

**NORTH OGDEN CITY COUNCIL WORK SESSION
MEETING MINUTES**

September 4, 2018

The North Ogden City Council convened in an open meeting on September 4, 2018 at 6:02 p.m. at the North Ogden City Office at 505 East 2600 North. Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Website on August 30, 2018. Notice of the annual meeting schedule was published in the Standard-Examiner on December 31, 2017.

PRESENT:	M. Brent Chugg	Mayor	
	Ryan Barker	Council Member	excused
	Blake Cevering	Council Member	
	Cheryl Stoker	Council Member	
	Phillip Swanson	Council Member	
	Carl Turner	Council Member	

STAFF PRESENT:	Jon Call	City Administrator/Attorney
	Annette Spendlove	City Recorder/HR Director
	Rob Scott	Planning Director
	Brandon Bell	Associate Planner
	Kai Johnson	Planning Intern

VISITORS:	Craig Pitts	Kevin Burns	Brenda Ashdown
	Stefanie Casey	Sean Casey	Peggy Barker
	Aaron Christensen	Lisa Johnson	Jordi Elmer
	Clinton Elmer	Dale Anderson	Julie Anderson
	Meg Sanders	Brian Solomon	Janis Christensen
	Lynda Pipkin	Kaylene Jeppsen	

Mayor Chugg called the meeting to order. Council Member Cevering offered the invocation and led the audience in the Pledge of Allegiance.

WORK SESSION AGENDA

1. MAJOR PROJECTS UPDATE

A staff memo from City Administrator/City Attorney Call explained there are several major projects (projects exceeding \$500,000) on the horizon in the City in the next few years and City Administration plans to provide a monthly update regarding the status of these projects.

Monroe Boulevard (2016-2018) - This project is the purchasing of right-of-way and does not include any construction money. The City is closing on the last voluntary acquisition for this project. The City obtained close to 90% of the properties we were after. The road improvements will not be constructed until the neighboring landowners subdivide, or the Council approves construction funds for those projects.

3100 North Debris Basin (2018-2019) - The City has hired engineers to begin the environmental process along with the basic design of the facility. Federal funding has been awarded, pending a positive environmental review of the project. This project will cost 1.15 million with 290k being donated to cover the City responsibility and 850k coming from the federal.

Street projects (2018-2019) - Annually the City resurfaces, restripes, and reseals various roads across the City. The Council has approved roughly 500k of funds this coming year to maintain our current roads.

Culinary Water Storage Facility (2018-2019) - The City Council has approved a budget to begin the design of this project to increase the culinary water storage capacity by one million gallons. This project will be completed in the fall of 2019.

Amphitheater (2018-2020) - Parks staff is working on a list of proposed internal component needs for the existing structure to improve our capabilities at the facility.

2550 North Detention Basin (2018-2020) - Council is currently looking into whether to purchase the property and what type of a facility will be built in conjunction with the detention basin.

400/450 East Widening (2020-2021) - Staff is working with UDOT to get the environmental analysis bid out so we can start the process required by our federal grant funding. This is roughly \$10.5 million dollar, of that amount roughly \$8.5 million is coming from outside sources (WFRC, WACOG, UDOT).

Other projects without start dates or approved funding sources: Police Station, Barker Park, park rehabilitation projects, other street widening projects.

Mr. Call reviewed his staff memo and provided a brief overview of the scope of each of the projects listed therein.

2. DISCUSSION ON FORM BASED CODE

Associate Planner Bell used the aid of a PowerPoint presentation to provide an overview of the draft version of the Form Based Code. He indicated his presentation will provide a large-scale overview of the main principles of the document. There are two common

types of development: Drivable Suburban and Walkable Urban and the Form Based Code is a complete set of principles and tools intended to produce Walkable Urban development. Because of this, some changes are not compatible with the ‘whole package’ of this Code. It’s harder to ‘swap individual tools out from the complete set,’ than to accept or reject the package as a whole. The Council’s task is to decide whether the ‘whole package’ of tools, or ‘the big idea of the Code,’ which is a Walkable Downtown and Neighborhoods, is the one they are interested in for the Downtown Area. This is a policy choice; if the Council is interested in ‘the big idea of the code,’ there are a range of choices and policy details that are compatible with the type of development that the Code is intended to produce, which will then be discussed.

