

**NOTICE OF MEETING OF THE
CITY OF HOLLADAY CITY COUNCIL
THURSDAY, NOVEMBER 7, 2019**

**COUNCIL CHAMBERS
4580 S 2300 E
HOLLADAY, UTAH 84117**

5:00 p.m. **Council Dinner** – *Council members will be eating dinner. No city business will be discussed.*

5:30 p.m. **Briefing Session** - *The Council will review and discuss the agenda items; NO decisions will be made*

PUBLIC NOTICE IS HEREBY GIVEN that the Holladay Municipal Council will hold a City Council meeting in the Council Chambers beginning at **6:00 p.m.** It is possible that a member of the Council will be participating by electronic means. The Council Chambers shall serve as the anchor location. * Agenda items may be moved in order, sequence and time to meet the needs of the Council

AGENDA

- I. **Welcome** – Mayor Dahle
- II. **Pledge of Allegiance**
- III. **Public Comments**
Any person wishing to comment on any item not otherwise on the agenda may address the Council during the public comment period. Comments are subject to the Public Comment and Policy set forth below
- IV. **Public Hearing on Proposed Amendments to Chapters 3 (Transportation)& 5 (Moderate Income Housing) of the General Plan**
(Consideration of updated draft language changes to the Plan in response to State of Utah requirements detailed in SB 34)
- V. **Public Hearing on Proposed Rezone for Property Located at 6252 S Holladay Blvd from the Residential Multi-Family (RM) Zone to the Limited Use (LU) Zone** *(The property at issue has been referred to as the Cotton Bottom Inn)*
- VI. **Public Hearing on Proposed Amendments to the 2019-201 Fiscal Year Budgets**
- VII. **Consideration of Ordinance 2019- Amending the Zoning Map for Property Located at 2394 Murray Holladay Rd. from R-1-10 (Single-Family Residential, 10,000 min. bldg. lot size) to R-2-10 (Two-Family Residential, 10,000 sq. ft. min. lot size) –(Ron Hilton is property owner and applicant.**
- VIII. **Consideration of Resolution 2019-28 Approving a Sales and Purchase Agreement for Cotton Bottom**
- IX. **Consideration of Resolution 2019-29 Approving a Municipal Emergency Management Planning Services and Reimbursement Agreement Between the Unified Fire Authority**

(UFA) and the City of Holladay (this is an agreement to share an Emergency Mgmt Coordinator for 16 hours/wk)

- X. **Consent Agenda**
 - a. *Approval of Minutes – Sept. 5 & 19, 2019*
- XI. **City Manager Report – Gina Chamness**
- XII. **Council Reports & District Issues**
- XIII. **Recess City Council to a Work Meeting**
 - a. **Discussion on Previous Public Hearings**
 - b. **Discussion and Review of Employee Manual**
 - c. **Discussion on Stormwater Management Program**
 - d. **3900 S Follow-up**
 - e. **Discussion on Proposed Text Amendments Process**
 - g. **Calendar**
 - * **Nov 14** - Council Meeting
 - * **Nov. 19** – Board of Canvassers Meeting at 4:30pm
 - * **Nov. 24** – Interfaith
 - * **Dec. 2** – Tree Lighting
 - * **Dec. 5** – Council Dinner
 - * **Dec. 12** – Council Mtg
- XIV. **Closed Session pursuant to Utah Code Section 52-4-204 & 205 to Discuss Personnel Issues, Potential Litigation and Property Acquisition and Disposition (if needed)**
- XV. **Adjourn**

Public Comment Policy & Procedure: During each regular Council Meeting there will be a Public Comment Time. The purpose of the Public Comment Time is to allow citizen's access to the Council. Citizens requesting to address the Council will be asked to complete a written request form and present it to the City Recorder. In general, the Chairman will allow an individual three minutes to address the Council. A spokesman, recognized as representing a group in attendance, may be allowed up to five minutes. Comments which cannot be made within these time limits should be submitted in writing to the City Recorder prior to noon the day before the meeting so they can be copied and distributed to the Council. At the conclusion of the Citizen Comment time, the Chairman may direct staff to assist the citizen on the issue presented; direct the citizen to the proper administrative department(s); or take no action. This policy also applies to all Public Hearings.

CERTIFICATE OF POSTING

I, Stephanie N. Carlson, the City Recorder of the City of Holladay, certify that the above agenda notice was posted at City Hall, the City website www.cityofholladay.com, the Utah Public Notice website www.utah.gov/pmn, and was emailed to the Salt Lake Tribune and Desert News and others who have indicated interest.

DATE POSTED: MONDAY, NOVEMBER 4, 2019 AT 11:30 AM

Stephanie N. Carlson MMC, City Recorder
City of Holladay

Reasonable accommodations for individuals with disabilities or those in need of language interpretation service can be provided upon request. For assistance, please call the City Recorder's office at 272-9450 at least three days in advance. TTY/TDD number is (801)270-2425 or call Relay Utah at #7-1-1

CHAPTER 5: MODERATE INCOME HOUSING

2019 UPDATE SUMMARY

Utah State Code (Section 10-9a-403) requires municipalities to include a plan for moderate income housing as part of a General Plan. It outlines a responsibility of a City to facilitate a “reasonable opportunity” for those households with moderate incomes to live within the City. In 2010, Holladay completed its Moderate Income Housing Plan and the plan was reviewed and updated in 2013 and again in 2016 with the General Plan update. Additionally, the city submitted in October of 2017 a “Moderate Income Housing Review Report” (See Appendix) report to the State of Utah outlining statistical data and other findings regarding this issue. That report was acceptable to the State. The current version provided compliance with previous Utah State Code requirements (Section 10-9a-403). ~~While a moderate income housing plan The requirement to include a moderate income housing~~ ~~has element has~~ existed in state statute since the 1990s, ~~this bill provides stronger guidance on that requirement and implements an annual reporting requirement. In a addition,~~

~~However recent legislation by the state now cities are now~~ requires more from cities regarding this issue. Among other things cities must ~~to~~ choose from a menu of specific housing strategies and report on those requirements annually, ~~including Cities must~~ implementing and reporting on **three or more of the following State defined** strategies each year in order to be eligible for state transportation funds via either the Transportation Investment Fund (TIF) or the Transit Transportation Investment Fund (TTIF). This new law, SB 34, having now amended state code further clarifies the municipality’s role. Specifically, the revisions require a municipality to adopt, or amend accordingly, the following elements;

1. Land Use element: consider location(s) of land for housing residents of various income levels in addition to the other categories of public and private uses of land. This will be addressed in Chapter 2 of the General Plan – Land Use, Urban Design and Neighborhood Preservation
2. Transportation and Traffic Circulation element: “Provide the general location and extent” of active transportation facilities in addition to freeways, arterial and collector streets, public transit, and other modes of transportation and correlate the plan with population and employment projections, and proposed land use elements. This will be addressed in Chapter 3 of the General Plan – Transportation Network
3. Moderate Income Housing (MIH) element: provide for reasonable opportunities for a variety of housing - including MIH, by;
 - a. meeting the needs of people of various income levels living, working, or desiring to live or work in the community;
 - b. allowing people with various incomes to benefit from and participate in all aspects of neighborhood and community life, and
 - c. Provide analysis on how to provide a realistic opportunity for the development of MIH within 5 years

And shall include a recommendation to implement 3 or more of the strategies listed in the bill's "menu". This will be addressed in this Chapter of the General Plan -- Moderate Income Housing.

4. Annual Reporting and Review Schedule element: annually review of and implementation of the MIH plan. Reporting shall include:

- a) Revised estimate of the need for MIH in the next 5 years;
- b) description of progress made to provide MIH by analyzing and publishing data on the # of housing units that are at or below 80%, 50%, and 30% adjusted median family income;
- c) Description of efforts to utilize a MIH set-aside from community reinvestment agency, redevelopment agency, or community development and renewal agency;
- d) Description of the implementation of the MIH recommendations aka 'menu'

Accordingly, the City of Holladay will make revisions to Chapters 2, 3 & 5 of the City of Holladay General Plan.

~~Utah State Code (Section 10-9a-403) requires municipalities to include a plan for moderate income housing as part of a general plan. It outlines a responsibility of a City to facilitate a "reasonable opportunity" for those households with moderate incomes to live within the City. In 2010, Holladay completed its Moderate Income Housing Plan and the plan was reviewed and updated in 2013. This chapter is meant as a review and update of that plan.~~ Detailed data supporting the conclusions in this chapter can be found both in the text and in the Appendix at the end of within this Chapter in the Updated General Plan Study, Appendix A.

GOALS, STRATEGIES AND CHALLENGES

The goals of this chapter now, are to comply with the directives of most recent state law is to direct opportunities for the inclusion of new, or the continued support of, housing designed specifically for those in the City who could benefit from access to "moderate income" or "affordable" housing. More specifically the goals of this chapter are designed to:

1. *Provide the opportunity for development of housing options for different ages, lifestyles, and incomes;*
- ~~1.~~ 2. Accommodate additional new dwelling dwellings by focusing appropriate additional dwelling possibilities, including Accessory Dwelling Units (ADU's) density in areas that would not conflict with existing and redeveloping neighborhoods and mixed use districts, and throughout the City;
- ~~2.~~ 3. Promote the replacement of the eighteen moderate income housing dwellings lost during the expansion of the City Hall Park.

As noted in previous chapters, needed dwellings could be added as duplexes or twin homes within the areas identified on the Future Land Use Map in Chapter 2 as "Medium Density Residential-Two Unit" development areas. This type of housing could provide another opportunity for moderately priced dwellings. Additionally, mixed-use projects within specifically designated areas established commercial areas of the City such as the Holladay Village and the old Cottonwood Mall site, now proposed to be called "Holladay Hills" (July 2019), should currently allow include residential dwellings at elevated density allowances over other non-single family zones elsewhere in Holladay. A new mixed

use zone is presently being proposed for the commercial area on the south gateway to Holladay. This area, Holladay Crossroads, and the new Holladay Crossroads HCR-zone have significant potential to allow for residential development in a more vertical fashion where there are not *any* residential dwellings at this time. ~~slightly higher densities.~~ Together with a policy of supporting the continued use and maintenance of older, established housing stock, these strategies ~~will undoubtedly should~~ help in providing some additional residential opportunities for the wide range of Holladay's citizens. However, even with significant additional density allowances in select parts of Holladay, it may not automatically translate to more affordability for those of more modest financial means as intended in SB 34 and HB 259 due to the following challenges in providing more affordable housing:

- Scarcity of developable land
- Resident opposition to increases in dwelling density and location of new dwellings
- Lack of zoning options/tools
- Holladay's elevated land values and exclusivity.
- Holladay's somewhat unique age and household income demographic

CURRENT HOUSING SUPPLY -- 2019

Past Moderate Income Housing Plans, including the City's most recent report to the State in 2017 have estimated that between 18-28 percent of all dwellings in Holladay are moderately priced (80%) of AMI. (See Appendix) For the targeted very-low, and low-income households, however, there are few of these units available that are affordable to households below 50 percent of AMI.

Moderate income housing is defined by HUD as "housing occupied or reserved for occupancy by households with a gross household income equal to or less than 80 percent of the median gross income for households of the same size in the county in which the City is located." This study uses Area Median Income (AMI) in Salt Lake County as determined by the U.S. Department of Housing and Urban Development (HUD) and average household size to calculate moderate income thresholds for an average household.

In order to determine the availability of moderate income housing, or the opportunity for low- to moderate income households to live in the City, this section defines "moderate income" for the targeted income groups ~~at~~ as moderate income at 50-80 percent, low income at 30-50 percent, and very low income at 0-30 percent of the AMI in Salt Lake County. (Not Holladay). The FY 2019 HUD AMI¹ is \$82,700. Given this AMI, the targeted income group cut-offs, with moderate income home price ranges for sale and rental product are shown in the Table 5.1 below as well as other related statistical data tables in the text and in the Appendix.

¹ The HUD AMI figure is released annually. It is based on a median family income and used as a standard figure across all HUD programs. Although it is a family income, it is the standard figure used by HUD and other housing programs, as well as affordability studies and consolidated plans, even when compared against households. This is to maintain comparability across programs and studies. This study uses the HUD AMI for this comparability and industry standard. If household income were to be used instead of family income to compare to moderate income housing units, the City would find less moderate income units within the City.

Family Income Levels as Percentage of AMI in Holladay, Utah
(The FY2019 HUD AMI is \$82,700)

Median Family Income	Income Range	Moderate Income Rental Price Range (per month including utilities)
< 30% of AMI	< \$24,810	up to \$620
30% to 50% of AMI	\$24, 801 - \$41,350	\$620 - \$1,034
50% to 80% of AMI	\$41,350 - \$66,160	\$1,034 - \$1,654

Household Income Levels as Percent of AMI in Holladay, Utah
(The FY2019 HUD AMI is \$82,700)

Household Income Level	Income Range	Moderate income Home Price Range (4% Mortgage)	Moderate income Rental Price Range (per month including utilities)
< 30% of AMI	< \$20,610	up to \$52,066	up to \$515
30% to 50% of AMI	\$20,610 - \$34,350	\$52,066 - \$119,492	\$515 - \$859
50% to 80% of AMI	\$34,350 - \$54,960	\$119,492 - \$220,631	\$859 - \$1,374

Source: U.S. Department of Housing and Urban Development (HUD)

GROSS RENT INDICATING 30% OR MORE OF DWELLINGS PAYING RENT AS BURDENED

Gross Rent as a Percentage of Household Income (GRAPI) in Holladay, Utah		
	Estimate	Percent
Occupied Units paying rent (excluding units where GRAPI cannot be computed)	2,345	
Less than 15% percent	272	11.6%
15.0 to 19.9 percent	411	17.5%
20.0 to 24.9 percent	367	15.7%
25.0 to 29.0 percent	328	14.0%
30.0 to 34.9 percent	314	13.4%
35.0 percent or more	653	27.8%
Not computed	193	
Gross Rent as a Percentage of Household Income (GRAPI) in Holladay, Utah		
<i>*The U.S. Department of Housing of Urban Development states that people who spend 30% or more are considered cost burdened by housing</i>		
	Estimate	Percent of Residents
Occupied Units paying rent (excluding units where GRAPI cannot be computed)	2,345	
30.0 to 34.9 percent	314	13.4%
35.0 percent or more	653	27.8%
Not computed	193	

Source: U.S. Census Bureau; 2013-2017 American Community Survey 5-year Estimates

The Table above 5-2 expresses the need for more affordable housing options. According to the table immediately above According to American Community Survey 5-year Estimates from 2013-2017, as 41.2% of residents are paying more than above 30% of gross income for rent which what is considered the threshold for housing affordability.

In response to S.B. 34, the City intends to help bring down the percentage of individuals and families paying above the threshold for housing affordability through the study and adoption of a new Accessory Dwelling Unit (ADU) ordinance in 2020 in order to comply with a required third strategy per SB 34. Additionally, the goal is to better connect housing and transportation and land use element of the General Plan to coordinate planning for moderate income housing.

TYPES AND VALUE OF HOUSING

Housing Tenure in Holladay, Utah		
	Estimate	Percent
Occupied Housing Units	11,297	
Owner-occupied	8,759	77.50%
Renter-occupied	2,538	22.50%
Median value of owner-occupied housing units	\$380,500	
Median selected monthly owner costs -with a mortgage	\$1,818	
Median selected monthly owner costs -without a mortgage	\$518	
Median gross rent	\$1,048	

Housing Tenure in Holladay, Utah Total Population: 31,110		
	Estimate	Percent
Occupied Housing Units	11,850	
Owner-occupied	8,951	75.50%
Renter-occupied	2,899	24.40%
Vacant Units	641	
Median Value of Owner-occupied Housing Units	\$475,790	

Source: 2018 Kem C. Gardner Policy Institute

Source: U.S. Census Bureau; 2013-2017 American Community Survey 5-year Estimates

~~Compared to earlier 5-year estimates conducted by the U.S. Census Bureau, the median value of owner-occupied housing dwellings from 2009-2013 was \$349,400. According to data supplied by the Wasatch Front Multiple Listing Service and UtahRealEstate.com, the median sales price of a single family home in Holladay's three zip codes for 2018 was is actually \$531,000.- This dramatic increase in just the last few years Median household prices have risen~~ inhibits the ability of many individuals and families to rent or purchase an affordable single family dwelling. Added to this challenge is important information provided by the State of Utah Workforce Services 2018 Affordable Housing Report that outlines other various issues related to supply and availability.

FUTURE HOUSING SUPPLY -- 2019

PROJECTIONS

Holladay is the smallest municipality in both area and population in Salt Lake County. The population ~~in the City of Holladay~~ is projected to increase from 31,413 in 2015 to 35,883 in 2040, based on projections from the Governor's Office of Management and Budget. Projections indicate upwards of 4000 people could be added to the population of Holladay between 2015 and 2040 a total increase of about 12% over the next 20 years. Some of this projected growth will be attributed to the in-migration

of younger, larger families. Based on current averages for household size, a significant number of new dwelling dwellings will be needed to accommodate this growth. However, due to the fact that Holladay has little or no available land, except at the old Cottonwood Mall site now known as Holladay Hills, in which to construct new dwellings, accommodating new future populations will have to be done by other more creative means including infill development, mixed use, and allowing for more vertical development in the community, and the allowance of accessory dwelling units (ADU's)

IMPLEMENTATION STRATEGIES

As stated at the beginning of this chapter, the goals of this chapter are designed to:

1. Provide the opportunity for development of housing options for different ages, lifestyles, and incomes;
2. Accommodate additional new dwelling dwellings by focusing appropriate additional dwelling possibilities in existing and redeveloping density in areas that would not conflict with existing neighborhoods, and in new and future mixed-use areas throughout the City;
3. Facilitate the replacement of the eighteen affordable housing dwellings lost during the expansion of the City Hall Master Plan.

As previously noted, this General Plan proposes that to accommodate a wide range of housing options, including moderately priced dwellings, the following implementation measures are suggested:

1. Review and update where necessary, specific zoning regulations to allow for mixed-use residential development in the Cottonwood Development site, Holladay Village, Holladay Crossroads, Oakwoodmont Plaza, and the Black Diamond site.

Update 2019:

- a. Significant success has been achieved in the Holladay Village area with the approval and construction of, or impending approval and construction of, more than 100 new multi-family dwellings with possibly more in the future.
- b. More progress in the creation of new dwellings will occur as the Holladay Hills development will eventually add between 535-614 new dwellings in a 57 acre mixed-use project at the old Cottonwood Mall site ("Holladay Hills").
- c. Presently (2019) the Holladay Crossroads area of 6200 South and Highland Drive, one of the city's most important commercial areas, is being proposed for possible redevelopment through a new mixed-use zone, the Holladay Crossroads Zone (HCR). A small area master plan (SAMP) has already been adopted in the Holladay General Plan.
- a.d. It is less likely that the Black Diamond sites will develop housing opportunities even though it is perhaps ideal as a viable location for new housing as it appears that Black Diamond may stay at this site for the foreseeable future. The Oakmont Plaza strip center on 2700 East and 4000 South, however, is likely a more realistic location for additional housing as it is not on a major cross street, abuts existing high density development and is smaller in size and therefore not as attractive for mixed use or commercial development.

2. Facilitate the development or redevelopment of existing single-family and multi-family parcels that could accommodate additional density.

Update 2019:

- a. From time to time, the City has “up zoned” land to allow for new, higher densities, especially along Highland Drive in the last few years.
- b. Additionally for many years the City has allowed “deep lot” or “flag lot” development along private lanes as a way to make a more efficient use of land – even though sometimes this particular form of development does not always represent a change in zoning density, but rather the allowance for the use of unproductive, vacant land for homes that would otherwise be “locked up” by the prohibition of this key development pattern.

3. Investigate ways in which to use RDA, and EDA set-aside funds, either in grants or no-interest loans as incentives for citizens to maintain older, more affordable housing stock.

Update 2019:

- a. The City of Holladay has a housing fund generated by RDA projects with approximately a million dollars or more that is earmarked for affordable housing. How exactly those funds will be distributed has not yet been determined but it is likely that the City will use these funds for the maintenance and rehabilitation of existing older, smaller homes as this may be the most efficient way to retain moderately priced dwellings.
- b. These funds could also be used to incentive the inclusion of lower income dwellings within new or redeveloping residential projects.

- 4.4. ——— Allow appropriate higher density development in areas where additional dwelling dwellings may have the most positive impact on the community and will serve to contrast with not negatively impact the with existing development patterns.

Update 2019:

- a. From time to time, the City has “up zoned” land to allow for new, higher densities, several times in fact, along Highland Drive and other major streets, in the last few years. This has resulted in many smaller subdivisions, including attached townhomes and twin homes being built in place of large, older single family homes.
- b. Additionally for many years the City has allowed “deep lot” or “flag lot” development along private lanes as a way to make a more efficient use of land – even though sometimes this particular form of development does not represent a change in zoning density, but rather the use of land for homes that would otherwise be “locked up” by the prohibition of this key development pattern.
- a-c. Encourage or require new higher density development to have a minimum percentage of the dwellings to be set aside for lower income households through the possibility of density bonuses and/or other tools.

In order to comply with new SB 34 stipulation, the City of Holladay has chosen three (3) strategies to plan housing for residents of all income levels, as well as coordinate that housing with transportation access and employment opportunities. The first ~~two~~ of these strategies have been addressed and met by the city, and a third is currently being worked on. They are:

1. Allow ~~of~~ for higher density or moderate income residential development in commercial or mixed use zones, commercial centers or employment centers
2. Eliminate or reduce parking requirements for residential development where a resident is less likely to own their own vehicle
3. Accessory Dwelling Units (ADU's) as an additional zoning tool to allow for acceptable infill development throughout the community.
4. Other non-traditional dwelling allowances within existing structures such as granny flats, etc. (not including short term rentals (STR))

In summary to S.B. 34, in addition to the strategies and goals stated earlier in this Chapter, the City intends to help bring down the percentage of individuals and families paying above the threshold for housing affordability, in part, through the study and adoption of a new Accessory Dwelling Unit (ADU) ordinance in 2020 in order to comply with a required **third** strategy per SB 34. Additionally, the goal is to better connect housing and transportation and land use element of the General Plan to coordinate planning for moderate income housing.

APPENDIX

2017 State of Utah Biennial Moderate Income Housing Review Report

City Of Holladay
4580 S 2300 E
Holladay UT 84117

Ph. 801-527-3890

Email: pallred@cityofholladay.com; phanson@cityofholladay.com

Prepared by: Paul Allred, Community Development Director; Patricia Hanson, City Planner

Date of Preparation: October 11, 2017

1. Estimate of need for moderate housing in the City of Holladay.
(See attached UAHFT report)
2. Findings of the biennial review of the moderate income housing element of the City of Holladay General Plan.
The City of Holladay adopted a new General Plan on July 14, 2016. A copy of that plan and the resolution adopting the plan is attached to this report. The two statements from the City's

Moderate Income Housing Element of the General Plan that summarize the city's housing environment are:

1. “Combining the total number of moderate income single family units and multi-family units indicates a total of 3,292 affordable units in Holladay, or 28 percent of the 11,744 units in Holladay. Therefore, there is a reasonable opportunity for those making 80 percent of AMI to live in Holladay.”

2. “Based on the percent of households in Salt Lake County within specific income ranges, and the percentage of rental units in Holladay that are within the moderate income home rental ranges for those income ranges, nearly 75 percent of apartments are affordable to households at 80 percent of AMI. Therefore, there is a reasonable opportunity for a household in Salt Lake County to rent in Holladay.”

3. Describe your city’s efforts “to reduce, mitigate, or eliminate local regulatory barriers to moderate income housing” during the past two years.

Holladay continues to support efforts to streamline the entitlement process for all housing applications, in particular with the introduction of an internet-based administration and tracking program for building and other associated offsite improvements permits. The city monitors closely all impact fees and other public safety fees that would increase the cost of building new homes within the city and has not increased these fees since their adoption in 2005.

4. Describe the actions taken by your city to encourage the preservation of existing moderate income housing and development of new moderate income housing during the past two years.

Since incorporation, the City has established two RDA’s and one EDA each with its associated set asides for development of new and existing moderate income housing. As those monies are not yet available in any significant amounts, no new construction is presently underway. However, part of the approved entitlements for the Cottonwood Redevelopment area require the funding of 100 new dwelling units that would be affordable to the targeted households. The City anticipates the commencement of development at the site within the next year and anticipates construction of these units as part of the project.

Additionally, the City is looking for an opportunity to replace the 18 units of moderate income housing that were lost during the construction of the new Holladay City Park. It is anticipated that the RDA funds from the Village Project could help with this effort when those funds become available.

In the interim, the City has opted to focus on maintaining the current single family housing as well as the rental housing within the city. The city discourages "teardowns" of older, affordable housing units by allowing householders to remodel or add responsible additions to their homes. From 2014 to the end of 2016, 1566 permits for remodels, additions, roofing repairs, solar installations and other upgrades to the existing housing within the city have been issued by the

Community Development Department, many of which are repairs for housing that could be considered in the targeted category.

The City's Code Enforcement Officer continues to enforce the City's ordinances regarding the upkeep of all properties in the City. These actions support the continued health and safety of all neighborhoods and maintain a wider range of housing opportunities for Holladay's citizens.

The newly adopted General Plan encourages the introduction of mixed-use residential developments in several underdeveloped areas throughout the City, in particular, the Cottonwood Redevelopment area, the Holladay Village area, the Holladay Crossroads area and other smaller commercial centers that could be targeted for redevelopment in the future. These areas can easily accommodate higher residential densities and are located in those areas with easy access to all modes of transportation to and from local and regional, shopping and employment centers.

