SYRACUSE CITY

Syracuse City Council
Work Session Notice
May 12, 2015 – 6:00 p.m.
Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will meet in a work session on Tuesday, May 12, 2015, at 6:00 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

a. Review agenda for Council business meeting to begin at 7:00 p.m. (2 min.)

b. Visit with County Commissioners. (20 min.)

c. Review items forwarded by the Planning Commission: (10 min)
   i. General Plan request from GC General Commercial to R-3 Residential and Rezone from A-1 Agriculture to R-2 and R-3 Residential for Keller property located at 1975 S. 1000 W.
   ii. Concept Plan Report, Keller property, located at 1975 S. 1000 W.
   iii. Preliminary and Final Subdivision approval, Elmore Plaza, located at approximately 2700 S. 1000 W., P-O Zone.
   iv. Proposed Ordinance 15-06 amending Title Ten of the Syracuse City Code pertaining to land use, specifically relating to accessory structures.
   v. Proposed Ordinance 15-07 amending Title Ten of the Syracuse City Code pertaining to land use, specially relating to planned residential developments (PRD).

d. Council business. (2 min.)

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 7th day of May, 2015 at Syracuse City Hall on the City Hall Notice Board and at http://www.syracuseut.com/. A copy was also provided to the Standard-Examine on May 7, 2015.

CASSIE Z. BROWN, CMC
SYRACUSE CITY RECORDER
~~~~~

COUNCIL AGENDA

May 12, 2015

Agenda Item **#b** Request to be on the agenda: Davis County Commission.

Factual Summation

- The Davis County Commission has requested time on the City Council agenda to receive information from citizens and to provide a question and answer forum for Davis County matters.

CITY COUNCIL AGENDA

May 12, 2015

Agenda Item **c.i & c.ii** General Plan Amendment, Rezone and Concept Report

Factual Summation

Please review the following information. Any questions regarding this agenda item may be directed at Jenny Schow, City Planner.

Subdivision Name:	To be determined
Location:	1975 S 1000 W
Pre-Application Meeting:	March 4, 2015
Concept Plan Review:	April 29, 2015
Current Zoning:	A-1 Agricultural
General Plan:	R-2 Residential and General Commercial
Requested Zoning:	R-2/R-3
Total Area:	18.58 Acres
R-2	10.07
R-3	8.56
Net Developable Acres:	14.86 acres
R-2	8.56
R-3	6.84
R-2 Density Allowed:	32 lots
Requested:	27 lots
R-3 Density Allowed:	37 lots
Requested:	23 lots

Attachments:

- General Plan
- Zoning Map
- Letter of Intent
- Concept Plan

Summary

This application is for single family residential zoning that is consistent with the surrounding development.

ORDINANCE NO. 15-08

AN ORDINANCE AMENDING THE SYRACUSE CITY GENERAL PLAN ADOPTED IN 1976, AS AMENDED.

WHEREAS, in 1967 a Syracuse Preliminary Master Plan was prepared for the Syracuse Planning Commission as a part of the Davis County Master Plan Program, said preliminary plan being prepared by R. Clay Allred and Associates, Planning Consultants; and

WHEREAS, in 1976 a Comprehensive Plan for Syracuse was prepared by the Davis County Planning Commission with assistance of Architects/Planners Alliance Planning Consultants and Wayne T. Van Wagoner and Associates, Traffic and Transportation Consultants which plan was financially aided by a grant from the Department of Housing and Urban Development through the Utah State Department of Community Affairs; and

WHEREAS, the 1976 Comprehensive Plan was amended in 1988 and the title changed to the Syracuse City Master Plan; and

WHEREAS, The Syracuse City General Plan was again amended in 1996, 1999, 2003, 2006, 2009, 2011, 2012 and 2014 to incorporate appropriate and necessary changes to the General Plan as approved at that time; and

WHEREAS, public hearings have been held by the Planning Commission to receive public input regarding proposed changes; and

WHEREAS, the Planning Commission has recommended amendments to the General Plan that provide development objectives with respect to the most desirable use of land within the City for residential, recreational, agricultural, commercial, industrial, and other purposes, and which residential areas shall have the most desirable population density in the planning districts of the City to benefit the physical, social, economic, and governmental development of the City and to promote the general welfare and prosperity of its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. General Plan Map. That the Syracuse City General Plan, attached and reflected hereto as Exhibits A, is hereby adopted and any ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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 Ordinance, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF MAY, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Terry Palmer, Mayor

Voting by the City Council:

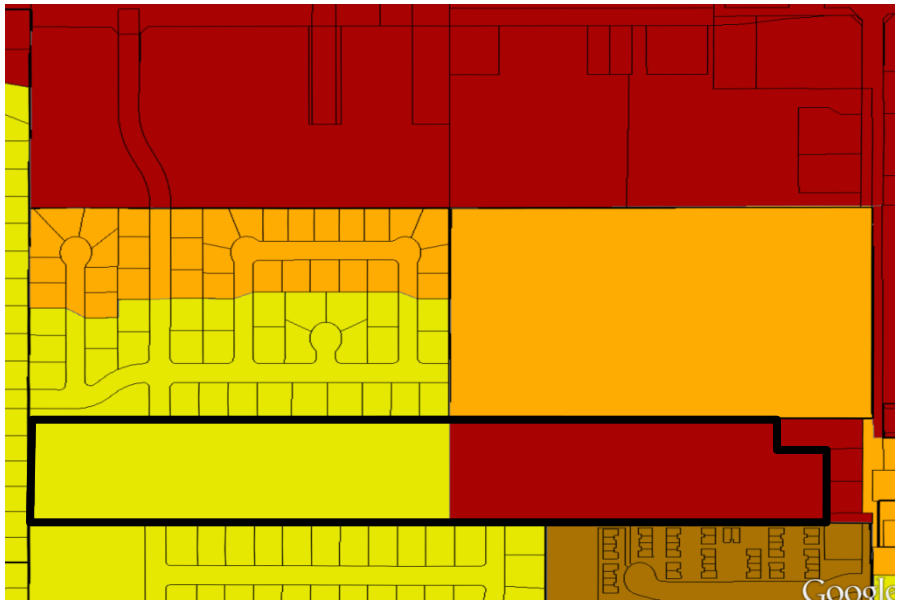
"AYE""NAY"

Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____

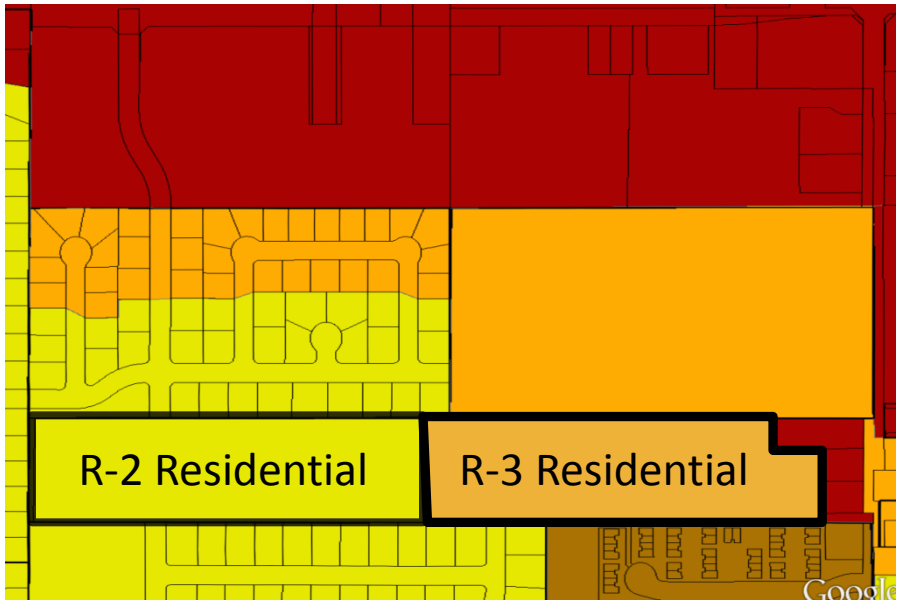
General Plan Request
Keller Property 1975 S 1000 W

N

Existing General Plan Map



General Plan Request



- Agriculture A-1
- R-1 (2.90 dwellings per net acre)
- R-2 (3.79 dwellings per net acre)
- R-3 (5.44 dwellings per net acre)
- PRD (8.0 dwellings per net acre)
- R-4 (14.52 dwellings per net acre)
- Professional Office
- Commercial II
- General Commercial Zone
- Industrial Zone
- Town Center Overlay Zone
- Sensitive Overlay Zone
- RDA & EDA Boundary

ORDINANCE NO. 15-09

AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM (A-1) AGRICULTURE AND ZONE TO RESIDENTIAL 2 (R-2) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.

