agreement agreeing to repay the City in full for any Tuition Aid in the event the employee voluntarily leaves employment with the City or is terminated for reasons other than reduction in force or job elimination in accordance with the limitations set forth in Subsection (f). Employee shall also agree that the total refund required to be made to the City hereunder may be deducted from the employee's final paycheck from the City.

**(e) Procedure.**

**(1) Application.** Any eligible employee desiring to obtain Tuition Aid shall file a Tuition Aid Application with his or her Department Head. The Application shall be filed prior to the commencement of the course.

**(2) Review.** The employee's Department Head shall review the Application based upon the Standards set forth in this Policy including review of the employee's eligibility for assistance. The Department Head shall thereafter recommend approval or denial of the Application to the City Manager. The City Manager shall review the Application based upon the Standards set forth herein, verify available funds for the request, and approve or deny the Application.

**(3) Reimbursement.** Upon satisfactory completion of the approved course work, a portion of the employee's tuition expenses, fees, and books may be reimbursed to the employee as follows:

(i) 90% for an "A" grade (or "pass" if course is only offered as Pass/Fail)

(ii) 75% for a "B" grade

(iii) 60% for a "C" grade

(iv) 0% for lower than a "C" grade

**(4) Transcript and Receipt.** Prior to reimbursement, the employee must submit to the City Manager, a certified transcript of grade or certificate of completion of the course work and receipts for the actual tuition, fees, and book expenses incurred.

**(f) Limitations.**

**(1) Funds.** All Tuition Aid is contingent upon sufficient funds available in the City budget and shall be distributed on a first-come basis as determined by the date of final approval of the Application by the City Manager.

**(2) Annual Maximum.** Eligible employees are limited to a maximum reimbursement of \$2,000.00 per employee during any calendar year for tuition, fees, and books.

**(3) Other Sources.** Reimbursement is limited by the amount of financial aid the employee receives from other sources such as grants or scholarships; i.e., the employee is only eligible for reimbursement from the City for the appropriate percentage of the employee's total out-of-pocket costs after the grant or scholarship has been deducted.

**(4) Repayment.** Employees who voluntarily leave employment with the City or are terminated for reasons other than reduction in force or job elimination shall be required to repay the City the prorated portion of any tuition aid received from the City within two (2) years prior to the date of termination. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the amount of the approved costs incurred up to the effective date of termination. Exceptions to this Policy may only be made in writing by the City Council who must sign the decision and provide explanation as to why the exception is in the best interest of the City.

**(5) Compliance.** Failure to comply with this Policy may result in disapproval of Application and/or nonpayment of the reimbursement as determined appropriate in the sole discretion of the City Manager.

**(g) Records.** A copy of Tuition Aid records should be retained by the City.

**9.030. Training and Travel.**

**(a) Purpose.** City employees may be permitted and/or required to attend seminars, meetings, conferences, workshops, and other educational courses when it is anticipated that the training and information received by the officer or employee will increase their knowledge and effectiveness, keep current on new developments, and introduce new innovative practices and procedures that will benefit the City. It is the purpose of this Policy to provide reasonable and systematic means by which attendance and travel to such events will be approved and the cost estimated and controlled for economic, budgetary, and auditing purposes. It is the intent of this Policy to provide adequate controls over training and travel expenditures and to maintain accountability for such expenditures while allowing for flexibility.

**(b) Budget.** The City shall allocate in its annual budget funds deemed appropriate for training and travel expenditures. Each Department Director shall be responsible for keeping expenditures within his or her respective department budget.

**(c) Eligibility.** For purposes of this Policy, "travel" shall be considered any in-state or out-of-state trip taken by a City employee in the course of performing his or her duties, including trips

to or attendance at seminars, meetings, conferences, and workshops. All training and travel expenditures must be pre-approved by the City as set forth herein. All training and travel expenditures must be anticipated to serve a bona fide public purpose and confer a benefit upon the City.

**(d) Procedure.**

**(1) Application.** An employee desiring to utilize training and/or travel funds shall file a Training and Travel Application with their Department Director, stating the purpose, details, and estimated expenses of the training and travel at least two (2) weeks prior to the desired date of departure. Applications for training and travel by a Department Director shall note the name of the person to be in charge of the department during the Department Director's absence. The City Manager shall provide a copy of each Application to Personnel upon approval.

**(2) Review.** The City Manager shall review the Application based upon the requirements set forth herein including review of the Department's training and travel budget. The City Manager shall make the final determination for approval or denial.

**(3) Advancements.** Upon the request of the employee and timely submission of the Application, approved travel expenses may be advanced using the current General Administrative Service (GSA) guideline per diem rates.

**(4) Receipts.** The traveling officer or employee shall document expenses of the trip and keep all original receipts and credit card receipts except that receipts for meals covered by the per diem compensation shall not be required.

**(5) Documents.** An expense report indicating the actual expenses of the trip together with all original required receipts shall be submitted to the Department Director within thirty (30) days after the event in order to receive any payment or refund. Except for per diem advancements, if less money was spent than was advanced, a reimbursement check made payable to the City for the difference shall be attached. Except for per diem advancements, if more money was spent than was advanced, a voucher request for the difference to be paid to the employee shall be attached.

**(6) Summary.** The City Manager may request a written summary or an oral report on all seminars, workshops, conferences, or conventions attended.

**(e) Standards.**

**(1) Mode of Transportation.** Employees are responsible for arranging their own transportation. The most economical form of transportation shall be used considering factors such as the cost of the transportation, the availability of City vehicles, and the amount of time required. If any employee chooses a more costly form of transportation, the City will pay the lesser cost of the two forms, and the per diem rate shall be based upon the amount of time it would have taken under the less costly form of transportation.

If extra time is needed for the more costly form of transportation, the employee shall use vacation or compensatory time for the excess time needed to reach the destination.

**(2) Costs.** Employees are encouraged to utilize the lowest cost travel arrangements possible. Airline reservations should be made, whenever possible, at least thirty (30) days in advance. If a reduced airfare is offered for a stay over a Saturday night, and the reduced rate more than compensates for additional lodging and per diem costs, the employee is encouraged to stay over the additional night. The government or corporate rate should be requested at all hotels.

**(3) Permitted Expenses.** The following allowances and payments may be made for travel expenses.

(i) Transportation. The City may pay for the cost of the most economical form of transportation. Employees traveling in a City vehicle shall use the assigned fuel card.

(ii) Meals and Incidental Expenses. The City may pay employees a per diem amount to cover the cost of meals during each day of travel or training. The per diem rates for meals shall be based on the standard per diem rates identified by the General Service Administration (GSA). For business travel that does not require an overnight stay, lunch per diem is available.

(iii) Fees. The City may pay the actual and reasonable cost of registration and other fees for classes, seminars, workshops, conferences, and conventions.

(iv) Ground Transportation. The City may pay the reasonable and necessary costs for ground transportation, including airport shuttle, taxicab, rental car, and parking lot fees. Receipts must be submitted for reimbursement.

(v) Airfare. The City will pay the cost for standard coach airfare. Flight arrangements shall be made so that arrival times allow for sufficient rest to fully participate in and benefit from the conference, seminar, workshop, or meeting session. The employee's travel itinerary and other supporting cost documentation must be submitted for reimbursement.

(vii) Lodging. The City may pay for the reasonable and necessary costs of lodging if an overnight stay is required. Should an overnight stay be required, the City will provide hotel accommodations at the government rate or single room conference rate. An itemized hotel bill must be submitted with the final travel authorization. Room service shall not be reimbursed. The employee will be responsible to pay for in-room movies and/or any other hotel services including alcoholic beverages.

(viii) Miscellaneous. The City may pay for other miscellaneous costs as deemed reasonable and necessary by the City Manager.

**(4) Personal Expenses.**

(i) Employees. Employees traveling on City business, including employees traveling with a spouse or other companion, shall strictly distinguish expenses incurred as part of City business from personal expenses. The City will provide reimbursement only for those expenses which the employee would normally incur if traveling alone. For example, the City will pay for the employee's lodging at the single room rate and the employee shall be required to pay for any additional double occupancy lodging charge or upgrade. The City shall not pay for personal expenses such as telephone charges, personal transportation charges, room service charges, etc.

(ii) Elected Officials. Elected officials shall be paid the standard mileage allowance for any City business conducted outside the City after exceeding 150 miles one way.

1. South Weber City employees shall exercise primary access to utilize a pool car vehicle; therefore, the request for access by an employee shall be higher priority than the request for access from that of an elected official; and
2. Elected officials shall not be permitted access to a pool car vehicle if the mode of transportation is otherwise funded as a result of paid membership (or other compensation) regarding a board, committee, or other organization.

**(5) Auxiliary Programs.** Frequently, in conjunction with its regular program for members, a conference or convention will provide auxiliary programs for the employee's spouse/partner. These auxiliary programs generally foster understanding and compliment an employee or official's development and performance on the job. Therefore, it is the policy of the City that, where these opportunities are offered and available, the registration cost of the auxiliary program will be allowable if it has been included in the City Budget.

## CHAPTER 10: GRIEVANCES

### 10.010. Grievances.

### 10.020. Informal Grievance Procedures.

### 10.030. Formal Grievance Procedures.

### 10.040. Appeal.

### 10.050. Retaliations.

### 10.060. Records.

### 10.010. Grievances.

Employees may appeal a decision or disciplinary action (other than demotion or dismissal which are governed by provisions of Chapter 11) by the City which affects his or her employment pursuant to the provisions set forth herein. These guidelines should not be construed as preventing, limiting, or delaying the City from taking disciplinary action, including immediate termination, in circumstances where the City deems such action appropriate. Except as required by state or federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.

### 10.020. Informal Grievance Procedures.

An employee with a grievance may first attempt to settle the matter through discussion with his or her Supervisor. If the grievance involves the employee's Supervisor, the matter may be discussed with the City Manager. In such event, all references in this Section to Supervisor shall refer to the City Manager. The Supervisor should review the matter and conduct any investigation as deemed appropriate under the circumstances. If the employee does not believe the problem has been satisfactorily resolved within ten (10) days after the circumstances are first discussed with the Supervisor, or any time prior thereto, the employee may pursue formal grievance procedures as provided herein.

### 10.030. Formal Grievance Procedures.

**(a) Complaint.** An aggrieved employee may file a formal written grievance with the City Manager within twenty (20) days from the date of the event giving rise to the grievance or within twenty (20) days from the date the employee has knowledge, or should have knowledge, of the event giving rise to the grievance. Grievances shall be filed using an Employee Grievance Form as provided by the City (See Appendix). The time for filing a formal written grievance shall be extended during the time for which informal grievance procedures are pursued. If the grievance involves the City Manager, the grievance may be filed with the City Council, in which case all references herein to City Manager shall refer to City Council.

**(b) Investigation.** Upon receipt of a grievance, the City Manager should review and investigate the matter as deemed appropriate under the circumstances.

**(c) Decision.** The City Manager should, within a reasonable time from receipt of the grievance, prepare and provide the employee written notice of his or her final decision in the matter.

**10.040. Appeal.**

An employee aggrieved by a final decision of the City Manager regarding a formal grievance filed hereunder may appeal such decision to the City Council by filing a written appeal stating the grounds therefore with the City Recorder within twenty (20) days from the date of the decision. The City Council shall conduct a review of the matter reviewing the City Manager's decision for fairness or correctness. The City Council shall prepare and provide to the employee written notice of its final decision in the matter within a reasonable time from receipt of the appeal.

**10.050. Retaliations and Bad Faith Grievances.**

Employees are entitled to bring good faith grievances hereunder without fear of retaliation. No person shall discriminate against another because that individual made a grievance complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein. No person shall coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Employees are further protected under the provisions of the Utah Protection of Public Employees Act, as set forth at Utah Code Ann. § 67-21-1, et seq. Notwithstanding this anti-retaliation policy, if conclusive evidence exists that an employee knowingly or recklessly brought a bad faith grievance and/or made false allegations, then appropriate disciplinary action may be taken.

**10.060. Records.**

The City shall maintain records pertaining to employee grievances filed hereunder and records pertaining to an appeal of such grievances in accordance with the Utah Government Records Access and Management Act, as adopted and amended by the City.

## CHAPTER 11: DISCIPLINE

- 11.010. General Conduct.**
- 11.020. Responsibility for Discipline.**
- 11.030. Investigation.**
- 11.040. Levels of Discipline.**
- 11.050. Administrative Leave.**
- 11.060. Probation.**
- 11.070. Suspension.**
- 11.080. Demotion.**
- 11.090. Dismissal.**
- 11.100. Pre-Disciplinary Action Hearing.**
- 11.110. Appeals.**
- 11.010. General Conduct.**

All disciplinary actions short of termination are intended to be corrective and obtain compliance with policies, orders, procedures, standards of conduct, expected performance standards, and/or improve performance. It shall be the City's discretion as to which type of informal and/or formal disciplinary action is most appropriate. Only full-, part- time, and probationary employees shall have the right to file an appeal to disciplinary actions and then only to formal disciplinary actions. Nothing contained in these Policies and Procedures shall preclude dismissal or suspension with or without pay effective immediately without prior notice and a hearing where the continued presence of the employee would present a hazard or disruption to employees, the public, or the City. When such a dismissal or suspension is imposed, the employee shall be assured rights of a post disciplinary appeal in accordance with this procedure. The City has no obligation to make use of any of these informal actions and need not proceed with them in any particular order. All disciplinary actions shall become part of the employee's personnel record.

It is the responsibility of all employees of the City to conduct themselves in accordance with the City's policies, rules, and regulations and to perform their work in a satisfactory manner. Employees are expected to conduct themselves in a professional and competent manner and to be courteous and cooperative at all times with fellow employees, Supervisors, and the public. An action not in accordance with such policies or in violation of any City rule or regulation shall be subject to disciplinary action up to and including termination.

### **11.020. Responsibility for Discipline.**

The basic responsibility for discipline lies with the employee's Supervisor under the direction of the City Manager, provided that any disciplinary action involving probation, suspension, demotion, or dismissal shall require prior review and approval of the City Manager in accordance with the procedures set forth herein.

### **11.030. Investigation.**

Prior to any disciplinary action or recommendation of any disciplinary action, the Supervisor shall investigate the alleged conduct to the extent deemed necessary and appropriate under the

circumstances. Such investigation should provide the employee with an opportunity to respond verbally and/or in writing to the alleged claims.

#### **11.040. Levels of Discipline.**

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, probation, suspension with or without pay, demotion, and/or dismissal.

#### **Informal Action**

Informal action may be appropriate when a rule, order, procedure, standard of conduct, and/or expected performance level has been violated. Any one or a combination of the following informal actions may be used as deemed appropriate by the City:

- A. Verbal Reprimand – Whenever grounds for disciplinary action exist and the Supervisor determines that more severe action is not required, the Supervisor may verbally communicate to the employee the observed deficiency. Written documentation of the warning should be prepared by the Supervisor setting forth the date, time, circumstances, and grounds for the discipline; and the date, time, and circumstances of the verbal notice. Such written documentation shall be maintained with the employee's personnel records. Failure to remedy the deficiency described in a verbal warning may result in additional disciplinary action being taken. The Supervisor(s) should make it clear to the employee that the violation is unacceptable and that any repetition may lead to stronger disciplinary action;
- B. Corrective Interviews – The Supervisor(s) confers with the employee regarding violations and develops a written corrective plan which includes target dates for the correction of violations by the employee. The plan shall be reviewed with and signed by the employee with a copy to be placed in the employee's personnel file;
- C. Written Reprimand – Whenever grounds for disciplinary action exist and the Supervisor determines that more severe action is not required, the Supervisor may reprimand an employee in writing. Written reprimands shall include a detailed statement of the date, time, circumstances, and grounds for the discipline. Written reprimands should also indicate violations and specific actions the employee is to take to correct any violations. Warning should be provided that formal disciplinary action may result if corrective action is not taken by the employee. Such written reprimand shall be signed by the employee and the Supervisor and maintained with the employee's personnel records for the sole purpose of acknowledging the receipt thereof. Should the employee refuse to sign the written reprimand, the Supervisor shall sign and note the date and time of such refusal. Copies of written reprimand shall be placed in the employee's personnel file. These informal types of corrections are intended to correct a problem without recourse to the severity of formal disciplinary action.

## **Formal Disciplinary Action**

Formal disciplinary actions may include but are not limited to:

- A. Suspension without pay;
- B. Reduction in salary;
- C. Demotion to a lower job classification;
- D. Probation;
- E. Dismissal; or
- F. Any combination of the above.

### **11.050. Administrative Leave.**

In the event of an emergency, or when otherwise deemed appropriate and necessary pending full investigation of alleged violations of an employee, a Supervisor or the City Manager may temporarily relieve any subordinate from duty with pay or temporarily reassign the employee to another position at the same rate of pay. Such temporary relief from duty with pay shall be considered administrative leave and shall not preclude subsequent disciplinary action against the employee.

### **Suspensions of Exempt Employees**

Suspension of exempt employees without pay shall be made in weekly increments; provided, however, deductions from pay may be made for unpaid disciplinary suspensions of one or more days imposed in good faith for infractions of workplace conduct rules. Such suspensions must be imposed because of violation(s) of a written policy applicable to all employees, such as the City's policies prohibiting sexual harassment or workplace violence. Suspensions for any other reason shall be in weekly increments. This provision applies only to exempt employees

### **Formal Disciplinary Procedure**

Any disciplinary action may be initiated and imposed at the Department Director level. If the alleged violation occurs at the Department Director level, all references to Department Director in these formal disciplinary procedures shall mean City Manager. For all disciplinary actions including dismissals, the following steps shall be followed.

#### **STEP 1**

Any alleged violation by an employee of policy, procedure, rules, regulations, directives, orders, laws, and/or expected performance levels shall be investigated by the employee's management Supervisor. The Supervisor shall prepare a written report of the investigation which includes the specific violation(s), all available facts, statements of witnesses, the employee's statement, and any recommendations for discipline the Supervisor deems appropriate. As appropriate, this report shall be forwarded to the City Manager.

#### **STEP 2**

The City Manager shall review the report, conduct an additional investigation, if warranted, and reach a determination as to whether formal disciplinary action is warranted.

### STEP 3

If it is determined that formal disciplinary action is warranted, Personnel shall be notified of the action to be imposed. The employee shall then be provided a written Notice of Intent to Discipline from the Department Director, which contains the following:

- A. A statement which clearly defines the specific action to be taken and the effective date of the action. In cases of suspension, the beginning and ending time should be stated specifically. Generally, the disciplinary action shall become effective after the employee has been allowed the three days to appeal the action to the Department Director.
- B. A statement (and preferably the quoting of the reason(s) as provided in this document) of the policy or procedure that has allegedly been violated or other cause or reason for the disciplinary action.
- C. A statement of the specific action or charges which allegedly constitutes a violation of the policy or procedure.
- D. A description of the records and documents upon which the action is based and a statement that copies of the records are available to the employee upon request.
- E. A statement that the employee may request a meeting with the Department Director within three (3) working days of receiving the Notice of Intent to Discipline to discuss the discipline and present specific evidence as to why the action is not warranted.
- F. A statement that failure to request a meeting with the Department Director or to show for the requested meeting shall forfeit any additional appeal rights.

### STEP 4

If the employee has requested a meeting with the Department Director to present additional evidence within three (3) working days of receiving the Notice of Intent, the Department Director shall:

1. Hold the meeting promptly;
2. Consider any additional evidence submitted by the employee;
3. Impose the disciplinary action or modify the disciplinary action as deemed appropriate;
4. Notify the employee in writing of the decision and of the employee's appeal rights; and
5. Forward a copy of the entire proceedings to Personnel.

The failure of an employee to request a meeting with the Department Director as outlined in Step 5 or the failure of an employee to appear for the meeting after requesting it shall forfeit any additional appeal rights of the employee.

### 11.060. Probation.

Whenever grounds for disciplinary action exist and the Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the Supervisor may recommend to the City Manager an employee be placed on disciplinary probation for a period not to exceed six (6) months. Written notice of such recommendation shall be prepared by the Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted. The purpose of disciplinary probation is to provide a period during which the employee's performance is carefully monitored and evaluated. Probationary status shall not preclude any other disciplinary action being taken against the employee as deemed appropriate. Any probationary period may be extended by the City Manager.

**11.070. Suspension.**

Whenever grounds for disciplinary action exist and the Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the Supervisor may recommend to the City Manager an employee be suspended, with or without pay, for a period of time not to exceed fifteen (15) calendar days. Written notice of such recommendation shall be prepared by the Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted. Any employee suspended with pay must be available to work during all regular business hours.

**11.080. Demotion.**

Whenever grounds for disciplinary action exist and the Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the Supervisor may recommend to the City Manager an employee be demoted. Written notice of such recommendation shall be prepared by the Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted.

