

PUBLIC NOTICE

Notice is hereby given that the Tooele City Council will meet in a Business Meeting on Wednesday, October 7, 2026 at 7:00 p.m. The meeting will be held in the Tooele City Hall Council Chambers, located at 90 North Main Street, Tooele, Utah. The complete public notice is posted on the Utah Public Notice Website www.utah.gov, the Tooele City Website www.tooelecity.gov, and at Tooele City Hall. To request a copy of the public notice or for additional inquiries please contact Shilo Baker, City Recorder at (435) 843-2111 or shilob@tooelecity.gov.

Tooele City public meetings may be recorded and transcribed for documentation and quality assurance purposes. By attending this meeting, you consent to being recorded. If you do not consent, we encourage you to join the City Council meeting electronically by visiting the Tooele City YouTube Channel, at <https://www.youtube.com/@tooelecity> or by going to YouTube.com and searching "Tooele City Channel". If you are attending electronically and would like to submit a written comment for the public comment period or for a public hearing item, please email cmpubliccomment@tooelecity.gov. If submission by email is not an option, written comments may be submitted to the City Recorder. Written comments must be submitted no later than the day prior to the meeting. Written comments will be addressed at the designated points in the meeting.

AGENDA

1. **Pledge of Allegiance**
2. **Roll Call**
3. **America250 Tribute – Tooele County Quilters**
4. **Domestic Violence Awareness Month Proclamation 2026**
Presented by Mayor Manzione
5. **Public Comment Period**
The Public Comment Period is an opportunity for residents to address the City Council. Comments will be limited to no more than three (3) minutes per person unless additional time is authorized by the Governing Body.
6. **Public Hearing and Motion on Resolution 2026-74** A Resolution of the Tooele City Council Approving Budget Amendments for Fiscal Year 2026-2027.
Presented by Shannon Wimmer, Finance Director
7. **Public Hearing and Motion on Ordinance 2026-26** An Ordinance of Tooele City Amending Tooele City Code Section 7-26-2(3)(a) Regarding Water Rights Conveyance Requirements and Depletion Rates for Interior Uses for New Development.
Presented by Paul Hansen, City Engineer
8. **Ordinance 2026-28** An Ordinance of Tooele City Amending the Tooele City Policies and Procedures Manual.
Presented by Kami Perkins, Human Resources Director
9. **Resolution 2026-75** A Resolution of the Tooele City Council Approving a \$500,000.00 Contingency Amount for the Agreement with COP Construction, LLC, for the Water Reclamation Facility Upgrades Construction Project.
Presented by Nathan Farrer, Public Works Director

10. **Resolution 2026-76** A Resolution of the Tooele City Council Approving Change Order No. 2 to the Agreement with Black Forest Paving, LLC, for the 2026 Roadway Maintenance Project, Schedule C, for Road Repairs Involving Waterline Patches

Presented by Nathan Farrer, Public Works Director

11. **Invoices & Purchase Orders**

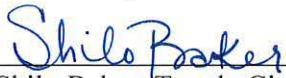
Presented by Shilo Baker, City Recorder

12. **Minutes**

~ September 16, 2026 City Council Work Meeting Minutes

~ September 16, 2026 City Council Business Meeting Minutes

13. **Adjourn**



Shilo Baker, Tooele City Recorder

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations should notify Shilo Baker, Tooele City Recorder, at (435) 843-2111 or shilob@tooelecity.gov, prior to the meeting.



Proclamation

DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, it is a basic human right to live a life free from violence and abuse; and

WHEREAS, domestic violence is a serious problem that occurs in all cultures and communities and does not discriminate by age, gender, social class, race, ethnicity, religious affiliation or sexual orientation; and

WHEREAS, both women and men in Utah experience intimate partner violence; and most families with intimate partner violence have children who are also impacted by the violence; and

WHEREAS, seniors are also victims of domestic and sexual violence and are part of the most under-reported group, and

WHEREAS, awareness and intentional collaboration are required to find solutions to abuse and intimate partner violence; and

WHEREAS, it is the role of local government to provide for the health, safety, and welfare of its citizens; and

NOW, THEREFORE, I, Maresa Manzione, Mayor of Tooele City, Utah, in partnership with South Valley Services - Pathways do hereby proclaim October as:

DOMESTIC VIOLENCE AWARENESS MONTH

IN THE CITY OF TOOEELE, we urge all residents to use October as Domestic Violence Awareness Month to learn how they can break the silence and end domestic violence in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Tooele, Utah this 7th day of October, 2026.

Maresa Manzione
Tooele City Mayor

TOOELE CITY CORPORATION

RESOLUTION 2026-74

A RESOLUTION OF THE TOOELE CITY COUNCIL APPROVING BUDGET AMENDMENTS FOR FISCAL YEAR 2026-2027.

WHEREAS, the City Council finds it necessary and prudent to re-open the 2026-2027 fiscal year budget to make amendments, pursuant to U.C.A. §§10-6-124-128, in order to more efficiently utilize funds to be received, said amendments being shown in the attached Exhibit A; and,

WHEREAS, the City Council convened a duly-noticed public hearing on October 7, 2026, pursuant to the requirements of U.C.A. §§10-6-113, -114:

NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE CITY COUNCIL that the budget amendments for fiscal year 2026-2027 as shown on Exhibit A, which is attached hereto and made a part hereof, are hereby approved.

This Resolution shall be effective immediately upon passage, without further publication, by authority of the Tooele City Charter.

Passed this ____ day of _____, 2026.

TOOELE CITY COUNCIL

(For)

(Against)

ABSTAINING:

MAYOR OF TOOELE CITY

(For)

(Against)

ATTEST:

Shilo Baker, City Recorder

S E A L

Fiscal Approval:

Shannon Wimmer, Director of Finance

Approved as to Form:

Matthew C. Johnson, City Attorney

Exhibit A

Budget Amendments

TOOELE CITY CORPORATION
BUDGET AMENDMENTS
FISCAL YEAR ENDING 06/30/2027

10/01/26
9:45 AM

ACCT NUMBER				ACCOUNT NAME	CURRENT	AMENDMENT	AMENDED	DESCRIPTION
CAPITAL PROJECTS								
1	41	3890	000	APPROPRIATION FROM FUND BALANCE	(295,145)	(14,430)	(309,575)	Welcome to Tooele City monument sign actual contract amount
	41	4620	731000	NON BUILDING IMPROVEMENTS	45,000	14,430	59,430	
CAPITAL PROJECTS								
2	41	4620	3890	APPROPRIATION FROM FUND BALANCE	(306,935)	(10,980)	(317,915)	Carryover of Smart Board project from FY26
	41	4620	744000	OFFICE FURNITURE & EQUIPMENT	19,000	10,980	29,980	
CAPITAL PROJECTS								
3	41	4620	3890	APPROPRIATION FROM FUND BALANCE	(317,915)	(86,570)	(404,485)	Adjustment for golf cart lease, cemetery backhoe lease and GPS system for golf carts carryover
	41	4620	741001	EQUIPMENT - LEASE PURCHASE	0	33,615	33,615	
	41	4620	741200	MACHINERY & EQUIPMENT - GOLF	70,000	31,095	101,095	
	41	4620	741001	EQUIPMENT - LEASE PURCHASE	33,615	21,860	55,475	
MUSEUM								
4	10	3890	000	APPROPRIATION - FUND BALANCE	(1,595,967)	(53,500)	(1,649,467)	Carryover of museum projects from RIO Tinto donations
	10	4564	610003	PROJECTS - PRIVATE DONATIONS (RIO)	0	53,500	53,500	
LIBRARY								
5	10	3340	107	STATE LIBRARY CLEF GRANT	0	(8,528)	(8,528)	Record receipt of CLEF grant funds
	10	4580	610000	MISCELLANEOUS EQUIPMENT	24,000	8,528	32,528	
STREETS								
6	10	3830	000	CONTRIBUTIONS - OTHER FUNDS	(30,000)	(22,225)	(52,225)	Road excavation bond forfeitures
	10	4411	482009	ASPHALT REPAIRS	60,000	22,225	82,225	
CAPITAL PROJECTS								
7	10	3890	000	APPROPRIATION FROM FUND BALANCE	(1,821,668)	(20,200)	(1,841,868)	Additional insurance proceeds used for range net repair
	10	4810	911041	TRANSFER - CAPITAL PROJECTS FUND (41)	2,275,000	20,200	2,295,200	
	41	3813	000	TRANSFER FROM GENERAL FUND (10)	(2,275,000)	(20,200)	(2,295,200)	
	41	4620	610000	MISCELLANEOUS EQUIPMENT	100,800	20,200	121,000	

STREETS

8	10	3830	000	CONTRIBUTIONS - OTHER FUNDS	(57,225)	(67,305)	(124,530)
	10	4411	482009	ASPHALT REPAIRS	87,225	67,305	154,530

Road excavation bond forfeitures

POLICE

9	10	3340	112	STATE LIQUOR LAW FUND	(59,000)	(9,851)	(68,851)
	10	4211	450000	LIQUOR LAW ENFORCEMENT EXPENSE	44,500	9,851	54,351

Carryover of liquor funds from FY26

ROAD C

10	78	3890	000	APPROPRIATION FROM FUND BALANCE	(1,522,719)	(1,100,000)	(2,622,719)
	78	4415	721000	BUILDING IMPROVEMENTS	0	1,100,000	1,100,000

Carryover of salt shed project from FY26

CAPITAL PROJECTS

11	41	3890	000	APPROPRIATION FROM FUND BALANCE	(404,485)	(37,400)	(441,885)
	41	4620	615001	PUBLIC WORKS BUILDING - BUS GARAGE		37,400	37,400

Carryover insurance proceeds received from damage to bus garage

WATER

12	51	3890	000	APPROPRIATION - RETAINED EARNINGS	(3,505,760)	(370,000)	(3,875,760)
	51	5120	731135	200 WEST WATERLINE	197,000	370,000	567,000

Change orders for Henwood and waterline project

REDEVELOPMENT AGENCY

13	75	3890	000	APPROPRIATION FUND BALANCE	(1,345,758)	(10,500)	(1,356,258)
	75	4621	483030	PETERSON INDUSTRIAL DEPOT	1,021,082	10,500	1,031,582

Snow Removal Contract for PID

CAPITAL PROJECTS

14	41	3890	000	APPROPRIATION FROM FUND BALANCE	(441,885)	(19,700)	(461,585)
	41	4620	733413	PARKS PROJECTS	163,325	19,700	183,025

Carryover door project for England Park doors

SEWER

15	52	3890	520	APPROPRIATION - RETAINED EARNINGS	(1,527,716)	(190,000)	(1,717,716)
	52	5200	721000	BUILDING IMPROVEMENTS	50,000	100,000	150,000
	52	5200	721000	BUILDING IMPROVEMENTS	150,000	90,000	240,000

3 Pumps, Surface Aerator for WWTP

SEWER

16	52	3890	520	APPROPRIATION - RETAINED EARNINGS	(1,717,716)	(480,000)	(2,197,716)
	52	5200	252000	OPERATION & MAINTENANCE	700,000	80,000	780,000
	52	5200	252000	OPERATION & MAINTENANCE	780,000	400,000	1,180,000

Screw press rebuild, additional sludge hauling

SEWER

17

52	3890	520	APPROPRIATION - RETAINED EARNINGS	(2,197,716)	(300,000)	(2,497,716)
52	5220	748000	AUTOS & TRUCKS	182,500	300,000	482,500

Dump truck

TOOELE CITY CORPORATION

ORDINANCE 2026-26

AN ORDINANCE OF TOOELE CITY AMENDING TOOELE CITY CODE SECTION 7-26-2(3)(a) REGARDING WATER RIGHTS CONVEYANCE REQUIREMENTS AND DEPLETION RATES FOR INTERIOR USES FOR NEW DEVELOPMENT.

WHEREAS, Utah Constitution, Article XI, Section 5 confers upon Utah's charter cities broad legislative authority relating to municipal affairs, local police, and sanitary regulations; and,

WHEREAS, Utah Code Section 10-8-84(1) authorizes municipal legislative bodies to enact ordinances necessary to preserve health, safety, and general welfare, and protect property; and,

WHEREAS, Utah Code Section 10-20-911(1) authorizes municipalities to impose exactions on development proposed in land use applications, including exactions for water interests, provided an essential link exists between a legitimate governmental interest and the exaction, and the exaction is roughly proportionate to the impact of the proposed development; and,

WHEREAS, Tooele City Code Chapter 7-26 codifies the City's water rights exaction policy ("Water Exaction"), requiring land use applicants to convey water rights sufficient to meet the future water demands created by proposed development; and,

WHEREAS, Tooele City Code Section 7-26-2 establishes the quantitative water rights requirements for development, including interior dwelling unit exactions and required depletion rates for conveyed water rights; and,

WHEREAS, Tooele City owns and operates a water reclamation facility capable of treating effluent water for beneficial reuse, including agricultural and landscape irrigation; and,

WHEREAS, the State Engineer of the Utah Division of Water Rights has evaluated and approved a regional reuse plan permitting the beneficial irrigation reuse of Tooele City's reclaimed effluent based upon a calculated 55% depletion rate; and,

WHEREAS, empirical engineering data and system evaluations demonstrate that an additional 5% depletion occurs within the City's reclamation facility due to operational evaporative losses and the off-site hauling and disposal of moisture-bearing biosolids removed from the hydrologic system; and,

WHEREAS, the combined sum of the State Engineer-approved irrigation reuse depletion rate (55%) and the operational facility losses (5%) establishes a scientifically justified, aggregate depletion requirement of 60% for municipal effluent; and,

WHEREAS, adjusting the required depletion rate for interior water rights exactions from 100% to 60% accurately reflects the actual net hydrologic consumption of the City's culinary water and wastewater reclamation system; and,

WHEREAS, taking the above points into consideration, the City Administration recommends amending Tooele City Code § 7-26-2(3)(a) as follows:

(3) ~~State Engineer Requirements~~ Diversion and Depletion Considerations.

(a) For interior use, due to the nature of Tooele City's water reclamation facility, the State Engineer requires that the quantity of water credited to a development applicant upon the applicant's conveyance of water rights shall be that portion of the water right which the State Engineer has approved for depletion, and that quantity shall not include any diversion amounts which the State Engineer requires to be returned to the hydrologic system. In other words, interior water rights must be approved by the State Engineer for ~~100~~60% depletion.

WHEREAS, on September 23, 2026, the Tooele City Planning Commission held a duly noticed public hearing, accepted public comment, and forwarded a positive recommendation to the City Council regarding these amendments to Tooele City Code § 7-26-2(3)(a) (see Planning Commission Minutes attached as Exhibit A), which constitutes a land use regulation under the Utah Municipal Land Use, Development, and Management Act (MLUDMA); and,

WHEREAS, on October 7, 2026, the City Council convened a duly noticed public hearing to accept public comment on the proposed amendments; and,

WHEREAS, the City Council has considered the potential impact that this Ordinance may have on family health, stability, and formation:

NOW, THEREFORE, BE IT ORDAINED BY TOOEELE CITY:

1. Tooele City Code § 7-26-2(3)(a) is hereby amended to read as follows:

(3) ~~State Engineer Requirements~~ Diversion and Depletion Considerations.

(a) For interior use, due to the nature of Tooele City's water reclamation facility, the State Engineer requires that the quantity of water credited to a development applicant upon the applicant's conveyance of water rights shall be that portion of the water right which the State Engineer has approved for depletion, and that quantity shall not include any diversion amounts which the State Engineer requires to be returned to the hydrologic system. In other words, interior water rights must be approved by the State Engineer for ~~100~~60% depletion.

2. Effective Date. City Council notes that this change is likely to immediately benefit land use applicants. This Ordinance shall be effective as of the date this issue was first discussed by the City Council in its public work meeting, that date being September 2, 2026.
3. Application. The revised depletion requirement established herein shall apply to all land use applications for which water rights are conveyed or otherwise provided to Tooele City under Chapter 7-26 on or after the effective date of this Ordinance.

This Ordinance shall become effective upon passage with the effective date stated above, without further publication, by authority of the Tooele City Charter.

IN WITNESS WHEREOF, this Ordinance is passed by the Tooele City Council this ____ day of _____, 2026.

TOOELE CITY COUNCIL

(For)

(Against)

ABSTAINING: _____

MAYOR OF TOOELE CITY

(Approved)

(Disapproved)

ATTEST:

Shilo Baker, City Recorder

S E A L

Approved as to Form:

Matthew C. Johnson, City Attorney

EXHIBIT A

Draft Planning Commission Meeting Minutes

**Tooele City Planning Commission
Business Meeting Minutes**

Date: September 24, 2026

Time: 7:00 p.m.

Place: Tooele City Hall, Council Chambers
90 North Main Street, Tooele, Utah

Planning Commissioners Present:

Melanie Hammer
Chris Sloan
Jon Proctor
Tyson Hamilton
Amanda Cordova
Weston Jensen
Kelley Anderson
Sarah Faircloth, Alternate

Absent:

Frank Linford, Alternate

Council Member Liaisons:

Jon Gossett
Ed Hansen

Staff Present:

Andrew Aagard, Community Development Director
Anna Anglin, City Planner
Matt Johnson, City Attorney
Paul Hansen, City Engineer
Braxton Rogers, IT

Minutes Prepared by Teresa Young

1. **Pledge of Allegiance**

Chairman Hamilton opened the meeting at 7:00 p.m. and led the pledge of allegiance.

Chairman Hamilton provided a quick announcement for applicants, the public, and everyone involved: "There has been a significant increase in fraudulent phishing requests using information from public notices related to Planning Commission meetings. Please be aware that Tooele City only collects fees at the time of application submittal and will never request additional payments via wire transfer. All official emails from Tooele City will end in @tooelecity.gov. If you receive a payment request from any other email after submitting your application, it is fraudulent. Do not send money, and please contact the Tooele City Community Development Department immediately to report it. Stay vigilant and protect your information and assets."

2. **Roll Call**

Commissioner Hammer, Present
Commissioner Sloan, Present
Commissioner Proctor, Present
Commissioner Cordova, Present
Commissioner Jensen, Present
Commissioner Anderson, Present

3. **Public Hearing and Decision on a Conditional Use Permit request submitted by Ashlee Isbell, Business Owner of Ash's Little Shop of Howlers, to authorize the use of a pet shop/ pet grooming service within the General Commercial (GC) zone. The subject property is located at 134 W 1180 N Suite 13.**

Ms. Anglin presented a request for approval of a Conditional Use Permit for approximately 0.5 acres located at 131 West 1180 North, Suite 13. The property is zoned General Commercial and designated Regional Commercial in the General Plan. The applicant is proposing to operate a pet shop and pet grooming business within an existing commercial tenant space. The business would include a small retail area for pet supplies and four grooming tables and one bathing tub. No live animals would be sold, and the applicant stated that animals would not be boarded overnight or provided daycare services.

Ms. Anglin explained that planning staff considered whether the temporary presence of multiple animals for grooming purposes would constitute a kennel, boarding, or daycare use. Based on the applicant's proposed procedures for drop-off, grooming, and pickup, planning staff determined that temporary animal holding associated with grooming services is distinct from those uses. Planning staff recommended that the CUP specifically limit the approved use to pet grooming and customary retail sales of pet supplies, with animals permitted to remain on the premises only for the time reasonably necessary to receive grooming services.

Planning Staff also identified potential impacts related to animal activity and incidental noise, odor and sanitation, water usage, and the potential expansion of the business into boarding, daycare, kennel, or other extended animal-holding activities. Recommended conditions would limit the scope of the CUP, require the premises to be maintained in a clean and sanitary condition with proper disposal of animal waste, require coordination with the City Engineer, Mr. Hansen, regarding anticipated water usage and any related utility requirements, and clarify that boarding, daycare, kennel, and extended animal-holding activities are not authorized.

Commissioner Sloan asked whether the required notice had been sent to the tenants within the building or to the property owners. Ms. Anglin clarified that notice had been sent to the property owners. Commissioner Sloan noted that some of the potential impacts identified in the staff report may be of greater concern to neighboring businesses operating within the building than to property owners who may reside elsewhere. Ms. Anglin indicated that the applicant would have an opportunity to address those concerns.

Chairman Hamilton opened the public hearing at 7:12 p.m. Seeing no members of the public coming forward. The public hearing was closed at 7:14 p.m.

Ashlee Isbell, applicant, addressed Commissioner Sloan's concerns regarding notification of neighboring tenants. Ms. Isbell explained that the property owner, Jill McIntyre, had discussed the

proposed business with all of the tenants in the building prior to the applicant signing an intent to lease or submitting the CUP application. Ms. Isbell stated that the tenants were made aware of the proposed use and that Ms. McIntyre had addressed any concerns they may have had. Ms. Isbell noted that Ms. McIntyre is local and has remained involved in the process.

Motion: Commissioner Sloan moved to approve the Conditional Use Permit Request by Ashlee Isbell, authorizing the use of a pet shop/ pet grooming business located at 131 West 1180 North, application number 2026075, based on the findings and subject to the condition listed in the Staff Report dated September 15, 2026. Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”; Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 7-0.

4. **Public Hearing and Decision on a Conditional Use Permit request submitted by SGA Design Group to authorize Accessory Outside Storage within the General Commercial (GC) zoning district for a Walmart Drone Delivery area. The subject property is located at 99 West 1280 North on an 18.09-acre lot.**

Ms. Anglin presented the conditional use permit request for approximately 18.09 acres located at 99 West 1280 North, the existing Walmart Supercenter. She explained that the property is zoned General Commercial and designated Regional Commercial on the General Plan. The applicant is requesting approval for an accessory outside storage use associated with a drone delivery operation within the existing Walmart parking lot. Ms. Anglin reviewed the proposed drone delivery area, parking impacts, potential visual, noise, fire, electrical, and safety considerations, and the conditions recommended by staff. She noted that the proposed facility would occupy approximately 32 existing parking stalls and that the site would remain above the required parking minimum, even when accounting for the anticipated seasonal merchandise area. Planning staff recommended approval of the conditional use permit subject to the five conditions outlined in the planning staff report.

Mr. Aagard then addressed the Commission and commended Ms. Anglin for the work and detail included in the staff report. He explained the scope of the Planning Commission’s authority when considering a conditional use permit, noting that the Commission may regulate matters associated with the site itself, such as aesthetics, safety, screening, lighting, pavement, and parking, but may not regulate activities occurring off-site or matters governed by other agencies. He used a hypothetical tow truck business as an example to illustrate the distinction. Regarding the proposed drone operation, Mr. Aagard explained that airspace, flight paths, pilot certification, and drone maintenance are regulated by the Federal Aviation Administration. He also noted that the City’s existing noise ordinance is enforced by the Police Department. Mr. Aagard advised that if the Commission determined additional information was necessary before making a decision, it could table the item, provided the motion clearly identified the information needed and established a date or task for returning the item.

Chairman Hamilton opened the public hearing at 7:29 p.m.

Tracy Grgich questioned whether the proposed drone delivery operation qualifies as accessory outside storage under the City’s zoning code. She stated that the fenced area would contain 18 drone launch stations, charging equipment, and a battery trailer, with drones actively launching, delivering merchandise, and returning to the site, and argued that the proposal is an active commercial delivery operation rather than storage. She also questioned whether the proposed use is customary, incidental,

and subordinate to Walmart's principal use. She expressed concern that the City has not previously reviewed this type of operation and that potential noise, operational, visual, fire, electrical, and neighboring property impacts had not been fully evaluated by the appropriate City departments. She requested that the application be continued until the land-use classification is determined and the necessary departmental reviews are completed. She further requested that the CUP be denied if the Planning Commission could not establish that the reasonably anticipated detrimental effects could be substantially mitigated through enforceable conditions. She also had previously emailed a comment to Planning Commission.

Stevie Jo Torres congratulated Wing and Walmart on their partnership and Wing's milestone of one million deliveries. She expressed concerns regarding the proposed drone delivery operation, including whether the location was the safest and most appropriate use of the parking area and whether the operation could affect surrounding property values. Ms. Torres questioned the City's determination that the use qualified as accessory outside storage, noting that the site would involve active commercial operations. She also raised concerns about potential fire, electrical, hazardous material, noise, visual, safety, and privacy impacts associated with the battery trailer, charging equipment, and drone operations. She questioned how these impacts would be monitored and addressed through enforceable CUP conditions and noted that, while the FAA regulates airspace, the City has authority over the land use and site. Ms. Torres stated that additional information was needed regarding the integration of commercial drones into the national airspace system and requested that the application be tabled. She also recommended that the City Council establish a specific land-use classification and development standards for drone launch, delivery, and landing facilities.

Nicholas Hanson, representing Bonneville Realty Management and managing three commercial properties directly adjacent to the proposed site in Tooele Landing, expressed concerns about the proposed drone delivery operation. He stated that the location of the landing pads could negatively affect leasing and property values due to potential noise and safety concerns. Mr. Hanson also raised concerns regarding the limited data available on drone operations near buildings and the potential risks associated with lithium battery fires and other unknown impacts. He suggested that the landing pads be moved toward the center of the Walmart parking lot, where they could be located farther from adjacent buildings while maintaining sufficient parking. Mr. Hanson stated that he was not opposed to new technology but believed additional consideration, information, and a process for adjacent property owners to provide feedback and guidance were needed because the proposal involved more than simply a landing pad.

Katrina Mick asked City leaders to pause and carefully consider any zoning ordinance that would allow Walmart to operate a drone delivery facility in the community. She stated that her concerns were not about opposing technology or convenience but about the potential effects of regular commercial drone activity on neighborhoods, including noise, privacy, safety, and the character of the community. Ms. Mick questioned how frequently the drones would operate, how late they would be permitted to fly, what safeguards would be in place, and who would be responsible in the event of a crash or other incident. She also expressed concern about the potential for misuse of drones and the impact of increased commercial activity on residents' peace and privacy. Ms. Mick asked the Council not to rush the decision and to take additional time to consider the long-term effects of the proposed use as the community continues to grow.

Seeing no other members of the public coming forward, Chairman Hamilton closed the 7:42 p.m.

Applicant representative, Zenobia Haines of Wing, addressed questions regarding the proposed drone delivery operation. She stated that FAA-approved operating hours are 7:00 a.m. to 10:00 p.m., with operations generally expected to mirror Walmart's hours. Existing Wing locations typically conduct approximately 50 to 100 flights per day. She reported that the drones produce approximately 43 decibels at a 150-foot cruising altitude and up to 62.6 decibels when hovering approximately 20 feet above a customer's property, with the delivery process taking less than 60 seconds. She explained that the maximum flight range is six miles from the launch site, or approximately 12 miles round trip, and that drones are restricted from flying over schools, government buildings, prisons, jails, and large bodies of water. Ms. Haines also explained that the proposed fencing would need to remain transparent or use mesh to allow the drones to properly navigate to their landing pads. She clarified that the kiosk/storage shed would only be used to store drones when they are not operating and would not contain mechanical or electrical equipment.

During Commission discussion, members questioned whether the proposed use was appropriately classified as accessory outside storage or whether a specific land-use classification and development standards should be established for drone facilities. Staff explained that the use was classified as accessory storage because the operation is ancillary to Walmart and involves storage of drones and equipment, and that staff is required to interpret the City Code in favor of an applicant when possible. The City Attorney, Mr. Johnson, stated that state law limits the City's ability to regulate drone flight but noted that the City may regulate the site and land-use impacts. Planning Staff and the Planning Commission also discussed whether lithium-ion batteries would constitute hazardous materials under the City Code.

