

SOUTH WEBER CITY COUNCIL AGENDA AMENDED

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

PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, August 24, 2021 in the Council Chambers at 1600 E. South Weber Dr. You may also email publiccomment@southwebercity.com for inclusion with the minutes.

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

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

PRESENTATIONS

4. New Employee Introductions
 - a. Trevor Cahoon
 - b. Corey Wilson
5. Recognition of 2021 Country Fair Days Committee

ACTION ITEMS

6. Approval of Consent Agenda
 - a. July 20, 2021 Minutes
 - b. July Check Register
 - c. Preliminary June Budget to Actual
7. Primary Canvass of 2021 Election Returns and Certification of Results
8. Resolution 21-41: Certified Tax Rate of 0.001522
9. Resolution 21-42: Final Budget Fiscal Year 2021-2022 with Consolidated Fee Schedule
10. ARPA's Coronavirus Local Fiscal Recovery Fund Employee Premium Pay
11. Fire Auxiliary Building Layout
12. Canyon Meadows Park West Landscape Funding
13. Resolution 21-43: Holiday Hours Policies and Procedures Manual Update

REPORTS

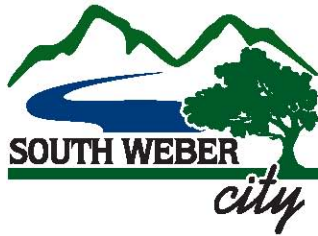
14. New Business
15. Council & Staff
16. Adjourn

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

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

DATE: 08-17-2021

CITY RECORDER: Lisa Smith



Agenda Item Introduction

Council Meeting Date: August 24, 2021

Name: David Larson

Agenda Item: Holiday Pay Policies & Procedures Manual Update

Background: The Admin/Finance Committee discussed holiday pay in their most recent committee meeting and would like to bring forward for consideration a clarification of who is eligible to receive time and a half pay on holidays.

The holiday pay section of the employee manual specifically states that “all full-time employees shall receive holiday pay for each of those days defined herein as legal holidays of the City.” Later in that section it states, “Employees required to work on a legal City holiday shall receive...a wage at one and one-half times the straight-time rate for the hours worked on the holiday.” Although it could be argued that no policy change is needed because the statement of “employees required to work...” could include part-time employees, staff feels a Council decision and clarification is appropriate due to the first sentence that outlines holiday pay is for full-time employees.

Part-time employees that are required to work on City holidays regularly are within the Recreation, Crossing Guards, and Fire Departments. The total cost to pay these employees holiday pay would be approximately \$6,500 for the year.

The proposed change is shown below in a redline version to highlight the change and a clean version to show the new language as it would appear in the manual moving forward:

Redline

Full-time ~~E~~mployees required to work on a legal City holiday shall receive an equivalent amount of time off on an alternate day as approved by his or her Supervisor or receive a wage at one and one-half times the straight-time rate for

the hours worked on the holiday. [Part-time employees required to work on a legal City holiday shall receive a wage at one and one-half times the straight-time rate for the hours worked on the holiday.](#)

Clean

Full-time employees required to work on a legal City holiday shall receive an equivalent amount of time off on an alternate day as approved by his or her Supervisor or receive a wage at one and one-half times the straight-time rate for the hours worked on the holiday. Part-time employees required to work on a legal City holiday shall receive a wage at one and one-half times the straight-time rate for the hours worked on the holiday.

Summary: Approve or deny the proposed update to the Policies & Procedures Manual regarding holiday pay.

Budget Amendment: NA

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

Committee Recommendation: None given

Planning Commission Recommendation: NA

Staff Recommendation: NA

Attachments: Resolution 21-43

RESOLUTION 21-43
A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL AMENDING
POLICIES AND PROCEDURE MANUAL HOLIDAY HOURS

WHEREAS, the Administration/Finance Committee met and discussed the question of holiday pay for part-time employees; and

WHEREAS, recreation, crossing guards, and fire department need to staff during holidays which can be difficult without pay incentive; and

WHEREAS, the cost to pay part-time employees that are required to work is minimal but will greatly increase morale; and

WHEREAS, the Committee recommends clarification so there could be no question as to intent; and

WHEREAS, Council has considered the matter and finds paying part-time employees for holidays supports the strategic goal of retaining high-performing employees;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Amendment: The Policies and Procedure Manual section **4.080 Holiday Pay** paragraph one shall be amended to read as follows:

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

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

- (a) New Year's Day - January 1st;
- (b) President's Day - third Monday in February;
- (c) Memorial Day - last Monday in May;
- (d) Independence Day - July 4th;
- (e) Pioneer Day - July 24th;
- (f) Labor Day - first Monday in September;
- (g) Columbus Day - second Monday in October;
- (h) Thanksgiving - fourth Thursday in November;
- (i) The day after Thanksgiving;
- (j) Christmas Day - December 25th;
- (k) Either the day before or after Christmas as determined by the City Manager; and
- (l) Employee's Birthday; or equivalent time off if the birthday falls on a weekend or holiday.

South Weber City will automatically adopt any future paid holidays which are adopted by the state and/or federal government.

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

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

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

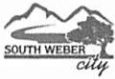
Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 24th day of August 2021.

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

Jo Sjoblom, Mayor

Attest: Lisa Smith, Recorder



Canyon Meadows Park Landscape
Funding Discussion Information
City Council Meeting August 24, 2021

REVENUE			EXPENDITURE	
Total	\$190,000.00		Total	\$190,000.00
Cherry Farms Project PIF	\$190,000.00		Cherry Farms Interim	\$10,000.00
			Sod & Sprinklers	\$135,000.00
			Bike Track -	\$20,000.00
			Fencing	\$15,000.00
			Trees	\$10,000.00

Additional PIF for CO4 \$21,000.00 Change Order #4 (CO4) ↔ \$21,000.00

CO4 description - larger electrical panel in better location & add conduit for future park needs