**11.090. Dismissal.**

Whenever grounds for disciplinary action exist and the Supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the Supervisor may recommend to the City Manager an employee be dismissed. Written notice of such recommendation shall be prepared by the Supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances, and grounds for the recommended disciplinary action and the investigation conducted.

**11.100. Pre-Disciplinary Action Hearing.**

Upon receipt of a Supervisor's recommendation of disciplinary action involving probation, suspension, demotion, or dismissal; the City Manager shall review and investigate the matter as deemed appropriate and shall hold a pre-disciplinary action hearing. The purpose of the pre-disciplinary action hearing is to provide the employee with notice and an opportunity to respond to the alleged violations and proposed disciplinary action. The City Manager shall provide the employee with written notice of the date and time of the pre-disciplinary action hearing and shall provide the employee with a copy of the Supervisor's letter recommending the proposed disciplinary action and stating the grounds, therefore. After the pre-disciplinary action hearing, the City Manager shall provide the employee with written notice of his or her final decision stating the disciplinary action to be taken, if any, and the employee's right to appeal the same.

**11.110. Appeals.**

All appointed officers and employees of the City, other than the City Manager, shall hold their employment without limitation of time, being subject to discharge or dismissal only as provided in Utah Code Ann. § 10-3-1106, as amended. Any appointed officer or employee covered herein

who is discharged or transferred to a position with less remuneration for any reason shall have the right to appeal the discharge or transfer to the City Appeals Board in accordance with the provisions of Utah Code Ann. § 10-3-1106, as amended. All other disciplinary actions may be appealed in accordance with the grievance procedures set forth in Utah Code Chapter 10.

**Appendix A**

Bereavement Leave Form

Grievance Leave Form

Health Compensation Form

Jury Duty Form

Mileage Reimbursement Form

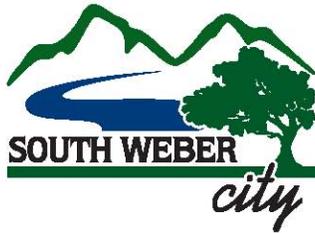
Outside Employment Form

Sick Leave Form

Travel Request Form

Tuition Reimbursement Form

Vacation Leave Form



## Agenda Item Introduction

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**Council Meeting Date:** April 27, 2021

**Name:** Mark McRae, Finance Director

**Agenda Item:**

**Background:** Staff and the city council have worked together over the past several months to put together a balanced budget for all funds which is fiscally responsible and meets the needs of the city for the fiscal year ending June 20, 2022. All cities in Utah are required to adopt a city tentative budget outlining expected revenues and expenditures for the next fiscal year. The city council will adopt its tentative budget for 2021-2022 on May 11, 2021

Tonight, the draft tentative budget is presented for review by the Mayor and Council. The Budget Message and Budget Highlights are of particular importance. In these two sections of the budget are summaries of the various city programs and policies which guide the makeup of the budget, and how expenditures are prioritized and allocated. Also changes in the budget from one year to the next are detailed in these sections.

**Summary:** Review of draft tentative budget for 2021-22

**Budget Amendment:**

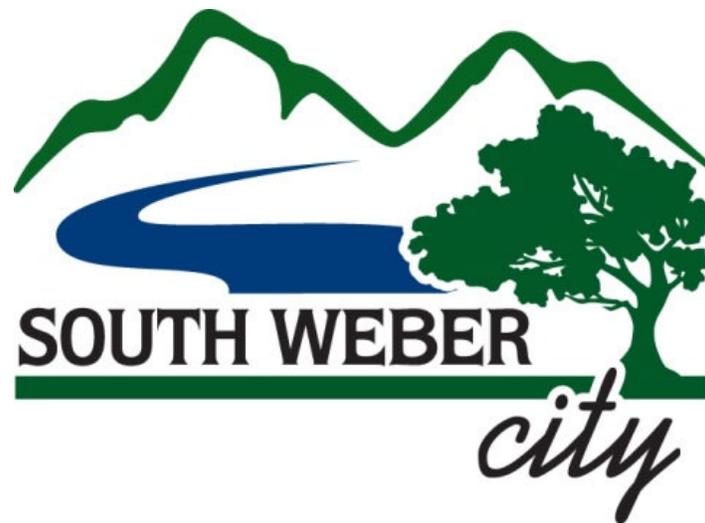
**Procurement Officer Review:** Budgeted amount \$                      Bid amount \$

**Committee Recommendation:**

**Planning Commission Recommendation:**

**Staff Recommendation:**

**Attachments:** Draft Tentative Budget



South Weber City  
2021 – 2022  
Tentative Budget

Jo Sjoblom, Mayor  
David Larson, City Manager  
Mark McRae, Finance Director

Presented May 11, 2021

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## BUDGET MESSAGE

May 11, 2021

To the South Weber City Mayor, City Council, and Citizens:

It is my pleasure to present the Fiscal Year (FY) 2021-2022 Budget. A public hearing will be held on June 8, 2021 on the Tentative Budget. The final FY 2021-2022 Budget will be adopted on June 22. As one of the most important policy documents the City adopts, the budget is published to provide detailed information to the South Weber City Council, Citizens, the State of Utah, the South Weber City Administration, Business Groups, and any other interested parties or individuals with detailed information regarding the financial condition and plans of the City from July 1, 2021 to June 30, 2022. The City's Budget Officer is tasked with presenting an accurate and complete budget to the City Council for formal approval in an open and public meeting.

The budget is the City's financial plan for the 2021-2022 fiscal year. It is a representation of the financial guidance necessary for the thoughtful and considerate implementation of the goals and plans of the Mayor and City Council. The budget is constructed with a conservative forecast of underestimating revenues and overestimating expenses. All revenues and expenditures are scrutinized and monitored throughout the year by the administrative staff using systematic, aggressive internal financial controls. Safeguards have been implemented to monitor, authorize, and analyze expenditures. These procedures and controls provide staff with the ability to adjust for the impact of unanticipated changes to the economy without causing dramatic variations in service levels.

### Budget Summary

Davis County is the smallest county in land area in the state, but the third most populous. Davis county has **11.09%** of Utah's population. In 2020 the unemployment rate was **2.00%**. However, this unemployment rate has **tripled** since March 2020. Although a healthy recovery is anticipated once pandemic related restrictions are relaxed, the length of this recovery is unknown at this time. These county statistics and the following table are taken from the Davis County Annual Report – 2021 Assessor's Office.

<b>Total Value–South Weber</b>	<b>2019 Property Values</b>	<b>2020 Property Values</b>	<b>% Change</b>
Overall Total	780,369,026	868,160,172	8.69%
Avg. Single Family	359,765	373,547	3.83%
Avg. Condo/Attached PUD	191,521	209,819	9.55%
Total Assessed Commercial	17,929,442	21,153,272	17.98%

Throughout the last few years, City staff and elected officials have worked alongside with citizens, non-profit organizations, and enterprise groups to take a comprehensive look at the overall health of South Weber City; specifically, in terms of economic growth, infrastructural and facility repair, and improved fiscal management. Collectively, South Weber City officials continue to create long range plans which will, over time, promote an improved environment of health, safety, and wellness for its residents and guests.

Modifications in the budget this fiscal year support the goals the City has set in support of these plans. In FY 2021 - 2022, total budgeted General Fund Revenue equals \$3,266,000. The major summary of fund expenditures, including contributions and transfers, are: \$3,266,000 General Fund, \$5,012,000 combined enterprise funds (Water, Sewer, Sanitation, and Storm Drain), \$566,000 Capital Projects, \$979,000 Transportation Utility, and \$310,000 Recreation fund.

The City Administration is continually looking for improved methods of operation and procedure in its approach to budgeting in order to efficiently control the expenditure of city funds. Fund balance allocations and reserves will be made as necessary to maintain a fiscally sound budget and financial policies.

### **Budget Priorities and Services**

The FY 2021-2022 Budget is prepared to meet the priorities of South Weber City. In January of 2018, 2019, 2020, and 2021, the City Council held several meetings to discuss the economic, infrastructural, and financial future of the City. In those meetings, several priorities were identified and converted into goals to be achieved in the FY 2021 – 2022 Budget. South Weber City is committed to providing ongoing services to its residents through its utility enterprise funds, parks and recreation facilities and programs, and contracts with the Davis County Sheriff's Office for Law Enforcement, Dispatch, and Animal Services.

South Weber City maintains its own Culinary Water System (supplied with water from a City well and from the Weber Basin Water Conservancy District), Sanitary Sewer Collection System (with treatment provided by the Central Weber Sewer Improvement District), Storm Drain System (supported by membership in the Davis County Storm Water Coalition), Street Repair System (supported by Class C Road Funds, and by private contractors chosen by competitive bidding who complete major streets projects), Fire Department and Emergency Management services (enhanced by Mutual Aid Agreements with other jurisdictions), Justice Court (provides adjudication services and sense of community identity), and support of the traditional and longtime community celebration of Country Fair Days (which identifies the values and culture of the South Weber City residents).

To reduce costs, South Weber City also contracts for the following services: information technology services; inter-local agreements with Davis County for law enforcement, dispatch, animal control, elections; and Wasatch Integrated Waste Management District and Robinson Waste for solid waste (garbage removal) services in conjunction with City-owned garbage cans and City billing services.

South Weber City also provides other municipal services, such as notary public services, water leak detection, recreation, and parks.

### **Population Growth and Commercial Development**

South Weber City continues to experience persistent population growth. Construction in South Weber City within the last 3 years has noticeably increased. Investments have been and continue to be made to the City's infrastructural systems to provide for additional new office buildings, retail space, and residential housing. New residential dwellings continue to be constructed and the arrival of new commercial business is surfacing. In the coming years, the City will begin to see property taxes coming in from the new residential housing growth.

The City's General Plan and the current zoning map envisions and provides for additional residential development; however, the City needs additional commercial development zones that appeal to profitable business groups. Economic development continues to be a main priority and an essential need for the City's viability as it has potential to alleviate the service cost pressures of streets, police, fire, and parks through sales tax revenue. At present, South Weber City cannot sustain the same level of service it currently has under the existing financial business model. Currently, the City has only one consistent source of revenue - property tax.

### **Budget Guidelines and Principles**

The Mayor and City Council have directed staff to prepare all budgets and funds under the following guidelines and principles:

- City Council – Execute the policies and directions of the Mayor and City Council.
- Fiscal Responsibility – Enterprise funds should be self-sustaining and “one-time” revenues are to be used for “one-time” expenses; on-going revenue sources should be used to pay for on-going expenses. Evaluate the health of the City's revenue sources on a regular basis. The General Fund should be supported by diverse revenue sources (property, franchise, and sales taxes) that do not cause instability.
- Asset Management – Develop capital facility plans for utilities, facilities, and other capital infrastructure that are supported by strategic financial plans. Capital facilities plans should be developed with impact fee facilities plans, and impact fee analysis every six years.
- Compensation – Establish and follow a market-driven compensation plan that will entice and retain high-quality employees.
- Reserves – Manage General Fund reserves in conformity with state law and establish enterprise fund reserves to sustain emergencies and infrastructure replacement.
- Planning – Plan with the big picture in mind. Seek feedback and input from the community.

### **Financial Highlights**

#### General-

- The assets of South Weber City exceeded its liabilities at the end of the 2020 fiscal year by \$37,090,000 (net position). Of this amount, \$8,546,994 (unrestricted position) is available to meet ongoing obligations of citizens and creditors. Net position increased by \$5,381,186 from the prior year.
- The City's Governmental activities reported a combined ending fund balance of \$17,638,932. Of the combined total fund balance, \$2,627,775 is available for spending at the discretion of the City (unrestricted and undesignated fund balance).
- The unassigned fund balance of the general fund on June 30, 2020, totaled \$638,856 and is 24.4% of the general fund total revenue for the year.

- Total principal balance of debt for South Weber City decreased approximately \$199,555 due to principal payments on bonds.
- Several developments were completed during the year, and the related infrastructure was contributed to the City. Capital assets were added in the Water, Sewer, and Storm Drain Funds, as well as the general fixed assets of the City.

Expenditures-

Personnel:

South Weber City has experienced several significant challenges concerning its workforce. Many of these challenges are attributed to the large amount of growth that has taken place and the recent surges that have occurred in the labor market. The labor market has improved significantly over the last several years making the City's competition to be against both the private and public sectors.

In addition, employment in the public-sector labor market has been dominated by neighboring area communities, both large and small. The attrition of these economic and market transformations has impeded the City's ability to be productive and cost effective.

As a result, the Mayor and Council have recognized that the ultimate benefit to South Weber City residents is the incalculable cost savings of retaining high quality employees. In an effort to address these concerns, several goals and objectives were identified:

1. Create a competitive compensation plan.
2. Establish control groups whereby data can be obtained (benchmarks)<sup>1</sup>;
3. Collect the necessary market data from the benchmarks; and
4. Remain fiscally responsible, yet have the ability to attract, retain, and motivate high performing employees.

On May 16<sup>th</sup>, 2017, the City Council adopted a compensation plan that would take the average of the selected benchmarked cities and adjust the [City's] position ranges (min/mid/max) -15% below the average of the selected benchmarked cities. Below the average means that South Weber City would pay -15% below the average wage that an area, similar, and next step community would pay for any given position; allowing South Weber City to stay competitive, retain employees, yet not be subject to the higher compensated salaries of area, similar, and next step communities.

The City Council also adopted, in its policy, that range adjustments are to be conducted every two years to prevent the City from having to address this matter in the years to come. This was last completed and reviewed in June 2020. Compensation is contingent on performance and the availability of funds. A significant portion of the City's workforce is non-benefited (seasonal and part-time).

This last year the city formalized its employee certification compensation program. This program establishes, recognizes, and compensates for specific job-related certifications earned by employees.

## Operations:

Public Safety is a major component of the General Fund. Over the prior years, the Emergency Medical Service level of South Weber has been significantly raised to the benefit of our citizens. Medical response time has decreased from an average of 10 minutes to only 4 minutes. Staffing has changed from 11 volunteers to 35 part-time professionals, most of whom work full-time at other EMS agencies. This reduced response time and increased level of training is critical when seconds count in a medical emergency. Our EMS service level was also increased in 2018 with the addition of our own ambulance service. This needed increase in EMS service level has not come without a cost. Funding has been accomplished by a major property tax increase in 2019.

The Planning and Zoning department has been renamed Community Services to reflect the functions and duties of the department more correctly. In addition to the name change, the position of Community Services Director has been created, the code enforcement officer has been moved here from the Administrative department, and the contracted Planner position has been eliminated.

## Capital:

A significant component of the Mayor and Council's "Priorities and Fundamental Focus" is the maintenance of the City's infrastructure, particularly the roads. The funding of Capital Projects is a fundamental financial tool that appropriates funds to maintain the assets of the City. As noted in the Operations section above, this funding has diminished significantly as resources have shifted to maintain the operational service levels of the City.

In June of 2017, the Mayor and Council adopted a Transportation Utility Fee (T.U.F.) and created the Transportation Utility Fund, for the preservation, maintenance, and operations of the South Weber City owned public roads. In doing this, restricted funds for roads have been implemented without a property tax increase. The Transportation Utility Fee funds are restricted monies to be used for the sole purpose of the preservation, maintenance, and operations of South Weber City owned public roads. TUF fees cannot be used for the construction of new roads. Funds originating from the Transportation Utility Fee shall be expended in accordance with the priorities indicated in the South Weber City Streets Capital Facilities Plan, the current remaining service life of roads, and/or as directed by the South Weber City Council. Other sources of revenue in this fund are Proposition 1 Local Option Sales [Gas] Tax and a portion of Class 'C' Road funds. These last two revenues are collected and allocated by the State of Utah.

South Bench Drive Phase 1 was started in 2019 and was completed in the 2020 budget. The original street name has been changed to Old Fort Road. Future Impact Fees will eventually reimburse the Capital Projects fund for the Class "C" portion of the project

The rehabilitation of the Westside Water tank has been studied for the last three years. Various options including total replacement, or major rehab have been carefully studied. The rehabilitation of the tank was started in 2018 and completed in the 2020 budget year.

Equipment and vehicles are an integral part of the day-to-day operations of the city. They are also a major operational expense, especially as they age, and maintenance costs increase. The city council has adopted a new policy which establishes a long-term funding source for this expense and addresses the several challenges all cities face with these capital expenditures. This policy is designed to create a consistent, year to year budget program with level payments that can be anticipated and planned for. A Fleet Management Internal Service Fund for the replacement of vehicles and equipment will be established. This fund will purchase/lease all vehicles and major equipment according to specific, predetermined schedules. The fund will be supported by yearly transfers from the various city departments paying their relative portion of the vehicle/equipment costs.

The cash assets of the fund will be used annually for municipal leases and accumulate until there is enough to acquire the larger, longer-term replacement vehicles/equipment. You will see this new expenditure in most departments under “Vehicle Replacement Program”.

The FY 2020-21 Budget’s largest capital expenditure was a joint project between the Water department and the U.S. Department of Labor on the East Bench Transmission Line Project. This joint project is financially beneficial to South Weber City as well as to the Job Corps facility to the east of the City. The Cost was \$ 2,415,000 of which \$1,865,000 is being paid by the federal government. A second joint project was the Cottonwood Drive water line upgrade. This project involved several parties for a cost of \$ 700,000. Other parties paid \$435,000 of that cost, resulting in a cost savings to both South Weber City and Uintah City.

**Revenue Highlights – Taxes and Fees**

Taxes

The Davis County Auditor’s 2020 Certified Tax Rate for South Weber City is .001403, a decrease of approximately 2.6% from the previous year. This 2020 rate was adopted by the City Council on June 16, 2020. The Certified Tax Rate is based on the previous years assessed valuations across the entire city and the amount of property tax received. The Certified Tax Rate will go up or down as needed to arrive at the same amount of tax dollars the City received the prior year. The only way the City can get more property taxes than allowed by the Certified Tax Rate is to hold a Truth in Taxation hearing and make a case for a tax increase to the public. The Davis County Auditors 2020 certified tax rate revenue for South Weber City is \$754,002.

Two years ago, the City Council approved a major tax rate increase. This year the City Council has voted to again hold a Truth-in-Taxation hearing. The purpose of this year’s hearing is to increase the rate equal to the paramedic rate previously assessed by the county. In 2023 Davis County will cease to provide paramedic services to the county. South Weber is preparing to take over providing paramedic services to its citizens thru our Fire Department beginning 2023. The county is dropping its special paramedic levy and South Weber is increasing its rate an equal amount. This will mean a net zero increase to our citizens. South Weber will use this increase to pay Davis County for paramedic service until 2023. South Weber’s proposed Certified Tax Rate is 0.001403 with a certified tax rate revenue of \$754,002.

Fees:

Central Weber Sewer Improvement District (CWSID) approved a 2% rate increase for sewer treatment in a public hearing held in December 2021. This year’s budget includes a 2% increase in this pass-thru fee.

Sanitation rates were last increased on July 1, 2019 to reflect a \$0.25/ can increase from Wasatch Integrated Waste Management. In January of 2020, our contracted garbage hauler, Robinson Waste Increased their rate by \$0.25/ can and due to COVID-19 the city council did not pass through this increase. On July 1, 2021 Robinson Waste will increase their rate an additional \$0.12 per can. This \$0.12 increases by Robinson Waste will be passed thru to our customers in the 2021-2022 budget.

The culinary water rates were restructured and increased in 2018 to meet the infrastructure needs of the water system through 2025. The breakdown of these infrastructure expenditures is found in the Culinary Water Capital Facilities Plan. A public hearing on the new rates was held on May 15, 2018 and the new rates were adopted on May 22, 2018.

The Impact Fees for culinary water, sewer, parks, and recreation have been adopted. The public safety, and storm drain impact fees are in the process for completion and will be adopted this fiscal year. Now that the General plan has been updated, all Capital Facility Plans and Impact Fees will be reviewed this coming year and adjusted as necessary to be in line with the new General Plan,

In the General Fund and Capital Projects Fund, sales tax revenues are anticipated to be \$1,100,000. The City Council has established a policy that \$200,000 of sales tax goes to the Capital Project Fund with a cap of 20%. The rest of the sales tax revenue is in the General Fund.

Building fee revenue has increased in the past three years.

The Consolidated Fee Schedule is continually updated to meet the costs of current operations.