WHEREAS, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

WHEREAS, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

WHEREAS, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF SYRACUSE DAVIS COUNTY, STATE OF UTAH, AS FOLLOWS:

SECTION 1: That the following described real parcels of property in Residential 2 (R-2) Zone as shown on a zoning map are hereby amended and changed to Residential 3 (R-3) Zone accordingly:

R-2 REZONE DESCRIPTION (WEST PARCEL)

PART OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT, SAID POINT BEING N00°07'48"E 988.13 FEET AND WEST 33.00 FEET AND S89°58'32"W 1295.15 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 15; THENCE S89°58'32"W 1328.26 FEET; THENCE N00°05'57"E 330.07 FEET; THENCE N89°58'02"E 1328.44 FEET; THENCE S00°07'52"W 330.27 FEET TO THE POINT OF BEGINNING.

CONTAINING 438,575 SQUARE FEET OR 10.068 ACRES.

R-3 REZONE DESCRIPTION (EAST PARCEL)

PART OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST RIGHT OF WAY LINE OF 1000 WEST STREET, SAID POINT BEING N00°07'48"E 988.08 FEET AND WEST 153.00 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 15; THENCE S89°58'32"W 1175.15 FEET; THENCE N00°07'52"E 330.27 FEET; THENCE N89°58'02"E 1022.14 FEET; THENCE S00°07'48"W 100.00 FEET; THENCE N89°58'02"E 153.00 FEET; THENCE S00°07'48"W 230.44 FEET TO THE POINT OF BEGINNING.

CONTAINING 372,910 SQUARE FEET OR 8.561 ACRES.

SECTION 2: Effective Date. This Ordinance shall become effective immediately upon publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12TH DAY OF MAY, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

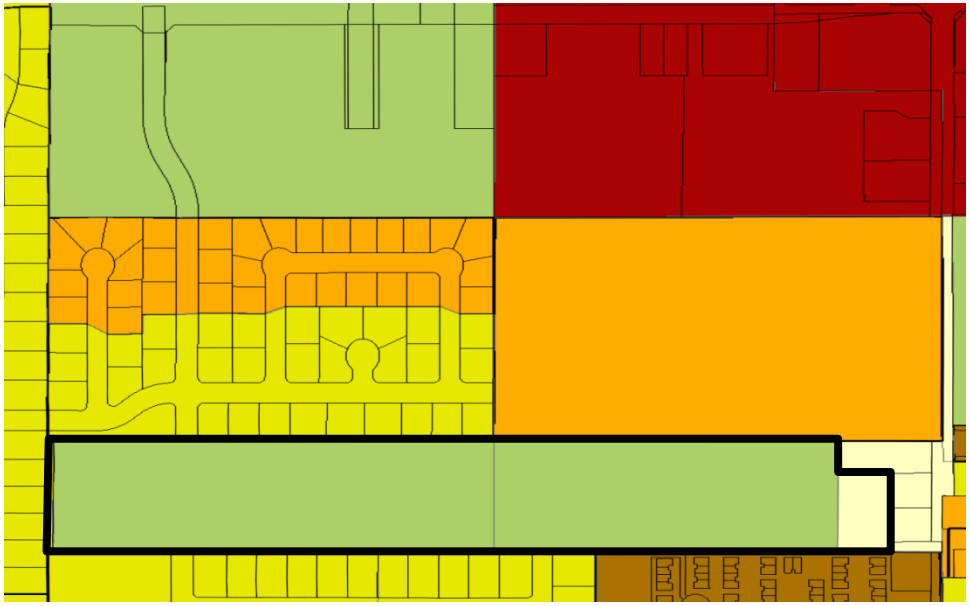
Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	____	_____
Councilmember Lisonbee	____	_____
Councilmember Duncan	____	_____
Councilmember Johnson	____	_____
Councilmember Gailey	____	_____

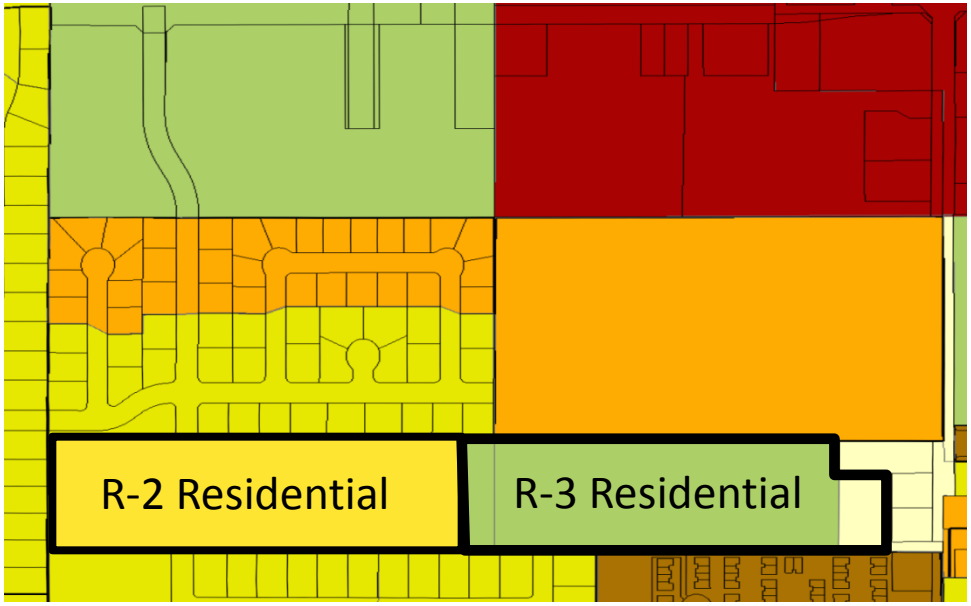
Rezone Request
Keller Property 1975 S 1000 W

N

Existing Zoning Map



Proposed Zoning Request



- Agriculture A-1
- R-1 (2.90 dwellings per net acre)
- R-2 (3.79 dwellings per net acre)
- R-3 (5.44 dwellings per net acre)
- PRD (8.0 dwellings per net acre)
- R-4 (14.52 dwellings per net acre)
- Professional Office
- Neighborhood Services
- General Commercial Zone
- Industrial Zone
- Town Center Overlay Zone
- Sensitive Overlay Zone
- RDA & EDA Boundary

March 26, 2015

Jenny Schow
Syracuse City Community Development
1975 West 1900 South
Syracuse, UT 84075

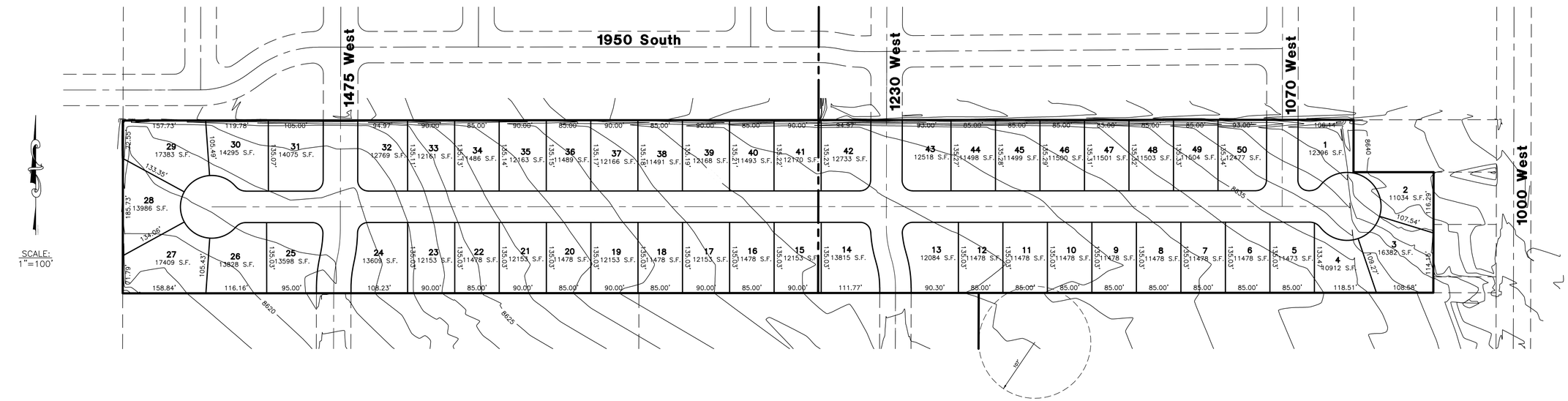
RE: The Keller Property located at 1975 South 1000 West

The requested, potential use of the property is to create an R-2 and R-3 residential subdivision on approximately 18.58 acres.