5. Describe the progress made within your city to provide moderate income housing, as measured by permits issued for new units of moderate income housing.

Since the adoption of the City's Moderate Income Housing Element of the newly adopted General Plan in 2016, there have been no applications for the development of moderate income housing units within the City's boundary by privately funded developers. Simple economic factors such as higher land values in Holladay and the lack of vacant developable land contribute to the overall problem. Nevertheless, available data indicates that nearly one third of the existing dwelling units within the City meet the "affordable" criteria.

6. Describe the efforts made by Holladay City to coordinate moderate income housing plans and actions with neighboring local governments.

Section 1: Population by tenure in Holladay city

Table B01003 Table B25008	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Total Population: (ACS Table B01003)	25,405	30,793	733	35,911	5,118
Total Population in occupied housing units (ACS Table B25008)	25,000	30,591	753	35,907	5,316
Total Population in owner-occupied housing (ACS Table	18,869	23,944	659	28,469	4,525

B25008)					
Total Population in renter-occupied housing (ACS Table B25008)	6,131	6,647	94	7,438	791

Source 1: U.S. Census Bureau. Table B01003: Total population. American Community Survey.

Source 2: U.S. Census Bureau. Table B25008: Total population in occupied housing units by tenure. American Community Survey.

The City has actively participated in discussions with the Salt Lake County Housing Authority and is open to any future partnership options with the County and/or the abutting municipal

Section 2: Supply of housing units by structure type in Holladay city

Table B25001 Table B25032	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
TOTAL HOUSING UNITS (ACS Table B25001)	10,333	12,021	244	13,716	1,695
Total occupied units (ACS Table B25032)	9,593	11,297	249	13,179	1,882
Owner-occupied structures (ACS Table B25032)	7,062	8,759	240	10,465	1,706
1 unit, detached	5,783	7,262	216	8,856	1,594
1 unit, attached	763	751	-9	629	-122
2 units	71	119	10	218	99
3 or 4 units	137	166	3	171	5
5 to 9 units	104	285	29	493	208
10 to 19 units	93	81	-6	26	-55
20 to 49 units	66	33	-6	-20	-53
50 or more units	45	36	-2	20	-16

Mobile homes	0	26	3	50	24
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Section 3: Housing occupancy in Holladay city

Table B25003 Table B25081	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Total households in occupied housing units (ACS Table B25003)	9,593	11,297	249	13,179	1,882
Total households in owner-occupied housing (ACS Table B25003)	7,062	8,759	240	10,465	1,706
With a Mortgage (ACS Table B25081)	4,483	5,558	151	6,588	1,030
Without a Mortgage (ACS Table B25081)	2,579	3,201	89	3,877	676
Total households in renter-occupied housing (ACS Table B25003)	2,531	2,538	8	2,714	176

Source 1: U.S. Census Bureau. Table B25003: Tenure. American Community Survey.

Source 2: U.S. Census Bureau. Table B25081: Mortgage status. American Community Survey.

Section 4: Housing vacancy in Holladay city

Table B25004	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Total vacant units (ACS Table B25004)	740	724	-4	537	-187
For rent (ACS Table B25004)	195	76	-12	7	-69
Rented, not occupied (ACS Table B25004)	67	0	-11	-90	-90
For sale only (ACS Table B25004)	302	166	-16	35	-131
Sold, not occupied (ACS Table B25004)	34	20	-2	-3	-23

For seasonal, recreational, or occasional use (ACS Table B25004)	0	77	10	147	70
For migrant workers (ACS Table B25004)	0	0	0	0	0
Other vacant (ACS Table B25004)	142	385	27	441	56

Source 1: U.S. Census Bureau. Table B25003: Tenure. American Community Survey.

Section 5: Average household size in Holladay city

Table B25010	2009 American Communit y Survey	2017 American Communi ty Survey	2024 Projection
Average Household Size (ACS Table B25010)	2.61	2.71	2.72
Average Owner Household Size (ACS Table B25010)	2.67	2.73	2.72
Average Renter Household Size (ACS Table B25010)	2.42	2.62	2.74

Source 1: U.S. Census Bureau. Table B25010: Average household size of occupied housing units by tenure. American Community Survey.

Section 6: Monthly housing costs in Holladay city

Table B25088 Table B25064	2009 America n Communi ty Survey	2017 American Community Survey	Annua l Growt h Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Total owner-occupied housing unit costs (ACS Table B25088)	\$1,203	\$1,340	\$15	\$1,416	\$ 76
Units with a mortgage (ACS Table B25088)	\$1,695	\$1,818	\$6	\$1,836	\$ 18
Units without a mortgage (ACS Table B25088)	\$438	\$517	\$9	\$580	\$ 63
Median gross rent (ACS Table B25064)	\$834	\$1,048	\$24	\$1,209	\$ 161

Source 1: U.S. Census Bureau. Table B25088: Median selected monthly owner costs (Dollars) by mortgage status. American Community Survey.

Source 2: U.S. Census Bureau. Table B25064: Median gross rent (Dollars). American Community Survey.

Section 7: Median household income in Holladay city

Table B25119	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Median household income (ACS Table B25119)	\$63,384	\$81,409	\$2,255	\$95,282	\$ 13,873
Owner-occupied income (ACS Table B25119)	\$75,500	\$99,336	\$3,037	\$120,656	\$ 21,320
Renter-occupied income (ACS Table B25119)	\$42,743	\$45,203	\$531	\$48,413	\$ 3,210

Source 1: U.S. Census Bureau. Table B25119: Median household income that past 12 months by tenure. American Community Survey.

Section 8: Salt Lake County Area Median Income (AMI)*

Table B19019 Table B19119	2009 American Community Survey	2017 American Community Survey	Annual Growth Rate (Slope)	2024 Projection	Difference between 2017 and 2024
Median HOUSEHOLD income (ACS Table B19019)	\$0	\$67,922	\$4,987	\$109,679	\$ 41,757
1-person household	\$29,347	\$35,234	\$680	\$39,400	\$ 4,166
2-person household	\$60,515	\$70,072	\$1,063	\$76,112	\$ 6,040
3-person household	\$66,549	\$79,895	\$1,452	\$87,757	\$ 7,862
4-person household	\$72,043	\$88,785	\$1,883	\$99,734	\$ 10,949
5-person household	\$72,151	\$87,250	\$1,461	\$92,922	\$ 5,672
6-person household	\$79,716	\$92,268	\$1,019	\$93,541	\$ 1,273
7-person household	\$81,746	\$96,814	\$1,165	\$97,309	\$ 495
Median FAMILY income (ACS Table B19119)	\$66,413	\$78,828	\$1,342	\$85,868	\$ 7,040
2-person family	\$59,252	\$68,991	\$973	\$74,200	\$ 5,209
3-person family	\$63,983	\$78,081	\$1,557	\$87,394	\$ 9,313

4-person family	\$72,222	\$88,255	\$1,877	\$99,082	\$ 10,827
5-person family	\$73,345	\$87,065	\$1,310	\$91,148	\$ 4,083
6-person family	\$80,836	\$92,594	\$1,006	\$93,644	\$ 1,050
e 7-person family	\$85,906	\$95,705	\$749	\$91,785	\$ (3,920)

Source 1: U.S. Census Bureau. Table B19019: Median household income that past 12 months by household size. American Community Survey.

Source 2: U.S. Census Bureau. Table B19119: Median family income in the past 12 months by family size. American Community Survey.

*NOTE: AMI is calculated at the COUNTY, NOT CITY level.



Population Not Living in Occupied Housing as Defined by the U.S. Census Bureau

Table B01003 Table B25008	2009 American Communi ty Survey	2017 American Communi ty Survey	Annual Growth Rate (Slope)	2024 Projection
Population living in group housing, homeless, or other living arrangements	405	30,793	2,019	25,837

Annual Vacancy Rates

Table B25003 Table B25004	2009 American Communit y Survey	2017 American Communi ty Survey		2024 Projection
Total Vacancy Rate	6.7%	5.7%		3.8%
Homeowner Vacancy Rate	4.1%	1.9%		0.3%
Rental Vacancy Rate	7.2%	2.9%		0.3%

NOTE: The cost burden ratios presented below are estimates of the **TYPICAL** household in the municipality. The severity of a household's cost burden increases as its income declines.

Average Housing Cost Burden Ratio

Table B25064 Table B25088 Table B25119	2009 American Communit y Survey	2017 American Communi ty Survey		2024 Projection
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Ratio of the municipality's median rent to the median RENTER household income in the municipality	23.4%	27.8%	30.0%
Ratio of the municipality's median mortgage costs to median OWNER household income in the municipality	26.9%	22.0%	18.3%

Ratios greater than 30% indicate that the average renter/owner household in the municipality is burdened by housing costs. Ratios greater than 50% indicate that the average renter/owner household in the municipality is severely burdened by housing costs

Approximate Housing Cost Burden Ratio at HUD's 80%, 50%, and 30% Income Limits based on a 4-Person Family Household

Table B25088 Table B19019	2009 American Communit y Survey	2017 American Communi ty Survey	2024 Projection
Ratio of median rent in the municipality to 100 % of the median income of a family of 4 in the county	13.9%	14.2%	14.6%
Ratio of median rent in the municipality to 80 % of the median income of a family of 4 in the county	17.3%	17.8%	18.3%
Ratio of median rent in the municipality to 50 % of the median income of a family of 4 in the county	27.7%	28.5%	29.3%
Ratio of median rent in the municipality to 30 % of the median income of a family of 4 in the county	46.2%	47.5%	48.8%

Ratios greater than 30% indicate that the average 4-person family household in the county would be burdened by the typical housing costs in the municipality. Ratios greater than 50% indicate that the average 4-person family household in the county would be severely burdened by the typical housing costs in the municipality.

RENTAL STRUCTURES BY TYPE	0	0	1	23	23
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Boat, RV, van, etc.					
Renter-occupied structures (ACS Table B25032)	2,531	2,538	8	2,714	176
1 unit, detached	417	678	45	1,020	342
1 unit, attached	333	398	0	440	42
2 units	434	369	2	453	84
3 or 4 units	222	251	3	234	-17
5 to 9 units	193	269	6	335	66
10 to 19 units	491	214	-38	-42	-256
20 to 49 units	347	293	-4	249	-44
50 or more units	94	66	-5	26	-40
Mobile homes	0	0	0	0	0
Boat, RV, van, etc.	0	0	0	0	0

Source 1: U.S. Census Bureau. Table B25001: Total housing units. American Community Survey.

Source 2: U.S. Census Bureau. Table B25032: Tenure by units in structure. American Community Survey.

1
2

UCA 10-9a-408(2)(c)(I)

Calculate the municipality's housing gap for the current biennium by entering the number of moderate-income renter households, affordable and available rental units from TABLE 1 below:

2018 Shortage	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	1,715	2,665	1,745	950	30
≤ 50% HAMFI	865	1,205	495	340	-370
≤ 30% HAMFI	400	225	30	-175	-370

Calculate the municipality's housing gap for the previous biennium by entering the number of moderate-income renter households, affordable and available rental units from TABLE 2 below:

2016 Shortage	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	1,675	2,560	1,724	885	49
≤ 50% HAMFI	995	890	389	-105	-606
≤ 30% HAMFI	460	135	4	-325	-456

Subtract Table 2 from Table 1 to estimate progress in providing moderate-income housing

PROGRESS	Renter Households	Affordable Rental Units	Available Rental Units	Affordable Units - Renter Households	Available Units - Renter Households
≤ 80% HAMFI	40	105	21	65	-19
≤ 50% HAMFI	-130	315	106	445	236
≤ 30% HAMFI	-60	90	26	150	86

UCA 10-9a-408(2)(c)(ii)

Report the number of all housing units in the municipality that are currently subsidized by each level of government below:

Municipal Government:	0	Subsidized by municipal housing programs
State Government:	6	Subsidized by Utah's OWHLF multi-family program
Federal Government:	133	Subsidized by the federal Low-Income Housing Tax Credit (LIHTC) program

UCA 10-9a-408(2)(c)(iii)

Report the number of all housing units in the municipality that are currently deed-restricted for moderate-income households in the box below:

133

Household Income Levels as Percent of AMI in Holladay, Utah
(The FY2019 HUD AMI is \$82,700)

Household Income Level	Income Range	Moderate income Home Price Range (4% Mortgage)	Moderate income Rental Price Range (per month including utilities)
< 30% of AMI	< \$20,610	up to \$52,066	up to \$515
30% to 50% of AMI	\$20,610 - \$34,350	\$52,066 - \$119,492	\$515 - \$859
50% to 80% of AMI	\$34,350 - \$54,960	\$119,492 - \$220,631	\$859 - \$1,374

Source: U.S. Department of Housing and Urban Development (HUD)

PERCENTAGE OF RENTAL DWELLINGS EXCESSIVELY RENT BURDENED

Gross Rent as a Percentage of Household Income (GRAPI) in Holladay, Utah

**The U.S. Department of Housing of Urban Development states that people who spend 30% or more are considered cost burdened by housing*

	Estimate	Percent of Residents
Occupied Units paying rent (excluding units where GRAPI cannot be computed)	2,345	
30.0 to 34.9 percent	314	13.4%
35.0 percent or more	653	27.8%
Not computed	193	

Source: U.S. Census Bureau; 2013-2017 American Community Survey 5-year Estimates

CHAPTER 3: TRANSPORTATION NETWORK

INTRODUCTION

Like many Wasatch Front cities with development patterns driven by the needs and possibilities of the automobile, Holladay is and will continue to be primarily dependent on driving. But recently the City has made significant steps toward providing other alternatives. The City's development of Holladay Village creates an attractive center of pedestrian activity within walking distance for many residents. The City has been active in developing bicycle routes throughout Holladay [and is pursuing further improvements](#). The City of Holladay General Plan 2015 – 2030 develops a road map and provides tools to further improve transportation alternatives, while ensuring that vehicle access and mobility in Holladay function well. It ensures that streets are easy to navigate and uncongested while improving the City's public realm.

As required by Utah State Code this transportation and traffic circulation chapter includes the general location and extent of existing and proposed streets, mass transit, and other modes of transportation correlated with the population, [housing and employment](#) projections and the proposed land use [and housing](#) chapters of the general plan. [Transportation investment and infrastructure improvement and decisions should be consistent with the Regional Transportation Plan \(RTP\) as developed and adopted by the Wasatch Front Regional Council, the Metropolitan Planning Organization \(MPO\) for the Salt Lake valley.](#)

In particular, this chapter addresses both the ways in which Holladay residents, employees, and visitors get around the City – the transportation network – as well as the physical space in which they move – the streets and corridors. This chapter considers the safety, mobility, and access of all major transportation modes – vehicles, transit, bicycles, and walking. It also considers a wide variety of uses for Holladay streets, including for all transportation modes and as public space.

TRANSPORTATION NETWORK

The Transportation Network consists of four main elements; vehicles, transit, bicycles, and pedestrians. Each has specific demands and design considerations. Basic transportation planning considers conflicts that are likely to occur between different types of users and works toward creating a system that is safe and easy to use by all. Above all, future decisions regarding improvements to the existing transportation network should ensure the safety [and interconnectivity linkages to as many areas both inside and outside of the community as possible](#) for its users regardless of the mode they choose when accessing Holladay's streets [and trails](#). Also, these decisions must maintain and enhance, wherever possible, the mobility and regional access for all the network's users.

Following is a detailed look at the four elements of the City's Transportation Network. Along with each element is a list of specific goals for that element and some suggested implementation measures.

Additional street cross-sections and preferred objectives for those elements are found in the Updated General Plan Study document, Appendix A of this General Plan.

VEHICLE NETWORK

As Holladay is primarily a residential community, the major element of the City's Transportation Network is based on the Vehicle Network, which consists of the whole street system. For the purposes of this General Plan, the existing roadways are grouped in the following Functional Classes:

- *Freeway* – A divided major highway with full control of access and no at-grade crossings. These are state-owned regional routes for longer trips and need to ensure capacity of a high number of vehicles at high speeds.
- *Expressway* - A divided major highway with full control of access and at-grade crossings. These are regional routes, not owned by the City, with higher traffic volumes and higher vehicle speeds.
- *Major Arterial* – These routes serve as the principal network for through-traffic or traffic traveling across town.
- *Minor Arterial* – Similar to a Major Arterial but have lower traffic volumes and operate at lower speeds.
- *Collector* – This type of route is intended to collect traffic from local and residential collectors and distribute them to Arterial routes.
- *Primary Residential* – These routes collect traffic from residential local routes and distribute them to Collector, and Arterial routes. These routes are intended for low volume, inter-neighborhood trips, and lower speed limits.
- *Secondary Residential* – Routes used primarily to provide direct access to residential, commercial, and other abutting properties. These routes are intended for low-volume, short trips, and lower speed limits.
- *Private driveways, lanes and roads. Non-publicly owned and maintained facilities used to provide access to and from the overall transportation network of the city.*

In addition some of Holladay's streets have state highway and truck route designations. Holladay's vehicle network also includes parking, though this need in Holladay is largely provided on private property. Map 3.1 shows the General Plan Vehicle Network/Roadway Classifications.

The primary goals for the City's Vehicle Network are to:

1. Ensure the safety of all users;
2. Continue to build upon and maintain the existing infrastructure;
3. Mitigate and absorb traffic impact of new development; and
4. Reduce impediments to convenient use of main traffic corridors and discourage cut-through use of local residential streets.-

The following implementation measures are suggested as a means of reaching those goals;

1. Establish and enforce speed limits based on the street type and traffic engineering analysis.
2. Develop school routing plans that minimize vehicle-pedestrian conflicts.
3. Wherever possible implement appropriate traffic calming measures.
4. Work with City businesses and institutions to explore non-traditional ways of reducing traffic volumes, such as carpooling, biking, etc.



5. Work to balance traffic evenly over the network of arterial and collector streets and seek ways to achieve optimal connectivity across the network.
6. Review and update where necessary the City's adopted "Standard Details for Public Works Construction".
7. Require all private street construction conform to the City's adopted standards.
8. Require proposed developments to perform a Traffic Impact Study (TIS) when the proposed development will generate more than 100 trips per hour during peak hours.
9. Require proposed developments to protect, preserve, and donate needed street width on existing or future roadways.
10. Improve key intersections.
11. Continue to firmly advocate for full northbound ramps on I-215 at 4500 South as a major priority for Holladay's vehicular network.
12. Advocate for I-215/6200 South interchange modifications to adequately serve future Gravel Pit development in Cottonwood Heights.
13. Integrate urban design principles with the City's street specifications and targeted cross-sections to create streetscapes that integrate:
 - accessibility of Citywide destinations for all modes of travel;
 - pedestrian scale; and
 - key [scenic vistas](#)

MAJOR STREET CORRIDORS

Specific major street corridors in the city have significant impact on the way citizens and visitors move through Holladay, in their automobiles, as pedestrians or as other users. Mobility or lack thereof directly affects the land uses along each street.

For the purposes of this General Plan, the following major street corridors or sections of those street corridors have specific, identified objectives. These should be carefully considered when designing, developing or redeveloping along these important streets [especially as it relates to existing and future, housing, education, employment, recreation and commerce.](#)

HIGHLAND DRIVE

Network Designations:

- Major Arterial
- Truck Route
- Priority High-Capacity Transit Corridor
- Priority UTA bus route
- Local Bike Corridor
- Community Pedestrian Priority Corridor

Target right-of-way:

- 80 feet

Objectives:



- Build on recommendations of the Highland Drive Master Plan.
- Make walking safe for connection between neighborhoods, centers, and schools.
- Ensure that Highland Drive near the Holladay Hills (~~Mall~~) redevelopment site can handle projected traffic created by new development.
- Designate Highland Drive as the City's preferred north-south BRT route.
- Consider a potential transit hub at Highland/6200 South/Van Winkle Expressway and at the CottonwoodHolladay Hills redevelopment site in conjunction with north-south transit on Highland Drive and in connection with a transit route on 2300 East to the University of Utah to connect the overall network to this major activity node.
- Consider innovative way to allow bicyclists to ride safely on Highland Drive.
- Make crossings of bike routes safe for cyclists while maintaining traffic flow.
- Make Highland/6200 South/Van Winkle area safe and convenient, for cyclists to navigate.
- Make better use of the street cross section, especially the wide shoulders.
- Create a consistent streetscape that ties the corridor together.

MURRAY HOLLADAY ROAD-East from Highland Drive to Holladay Village (Holladay Half)

Network Designations:

- Minor Arterial
- Priority UTA bus route
- Local Bike Corridor
- Regional Transportation Bike Connector
- Community Pedestrian Priority Corridor

Target right-of-way:

- 80 feet

Objectives:

- Connect Holladay Village and the CottonwoodHolladay Hills redevelopment site for all modes, especially pedestrians, cyclists and transit riders to connect the overall network to these major activity nodes for housing, education, employment, recreation and commerce.
- De-emphasize vehicular traffic and encourage through traffic to use 4500 South.
- Make better use of the right-of-way, especially overly wide vehicle lanes.
- Standardize the cross section and right-of-way.
- Add streetscape improvements to create a walking experience known as the "Holladay Half-mile."
- Consider on-street parking, especially if land use becomes more similar to Holladay Village.
- Consider addition of bike lanes.
- Improve transit stops.
- Consider possible special transit stop at CottonwoodHolladay Hills redevelopment site – in conjunction with north-south transit on Highland Drive and in connection with a transit route on 2300 East to the University of Utah to connect the overall network to this major activity node for both housing and employment.

2300 EAST - North of Murray Holladay Road*Network Designations:*

- Minor Arterial
- Priority High-Capacity Transit Corridor
- Priority UTA bus route
- Local Bike Corridor
- Regional Transportation Bike Corridor
- Regional Recreation Bike Corridor
- Community Pedestrian Priority Corridor

Target right-of-way:

- 80 feet

Objectives:

- Emphasize important multi-modal connection of several centers of activity in and around Holladay - Holladay Village, Olympus High, and Millcreek Community Center.
- Make sidewalks consistent and, if possible, wider.
- Add streetscape improvements such as pedestrian-scale lighting and street trees.
- Try to place a high-frequency transit route (15 minute headway) from Holladay to the University of Utah, whether local bus or bus rapid transit [to facilitate access to housing, employment, recreation, education and commerce nodes.](#)
- Improve crossings of major streets such as 4500 South and 3900 South.

HOLLADAY BOULEVARD –South of Holladay Village*Network Designations:*

- Minor Arterial
- Regional Transportation Bike Corridor
- Regional Recreation Bike Corridor
- Community Pedestrian Priority Corridor

Target right-of-way:

- 80 feet

Objectives

- Keep traffic volumes at current levels to encourage safety for bicyclists and pedestrians.
- Make Holladay Boulevard's intersection with 6200 South especially bike and pedestrian supportive because it is so near freeway interchange.
- Make Holladay Boulevard the City's signature bike corridor. Holladay Boulevard is important to all types of riders – local riders of all abilities, regional commuters, and regional recreational riders.
- Develop bike hubs in Holladay Village and at Knudsen's Corner.
- De-emphasize transit on this corridor.

- Create an ample, safe, and consistent pedestrian environment.
- Remove truck route designation.
- Design public realm streetscape that emphasizes existing “countryside” character but provides consistent frame for street and supports transportation goals.