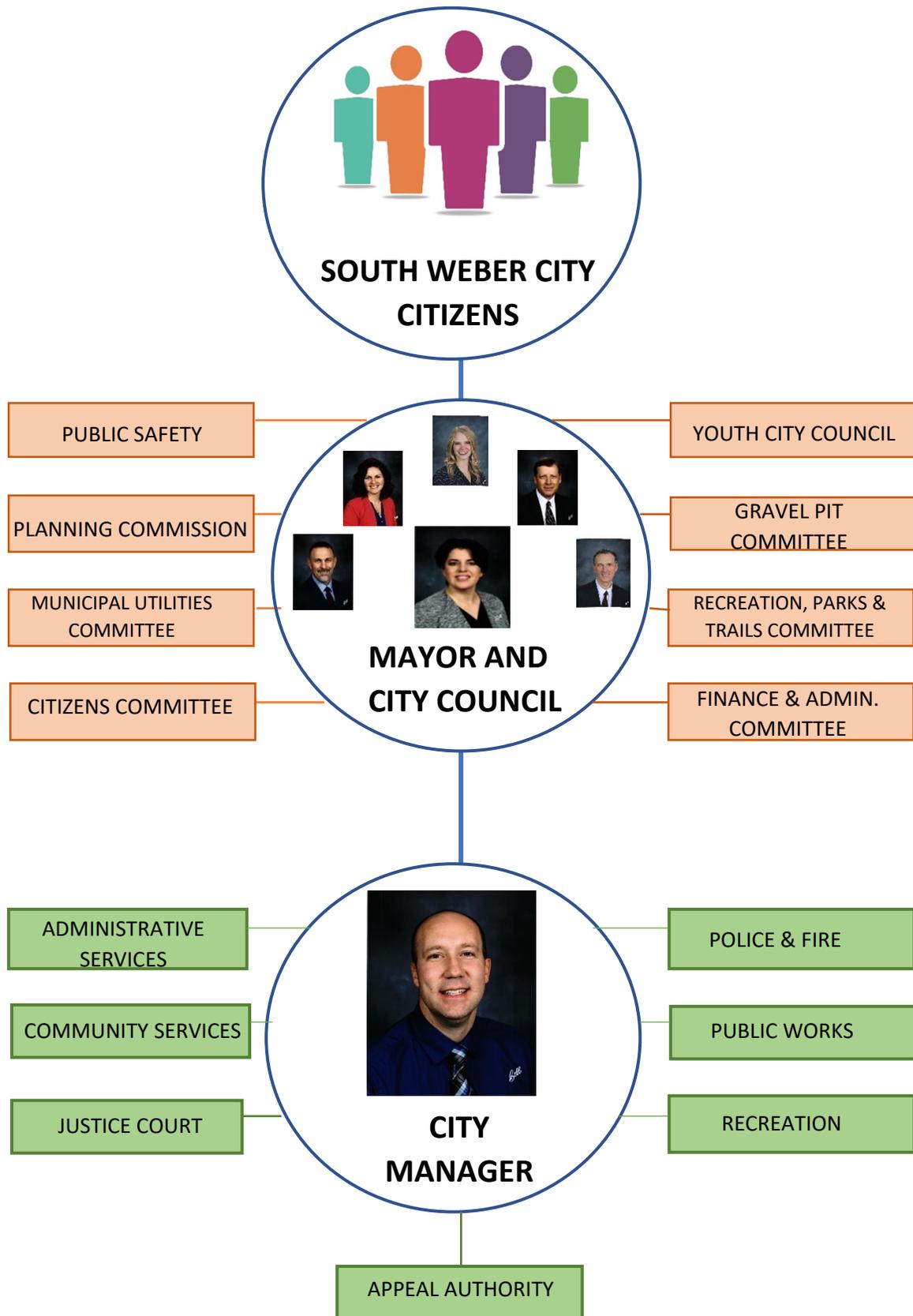
### Summary

The attached budget is a balanced budget. South Weber City encourages, and is hopeful to have, public involvement in the budget process as it is a great opportunity for residents, business owners, and other stakeholders to participate in the City's governmental operations. Like years past, the City will hold an open and public meeting where the tentative budget will be presented and adopted (May 11, 2021). City administration has afforded 4 weeks from that date for consideration of public comment, suggestions, and review. A public hearing on the South Weber City Fiscal Year 2021 – 2022 Tentative Budget will be held on June 8, 2021 and adoption of the final budget by the City Council in an open and public meeting will be held on June 22, 2021.

As a result of thorough, firm, and responsible financial practices and due to the efforts of the City's dedicated staff in many long-range planning efforts, I believe South Weber City is poised for a very prosperous future.

Respectfully Submitted,  
David Larson  
City Manager  
South Weber City

Assisted by  
Mark McRae  
Finance Director  
South Weber City



# BUDGET HIGHLIGHTS

## FY 2021-2022

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### Governmental Type Funds

#### Revenues

- Property Tax (10-31-100). For 2021-2022, the City is proposing a property tax increase and to hold a truth-in-taxation hearing as we include the paramedic tax levy previously assessed by Davis County.
- Sales and Use Tax (10-31-300). Sales tax has increased from the previous year. The City budgets 80% of anticipated sales tax in this account and 20% in account 45-31-300 for Capital Projects.
- Class "C" Road Fund Allotment (10-33-560). The allotment totals over \$300,000 per year. Only a portion is budgeted to be applied to General Fund Street department expenses.
- Subdivision Review Fee (10-34-105). Developer payments for third party reviews and inspections are recorded here. Account 10-58-319 is the corresponding expense account.
- Developer Pmts for Improvements (10-34-270). Payments by developers for streetlights, street signs, and mailboxes are included in this account.
- Transfer from Impact Fees (10-39-800). Public Safety Impact fees are transferred to the General Fund to be applied to the bond payments on the fire station.
- Fund Balance. The law was changed in the 2021 legislative session raising the maximum from 25% to 35%. It is the city's intention to eventually move to the full 35%. This is the maximum of the General Fund's total revenues for a year that can be kept in the fund balance. It is the city's intention to eventually move to the full 35%. This fund balance is for operating cash until property tax is received around November and for emergencies. The current balance is \$638,856.
- Transfer from Impact Fees (45-39-800). \$166,000 from Park Impact fees is budgeted to be transferred to Capital Projects for reimbursement of 2020-2021 Canyon Meadows West projects. \$140,000 in new Road Impact Fees will be transferred to the Capital Projects Fund as reimbursement on South Bench Drive Phase 1.
- Transfer from Recreation Impact Fees (20-39-800). Recreation Impact fees are transferred each year to the Recreation Fund to be applied to the principal and interest on the Family Activity Center's Bond.
- Developer Pmts for Improvements (56-34-270). Developers pay the City to have a seal coat applied to the asphalt streets in their development a year after the development is completed. The work is included as part of the Projects of the Transportation Utility Fund.

#### Expenditures

- Salaries and Benefits. A time analysis was done of employee hours to see where they were actually spending their time. The allocation of employee hours to the various departments was changed to

reflect their actual workload. Some departments' salary and benefits were increased, and some decreased accordingly. The 2022 budget includes \$34,342 for merit increases which will be allocated according to personnel evaluations. This equates to an average 3% increase. The budget does not include a cost-of-living adjustment (COLA).

- Judicial – Travel and Training (10-42-230). Previously the travel and training costs for the judge were split between three cities. Beginning last year, the entire cost will rotate among four cities. This year all training is electronic on the web and there is no cost.
- Administrative – Elections (10-43-316). Elections are held every two years. This is an election year, and this account has a budget of \$17,000 for 2022.
- Administrative - Transfer to Recreation Fund (10-43-841). The Recreation fund sponsors many activities that are free to the public. A transfer is made yearly to cover the non-self-supported programs as needed. The transfer is in this department.
- Administrative - Transfer to Cap. Projects Fund (10-43-910). This expenditure was replaced by the 80/20 split of Sales Tax revenue.
- Community Services – Salaries (10-58-110). This account reflects the largest change due to the reallocation of salaries for the Public Works Director, and the addition of the Community Services Director position.
- Community Services – Part Time Salaries (10-58-120). This account reflects the largest change due to the reallocation of Code Enforcement officer from the Admin. Dept.
- Community Services – GIS/Mapping (10-58-325). This account was new to this department two year ago, as well as several other departments. The expense was previously included in the Engineering account (10-58-312).
- Streets – Equip. Supplies & Maint. (10-60-250). Maintenance costs have decreased as older equipment and vehicles have been replaced in the last couple of years.
- Streets – Mailboxes and Street Signs (10-60-415). New account was created last year as city policy changed. Mailboxes and street signs are no longer installed by the developers but are purchased and installed by the City. Developers pay the City to do the work and the revenue is recorded in account 10-34-270.
- Streets – Streetlights (10-60-426). The new streetlight policy was adopted to reduce costs and provide uniformity to the city lights. Like the previous new account, developers pay for this expense.
- Parks – Salaries (10-70-110). The Parks department budget shows the addition of one full-time employee last year. As the City has added new parks, and/or new retentions basins that are maintained as parks, the need for additional personnel has become necessary to keep the same level of service to the citizens.
- Capital Projects (Fund 45).
  - Admin – City Hall carpet and paint \$ 50,000
  - Admin – City Hall generator \$ 24,000
  - Fire – Civic Bldg. removal, driveway & storage shed \$125,000
  - Fire – Vehicle replacement program \$115,000
  - Community Services – Vehicle replacement program \$ 5,000
  - Streets – Public Works facility design \$100,000
  - Streets – Streetlight replacement program \$ 50,000
  - Streets – Flashing Speed limit Signs(4) \$ 10,000

- Streets – Vehicle replacement program \$ 50,000
- Parks – Riding lawnmower \$ 13,000
- Parks – Vehicle replacement program \$ 50,000
- TUF – Street Projects (56-76-730).
  - City Projects \$685,000
  - New Subdivision chip seal (paid by developers) \$ 97,000

City Project list:

- 

## Business Type Funds

### Revenues

- Sewer Sales (52-37-300). Beginning on January 1, 2021, the Sewer department received a 3.42% increase in charges from the Central Weber Sewer Improvement District for treatment of sewage. This increase has been around 2% the last couple of years and is expected to be about the same in 2022. This increase hits the city midyear. An increase in the pass-thru fee is budgeted for this year.
- Sewer Impact Fees and Sewer fund Balance (52-38-910 and 58-39-500). Various projects from the Capital Facilities Plan are budgeted at \$1,000,000. Impact Fees and fund balance will be used to fund the project. Impact Fees collected in future years will reimburse the fund balance portion of the expenditure.
- Sanitation Fees (53-37-700). Robinson Waste is the service provider who picks up the garbage containers from our citizens each week. After almost 10 years, they increased the per can charge by \$0.25 on January 1, 2020. Because of savings in other areas, a pass thru increase of \$0.25 per can is NOT proposed for that fiscal year. They are also increasing their rates an additional \$0.12 per can on July 1, 2021 which will be passed thru with this budget.
- Storm Drain Revenue (54-37-450). The CFP, IFFP, and IFA studies are currently underway. A rate study for storm drain charges will follow. A significant increase in these charges is anticipated to be proposed to the council as soon as the study is completed.

### Expenditures

- Salaries (nn-40-110). Salaries in the Enterprise funds also reflect the allocation changes from the employee hour time analysis.
- Water Purchases (51-40-491). The charges from Weber Basin increase each year as new homes are built and added to the system resulting in more water being used.
- Water Meter Replacement (51-40-495). Each year the Water department normally replaces 200 meters on a ten-year rotation. This year the department will replace 400.
- Water Improvements other than Buildings (51-40-730).
  - Upsizing 8” pipes (Capital Facilities Plan Item 2), \$ 750,000
  - CFP/IFFP/IFA. \$ 50,000
  - East Bench Transmission Line (Re-budgeted) \$ ?

- Water – Vehicles (51-40-750).
  - Vehicle replacement program \$ 58,000
- Sewer Treatment Fees 52-40-491). Central Weber Sewer Improvement District raised their yearly charges 3.42% effective January 1, 2021.
- Sewer – Projects (52-40-390).
  - CFP Projects \$1,000,000
  - CFP/IFFP/IFA \$ 50,000
  - Lift station generator \$ 34,000
  - Vehicle replacement program \$ 6,000
- Sanitation – Equipment Supplies and Maint. (53-40-250). Increased yearly purchases of new garbage cans from 200 to 300.
- Sanitation Fee Charges (53-40-492). Reflects Robinson Waste collection charge increase of \$0.25 per can which was effective January 1, 2020 and a \$0.12 per can increase effective July 1, 2021.
- Storm Drain – GIS/Mapping (54-40-325). Most of the GIS work done next year will be on the Storm Drain infrastructure.

# FUND REVENUE SUMMARY

## FY 2021-2022

### FUND REVENUE SUMMARY

Fund	Fund Title	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2019 - 20 Budget	2021 - 22 Budget
10	General	2,146,760	2,398,897	3,397,162	2,973,000	3,254,000
20	Recreation	261,535	320,142	301,369	308,000	310,000
45	Capital Projects	734,378	2,230,325	2,861,723	3,059,000	566,000
51	Water	2,024,873	2,024,873	4,588,494	4,740,000	2,237,000
52	Sewer	1,059,523	1,453,910	1,249,416	1,806,000	1,923,000
53	Sanitation	368,441	477,854	494,562	456,000	498,000
54	Storm Drain	189,852	1,090,942	293,989	353,000	286,000
56	Transportation Utility	192,091	337,164	619,641	736,000	979,000
21	Sewer Impact	308,637	339,390	299,963	400,000	400,000
22	Storm Drain Impact	31,441	34,931	45,913	40,000	40,000
23	Park Impact	217,930	245,331	884,693	800,000	166,000
24	Road Impact	76,931	203,606	143,931	327,000	140,000
26	Water Impact	128,538	142,513	170,128	170,000	125,000
27	Recreation Impact	77,292	94,414	66,479	71,000	66,000
29	Public Safety Impact	13,448	14,280	10,121	12,000	12,000
		7,831,669	11,408,573	15,427,584	16,251,000	11,002,000

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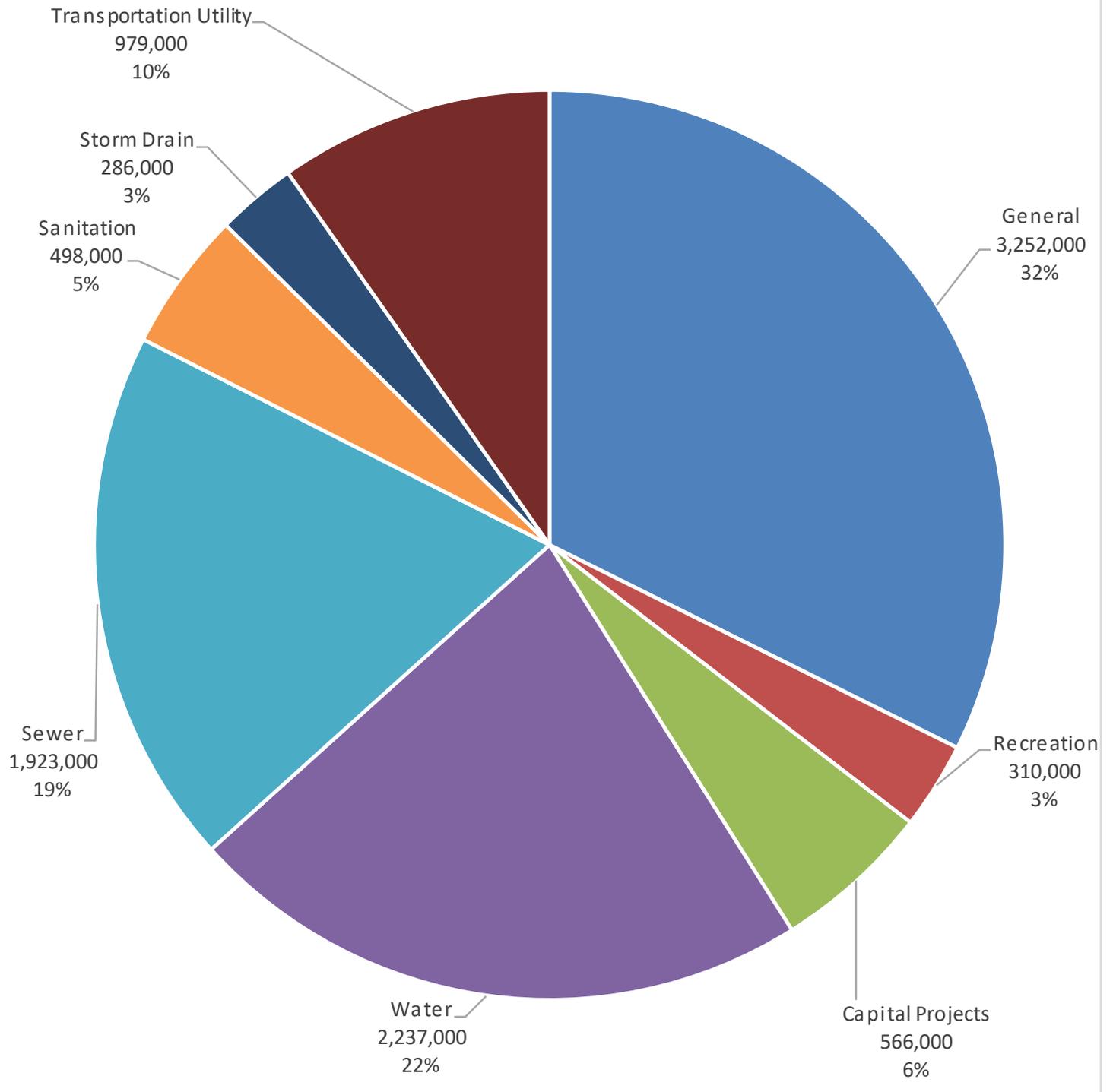
# FUND EXPENDITURE SUMMARY

## FY 2021-2022

### FUND EXPENSE SUMMARY

Fund	Fund Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
10	General	2,098,641	2,650,603	2,922,728	2,956,568	3,420,000	3,252,000
20	Recreation	270,757	265,194	253,473	268,819	308,000	310,000
45	Capital Projects	886,827	1,156,365	1,908,682	2,598,756	3,059,000	566,000
51	Water	1,364,769	1,416,364	1,087,952	4,580,865	4,740,000	2,237,000
52	Sewer	743,122	860,612	739,503	836,429	1,806,000	1,923,000
53	Sanitation	344,831	359,734	461,690	457,289	456,000	498,000
54	Storm Drain	571,863	456,226	276,118	293,824	353,000	286,000
56	Transportation Utility	64,993	352,659	629,547	537,430	736,000	979,000
21	Sewer Impact	0	55,410	0	237,500	237,500	400,000
22	Storm Drain Impact	189,265	0	0	40,000	40,000	40,000
23	Park Impact	2,996	0	0	884,000	800,000	166,000
24	Road Impact	24,011	0	0	500,000	327,000	140,000
26	Water Impact	107,338	71,579	0	125,000	170,000	95,000
27	Recreation Impact	69,800	94,465	0	66,000	71,000	66,000
29	Public Safety Impact	30,692	12,636	0	10,000	12,000	12,000
		6,769,905	7,751,847	8,279,693	14,392,481	16,535,500	10,970,000

# Major Funds



# GENERAL FUND REVENUES

## FY 2021-2022

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2021-22 Actual	2020 - 21 Estimate	Amended Budget	2021 - 22 Budget
<b>GENERAL FUND REVENUES</b>							
<b>TAXES</b>							
10-31-100	Current Year Property Taxes	295,754	321,861	747,054	751,813	754,000	833,000
10-31-120	Prior Year Property Taxes	26,052	20,866	6,668	6,934	10,000	10,000
10-31-200	Fee in Lieu - Vehicle Reg	30,089	32,779	47,592	34,508	30,000	30,000
10-31-300	Sales and Use Taxes	328,549	641,287	339,002	966,007	892,000	900,000
10-31-305	Transportation - Local Option	13,612	0	0	0	0	0
10-31-310	Franchise/Other	410,902	386,795	422,985	397,103	400,000	400,000
	Total Taxes:	1,104,959	1,403,587	1,563,302	2,156,366	2,086,000	2,173,000
<b>LICENSES AND PERMITS</b>							
10-32-100	Business Licenses and Permits	8,783	8,949	9,119	8,074	8,000	8,000
10-32-210	Building Permits	358,031	353,882	354,243	277,969	330,000	330,000
10-32-310	Excavation Permits	915	2,219	94	282	0	0
	Total Licenses and Permits:	367,729	0	0	286,325	338,000	338,000
<b>INTERGOVERNMENTAL REVENUE</b>							
10-33-400	State Grants	0	0	1,500	0	0	5,000
10-33-500	Federal Grant Revenue	0	0	145,870	267,009	240,000	50,000
10-33-550	Wildland Firefighting	39,353	0	0	3,525	0	0
10-33-560	Class "C" Road Fund Allotment	262,218	283,851	94,000	100,938	150,000	100,000
10-33-580	State Liquor Fund Allotment	4,804	5,579	5,922	7,123	6,000	7,000
	Total Intergovernmental Revenue:	306,374	289,430	247,292	378,595	396,000	162,000
<b>CHARGES FOR SERVICES</b>							
10-34-100	Zoning & Subdivision Fees	16,310	17,679	14,787	10,926	5,000	10,000
10-34-105	Subdivision Review Fee	88,328	66,443	55,944	63,735	80,000	60,000
10-34-250	Bldg. Rental/Park Use (bowery)	2,666	1,640	1,427	850	0	0
10-34-270	Developer Pmts for Improvements		0	0	0	30,000	30,000
10-32-290	Plan Check and Other Fees	0	26,218	107,982	63,338	55,000	60,000
10-34-560	Ambulance Service	0	0	69,410	61,183	70,000	70,000
	Total Charges for Services:	107,304	111,979	249,550	230,031	240,000	230,000
<b>FINES AND FORFEITURES</b>							
10-35-100	Fines	90,577	90,779	90,215	101,868	85,000	90,000
	Total Fines and Forfeitures:	90,577	90,779	90,215	101,868	85,000	90,000

