



Regular City Council Meeting
Tuesday, February 5, 2019
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1 WORK SESSION 5:00 P.M.

Topics to include, but are not limited to:

* Fire/EMS services and proposed increased staffing levels.

2. ROLL CALL 6:00 P.M.

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA

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

5.2 APPROVAL OF JANUARY 15, 2019, MEETING MINUTES

6. CITIZEN COMMENTS

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

7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS

Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda.

8. NEW BUSINESS

8.1 PRESENTATION: FINANCE QUARTERLY REPORT

A presentation of financial activity during October-December 2018.

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

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

CERTIFICATE OF POSTING

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

8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT

A presentation of activity during October-December 2018.

8.3 PRESENTATION: SHERIFF QUARTERLY REPORT

A presentation of activity during October-December 2018.

8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

A presentation of activity during October-December 2018.

8.5 DISCUSSION/MOTION: APPROVAL OF CITY COUNCIL DONATION TO BONNEVILLE HIGH SCHOOL

Bonneville High School PTSA has asked for a donation for the Class of 2019 graduation party

8.6 MOTION: APPROVAL OF THE POLICY AND PROCEDURE MANUAL FOR THE EMPLOYEES OF WASHINGTON TERRACE

The Policy and Procedures manual for Washington Terrace employees has been revised and updated For 2019.

9. COUNCIL COMMUNICATION WITH STAFF

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

10. ADMINISTRATION REPORTS

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

11. UPCOMING EVENTS

February 18th: City Offices closed in observance of President's Day

February 19th: Work Session 5:00 p.m.

February 19th: City Council Meeting 6:00 p.m.

February 28th: Planning Commission 6:00 p.m.

12. ADJOURN THE MEETING: MAYOR ALLEN

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4 **City of Washington Terrace**

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6 Minutes of a Regular City Council meeting
7 Held on January 15, 2019
8 City Hall, 5249 South 400 East, Washington Terrace City,
9 County of Weber, State of Utah

10
11 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 12 Mayor Mark C. Allen
13 Council Member Scott Monsen
14 Council Member Blair Brown – arrived 4:26 p.m.
15 Council Member Larry Weir
16 Council Member Scott Barker
17 Council Member Jeff West
18 Finance Director Shari’ Garrett
19 Public Works Director Steve Harris
20 City Recorder Amy Rodriguez

21
22 **Others present**
23 None

24
25
26 **1 WORK SESSION 4:00 P.M.**

27 Topics to include, but are not limited to:

- 28 * Review of Capital Facilities Plan

29 Harris presented the overview to Council. Harris presented the high expense projects.

30
31 CDBG: Harris presented the priority list of CDBG eligible projects to Council, noting that they were
32 approved last month by Council. Harris stated that the next project for application is the second phase of
33 the Water Tank 1 project. He stated that we will apply for the third phase of the project next year. He
34 explained that we will also be putting in for an upgrade to the brush truck piping unit.

35
36 SERVICE TRANSPORTATION PROJECT: Federal Highway Administration funded. Harris stated that
37 the project is a STP project. He stated that the next project eligible will be 300 West to 5000 South,
38 coming up from Riverdale. He stated that this is the last road in which we can receive funding. Harris
39 stated that the funding is 5 to 6 years out, but the City will continue to try for the grant. Harris stated that
40 we received STP funding for the Adams Avenue Rd. Council Member West asked if the grant would
41 include a storm water collection project. Harris stated that STP will pay for storm water collection, but
42 not sewer collection. He stated that they will be upgrading the piping. Harris stated that there will be a
43 few piping upgrades to sewer completed before the 300 West Project.