Mr. Bell likened the Walkable Urban type of development to “Main Street America”; the Form Based Code is describing how to create Main Street America and walkable neighborhoods in technical terms. This description is technical in nature so that it is effective at regulating proposed development in the City. He then provided several photos of development types that meet the definition of Main Street America, after which he discussed different types of patterns of development. Key elements to a walkable development pattern include building and parking location; maximum block sizes; connected street network; subdistricts; different building types; and open space. Buildings are typically located next to the sidewalk with parking behind the building or on the street and never between the building and the sidewalk. Sidewalks are generally sized to comfortably accommodate pedestrian use and automobiles are adequately accommodated, but are not allowed to compromise other forms of transportation, including walking and biking. Connected street networks are often a grid pattern. Street categories included in development (primary streets, secondary streets, and internal streets) will determine the location of vehicular access and what a block face looks like. Primary streets are typically boulevards, secondary streets are typically neighborhood streets and connector streets, and internal streets are typically alleys and lanes. He provided diagrams of each of the different street types and reiterated that different street categories and types are needed to create a connected street network within the walkable urban development type.

Mr. Bell then discussed maximum block size, which is one of the biggest factors greatly impacting walkability. Walkability is created by a range of factors that create a completely built environment and a walkable development pattern. Maximum Block Size enables the creation of a walkable grid. The current maximum block size in the City’s residential R-1 zone is 1,320 feet; the draft Form Based Code is, 440 feet by 440 feet, or 440 feet by 660 feet if block has pedestrian thoroughfare. This is nearly one third of the current maximum block size allowed in the City.

Mr. Bell discussed subdistricts, noting they determine how “urban” an area is; this is otherwise referred to as intensity as the Form Based Code does not regulate based upon density. All subdistricts are walkable and those included in the Code include Downtown Main Street, Downtown Neighborhood, and Downtown Market and he reviewed

photographic examples of each of the subdistrict types. Different building types fit in different subdistricts depending on how “urban” or “downtown” the building type is. Buildings are regulated by height, location, materials, and parking requirements rather than density. The Form Based Code will include tables and graphics to communicate the building types that fit within each of the three subdistricts; optional building types include storefront, general stoop, mid-scale shop, terrace building, yard building, and civic building and Mr. Bell reviewed photos of each of the different building types and used the example of the Cannery Building in North Ogden to illustrate a storefront.

Mr. Bell discussed open space, focusing on proximity and context; open space needs to be located within each neighborhood, within a certain distance from buildings. Open space is a walkable destination in neighborhoods and open space type needs to be compatible with the neighborhood/subdistrict in which it is located. Different open space types are compatible with different neighborhoods/subdistricts – again, depending on how “urban” it is. He provided photographs of different open space types, including plazas, squares, greens, commons, pocket parks, and sidewalk dining areas.

Mr. Bell concluded that his presentation tonight did not cover landscaping, parking, land uses, and administration of the Form Based Code and those issues will be discussed during future presentations regarding the document. He added that benefits of the Form Based Code include requirement for more detailed applications in order to achieve high quality downtown development. Staff will need appropriate time and support to review these detailed applications. Lessons will be learned as applications are processed and it may be necessary to consider revisions to the Code after it has been implemented. Finally, Mr. Bell revisited photographs that were included in the beginning of his presentation and stated that after receiving the information he has provided, he hopes that the Council will view the photos differently and see things like the different street types, open space, and the walkable nature of the diagram.

Mr. Call added that it is important to clarify that the Form Based Code is intended to be applied to the downtown area of the City. Mr. Bell stated that is correct and noted that the City’s downtown would be divided into three main subdistricts, with supporting neighborhoods behind those subdistricts.