6200 SOUTH (BIG COTTONWOOD ROAD)

Network Designations:

- Minor Arterial
- Local Bike Corridor
- Regional Transportation Bike Corridor
- Regional Recreation Bike Corridor
- Community Pedestrian Priority Corridor

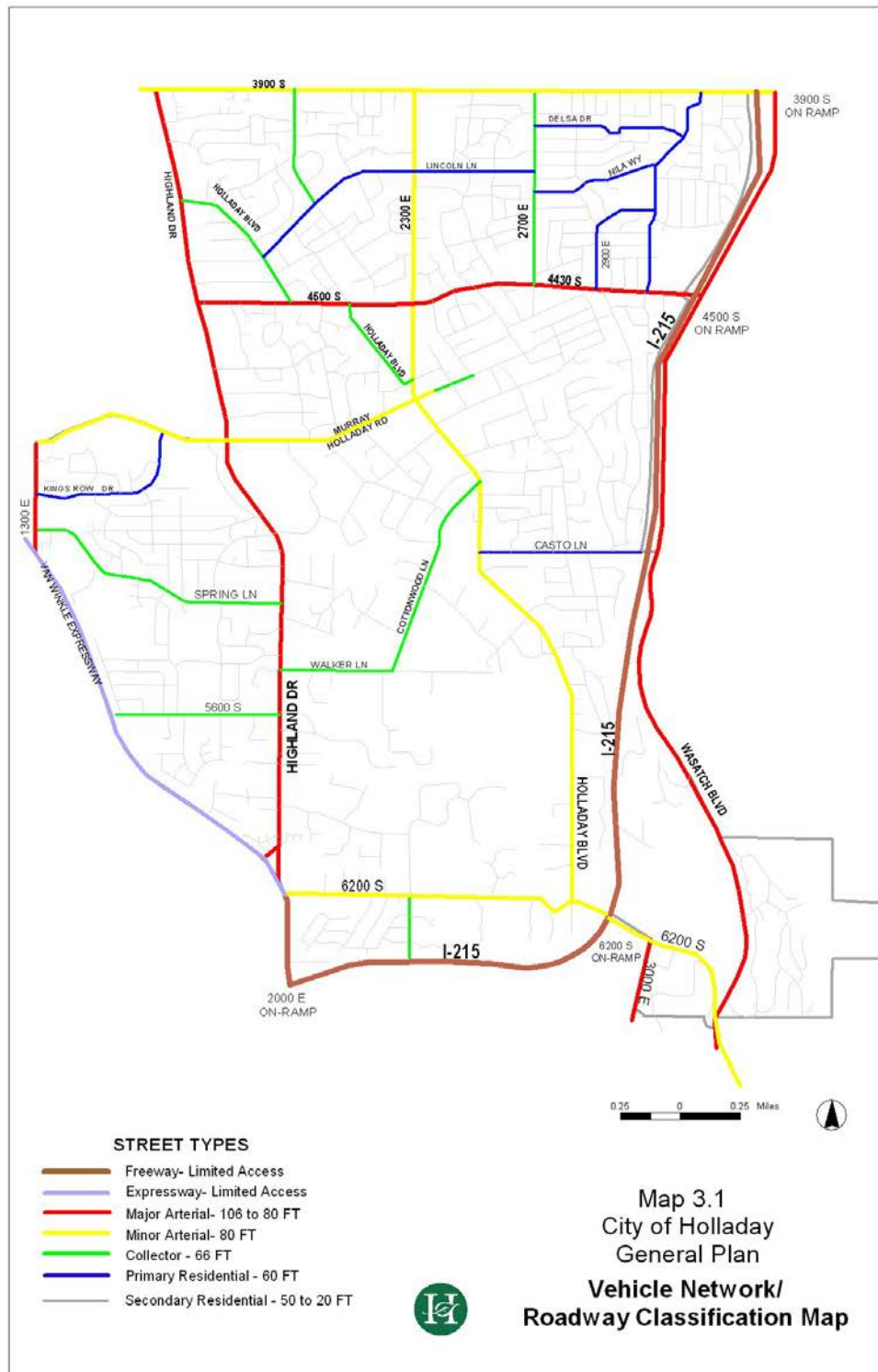
Target right-of-way:

- 80 feet

Objectives:

- Encourage bike/pedestrian connection to the Holladay Crossroads area, [a future mixed-use node that will provide housing, education, commerce and employment opportunities.](#)
- 6200 South is important to all types of cyclists and should be designed to accommodate local riders of all abilities, regional commuters, and regional recreational riders.
- De-emphasize transit on this corridor.
- Create an ample, safe, and consistent pedestrian environment.
- Design a public realm streetscape (trees, landscaping, lighting, street furniture) that emphasizes existing “countryside” character but provides consistent frame for street and supports the overall transportation network goals.
- Become more urban when entering mixed-use area at Highland/6200 S.
- Consider potential to expand right-of-way to accommodate different modes.
- Part of the overall recreation corridor providing direct access to Knudsen Park.

1 Map 3.1: Vehicle Network/Roadway Classification Map

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TRANSIT NETWORK

The General Plan Transit Network is shown on Map 3.2. The planned transit network includes established UTA routes, some routes planned to be cut, routes the City would like to see added, key transit hubs, (those locations where at least three modes of transportation and an associated parking lot are available to citizens), and the priority high-capacity bus rapid transit (BRT) routes.

Direct and convenient access to the wider region is crucial for the users of Holladay's Transit Network [due to the changing nature of certain mixed use districts within the city, at its edge in Millcreek and Cottonwood Heights in particular, and to key employment sheds](#). With the future of gasoline-powered vehicles in flux, the development of additional transit options is critical to the future success of the City's residents, employees and visitors, especially [canyons and mountain](#) visitors.

Therefore, any future development of the City's Transit Network should be based on the following goals;

1. Focus and concentrate transit service in areas where Holladay residents, employees and visitors will ride it and where it provides essential connections [to housing, education, employment, recreation and commerce](#).
2. Work with UTA to ensure more direct transit access to key regional destinations/employment centers for Holladay residents and to ensure direct access for employees and visitors to key destinations in Holladay.
3. Advocate for Holladay's preferred future high-capacity transit line on Highland Drive.
4. Establish a reasonably direct, high frequency bus route running along 2300 East from Holladay to the University of Utah.
5. Encourage Holladay Residents to use mass transit.

Some suggested implementation measures are:

1. Consider the adoption of an ordinance that requires developers of new commercial, office, mixed-use, and large residential projects to address mass transit and other multi-modal services in their design of parking facilities, street, and pedestrian accesses. Such measures could include parking requirement reductions in lieu of programs that provide bus passes for employees.
2. Continue to reconfigure streets and vehicular access, including parking, within activity centers to support walking, bicycling and transit.
3. Work with UTA for the creation of a future north-south BRT line along Highland Drive, on Wasatch Boulevard and a future associated east-west connection.
- 3-4. [Work with UTA on the study of possible extension of light rail service on Highland Drive from the north](#)
- 4-5. Support the installation of transit hubs at those future locations shown on the Transit Network map found in this chapter.

2



BICYCLE NETWORK

The bicycle network consists of existing bicycle corridors and their associated facilities, bicycle corridors/facilities planned for construction, and a series of proposed bicycle/pedestrian trails, including an extension of the Bonneville Shoreline Trail.

The primary goal of this element of the Transportation Network is to develop Holladay's Bicycle Network with the understanding that it serves different types of riders, those who are casual, recreational users and those who are commuters. Holladay's Bicycle Network is part of the overall regional system of bicycle routes that ensure a wider ridership than just Holladay's citizens.

The overall goals for this part of the City's transportation network are to:

1. Maintain and improve existing bicycle facilities and
2. Continue to look for opportunities to expand and improve the entire bikeway network.

Map 3.3 shows the General Plan Bicycle Network, including additional infrastructure such as bike hubs.

Bicycle corridor classifications vary in terms of scale of trip and the types of riders to which a corridor or facility is oriented:

- **Regional Recreation Bike Corridors:** Key routes used by recreational cyclists at a regional level. These routes must acknowledge high weekend peaks of use and consider providing amenities to recreational cyclists, such as in [Bbike Hhubs](#), locations where amenities for bikeway uses such as secure parking and drinking facilities are provided.
- **Regional Transportation Bike Corridors:** Key routes in and out of Holladay connecting regional employment, educational, and entertainment destinations. These routes must emphasize mobility in and out of Holladay.
- **Local Bike Corridors:** Connects centers, schools, parks and other local destinations. These facilities should be safe and comfortable for the broadest range of users.

These corridor types may be developed as:

- **Class I** - A non-motorized facility, paved or unpaved, physically separated from motorized vehicular traffic by an open space or barrier.
- **Class II** - A portion of a roadway that is designated by striping, signing, and pavement markings for the preferential or exclusive use of bicyclists.
- **Class III** - A segment of road designated by the jurisdiction having authority, with appropriate directional and informational markers, but without striping, signing, and pavement markings for the preferential or exclusive use of bicyclists.

EXISTING BIKE FACILITIES

The City is actively engaged in bicycle route and lane development with funding from Salt Lake County and Wasatch Front Regional Council (WFRC) Transportation Alternatives Program (TAP). The funding has provided numerous improvements to the existing bicycle network within the City and connections to adjacent cities and the County. Existing bike facilities as of January of 2016 are listed below in Table 3.4.

TABLE 3.4: EXISTING BIKE FACILITIES

Existing Bike Routes Class II	Length
Holladay Boulevard/2300 E (HV)	0.5
Wasatch Boulevard	3
Total Bike Routes	3.5

Existing Bike Routes Class III	Length
Cottonwood Lane/Walker Lane to HD	1.4
Fardown/2300 E/6200 S (HD to HB)	1.5
3900 South - Highland to Wasatch	2.6
2700 East (3900 S to Wander to Holladay Blvd.)	2.6
2000 East/Holladay Blvd	1.4
Lincoln Lane (2000 E to 2700 E)	0.8
Murray-Holladay Rd (2300 E to Apple Blossom)	0.4
Wasatch Boulevard/Millrock Dr. to Knudsen Park	2.6
Holladay Boulevard	2.4
2300 East	1.2
Total Bike Routes	16.8

PROPOSED BIKE FACILITIES

There are nearly 17 miles of proposed bike routes which include the upgrading of some bikeways from Class III facilities to Class II facilities. These improvements will greatly improve bicycle circulation in the City. Because the City of Holladay is primarily built-out, incorporating bicycle facilities into existing roadways is the best option for future bicycle facility improvements. [In 2019 the City joined with four other cities, Millcreek, Midvale, Cottonwood Heights and Murray, to study expansion of alternative transportation \(AT\) options for the “mid-valley”. As of October 2019, a consultant has been selected and an overall plan is expected to complete by mid-2021. This effort will eventually result in greater connectivity between this cluster of jurisdictions and to a greater valley-wide network of AT facilities.](#)

Bicycle Hubs, those facilities that provide needed amenities to bikeway users including, bike parking and/or storage, route information, and other amenities such as bathrooms, food and drink are recommended at the following locations:

- Olympus High School
- 2300 E at City Hall
- Knudsen Park
- Creekside Park
- Olympus Hills Park
- Wasatch Boulevard at the Mt. Olympus Trailhead

Implementation Measures

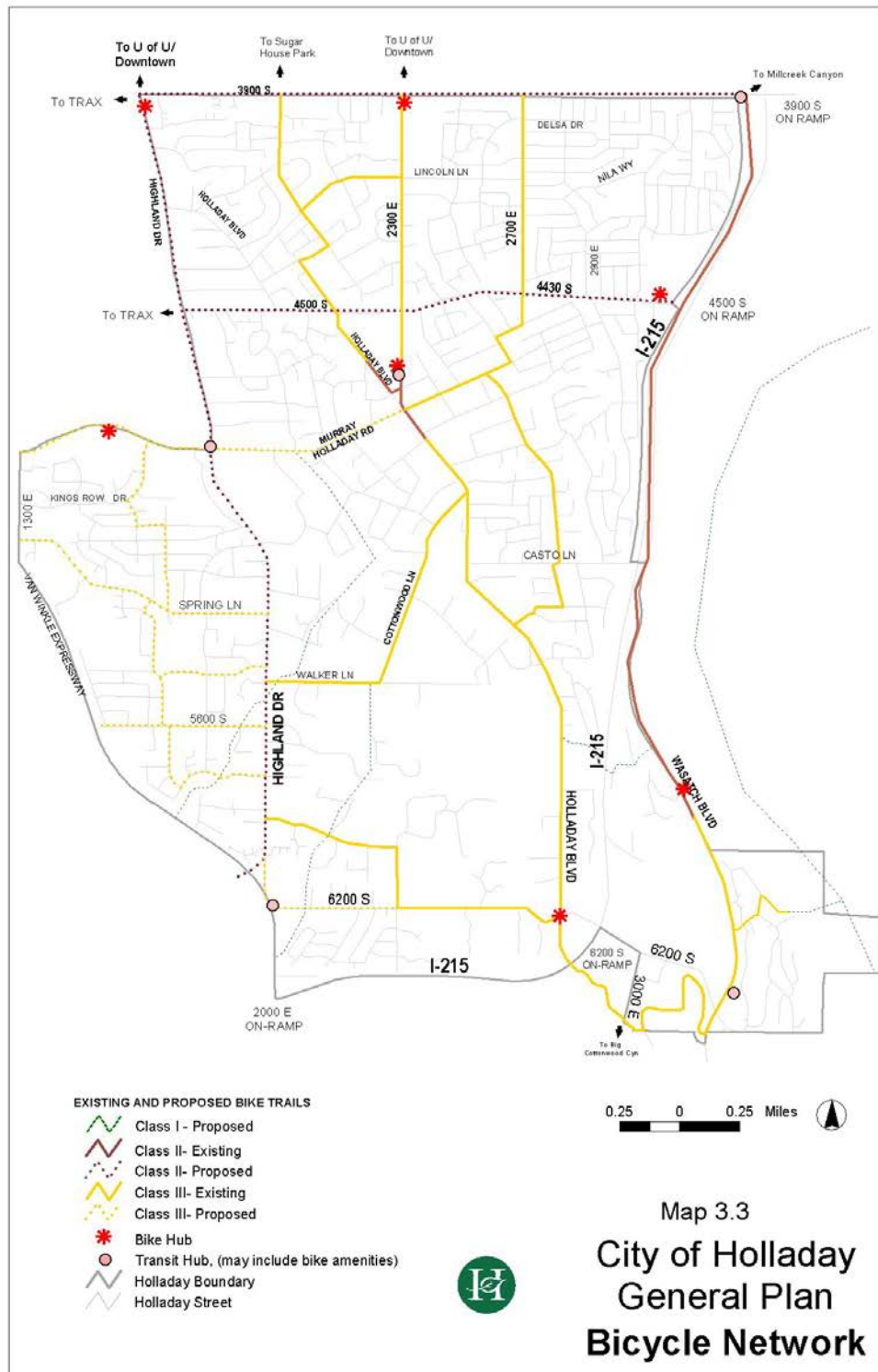
As previously stated, the overall goals for this part of the City's transportation network are to maintain and improve existing bicycle facilities and to continue to look for opportunities to expand and improve the entire bikeway network.

This General Plan suggests the following implementation measures:

1. Continue to work with adjacent municipalities and Salt Lake County (UCATS) to connect to other jurisdictions' bike networks.
2. Continue to pursue bike/pedestrian infrastructure funding through UTA, WFRC, and Salt Lake County, State of Utah, and other funds.
3. Make bikeway crossings of major streets safe, comfortable, and convenient.
4. Continue to develop [Bike Hubs](#).
5. Install bike parking facilities on all City owned property wherever appropriate.
6. Encourage merchants to install bike parking facilities wherever the site accommodates this amenity.
7. Work with merchants and local chamber of commerce on awareness and attractiveness of inviting cyclists.
8. Investigate a possible link under I-215 to Wasatch Boulevard and the Bonneville Shoreline Trail and the Mt. Olympus Trailhead.
9. Upgrade bike facility classifications when and where possible.
10. Encourage education for bicyclists and motorists as to appropriate shared use of roadways.



1 Map 3.3: Bicycle Network



2

PEDESTRIAN NETWORK

The existing and planned pedestrian network, or pedestrian corridors, consists of sidewalks, streets, and pedestrian crossings as well as proposed trails on canals. Holladay has several concentrations of pedestrian destinations, with the pedestrian corridors that connect them to the wider pedestrian network. The General Plan Pedestrian Network is shown on the Map 3.4.

The primary goal of the City's Pedestrian Network is to improve walkability and connectivity among neighborhoods, schools, parks, places of worship, commercial centers, [places of employment](#), [commerce](#), [education](#), [recreation](#), [housing](#) and other locally-oriented destinations and ensure the safety and comfort of pedestrians throughout Holladay, especially along school routes and the city's busiest streets.

Another important consideration for the continued safety of Holladay's pedestrians is the development of a citywide policy regarding the installation of new sidewalks. Historically, sidewalks have been installed in a piecemeal fashion relying on new development to install these improvements. Any City sidewalk policy should be based on:

- Mandatory installation of sidewalks to protect public safety, (a) along all safe walking routes to the City's elementary schools and (b) along busy streets;
- Required installation of sidewalks as in-fill where sidewalks are present but incomplete, and;
- A determination of those specific neighborhoods where sidewalks are not present and are not wanted or needed by the property owners.

A further important goal of the City's Pedestrian Network is to support the development of walkable centers in important locations throughout the City. This goal requires the development of pedestrian connections within and outside of those designated activity centers.

Holladay's Pedestrian Network is based on three types of Pedestrian Priority Corridors, which include:

- **Community Pedestrian Corridors:** These corridors are key routes important on a community-wide basis because they serve regional or Citywide destinations; serve as the only pedestrian connection linking neighborhoods and districts; or serve as regionally or Citywide significant recreational walking routes. These should have a pedestrian design that:
 - o Creates a consistent, safe, and comfortable pedestrian experience;
 - o Accommodates moderate to large volumes of pedestrians;
 - o Ensures highly visible and convenient crossings, especially of larger streets;
 - o Contains pedestrian infrastructure and amenities such as pedestrian-scale lighting, street furniture, and public art;
 - o Integrates with the design of City-wide destinations; integrates key views; celebrates the character of Holladay; orients pedestrians to citywide destinations by wayfinding signage and other design aspects.
- **Neighborhood Pedestrian Corridors:** These corridors are key routes important on a neighborhood basis because they connect a neighborhood to a Community Pedestrian Corridor; or connect residents to neighborhood destinations such as schools, churches, or parks. These should have a pedestrian design that:
 - o Creates a consistent, safe, and comfortable pedestrian experience, and
 - o Ensures highly visible and convenient crossings, especially of larger streets.



- **Other Pedestrian Priority streets.** The following should also prioritize pedestrians in the context of the street types of which they are a part:
 - o Streets within Pedestrian Centers;
 - o Streets within a half-mile walk of [education, employment, commerce, housing and recreation](#) pedestrian centers;
 - o Streets designated as Safe Routes to School.

The City hopes to develop certain walkable trails that are not co-located on City Streets. Table 3.6 shows the existing and proposed pedestrian trails.

Table 3.6 Pedestrian Trails

Existing Trails	Length
Heugh's Canyon/BST	0.25
Total Trails	0.25
Proposed Trails*	Length
Holladay/Wasatch Blvd. Connector	0.5
East Jordan Canal	1.3
Jordan and Salt Lake Canal	2.7
Total Proposed Trails	4.5

*No trail along the Upper Canal

IMPLEMENTATION MEASURES

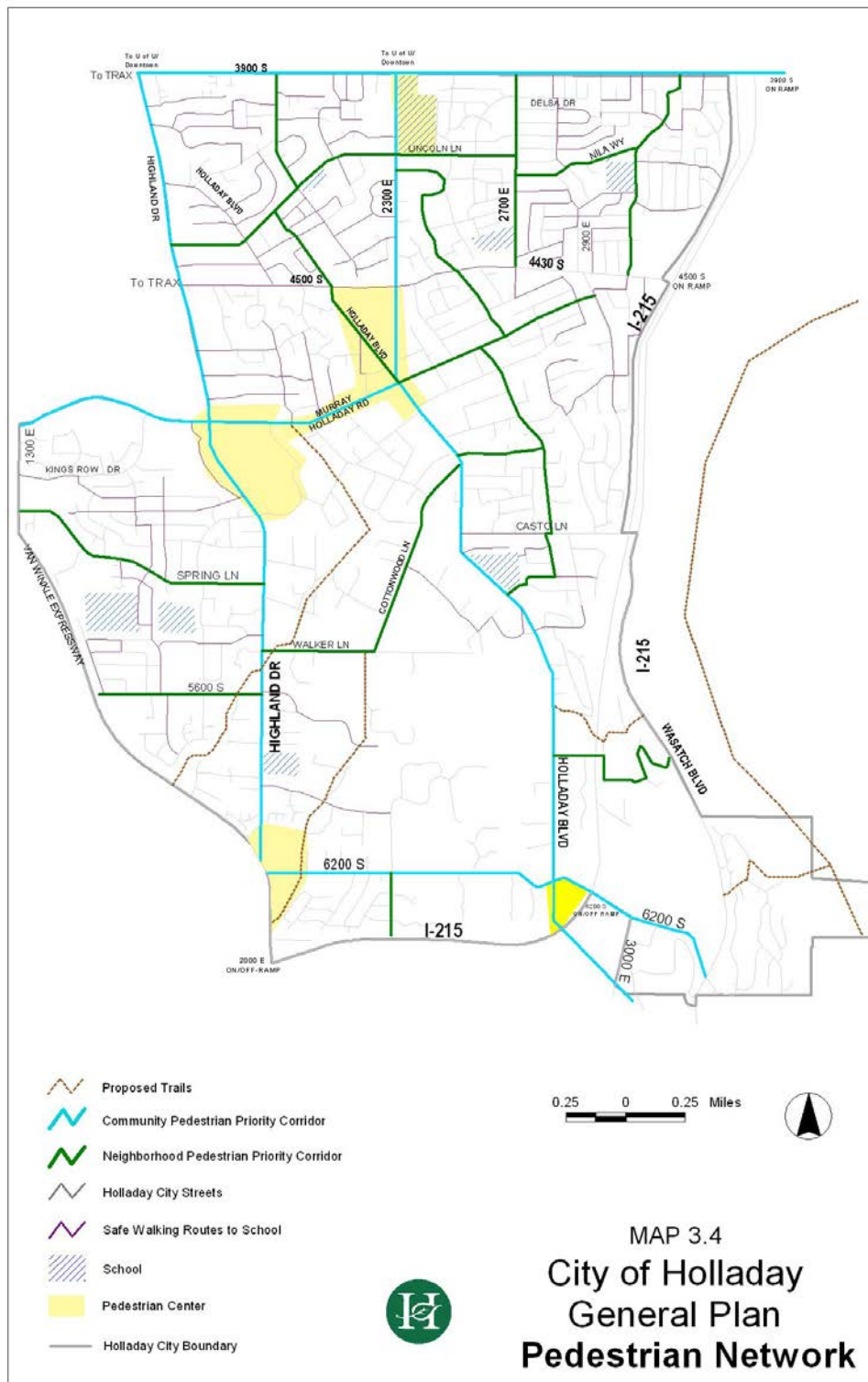
In order to reach all of the identified Pedestrian Network goals, this General Plan suggests the following implementation measures:

1. Conduct a study to determine a City-wide policy for the location of sidewalk installations, safe crossing features and other pedestrian treatments.
2. Require new development or redevelopment to implement street design for those identified pedestrian corridors.
3. Maintain optimal walkway conditions for walking, wheelchairs, and strollers.
4. Review and upgrade where necessary the City's policy on the installation of sidewalks by private development.
5. Create pedestrian connections through the neighborhoods to larger pedestrian corridors wherever possible.
6. Improve safety, walkability and connectivity along Murray-Holladay Road between Highland Drive and Holladay Village (the "Holladay Half-mile").
7. Improve connectivity to the [Holladay Village, Holladay Hills](#) redevelopment site, [Holladay Crossroads](#) and [other its surrounding](#) commercial development to the adjacent neighborhoods.

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8. Support and promote development of the proposed canal trails as a vital piece of the City's pedestrian and recreational infrastructure. [A canal trail feasibility study is currently \(2019\) underway and is expected to be complete and ready for public input and review in 2020.](#)
 9. Prioritize reconfiguration of Highland-Van Winkle-6200 South street network for vehicles, transit, bicycles and pedestrians as determined by a small area master plan.
 10. Regularly review and maintain all current bike route and pedestrian route signage and upgrade whenever necessary.
 11. Develop strategies for canal trail access points such as safe street crossings and pedestrian route signage.

DRAFT

Map 3.4: Pedestrian Network



DRAFT



CITY OF HOLLADAY
Planning Commission
October 15th 2019
Item #1

Request: **ZONE MAP AMENDMENT FROM RM to LU**
Address: 6252 South Holladay Blvd
Applicant: City of Holladay
Project: Cotton Bottom Inn
Notice: Newspaper posting 10/05/2019
Planner: Jonathan Teerlink

GOVERNING ORDINANCES: 13.07.030 AMENDMENT TO THE ZONE MAP

REQUIRED PLANNING COMMISSION ACTION

Recommendation to City Council of a Proposal to Amend the Zone map (Legislative)

EXECUTIVE SUMMARY

Located on the corner of Highland Drive and 6200 South this 1.0 acre (43,560 sq. ft.) parcel is owned by City of Holladay (The City). The parcel has been zoned as RM, with zoning conditions, since 1999.

The City of Holladay has been seeking requests for proposals for the Cotton Bottom Purchase and Redevelopment. Currently under review are select few proposals. Primarily, as The City intends to redevelop the site, no residential uses are considered. Proposed uses for this property are to be vetted by the City Council and the flexibility provided by the Limited Use zone is therefore the basis of this proposal.

REZONE APPROVAL STANDARDS: (13.07.030.G.2)

In reviewing a zone map amendment, the following factors should be considered:

- a. Whether the proposed amendment is consistent with goals, objectives and policies of the General Plan
- b. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property;
- c. The extent to which the proposed amendment may adversely affect abutting properties; and
- d. The adequacy of facilities and services intended to serve the subject property, such as, roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, environmental hazard mitigation measures, water supply, and wastewater and refuse collection.

LIMITED USE ZONE ANALYSIS

The general purpose of the Limited Use Zone is to allow a certain use to be permitted. In a traditional zoning district (zone) there are usually a number of permitted or conditional uses listed as acceptable, however, there are times when only one type of use is desirable. It is the intent of the City to protect existing uses and assure that they are legal and do not risk any label of being non-conforming. Thus, the Limited Use Zone was created to accomplish this intent.

TECHNICAL REVIEW COMMITTEE RECOMMENDATION

Staff recommends that the Planning Commission conduct the required Public Hearing regarding this matter. This proposal is at the request of the City Council as it allows them to narrow the range of uses allowed as well as matching the zoning of Tuscany. Staff can recommend the commission forward a positive recommendation to the City Council.

