



## Regular City Council Meeting

Tuesday, September 17, 2024

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

[www.washingtonterracecity.com](http://www.washingtonterracecity.com)

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[www.youtube.com/@WashingtonTerraceCity](http://www.youtube.com/@WashingtonTerraceCity)

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#### 1. WORK SESSION 5:00 P.M.

Topics to include, but are not limited to:

- Review and Update City-Wide Survey

#### 2. ROLL CALL 6:00 P.M.

#### 3. PLEDGE OF ALLEGIANCE

#### 4. WELCOME

#### 5. CONSENT ITEMS

##### 5.1 APPROVAL OF AGENDA

Any point of order or issue regarding items on the agenda or the order of the agenda need to be addressed here prior to the approval of the agenda

##### 5.2 APPROVAL OF SEPTEMBER 3, 2024, COUNCIL MEETING MINUTES

#### 6. CITIZEN COMMENTS

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

#### 7. NEW BUSINESS

##### 7.1 PRESENTATION: UTAH LEAGUE OF CITIES AND TOWNS ANNUAL

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In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

#### CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

## **CONVENTION RECAP**

The Mayor and Council Members will give brief recaps and take-aways from the convention.

### **7.2 MOTION/RESOLUTION 24-14: A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL**

Amendment to the manual adds clarifying language to the Leave of Absence section, adding policy to the Diving While Conducting City Business policy, and adding a state mandated policy addressing HB257 Sex Based Privacy Space Compliance Plan.

### **8. COUNCIL COMMUNICATION WITH STAFF**

This is a discussion item only. No final action will be taken.

### **9. ADMINISTRATION REPORTS**

This is an opportunity for staff to address the Council pertaining to administrative items.

### **10. UPCOMING EVENTS**

Sept. 26<sup>th</sup> : Planning Commission Meeting (tentative)

Oct. 1<sup>st</sup> : City Council Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)

Oct. 14<sup>th</sup>: City Offices closed in Observance of Indigenous Peoples/Columbus Day Holiday

Oct. 15<sup>th</sup>: City Council Meeting (6:00) p.m.

Oct. 24<sup>th</sup>: Planning Commission meeting (Tentative)

### **11. MOTION: ADJOURN INTO CLOSED SESSION**

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

### **12. ADJOURN THE MEETING- MAYOR ALLEN**

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# Community Pulse Survey

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## Start of Block: Instructions

Q1 As a valued member of our Washington Terrace City community, your insights and opinions play a crucial role in shaping the future of our city. We want to express our sincere gratitude for your continued support and involvement.

To ensure that we're meeting the needs and aspirations of our residents, we have prepared an in-depth survey. Your responses will provide us with valuable information that will guide our decisions and initiatives moving forward. Your participation in this survey is immensely appreciated. It will take approximately 7 to 15 minutes of your time, but the impact of your input will be felt for years to come.

Let your voice be heard, and together, let's make Washington Terrace City an even better place to live, work, and thrive.

**To be successful with this survey, please have your utility bill account number available,** if you are a resident. Please see the example bill below to find your account number. If you do not have an utility account number, you will still be allowed to complete the survey.

If you are a resident but do not pay the utility bill, not to worry, you can still fill out the survey with alternative verification.

## End of Block: Instructions

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## Start of Block: Introduction

Q2 Are you a resident of Washington Terrace City?

- ☐ Yes, I am a resident property owner (1)
  - ☐ Yes, I am a resident renter (2)
  - ☐ Yes I am a resident non-renter (5)
  - ☐ No, I am not a resident of the city and want to participate as a guest. (4)
-

*Display This Question:*

*If Q2 = Yes, I am a resident property owner*

*Or Q2 = Yes, I am a resident renter*

*Or Q2 = Yes I am a resident non-renter*

Q3 Do you pay your own utilities?

☐ Yes, I pay the water, sewer utility bill (5)

☐ No, the landlord or someone else pays the water / sewer utility bill (4)

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*Display This Question:*

*If Q2 = Yes, I am a resident property owner*

*Or Q3 = Yes, I pay the water, sewer utility bill*

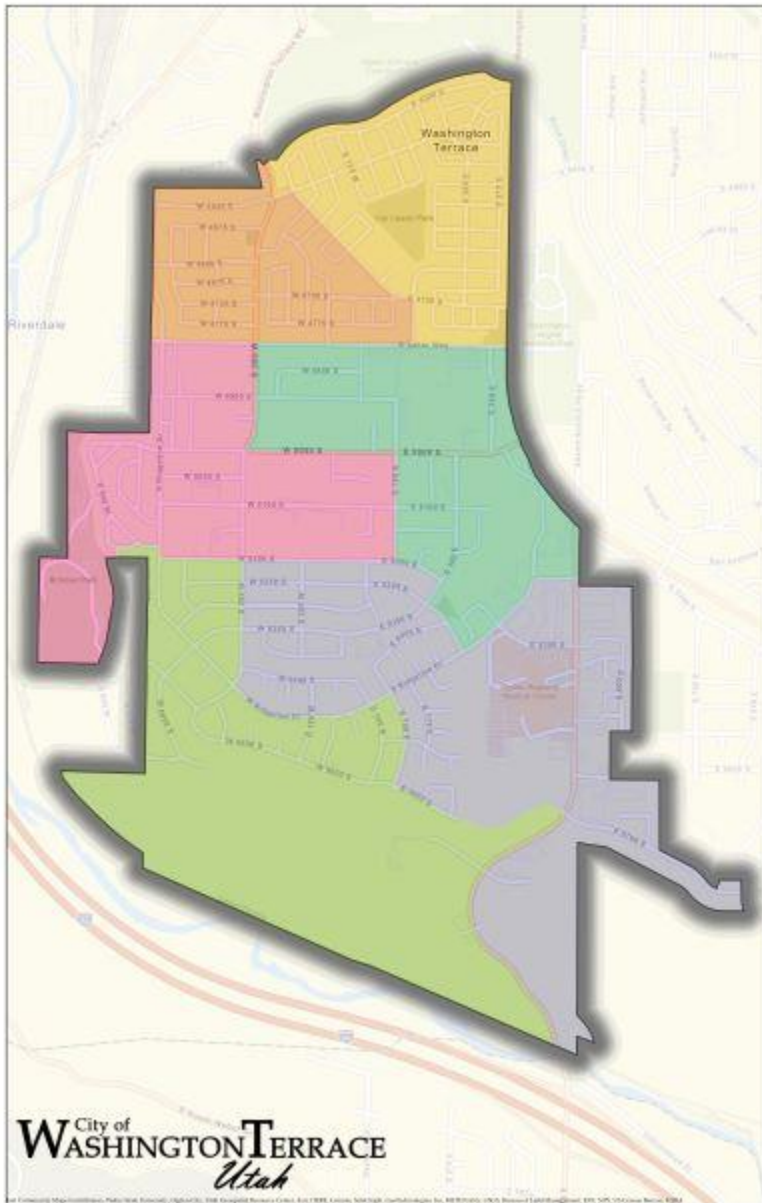
Q4 To be successful as a utility bill payor, please have your utility bill account number available. Please see the example bill below to find your account number. If you do not have an utility account number, you will still be allowed to complete the survey. Make sure to use numbers and dots.