Brief high-level discussion between Mr. Bell and the Council centered on communities near North Ogden where neighborhood walkable developments exist.

Planning Intern Kai Johnson then approached the Council to discuss streetscape requirements; he provided a diagram of Washington Boulevard to illustrate the areas that are developed and those that are yet to be developed. Different streetscape designs are available depending on the street type for which roadside landscaping will be needed. Mr. Bell noted that the City will need to work with the Utah Department of Transportation relative to streetscape on Washington Boulevard. Planning Director Scott added that Planning staff has presented the idea of requiring the planting of cherry trees in streetscape, on Washington Boulevard specifically, given that the cherry tree has been

identified as the tree that is most representative of North Ogden. Staff will be presenting to the Council some proposals for policy implementation that will facilitate that requirement.

3. **DISCUSSION ON NORTH OGDEN CITY'S CURRENT HOME DAYCARE STANDARDS**

A staff memo from Planning Director Scott explained when the City is considering a legislative matter, the Planning Commission is acting as a recommending body to the City Council. The City has wide discretion in taking legislative action. Examples of legislative actions are general plan, zoning map, and land use text amendments. Legislative actions require that the Planning Commission give a recommendation to the City Council. Typically, the criteria for making a decision, related to a legislative matter, require compatibility with the general plan and existing codes.

The City Council has requested that information explaining the rationale for daycare standards be brought for discussion.

State Code

The regulations for daycare are found in Utah State Code 26-39. It gives the Department of Health the ability to set regulations for child care. Local governments have authority to impose their own capacity standards, namely setting the number of children per license. <https://childcarelicensing.utah.gov/Rules.html>

There are two types of child care licenses, Center Based and Home-Based licenses. Center Based care is found in non-residential settings; Home Based is located in residential homes. Attached is an information sheet giving the parameters for the two Home Based Center licenses, Licensed Family Child Care and Residential Certificate. (See Exhibit A)

The Residential Certificate is limited to a maximum of 1-8 children including provider's and caregiver's own children under age 4.

The Licensed Family Child Care facility may have from 1 to 16 children including caregiver's own children under age 4.

City Code

The following North Ogden zoning provisions are contained in the list of uses and in the regulations for all zones.

11-7A, 7B: Permitted and Conditional Uses

Permitted Uses

Home daycare center for up to nine (9) people. The operator must be a resident of the home. The home daycare area shall not be greater than three hundred (300) square feet or

twenty five percent (25%) of the house, whichever is less. The daycare area of the home shall conform to the standards of IBC table 1003.2.2.2.

Conditional Uses

Home daycare center in the operator's residence for more than nine (9) people, but not more than twelve (12) people, plus supervisory personnel. An annual review by the planning commission is required. The home daycare area shall not be greater than three hundred (300) square feet or twenty five percent (25%) of the house, whichever is less. The daycare area of the home shall conform to the standards of IBC table 1003.2.2.2.

11-10-10: Daycare Center Regulations

- A. State Law Applicable: The regulations and licensing of daycare centers shall be in accordance with Utah Code 26-39, as amended, or as hereafter amended.
- B. Outdoor Play Areas; Fencing: All outdoor play areas shall be within a fenced area and shall be limited to use by the children in the daycare between the hours of eight o'clock (8:00) A.M. to eight o'clock (8:00) P.M. Fence height shall be in accordance with CCNO 11-10-11.
- C. Off Street Parking: Sufficient off-street parking shall be provided to satisfy the requirements of CCNO 11-17-4.

The standards for daycare in residential areas address safety, site compatibility, and neighborhood issues.

- Occupancy is limited in homes to 25% of the home or 300 square feet whichever is less. Daycare centers are permitted uses where there are up to 9 people and 12 people as a conditional use.
- The operator must be a resident of the home.
- State regulations must be complied with.
- Neighborhood compatibility is addressed by requiring fenced play areas and limiting the hours of operation.