SUGGESTED MOTION: *"I move to recommend approval of a **Holladay Zone Map Amendment** at 6252 South Holladay Blvd (lot1 of the Knudsen Park Subdivision) based upon the finding that the proposal*

- 1) *This site is currently being considered for redevelopment by the City Council*
- 2) *The zone change provides regulations needed to consider redevelopment potential at this location*
- 3) *As currently allowed Residential Multi family is not an intended use and is not a harmonious with the overall character of this area.*

CITY OF HOLLADAY
Budget Amendment #1, 2019-20

	FY 2019-20 Budget	Additional Funds	Amended Budget
General Fund			
<u>Expenses</u>			
UPD Contract Reduction, per Board Approval 6/20/2019	4,937,938	(90,320)	4,847,618
UPD Precinct Increases, straw-pollled 8/22/2019		54,430	4,902,048
UPD Crestview Crosswalk Changes, straw-pollled 9/19/2019		5,600	4,907,648
Potential Code Enforcement Changes		24,290	
Total Expense Changes	4,937,938	(6,000)	14,657,314
Capital Projects Fund			
<u>Revenue</u>			
Use of Capital Projects Fund Balance	0	110,000	110,000
Total	0	110,000	110,000
<u>Expenses</u>			
3000 E. Pavement Project with Cottonwood Heights	0	110,000	110,000
Total	0	110,000	110,000
Grants Fund			
<u>Revenue</u>			
Sidewalk Grant Reimbursement	65,640	81,729	147,369
Total	0	81,729	81,729
<u>Expense</u>			
Sidewalk Grant Expense	65,640	81,729	147,369
Total	0	81,729	147,369

CITY OF HOLLADAY

ORDINANCE NO. 2019-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HOLLADAY REZONING
CERTAIN PROPERTY LOCATED AT 2394 EAST HOLLADAY BOULEVARD FROM
R-1-10 TO R-2-10**

WHEREAS, the City has received a petition from the owner of property located at 2394 East Holladay Boulevard in the City requesting that the City change the zoning of the property from R-1-10 to R-2-10; and

WHEREAS, the Planning Commission has forwarded a recommendation of denial for the rezoning of the property from R-1-10 to R-2-10; and

WHEREAS, the City Council has held a public hearing on the proposal and now desires to rezone the property as requested;

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council of the City of Holladay, Utah as follows:

Section 1. Rezone. That certain property located at 2394 East Holladay Boulevard, also known as parcel No. 220-3454-00-80000, is hereby rezoned from its current zoning designation of R-1-10 to R-2-10.

Section 2. Zoning Map Amendment. The Zoning Map of the City of Holladay is hereby amended to reflect the rezoning referenced in Paragraph 1, above.

Section 3. Severability. If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 4. Effective Date. This Ordinance shall take effect upon publication or posting or thirty (30) days after passage, whichever occurs first.

PASSED AND APPROVED this day of November, 2019.

By: _____
Robert Dahle, Mayor

[SEAL]

VOTING:

W. Brett Graham Yea ____ Nay ____

Sabrina R. Petersen Yea ____ Nay ____

Steven H. Gunn Yea ____ Nay ____

Paul Fotheringham Yea ____ Nay ____

Robert Dahle Yea ____ Nay ____

District 5 seat is vacant at this time

ATTEST:

Stephanie N. Carlson, MMC
City Recorder

DEPOSITED in the office of the City Recorder this ____ day of _____, 2019.

RECORDED this ____ day of _____, 2019.

CITY OF HOLLADAY

RESOLUTION No. 2019-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLADAY APPROVING A
PURCHASE AND SALE AGREEMENT WITH BARX GROUP FOR THE SALE OF
PROPERTY OWNED BY THE CITY, COMMONLY KNOWN AS THE COTTON BOTTOM
INN**

WHEREAS, the City of Holladay is the owner of certain property within the City known as the Cotton Bottom Inn, which property was purchased by the City to preserve the public interest and to assure development of the property that would be appropriate for the location and preserve the character of the general area of the City; and

WHEREAS, the City has received a proposal for development of the property that preserves the iconic nature of the use of the property and will present a new, renovated property that will benefit the public interest and preserve the character of the surrounding neighborhood, and therefore now desires to enter into an Agreement with the BarX Group for the sale of the property, subject to the specific terms and conditions of an Agreement which will provide for development of the Property consistent with the proposal received from BarX; and

WHEREAS, the Council has recently declared the property as surplus and available for sale and has further reviewed the proposed agreement and now desires to approve the entry of the Agreement with BarX Group;

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

Section 1. Approval. That certain Agreement with BarX Group, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved by the City Council of the City of Holladay. The Mayor of the City is hereby authorized to execute the Agreement for and in behalf of the City.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

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

HOLLADAY CITY COUNCIL

By: _____
Robert Dahle, Mayor

[SEAL]

VOTING:

W. Brett Graham Yea ____ Nay ____

Sabrina R. Petersen Yea ____ Nay ____

Steven H. Gunn Yea ____ Nay ____

Paul Fotheringham Yea ____ Nay ____

Robert Dahle Yea ____ Nay ____

District 5 seat is vacant at this time

ATTEST:

Stephanie N. Carlson, MMC
City Recorder

DEPOSITED in the office of the City Recorder this ____ day of November, 2019.

RECORDED this ____ day of November, 2019.

CITY OF HOLLADAY

RESOLUTION No. 2019-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLADAY APPROVING
AN INTERLOCAL AGREEMENT WITH THE UNIFIED FIRE AUTHORITY FOR THE
SHARING OF SERVICES OF AN EMERGENCY MANAGEMENT SERVICES PLANNING
SPECIALIST**

WHEREAS, the City and Unified Fire Authority (“UFA”) have previously entered into an Interlocal Agreement for the provision of fire suppression and prevention services within the City; and

WHEREAS, the parties desire to enter another agreement to share the services of an Emergency Management Planning Specialist to assist the City and the UFA in duties relating to the preparation and execution of Emergency Management Plans and coordination and related ongoing efforts for the benefit of the public;

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

Section 1. Approval. The City Council of the City of Holladay hereby approves that certain Interlocal Agreement with UFA, attached hereto and incorporated herein by reference. The Mayor of the City of Holladay is hereby authorized to sign the Agreement for and in behalf of the City.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

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

PASSED AND APPROVED this ____ day of November, 2019.

HOLLADAY CITY COUNCIL

By: _____
Robert Dahle, Mayor

[SEAL]

VOTING:

W. Brett Graham	Yea ____	Nay ____
Sabrina R. Petersen	Yea ____	Nay ____
Steven H. Gunn	Yea ____	Nay ____
Paul Fotheringham	Yea ____	Nay ____
Robert Dahle	Yea ____	Nay ____

District 5 seat is currently vacant

ATTEST:

Stephanie N. Carlson, MMC
City Recorder

DEPOSITED in the office of the City Recorder this ____ day of November, 2019.

RECORDED this ____ day of November, 2019.

MUNICIPAL EMERGENCY MANAGEMENT PLANNING SERVICES AND REIMBURSEMENT AGREEMENT

This Municipal Emergency Management Planning Services and Reimbursement Agreement (“Agreement”) is entered into as of its effective date, by and between the UNIFIED FIRE AUTHORITY, an interlocal entity and political subdivision of the State of Utah (“UFA”), and _____, a municipality and political subdivision of the State of Utah (“Municipality”). The UFA and Municipality are hereafter sometimes collectively referred to as “Parties” and either may be referred to individually as a “Party.”

RECITALS

A. Pursuant to Utah State law, Municipality is required to engage in planning, training and exercising for emergencies, including developing its own, written “emergency plan.”

B. UFA is an interlocal entity that has the ability to hire and train Emergency Planning Specialists that can be shared with multiple municipalities. As the UFA also provides Emergency Management Services for Salt Lake County, the Planning Specialist assigned to the Municipality will have a direct link to the County Emergency Operations Center thereby facilitating a more seamless approach to emergency management in Salt Lake County.

C. Municipality’s emergency planning needs are such that it does not require a full-time Specialist on its own staff. However, the Parties see value in having a dedicated individual, familiar with the Municipality and its needs, working on Municipality’s behalf in this substantive area on a part-time basis.

D. Municipality and UFA therefore wish to agree on a method by which Municipality will receive the efforts of a Specialist by sharing the work output of a UFA

Specialist on part-time, pro-rata basis with other municipalities who may enter similar agreements and reimbursing the UFA for the cost of such dedicated services.

E. The Parties wish to enter this Agreement to document and confirm their mutual agreements with respect to the foregoing.

AGREEMENT

NOW, THEREFORE, based upon the stated Recitals, which are incorporated by reference, and for and in consideration of the Parties' mutual covenants and agreements, the mutual benefits to the Parties, and other valuable consideration, the receipt and sufficiency of which the Parties acknowledge, the Parties agree as follows:

1. UFA agrees to the following:
 - a. UFA will hire one or more qualified and skilled Specialists who will be available to provide emergency planning services to Municipality for a specific amount of allotted time each week.
 - b. A Specialist will be assigned to Municipality, and will provide such services for the amount of time allotted to the Municipality pursuant to this Agreement, in units consisting of one eight-hour day per week (a "Service Unit").
 - c. UFA will coordinate with Municipality to facilitate Municipality's participation in the hiring process and hiring decision with respect to the Specialist(s).
 - d. The Specialist will at all times remain an employee of UFA and be subject to UFA's general employment policies and supervision, including potential disciplinary or other employment actions. However, Municipality may direct

and supervise the substantive work being performed by the Specialist on its behalf for the Service Unit(s) allotted to Municipality.

- e. The Specialist will perform the services for Municipality at a mutually agreeable and convenient location during the time allocated to Municipality, which may include UFA offices or stations or Municipality's offices.
- f. UFA will invoice Municipality annually for the pro-rata, fully-loaded share cost of the employee's regular working time devoted to providing services to Municipality based upon the ratio between the Service Unit(s) assigned to Municipality and a full 40-hour work week. The initial calculation of this cost is \$18,000.00 per Service Unit. At the commencement of this Agreement Municipality elects to use ____ Service Unit(s) for a total of \$_____ per annum. This annual amount will be pro-rated to the effective date of this agreement for fiscal year July 1, 2019-June 30, 2020.
- g. The annual amount to be reimbursed will be adjusted for each subsequent fiscal year to reflect the actual, fully-loaded cost of each Service Unit. UFA will provide an estimate of any increase to such amount at least 90 days prior to the beginning of the next UFA fiscal year. However, the final amount will not be certain until the adoption of the budgets for such fiscal year by the UFA Board of Directors.
- h. Subject to availability and at Municipality's request, the Specialist may report to Municipality during the course of an emergency to provide assistance. However, this availability may be restricted, reassigned, or denied at the discretion of UFA's Fire Chief, or designee thereof, if the Specialist is needed

elsewhere during the course of the emergency. If Municipality requests the Specialist report to Municipality during such an emergency, UFA will pay the Specialist for such time worked, and Municipality will reimburse UFA for the fully loaded cost of such time worked, including overtime if applicable, billed quarterly.

- i. Any other overtime worked by the Specialist for Municipality beyond the allotted normal working hours of the Service Unit must be pre-approved by the Municipality, in writing (such as an email). UFA will pay the Specialist any such overtime worked, and Municipality will reimburse UFA for the fully loaded cost of such overtime, billed quarterly.
- j. The Specialist position will not be “constant staffed,” therefore, a replacement is not provided when the specialist takes Vacation or Sick Leave. UFA will endeavor to adjust schedules to distribute any leave as evenly as possible between the municipalities sharing a Specialist.

2. Municipality agrees to the following:

- a. Municipality will reimburse UFA the cost of the Specialist’s Service Units(s) for each UFA fiscal year Municipality elects to use such services. Such payment will be made at the beginning of each fiscal year for UFA, July 1st.
- b. If Municipality elects either to: 1) increase the number of Service Units to be allocated to Municipality for the next UFA fiscal year; or 2) reduce (or eliminate) the number of Service Units in an upcoming UFA fiscal year, Municipality will notify UFA by 1st day in May prior to the beginning of such UFA fiscal year so that the budget may be modified accordingly.

- c. Municipality will provide general direction and project management for the Specialist while the Specialist is working on Municipality's emergency planning and management, including defining the authority of the Specialist to commit Municipality resources and / or funds.

3. Subject to the Utah Governmental Immunity Act ("UGIA"), the Municipality shall indemnify, defend, and hold harmless, the UFA, its agents and employees from any and all liability and expense, including reasonable attorney's fees and cost and other legal expenses, to the extent arising from or as a result of any activity that is the subject of this Agreement, including liability arising from acts of UFA employees while they are acting in the capacity as a Specialist on behalf of Municipality pursuant to this Agreement. Municipality and UFA are both governmental entities under the provisions of the UGIA and nothing in this Agreement shall be construed to waive either of the Parties' rights or defenses otherwise applicable under the UGIA, common law, or any successor governmental immunity statute, including any limitations on judgments therein. The indemnification provided for in this paragraph shall survive the expiration or earlier termination of this Agreement.

4. The Parties each agree to maintain, during the duration of this Agreement, their own policy of Commercial General Liability insurance in amount of not less than \$2,000,000 per occurrence, or sufficient level of self-insurance as evidenced by letter of coverage.

5. The effective date of this Agreement will be _____. The term of this Agreement will begin on the effective date hereof and expire five years after the beginning of the term. The term of this Agreement may be extended or only by a written agreement executed by both Parties. Upon a Municipality providing notice to UFA that it wishes to

eliminate the use of Service Units as provided for in Paragraph 2(b), this Agreement will terminate.

6. No person acting within the scope of his or her authority with respect to the Courses may unlawfully discriminate against any individual or employee on the basis of race, creed, color, national origin, ancestry, age, religion, marital status, sexual orientation, familial status, sex, or handicap. Each Party agrees to comply with all applicable federal, state, and local government laws, regulations, and orders.

7. This Agreement will be construed and enforced in accordance with, and governed by, the laws of the State of Utah. This Agreement represents the complete agreement between the Parties with respect to its subject matter and supersedes all prior discussions, understandings, or agreements between the parties, written or oral, which are in conflict with its provisions. Invalidation of any of the covenants, conditions, restrictions, or other provisions contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other provisions hereof, or the application thereof to any Party shall remain in full force and effect.

8. A Party may not assign this Agreement or any rights, interests, or obligations hereunder, without the previous written consent of the other Party.

9. The Agreement may only be amended or modified by a written agreement executed by both Parties.

10. The individuals signing this Agreement on behalf of each Party hereby represent to the other party (i) that they have the power and authority to bind the entity for which they are signing, (ii) that the signatories are all of the signatories for the respective Party necessary for the

full and valid execution of this Agreement for such Party, and (iii) that no other signature, act or authorization is necessary to bind the respective Party.

11. Any notice required or called for under this Agreement will be delivered to the following:

If to Municipality:

If to UFA:

Fire Chief
Unified Fire Authority
3380 South 900 West
Salt Lake City, UT 84119

With a copy to:

Chief Legal Officer
Unified Fire Authority
3380 South 900 West
Salt Lake City, UT 84119

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the day and year first above written.

UNIFIED FIRE AUTHORITY

Approved as to form:

Brian F. Roberts
Chief Legal Officer
Date:_____

Dan Petersen
Fire Chief
Date:_____

Approved as to form:

Legal Counsel
Date:_____

Date:_____

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: GINA CHAMNESS, CITY MANAGER

SUBJECT: EMPLOYEE HANDBOOK

DATE: AUGUST 19, 2019

The attached Employee Handbook defines employment practices, compensation practices, leave and benefits that represent the City's policies and commitment to the City's employees, and also defines the responsibilities of employees for their conduct. Financial, vehicle, and risk management policies that affect employees are also outlined.

This Handbook will replace the City's Alcohol and Drug Screening Policy, adopted by the City in 2004, as well as the City's Personnel Policies, first adopted by the City in 2004 and codified in 2.52, and then readopted as policy in 2016.

Substantial changes to the City's current practices in terms of vacation and sick leave buyback are proposed. In addition, this Handbook proposes changes to the City's current practice of funding 401(k) contributions for Tier 1 employees at 4.64%, proposing instead a 401(k) match program up to 5% for all employees. The Handbook also proposes an additional "floating holiday" for employees to use at their discretion. The Handbook proposes the creation of an Employee Assistance Program for City employees and their families, and also creates a Retirement Health Savings Account that will give employees the option of rolling over sick leave balances beyond the cap into a portable account that can be used for health expenses after their retire or leave City service. Finally, the Handbook clarifies city policies on compensation and discipline.

Proposed changes have been discussed with employees in small groups. Employees are generally supportive of changes proposed.



CITY OF HOLLADAY
EMPLOYEE HANDBOOK



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DISCLAIMER

This Employee Handbook is provided for general guidance only. The policies and procedures expressed in this Employee Handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employee Handbook do not create an express or implied contract with any person.

SECTION 1 INTRODUCTION

1-01 CITY GOVERNMENT

The City of Holladay is a third-class city, organized and existing under the laws of the State of Utah. The City operates under a form of government instituted and approved by the voters of the City.

1-02 POLICY IMPLEMENTATION

- 1-02(1) Information contained in this handbook is intended to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees have an independent obligation and are required to read, understand, and comply with all provisions of the Employee Handbook.
- 1-02 (2) The City reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the City Manager. A complete copy of the Employee Handbook is available to all employees. Every employee is responsible for becoming informed of changes as they occur.
- 1-02 (3) In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their Department and/or Division.
- 1-02 (4) The City Manager shall be the final interpreter of the provisions of the Employee Handbook as applied to all employees of the City.



SECTION 2 EMPLOYMENT PRACTICES

2-01 RECRUITMENT

- 2-01(1) General Policies – It is the intent of the City to fill all positions within the most suitable applicant. Further, it is the intent of the City to consider qualified in-house applicants when appropriate.
- a. Statutory Compliance – The City complies with Utah “Prohibiting Employment of Relatives” statutes. The City prohibits any person holding any position to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision.
- b. Anti-Nepotism – The City also will not hire or re-hire any current or former relative of a current employee. Relative, for the purposes of this restriction means in addition to the relationships listed above, foster children, step-relationships or the preceding degrees of consanguinity, or any of their spouses.
- c. Employment of Minors – It is the policy of the City that no one under the age of 16 shall be hired as an employee.
- 2-01 (2) Equal Employment Opportunity – The City of Holladay is an Equal Opportunity Employer and selects, hires, promotes, and compensates employees without regard to race; color; religion; sex; pregnancy, childbirth, or pregnancy-related conditions; age; national origin; disability; sexual orientation; gender identity, or any other legally protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.
- 2-01 (3) Job Postings – In general, notices of all job openings are posted, although the City reserves its discretionary right to limit the recruitment to internal applicants or to not post a particular opening.
- a. External job openings may be posted in the following locations:
- Employment agencies
 - Professional staffing services
 - Trade journals
 - City website
 - Department of Workforce Services



- Social media

Other advertising sources may be used to fill open positions in the best interest of the City.

- b. Internal job postings will include City emails to eligible employee groups and posting at appropriate City locations.

2-01 (4) Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.

- a. All applicants for employment with the City shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to Human Resources by the closing date and time of the posted position.
- b. The City accepts applications from all interested parties and evaluates applicants based upon job-related criteria.
- c. Falsification of any information required in the application process is grounds for immediate disqualification.
- d. Applications will be retained for two (2) years (or three (3) years if a conditional job offer was declined or withdrawn.)

2-01 (5) Selection Procedures

- a. Skill-based Testing – Job applicants may be required to take tests that the City deems necessary for a specific position.
- b. Veterans Preference – In accordance with Title 71, Chapter 10, Utah Code Annotated, Preference eligible veterans and their spouses shall be given preference in the hiring process. The City employment application shall have a section to claim veteran's preference.
- c. Job Offer Requirements – Once an applicant is selected and a written conditional offer has been created by Human Resources, approved by the Department Director, and signed by the applicant, the applicant will be required to submit to drug testing, a background check, and a driver's license check (if required). The Personnel Action Form shall be approved by the Department Director and City Manager.



2-02 EMPLOYMENT MODIFICATIONS & ACCOMMODATIONS PROCEDURE

2-02 (1) Business Adjustment Request (may be due to a non-work related or a work-related injury/illness)

- a. Employees with a medical limitation of limited duration (typically less than 90 days) or whose limitation has a minor impact on the department may request to have an adjustment to their work responsibilities, schedule or other conditions of employment.
- b. To request a business adjustment, an employee must submit a medical release form or other documentation signed by their health care provider that includes:
 - i. A request for an adjustment to their work responsibilities, schedule or other conditions of employment,
 - ii. A list of physical or mental work limitations, and
 - iii. The expected date of return to work with no necessary business adjustments.
- c. A department has no obligation to grant a request for a business adjustment. Departments should use discretion in balancing the benefits and disruptions of employees working less than full duty.
 - i. Department management will not contact the employee's health care provider. However, the department may, in consultation with the human resources department, ask an employee to provide additional information from the health care provider. If no information is received the request may be denied.
- d. If approved, it is the responsibility of the employee to work within the physical limitations specified by the medical provider and to perform only those duties consistent with the limitations.
- e. An employee who is unable to return to full duty at the end of the business adjustment may request a leave of absence or accommodation under the ADA. The employee may consult with human resources regarding their options available under City policy.
- f. Departments must notify their human resources consultant any time a business adjustment is requested.
- g. Medical documentation collected during the process should be sent to human resources and not maintained by the department.



2-02 (2) Modified Duty (due to a work-related injury/illness)

- a. The City will make reasonable efforts to provide employees with modified duty work assignments following a work-related injury for which the treating physician imposes temporary physical restrictions. As long as the assigned modified duty work does not violate the treating physician's imposed physical restrictions, the employee is expected to return to work. Refusal of a modified duty assignment may result in the termination of workers' compensation indemnity benefits.
- b. The City will determine appropriate work hours, shifts, duration, and locations of all work assignments. The City reserves the right to determine availability, appropriateness, and continuation of all transitional assignments and job offers.
- c. The modified duty assignment will be periodically reviewed by the City to determine the appropriate duration and activity.
- d. Upon receipt of release to return to work with no restrictions, the modified duty assignment will terminate.

2-02 (3) ADA Accommodations

- a. In accordance with all applicable laws, it is the City's policy to not discriminate against qualified individuals with a disability with regard to any aspect of employment.
- b. The City recognizes that some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he/she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee should contact the City Manager to begin the interactive process.
 - i. The interactive process may include discussing the employee's disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions of their position, making the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment.
 - ii. The employee may need to submit the employee request for accommodation along with the diagnosing professional's documentation.



- iii. A temporary business adjustment (see section I above) may be granted while the request for accommodation is reviewed. If it is not feasible, the employee may request a leave of absence, if available, during this review period.
- c. If an employee is unable to continue performing the essential functions of the position with or without accommodations due to a qualifying disability, the City Manager will attempt to transfer the employee to a vacant position within the City.
 - i. The employee must be qualified for the position, able to perform the work required and the position must be of an equivalent or lower pay grade to the employee's current position.
 - ii. During this time the employee will use accrued leave or will be on leave without pay if paid leave is exhausted.
 - iii. If a position is not found within the City, the employee may be separated from employment for unavailability.
- d. Applicants for City positions are entitled to reasonable accommodations during the testing process. Applicants should be directed to contact the City Manager regarding a request for such accommodations.

2-03 EMPLOYMENT CLASSIFICATIONS

2-03 (1) Employment Status

- a. Full-time – An employee hired to work a minimum of 40 hours per week or other similar full-time work schedule, and eligible for City benefits.
- b. At-will/Full-time – An employee hired to work a minimum of 40 hours per week or applicable full-time work schedule, eligible for City benefits, but the employee or the City may end the employment relationship at any time, with or without cause or explanation.
- c. Qualified Part-time – An employee hired to work a minimum of 30 hours per week and is eligible for City benefits at a pro-rated rate at three quarter time.
- b. Part-time – An employee hired to work no more than 29 hours per week is at-will and is eligible for leave benefits as well as Utah State Retirement benefits at the part-time rate.



- c. Paid Intern – A student currently seeking a degree who is paid while learning job duties under the supervision of a City employee.
- d. Unpaid Intern – A student currently seeking a degree who is volunteering to learn job functions under the supervision of a City employee for academic credit has worker's compensation coverage through his or her educational institution and is not eligible for City compensation or benefits.
- e. Elected and Statutory Officials - The classification of elected and statutory officials shall consist of all elected and appointed statutory officials of the City. Elected and statutory officials shall be compensated according to City ordinances or as directed by the City Council.
- f. For the purposes of the Patient Protection and Consumer Affordability Act (PPACA), the 12-month initial measurement period for Part-time and Intern employees begins on their start date. The administrative period for each applies from the end of the initial measurement period through the end of the first calendar month beginning after the end of the initial measurement period.
- g. Volunteer – Any person who donates service without pay or other compensation, except community service workers. Department Directors shall provide required volunteer information to Human Resources, prior to the rendering of any volunteer services, to ensure worker's compensation and liability coverage.
- h. Temporary/Seasonal - Employees hired through outside employment agencies to work at Midvale City to supplement the work force or to assist in the completion of a specific project and whose employment is limited in duration. Temporary employment assignments will not exceed beyond six (6) months in a fiscal year. Temporary employees are not eligible for City benefits. Temporary employees may be terminated at-will, without cause or prior notice.

2-03 (2) Probation

- a. Probationary period – all newly hired or re-hired full-time employees shall fulfill a six-month probationary period. During probation, such employees may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all. Employees must complete a performance evaluation signed by the Department Director and City Manager prior to ending the probationary period.
- b. Extensions – In unusual circumstances, probationary periods may be extended beyond the initial probationary period as authorized by the



Department Director. Probation extensions shall be documented, and notice given to the employee prior to the conclusion of the original probationary period.

- 2-03 (3) Performance Review – Supervisors of all employees shall complete performance review(s) as determined by the City Manager.
- 2-03 (4) Corrective Action Plan – As part of a disciplinary action or as part of performance review, an employee may be placed on a corrective action plan, the length of which shall be determined by the supervisor in consultation with Human Resources.
- 2-03 (5) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.
- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the FLSA and therefore do not receive overtime for hours worked in excess of a 40-hour work week or other applicable work period.
 - b. All other FLSA-covered employees are paid overtime for hours worked in excess of a 40-hour work week or other applicable work period.