Planning Commissioners expressed concerns about making a decision without sufficient information regarding potential Impacts, including the operation's proximity to residential and commercial properties, noise, safety, property rights, and nearby helicopter and AirMed operations. They also questioned whether the proposed location was appropriate given the area's helicopter traffic and whether conditions could adequately address unforeseen issues. The Planning Commission discussed obtaining additional information, including clarification from the City Attorney regarding state law, examples of regulations adopted by other communities, an aerial depiction of the six-mile flight radius, potential impacts to neighboring properties, and options for establishing a specific land-use classification or temporary/conditional use process. Planning Commissioners generally indicated that additional information was needed before making a final determination on the application.

Commissioner Anderson questioned why the proposed drone operation was being classified as outside storage and suggested the City consider creating a specific land use with appropriate restrictions or conditions. Staff explained that, because the commercial use table did not specifically address drone operations, the City interpreted the use as accessory storage because the drones and related equipment would be stored on-site and the use was ancillary to Walmart. Staff noted that the City is required to interpret its code in favor of an applicant when possible. Staff also discussed that an ordinance amendment or conditional-use approach could be considered in the future.

Planning Commissioners discussed whether the lithium-ion batteries associated with the drones would qualify as hazardous materials and whether state law governing unmanned aircraft limited the City's ability to regulate the use. City Attorney, Mr. Johnson explained that while the City has limited authority over drone flight operations, the Planning Commission could regulate the use based on impacts at the site.

Commissioner Jensen expressed concern that the Commission did not yet have enough information to determine appropriate conditions or understand the potential impacts of the use. He noted concerns regarding noise, surrounding properties, and the City's ability to address potential problems if they arose. He also questioned whether Walmart's existing outdoor storage area had an existing conditional use permit. Staff indicated that the area had been used for outdoor storage for many years but that staff could not readily locate a conditional use permit for it.

Commissioner Jensen made a motion to table the item for approximately 60 days to allow staff to research the applicable state law, potential impacts, and possible regulations or conditions. The motion was seconded. Commissioner Jensen subsequently withdrew the motion to allow further discussion regarding the specific concerns and information needed before the item could be reconsidered.

Following the withdrawal of the motion, Planning Commissioners discussed concerns regarding the proposed location, particularly its proximity to the AirMed and hospital helipads, military helicopter operations, and other aircraft using the area. Commissioners also expressed concern about potential impacts to surrounding businesses and property owners, including noise and the effect the operation could have on neighboring properties. Staff and Planning Commissioners discussed the possibility of having the City Council consider a new land-use classification, ordinance amendment, or other regulatory approach, including a temporary or conditional-use framework if authorized by code.

Planning Commission requested additional information regarding the applicable state and federal regulations, proximity to other air operations, potential impacts to neighboring properties and businesses, possible regulatory options and conditions, examples of how other communities regulate similar uses, and an aerial map showing the proposed six-mile radius. Commissioners generally indicated that additional information was needed before making a decision on the application.

Motion: Commissioner Sloan to table the drone CUP application until the first Planning Commission meeting in November, approximately 45 days, to allow staff and the Commission additional time to research and clarify applicable FAA and state laws regarding drones and the City's authority to regulate the use. The Commission also requested further consideration of whether a different land-use classification, temporary CUP, or other regulatory approach would be appropriate, as well as concerns regarding the proposed location, surrounding businesses, proximity to the AirMed and hospital helipads, and the six-mile radius. The Commission requested an aerial visual showing the six-mile radius and the proximity of the proposed use to surrounding properties and air operations. The motion was seconded by Commissioner Anderson. Staff confirmed that 45 days would be sufficient for the requested research, although additional time may be needed if an ordinance amendment is pursued. Staff also clarified that the existing application would still need to be addressed even if the City ultimately chose to pursue an ordinance amendment. Commissioner Anderson seconded the motion.

The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed to table this item 7-0.

Commissioner Hammer asked whether the item would include another public hearing at the first meeting in November. Chairman Hamilton explained that, under the bylaws, holding another public hearing would be at the Chair's discretion and indicated that he anticipated opening the public hearing again due to the significant public interest. Mr. Aagard clarified that additional public hearing notices would not be mailed, as the required notice had already been provided for the item.

5. **Decision on a Preliminary Subdivision Plan request by Perry Homes, Inc., for the Compass Point Village 5 subdivision proposed to be located at 3072 N 400 West consisting of 181 residential lots on 21.75 acres in the Compass Point RSD zoning district.**

Ms. Anglin corrected the proposed number of units to 168 and explained that Perry Homes is proposing a residential development consisting of 117 townhomes and 51 single-family lots. The General Plan identifies the property as medium-density residential, and the Compass Point RSD allows for a mixture of residential product types and densities within individual villages while maintaining an overall density of less than five units per acre. Planning Staff found the preliminary subdivision plan consistent with the RSD, the General Plan, and applicable City Code requirements.

Ms. Anglin clarified that the current application is only for the preliminary subdivision of the property. The townhouse portion will require a separate site plan design review before construction can begin. The development will have two connections to 3100 North and one connection to the properties to the north. The streets serving the single-family portion will be public and maintained by the City, while the private streets, common areas, and landscaping within the townhouse portion will be maintained by the homeowner's association.

Ms. Anglin explained that the preliminary subdivision plan establishes the townhouse lots and common areas but does not approve the final townhouse building designs or final subdivision plat. Staff from Planning, Engineering, Public Works, and the Fire Department completed their reviews and recommended approval, subject to completing required technical reviews, landscaping and irrigation plans, site plan design review for the townhouse portion, and documentation establishing the HOA and its maintenance responsibilities.

The applicant, Lynsi Neve of Perry Homes, thanked City staff for their work and confirmed for the record that the project will consist of 168 units, including 117 townhomes and 51 single-family homes. She also noted that the townhouse site plan would be submitted separately with additional details.

Motion: Commissioner Proctor moved to approve the Preliminary Subdivision Plan Request by Lynsi Neve, representing Perry Homes, Inc. to approve the Compass Point Village 5 Preliminary Subdivision Plan, application number 2025064, based on the findings and subject to the conditions listed in the Staff Report dated September 3, 2026. Commissioner Jensen seconded the motion. The vote was as follows: Commissioner Hammer, "Aye"; Commissioner Sloan, "Aye"; Commissioner Proctor, "Aye"; Commissioner Cordova, "Aye"; Commissioner Jensen, "Aye"; Commissioner Anderson, "Aye"; and Chairman Hamilton, "Aye". The motion passed 7-0.

6. **Public Hearing and recommendation on a proposed code amendment request by Tooele City to amend City Code Section 7-26-2(3)(a) regarding water rights conveyance requirements and depletion rates for interior uses for new development.**

Mr. Hansen provided an overview of the City's water-right conveyance and depletion requirements for new development. He explained the distinction between diversion, which is the amount of water legally withdrawn from a source, and depletion, which is the amount of water consumed and not returned to the system. He reviewed how water rights can be changed in terms of point of diversion, place of use, and timing, but the underlying water right cannot be enlarged.

Mr. Hansen explained that the City has required 100 percent depletion on water rights for interior residential use since 2006 in connection with its water reclamation and reuse system. At the time, the State Engineer recommended the requirement because the City was among the first communities in Utah to implement the reuse process and wanted to ensure sufficient water rights were available to fully utilize reclaimed water. He noted that the City's current code requires 0.25 acre-feet of water rights per dwelling unit for interior residential use.

Following additional study of the City's reclamation process and accumulated water rights, staff determined that the City now has sufficient water rights to account for evaporation from the reclamation facility's ponds, oxidation ditches, and clarifiers. The remaining losses within the reclamation process are estimated at approximately five percent, while 55 percent depletion is required for the irrigation use of the reclaimed water. Based on these findings, staff proposed reducing the required depletion from 100 percent to 60 percent, consisting of approximately 55 percent for end use and five percent for losses within the reclamation facility.

Mr. Hansen stated that the proposed change to Title 7, Chapter 26 would ensure the City requires only the amount of depletion necessary, while benefiting future development and maintaining compliance with state water-right requirements. He explained that the Planning Commission was being asked to provide a recommendation to the City Council, which would make the final determination and establish an effective date. He recommended that the change apply to developers or homeowners who have not yet conveyed water rights to the City at the time the amendment becomes effective.

Planning Commissioners thanked Mr. Hanson for the presentation and indicated that the explanation and supporting data addressed their questions. Commissioners expressed support for making the requirement more equitable now that the City has sufficient data and water rights to support the reduction.

Chairman Hamilton opened the public hearing at 8:28 p.m.

Stevie Joe Torres questioned whether reducing the required depletion from 100 percent to 60 percent would mean developers and homeowners would be required to convey less water to the City. He expressed concern that, based on his experience in the water-right industry and real estate, there has historically been more water represented on paper than is actually available in the ground. He asked whether safeguards should be considered to ensure the City continues to have an adequate water supply to support future development.

Seeing no other members of the public coming forward, Chairman Hamilton closed the public hearing.

Mr. Hansen addressed Ms. Torres' concerns and explained that the City recently modified its water-right exaction policy to allow for additional review to ensure that water rights conveyed to the City are demonstrated and reliable rather than solely paper rights. He stated that new developments are also required to complete water and sewer modeling through the City's third-party consultant to verify that projected demand can be met and that the City has the infrastructure capacity to deliver the water through its wells and storage tanks. Mr. Hansen noted that the City continually evaluates sustainable water yield and reliability but is limited by law in the amount of water it can require from developers. He emphasized that the City is working to ensure the water rights it receives are available, reliable, and sustainable. Following the discussion, the Commission returned the matter for further deliberation and consideration of a recommendation to the City Council.

Motion: Commissioner Proctor moved to make a positive recommendation for the text amendments presented by Paul Hanson, City Engineer, to the City Council for approval.

Commissioner Hammer seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”; Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 7-0.

7. **City Council Reports**

Councilman Gossett provided an update on recent City Council discussions and actions. He noted that the City Council recently approved a water study for the east side of Tooele to continue evaluating whether sufficient water resources will be available to support future development. He also addressed the recent Canyon Road item that had received a positive recommendation from the Planning Commission. Councilman Gossett explained that, after additional questions and information were presented to the City Council, the Council determined that a negative recommendation was appropriate at this time. He emphasized that the Council takes the Planning Commission’s recommendations seriously and that a different decision does not mean the Commission’s input was disregarded.

Councilman Gossett also reported that the City Council approved a fire plan to work with the Fire Department as the community grows and the City transitions toward additional staffing. He noted that the Council also continued discussions regarding bonds for improvements to the wastewater treatment plant. Councilman Gossett thanked the public for the large turnout and encouraged residents to attend future City Council and Planning Commission meetings, emphasizing that public input is welcomed.

8. **Review and Decision – August 26, 2026 Planning Commission meeting minutes.**

There were no corrections to the minutes.

Motion: Commissioner Hammer moved to approve the August 26, 2026 Planning Commission Meeting Minutes. Commissioner Anderson seconded the motion. The vote was as follows: Commissioner Hammer, “Aye”; Commissioner Sloan, “Aye”; Commissioner Proctor, “Aye”; Commissioner Cordova, “Aye”; Commissioner Jensen, “Aye”; Commissioner Anderson, “Aye”; and Chairman Hamilton, “Aye”. The motion passed 7-0.

9. **Planning Commission Training – Subdivision and Site Plan Review and Approval Processes**

Chairman Hamilton proposed moving agenda items nine and ten and entertained a motion to adjourn.

Mr. Aagard then discussed whether to proceed with the training that evening or postpone it until the next meeting. He explained that the training would take approximately one hour and recommended holding it at the next meeting to allow additional Planning Commissioners to attend. The majority of the Commission agreed to postpone the training until the next meeting.

10. **Adjourn**

Chairman Hamilton adjourned the meeting at 8:36 p.m.

Note: The content of the minutes is not intended, nor submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this _____ day of October, 2026

Tyson Hamilton, Tooele City Planning Commission Chair

DRAFT

TOOELE CITY CORPORATION

ORDINANCE 2026-28

AN ORDINANCE OF TOOELE CITY AMENDING THE TOOELE CITY POLICIES AND PROCEDURES MANUAL.

WHEREAS, Section 40 of the Tooele City Policies and Procedures manual (the “Manual”) provides that the Manual “may be amended by the two-thirds vote of the Policies and Procedures Recommendation Committee and the subsequent approval of the Mayor and City Council” by ordinance of the City Council; and,

WHEREAS, the Policies and Procedures Recommendation Committee has studied, prepared, solicited employee comment regarding, and voted to recommend amendments to the Manual, namely:

- **Note (Administrative – Not Included in Ordinance): Tooele City Mission, Values, & Motto** (Exhibit A)
 - Introduces a new motto to align with Mayor Manzione’s administration.
 - Changes wording on values from Manages Finances Responsibly to Manages Resources Responsibly.
- **Section 9: Compensation** (Exhibit B)
 - Updates definitions.
 - Updates policy to reflect provisions of the One Big Beautiful Bill (OBBB), including “no tax on overtime,” and clarifies the distinction between FLSA qualifying/required overtime and City premium pay policies (formerly “guaranteed overtime”).
 - Increases the Tenured Service Performance Bonus from \$500 to \$1,000 for employees who have reached the maximum step of their position’s salary grade with this provision of the policy change being implemented retroactive to June 21, 2026.
 - Adds Mayoral discretion to approve higher salary steps upon promotion in certain circumstances, including addressing pay compression for supervisor promotion.
 - Revises policy regarding compensation calculation for demotions.
 - Updates comp-time policy for contingent employees to require payout upon seasonal layoff or the final pay check of the calendar year, whichever occurs first. Clarifies that unused comp-time will be paid out accordingly due to the OBBB-related complexities.
 - Adds a section for Special Duty Assignment Pay, addressing circumstances such as Saturday funerals, snow plow safety, reimbursement by outside agency.
 - Formalizes policy regarding court appearance hours for police officers, aligning with historical practice.
 - Adds a School Resource Officer Bonus provision, aligning with historical

separate approvals.

- Adds policy regarding tips and gratuities for golf course cook/concession employees, consistent with the OBBB “no-tax on qualifying tips” provisions.
 - Editorial clean-up of FLSA-exempt salary provisions for leave and partial day reductions, FLSA Safe Harbor provisions, and various forms of leave.
 - Adds clarification regarding leap year impact on annual salary calculations.
 - Adds authorization for police and firefighter uniform and phone allowance programs.
 - Clarifies the City’s administration of retroactive adjustments and corrections to ensure compliance with applicable law, including corrections identified after the close of a budget year.
 - Adds policy addressing payment of wages and leave balances due upon death of an employee.
 - Editorial revisions.
- **Section 12: Computer Systems, Internet, and Electronic Mail (E-mail).**
(Exhibit C)
 - Retitled Information Technology
 - Editorial changes and updates to align better with modern technology.
 - Adds section on cloud-based systems, artificial intelligence (AI) and employee-owned devices (BYOD).
 - Removes detailed password requirements and grants authority to the IT Department to establish password requirements and change the requirements to meet changing security needs more fluidly.
 - Removes detailed information on City websites and social media referencing back to policies and guidelines established by administration.
 - Expands on records retention and GRAMA requirements.
- **Section 23: Holidays**
(Exhibit D)
 - Changes Juneteenth to be observed on June 19 and to follow established policy if June 19 falls on the weekend.
- **Section 28: Military Leave**
(Exhibit E)
 - Changes measurement period for short-term military leave benefits from a rolling-calendar year to a calendar year.
 - Editorial changes and updates to comply USERA, URS-required employee contributions to some Tier 2 plans, and benefit provisions.
- **Section 29: Benefits**
(Exhibit F)
 - Updates benefit eligibility grids to include the new Roth 401(k), 457 Plan, and Roth 457 Plan options offered by the Utah Retirement System.

- Notifies employees of the planned merger of the John Hancock/Manulife Tooele City Employees' 401k Plan to the Utah Retirement System, pending proper filings and notices.
 - Clarifies that City/employer contributions will be made as pre-tax traditional 401(k) contributions regardless of employee deferral elections, as these are not subject to FICA taxes.
 - Discontinues Contingent status employees' eligibility to participate in a retirement savings plan.
 - Adds auto enrollment and auto escalation provisions for employees hired after October 11, 2026.
- **Section 31: Gifts, Prizes, Awards, Wellness/Recreation Cards & Discounts.**
(Exhibit G)
 - Clarifies that City funds may be used to send flowers upon the death of an employee's parent.
 - Increase allowed amount for retirement gift from \$20/ per year of service to \$30/per year of service.
 - Allow inclusion of a "shadow box" as part of a firefighter retirement gift, consistent with current police practice.
- **Section 32: Education Reimbursement Benefit Program.**
(Exhibit H)
 - Increase the annual reimbursement benefit from \$1,000 to \$2,000.
 - Changes tax provisions to be tax-free pursuant to the permanent tax-free status for employer-provided student loan repayments under the "One Big Beautiful Bill" (OB BB).
 - Editorial revisions.
- **Section 34: Travel.**
(Exhibit I)
 - Adds policy for overnight travel accommodations for trainings located 40 miles or more from the employee's regular work location, considering business necessity, safety, and evening work requirements. (This is the SLC v. Ogden v. Provo questions that have come up and it's really not black and white answer).
 - Clarifies that the Council Chair approves council overnight travel for city council members.
 - Changes policy for overnight travel to remove the 50% mileage share for personal vehicle use by choice.
 - Adds guidelines for selecting reasonable and necessary lodging.
 - Adds provision for alternative travel arrangements if an employee declines City-arranged or authorized lodging or transportation.
 - Clarifies when mileage allowance may be approved and introduces a personal commute offset calculation.
 - Updates guidance regarding meals for same-day travel.
 - Modernizes terminology related to airfare class and transportation

- charges.
- Removes outdated provisions related to telephone charges.
- Editorial revisions.

WHEREAS, the Mayor has approved the amendments recommended by the Policies and Procedures Recommendation Committee; and,

WHEREAS, the Administration distributed the proposed policy amendments via electronic e-mail to all City employees, received oral and written comments to the proposed amendments, and incorporated as many comments as deemed possible and appropriate for the City's business needs; and,

WHEREAS, the Administration and Council find that the amendments are in the best interest of Tooele City Corporation and its employees; and,

WHEREAS, subsequent to the adoption of the above-listed amendments, Kami Perkins, Tooele City Human Resources Director, will make reasonable efforts to inform all employees of the amended provisions, and the new policies will be placed on the City website for employee and public access:

NOW, THEREFORE, BE IT ORDAINED BY THE TOOEELE CITY COUNCIL that:

1. the Tooele City Policies and Procedures Manual is hereby amended as set forth in Exhibits A through I;
2. the effective date of the revisions shall be September 30, 2026; and,
3. previous versions of the amended provisions of the Tooele City Policy and Procedures Manual shall be repealed and superseded upon the amendments in this Ordinance taking effect.

This Ordinance is necessary for the immediate preservation of the peace, health, safety, or welfare of Tooele City and shall become effective upon passage or otherwise, as indicated above, without further publication, by authority of the Tooele City Charter.

IN WITNESS WHEREOF, this Ordinance is passed by the Tooele City Council this ____ day of _____, 2026.

TOOELE CITY COUNCIL

(For)

(Against)

ABSTAINING: _____

MAYOR OF TOOELE CITY

(Approved)

(Disapproved)

ATTEST:

Shilo Baker, City Recorder

S E A L

Approved as to Form: _____
Matthew Johnson, Tooele City Attorney

Exhibit A

MISSION, VALUES, VISION, & MOTTO

Revised ~~December~~ September 2026

Mission – Why do we exist?

We provide required and essential services to maintain a safe, clean, and healthy City. We also strive to provide enriching amenities and services that enhance the quality of life for our residents in a fiscally responsible manner.

Vision – What do we desire to be?

In partnership with our community, Tooele City's vision is to keep true to our traditions while progressing forward. We strive to be a community that is a desirable place to live, learn, work, and engage.

Values – Our values make us an “E.P.I.C T.E.A.M”

What are our principles that shape our culture and support our Mission and Vision?

Ethics & Integrity. We serve the public interest with ethical awareness and ethical actions. While doing the work of the City, ethics and integrity should be at the forefront.

Professional & Respectful Service. We strive to be an example of professionalism, valuing those we serve and treating all with respect.

Innovation. We embrace technological advancement, demonstrate creativity, encourage new ideas, and solve challenges in ways that create value.

Communication. We strive to communicate effectively with others. We strive to keep the business of the City open and transparent.



Teamwork. We approach opportunities and challenges as a team and find ways to help each other succeed, which contributes to a positive and productive workplace.

Excellence. We believe excellence is achieved through thoughtful planning and careful decision making.

Accountability. We believe a healthy system of accountability promotes responsibility, improvement, good stewardship of public resources, and enables a degree of feedback between the City and the public that we serve.

Manage ~~Finances~~ Resources Responsibly. We are trusted stewards of taxpayer resources, including money and property. We allocate and use them responsibly and ~~for the purpose of fulfilling to fulfill~~ the mission of the City.

Motto – TooeleServes!



TooeleServes reflects Tooele City's commitment to putting our values into action. We believe small acts create big impacts, and by working in partnership with our citizens, we strengthen our shared mission, vision, and values to build a hometown we are all proud to call home—because every action counts.

Exhibit B

COMPENSATION

Revised September 2026

SECTION: 9

A. PURPOSE

This Section establishes and communicates Tooele City's compensation program, promotes consistent administration of common compensation matters, and supports compliance with the Fair Labor Standards Act and applicable federal and state laws. Tooele City reserves the right to administer compensation matters not expressly covered by this Section in a manner consistent with applicable law and the City's operational needs.

B. DEFINITIONS

1. **De Minimis Work Time** - Work time up to seven (7) minutes may be disregarded for pay purposes, but longer periods in a single instance or in total throughout the work day, must be recorded on the time report.
2. **Flex/Flex-time** – A scheduling practice in which an employee's work schedule is adjusted within the standard workweek (or, for police officers, the standard 14-day pay period) to offset additional hours worked on another day and avoid the accrual of comp-time or payment of FLSA-required Overtime.
3. **FLSA Non-Exempt / FLSA Exempt / Not Covered** – An employee's classification under the Fair Labor Standards Act as non-exempt, exempt, or not covered by the applicable FLSA provisions. FLSA Non-exempt employees are subject to the record keeping and overtime provisions of the FLSA. FLSA Exempt employees are salaried and not subject to the overtime provisions of the FLSA. Not Covered means the job is not covered under the provisions of the FLSA.
4. **Green-Circled** – Employee rate of pay is temporarily below their job's salary grade minimum making them eligible for larger or more frequent pay increases, as approved by the department head and the Mayor, until rate of pay reaches the minimum.
5. **Hours Worked** - Time an employee is required, permitted, or suffered to work that is compensable under the FLSA. Hours worked are distinguished from paid leave, holiday pay, administrative pay, and other paid hours that do not constitute hours worked under the FLSA.
6. **Job Description** - A job description outlines the main duties, responsibilities, and qualifications needed. It describes the typical duties and responsibilities. It is not a complete list and other duties may be assigned. It may be changed at any time.
7. **Reclassification** – A change to a job's salary grade on the salary schedule.
8. **Red-Circled** - Employee rate of pay is temporarily above their job's salary grade maximum, making them ineligible for pay increases until the salary grade maximum equals or exceeds the employee's rate of pay.

COMPENSATION

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9. Regular Rate of Pay for FLSA Overtime - The rate used to calculate FLSA-required Overtime. The regular rate generally includes all remuneration for work performed, including the employee's regular wages and applicable nondiscretionary payments, bonuses, and on-call pay, unless specifically excluded by the FLSA. The Regular Rate of Pay may be higher than the hourly rate when these other forms of pay are included.
10. Salary Review Date - Scheduled date to review an employee's pay.
11. Standby Status (Unrestricted Alert or "Waiting to be Engaged") – A status in which an employee is notified that a call-out may occur (such as a winter snow storm, potential emergency, or special community event), but is otherwise free to use their time effectively for their own purposes subject to reasonable requirements to for remaining reachable and responding when called.
12. Transfer - A move from one job to another. Transfers may be lateral transfers, demotions, or promotions. Transfers may be voluntary or involuntary.
13. Underfill - Employee assignment to a lower salary grade because they do not yet meet the minimum qualifications for the job. The employee works to gain the required training and/or experience to become fully qualified and move to the job's salary grade.

C. COMPENSATION OBJECTIVE & JOB CLASSIFICATION

1. Tooele City's goal is to maintain a compensation program that balances the City's ability to attract and retain qualified employees with the City's fiscal goals.
2. A salary schedule, approved with the fiscal budget, specifies the minimum and maximum pay for each salary grade, broken into incremental steps. Generally, jobs are assigned a salary grade as follows:
 - a. **Grades 1 - 12.** Jobs within these grades are generally filled from the local market and the primary compensation objective is to maintain internal equity.
 - b. **Grades 13 - 18.** Jobs within these grades generally represent middle management, specialized craft or skilled occupations, senior level licensed and/or certified occupations, and professional occupations that often require a college degree, a formal two-to-four-year certification, or extensive vocational training. While internal equity is the primary goal for these grades, the City recognizes that circumstances may necessitate deviation from internal equity. With Mayoral approval, a salary grade can be assigned based on the market conditions to address specific issues such as recruitment difficulty or high turnover.
 - c. **Grades 19 - 25.** Jobs within these grades generally represent upper management, appointed staff, experienced professionals, or highly specialized and skilled jobs. Tooele City recognizes the prevailing market

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often impacts the ability to hire and retain employees in these jobs so it is generally the primary consideration when assigning a salary grade. Internal equity is generally a secondary consideration. The City reserves the right to adjust salary grades based on budget limitations. Market comparisons for these jobs are generally completed every two years but may be done more frequently or less frequently as deemed appropriate.

- d. **Grades 50 - 60.** Jobs within these grades represent the salary schedule for sworn law enforcement officers.
 - e. **Not on Scale.** Jobs designated as “Not on Scale” generally have highly unique circumstances or market factors making it unreasonable to place them on the standard salary schedule due to competitive market pressures.
 - f. **Grade Assignment for Contingent Jobs.** Contingent employees (temporary, seasonal, and on-call) are generally not assigned a salary grade. Pay plans for such jobs are established to meet the unique recruitment and retention needs and are generally reviewed each fiscal year.
3. Final salary grade assignment is recommended by the department head and the director of human resources. The Mayor makes the final approval.

D. APPOINTED EMPLOYEES' COMPENSATION

Appointed employees' compensation is generally consistent with the pay plans for regular status employees, with pay ranges established following the notice and public hearing requirements of Utah Code and City Council adoption. The Mayor, with approval of the City Council, reserves the right to deviate from established standards or to make adjustments at any time except, any change to a salary range after the required public hearing has concluded would necessitate a new public hearing and adoption.

E. ELECTED OFFICIALS' COMPENSATION & ALLOWANCES

- 1. The Mayor's salary is established by ordinance of the City Council. In addition, the Mayor may receive a vehicle and phone allowance, the amounts of which are established by the City Council. The vehicle allowance is provided to cover all costs of maintaining a safe and reliable vehicle for City use. This includes all aspects of vehicle ownership, such as registration, a personal automobile insurance policy that meets or exceeds the City's minimum coverage requirements, and all operating costs. This allowance also covers the cost of vehicle rentals for all in-state City business.
- 2. City Council members' salaries are established by ordinance of the City Council. In addition, City Council members may receive a phone allowance in an amount established by the City Council.

F. STEP ASSIGNMENT UPON HIRE

- 1. Newly hired regular status employees are assigned to step zero of their job's salary grade.