The General plan has been modified to remove the General Commercial portions, currently on the plan, north and south of the parcel. The request would bring the zones of the property in compliance with the surrounding parcels.

The development will connect existing right-of-way stub roads on the north and south boundaries and allow an easterly connection to 1000 West through the development. Utilities are stubbed to the boundary and have the capacity to serve the development.

Reeve & Associates, Inc. - Solutions You Can Build On



Keller Property

Syracuse City, Davis County, Utah

Developer:
Nilson Homes
Bruce Nilson
5617 S. 1475 E.
Ogden, UT. 84403
(801) 392-8100

NOTES:
1. CONTOURS ARE SHOWN WITH A ONE FOOT INTERVAL.

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF REEVE & ASSOCIATES, INC., 920 CHAMBERS STREET, SUITE 14, OGDEN, UTAH 84403, AND SHALL NOT BE PHOTOCOPIED, RE-DRAWN, OR USED ON ANY PROJECT OTHER THAN THE PROJECT SPECIFICALLY DESIGNED FOR, WITHOUT THEIR WRITTEN PERMISSION. THE OWNERS AND ENGINEERS OF REEVE & ASSOCIATES, INC. DISCLAIM ANY LIABILITY FOR ANY CHANGES OR MODIFICATIONS MADE TO THESE PLANS OR THE DESIGN THEREON WITHOUT THEIR CONSENT.

Reeve & Associates, Inc. - Solutions You Can Build On

Reeve & Associates, Inc.
920 CHAMBERS STREET, SUITE 14, OGDEN, UTAH 84403
TEL: (801) 621-3100 FAX: (801) 621-2666 http://www.reeveassociates.com
LAND PLANNERS • CIVIL ENGINEERS • LAND SURVEYORS
TRAFFIC ENGINEERS • STRUCTURAL ENGINEERS • LANDSCAPE ARCHITECTS

REVISIONS

DATE	DESCRIPTION

Keller Property
PART OF THE NE 1/4 OF SECTION 15, T.4N., R.2W., SLB & M., U.S. SURVEY
SYRACUSE CITY, DAVIS COUNTY, UTAH

Sketch Plan

Project Info.
Engineer: N. Reeve
Designer: C. Cave
Begin Date: MARCH 10, 2015
Name: KELLER PROPERTY
Number: 1301-D02

Sheet	
1	1 Sheets

Reeve & Associates, Inc. - Solutions You Can Build On

CITY COUNCIL AGENDA

May 12, 2015

Agenda Item **c.iii** Elmore Plaza Preliminary and Final Subdivision Review (Tyler Elmore, located at 2700 S 1000 W, P-O zone.)

Factual Summation

The property owner plans to build a one story office building and sell the two halves of the building. Each half of the one building will be on its own 'lot'. The entry and basement to the building, parking, and landscape areas will remain as common space.

The subdivision has been reviewed at the following meetings: Staff pre-application meeting on 3/18/15, Planning Commission work session on 3/31/15 City Council work session on 4/7/15, and Planning Commission held a public hearing and approved the preliminary plan on 4/21/15. Planning commission gave their final approval on 5/5/15.

Any questions regarding this agenda item may be directed at Noah Steele, City Planner.

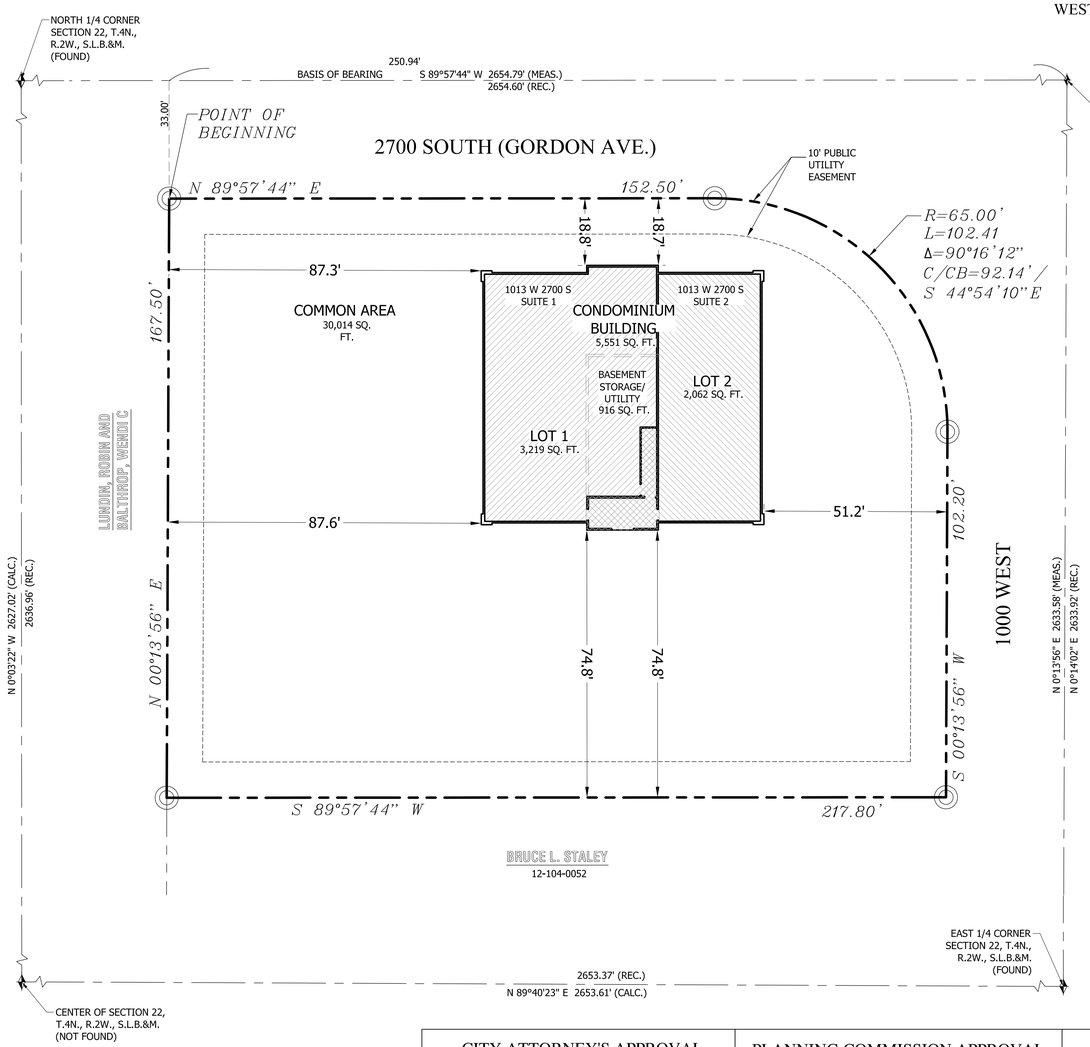
Attachments:

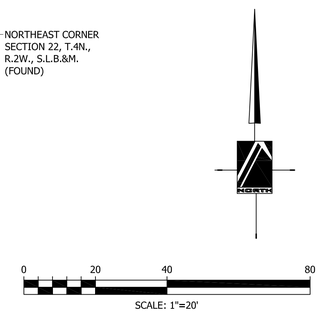
- Aerial
- Subdivision Plat

Planning Commission Recommendation: The Planning Commission has found that this subdivision complies with city ordinance and is forwarding it to City Council with a positive recommendation for approval.