The number of people that may be served is a policy issue. There is a companion standard in the home occupation ordinance that may assist in this discussion. The home occupation ordinance limits the number of vehicle trips to the residence of a home occupation business as ten trips per day. This has been interpreted as allowing up to 5 visits to a home per day. Allowing 12 people at a daycare translates into approximately 24 trips a day; each trip both coming and going counts as a trip. If there are split sessions, then these numbers double. The City Council will need to determine if this amount of added traffic in neighborhoods is acceptable.

CONFORMANCE WITH THE GENERAL PLAN

Housing Goals

Goal #1 – Increase Housing Quality and Variety

- Establish and adhere to high quality building and design standards for all housing types so that development enhances the community character.

Strategies

- Proactively evaluate current ordinances and policies to determine whether there are obstacles that can be removed or modified to achieve the community's housing goals.
- Create design standards to improve the overall quality of North Ogden's housing.
- Work with homeowners, landlords, and renters to maintain and improve existing properties.

The memo offered the following summary of Land Use Authority consideration:

- Are safety codes addressed?
- Are the neighborhood compatibility standards appropriate?
- What will the impact be on neighborhoods if the number of allowed people is increased?
- Is the proposal consistent with the General Plan?

The memo concluded the current recommendation is that the Council review the existing standards for daycare centers and determine if there should be an increase in the number of people allowed. If the City Council desires to make a change to these standards it will require the Planning Commission to review the proposal and make a recommendation.

Mr. Scott reviewed his staff memo and facilitated discussion among the Council regarding the manner in which they would like to proceed relative to this issue. The Council ultimately concluded they were willing to consider an adjustment to the City ordinance to mirror the State's regulations for daycares. The discussion concluded with a request of staff to collect additional information regarding licensing and inspection regulations before presenting the matter to the Planning Commission for consideration of a recommendation to the City Council.

4. DISCUSSION ON COUNCIL POLICY AND PROCEDURES

City Administrator/City Attorney Call stated this is continuation of previous discussions regarding the Council's rules of order and procedure for City Council meetings; City Administration needs input from the Council regarding the matter of setting Council meeting agendas and the order of agenda items. Additionally, staff would like input regarding whether there may be a need to change the meeting schedule to reflect the practice that has been occurring as of late where meetings are being held weekly. Finally, the rules indicate that people speaking during public comments should not ask questions with an expectation of receiving an answer and he asked the Council to determine whether questions should be allowed and that someone – possibly the Mayor – will respond at the end of the meeting.

The Council discussed their meeting schedule and determined to hold work session meetings on the first Tuesday of each month, as needed, and revert to the old meeting

schedule of the second and fourth Tuesday of each month for regular meetings. Council Member Swanson proposed including a meeting end time of 9:00 p.m. in the rules document; the Council accepted the proposal with the knowledge that they can vote to extend a meeting past that time when necessary.

Relative to the matter of setting meeting agendas and the order of agenda items, the Council concluded to defer to the Mayor, who will work with the City Administrator and City Recorder. Regarding public comments, the Council concluded they were comfortable with the Mayor responding to questions asked in public comments. Council Member Swanson added that he believes that a time limit should be enforced for public comments; some people can speak for much longer than three minutes if they are not being timed and that makes it difficult to keep a meeting on schedule. Council Members Stoker and Turner were opposed to a timer for public comments, but the decision was made to include the option in the final draft of changes to the rules document for consideration at a future meeting.

Additional high-level discussion centered on the practice of opening Council meetings with an invocation or moment of reflection and the possibility of allowing members of the community or another invitee to participate in that portion of the meeting.

ACTIVE AGENDA

5. PUBLIC COMMENTS

Julie Anderson, 940 E. 2600 N., discussed the North Ogden Posse's event during the Cherry Days Celebration and noted that it is not advertised as other events are advertised; the event has been going on for many years and it would be nice for it to be recognized as other events are. She then referenced the earlier discussion regarding the Council's rules of order and procedure for their meetings and stated she would like to see Boy Scout troops being invited to meetings to conduct the Pledge of Allegiance. She suggested that the City reach out to scout leaders to inform them of that opportunity. She then stated that she also does not like the idea of a timer for public comments, but there may be other options besides an actual clock for notifying speakers that their time is running short. She concluded that she has some concerns about the Form Based Code; she does not see where the types of developments discussed by Mr. Bell could be located in North Ogden's downtown along Washington Boulevard. Those developments would have been appropriate for the property at the corner of 1700 North and Washington Boulevard, but she is not aware of other larger parcels for which the development would be suitable.