End of Block: Introduction

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Start of Block: Module 1: Resident Experience Overall

Q6 Please click on the area of the city where you reside.



Page Break



Q7 How would you describe the overall quality of life that you experience while living as a resident of \${e://Field/Location}?

- ☐ Extremely good (1)
- ☐ Somewhat good (2)
- ☐ Neither good nor bad (3)
- ☐ Somewhat bad (4)
- ☐ Extremely bad (5)

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Page Break

Display This Question:

If Q7 != Neither good nor bad



Q8 Why did you say that your overall quality of life was \${Q7/ChoiceGroup/SelectedChoices}?

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End of Block: Module 1: Resident Experience Overall

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Start of Block: Finding Information

Q9 How do you normally find information regarding Washington Terrace City?

- ☐ City Website (1)
- ☐ City Newsletter (2)
- ☐ Facebook and Instagram (4)
- ☐ City Council Meeting (7)
- ☐ None of the above, I don't normally need to find any information. (5)

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Page Break

Q10 If given a choice: What would be your preferred method to receive information regarding Washington Terrace City?

- ☐ City Website (1)
  - ☐ City Newsletter (2)
  - ☐ Facebook and Instagram (4)
  - ☐ City Council Meeting (7)
  - ☐ None of the above, I don't normally need to find any information. (5)
- 

Q80 Some residents have suggested the city eliminate paper utility bills and only send out digital utility bills along with a digital newsletter. How supportive would you be with the idea to only send out digital utility bills?

- ☐ Very supportive (1)
- ☐ Fairly supportive (2)
- ☐ Not at all supportive (3)

End of Block: Finding Information

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Start of Block: Module 2: Perception of [City/[Location]



Q11 Please rate your satisfaction or dissatisfaction with [\\${e://Field/Location}](#) as a place to:

|                          | Extremely<br>satisfied (5) | Somewhat<br>satisfied (4) | Neither<br>satisfied<br>nor<br>dissatisfied<br>(3) | Somewhat<br>dissatisfied<br>(2) | Extremely<br>dissatisfied<br>(1) | N/A (0)               |
|--------------------------|----------------------------|---------------------------|----------------------------------------------------|---------------------------------|----------------------------------|-----------------------|
| Live (1)                 | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Work (2)                 | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Raise<br>Children<br>(3) | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Retire (4)               | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Visit (5)                | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |

End of Block: Module 2: Perception of [City/[Location]]

Start of Block: Module 3: Key Attributes Impacting QOL / Perception



Q12 Rate your satisfaction or dissatisfaction with  $\{e://Field/Location\}$  on each of the following qualities:

|                                                                        | Extremely<br>satisfied<br>(5) | Somewhat<br>satisfied<br>(4) | Neither<br>satisfied<br>nor<br>dissatisfied<br>(3) | Somewhat<br>dissatisfied<br>(2) | Extremely<br>dissatisfied<br>(1) | N/A<br>(0)            |
|------------------------------------------------------------------------|-------------------------------|------------------------------|----------------------------------------------------|---------------------------------|----------------------------------|-----------------------|
| Image or reputation<br>of<br>$\{e://Field/Location\}$<br>(1)           | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Trust in CITY<br>government (2)                                        | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Parks and open<br>space (8)                                            | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Feelings of safety<br>(9)                                              | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Value of CITY tax<br>dollars (10)                                      | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Access to important<br>public services<br>(12)                         | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Quality of housing<br>(13)                                             | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |
| Customer service<br>from<br>$\{e://Field/Location\}$<br>employees (14) | <input type="radio"/>         | <input type="radio"/>        | <input type="radio"/>                              | <input type="radio"/>           | <input type="radio"/>            | <input type="radio"/> |

Display This Question:

If Q12 [ Extremely dissatisfied] (Count) >= 1



Q78 You indicated that you are extremely dissatisfied with one or more of the previous qualities. Please explain why.

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Q13 Code enforcement protects home values, public safety, and protects against blight. How important or unimportant is code enforcement to you? IE: properties free of trashy yard care, weeds, junk in the yard etc.

- ☐ Extremely important (15)
  - ☐ Very important (16)
  - ☐ Moderately important (17)
  - ☐ Slightly important (18)
  - ☐ Not at all important (19)
- 

Q14 We receive several complaints each month regarding code violations for weeds, trashy yards and junk in and arounds homes and parked cars. How would you suggest getting residents to take better care of their property?

- ☐ Issue more citations and fines (1)
  - ☐ Increase public awareness of the need for the need to maintain properties (2)
  - ☐ Just let it go...its not a problem (3)
  - ☐ Other (4) \_\_\_\_\_
-

Q15 Some of our residents do not have the capacity to clean up their properties, would you be willing to volunteer to help neighbors who cannot cleanup their yard?

☐ Yes (24)

☐ No (25)

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*Display This Question:*

*If Q15 = Yes*

Q16 Thank you for your willingness to volunteer. Please provide your name, email and phone number so that someone can contact you for volunteer opportunities.

☐ First Name (1) \_\_\_\_\_

☐ Last Name (2) \_\_\_\_\_

☐ Email address (3) \_\_\_\_\_

☐ Cell number to allow texts (No dash just 10 digits) (4)

\_\_\_\_\_

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End of Block: Module 3: Key Attributes Impacting QOL / Perception

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Start of Block: Module 4: Service

Q17 Public Services include everything from roads, water, sewer, parks, recreation and everything in-between. Please rate your experience with all that apply.



Q18 Have you accessed or attempted to access any of the following public services in the last 12 months?

- ☐ Solid waste services (e.g., trash, recycling collection) (1)
- ☐ Utilities - water, sewer, storm etc. (e.g. reliance of safe drinking water, paying utility bills etc.) (2)
- ☐ Police (Sheriff) services and safety (3)
- ☐ Parks and recreation services (e.g., recreation programs and parks) (4)
- ☐ Neighborhood services (e.g., code enforcement, animal control) (5)
- ☐ Infrastructure services (e.g., water main repairs, pothole repair, snow removal etc.) (6)
- ☐ Fire and EMS (7)
- ☐ Communications services (e.g., accessing information through newsletter, Social Media or on [\\${e://Field/Location}](#)'s website or elsewhere) (8)
- ☐ Justice Court (Receiving information and direction for proceedings) (22)