**MISCELLANEOUS REVENUE**

10-36-100	Interest Earnings	18,842	50,497	24,263	8,538	35,000	10,000
10-36-400	Sale of Assets	0	2,457	0	0	0	0
10-36-900	Sundry Revenues	8,547	21,913	22,859	49,260	5,500	32,500
Total Miscellaneous Revenue:		27,389	74,867	47,122	57,797	40,500	42,500

**CONTRIBUTIONS AND TRANSFERS**

10-39-100	Fire Agreement/Job Corps	0	0	17,900	3,500	3,500	3,500
10-39-110	Fire Agreement/County	927	1,481	1,422	3,580	1,000	1,000
10-34-910	Transfer for Administrative Services	136,900	162,000	167,100	167,100	167,000	202,000
10-39-800	Transfer from Impact Fees	104,711	12,636	14,996	12,000	12,000	12,000
10-39-900	Fund Balance to be Appropriated	0	0	0	0	51,000	0
Total Contributions and Transfers:		242,537	176,117	201,418	186,180	234,500	218,500
		2,246,868	2,146,760	2,398,897	3,397,162	3,420,000	3,254,000

# GENERAL FUND DEPARTMENT SUMMARY

## FY 2021-2022

### GENERAL FUND SUMMARY

Dept.	Department Title	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2020 - 21 Amended	2021 - 22 Budget
"10-41	Legislative	52,408	40,063	46,016	60,000	60,000	62,000
"10-42	Judicial	85,681	86,451	87,807	102,000	102,000	100,000
"10-43	Administrative	1,005,133	1,058,224	1,242,971	964,000	1,337,000	961,000
"10-54	Public Safety	165,820	247,649	260,988	260,000	260,000	333,000
"10-57	Fire	564,994	597,785	605,064	612,000	661,000	699,000
"10-58	Community Services	321,941	418,515	346,478	380,000	380,000	463,000
"10-60	Streets	235,396	226,299	217,039	296,000	296,000	314,000
"10-70	Parks	219,230	247,741	150,204	299,000	324,000	320,000
		2,650,603	2,922,728	2,956,568	2,973,000	3,420,000	3,252,000

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# LEGISLATIVE DEPARTMENT

## FY 2021-2022

The mission of the Legislative Services Department is to enact ordinances and resolutions, approve an annual budget and make other financial policy decisions, direct and supervise the City Manager, ensure that services are provided in a cost-effective manner, provide nominal compensation, as well as training and education, for elected officials and Planning Commission members, and provide policy direction for the benefit of the City, its residents, and businesses. To accomplish these important objectives, it is acknowledged that ongoing preparation and planning is realized, relationship development with neighboring public officials is attained, and that private enterprise groups are encouraged to participate in the future growth of the City.

Furthermore, the Mayor and City Council are committed to providing for a Youth City Council in order to provide leadership training and service opportunities for the youth who reside in the City, as well as to the Planning Commission which provides recommendations and decisions regarding all land use ordinances and applications.

### LEGISLATIVE

10-41-005	Salaries - Council & Commissions <i>Mayor &amp; City Council</i>		28,000
10-41-131	Employee Benefit-Employer FICA		2,200
10-41-133	Employee Benefit - Work. Comp.		700
10-41-140	Uniforms Councilmember shirts		300
10-41-210	Books, Subscriptions, Memberships		4,000
	ULCT Annual Membership	3,500	
	Davis County Chamber of Commerce Membership	500	
10-41-230	Travel and Training <i>Charges for conferences, educational materials, &amp; employee travel</i>		12,600
	ULCT Fall Conference ( 6 councilmembers)	2,400	
	ULCT St. George Conference (6 Council Members)	6,000	
	Spring Retreat	2,000	
	Misc.	2,000	
10-41-240	Office Supplies and Expenses		200

10-41-370	Professional/Technical Service		0
10-41-494	Youth Council 11 members with Council Advisors ULCT Legislative Day Youth Council Annual Conference Community Events		5,000
10-41-620	Miscellaneous		4,000
	Donation to Sunset Jr. High	200	
	Donation to Northridge	200	
	South Weber Elementary	200	
	Highmark	200	
	City Holiday Season Event	3,000	
	Other unclassified	200	
10-41-740	Equipment		0
10-41-925	Country Fair Days Donation		5,000

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>LEGISLATIVE</b>							
10-41-005	Salaries - Council & Commissions	27,600	26,400	22,756	24,378	28,000	28,000
10-41-131	Employee Benefit-Employer FICA	2,328	2,020	1,741	1,865	2,200	2,200
10-41-133	Employee Benefit - Work. Comp.	694	657	263	401	700	700
10-41-140	Uniforms	0	43	0	0	300	300
10-41-210	Books, Subscriptions, Memberships	3,946	4,157	4,423	3,848	4,000	4,000
10-41-230	Travel & Training	6,712	7,206	2,038	5,000	12,600	12,600
10-41-240	Office Supplies and Expenses	103	178	49	107	200	200
10-41-494	Youth City Council	1,111	2,788	1,222	3,060	3,000	5,000
10-41-620	Miscellaneous	3,978	8,961	2,571	2,358	4,000	4,000
10-41-740	Equipment	4,247	0	0	0	0	0
10-41-925	Country Fair Days Donation	3,093	0	5,000	5,000	5,000	5,000
		53,812	52,408	40,063	46,016	60,000	62,000

# JUDICIAL DEPARTMENT

## FY 2021-2022

The South Weber Justice Court was established in 1971 when the city was incorporated. Its mission is to improve the quality of life for the residents and non-residents who frequent the city. The Court has jurisdiction to adjudicate infractions and misdemeanors (Class B & C) when the violation occurred within city boundaries. Several law enforcement agencies issue citations into the South Weber Justice Court including Utah Highway Patrol, Davis County Sheriff's Office, and the Division of Wildlife Resources. Small claims cases which either occurred in the city or where the defendant resides in the city may also be heard if the suit is \$11,000 or under. The South Weber Justice Court is dedicated to serving the public with respect and professionalism. The Judge is assisted in his duties by one court clerk and one assistant clerk. The latest re-certification took effect in 2020 and will continue for a four-year term. The Administrative Office of the Courts oversees Utah judicial matters and has found this court to be in full compliance with all standards, regulations, and guidelines. The court is a Class III Justice Court based on the volume of citations processed.



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## JUDICIAL

10-42-004	Judge Salary .1 FTE	15,000
10-42-120	Full-time Employee Salaries .5 FTE	35,000
10-42-130	Employee Benefit - Retirement	11,000
10-42-131	Employee Benefit-Employer FICA	4,000
10-42-133	Employee Benefit - Work. Comp.	500
10-42-134	Employee Benefit - UI	0
10-42-135	Employee Benefit - Health Ins.	13,000
10-42-210	Books/Subscriptions/Membership <i>Utah State Code books</i>	600
10-42-230	Travel and Training <i>Charges for conferences, educational materials, &amp; employee travel</i>	3,100
	Admin. Office of Courts - Fall	1,400
	Admin. Office of Courts - Spring	400
	BCI Conference	700
	Judge	400
	Local training	200
10-42-240	Office Supplies & Expense Normal office supplies, postage and copying	600
10-42-243	Court Refunds	0
10-42-280	Telephone	500
10-42-313	Professional/Tech. - Attorney <i>Contracted Service for City Prosecutor &amp; Public Defenders</i>	10,000
10-42-317	Professional/Technical-Bailiff <i>Contracted Service with County Sheriff's Office</i>	4,000
10-42-350	Software Maintenance <i>Software maintenance contracts</i>	800
10-42-550	Banking Charges	600

*Bank charges and fees and credit card transaction fees*

10-42-610 Miscellaneous 1,300  
 Interpreter and other miscellaneous

Account NO.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>JUDICIAL</b>							
10-42-004	Judge Salary	14,736	13,735	9,648	14,354	15,000	15,000
10-42-110	Employee Salaries	51,252	30,216	32,812	33,483	36,000	35,000
10-42-130	Employee Benefit - Retirement	11,526	8,446	7,928	8,771	11,000	11,000
10-42-131	Employee Benefit-Employer FICA	4,923	3,327	3,138	3,701	4,000	4,000
10-42-133	Employee Benefit - Work. Comp.	107	82	182	254	500	500
10-42-134	Employee Benefit - UI	700	0	0	0	300	0
10-42-135	Employee Benefit - Health Ins.	15,306	11,067	11,726	11,051	13,000	13,000
10-42-210	Books/Subscriptions/Membership	514	493	644	600	600	600
10-42-230	Travel & Training	990	142	982	1,500	3,100	3,100
10-42-240	Office Supplies & Expense	676	560	858	861	600	600
10-42-243	Court Refunds	0	0	0	0	0	0
10-42-280	Telephone	0	898	720	480	500	500
10-42-313	Professional/Tech. - Attorney	7,200	8,319	12,219	9,175	10,000	10,000
10-42-317	Professional/Technical-Bailiff	3,325	3,482	3,241	1,200	4,700	4,000
10-42-350	Software Maintenance	523	641	738	975	800	800
10-42-550	Banking charges	1,975	1,677	1,302	804	600	600
10-42-610	Miscellaneous	191	77	313	598	1,300	1,300
10-42-980	State Treasurer Surcharge	0	2,519	0	0	0	0
		113,943	85,681	86,451	87,807	102,000	100,000

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# ADMINISTRATIVE DEPARTMENT

## FY 2021-2022

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The Administrative Department's mission is to serve as the focal point of the day-to-day operations and administrations of the city while implementing and enacting the policies of the Mayor and Council, carrying out directives of the City Manager through staff and contract relationships, and providing quality services to its residents and the businesses in South Weber City.



## ADMINISTRATIVE

10-43-110	Full Time Employee Salaries <i>City Mgr., Finance Dir., Treasurer, and Recorder -3.5 FTE</i>	325,000
10-43-120	Part-time Employee Wages <i>Front Office, Code Enforcement, Recording Sec. - 2.5 FTE</i>	73,000
10-43-130	Employee Benefit - Retirement	84,000
10-43-131	Employee Benefit-Employer FICA	31,000
10-43-133	Employee Benefit - Work. Comp.	3,200
10-43-134	Employee Benefit - UI	0
10-43-135	Employee Benefit- Health Ins	68,000
10-43-136	HRA Reimbursement - Health Ins	3,500
10-43-137	Employee Testing	0
10-43-140	Uniforms <i>Once a year all employees receive an article of clothing with city logo</i>	1,000
10-43-210	Books/Subscriptions/Membership <i>Memberships in Professional Organizations and Subscriptions UCMA, ICMA, AICPA, ULCT, UGFOA, Standard Examiner, etc.</i>	3,500
10-43-220	Public Notices <i>Notices published in the Standard Examiner</i>	5,000
10-43-230	Travel & Training <i>Charges for conferences, educational materials, &amp; employee travel</i>	20,000
	ULCT Spring and Fall Conferences	2,000
	UCMA Conference	1,000
	UGFOA Conference	2,400
	GFOA Conference	1,500
	UMCA	1,000
	UAPT	700
	ICMA Conference	3,000
	Caselle Conference	1,700
	City Manager Vehicle Allowance	5,000
	Other trainings - 1-2 day local	1,700
10-43-240	Office Supplies & Expense <i>Copier Supplies, Postage, and general office supplies</i>	8,000

**#10 Budget**

10-43-250	Equipment - Operating Supplies and Maintenance <i>Upkeep or repair of equipment and operating supplies</i>		5,500
10-43-256	Fuel Expense		300
10-43-262	General Government Buildings <i>Maintenance of City Hall</i>		7,500
	Janitorial Services	3,000	
	Fire Ext., flags, misc.	2,000	
	Other	2,500	
10-43-270	Utilities <i>Electricity, Natural Gas and Recycling expenses for City Hall</i>		6,000
10-43-280	Telephone <i>Comcast services and Cellphone Allowances</i>		18,000
10-43-308	Professional & Tech. - I.T.		13,000
	Executech	9,000	
	WordSecured	3,000	
	Other	1,000	
10-43-309	Professional & Tech. - Auditor		10,000
10-43-310	Professional & Tech. - Planner (Moved to Community Services Dept.)		0
10-43-311	Professional & Tech. - Eco Dev/ Comm Fundraising (Moved to Community Services Dept.)		0
10-43-312	Professional & Tech. - Engineer (Moved to Community Services Dept.)		0
10-43-313	Professional & Tech. - Attorney		100,000
10-43-314	Ordinance Codification		3,000
10-43-316	Elections <i>Municipal Election run by County</i>		17,500
10-43-319	Professional & Tech. - Subd. Reviews (Moved to Community Services Dept.)		0
10-43-329	City Manager Fund <i>Special activities at City Manager's discretion</i>		3,000
10-43-350	Software Maintenance		26,000
	<i>Software maintenance contracts</i>		
	Caselle Software	3,000	
	Laserfiche	1,600	
	Focus & Execute	3,000	
	ArchiveSocial	2,400	
	Office 365/email/backup	15,000	

	Domain Name/ Misc.	#10 Budget 1,000	
10-43-510	Insurance & Surety Bonds <i>General Liability and Property Insurance</i>		44,000
10-43-550	Banking Charges <i>Bank charges and fees and credit card transaction fees</i>		1,000
10-43-610	Miscellaneous <i>Unclassified unanticipated expenses</i>		1,000
10-43-625	Cash over and short		0
10-43-740	Equipment Purchases <i>Computer upgrades and software</i>	5,000	5,000
10-43-841	Transfer to Recreation Fund		75,000
10-43-910	Transfer to Capital Projects Fund <i>No longer used. Replaced with allocation of sales tax directly to Capital Projects Fund</i>		0

**#10 Budget**

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended Budget	2021 - 22 Budget
<b>ADMINISTRATIVE</b>								
10-43-110	Full Time Employee Salaries	265,759	276,652	302,304	317,461	313,000	313,000	325,000
10-43-120	Part-time Employee Wages	34,765	36,551	35,720	53,066	87,000	87,000	73,000
10-43-130	Employee Benefit - Retirement	42,652	49,506	58,120	60,453	81,000	81,000	84,000
10-43-131	Employee Benefit-Employer FICA	19,337	23,374	25,206	28,401	31,000	31,000	31,000
10-43-133	Employee Benefit - Work. Comp.	1,623	2,535	1,524	2,159	4,000	4,000	3,200
10-43-134	Employee Benefit - UI	4,550	0	31	0	2,900	2,900	0
10-43-135	Employee Benefit - Health Ins.	45,795	67,864	68,910	61,271	64,800	64,800	68,000
10-43-136	HRA Reimbursement - Health Ins	3,300	3,300	3,300	3,650	6,000	6,000	3,500
10-43-137	Employee Testing	238	94	178	0	0	0	0
10-43-140	Uniforms	685	591	460	1,063	1,000	1,000	1,000
10-43-210	Books/Subscriptions/Membership	2,005	5,550	2,288	3,424	3,500	3,500	3,500
10-43-220	Public Notices	4,023	3,658	5,595	1,572	5,000	5,000	5,000
10-43-230	Travel and Training	14,407	9,637	6,473	10,942	20,000	20,000	20,000
10-43-240	Office Supplies & Expense	9,297	6,707	8,113	6,623	8,000	8,000	8,000
10-43-250	Equipment - Oper. Supplies and Maint.	3,773	2,876	4,933	4,741	5,500	5,500	5,500
10-43-256	Fuel Expense	149	87	39	114	300	300	300
10-43-262	General Government Buildings	9,241	9,012	6,897	6,291	7,500	7,500	7,500
10-43-270	Utilities	7,651	4,252	5,431	3,833	6,000	6,000	6,000
10-43-280	Telephone	13,850	10,055	13,377	16,293	18,000	18,000	18,000
10-43-308	Professional & Tech. - I.T.	15,209	11,299	12,643	13,397	14,000	14,000	13,000
10-43-309	Professional & Tech. - Auditor	10,000	10,000	10,000	1,200	10,000	10,000	10,000
10-43-312	Professional & Tech. - Engineer	0	149	89	0	0	0	0
10-43-313	Professional & Tech. - Attorney	10,425	16,238	29,205	108,499	100,000	100,000	100,000
10-43-314	Ordinance Codification	1,200	4,940	3,227	2,787	3,000	3,000	3,000
10-43-316	Elections	14,311	0	7,155	0	0	0	17,500
10-43-329	City Manager Fund	575	1,985	1,488	3,417	3,000	3,000	3,000
10-43-350	Software Maintenance	11,360	16,702	22,861	25,371	24,000	24,000	26,000
10-43-510	Insurance & Surety Bonds	42,063	41,331	40,993	43,396	45,000	45,000	44,000
10-43-550	Banking Charges	2,812	920	283	871	1,500	1,500	1,000
10-43-610	Miscellaneous	672	842	1,238	14,251	2,000	15,000	1,000
10-43-625	Cash over and short	69	3,661	-66	0	0	0	0
10-43-740	Equipment	4,779	7,433	11,678	18,425	27,000	27,000	5,000
10-43-841	Transfer to Recreation Fund	37,500	0	97,500	70,000	70,000	70,000	75,000
10-43-910	Transfer to Cap. Proj. Fund	8,500	377,334	271,032	360,000	0	360,000	0
		642,575	1,005,133	1,058,224	1,242,971	964,000	1,337,000	961,000

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# PUBLIC SAFETY DEPARTMENT

## FY 2021-2022

South Weber City contracts for public safety services through an interlocal agreement with Davis County Sheriff's Office (DCSO) for Law & Alcohol Enforcement, Paramedic, Animal Control, and other related public safety services. The DCSO also provides the City with emergency planning and management services. South Weber City and DCSO are continually seeking new methods of ingenuity and resourcefulness to maintain a level of service that will ensure a gratifying quality of life, safety, & security of our community.

### PUBLIC SAFETY

10-54-310	Sheriff's Department		230,000
	Sheriff's office & Narcotics Strike Team		
	Sheriff Contract	224,000	
	Davis Metro Narcotics Strike Force	6,000	
10-54-311	Animal Control		22,000
	Contracted Services with Davis Animal Control		
10-54-320	Emergency Preparedness		74,000
	CERT Program	5,000	
	BRIC Grant Hazard Mitigation Plan	67,000	
	Miscellaneous	2,000	
10-54-321	Liquor Law (Narcotics)		7,000
	<i>Liquor Funds Transferred to County for Enforcement</i>		

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>PUBLIC SAFETY</b>							
10-54-310	Sheriff's Department	140,114	140,714	227,622	227,682	230,000	230,000
10-54-311	Animal Control	18,175	19,289	20,027	20,837	22,000	22,000
10-54-320	Emergency Preparedness	0	238	0	5,469	2,000	74,000
10-54-321	Liquor Law (Narcotics)	0	5,579	0	7,000	6,000	7,000
		158,289	165,820	247,649	260,988	260,000	333,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>PUBLIC SAFETY IMPACT FEE FUND</b>							
<b>Revenue</b>							
29-37-200	Public Safety Impact Fees	11,088	12,636	14,112	10,040	12,000	12,000
	Total Source: 34:	11,088	12,636	14,112	10,040	12,000	12,000
<b>Revenue</b>							
29-39-500	Contribution From Fund Balance	19,276	0	0	0	0	0
29-37-100	Interest Earnings	328	811	168	81	0	0
	Total Revenue	30,692	13,448	14,280	10,121	12,000	12,000
<b>Contributions and Transfers</b>							
29-80-800	Transfer to General Fund	30,692	12,636	0	10,000	12,000 *	12,000
	Total Contributions and Transfers	30,692	12,636	0	10,000	12,000	12,000
	Revenue Total	30,692	13,448	14,280	10,121	12,000	12,000
	Expenditure Total	30,692	12,636	0	10,000	12,000	12,000
	Net Total	(0)	812	14,280	121	0	0

\* Fire Station Bond Payment \$12,000

# FIRE DEPARTMENT

## FY 2021-2022

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The Mission of the South Weber City Fire Department is to protect lives, preserve property, and stabilize incidents involving fire, medical emergencies, and other dangerous conditions. The South Weber City Fire Department is dedicated to sustaining the health, safety, and wellness of the residents of South Weber City.

The Fire Departments Core Values are:

To **Prepare** effectively for Fire and Emergency Medical Response (EMS).

To **Engage** in bettering the community we serve.