Dale Anderson, 940 E. 2600 N., also discussed the Form Based Code and stated that he has seen areas in other communities revitalized by the type of development provided for in the Code document, but the greatest challenge with those developments is the slowing of traffic. That will be very difficult as North Ogden's downtown is located at the intersecting point of two major highways – 2700 North and Washington Boulevard –

with high rates of speed. He wondered if motorists on those roads would be willing to slow their speed to travel through walkable developments.

Brenda Ashdown, 193 E. Pleasant View Drive, asked why the Council schedules a closed meeting in the middle of their Council meeting; this makes it difficult for residents to stay until the end of the meeting to hear Council comments. Council Member Stoker suggested the Council consider a motion to rearrange the agenda to move the closed session behind the Council comments item. Ms. Ashdown then stated she has some questions about the Council's meeting schedule; she asked how citizens will be made aware of scheduled meetings. Mayor Chugg reported that meetings will be advertised on the City's website on the Thursday before a Tuesday meeting. Ms. Ashdown asked if the same will be true for emergency Council meetings. City Recorder Spendlove answered no and indicated State Law requires as much notice as possible for an emergency meeting, but the 24-hour meeting notice requirement is not in force for those types of meetings. Ms. Ashdown expressed her disappointment about the difficulty of the constituency of becoming aware of those meetings. Council Member Swanson stated that in his time on the Council, there have been just two emergency meetings and they will not be a common thing for the Council. Ms. Ashdown concluded by expressing concern about the meeting end time; she wondered if that will result in items being dragged out because of the Council's inability to make a decision on an agenda item if it has not been heard before the suggested 9:00 p.m. end time. Mayor Chugg stated that special meetings can be scheduled, if necessary, to consider such items.

Kaylene Jeppsen, 3168 N. 450 E., addressed the earlier discussion about home daycare regulations. She discussed the percentage of the total square footage of a home that can be used for a daycare; the City's regulation is 300 feet or 25 percent of the home, but the State of Utah requires 35 square feet of space per child on the inside of the home and 40 square feet of space per child on the exterior of the home. She added that if her number of students is increased above eight, she would be required to have another employee who is also a resident of the home, help her with the children. She stated that in her case, that would just leave her husband as an option. She stated she does not support that regulation and would prefer to be allowed to have another employee from outside the home work with her. She thanked the Council and staff for the time they have spent on this issue.

Sean Casey, 2444 Barker Parkway, stated that it is his recommendation that the Council accept input and data from people who could be considered experts in the matters they are discussing. Ms. Jeppsen operates a home daycare and her input should be valued by the Council. Last week, there was a couple who attended a meeting and presented data about floods and landslides to be considered by the Council as they discussed hillside development and the construction of a debris basin. Their input should be valued by the Council as well. The data could be helpful in diffusing problems in the community. He stated he would like to see the Lomond View bathroom facilities taken care of and he suggested that be added to the project list that was presented by Mr. Call earlier in the meeting. He then discussed Council Member Cevering's offering to create a committee

that would support the Barker Park facility; he has volunteered to participate and is willing to help in any way possible.

Council Member Turner moved to rearrange the agenda to move item nine, Council/Mayor/Staff comments, ahead of item six. Council Member Cevering seconded the motion.

Voting on the motion:

Council Member Cevering	aye
Council Member Stoker	aye
Council Member Swanson	aye
Council Member Turner	aye

The motion passed unanimously.