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Page Break

*Carry Forward Selected Choices from "Q18"*



Q19 Please rate your satisfaction with each of the following public services include  
 \${e://Field/Location}

|                                                                                                                                                                         | Extremely<br>satisfied (5) | Somewhat<br>satisfied (4) | Neither<br>satisfied nor<br>dissatisfied<br>(3) | Somewhat<br>dissatisfied<br>(2) | Extremely<br>dissatisfied<br>(1) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|-------------------------------------------------|---------------------------------|----------------------------------|
| Solid waste services<br>(e.g., trash, recycling<br>collection) (x1)                                                                                                     | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Utilities - water,<br>sewer, storm etc.<br>(e.g. reliance of safe<br>drinking water,<br>paying utility bills<br>etc.) (x2)                                              | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Police (Sheriff)<br>services and safety<br>(x3)                                                                                                                         | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Parks and recreation<br>services (e.g.,<br>recreation programs<br>and parks) (x4)                                                                                       | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Neighborhood<br>services (e.g., code<br>enforcement, animal<br>control) (x5)                                                                                            | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Infrastructure<br>services (e.g., water<br>main repairs, pothole<br>repair, snow removal<br>etc.) (x6)                                                                  | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Fire and EMS (x7)                                                                                                                                                       | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |
| Communications<br>services (e.g.,<br>accessing<br>information through<br>newsletter, Social<br>Media or on<br>\${e://Field/Location}'s<br>website or<br>elsewhere) (x8) | <input type="radio"/>      | <input type="radio"/>     | <input type="radio"/>                           | <input type="radio"/>           | <input type="radio"/>            |

Justice Court  
(Receiving  
information and  
direction for  
proceedings) (x22)



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*Display This Question:*

*If Q19 [ Extremely dissatisfied] (Count) >= 1*



Q79 You indicated that you were dissatisfied with one or more public services. Please indicate why.

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Page Break



Q22 How much do you agree or disagree with the statement: I feel safe living, walking, and playing in \${e://Field/Location}?

- ☐ Strongly agree (5)
- ☐ Somewhat agree (4)
- ☐ Neither agree nor disagree (3)
- ☐ Somewhat disagree (2)
- ☐ Strongly disagree (1)

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*Display This Question:*

*If Q22 = Somewhat disagree*

*Or Q22 = Strongly disagree*

Q23 What makes you feel unsafe in \${e://Field/Location}?

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Q24 Law enforcement plays a pivotal role in ensuring a secure environment for a community. How satisfied or dissatisfied are you with law enforcement activities in \${e://Field/Location}?

- ☐ Extremely satisfied (5)
  - ☐ Somewhat satisfied (4)
  - ☐ Neither satisfied nor dissatisfied (3)
  - ☐ Somewhat dissatisfied (2)
  - ☐ Extremely dissatisfied (1)
-

*Display This Question:*

*If Q24 = Extremely dissatisfied*



Q25 Please explain why you are extremely dissatisfied with police services.

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*Display This Question:*

*If Q24 = Extremely satisfied*



Q26 Please explain why you are extremely satisfied with police services.

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Q27 The city operates under a "Volunteer Fire Department" model and specific taxes have been allocated to support fire and EMS activities. Based on what you know of our fire department how satisfied or dissatisfied are you with our fire/EMS department services in [\\${e://Field/Location}](#)?

- ☐ Extremely satisfied (5)
- ☐ Somewhat satisfied (4)
- ☐ Neither satisfied nor dissatisfied (3)
- ☐ Somewhat dissatisfied (2)
- ☐ Extremely dissatisfied (1)

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Page Break

Display This Question:

If Q27 = Extremely dissatisfied

Or Q27 = Extremely satisfied

Or Q27 = Somewhat satisfied

Or Q27 = Somewhat dissatisfied



Q77 Please explain your answer of \${Q27/ChoiceGroup/SelectedChoices}.

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End of Block: Module 4: Service

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Start of Block: Parks

Q28 The city created a Parks Masterplan. In an effort to better answer the following park related questions, you may find it interesting to review the plan before continuing but it is not required. Click on the link to access the masterplan:

[Parks Master Plan](#)

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Q29 What parks have you visited in the past 12 months?

- ☐ Rohmer Park (1)
- ☐ Lions Park (2)
- ☐ Victory Park (3)
- ☐ Wright Park (4)
- ☐ Van Leeuwen Park (5)
- ☐ Civic Center Park (6)
- ☐ Old Firehouse Park (7)



Q30 Research shows that parks and open space are an essential component for quality of life. How would you rate the quality or lack of quality throughout [\[e://Field/Location\]](#) parks?

- ☐ Far above average (5)
- ☐ Somewhat above average (4)
- ☐ Average (3)
- ☐ Somewhat below average (2)
- ☐ Far below average (1)

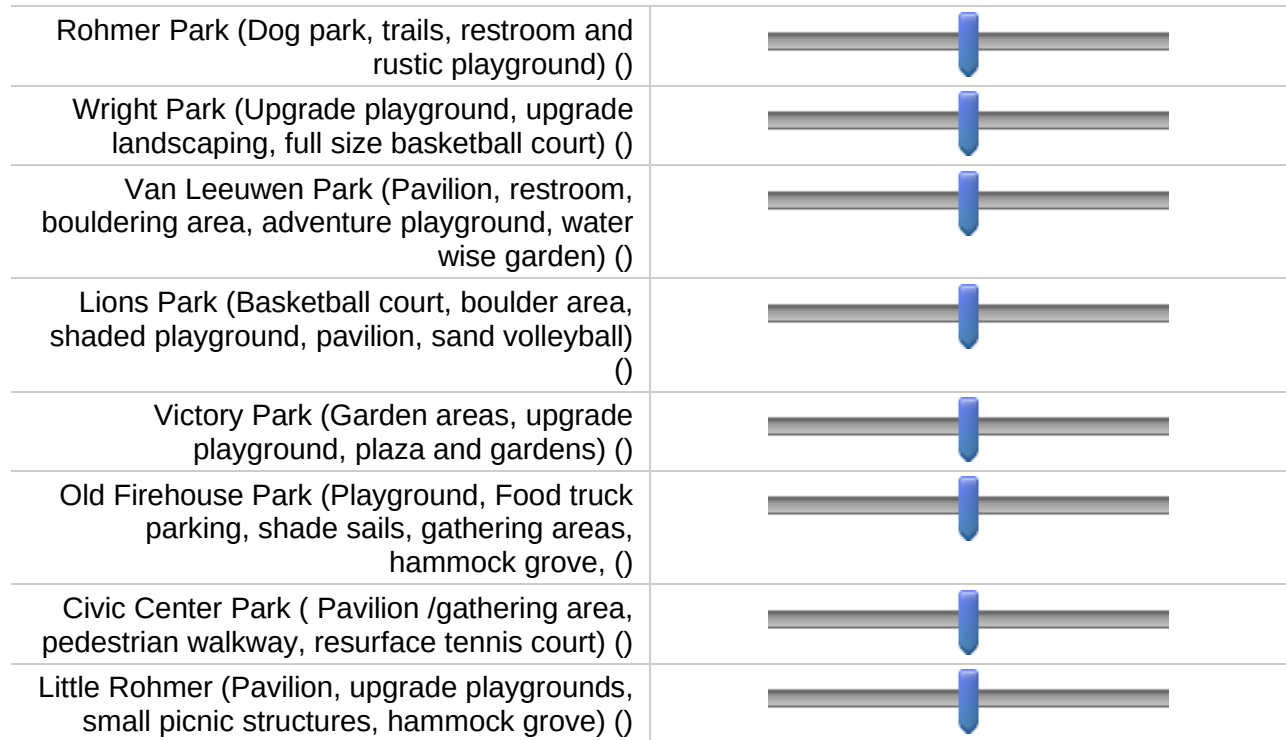
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Q31

Evaluating park improvements helps set priorities for future projects: please prioritize the parks and possible projects in order of importance to you and your family.