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2. With consideration to internal equity, the Mayor may approve a higher starting step under these specific circumstances:
 - a. **Difficulty Recruiting.** If a qualified applicant cannot be recruited at the initial pay step, a higher starting step may be approved.
 - b. **Exceptional Qualifications.** If the applicant possesses highly exceptional and unique qualifications that are measurable and provide a significant benefit to the City, such as reducing the need for standard training or providing the immediate ability to address critical, high need-level work.
 - c. **Legal Compliance.** If the job is classified as FLSA exempt and placement at step zero does not meet the required minimum salary under FLSA.

G. STEP INCREASES

When approved in the fiscal budget, regular status employees may be eligible to receive a step increase in pay up to the maximum step for their job's salary grade. The following are the most common forms of step increases:

1. **Completion of Orientation Period -** Employees completing the required orientation period receive a step increase in pay and their salary review date is reset to one year.
2. **Merit Increase –** On their salary review date, an employee receiving at least a score of 3.0 on their most recent performance evaluation, may receive a one-step increase in pay. The salary review date is reset to one year. A merit increase may be delayed for up to six months if an employee receives a 1 or 2 on any performance factor and accompanied by a corrective action plan or other written notification. The next salary review date remains based on the original salary review date.

H. TENURED SERVICE PERFORMANCE BONUS (TSPB)

When approved in the fiscal budget, a Tenured Service Performance Bonus (TSPB) of \$1,000 may be given to an employee who has reached the maximum step of their job's salary grade, is not red-circled, and has received a minimum of 3.0 on their most recent performance review. TSPB payment is included in the Regular Rate of Pay when calculating FLSA Overtime for the period of time the bonus covered, generally the prior one-year review period. *(The TSPB Amount was approved retroactive to June 21, 2026)*

I. COST OF LIVING

When approved in the fiscal budget, the salary schedule is adjusted to reflect cost of living adjustment (COLA). Salary review dates are not reset.

J. LATERAL TRANSFER

A lateral transfer is a move from one job to another at the same salary grade. No change in pay is granted for lateral transfers and the salary review date is not reset.

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K. PROMOTION

1. A promotion is a move from one job to another job at a higher salary grade. Promotions generally occur by selection or by advancement through a career ladder (i.e. Operator I, II, and III). Career ladder promotions are not guaranteed to any employee. The supervisor has the discretion to determine if an employee meets the minimum qualifications, possesses the required knowledge, skills, and abilities for the higher-level job, and whether the employee will be assigned the duties associated with the promotion.
2. Upon promotion, an employee's pay is adjusted by a 5% increase to their current pay. The employee is then placed at the closest salary step for the new job's salary grade that is equal to or higher than this calculated amount. This may result in a pay increase greater than 5% due to rounding and/or the structure of the salary schedule. The salary review date is reset to one year. Promoted employees are generally not placed at Step zero, as this step is reserved for new hires completing their orientation period. Exceptions are for an employee promoted while still completing their orientation period, or for an internal promotion to a police officer, in which case the employee may be placed at step zero and complete any required orientation period (including police officer FTO completion). The original salary review date for completion of orientation is not reset.
3. With consideration to internal equity, the Mayor may approve placement at a higher step under these specific circumstances:
 - a. **Difficulty Recruiting.** If a qualified applicant cannot be recruited after completing a competitive external recruitment, a promoted employee may be placed at a higher step.
 - b. **Exceptional Qualifications.** If the employee possesses highly exceptional and unique qualifications that provide a clear and substantial benefit to the City, such as a reduced need for standard training or the immediate ability to address a critical, high-level project need. The knowledge gained from a standard career path is not considered an exceptional qualification.
 - c. **Underfill Pay Assignment.** In jobs requiring specialized certifications or licenses by law or industry and are difficult to fill, a promoted employee may be placed at a higher step upon initial promotion to ensure their pay remains competitive with the market rate once they complete the required training and are fully certified. This is done to retain the employee and protect the City's investment in their development.
 - d. **Pay Compression.** In situations when a supervisory employee (but not a lead) would earn substantially less than a direct subordinate. This exception requires careful City-wide analysis to ensure internal equity and equitable consideration for all employees.
 - e. **Legal Compliance.** If the job is classified as FLSA exempt and the calculated promotion pay does not meet the FLSA required minimum salary.

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L. TEMPORARY PROMOTION

An employee who is temporarily promoted for one calendar month or more may receive a temporary pay increase. This adjustment will be reversed when the temporary promotion ends, is not considered a demotion, and does not affect the employee's regularly scheduled salary review date.

M. DEMOTION

A demotion is a move from one job to another with a lower salary grade.

1. Reduction in Force – When a demotion occurs due to a reduction in force, the employee will be placed in the new job's salary grade at the step the employee would have been at if they had been in that grade since their most recent hire date, not to exceed the maximum step. The salary review date is not reset.
2. Disciplinary Demotion – When a demotion occurs due to disciplinary reasons, the employee's pay will be reduced by a minimum of 5%. Depending on the circumstances, the City reserves the right to impose a greater pay reduction. The salary review date is reset to one year.
3. Involuntary Demotion for Other Reasons – When a demotion occurs due to other involuntary reasons, the employee's pay will be determined by the City, considering the reason for the demotion and internal pay equity. The salary review date is reset to one year.
4. Voluntary Demotion – When an employee requests a demotion, their pay will normally be reduced by at least 5% and may be reduced more. The final salary will be set on a case-by-case basis, considering factors such as the change in job responsibilities, internal pay equity, comparison to similarly situated employees, and the employee's experience, certifications, specialized training, and potential step the employee likely would have attained had they been in that job. The salary review date will be determined based on the circumstance of the demotion.

N. RECLASSIFICATION

A job may be considered for reclassification due to significantly changed duties, qualification requirements, or market pressures, generally during the fiscal budget process. Requests made after the budget has been approved are generally held for consideration in the next fiscal budget process.

1. Upgrade - When a job is upgraded, employee's pay is increased by 5%. The employee is then assigned to the step equal to, or next closest higher step to that calculated amount. Because of this step placement, the final raise may actually exceed 5%. While this change usually resets the employee's salary review date to one year later, those still in their orientation period keep their current salary review date. If the department lacks the budget to cover the raise, affected employees may be "green-circled," with a specific plan developed to eventually bring their pay to the minimum of the salary grade.

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2. Downgrade - When a job is downgraded, employees are moved to the new salary grade at the step closest to their current pay, ensuring they do not receive a pay cut. If an employee's current salary is already higher than the maximum step allowed for the new grade, they are "red-circled." The salary review date is not reset. An employee may not grieve a downgrade.
3. Market Based Reclassification - Market based reclassifications are generally considered during the fiscal budget process and typically follow the standard calculations for an Upgrade or Downgrade. However, if a specific job faces heavy market pressure, an "in-range" pay adjustment may be used instead. To meet a targeted market position or address internal equity issues among employees, the Mayor may approve unique pay amounts or varied effective dates. Salary review dates may be reset to account for the market adjustments or internal equity.

O. OVERTIME (FLSA-REQUIRED)

1. Overtime/FLSA-required Overtime is compensation required under the Fair Labor Standards Act (FLSA) for eligible FLSA non-exempt employees. FLSA-required Overtime compensation is separately reported as required by federal tax law such as the *One Big Beautiful Bill Act*, effective January 1, 2025.
2. Overtime is calculated at a multiplier of 1.5 times the Regular Rate of Pay for hours actually worked over 40 in the 7-day workweek, or over 84 in the 14-day work period for police officers. In calculating FLSA-required Overtime, only hours actually worked (excludes any hours not worked) are counted to determine the hours worked threshold for overtime.
3. Overtime budgets are approved with the fiscal budget. The default for Overtime compensation is earned comp-time, unless a specific budget line item for Overtime pay has been approved.
4. Supervisors should manage schedules to minimize unnecessary overtime and should use flex-time when appropriate and permitted.
5. Before working Overtime, approval from the employee's supervisor or designee is required, unless otherwise pre-approved for given circumstances.

P. PREMIUM PAY (PP 1.5)

1. Premium Pay is additional compensation provided to FLSA non-exempt employees for specific assignments or situations, regardless of total hours actually worked. Premium Pay may also be referred to as "guaranteed Overtime," but this pay is distinct from, and reported separately from FLSA-required Overtime.

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2. Premium Pay is calculated at a multiplier of 1.5x the hourly rate of pay.
3. To receive Premium Pay, an employee's combined regular hours worked and paid leave must equal their standard base schedule (typically 40 hours per week, or 84 hours per 14-day period for police officers). The only exceptions are periods of approved unpaid leave, including Uniformed Services Employment and Reemployment Rights Act (USERRA), Family Medical Leave Act (FMLA), or City-approved Leave of Absence without Pay.
4. For purposes of the One Big Beautiful Bill (OB BB), actual hours worked under a Premium Pay code are counted to determine the hours worked threshold for the reclassification as FLSA-qualifying Overtime.

Q. COMPENSATORY TIME (COMP-TIME)

1. FLSA non-exempt employees may be granted comp-time off in lieu of Overtime or other Premium Pay, as determined by the department head. This is a condition of employment due to varying departmental budgets. Comp-time is earned at a rate of 1.5 hours for every hour of Overtime or Premium Pay earned.
2. Employees can accrue up to a maximum of 200 hours of comp-time. Any hours earned beyond this limit are paid as Overtime or Premium Pay.
3. Requests for comp-time off are made like other leave. Requests should be approved and permitted within a reasonable timeframe, unless doing so would unduly disrupt the work place. Supervisors may schedule an employee off on comp-time as needed.
4. Comp-time must be exhausted prior to using sick leave, annual leave, or leave with reduced or no pay.
5. Employees may carry over a maximum of 80 hours of comp-time beyond the annual use-by deadline. Any comp-time balance in excess of 80 hours must be used by the end of the pay period that includes March 31. Any hours remaining in excess of this carry-over limit after that deadline will be paid out, unless one of these approved exceptions applies:
 - a. Snow Removal - Comp-time earned from snow removal between December and March may be carried over until the last day of the pay period following September 30 upon written request from the employee.
 - b. Work Prevented Use - The Mayor may authorize an amount to carry-over up to the last day of the pay period following September 30 when work prevents an employee from using it.
6. Seasonal/Cyclical Status Employees - Comp-time is paid out upon seasonal layoff or with the final paycheck in the calendar year, whichever date occurs first in the calendar year.

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R. HOLIDAY PAY, PATROL OFFICER HOLIDAY BUY-BACK, & HOLIDAY WORKED
The Holiday Policy, herein this Manual, identifies the holidays Tooele City recognizes for pay purposes.

1. Holiday Pay (Benefit Hours) - Eligible full-time employees paid holiday hours are equal to their hourly rate multiplied by their regularly scheduled hours for that day. Eligible part-time employees paid holiday hours are prorated based on the average hours worked and paid leave used during the pay period that includes the holiday.
2. Patrol Officer Holiday Buy-back - Sworn law enforcement officers assigned to patrol who have a recognized City holiday fall on their regularly scheduled day off are paid for the holiday at their straight-time rate of pay. This is also known as a "patrol officers' holiday buy back" and is provided in lieu of paid holiday leave time off. These hours are not included when calculating Overtime, do not affect the Regular Rate of Pay for any Overtime earned during that pay period, and cannot be used incrementally or banked for later use.
3. Holiday Worked – In addition to receiving holiday pay, the City may pay hours worked under pay codes:
 - a. Holiday Worked – Overtime (FLSA-Required)
 - b. Holiday Worked – Premium Pay 1.5 (PP 1.5)
 - c. Holiday Worked – Earned Comp-Time

S. SPECIAL DUTY ASSIGNMENT PAY

1. FLSA non-exempt employees may be paid at a higher rate of pay for assignments designated as Special Duty Assignment. Examples include, but are not limited to assignments: funded by a specific grant, performed under a special contract with the school district, performed for Saturday funeral services, performed for snow plow safety purposes (when employees are restricted in their personal time), to meet unique work requirements as approved by the Mayor, or special assignment for City-sponsored event such as working on the 4th of July. The City may pay hours worked on Special Duty Assignment under pay codes:
 - a. Special Duty Assignment – Overtime (FLSA-Required)
 - b. Special Duty Assignment – Premium Pay 1.5 (PP 1.5)
 - c. Special Duty Assignment – Earned Comp-Time

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2. FLSA exempt employees may be paid at a higher rate of pay for Special Duty Assignments when 100% of their wages are reimbursed to the City by an outside agency. Hours worked on Special Duty Assignment may be paid under pay code:

- a. Special Duty Assignment – Premium Pay 1.5 (PP 1.5)

T. CALL-OUT PAY

1. Full-time regular, FLSA non-exempt employees earn Call-out pay when a supervisor or authorized individual requires that they physically return to the workplace with less than 24 hours' notice, or when completing designated weekend on-call duties. It does not apply to remote work, holdover after a shift, voluntary shift swaps, schedule changes with at least 24 hours' notice, or incidental assistance while present in the workplace for non-work reasons.
2. When an eligible employee is called-out, the City may pay hours worked under pay codes:
 - a. Call-out – Overtime (FLSA-Required)
 - b. Call-out – Premium Pay 1.5 (PP 1.5)
 - c. Call-out – Earned Comp-Time
3. The first Call-out in a day pays a minimum of two hours at the applicable code, regardless of actual time worked. Multiple calls handled during the same response are part of that initial Call-out. Once the assignment ends and the employee returns home, any new requirement to return to the workplace is treated as a separate Call-out eligible for a new two-hour minimum, even within the original two-hour window.

U. ON-CALL ROTATION PREMIUM PAY / ON-CALL EMPLOYEE

1. To ensure continuous, 24-hour response capabilities for critical infrastructure, public safety, and emergencies directly impacting public life, health, and safety, Tooele City requires designated employees in specific divisions (Water, Wastewater, Streets, and Investigations) to participate in an On-call rotation. This program is strictly reserved for essential, time-sensitive safety responses and is not utilized for general customer service response. While the City promotes scheduling flexibility through voluntary employee agreements, management reserves the right to make On-call service assignments if required coverage is not achieved by voluntary agreement.
2. FLSA non-exempt employees assigned to on-call duty receive a daily On-call payment, the amount of which is established in the fiscal budget. This payment is included in the employee's Regular Rate of Pay for the calculation of Overtime as required by the FLSA.

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3. Time spent while On-call is not considered work time and while On-call, employees may engage in personal activities but must be prepared to respond. While on-call, employees must:
 - a. Carry a City-provided communication device and answer all calls from Tooele County Dispatch or City officials promptly.
 - b. Remain in a condition to respond safely, abstaining from substances (e.g., alcohol) that would impair the ability to do so.
 - c. When a response to a worksite is necessary, the employee must be on-site within thirty minutes, unless a longer response time is explicitly approved by a supervisor.
4. Failure to meet On-call requirements, including a failure to respond as required, may result in disciplinary action, up to and including termination.

V. TIPS & GRATUITIES

Golf Course employees assigned to cook/concessions jobs are authorized to accept tips given voluntarily by customers and to be paid gratuities that are billed for catering. Employees must report tips on their time card and are paid gratuities through regular payroll processing.

W. COURT APPEARANCE HOURS WORKED FOR POLICE OFFICERS

Police officers required to appear at court in their official capacity under subpoena will be compensated for actual time worked, with a guaranteed minimum of two (2) hours. All time paid under this provision counts as regular hours worked toward the calculation of overtime.

X. SCHOOL RESOURCE OFFICER (SRO) RETENTION BONUS

Subject to budget approval and administrative terms for the school year, a retention bonus may be offered to School Resource Officers as a single lump-sum payment at the end of the school year. To comply with FLSA standards, a bulk overtime recalculation will be performed across the entire bonus period (generally August through May), incorporating total hours and total Overtime worked to pay any retroactive overtime adjustment earned. The bonus amount will be prorated for officers entering or leaving the assignment mid-year when initiated or required by the City without cause. Officers who voluntarily vacate the SRO position (such as for transfers, promotions, or personal requests), are removed for cause, or separate from employment prior to the end of the school year forfeit all eligibility for the lump-sum bonus.

Y. DAYLIGHT SAVINGS TIME

1. Employees working through the 2:00 a.m. transition from Daylight Saving Time to Standard Time in the fall will record and be paid for the extra hour worked. This hour counts toward the calculation of Overtime.

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2. Employees working through the 2:00 a.m. transition from Standard Time to Daylight Saving Time in the spring, will work one fewer hour and will receive one hour of Administrative Pay for the lost scheduled hour. This hour is considered paid time off and does not count toward the calculation of Overtime.

Z. **UNIFORM ALLOWANCE FOR POLICE OFFICERS AND FIREFIGHTERS**
Subject to budget approval, a uniform allowance is authorized for full-time police officers and firefighters to cover the cost of replacing, maintaining, laundering, and repairing required uniforms and gear.

AA. **PHONE ALLOWANCE & AFTER-HOURS USE OF TECHNOLOGY**

1. The Mayor may authorize a phone allowance in lieu of a City-issued cell phone.
2. FLSA Non-exempt Employees - Modern technology may create circumstances where FLSA non-exempt employees perform work outside of their regular schedule. This includes situations where an employee uses a technological device to check and respond to work messages after hours, accesses the City network remotely to complete a task, or is called at home and asked to complete a work task or relay information. Off-duty work consisting of more than de minimis time must be recorded as hours worked on their time card in accordance with time-rounding policies.
3. Supervisors may restrict or prohibit off-duty technology use. However, the lack of prior approval does not render compensable work non-compensable; unapproved off-duty work will be paid but may subject the employee to disciplinary action.

BB. **FLSA EXEMPT EMPLOYEES' COMPENSATION**

1. General Policy - FLSA-exempt employees are paid on a salary basis and receive a predetermined salary each week. While public sector regulations (29 CFR § 541.710) permit salary reductions for partial-day absences, it is City policy not to reduce an exempt employee's salary or accrued leave balances for partial-day absences, provided the employee performs work during that day, unless one of the specific partial-day exceptions listed below applies.
2. Permitted Salary Deductions and Leave Charges – Deductions from an exempt employee's salary - or required charges against accrued paid leave - are restricted to full-day increments, with limited partial-day exceptions:
 - a. **Standard Full-Day Absences.** FLSA exempt employees must use accrued paid leave (sick or annual) to cover full-day absences. If an employee's accrued paid leave is exhausted - or if the employee has no available leave balance - salary will be reduced in full-day increments for any full-day absence.

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- b. **Partial-day Absence Exceptions.** Deductions to accrued paid leave or salary in partial-day increments will only occur under the following specific circumstances:
 - 1) FMLA Leave - For actual hours missed during FMLA-protected full day or reduced schedule FMLA leave.
 - 2) City-sponsored Disability Benefit Integration – For partial-day payroll adjustments when an employee is receiving City-sponsored short-term or long-term disability benefits running concurrently with medical leave.
 - 3) Budget-required Furloughs – For actual hours missed resulting from an authorized budget-required furlough.
 - c. **Voluntary Leave Supplementation (Disability)** - For absences covered by City-sponsored Short-Term or Long-Term Disability (e.g., paying 70% of base salary), employees may elect—but are not required—to use available accrued paid leave to supplement their insurance benefit up to 100% of standard base pay. If accrued leave is not used or is exhausted, City payroll will be adjusted to reflect only actual hours worked or paid leave used.
 - d. **Initial Hire and Termination Weeks.** Salary will be prorated based on actual days worked during an employee's initial or final week of employment.
 - e. **Full-Week Absences.** Salary is not paid for any full workweek in which an employee performs no work (e.g., full-week unpaid leaves of absence).
 - f. **Public Service Offsets.** Salary deductions are permitted to offset fees received by an employee for jury duty, witness appearances, or temporary military pay.
 - g. **Disciplinary Suspensions.** Unpaid disciplinary suspensions are permitted in full-day increments for infractions of written workplace conduct policies or safety rules, imposed in good faith.
 - h. **Permitted by Law.** Any other deduction authorized under state or federal law is permitted.
3. FLSA Safe Harbor and Complaint Procedure - The City prohibits improper deductions from the salaries of FLSA exempt employees. City policy and payroll procedures are intended to comply fully with the salary basis requirements of the FLSA and applicable state and federal laws. If an FLSA exempt employee believes that an improper deduction has been made from their salary, or if they have questions regarding the pay status, the employee should report the issue immediately by submitting a written complaint to the Human Resources Department specifying the pay period(s) and nature of the suspected improper deduction. The City will review the complaint, and if a reduction is found to be improper, it will be corrected and the City will take good-faith measures to prevent it from recurring.

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CC. LEAP YEAR

In fiscal years with 27 pay periods rather than the standard 26, additional compensation may be approved through the fiscal budget to maintain employees' regular bi-weekly paycheck amounts.

DD. PAY ADVANCEMENTS

The City will not issue advances for unearned wages or permit the early release of paychecks for active employees.

EE. SEVERANCE PAY

1. Regular Employees - Regular status employees who have completed their orientation period and are laid off due to a reduction of force (through no fault of their own) will receive two (2) weeks of severance pay if they are separated immediately without a two-week notice. If a two-week notice is provided, no severance is paid.
2. Appointed Employees - Appointed employees who are dismissed without good cause - or if asked to resign or retire in lieu of dismissal - will receive severance pay equal to (90) ninety-working days pay. To receive this payment, the employee must sign a legal release of all claims against the City, coordinated through the City Attorney's Office or designee. For employees aged 40 and older, this release must comply with federal requirements (such as the ADEA and OWBPA) to be valid, which include specific notice periods and the right to consult an attorney.

FF. WORK PERIOD & WORK DAY

1. General Workforce - The normal work period for employees is 40 hours in a 7-calendar-day period. The standard work period begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
2. Police Officers - The normal work period for Police Officers is 84 hours in a 14-calendar-day period pursuant to the FLSA Section 7(k) exemption. The work period begins at 12:01 a.m. Sunday and ends at midnight on the second Saturday of the period. For pay purposes, all hours worked are recorded and counted on the day the officer's shift started. For example, if an officer's 12-hour shift started at 5:00 p.m. on Monday, the officer records 12 hours on Monday even though the shift continued past midnight and into Tuesday.

GG. PAY DAY

Employees are paid every two weeks, on or before the Friday following the end of the pay period.

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HH. APPROVING PAY CHANGES

A change in employee pay is made by the use of a Personnel Action Report (PAR). A PAR is not considered valid until it has approval by at least two authorized individuals. Global pay adjustments, such as COLA adjustments or those made in the fiscal budget, do not require the use of a PAR and may be documented by alternative means.

II. TIME REPORT (TIME CARD)

1. Employees and supervisors are responsible for accurate time reports. While the City primarily uses electronic timekeeping, employees should use paper time cards if the system fails. Off-the-clock work, clocking in/out for another employee, and falsification of records is prohibited.
2. Time is recorded in quarter-hour increments, rounded to the nearest quarter-hour (for example, 8:07 rounds to 8:00, and 8:08 rounds to 8:15). The exception is for FLSA exempt police officers whose time is recorded based 8.4 hours per day.
3. Both supervisors and payroll administrators have the authority to make or correct time entries to ensure compliance with City policies or procedures. The electronic system keeps a record of edits. Employees and supervisors/authorized designees must approve time reports by 12:00 p.m. the Monday following the end of the pay period, unless the City publishes an alternate approval deadline on the official annual payroll schedule (i.e., due to a holiday closure) or gives other notice. Late approvals may result in a delay in payment. As needed, payroll administrators may approve time reports, or aspects of time reports, to expedite payroll processing.

JJ. DIRECT DEPOSIT

Direct deposit is a condition of employment and requires a completed authorization form prior to the first paycheck. Exceptions—such as initial onboarding, account changes, one-time payments, or situations in the City’s best interest—may be issued by paper check.

KK. EMPLOYEE VERIFICATION OF PAYCHECK ACCURACY

Employees are responsible for reviewing their paystubs every pay period to ensure that hours, wages, benefit deductions, and tax withholdings (W-4 status) are accurate. Suspected errors must be reported to the Human Resources Department immediately. The City will promptly correct administrative or wage errors in accordance with applicable state and federal wage laws. The City is not liable for tax penalties, personal tax obligations, or financial losses resulting from an employee’s failure to verify their tax withholding status or payroll deductions.

LL. PAYMENTS UPON DEATH

Final wages and eligible leave payments will be paid to the employee's estate or other legally authorized recipient in accordance with applicable law and City records.

Exhibit C

INFORMATION TECHNOLOGY (IT)

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SECTION: 12

A. PURPOSE

1. This Section establishes expectations for the appropriate and responsible use of the City's Computer Systems and Information Technology. Employees are expected to use City Computer Systems and Information Technology resources in a manner that protect City data, supports City operations, promotes system security, and complies with applicable laws and regulations.
2. Technology and cybersecurity threats are constantly changing, so this Section cannot address every situation or type of technology that may arise. The City may establish, change, or temporarily suspend IT practices, procedures, restrictions, or requirements as needed to address operation needs, new technology, security threats, system vulnerabilities, or other risks to City systems and data.

B. DEFINITIONS

As used in this Section, the following have the stated meanings:

1. Access to or accessing – Viewing, opening, or searching for, or otherwise interacting with electronic information or material that the employee knew or reasonable should have known the content of.
2. Bring Your Own Device (BYOD)/Personal Device – An employee-owned electronic device, including laptop, tablet, mobile phone, and similar device used to access City systems or conduct City business.
3. City Business – Activities, communications, transactions, or other matters conducted on behalf of or relating to the official business, operations, functions, or responsibilities of the City.
4. Computer Systems/Information Technology – Technology resources owned, leased, licensed, hosted, managed, or otherwise authorized by the City for City operations, including hardware, software, computers, mobile devices, networks, servers, storage devices, email, Internet access, electronic records and communications, and cloud-based, hosted, remote, or third-party applications, platforms, and services used for City business.
5. Electronic Records – Records in electronic or digital form that are created, received, maintained, or used in connection with City business, regardless of where the records are stored or the device or system on which they are created or maintained. This may include email, text messages, electronic files, photographs, social media content, and other electronic communications or data. Electronic records related to City business may be subject to City records management and retention requirements, including when they are created or maintained on an employee's personal device.

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6. Government Records Access and Management Act (GRAMA) - Utah's law governing the management, classification, retention, and access to government records. GRAMA establishes what constitutes a government record and provides requirements and procedures for access to those records..
7. IT or IT Department – City staff members assigned to Information Technology (IT) Department or employees provided with duties in support of the City's IT Department.
8. Social Media – Online platforms, applications, and services used to create, share, publish, or exchange information or content, including social networking sites, blogs, websites, forums, discussion boards, chat platforms, and similar services.

C. PRIVACY & MONITORING

The City's Computer Systems are provided for City business. Employees have no expectation of privacy when using City Computer Systems. The City may, at its discretion and as permitted or required by law, monitor, review, access, copy, or disclose information, data, files, and communications stored on or transmitted through City computer systems, whether related to City business or personal in nature, with or without notice or the employee's consent. The City may take these actions as necessary to conduct City business, protect City systems and data, in investigate suspected misconduct or security concerns, comply with legal or records requirements, or for other legitimate City purposes.

D. HARDWARE, SOFTWARE, CLOUD-BASED SYSTEMS, AI, AND LICENSES

1. **Hardware.** The City purchases and owns hardware used for City business, which is administered by the IT Department or its designee. Employees may not use or install hardware without approval from the IT Department. Requests for new hardware must be submitted through the IT Department for evaluation of compatibility, cost, security, and other considerations. Hardware purchases must comply with the City's purchasing policies and procedures, and applicable IT Department requirements. The IT Department maintains an inventory of City hardware with a value \$500 or more. City hardware may be used, transferred, relocated, or removed only as authorized by the City or IT Department.
2. **Software and Licenses.** The City purchases and licenses software for use on City Computer Systems. Employees may not copy, transfer, share, loan or otherwise use City software, licenses, or related documentation. Software may not be installed on City Computer Systems without appropriate approval from the IT Department. Requests for new software must be submitted through the IT Department for evaluation of compatibility, cost, security, licensing, and other

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considerations. Software purchases and licenses must comply with the City's purchasing policies and procedures and applicable IT Department requirements.