2-04 PERFORMANCE EVALUATIONS

- 2-04 (1) Designated supervisors shall conduct performance evaluations of full-time, at-will/full-time and part-time employees as designated by the City Manager to assist employees in performing their job duties.
- 2-04 (2) Designated supervisors will conduct an interim performance evaluation for any of the above employees transferred, reassigned, or promoted to a subordinate to a different designated manager, within ten (10) business days of the effective date of the transfer.
- 2-04 (3) Eligible employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 2-04 (4) Approved copies of performance evaluations are placed in the employee's personnel file kept in Human Resources. Each employee will receive a copy of his or her performance evaluation.

2-05 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)



- 2-05 (1) Due to budgetary restrictions, reduction in workload, or reorganization, the City Manager may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the workforce, full-time employee(s) in the positions to be eliminated shall, when possible, be notified in writing at least two weeks before the planned reduction in force.

SECTION 3 COMPENSATION, LEAVES & BENEFITS

3-01 COMPENSATION

- 3-01 (1) Work Hours – Work hours for employees are determined by Department Directors. Department Directors may change employee work hours as determined to be in the best interest of the City. Any working from home (telecommuting) schedule requires a written Telecommuting Agreement approved by the Department Director, and the City Manager.
- a. Employees are responsible for accurately recording and reporting time worked and leave used on their timecards.
 - b. Supervisors are responsible for reviewing and approving timecards in a timely manner.
- 3-01 (2) Classification – The City assigns each position a classification paygrade and salary range, as established by the City's pay plans. The pay plans reflect internal and external equities, based upon assigned duties and responsibilities, and market comparisons. Market research is conducted by the Human Resource Department annually. The scope of research will be determined by the City Manager.
- 3-01 (3) Payroll – All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.
- a. Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agents.
 - b. An employee may not receive an unearned pay advance, except as authorized by the City Manager.
 - c. Employees and the City have a joint responsibility to ensure that payroll payments are correct. Payroll errors may be corrected retroactively, but such errors may only be corrected for up to 26 pay periods.



- 3-01 (4) Merit Increases – Employees may receive merit increases based on performance evaluations or other established criteria, according to availability of funds as allocated by the City Council through the budget process. Employees are only eligible for an increase to the extent that any increase would not result in exceeding the maximum pay amount for their pay grade.
- 3-01 (5) Cost of Living (COLA) and/or Market Adjustments – Employees may receive a COLA and/or market adjustment as determined appropriate and according to availability of funds as allocated by the City Council through the budget process. Employees are only eligible for an increase to the extent that any increase would not result in exceeding the maximum pay amount for their pay grade.
- 3-01 (6) Overtime Provisions – It is the general policy of the City to not have employees work overtime. However, non-exempt employees may be required to work overtime as deemed necessary and pre-authorized by a Department Director or their designee.
- a. Overtime is paid consistent with FLSA requirements at the rate of one and one-half times the regular rate of pay, except as otherwise provided in this section.
 - b. Overtime is calculated based on actual time worked.
 - i. Time worked, for the purpose of overtime, includes those hours an employee is physically working, as well as holiday leave or jury duty.
 - ii. Time worked, for the purpose of overtime, does not include vacation leave, sick leave, bereavement/funeral leave, paid or unpaid administrative leave, paid military leave, caregiver leave, hospitalization leave or compensatory time.
 - c. Overtime is payment received for time worked in excess of 40 hours per work week for non-exempt employees.
 - d. In situations of a declared state of emergency, FLSA non-exempt employees whose work assists the response during the designated emergency will be paid time and a half for any emergency hours worked in addition to their normal work schedule. Employees will not accrue compensatory time.
- 3-01 (7) Compensatory Time Provisions – When it is in the best interest of the City, the City reserves the right to grant compensatory time in lieu of overtime wages to FLSA non-exempt employees. Compensatory time must be pre-authorized by the Department Director.



- a. Compensatory time is calculated the same as overtime, as described in Section 3-01 (6).
- b. An employee with accrued compensatory time leave who requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the Department.
- c. The City may require an employee to use accrued compensatory time.
- d. The maximum amount of compensatory time an employee may accrue is 100 hours unless otherwise approved by the City Manager. Accrued compensatory time will be exhausted prior to any use of vacation leave.
- e. The accrued compensatory time of an employee transferred between Divisions or moving to FLSA exempt status shall be used or compensated prior to such action.

3-01 (8) Payout – Subject to budget constraints, the City may provide a payout of accrued vacation time once a year if criteria is met. Each employee is required to use a minimum of 40 hours for full-time and 20 hours for part-time employees per year in order to qualify for consideration in the payout program. Full time employees are eligible to have accrued vacation bought out (purchased at 50% of value) on the first pay period of December by the City pursuant to the following guidelines:

- a. Leave year runs on a calendar year. By the last pay period in December, employees must have used 40 hours of accrued vacation in the prior 52 weeks (26 pay periods) to be eligible.
- b. Employees must have more than 120 hours of unused, accrued vacation as of December 1 to participate. The City will only purchase accrued vacation above the 120 hours.
- c. The City may purchase up to 60 hours of vacation from the employee per year.

3-01 (9) Exempt Employees – Exempt employees shall be paid consistent with principles of public accountability, as provided for under the Fair Labor Standards Act.

- a. Normal working hours for exempt employees shall be a 40-hour work week. The City Manager or Department Director shall determine the normal working hours for each exempt employee.
- b. Exempt employees are expected to work beyond normal working hours when needed to complete their assignments and responsibilities, including emergency situations.



- c. Exempt employees are not paid on an hourly basis and are not eligible for overtime or compensatory time unless authorized by the City Manager in writing and consistent with section 3-01(6) of this handbook.
- d. Exempt employees are expected to be in the office between the hours of 10 am and 3 pm.
- e. Exempt employees may be placed on leave without pay for absences when accrued leave has been exhausted, permission for leave use has not been sought or is sought but is denied, or the employee requests and is granted leave without pay.
- f. Exempt employees may be disciplined for violations of the Employee Handbook. Suspensions for workplace conduct rules must be imposed in full-day increments. Performance-related suspensions must be imposed in work-week increments.

3-01 (10) Call-back Compensation – Any FLSA non-exempt employee called back to work shall be entitled to call-back compensation for actual time worked. The minimum call-back compensation shall be two hours. Only time worked in excess of an employee's specified work week will be compensated at the overtime rate.

3-01 (11) Standby Notification

- a. Advance notice given to specific employees of an impending event such as a snow storm event or response to a natural disaster.
- b. Standby is only compensated if notified employees are actually required to respond. Such compensation will be call back compensation.
- c. Employees must be able to respond to a City worksite within one hour and in compliance with the City's Drug/Alcohol Policy.

3-01 (12) Service-related Severance Payments for At-will/Full-time Employees – If employment is ended at the initiative of the City, except for gross misconduct, at-will/full-time employees employed for more than one year will be paid a severance of one month's salary and the COBRA cost of the employee's current health insurance coverage for each completed year of employment with the City, up to a maximum of six months' salary and COBRA cost, upon execution of a Release of Claims Agreement.

3-01 (13) Travel Time – Whether work-related travel time is compensable "time worked" depends on the kind of travel involved. Situations not covered below should be resolved in consultation with the City Manager.



- a. Commuting travel from home before the regular workday and returning to home after the regular workday is not time worked.
 - i. This includes any assignment to a different work location within 50 miles of City Hall for an entire workday.
 - ii. Travel outside regular working hours as a passenger on an airplane, train, boat, bus, or vehicle is not time worked.
 - iii. Travel as the driver of an automobile outside regular working hours is time worked. If, however, an employee is granted the option to drive a vehicle as an alternative to being a passenger on an airplane, train, boat, bus or vehicle, time worked is limited to the travel time that otherwise would have been incurred.
- b. Any work which an employee is required to perform while traveling is time worked.

3-01 (14) Job Performance/Recognition Awards – All City employees may receive a job performance/recognition award. All awards given by Department Directors may not exceed one hundred (\$100) per calendar year and must be documented in writing and submitted to the Finance Director and City Manager. All awards given by the City Manager may not exceed five hundred (\$500) per calendar year and must be documented in writing and submitted to the Finance Director. Job performance/recognition awards may only be granted by the City Manager, or Department Director within the following parameters:

- a. The employee performs tasks, assignments, or completes a special project outside of the employee's current job description.
- b. The City experiences a substantial cost savings due to employee's efforts.
- c. The employee's job performance exceeds expectations. OR
- d. The employee performs any action that has caused a significant positive impact to the City as determined by the City Manager.

3-01 (15) Retention Award and Wage Increase for Part-Time or Seasonal Employees – Employees classified as part-time or seasonal as defined in Section 2-02 (1) are eligible for a wage increase up to 2%, subject to funding.

- a. Part-time or seasonal employees must have worked at least one season or three months for the City prior to rehire in order to be eligible for a



wage increase. Wage increase must be authorized by the Department Director and City Manager.

3-02 LEAVES

3-02 (1) Vacation Leave – Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.

a. The City shall grant annual time off with pay to its full-time regular employees at the following rate: One day per month (12 days annually) available to use after ninety (90) calendar days of employment with the City.

b. Vacation Accrual Rates:

Full-time employee (effective July 1, 2019):

<u>Completed Years of Accrued Cumulative City Service</u>	<u>Annual time off with Pay</u>
0– 5	12 days (96 hours, 3.69)
6 – 10	15 days (120 hours, 4.61)
11 – 15	18 days (144 hours, 5.53)
16 – 20	21 days (168 hours, 6.46)
21 or more	24 days (192 hours, 7.38)

c. Maximum Vacation Accrual Allowed:

Vacation time accrued cannot be carried forward from one fiscal year to the next in excess 240 hours. Any amount over the maximum will be lost at the beginning of the new fiscal year. No payments shall be made in lieu of taking time off, except for accrued time off with pay at the time of termination. Employees who at the time of passage of this section have acquired more than 240 hours of annual time must come into compliance with this section by July 2, 2020 or be subject to loss of all claims of accrued annual time in excess of 240 hours.

d. Part-time regular Employees – The City shall grant annual time off with pay to its part-time regular employees at the rate of one-half (1/2) day per month (4 hours) on the same basis as full-time regular employees.



- e. Temporary/Seasonal Employees – Temporary/Seasonal employees shall not receive time off with pay but may be allowed leave without pay if approved in advance by the employee's supervisor.
- f. Donating Time – City employees may not voluntarily donate hours of accrued time off with pay to a fellow employee.
- g. Vacation leave shall be requested from and pre-approved by the employee's supervisor.
- h. Vacation accrual rates shall change after each of the qualifying years of full-time service has been completed.
- i. Employees who wish to exhaust accrued vacation during the period of time immediately preceding their last day worked before retirement, resignation, or termination may do so if approved by the Department Director but shall not be eligible for accrual of leave-on-leave.
- j. Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
- k. Employees may not accrue vacation leave when the current available vacation leave is exhausted in the same pay period.
- l. The City does not advance leave. Vacation leave may not be used until the pay period following its accrual.

3-02 (2) Holiday Leave – The City recognizes the following holidays for purposes of paid holiday leave:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Eve (1/2 Day)	December 24 th
Christmas Day	December 25 th
Floating Holiday	



- a. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.
- b. Full-time employees should use the amount of his/her regularly scheduled workday for holiday pay for the holiday listed above. Holiday pay will not apply to employees not scheduled to work the actual holiday or observed holiday.
- i. Holiday leave may not be used prior to the pay period in which the holiday occurs except for the floating holiday, which must be pre-approved by the Department Director.
- c. Non-exempt Parks employees scheduled off on an observed City holiday but required to work for storm events or other emergencies will be paid for the holiday hours in addition to receiving compensatory time or being paid at time and a half.
- d. Employees scheduled to work on the 4th of July will be paid for the holiday hours in addition to receiving compensatory time or being paid at time and a half.

3-02 (3) Executive Leave – Employees required to attend night meetings on a regular basis may receive up to an additional 160 hours of paid time off. Executive leave hours must be used within the fiscal year they are provided. Executive leave hours are not allowed to be carried over from one year to the next.

3-02 (4) Sick Leave – Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, dependent living in the employee's home. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.

- a. Sick leave is not a job protection.
- b. Full-time employees shall accrue 3.69 hours of sick leave per pay period.
- c. Employees do not accrue sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.



- d. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.
- e. Employees may be required to demonstrate the ability to perform essential job duties and/or provide a medical release before returning to work.
- f. Transitional Duty
 - i. Workers' compensation-related transitional duty is covered by Section 6-02.
 - ii. For any injury or illness not related to worker's compensation where the employee is unable to perform essential job duties, the employee's Department Director may assign transitional duty if there is a prognosis for return to full duty within six weeks. Under unusual circumstances, transitional duty may be approved for longer than six weeks by the Department Director after consultation with the City Manager.

3-02 (5) Bereavement/Funeral Leave – Full-time/Regular employees may receive a maximum of 24 hours bereavement leave per occurrence with pay, following the death of a member of the employee's immediate family.

- a. Immediate family means the following relatives of the employees or spouse (including in-laws or step-relatives):
 - i. spouse,
 - ii. parents,
 - iii. siblings,
 - iv. children,
 - v. all levels of grandparents, or
 - vi. all levels of grandchildren.
- b. An employee may receive up to five hours funeral leave with pay to attend a non-immediate family funerals at the Department Director's discretion.
- c. Bereavement/Funeral leave shall be pre-approved by an employee's Department Director.

3-02 (6) Military Leave – A military leave is paid time off granted to eligible employees for military duty.



- a. An employee on official military orders is entitled to paid military leave, which shall not exceed 80 hours per calendar year, to complete military duty. Unused paid military leave may not be carried over from one year to the next.
- b. An employee shall notify their supervisor and the Human Resource Department of their military orders, in writing, as soon as possible. The written notification will include the estimated leave date, the intended return date, and any required payroll deduction decisions.
- c. Active Duty
 - i. An employee ordered to active duty shall be eligible to use the paid military leave upon commencement of the active duty only if such leave has not been previously used during the calendar year.
 - ii. An employee ordered to active duty may use accrued paid leave and/or leave without pay for the remainder of the active duty period.
 - iii. Contribution payments by both the City and employee may be required during the active duty period in order to continue accruing years of service. The City and employee shall follow the process outlined by Utah Retirement Systems.
 - iv. Employees on active duty who elect to continue payroll deductions shall complete a "Benefits Reimbursement Agreement" and coordinate such with the Human Resources Department.
 - v. Employees on active duty will be reinstated in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

3-02 (7) Basic FMLA Leave Provisions – The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited expectations, job restoration within a rolling 12-month period following the designation of FMLA leave. The City will notify an employee of eligibility for FMLA status whenever the City has knowledge that the employee may qualify. If so designated, employees may choose to waive the designation of FMLA in writing.

- a. An employee is eligible under the Family and Medical Leave Act if the employee has been employed with the City for a minimum of 12 months



and has worked a minimum of 1250 hours in the 12-month period immediately preceding the request.

- b. Eligible employees may request up to 12 weeks of paid/unpaid leave for situations related to certain family and medical reasons such as:
 - i. To care for the employee's child after birth, or placement for adoption or foster care;
 - ii. To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
 - iii. For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job;
 - iv. For any qualifying exigency caused by a family member who belongs to the regular Armed Forces being called for deployment to a foreign country, or a member of the reserves or National Guard being called to active duty deployment to a foreign country; or
 - v. To care for a spouse, child, parent, or next of kin who is a service member and is injured or becomes seriously ill while on active duty or within five years of leaving the Armed Forces.
- c. Eligible employees should make requests for family and medical leave to the City Manager and notify supervisors in writing at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s).
 - i. In an emergency, the employee must contact his or her supervisor within 48 hours or as soon as practical.
 - ii. An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave so it does not unduly disrupt City operations.



- iii. All employees requesting leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the City Manager within 15 working days.
- iv. Human Resources will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.
- v. An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.
- d. Eligible employees must exhaust all available paid leave (accrued vacation, compensatory leave, sick leave, or holiday leave) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard, including FMLA use, to the City Manager while an employee is on FMLA leave if the employee is unable to do so.
- e. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave; however, seniority and other benefits will not accrue during unpaid time off. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll deduction or in person. The City shall collect employee premium amounts through coordination with the Finance Department. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.
- f. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty report from the health provider before the employee can return.
 - i. Upon return from FMLA leave, an employee will return to their original or an equivalent position.
 - ii. If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.
- g. Secondary Employment Prohibited While on FMLA Leave. – While on FMLA leave, employees shall not work secondary employment during regularly scheduled working hours when using paid sick leave. Other



secondary employment must be consistent with the qualifying medical condition or any restrictions medically imposed related to the FMLA leave.

3-02 (8) Administrative Leave

- a. Administrative leave with pay may be assigned by a Department Director, or City Manager under the following circumstances:
 - i. Pending the outcome of an investigation to determine possible disciplinary action against the employee.
 - ii. Following work-related incidents that result in extreme stress.
 - iii. To protect City interests during an end-of-employment process.
- b. The City Manager may assign administrative leave at his/her discretion.
- c. Written approval must be obtained from a Department Director for administrative leave up to forty (40) hours during a rolling year. Written approval must be obtained from the City Manager for any administrative leave exceeding forty (40) hours during rolling year.
- d. An employee shall not engage in secondary employment during the actual hours designated as administrative leave. The City may also modify the employee's work hours or restrict secondary employment outside of hours designated as administrative leave.
- e. The City may, at its discretion, additionally restrict activities of an employee on administrative leave with pay.
- f. The employee must remain readily available and immediately able to respond to phone contact or return to work during City's normal working hours.
- g. An employee charged with a job-related felony or class A misdemeanor or who has been alleged to have engaged in conduct clearly warranting termination in circumstances without significant evidentiary ambiguity, as determined by the City Manager, may be placed on administrative leave without pay.

3-02 (9) Leave Without Pay

- a. Under special circumstances, employees may find it necessary to request leave without pay for a reason other than family or medical leave.



- b. Full-time employees who have successfully completed their probationary period are eligible to request leave as described in this policy.
- c. Eligible employees may be granted a period of up to 30 consecutive calendar days on a rolling year basis. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 60 consecutive calendar days.
- d. Eligible employees interested in a leave of absence must submit a written request to their Department Head detailing the nature of the leave.
- e. Requests for leave of absence will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave of absence without pay unless it is believed the employee will return to City employment at the end of the leave.
- f. Prior written approval will be obtained from the employee's Department Director and the City Manager.
- g. During an approved leave of absence, an employee is required to use any applicable and available paid leave before the commencement of any leave of absence without pay.
- h. Once the employee has exhausted all his or her applicable leave benefits, they will no longer continue to accrue vacation, sick leave, holiday leave, and other City benefits during the approved leave of absence period, unless provided for under state or federal guidelines.
- i. Accrued leave must be used during an approved leave of absence in order to maintain City provided benefits. If an employee has no accrued leave, all benefits will be discontinued until the employee returns to work. Insurance benefits may be continued if the full premium is paid by the employee.
- j. At the completion of an approved leave of absence, every reasonable effort will be made to return the employee to the same position, if available, to a similar available position for which the employee is qualified, or in accordance with any leave agreement(s). However, the City cannot guarantee reinstatement in all cases and is under no obligation to hold a specific job.

3-02 (10) Breaks and Meal Periods - The City offers breaks and meal periods as work allows.



- a. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.
- b. The City normally provides up to a one-hour unpaid meal period for full-time employees during a standard workday.

3-02 (11) Job Abandonment

- a. An employee who is absent from work for three consecutive scheduled shifts and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned his or her job.
- b. Exception: An employee who is absent from work the first scheduled shift after exhausting all accrued paid leave, FMLA leave, or authorized leave without pay shall be deemed to have abandoned his or her job.
- c. The City considers job abandonment as a voluntary termination.

3-02 (12) Breastfeeding

- a. The City supports breastfeeding and complies with the requirements of Utah Code Annotated § 34-49-204, including:
 - i. Providing reasonable breaks to accommodate breastfeeding and milk expression for at least one year after birth of the employee's child;
 - ii. Consulting the employee about the frequency and duration of the breaks, the break shall, to the extent possible, run concurrent with any other break period otherwise provided to employees;
 - iii. Providing an appropriate non-restroom location in close proximity to the employee's work area; and
 - iv. Providing access to a clean and well-maintained refrigerator or a nonelectric insulated container for breast milk storage.
- b. Compliance will be managed by the City Manager.
- c. The City will not refuse to hire, promote, discharge, demote, or terminate a person or retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against a person otherwise qualified because the person breastfeeds or expresses milk in the workplace.



- d. Complaints alleging discrimination under this policy will be handled consistent with the Harassment, Discrimination, & Retaliation Policy (4-02).

3-02 (13) Pregnancy

- a. The City supports pregnant employees and complies with all legal requirements relating to pregnancy. If an employee becomes pregnant and has physical limitations that prohibit her from performing functions of her regularly assigned position, she shall notify City Manager.
- b. The pregnant employee will notify the City Manager of potential eligibility for FMLA and complete the process outlined in Section 3-02(8).
- c. The City Manager will review the Certification of Health Provider or doctor's notes for the pregnant employee to determine FMLA eligibility. This may give cause to facilitate an interactive meeting with the employee and supervisor to determine if a reasonable accommodation is needed and available.
- d. If the employee needs transitional duty, it will be handled consistent with the Transitional Duty Policy (3-02(4)(f)).

3-03 EMPLOYEE BENEFITS

- 3-03 (1) General Policy – Eligible employees are offered various insurance, retirement and wellness benefits. Information summarizing these benefits is provided to participating employees periodically and as required by law.
- 3-03 (2) Workers' Compensation – The City provides workers compensation insurance through the Utah Local Governments Trust. This coverage provides benefits for work-related illness or injury. All work-related illness and injuries should be reported immediately to the employee's supervisor and the City Manager. Workers' Compensation leave runs concurrently with FMLA.
- 3-03 (3) Long-Term and Short-Term Disability Coverage – The City provides both short-term and long-term disability coverage for qualifying illnesses or disabilities. Short-term and long-term disability leave run concurrent with FMLA.
- 3-03 (4) Medical, Dental, Vision and Life Insurance – Medical, dental, vision and life insurance plans are available to eligible City employees through City-determined providers. Subject to budgetary constraints, the City will pay a dollar amount of the total cost of the base plan of insuring the employee and eligible dependents. In May or June of each year, there will be an open enrollment period for changing the coverage options. Basic life insurance coverage on the employee and eligible dependents is included in the medical coverage and additional coverage may be



elected and paid for by the employee. The City may offer group health insurance benefits to full-time and qualified part-time employees.

- 3-03 (5) COBRA – The federal Consolidated Omnibus Budget Reconciliation Act (“COBRA”) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City’s health plan when a “qualifying event” normally would result in the loss of eligibility.
- 3-03 (6) Section 125 Flex Benefit Plan – The City offers a qualified IRS Section 125 Flex Benefit Plan that eligible employees may utilize for both medical and dependent care expenses with pre-tax dollars.
- 3-03 (7) State and Federal Unemployment – All employees are covered by the state and federal unemployment benefits.
- 3-03 (8) Retirement – All full-time employees are covered by the Utah State Retirement System (“URS”), unless exempted in accordance with Utah state law. Employees who work a minimum of twenty (20) hours per week shall be eligible to participate in the City’s retirement plan in accordance with Utah state law.
- 3-03 (9) 401(k) Plan Contribution – The City of Holladay will match one for one on employee contributions to the 401(k) plan up to 5% of salary. Contribution rates will be reviewed quarterly for changes made by employees.
- 3-03 (10) Employees Assistance Program – The City of Holladay has elected to fund an employee assistance program to assist employees and their dependents in addressing and facilitating solutions to job related or non-job related life issues that may jeopardize an employee’s ability to perform at work or present compromise to physical or mental health. All Full-Time and Qualified Part-Time City employees and dependents are eligible and can utilize the employee assistance program voluntarily to receive counseling and facilitate solutions. This service is offered at no charge to the employee or dependents and is a confidential program.
- 3-03 (11) FICA (Social Security & Medicare) – All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provide by law. Contributions of the employee and the City will be made in accordance with Federal law.
- 3-03 (12) Training
- a. Employees are encouraged to obtain an appropriate and beneficial level of training through attendance at job-related seminars, conferences, classes, certification courses, etc. The employee’s Department Director or designee must pre-approve all training attendance and payment of associated costs. A copy of training certifications shall be forwarded to Human Resources.



- b. When the Department Director approves training, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.

3-03 (13)

Tuition Reimbursement

- a. Employees are encouraged to pursue continuing education opportunities to enhance their job skills and the ability to be promoted with the City. Subject to available funding and priorities established by the City Manager, full-time employees may be eligible to receive partial tuition and mandatory fees reimbursement each fiscal year on an annual basis from a City-wide line item.
- b. Eligible employees desiring consideration must submit a completed Tuition Reimbursement Program Application to Human Resources within 30 calendar days before or after each period of coursework begins.
- c. Eligibility: To be eligible, employees must
 - i. Be employed full time
 - ii. Successfully complete new hire probation prior to the start date of coursework.
 - iii. Be recommended for eligibility by their Department Director prior to the start date of each period of coursework.
 - iv. The employee must be matriculated in an education institution accredited by a Regional Accreditation Council of the U.S. Department of Education and pursuing a degree. The value of the degree to the City must be approved by the City Manager; and
 - v. Where a grade is given, the employee must successfully complete said course with a grade of "B" or better. If the course is on a pass/fail basis, the employee must pass the course to qualify for reimbursement. The employee must submit a request for reimbursement along with documentation of successful completion of the course to the City Manager within 30 calendar days of completion of any approved course.
 - vi. If an employee separates from the City's employment within one year of completing any course for which the employee received reimbursement, the amount of educational financial assistance for that course shall be deemed a loan and will be deducted from the employee's final paycheck. The employee must agree to sign a promissory note if the final paycheck is insufficient to repay the loan in full. The terms of the promissory note will be a negotiated



monthly payment, 0% interest, and full repayment of the outstanding balance within one year of the employee leaving employment with the City.

d. Payment:

- i. Payment to approved employees will be made upon acceptable written evidence of satisfactory completion of the course and proof of payment.
- ii. The maximum payment will be no more than 100% of tuition, books, and mandatory fees no more than \$3000 per calendar year as budget allows.
- iii. The actual amount of reimbursement authorized for an individual will be determined at the City Manager's discretion.
- iv. All payments for continuing education will be reported through Payroll and treated as taxable or excludable consistent IRS regulations.

e. The City requires the employee to enter into a written agreement on the application to comply with the requirements of this policy.

f. Employees will attend classes, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by Department Directors.