46 WATER CIP: Harris stated that we have an agreement with South Ogden to use their tanks. He stated
47 that we are obligated to buy South Ogden a one million gallon tank once we use past capacity. He stated
48 that he really does not know when that tank would need to be built.
49 Harris presented the culinary water projects summary page to Council. He stated that CW 37 and CW39
50 will be applied for under the CDBG project next week. The packet included maps of the project areas.
51 Harris stated that some of the projects depend on development.
52 Harris stated that CW41 has already been installed and was developer funded. Harris stated that several
53 projects on the list have been developer funded.
54 Harris stated that the projects are being prioritized and looking at when they can be done. Harris stated
55 that the operations, debt, and CIP need to be funded and the funding comes from the utility bills, with the
56 exception of the CDBG applications for grants.
57 Harris stated that we have a model for the city in which different scenarios can be inputted to identify
58 water pressure and flows.
59 Harris stated that some pipes in the city infrastructure are cast iron, ductal iron pipes, and cement piping.
60 He stated that the pipes have been identified and have been placed on the list to be replaced. Harris stated
61 that something may change with the results of the study. Harris stated that some of the pipes can be
62 pulled instead of trenched. Harris noted that our water is all gravity fed, resulting in several zones.
63 Harris stated that we do not make developers do anything more than what is in our city standards.
64 Harris stated that if we reduce city standards, there are a myriad of problems that could arise.
65
66 SEWER CIP: Harris reviewed the map which identifies all the places that we know have had backups or
67 problems. He stated that the prioritization of lines are based on what we know. He stated that on the
68 priority lines are cleaned twice a year so that there are no backups. Normal lines are cleaned every 3
69 years. He stated that the priority lines have all been identified.
70 Harris stated that sewer lines going through people's properties are also high priority projects in the
71 Sewer CIP. Harris stated that prices are increasing for materials. Harris noted that the city is in a much
72 better position than other smaller cities, however, there still are issues.
73 Harris stated that many of the projects listed are not CDBG eligible and may not meet the criteria.
74
75 STORM WATER CIP: Harris stated that STP will pay for this type of project if granted. Harris stated
76 that the storm drain system is in good shape overall. He noted that most of our detention basins are
77 working properly. He noted that there is flooding potential near the Jr. High and we are working on
78 putting in a large detention basin in the area. Council Member West stated that there are areas around
79 5350 that are flat and the water just pools. Harris stated that it is not in the storm water plan at this time,
80 but once the roads are repaired, the drainage will be looked at.
81 Harris stated that making a larger detention basin by the Jr. High School will alleviate a lot of problems.
82 Mayor Allen stated that the Jr. High is on the next bonding schedule to be replaced within 10 years.
83 Harris stated that the detention basins have to have gravel and material taken out about every three years.
84 He stated that they must be maintained due to mandates and compliance issues.
85 Harris stated that the catch basins are cleaned once a month. Sometimes it is just surface area, other times
86 the grate is taken off and the area is cleaned out.
87

88 PARKS CIP: Harris stated that most of the projects in Parks have been funded by R.A.M.P.
89 He noted that funding for parks is very difficult. Harris stated that they are looking at the parking area at
90 Little Rohmer Park and fixing up the area where the old shop used to be. Harris stated that the parking at
91 Little Rohmer will be applied for through R.A.M.P this year.

92
93 LOCAL TECHNICAL ASSISTANCE PROGRAM: Harris explained the life of a pavement, stating that
94 they are to be built for 20 years. Harris stated that if the road is designed as a neighborhood road, the life
95 will not last 20 Years. Harris stated that every time you have to update a road to a seal, the cost increases.
96 He stated that eventually the road will need to be rebuilt. Harris stated that some of the roads in town are
97 over 20 years old, however, we have been maintaining them with crack seal and replacing areas of the
98 road that have become “alligatored”.

99 Harris stated that LTAP students evaluate the service life of our roads and what applications would be
100 cheapest and most cost effective to extend the life of the road. The last study was done in 2013. Harris
101 stated that the Adams Ave. Road has been updated since the study and is now a 20 year road. Harris
102 stated that UDOT evaluates what type of roads we have (minor collector, major collector, residential).
103 Harris stated that another study will be done in 2019. The cost will be around \$4000.00, however there is
104 a lot of information and direction in the study.

105 Harris stated that it is recommended that we put \$250,000 into roads each year. Harris stated that if roads
106 are maintained, the life expectancy of the roads will increase. Harris stated that the major amount of
107 funding looking into the future will be for roads.

108 Harris stated that the city receives B&C funds, however, it is not enough. He stated that we will keep
109 applying for grants, however, it will be a Council decision on how to pay for the upkeep. Harris stated
110 that there are no road taxes for electric cars, and election ballots are taking funds from roads and putting
111 them towards schools.