3. **Cloud-based Systems.** Employees may use cloud-based applications, storage platforms, and software services that have been reviewed and authorized by the IT Department. Approved cloud services are managed in accordance with City compatibility, security, operational, data management, records retention, and privacy requirements. Employees may not store, transmit, upload, or share confidential, sensitive, protected, or non-public City information through unauthorized cloud-based systems or personal accounts. The City may restrict, suspend, audit, or discontinue access to any cloud-based application or service as necessary to protect City systems and information or to meet legal requirements.
4. **Artificial Intelligence (AI).** Employees may use only artificial intelligence (AI) tools, applications, and services that have been reviewed and authorized by the IT Department. AI tools must be used in a manner that protects City information and complies with City policies, applicable law, records retention requirements, and cybersecurity standards. Employees may not enter confidential, sensitive, or protected, or non-public City information into an unauthorized AI tool or use AI in a manner that creates a security, privacy, legal, or other risk to the City. The IT Department may maintain and update a list of approved AI tools and may restrict, suspend, or prohibit the use of any AI tools as necessary to protect the City systems and information. Employees remain responsible for reviewing and verifying AI-generated content before using or relying on it for City business

E. PASSWORDS, AUTHENTICATION, & COMPUTER SYSTEMS SECURITY

1. **Protecting Credentials.** Passwords, passcodes, multi-factor authentication (MFA), and other authentication credentials protect the City's Computer Systems and information. Employees are responsible for keeping their City credentials secure and confidential and for taking reasonable steps to prevent unauthorized access to their accounts, devices, and City information.
2. **Security Requirements.** The IT Department may establish, implement, modify, and enforce password, authentication, and other security requirements necessary to protect City technology resources and information. These requirements may include password standards, password expiration, MFA, password management tools, device security, account access restrictions, and procedures for responding to compromised credentials or security incidents. Employees shall comply with all security requirements established by the IT Department. The IT Department may immediately implement or modify security requirements as necessary to address cybersecurity threats, changes in technology, or other security concerns.

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3. **Sharing Credentials.** Employees shall not share passwords, passcodes, MFA codes, authentication credentials, or other account access information with another person, including coworkers, vendors, contractors, or other third parties, except through a procedure specifically authorized by the IT Department. Employees shall not approve or respond to an MFA request that they did not initiate.
4. **Cybersecurity Threats.** Employees are expected to use reasonable caution when responding to emails, messages, links, attachments, MFA requests, and other communications that may present a cybersecurity risk. Employees shall immediately notify the IT Department if they suspect that a password, account, device, or other City information or technology resource has been compromised.

F. LOST OR STOLEN DEVICE REQUIREMENTS

1. **Reporting Requirements.** Employees shall immediately report the loss, theft, or suspected loss or theft of any City-owned device or any personal device used to access City Computer Systems or conduct City business to the IT Department and their supervisor. Employees shall report the incident as soon as reasonably possible and should not wait until the next workday.
2. **Security Measures.** Employees shall cooperate with the IT Department in taking reasonable steps to protect City systems and information following the loss or theft of a device. The IT Department may remotely lock, disable, locate, or erase a device; reset passwords or authentication credentials; suspend or terminate access; or take other security measures necessary to protect City systems and information.
3. **Personal Devices.** When a personal device is used for City business, employees are responsible for promptly reporting its loss or theft when City systems, accounts, or information may be accessed through the device. The City will take reasonable steps to limit security measures or requests for information to City business and City information.
4. **Employee Responsibility.** Employees shall not attempt to bypass, disable, or interfere with security measures implemented by the City in response to a lost or stolen device and shall follow any instructions provided by the IT Department to secure City systems and information.

G. PERSONAL USE OF CITY COMPUTER SYSTEMS – ALLOWED & PROHIBITED

Tooele City's Computer Systems are provided primarily for City business and generally may not be used for personal purposes. The City recognizes that limited, incidental personal use may occasionally occur during the workday and permits such use when it does not interfere with work responsibilities, violate City policy, or create a risk to City systems or information. Employees should not expect privacy when using City Computer Systems, including when engaging in permitted incidental personal use. Such

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use may be monitored, reviewed, accessed, copied, or disclosed by the City as provided in this Section and as permitted or required by law. Incidental personal use is not permitted for any of the following:

1. Unlawful activity
2. Gambling
3. Offensive/discriminatory/pornographic/sexually explicit material
4. Political or religious advocacy unrelated to City business
5. Personal commercial/business activity
6. Unauthorized software/downloads
7. Anything that creates a security risk
8. Excessive personal use or activities that interfere with work
9. Use by family or non-City employees
10. Any other use that may compromise the integrity of the City Computer Systems
11. Any use violating law or City policy

H. EMAIL GUIDELINES & EXPECTATIONS

1. **Business Use and Security.** Employees shall use electronic mail (e-mail) professionally and with the same level of care expected of other City business communication. E-mail messages may constitute government records and may be subject to retention, disclosure, or other requirements under applicable law. Employees should use caution when sending information through e-mail because messages may be forwarded, copied, intercepted, or viewed by unintended recipients, particularly when sent outside the City's network. Passwords, MFA codes, or other authentication information shall not be transmitted through e-mail.
2. **Phishing and Malicious Content.** Employees shall use caution when opening e-mails, attachments, links, or other electronic content. Suspicious messages may contain phishing attempts, malicious software, fraudulent requests, or other threats to City systems and information. Employees should not open suspicious attachments, click unknown or unexpected links, or provide credentials or other sensitive information in response to an unsolicited message. Suspected phishing or other suspicious e-mails should be reported to the IT Department.
3. **E-mail Signatures.** Employees shall use the e-mail signature format established by the City.

I. USE OF PERSONAL DEVICES (BYOD)

1. **Authorization.** Employees may use personal electronic devices to conduct City business only when authorized by their department and in accordance with requirements established by the IT Department. Department approval alone does not authorize a personal device to connect to City Computer Systems or access City

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accounts, applications, or information. The IT Department may establish minimum security, compatibility, and configuration requirements for personal devices used for City business.

2. **Security Requirements.** Employees who use a personal device for City business are responsible for maintaining the device in accordance with applicable IT security and BYOD requirements. Employees shall take reasonable steps to protect City information accessed or stored on the device and shall promptly report the loss or theft of a personal device when City systems, accounts, or information may be accessed through the device.
3. **IT Support.** Employees are responsible for the operation, maintenance, security, and functionality of their personal devices. The IT Department may provide limited assistance when necessary to enable an employee to perform City business, but such assistance is provided at the employee's request and within the IT Department's capabilities. The IT Department is not responsible for maintaining, repairing, configuring, or supporting a personal device for non-City purposes.
4. **Risk of Data Loss.** IT assistance with a personal device may require changes to the device, including security settings, applications, configurations, or access controls, and may result in the loss or alteration of personal data. Employees are responsible for backing up and protecting personal information stored on their devices before requesting or allowing IT assistance. The City is not responsible for loss of personal data resulting from IT assistance or actions taken to protect City systems or information.
5. **City Records and Legal Obligations.** Employees should understand that information related to City business stored or communicated on a personal device may be subject to applicable records retention, public records, litigation, audit, investigation, or other legal requirements. When necessary to comply with those requirements, the City may require employees to provide access to or copies of City-related information maintained on a personal device and, in appropriate circumstances, may require the device to be made available for examination or other lawful purposes. The City will make reasonable efforts to limit such requests to information related to City business. The City is not responsible for providing a replacement device when a personal device must be made available for these purposes.
6. **Separation of Personal and City Information.** Employees using personal devices for City business are responsible for keeping City information appropriately secured and, when reasonably possible, separated from personal information. Employees shall not use personal accounts or unauthorized applications or storage services to store or transmit City information.

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- 7. Records Retention.** City records created, received, or maintained on a personal device while conducting City business remain subject to applicable records retention and public records requirements, including the Government Records Access and Management Act (GRAMA). Employees are responsible for complying with City records retention requirements when using a personal device for City business. See Section M, **Electronic Records and Records Retention**, for additional requirements.

J. CITY WEBSITES

1. City websites and official webpages are provided to communicate with the public, provide access to government information and services, and promote authorized City programs, events, and activities. The Mayor has final authority over official City websites, including their content, appearance, and use. Only employees designated by the City as website administrators or authorized content managers may create, modify, or post content to City websites.
2. Content posted or maintained on City websites must comply with applicable law and City policies and support legitimate City purposes. City websites may not be used for unauthorized classified advertisements, political advocacy, or endorsements or opposition related to social issues, causes, or religions. Commercial advertising is permitted only when it relates to a legitimate public interest, City-sponsored program, community partnership, economic development effort, or other authorized City activity.

K. CITY USE OF SOCIAL MEDIA

1. Official City social media accounts may be used to communicate with the public, promote City programs and services, provide public information, and share time-sensitive or emergency information. The Mayor may establish and enforce policies, procedures, and standards governing the creating, management, security, retention, and use of official City social media accounts.
2. Only employees authorized by the City may create, manage, access, or post content on behalf of the City through official social media accounts. Employees shall use social media professionally, for authorized governmental purposes, and in compliance with applicable law and City policies.
3. The City may monitor, restrict, remove, retain, or archive content or user interactions as permitted or required by law or City policy, including to address security concerns, public records requirements, violations of City policy, or content that is inconsistent with the purpose of the account. City social media accounts, including their usernames, passwords, administrative access, content, and related data, remain under the control of the City.

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L. EXCEPTION FOR LAW ENFORCEMENT AND LEGAL PURPOSES

Law enforcement personnel and legal personnel may engage in otherwise restricted social media activity when reasonably necessary for an authorized law enforcement, investigative, intelligence-gathering, prosecutorial, litigation, compliance, or legal purpose. Such activity requires advance supervisory approval.

M. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

1. Employees may use social media for personal purposes and are generally responsible for their personal social media activity. Personal use of social media does not, by itself, constitute City business or an official statement of the City. Employees may not, however, use personal social media to disclose confidential, protected, or non-public City information, represent that they are speaking on behalf of the City without authorization, or otherwise violate an applicable City policy or law.
2. Employees should exercise care when personal social media content identifies them as a City employee or includes a City uniform, badge, logo, vehicle, facility, equipment, or other City property. Such use shall not imply that the City endorses, sponsors, or supports the employee's personal views, activities, products, services, organizations, or causes. Employees may not use their City position, uniform, or City property for personal or political purposes when prohibited by law or City policy.
3. Employees are expected to comply with applicable City policies concerning confidentiality, workplace conduct, harassment, discrimination, and professionalism when their social media activity implicates those policies. Nothing in this Section is intended to prohibit lawful personal expression or to require employees to refrain from identifying themselves as City employees on personal social media.

N. STORAGE & RETENTION OF ELECTRONIC RECORDS

1. **Records Retention.** Electronic records are subject to the same records retention requirements as records in other formats. Employees shall retain and dispose of electronic records in accordance with the City's applicable records retention schedules and policies. Employees should consult their department's retention requirements or the City's Records Officer when they are unsure how long a record must be retained.
2. **City Records on Personal Devices.** City records created, received, or maintained on a personal device or account while conducting City business remain subject to applicable records retention and public records requirements, including the

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Government Records Access and Management Act (GRAMA). Employees may not delete, alter, or destroy a City record outside of the applicable retention requirements.

3. **Cloud Storage and Services.** Employees may use only cloud-based storage services and applications that have been approved by the IT Department for City business. Employees shall not store City information, particularly confidential, sensitive, protected, or non-public information, in personal cloud storage or other unauthorized services. Cloud services used for City business must meet applicable City security, privacy, and records management requirements.
4. **Email and Electronic Communications.** Employees are responsible for retaining email and other electronic communications that constitute City records in accordance with the applicable retention schedule. Not all electronic communications are City records, and routine, transitory, personal, or non-substantive communications may be deleted when they are no longer needed and are not subject to a retention, litigation, audit, investigation, or other legal requirement.
5. **Deleted and Backed-Up Records.** Deleting an electronic record does not necessarily remove all copies of the record from City systems or backups. Employees shall not rely on system backups or deleted-item folders to satisfy records retention requirements and shall not intentionally delete or destroy records that are required to be retained.
6. **GRAMA Requests and Legal Holds.** Electronic records that are subject to a GRAMA request, litigation hold, audit, investigation, or other legal requirement must be preserved and managed in accordance with applicable law and City procedures. Employees shall not delete, alter, or destroy potentially responsive records after receiving notice of such a requirement.

O. THIRD-PARTY AND GUEST ACCESS

1. **Authorized Access.** Vendors, contractors, consultants, and other third parties may be given limited access to City Computer Systems when necessary for authorized City business and approved in accordance with City procedures. Access shall be limited to the systems, information, and duration necessary to perform the authorized work. Third parties with access to City systems shall comply with applicable City security, confidentiality, technology, and acceptable use requirements.
2. **Department Responsibility.** The department responsible for the vendor, contractor, or other third party shall ensure that access is authorized, limited to the appropriate scope, and removed when it is no longer needed. The department shall

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maintain a record of third parties authorized to access City Computer Systems and provide that information to the IT Department or other City officials upon request.

3. **Guest Access.** Guests and vendors who need Internet access may use City-approved guest networks or services. Guest access does not provide access to secured City networks, systems, applications, or non-public City information unless specifically authorized.
4. **IT Oversight.** The IT Department may establish access requirements and may restrict, monitor, suspend, or terminate third-party access at any time to protect City systems and information or address security concerns.

P. REPORTING VIOLATIONS

Employees are encouraged to promptly report suspected violations of this policy to their immediate supervisor. If the concern involves the employee's supervisor, the employee may report it to the department head, The Human Resource Director, or the Mayor. Reports will be handled as confidentially as reasonably possible, consistent with the need to investigate and address the concern.

Q. PENALTIES

Violations of this Section may result in disciplinary action in accordance with Tooele City's disciplinary policies, up to and including termination of employment, and may result in revocation of system access, civil liability, or criminal prosecution, as applicable.

Exhibit D

HOLIDAYS

Revised ~~December 2022~~ September 2026

SECTION: 23

A. PURPOSE

This Section ~~specifies~~ establishes the days Tooele City provides time off with pay to eligible employees for recognized holidays (“Holiday Pay” or “Paid Holiday”) and related policy matters.

B. PAID HOLIDAYS

The following days are designated as paid holidays for eligible employees:

January 1	New Year’s Day
Third Monday in January	Observed as the anniversary of the birth of Dr. Martin Luther King, Jr., also known as Human Rights Day.
Third Monday in February	Presidents’ Day
Last Monday in May	Memorial Day
While celebrated on June 19, under Utah State Law, if the holiday falls on a Tuesday, Wednesday, Thursday or Friday it will be observed on the preceding Monday. If the holiday falls on a weekend, it will be observed the following Monday. June 19	National Freedom Day. Observed in honor of the emancipation of enslaved African Americans in the US, also known as Juneteenth and Emancipation Day. Juneteenth
July 4	Independence Day
July 24	Pioneer Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veterans’ Day
Fourth Thursday in November	Thanksgiving Day
Generally the Fourth Friday in November	Friday After Thanksgiving Day
December 25	Christmas Day

C. HOLIDAYS ON WEEKENDS

~~Excluding National Freedom Day, when a holiday falls on Saturday, the preceding Friday shall be the holiday.~~ When a holiday falls on a Sunday, then the following Monday shall be the holiday. The exception is for sworn law enforcement officers normally assigned to patrol duty; the holiday will be the actual date of the holiday and for holidays worked, it will be recognized for employees whose shift begins on the date of the holiday.

D. HOLIDAY ON NORMAL DAY OFF

When a holiday falls on a normally scheduled day off, another day is substituted. The substituted day must be in the pay period prior to, during, or immediately following the pay period in which the original holiday occurred. The exception is for sworn law enforcement officers assigned to patrol duty. See Section 9: Compensation for information regarding holiday buyback for patrol officers.

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E. FLSA EXEMPT WORK A HOLIDAY

When an FLSA exempt employee works on a designated holiday, another day may be substituted. The substituted day must be in the pay period prior to, during, or immediately following the pay period in which the original designated holiday occurred.

F. SPECIAL CONSIDERATIONS

1. **Hire & Termination Date.**

Hire and termination dates may not be set to provide an employee with a paid holiday if the employee does not work their scheduled shift before and after the recognized holiday.

For example, if a termination date is set to be the day after the holiday and the employee plans to use paid leave for that final day as opposed to actually working, the termination date should be the last work day before the paid holiday. -Additionally, if the employee “calls-in” the day after the holiday, the City may retroactively set the termination date to the day before the holiday.

2. **Paid Holiday Benefits Coordination with Other Leave & Unpaid Leave.**

See Section 27: Family and Medical Leave Act & City Approved Leave of Absence for benefit eligibility. If while on approved leave, the employee remains eligible for benefits, paid holiday benefits may be coordinated with other payments in an amount needed to bring the employee up to, but not greater than, 100% of their normal pay, rounded to the nearest quarter of an hour.

For example, an employee normally works 8 hours and is receiving short-term disability benefit payments that replaces 70% of salary. The employee receives 2.25 paid holiday hours representing the other 30% ($8 \times 30\% = 2.4$, rounds to 2.25). The ~~h~~Human ~~r~~esource Department office can assist with making these calculations as needed.

Exhibit E

MILITARY LEAVE
DRAFT - Revised September 2026

SECTION: 28

A. PURPOSE

This Section establishes Tooele City's policies and procedures for short-term and long-term military leave for employees who are members of the uniformed services, including Reservists and National Guard members, and are absent for training, periods of active military service, funeral honors duty, and time spent being examined to determine fitness to perform. This Section is intended to comply with and be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). In the event a benefit plans or contracts conflict with this policy, the official plan documents will prevail.

B. SHORT-TERM MILITARY LEAVE PAY

Short-term military leave is leave of less than 31 days in duration.

1. Regular and appointed status employees are provided up to eleven (11) days of paid short-term military leave per calendar year (January 1 to December 31). Paid short-term military leave may be used to bring the employee's compensation up to their regular salary based on their normal work schedule (for administrative purposes, police may be temporarily calculated to a 42-hour, M-F schedule). Each use is counted as a full-day; hours are not banked or accumulated. Unused days are forfeited and are not carried over.
2. Employees who are not eligible for paid military leave, or whose leave exceeds the eleven (11) paid days, may elect, but are not required, to use their comp time or annual leave in increments up to their normal work schedule.
3. In accordance with the Fair Labor Standards Act (FLSA), exempt employees' salaries may be reduced for one or more full-day absences due to short-term military leave after paid short-term military leave has been exhausted.
4. Benefits remain in effect during short-term military leave as if continuously employed. During this period, employees are responsible for employee share of any premiums, which will continue to be processed via payroll deduction. In the event that leave is unpaid, employees may remit premium in advance or via a catch-up payroll deduction within 30 days upon return from leave. Benefits based on hours worked or leave used (i.e. leave accruals and paid holidays) are administered consistently with City policies for employees on comparable forms of paid and unpaid leave.
5. Employees are expected to provide advance notice of military service to their supervisor, preferably at least four (4) weeks in advance, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should provide a copy of their military orders, when available, identifying the dates and nature of service. A copy of such documentation must also be forwarded to the human resource office.

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C. EXTENDED MILITARY LEAVE

Extended military leave is leave greater than 30 days in duration.

1. An employee whose leave exceeds 30 days may, but are not required to, use accrued annual leave or comp time in increments up to their normal work schedule.
2. Benefits terminate the day the employee becomes active military, except:
 - a. Pursuant to USERRA employees may elect to continue their City-sponsored health insurance for up to twenty-four (24) months. During this period, the City is no longer responsible for the employer's portion of the premium; employees electing to continue coverage may be required to pay up to 102% of the full premium cost (the total cost of the plan plus a 2% administrative fee).
 - b. For retirement plan required employee contribution (i.e. URS Tier 2), employees may elect to continue making their contributions during their leave through payroll using accrued annual leave or comp time or by remitting personal payment to the City. Employees may also elect to make their missed contribution when they return.
 - c. For life insurance, coverage may continue pursuant to plan provisions.
 - d. Employees do not accrue paid leave, except leave accrual may be prorated based on annual leave or comp time used.

Contact the human resources office for specific benefit provisions and options.

D. REINSTATEMENT RIGHTS & RESPONSIBILITIES

Reinstatement rights extend to individuals who have been absent because of performing duty in the uniformed services will follow the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. To maintain reemployment rights, employees must report back to work or apply for reemployment within the following time frames:
 - a. **Service of 1–30 days.** The beginning of the first regularly scheduled work period on the first full calendar day following completion of service (allowing for safe travel home and an 8-hour rest period).
 - b. **Service of 31–180 days.** An application for reemployment must be submitted no later than 14 days after completion of service.
 - c. **Service of 181+ days.** An application for reemployment must be submitted no later than 90 days after completion of service.

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2. Upon reinstatement, employees receive the pay level they would have reached during their extended military leave and credit for the purpose of computing service-related benefit accrual, service time, and other seniority-related purposes pay.
3. Upon reinstatement, benefits become effective upon return to work.
 - a. With respect to the URS retirement plans, upon reinstatement, the City will remit payment to the Utah State Retirement Office (URS) for the City and employee share of the premiums. If an employee chose not to pay their required premium during their leave, they are provided a period equal to three times the length of the military service (not to exceed five years) to remit payment to the City for the principal amount of their missed contributions (the City bears the cost for any interest charged by the URS).
 - b. With respect to the City's 401(k) and other savings plans, upon reinstatement, the City will remit any non-elective employer contributions (i.e. flat percentage contribution) to the URS office. For matching programs, the City will remit the matching portion only to the extent the employee elects to make up their missed deferrals. Employees returning from unpaid military leave may make up elective deferrals pursuant to USERRA and IRS rules.
4. Tooele City reserves the right to request employees provide military discharge documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.

E. REEMPLOYMENT ELIGIBILITY – FIVE-YEAR SERVICE LIMITATON

1. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees who are absent from employment due to military service are generally entitled to reemployment rights for a cumulative period of up to five (5) years. The five-year limit is measured as the total length of military service performed during the employee's employment, regardless of the number or frequency of absences. Certain types of military service are excluded from the limit, including but not limited to:
 - a. Required training obligations (e.g., weekend drills and annual training)
 - b. Involuntary active duty or service performed under orders during a national emergency or war
 - c. Other service required or exempted under applicable law

As a result, employees may remain eligible for reemployment rights even if their total time away for military service exceeds five (5) years, provided that the excess service falls within one or more of these excluded categories.

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2. The City will evaluate military service on a case-by-case basis to determine eligibility for reemployment in accordance with USERRA and applicable regulations.

F. **LIFE INSURANCE & DISABILITY EXCLUSIONS**

Employees are advised that most City-sponsored life, accidental death and dismemberment (AD&D), and disability insurance policies contain exclusions for claims resulting from acts of war or service-connected activities. Employees are encouraged to review their military-provided life insurance for coverage during their period of active service.

G. **FAMILY MEDICAL LEAVE ACT MILITARY LEAVE (FMLA)**

Time spent on military leave will be counted toward the employee's entitlement to qualifying FMLA leave, if applicable. The FMLA also provides job-protected leave in some military circumstances. Reference the City's FMLA policy for more information.

Exhibit F

BENEFITS
Revised September 2026

SECTION: 29

A. PURPOSE

This Section establishes Tooele City's policies and procedures for select benefit-related matters, provides general information about the City's benefit programs, and summarizes employee benefit eligibility.

This Section does not establish a contract or guarantee future benefit coverage or eligibility. Tooele City reserves the right to change, modify, or discontinue benefits at any time. Many benefits are administered by third-parties. Detailed benefit information is available through the Human Resource Department, the insurance providers, or their websites. In the event of any conflict between this Section and an applicable provider's plan documents, contracts, or governing documents, the provider's applicable documents or contracts will control.

B. BENEFIT ELIGIBILITY

Benefit eligibility is based on employment status, schedule status, and benefit provider contracts. In general, eligibility is as follows:

Full-Time Employees			
	Full-time Regular or Appointed		Full-time Mayor
	40 Hours	30-39.75 Hours	
401K / Roth 401k / 457 / Roth 457	Yes	Yes	Yes
Annual Leave	Yes	Prorated	N/A
Dental	Yes	Yes	Yes
EAP Program	Yes	Yes	Yes
Education Reimbursement	Yes	Yes	No
Flexible Spending Account	Yes	Yes	Yes
Holiday Pay	Yes	Prorated	N/A
IRA/Roth IRA	Yes	Yes	Yes
Leave - Funeral, Jury & Witness, and Military	Yes	Prorated	N/A
Life Insurance & AD&D	Yes	Yes	Yes
Long-term Disability	Yes	Yes	Yes
Medical – Health Insurance or Waiver payment in lieu of coverage if evidence of other coverage is provided to Tooele City	Yes	Yes	Yes
Short-term Disability	Yes	Yes	No
Sick Leave	Yes	Prorated	N/A
State Retirement Benefits	Yes	Yes	Yes
Vision	Yes	Yes	Yes
Wellness/Recreation Pass	Yes	Yes	Yes
Worker's Compensation	Yes	Yes	Yes

Prorated = Benefits are prorated as percentage of hours worked as compared to a 40-hour schedule. See specific policies regarding benefits for additional information.

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Part-time Employees				
	Part-time Regular or Appointed		Part-time Elected Officials	
	20-29.75 hours	1-19.75 hours	Part-time Mayor	Part-time Council Member
401K / Roth 401k / 457 / Roth 457	Yes but no City Contribution	Yes but no City Contribution	Yes	Yes
Annual Leave	Prorated	Prorated	No	No
Dental	No	No	Yes	Yes
EAP Program	No	No	Yes	Yes
Education Reimbursement	No	No	No	No
Flexible Spending Account	Yes	No	Yes	Yes
Holiday Pay	Prorated	Prorated	N/A	N/A
IRA/Roth IRA	Yes	Yes	Yes	Yes
Leave - Funeral, Jury & Witness, and Military	Prorated	Prorated	N/A	N/A
Life Insurance & AD&D	No	No	Yes	Yes
Long-term Disability	Yes	No	Tier 1 = Yes, If salary meets URS eligibility criteria Tier 2 = No	
Medical – Health Insurance, or Waiver payment in lieu of coverage if evidence of other coverage is provided to Tooele City	No *See Variable Hour Employee Table for calculation of eligibility due to PPACA, if deemed applicable to a part-time employee)	No	Yes	No *Council policy change effective July 2023 and moved waiver equivalent to compensation.
Short-term Disability	No	No	No	N/A
Sick Leave	Prorated	Prorated	N/A	N/A
State Retirement Benefits	Yes	No	Tier 1 = Yes, If salary meets URS eligibility criteria Tier 2 = No, but equivalent URS rate is put into 401k plan as defined in this Section	
Vision	No	No	Yes	Yes
Wellness/Recreation Pass	No	No	Yes	Yes
Worker's Compensation	Yes	Yes	Yes	Yes

Prorated = Benefits are prorated as percentage of hours worked as compared to a 40-hour schedule. See specific policies regarding benefits for additional information.