3-03 (14) Uniforms – The City will provide employee uniforms for permanent park employees including a coat, gloves, and boots to fulfill job responsibilities, which may be taxable consistent with City-wide policies. The City will provide all employees with one City shirt per year. Uniforms will be maintained and worn in accordance with City and Department policies.

3-03 (15) City Service Award Program – It is the intent of the City to recognize those employees whose loyalty and dedication to public service are reflected in their length of service to the City. The City expresses this recognition and attempts to show a measure of its appreciation through an Employee Service Awards Program. As part of the Employee Service Awards program, the City presents employees with awards based upon the total number of years of service in five-year increments.

<u>Years of Service</u>	<u>Gift Certificate Amount</u>
5 Years	\$100
10 Years	\$200



15 Years	\$300
20 Years	\$400
25 Years	\$500
30 Years	\$600

SECTION 4 EMPLOYEE CONDUCT

4.01 CODE OF CONDUCT

4-01 (1) Professionalism – The City of Holladay is a public entity whose purpose, among others, is to provide professional services to its citizens. City employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.

4-01 (2) Conflict of Interest

- a. In order to avoid potential conflicts of interest prohibited by state law and City Code, all new employees will file an “Officer and Employee Disclosure Statement” with the City Recorder.
- b. If the value of an employee’s interest in an entity that does business with the City is significantly increased, the employee is required to file an updated “Officer and Employee Disclosure Form.”
- c. Additionally, each Elected Official, Appointed Official, or employee promoted to or acting in the position of the following, is required to submit an “Officer and Employee Disclosure Form” annually.
 - i. Department Directors
 - ii. Other employees as designated by the City Manager
- d. All employees will comply with all conflict of interest requirements of the City Code.

4-01 (3) Honesty – Employees shall be honest in word and conduct and never use their position to benefit themselves or another party through the disclosure of, or by acting on, confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources.

4-01 (4) Confidentiality – Employees shall not disclose, or willfully allow to be disclosed, any information gained by reason of their position, for any reason other than its official or authorized purpose. Employees will comply with the confidentiality



requirements of state law and the City Code, including restrictions against disclosing or using private, protected, or controlled information acquired by reason of a member's official position for the employee's or another's private gain or benefit.

- 4-01 (5) Gifts & Gratuities – Employees are prohibited from knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly any gift of substantial value or a substantial economic benefit which would tend to improperly influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties. This section does not apply to the following:
- a. an occasional non-pecuniary (not cash) gift having a value of less than \$50;
 - b. an award publicly presented;
 - c. any bona fide loan made in the ordinary course of business; or
 - d. political campaign contributions if the contribution is actually used in a political campaign.
- 4-01 (6) Attendance – All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.
- 4-01 (7) Appearance – In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:
- a. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
 - b. Employees' dress appearance must be appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and the degree of public contact.
 - c. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.
- 4-01 (8) Personal Use of City Equipment – Except as otherwise authorized by the Employee Handbook, personal use of City equipment can only be authorized by the City Manager.



4-01 (9)

Personal Use of Public Property

- a. Purpose – City public servants are responsible to protect and conserve City-owned, leased, held, operated, or managed equipment, vehicles, office supplies, devices, tools, facilities, and other City-owned personal and real property. The purpose of this section is to clarify what may constitute a misuse of City property and to authorize the personal use of City property under certain circumstances (“City Property”).
- b. Background – In 2019, the Utah Legislature adopted, and the Governor signed into law, H.B. 163, which amended Section 76-8-402 of the Utah Criminal Code to clarify the circumstances under which an individual may be prosecuted for misusing public money or public property, and to allow for the incidental use of public property by a public servant under certain limited circumstances.
- c. Scope – This policy applies to all City public servants, which includes elected officials, appointed officials, employees, consultants, and independent contractors of the City. A person becomes a public servant upon the person's election, appointment, contracting, or other selection, regardless of whether the person has begun to officially occupy the position of public servant.
- d. Personal Use of Public Property – In most circumstances, the City prohibits its public servants from using City Property for personal purposes. As provided in Utah Code Ann. § 76-8-402(1), a public servant may use City Property for a personal matter and personal use of City Property is allowed when:
 - i. the public servant is authorized to use or possess the City Property to fulfill the public servant's duties owed to the City;
 - ii. the primary purpose of the public servant using or possessing the City Property is to fulfill the public servant's duties to the City;
 - iii. the personal use is in accordance with this policy; and
 - iv. the public servant uses and possesses the City Property in a lawful manner in accordance with this policy; or
 - v. the personal use of City Property is incidental, such as when
 - A. the value provided to the City by the public servant's use or possession of the City Property for a public purpose substantially outweighs the personal benefit received by the public servant's personal incidental use; and



- B. the incidental use is not prohibited by an applicable state or federal law.

Any lawful personal use of City Property by a public servant that is not prohibited by applicable state or federal law is specifically authorized and allowed by this policy.

The City recognizes that third parties may benefit indirectly or directly from a public servant's personal use, or official use, of City Property, which benefit is specifically condoned and authorized by this policy so long as and to the extent that the benefit does not otherwise violate an applicable law, rule, or ordinance, including but not limited to state statutory law and rules and ordinances of the City.

- e. Limitations on Incidental Use – Notwithstanding subsection 4-09.d. the incidental use of City Property by public servants shall be limited to de minimis activities that involve only negligible expense (such as electricity, ink, small amounts of paper or fuels, or ordinary wear and tear). Incidental personal use does not include any use that
- i. significantly interferes with the mission or operations of a City initiative, program, or service;
 - ii. significantly interferes with the performance of the public servant's or any other public servant's official duties;
 - iii. significantly compromises the integrity of City Property; or
 - iv. is for private financial gain, including but not limited to conducting outside business, employment, or other income-generating activities.
- f. Devices – Communication and other devices, such as mobile phones, landline phones, and computers, that are owned by the City may be used by a public servant for occasional, incidental personal activities such as calling home, making other personal calls during a break or when off duty, accepting occasional incoming personal calls, etc., provided that such personal usage is not excessive. Similarly, City owned computers and smart phones may be used for personal text messaging, e-mails, and other personal uses, provided that such use is limited, as much as reasonably possible, to break periods, or periods when the employee is not on duty, and is not excessive.



- g. Physical Facilities – Personal activities by public servants at City-owned, leased, managed, and/or maintained facilities, such as meeting family members or friends for short periods of time, are allowed, provided they do not become excessive or disruptive.
- h. Office Supplies, etc. – Office supplies, shop supplies, and other City-owned supplies and items of personal property are intended for uses that directly benefit the City. Incidental personal use of the same by public servants is allowed, such as the use of District-owned office supplies including pens, pencils, and paper, provided that such incidental personal use is not excessive.

Public servants may make a few copies on City-owned or leased copiers but must pay for the consumables used at the rate of \$0.02 per copy. If the public servant provides paper, small amounts of copies can be made without cost.

Public servants may use small tools only when the use is incidental to a City activity. Examples include the use of a tool in a City vehicle while the public servant is off duty. Whenever a small tool is used, it should never be left at the public servant's home, and should be returned the next workday.

Because of their large capital cost, large tools and equipment are not allowed to be used for personal benefit.

- i. Vehicle Use – Vehicle Use is subject to the restrictions and limitations outlined in Section 7, which prohibits the personal use of City vehicles except for incidental local use such as taking breaks or meal periods, or completing a personal errand (e.g., stopping at the grocery store or dropping a child off at day care) that does not require indirect travel.
- j. No Expectation of Privacy – Public servants do not have a right to nor should they have an expectation of privacy while using City Property at any time, including when they are accessing the internet, using email, sending electronic or text messages, or using City-owned telephones or mobile phones. Employees who wish for their personal activities to be private should not conduct such activities using City Property.
- k. Miscellaneous – Any City Property that does not fall under any of the above classifications may nevertheless be utilized by a public servant for incidental personal uses, subject to the restrictions and limitations of this section.



- I. Policy Not Exhaustive – The City reserves the right to add to, delete from, or change this policy at any time. The policy state above is not necessarily inclusive because, among other reasons, unanticipated circumstances may arise, and other rules or ordinances of the City may apply. The City may vary from the policy, subject to the application of applicable state or federal laws, if the circumstances so justify.
- m. Higher Law to Control – In the event of any conflict between the Policy and any applicable federal or state law, rule or regulation, the law, rule, or regulation, including amendments and modifications thereto, shall control to the extent of such inconsistency.
- n. Personal Social Media Participation
An employee who participates in social networking sites for personal purposes shall not:
 - i. claim to represent the position of the City, including any Department or other organizational sub-unit; or
 - ii. use any City logo or trademark; or
 - iii. post any private, protected, or controlled information or record not obtained through GRAMA; copyrighted information, confidential information received from City clients, or any City-created or issued documents including those documents creating by the employee for City or personal use, without permission of the City; or
 - iv. discriminate against, harass, or otherwise threaten a City employee or any person doing business with the City.

4-01 (10) Outside Activities – City employee shall not use City-owned property or work time in support of outside interests and activities, except as authorized by Department Director.

4-01 (11) Political Activity – City employees shall not use City-owned property, work time, or influence of position over other employees while engaging in any political activity.

4-01 (12) Secondary Employment

- a. Employment with the City as a full-time employee shall be an employee's primary employment. City employees are permitted to engage in secondary employment upon completion and approval of an employee's Request for Approval of Secondary Employment form. Secondary



employment includes any sole proprietorship, partnership, or other self-employment.

- b. Employees are not authorized to work any secondary employment without prior approval by an employee's Department Director. Such approval may include an agreement between the Department Director and the employee based on the job duties of the specific secondary employment approval requested. The agreement will be noted on the form and may cover conditions including but not limited to: total hours permitted to be worked in a given time period, restrictions when on-call for the City, and rest periods between ending secondary employment and reporting for regularly City work hours.
- c. Employees will submit a new Notice of Secondary Employment annually as part of Open Enrollment.
- d. Consistent with other sections of the Employee Handbook and applicable law, the City may restrict or limit secondary employment during administrative leave, sick leave, worker's compensation, transitional duty, FMLA leave, leave without pay, or as part of a corrective action plan related to a disciplinary action.
- e. All other City employees are required to annually submit a Notice of Other Employment. A Department Director may rely on such notice in determining if and how to act upon an actual or perceived conflict of interest.
- f. Completed secondary employment forms shall be filed with Human Resources.

4-02 HARASSMENT, DISCRIMINATION, & RETALIATION

4-02 (1) General Policy – The City of Holladay is committed to providing a work environment that is free of harassment or any other type of discrimination with regard to race; color; religion; sex; pregnancy, childbirth, or pregnancy-related conditions; age; national origin; disability; sexual orientation; gender identity, or any other legally protected status. The City has a zero tolerance policy towards any form of unlawful harassment or discrimination by or to any employee or retaliation against any employee protected under this policy.

Misconduct identified in this policy is unacceptable behavior and is prohibited. The City will make reasonable efforts to prevent the conduct identified in this policy and will promptly investigate all complaints of violation of this policy. An employee's violation of this policy, whether legally constituting sexual



harassment, harassment, discrimination, or retaliation, will result in disciplinary action up to and including termination.

4-02 (2) Prohibited Conduct – The City of Holladay prohibits conduct that includes, but is not limited to:

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:
 - i. submission to such conduct is made whether explicitly or implicitly a term of the condition of an individual's employment;
 - ii. submission to rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
 - iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b. Other inappropriate conduct, such as:
 - i. derogatory comments, insults, suggestive remarks, or jokes involving sexual activity, or a person's race, color, religion, sex, pregnancy, childbirth, pregnancy-related conditions, age, national origin, disability, sexual orientation, gender identity, or any other legally protected status;
 - ii. display of photographs, drawings, cartoons, written material, objects, or use of electronic communication devices that would offend a reasonable person;
 - iii. inappropriate physical contact, such as patting or pinching;
 - iv. intentionally brushing against another person's body;
 - v. stating, implying, or joking that an individual's job performance is attributable to that person's race, color, religion, sex, pregnancy, childbirth, or pregnancy-related condition, age, national origin, disability, sexual orientation, gender, identify, or any legally protected status;
 - vi. giving or unsolicited or inappropriate gifts of a personal and private nature; or
 - vii. sexual assault of any kind.



- c. Pervasive, unwelcome, demeaning, ridiculing, derisive, or coercive conduct towards another person based on race, color, religion, sex, pregnancy, childbirth, or pregnancy-related condition, age, national origin, disability, sexual orientation, gender identify, or any legally protected status that
 - i. creates an intimidating, hostile, or offensive work environment;
 - ii. unreasonably interferes with a person's work performance; or
 - iii. otherwise adversely and unreasonably affects an employee's employment.
- d. Retaliation against any employee for reporting, filing a complaint, or assisting the City in its investigation of a complaint under this policy, even if such underlying complaint is determined to be unfounded. Retaliation may be deemed a separate violation of this policy and may subject the perpetrator to disciplinary action. Examples of retaliation include:
 - i. taking disciplinary action in bad faith;
 - ii. unwarrantedly changing the terms of an employee's employment;
 - iii. spreading rumors about the employee;
 - iv. encouraging hostility toward that employee from a co-worker; or
 - v. escalating the harassment.
- e. Disclosing confidential information with regards to an investigation being conducted under this policy, including disclosing that there is an investigation and/or any details of an investigation with any City employee except those conducting the investigation.

4-02 (3) Personal Employee Relationships

- a. Each City employee in a non-spousal romantic, dating, and/or sexual relationship with another City employee must promptly notify their Department Director upon beginning or ending such relationship or if the relationship results in marriage. The Department Director is responsible for notifying the City Manager.



- b. Supervisors are prohibited from having a romantic, dating, and/or sexual relationship with a subordinate employee who they supervise in the chain-of-command.

4-02 (4) Employee Obligations

- a. Employees are obligated to comply with this policy and avoid any prohibited conduct.
- b. Employees are obligated to report violations of this policy.
- c. Employees are obligated to fully cooperate in any investigation of an alleged violation of this policy, including the obligation to provide truthful and complete evidence and testimony in any investigation or proceeding.
- d. Employees are obligated to refrain from making any bad faith or known false complaints or violation of this policy.
- e. Employees are obligated to avoid retaliation against any person who files a complaint, or who participates or provides evidence or testimony in any investigation or proceeding under this policy.

4-02 (5) Reporting Violations of this Policy

- a. All employees are required to report all incidents that they reasonably believe to be violations of the City's Harassment, Discrimination, & Retaliation Policy. These reports shall be made when the employee first believes they or someone else has been harassed, subjected to inappropriate conduct, discriminated against, or retaliated against. Employees must make such report with one of the following: a supervisor, Department Director; City Manager, City Attorney or Human Resources.
- b. Any supervisor or manager who reasonably becomes aware of potential discrimination, harassment, or retaliation shall immediately advise Human Resources, the City Attorney and/or the City Manager. Any supervisor who knew of should have known of a potential offense and did not report the matter shall be subject to disciplinary action. In the event a claim of harassment, discrimination or retaliation alleges conduct of the City Manager, the City Attorney shall be advised.

- 4-02 (6) Investigation – The City of Holladay shall investigate all complaints, regardless of whether they are written or verbal, as expeditiously and professionally as possible. Confidentiality of the complaint will be maintained to the extent it is practical but cannot be guaranteed.



- a. Human Resources, the City Attorney's Office, and the involved department will coordinate the investigation.
- b. The assigned investigator(s) will take all appropriate action to fully investigate all allegations and will document his or her findings.
- c. The assigned investigator(s) are responsible for moving the investigation forward, ensuring adequate documentation, and making recommendations.
- d. The appropriate Department Directors are responsible for accepting, modifying, or rejecting recommendations and, when appropriate, initiating disciplinary action.
- e. Disciplinary action placed in any personnel file will not include the name of any victim.
- f. Records of an investigation determined to be unfounded will not be placed in any individual's personnel file, but it will be retained as an investigative file. Access will be limited to Human Resources, City Attorney and the City Manager.
- g. Appeals about the conclusions of the investigation will be handled as follows:
 - i. Disciplinary actions arising from the investigation will be handled consistent with the Employee Discipline section in this chapter and may be appealed in accordance with that section.
 - ii. An employee may appeal the conclusion of an investigation. However, the basis of an appeal is limited to the employee's concerns with the adequacy of the investigation, such as the investigators' failure to interview a key witness or consider a crucial piece of evidence. An employee cannot appeal based solely on his or her disagreement with the outcome of the investigation.
 - iii. An appeal will begin directly at Step Three of the Employee Grievance Procedure (Appeal to the City Manager).

4-03 ALCOHOL DRUG-FREE WORKPLACE

- 4-03 (1) Federal Drug-Free Workplace Requirement – The City of Holladay complies with the Federal Drug-Free Workplace Act of 1988.



- 4-03 (2) Drug-Free Awareness Program – All new employees will receive a copy of this policy and information about the City's Employee Assistance Program.
- 4-03 (3) Employee Responsibilities
- a. No employee shall unlawfully manufacture, possess, use, or distribute any controlled substance or alcohol in a City workplace.
 - b. Any employee convicted under any criminal drug statute shall notify his or her supervisor and Department Director within three days after the conviction.
 - c. No employee shall consume alcoholic beverages during work hours, during breaks or meal periods, or for at least eight (8) hours before coming to work.
 - d. No employee shall be impaired by alcohol, medication, or illegal drugs, or have any detectable trace amount of illegal drugs or blood-alcohol level of .02 or higher in their system during work hours, or while representing the City in an official capacity.
- 4-03 (4) Drug/Alcohol Testing Policy
All employees and prospective employees are required to participate in drug testing as a condition of hire or continued employment. Failing or refusing to take a test or a confirmed, positive drug and/or alcohol test result, shall be deemed a violation of this policy. The types of drugs or metabolites and cut-off levels shall be determined by the City Manager, except as mandated or limited by federal regulations.
- 4-03 (5) Pre-Employment Testing
- a. All prospective employees shall be tested for drug usage.
 - b. All job applicants shall be informed of the policy during conditional job offers. A copy of this policy shall be available for their review.
 - c. All applicants shall be required, prior to being hired for the City, to sign an acknowledgement form agreeing to abide by the terms of this policy.
 - d. The City will exclude from employment any job applicant who refuses to abide by the terms of this policy.
 - e. An employment application from an applicant with a confirmed positive drug test will not be processed by the City for one (1) year from the date of such result.
- 4-03 (6) Reasonable Suspicion (For Cause) Testing



- a. An employee may be required to submit to a drug and/or alcohol test when reasonable suspicion arises and the employee's supervisor, manager, or Department Director concur that reasonable suspicion exists. Suspicion must be based upon specific contemporaneous, articulable observations concerning appearance, behavior, speech or body odors of the employee. Reasonable suspicion testing may include re-tests or follow-up tests as may be necessary to protect the integrity of the testing protocols, such as newly discovered evidence that the employee tampered with a previous drug test.
- b. A written record shall be made of observations leading to an alcohol or controlled substances reasonable suspicion test and signed by the supervisor or Department Director who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substance tests are released, whichever is earlier. The written record must be provided to Human Resources.
- c. Once the authorized supervisors have determined that reasonable suspicion exists, testing shall be done as soon as practical.
- d. If an employee is sent to an outside clinic for a reasonable suspicion test, the employee shall be driven to the facility by the supervisor or his or her designee.
 - i. The employee shall then be put on paid administrative leave until the results of the test are available.
 - ii. The supervisor shall make arrangements or help the employee make arrangements to get home without driving him or herself.

4-03 (7) Rehabilitation Testing – If the City returns an employee to work after he or she has enrolled in a rehabilitation program for drug or alcohol abuse and has successfully completed the rehabilitation program, such employee may be entered into a program of unannounced drug and alcohol testing for a predetermined period of time at the sole discretion of the City.

4-03 (8) Post-Incident Testing

- a. Post-incident testing will be conducted on employees involved in the following incidents:
 - i. any on-the-job accident where the employee(s) engaged in conduct that caused bodily injury to anyone or that resulted in property damage or loss;



- ii. any equipment or vehicle accident, or collision with any pedestrian or person on a non-motorized device; whether or not it resulted in bodily injury or property damage; and
 - iii. any other event or incident where the City reasonably believes that alcohol or drugs were involved.
- b. Such testing will occur as soon as practical after the accident. The employee may return to work after completion of the testing, unless the testing is based on reasonable suspicion.
 - c. The employee's immediate supervisor and the City Manager shall be immediately notified of all such incidents.

4-03 (9)

Testing Protocols

- a. All drug testing will be carried out in compliance with Utah Code Annotated §34-41-1.
- b. Any drug or alcohol testing shall occur just before, during, or immediately after the regular work period of current employees and shall be deemed time worked for purposes of compensation and benefits for current employees.
- c. The City shall pay all costs of testing associated with a test required by the City.
- d. For both non-DOT and DOT tests, if the MRO informs the City that a negative test was diluted, the result will be accepted as a negative if the creatinine concentration is 5 mg/dL or greater.
- e. For a DOT test, if the MRO directs that a re-collection must take place under direct observation (i.e. because the creatinine concentration was equal or greater than 2 mg/dL, but less than equal to 5 mg/dL) the City will contact the donor immediately. Failure of the donor to submit for this re-collection will be classified as a refusal to test.
- f. For a non-DOT test, if the MRO directs that a re-collection must take place (i.e. because the creatinine concentration was equal or greater than 2 mg/dL, but less than or equal to 5 mg/dL) the City will contact the donor immediately. Failure of the donor to submit for this re-collection will be classified as a refusal to test.

4-03 (10)

Drug Testing Information

- a. The information received from drug testing shall be the property of the City.



- b. Upon City receipt of the test results, the person tested shall be notified by telephone or email, of negative results. Positive tests results shall be made by personal notification.
- c. If the test results are positive, the person tested will be advised of the option to have the split sample tested, the expense to be equally divided between the donor and the City. The option must be exercised within 72 hours of the notification to the employee.

4-03 (11) Disciplinary Action – Because of the serious nature of illegal use or abuse of alcohol, illegal drugs or medication, appropriate employee disciplinary action will be taken, which may include termination. The City, at its discretion in a disciplinary action, may require an employee to participate in an employer mandated EAP at the City's expense and/or a rehabilitation program and mandatory drug and/or alcohol testing at the employee's expense as a condition of continuing employment.

4-03 (12) Voluntary Substance Abuse Counseling & Rehabilitation

- a. The City encourages employees who have a determined need to enroll in a counseling or rehabilitation program.
- b. The employee shall immediately contact his or her supervisor and the City Manager to coordinate leave status and benefits.

4-03 (13) Employee Questions About This Policy

Questions about this policy may be directed to Human Resources.

4-04 TOBACCO-FREE WORKPLACE

4-04 (1) General Policy – The City of Holladay is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.

4-04 (2) Employee Responsibility – All employees are prohibited from use of tobacco products (including chewing tobacco, vape, and e-cigarettes) throughout the workplace, including all City buildings, vehicles, and equipment. Use of tobacco products (including chewing tobacco, vape, and e-cigarettes) is also prohibited within 25 feet of any entrance way, exit, open window, or air intake of City buildings.

4-05 VIOLENCE-FREE WORKPLACE

4-05 (1) General Policy – The City of Holladay is committed to maintaining a safe and efficient working environment where employees and the public are free from the threat of workplace violence.



4-05 (2) Employee Obligations

- a. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to, assault, fighting, or foul, abusive, or threatening language or gestures.
- b. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws and City Code.
- c. Employees must immediately report all incidents of violation of this policy to their supervisor or Department Director.

4-06 EMPLOYEE DISCIPLINE

4-06 (1) General Policy – It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.

4-06 (2) Causes for Disciplinary Action – Causes for disciplinary action, up to and including termination, may include, but at not limited to the following:

- a. Violation of the laws of the United States, the State of Utah, or ordinances of the City of Holladay or any other jurisdiction determined to be job-related.
 - i. A conviction (including a plea and abeyance or no contest) for the violation of any criminal law shall be prima facie evidence (accepted as true) in any City hearing process.
 - ii. Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
- b. Violation of the code of conduct.
- c. Conduct that endangers the peace and safety of others or poses a threat to the public interest.
- d. Any behavior by an employee deemed inappropriate or disruptive to the work environment that affects or may affect the ability of other employees to perform effectively.
- e. Misconduct.