112 Council Member Monsen stated that the amount of taxes that we can take from residents is limited.

113
114 OTIS II- OLD TERRACE INFRASTRUCTURE: Council Member Monsen stated that the cost will be
115 absorbed through the current taxes. Council Member Brown stated that all we can do is the best we can.
116 Council Member Monsen stated that he has issues on some of the projects, highlighting parks. He stated
117 that parks are some of the projects that could be put off. Mayor Allen stated that he agrees, noting that we
118 should not do any major projects unless we get grant money.

119 Council Member Monsen stated that Rohmer Park is a major asset and at a minimum should be
120 maintained. He stated that he believes that we could do without putting a lot of money into Lions Park
121 and Little Rohmer. Harris stated that Little Rohmer is the only picnic place in the park and it utilized in
122 the summer. Council Member Brown stated that those parks are limited usage, agrees that the funding
123 should go to Rohmer Park projects. Harris noted that every time we upgrade or expand parks, it has to be
124 maintained. Council Member Monsen stated that the 4 million dollars is being taken away from the major
125 projects (water, sewer, and storm) and is the least of our worries. Mayor Allen stated that parks are not a
126 compliance issue, but rather an expectation from the residents.

127
128 Harris stated that some of the cities using a road tax/fee onto the residents are now being sued. He stated
129 that there is not an easy answer on how to raise the funding. Council Member Barker stated that we need

130 to have our legislatures fight for the cities on road funding. Mayor Allen stated that he believes if we
131 need to raise taxes, have a truth and taxation meeting, not add fees to the utility bills. Harris stated that
132 fines are regulated by the state. He noted that we do not have any state roads in the city.
133 Mayor Allen stated that we will have to go through truth and taxation for OTIS II, however, the tax
134 increase will be a wash. Garrett stated that OTIS II is slated to go to truth in taxation in 2021 and we will
135 see the full retirement of the GO Bond in 2022 so that it would be a net wash.

136
137 **PROJECT PRIORITIZATION:** Mayor Allen stated that parks should be way down on the list unless we
138 can receive grant funding. Harris stated that the one thing that is driving OTIS, is poor road base. He
139 stated that some of the roads have been rebuilt because of poor road base. He stated that it is not just
140 surface issues, but sub-base as well.

141 Harris stated that he included a listing of road projects only. He also included the prioritization of looking
142 out 0-5 years and putting money aside so that the projects can be done. Harris stated that sidewalk
143 replacements are usually part of road works.

144
145 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

146 Mayor Mark C. Allen
147 Council Member Scott Monsen
148 Council Member Blair Brown
149 Council Member Larry Weir
150 Council Member Scott Barker
151 Council Member Jeff West
152 Finance Director Shari' Garrett
153 City Treasurer Gina Kochendorfer
154 Public Works Director Steve Harris
155 Recreation Director Aaron Solomon
156 City Recorder Amy Rodriguez
157 Lt. Jeff Pledger, Weber County Sheriff

158
159 **Others present**
160 Charles and Reba Allen, Joshua Tafunai, Ulis Gardiner, Amy Miller,

161
162 **2. ROLL CALL** **6:00 P.M.**

163
164 **3. PLEDGE OF ALLEGIANCE**

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166 **4. WELCOME**

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168 **5. CONSENT ITEMS**

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170 **5.1 APPROVAL OF AGENDA**
171 **5.2 APPROVAL OF DECEMBER 4, 2018, MEETING MINUTES AND JANUARY 8,**
172 **2019 WORK SESSION MINUTES**

173 Item 5.1 and 5.2 were approved by general consent.

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175 **6. SPECIAL ORDER**

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6.1 PUBLIC HEARING: TO HEAR COMMENT ON AMENDING THE FY 2019 BUDGET AND FEE SCHEDULE

Garrett stated that the public hearing addresses Visa Compliance Rules. She stated that our fee schedule needs to be adjusted so that we are in compliance. She stated by doing so, the \$1.90 convenience fee will be eliminated, while retaining a 2 percent card service fee for non-utility card payments.

Garrett stated that we will not need to adjust our budget this year, however, moving forward there could be an additional \$5500 cost for merchant fees.

Garrett stated that this could result in a .10 increase on utility bills. Council Member Brown clarified that we will drop the \$1.90 convenience fee. Garrett stated that in lieu of that we are adding a 2 percent service fee on non-utility payments. Garrett stated that we can absorb the merchant fees this year, however, next year the net cost of doing so is a \$5500 operating cost. Garrett stated that we will need to cover our operating cost through fees because we will not have the convenience fee offset. She stated that we will need to raise the operating cost of .10 to all users.