To **Affect** the lives of those we serve in a positive manner.

To **Respond** professionally always.

To **Live** and uphold the oath of which we are sworn.

The South Weber City Fire Department is a full-time department operated by a part-time staff with a geographic response area of the city, that includes Highway 89, Interstate 84, and the Weber Basin Job Corps. The South Weber City Fire Department is committed to the assistance of neighboring cities, counties, and Hill Air Force Base through mutual aid agreements.



## FIRE

10-57-120	Part-time Employee Wages Chief, 3 Captains, EMTs & Firefighters - 11 FTE	406,000
10-57-131	Employee Benefit-Employer FICA	31,000
10-57-133	Employee Benefit - Work. Comp.	16,000
10-57-134	Employee Benefit - UI	0
10-57-137	Employee Testing	1,000
10-57-140	Uniforms	8,500
10-57-210	Books, Subscriptions, and Memberships <i>Memberships in Professional Organizations and Subscriptions</i>	1,000
10-57-230	Travel and Training	8,500
	EMT School	0
	Fire Certifications & Recertifications	1,500
	Fire Prevention	1,000
	Outside Fire Training	5,000
	Miscellaneous	1,000
10-57-240	Office Supplies & Expense <i>Copier Supplies, Postage, and general office supplies</i>	2,500
10-57-250	Equipment Supplies & Maint. <i>Upkeep or repair of equip. and oper. supplies, including fuel and oil</i>	24,000
10-57-256	Fuel Expense	4,000
10-57-260	Building Supplies and Maint. <i>Upkeep of Fire Station</i>	16,000
10-57-270	Utilities <i>Electricity and Natural Gas expenses</i>	7,000
10-57-280	Telecom Cable, air cards and cellphone expenses	9,000
10-57-350	Software Maintenance <i>Software maintenance contracts</i>	8,500
	Caselle Software	1,000
	Image Trend (New NFIRS software & setup)	4,900

		#10 Budget
	ISPYFire	500
	Crewsense	2,100
10-57-370	Professional & Tech. Services	82,000
	Medical Director	8,000
	Dispatch Fees	10,000
	County Paramedic Services	64,000
10-57-450	Special Public Safety Supplies	30,000
	Supplies purchased which are peculiar to the Fire department. <i>Includes turnouts, hoses, EMT supplies, etc.</i>	
10-57-530	Interest Expense - Bond	4,900
	28% Fire, 72% Recreation - (Impact Fees when available)	
10-57-550	Banking Charges	500
10-57-622	Health & Wellness Expenses	1,500
	Peer Support	
10-57-745	Equipment Costing Over \$500	10,000
10-57-811	Sales Tax Rev Bond - Principal	26,600
	28% Fire, 72% Recreation	

**#10 Budget**

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2020 - 21 Amended Budget	2021 - 22 Budget
<b>FIRE</b>								
10-57-120	Part-time Employee Salaries	174,139	356,881	408,365	423,767	405,000	439,000	406,000
10-57-131	Employee Benefit-Employer FICA	13,322	26,702	30,904	34,733	31,000	31,000	31,000
10-57-133	Employee Benefit - Work. Comp.	5,860	12,437	7,635	9,052	16,000	16,000	16,000
10-57-134	Employee Benefit - UI	1,000	0	0	0	3,000	3,000	0
10-57-137	Employee Testing	862	336	450	300	1,000	1,000	1,000
10-57-140	Uniforms	7,798	3,493	8,634	1,848	8,500	8,500	8,500
10-57-210	Books/Subscriptions/Membership	822	572	400	500	1,000	1,000	1,000
10-57-230	Travel and Training	12,704	10,217	5,296	2,945	8,500	8,500	8,500
10-57-240	Office Supplies & Expense	1,415	523	1,042	1,329	2,000	2,000	2,500
10-57-250	Equipment Supplies & Maint.	41,559	18,673	24,107	22,393	12,000	22,000	24,000
10-57-256	Fuel Expense	4,534	4,733	3,078	2,691	4,000	4,000	4,000
10-57-260	Building Supplies and Maint.	20,573	8,997	11,582	11,207	12,000	12,000	16,000
10-57-270	Utilities	10,911	8,066	8,917	5,572	5,000	5,000	7,000
10-57-280	Telephone	5,691	7,018	7,645	8,003	5,000	5,000	9,000
10-57-350	Software Maintenance	1,008	641	1,823	8,149	8,000	8,000	8,500
10-57-370	Professional & Tech. Services	13,078	19,141	21,911	17,024	18,000	18,000	82,000
10-57-450	Special Public Safety Supplies	56,454	53,608	24,236	24,160	25,000	30,000	30,000
10-57-530	Interest Expense - Bond	8,542	7,870	7,127	5,649	7,000	7,000	5,000
10-57-550	Banking Charges	267	317	273	263	500	500	500
10-57-622	Health & Wellness Expenses	555	131	0	0	1,500	1,500	1,500
10-57-745	Equipment Costing over \$500	11,243	0	0	0	10,000	0	10,000
10-57-811	Sales Tax Rev Bond - Principal	23,240	24,640	24,360	25,480	28,000	28,000	27,000
		415,576	564,994	597,785	605,064	612,000	661,000	699,000

# COMMUNITY SERVICES

*(formerly Planning & Zoning)*

## FY 2021-2022

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South Weber City Community Services provides for the short and long-range planning of South Weber City. This department in prior years was called Planning and Zoning. This budget includes the creation of the Community Services Director, the removal of the contracted planner position, and the transition of code enforcement from the Administrative department. Zoning services are comprised of both full-time and contracted personnel. The South Weber City Building Official is charged with assisting citizens and business groups with compliance to the City's code, standards, ordinances, and permitting process for the regulation of building construction; and working with developers and contractors through the development process for the successful achievement of their project goals. South Weber City has contracted with Jones & Associates Consulting Engineers for engineering services.



## Community Services

10-58-110	Full-time Employee Salaries - 2.15 FTE Community Services Director, Public Works Director, Development Coordinator	155,000
10-58-120	Part-time Employee Salaries 5 Planning Commission Members and Code Enforcement Officer	35,000
10-58-130	Employee Benefit - Retirement	38,000
10-58-131	Employee Benefit-Employer FICA	15,000
10-58-133	Employee Benefit - Work. Comp.	3,000
10-58-134	Employee Benefit - UI	0
10-58-135	Employee Benefit - Health Ins.	19,000
10-58-137	Employee Testing	0
10-58-140	Uniforms 1.15 FTE Public Works Uniform and Cleaning costs	1,200
10-58-210	Books/Subscriptions/Membership <i>Memberships in Professional Organizations and Subscriptions</i> Building Code books (updated every three years) ICC memberships - National, State & local	500
10-58-230	Travel and Training <i>Charges for conferences, educational materials, &amp; employee travel</i> ULCT fall conf - Planning commission Land Use Academy of Utah( LUAU) Utah Land Use Institute UCICC (2) Misc. Planning Commission & Director IWorQ	11,500 1,500 800 2,000 2,000 5,000 200
10-58-250	Equipment Supplies & Maint. <i>Upkeep or repair of equip. and oper. Supplies</i>	4,000
10-58-255	Vehicle Lease <i>Department share based on FTE</i>	0
10-58-256	Fuel Expense	1,000

#10 Budget

10-58-280	Telephone	1,800
10-58-310	Professional & Tech. - Planner (Moved from Administrative Dept.)	0
10-58-311	Professional & Tech. - Eco Dev/ Comm Fundraising (Moved from Administrative Dept.)	0
10-58-312	Professional & Tech. - Engineer (Moved from Administrative Dept.)	60,000
10-58-319	Professional & Tech. - Subd. Review (Moved from Administrative Dept.)	60,000
10-58-325	GIS/ Mapping	15,000
10-58-326	Professional & Tech. - inspections	40,000
10-58-350	Software Maintenance	3,000
10-58-370	Professional & Tech.	0
10-58-620	Miscellaneous General Plan Update	0

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>Community Services</b>							
10-58-110	Full-time Employee Salaries	81,077	98,465	89,769	112,828	122,000	155,000
10-58-120	Part-time Employee Salaries	3,591	14,567	48,317	1,945	4,000	35,000
10-58-130	Employee Benefit - Retirement	15,406	19,608	24,362	19,980	30,000	38,000
10-58-131	Employee Benefit-Employer FICA	6,063	8,308	11,733	8,862	10,000	15,000
10-58-133	Employee Benefit - Work. Comp.	1,624	2,031	1,132	1,137	3,000	3,000
10-58-134	Employee Benefit - U.I.	1,000	0	0	0	1,100	0
10-58-135	Employee Benefit - Health Ins.	12,394	15,147	8,384	8,294	23,000	19,000
10-58-137	Employee Testing	65	228	230	0	0	0
10-58-140	Uniforms	502	1,522	1,026	853	1,200	1,200
10-58-210	Books/Subscriptions/Membership	600	40	3,338	328	500	500
10-58-230	Travel & Training	1,213	1,325	1,824	1,362	6,000	11,500
10-58-250	Equipment Supplies & Maint.	5,691	6,730	4,564	3,549	4,000	4,000
10-58-255	Vehicle Lease	8,799	0	0	0	0	0
10-58-256	Fuel Expense	724	1,173	128	467	1,000	1,000
10-58-280	Telephone	0	1,085	2,230	1,466	1,700	1,800
10-58-310	Professional & Tech. - Planner	13,954	11,560	17,553	12,110	12,500	0
10-58-312	Professional & Tech. - Engineer	59,285	66,589	90,478	59,211	60,000	60,000
10-58-319	Professional & Tech. - Subd. Reviews	89,584	69,359	58,358	63,617	80,000	60,000
10-58-326	Professional & Tech. - Inspections	0	0	41,250	39,705	0	40,000
10-58-325	GIS/ Mapping	0	0	9,072	7,128	15,000	15,000
10-58-350	Software Maintenance	2,459	3,259	2,183	3,618	3,000	3,000
10-58-370	Professional & Tech. Services	1,228	946	12	18	0	0
10-58-620	Miscellaneous	202	0	2,572	0	2,000	0
		305,459	321,941	418,515	346,478	380,000	463,000

# STREETS

## FY 2021-2022

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The South Weber City Streets Department oversees the maintenance of city streets, public rights of way, and safeguards the streets to be free from hazards. The Streets Department is accountable for maintaining the specific street and roadway certification levels of city employees to ensure that contemporary best practices are implemented and observed for the delivery of safe transportation. The Streets Department provides motorists travelling in South Weber City with safe roadways by means of snow removal and hazard free rights of way. In the FY 2018 – 2019 Budget, the Transportation Utility Fund (TUF) was created for maintaining street infrastructure. Many of the previous costs associated with the Street Department and Class “C” budgets are now in the Transportation Utility Fund (TUF).



## STREETS

10-60-110	Full-Time Employee Salaries - .75 FTE		59,000
10-60-120	Part-Time Employee Salaries - .77 FTE		24,000
10-60-130	Employee Benefit - Retirement		13,000
10-60-131	Employee Benefit-Employer FICA		6,300
10-60-133	Employee Benefit - Work. Comp.		2,400
10-60-134	Employee Benefit - UI		0
10-60-135	Employee Benefit - Health Ins.		10,000
10-60-137	Employee Testing		500
10-60-140	Uniforms .75 FTE Public Works Uniform and Cleaning costs		800
10-60-230	Travel and Training <i>Charges for conferences, educational materials, &amp; employee travel</i>		2,000
	Road School	1,500	
	Misc.	500	
10-60-250	Equipment Supplies & Maint. <i>Upkeep or repair of equip. and oper. Supplies</i>		6,000
10-60-255	Vehicle Lease <i>Department share based on FTE</i>		0
10-60-256	Fuel Expense		4,600
10-60-260	Buildings & Grounds - Shop <i>33% of Shop building and grounds maintenance</i>		5,000
10-60-271	Utilities - Street Lights <i>Power &amp; Repair</i>		60,000
10-60-312	Professional & Tech. - Engineer New Development	20,000	20,000
10-60-325	GIS/ Mapping		10,000
10-60-350	Software Maintenance <i>Software maintenance contracts</i>		3,000

#10 Budget

10-60-370	Professional & Tech. Services Other	500
10-60-410	Special Highway Supplies Sweeping (3 times a year) Barricades Repairs	15,000
10-60-411	Snow Removal	35,000
10-60-415	Mailboxes and Street Signs <i>Developer paid mailboxes and signs</i>	10,000
10-60-416	Streetlights <i>New streetlights - both city and developer paid</i>	20,000
10-60-420	Weed Control	1,500
10-60-422	Crosswalk/Street Painting	5,000
10-60-424	Curb, Gutter and Sidewalk Restoration	0
10-60-550	Banking Charges <i>Bank charges and fees and credit card transaction fees</i>	400
10-60-745	Equipment	0

**#10 Budget**

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	20201 - 22 Budget
<b>STREETS</b>							
10-60-110	Full-Time Employee Salaries	43,228	41,640	40,889	41,050	48,000	59,000
10-60-120	Part-Time Employee Salaries	11,356	16,082	14,868	10,517	20,000	24,000
10-60-130	Employee Benefit - Retirement	8,624	7,854	7,649	7,554	12,000	13,000
10-60-131	Employee Benefit-Employer FICA	4,076	4,255	4,171	3,971	5,200	6,300
10-60-133	Employee Benefit - Work. Comp.	1,351	1,426	708	869	2,000	2,400
10-60-134	Employee Benefit - UI	900	0	0	0	600	0
10-60-135	Employee Benefit - Health Ins.	6,834	7,805	6,623	3,590	8,000	10,000
10-60-137	Employee Testing	385	225	457	0	500	500
10-60-140	Uniforms	1,159	928	1,026	853	800	800
10-60-230	Travel & Training	881	598	465	500	2,000	2,000
10-60-250	Equipment Supplies & Maint.	18,535	12,270	9,484	5,436	6,000	6,000
10-60-255	Vehicle Lease	8,799	0	0	0	0	0
10-60-256	Fuel Expense	2,728	2,346	3,831	1,501	5,000	4,600
10-60-260	Buildings & Grounds - Shop	7,416	3,376	2,184	4,794	5,000	5,000
10-60-271	Utilities - Streetlights	51,430	36,066	48,659	34,381	60,000	60,000
10-60-312	Professional & Tech. - Engineer	32,235	35,405	16,006	15,641	20,000	20,000
10-60-325	GIS/ Mapping	0	0	6,530	5,157	10,000	10,000
10-60-350	Software Maintenance	891	641	738	1,375	3,000	3,000
10-60-370	Professional & Tech. Services	531	150	0	0	900	500
10-60-410	Special Highway Supplies	9,893	27,113	17,328	14,865	15,000	15,000
10-60-411	Snow Removal Supplies	23,012	36,677	31,394	33,358	35,000	35,000
10-60-415	Mailboxes and Street Signs	0	0	8,835	5,109	10,000	10,000
10-60-416	Streetlights	0	0	3,842	20,771	20,000	20,000
10-60-420	Weed Control	11	341	338	0	1,500	1,500
10-60-422	Crosswalk/Street Painting	4,645	0	0	5,483	5,000	5,000
10-60-424	Curb & Gutter Restoration	0	0	0	0	0	0
10-60-550	Banking Charges	86	198	273	263	500	400
10-60-740	Equipment	0	0	0	0	0	0
		<u>238,825</u>	<u>235,396</u>	<u>226,299</u>	<u>217,039</u>	<u>296,000</u>	<u>314,000</u>

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2019 - 20 Estimate	#10 Budget	
						2019 - 20 Budget	2021 - 22 Budget
<b>ROAD IMPACT FEE FUND</b>							
<b>Revenue</b>							
24-37-100	Interest Earnings	4,036	7,066	8,501	282	0	0
24-37-200	Road Impact Fees	60,632	69,865	195,104	143,648	250,000	140,000
	Total Revenue	64,668	76,931	203,606	143,931	250,000	140,000
<b>Contributions and Transfers</b>							
24-39-500	Contribution From Fund Balance	0	0	0	0	77,000	0
	Total Contributions and Transfers	0	0	0	0	77,000	0
<b>Expenditures</b>							
24-40-760	Transfers	24,011	0	(518,058)	500,000	327,000 *	140,000
	Total Expenditures	24,011	0	(518,058)	500,000	327,000	140,000
	Road Impact Fee Fund Revenue Total	64,668	76,931	203,606	143,931	327,000	140,000
	Road Impact Fee Fund Expenditure Total	24,011	0	(518,058)	500,000	327,000	140,000
	Net Road Impact Fee Fund	40,657	76,931	721,664	(356,069)	0	0

\* Transfer to Reimburse Old Fort Road project Class 'C'

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# PARKS DEPARTMENT

## FY 2021-2022

The South Weber City Parks Fund sustains the operations and maintenance of approximately 50 acres of parks throughout the city. The Parks Department is commissioned to beautifying park land by providing the citizens with quality parks, trails, and green open spaces. It is the goal of the Parks Department to enhance each park facility with amenities that are complimentary to the enjoyment of the community; and to enhance the personal, societal, recreational, and economical benefits that affect citizens and visitors in their pursuit of peaceful, enjoyable leisure. South Weber City continues to invest in safe trails, park play equipment, and improved recreational fields that will provide enriched recreational activities for people of all ages and abilities.

### PARKS

10-70-110	Full-Time Employee Salaries - 2.65 FTE	103,000
10-70-120	Part-time Employee Salaries - .3 FTE	14,000
10-70-130	Employee Benefit - Retirement	21,000
10-70-131	Employee Benefit-Employer FICA	9,000
10-70-133	Employee Benefit - Work. Comp.	3,000
10-70-134	Employee Benefit - UI	0
10-70-135	Employee Benefit - Health Ins.	43,000
10-70-137	Employee Testing	400
10-70-140	Uniforms Uniform and Cleaning costs	2,700
10-70-230	Travel & Training <i>Charges for conferences, educational materials, &amp; employee travel</i>	4,000
	Playground Equipment Certification (URPA)	500
	Utah Recreation & Parks Assoc. Conference (2)	3,000
	Sod Classes	500
10-70-250	Equipment Supplies & Maint. <i>Upkeep or repair of equipment and operating supplies</i>	15,000
10-70-255	Vehicle Lease <i>Department share based on FTE</i>	0

#10 Budget

10-70-256	Fuel Expense		5,000
10-70-260	Buildings & Grounds - Shop		5,000
	<i>33% of Shop building and grounds improvements</i>		
10-70-261	Grounds Supplies & Maintenance		39,000
	<i>Upkeep and repair of park grounds and structures</i>		
10-70-270	Utilities		8,000
	<i>Electricity and Secondary Water expenses</i>		
	Electricity	5,500	
	Water	2,500	
10-70-280	Telephone		1,600
10-70-312	Professional & Tech. - Engineer		20,000
10-70-350	Software Maintenance		1,000
	<i>Software maintenance contracts</i>		
10-70-430	Trail Maintenance		0
10-70-435	Safety Incentive Program		0
10-70-550	Banking Charges		300
	<i>Bank charges and fees and credit card transaction fees</i>		
10-70-626	UTA Park and Ride		15,000
	Dumpsters and trash removal, lights, snow removal and repairs		
10-70-740	Equipment Purchases		10,000
	Rear tine tiller	2,500	

**#10 Budget**

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended Budget	2021 - 22 Budget
<b>PARKS</b>								
10-70-110	Full-Time Employee Salaries	54,270	53,177	74,815	49,898	100,000	100,000	103,000
10-70-120	Part-time Employee Salaries	6,684	3,040	3,828	11,462	14,000	14,000	14,000
10-70-130	Employee Benefit - Retirement	10,367	9,521	13,286	9,616	21,000	21,000	21,000
10-70-131	Employee Benefit-Employer FICA	4,568	4,089	5,803	4,948	9,000	9,000	9,000
10-70-133	Employee Benefit - Work. Comp.	1,683	1,380	885	1,057	4,000	4,000	3,000
10-70-134	Employee Benefit - UI	800	0	0	0	1,000	1,000	0
10-70-135	Employee Benefit - Health Ins.	10,786	17,201	17,668	7,584	31,000	31,000	43,000
10-70-137	Employee Testing	146	501	188	511	400	400	400
10-70-140	Uniforms	1,232	2,240	2,263	1,093	2,700	2,700	2,700
10-70-230	Travel & Training	560	52	1,585	182	4,000	4,000	4,000
10-70-250	Equipment Supplies & Maint.	10,324	11,978	15,774	7,995	15,000	15,000	15,000
10-70-255	Vehicle Lease	0	0	0	0	0	0	0
10-70-256	Fuel Expense	6,445	3,991	3,850	1,635	5,000	5,000	5,000
10-70-260	Buildings & Grounds - Shop	217	194	1,689	1,402	5,000	5,000	5,000
10-70-261	Grounds Supplies & Maintenance	16,978	34,148	37,530	23,623	39,000	64,000	39,000
10-70-270	Utilities	12,821	5,534	11,401	7,284	8,000	8,000	8,000
10-70-280	Telephone	0	308	1,008	264	1,600	1,600	1,600
10-70-312	Professional & Tech. - Engineer	13,085	19,835	38,910	19,498	20,000	20,000	20,000
10-70-350	Software Maintenance	523	641	738	375	1,000	1,000	1,000
10-70-430	Trail Maintenance	7,516	0	3,500	1,393	0	0	0
10-70-550	Banking Charges	267	198	273	131	300	300	300
10-70-626	UTA Park and Ride	10,891	17,639	11,109	254	15,000	15,000	15,000
10-70-740	Equipment	0	33,564	1,639	0	2,000	2,000	10,000
		170,162	219,230	247,741	150,204	299,000	324,000	320,000

Account No.	Account Title	2017 - 18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>PARK IMPACT FEE FUND</b>							
<b>Revenue</b>							
23-37-100	Interest Earnings	1,744	7,561	10,579	3,853	1,000	1,000
23-37-200	Park Impact Fees	130,707	210,368	234,752	163,840	225,000	165,000
Total Revenue		132,450	217,930	245,331	167,693	226,000	166,000
<b>Contributions and Transfers</b>							
23-39-900	Contribution From Fund Balance	0	0	0	717,000	574,000	0
Total Contributions and Transfers		0	0	0	717,000	574,000	0
<b>Expenditures</b>							
23-40-760	Transfers	2,996	0	0	884,000	800,000	166,000
Total Expenditures		2,996	0	0	884,000	800,000	166,000
Park Impact Fee Fund Revenue Total		132,450	217,930	245,331	884,693	800,000	166,000
Park Impact Fee Fund Expenditure Total		2,996	0	0	884,000	800,000	166,000
Net Total Park Impact Fee Fund		129,455	217,930	245,331	693	0	0

# CAPITAL PROJECTS FUND

## FY 2021-2022

The Capital Projects Fund was created as a mechanism to provide for the purchase or construction of capital assets valued at \$10,000.00 or more where the asset life is more than 3 years, and the item is capitalized or depreciated. The most common types of capital projects are infrastructural: parks, streets, facilities, heavy equipment, and/or the purchase of land. Capital projects are financed by public funds, bonds, grants, loans, existing cash reserves, and impact fees as determined and directed by the South Weber City Council.