9. COUNCIL/MAYOR/STAFF COMMENTS

Council Member Cevering stated that he has been thinking about the transaction relating to the sale of City property and participation in development of a detention basin near the Double Ott Ranch project and he is concerned about the value determined for an equivalent residential unit (ERU). He stated he would prefer that the City commission an appraisal for the properties in question. Mayor Chugg stated that is underway. Council Member Cevering then referenced past discussions about the restoration of and trail development in an area behind the amphitheater on Fruitland Drive and he asked if that has been done, to which Mr. Call answered no; the waterline installation was completed last week and the improvements will proceed from this point.

Council Member Stoker asked Mr. Call to communicate the issues the City has encountered on the Lomond View bathroom project. Mr. Call stated that the Engineer has indicated that the waterline running from the road to the bathroom facilities needs to be upgraded and that is very costly. Additionally, the project was 'over-engineered' in the past, which resulted in very high project costs. City Administration has discussed proceeding with a design/build process for the project in the future. This will allow a contractor to design a facility that would be much less expensive than was quoted in the past. Discussions regarding the project can be held in advance of the process to develop the fiscal year (FY) budget for 2019-2020. Council Member Stoker then stated that in the past the City has used the Miss North Ogden royalty in many events and she asked how those ladies are made aware of events where their participation may be valuable. Ms. Spendlove stated that the ladies are made aware of the City's calendar of events. Council Member Stoker stated she would like to see the royalty involved in more events.

Council Member Swanson stated that he likes Mr. Casey's idea of proceeding with assembling the committee to help maintain and clean the amphitheater. Council Member

Cevering stated that his idea of creating a committee related to fundraising and identifying entities or groups that may be helpful in funding future phases of the project. He supports the idea of a committee assembling to provide maintenance support. Mr. Call stated that City Administration can put Mr. Casey in contact with Parks and Recreation staff that is responsible for maintenance of the facility.

Ms. Spendlove reminded the Council of the Utah League of Cities and Towns (ULCT) Conference scheduled for next week; the Council's regular meeting has been cancelled in observance of that event.

6. DISCUSSION AND/OR ACTION TO ENTER INTO A CLOSED MEETING FOR REASONS RELATED TO UTAH STATE CODE §52-4-205(1)(a) REGARDING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL

Council Member Swanson motioned to recess the regular meeting and convene in a closed meeting regarding the character, professional competence, or physical or mental health of an individual. Council Member Turner seconded the motion.

Voting on the motion:

Council Member Cevering	aye
Council Member Stoker	aye
Council Member Swanson	aye
Council Member Turner	aye

The motion passed unanimously.

The meeting recessed at 8:31 p.m. and reconvened at 9:05 p.m.

8. DISCUSSION AND/OR ACTION TO CONSIDER AN ORDINANCE AMENDING THE PERSONNEL POLICIES

A staff memo from City Administrator/City Attorney Call explained there have been several questions about the City's personnel policies and procedures. City Administration has identified appropriate amendments and grammatical changes. Below are the suggested changes.

GROUNDS FOR DISCIPLINE

A. Department Heads shall consult with the City Administrator/Manager regarding staffing needs and shall not advertise any job opening until the City Administrator/Manager has approved recruitment. At the discretion of the City

Administrator/Manager, Mayor, or Mayor Pro-Temp, ~~some positions (excluding Department Heads)~~ may be advertised inhouse for a period of three (3) business days in the following manner: an email will be sent to all current employees' email addresses and each department will post a copy of the announcement in a conspicuous place within the department for all employees to see. After three (3) business days, if there are no qualified employees who have met all minimum requirements and/or completed an interview process, then the position will be advertised for open recruitment. ~~At the discretion of the Mayor, Department Head positions may be filled through an internal application procedure.~~

Page 23 – 1.JJ. added ~~damage to City property, including vehicular accidents~~

Page 53 – DAYS, HOURS OF WORK AND COMPENSATION

7.1 A.b All other non-exempt employees: ~~80~~ 40 hours per pay ~~period~~ ~~week~~

B.1. a Full-time ~~Monday—Friday~~ As designated by the Department Head.