Garrett stated that the average non-utility service payment is around \$50.00. She stated that any payment over \$300 is charged 3 percent fee currently. Garrett stated that the 2 percent can be adjusted. The goal is to break even on merchant fees.

Garrett clarified that the .10 increase would be on the base residential total, not on each service. Garrett stated that the vote tonight will be the elimination of the \$1.90 on all transactions, and the 2 percent service fee on non-utility payments.

Garrett asked that the effective date be January 17th in order to work with the provider.

Mayor Allen opened the public hearing at 6:18 p.m.

There were no citizen comments.

Mayor Allen closed the public hearing at 6:19 p.m.

7. CITIZEN COMMENTS

Student government representative -Josh Tafunai- on behalf of Bonneville, spoke to Council concerning a request for a donation for the Bonneville High School graduation party. He stated that the party is a drug free, alcohol free party on the night of graduation. He stated that the students are grateful for any donation. He stated that he has requested donations from 4 cities that have students at the school. Mayor Allen stated that we usually budget \$500.00 for the donation.

8. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS

Mayor Allen thanked Josh for attending. The item will be on the next Council Agenda for a vote.

9. NEW BUSINESS

9.1 RESOLUTION 19-01: A RESOLUTION AMENDING THE FISCAL YEAR 2019 BUDGET AND FEE SCHEDULE

**Motion by Council Member West
Seconded by Council Member Brown
To approve Resolution 19-01 amending
FY 19 Budget and Fee Schedule
Approved unanimously (5-0)
Roll Call Vote**

225 **9.2 RESOLUTION 19-02: A RESOLUTION ENTERING INTO AN INTERLOCAL**
226 **AGREEMENT WITH WEBER COUNTY FOR STORM WATER MANAGEMENT**

227 Harris stated that the resolution approves the hiring of the part time person to run the program for the
228 storm water coalition. Harris stated that by hiring a part time person to be the administrator to meet the
229 regulatory compliance, we benefit by meeting two of the regulations: community education and
230 community participation. Harris stated that we need to fund the coalition, which will cost an additional
231 \$1,111 a year. Harris stated that the budget that was approved last year is over the amount that is needed
232 (\$1500). He is requesting the additional amount of \$920 over what he has budgeted. Harris stated that
233 many of the cities have already approved the resolution. Harris stated that he is not sure what would
234 happen if one or more of the cities chose not to participate.

235 Mayor Allen asked who our representative is on the coalition. Harris stated that he and GIS Tech Skylar
236 Schulzke are the representatives from the city, noting that 5 employees are storm water certified.
237 Harris stated that it does not change our compliance. It benefits the city because the entire county will
238 have the same understanding of regulations and compliance issues. He stated that the biggest help to the
239 city is that a city employee will not be spending a day a week doing coalition business.

240
241 **Motion by Council Member Monsen**
242 **Seconded by Council Member Barker**
243 **To approve Resolution 19-02 entering**
244 **Into an interlocal agreement with Weber County for**
245 **Storm Water Management**
246 **Approved unanimously (5-0)**
247 **Roll Call Vote**
248

249 **9.3 DISCUSSION/MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT**
250 **FOR 2019 R.A.M.P GRANT APPLICATION**

251 Solomon stated that he is applying for a R.A.M.P grant. The project will consist of a north entrance
252 parking and roadway at Rohmer Park. He stated that the parking lot will be constructed on the grounds
253 where the old Public Works Shops were. They have recently been torn down. He stated that there would
254 be a new entrance into the park and a smaller parking lot down by Little Rohmer, which will complete
255 the round-about.

256 Solomon stated that the Engineers estimate is \$510,000. To increase our chances, the City is requesting a
257 50/50 match. Solomon stated that \$255,185 need for the city match has been budgeted for this project. He
258 stated that \$240,000 is coming from the Public Works Facility residual construction fund and the
259 remaining is budgeted through the general capital improvements project fund.

260 Solomon stated that there will be about 115 slots added where the old public works building was. He
261 stated that the hillside of the field will be completed.

262 Council Member Monsen stated that this is an excellent way to utilize the residual funds. Solomon stated
263 that if we do not receive the grant, the plan B option would be to just complete the parking lot using the
264 residual funds.