Low Priority   Medium Priority   High Priority

0 10 20 30 40 50 60 70 80 90 100



Q32 Would you agree or disagree to increase spending to improve the parks throughout the city?

- ☐ Strongly agree (5)
- ☐ Somewhat agree with more information (4)
- ☐ Neither agree nor disagree (3)
- ☐ Somewhat disagree (2)
- ☐ Strongly disagree (1)



Q33 Funding parks can be a challenge, especially when there are competing demands for essential general fund services. Do you agree or disagree with the idea of implementing a tax increase to fund park improvements?

- ☐ Strongly agree (5)
- ☐ Somewhat agree but need more information (4)
- ☐ Neither agree nor disagree (3)
- ☐ Somewhat disagree (2)
- ☐ Strongly disagree (1)

End of Block: Parks

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Start of Block: Future survey Request

Q34 Would you be willing to complete surveys from Washington Terrace in the future?

- ☐ Yes (23)
- ☐ No (24)

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*Display This Question:*

*If Q34 = Yes*

Q35 Please provide your email address below if you would like to participate in future resident experience engagements or if you would like to be contacted when the results of this study are released.

- ☐ First Name (2) \_\_\_\_\_
- ☐ Last Name (4) \_\_\_\_\_
- ☐ Email (1) \_\_\_\_\_

End of Block: Future survey Request

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Start of Block: Module 7: Open-Ended Feedback



Q36 What's one thing [\\${e://Field/Location}](#) can do to improve your experience as a resident?

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Q81 Please describe one or two areas of the city that you feel are going well.

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End of Block: Module 7: Open-Ended Feedback

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Start of Block: Closing Block

Q75 Timing  
First Click (1)  
Last Click (2)  
Page Submit (3)  
Click Count (4)

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Q74

Thank you for your feedback. Your response has been recorded.

We value your input and will use it to better our community. You will be automatically redirected to our website.

End of Block: Closing Block

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# City of Washington Terrace

## Minutes of a Regular City Council meeting

Held on September 3, 2024

City Hall, 5249 South 400 East, Washington Terrace City, Utah

### **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

Mayor Mark C. Allen  
Council Member Jill Christiansen  
Council Member Zunayid Z. Zishan  
Council Member Cheryl Parkinson  
Council Member Jeff West  
Council Member Michael Thomas  
General Planner/Building Tyler Seaman  
City Recorder Amy Rodriguez  
City Manager Tom Hanson  
Lt. Garth Cowley, Weber Sheriff Office

### **Others Present**

Amy Miller, Kirk Johnson, Jeremy Krause,

### **1. ROLL CALL**

6:00 P.M.

### **2. PLEDGE OF ALLEGIANCE**

### **3. WELCOME**

### **4. CONSENT ITEMS**

#### **4.1 APPROVAL OF AGENDA**

#### **4.2 APPROVAL OF AUGUST 20, 2024, COUNCIL MEETING MINUTES**

Items 4.1 and 4.2 were approved by general consent.

### **5. CITIZEN COMMENTS**

Amy Miller, Representing the United Methodist Church, brought in the September Newsletter. She stated that book club, pickleball, overeater anonymous and other events are open community wide. She stated that there will be a rummage sale that benefits the community.

### **6. RECURRING BUSINESS**

#### **6.1 MOTION/ORDINANCE 24-05: APPROVAL OF AMENDMENT TO CHAPTER 17.10 RELATING TO RESIDENTIAL IN-FILL DEVELOPMENT**

CC Meeting Minutes 09-03-24

Hanson stated that this ordinance has been re-worked several times. Hanson stated that the edits to this ordinance are based on the last work session held on the in-fill language.

Council Member Parkinson stated that she feels confident in the wording of the new ordinance. She stated that she appreciates the involvement of staff in the decision-making process regarding in-fill. She stated that she appreciates their recommendations of staff concerning density and moderate income housing.

Hanson thanked Council for their hard work and efforts in coming up with language that works for the ordinance.

**Motion by Council Member Thomas  
Seconded by Council Member West  
To approve Ordinance 24-05  
Approval of Amendment to Chapter 17.10 relating  
To Residential In-Fill Development  
Approved (5-0)  
Roll Call Vote**

**7. COUNCIL COMMUNICATION WITH STAFF**

Council Member Christiansen thanked the Planning Commission for their efforts listening to the residents concerning the Urban Chicken Ordinance. She stated that she looks forward to having a workable ordinance for our city in October.

Council Member Zishan stated that he heard from residents after the Planning Commission Meeting last week, and stated that residents told him that for the first time they felt like they were heard.

Council Member Zishan asked about the \$100.00 fee for permits for chickens. He asked if there are additional expenses for the licensing. Hanson stated that licensing and permit fees are balanced out with resources. Hanson stated that there is a cost associated with effort in managing and processing. Council Member Zishan stated that he feels that the \$100.00 seems steep, as it is not incurring any new costs. He asked if we should be comparable to other cities' fees. Hanson stated that everything can be done without a fee, but services may be lost or taxes raised to cover the costs. Council Member Zishan asked about the re-inspection fee of \$50.00 and asked if we can consider having a first re-inspection fee waived since it is a first time ordinance and process for many. Mayor Allen asked Council Member Zishan to check and see if the other cities have a yearly fee, as this is a one-time fee.

Council Member Parkinson stated that she has been contacted about concerns on parking on 5700 South because it narrows the road and asked if the cars could be staggered. She stated that a resident has a concern that the grass clippings in a lawn care business on the street are beginning to smell.

Council Member Parkinson had questions concerning the upcoming AMI meter read system.

One of the questions concerned the timing of the billing with the reading. She asked if it was possible to drop the increments from 1,000 increments to smaller increments.

Council Member Parkinson stated that there is graffiti at Wright Park on one of the slides. She stated that her granddaughter used the "non-emergency" reporting function on the website. She stated that it was a learning experience.

Council Member West stated that there are several vehicles and trailers parked on 5700 South and asked if there is a problem or are the vehicles allowed. Mayor Allen stated that staff is going to clean up the ordinance concerning the parking situation, as the code written has been unclear. Council Member West stated that residents can call Rocky Mountain Power if streetlights are not working. He stated that the phone number to report is on the light pole. Mayor Allen thanked Meibos and the Public Works Crew for their efforts to add more lighting on 5700 South.