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Variable Hour Employees Contingent: Temporary, Seasonal, Cyclical, or On-call	
401K / Roth 401k / 457 / Roth 457	Yes, may make personal contributions but not eligible for any City Contribution
IRA/Roth IRA	Yes, may make personal contributions
Medical – Health Insurance	No, except an employee may become eligible pursuant to the Patient Protection and Affordable Care Act (PPACA) which requires coverage if an employee's average workweek was greater than or equal to 30 hours/week following certain measurement periods. Tooele City has adopted the PPACA Safe Harbor provision for calculating the average workweek for variable hour employees as it applies to PPACA. The average workweek will be calculated as follows: New Hires - A newly hired employee's average workweek will be calculated following an Initial Measurement Period of 12-month from date of hire. It will be calculated by adding all hours paid (even if not worked) and dividing the sum by 52. If the employee is deemed eligible, an administrative period will be applied from the end of the initial measurement period through the end of the second full pay period beginning after the end of the initial measurement period to provide time to facilitate enrollment. The employee remains eligible for coverage for a 12-month Stabilization Period provided employee premiums are paid and the employee remains an employee, or is on seasonal layoff status on payroll and employee premiums are paid. Ongoing - Once the Initial Measurement Period has passed, employee's future eligibility will be determined pursuant to the City's Standard Measurement Period which coincides with the City's fiscal budget preparation each year. The average workweek will be calculated by adding all hours paid (even if not worked) during the period of April 1st of the prior year and March 31 of the current year, and dividing the sum by 52. If the employee is deemed eligible pursuant to PPACA, an administrative period will be applied from April to June 30 to provide time to facilitate enrollment. Coverage becomes effective July 1 and the employee remains eligible for coverage for a 12-month Stabilization Period (the fiscal year) provided employee premiums are paid and the employee remains an employee, or is on seasonal layoff status on payroll and employee premiums are paid. Future eligibility will be determined by recalculating the Standard Measurement Period each respective year. Tooele City's Cash-in-Lieu (Health Insurance Waiver) Payment is not available to Variable Hour employees who become eligible for health insurance coverage due to PPACA but decline coverage. Plan eligibility and premiums are established with each fiscal year budget.
State Retirement	No
Worker's Compensation	Yes
No other benefits are offered to variable hour employees.	

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C. SECTION 125 / FLEX / CAFETERIA PLANS

Tooele City offers benefits under Section 125 of the Internal Revenue Code, which allows employees to pay for eligible benefits and expenses using pre-tax dollars. This can lower taxable income, but may slightly reduce future Social Security benefits. Employees should contact the Human Resource Department or the plan administrator for plan details.

1. Premium Only Plan - Allows eligible insurance premiums (medical, dental, vision, etc.) to be deducted from pay before taxes. Eligible employees are automatically enrolled. Employees who prefer post-tax deductions must submit a written declination to Human Resource Department.
2. FLEX / Cafeteria Health Care Reimbursement Account - Allows employees to set aside pre-tax money to pay for eligible out-of-pocket medical expenses (such as deductibles and copays). Employees must enroll each plan year (July 1 – June 30). Changes are only allowed with a qualifying life event. IRS limits, “use-it-or-lose-it,” and “plan year rollover” rules apply.
3. Limited FLEX /Cafeteria Health Care Reimbursement Account - Similar to the Health Care FLEX Account, but limited to dental and vision expenses only. This option is generally for employees who also participate in a Health Savings Account (HSA).
4. FLEX / Cafeteria Cash-in-Lieu (Waiver) - Allows eligible employees who have other qualifying health coverage, other than Tooele City’s group health plan, to receive a cash payment instead of enrolling in the City’s group health plan. Proof of other coverage is required each plan year. The cash payment is taxable income and is not retirement-eligible wages. Employees enrolled in Medicare or Medicaid are not eligible for this option.
5. FLEX / Cafeteria Dependent Care Reimbursement Account - Allows employees to use pre-tax money for eligible dependent care expenses. Employees must enroll each plan year (July 1 – June 30). Changes are only allowed with a qualifying life event. IRS limits and “use-it-or-lose-it” rules apply.

D. HEALTH SAVINGS ACCOUNT (HSA)

Tooele City offers a Health Savings Account (HSA) option for eligible employees enrolled in a qualifying high-deductible health plan. Eligibility, contributions, and use of funds are governed by IRS rules and official plan documents. Employee contributions are made through payroll deductions, and the City may also contribute as approved through the annual budget process. HSA funds may be used for eligible medical expenses, and employees are responsible for using their accounts in compliance with all applicable requirements.

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E. UTAH STATE RETIREMENT PLAN

Employees are enrolled in a Utah State Retirement plan according to laws and regulations.

1. Tier 1 *(For employees enrolled in the Utah State Retirement System prior to July 1, 2011)*
 - a. Public Employees Contributory Retirement Plan
 - b. Public Employees Non-Contributory Retirement Plan
 - c. Public Safety Employees Non-Contributory Retirement Plan
 - d. Firefighter's Non-Contributory Retirement Plan

Tier 1 plans include a benefits protection contract between the Utah State Retirement System (URS) and Tooele City that allows employees to accrue retirement service credit while on approved leave covered by worker's compensation, the City's group short-term disability insurance, or the City's long-term disability insurance.

Tier 1 elected officials and appointed department heads may request to opt out of participation in the URS system (i.e. exempt). If approved, the City will instead contribute to the employee's Traditional 401(k) plan an amount equal to the URS Total Cost Rate (normal cost plus amortization of Unfunded Actuarial Accrued Liability) that would have applied to the employee. This rate is set annually by the URS office and may change each year. These contributions count toward IRS contribution limits and may be reduced if those limits are reached.

Employees who opt out of Tier 1 participation are not covered by the benefit protection contract with URS. However, by policy, the City will continue retirement contributions while the employee is on approved leave covered by the City's group short-term disability insurance and for up to three (3) months while on workers compensation leave. If the employee is approved for long-term disability benefits, or if the leave exceeds three (3) months, retirement benefit contributions will stop at the end of the applicable pay period unless continuation is required by law.

2. Tier 2 *(For employees first entering the Utah State Retirement System after July 1, 2011)*
 - a. Public Employees Defined Contribution Plan Only
 - b. Public Employees Hybrid Retirement Plan
 - c. Public Safety & Firefighter Employees Defined Contribution Plan Only
 - d. Public Safety & Firefighter Employees Hybrid Retirement Plan

Tier 2 plans include a benefit protection contract between the Utah State Retirement System (URS) and Tooele City that allows employees to continue earning retirement service credit and making required retirement contributions while on approved leave covered by worker's compensation or the City's group short-term disability insurance

Tier 2 plans do not provide benefit protection for periods of leave covered by the City's long-term disability (LTD) insurance, except as required by law for sworn police officers and firefighters whose line-of-duty LTD benefits extend beyond

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workers compensation. If a Tier 2 employee is approved for long-term disability benefits, retirement benefit continuation and contributions will end at the close of the pay period in which the LTD benefits became effective, unless continuation is required by law.

URS allows certain positions to be exempt from Tier 2 vesting requirements. Tooele City has designated full-time, benefit eligible mayoral appointed department heads as positions eligible to request exemptions from the four (4) year vesting requirement. Because exemption rules are complex and governed by URS policy and statute, employees seeking an exemption must contact the URS office for questions.

Full-time elected officials in Tier 2 participate only in the Defined Contribution plan and are automatically exempt from the four (4) year vesting requirement.

3. Tier 2 Part-time Elected Officials Equalization Benefit

Tier 2 part-time elected officials are not eligible to participate in URS plans under Utah law. To provide comparable benefits for both Tier 1 and Tier 2 part-time elected officials, Tooele City will contribute to the official's URS Traditional 401(k) plan an amount equal to the URS Tier 2 Normal Cost Rate. This rate is established annually by URS. These contributions are combined with any other employer 401(k) contribution for purpose of the Internal Revenue Service (IRS) contribution limitations and may be reduced if those limits are reached.

4. Due to the complexity of the plans, employees should refer to the materials prepared by the URS Office regarding questions concerning the systems. Employees can also contact the URS Office, 540 East 200 South, Salt Lake City, Utah 84102. Their telephone number is available from the Human Resource Department.

5. Participation in and benefits provided through the Utah State Retirement Systems (URS) are governed by applicable state statutes, URS administrative rules, and URS plan documents. While Tooele City administers participation in URS for eligible employees, the City does not determine eligibility requirements, benefit levels, contribution rates, vesting provisions, or other plan terms established by URS. In the event of any conflict between this policy and URS statutes, rules, or plan provisions, the applicable URS requirements will control.

F. RETIREMENT SAVINGS PLANS

Tooele City provides eligible employees with access to Traditional 401(k), Roth 401(k), Traditional 457, Roth 457, Traditional IRA, and Roth IRA savings plans administered by the Utah State Retirement System (URS).

1. Employee Elective Deferrals - Employees may elect to have a portion of their wages deducted from their paycheck and deposited into one or more eligible retirement savings plans.
2. City Discretionary (Employer) Contributions - Tooele City may provide a discretionary employer contribution to eligible employees. The amount of any

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contribution is determined through the City's fiscal year budget process and is discretionary in nature. A discretionary contribution is not guaranteed. City discretionary contributions are deposited as Traditional 401(k) contributions. Employees are 100% vested in City discretionary 401(k) contributions.

3. Automatic Enrollment in Roth 457 Plan & Auto Escalation – Employees hired on or after October 1, 2026 and who are also eligible for enrollment in the URS Tier 1 or Tier 2 retirement plan, will be automatically enrolled in the URS Roth 457 plan. Upon enrollment, two percent (2%) of their eligible compensation will be automatically deferred as a Roth contribution. The employee's deferral rate will automatically increase by one percentage point (1%) each year, up to 10%, subject to applicable federal contribution limits and plan provisions.
 - a. Employees may elect to stop, decrease, or increase their deferrals or opt out of, change, or stop the automatic escalation at any time through their URS account.
 - b. Employee contributions made through automatic enrollment are immediately vested and may only be withdrawn in accordance with federal law and the provisions of the URS 457 Plan.
 - c. If permitted under the URS 457 Plan, an employee who has been automatically enrolled may elect, within ninety (90) days of the date the employee's first automatic contribution is made, to withdraw the automatic contributions and related earnings in accordance with applicable federal law and plan provisions.
 - d. Unless an employee makes an affirmative investment election through their URS account, automatic contributions will be invested in the age-related Target Date Fund as outlined in the URS Summary Plan Description (SPD).
 - e. Employees will be provided general information regarding retirement savings resources and access to their URS online account and may obtain additional information and assistance directly from URS.
4. Plan Administration and Summary Plan Descriptions - The URS retirement savings plans are administered in accordance with applicable IRS regulations, URS plan documents, and their respective adoption agreements.
5. Self-Directed Plans - Participation in the retirement savings plans is voluntary and self-directed. Tooele City and its employees do not provide tax, legal, or investment advice regarding retirement savings plans. Any information provided by the City is for administrative or educational purposes only. Employees seeking financial, tax, or legal advice should consult a licensed professional.
6. *The Tooele City Employees' John Hancock Savings Plan was closed for new participants. Tooele City anticipates merging the John Hancock Plan with the URS Savings Plan at a future date. Timelines and merger details will be communicated with John Hancock Savings Plan participants when applicable.*

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G. PREMIUMS & HEALTH INSURANCE AUTO ENROLLMENT DEFAULT PLAN

1. Premiums – Insurance premiums are established with the fiscal budget and may vary based on employment and schedule status. Failure to pay premiums by the due date may result in cancelation of coverage.
2. Health Insurance Automatic Enrollment/Default Plan - Employees eligible for health insurance will be automatically enrolled in the least expensive plan offered to Tooele City employees at the time of eligibility unless the employee declines, waives, or makes another health insurance election within 60 days of eligibility.

H. COBRA CONTINUATION COVERAGE

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their eligible dependents may continue group health, dental, or flexible spending insurance coverage when it would otherwise end due to specific qualifying events. These events include termination of employment (except for gross misconduct), a reduction in hours, the death of an employee, divorce or legal separation, or a dependent child losing eligibility.

It is the responsibility of the employee or a covered individual to notify the Human Resource Department within 60 days of a change in status; failure to do so may result in the loss of continuation rights.

Once a qualifying event occurs, a written notice is provided to the employee and/or sent to the address or email on file, after which there is a 60-day grace period to elect coverage. If coverage is not formally elected, it will end effective the date of the qualifying event (except for if a dependent turn 26, the end of the month).

While COBRA coverage is identical to that offered to active employees, the insured is responsible for the full cost plus a permitted administrative fee. Generally, coverage lasts 18 months for employment changes and 36 months for other qualifying events, though extensions may be available for second qualifying events or for those receiving Social Security Disability benefits. Coverage may be terminated early if the City ceases to provide group health plans, premiums are not paid timely, the individual becomes entitled to Medicare, or the individual becomes covered under another group plan.

For specific questions or to report a life event, contact the Human Resource Department or the insurance provider directly.

Exhibit G

GIFTS, PRIZES, AWARDS, WELLNESS/RECREATION CARD & DISCOUNTS

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A. GIFTS, PRIZES & AWARDS

1. Gifts, Prizes, & Awards Provided by Tooele City

- a. Occasional and de minimis awards or prizes valued at less than \$~~15-20~~ may be given to employees without incurring a taxable fringe benefit, provided that it is not cash or a cash equivalent (i.e. a generic gift card).
- b. A plaque or similar display may be given to employees as an award or recognition without incurring a taxable fringe benefit.
- c. A tangible gift such as flowers may be given for:
 - (1) Expression of sympathy in the event of the death of an employee, ~~or employee's spouse, or dependent child, or parent~~;
 - (2) Congratulations for the birth or adoption of an employee's child; or
 - (3) Expression of get well wishes for an employee.

Congratulatory gifts such as for birthdays, graduation, marriage, etc. or other condolences generally should not be purchased with City funds.

- ~~d. Retirement. A retiring employee may receive a~~ tangible gift, like a watch or plaque, generally valued at \$~~230.00~~ per year of service to the City ~~may be given to employees as a retirement gift. Additionally, retiring sworn police officers or retiring first-class firefighters may be given their duty weapon and/or their badges and patches, including reasonable mounting costs such as a shadow box.~~

~~d. Also, the~~ department ~~may can~~ contribute food items, like meat trays, to a retirement luncheon held on site for an employees ~~who had with~~ at least 10 years of service to Tooele City.

- ~~e. At the discretion of the Chief of Police and with approval from the Mayor, retired sworn police officers may be given their duty weapon and/or their badges and patches, including reasonable mounting costs such as a shadow box.~~

- ~~f.e.~~ Supervisors should check with the human resource department before approving any gifts, prizes, or awards for employees due to tax implications.

- ~~g.f.~~ Exceptions to this Section are approved by the Mayor.

2. Gifts, Prizes, & Awards Provided by External Sources

- a. Employees must follow state and federal laws regarding accepting gifts, prizes, and awards. Additionally, they should avoid the appearance of

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favoritism or conflicts of interest.

- b. Allowed. The following are examples, but not an exclusive list, of items employees may accept:

- (1) De minimis items such as pens, mugs, calendars, thank you cards, and other trinkets valued at less than \$15;
- (2) Discounts provided to all City employees in conjunction with the City's benefit or "perks" programs;
- (3) Any tangible item or gift card, but not cash, valued at less than \$50.01 and given as a token of appreciation for assisting or speaking at events, conferences, civic organizations, or similar services;
- (4) Fees paid on behalf of the employee to participate in charitable events as a City representative such as a charitable golf tournament;
- (5) Incidental meals, drinks, or food items:
 - i. Personal meals, drinks, or food items valued at less than \$15 and that generally occur two or fewer times per calendar year;
 - ii. Group meals, drinks, or food items provided with training or as an expression of thanks;
 - iii. Food items left over from events or a catering that would otherwise have been thrown away;
- (6) Complimentary trips to vendor offices, user conferences, or other travel that is conducted as part of the City's due diligence in researching a product or service, or to receive training;
- (7) Items distributed to all attendees or randomly at conferences and other events such as t-shirts, pens, trade show bags, food and beverages, and door prizes;
- (8) Items provided at a sponsored event if the potential for ~~conflict of interest~~conflict-of-interest perceptions do not exist. This may include a gift given while representing the City at a charitable golf tournament, a prize awarded for winning a group costume contest, or a gift in conjunction with a customer service award program, and similar situations;
- (9) Tips and gratuities provided to golf course café, catering, and food/beverage service staff when properly reported on time card; or,
- (10) Reward points, sky miles, etc. earned on a personal credit card program when use of a personal credit card was necessary to conduct business purposes.

- c. Prohibited. The following are examples, but not an exclusive list, of items employees may NOT accept:

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- (1) Employees serving on committees that are evaluating products or services may not accept any gifts from vendors bidding on these items;
- (2) Cash, stocks, bonds, or other negotiable instruments regardless of the dollar amount;
- (3) Any item with a value in excess of \$50 without written disclosure to and approval from the Mayor. The disclosure and approval should document the business reason for accepting this gift and a declaration that there is no potential for a conflict of interest;
- (4) Tickets to sporting events, theater, or similar entertainment passes valued over \$50, either per event or cumulatively through a 12-month period, unless approved in advance and in writing by the Mayor. The approval should document the business reason for accepting this gift and declaration that there is no potential for ~~conflict of interest~~conflict-of-interest perceptions;
- (5) Personal meals, drinks, or food items valued at over \$15 or occur more frequently than twice per calendar year; or,
- (6) Free gift items that come with a purchase if that purchase was made on behalf of the City.

d. If an employee or department receives an unacceptable item:

- (1) The gift can be placed in a central spot for all employees to enjoy or given to the human resource department to distribute randomly, like a door prize at a City party;
- (2) Instead of returning food gifts, they can be shared with the entire staff even if addressed to a single employee; or,
- (3) The item can be given to a charitable organization.

B. WELLNESS / RECREATION CARD

1. Tooele City aims to promote health and wellness initiatives for the benefit of both employees and the City. The City's goal is to raise awareness about healthy lifestyle behaviors, create a workplace that values wellness, and support employees in being more physically active, managing stress, and making healthier choices in their lives.
2. To support City wellness goals, Tooele City provides eligible individuals with free access to the Leigh Pratt Aquatic Center, the Oquirrh Hills Golf Course, and the Tooele City Public Library, subject to the following terms and conditions:
 - a. Free admission is valid only when there is excess capacity at each facility and no paying customer is displaced. If at the time of use, no excess capacity exists, the individual must pay the full admission fee or have access denied or delayed until an opening is available;

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- b. Free admission is only provided during regular public operating hours;
 - c. In general, the admission does not apply to classes, programs, rentals, tournament fees, or special events;
 - d. Free use does not apply to cart or equipment rental;
 - e. Tooele City reserves the right to apply temporary or permanent restrictions on this benefit as deemed necessary or appropriate;
 - f. Individuals must comply with the respective rules of the facility which are subject to change, or may be denied future use privileges; and,
 - g. Fraudulent use, including misrepresentation or use when not eligible, may result in collection of fees that were otherwise due, criminal prosecution, and/or denial of future benefit use.
3. The Tooele City wellness card also provides a 20% discount off rental fees for designated locations including Left Hand Fork Campground Sites, Tooele City Community Center, Wigwam Campground Sites and Park, Parks and Recreation Community Rooms (large & small), Dow James building, and Tooele City parks pavilions. This discount applies when the rental is primarily for the employee's personal use, such as their family BBQ/dinner, child's birthday party, granddaughter's baby shower, or family reunion/campout. The employee discount cannot be applied to rentals for organizations, groups, or events that are not of a personal use nature, such as for athletic teams, youth groups, fundraisers, or public expos. Additionally, there are no discounts provided for other rentals not specifically listed including, but not limited to the rental of the golf course pavilion, aquatic center, or aquatic center party spaces.
4. Eligibility. The following individuals are eligible for the wellness / recreation card:
- a. Active full-time regular and full-time appointed employees, their legal spouse, and their unmarried dependent children age 19 or younger living in the household;
 - b. While serving their term, Mayors and City Council persons, their legal spouse, and their unmarried dependent children age 19 or younger living in the household (*Approved December 2007 Ordinance 2007-32*);
 - c. Retired employees, but not their spouse or dependent children, may be provided with Wellness Card pursuant to the eligibility criteria in Section 30: Retiring and Retiree Benefits, herein this Manual; and
 - d. Former elected officials who served a full four-year term of office, but not

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their spouse or dependent children.

There is no survivor benefit applicable to the wellness card. Upon the death of the eligible employee, retiree, or elected official, the card becomes void.

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C. ACCESS & DISCOUNTS GIVEN TO AQUATIC CENTER EMPLOYEES

Tooele City provides certain “perks” and benefits to employees working at the Aquatic Center as a recruitment and retention initiative.

1. Facility Admission for Aquatic Center Employees

Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the Leigh Pratt Aquatic Center, but not their family, can use the aquatic center without charge during regular public swimming hours when there’s excess capacity and no paying customer is displaced. If at the time of use, no excess capacity exists, they’ll need to pay the full fee or wait until an opening is available.

2. Food & Beverage Discount

Aquatic Center employees get a 20% discount on for food or beverage ordered while on duty.

3. Merchandise Sales

Aquatic Center employees get a 20% discount on the sales price for any merchandise purchased for their own use.

D. ACCESS & DISCOUNTS GIVEN TO GOLF COURSE EMPLOYEES

Tooele City provides certain “perks” and benefits to employees working at the Oquirrh Hills Golf Course as a recruitment and retention initiative.

1. Green Fees, Range Fees, and Cart Rental for Golf Course Employees

- a. Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the golf course can play the course and use the range without charge when there’s excess capacity and no paying customer is displaced. If at the time of use, there’s no excess capacity, they’ll need to pay the full fee or wait until an opening is available. This benefit does not include cart, club, ball, or other purchase or rental.
- b. The fee for golf course employees to use a golf cart or for golf privileges for their immediate family (spouse and unmarried dependent children under 19) living with them will be set by department policy approved by the Department Head and Mayor.
- c. The golf professional, apprentice, and superintendents may use a cart free of charge as accounting for personal versus professional use is not practical given the nature of their positions and responsibilities at the golf course.

2. Food & Beverage Discount for Golf Course Employees

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- a. Golf course employees get a 40% discount on food and non-alcoholic drinks ordered while on-duty.
 - b. Golf course employees get a 20% discount on food and non-alcoholic drinks ordered when they are off-duty.
 - c. Golf course employees can use their discount for food and non-alcoholic drinks for their spouse or dependent children under age 19 who live with them, but the employee must be present when purchasing. The discount cannot be used for anyone else.
3. Merchandise Sales
- Resale items may be sold at the Oquirrh Hills Golf Course under private contract and independent of Tooele City Corporation. If resale items are sold directly by Tooele City, golf course employees receive a twenty percent (20%) discount off the retail or sales price for any merchandise purchased for their own use.

Exhibit H

EDUCATION REIMBURSEMENT BENEFIT PROGRAM

Revised September 2026

SECTION: 32

A. PURPOSE

This Section establishes Tooele City's policies and procedures for education reimbursement benefits. The program is intended to comply with Section 127 of the Internal Revenue Code as a tax-free benefit. Work-related training or certifications are covered by department training budgets.

B. POLICY

Subject to annual budget approval, full-time regular and appointed employees may receive financial reimbursement under the following programs.

1. Advanced Education Program

- a. Full-time regular and appointed employees may receive up to \$2,000 per fiscal year for associate's or higher degrees related to Tooele City operations. To receive benefits, employees must apply during the designated period with supporting documentation. Any subsequent changes require approval from the Education Reimbursement Committee; unapproved courses are ineligible for reimbursement. Reimbursement covers tuition, registration, required books, and ADA-compliant materials, provided the employee earns a grade of C- or higher, or satisfactory completion for pass/fail courses. All credits required for graduation by the institution are eligible, even if classes are not directly job-related.
- b. The program excludes costs such as out-of-state tuition, late fees, audited courses, and general supplies (i.e. computers, calculators, or internet access). Personal expenses, including transportation, meals, parking, and non-required study aids or tutors, are also ineligible.
- c. Reimbursement totals are tracked by the date of payment rather than the course end date. Any expenses not explicitly listed must receive prior authorization from the Educational Reimbursement Committee to ensure compliance with City policy.
- d. If eligible for, or receiving veteran's or other educational benefits such as grants or scholarships, they must be applied toward eligible expenses first. City reimbursement will be reduced by the amount of funding received from any other source.
- a. Employees who voluntarily resign are required to repay any educational reimbursement received during the 14 months prior to resignation. Repayment is due within 30 days of resignation.
- b. Tooele City reserves the right to delay, deny, or discontinue Advanced Education courses at any time and for any reason.

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2. Full-time Sworn Law Enforcement Officer Student Loan/POST Reimbursement Program.
 - a. Officers who have completed two years of police service with Tooele City (including FTO time) may receive benefits under either this program or the Advanced Education Program, but are restricted from participating in both within the same fiscal year.
 - b. Officers may be reimbursed for up to \$2,000 per fiscal year for:
 - 1) Student loan debt incurred for completion of self-sponsorship through a Utah-recognized POST academy; or,
 - 2) Degrees (associates or higher) directly related to law enforcement. Qualifying fields of study include Criminal Justice, Psychology, Public Administration, Spanish, and Forensic Science; the Educational Reimbursement Committee maintains final authority on degree eligibility and job relevancy.
 - c. Officers must submit an application for educational assistance reimbursement benefits during the application period and include certification of the degree obtained/POST graduation, receipt for student loan payment made during the applicable fiscal year period (no reimbursement for payments outside the current fiscal year), and certification that the payment was made by the employee. Employees may not accept benefits for the same payment made by any other outside program or agency.
 - d. Officers who voluntarily resign are required to repay all reimbursements received during the 24 months prior to their resignation. Repayment is due within 30 days of resignation.
 - e. Tooele City reserves the right to delay, deny, or discontinue Sworn Law Enforcement Officer Student Loan/POST Reimbursement Program at any time for any reason.

Exhibit I

TRAVEL
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SECTION: 34

A. **PURPOSE**

This Section establishes Tooele City's policies and procedures governing travel, travel-related payments and allowances, and travel-related expense reimbursements.

B. **SAME DAY TRAVEL**

Same day travel occurs within a single workday and has no overnight stay.

1. **Approval.** Same-day travel is approved by the department head or designee.
2. **Vehicles.** Employees should use City vehicles and carpool whenever feasible. Supervisors or department heads may approve exceptions when operational needs, scheduling conflicts, or other practical considerations make shared transportation or use of a City vehicle impractical. Costs and business-related factors are considered prior to approving separate vehicle use when traveling to the same destination.
3. **Meals.** Tooele City will not pay for or reimburse meals for same day travel, except in limited, IRS-compliant circumstances with Mayoral approval. Examples include:
 - a. Meals included as an inseparable part of a conference, training, or official event registration;
 - b. Business meals with an external party where a bona fide business discussion is the primary purpose; or,
 - c. Meals incurred while responding to or working a public safety emergency.

Reimbursement requests must include a receipt and documentation identifying the amount, time, place, business purpose, and attendees. Reimbursement may not exceed the U.S. General Services Administration (GSA) Meals & Incidental Expenses (M&IE) standard rate.

C. **OVERNIGHT TRAVEL**

1. **Approval.**

- a. In-state overnight travel is approved by the department head and Mayor following submission of an "Overnight In-State Trip Authorization." Overnight in-state travel may be authorized when business needs, distance (generally 40 miles or more from the employee's regular place of work), scheduling, safety, or other considerations reasonably require an overnight stay.
- b. Out-of-state overnight travel is approved by the employee's department head and Mayor following submission of an "Advance Request for Out-of-State Travel."