265
266 **Motion by Council Member Barker**
267 **Seconded by Council Member Weir**
268 **To approve the city contribution amounts**
269
270 **For the 2019 R.A.M.P grant application**
271 **Approved unanimously (5-0)**
272

273 **9.4 DISCUSSION/MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT FOR**
274 **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION**
275

276 Rodriguez explained that in December Council approved the Capital Investment plan needed for CDBG
277 grant applications. The city is applying for 2 grants this year because it is the last year that they will allow
278 us to apply for more than one. The two projects for CDBG application were identified as the water main
279 piping to tank#1, which is the second phase of the tank project that we are working on now. The second
280 project is the brush truck pump unit for fire.

281 Rodriguez explained that there is a \$250,000 cap on the funds we can apply for. We plan to apply for
282 \$220,000 for the tank project and \$30,000 for the fire equipment. Rodriguez stated that applications
283 receive more points in the ranking system if funds are matched. We have typically matched 38.5 percent
284 or more in order to have a higher ranking.

285 Rodriguez stated that the City match for the CDBG application will be based off of the current estimates.
286 It was decided that if the bid or actual amount is higher, Council will be notified of the change. The
287 current estimate for the Water Main Piping fee to the Storage Tank is \$373,370. The City match would
288 be \$153,370. The funding will be taken from the Water Capital Facilities fund. The current estimate for
289 the Brush Truck is \$49704. The City match would be \$19,704. Funding will be transferred in from the
290 unspent department funds from FY 18.

291 Rodriguez stated that the applications will be submitted at the end of the month.

292
293 **Motion by Council Member Monsen**
294 **Seconded by Council Member West**
295 **To approve the city contribution amounts**
296 **For the CDBG application**
297 **Approved unanimously (5-0)**
298

299
300 **10. COUNCIL COMMUNICATION WITH STAFF**

301 Council Member Monsen noticed that the speed sign does not flash anymore. Mayor Allen stated that it
302 will flash if you exceed 30 mph.

303
304 Council Member Brown stated that he appreciates the front office staff, especially Gina Kochendorfer.

305
306 Council Member West thanked Harris and Public Works crew on their hard work with the street snow
307 plowing.

308
309 Mayor Allen stated that the decorative lighting issue is still ongoing.
310

311
312 **11. ADMINISTRATION REPORTS**

313 Rodriguez stated that the City Offices will be closed on Martin Luther King Jr. holiday, January 22nd.
314

315 **12. UPCOMING EVENTS**

316 **January 31st: Planning Commission Meeting 6:00 p.m.**

317 **February 5th: Work Session 5:00 p.m.**

318 **February 5th: City Council Meeting 6:00 p.m.**

319 **February 18th: City Offices closed in observance of President's Day**

320 **February 19th: Work Session 5:00 p.m.**

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February 19th: City Council Meeting 6:00 p.m.

February 28th: Planning Commission 6:00 p.m.

13. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen adjourned the meeting at 7:13 p.m.

14. CONTINUATION OF WORK SESSION (immediately following the regular meeting)

The Work Session was cancelled.

Date Approved

City Recorder

Fourth Quarter 2018 Washington Terrace Animal Control

	Attack/Bite	Barking	Stray/Roaming	Carcass Removal	Citizen Assist.	Followup	Injured animal	Citations
December	0	0	6	0	2	1	1	0
November	1	7	12	0	1	2	0	2
October	1	4	8	0	1	3	0	1

ol Detail

Cruelty	Calls For Service	Extra Patrol
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3	13	0
2	31	4
1	23	4

Combined Statistics Report

Intake Type

11/01/18 to 11/30/18

Cats	3
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STRAY	3
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Dogs	3
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EUTH REQ	1
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RETURN	1
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STRAY	1
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Total Intakes: 6

Outcome Type 11/01/18 to 11/30/18

Cats	2
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ADOPTION OWNER NEW	1
	1

SNR	1
	1

Dogs	3
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ADOPTION OWNER NEW	1
	1