Council Member Thomas stated that he has heard concerns that a lawncare business close to 5000 South and 150 East is parking too close to the crosswalk.

## **8. ADMINISTRATION REPORTS**

Hanson stated that the newsletter will feature the AMI system.

Council Member Parkinson stated that she appreciates the speed limit signs to remind people to slow down in the construction area which is located in a residential area. She stated that the detour and road block signs are very helpful.

Hanson stated that the 300 West Road project will be on 5000 South and 300 West soon and we are working on a safe route to school in that crossroad. The remaining road should be completed this Friday.

Hanson stated that there is a problem with drivers running stop signs.

## **9. UPCOMING EVENTS**

Sept. 4-5: ULCT Annual Conference Salt Lake City

Sept. 17<sup>th</sup>: Work Session (5:00 p.m.) and City Council Meeting 6:00 p.m.

Sept. 26<sup>th</sup> : Planning Commission Meeting (tentative)

## **10. ADJOURN THE MEETING**

Mayor Allen adjourned the meeting at 6:39 p.m.

**Motion by Council Member Parkinson  
Seconded by Council Member Christiansen  
To adjourn the meeting  
Approved unanimously (5-0)  
Time: 6:39 p.m.**

## **11. ADJOURN INTO REDEVELOPMENT AGENCY MEETING**

Council Adjourned into an RDA meeting immediately after the regular meeting.

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**Date Approved**

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**City Recorder**

# City Council Staff Report

**Author:** Amy Rodriguez

**Subject:** Policy and Procedures Manual

**Date:** September 17, 2024

**Type of Item:** Motion

**Summary Recommendations:** Council may review the proposed addition and changes to the manual and approve the policy to be added to the manual by resolution.

## **Description:**

### **A. Topic:**

Council approved the Policy and Procedures manual in its entirety in February 2019. As regulations change, or city practices change, sections of the manual may be brought back before Council for approval.

The following revisions are proposed to be made to the Policy and Procedures manual:

- **Appendix 16: HB 257 Utah Legislature Mandated Sex-Based Privacy Compliance Plan.** The City must comply with HB 257, which was passed by the Utah State Legislature in 2024. The plan states that individuals may only access sex designated changing rooms located in a government entity's facility that are open to the general public if the individuals sex corresponds with the designation of the privacy room. The plan states that employees must report any complaint that they receive concerning criminal conduct in public facilities "sex-designated privacy areas".

The legislation outlines requirements for any new public facility construction moving forward and requires that municipalities look at the feasibility of retrofitting existing public facilities.

The City must inform all employees of this plan and their responsibilities in order to be in compliance with state law. If the law is repealed, the appendix will be taken out of the employee manual.

- **XX Leaves of Absence.** Clarifying language added to the section regarding Leave Without Pay parameters, making it clear that LWOP will only be considered when all other leave has been exhausted. The language also clarifies that holiday benefits for eligible employees will be prorated and administered the same way that other benefits are prorated in proportion to the number of hours worked.

The one hour increment requirement for use of sick leave has been removed.

- **Appendix 8. Driving while Conducting City Business.** As part of reducing risk and accidents within the city, The Utah Local Government Trust suggested that a backing policy be added to our procedures. The Public Works and Fire Departments have had procedures already in place and employees should refer to their department operating practices for further safety instructions.
- **XV Salary Planning:** An error was made when the addition of included holidays for the Fire Department incentive holiday stipend was initially approved. The removal of the day after Thanksgiving, and the addition of New Years Day will correct the error in keeping with city practice.

**B. Fiscal Impact:** There are no known fiscal impacts associated with the changes to the manual, as most of the changes are technical clarifications. It is not known if there will be any fiscal impact to the city concerning HB 257 and the requirements mandated for future facility construction.

**C. Department Review:** Human Resource, City Manager,

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 24-14**

**POLICY AND PROCEDURES**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,  
UTAH, ADOPTING AMENDMENTS TO THE CITY POLICY AND  
PROCEDURES MANUAL**

**WHEREAS**, the City of Washington Terrace (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the State of Utah;

**WHEREAS**, it is the policy of the City to establish reasonable rules of conduct for employees and remain in compliance with safety, health and insurance laws applicable to the City;

**WHEREAS**, the City Council Adopted the Policy and Procedures Manual in open meeting held on February 5, 2019;

**WHEREAS**, the City Council would like to amend sections of the Manual;

**WHEREAS**, the City Council would like to establish Departmental Policies to be approved as written policies;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Rules of Procedure and Order.**

The changes to the Policy and Procedure Manual attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MARK C. ALLEN, Mayor  
Washington Terrace City

ATTEST:

\_\_\_\_\_  
Amy Rodriguez, City Recorder

Roll Call Vote  
Council Member Christiansen \_\_\_\_  
Council Member Parkinson \_\_\_\_  
Council Member Zishan \_\_\_\_  
Council Member West \_\_\_\_  
Council Member Thomas \_\_\_\_

## EXHIBIT A

### APPENDIX 16. HB 257 PRIVACY COMPLIANCE PLAN

## 16. UTAH LEGISLATURE MANDATED SEX-BASED PRIVACY SPACE COMPLIANCE PLAN

**Preface:** The sole purpose of this Utah Legislature Mandated Sex-Based Privacy Space Compliance Plan (“Plan”) is to comply with the unfunded state mandate placed upon municipalities as dictated by the Utah State Legislature in 2024 H.B. 257 codified under Title 63G, Chapter 31 of the Utah Code Annotated.

### **Applicable Codes:**

- A. Utah Code §63G-31-301. Students in public schools are prohibited from accessing sex designated privacy spaces such as sex-designated restrooms, locker rooms, shower rooms, and changing rooms that do not correspond with the student’s sex as defined by state law.
- B. Utah Code §63G-31-302. Individuals, generally, may only access sex designated changing rooms located in a government entity’s facility that are open to the general public if:
  - a. The individual’s sex corresponds with the sex designation of the changing room, or
  - b. The individual has legally amended their birth certificate and undergone a primary sex characteristic surgical procedure to correspond with the sex designation of the changing room.
- C. Utah Code §63G-31-304. The City must adopt this Plan to address compliance as a government entity.

### **City Privacy Compliance Plan:**

- A. City. The City hereby informs its employees to report any complaint they receive alleging that an individual has engaged in one or more of the following criminal offenses in a “sex designated privacy space” in the public “facility” as defined by Utah Code §63G-31-101, to the Weber County Sheriff (“Sheriff”) through either the emergency or non-emergency dispatch services:
  - a. Lewdness in Utah Code §76-9-702 and §76-9-702.5
  - b. Voyeurism in Utah Code §76-9-702.7.
  - c. Loitering in a privacy space under Utah Code §76-9-702.8.
  - d. Criminal trespass in a changing room under Utah Code §63G-31-302(3).
- B. Sheriff. If the Sheriff receives a complaint or allegation that an individual has:
  - a. Engaged in one of the criminal offenses listed above while in a government entity facility located in the City, or
  - b. Has otherwise violated applicable state law under Title 63G, Chapter 31 of the Utah Code in a government entity facility located in the City, an appropriate call priority will be assigned and the complaint will be handled in accordance with applicable Sheriff policies and procedures.