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended Budget	2020 - 21 Budget
<b>CAPITAL PROJECTS</b>								
<b>REVENUES</b>								
45-31-300	Sales Tax	600,000	330,000	770,000	244,001	171,000	171,000	200,000
45-33-400	State Grants	0	0	366,852	0	0	0	0
45-33-500	Federal Grant Revenue - CARES	0	0	0	241,250	0	267,000	0
45-34-270	Developer Pmts for Improvements	0	0	307,300	110,000	110,000	110,000	0
45-34-440	Contributions	0	0	25,000	0	0	0	0
45-34-445	Contributions - Restricted	1,079	0	0	0	0	0	0
45-36-100	Interest Income	18,132	25,154	8,776	8,472	10,000	10,000	5,000
45-36-110	Gain on Sale of Assets	0	1,890	0	0	0	0	0
45-39-900	Fund Balance to be Appropriated	0	0	0	1,014,000	999,000	1,014,000	55,000
45-39-470	Transfer from General Fund	8,500	0	0	360,000	0	360,000	0
45-39-800	Transfer from Impact Fees	22,623	0	518,058	884,000	717,000	1,127,000 *	306,000
45-39-810	Transfer from Class "C"	0	377,334	234,338	0	0	0	0
		650,334	734,378	2,230,325	2,861,723	2,007,000	3,059,000	566,000
* Park Impact	\$166,000							
* Road Impact	\$140,000							

### CAPITAL PROJECTS

45-43-730	Administration - Improvements Other than Buildings City Hall Carpet and Paint						50,000	50,000
45-43-730	Administration - Equipment City Hall Generator Vehicle Replacement						24,000 2,000	26,000
45-57-730	Fire - Improvements Other than Bldgs. Civic Building removal, driveway, storage shed						125,000	125,000
45-57-740	Fire - Purchase of Equipment Vehicle Replacement						115,000	115,000

#10 Budget

45-58-740	Planning - Purchase of Equipment Vehicle Replacement	5,000	5,000
45-60-710	Streets - Land		0
45-60-730	Streets - Improvements Other than Buildings Streetlight Replacement Program Public Works Facility Design	50,000 100,000	150,000
45-60-740	Streets - Purchase of Equipment Flashing Speed Limit Signs (4) Vehicle Replacement	10,000 47,000	57,000
45-70-730	Parks - Improvements Other than Buildings Paving of Cedar Cove Trail	?	?
45-70-740	Parks - Purchase of Equipment Ferris riding Mower Vehicle Replacement	13,000 25,000	38,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended Budget	2020 - 21 Budget
<b>CAPITAL PROJECTS</b>								
45-43-730	Admin. - Improv. Other than Bldgs.	0	0	0	171,222	35,000	171,000	50,000
45-43-740	Admin. - Purchase of Equipment	0	10,950	0	0	0	0	26,000
45-57-720	Fire - Buildings	0	0	22,825	0	0	0	0
45-57-730	Fire - Improvements Other than Bldgs.	0	0	0	0	0	0	125,000
45-57-740	Fire - Purchase of Equipment	274,094	270,009	15,000	215,301	120,000	216,000	115,000
45-58-740	Planning - Purchase of Equipment	0	0	0	0	0	0	5,000
45-60-710	Streets - Land	0	0	63	799,125	800,000	800,000	0
45-60-720	Streets - Buildings	5,050	5,150	1,887	0	0	0	0
45-60-730	Streets - Improv. Other than Bldgs.	571,469	501,868	1,664,979	202,551	210,000	210,000	150,000
45-70-710	Parks - Land	0	0	0	0	0	0	0
45-60-740	Streets - Purchase of Equipment	0	261,372	32,778	0	125,000	125,000	57,000
45-70-730	Parks - Improv. Other than Bldgs.	36,215	11,772	72,919	1,210,558	390,000	1,210,000	?
45-70-740	Parks - Purchase of Equipment	0	95,245	98,231	0	0	0	38,000
45-90-900	Contribution to Fund Balance				0	327,000	327,000	0
		886,827	1,156,365	1,908,682	2,598,756	2,007,000	3,059,000	566,000

# RECREATION FUND

## FY 2021-2022

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The mission of the Recreation Department is to enrich the lives of the residents of South Weber City by promoting, developing, and maintaining recreational activities that afford children and adults with opportunities for growth, health, happiness, and personal development. The Recreation Department offers welcoming facilities, exercise equipment, and a variety of indoor and outdoor athletic programs for all ages. The South Weber City Recreation Department values citizen involvement and continues to establish a strong sense of community through the development of the social, cultural, and physical well-being of the city's residents and their visitors.

The Recreation Department maintains 8 athletic fields that are used for Soccer, Flag Football, Lacrosse, T-Ball, and Softball, and 6 Baseball Diamonds. The Family Activity Center offers an indoor track, weight room, full size basketball court, and auxiliary programs of Yoga, Jump Rope, Tumbling, Karate, Hula Dancing, and Zumba classes to meet the interests and desires of the citizens of the community and their visitors. These programs offer a wide range of activities for all ages.



Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>RECREATION</b>							
<b>RECREATION REVENUE</b>							
20-34-720	Rental - Activity Center	9,322	9,905	8,519	12,166	9,000	9,000
20-34-750	Recreation Fees	0	0	0	0	0	0
20-34-751	Membership Fees	20,873	21,249	16,709	12,752	19,000	19,000
20-34-752	Competition Basketball	17,244	16,685	12,070	24,000	17,000	21,000
20-34-753	Misc. Revenue	2,179	4,026	2,106	128	1,000	1,000
20-34-754	Competition Baseball	580	300	280	140	500	500
20-34-755	Basketball	13,381	14,250	13,871	11,495	13,000	13,000
20-34-756	Baseball & Softball	10,363	8,024	1,012	6,967	7,500	7,500
20-34-757	Soccer	10,891	11,990	6,838	9,434	8,000	8,000
20-34-758	Flag Football	3,940	5,001	3,450	3,147	3,500	3,500
20-34-759	Volleyball	1,660	1,065	1,365	1,455	1,500	1,500
20-34-760	Wrestling	0	0	1,010	0	2,000	2,000
20-34-841	Gravel Pit Fees	23,417	66,246	55,397	81,539	60,000	70,000
20-36-895	Rental of Uniforms and Equip	0	0	0	0	0	0
	Total Recreation Fee Revenue:	113,850	158,741	122,627	163,222	142,000	156,000
20-37-100	Interest Earnings	6,185	8,330	6,197	2,147	6,000	4,000
<b>Contributions &amp; Transfers</b>							
20-39-470	Transfer from General Fund	37,500	0	97,500	70,000	70,000	75,000
20-39-800	Transfer from Recreation Impact Fees	677	94,465	93,818	66,000	90,000	66,000
	Contribution from Fund Balance				0	0	9,000
	Total Contributions & Transfers:	38,177	94,465	191,318	136,000	160,000	150,000
	Total Fund Revenues	158,211	261,535	320,142	301,369	308,000	310,000

**RECREATION FUND**

**RECREATION EXPENDITURES**

20-71-110	Full-time Salaries <i>Recreation Director</i>						55,000
20-71-120	Part-time Salaries - 1.6 FTE <i>5 Employees</i>						45,000
20-71-130	Employee Benefit - Retirement						11,000
20-71-131	Employee Benefit-Employer FICA						7,600

**#10 Budget**

20-71-133	Employee Benefit - Work. Comp.	2,000
20-71-134	Employee Benefit - UI	0
20-71-135	Employee Benefit - Health Ins.	11,000
20-71-137	Employee Testing	500
20-71-230	Travel and Training	1,500
	<i>Charges for conferences, educational materials, &amp; employee travel</i>	
	Utah Rec & Parks Association Conference	1,000
	ULCT Conferences	300
	Other	200
20-71-240	Office Supplies and Expense	1,100
	<i>Copier Supplies, Postage, and general office supplies</i>	
20-71-241	Materials & Supplies	2,000
	<i>Towel Service</i>	
20-71-250	Equipment Supplies & Maint.	1,000
	<i>Upkeep or repair of equipment and operating supplies</i>	
	Weight Equipment	
20-71-256	Fuel Expense	200
20-71-262	General Government Buildings	2,000
	<i>Upkeep of building and floor resurfacing</i>	
20-71-270	Utilities	6,000
	<i>Electricity and Natural Gas expenses</i>	
20-71-280	Telephone	4,000
20-71-331	Community Events	3,500
	Daddy/Daughter	
	Halloween	
20-71-350	Software Maintenance	800
	<i>Software maintenance contracts</i>	
20-71-480	Basketball	11,000
	<i>Jr. Jazz program - 300 participants</i>	
20-71-481	Baseball & Softball	7,000
	<i>T-ball, Coach Pitch, Machine Pitch, baseball &amp; softball - 250 participants</i>	
20-71-482	Soccer	4,500
	<i>Pre-kindergarten to 4th grade; 300 participants</i>	
20-71-483	Flag Football	2,500

*1st to 9th grade, co-educational - 110 participants*

20-71-484	Volleyball <i>Girls 3rd to 9th grade - 70 participants</i>	1,500
20-71-485	Summer Fun <i>Citizen participation at Roy City Aquatics Center - 1200 participants</i>	2,000
20-71-486	Sr Luncheon <i>Held 6 times a year - 21 Participant per luncheon</i>	1,500
20-71-488	Competition Basketball	9,000
20-71-489	Competition Baseball	300
20-71-491	Fly Fishing	0
20-71-492	Wrestling	2,000
20-71-530	Interest Expense - Bond <i>28% Fire, 72% Recreation</i>	12,600
20-71-550	Banking Charges <i>Bank charges and fees and credit card transaction fees</i>	800
20-71-610	Miscellaneous	700
20-71-625	Cash Over and Short	0
20-71-740	Equipment	8,000
	Rental of Exercise Equipment	5,000
	Fleet Management Program Charge	3,000
20-71-811	Sales Tax Rev Bond - Principal <i>28% Fire, 72% Recreation</i>	68,400
20-71-900	Increase in Fund Balance	0
20-71-915	Transfer to Admin Services	25,000

#10 Budget

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>RECREATION</b>							
20-71-110	Full-Time Employee Salaries	47,974	50,837	56,618	54,153	56,000	55,000
20-71-120	Part-time Employees Salaries	37,695	33,601	32,152	44,631	43,000	45,000
20-71-130	Employee Benefit - Retirement	9,098	9,273	9,722	10,761	12,000	11,000
20-71-131	Employee Benefit-Employer FICA	6,461	6,497	6,849	7,855	7,500	7,600
20-71-133	Employee Benefit - Work. Comp.	1,696	2,232	935	1,262	2,000	2,000
20-71-134	Employee Benefit - Unemployment Ins.	1,300	0	0	0	1,000	0
20-71-135	Employee Benefit - Health Ins.	8,399	8,594	5,696	4,069	11,000	11,000
20-71-137	Employee Testing	356	410	242	448	200	500
20-71-230	Travel & training	720	1,183	1,211	78	1,500	1,500
20-71-240	Office Supplies and Expense	623	751	566	1,150	1,000	1,100
20-71-241	Materials & Supplies	1,128	1,583	1,710	2,645	2,000	2,000
20-71-250	Equipment Supplies & Maint.	472	1,459	1,642	994	1,000	1,000
20-71-256	Fuel Expense	308	295	416	0	200	200
20-71-262	General Government Buildings	1,907	330	231	231	2,000	2,000
20-71-270	Utilities	8,416	4,002	6,049	6,068	6,000	6,000
20-71-280	Telephone	3,316	3,571	3,081	3,829	4,000	4,000
20-71-331	Community Events	1,442	1,106	966	370	3,500	3,500
20-71-350	Software Maintenance	1,008	641	738	749	800	800
20-71-480	Basketball	10,686	10,804	11,092	8,660	11,000	11,000
20-71-481	Baseball & Softball	6,225	6,781	508	6,690	7,000	7,000
20-71-482	Soccer	3,419	5,035	1,753	3,510	4,000	4,500
20-71-483	Flag Football	2,221	2,817	1,402	2,449	2,500	2,500
20-71-484	Volleyball	1,185	935	949	674	1,500	1,500
20-71-485	Summer Fun	700	1,792	2,388	0	2,000	2,000
20-71-486	Sr Luncheon	1,434	1,280	1,028	0	1,500	1,500
20-71-488	Competition Basketball	8,192	7,883	5,574	10,522	9,000	9,000
20-71-489	Competition Baseball	197	167	0	300	300	300
20-71-491	Fly Fishing	0	0	0	0	1,000	0
20-71-492	Wrestling	0	0	901	0	2,000	2,000
20-71-530	Interest Expense	21,966	20,236	18,326	14,525	17,000	12,600
20-71-550	Banking Charges	898	1,236	1,232	421	800	800
20-71-610	Miscellaneous	1,106	503	858	254	700	700
20-71-625	Cash Over and Short	(15)	0	0	0	0	0
20-71-740	Equipment	962	501	0	0	5,000	7,000
20-71-811	Bond Principal	59,760	63,360	62,640	65,520	72,000	68,400
20-71-915	Transfer to Admin Svs	19,500	15,500	16,000	16,000	16,000	25,000
		270,757	265,194	253,473	268,819	308,000	310,000

Account No.	Account Title	2017-18 Actual	2019 - 20 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>RECREATION IMPACT FEE FUND</b>							
<b>Revenue</b>							
27-37-200	Recreation Impact Fees	73,392	76,442	93,408	66,360	70,000	65,000
	Total Source: 34:	73,392	76,442	93,408	66,360	70,000	65,000
27-37-100	Interest Earnings	1,581	850	1,006	119	1,000	1,000
	Total Revenue	74,973	77,292	94,414	66,479	71,000	66,000
<b>Contributions and Transfers</b>							
27-39-500	Contribution From Fund Balance	0	0	0	0	0	0
	Total Contributions and Transfers	0	0	0	0	0	0
<b>Expenditures</b>							
27-80-800	Transfers	69,800	94,465	0	66,000	71,000	66,000
	Total Expenditures	69,800	94,465	0	66,000	71,000	66,000
	Recreation Impact Fee Fun Revenue Tot	74,973	77,292	94,414	66,479	71,000	66,000
	Recreation Impact Fee Fund Expenditure	69,800	94,465	0	66,000	71,000	66,000
	Net Total Park Impact Fee Fund	5,173	-17,173	94,414	479	0	0

# TRANSPORTATION UTILITY FUND

## FY 2021-2022

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In 1937, The Utah State Legislature established a funding program called the Class “B” (counties) & “C” (municipalities) as a means of assisting counties and municipalities for the improvement of roads and streets throughout the state. These Funds differ from ordinary local revenues inasmuch as they are subject to administrative direction by the State in accordance with legislative provision. The Utah Department of Transportation (UDOT) B & C Regulations Document designates the regulations which are acceptable to the Utah Department of Transportation (UDOT) in the administration of funds for counties, cities, and towns provided for by the Utah Legislature.

In 2016, the State Legislature passed House Bill 362 that provided an increase to the Class “B” & “C” funds called the Proposition 1 Local Option Sales [Gas] Tax. This additional funding authorized counties to enact a 0.25% general sales tax from the sales of fuel. Roads and streets that are eligible for Class “B” and “C”, including Proposition 1 funding, must be under the jurisdiction and control of a county or municipality. In order to qualify for Class “B” & “C”, including Proposition 1 road money, maintenance eligible roads and streets must be maintained to a minimum standard or higher.

Recognizing the current condition of the City’s roads and the need for continual maintenance and preservation, on June 20, 2017, the Mayor and City Council adopted a Transportation Utility Fee. The City Council also created this Transportation Utility Fund. The Transportation Utility Fee funds are restricted monies to be used for the sole purpose of the preservation, maintenance, and operations of South Weber City owned public roads. Funds originating from the Transportation Utility Fee shall be expended in accordance with the priorities indicated in the South Weber City Streets Capital Facilities Plan, the current remaining service life of roads, and/or as directed by the South Weber City Council.

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>TRANSPORTATION UTILITY</b>							
<b>MISCELLANEOUS REVENUE</b>							
56-36-100	Interest Earnings	8,770	3,289	5,040	1,605	3,000	2,000
Total Miscellaneous Revenue:		8,770	3,289	5,040	1,605	3,000	2,000
<b>TRANSPORTATION UTILITY REVENUE</b>							
56-31-305	Transportation - Local Option	57,797	75,784	102,489	76,842	85,000	80,000
56-33-560	Class "C" Road Fund Allotment	0	0	245,277	0	80,000	80,000
56-34-270	Developer Pmts for Improv	0	0	122,895	118,000	118,000	97,000
56-37-800	Transportation Utility Fee	125,524	258,091	407,293	423,194	400,000 *	420,000
Total Transportation Utility Revenue:		183,321	333,875	877,955	618,036	683,000	677,000
<b>CONTRIBUTIONS AND TRANSFERS</b>							
	Contribution From Fund Balance	0	0	0	0	50,000	300,000
56-39-500	Contribution From Fund Bal - Class C	0	0	0	0	0	0
Total Contributions and Transfers		0	0	0	0	50,000	300,000
		192,091	337,164	882,995	619,641	736,000	979,000

**Transportation Utility Fund**

56-76-312	Professional & Tech. - Engineer						18,000
56-76-424	Curb & Gutter Restoration						85,000
56-76-425	Street Maintenance						0
56-76-730	Street Projects						876,000
	City Projects					685,000	
	New Subdivision chip seal (paid by developers)					97,000	
	CFP/IFFP/IFA					50,000	
	Street Scan software for streets and sidewalks					44,000	

City Project list:

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>TRANSPORTATION UTILITY</b>							
56-76-312	Professional & Tech. - Enginr	28,948	35,348	25,125	26,647	18,000	18,000
56-76-410	Special Highway Supplies	3,488		0	0	0	0
56-76-424	Curb & Gutter Restoration	140	4,073	0	0	50,000	85,000
56-76-425	Street Sealing	0	106,949	0	0	0	0
56-76-730	Street Projects	32,418	206,290	604,422	510,783	668,000	876,000
56-76-990	Contribution to Fund Balance	0	0	0	0	0	0
		64,993	352,659	629,547	537,430	736,000	979,000

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# WATER UTILITY FUND

## FY 2021-2022

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The South Weber City Water Utility Fund is comprised of three fundamental areas of service:

1) Supply: administer water samples for safe consumption, manage reserves, and facility storage; 2) Distribution: maintains the appropriate quality, quantity, and pressure of the water system, including pipes and valves; and 3) Utility: meter reading, billing, and leak detection. The planning and engineering personnel oversee the long-range planning, design, and construction management of the water system improvements and extensions.