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN
SYRACUSE, UTAH
APRIL 2015
PAGE 1 OF 2





LEGEND

- PROPERTY LINE
- LOT LINE
- CENTER / SECTION LINE
- STREET RIGHT-OF-WAY LINE
- EASEMENT LINE
- ADJACENT PROPERTY LINE
- NEW CENTERLINE MONUMENT
- SECTION CORNER
- PU&DE — PUBLIC UTILITY & DRAINAGE EASEMENT
- SET 5/8" REBAR WITH A ORANGE PLASTIC CAP, OR NAIL & WASHER STAMPED PINNACLE 191517
- PRIVATE
- LIMITED COMMON
- COMMON

NOTE: A FOOTING DRAIN WILL BE REQUIRED AROUND THE FOOTING OF THE BASEMENT

UTILITY COMPANY APPROVAL

ROCKY MOUNTAIN POWER — DATE

QUESTAR GAS — DATE

CENTURYLINK — DATE

SURVEYOR'S CERTIFICATE

I, STEPHEN J. FACKRELL DO HEREBY CERTIFY THAT I AM A LICENSED LAND SURVEYOR, AND THAT I HOLD CERTIFICATE NO. 191517 AS PRESCRIBED UNDER LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, HEREAFTER TO BE KNOWN AS: ELMORE PLAZA CONDOMINIUM PLAT AND THAT THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT. I FURTHER CERTIFY THAT ALL LOTS MEET FRONTAGE WIDTH AND AREA REQUIREMENTS OF THE APPLICABLE ZONING ORDINANCES.

BOUNDARY DESCRIPTION

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE SOUTH LINE OF 2700 SOUTH STREET SAID POINT BEING LOCATED SOUTH 89°57'44" WEST ALONG SECTION LINE 250.94 FEET AND SOUTH 33.00 FEET FROM THE NORTHEAST SECTION CORNER MONUMENT LOCATED AT THE INTERSECTION OF 2700 SOUTH STREET AND 1000 WEST AND RUNNING THENCE:
NORTH 89°57'44" EAST ALONG SAID SOUTH LINE 152.50 FEET TO A POINT OF CURVATURE;
THENCE SOUTHEASTERLY ALONG THE ARC OF A 65.00 FOOT RADIUS CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°16'12" A DISTANCE OF 102.41 FEET (CHORD BEARS: S 44°54'10" E 92.14') TO A POINT OF TANGENCY AND THE WEST LINE OF 1000 WEST STREET;
THENCE SOUTH 00°13'56" WEST ALONG THE WEST LINE SAID 1000 WEST STREET 102.20 FEET;
THENCE SOUTH 89°57'44" WEST 217.80 FEET;
THENCE NORTH 00°13'56" EAST 167.50 FEET TO THE POINT OF BEGINNING.

CONTAINING: 35,564 SQ. FT. OR 0.816 ACRES

DATE — STEPHEN J. FACKRELL
LICENSE NO. 191517

OWNER'S DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT _____, THE _____ UNDERSIGNED OWNER( ) OF THE ABOVE DESCRIBED TRACT OF LAND, HAVING CAUSED SAME TO BE SUBDIVIDED INTO COMMERCIAL CONDOMINIUM UNITS AND COMMON AREAS, HEREAFTER KNOWN AS ELMORE PLAZA CONDOMINIUM PLAT, DO HEREBY DEDICATE, GRANT AND CONVEY FOR PERPETUAL USE OF THE PUBLIC ALL PUBLIC UTILITY EASEMENTS OVER AND ACROSS COMMON AREA TO SYRACUSE CITY.

IN WITNESS WHEREOF _____ HAVE HEREUNTO SET _____ THIS _____ DAY OF _____ A.D. 20_____.

ACKNOWLEDGMENT

STATE OF UTAH)
COUNTY OF DAVIS)

ON THE____DAY OF _____A.D., 20___, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF DAVIS IN SAID STATE OF UTAH, THE SIGNER ( ) OF THE ABOVE OWNER'S DEDICATION, ____IN NUMBER, WHO DULY ACKNOWLEDGED TO ME THAT_____ SIGNED IT FREELY AND VOLUNTARILY AND FOR THE USES AND PURPOSES THEREIN MENTIONED.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC
RESIDING IN DAVIS COUNTY

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN

PINNACLE Engineering & Land Surveying, Inc.
2720 North 350 West, Suite #108
LAYTON, UT 84041
Phone: (801) 773-1910
Fax: (801) 773-1925

DAVIS COUNTY RECORDER

ENTRY NO._____FEE PAID_____FILED FOR RECORD AND RECORDED THIS _____ DAY OF _____, 20___AT _____ IN BOOK _____ OF OFFICIAL RECORDS PAGE _____

DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

CITY ATTORNEY'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY ATTORNEY.

SYRACUSE CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY PLANNING COMMISSION.

SYRACUSE CITY PLANNING COMMISSION

CITY ENGINEER'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY ENGINEER.

SYRACUSE CITY ENGINEER

CITY COUNCIL APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY COUNCIL.