### **Facilities:**

- A. New Facilities. In accordance with Utah Code §63G-31-304, new City facilities constructed after May 1, 2024, will include at least one single-occupant facility, as

defined by Utah Code §63G-31-101.

- B. Existing Facilities. The City shall consider the feasibility of retrofitting or remodeling the facilities it owns or controls that include privacy spaces as defined in Utah Code §63G-31-101 to include features to increase individual privacy, such as floor-to-ceiling walls and doors or similar privacy protections, curtains or other similar methods of improving individual privacy within the privacy spaces.
- C. Unisex Facilities. The City shall ensure sufficient sex-designated privacy spaces through compliance with Utah Code §§15A-3-112 and 15A-3-304 regarding unisex facilities as defined by Utah Code §63G-31-101.

**Repealer:** In the event that the state law is repealed requiring this Plan, this Plan is automatically repealed by the City.

# EXHIBIT A

## SECTION XX. LEAVE OF ABSENCE

## SECTION XX: LEAVES OF ABSENCE

### 1. ABSENT WITHOUT LEAVE.

- A. Any unauthorized absence of an employee from duty shall be grounds for disciplinary action, up to and including termination, by the City Manager or designee.
- B. Any employee who is absent for three (3) or more consecutive workdays without authorized leave may be deemed to have voluntarily resigned their position and employment without notice. Where extenuating circumstances are found to have existed, however, the City Manager or designee, may cover such absence; by subsequent grant of leave with or without pay as the circumstances dictate.

### 2. ANNUAL VACATION LEAVE.

- A. Annual leave is intended to benefit the employee, and employees are encouraged to take annual leave in the year it is earned.
- B. Annual leave will accrue during an employee's probationary period, but may not be used during the first six (6) months of employment without the approval of the City Manager or designee. Employees who terminate within the twelve-month introductory period will **not** be compensated for accumulated annual leave.
- C. All full-time employees (40 hours) will accrue annual leave as follows:

| Years of Service | Hours Per Pay Period                      | Hours/Days          |
|------------------|-------------------------------------------|---------------------|
| 0 to 5 Years     | 3.5 Hours<br>(8.5 last pay period of yr.) | 96 Hours = 12 Days  |
| 6 to 10 Years    | 4.5 Hours<br>(7.5 last pay period of yr.) | 120 Hours = 15 Days |
| 11 to 15 Years   | 5.5 Hours<br>(6.5 last pay period of yr.) | 144 Hours = 18 Days |
| 16 to 20 Years   | 6.5 Hours<br>(5.5 last pay period of yr.) | 168 Hours = 21 Days |
| 21+ Years        | 7.5 Hours<br>(4.5 last pay period of yr.) | 192 Hours = 24 Days |

- D. All eligible part-time employees will accrue annual leave as at a rate determined in the above table in proportion to the number of hours worked. For example a 20-hour/week employee would receive half of what a 40-hour/week

employee would receive.

Annual leave may be earned to a maximum of 260 hours. Additional annual leave shall accrue over this amount. However, it must **not exceed** 260 hours on the pay period of the employee's annual anniversary date. Annual leave exceeding 260 hours on the employee's anniversary date will be lost with the only exceptions listed below. This is the maximum amount carried from year to year.

1. On **rare and extenuating** circumstances an employee may request an extension by completing an Extension form (available from Human Resources Department) and submit the form to the City Manager for approval prior to their anniversary date. The hours extended will not be eligible to be paid if the employee terminates during the extension time.
2. Vacation leave may be donated for sick leave, and in rare circumstances, may be donated for vacation leave if approved by the City Manager.
3. Vacation leave will not be advanced.

Annual leave will be scheduled to meet the operating requirements of the department and the City. Earliest request then seniority within the departments will apply in case of conflict of vacation schedules.

An authorized City holiday will not constitute a day of annual leave. When a holiday falls within the time period of an employee's annual leave, an employee will not be charged annual leave for that day.

Should a former full-time employee be rehired by the City within one (1) year of termination, the accrual rate of earning annual leave (vacation time) will be based on the accumulation of all periods of full-time employment with the City.

Persons hired on emergency, internships, seasonal, temporary or contract basis shall not accrue annual vacation leave.

### 3. HOLIDAY LEAVE.

The following days have been designated by the City to be paid holidays for eligible employees:

|                            |                        |
|----------------------------|------------------------|
| New Year's Day .....       | January 1st            |
| MLK Human Rights Day ..... | 3rd Monday of January  |
| Presidents' Day .....      | 3rd Monday of February |

|                                        |                                   |
|----------------------------------------|-----------------------------------|
| Memorial Day .....                     | Last Monday of May                |
| National Freedom day (Juneteenth)..... | 3 <sup>rd</sup> Monday in June    |
| Independence Day .....                 | July 4th                          |
| Pioneer Day.....                       | July 24th                         |
| Labor Day .....                        | 1st Monday of September           |
| Columbus Day .....                     | 2 <sup>nd</sup> Monday of October |
| Veterans' Day.....                     | November 11                       |
| Thanksgiving Day .....                 | 4th Thursday of November          |
| Day after Thanksgiving.....            | 4th Friday of November            |
| Christmas Day .....                    | December 25th                     |

When a holiday falls on a weekend, it will be observed either the preceding or following workday. An example would be if a holiday falls on a Saturday, it will be observed on the preceding Friday.

Holiday pay for full-time employees will be compensated 8 hours. Part-time eligible employees will be prorated. An employee on Leave without Pay status will not receive holiday pay. If hours are reported during the time period in which Leave without pay is used, holiday pay may be paid in proportion to the number of hours worked.

If an employee works on a holiday, they will receive one and a half (1.5) their regular pay for physical hours worked. This may not apply to pre-scheduled duty hours. For policies regarding overtime compensation, please refer to section XIV: CLASSIFICATIONS/COMPENSATION, Item 10."OVERTIME PAY".

#### 4. SICK LEAVE.

A. Purpose. Sick leave shall not be considered as a privilege, which an employee may use at their discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee or immediate family of the employee.

B. Use of sick leave. Sick leave may be used at any time with approval of the City Manager or designee for any of the following reasons:

(1) When the employee is unable to perform their regular duties or other temporary work to which they may be assigned due to an illness or emotional or mental stress.

~~(2)~~ Visits to hospitals, clinics, doctor's and dentists' offices for diagnosis or treatment of illness or injury or examination. The minimum time that may be taken by non-exempt employees is one (1) hour.

C. Eligibility. Sick leave shall be available to all permanent employees, including regular part time (20-39 hrs/week on a consistent basis) and

probationary employees. Seasonal, temporary, provisional, and emergency employees are not eligible for sick leave.