The City currently maintains 43.5 miles of pipe, 2,100 existing residential connections (ERC's), 4 water reservoirs, over 700 water valves, over 350 fire hydrants and conducts an average of 30 water samples per month to ensure the quality of safe drinking water. South Weber City progressively and continuously researches and implements the most efficient and effective methods for constructing and maintaining the City's culinary water system to meet the requirements of the Utah Clean Water Act (UCWA) and the Federal Safe Drinking Water Act (FSDWA).

Secondary water is provided by four third party agencies based on the geographical location of a residence or commercial development. Secondary water is not provided by the City and is not considered a part of South Weber City's water infrastructure.



#10 Budget

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended	2021 - 22 Budget
<b>WATER UTILITY FUND</b>								
<b>WATER UTILITIES REVENUE</b>								
51-37-100	Water Sales	1,068,384	1,454,649	1,454,649	1,582,923	1,400,000	1,400,000	1,500,000
51-37-105	Water Connection Fee	23,296	29,680	29,680	39,345	20,000	20,000	20,000
51-37-130	Penalties	44,505	34,205	34,205	42,085	40,000	40,000	40,000
Total Water Utilities Revenue:		1,136,184	1,518,534	1,518,534	1,664,353	1,460,000	1,460,000	1,575,000
<b>MISCELLANEOUS</b>								
51-33-500	Federal Grants	0	0	0	1,000		1,000	0
51-34-270	Developer Payments for Improvements	0	0	85,321	2,200,000	2,200,000	2,200,000	0
51-36-100	Interest Earnings	24,148	43,257	43,257	56,591	17,000	17,000	25,000
51-36-300	Sundry Revenues	3,475	3,079	3,079	2,550	0	0	0
51-38-920	Gain Loss Sale of Assets	0	18,050	18,050	0	0	0	0
Total Miscellaneous		27,623	64,386	64,386	2,259,141	2,217,000	2,218,000	25,000
<b>CONTRIBUTIONS AND TRANSFERS</b>								
51-38-820	Transfer from Water Impact Fd	107,365	195,872	195,872	125,000	125,000	125,000	95,000
51-38-910	Capital Contributions	165,523	246,080	246,080	0	0	0	0
51-39-900	Contribution from Fund Balance	0	0	0	540,000	838,000	937,000	542,000
Total Contributions and Transfers:		272,888	441,952	441,952	665,000	963,000	1,062,000	637,000
		1,436,695	2,024,873	2,024,873	4,588,494	4,640,000	4,740,000	2,237,000

**WATER UTILITY**

51-40-110	Full-Time Employee Salaries - 2.0 FTE							97,000
51-40-120	Part-time Employee Salaries							0
51-40-130	Employee Benefit - Retirement							23,000
51-40-131	Employee Benefit-Employer FICA							8,000
51-40-133	Employee Benefit - Work. Comp.							3,000
51-40-134	Employee Benefit - UI							0
51-40-135	Employee Benefit - Health Ins.							19,000
51-40-140	Uniforms 2.0FTE Public Works Uniform and Cleaning costs							2,000
51-40-210	Books/Subscriptions/Membership <i>Memberships in Professional Organizations and Subscriptions</i> Rural Water Users of Utah APWA							3,000

	AWWA		
	Cross-Control Certification		
51-40-230	Travel		4,000
	<i>Charges for conferences, educational materials, &amp; employee travel</i>		
	Rural Water Conference	1,500	
	Backflow Technician Certification	1,000	
	Other local classes	1,500	
51-40-240	Office Supplies & Expense		1,000
	<i>Copier Supplies, Postage, and general office supplies</i>		
51-40-250	Equipment Supplies & Maint.		10,000
	<i>Upkeep or repair of equip. and oper. Supplies</i>		
51-40-255	Vehicle Lease		0
	Department share based on FTE on Pickup	6,500	
51-40-256	Fuel Expense		5,000
51-40-260	Buildings & Grounds		5,000
	<i>33% of Shop building and grounds maintenance</i>		
51-40-270	Water - Power & Pumping		14,000
51-40-280	Telephone and wireless		3,000
51-40-311	Professional/Technical		2,000
	<i>Bond disclosure preparation and submission</i>		
51-40-312	Professional/Technical-Engineering		10,000
	<i>Engineering Services including GIS</i>		
	General		
51-40-315	Professional/Technical - Auditor		0
51-40-325	GIS/ Mapping	5,000	5,000
51-40-350	Software Maintenance		8,000
	<i>Software maintenance contracts</i>		
	Master Meter	1,500	
	IWorQ	2,000	
	Caselle	2,500	
	Win-911	500	
	LogMeIn	500	

**#10 Budget**

51-40-370	Utility Billing Services <i>% of services associated with the billing and collection of utility accounts</i>		14,000
51-40-480	Special Water Supplies <i>Testing supplies and costs to ensure water quality</i>		3,000
	Chemtech-Ford	4,000	
	Davis County Health	1,000	
51-40-481	Water Purchases <i>Culinary water purchased from Weber Basin</i>		363,000
51-40-485	Fire Hydrant Update <i>Replace 6 per year for the next 3 years.</i>		50,000
51-40-490	Water O & M Charge <i>Water system supplies and maintenance.</i>		100,000
51-40-530	Interest Expense <i>Interest payment on Bond</i>		121,000
51-40-550	Banking Charges <i>Bank charges and fees and credit card transaction fees</i>		4,000
51-40-650	Depreciation		235,000
51-40-720	Meter Replacements <i>Replace 400 meters</i>		100,000
51-40-811	Bond - Principal <i>Principal payment on bond</i>		95,000
51-80-512	Contributions		0
51-40-730	Improvements other than Buildings East Bench Transmission Line (Re-budgeted from 2021)	?	800,000
	CIP #2 - Upsize 8" Pipes	750,000	
	CFP/IFFP/IFA	50,000	
51-40-740	Equipment		0
		0	
51-40-750	Vehicles		58,000
		58,000	
51-40-900	Contribution to Fund Balance		0
51-40-915	Transfer to Admin Services		72,000

## WATER IMPACT FEE FUND

Bond Payment

75,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	Amended	2021- 22 Budget
<b>WATER</b>								
51-40-110	Full-Time Employee Salaries	88,699	85,241	108,789	99,635	107,000	107,000	97,000
51-40-120	Part-time Employee Salaries	0	0	0	0	0	0	0
51-40-130	Employee Benefit - Retirement	18,804	17,859	8,924	18,160	25,000	25,000	23,000
51-40-131	Employee Benefit-Employer FICA	8,201	6,686	9,306	7,966	9,000	9,000	8,000
51-40-133	Employee Benefit - Work. Comp.	2,298	2,527	1,499	1,860	4,000	4,000	3,000
51-40-134	Employee Benefit - UI	1,000	0	0	0	900	900	0
51-40-135	Employee Benefit - Health Ins.	20,867	23,915	27,792	17,493 *	31,000	31,000	19,000
51-40-137	Employee Testing	0	291	115	130	0	0	0
51-40-140	Uniforms	674	1,084	1,169	853	2,000	2,000	2,000
51-40-210	Books/Subscriptions/Membership	2,360	1,760	1,295	1,000	3,000	3,000	3,000
51-40-230	Travel & Training	2,077	3,146	654	2,655	1,500	1,500	4,000
51-40-240	Office Supplies & Expense	1,789	958	859	2,568	1,600	1,600	1,000
51-40-250	Equipment Supplies & Maint.	8,725	11,501	3,302	17,520	10,000	10,000	10,000
51-40-256	Fuel Expense	2,050	2,892	4,000	3,986	5,000	5,000	5,000
51-40-260	Buildings & Grounds	0	0	130	0	5,000	5,000	5,000
51-40-270	Utilities	17,289	11,404	16,246	17,637	14,000	14,000	14,000
51-40-280	Telephone	2,352	2,060	2,778	2,324	2,000	2,000	3,000
51-40-312	Professional/Technical-Engineering	25,015	19,069	3,170	9,676	10,000	10,000	10,000
51-40-318	Professional/Technical	86,298	576	576	0	2,000	2,000	2,000
51-40-325	GIS/ Mapping	0	0	6,297	10,559	5,000	5,000	5,000
51-40-350	Software Maintenance	4,924	16,593	6,144	6,248	8,000	8,000	8,000
51-40-370	Utility Billing Services	10,766	11,490	12,998	12,579	14,000	14,000	14,000
51-40-480	Special Water Supplies	10,449	4,520	3,451	14,880	3,000	3,000	3,000
51-40-481	Water Purchases	262,416	277,632	302,865	334,734	350,000	350,000	363,000
51-40-485	Fire Hydrant Update	51,539	0	0	0	50,000	50,000	50,000
51-40-490	O & M Charge	91,741	51,963	113,411	66,857	1,000	100,000	100,000
51-40-495	Meter Replacements	40,736	39,848	41,749	181,300	100,000	100,000	100,000
51-40-540	Customer Assistance Program	0	0	0	0	0	1,000	0
51-40-530	Interest Expense	110,875	105,222	102,757	121,000	121,000	121,000	121,000
51-40-550	Banking Charges	4,868	5,075	4,978	6,278	4,000	4,000	4,000
51-40-650	Depreciation	203,522	217,883	229,913	235,000	235,000	235,000	235,000
51-40-811	Bond - Principal	85,000	95,000	0	95,000	95,000	95,000	95,000
51-40-730	Improv. Other than Buildings	39,910	246,420	2,220	3,080,706	3,115,000	3,115,000	800,000
51-40-740	Equipment	90,623	94,750	9,564	151,260	200,000	200,000	0
51-40-750	Capital Outlay - Vehicles	0	0	0	0	45,000	45,000	58,000
51-40-915	Transfer to Admin Svs	68,900	59,000	61,000	61,000	61,000	61,000	72,000
	Transfer to Reserve for Replacement							
		1,364,769	1,416,364	1,087,952	4,580,865	4,640,000	4,740,000	2,237,000

#10 Budget

Account No.	Account Title	2016-17 Actual	2017 - 18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>WATER IMPACT FEE FUND</b>								
<b>Revenue</b>								
26-37-100	Interest Earnings	3,170	2,816	1,934	3,653	528	1,000	1,000
26-37-200	Water Impact Fees	54,640	104,126	126,604	138,860	100,600	120,000	120,000
	Total Revenue	57,810	106,942	128,538	142,513	101,128	121,000	121,000
<b>Contributions and Transfers</b>								
26-39-500	Contribution From Fund Balance	0	0	0	0	69,000	4,000	4,000
<b>Expenditures</b>								
26-40-760	Projects	4,565	0	0	195,872	0	0	0
26-80-800	Transfers	302,904	107,338	71,579	0	125,000	125,000	95,000
	Contribution to Fund Balance	0	0	0	0	0	0	0
	Water Impact Fee Fund Revenue Total	57,810	106,942	128,538	142,513	170,128	170,000	125,000
	Water Impact Fee Fund Expenditure Total	307,469	107,338	71,579	195,872	125,000	170,000	95,000
	Net Total Water Impact Fee Fund	-249,658	-396	56,959	-53,359	45,128	0	30,000
	Bond Payment	95,000						

# SEWER UTILITY FUND

## FY 2021-2022

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The South Weber City Sewer Utility Fund supports the maintenance, operations, and infrastructural needs of the sewer system. The planning and engineering personnel oversee the long-range planning, design, and construction management of the sewer system improvements and extensions. South Weber City is contracted with the Central Weber Sewer Improvement District for the treatment of wastewater.

South Weber City maintains 2,100 sewer laterals, 630 manholes, 30 miles of sewer main lines. The City is progressively and continuously researching and implementing the most efficient and effective methods for constructing and maintaining the City's sanitary sewer system in accordance with the Utah Sewer Management Program (USMP).



Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>SEWER UTILITY FUND</b>							
<b>MISCELLANEOUS REVENUE</b>							
52-36-100	Interest Earnings	32,051	57,231	52,169	16,010	50,000	20,000
Total Miscellaneous Revenue:		32,051	57,231	52,169	16,010	50,000	20,000
<b>SEWER UTILITIES REVENUE</b>							
52-37-130	PENALTIES	0			0	0	0
52-37-300	Sewer Sales	885,324	909,221	951,848	986,515	940,000	996,000
52-37-350	CWSID Fees	0	0	0	0		
52-37-360	CWDIS 5% Retainage	10,265	11,782	13,406	9,391	10,000	10,000
52-37-400	CWSID SEWER CONNECTION FEE	0			0	0	0
Total Sewer Utilities Revenue:		895,589	921,002	965,254	995,906	950,000	1,006,000
<b>CONTRIBUTIONS &amp; TRANSFERS</b>							
52-38-820	Transfer from Sewer Impact	124,967	55,410	170,872	237,500	237,500	400,000
52-38-910	Capital Contributions	193,960	25,880	265,616	0	0	0
52-38-920	Gain Loss Sale of Assets	0	0	0	0	0	0
52-39-500	Contribution from Fund Balance	0	0	0	0	568,500	497,000
Total Contributions:		318,927	81,290	436,488	237,500	806,000	897,000
		1,246,566	1,059,523	1,453,910	1,249,416	1,806,000	1,923,000

### SEWER UTILITY

#### EXPENDITURES

52-40-110	Full-Time Employee Salaries - .85 FTE						47,000
52-40-120	Part-time Employee Salaries						0
52-40-130	Employee Benefit - Retirement						12,000
52-40-131	Employee Benefit-Employer FICA						4,000
52-40-133	Employee Benefit - Work. Comp.						2,000
52-40-134	Employee Benefit - UI						0
52-40-135	Employee Benefit - Health Ins.						12,000
52-40-140	Uniforms						900

	.85 FTE Public Works Uniform and Cleaning costs		
52-40-230	Travel and Training <i>Charges for conferences, educational materials, &amp; employee travel</i>		4,000
52-40-240	Office Supplies & Expense <i>Copier Supplies, Postage, and general office supplies</i>		1,000
52-40-250	Equipment Supplies & Maint. <i>Upkeep or repair of equip. and oper. supplies, including pump repair</i>		5,000
52-40-255	Vehicle Lease		0
52-40-256	Fuel Expense		1,000
52-40-270	Utilities		600
52-40-312	Professional/Technical-Engineering		21,000
	Engineering	6,000	
	DWQ Exception	10,000	
	SSMP Update	5,000	
52-40-325	GIS/ Mapping		1,000
52-40-350	Software Maintenance <i>Software maintenance contracts</i> <i>Caselle</i>		4,000
		4,000	
52-40-370	Utility Billing Services <i>% of services associated with the billing and collection of utility accounts</i>		9,000
52-40-490	Sewer O & M Charge <i>Sewer system supplies and maintenance.</i>		35,000
52-40-491	Sewer Treatment Fee <i>Central Weber Sewer Improvement District charges - 4% increase</i>		497,000
52-40-550	Banking Charges <i>Bank charges and fees and credit card transaction fees</i>		3,500
52-40-650	Depreciation		130,000
52-40-690	Projects		1,090,000
	CIP Projects	1,000,000	
	CFP/IFFP/ISP	50,000	
	Generator	34,000	
	Vehicles	6,000	
52-40-915	Transfer to Admin Services		43,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>SEWER UTILITY</b>							
52-40-110	Full-Time Employee Salaries	46,272	41,205	51,276	61,433	61,000	47,000
52-40-120	Part-time Employee Salaries	0	0	0	0	0	0
52-40-130	Employee Benefit - Retirement	11,302	8,857	(1,941)	13,530	15,000	12,000
52-40-131	Employee Benefit-Employer FICA	5,069	3,224	4,836	5,654	5,000	4,000
52-40-133	Employee Benefit - Work. Comp.	1,266	1,018	556	1,623	2,000	2,000
52-40-134	Employee Benefit - UI	500	0	0	0	1,000	0
52-40-135	Employee Benefit - Health Ins.	9,903	6,508	5,901	11,756	15,000	12,000
52-40-140	Uniforms	233	357	513	427	900	900
52-40-230	Travel & Training	260	2,488	1,893	1,432	4,000	4,000
52-40-240	Office Supplies & Expense	1,112	819	859	1,536	1,000	1,000
52-40-250	Equipment Supplies & Maint.	4,401	2,790	1,313	2,119	5,000	5,000
52-40-256	Fuel Expense	0	0	255	643	0	1,000
52-40-270	Utilities	476	317	477	915	600	600
52-40-312	Professional/Technical-Engin	9,630	6,987	2,559	12,352	41,000	21,000
52-40-325	GIS/ Mapping	0	0	0	1,523	1,000	1,000
52-40-350	Software Maintenance	1,569	1,924	2,885	2,248	4,000	4,000
52-40-370	Utility Billing Services	7,524	8,023	9,080	8,788	9,000	9,000
52-40-490	O & M Charge	21,962	16,620	21,501	31,382	35,000	35,000
52-40-491	Sewer Treatment Fees	443,321	453,185	462,340	474,004	480,000	497,000
52-40-550	Banking Charges	4,041	3,035	3,226	3,464	3,500	3,500
52-40-650	Depreciation	121,029	129,395	130,374	130,000	130,000	130,000
52-40-690	Projects	20,752	133,358	0	30,000	950,000	1,090,000
52-40-915	Transfer to Admin Svs	32,500	40,500	41,600	41,600	42,000	43,000
	Transfer to Reserve for Replacement						
		743,122	860,612	739,503	836,429	1,806,000	1,923,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>SEWER IMPACT FEE FUND</b>							
<b>Revenue</b>							
21-37-100	Interest Earnings	2,317	7,125	10,894	2,643	0	0
21-37-200	Sewer Impact Fees	280,981	301,512	328,496	297,320	400,000	400,000
	<b>Total Revenue</b>	<b>283,298</b>	<b>308,637</b>	<b>339,390</b>	<b>299,963</b>	<b>400,000</b>	<b>400,000</b>
<b>Contributions and Transfers</b>							
21-39-500	Contribution From Fund Balance	0	0	0	0	0	0
	<b>Total Contributions and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>							
21-40-490	Sewer Impact Fee Projects	0	0	0	0	0	0
21-40-760	Transfer to Sewer Fund	0	55,410	170,872	237,500	237,500 *	400,000
	<b>Total Expenditures</b>	<b>0</b>	<b>55,410</b>	<b>170,872</b>	<b>237,500</b>	<b>237,500</b>	<b>400,000</b>
	<b>Sewer Impact Fee Fund Revenue Total</b>	<b>283,298</b>	<b>308,637</b>	<b>339,390</b>	<b>299,963</b>	<b>400,000</b>	<b>400,000</b>
	<b>Sewer Impact Fee Fund Expenditure Tot</b>	<b>0</b>	<b>55,410</b>	<b>170,872</b>	<b>237,500</b>	<b>237,500</b>	<b>400,000</b>
	<b>Net Total Sewer Impact Fee Fund</b>	<b>283,298</b>	<b>253,227</b>	<b>168,519</b>	<b>62,463</b>	<b>162,500</b>	<b>0</b>
	* CIP Projects				400,000		

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# SANITATION UTILITY FUND

## FY 2021-2022

The Sanitation Utility Fund was created to aid in improving and confirming the service delivery of solid waste sanitation. The City is progressively and continuously researching and implementing the most efficient and effective methods for constructing and maintaining the City's solid waste sanitation system; to include: (1) the prevention and spread of disease; (2) the deterrence of nuisances and damage to property; and (3) the minimizing of environmental pollution. South Weber City has contracted with Robinson Waste Services, Inc. for its solid waste sanitation removal service. However, the City's personnel manage and maintain the supply and distribution of all solid waste receptacles in the city.