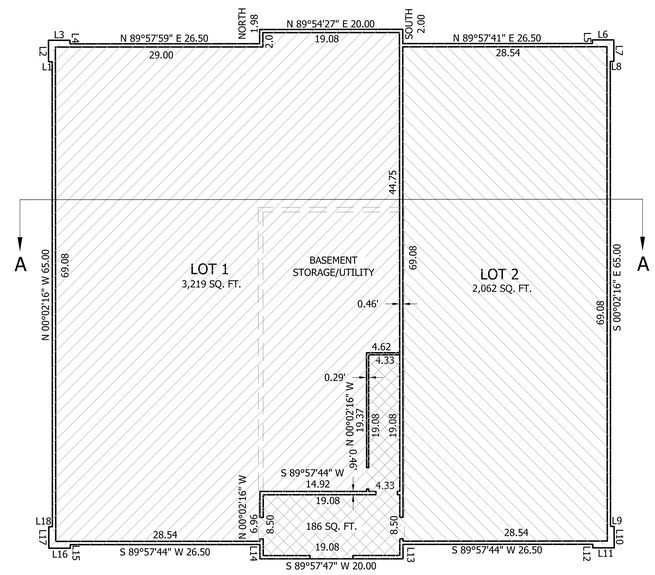
ATTEST:

SYRACUSE CITY RECORDER — SYRACUSE CITY MAYOR

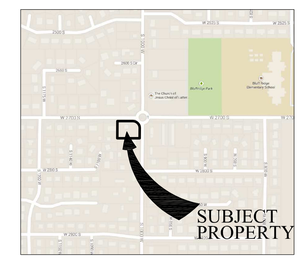
06-137

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22,
TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN
SYRACUSE, UTAH
APRIL 2015
PAGE 2 OF 2



LINE TABLE		
LINE	LENGTH	BEARING
L1	0.50	S89°57'44"W
L2	3.00	N00°02'16"W
L3	3.00	N89°57'40"E
L4	0.50	S00°02'02"E
L5	0.50	N00°02'16"W
L6	3.00	N89°57'44"E
L7	3.00	S00°02'16"E
L8	0.50	S89°57'44"W
L9	0.50	N89°57'44"E
L10	3.00	S00°02'16"E
L11	3.00	S89°57'44"W
L12	0.50	N00°02'16"W
L13	2.00	S00°02'13"E
L14	2.00	N00°02'16"W
L15	0.50	S00°02'16"E
L16	3.00	S89°57'44"W
L17	3.00	N00°02'16"W
L18	0.50	N89°57'44"E



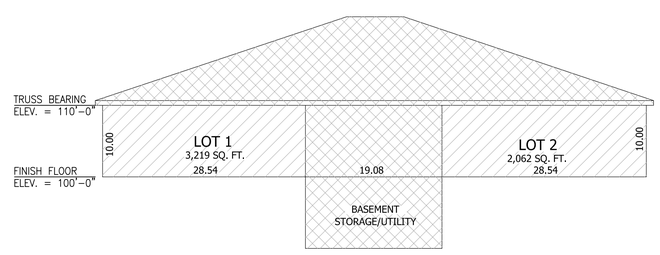
VICINITY MAP

NORTH

PRIVATE

LIMITED COMMON

COMMON



SECTION A-A

PINNACLE
Engineering & Land Surveying, Inc.
2720 North 350 West, Suite #108
LAYTON, UT 84041
Phone: (801) 773-1910
Fax: (801) 773-1925

DAVIS COUNTY RECORDER

ENTRY NO._____FEE
PAID_____FILED FOR RECORD
AND RECORDED THIS _____
DAY OF _____, 20___AT
_____ IN BOOK _____
OF OFFICIAL RECORDS PAGE
_____

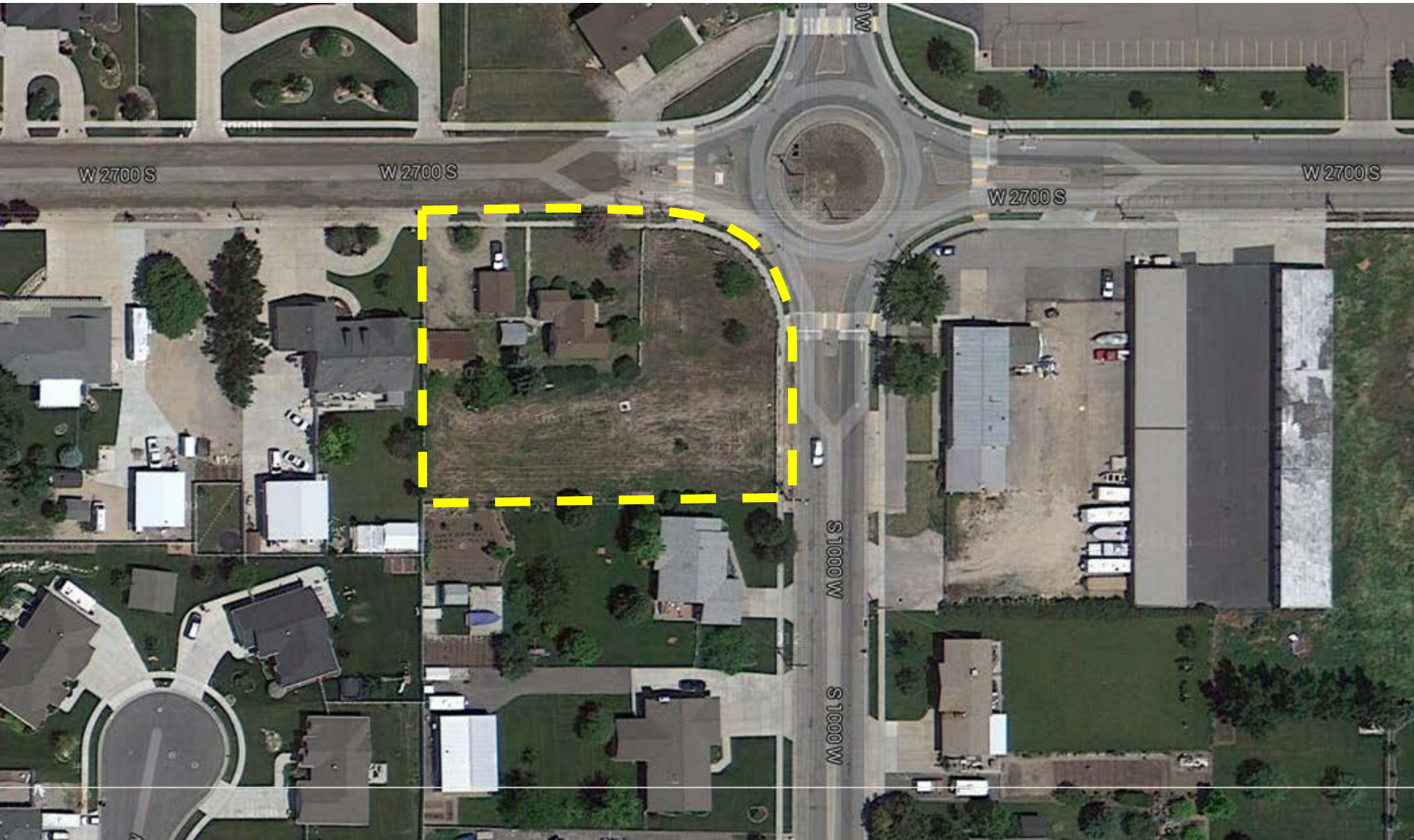
DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

06-137

Proposed Elmore Plaza

Location: 2700 South 1000 West



COUNCIL AGENDA

May 12, 2015

Agenda Item c.iv **Code Amendment to Title X pertaining to Accessory Structures.**

Public Meeting Outline

Planning Commission Discussions

February 17, 2015
March 17, 2015
April 7, 2015
April 21, 2015 –made motion to forward to City Council

Summary

The Planning Commission has conducted a review of the accessory structure ordinance in Title X of the City Code. The following is a summary of the changes:

- Clarify confusing language throughout
- Remove the fencing requirement
- Change the setback requirements
- Change the allowed height requirements
- Change the pool/hot tub requirements

Attachments

- Red Lined Code Amendments (Proposed in red, strike through to be removed, black is existing text)
- Proposed Code

Planning Commission Recommendation

The Planning Commission moved to recommend approval, to the City Council, of the proposed Code Amendment to Title X pertaining to Accessory Structures.