- D. Abuse of sick leave. Sick leave is a privilege and not a right of employment. Managers must use discretion in approving sick leave, while at the same time, insisting that sick persons stay off the job. Abuse of the sick leave privilege will be grounds for disciplinary action. Accumulated sick leave remains the property of the City. To abuse the sick leave privilege is comparable to theft. Employees consistently utilizing sick leave will become suspect of policy abuse. Employees who become suspect of sick leave abuse will be in jeopardy of receiving an unsatisfactory rating in performance due to loss of work time.
- E. Accrual. Each regular full-time employee will accrue sick leave at the rate of three and one half (3 ½ ) hours per pay period with eight and one half (8 ½ ) hours on the last pay period of the year. Holidays, which fall on a regular working day within a period when sick leave is being used, will not be charged as a day of sick leave.

Sick leave will accrue, and will be available immediately after the employee's hire date. Sick leave will not be advanced to employees. An employee may not share earned sick leave with another employee. However, any employee may contribute to the sick leave of another employee with annual vacation leave accruals. This leave shall be received at the lower hourly scale of the affected employees, (i.e. An employee who makes \$10/hr. may contribute to an employee who makes \$20/hr. at 2hr donated vacation for 1hr sick and/or an employee who makes \$20/hr may contribute to an employee who makes \$10/hr on a 1 hr. donated for 1 hoursick.).

- F. Use. Sick leave shall be charged against non-exempt employees in not less than one (1) hour increments. Advance sick leave is not allowed.
- G. Sick leave will not accrue during time spent on leave of absence without pay, or on annual leave immediately preceding either leave of absence without pay or termination.
- H. Sick leave - family illness: Employees may use their accumulated sick leave hours, up to twelve (12) weeks, for the serious illness of their spouse, child, or parents. They may also use up to forty (40) hours of accumulated sick leave during the fiscal year to care for a brother, sister, grandchild or grandparent who is seriously ill. The City may require a doctor's written statement that the care is necessary. The City Manager or designee may grant the use of additional sick leave hours for special circumstances.
- I. Unused sick leave/separation. Sick leave is a privilege and not a right of employment. Accumulated sick leave remains the property of the City and will **not** be paid out upon separation.

J. Payments.

- (1) In order to qualify for sick leave payments, an employee must notify the Department Manager, City Manager or designee, no later than one (1) hour before normal starting time on each day of absence unless the circumstances surrounding the absence make such notification impossible in which case, the employee must notify their Manager, City Manager or designee as soon as possible. The City Manager or designee should also be kept advised of the employee's progress and expected date of return to duty.
- (2) Upon approval any absence for illness beyond accrued sick leave will result in the employee being carried on annual leave status until all annual leave has expired, and then carried in a leave-without-pay status.

K. Certification of Illness. For sick leave in excess of three (3) consecutive working days, or if abuse of sick leave is indicated, the Department Manager, City Manager or designee, may require a certificate from the attending physician stating that such illness prevented the employee from working. Certificate of Illness should be given to the HR Dept.

L. Reporting Absences. An employee will be paid only when the employee (or a member of his immediate family if the employee is incapacitated) notifies the City Manager, or designee, after their scheduled reporting time. Continued reporting for more than a one-time absence will be accomplished as directed by the City Manager or designee. The City Manager or designee may request a doctor's release any time they question the reasonableness of an absence of one (1) day or more. This type of request should be the exception, not the rule.

M. Eligible employees will annually, on the first pay period of January, convert twenty-five percent of the unused sick leave accumulated from the previous twelve (12) month period into a 401K retirement plan administered by the Utah Retirement Systems or another qualified 401K retirement plan as may be authorized in an employee's employment contract. The employee may indicate in writing they do not want to have their sick time converted. The remaining seventy-five (75) percent of the unused sick leave accumulated during that period shall remain on the employee's total accumulated sick leave.

- (1) To be eligible for this benefit an employee must have utilized less than forty (40) hours or prorated of sick leave during the past twelve (12) month period.
- (2) In figuring the conversion provided by this benefit, any sick leave eligible for conversion shall have been accrued and not used during the past twelve (12) month period and not from the total.

- (3) Ineligible employees are those who resign with last day worked, retired or are terminated after the last day of the pay period of the calendar year.
- (4) Employees discharged from City services shall not be eligible for this benefit.
- (5) Policy Section XIX Section 4 Subsection will remain intact for those employees meeting service guidelines with regards to sick leave accumulation.

## 5. MATERNITY LEAVE.

- A. An employee who becomes pregnant, or whose legal spouse or partner becomes pregnant, or legally adopt may continue working, prior to the birth of the child, until such time as the employee can no longer satisfactorily perform the essential functions of their duties. The City Manager or designee may grant an employee annual vacation leave, sick leave, and/or leave without pay for this period of absence. Regulations governing annual vacation leave, sick leave, and leave without pay will apply.
- B. During a maternity leave period in excess of thirty (30) calendar days, an employee's annual vacation leave, and sick leave may be accrued with prior approval from the City Manager or designee. Without prior approval employee will not receive annual vacation leave and sick leave.
- C. The City may fill vacancies created by maternity leave with temporary or provisional appointments. At the expiration of the maternity leave, the employee shall return to the same position, where feasible, or to a similar position. Failure of the employee to return to work at the expiration of maternity leave shall be considered a voluntary resignation of their position and employment without notice.

## 6. INJURY LEAVE

Any employee injured on the job, however slightly, must report the fact immediately to the Department Manager, City Manager or designee. It shall be the duty of the Department Manager or designee, to obtain information regarding the accident or injury and to complete and submit such reports as are required. Unused sick leave or vacation leave may be granted in accordance with applicable rules and regulations. During injury leave periods, vacation leave, sick leave, or time toward yearly performance evaluation shall not accrue, unless the City Manager or designee grants an exception. However, injury leave for periods greater than six (6) months shall in no case be granted. Furthermore, eligibility for such leaves requires conformance with all worker's compensation regulations.