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- c. The City Council Chair approves overnight travel for council members.
- 2. **Vehicles.** Employees authorized to use a personal vehicle for overnight travel are eligible for mileage reimbursement at the approved rate. The City may require use of a City vehicle or shared transportation when necessary to control costs, meet operational needs, or to comply with external funding requirements.
- 3. **Meals (Per Diem).** Employees receive a tax-free per diem for meals and incidental expenses (M&IE). Per diem rates are based on the applicable U.S. General Service Administration (GSA) M&IE Standard Rate for the destination. Per diem will be reduced when meals are provided as an inseparable part of training, conference, or lodging arrangements, excluding continental breakfasts consisting solely of prepackaged items.
- 4. **Lodging.** Employees will be provided or reimbursed for reasonable and necessary lodging incurred for authorized overnight City travel.
 - a. City-arranged or authorized lodging shall be at a commercial establishment, such as a hotel, motel, or inn. Due to risk and liability issues, exceptions are considered only when commercial lodging is not available or practical.
 - b. Lodging shall reflect responsible use of public funds taking into consideration employee safety, total costs (room rate, taxes and fees, parking, transportation), proximity to the business destination, access to meals and necessary services, availability of suitable accommodations, and other logistics.

When factors are similar, the lower cost should be used.

The City should consider applicable lodging rates and discounts, including GSA lodging rates, conference or event rates, negotiated group rates, government rates, and publicly available discounts.
 - c. When multiple employees are traveling to the same event, lodging arrangements should be coordinated when practical to obtain reasonable rates and promote consistency in travel costs.
 - d. Lodging should be arranged sufficiently in advance to obtain reasonable rates when practicable.
 - e. For risk management purposes, employees are generally not permitted to share rooms. Room sharing may be restricted based on safety, supervisory relationships, funding requirements, and risk management considerations.

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5. Alternative Travel Arrangements

- a. Employees who decline City-arranged or authorized lodging or transportation and choose to make alternative arrangements may be reimbursed up to the reasonable cost that would have been incurred for the City-arranged or authorized travel. Alternative arrangements shall not result in additional cost or liability to the City.
- b. Alternative lodging is not arranged, selected, or controlled by the City. The employee is responsible for the rental or lodging agreement and related personal obligations including expenses, additional occupants, damages, and cancellation fees.
- c. Employees may extend business travel for personal reasons and are responsible for all additional costs associated with personal travel. Personal costs shall be kept separate from City travel costs and shall not be charged to the City or a City account.

E. MILEAGE REIMBURSEMENT AND COMMUTE OFFSET

Employees authorized to use a personal vehicle for City business may be reimbursed at the mileage rate established by the Internal Revenue Service as the standard mileage rate. When travel begins or ends at an employee's residence outside of Tooele City limits, reimbursement will be reduced by the employee's normal commute to/from work distance to ensure only business-related mileage is reimbursed. Department heads may approve exceptions when application of this offset is impractical or does not accurately reflect the travel required.

F. OTHER REIMBURSABLE EXPENSES

Employees may be reimbursed for the following expenses by submitting a Tooele City Expense Report with receipts. Any unauthorized expenses not listed below require Mayoral approval and receipts.

	Receipt Required	Taxable to Employee
Commercial airline, limited to economy class fare.	Yes	No
Railway, bus, or boat fare, limited to coach fare plus necessary lower berth or roomette. First class fare is reimbursable when coach is not available.	Yes	No
Lodging, limited to approved costs. Any amount exceeding the IRS allowance is taxable.	Yes	Possibly
Road charges, parking fees, storage charges, emergency repairs, and similar items for City-owned vehicles.	Yes, if available	No

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Charges for reasonable (generally economy class) car rental or similar services but only upon advance approval by the Mayor.	Yes	No
Reasonable rideshare, taxi, shuttle, and similar transportation.	Yes	No

G. **TRAVEL ADVANCE**

Employees may receive a travel advance up to the anticipated travel expenses. Unused funds, an itemized account of all expenses, and any required receipts must be returned to the City within one week of travel completion.

H. **TRAVEL TIME**

Employees are paid for all travel time, except for overnight stays. For approved overnight travel, employees are paid for time actively spent traveling and conducting City business. Unpaid time includes personal hours after arrival, such as evenings, meal periods, and optional activities. Time zone changes must be factored into the hours calculation.

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A. ~~POLICY~~PURPOSE

~~This Section establishes Tooele City's policies and procedures for travel, payments, allowances, and expense reimbursements. It is Tooele City's policy to pay for and/or reimburse reasonable expenditures incurred by employees on authorized travel consistent with this Section and applicable government regulations.~~

~~C.~~

~~D.B.~~ APPROVAL~~SAME DAY TRAVEL~~

~~Same Day Travel~~ occurs within a single workday and has no overnight stay.

~~1. —~~ **Approval.** Same-day travel is approved by the ~~The~~ department head or designee approves daily travel expenses incurred for work.

~~1. —~~

~~2. —~~ **Vehicles.** Employees should use City vehicles and carpool whenever feasible. Supervisors or department heads may approve exceptions when operational needs, scheduling conflicts, or other practical considerations make shared transportation or use of a City vehicle impractical. Costs and business-related factors are considered prior to approving separate vehicle use when traveling to the same destination.

~~3. —~~ **Meals.** Tooele City will not pay for or reimburse meals for same day travel, except in limited, IRS-compliant circumstances with Mayoral approval. Examples include:

- ~~a. —~~ Meals included as an inseparable part of a conference, training, or official event registration;
- ~~b. —~~ Business meals with an external party where a bona fide business discussion is the primary purpose; or
- ~~c. —~~ Meals incurred while responding to or working a public safety emergency.

Reimbursement requests must include a receipt and documentation identifying the amount, time, place, business purpose, and attendees. Reimbursement may not exceed the U.S. General Services Administration (GSA) Meals & Incidental Expenses (M&IE) standard rate.

C. OVERNIGHT TRAVEL

~~Overnight In-state Travel~~

1. Approval.

- ~~b. —~~ In-state overnight travel is approved by the department head and Mayor following submission of an ~~Prior to incurring any expense, an "Overnight In-State Trip Authorization."~~ Overnight in-state travel may be authorized shall be approved by the employee's supervisor and the Mayor when business needs, distance (generally 40 miles or more from the employee's regular place of work), scheduling, safety, or other considerations

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reasonably require an overnight stay.

a. _____

b. Overnight Out-of-State overnight Travel ~~is approved by the employee's department head and Mayor following submission of~~ Prior to incurring any expense, an "Advance Request for Out-of-State Travel," shall be approved by the employee's supervisor and the Mayor.

c. The City Council Chair approves overnight travel for council members.

d. 2. Vehicles. Employees ~~are generally~~ authorized to use ~~a~~ a personal vehicle for overnight travel ~~and will be~~ eligible for mileage reimbursement at the approved rate. The City may require use of a City vehicle or shared transportation when necessary to control costs, meet operational needs, or to comply with external funding requirements ~~Use of a City vehicle is available but not required. This approach is intended to provide reasonable flexibility outside of working hours, including personal time and travel preferences. Supervisors or department heads may require use of a City vehicle or shared transportation when necessary to control costs or meet operational needs.~~

e.

f. 3. Meals (Per Diem). Employees ~~on approved overnight travel will~~ receive a tax-free per diem ~~for to cover~~ meals and incidental expenses (M&IE). Per diem rates ~~will be~~ based on the applicable U.S. General Service Administration (GSA) M&IE Standard Rate for the destination, for Utah, unless the employee is traveling to an out-of-state location with a higher GSA rate. In that case, the employee may claim the higher applicable local rate by submitting official GSA documentation for that destination with the reimbursement request. Per diem will be reduced when meals are provided as an inseparable part of training, conference, or lodging ~~package arrangements, (excluding continental breakfasts consisting solely of prepackaged items).~~

1.

4. Lodging. Employees will be provided or reimbursed for reasonable and necessary lodging incurred for authorized overnight City travel.

a. City-provided lodging shall be at a commercial establishment, such as a hotel, motel, or inn. Due to risk and liability issues, exceptions are rare and considered only when commercial lodging is not available or practical.

b. Lodging shall reflect responsible use of public funds taking into consideration employee safety, total costs (room rate, taxes and fees, parking, transportation), proximity to the business destination, access to meals and necessary services, availability of suitable accommodations, and other logistics.

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When factors are similar, the lower cost should be used.

The City should consider applicable lodging rates and discounts, including GSA lodging rates, conference or event rates, negotiated group rates, government rates, and publicly available discounts.

c. When multiple employees are traveling to the same event, lodging arrangements should be coordinated when practical to obtain reasonable rates and promote consistency in travel costs.

d. Lodging should be arranged sufficiently in advance to obtain reasonable rates when practicable.

g.e. ~~Room Sharing.~~ For risk management purposes, employees are generally not permitted to share rooms. Room sharing may be restricted based on safety, supervisory relationships, funding requirements, and risk management considerations. Exceptions may apply when required by external funding (e.g. grants). Supervisors may not share rooms with subordinates. Employees of the opposite sex may not share rooms unless they are married or cohabitating. Suite-style or VRBO-type arrangements are considered on a case-by-case basis, with consideration given to privacy, safety, and risk management.

3. ~~Mileage Reimbursement and Commute Offset~~

~~Mileage Reimbursement and Commute Offset. Employees authorized to use a personal vehicle for City business may be reimbursed at the mileage rate established by the Finance Department. When travel begins or ends at an employee's residence, reimbursement will be reduced by the employee's normal commute distance to ensure only business-related mileage is reimbursed. Supervisors or department heads may approve exceptions when application of this offset is impractical or does not accurately reflect the travel required.~~

b. ~~Cost-Effective Travel / Alternative Transportation.~~ All travel must be conducted in a cost-effective manner. If an employee declines a reasonable, lower-cost transportation option (such as carpooling, a City vehicle, or public transportation), total reimbursement (including mileage, meals, and lodging) may be limited to the cost of that option, unless an exception is approved in advance.

2. ~~_____~~

E. ~~VEHICLES~~

1. ~~City Vehicles.~~ Employees should use City vehicles and travel together for City

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business whenever possible. However, if circumstances prevent this or if vehicle space is limited, the department head can authorize alternate arrangements.

2. ~~**Personal Vehicle Use Required.**~~ When a City vehicle isn't available, employees can use their personal vehicles for City business and may be reimbursed for mileage at a rate set by the finance department ~~(KPI)~~, subject to change.
3. ~~**Personal Vehicle Use by Choice.**~~ If an employee chooses not to use a City vehicle or travel with a group for personal reasons, the department head may approve reimbursement for mileage at 50% of the established rate, considering factors like cost and circumstances.

5. Alternative Travel Arrangements

- a. Employees may decline City-arranged or approved lodging or public transportation and make alternative arrangements at their discretion. The City reimbursement is limited to the reasonable cost that would have been incurred for the authorized business travel. Alternative arrangements must not result in additional cost or liability to the City.
 - b. Alternative lodging is not arranged, selected, or controlled by the City. The employee is responsible for the rental or lodging agreement and related personal obligations including expenses, additional occupants, damages, and cancellation fees.
 - c. ~~**Preference to Travel by Vehicle Rather Than by Public Transportation.**~~ Employees may extend business travel for personal travel or be accompanied by family members or guests. The employee is responsible for all additional costs associated with personal travel or accompanying family members or guests. Personal expenses shall be kept separate from City travel expenses and shall not be charged to the City or a City account.
4. ~~If an employee declines reasonable public transportation options, reimbursement cannot exceed the cost of public transportation, including related expenses like meals and lodging.~~

E. MEALS

7. ~~**Meals for Same-day Travel.**~~ Same-day travel means employees leave and return to work on the same day. The IRS has rules about meal reimbursements for such cases, and Tooele City's policy is:
- b. ~~**Meals during Conventions or Training.**~~ If employees work during their usual meal times at conventions or training sessions, these meals are tax free. Usually, the registration fee covers them or the City pays. For example, if a keynote speaker presents during lunch at a conference or a police cadet eats during training. The meal cost shouldn't exceed allowed per

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~~diem rates.~~

- ~~— **Business Meals.** Meals needed when employees work through their regular meal times for official City business may be reimbursed tax-free. This happens rarely when it's better to handle business this way, like meeting a consultant in Salt Lake City instead of discussing matters with a supervisor. The meal cost shouldn't exceed allowed per diem rates.~~
- ~~b. **Incidental Meals.** Meals provided for safety reasons (e.g., for snow plow drivers during paid rest breaks) or as part of public recognition or appreciation, are also tax-free. The meal cost shouldn't exceed allowed per diem rates.~~
- ~~c. **Other Reimbursements.** Rarely, employees may get reimbursed for other same-day travel meals, but it's taxable. They need to submit reimbursement requests with receipts to the human resources/payroll department. The meal cost shouldn't exceed allowed per diem rates.~~
- ~~7. **Per Diem for Overnight Travel.** Employees receive a tax-free meal per diem per day, per meal during approved overnight travel. The per diem covers meals and incidental expenses and is adjusted accordingly if meals are included with the training or seminar, or as part of the hotel package. For instance, if a hot breakfast is provided at the hotel, the allowance is reduced, but continental breakfasts consisting of prepackaged items are excluded from the reduction.~~
- ~~— The per diem rates for overnight travel in the State of Utah are based on the U.S. General Service Administration Per Diem for Meal & Incidental Expenses Standard Rate for Utah. The finance department will update these rates on the expense reimbursement request form, typically at the beginning of the calendar year. Employees have the option to use the Standard Rate for Utah or, if traveling to an out-of-state location with a higher per diem, employees may attach documentation from the U.S. General Service Administration Per Diem for Meal & Incidental Expenses for that location to support the higher per diem claim.~~

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D.

E. MILEAGE REIMBURSEMENT AND COMMUTE OFFSET

Employees authorized to use a personal vehicle for City business may be reimbursed at the mileage rate established by the Internal Revenue Service as the standard mileage rate. When travel begins or ends at an employee's residence outside of Tooele City limits, reimbursement will be reduced by the employee's normal commute to/from work distance to ensure only business-related mileage is reimbursed. Department heads may approve exceptions when application of this offset is impractical or does not accurately reflect the travel required.

2.F. OTHER REIMBURSABLE EXPENSES

Employees may be reimbursed for the following expenses by submitting a The following expenses are eligible for reimbursement by submitting a Tooele Tooele City Expense Report with receipts. Any unauthorized expenses not listed below require Mayoral approval and receipts. any required receipts or supporting documentation.

	Receipt Required	Taxable to Employee
Conference registration fees	Yes	No
Commercial airline fare, limited to economy class tourist or economy fare. [KP2] First class fare is reimbursable when tourist or economy fare is not available between specified points.	Yes	No
Railway, bus, or boat fare, limited to coach fare plus necessary lower berth or roomette. First class fare is reimbursable when coach is not available.	Yes	No [KP3]
Mileage reimbursement for use of personal vehicle at the rate set by the finance department and approved by the Mayor but not to exceed the mileage allowance established by the IRS.	No	No
Reimbursement for reasonable gas expenses for personal cars in lieu of a mileage reimbursement.	Yes	No
Lodging, limited to approved actual costs. Any amount exceeding the IRS allowance is taxable [KP4].	Yes	Any amount that exceeds the IRS allowance for the respective location is taxable. Possibly

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Road charges, parking fees, storage charges, emergency repairs, and similar items for City-owned vehicles. ^[KP5]	Yes, if available	No
Charges for reasonable (generally economy class) car rental or similar services ^[KP6] but only upon advance approval by the Mayor.	Yes	No
Reasonable rideshare, taxi, shuttle, and similar transportation charges.	Yes	No

~~3. NON SPECIFIED EXPENSES~~

~~Reimbursement for expenses not specified in this Section require the Mayor's approval and receipts.~~

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~~4. SPECIAL RULES FOR ROOM SHARING~~

~~For risk management purposes, Tooele City prefers that employees do not share rooms. However, in cases where housing expenses are covered by grants or other agencies, room sharing might be required. A supervisor cannot share a hotel room with an employee, and male/female employees cannot share a room unless they are married or live together. Suite arrangements, if they save money, are considered on a case-by-case basis with priority given to risk management and privacy.~~

~~5.G. TRAVEL ADVANCE~~

~~Employees may receive a travel advance up to the anticipated travel expenses. Unused funds, an itemized account of all expenses, and any required receipts must be returned to the City within one week of travel completion.~~

~~6.H. TRAVEL TIME~~

~~For purposes of this Section, e~~Employees are paid for all travel time, except for overnight stays. ~~For approved overnight travel, employees are~~ During overnight travel, employees are paid for time all hours while actively spent traveling and conducting City business. Unpaid time includes personal hours after arrival, such as evenings, meal periods, and optional activities. ~~After reaching the destination, only hours spent on City business are paid, excluding personal time like evenings, meal periods, or optional conference activities. Time zone changes must be factored into the hours considered when calculating actual hours worked~~ alculation.

~~7. TELEPHONE CALLS~~

~~The City will pay for one reasonable length telephone call (not to exceed 10 minutes) to call home for each night out of town. Calls should be made on City cellular phones or charged to the room and reimbursed with the room charges. Costs for additional personal calls or exceeding the allowed time limit are the employee's responsibility.~~

~~K. ALTERNATIVE TRAVEL ARRANGEMENTS YIELDING COST SAVINGS~~

~~The City recognizes that circumstances may arise where management may approve alternative travel arrangements or reimbursements provided that doing so results in an overall cost savings and does not exceed IRS allowed non-taxable travel limits. For example:~~

~~1. An employee agrees to take a personal RV trailer to stay in while at training as it will cost less than staying in a hotel. The manager agrees to reimburse the employee for actual gas expenses incurred in lieu of mileage because pulling the RV costs more than the standard mileage rate.~~

~~2. An employee stays with a friend or relative while at the training in lieu of a hotel.~~

~~3. An employee who has a fear of flying asks to be allowed to drive. The manager~~

TRAVEL

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~~agrees, provided that all expenses do not exceed what would have been incurred if the employee flew.~~

TOOELE CITY CORPORATION

RESOLUTION 2026-75

A RESOLUTION OF THE TOOELE CITY COUNCIL APPROVING A \$500,000.00 CONTINGENCY AMOUNT FOR THE AGREEMENT WITH COP CONSTRUCTION, LLC, FOR THE WATER RECLAMATION FACILITY UPGRADES CONSTRUCTION PROJECT.

WHEREAS, Tooele City owns and operates a water reclamation facility ("Facility"), which requires a program of evaluation, design, and upgrade for optimal functioning of the City's wastewater treatment program; and,

WHEREAS, on September 2, 2026, the City Council approved Resolution 2026-67, contracting with COP Construction, LLC, for the Water Reclamation Facility Upgrades Construction Project; and,

WHEREAS, it is typical for City Council to approve a contingency allowance in conjunction with public works and construction projects, in order to cover unexpected costs, to improve administrative efficiency, and to prevent delays; and,

WHEREAS, Resolution 2026-67 approved the contract price, but was silent as to any contingency allowance; and,

WHEREAS, City Administration has determined that a contingency allowance is appropriate for this project, and asks that it be approved in the amount of \$500,000.00, representing approximately 5% of the total contract price of \$9,762,547.00:

NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE CITY COUNCIL that a contingency amount of \$500,000.00 in connection with the agreement with COP Construction, LLC, for the Water Reclamation Facility Upgrades Construction Project is hereby approved.

This Resolution shall become effective upon passage, without further publication, by authority of the Tooele City Charter.

IN WITNESS WHEREOF, this Resolution is passed by the Tooele City Council this day of _____, 2026.

TOOELE CITY COUNCIL

(For)

(Against)

ABSTAINING: _____

MAYOR OF TOOELE CITY

(Approved)

(Disapproved)

ATTEST:

Shilo Baker, City Recorder

S E A L

Approved as to Form:

Matthew C. Johnson, City Attorney

TOOELE CITY CORPORATION

RESOLUTION 2026-76

A RESOLUTION OF THE TOOELE CITY COUNCIL APPROVING CHANGE ORDER NO. 2 TO THE AGREEMENT WITH BLACK FOREST PAVING, LLC, FOR THE 2026 ROADWAY MAINTENANCE PROJECT, SCHEDULE C, FOR ROAD REPAIRS INVOLVING WATERLINE PATCHES.

WHEREAS, Tooele City has more than 225 lane miles of public roadway located within the City limits for which it has maintenance responsibility; and,

WHEREAS, a significant number of those roadways require maintenance in varying levels of effort in order to maintain reasonably safe and convenient public access and to extend the life of those roadways; and,

WHEREAS, the City receives State roadway assistance (Road “C”) funds together with additional funding from the State of Utah, which funds are to be used by the City for public roadway pavement maintenance and repair; and,

WHEREAS, on March 4, 2026, the City Council approved Resolution 2026-13, approving an agreement with Black Forest Paving, LLC, for the 2026 Roadway Maintenance Project, Schedule C (“Project”), which included roto-mill and asphalt overlay; and,

WHEREAS, the City solicited public bids for construction of the Project in accordance with the procedures of §11-39-101 *et seq.*, Utah Code Annotated, and the Tooele City Purchasing Policies and Procedures; and,

WHEREAS, on July 15, 2026, the City Council approved Resolution 2026-49, approving Change Order No. 1 to the Black Forest Paving Agreement, to include asphalt overlay in the area of Canyon Overlook Drive; and,

WHEREAS, the City desires to continue the 2026 Roadway Maintenance Project, to include the paving of emergency waterline break roadway repairs in the areas of American Way, 2240 North 250 West, and 690 West 700 South (“Waterline Patch Phase”), and desires to sole-source the work on the Waterline Patch Phase to Black Forest Paving as a Change Order No. 2 to the Project, for several reasons:

- Black Forest Paving was the lowest responsible responsive bidder for the first phase of the Project.
- Awarding the change order to Black Forest Paving for the Waterline Patch Phase will maintain the project consistency and standard received with the Project.
- The City desires the same product standard for the Waterline Patch Phase.
- The Change Order will maximize efficiency in completion of and cost savings to the City.

WHEREAS, Section VIII of the Tooele City Purchasing Policies and Procedures provides for the approval of change orders, as follows:

VIII. CHANGE ORDERS. The City recognizes that change orders are a normal component of the procurement process...

A. Modifications to approved contracts shall be deemed change orders when the Mayor and Purchasing Agent determine that: 1. The modification is related in some manner to the same or similar project approved in the contract, and 2. Treating the modification as a change order would maximize efficiency in completion of and cost savings to the City.

B. Change Order approval process: ... 2. Individual change orders \$30,000 and above shall be approved by the Mayor and City Council after consultation with the responsible department head...provided the change order is within the approved project budget.

WHEREAS, using Black Forest Paving for asphalt overlay for the Waterline Patch Phase will “maximize efficiency in completion of and cost savings to the City for the Project”; and,

WHEREAS, the work for the Waterline Patch Phase is similar and related to the work completed for Schedule C of the 2026 Roadway Maintenance Project, and is therefore a “similar project”; and,

WHEREAS, Black Forest Paving has submitted a change order cost proposal of \$78,242.00 for the Waterline Patch Phase (see Exhibit A):

NOW, THEREFORE, BE IT RESOLVED BY THE TOOEELE CITY COUNCIL that the City Council hereby approves Change Order No. 2 with Black Forest Paving, LLC, a change order to the 2026 Roadway Maintenance Project, Schedule C agreement, in the amount of \$78,242.00, for completion of the Waterline Patch Phase.

This Resolution shall become effective upon passage, without further publication, by authority of the Tooele City Charter.

IN WITNESS WHEREOF, this Resolution is passed by the Tooele City Council this_____ day of _____, 2026.

TOOELE CITY COUNCIL

(For)

(Against)

ABSTAINING: _____

MAYOR OF TOOELE CITY

(Approved)

(Disapproved)

ATTEST:

Shilo Baker, City Recorder

S E A L

Approved as to Form:

Matthew C. Johnson, Tooele City Attorney

EXHIBIT A

Black Forest Paving, LLC,
Change Order No. 2 Cost Proposal

BLACK FOREST PAVING, LLC
6153 Broken Rock Circle
South Jordan, UT 84009
Phone (801) 280-1313 / Fax (801) 280-1314



Prepared Especially For
Stephen Black
Tooele City
Tooele, UT

Contact: Earl Jolley
Phone: 801-842-7196
earl@blackforestpaving.com
Bid Date: 9/23/2026

Tooele City Waterline Patches

Tooele, UT

American Way

1	Mobilization	1 EA	\$950/ea	950.00
2	Sawcut & Excavation	1,225 SF	\$2.00/sf	2,450.00
3	Base Prep	1,225 SF	\$3.20/sf	3,920.00
4	4" Asphalt Patch	1,225 SF	\$7.20/sf	8,820.00

2240 N 250 W

5	Mobilization	1 EA	\$950/ea	950.00
6	Sawcut & Excavation	1,375 SF	\$2.00/sf	2,750.00
7	Base Prep	1,375 SF	\$3.20/sf	4,400.00
8	4" Asphalt Patch	1,375 SF	\$7.20/sf	9,900.00

690 W 700 S

9	Mobilization	1 EA	\$950/ea	950.00
10	Sawcut & Excavation	3,480 SF	\$2.00/sf	6,960.00
11	Base Prep	3,480 SF	\$3.20/sf	11,136.00
12	4" Asphalt Patch	3,480 SF	\$7.20/sf	25,056.00

Notes:

****Paving for the 2026 Season Only****

Price in the Above Items includes sales tax. Prices do not include Herbicide, surveying, traffic control, prime coat, fog seal, utility adjustments, saw cutting, vertical Signage, curb paint, road base, Testing, permits, fees, and bonds.

Earl Jolley
Black Forest Paving
earl@blackforestpaving.com

Payment terms: Contractor shall be paid within thirty (30) days following the date of Contractor's invoices. Interest will accrue at the rate of 18% (1.5% per month) from the date payment is due until received by Contractor.