Page 57 – Policy 7.3 PUBLIC WORKS DEPARTMENT AND PARKS DIVISION ON-CALL POLICY B. MISCELLANEOUS POLICIES RELATING TO ON-CALL EMPLOYEES

~~7. Except for on call employees, animal control officers and Sworn Police Officers, no City employee will be allowed to take a City vehicle home.~~

Page 58 – BENEFITS

North Ogden City offers assistance to employees and their eligible dependents in meeting certain financial burdens that can result from illness, disability or death; and to help employees plan for retirement. ~~All benefits begin on the first day of the calendar month following hire date.~~

8.1.A.1 Retirement

Full-time and ~~permanent part-time~~ employees shall participate in the Utah State Retirement System. Employee retirement regulations shall be in accordance with federal and state law.

Page 61 - CLOTHING ALLOWANCE

~~The City will report uniform allowances, however,~~ each employee who receives a uniform allowance shall be responsible for accounting to the Internal Revenue Service for the uniform allowances ~~received.~~

Page 62 – ANNUAL LEAVE

3. An employee may accrue a maximum of 240 hours of annual leave credits and Sworn Police Officers may accrue a maximum of 258 hours. The cut-off date for calculating excess hours is ~~December 31 of each year the first pay period ending in January.~~ It is the employee's responsibility to maintain knowledge of accrued annual leave and schedule leave appropriately.

PAGE 64 – HOLIDAYS

1. The following days have been designated by North Ogden City as paid holidays for full-time (8 hours) and permanent part-time (4 hours) employees:
3. All employees who are required to work on Independence Day, Thanksgiving Day, and/or Christmas Day will receive, in addition to holiday pay, their regular hourly pay or compensatory time at a one and one-half rate.
5. All full-time employees who are scheduled to work on a holiday will be compensated up to eight hours at a straight time rate. All permanent part-time employees will be compensated up to four hours at straight time rate.
6. 6. Holiday time is not paid to permanent part-time, part-time, seasonal, or temporary employees.

PAGE 70 – TRAVEL

B.1 Per diem payments will be authorized for personnel who are required to be away from home overnight or during meal time on official business. Per diem will be paid in accordance with current rates set by the United States General Services Administration (GSA). ~~The City Administrator/Manager will establish the expenses to be paid as part of the per diem, and the per diem rate, based on OPM (operating per mile) rates.~~ Employees requesting reimbursement above the per diem rates must provide receipts for all expenses above the per diem rate set by the City Council. The City will not pay a per diem for spouses of employees or other non-employees traveling with the employee. A “Travel & Training Request Form” attached as “Exhibit V” shall be completed prior to the reimbursement for travel.

PAGE 72 – USE OF CITY EQUIPMENT

7. Except for on-call employees, animal control officers, ~~and~~ Sworn Police Officers, ~~and~~ Supervisors/Department Heads authorized by the Mayor, no City employees will be allowed to take a City vehicle home.
 - a. Supervisors/Department Heads will pay a daily rate to take a City vehicle home as set forth in the I.R.S fringe benefit guidelines. No personal use of vehicle is allowed.

Mr. Call reviewed his staff memo and indicated that an ordinance has been provided for the Council to consider adoption of the policy manual amendments.

Council Member Swanson motioned to approve Ordinance 2018-21 amending the Personnel Policies. Council Member Cevering seconded the motion.

Voting on the motion:

Council Member Cevering aye

Council Member Stoker aye
Council Member Swanson aye
Council Member Turner aye

The motion passed unanimously.

10. ADJOURNMENT

Council Member Stoker motioned to adjourn the meeting. Council Member Swanson seconded the motion.


Voting on the motion:

Council Member Cevering aye
Council Member Stoker aye
Council Member Swanson aye
Council Member Turner aye

The motion passed unanimously.

The meeting adjourned at 9:21 p.m.


M. Brent Chugg, Mayor


S. Annette Spendlove, MMC
City Recorder

23 Oct 2018
Date Approved