ORDINANCE NO. 15-06

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.

WHEREAS, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

WHEREAS, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

WHEREAS, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

WHEREAS, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

WHEREAS, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

Section 2. **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 3. **Effective Date.** This Ordinance shall become effective immediately after publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF May, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	___	_____
Councilmember Lisonbee	___	_____
Councilmember Duncan	___	_____
Councilmember Johnson	___	_____
Councilmember Gailey	___	_____

EXHIBIT A – RED LINE VERSION

Chapter 10.30 General Land Use Regulations

(C) Accessory Buildings and Structures.

(1) General Requirements.

(a) ~~No accessory building or structure shall be erected, located, used, or occupied until the erection of the principal use has commenced.~~ No more than two accessory buildings shall be on any lot, unless it contains a minimum of half an acre. Lots with half an acre or more may qualify for approval of a third accessory building by complying with all other applicable requirements of this chapter. No accessory building may be located within a recorded easement unless authorized by the ~~Land Use Authority~~ applicable easement holder through written approval. ~~All accessory buildings located in the street sides of corner lots shall comply with SCC 10.30.050 regarding lot and yard regulations for corner lots~~.

(b) No accessory building or structure may encroach into a front or side yard ~~unless the structure is:~~

~~(i) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure; and~~

(2) Accessory buildings or structures 200 square feet or less shall comply with the following requirements:

(a) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure.

~~(ii)~~ (b) Not taller than ~~10~~ 15 feet~~; and~~ to the peak of the roof structure.

~~(iii) Concealed or otherwise located behind a privacy fence of at least six feet in height; and~~

~~(iv)~~ (c) Located at least 10 feet from the primary structure and located at least three feet from any property lines.

~~(2)~~ (3) Accessory buildings or structures greater than 200 square feet ~~or greater~~ shall comply with the following requirements:

(a) Building Permit and Conditional Use Permit. ~~Required.~~ ~~Accessory buildings of 200 square feet or greater shall require approval for a~~ Approval for a minor conditional use permit and issuance of a building permit is required prior to construction. Persons

desiring to construct accessory buildings shall make application to the Land Use Authority or designee for minor conditional use approval as outlined in SCC 10.30.100.

Application shall include the following submittals:

(i) Site plan showing location of the home, property line, setbacks, location of the proposed buildings, parking spaces, and easements.

(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements

(b) Size. ~~Such accessory~~ Accessory building or structure shall conform to requirements of subsection (C)(1) of this section and shall not be greater in size than the footprint of the principal structure.

~~(b) Approval. Persons desiring to construct accessory buildings shall make application to the Land Use Authority or designee for conditional use approval as outlined in SCC 10.30.100. Application shall include the following submittals:~~

~~(i) Site plan showing location of the home, property line setbacks, location of the proposed building, parking spaces, easements, and buildings on adjacent properties within 50 feet of the proposed accessory building.~~

~~(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements.~~

(c) Design. The design, height, and footprint of accessory buildings shall blend aesthetically with the principal building's architecture and design materials.

(d) Setback. The building shall be setback from any property line the distance specified in the table below:

Roof Height (feet)	Up to 21	21 + to 24	24 + to 27	27 + to 30
Setback (feet)	5	6	7	8

~~(3) Setback Requirements. Shown in Exhibit 10.30.010 and listed below are the following setback requirements developed to regulate the negative impact accessory structures can have within a development:~~

~~(a) Minimum Setback. In no case shall an accessory building, regardless of size, be any closer than three feet to any property line.~~

~~(b) Walls. Accessory buildings 200 square feet or greater and exceeding 10 feet in height, as measured from the main floor to the top exterior wall plate, shall increase the three-foot minimum setback requirement from property line by one foot for every one foot of height above 10 feet.~~

~~(c) Roof. The roof height on an accessory structure that exceeds 50 percent of the wall height, as measured from the top exterior wall plate to the highest point on the roof, shall increase the three-foot minimum setback requirement from property line by one foot for every one foot of height above the 50 percent requirement.~~

~~(d) Corner Lot. An accessory building located on the street side of a corner lot shall comply with SCC 10.30.050.~~

(e) Corner Lot. All accessory buildings on corner lots shall be set back a minimum of 20 feet from the street side property line.

~~(e)~~ (f) Other Structures. In no case shall an accessory building be constructed within six feet of a primary structure ~~or within six feet of any structure 200 square feet or greater.~~

(g) Height. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed 30 feet.

(D) Maximum Height Limitations. No maximum height regulations, as stated in this title except for specified exceptions, shall apply to prevent the construction of penthouse or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the buildings, and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smoke stacks, water tanks, television masts, silos, or similar structures above the stated height limits; provided, that no space above the height limit shall provide additional floor space.

(E) Additional Height Allowed. Public buildings or structures and churches authorized in a zone may be erected to any height provided the building is set back from each otherwise established setback line at

least one foot for each additional foot of building height above the normal height limit required for the zone in which the building is erected.

(F) Satellite Dish Antennas. For the purpose of this title, satellite dishes may be located on any residential structure or in the rear yard as accessory structures.

(G) Swimming Pools. Any structure intended for swimming, recreational bathing, or wading that is over ~~24~~ 48 inches deep shall require a building permit. The provisions of the adopted International Residential Building Code, Appendix (G), adopted by the City Council, shall govern the design and construction of swimming pools, spas, and hot tubs installed in or on the lot of a one- or two-family dwelling.

(H) All ~~such~~ pools over 24 inches deep in any residential zone shall ~~be accessory uses and~~ comply with the following conditions and requirements:

(1) It shall not be located closer than eight feet to any property line.

(2) The swimming pool shall be walled or fenced to no less than ~~at least~~ six feet in height to prevent uncontrolled access by children from adjacent properties.

(3) Hot tubs equipped with a lockable safety cover meeting the ASTM F1346-91 requirements are exempt from the fencing requirement.

[Ord. 11-02 § 1 (Exh. A); Ord. 10-02 § 1 (Exh. A); Ord. 09-16 § 1 (Exh. A); Ord. 09-10 § 1 (Exh. A); Ord. 08-11 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-04; Ord. 03-18; Ord. 03-08; Code 1971 § 10-6-010.]

EXHIBIT A – CLEAN VERSION

Chapter 10.30 General Land Use Regulations

(C) Accessory Buildings and Structures.

(1) General Requirements.

(a) No more than two accessory buildings shall be on any lot, unless it contains a minimum of half an acre. Lots with half an acre or more may qualify for approval of a third accessory building by complying with all other applicable requirements of this chapter. No accessory building may be located within a recorded easement unless authorized by the applicable easement holder through written approval.

(b) No accessory building or structure may encroach into a front or side yard

(2) Accessory buildings or structures 200 square feet or less shall comply with the following requirements:

(a) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure.

(b) Not taller than 15 feet to the peak of the roof structure.

(c) Located at least 10 feet from the primary structure and located at least three feet from any property lines.

(3) Accessory buildings or structures greater than 200 square feet shall comply with the following requirements:

(a) Building Permit and Conditional Use Permit. Approval for a minor conditional use permit and issuance of a building permit is required prior to construction. Persons desiring to construct accessory buildings shall make application to the Land Use Authority or designee for minor conditional use approval as outlined in SCC 10.30.100.