TOOELE CITY CORPORATION
FISCAL NOTE TO PROPOSED EXPENDITURE

10/02/26

DESCRIPTION OF EXPENDITURE:

VENDOR: UTILITAC

V# 12659

2026 FORD EXPLORER - POLICE'

2026 FORD EXPLORER - POLICE'

2026 FORD EXPLORER - POLICE'

REVENUE LINE ITEM:	ACCOUNT NUMBER	CURRENT BUDGET	RECEIPTS TO DATE	ADDITIONAL FUNDING	TOTAL FUNDING
					0.00

EXPENDITURE LINE ITEM	ACCOUNT NUMBER	BUDGET	Y. T. D. EXPENSES	PROPOSED EXPENSE	BUDGET BALANCE
AUTOS & TRUCKS	10 4211 748000	375,000.00	4,195.00	225,796.86	145,008.14
					0.00
					0.00
				225,796.86	

REQUESTED /s/ Chief Adrian Day
DEPARTMENT HEAD

REVIEWED 
FINANCE DIRECTOR

APPROVED _____
MAYOR

APPROVED _____
COUNCIL CHAIRMAN



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Tooele City UT Police Department, Adrian Day
50 North Garden Street
Tooele UT 84074
United States

Invoice Date	Due Date	Delivery Date	Source	Reference
10/02/2026	11/01/2026	09/08/2026	UTE09627	1FM5K8AC4TGB16719

Description	Quantity	Unit Price	Taxes	Amount
VEHICLE				
2026 Ford Explorer PIU (Turbo, Black)	1.00 Units	50,999.00		\$ 50,999.00
Cooperative Contract: National				
Subtotal				\$ 50,999.00

CONSOLE

[PKG-VSX-1800-INUT-PM-5] Havis Consoles [ARCHIVED_SPLIT] (2025+ PIU, Laptop/Printer Mount, VSX Printer Mount)	1.00 Units	1,250.99		\$ 1,250.99
[PKG-VSX-1800-INUT-PM-5] Havis Consoles (2025+ PIU, Laptop/Printer Mount, VSX Trimmed)				
[C-APW-1390] Havis Accessory Pockets (13" Document Pocket)	1.00 Units	56.99		\$ 56.99
[C-MCB] Havis Mic Clip Bracket (Rail Mounted Microphone Clip)	2.00 Units	13.99		\$ 27.98
[C-MCB] Havis Mic Clip Bracket (Standard)				
[MMSU-1] Magnetic Mic	2.00 Units	25.99		\$ 51.98
PA Labor (Console)	4.00 Hours	124.00		\$ 496.00
Subtotal				\$ 1,883.94

PARTITION



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Description	Quantity	Unit Price	Taxes	Amount
[35-210085] Westin Prisoner Transport [ARCHIVED_SPLIT] (2025+ PIU, Single Prisoner Transport System) [35-210085] Westin Prisoner Transport (2025+ PIU, Single Prisoner Transport System) Include a cargo barrier with the single cell system.	1.00 Units	642.99		\$ 642.99
[35-12005] Westin Prisoner Transport [ARCHIVED_SPLIT] (2025+ PIU, Steel Cargo Barrier) [35-12005] Westin Prisoner Transport (2025+ PIU, Steel Cargo Barrier) Include a cargo barrier with the single cell system.	1.00 Units	486.99		\$ 486.99
[SC-920-B] SantaCruz Gun Locks - Universal (Single Gun Partition Mount, Clamp) [SC-920-B] SantaCruz Gun Locks (Single Gun Partition Mount, Clamp)	1.00 Units	237.99		\$ 237.99
PA Labor (Transport System)	12.00 Hours	124.00		\$ 1,488.00
			Subtotal	\$ 2,855.97

BUMPER

[36-2125] Westin Bumpers [ARCHIVED_SPLIT] (Bumper Only, 2025+ PIU) [36-2125] Westin Bumpers (Bumper Only - PIT Bars / Headlight Guard Sold Separate, 2025+ PIU)	1.00 Units	369.99		\$ 369.99
[36-6005SMP2] Westin Light Channels [ARCHIVED_SPLIT] (2025+ PIU, (2) SoundOff) [36-6005SMP2] Westin Light Channels (2025+ PIU, (2) SoundOff)	1.00 Units	34.99		\$ 34.99
PA Labor (Bumper)	4.00 Hours	124.00		\$ 496.00
			Subtotal	\$ 900.98

SIREN CONTROLLER

[ENGSA5201] SoundOff bluePRINT Smart Siren/Controller (200 Watt) [ENGSA5201] SoundOff Smart Siren/Controller (200 Watt)	1.00 Units	612.99		\$ 612.99
[ENGCP18003] SoundOff Control Heads (Button)	1.00 Units	155.99		\$ 155.99



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Description	Quantity	Unit Price	Taxes	Amount
[ENGLNVH018] SoundOff Vehicle Cable [ARCHIVED_SPLIT] (2025+ PIU) [ENGLNVH018] SoundOff Vehicle Cable (2025+ PIU)	1.00 Units	150.99		\$ 150.99
[ETSS100J-OLD] SoundOff Siren Speaker [ETSS100J] SoundOff Siren Speaker	2.00 Units	155.99		\$ 311.98
[ETSSVBK01] SoundOff Speaker Brackets [ARCHIVED_SPLIT] (2025+ PIU, Universal) [ETSSVBK01] SoundOff Speaker Brackets (2025+ PIU, Universal)	2.00 Units	31.99		\$ 63.98
[ETSKLF101] SoundOff Aftershock Low Frequency Siren (100 Watt) [ETSKLF101] SoundOff Low Frequency Siren (100 Watt)	1.00 Units	402.99		\$ 402.99
[ETSSLFVBK09] SoundOff Low Frequency Siren Brackets [ARCHIVED_SPLIT] (2025+ PIU, Drivers Side) [ETSSLFVBK09] SoundOff Low Frequency Siren Brackets (2025+ PIU, Drivers Side)	1.00 Units	31.99		\$ 31.99
[ENGSYMD01] SoundOff Sync Module	1.00 Units	193.99		\$ 193.99
[ENGND04102] SoundOff Expansion Module	1.00 Units	150.99		\$ 150.99
PA Labor (Wiring + Electronics)	12.00 Hours	124.00		\$ 1,488.00
Subtotal				\$ 3,563.89

LIGHTING

[EMPS4001T-8] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear) [EMPS4001T-8] SoundOff Surface Mount (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	132.99		\$ 265.98
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Mounting Location: Front - Bumper Light Channel



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Description	Quantity	Unit Price	Taxes	Amount
[EMPS2001P-6] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear) [EMPS2001P-6] SoundOff Surface Mount (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	132.99		\$ 265.98
Mounting Location: Side - Front Push Bumper				
[EMPS2001N-J] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower, Red/Blue, Stud Mount, Standard (5-Wire), Clear) [EMPS2001N-J] SoundOff Surface Mount (4" mPower, Red/Blue, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	118.99		\$ 237.98
Mounting Location: Side - Cargo Windows (Interior)				
[PMP2WSSSB] SoundOff Surface Mount Bracket [ARCHIVED_SPLIT] (4" mPower, Stud Mount, Universal, Window Shroud, Universal) [PMP2WSSSB] SoundOff Surface Mount Bracket (4" mPower, Stud Mount, Universal, Window Shroud, Universal)	2.00 Units	13.99		\$ 27.98
[ELUC3H025J] SoundOff UnderCover Hideaway Light (Red/Blue, 25') [ELUC3H025J] SoundOff Hideaway (Red/Blue)	2.00 Units	127.99		\$ 255.98
Mounting Location: Rear - In The Taillights				
[ENFWB01P3B] SoundOff Interior Lightbar [ARCHIVED_SPLIT] (2025+ PIU, Rear Window, Red/Blue) [ENFWB01P3B] SoundOff Interior Lightbar (2025+ PIU, Rear Window, Red/Blue)	1.00 Units	778.99		\$ 778.99
Mounting Location: Rear - Upper Rear/Hatch Window (Interior)				
PA Labor (Lighting)	18.00 Hours	124.00		\$ 2,232.00
Subtotal				\$ 4,064.89

OTHER



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Description	Quantity	Unit Price	Taxes	Amount
[TK0841ITU20] Setina Cargo Storage [ARCHIVED_SPLIT] (2025+ PIU, Elevated Box)	1.00 Units	1,577.99		\$ 1,577.99
[TK0841ITU20] Setina Cargo Storage (2025+ PIU, Elevated Box)				
[TF0292ITU20] Setina Cargo Storage Free Standing Kit [ARCHIVED_SPLIT] (2025+ PIU)	1.00 Units	237.99		\$ 237.99
[TF0292ITU20] Setina Cargo Storage Free Standing Kit (2025+ PIU)				
[MB820] Antenna Mounts (No Connector)	1.00 Units	18.99		\$ 18.99
PA Labor (Wiring + Electronics)	1.00 Hours	124.00		\$ 124.00
Prewire Radio Customer supply				
KustomSignals Radar Units (Eagle 3)	1.00 Units	3,233.99		\$ 3,233.99
PA Labor (Additional / Other Equipment)	4.00 Hours	124.00		\$ 496.00
XPEL Window Tint (PRIME Nano-Ceramic)	1.00 Units	275.99		\$ 275.99
Tint Level: 35%				
Tint Position: Front Windows				
PA Labor (Window Tint)	1.00 Hours	124.00		\$ 124.00
			Subtotal	\$ 6,088.95

UtiliHarness 2.0 x 1

[5015B] Egis Fuse Block	1.00 Units	100.00		\$ 100.00
[5015B] Fuse Block				
[7618B] Egis Ignition Relay / Timer	1.00 Units	100.00		\$ 100.00
[7618B] Ignition Relay / Timer				
[5015B] Egis Fuse Block	1.00 Units	100.00		\$ 100.00
[5015B] Fuse Block				
[2012B] Egis Ground Block	1.00 Units	100.00		\$ 100.00
[2012B] Ground Block				



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00293

Description	Quantity	Unit Price	Taxes	Amount
[4703-150B] Egis Circuit Breaker (150 Amp)	1.00 Units	100.00		\$ 100.00
[4703-150B] Circuit Breaker (150 Amp)				
[DS-HD10-BLK] Scanstrut Cable Seal (2 Pass Through)	1.00 Units	100.00		\$ 100.00
[Delivery_007] Vendor Equipment Delivery	1.00 Units	450.00		\$ 450.00
Standard delivery				
PA Vehicle Transportation - Mileage	1,929.00 mi	2.00		\$ 3,858.00
			Subtotal	\$ 4,908.00

Payment terms: 30 Days

Untaxed Amount \$ 75,265.62

Total \$ 75,265.62

Payment Communication: INV/2026/00293

To approve, please click accept or sign and return. By approving you are agreeing to all the terms below.

- **Payment:** Unless otherwise specified, account terms require vehicles to be paid NET30 upon acceptance of the proposal and the remainder of the proposal is to be paid NET30 immediately following completion of scheduled work.
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- **Contracts:** If applicable to this project, National BuyBoard Contract # 698-23 or PA COSTARS contract #012-E22-242 / #025-E22-476 applies.
- **Fees:** Custom orders can not be canceled or returned. Cancellation fee of an approved quote is 5% of the total cost. If the manufacturer charges a restocking fee for any items, the customer is responsible for charges. No returns on any items after 30 days.

VENDOR # 12659
P.O. # _____
DEPT. # 10-4211-748000
DATE 10/2/26
AMOUNT \$ 75,265.62
SIGNATURE _____



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Tooele City UT Police Department, Adrian Day
50 North Garden Street
Tooele UT 84074
United States

Invoice Date	Due Date	Delivery Date	Source
10/02/2026	11/01/2026	09/08/2026	UTE09628

Description	Quantity	Unit Price	Taxes	Amount
VEHICLE				
2026 Ford Explorer PIU (Turbo, Black)	1.00 Units	50,999.00		\$ 50,999.00
Cooperative Contract: National				
Subtotal				\$ 50,999.00

CONSOLE				
[PKG-VSX-1800-INUT-PM-5] Havis Consoles [ARCHIVED_SPLIT] (2025+ PIU, Laptop/Printer Mount, VSX Printer Mount)	1.00 Units	1,250.99		\$ 1,250.99
[PKG-VSX-1800-INUT-PM-5] Havis Consoles (2025+ PIU, Laptop/Printer Mount, VSX Trimmed)				
[C-APW-1390] Havis Accessory Pockets (13" Document Pocket)	1.00 Units	56.99		\$ 56.99
[C-MCB] Havis Mic Clip Bracket (Rail Mounted Microphone Clip)	2.00 Units	13.99		\$ 27.98
[C-MCB] Havis Mic Clip Bracket (Standard)				
[MMSU-1] Magnetic Mic	2.00 Units	25.99		\$ 51.98
PA Labor (Console)	4.00 Hours	124.00		\$ 496.00
Subtotal				\$ 1,883.94

PARTITION



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Description	Quantity	Unit Price	Taxes	Amount
[35-210085] Westin Prisoner Transport [ARCHIVED_SPLIT] (2025+ PIU, Single Prisoner Transport System) [35-210085] Westin Prisoner Transport (2025+ PIU, Single Prisoner Transport System) Include a cargo barrier with the single cell system.	1.00 Units	642.99		\$ 642.99
[35-12005] Westin Prisoner Transport [ARCHIVED_SPLIT] (2025+ PIU, Steel Cargo Barrier) [35-12005] Westin Prisoner Transport (2025+ PIU, Steel Cargo Barrier) Include a cargo barrier with the single cell system.	1.00 Units	486.99		\$ 486.99
[SC-920-B] SantaCruz Gun Locks - Universal (Single Gun Partition Mount, Clamp) [SC-920-B] SantaCruz Gun Locks (Single Gun Partition Mount, Clamp)	1.00 Units	237.99		\$ 237.99
PA Labor (Transport System)	12.00 Hours	124.00		\$ 1,488.00
			Subtotal	\$ 2,855.97

BUMPER

[36-2125] Westin Bumpers [ARCHIVED_SPLIT] (Bumper Only, 2025+ PIU) [36-2125] Westin Bumpers (Bumper Only - PIT Bars / Headlight Guard Sold Separate, 2025+ PIU)	1.00 Units	369.99		\$ 369.99
[36-6005SMP2] Westin Light Channels [ARCHIVED_SPLIT] (2025+ PIU, (2) SoundOff) [36-6005SMP2] Westin Light Channels (2025+ PIU, (2) SoundOff)	1.00 Units	34.99		\$ 34.99
PA Labor (Bumper)	4.00 Hours	124.00		\$ 496.00
			Subtotal	\$ 900.98

SIREN CONTROLLER

[ENGSA5201] SoundOff bluePRINT Smart Siren/Controller (200 Watt) [ENGSA5201] SoundOff Smart Siren/Controller (200 Watt)	1.00 Units	612.99		\$ 612.99
[ENGCP18003] SoundOff Control Heads (Button)	1.00 Units	155.99		\$ 155.99



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Description	Quantity	Unit Price	Taxes	Amount
[ENGLNVH018] SoundOff Vehicle Cable [ARCHIVED_SPLIT] (2025+ PIU)	1.00 Units	150.99		\$ 150.99
[ENGLNVH018] SoundOff Vehicle Cable (2025+ PIU)				
[ETSS100J-OLD] SoundOff Siren Speaker	2.00 Units	155.99		\$ 311.98
[ETSS100J] SoundOff Siren Speaker				
[ETSSVBK01] SoundOff Speaker Brackets [ARCHIVED_SPLIT] (2025+ PIU, Universal)	2.00 Units	31.99		\$ 63.98
[ETSSVBK01] SoundOff Speaker Brackets (2025+ PIU, Universal)				
[ETSKLF101] SoundOff Aftershock Low Frequency Siren (100 Watt)	1.00 Units	402.99		\$ 402.99
[ETSKLF101] SoundOff Low Frequency Siren (100 Watt)				
[ETSSLFVBK09] SoundOff Low Frequency Siren Brackets [ARCHIVED_SPLIT] (2025+ PIU, Drivers Side)	1.00 Units	31.99		\$ 31.99
[ETSSLFVBK09] SoundOff Low Frequency Siren Brackets (2025+ PIU, Drivers Side)				
[ENGSYMD01] SoundOff Sync Module	1.00 Units	193.99		\$ 193.99
[ENGND04102] SoundOff Expansion Module	1.00 Units	150.99		\$ 150.99
PA Labor (Wiring + Electronics)	12.00 Hours	124.00		\$ 1,488.00
			Subtotal	\$ 3,563.89

LIGHTING

[EMPS4001T-8] SoundOff Surface Mount [ARCHIVED_SPLIT]	2.00 Units	132.99	\$ 265.98
[ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear)			
[EMPS4001T-8] SoundOff Surface Mount (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear)			

Mounting Location: Front - Bumper Light Channel



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Description	Quantity	Unit Price	Taxes	Amount
[EMPS2001P-6] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear) [EMPS2001P-6] SoundOff Surface Mount (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	132.99		\$ 265.98
Mounting Location: Side - Front Push Bumper				
[EMPS2001N-J] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower, Red/Blue, Stud Mount, Standard (5-Wire), Clear) [EMPS2001N-J] SoundOff Surface Mount (4" mPower, Red/Blue, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	118.99		\$ 237.98
Mounting Location: Side - Cargo Windows (Interior)				
[PMP2WSSSB] SoundOff Surface Mount Bracket [ARCHIVED_SPLIT] (4" mPower, Stud Mount, Universal, Window Shroud, Universal) [PMP2WSSSB] SoundOff Surface Mount Bracket (4" mPower, Stud Mount, Universal, Window Shroud, Universal)	2.00 Units	13.99		\$ 27.98
[ELUC3H025J] SoundOff UnderCover Hideaway Light (Red/Blue, 25') [ELUC3H025J] SoundOff Hideaway (Red/Blue)	2.00 Units	127.99		\$ 255.98
Mounting Location: Rear - In The Taillights				
[ENFWB01P3B] SoundOff Interior Lightbar [ARCHIVED_SPLIT] (2025+ PIU, Rear Window, Red/Blue) [ENFWB01P3B] SoundOff Interior Lightbar (2025+ PIU, Rear Window, Red/Blue)	1.00 Units	778.99		\$ 778.99
Mounting Location: Rear - Upper Rear/Hatch Window (Interior)				
PA Labor (Lighting)	18.00 Hours	124.00		\$ 2,232.00
			Subtotal	\$ 4,064.89

OTHER



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Description	Quantity	Unit Price	Taxes	Amount
[TK0841ITU20] Setina Cargo Storage [ARCHIVED_SPLIT] (2025+ PIU, Elevated Box)	1.00 Units	1,577.99		\$ 1,577.99
[TK0841ITU20] Setina Cargo Storage (2025+ PIU, Elevated Box)				
[TF0292ITU20] Setina Cargo Storage Free Standing Kit [ARCHIVED_SPLIT] (2025+ PIU)	1.00 Units	237.99		\$ 237.99
[TF0292ITU20] Setina Cargo Storage Free Standing Kit (2025+ PIU)				
[MB820] Antenna Mounts (No Connector)	1.00 Units	18.99		\$ 18.99
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KustomSignals Radar Units (Eagle 3)	1.00 Units	3,233.99		\$ 3,233.99
PA Labor (Additional / Other Equipment)	4.00 Hours	124.00		\$ 496.00
XPEL Window Tint (PRIME Nano-Ceramic)	1.00 Units	275.99		\$ 275.99
Tint Level: 35%				
Tint Position: Front Windows				
PA Labor (Window Tint)	1.00 Hours	124.00		\$ 124.00
			Subtotal	\$ 6,088.95

UtiliHarness 2.0 x 1

[5015B] Egis Fuse Block	1.00 Units	100.00		\$ 100.00
[5015B] Fuse Block				
[7618B] Egis Ignition Relay / Timer	1.00 Units	100.00		\$ 100.00
[7618B] Ignition Relay / Timer				
[5015B] Egis Fuse Block	1.00 Units	100.00		\$ 100.00
[5015B] Fuse Block				
[2012B] Egis Ground Block	1.00 Units	100.00		\$ 100.00
[2012B] Ground Block				



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00294

Description	Quantity	Unit Price	Taxes	Amount
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[4703-150B] Circuit Breaker (150 Amp)				
[DS-HD10-BLK] Scanstrut Cable Seal (2 Pass Through)	1.00 Units	100.00		\$ 100.00
[Delivery_007] Vendor Equipment Delivery	1.00 Units	450.00		\$ 450.00
Standard delivery				
PA Vehicle Transportation - Mileage	1,929.00 mi	2.00		\$ 3,858.00
Subtotal				\$ 4,908.00

Payment terms: 30 Days

Untaxed Amount	\$ 75,265.62
Total	\$ 75,265.62

Payment Communication: INV/2026/00294

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VENDOR # 12659
P.O. # _____
DEPT. # 10-4211-748000
DATE 10/2/26
AMOUNT \$ 75,265.62
SIGNATURE _____



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

Tooele City UT Police Department, Adrian Day
50 North Garden Street
Tooele UT 84074
United States

Invoice Date	Due Date	Delivery Date	Source
10/02/2026	11/01/2026	09/08/2026	UTE09629

Description	Quantity	Unit Price	Taxes	Amount
VEHICLE				
2026 Ford Explorer PIU (Turbo, Black)	1.00 Units	50,999.00		\$ 50,999.00
Cooperative Contract: National				

Subtotal \$ 50,999.00

CONSOLE

[PKG-VSX-1800-INUT-PM-5] Havis Consoles [ARCHIVED_SPLIT] (2025+ PIU, Laptop/Printer Mount, VSX Printer Mount)	1.00 Units	1,250.99		\$ 1,250.99
[PKG-VSX-1800-INUT-PM-5] Havis Consoles (2025+ PIU, Laptop/Printer Mount, VSX Trimmed)				
[C-APW-1390] Havis Accessory Pockets (13" Document Pocket)	1.00 Units	56.99		\$ 56.99
[C-MCB] Havis Mic Clip Bracket (Rail Mounted Microphone Clip)	2.00 Units	13.99		\$ 27.98
[C-MCB] Havis Mic Clip Bracket (Standard)				
[MMSU-1] Magnetic Mic	2.00 Units	25.99		\$ 51.98
PA Labor (Console)	4.00 Hours	124.00		\$ 496.00

Subtotal \$ 1,883.94

PARTITION



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

Description	Quantity	Unit Price	Taxes	Amount
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[35-12005] Westin Prisoner Transport [ARCHIVED_SPLIT] (2025+ PIU, Steel Cargo Barrier) [35-12005] Westin Prisoner Transport (2025+ PIU, Steel Cargo Barrier) Include a cargo barrier with the single cell system.	1.00 Units	486.99		\$ 486.99
[SC-920-B] SantaCruz Gun Locks - Universal (Single Gun Partition Mount, Clamp) [SC-920-B] SantaCruz Gun Locks (Single Gun Partition Mount, Clamp)	1.00 Units	237.99		\$ 237.99
PA Labor (Transport System)	12.00 Hours	124.00		\$ 1,488.00
			Subtotal	\$ 2,855.97

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[36-2125] Westin Bumpers [ARCHIVED_SPLIT] (Bumper Only, 2025+ PIU) [36-2125] Westin Bumpers (Bumper Only - PIT Bars / Headlight Guard Sold Separate, 2025+ PIU)	1.00 Units	369.99		\$ 369.99
[36-6005SMP2] Westin Light Channels [ARCHIVED_SPLIT] (2025+ PIU, (2) SoundOff) [36-6005SMP2] Westin Light Channels (2025+ PIU, (2) SoundOff)	1.00 Units	34.99		\$ 34.99
PA Labor (Bumper)	4.00 Hours	124.00		\$ 496.00
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SIREN CONTROLLER

[ENGSA5201] SoundOff bluePRINT Smart Siren/Controller (200 Watt) [ENGSA5201] SoundOff Smart Siren/Controller (200 Watt)	1.00 Units	612.99		\$ 612.99
[ENGCP18003] SoundOff Control Heads (Button)	1.00 Units	155.99		\$ 155.99



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

Description	Quantity	Unit Price	Taxes	Amount
[ENGLNVH018] SoundOff Vehicle Cable [ARCHIVED_SPLIT] (2025+ PIU) [ENGLNVH018] SoundOff Vehicle Cable (2025+ PIU)	1.00 Units	150.99		\$ 150.99
[ETSS100J-OLD] SoundOff Siren Speaker [ETSS100J] SoundOff Siren Speaker	2.00 Units	155.99		\$ 311.98
[ETSSVBK01] SoundOff Speaker Brackets [ARCHIVED_SPLIT] (2025+ PIU, Universal) [ETSSVBK01] SoundOff Speaker Brackets (2025+ PIU, Universal)	2.00 Units	31.99		\$ 63.98
[ETSKLF101] SoundOff Aftershock Low Frequency Siren (100 Watt) [ETSKLF101] SoundOff Low Frequency Siren (100 Watt)	1.00 Units	402.99		\$ 402.99
[ETSSLFVBK09] SoundOff Low Frequency Siren Brackets [ARCHIVED_SPLIT] (2025+ PIU, Drivers Side) [ETSSLFVBK09] SoundOff Low Frequency Siren Brackets (2025+ PIU, Drivers Side)	1.00 Units	31.99		\$ 31.99
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LIGHTING

[EMPS4001T-8] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear) [EMPS4001T-8] SoundOff Surface Mount (4" mPower HD, Red/Blue/White, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	132.99		\$ 265.98
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Mounting Location: Front - Bumper Light Channel



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

Description	Quantity	Unit Price	Taxes	Amount
[EMPS2001P-6] SoundOff Surface Mount [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] [ARCHIVED_SPLIT] (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear) [EMPS2001P-6] SoundOff Surface Mount (4" mPower, Red/Blue/Amber, Stud Mount, Standard (5-Wire), Clear)	2.00 Units	132.99		\$ 265.98
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Mounting Location: Side - Cargo Windows (Interior)				
[PMP2WSSSB] SoundOff Surface Mount Bracket [ARCHIVED_SPLIT] (4" mPower, Stud Mount, Universal, Window Shroud, Universal) [PMP2WSSSB] SoundOff Surface Mount Bracket (4" mPower, Stud Mount, Universal, Window Shroud, Universal)	2.00 Units	13.99		\$ 27.98
[ELUC3H025J] SoundOff UnderCover Hideaway Light (Red/Blue, 25') [ELUC3H025J] SoundOff Hideaway (Red/Blue)	2.00 Units	127.99		\$ 255.98
Mounting Location: Rear - In The Taillights				
[ENFWB01P3B] SoundOff Interior Lightbar [ARCHIVED_SPLIT] (2025+ PIU, Rear Window, Red/Blue) [ENFWB01P3B] SoundOff Interior Lightbar (2025+ PIU, Rear Window, Red/Blue)	1.00 Units	778.99		\$ 778.99
Mounting Location: Rear - Upper Rear/Hatch Window (Interior)				
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Subtotal				\$ 4,064.89

OTHER



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

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Tint Level: 35% Tint Position: Front Windows				
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Subtotal				\$ 6,088.95

UtiliHarness 2.0 x 1

[5015B] Egis Fuse Block [5015B] Fuse Block	1.00 Units	100.00		\$ 100.00
[7618B] Egis Ignition Relay / Timer [7618B] Ignition Relay / Timer	1.00 Units	100.00		\$ 100.00
[5015B] Egis Fuse Block [5015B] Fuse Block	1.00 Units	100.00		\$ 100.00
[2012B] Egis Ground Block [2012B] Ground Block	1.00 Units	100.00		\$ 100.00



UTILITAC - National
1 Bark Street
Ridgway, PA 15853

Invoice INV/2026/00295

Description	Quantity	Unit Price	Taxes	Amount
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[4703-150B] Circuit Breaker (150 Amp)				
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[Delivery_007] Vendor Equipment Delivery	1.00 Units	450.00		\$ 450.00
Standard delivery				
PA Vehicle Transportation - Mileage	1,929.00 mi	2.00		\$ 3,858.00
Subtotal				\$ 4,908.00

Payment terms: 30 Days

Untaxed Amount	\$ 75,265.62
Total	\$ 75,265.62

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VENDOR # 12659
P.O. # _____
DEPT. # 10-4211-748000
DATE 10/2/26
AMOUNT \$ 75,265.62
SIGNATURE _____

City Council Work Meeting Minutes

Date: September 16, 2026

Time: 6:15 p.m.

Place: Tooele City Hall Council Chambers
90 North Main Street, Tooele City, Utah

Council Members Present

Jon Gossett
Justin Brady
Ed Hansen
Melodi Gochis

Excused:

Dave McCall

Staff Present:

Maresa Manzione, Mayor
Matthew Johnson, City Attorney
Nathan Farrer, Public Works Director
Patrick Buhr, Public Works Assistant Director
Adrian Day, Police Chief
Shannon Wimmer, Finance Director
Andrew Aagard, Community Development Director
Paul Hansen, City Engineer
Shilo Baker, City Recorder
Clarissa Pankratz, Deputy City Recorder
Teresa Young, Clerk/Minute Composition

Minutes Prepared by Teresa Young

1. Open City Council Meeting

Chairman Brady opened the meeting at 6:15 p.m.

2. Roll Call

Councilman Gossett, Present
Councilwoman Gochis, Present
Councilman Hansen, Present
Chairman Brady, Present

Councilman McCall, Excused

3. Mayor's Report

Mayor Manzione reported on Homecoming Week and encouraged the community to support local high school activities. She also announced that the County is beginning the process of updating its Pre-Disaster

Mitigation Plan, which is updated every five years. A public survey will be available through the City's website and social media to gather community input regarding local risks. She thanked Chief Colovich and the Fire Department for their assistance with the planning process.