- f. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City-policy).
- g. Misfeasance. (The wrongful performance of a normally lawful act.)
- h. Nonfeasance. (The omission of some act which ought to have been performed.)
- i. Incompetence.
- j. Negligence.
- k. Insubordination.
- l. Inadequate performance of duties.
- m. Inappropriate conduct with or towards the public.
- n. Unauthorized or excessive absence or tardiness.
- o. Falsification or unauthorized alteration of records.
- p. Violation of City or department policies.
- q. Falsification of employment application.
- r. Discrimination.
- s. Sexual harassment or prohibited sexual conduct.
- t. Retaliation.
- u. Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job-related duties.)
- v. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
- w. Gambling or engaging in a lottery on City property.
- x. Inability to perform essential job duties, with or without reasonable accommodations.



- y. Interference with any type of City investigation, including discussing any aspect of the investigation or the mere existence of an investigation with any other City employee.

4-06 (3) Disciplinary Action – Disciplinary records are those official notices, letters, warnings and other records provided to an employee informing the employee of disciplinary action. All disciplinary action must be reported to the City Manager. The following are not to be deemed a progressive disciplinary scheme or system:

- a. Verbal Warning – A verbally communicated warning to an employee by a supervisor for a work performance deficiency, which is documented in the employee's personnel file.
- b. Written Reprimand – A formal written notice to an employee by a supervisor for disciplinary purposes that outlines work performance deficiencies and required corrective action, and which is documented in the employee's personnel file.
- c. Suspension – An employee may be suspended from work without pay for up to 30 days (240 hours) by a Department director. For any suspension of more than two days, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except for appointed, at-will, and probationary employees.
- d. Demotion – An employee may be demoted by a Department Director to a lower-grade position with or without a reduction in pay or with an in-grade pay reduction. If the demotion is also an involuntary transfer to a position with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if the employee is appointed, at-will, or probationary, or if the transfer is the result of a layoff or reorganization.
- e. Transfer – An employee may be transferred to another position within a department by a Department Director. An employee may be transferred to another position in a different department within the City with approval of the City Manager. If the transfer is an involuntary transfer to a position with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if the employee is appointed, at-will, or probationary, or if the transfer is the result of a layoff or reorganization.
- f. Termination – An employee may be terminated by the City Manager. The City Manager may consult with Human Resources, the City Attorney, and the employee's supervisor. The City shall first conduct a pre-disciplinary hearing as outlined in 4-06(4), except if the employee is appointed, at-will, or probationary, or if the termination is the result of a layoff or reorganization.



- g. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination, on a first offense, depending on the nature and severity of the improper conduct.

4-06 (4) Pre-Disciplinary Hearing – Where required by state law, when an employee is subject to possible suspension without pay for more than two days, demotion or involuntary transfer from one position to another with less remuneration, or termination (except as a result of a layoff or reorganization), a pre-disciplinary hearing shall be held prior to imposing disciplinary action.

- a. The employee shall be given written notice of the hearing prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination, will be considered.
- b. The pre-disciplinary hearing should be conducted by the employee's Department Director or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.
- c. A decision as to the disciplinary action to be taken, if any, shall be made by the Department Director or if termination is recommended by the Department Director, the City Manager and the employee will be notified in writing within five working days after the hearing. This written notification shall include:
 - i. The grounds for the disciplinary action.
 - ii. Any disciplinary action to be imposed.
 - iii. The effective date and duration of the disciplinary action.
 - iv. Any required corrective action necessary for the employee to avoid further disciplinary action.
 - v. Notice and a copy of the post-disciplinary hearing process outlined in 4-06 (5), if the imposed disciplinary action is termination, a suspension of more than two days, or demotion or involuntary transfer from one position to another with less remuneration.
- d. Waiver of Pre-Disciplinary Hearing
An employee may waive the right to a pre-disciplinary hearing. Such waiver must be in writing, signed by the employee, and specifically



acknowledge that the employee has received a copy and read the requirements of 4-06, accepts the proposed discipline, and acknowledges that the waiver also applies to the right to appeal to the Appeal Officer.

4-06 (5) Appeal Officer (pursuant to Utah Code Annotated § 10-3-1106)

- a. A full-time employee who is not appointed, at-will, or probationary employee, may use the post-disciplinary hearing process. Appeals to the Appeal Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of receipt of the notice of the imposition of qualifying discipline (suspension of more than two days, demotion or involuntary transfer from one position to another with less remuneration, or termination, except if the action is the result of a layoff or reorganization).
- b. Appeals shall be heard by a hearing officer.
- c. Exhaustion of Internal Grievance Procedures
 - i. The City designates the Appeal Officer as the only internal post-disciplinary appeal procedure for terminations, suspensions without pay for more than two days (16 hours), demotions or an involuntary transfer from one position to another with less remuneration.
- d. Appeal Hearing Process
 - i. The employee shall be entitled to appear in person before the Appeal Officer and to be represented by counsel (at the employee's expense), to have a hearing open to the public, to confront the witnesses whose testimony is to be considered, and to examine the evidence to be considered by the Appeal Officer.
 - ii. An employee may request the hearing to be open to the public.
 - iii. The Appeal Officer determines the admissibility of evidence and its use. Further, the Appeal Officer is not bound strictly by the rules of evidence and may consider any evidence it determines relevant to the matter.
 - iv. The City Recorder records and takes minutes of each session, except for the Appeal Officer's deliberations.
 - v. The City Attorney or designee represents the City's interests.



- vi. The standard of review is substantial evidence. The City has the burden of establishing the factual basis underlying the disciplinary decision and the reasonableness of that decision. The appellant challenging an action has the burden of demonstrating its impropriety.
- vii. The Appeal Officer may establish hearing procedures consistent with Utah Code Annotated §10-3-1106 and may modify those procedures at the hearing as may be equitable and conducive to a determination of the issues.
- e. Decision of Appeal Board Hearing
 - i. Each decision of the Appeal Board shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held; however, for good cause, the Appeal Board may extend the 15-day period to a maximum of 60 calendar days, if the employee and the City both consent.
 - ii. Upon reaching a decision, the Appeal Board shall issue the decision. A decision is issued when it is signed and dated by all members of the Board and certified with the City Recorder. The City Recorder shall distribute the certified decision to the employee, the City Manager, the Human Resource Director, the City Attorney, and the Department Director.
 - iii. If the Board does not uphold the suspension, demotion, or termination, the Board shall provide in its order:
 - A. the employee shall receive the employee's salary for the period of time during which the employee was discharged or suspended without pay less any amounts the employee earned from other employment during this period of time; or
 - B. the employee is paid any deficiency in salary for the period during which the employee was demoted or involuntarily transferred to a position of less remuneration.
 - iv. Any final action or order of the Board may be submitted for review by either the employee or the City to the Utah Court of Appeals by filing a petition for review no later than 30 days from the date of the issuance of the final action or order of the Appeals Board by filing with that court a petition for review.



4-07 EMPLOYEE GRIEVANCE PROCEDURES

- 4-07 (1) General Policy – A grievance is defined as a complaint made by a City employee of a decision or action taken by the City that affects an employee's working conditions, except disciplinary actions. For example, a grievance may be filed regarding such decisions or actions such as a performance evaluation, a job task reassignment, a change in schedule or a health/safety concern. All employees have the right to file a grievance.

Disciplinary action appeals shall be handled consistent with the Employee Discipline policy (4-06).

- 4-07 (2) Grievance Process – The following process shall be followed in processing grievances made by City employees. If at any Step the City fails to respond within the allotted time period, such failure shall constitute a denial and the employee may move to the next Step in the process.

a. Step One – An employee wishing to grieve an incident or action must submit the grievance in writing to his/her immediate supervisor within 10 business days of the decision or action being grieved. The written grievance should include, at a minimum, the date, description of the decision or action in question, and the remedy sought. The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing the decision and including a copy of this policy, within 10 business days of receipt of the grievance.

b. Step Two – If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to his/her Department Director within 10 business days of the immediate supervisor's response. The Department Director shall respond to the employee's grievance in writing, detailing the decision and including a copy of this policy, within 10 business days of receipt of the grievance.

c. Step Three – If the employee is not satisfied with the response of the Department Director, the employee may submit a written request to the City Manager within 10 business days of receipt of the Department Director's response.

The City Manager or designee shall respond to the employee's grievance in writing, detailing the decision, within 10 business days of receipt of the grievance.

The decision of the City Manager is final and not appealable.

- 4-07 (3) Representation – An employee may not be represented at any Step One grievance discussion with the supervisor. The employee may be represented by



legal counsel at any Step Two or Step Three discussion, subject to any conditions imposed by the Department Director, City Manager, or the City Manager's designee.

- 4-07 (4) Documentation – Copies of all grievances and responses shall be forwarded to Human Resources for filing upon receipt of issuance.

SECTION 5 FINANCIAL POLICIES AND PROCEDURES

5-01 PURCHASING

- 5-01 (1) General Policy – Employees shall comply with all applicable federal and state laws and regulations, and City ordinances and resolutions regarding procurement of goods, services, and contracts. A complete copy of the City's Purchasing Policy is available on the City's website under the Municipal Code Title 2.11.
- 5-01 (2) Credit Cards – City credit cards shall be used for official City business only and all use shall comply with the City's Purchasing Policy.

5-02 TRAVEL POLICY

- 5-02 (1) General Policy – All travel for City business outside of a 50-mile radius of City Hall shall be requested on a travel request form and be pre-authorized by an employee's Department Director.
- a. City vehicles may be used for travel associated with City business.
 - b. An employee who uses his or her personal vehicle for City business will be reimbursed for mileage in accordance with the following:
 - i. The employee must keep a mileage log that details the reason for the trip and the number of miles driven to and from the travel destination. Mileage reimbursement requests must be signed by the employee's Department Director and submitted to the Finance Department.
 - ii. Mileage will be reimbursed at the rate currently authorized by the Internal Revenue Service.
 - c. Travel-related incidentals are not reimbursable.
 - d. If an employee chooses to drive or fly for travel, the City will reimburse the employee based on the least expensive option.



- 5-02 (2) Per Diem – Employees shall be paid per diem for City-related travel outside the 50-mile radius of City Hall in accordance with the State of Utah travel policy. Per diem for premium cities will be paid at the reimbursable rate published by the State in the out-of-state section of the travel policy. The State of Utah travel policy is located at <https://rules.utah.gov/publicat/code/r025/r025-007.htm>

SECTION 6 RISK MANAGEMENT

6-01 RISK MANAGEMENT PHILOSOPHY

- 6-01 (1) General Policy – It is the philosophy of the City of Holladay to reduce the potential for loss from exposures through sound risk management practices in all City, department, and individual employee activities. Within the constraints of the budget and the City's obligation to provide certain public services, City risk management and safety practices will reflect a strong consideration for the safety of employees and the public
- 6-01 (2) Individual Responsibility for Risk Management and Safety – Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, and property. Employees shall abide by reasonable safety precautions and exercise due care while on the job. Adequate training, appropriate supervision, reasonable scheduling, proper equipment and other management tools should be utilized by the department and followed by each individual employee to create a safe working environment. Individual employees are responsible to immediately report to their supervisor any potential hazards likely to cause an accident and should be forthcoming in identifying and bringing to the attention of supervisors and their Department Director safety concerns that cannot be addressed and resolved by the individual employee.

6-02 WORKERS' COMPENSATION

- 6-02 (1) Workers' Compensation Program Overview
- a. Program Oversight and Administration – City employees injured during the performance of their job duties are covered by the City's workers' compensation program ("the Program"), which provides medical reimbursement and indemnity benefits, as required by state law. Claims administration is provided by a contract workers' compensation program administrator ("the Program Administrator"). Transitional duty is coordinated by the Department Director and the City Manager.
 - b. Designated Medical Care Provider – The City designates a medical care provider ("Medical Provider") to care for employees with work-related injuries. Except in the case of life or limb threatening injuries, the City does not pay other medical providers or facilities for the treatment of



worker's compensation injuries, even if the injury is work-related, unless the Medical Provider refers the employee and the referral is approved by Human Resources or the Program Administrator prior to the treatment.

- c. Employee Discipline – Failure by an employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

6-02 (2)

Treating and Reporting an Injury

- a. Medical Treatment – When injured, the employee shall immediately obtain necessary medical treatment from the Medical Provider. If the condition is life threatening, the employee should call 911. Life threatening conditions include conditions such as unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to the Medical Provider for follow-up treatment. The employee must advise the emergency medical provider that the City will not be financially responsible for any follow-up treatment by such emergency medical provider or by providers referred by the emergency medical provider unless the follow-up treatment or referral is previously approved by the City's Medical Provider and the City Manager.
- b. Reporting an Injury – As soon as practicable after the employee suspects that he or she has a work-related illness or injury, however minor, or following emergency medical treatment, the employee must report the injury to the employee's supervisor and to the City Manager. Although initial notice of the injury to the City Manager may be by telephone recording, a claim is not deemed "reported" until the appropriate injury report required is completed. The employee must follow up with the City Manager to ensure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor must ensure that the required reporting is completed.

6-02 (3)

Return to Work; Mandatory Transitional Duty

- a. Return to Full Duty Allowed by Medical Provider – Immediately following initial treatment for a work-related injury, the employee shall obtain a written return to work release ("Work Release") from the Medical Provider and shall contact the City Manager before returning to the employee's regular place of work. The employee shall return to work for regular full duty ("Full Duty") unless directed otherwise by the treating Medical



Provider. An employee shall not return to the work site following a work-related injury without delivering to the City Manager a Work Release signed by the employee's Medical Provider. The employee's supervisor shall verify that the employee has contacted the City Manager before allowing the employee to return to the work site.

- b. Return to Duty Not Allowed by Medical Provider – If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee's supervisor and the City Manager of the following:
 - i. that the Medical Provider has directed the employee to not return to Full Duty;
 - ii. the reasons for such direction and the prognosis of the injury;
 - iii. the expected date and time the employee will be released by the Medical Provider to Transitional Duty and ultimately Full Duty; and
 - iv. the work restrictions the Medical Provider has placed on the employee.
- c. Secondary Employment – An employee on workers' compensation leave or transitional duty shall not engage in any secondary employment except as first authorized by the City Manager.
- d. Mandatory Transitional Duty – The City has an aggressive return to work policy. Temporary modified duty ("Transitional Duty") is mandatory on the part of the employee when determined practicable by the City Manager. Transitional Duty will be made available to all injured employees who, based on Medical Provider's opinion, are unable to return to Full Duty immediately following an injury. An injured employee shall be required to return to Transitional Duty immediately upon release to do so by the Medical Provider. The following are the responsibility of the injured employee:
 - i. to notify any and all medical providers or specialists who provide treatment for the work-related injury that Transitional Duty for the employee is available and mandatory;
 - ii. to provide a complete and accurate description of the employee's job description and regular work tasks to the medical provider or specialist to enable such provider or specialist to determine whether the employee will return to Full Duty or to Transitional Duty; and



- iii. to ensure that if return to Full Duty immediately following the work-related injury is not approved by the Medical Provider, that written work restrictions ("Work Restrictions") are prepared by the Medical Provider in consultation with the employee and the City, and that such restrictions are provided to the City Manager.
- e. Employee to Report to City Manager with Work Release and Written Work Restrictions – Upon release to work by the Medical Provider for either Transitional Duty or Full Duty, the employee shall immediately report to the City Manager with a work release and any work restrictions from the Medical Provider. The employee shall not return to the work site prior to contacting the City Manager. The employee's supervisor shall verify that the employee has reported to the City Manager, shall confirm any Work Restrictions placed on the employee, and shall review any work restrictions with the employee before allowing the employee to return to the work site.
- f. Transitional Duty Assignments – In consultation with the employee's department director and other department directors, the City Manager shall determine the employee's mandatory Transitional Duty until the employee is released to Full Duty, in writing, by the Medical Provider.

6-02 (4)

Workers' Compensation Wage Replacement ("Indemnity Benefits")

- a. Wage Replacement Amount (Indemnity Benefit) – If a workers' compensation injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider and confirmed by the City Manager, the employee receives weekly wage replacement ("Indemnity Benefits") equal to $66 \frac{2}{3}$ percent of the employee's weekly wages at the time of the injury, up to a maximum of the state weekly average, adjusted for eligible dependents. The Indemnity Benefit continues until the employee is released by the Medical Provider to Transitional or Full Duty.
- b. First Three Calendar Days After Injury Not Compensated – An injured employee does not receive Indemnity Benefits for the first three days after the injury occurs, unless the period of total temporary disability lasts more than 14 days.
- c. Supplement to Indemnity Benefit – Employees may receive supplemental Indemnity Benefits on a taxable basis up to 100% of employee's regular wages where an employee has accrued sick leave, compensatory time, and/or vacation leave. No employee may receive more than the equivalent of 100% of his or her regular wages, adjusted for taxes and deductions. Any Supplemental Indemnity Benefit must be surrendered to the City in order to receive a regular paycheck. The employee will be



provided a regular pay check for the employee's full salary by the City consistent with this paragraph.

- d. Transitional Duty Wages and Benefits – Employees who return to work in a Transitional Duty capacity receive 100% of their normal wages and benefits.

6-02 (5) Failure to Follow Applicable Law, Policies and Procedures

- a. Questions Concerning Program Requirements - Employees are strongly encouraged to contact Human Resources if questions should arise regarding the reporting, treatment, or processing of workers' compensation claims. Additional details pertaining to the City's program may be obtained by contacting Human Resources.
- b. Loss of Benefits – Failure by an employee to follow procedures for reporting and processing workers' compensation claims as required by State law and the Utah Labor commission may result in the denial of a claim and/or in the loss of benefits by the employee.

SECTION 7 VEHICLE USE

7-01 VEHICLE USE

- 7-01 (1) Authorization to Drive – To be authorized to drive a City-owned vehicle, an employee or volunteer must possess a valid Utah driver's license for the type of vehicle he or she is operating.
- 7-01 (2) Verification of Driver's License Status – The City will ensure that the driver's license status of all employees required to drive as part of their job description is reviewed monthly by the Insurer.
- 7-01 (3) Pool Vehicle Use – Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them and need transportation to conduct City business, subject to availability. All pool vehicle users must have a current valid motor vehicle record.
- 7-01 (4) Personal Use – Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods or completing a personal errand that does not require indirect travel.
- 7-01 (5) Permitted Passengers – Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or as otherwise authorized by policy.



- 7-01 (6) Occasional Approved Use – Department Directors may grant occasional overnight take home use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

7-02 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

- 7-02 (1) Responsibility - Drivers are responsible for the care and general maintenance of City vehicles under their control or assigned to them. This includes frequent checking of the oil and other fluids, lubrication levels, tire pressure, and prompt reporting of problems.
- 7-02 (2) Cleanliness – Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles.
- 7-02 (3) Mileage – Each time a City vehicle is refueled using a gas card, the driver/operator will accurately enter odometer/hour meter readings.
- 7-02 (4) Pool Vehicle Inspection Checklist – Each City employee using a pool City vehicle must complete a written vehicle inspection checklist. This checklist shows that the vehicle appears to be in good condition and is safe to drive. On the inspection checklist, the employee shall note any defects, deficiencies, problems, exterior damage, etc. If a problem makes the vehicle unsafe or risk mechanical damage, the employee will report the vehicle to the supervisor.
- 7-02 (5) Compliance with Laws – City employees shall drive and park in accordance with all state and local laws. Any citation received shall be the responsibility of the driver.
- 7-02 (6) Revoked License Notification – City employees who are authorized to use a City vehicle shall immediately report to the City Manager if his or her driver's license is revoked or suspended.
- 7-02 (7) Cell Phone Use – City employees shall not use a cell phone for any purpose while operating a City vehicle, unless engaged in a "hands-free" mode.
- 7-02 (8) Idling and Air Quality Consideration – Drivers will not allow their vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations. Additionally, drivers will be conscientious of air quality, plan the most efficient route, and whenever possible, will limit trips and combine trips to grouping appointments and errands together.
- 7-02 (9) Locking Vehicles – Unattended City vehicles shall be locked at all times.



7-02 (10) Abuse or Neglect of Vehicles – Drivers will not abuse or neglect City vehicles. Abuse or neglect includes but is not limited to:

- a. misusing vehicles;
- b. exceeding a vehicle's capacity;
- c. operating vehicles without adequate training;
- d. allowing others to operate vehicles without adequate training;
- e. being reckless, careless, irresponsible, or not paying attention while operating vehicles;
- f. operating with an overheated engine;
- g. failure to properly observe instrument panel indicator;
- h. operating with flat or under-inflated tires;
- i. failure to report defects and needed repairs;
- j. driving a vehicle that is in need of repairs;
- k. failure to inspect equipment properly before and after use; and
- l. failure to have a vehicle serviced after receiving notification.

7-02 (11) Supervisor Responsibility – Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors are responsible for:

- a. Periodic audits of inspection reports to make sure the inspections are timely and accurate;
- b. Quarterly inspections of the conditions of vehicles under his/her supervision; and
- c. Keeping a separate inspection report documenting any vehicle problems for audit purposes. The supervisor will discuss any discrepancies with any person who completed an inconsistent report.

7-03 USE OF PERSONAL VEHICLES FOR CITY BUSINESS



- 7-03 (1) When using a personal vehicle for City business, all relevant City policies and ordinances apply, such as training, idling, accident reporting, and compliance with legal requirements.
- 7-03 (2) Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use, upon submission of the appropriate form.
- 7-03 (3) Employees and volunteers using personal vehicles for City business are subject to post-accident and reasonable suspicion drug testing.

7-04 GENERAL LIABILITY PROVISIONS

7-04 (1) City Vehicles

- a. City vehicles are insured by the City.
- b. Third-party claims are handled by the City's insurer to the policy limits.
- c. Injuries to City employees and volunteers will be handled on worker's compensation claims.

7-04 (2) Vehicle Allowance for Vehicles Operated on City Business

- a. The City is responsible for the first- and third-party claims of a personal vehicle being operated on City business by City employees receiving a vehicle allowance.
- b. Any injury to City employees and volunteers will be handled as a worker's compensation claim.

7-04 (3) Personal Vehicles

- a. Personal vehicles shall be insured by the owner.
 - i. As part of the hiring process, all employees and volunteers will certify in writing their acknowledgement of their legal obligation to have state-mandated minimum liability coverage on any personal vehicle they may be authorized to drive on City business.
 - ii. Employees are encouraged to review the merits of additional "business use" or higher liability coverage with their insurer.
 - iii. Any injury to City employees and volunteers will be handled as a worker's compensation claim.
- b. Personal Vehicle Used With City Mileage Reimbursement



The employee is responsible for all deductibles, first party, and third-party claims.

c. Incidental Use of Personal Vehicle for City Business Without City Mileage Reimbursement

- i. Third-party claims will be handled by the City's insurer to the policy limits, except for the owner's deductible.
- ii. Property damage to the personal vehicle is covered by the City to the limit of the City's deductible.

7-04 (4) Rental Vehicles – Employees that rent vehicles for the City's use are required to purchase the full liability insurance offered by the car rental company.

7-04 (5) Limitation of Liability – The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."



CITY OF HOLLADAY

**STORM WATER
MANAGEMENT PROGRAM**

**City of Holladay
4580 S 2300 E
Holladay UT, 84117**

October 2019

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ACRONYMS

BMP	Best Management Practice
DEQ	Department of Environmental Quality
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
MEP	Maximum Extent Practicable
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer System
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollution Discharge Elimination System
O&M	Operation and Maintenance
SLCO	Salt Lake County
SLVHD	Salt Lake Valley Health Department
SOP	Standard Operating Procedure
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
UAC	Utah Administrative Code
UPDES	Utah Pollution Discharge Elimination System
USWAC	Utah Storm Water Advisory Committee

INTRODUCTION

In 1987, as an amendment to the 1972 Federal Clean Water Act), Congress passed the Water Quality Act that established a phased approach to regulating the discharge of municipal storm water to Waters of the United States. This Act led to the City of Holladay being designated as a Phase 1 Municipal Separate Storm Sewer System (MS4) based on its population in 1993. As a Phase 1 MS4, the City of Holladay is authorized to discharge municipal storm water in accordance with minimum control measures outlined in the Utah Pollutant Discharge Elimination (UPDES) Jordan Valley Municipalities Permit No. UTS000001. A copy of the permit is enclosed in **Appendix A** of this document.

This permit is administered by the State of Utah Division of Water Quality with oversight from the EPA. Pursuant and in compliance with the current permit, the City of Holladay is required to develop, adopt and follow a Storm Water Management Program (SWMP) that addresses the implementation of the minimum control measures and Standard Operating Procedures (SOPs).

The SOPs have been developed to prevent pollutants from entering the City of Holladay's storm water drainage system and meet the requirements of the permit. A copy of the SOPs are enclosed in **Appendix C**. These SOPs are not intended to replace all SOPs that may presently exist in the various city organizations, but are meant to supplement and accompany those SOPs. In cases where these SOPs may conflict with existing SOPs, the most rigorous related to protecting water quality shall govern. It is the responsibility of City of Holladay managers and/or supervisors to train employees as required, including temporary employees, on these SOPs.