Application shall include the following submittals:

(i) Site plan showing location of the home, property line, setbacks, location of the proposed buildings, parking spaces, and easements.
(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements

(b) Size. Accessory building or structure shall conform to requirements of subsection (C)(1) of this section and shall not be greater in size than the footprint of the principal structure.

(c) Design. The design, height, and footprint of accessory buildings shall blend aesthetically with the principal building's architecture and design materials.

(d) Setback. The building shall be setback from any property line the distance specified in the table below:

Roof Height (feet)	Up to 21	21 + to 24	24 + to 27	27 + to 30
Setback (feet)	5	6	7	8

(e) Corner Lot. All accessory buildings on corner lots shall be set back a minimum of 20 feet from the street side property line.

(f) Other Structures. In no case shall an accessory building be constructed within six feet of a primary structure.

(g) Height. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed 30 feet.

(D) Maximum Height Limitations. No maximum height regulations, as stated in this title except for specified exceptions, shall apply to prevent the construction of penthouse or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the buildings, and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smoke stacks, water tanks, television masts, silos, or similar structures above the stated height limits; provided, that no space above the height limit shall provide additional floor space.

(E) Additional Height Allowed. Public buildings or structures and churches authorized in a zone may be erected to any height provided the building is set back from each otherwise established setback line at least one foot for each additional foot of building height above the normal height limit required for the zone in which the building is erected.

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(2) The swimming pool shall be walled or fenced to no less than six feet in height to prevent uncontrolled access by children from adjacent properties.

(3) Hot tubs equipped with a lockable safety cover meeting the ASTM F1346-91 requirements are exempt from the fencing requirement.

[Ord. 11-02 § 1 (Exh. A); Ord. 10-02 § 1 (Exh. A); Ord. 09-16 § 1 (Exh. A); Ord. 09-10 § 1 (Exh. A); Ord. 08-11 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-04; Ord. 03-18; Ord. 03-08; Code 1971 § 10-6-010.]

COUNCIL AGENDA

May 12, 2015

Agenda Item c.v **Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.**

Public Meeting Outline

Planning Commission Work Session Discussions

January 20, 2015
February 3, 2015
March 3, 2015

Background

The Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations.

Attachments

- Proposed Code Amendments

Planning Commission Recommendation

The Planning Commission moved to recommend approval, to the City Council, of the proposed Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.

ORDINANCE NO. 15-07

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.

WHEREAS, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

WHEREAS, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

WHEREAS, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

WHEREAS, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

WHEREAS, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

Section 2. **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 3. **Effective Date.** This Ordinance shall become effective immediately after publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF May, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	___	_____
Councilmember Lisonbee	___	_____
Councilmember Duncan	___	_____
Councilmember Johnson	___	_____
Councilmember Gailey	___	_____

Chapter 10.10
DEFINITIONS

10.10.040 Definitions.

~~"Common space" means land area within a development not individually owned or dedicated for public use, for which its design and intended use as an amenity shall be for the direct benefit of the residents in such development. Common space may be either natural or functional as a designed element of a development that has a functionally described and planned benefit. Examples include landscaped areas that provide visual relief, shade, screening, buffering, or another environmental amenity and nature trails, exercise trails, and facilities, e.g., swimming pools, tennis courts, club houses, pavilions, and golf courses.~~

"Common Space" means land area with an amenities in which the dedicated purpose is shared equally by all the residents of that community or the public.

~~"Open space" means any area of land characterized by openness that provides for that portion of the human environment, through dedication to preservation of said openness, in order to enhance urban, suburban, or rural areas, and provide important physical, recreational, conservation, aesthetic, or economic value or assets.~~

~~(1) "Functional open space" means any area of land improved and dedicated for public or private use and designed as an amenity for the benefit of the residents of a development or citizens of the City. Examples include landscaped aesthetic areas, City parks, playgrounds, and ball fields.~~

~~(2) "Natural open space" means any area of land, essentially unimproved and not occupied by structures or manmade impervious surfaces, dedicated or reserved in perpetuity for public or private enjoyment as a preservation of open area.~~

~~(3) "Cluster subdivision open space" means open space, either natural or functional, provided to compensate for the lot size reductions from minimum lot size requirements or increases in overall gross density.~~

~~(4) "Public open space" means open space owned by a public agency, such as the City of Syracuse, and maintained by such agency for the use and enjoyment of the general public.~~

"Open Space" means any area of land without human-built structures; such as parks, recreational and natural areas or land not occupied by buildings. Open space does not include curb and gutter, driveways and roadways.

ADD:
"Gross Acreage" means the total land being developed

Chapter 10.75

PRD – PLANNED RESIDENTIAL DEVELOPMENT

Sections:

10.75.010 Purpose.

10.75.020 Permitted uses.

10.75.030 Conditional uses.

10.75.040 Minimum lot standards.

10.75.050 Development plan and agreement requirements.

10.75.060 Design standards.

10.75.070 Street design.

10.75.080 Off-street parking and loading.

10.75.090 Signs.

10.75.010 Purpose.

The purpose of this zone is to allow diversification in the relationship of residential uses to its sites and permit directed flexibility of site design. Further, its intent is to encourage a more efficient use of the land and the reservation of a greater proportion of common space for recreational and visual use than other residential zones may provide and to encourage a variety of dwelling units that allow imaginative concepts of neighborhood and housing options and provide variety in the physical development pattern of the City. This will allow the developer to more closely tailor a development project to a specific user group, such as retired persons.

The intent of this zone is to encourage good neighborhood design while ensuring compliance with the intent of the subdivision and zoning ordinances. All dwelling units are to be held in private individual ownership. However, the development shall contain common or open space and amenities for the enjoyment of the planned community that are developed and maintained through an active homeowners' association or similar organization with appointed management. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-010.]

10.75.020 Permitted uses.

The following are permitted uses by right provided the parcel and building meet all other provisions of this title and any other applicable ordinances of Syracuse City:

(A) Accessory uses and buildings (Maximum 200 square feet).

(B) Churches, synagogues, and temples.

(C) Dwelling units, single-family (no more than four units attached).

(D) Educational services.

(E) Household pets.

(F) Private parks.

(G) Public and quasi-public buildings.

(H) Residential facilities for persons with disabilities and assisted living centers. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-020.]

10.75.030 Conditional uses.

The following may be permitted conditional uses for non-attached dwellings, after approval as specified in SCC 10.20.080.

(A) Day care centers (major).

(B) Home occupations (minor or major).

(C) Temporary commercial uses (see SCC 10.35.050) (minor).

(D) Temporary use of buildings (see SCC 10.30.100(A)(9)) (minor). [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-030.]