EUTH O REQUEST	1
	1

TRANSFER RESCUE GRP	1
	1

Total Outcomes: 5

18SO12839	FOLLOW UP	142 W 4800 S	12:30:18 11/01/18	WASHINGTON TERR
18SO12844	FOLLOW UP	412 W 4775 S	13:21:40 11/01/18	WASHINGTON TERR
18SO12892	BARKING DOG	362 W 5650 S	08:50:34 11/02/18	WASHINGTON TERR
18SO13199	ANIMAL COMPL	4593 S 300 E; S'ARMY WA'	13:55:21 11/09/18	WASHINGTON TERR
18SO13611	ANIMAL COMPL	340 E 4425 S	09:55:27 11/21/18	WASHINGTON TERR

18SO12840	ANIMAL COMF	415 W 4900 S; 2	13:10:10 11/01/18	WASHINGTON TERR
18SO12843	BARKING DOG	238 E 5150 S	14:01:44 11/01/18	WASHINGTON TERR
18SO13048	ANIMAL BITE	625 W 5100 S; ROHMER PARK	08:13:10 11/06/18	WASHINGTON TERR
18SO13049	EXTRA PATROL	625 W 5100 S; ROHMER PARK	08:33:02 11/06/18	WASHINGTON TERR
18SO13099	ANIMAL COMF	134 E 5350 S	10:53:02 11/07/18	WASHINGTON TERR
18SO13149	EXTRA PATROL	625 W 5100 S; ROHMER PARK	11:01:02 11/08/18	WASHINGTON TERR
18SO13158	ANIMAL COMF	251 E 4800 S; BONNEVILLE HIGH S	13:22:46 11/08/18	WASHINGTON TERR
18SO13340	EXTRA PATROL	625 W 5100 S; ROHMER PARK	10:24:30 11/13/18	WASHINGTON TERR
18SO13371	EXTRA PATROL	625 W 5100 S; ROHMER PARK	09:26:04 11/14/18	WASHINGTON TERR
18SO13382	ANIMAL COMF	88 W RIDGELINE DR; 5500 S	14:30:27 11/14/18	WASHINGTON TERR
18SO13412	ANIMAL COMF	5161 S 600 W	12:33:05 11/15/18	WASHINGTON TERR
18SO13416	ANIMAL COMF	5161 S 600 W	15:31:35 11/15/18	WASHINGTON TERR
18SO13531	ANIMAL COMF	4558 S 300 W	08:09:41 11/19/18	WASHINGTON TERR
18SO13542	ANIMAL COMF	263 E 4525 S	11:29:19 11/19/18	WASHINGTON TERR
18SO13560	ANIMAL COMF	390 W 5050 S	16:02:21 11/19/18	WASHINGTON TERR
18SO13575	ANIMAL COMF	127 E 5350 S	07:23:11 11/20/18	WASHINGTON TERR
18SO13753	BARKING DOG	5420 S 350 E #37	11:46:45 11/26/18	WASHINGTON TERR
18SO13789	MISSING ANIM	272 E 4800 S	10:17:51 11/27/18	WASHINGTON TERR
18SO13794	ANIMAL COMF	4775 S 100 E	13:33:07 11/27/18	WASHINGTON TERR
18SO13821	ANIMAL COMF	261 W 4775 S	08:29:46 11/28/18	WASHINGTON TERR
18SO13860	ANIMAL COMF	349 E 4425 S	08:24:52 11/29/18	WASHINGTON TERR
18SO13861	ANIMAL COMF	261 W 4775 S	08:39:11 11/29/18	WASHINGTON TERR

WT

Combined Statistics Report

Intake Type

12/01/18 to 12/31/18

Cats	6
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OWNER SUR	2
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SNR	2
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STRAY	2
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Dogs	5
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EUTH REQ	1
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OWNER SUR	2
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STRAY	2
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Total Intakes:	11
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Outcome Type

12/01/18 to 12/31/18

Cats 10

ADOPTION OWNER NEW	3 3
DIED IN KENNEL	1 1
RELOCATE	1 1
SNR	1 1
TRANSFER RESCUE GRP	4 2 2

Dogs 6

ADOPTION OWNER NEW	4 4
EUTH	1 1
RTO	1 1

Total Outcomes: 16

18SO14034	ANIMA 273 E 4475 S	14:53:38	12/03/18	WASHINGTON TERR
18SO14036	CRUEL 14595 S 200 W	15:44:00	12/03/18	WASHINGTON TERR
18SO14133	ANIMA 419 W 5000 S	09:41:30	12/06/18	WASHINGTON TERR
18SO14143	FOLLO\ 419 W 5000 S	13:54:19	12/06/18	WASHINGTON TERR
18SO14350	ANIMA 4443 S 175 E	12:08:40	12/12/18	WASHINGTON TERR
18SO14523	ANIMA 5549 S 600 E; ANIMAL SHELTER	10:54:58	12/17/18	WASHINGTON TERR
18SO14600	ANIMA 283 W RIDGELINE DR; 5500 S; 5500 S	13:42:48	12/19/18	WASHINGTON TERR