7. **EMERGENCY LEAVE.** The City Manager or designee may allow a permanent or probationary employee reasonable time off, not to exceed five (5) working days with pay, in case of an emergency. Time will be charged to the employee's sick leave, annual leave, or accrued compensatory time. The City Manager or designee shall have the authority to grant longer leaves in unusual circumstances in which an emergency exists.
  8. **MILITARY LEAVE.** A permanent employee shall be granted leave with compensation for the difference in salary for active duty, for service in the National Guard or in the Armed Forces reserves for the purpose of fulfilling annual field training. Paid military leave shall not exceed ten (10) working days in any one (1) calendar year. (Utah State Code 39-3-1 & - 2). Any compensation, including travel and expense allowance, received by the employee must be turned back to the City.
  9. **JURY LEAVE.** A permanent or probationary employee may be granted leave with full pay when performing jury duty or when required to serve as a witness in any City litigation in any municipal, county, state, or federal court, or before an administrative tribunal. Any compensation, including travel and expense allowance, received by the employee must be turned back to the City. Paid leave will not be granted when the employee is serving as his own witness in financial and related suits, which he has initiated. An employee who is paid a witness fee from the City Court will not be paid by the City for the time spent as a witness unless the employee surrenders the witness fee back to the City.
  10. **BEREAVEMENT LEAVE.** Bereavement leave is defined as leave with pay granted to regular full time and part time employees upon the death of an immediate family member (employee's legal or common law spouse, child, step-child, daughter or son-in-law parent, step-parent, grandchild, mother or father-in-law, sister or brother-in-law, grandparent, grandparent of a spouse, brother, sister, aunt or uncle, niece or nephew). The purpose of such leave is to allow employees a period of adjustment and sufficient time to travel if necessary or to put family affairs in order when work would interfere with such activities. The City Manager or Department Head, upon request, may grant an employee up to three (3) working days leave without it affecting their salary. Bereavement leave is not charged against sick, annual, or comp time leave. If additional time is needed, sick, annual leave or compensation time may be used. If leave is desired for a death other than an immediate family member mentioned above, the employee, at the discretion of the Department Head, may use annual leave or comp- time leave. When unusual circumstances exist, at the written request of the employee, the City Manager may approve additional bereavement leave for the employee. Any exceptions to this policy must be approved by the City Manager. (REVISED 11.20)
-

## 11 ADMINISTRATIVE LEAVE WITH PAY.

- A. While performing authorized duties. A Permanent or Probationary employee may be granted administrative leave with pay due to an emergency or traumatic job related event.
- B. Pending possible disciplinary action. A permanent or probationary employee may be granted administrative leave with pay pending the outcome of an investigation undertaken to determine if disciplinary action against the employee is warranted.

## 12. LEAVE WITHOUT PAY.

- A. The City Manager or designee may grant an employee leave without pay for a specified period of time, not to exceed one (1) year. At the expiration of the leave without pay, the employee shall return to the same position, where feasible, or to a similar position. Failure of the employee to return to work at the expiration of leave without pay shall be considered a voluntary resignation of their position and employment without notice.
- B. Leave without pay will only be granted once sick leave, annual leave, and compensatory leave has been exhausted.
- C. A leave without pay shall not constitute a break in service. However, during a leave without pay period an employee's annual vacation leave, sick leave, and time toward their performance evaluation, if applicable, shall not accrue.
- D. Leave without pay shall be granted:
  - (1) For education purposes when the employee's course of study will be of direct benefit to the City, their absence will not be a hardship for their department, and the employee agrees to return to work at the end of the leave without pay.
  - (2) To attend funerals not covered by the funeral leave policy.
  - (3) To attend to an ill or injured member of the employee's immediate family when the absence is not covered by sick leave.
- a. Employees are expected to apply for leave without pay in advance and in writing, ( unless incapacitated ), providing as much detail about the absence as possible so that the City Manager or designee may decide when the leave without pay is warranted. The information included shall include the reason for the request, the date of return and the reason for the request with documentation.
  - (1) The employee will not continue to accrue vacation or sick leave.

(2) If a holiday falls within the Leave without Pay time period and no hours are reported, holiday pay will not be provided.

If an employee is paid for hours during a week in which a holiday falls, and also uses leave without pay during this time period, the employee will be paid holiday hours in proportion to the number of hours worked.

(3) Health Insurance will be terminated and may be reinstated upon return if the employee's status is eligible for insurance. The employee may request to continue insurance and will be responsible for the full amount of the full premium.

b. An employee may request to continue receiving employer paid medical benefits :

(1) The employee has been employed by the City for a minimum of 5 years and is in good standing and

(2) Has applied for Long Term Disability through the City provided plan. Documentation will be required.

The City Manager may approve a maximum of ninety (90) days. If Long Term Disability is not approved the employee may be responsible for paying back the full health insurance premium.

c. If employee has filed a fraudulent claim the employee will be terminated immediately and will be responsible for paying back the full health insurance premium.

d. Extended long-term benefits may be provided on limited circumstances by The City Manager, subject to approval from the City Council, for an Employee that has been employed by the City for at least ten (10) years. Such extended long-term benefits are limited to full or partial medical and insurance benefits resulting from a life threatening major catastrophic medical condition where the employee has exhausted all accrued sick leave, vacation leave, and other leave options. This benefit may be extended to the family for COBRA use if the medical condition results in death of the employee. This benefit is limited in duration as determined by the City Manager based upon medical circumstances and subject to City Council approval.

13. DOCUMENTATION OF LEAVE. A copy of the official paperwork causing the absence must support the above absences. Such paperwork must be submitted to the City Manager or designee, or their designated representative, as soon as possible. In some cases where official paperwork is not available, the City Manager or designee, or their designate representative, may request that the employee supply additional information in writing to support the absence.

## EXHIBIT A

### APPENDIX 8. DRIVING WHILE CONDUCTING CITY BUSINESS

## 8. DRIVING WHILE CONDUCTING CITY BUSINESS

As a driver, your first responsibility is to pay attention to the road. When driving on Washington Terrace business or driving while conducting business on behalf of the company in any other capacity, the following applies:

### Cellphone Use

Cellular phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cellphones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). Also be aware that in many jurisdictions, using a cellphone while driving is prohibited or limited to calls facilitated by the use of a hands-free device.

Washington Terrace City strictly prohibits texting while driving.

### Obey the Law

Washington Terrace is not responsible for any moving traffic violations, tickets for parking violations or violation of any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Washington Terrace.

### Backing Policy

When two employees are present, one should oversee hazards while guiding the vehicle. For single drivers, a pre-backing check for obstacles is mandatory. Employees should refer to their Department Standard of Operation Procedures (SOP) for further safety instructions.

### Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, texting, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

# EXHIBIT A

## SECTION XV. SALARY PLANNING

## SECTION XV: SALARY PLANNING

D. Volunteer Fire Department. In accordance with State law that requires municipalities to provide public safety services (to include fire and EMS services), the City will maintain a Volunteer Fire Department. In an effort to provide these services at the highest level in the most cost effective manner, volunteers in this department will receive a stipend for each shift that is worked and will not be tied to an hourly rate. The stipend for the volunteer department will be reviewed annually, using benchmarks for similar positions in the area and fire communities (area districts). Any adjustments to compensation will consider recruitment and retention, along with economic conditions of the City. Adjustments will be made with consideration of US Department of Labor guidelines required for “volunteer” status.

To encourage volunteers to sign up for shifts that historically have had inadequate coverage, or have been hard to fill, an incentive stipend may be paid to volunteers for the following holidays: New Years Eve (December 31, New Year's Day (January 1)), Independence Day (July 4), Pioneer Day (July 24), Thanksgiving Day, and the Day After Thanksgiving, Christmas Eve (December 24), Christmas Day (December 25).

Volunteers in this department are protected under the rights of an employee for worker's compensation for injuries sustained while working in the scope of employment. The volunteers are covered under the liability insurance coverage for employees.