Mayor Manzione also shared a letter of appreciation received by the Police Department from residents who were out of town when their home alarm was activated multiple times. The Police Department responded and coordinated with the residents' security company, neighbors, and family members to ensure the home was monitored. The residents expressed their gratitude for the professionalism and care provided by the Police Department.

4. Council Members' Report

Councilman Hansen reported attending the Planning Commission meeting, which he said went well and included discussion of several items. He also attended a tour of a data center in Eagle Mountain with the Mayor and other Council members. He reported that the tour provided an opportunity to learn more about data center operations. Councilman Hansen also participated in the Deseret Peak High School Homecoming parade and attended an LHC (Local Homeless Council) meeting.

Councilwoman Gochis reported attending a League of Cities and Towns "Leading Together" meeting focused on effective governance for Utah cities with five- to six-member councils. She also attended her regularly scheduled meeting with Mayor Manzione, the ribbon cutting for the new McDonald's near Smith's Marketplace, and the Deseret Peak High School Homecoming parade.

Councilman Gossett reported attending the Arts Council meeting, where he viewed renderings of the proposed renovations to the Ritz, including the exterior, interior, concessions, and restrooms. He expressed enthusiasm about the project and the proposed design.

Chairman Brady reported attending the 9/11 Memorial Walk on September 12 and noted an excellent turnout, with attendance estimated at more than 200 people. He also reported receiving concerns from residents regarding traffic on Frank's Drive/600 West. The concerns have been shared with City staff, and improvements are anticipated as UDOT completes work on the intersection.

5. Discussion Items

a. Transportation Master Plan Update

Presented by Nathan Farrer, Public Works Director

Mr. Farrer provided an update on the City's Transportation Master Plan, noting that due to significant growth and development, the City has contracted with Hales Engineering to prepare a new plan. The process is expected to take approximately one year to 18 months and will evaluate roadway expansion and improvements, transportation network connectivity, traffic patterns, travel times, and coordination with UDOT and other regional partners. The contract amount is \$130,000, with optional components such as a speed management study and impact fee analysis excluded from the scope.

Mr. Farrer explained that the City will collect updated data rather than relying primarily on the 2021 transportation plan due to the growth experienced since that plan was completed. The process will include stakeholder engagement with the Council, City staff, developers, and local, regional, and state agencies. He discussed the need to improve connectivity, particularly near

Frank's Drive and 1000 North, and noted the constraints created by the railroad and State Route 112. The plan will also consider pedestrian access, public transportation, roadway maintenance, and potential changes to highway designations.

In response to questions, Mr. Farrer explained that although some information from the 2021 plan may be used as a baseline, much of the data will be updated to reflect current conditions. He indicated that the consultants are expected to consider the regional transportation network, including County planning efforts.

The Council discussed UTA's on-demand transit service, including concerns that service ends early in the evening, making it difficult for some residents to return home from work. Mr. Farrer reported that UTA has discussed expanding service, including potentially making on-demand service more robust by 2037, but that additional commuter bus service was not currently planned in the near term. He noted that the City hopes the new transportation plan can help demonstrate the need for expanded public transportation and support discussions with UTA and UDOT.

The Council also discussed the limited number of locations where traffic can cross the railroad and the resulting congestion and connectivity challenges. Mr. Farrer stated that the City is working with UDOT and the consultants to emphasize these limitations and identify additional ways to improve access throughout the City. The completed plan will be brought back to the Council for review and will help establish priorities for future transportation projects and budget decisions.

6. Closed Meeting

~ Litigation, Property Acquisition, and/or Personnel

Chairman Brady advised there was no need for a closed meeting.

7. Adjourn

Chairman Brady adjourned the meeting 6:36 p.m.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this ____ day of October, 2026

Justin Brady, City Council Chair

City Council Business Meeting Minutes

Date: September 16, 2026

Time: 7:00 p.m.

Place: Tooele City Hall Council Chambers
90 North Main Street, Tooele City, Utah

Council Members Present

Jon Gossett
Justin Brady
Ed Hansen
Melodi Gochis

Excused:

Dave McCall

Staff Present:

Maresa Manzione, Mayor
Matthew Johnson, City Attorney
Nathan Farrer, Public Works Director
Patrick Buhr, Public Works Assistant Director
Kami Perkins, HR Director
Paris Johnson, HR Assistant
Adrian Day, Police Chief
Matt McCoy, Fire Chief
Shannon Wimmer, Finance Director
Andrew Aagard, Community Development Director
Paul Hansen, City Engineer
Shilo Baker, City Recorder
Clarissa Pankratz, Deputy City Recorder
Teresa Young, Clerk/Minute Composition

Minutes Prepared by Teresa Young

1. Pledge of Allegiance

Chairman Brady opened the meeting at 7:09 p.m. and led the Pledge of Allegiance.

2. Roll Call

Councilman Gossett, Present
Councilwoman Gochis, Present
Councilman Hansen, Present
Chairman Brady, Present

Councilman McCall was excused.

3. **America250 Tribute – Deseret Peak Cadet Squadron (RMR-UT-082), Civil Air Patrol – Utah Wing**

Chairman Brady advised that the Deseret Peak Cadet Squadron was unable to attend the meeting, and this item was postponed or rescheduled for a future meeting.

4. **Public Comment Period**

Chairman Brady advised that, prior to opening the public comment period, the City received two comments via email, which he would summarize for the record.

Mr. Tyler Watson requested that the City review a concrete retaining wall on adjacent City property due to concerns regarding the slope, grade, and drainage near his property and vinyl fence. He requested that the City Engineer and Public Works inspect the site and address the retaining wall and related drainage concerns. City staff has contacted Mr. Watson and is addressing the matter.

Mr. T.J. Shields submitted a comment regarding water studies and expressed concerns about the City's water supply and aquifer conditions. He requested a current and transparent assessment of the aquifers in light of drought conditions and the proposed drilling of another well. Staff is preparing a response to his concerns. The full comments will be included in the meeting record.

Chairman Brady opened the public hearing at 7:12 p.m. Seeing no members of the public coming forward, Chairman Brady closed the public hearing at 7:13 p.m.

5. **Public Hearing and Motion on Ordinance 2026-27 An Ordinance of Tooele City Amending the Tooele City Zoning Map to Remove the Sensitive Area Overlay from a Tract of Approximately 2.02 Total Acres Consisting of Three Parcels Located at Approximately 600 South Canyon Road and 695 South Main Street.**

Presented by Andrew Aagard, Community Development Director

Mr. Aagard presented the zoning map amendment request to remove the Sensitive Area Overlay from three parcels located south of Main Street and west of Canyon Road, immediately north of Wigwam Park and the Canyon Rim subdivision. He explained that the underlying zoning would remain unchanged, with the eastern parcels zoned R1-7 and the western parcel zoned MU-160 and Open Space. Mr. Aagard explained that the Sensitive Area Overlay provides additional development standards related to slope, lot size, building envelopes, grading, setbacks, impervious area, stormwater, vegetation, fire protection, cut and fill, and other site conditions. He stated that the applicant is requesting removal of the overlay primarily to allow greater lot yield. The eastern R1-7 property could potentially yield four lots without the overlay but would likely yield only two lots with the overlay in place. The western property could not be developed with new homes under its current zoning, even if the overlay were removed, and would require a General Plan and zoning amendment.

Mr. Aagard also noted that the eastern property has already experienced significant grading without development applications. In response to questions regarding what could be done about the grading, he explained that enforcement can be difficult because certain property alterations, such as landscaping and retaining walls, generally do not require permits, while Public Works land disturbance permits are typically associated with site plan or subdivision applications. He further explained that the City can

require drainage, soil, geological, grading, retaining wall, and slope stability studies during the subdivision review process, regardless of whether the Sensitive Area Overlay remains in place. He also noted that properties in the area are generally nonconforming to the overlay standards and may face limitations on future redevelopment because of the additional setbacks and requirements.

Council asked about the MU-160 zoning and whether the western property could be developed given its size. Mr. Aagard clarified that the western property is partially MU-160 and partially Open Space and that no new homes could be constructed there under the current zoning. He explained that development would require a General Plan amendment and zoning map amendment, regardless of the Sensitive Area Overlay. Council then asked what benefit the applicant would receive from removing the overlay, and Mr. Aagard reiterated that the primary benefit would be additional lot yield on the R1-7 property. When asked whether the property could yield three lots with the overlay, he estimated that it would likely yield two lots, compared with up to four lots without the overlay.

The Council also asked whether there was a FEMA drainage area in the vicinity. Mr. Aagard confirmed that the FEMA drainage is located near the R1-12 property and explained that it carries Settlement Canyon drainage toward the City through the open space area. The Council raised concerns about the substantial grading already performed on the property and whether the slope and drainage were safe. Mr. Aagard stated that no engineering had been provided to confirm the stability of the slope or adequacy of the drainage and explained that the subdivision process would provide the City with greater ability to require the necessary engineering and studies.

The Council questioned whether removing the overlay from the subject property would create an isolated area surrounded by property that remains subject to the overlay. Mr. Aagard explained that it would create a peninsula-like area because the Canyon Rim subdivision is already outside the Sensitive Area Overlay. The Council also asked about the purpose of the overlay and whether it was intended to protect wildlife. Mr. Aagard confirmed that wildlife and natural habitat protection are among its purposes, along with protecting natural drainage, reducing flooding and erosion, preserving the scenic character of hillside areas, and minimizing development impacts.

The Council further discussed the potential effects of additional development, including grading, drainage, erosion, and impacts on nearby properties. Mr. Aagard explained that if the Sensitive Area Overlay remains in place, the property would be subject to additional requirements for revegetation, slope management, cut and fill, drainage, and related development standards. The Council expressed concern about how lot drainage would be addressed to prevent flooding of lower homes from uphill development, and Mr. Aagard acknowledged the concern. He concluded by noting that the Planning Commission had considered the request at its September 9 meeting and, following a public hearing, voted 7-0 in favor of removing the property from the Sensitive Area Overlay.

Chairman Brady opened the public hearing at 7:33 p.m. Seeing no members of the public coming forward, Chairman Brady closed the public hearing at 7:33 p.m.

Motion: Councilman Hansen moved to deny Ordinance 2026-27 An Ordinance of Tooele City Amending the Tooele City Zoning Map to Remove the Sensitive Area Overlay from a Tract of Approximately 2.02 Total Acres Consisting of Three Parcels Located at Approximately 600 South Canyon Road and 695 South Main Street. Councilwoman Gochis seconded the motion. The vote was as follows: Councilman Hansen, "Aye"; Councilwoman Gochis, "Aye"; Councilman Gossett, "Aye"; and Chairman Brady, "Aye". The motion to deny passed 4-0.

6. **Public Hearing on Issuance and Sale of the Series 2026 Sewer Revenue Bonds (Reference Resolution 2026-69)**

Presented by Shannon Wimmer, Finance Director

Ms. Wimmer provided an overview of the proposed 2026 Series Sewer Revenue Bonds, which would finance improvements to the City's sewage collection and treatment system, establish any required bond reserves, and pay costs associated with issuing the bonds. She reported that the projected par amount of the bonds is \$11,155,000, with an estimated reoffering premium of \$788,358.45 and a \$5 million contribution from the City's sewer impact fees, for total projected sources of \$16,943,358. The funds are anticipated to include \$16,718,449 for construction, \$180,289 for bond issuance costs, and \$44,620 for the underwriter's discount. The bonds are expected to have a 20-year term with an estimated interest rate of approximately 4.24%, subject to the City's final bond rating and remaining within the parameters established by the Council on September 2. Ms. Wimmer explained that the annual bond payments are already incorporated into the City's current sewer rates, so no additional rate increase is anticipated as a result of the bonds. She noted that sewer and water rates will continue to be monitored as future costs and projects change.

The Council asked whether the estimated 4.24% interest rate would change following the Federal Reserve's rate increase. Ms. Wimmer stated that, as of that day, the City was still anticipating approximately 4.24%, but bond rates can change daily and generally lag changes in the Federal Reserve rate. She stated that she would have an updated answer following a scheduled call the following morning.

Public Works Director Nathan Farrer then provided an overview of the improvements to be funded through the bonds. He explained that the project will include upgrades to the biosolids processing facility, including replacement of the two turners and improvements to the greenhouse floors to allow the City to produce Grade A biosolids for sale or year-round land application. The improvements are expected to reduce the amount of biosolids sent to the landfill and associated disposal costs. The project will also include an upgrade to the ultraviolet (UV) disinfection system to improve treatment, maintenance, accessibility, and capacity, as well as two sewer line upsizing projects.

Mr. Farrer explained that additional future improvements, including aeration supplementation, the oxidation ditch, and two clarifiers, will be addressed through separate funding sources or future projects. He noted that population and wastewater flow increases are driving the need for continued improvements to the facility. The wastewater treatment plant has a capacity of approximately 3.4 million gallons per day and is currently operating at approximately 85% of capacity on average. He stated that the improvements will provide additional capacity and help the City keep pace with growth.

In response to a question regarding the project timeline, Mr. Farrer stated that the retrofit is expected to take approximately one and a half to two years. The contractor is prepared to begin once the bond funding is received.

Chairman Brady opened the public hearing at 7:43 p.m. Seeing no members of the public coming forward, Chairman Brady closed the public hearing at 7:44 p.m.

This was a public hearing only, there was no action required of the Council for this item.

7. **Resolution 2026-70 A Resolution of the Tooele City Council Authorizing the Application for and Acceptance of Edward Byrne Justice Assistance Grant Funding for Police Department Equipment.**

Presented by Adrian Day, Police Chief

Chief Day presented information regarding the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, established in memory of New York City Police Officer Edward Byrne, who was killed in 1988 while protecting an immigrant witness.

The City was allocated \$22,870 in JAG (Justice Assistance Grant) funds for the current year. Funding allocations are based on violent crime data from 2025. He noted that 18 Utah cities and three counties received funding, with the cities receiving larger allocations generally having substantially larger populations.

Chief Day proposed using the grant funds to purchase a police-package Honda NT1100 motorcycle. The Police Department currently has an older BMW motorcycle used for training, which has sustained some damage through training exercises. With increased traffic and the department's desire to provide additional motorcycle training, he recommended retaining the BMW as the training motorcycle and purchasing the Honda for operational use. The grant does not require a local match.

Motion: Councilman Gossett moved to approve Resolution 2027-70 A Resolution of the Tooele City Council Authorizing the Application for and Acceptance of Edward Byrne Justice Assistance Grant Funding for Police Department Equipment. Councilwoman Gochis seconded the motion. The vote was as follows: Councilman Gossett, "Aye"; Councilman Hansen, "Aye", Councilwoman Gochis, "Aye"; and Chairman Brady, "Aye". The motion passed 4-0.

8. **Resolution 2026-71 A Resolution of the Tooele City Council Approving an Interlocal Agreement Between Tooele City and Tooele County for 2026 Byrne Justice Assistance Grant Funds.**

Presented by Adrian Day, Police Chief

Chief Day advised that Tooele County does not meet the crime-data criteria to qualify for the grant; however, the grant requires the City to enter into a Memorandum of Understanding (MOU) with the County. The MOU is expected to be presented to the County Council on October 7.

Councilwoman Gochis expressed appreciation to staff for the time and effort involved in researching and applying for grants, noting that the work behind the scenes is appreciated.

He thanked the Councilwoman and recognized Business Services Administrator Kaylene Young for managing and keeping track of the department's grant opportunities and applications.

Motion: Councilwoman Gochis moved to approve Resolution 2026-71 A Resolution of the Tooele City Council Approving an Interlocal Agreement between Tooele City and Tooele County for 2026 Byrne Justice Assistance Grant Funds. Councilman Gossett seconded the motion. The vote was as follows: Councilman Hansen, "Aye"; Councilwoman Gochis, "Aye"; Councilman Gossett, "Aye"; and Chairman Brady, "Aye". The motion passed 4-0.

9. **Resolution 2026-72 A Resolution of the Tooele City Council Approving an Agreement with Hansen, Allen & Luce, Inc. for the Tooele East Valley Water Source and Water Rights Study.**

Presented by Nathan Farrer, Public Works Director

Mr. Farrer presented a proposed water rights study intended to help the City better understand how to utilize its existing water rights, including those held for Kennecott and other water rights located on the east side of the Tooele Valley. The study would help the City determine how to utilize these water rights to support development east of Main Street and provide additional water sources to that area, which could also help support the City's overall water supply.

Mr. Farrer clarified that J-U-B Engineers completed a separate water study earlier in the year that helped the City understand its current water position and water rights holdings. The proposed study would focus on determining how best to utilize the City's existing water rights, particularly those located on the east side of the City.

Motion: Councilman Hansen moved to approve Resolution 2026-72 A Resolution of the Tooele City Council Approving an Agreement with Hansen, Allen & Luce, Inc. for the Tooele East Valley Water Source and Water Rights Study. Councilman Gossett seconded the motion. The vote was as follows: Councilman Gossett, "Aye"; Councilwoman Gochis, "Aye"; Councilman Hansen, "Aye", and Chairman Brady, "Aye". The motion passed 4-0.

10. Resolution 2026-73 A Resolution of the Tooele City Council Consenting to the Establishment of the Tooele City Firefighter Incentive for Response and Engagement (F.I.R.E) Program and Adoption of the Plan Document.

Presented by Matt McCoy, Fire Chief and Kami Perkins, Human Resources Director

Ms. Perkins and Fire Chief McCoy presented the City's proposed Firefighter Incentive for Response and Engagement (FIRE) Plan. Ms. Perkins explained that changes to state and federal laws over the years have affected the City's ability to provide compensation and benefits to volunteer firefighters while maintaining their volunteer status. The City has worked with state legislators in the past to preserve the volunteer firefighter program and continues to monitor applicable requirements.

Ms. Perkins explained that the Fair Labor Standards Act (FLSA) allows certain nominal compensation to be provided to volunteers, subject to limitations. The proposed plan uses a point-based system rather than compensation based on hours worked. Firefighters will earn points for various response and engagement activities, including emergency responses, fire prevention, training, and required medical examinations. At the end of the plan year, each participating firefighter will receive a percentage of the total available funds based on their proportion of the total points earned. The plan includes internal controls and dual approval procedures to ensure accurate reporting and equitable distribution. Staff is also developing an application that firefighters will use to record their activities and points.

Chief McCoy stated that the plan was developed through a collaborative effort between his command staff, the Mayor, and Human Resources. The plan was presented to the volunteer firefighters for review and feedback, which has been largely positive. He emphasized that the incentive is intended as a token of appreciation and recognition for the time and effort volunteers contribute, rather than as a paycheck. The point system recognizes a variety of contributions, including emergency response, fire prevention, training, and other required activities.

Chief McCoy confirmed that \$100,000 was included in the current fiscal year budget for the incentive program. The plan establishes a \$9,000 maximum annual incentive per firefighter to help maintain volunteer status. Ms. Perkins noted that some highly active firefighters may reach the cap, while the

remaining funds would be proportionately redistributed among eligible participants. The City intends to evaluate the program as it moves forward.

In response to a question regarding whether the budget would be sufficient if firefighters reached certain point thresholds, Ms. Perkins explained that the total points earned by all participating firefighters will determine each individual's percentage of the available funds. Points are not carried over, donated, or banked. If a firefighter's calculated share exceeds the \$9,000 cap, the excess funds will be returned to the pool and redistributed.

The program will begin in October, while the full \$100,000 has been budgeted for the fiscal year. Only points earned beginning in October will be counted for the initial plan year.

Ms. Perkins and Chief McCoy also explained the extraordinary circumstances provision, under which points may be increased for unusually demanding incidents. Examples included a runaway truck incident requiring an atypical response and a major fire requiring firefighters to remain on scene for an extended period. In such circumstances, eligible response points may be doubled.

The Council expressed appreciation to the volunteer firefighters for their years of service and recognized the work of the Chief, Human Resources staff, and others involved in developing the program. The Council also expressed support for the work done on the proposed plan.

Motion: Councilman Gossett moved to approve Resolution 2026-73 A Resolution of the Tooele City Council Consenting to the Establishment of the Tooele City Firefighter Incentive for Response and Engagement (F.I.R.E.) Program and Adoption of the Plan Document. Councilwoman Gochis, seconded the motion. The vote was as follows: Councilman Hansen, "Aye"; Councilwoman Gochis, "Aye"; Councilman Gossett, "Aye"; and Chairman Brady, "Aye". The motion passed 4-0.

11. Invoices & Purchase Orders

Presented by Shilo Baker, City Recorder

Ms. Baker presented three invoices that were not included in the meeting packet. The first invoice was to Wheeler Machinery Company in the amount of \$49,657 for a generator for the Parks Building. The second invoice was to Ken Garff West Valley Ford in the amount of \$75,464 for an F-350 4x4 dump truck equipped with a snowplow for the cemetery, replacing an older dump truck that is nearing the end of its useful life. The final invoice was to Landia in the amount of \$48,788 for parts to repair the mixers at the Water Reclamation Facility.

Motion: Councilman Hansen moved to approve the invoices as presented. Councilman Gossett seconded the motion. The vote was as follows: Councilman Gossett, "Aye"; Councilwoman Gochis, "Aye"; Councilman Hansen, "Aye", and Chairman Brady, "Aye". The motion passed 4-0.

12. Minutes

- ~ September 2, 2026 City Council and RDA Work Meeting Minutes
- ~ September 2, 2026 City Council Business Meeting Minutes

There were no corrections to the minutes.

Motion: Councilman Hansen moved to approve the September 2, 2026 City Council and RDA Work Meeting Minutes and the September 2, 2026 City Council Business Meeting Minutes.

Councilman Brady seconded the motion. The vote was follows: Councilman Hansen, "Aye"; Councilwoman Gochis, "Aye"; Councilman Gossett, "Aye"; and Chairman Brady, "Aye". The motion passed 4-0.

13. **Adjourn**

Chairman Brady adjourned the meeting at 8:04 p.m.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

Approved this _____ day of October, 2026

Justin Brady, City Council Chair

Shilo Baker

From: Tyler Watson
Sent: Wednesday, September 2, 2026 5:26 PM
To: Clarissa Pankratz; Justin Brady; Melodi Gochis; Jon Gossett; Ed Hansen; Dave McCall
Cc: Maresa Manzione; Paul Hansen; Nathan Farrer; Andrew Aagard; Council Meeting Public Comment
Subject: Request for City Review and concrete Retaining Wall on Adjacent City Property — Slope and Grade Concern

[External Email]

Dear Mayor Manzione, Chair Brady, and Members of the Tooele City Council:

I am writing as a resident of Tooele regarding the undeveloped city-side parcel immediately adjacent to my property. The grade on that parcel slopes toward (or away from) my lot in a way that is causing my property to lose soil and grade stability. I respectfully request that the City evaluate the site and install a concrete block (CMU) retaining wall along the common line so my yard does not continue to slope off.

The adjacent land is currently raw dirt, rock, and weeds. My white vinyl privacy fence sits at the property line. The photos I have included show:

- The existing slope and uneven bank next to the fence
- Exposed soil and rock that is not contained
- The street-light base and sidewalk on the public side of the frontage
- How the grade change sits relative to my finished lot

Without a proper retaining structure, the slope is likely to worsen with rain, snowmelt, and freeze-thaw. That creates erosion, drainage toward my foundation or fence, loss of usable yard, and a safety and maintenance issue at the property line.

I am asking the City to:

1. Have Engineering and Public Works inspect the site and confirm ownership and grade of the adjacent parcel.
2. Design and install a concrete masonry unit retaining wall (or equivalent engineered wall) on the city side of the property line sufficient to hold the grade and prevent my lot from sloughing.
3. Address any related drainage so runoff does not concentrate against my fence or foundation.

I would welcome a site visit and am available to meet staff or a council member on the property. Please let me know the appropriate next step and the department that will take the lead.

Thank you for your attention to this. I appreciate the work the City is doing in this growing area and hope we can resolve the grade issue before it becomes a larger problem.

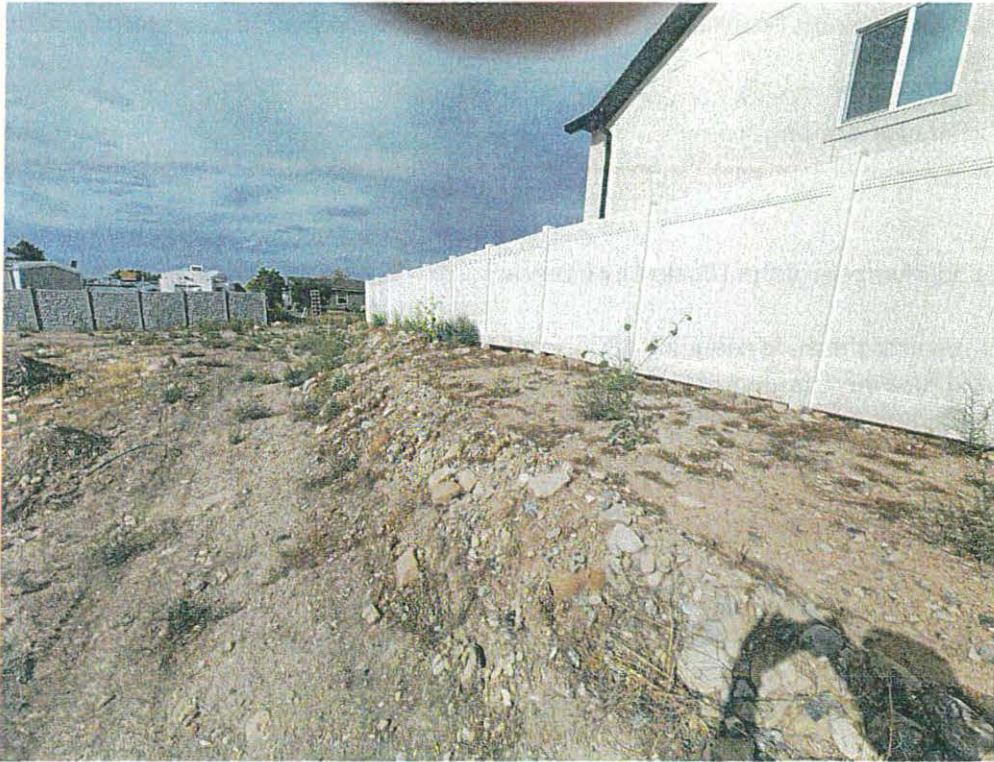
Respectfully,

Tyler Richard Watson, AS, SUDC

United States Marine Corps, Retired

100% Disabled Veteran

Tooele, UT 84074







Shilo Baker

From: TJ Shields
Sent: Tuesday, September 15, 2026 11:09 AM
To: Council Meeting Public Comment
Subject: Water study - New well

[External Email]

To the city council members.

I'm unable to attend the council meeting in person, but I want to raise a serious concern. I understand that a water study has been submitted in connection with drilling yet another well on the east side of Tooele.

At what point can Tooele City and Tooele County request that the State Engineer conduct an updated water study? The last study, completed in 1996, found that our water shares were already overallocated. Since then, we have experienced drought conditions in 14 of the past 20 years.

Simply because Kennecott or another entity holds a water right does not mean water is available. We cannot continue drill wells to meet growth-related demand without understanding the effect on our aquifers.

As our community continues to grow rapidly, Tooele City and Tooele County should insist on a current, transparent assessment of how our aquifers are holding up. We need to know whether our groundwater supply can realistically support additional development before more wells are approved.

The more we take from ground water the less the lake gets and the less water "snow" pack we get <https://geology.utah.gov/map-pub/survey-notes/how-groundwater-contributes-to-great-salt-lake/>

Thank you, TJ