18SO14409	ANIMAL COMPLAIN 4856 S 300 W	09:38:32	12/14/18	WASHINGTON TERR
18SO14417	ANIMAL COMPLAIN 187 E 4700 S	13:12:49	12/14/18	WASHINGTON TERR
18SO14812	ANIMAL COMPLAIN 4607 S 450 W	13:23:03	12/26/18	WASHINGTON TERR
18SO14844	ANIMAL COMPLAIN 4329 S 250 W	09:20:41	12/27/18	WASHINGTON TERR
18SO14887	ANIMAL COMPLAIN 123 W 4900 S	15:43:45	12/28/18	WASHINGTON TERR
18SO14889	ANIMAL COMPLAIN 4329 S 250 W	16:56:46	12/28/18	WASHINGTON TERR



Bonneville High School PTSA
251 East Laker Way
Ogden, UT 84405

To Whom it may concern,

Bonneville High School PTSA is in the process of planning a party to celebrate the upcoming graduation of the 2019 Senior Class. This event will be held at **Fat Cats** and provides our students with a **safe, drug & alcohol free activity** on the evening of their graduation. It is a time where the students can be together and make memories as they close the chapter on their high school experiences.

In order to provide the students this opportunity to celebrate their high school successes, we need support from community sponsors. Your tax-deductible donation of money, services, prizes, etc. will help the PTSA provide a wonderful event for our 2019 Seniors.

Please consider donating to this wonderful event. Any donation big or small will add to the success of this event and help to send our 2019 Seniors off to make the world even more awesome!

We respectfully ask that any donations be returned to Bonneville High School by March 29th, 2019 - checks made out to "Bonneville PTSA". If donations need to be picked up please contact Co-chairs: Cheri Holden @ 801-725-1964 email cheri.holden@gmail.com. Cari Hassell @ 801-643-0535 email guycari@comcast.net.

Thank you kindly for your support!

Sincerely,

Bonneville High School PTSA 2019 Graduation Committee Chairs
Cheri Holden and Cari Hassell

City Council Staff Report

Author: Amy Rodriguez
Subject: Policy and Procedures Manual
Date: February 5, 2019
Type of Item: Motion



Summary Recommendations: Council to review updated Policy and Procedures Manual as a whole and adopt by motion. Future sections of the manual may be changed individually through motion as regulations change, or as City Policy evolves.

Description:

A. Topic:

While review and minor revisions to the manual were underway for several years, the last adopted version of the manual was done in October 2013. Each section of the manual has been reviewed and revised where needed to ensure legal compliance and best practices. Several new sections have been added to policy. The policy needs to be adopted by Council by motion. Once the complete manual has been adopted, it will be given to staff to review and refresh on policy. The manual will be available to all employees via the shared server, and will be on the Natpay server to be accessed at any time when they log in. As regulations change, or city practices change, sections of the manual may be brought back before Council for approval.

- B. **Analysis:** Many of the revisions are grammatical corrections, or wording changes. Content of policy has not drastically changed. Each section has been reviewed and approved by the City Manager.

Notable changes/revisions:

Appendix 1 Flex schedule Policy : Clarification language added on types of flex schedules and eligibility.

Section XV Salary Planning Policy: Addition of factors affecting market shifts and adjustments to market pay.

Section XIV Employee Classification Policy: Clarification of full time and part time employee hours. Addition of Volunteer status language.

Section Compensatory Time Off: Clarification on what type of activity can be paid as overtime, or will be paid as comp time with prior authorization.

Section IX Disciplinary Action (part D): The addition of the Employee Assistance Program availability and how it may be used for employees with disciplinary issues.

New Policies that have been added:

Section VII Violence in the Workplace

Appendix 7 Fraudulent Activity

Appendix 6 Credit Card Policy

Appendix 8 Driving While Conducting City Business

Appendix 9 Safety Incentive Program

C. Department Review: Human Resource, City Manager