TABLE 1
MCM 1 PROGRAMS - PUBLIC EDUCATION AND OUTREACH

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
1.1	Salt Lake County Storm Water Coalition	4.2.1.1 4.2.1.2 4.2.1.3 4.2.1.4 4.2.1.5 4.2.1.6 4.2.1.7 4.2.1.8	General Public	All pollutants	Participate in Coalition	1) City representative at 75% of meetings	Ongoing	The Salt Lake County Stormwater Coalition is an association where participating municipalities work together to maintain and enforce state and federal stormwater regulations throughout the county to maintain clear water. The Coalition also facilitates the creation of stormwater programs, teaching aids, TV, print ads and helps create common programs among the Jordan Valley	• Use of the County's Public Education and Outreach and Public Involvement/Participation programs. • Benefit from storm water outfall monitoring programs. • Great resource for educational materials. • Benefit from experiences shared by other coalition cities.	City Engineer, Stormwater Tech	Document attendance at coalition meetings	• Attendance at Salt Lake County Storm Water Coalition • Promotion of Annual SLCo Stormwater Coalition 4th Grade Water Quality Fair for • Add a link on Holladay's websiteto the Coalition's website
1.2	Utah Storm Water Advisory Committee	4.2.1.1 4.2.1.2 4.2.1.3 4.2.1.4 4.2.1.5 4.2.1.6 4.2.1.7	General Public	All pollutants	Participate in USWAC	1) City representative at 75% of meetings	Ongoing	USWAC coordinates efforts to reduce storm water pollution and provide adequate flood control. The committee reviews governing regulations, disseminates information to enhance compliance, promotes effective storm water management training, and assists in implementing best management practices.	• Better understand regulations • Coordinate storm water management efforts. • Gather information and ideas to better manage and enhance education and implementation of the storm water management plan.	City Engineer, Stormwater Tech	Document attendance at USWAC meetings	Attendance at Utah Storm Water Advisory Committee
1.3	UPDES Media Campaign	4.2.1.1 4.2.1.2 4.2.1.3 4.2.1.7 4.2.1.8	General Public	All pollutants	The UPDES Media Campaign has objectives and measurable goals built into the program		Ongoing	The 2017-2020 UPDES Media Campaign is a product of the SLCO Storm Water Coalition. The SLCO Storm Water Coalition and all the participating Municipalities have entered into an Interlocal Agreement to	• The Media Campaign program is shared county wide to help focus the storm water message. • The whole State and beyond benefits from this program.	None	None	Interlocal Agreement with Salt Lake County (Storm Water - SWMP Webpage)
1.4	Newsletter	4.2.1.1 4.2.1.2 4.2.1.3 4.2.1.7 4.2.1.8	General Public	All pollutants	Educated Holladay residents on how to prevent and eliminate pollution in stormwater	Publish one stormwater quality article annually in the Holladay Journal	Ongoing	Articles published in the Newsletter and flyers/educational information distributed will include information regarding proper BMP suggestions, explanation of impacts on environment, current storm water concerns, and Salt Lake Valley Health Department Household Hazardous Waste Program.	Using print media for distributing information can be both effective and efficient.	City Engineer, City Administrator	Publishing Articles	Copy of articles
1.5	Webpage	4.2.1.1 4.2.1.2 4.2.1.3 4.2.1.7 4.2.1.8	General Public	All pollutants	Educated Holladay residents on how to prevent and eliminate pollution in stormwater	Create a new webpage on the City's website and post MS4 related information and educational media videos.	Oct-19	Information will be posted on the webpage including the SWMP, electronic version of print media, educational videos, etc.	The webpage is a great resource for awareness and distribution of information. Individuals can be referred to the website for any requested and needed information.	City Engineer	Post information and documents on webpage and verify that information on webpage is current	Posted documents and media information on City's stormwater webpage
1.6	Handouts	4.2.1.1 4.2.1.3 4.2.1.4 4.2.1.5 4.2.1.6 4.2.1.7 4.2.1.8	Businesses, Institutions, Commercial, Engineers, Developers, Contractors, MS4 Personnel	All pollutants	Educate and inform those involved in review, design, and construction of the importance to protect water quality through recommended practices	Prepare handouts for distribution with development applications, permit, and contracts	Feb-20	Holladay will provide information to engineers, construction contractors, and developers concerning development of SWPPPs, BMPs, LIDs, and links to other guidance websites from SLCO, State of Utah, EPA, and long-term stormwater management in development.	Using print media for distributing information can be both effective and efficient.	City Planner	Print handouts for distribution at counter in the Planning Department.	Copies of print material.

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
1.7	Employee Training	4.2.1.1 4.2.1.5 4.2.1.6 4.2.1.7 4.2.1.8 4.2.3.7 4.2.3.11 4.2.4.5 4.2.5.6 4.2.6.9	MS4 Personnel	All pollutants	Provide training and education opportunities for employees concerning prohibition against water quality impacts associated with illicit discharges and improper disposal of waste, facilities and system maintenance, and long-term storm water management	1) Provide training once/year to maintenance staff and facility managers concerning prohibition and prevention of illicit discharges, improper disposal of waste, facilities maintenance, and standard operating procedures	Ongoing	Holladay will provide necessary education and training with educational materials to employees to increase awareness and improve work procedures to improve water quality. Training will also be done to educate specific employees regarding facilities and storm water system maintenance, standard operating procedures, LID practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and associated BMPs.	Employee training will be performed annually.	Public Services Director	Track training annually	Document attendance, topics and information provided at trainings
						2) Provide training once/year to engineers, development and plan review staff, land use planners regarding Post-Construction Storm Water Maintenance Plan and Agreement for development and specific requirements for post-construction control and BMPs					Track training annually	Document attendance, topics and information provided at trainings

TABLE 2
MCM 2 PROGRAMS - PUBLIC INVOLVEMENT/PARTICIPATION

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
2.1	Stormwater Webpage	4.2.2.1 4.2.2.2 4.2.2.3 4.2.2.4	General Public	All pollutants	Maintain Holladay's SWMP online	Make SWMP available to public	Oct-19	The City will maintain a stormwater webpage where residents, businesses, contractors, developers, engineers and planners can access the SWMP and obtain information to address the MS4 requirements and more.	As required in the permit, the current version of the SWMP must be posted online. The internet is an efficient tool for providing access to the SWMP programs.	City Engineer	Current SWMP is available on City's stormwater web page	Posted SWMP
2.2	Public Involvement	4.2.2.1 4.2.2.3 4.2.2.4	General Public	All pollutants	Create opportunities for the public to participate in the preparation of the SWMP and any updates	Seek and receive input from residents on the SWMP and any notable updates	Oct-19	1) The City has been using a comment tracking tool on our website for a number of years, called iWorQ. The program also has an app available for download on smart phones and tablets. City staff can also add comments on behalf of residents who email or call in. The iWorQ program has a separate login site for City staff to view, track, monitor, and respond to comments.	The City's website is the first place residents go to find City documents and residents are accustomed to using the iWorQ comment feature.	City Planner	Tracking and responding to comments using the City's iWorQ program	Correspondence collected in City's iWorQ tracking program
								2) Notify the public using announcements on the City's homepage "In The News..." section.	The City's homepage receives the greatest number of hits and is a resource for the public see what is new.	Website Administrator	Posting announcement	Copy of website announcement
								3) Email those signed up to receive City announcements via email.	Those interested in the engagement process are typically signed up to receive the City's email announcements.	Website Administrator	Emailing announcement	Copy of email announcement

TABLE 3
MCM 3 PROGRAMS - ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
3.1	Waterways Mapping	4.2.3.1 4.2.3.3.2 4.2.5.7 4.2.5.7.1 4.2.5.7.2	All Audiences	All pollutants	Update and maintain a current storm water facilities map	1) Map all outfalls	Mar-20	All outfalls will be located by 1) reviewing existing storm water system mapping, 2) walking along the receiving water body to identify any new unknown outfalls, and 3) updating map of outfalls using GIS.	Knowing the location of the storm water system and the type of development near them is the first step in protecting the storm water system and receiving water bodies from pollution sources.	City Engineer, GIS Technician	Update and maintain storm water system facilities map with latest revision date and status of mapping	GIS waterways map
						2) Map all city-owned or operated storm drains and stormwater conveyance structures	Dec-20	Map all city-owned or operated storm drains and stormwater conveyance structures information into the City's GIS mapping.				
3.2	City Ordinances	4.2.3.2 4.2.3.2.1	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	All pollutants	Adopt ordinances that prohibiting non-storm water discharges into the MS4, including appropriate enforcement procedures and actions	Revise and adopt ordinances	Jan-20	Holladay has an ordinance in place which is Title 17, Storm Water Drainage and Flood Control Development. The City will review the existing storm water ordinance and other pertinent ordinances and make necessary revisions to conform to the permit requirements in order to effectively prohibit non-storm water discharges, require removal of such discharges, and implement appropriate enforcement procedures and actions.	Ordinance specifically for MS4 regulations is necessary to create and enforce the programs.	City Engineer, City Planner	Updated ordinances that conform with permit requirements	City ordinances
3.3	Storm Water Monitoring	4.2.3.3 4.2.3.3.1 4.2.3.3.2 4.2.3.4 4.2.3.5 4.2.3.5.1 4.2.3.6 4.2.3.6.1 4.2.3.7 4.2.3.10 5.3 5.4	MS4 Personnel	All non storm water discharges	Reduce storm water pollution by detecting and eliminating pollution sources	1) Develop and implement plan to detect and address non-storm water discharges	Dec-19	Holladay will prepare a plan to detect and address non-storm water discharges, including priority areas and IDDE SOPs. The SOPs will define procedures for tracing illicit discharges, removing illicit discharges, outfall inspections, priority area inspections, and employee training on identifying illicit discharges. Inspections and monitoring to be carried out.	The storm water monitoring program is necessary to maintain standard policies, procedures, and documentation to detect and illiminate pollution sources.	City Engineer, Stormwater Technician	Maintain an inventory of priority receiving waters and areas and inspection points	Stormwater Monitoring Plan
						2) Develop and implement IDDE SOPs	Dec-19				SOPs	SOPs
						3) Inspect 20% of MS4 priority areas each year	Ongoing				Maintain a log of storm water monitoring	Illicit Discharge Inspections and Tracking
						4) Inspect 20% of MS4 outfalls each year					Maintain a log of inspected outfalls	
						5) Track reported illicit discharges					Maintain a database for mapping, tracking number and type of spills or dumping, and inspections conducted of illicit discharge reports	
						6) Track illicit discharge investigations					Maintain a log of illicit discharge investigations	

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
3.4	Emergency Spill or Illegal Dumping	4.2.3.9 4.2.3.9.1 4.2.3.10 5.3 5.4	All Audiences	All non storm water discharges	Publicize hotline and implement online reporting of spills and other illicit discharges and respond to reports	1) Provide SLCo's Health Department Hotline for reporting illicit discharges on City's stormwater web page	Nov-19	Post the hotline number and email on Holladay's stormwater web page.	SLCo Public Health has the resources and expertise required for tracking and investigating emergency spills and illegal dumping.	Website Administrator	Maintain log of reporting calls and reports referred to the City.	Webpage with hotline number and link for online reporting
						2) Set up link to SLCo's Health Department for reporting illicit discharges online						
3.5	Household Hazardous Waste and Disposal	4.2.3.8	All Audiences	All non storm water discharges	Promote collection of household hazardous waste.	Provide information on City's stormwater page to direct residents to appropriate disposal facility for antifreeze, batteries, motor oil, and paint.	Nov-19	Holladay promotes the collection of household hazardous waste at Trans- Jordan Landfill and Salt Lake Valley Landfill. Other releveant drop off locations and event collection information will be provided.	Trans- Jordan Landfill and Salt Lake Valley Landfill are the landfills within the proximity of Holladay.	Website Administrator	Information for disposal facilities on the City's website	Webpage with referal information

TABLE 4
MCM 4 PROGRAMS - CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
4.1	City Ordinances	4.2.4.1 4.2.4.1.1 4.2.4.1.2 4.2.4.1.3	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, cementitious materials, fertilizers, and other pollutants related to construction	Make necessary ordinance revisions to meet permit requirements	Review and update ordinances to reflect permit requirements as necessary including requiring a SWPPP for sites disturbing less than 1 acre	Jan-20	Holladay has an ordinance in place which is Title 17, Storm Drainage and Flood Control Development. The City will review the existing storm water ordinance and other pertinent ordinances and make necessary revisions to conform to the permit requirements.	Ordinance specifically for MS4 regulations is necessary to create and enforce the programs.	City Engineer, City Planner	Updated ordinances that conform with permit requirements	City Ordinances
4.2	Pre-Construction SWPPP and Site Plan Review	4.2.4.3 4.2.4.3.1 4.2.4.3.2 4.2.4.3.3 4.2.5.4 4.2.5.4.1 4.2.5.4.2 4.2.5.4.3 4.2.4.6 4.2.5.4 4.2.5.4.1	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, nutrients, cleaning chemicals, oils cementitious materials, fertilizers, and other pollutants related to construction and post development operation procedures	Develop and implement a standard SWPPP and site plan review process	Develop and implement a SWPPP and Development Plan Review SOP which will incorporate an evaluation of opportunities for use of LID and green infrastructure	Feb-20	The SWPPP and Development Plan Review SOP will include a checklist of items such as review of site design, planned operations at construction site, planned BMPs during the construction phase, planned BMPs to be used to manage runoff created after development, consideration of potential water quality impacts, and evaluation of opportunities for use of LID and green infrastructure.	It is necessary to have a standard process for reviewing all SWPPPs and site plans in order to ensure plans are complete, consistent in use of BMPs, the design and sizing of structural controls; and to ensure that they are in compliance with State and City regulations.	Stormwater Technician	SOP checklist developed and implemented	SWPPP and Development Plan Review Checklist
4.3	Construction Inspection and Enforcement	4.2.4.2 4.2.4.2.1 4.2.4.2.2 4.2.4.3.4 4.2.4.4 4.2.4.4.1 4.2.4.4.2 4.2.4.4.3 4.2.4.4.4 4.2.4.6 4.2.5.5.2	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, cementitious materials, fertilizers, and other pollutants related to construction	Maintain an inspection and enforcement strategy; implement enforcement procedures	1) Complete SWPPP inspections: a) pre-construction inspection, b) during construction, and c) post-construction. Use SWPPP Compliance Inspection Form provided by Utah DEQ. 2) Develop and implement a Storm Water Enforcement SOP based on City enforcement ordinances 3) Maintain a current list of construction sites with identified priority sites 4) Track enforcement of construction site issues based on City enforcement ordinances	Ongoing Dec-19 Ongoing	SWPPP inspections and a Storm Water Enforcement SOP based on City enforcement ordinances will serve as the City's enforcement strategy. The SOPs will define who is responsible for site inspections as well as who has authority to implement enforcement procedures, inspection procedures, and procedures for prioritizing sites. The SOPs will also include specific processes and fees to minimize the occurrence of non-compliance and obtain compliance.	The Utah DEQ (UtiliSync) is set up to standardize and track SWPPP inspections. Inspections are intended to ensure BMPs are installed in accordance to the permitted SWPPP design and maintained. A Stormwater Enforcement SOP, Stormwater Ordinance, and tracking of construction sites and site issues is necessary to prevent illicit discharges and site erosion during construction.	Stormwater Technician	Complete SWPPP monthly inspections on all site with a Notice of Intent (NOI) Develop Stormwater Enforcement SOP Current list of construction sites and prioritize Keep an enforcement log that facilitates the evaluation and effectiveness of the stormwater enforcement	Record of completed SWPPP inspections and Notice of Termination (NOT) Inspections Stormwater Enforcement SOP Current list of construction sites and priority sites Enforcement log

TABLE 5
MCM 5 PROGRAMS - LONG-TERM STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (POST-CONSTRUCTION STORM WATER MANAGEMENT)

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
5.1	City Ordinances	4.2.5.1 4.2.5.2 4.2.5.2.1 4.2.5.2.2	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, nutrients, cleaning chemicals, oils, and other pollutants related to post development operation procedures	Make necessary revisions to meet permit requirements	Review and update City ordinances to require installation, maintenance, and inspection of long-term storm water structural controls as well as consideration of LID and green infrastructure development approach	Nov-19	Holladay has an ordinance in place which is Title 17, Storm Drainage and Flood Control Development. The City will review the existing storm water ordinance and other pertinent ordinances and make necessary revisions to conform to the permit requirements and to require long-term post-construction storm water controls for development or redevelopment sites greater than one acre or part of a common plan of development that disturbs one acre or more. The ordinances will also require inspections, maintenance, and reporting through use of a Post-Construction Storm Water Maintenance Plan and Agreement (see Program 5.3).	Ordinance specifically for MS4 regulations is necessary to create and enforce the programs.	City Engineer, City Planner	Updated ordinances that conforms with permit requirements	Updated Title 17, Storm Drainage and Flood Control Development
5.2	Guidelines for Low Impact Development	4.2.5.2.2 4.2.5.3 4.2.5.3.1 4.2.5.3.2 4.2.5.3.4	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, nutrients, cleaning chemicals, oils, and other pollutants related to post development operation procedures	Develop guidelines and requirements to ensure that storm water controls or management practices will prevent or minimize impacts to water quality	Develop guidelines to specify required water quality control practices including LID and green infrastructure practices	Nov-19	Utah Department of Environmental Quality (DEQ) prepared "A Guide to Low Impact Development within Utah". The manual includes guidelines for non-structural BMPs, long-term structural controls, and LID and green instructure. Updates to the City's ordinace (see Program 5.1) will include requirements for developers to design LID infrastructure to treat the 90th percentile storm event using the guidelines.	The manual prepared by DEQ is high quality document that helps standardize LID practices in Utah.	City Engineer, City Planner	Reference manual in City ordinance and implement	1) DEQ's "A Guide to Low Impact Development within Utah"; 2) Updated Title 17; 3) Storm Water Quality Reports (DEQ Template)

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
5.3	Post-Construction Storm Water Maintenance Plan and Agreement	4.2.4.3.1 4.2.5.2 4.2.5.2.1 4.2.5.3 4.2.5.5 4.2.5.5.1 4.2.5.5.2 4.2.5.5.3	Engineers, Construction Contractors, Developers, Planners, and MS4 Personnel	Sediment, debris, trash, nutrients, cleaning chemicals, oils, and other pollutants related to post development operation procedures	Require preparation and execution of a post- construction maintenance plan and agreement and enforce maintenance per the agreement	1) Develop a standard for Post-Construction Storm Water Maintenance Plan and Agreement for new development and redevelopment	Jan-20	USWAC prepared a template for a "Long-Term Stormwater Management Agreement". The template will be used as the basis of an agreement for all properties whose operations and maintenance activities can affect storm water quality (i.e. commercial, industrial, institutional, and home owner associations).	The USWAC template is a high quality document that helps standardized long term manaintence agreements in Utah.	City Engineer, City Planner	Requiring property owner to enter into Long-Term Stormwater Management Agreements	1) Updated Title 17 requiring property owners to enter into agreement (specifying conditions); 2) Executed Long-Term Stormwater Management Agreements
						2) Develop and implement a Stormwater Enforcement SOP	Dec-19	The Storm Water Enforcement SOP will identify a strategy and enforcement procedures to minimize occurrence of, and obtain compliance from, chronic and recalcitrant violators. All enforcements are to be correlated (SOP, Title 17, Long-term Stormwater Management Agreement).	A standard process to enforce maintenance of and to ensure that post- construction BMPs remain in place is required by the permit.		SOP developed and implemented	1) Storm Water Enforcement SOP; 2) Correlation between the SOP, Title 17, and Long-term Stormwater Management Agreement
						3) Develop and implement a Post-Construction Site Management and Inspection SOP	Dec-19	The Post-Construction Site Management and Inspection SOP will provide guidance for performing inspections of long term water quality structures.	It is important to have a standard process for inspecting post-construction structures to provide guidance to individuals performing inspections and ensure consistency in inspections.		SOP developed and implemented	Post-Construction Site Management and Inspection SOP
						4) Maintain a log of inspections and maintenance performed of structural controls by property owners/operators, as submitted to the City	Ongoing	Where inspections and necessary maintenance is required by the owner/operator, the property owner will be required to submit inspection and maintenance reports annually to the City. These reports will be documented in a spreadsheet log.	It is necessary to track the inspections and maintenance being performed of privately owned structural controls to assist in ensuring adequate maintenance and inspections are being performed.	Stormwater Technician	Track maintenance and inspections performed of privately owned structural controls	Post-Construction Inspections Tracked
						5) Inspect property owner/operator maintained storm water control measures once every five years		As required in the permit, the City will inspect storm water control measures to verify and ensure that adequate maintenance is being performed. An SOP will be developed for inspection of these facilities (See Measurable Goal #3 above).	Inspection of developed property is necessary to ensure that the Post- Construction Storm Water Maintenance Plan and Agreement is followed so that site pollutants are contained and managed.		Log inspections completed by City of privately owned structural controls	
5.4	Retrofit Existing Infrastructure	4.2.5.3.3	MS4 Personnel	Sediment, debris, trash, nutrients, cleaning chemicals, oils, and other pollutants related to post development operation procedures	Develop a retrofit plan	Develop and implement a Retrofit Existing Infrastructure SOP	12/1/2020 (Development)	The Retrofit Existing Infrastructure SOP will provide a plan/guidance to assess existing infrastructure, identify developed sites that are adversely impacting water quality, and identify potential retrofit needs (see Program 6.4).	The permit requires that a plan be developed to retrofit existing developed sites that are adversely impacting water quality.	City Engineer, City Planner	SOP developed and implemented	Retrofit Existing Infrastructure SOP Tracking Sheet

TABLE 6

MCM 6 PROGRAMS - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation				
6.1	Stormwater O&M Plan for City Owned or Operated Facilities	4.2.6	Public Services	All pollutants	Prepare and maintain a Stormwater O&M Plan for City Owned Facilities with SOPs	1) Develop an inventory of city owned or operated facilities	Apr-20	The City will prepare an overall city owned or operated Stormwater O&M Plan with SOPs for of the city owned facilities. This plan will include an inventory of all facilities, identification of "high priority" facilities, and site-specific Stormwater Maintenance Plans for the "high priority" facilities. The Maintenance Plan will also include copies of spill prevention plans and inventory of floor drains and storm drains on the property. SOPs/BMPs developed for the specific facilities will also be included as part of the plan.	A City-Owned or Operated Stormwater Maintenance Plan will help standardize how it maintains its facilities and to keep order between all departments.	Public Services Director	Inventory developed and high-priority facilities identified	List of city-owned or operated facilities and high-priority facilities				
		4.2.6.1				Assessment of city owned or operated facilities					Assessment					
		4.2.6.2				Preparation of Stormwater Maintenance Plans for High Priority Facilities					Stormwater Maintenance Plans for High Priority Facilities					
		4.2.6.3				Preparation of Spill Prevention and Response Plan					Spill Prevention and Response Plan					
		4.2.6.4				Preparation of inventory of floor drains and storm drains for city owned or operated facilities					Inventory of floor drains and storm drains on city owned facility properties					
		4.2.6.4.1				Preparation of Facility Inspection SOPs for High Priority Facilities					Facility Inspection SOPs for High Priority Facilities					
		4.2.6.4.2				Preparation of stormwater conveyance system SOP and documentation of disposal of waste					Stormwater conveyance SOP and waste disposal documentation					
		4.2.6.4.3														
		4.2.6.4.4														
		4.2.6.4.5														
		4.2.6.4.6				3) Develop and implement site-specific Stormwater Maintenance Plans for High Priority Facilities including facility specific SOPs/BMPs					Ongoing					
		4.2.6.4.7				4) Develop Spill Prevention and Response Plans										
		4.2.6.6				5) Develop an inventory of floor drains inside city owned or operated facilities										
		4.2.6.6.1				6) Develop an inventory of storm drains on city owned or operated facilities										
		4.2.6.6.2				7) Develop and implement Facility Inspection SOPs for High Priority areas										
		4.2.6.6.3				8) Develop stormwater conveyance system SOPs for regular inspection, cleaning, and repair of stormwater conveyance system, including priorities and disposal										
						9) Prepare facility quarterly comprehensive inspection forms and prepare weekly visual and quarterly visual inspection forms; Complete inspections	Ongoing			Stormwater Technician	Conduct inspections	Completed inspection forms				

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
6.2	Standard Operating Procedures for Construction and Maintenance	4.2.5.5 4.2.6 4.2.6.4 4.2.6.4.1 4.2.6.4.2 4.2.6.4.3 4.2.6.4.4 4.2.6.4.5 4.2.6.4.6	MS4 Personnel	All pollutants	Prepare SOPs for construction, inspection, and maintenance that affect stormwater quality	1) Develop and implement SOPs for maintenance of the stormwater system performed by City personnel 2) Develop and implement SOPs for general construction and maintenance performed by City personnel	20-Apr	SOPs define the standard operation procedures for City operations that will help minimize and reduce pollutants to the stormwater system and receiving waters. SOPs will be developed for use by City staff for inspecting, cleaning, and repairing the stormwater system as well as for general construction and maintenance performed by City personnel. The Public Services Director will work with departments regularly to review and update the SOPs.	SOPs are an effective way to establish written procedures to reduce pollutants that are a result of City operations. It also facilitates a simple system to demonstrate staff is aware and trained on how to reduce their impact on water quality.	Public Services Director	SOPs developed and implemented	SOPs for Construction and Maintenance
6.3	Flood Management Structural Controls	4.2.6.7 4.2.6.7.1	MS4 Personnel	All pollutants	Assess water quality impacts in design of new structures and review existing structures to improve water quality	1) Develop and implement a Retrofit Existing Infrastructure SOP 2) Track existing infrastructure that is retrofitted	Apr-20 Ongoing	The Retrofit Existing Infrastructure SOP will provide a plan/guidance to assess existing infrastructure, identify developed sites that are adversely impacting water quality, assess existing flood management structural controls to determine whether changes or additions should be made, and identify potential retrofit needs (See Program 5.4).	The permit requires that a plan be developed to retrofit existing developed sites that are adversely impacting water quality.	City Engineer	SOP developed and implemented Keep record of infrastructure that is retrofitted	Retrofit Existing Infrastructure SOP Retrofitted Infrastructure