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>SANITATION UTILITY FUND</b>							
<b>MISCELLANEOUS REVENUE</b>							
53-36-100	Interest Earnings	6,513	9,079	8,405	2,162	6,000	2,000
	Total Miscellaneous Revenue:	6,513	9,079	8,405	2,162	6,000	2,000
<b>SANITATION UTILITIES REVENUE</b>							
53-37-700	Sanitation Fees	351,509	359,362	469,449	492,400	450,000	496,000
	Total Sanitation Utilities Revenue:	351,509	359,362	469,449	492,400	450,000	496,000
<b>MISCELLANEOUS</b>							
53-38-920	Gain Loss Sale of Assets	0	0	0	0	0	0
	Total Miscellaneous:	0	0	0	0	0	0
		358,022	368,441	477,854	494,562	456,000	498,000

## SANITATION UTILITY

53-40-110	Full-Time Employee Salaries - .10 FTE	16,000
53-40-120	Part-time Employee Salaries	0
53-40-130	Employee Benefit - Retirement	4,000
53-40-131	Employee Benefit-Employer FICA	1,200
53-40-133	Employee Benefit - Work. Comp.	500
53-40-134	Employee Benefit - UI	0
53-40-135	Employee Benefit - Health Ins.	6,000
53-40-140	Uniforms	100
53-40-240	Office Supplies & Expense	0
53-40-250	Equipment Supplies & Maint. <i>Purchase of 300 garbage cans</i>	16,000
53-40-255	Vehicle Lease	0
53-40-350	Software Maintenance <i>Software maintenance contracts</i>	2,400
53-40-370	Utility Billing Services <i>% of services associated with the billing and collection of utility accounts</i>	4,300
53-40-492	Sanitation Fee Charges <i>Collection and disposal fees</i>	410,000
53-40-550	Banking Charges Bank charges and fees and credit card transaction fees	1,000
53-40-650	Depreciation	0
53-40-915	Transfer to Admin Services	36,500

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>SANITATION UTILITY</b>							
53-40-110	Full-Time Employee Salaries	13,136	9,373	11,123	5,790	4,000	16,000
53-40-120	Part-time Employee Salaries	0	0	0	0	0	0
53-40-130	Employee Benefit - Retirement	2,971	2,040	(1,719)	1,223	1,000	4,000
53-40-131	Employee Benefit-Employer FICA	1,321	751	859	498	300	1,200
53-40-133	Employee Benefit - Work. Comp.	390	290	155	113	100	500
53-40-134	Employee Benefit - UI	200	0	0	0	100	0
53-40-135	Employee Benefit - Health Ins.	2,621	2,247	2,666	1,533	3,000	6,000
53-40-140	Uniforms	(7)	0	0	0	100	100
53-40-250	Equipment Supplies & Maint.	10,659	12,247	32,917	15,566	16,000	16,000
53-40-350	Software Maintenance	1,569	1,924	2,215	2,248	2,400	2,400
53-40-370	Utility Billing Services	3,277	3,544	3,985	3,850	4,500	4,300
53-40-492	Sanitation Fee Charges	297,173	299,500	380,441	398,071	396,000	410,000
53-40-550	Banking Charges	1,723	1,318	1,546	897	1,000	1,000
53-40-915	Transfer to Admin Services	9,800	26,500	27,500	27,500	27,500	36,500
53-40-900	Contribution to Fund Balance	0	0	0	0	0	0
		344,831	359,734	461,690	457,289	456,000	498,000

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# STORM DRAIN UTILITY FUND

## FY 2021-2022

The Storm Drain Utility Fund certifies that the discharge of storm water pollutants is eliminated. The City is progressively and continuously researching and implementing the most efficient and effective methods for constructing and maintaining the City's storm water system in accordance with Utah Pollutant Discharge Elimination System (UPDES), National Pollutant Discharge Elimination System (NPDES), and the execution of the City's Municipal Storm Water System (MS4) permit.

The planning and engineering personnel oversee the long-range planning, design, and construction management of the storm water system improvements and extensions. South Weber City maintains 10 detention basins, 621 manhole basins, and 530 storm drain grates. Many of the city's detention basins have a joint use where they are also utilized for recreation and athletic programs.

The Public Works Department's mission is to aid in improving the quality of life for the residents of South Weber by working proactively as a team. This is also accomplished as we research and implement the most efficient and effective methods for constructing and maintaining the city's storm drain system.



Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>STORM DRAIN</b>							
<b>MISCELLANEOUS REVENUE</b>							
54-33-400	State Grants	0	0	0	0	0	0
54-36-100	Interest Earnings	8,330	11,010	8,799	1,191	10,000	1,000
Total Miscellaneous Revenue:		8,330	11,010	8,799	1,191	10,000	1,000
<b>STORM DRAIN UTILITIES REVENUE</b>							
54-37-450	Storm Drain Revenue	173,955	178,843	189,131	197,798	279,000	216,000
Total Storm Drain Utilities Revenue:		173,955	178,843	189,131	197,798	279,000	216,000
54-34-270	Developer Pmts for Improvements		0	275,198	0	0	0
54-38-910	Capital Contributions	335,141	0	617,814	0	0	0
Total Contributions:		335,141	0	893,013	0	0	0
<b>CONTRIBUTIONS AND TRANSFERS</b>							
54-38-600	Transfer from Impact Fees	0	0	0	40,000	40,000	40,000
54-39-500	Contribution From Fund Bal	0	0	0	55,000	24,000	29,000
Total Contributions and Transfers		0	0	0	95,000	64,000	69,000
		517,426	189,852	1,090,942	293,989	353,000	286,000

### STORM Drain

#### EXPENDITURES

54-40-110	Full-time Employee Salaries - .5 FTE						21,000
54-40-120	Part-time Employee Salaries						0
54-40-130	Employee Benefit - Retirement						5,000
54-40-131	Employee Benefit-Employer FICA						2,000
54-40-133	Employee Benefit - Work. Comp.						1,000
54-40-134	Employee Benefit - UI						0
54-40-135	Employee Benefit - Health Ins.						11,000
54-40-140	Uniforms						

	.5 FTE Public Works Uniform and Cleaning costs	500
54-40-230	Travel and Training	
	<i>Charges for conferences, educational materials, &amp; employee travel</i>	2,000
	State Certifications	500
	Training on new regulations	1,500
54-40-250	Equipment Supplies & Maint.	1,200
	<i>Upkeep or repair of equip. and oper. Supplies</i>	
54-40-255	Vehicle Lease	0
54-40-256	Fuel Expense	500
54-40-270	Storm Drain - Power & Pumping	300
54-40-312	Professional/Technical-Engineering	8,000
	<i>Engineering Services</i>	
54-40-315	Professional/Technical - Auditor	0
54-40-325	GIS/ Mapping	15,000
54-40-331	Promotion - Storm Drain	1,200
	<i>Payment to Davis County Storm Drain for education of communication</i>	
54-40-350	Software Maintenance	2,300
	<i>Software maintenance contracts</i>	
54-40-370	Utility Billing Services	2,000
	<i>% of services associated with the billing and collection of utility accounts</i>	
54-40-493	Storm Drain O & M	30,000
	<i>Cleaning of drains, ponds, and boxes</i>	
54-40-550	Banking Charges	1,000
	<i>Bank charges and fees and credit card transaction fees</i>	
54-40-650	Depreciation	150,000
54-40-690	Projects	6,000
	CFP/IFFP/IFA	0
	Rate Study	0
	Vehicles	6,000
54-40-915	Transfer to Admin Services	26,000

#10 Budget

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>STORM DRAIN</b>							
54-40-110	Full-Time Employee Salaries	22,864	25,567	28,431	19,796	25,000	21,000
54-40-120	Part-time Employee Salaries	0	0	0	0	0	0
54-40-130	Employee Benefit - Retirement	4,857	5,068	8,300	4,995	7,000	5,000
54-40-131	Employee Benefit-Employer FICA	2,019	1,881	2,012	1,897	2,000	2,000
54-40-133	Employee Benefit - Work. Comp.	638	669	340	735	1,000	1,000
54-40-134	Employee Benefit - UI	300	0	0	0	200	0
54-40-135	Employee Benefit - Health Ins.	7,029	7,790	7,031	8,895	13,000	11,000
54-40-140	Uniforms	247	357	513	463	500	500
54-40-230	Travel and Training	1,430	42	250	1,750	2,000	2,000
54-40-250	Equipment Supplies & Maintenance	135	100	391	1,010	1,200	1,200
54-40-256	Fuel Expense	310	613	140	484	400	500
54-40-270	Utilities	0	0	922	150	200	300
54-40-312	Professional/Technical-Enginr	13,953	8,296	22,758	12,688	8,000	8,000
54-40-325	GIS/ Mapping	0	0	26,275	8,001	15,000	15,000
54-40-331	Promotions	1,155	1,155	1,155	1,200	1,200	1,200
54-40-350	Software Maintenance	1,569	1,924	2,215	2,324	2,300	2,300
54-40-370	Utility Billing Services	1,667	1,755	1,986	1,961	2,000	2,000
54-40-493	Storm Drain O & M	4,932	15,214	3,864	1,006	30,000	30,000
54-40-550	Banking Charges	862	665	740	468	1,000	1,000
54-40-650	Depreciation	121,724	142,728	147,794	150,000	150,000	150,000
54-40-690	Projects	379,973	221,902	0	55,000	70,000	6,000
54-40-915	Transfer to Admin Services	6,200	20,500	21,000	21,000	21,000	26,000
		571,863	456,226	276,118	293,824	353,000	286,000

Account No.	Account Title	2017 - 18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	#10 Budget	
						2020 - 21 Budget	2021 - 22 Budget
<b>STORM DRAIN IMPACT FEE</b>							
<b>Revenue</b>							
22-37-100	Interest Earnings	2,311	378	1,016	643	0	0
22-37-200	Storm Drain Impact Fees	47,215	31,063	33,915	45,270	40,000	40,000
	<b>Total Revenue</b>	<b>49,526</b>	<b>31,441</b>	<b>34,931</b>	<b>45,913</b>	<b>40,000</b>	<b>40,000</b>
<b>Contributions and Transfers</b>							
22-39-500	Contribution From Fund Balance	0	0	0	0	0	0
	<b>Total Contributions and Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>							
22-40-690	Projects	0	0	0	0	0	0
22-80-800	Transfers	189,265	0	0	40,000	40,000 *	40,000
	<b>Total Expenditures</b>	<b>189,265</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
	Storm Drain Impact Fee Fund Revenue T	49,526	31,441	34,931	45,913	40,000	40,000
	Storm Drain Impact Fee Fund Expenditu	189,265	0	0	40,000	40,000	40,000
	<b>Net Total Storm Drain Impact Fee Fund</b>	<b>(139,739)</b>	<b>31,441</b>	<b>34,931</b>	<b>5,913</b>	<b>0</b>	<b>0</b>
	* Existing Capacity Repay						

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# FLEET MANAGEMENT FUND

## FY 2021-2022

New this year is the Fleet Management Fund. It is an Internal Service Fund. Equipment and vehicles are an integral part of the day-to-day operations of the City. They are also a major operational expense, especially as they age, and maintenance costs increase. The City Council has adopted a new policy which establishes a long-term funding source for this expense and addresses the several challenges all cities face with these capital expenditures. This policy is designed to create a consistent, year to year budget program with level payments that can be anticipated and planned for. This fund will purchase/lease all vehicles and major equipment according to specific, predetermined schedules. The fund will be supported by yearly transfers from the various city departments paying their relative portion of the vehicle/equipment costs. The cash assets of the fund will be used annually for municipal leases and accumulate until there is enough to acquire the larger, longer-term replacement vehicles/equipment. You will see this new expenditure in most departments under “Fleet Management Program”.

Account No.	Account Title	2017-18 Actual	2018-19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>FLEET MANAGEMENT</b>							
<b>FLEET MANAGEMENT REVENUE</b>							
60-34-981	Interfund Charge - Admin	0	0	0	0	0	2,000
60-34-982	Interfund Charge - Fire	0	0	0	0	0	115,000
60-34-983	Interfund Charge - Comm. Svs.	0	0	0	0	0	5,000
60-34-984	Interfund Charge - Streets	0	0	0	0	0	47,000
60-34-985	Interfund Charge - Parks	0	0	0	0	0	25,000
60-34-986	Interfund Charge - Recreation	0	0	0	0	0	3,000
60-34-987	Interfund Charge - Water	0	0	0	0	0	58,000
60-34-988	Interfund Charge - Sewer	0	0	0	0	0	6,000
60-34-989	Interfund Charge - Storm Drain	0	0	0	0	0	6,000
Total Transportation Utility Revenue:		0	0	0	0	0	267,000
<b>CONTRIBUTIONS AND TRANSFERS</b>							
60-37-450	Transfer from Captial Projects - Fire	0	0	0	0	0	255,000
60-37-510	Transfer from Water - Vehicles	0	0	0	0	0	25,000
60-37-520	Transfer from Sewer - Vehicles	0	0	0	0	0	10,000
60-37-540	Transfer from Storm Drain - Vehicles	0	0	0	0	0	10,000
	Contribution From Fund Balance	0	0	0	0	0	0
Total Contributions and Transfers		0	0	0	0	0	300,000
<b>MISCELLANEOUS REVENUE</b>							
60-36-400	Sale of Assets	0	0	0	0	0	80,000
60-36-100	Interest Earnings	0	0	0	0	0	1,000
Total Miscellaneous Revenue:		0	0	0	0	0	81,000
		0	0	0	0	0	648,000

FLEET MANAGEMENT NARRATIVE

60-60-740	Machinery & Equipment		150,000
	Fire Brush Truck	150,000	
60-60-960	Capital Leases - Equipment		101,000
	Recreation Vehicle	3,000	
	City Hall Vehicle	2,000	
	Public Works Director - Truck	4,000	
	Streets - 3/4-ton Truck and plow	7,000	
	Parks - 3/4-ton Truck and plow	7,000	
	Parks - 3/4-ton Truck and plow	7,000	
	Parks - 1.5-ton Truck and plow	15,000	
	Water 1 ton Truck w/ utility bed	8,000	
	Sewer - 1.5-ton Truck and plow	15,000	
	Public Works - Dump Truck and plow	33,000	
60-60-990	Contribution to Fund Balance		397,000

Account No.	Account Title	2017-18 Actual	2018 - 19 Actual	2019 - 20 Actual	2020 - 21 Estimate	2020 - 21 Budget	2021 - 22 Budget
<b>FLEET MANAGEMENT</b>							
60-60-740	Machinery & Equipment	0	0	0	0	0	150,000
60-60-960	Capital Leases - Equipemnt	0		0	0	0	101,000
60-60-990	Contribution to Fund Balance	0	0	0	0	0	397,000
		0	0	0	0	0	648,000

APPENDIX A CULINARY WATER CAPITAL FACILITIES PLAN

WATER CAPITAL IMPROVEMENT PROJECTS (CIP) PLAN

FY 2018 - 2025 --- Proactive Scenario ---

Date: May 15, 2018



Project No.	Project Description	Project Cost *	Construction Year (FY)	Evaluation Criteria				TOTAL
				Description of Need	Criticality	Condition	DOW Compliance/LOS	
1	Westside Reservoir Rehabilitation	\$ 598,825	2019	Rehabilitate reservoir to stop leak and correct deficiencies; currently under Order by DDW	5	5	5	13
2	Upsize to 8" pipe: 1375 East, south of Lester; 7600 South, west of 1375 East; 1800 East, south of 7775 South; 1750 East, south of 7775 South; Jensen Circle; replace lead joint pipe on Canyon Dr. between 1375 E and 1300 E	\$ 749,500	2020	Correct fire flow deficiencies; meet DDW minimum pipe size	4	5	5	14
3	Relocate transmission line to East Bench Reservoir #3	\$ 220,000	2021	Replace deteriorated feed/fill line with new line in more accessible location	5	4	3	12
4	Connect Lincoln Lane and 2750 East; upsize to 8" 8075 South, 2575 East, and 2350 East (south of Deer Run Dr.); upsize US 89 crossing at 8075 South to 12"; abandon existing 4" PSV and replace with new 8" PRV and line on Peachwood Dr.	\$ 570,313	2022	Correct fire flow deficiencies; meet DDW minimum pipe size	4	3	3	10
5	Construct new supply line from Westside reservoir(s) to South Weber Dr. at 475 E. for secondary feed to zone 1, including PRV; connect 925 East to S. Weber Drive	\$ 524,625	2023	Add redundant feed into Zone 1; correct fire flow deficiencies	4	3	3	10
6	Automate Weber Basin well feed to Reservoirs #1 and #2 to match supply to system demand	\$ 76,250	2024	Operate feed to Westside Reservoir more efficiently (reduce waste)	2	4	3	9
7	Construct Connection #4 to WSWCD's transmission line with pump station to pump to Zone 4	\$ 820,000	2025	Add redundant feed into Zone 4 and Reservoir #4	4	3	2	9
--- End of Culinary Water Rate Study Analysis ---								
8	Upsize Cottonwood Dr. to 8" line	\$ 431,750	2026	Meet DDW minimum pipe size	3	2	4	9
10a	Upsize to 8": 7875 South; 7925 South; Peachwood Dr. between 7925 South and Peachwood Way; 8100 South between Peachwood Drive and 2300 East; 2300 East; 2175 East; 7875 South between 2100 and 2175 East; 2100 East between 7800 South and City Park	\$ 532,625	2027	Meet DDW minimum pipe size	3	2	3	8
10b	Phase 2	\$ 532,625	2028					
11	Rehabilitate Well #1; add new generator; modify controls	\$ 298,750	2029	Rehabilitate well (City's water right) to correct failures and increase production	2	4	2	8
12	Upsize South Weber Drive (6650 South to end) to 10" line	\$ 482,625	2030	Correct fire flow deficiencies at west end of system	2	2	4	8
9a	Replace Westside Reservoir	\$ 513,900	2031	Replace Westside Reservoir	3	3	3	9
9b	Phase 2	\$ 513,900	2032					
9c	Phase 3	\$ 513,900	2033					

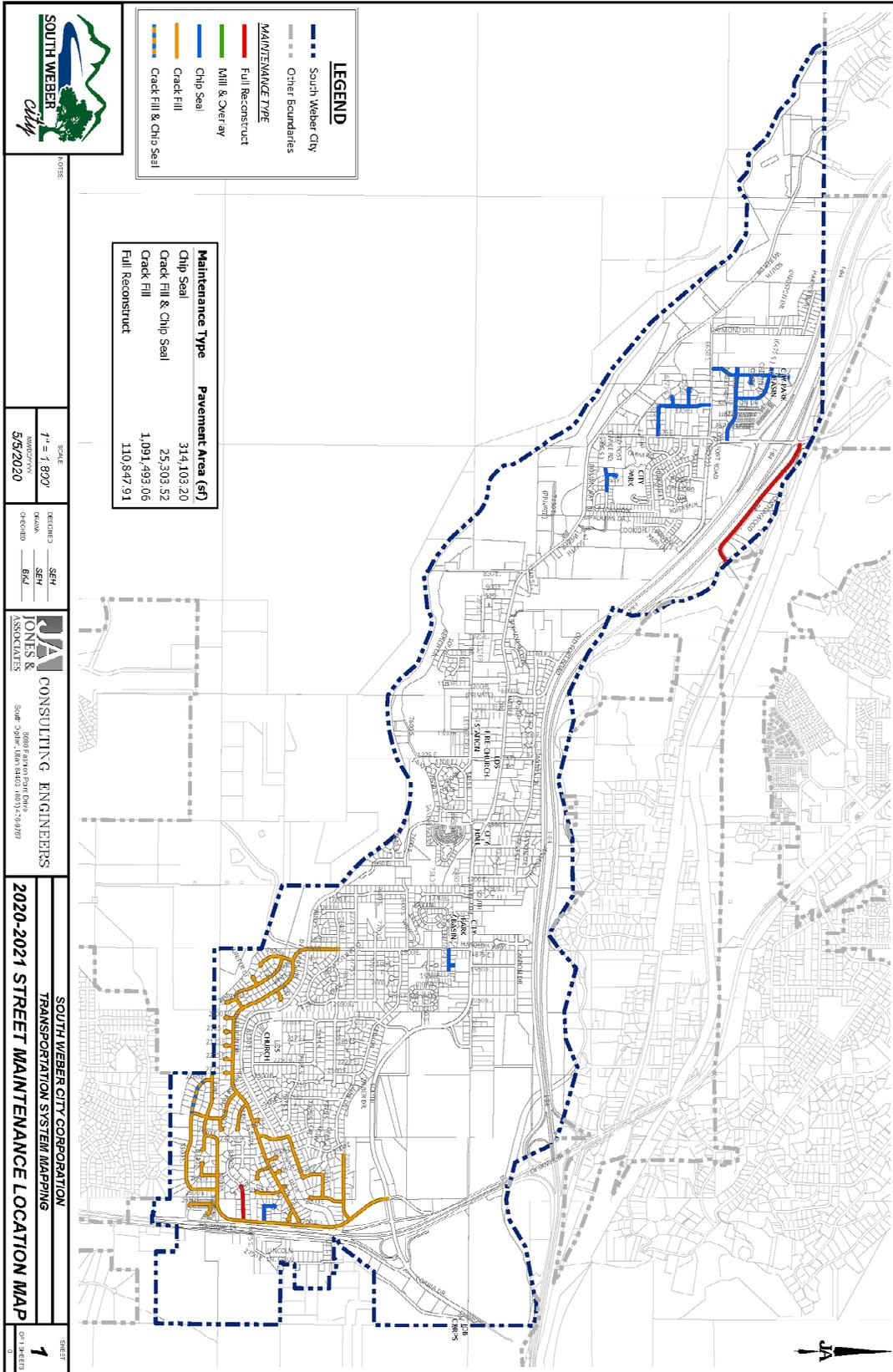


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APPENDIX B 2021 - 2022 STREET PROJECT MAP



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# CONSOLIDATED FEE SCHEDULE

## Current

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The purpose and objective of the Consolidated Fee Schedule is to provide easy access for residents, business groups, contractors, vendors, and city officials with the most current and up-to-date information regarding all fees for services charged by the City.