10.75.040 Minimum lot standards.

All lots shall be developed and all structures and uses shall be placed on lots in accordance with the following standards:

(A) Density: ~~The City shall determine the dwelling unit density, building setbacks, and minimum lot size through a development plan based on the specific merits of the proposed development as well as on factors such as recreation facilities, greater open space, landscaping features, fencing type and design, signage, clubhouse provisions, homeowners' covenants, professional maintenance, trails/pathways, and quality of exterior building materials. However, condominium developments shall comply with the Utah Condominium Act, but in no case shall the~~ Overall density of (6) dwelling units per ~~net~~ gross acre~~, without recommendation for approval by the Planning Commission and the consent and approval of the City Council.~~

~~The overall density of the development may exceed eight dwelling units per net acre and increase up to a maximum of 12 dwelling units per net acre only after receiving recommendation for approval by the Planning Commission and consent and approval by the City Council. The Planning Commission recommendation and City Council consent and approval, for a developer to exceed eight dwelling units per net acre, shall be subject to the ability of the development plan to meet the following criteria:~~

(~~1~~) ~~The development area shall be a transitional residential buffer to commercial, industrial, and/or retail zones, as established in the general plan;~~

(~~2~~1) The development shall provide a standard road right-of-way of 60 feet which shall include curb, gutter, and sidewalk improvements;

Formatted: Not Strikethrough

(~~2~~) Open space/common space: shall be a minimum 50 percent of the total land area, excluding roadways, buildings, acreage and, excluding any above-ground City infrastructure. Of that 50 percent, 30 percent shall be in open space and 20 percent in common space.

(~~4~~3) For detention ponds to be considered common space it must include amenities approved by planning commission and city council.

(4) The aesthetic and landscaping proposals shall provide ~~a~~

~~superior residential development and environment;~~ for trees and shrubs that break up the look of having the same building style duplicated throughout the development and shall be in accordance with the Architectural Review Guide .

(5) For the purpose of this section, landscaping is not allowed to be considered as an amenity.

(~~5~~6) The development shall provide adequate off-street parking area(s), subject to requirements of this chapter and off-street parking requirements as found in Chapter 10.40 SCC; and

(~~6)~~7 The development design shall include a direct connection to a major arterial, minor arterial, or major collector roadway.

(B) Lot width: determined by development plan.

(C) Front yard: 20 feet.

(D) Side yards: a minimum of 16 feet between ~~attached units~~ primary structures and 8 feet from the property line

(E) Rear yard: a minimum of 15 feet.

(F) Building height: as allowed by current adopted building code, with a maximum height of 30 feet to the top of the roof structure.

(G) Structure: ~~for~~ attached units, ~~there~~ shall ~~be~~ not have a single roofline and shall have variations in architectural style between the buildings. The units shall include a minimum of two-car garages for each unit and shall not be the major architectural feature of the building.

(~~G~~ H. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1998; Code 1971 § 10-15-040.]

10.75.050 Development plan and agreement requirements.

(A) Subdivision ordinance requirements shall generally apply to planned residential communities. The developer shall submit a residential development plan of all project phases for City consideration and approval

and shall integrate the proposed development plan into a development agreement between the developer and City. The development agreement shall undergo an administrative review process to ensure compliance with adopted City ordinances and standards with approval by the City Council. The subdivider shall develop the property in accordance with the development agreement and current City ordinances in effect on the approval date of the agreement, together with the requirements set forth in the agreement, except when federal, state, county, and/or City laws and regulations, promulgated to protect the public's health, safety, and welfare, require future modifications under circumstances constituting a rational public interest. ~~The Land Use Authority shall use the submitted development plan and agreement with the design amenities and unique development features and merits of the development to determine overall development dwelling unit density up to a maximum of 12 dwelling units per net acre.~~

(B) A planned residential development must have a minimum of five acres ~~with a minimum of 20 percent of the acreage in common space area excluding required roadways, curbs, and other City infrastructure~~.

(C) The developer shall landscape and improve all open space ~~or common space~~ around or adjacent to building lots and common spaces and maintain and warrant the same through a lawfully organized homeowners' association, residential management company, or similar organization. ~~The HOA shall warrant the trees used in landscaping.~~

(D) The development plan submitted for review shall show the location and building elevations with exterior building materials, size, and general footprint of all dwelling units and other main buildings and amenities.

(E) The development plan submitted for review shall include landscaping, fencing, and other improvement plans for common or open spaces, with the landscaping designed in accordance with an approved theme to provide unity and aesthetics to the project. The plan shall include all special features, such as ponds, fountains, signs, walking paths, inviting entryways, etc., together with a landscape planting plan. ~~Open~~ Common space ~~and recreational areas~~ should be the ~~focal point~~ emphasis for the overall design of the development, with various community facilities grouped in places well related to the common ~~open~~ space~~s~~ and easily

accessible to pedestrians.

~~(F) The proposed development shall show it will not be detrimental to the health, safety, or general welfare of persons residing adjacent to the proposed development.~~

(~~G~~F) A planned residential community shall be of sufficient size, composition, and arrangement to enable its feasible development as a complete unit, managed by a legally established owners' association and governed by enforceable, duly recorded CC&Rs. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-050.]

10.75.060 Design standards.

The Land Use Authority shall approve the required common building theme. The design shall show detail in the unification of exterior architectural style, building materials, and color and size of each unit; however, the intent is not to have the design so dominant that all units are identical. Residential dwellings shall comply with SCC 10.30.020. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-060.]

10.75.070 Street design.

The Land Use Authority may approve an alternative street design so long as it maintains the City's minimum rights-of-way. The developer shall dedicate all street rights-of-way to the City. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-070.]

10.75.080 Off-street parking and loading.

For multi-unit developments; one additional off-street parking space shall be provided for each unit of four dwellings. Off-street parking and loading shall be as specified in Chapter 10.40 SCC; provided, however, that the City may limit or eliminate street parking or other use of City rights-of-way through the employment of limited or alternative street designs. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A);

Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-080.]

10.75.090 Signs.

The signs permitted in this zone shall be those allowed in residential zones by Chapter 10.45 SCC. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-090.]

SYRACUSE CITY

Syracuse City Council Regular Meeting Agenda
May 12, 2015 – 7:00 p.m.
City Council Chambers
Municipal Building, 1979 W. 1900 S.

1. Meeting called to order
   Invocation or thought – provided by Police Chief Garrett Atkin for Law Enforcement Week.
   Pledge of Allegiance
   Adopt agenda
2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Cortney Cobabe and Derek Segura.
3. Recognition:
   a. Introduction of new Police Officer, Nathan Brown.
   b. Recognition of CERT course graduates.
   c. Recognize Fire Fighters who have completed specialized training courses.
4. Approval of Minutes:
   a. Work Session of April 14, 2015
   b. Regular Meeting of April 14, 2015
   c. Work Session of April 28, 2015
5. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.
6. Public Hearing: Authorize Administration to dispose of surplus property.
7. Public Hearing: ordinance amendment for water service to remnant agriculture properties (from April 14 work session.)
8. Proposed Ordinance 15-08 amending the Syracuse City General Plan adopted in 1976, as amended, by changing the land use designation for property located at 1975 S. 1000 W. from GC General Commercial to R-3 Residential.
9. Proposed Ordinance 15-09 amending the existing zoning map of Title 10 of the Syracuse City Code by changing from A-1 Agriculture to R-2 and R-3 Residential the parcel of property located at 1975 S. 1000 W.
10. Preliminary and Final Subdivision approval, Elmore Plaza, located at approximately 2700 S. 1000 W., P-O Zone.
11. Proposed Ordinance 15-06 amending Title Ten of the Syracuse City Code pertaining to land use, specifically relating to accessory structures.
12. Proposed Ordinance 15-07 amending Title Ten of the Syracuse City Code pertaining to land use, specially relating to planned residential developments (PRD).
13. Proposed Resolution 2015-12 adopting comprehensive edits to chapters 12-24 of the Personnel Policies and Procedures Manual.
14. Adopt tentative budget and set public hearing for June 9, 2015 to consider adoption of final budget.
15. Councilmember Reports.
16. Mayor Report.
17. City Manager Report.
18. Adjourn.

~~~~~

In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 7th day of May, 2015 at Syracuse City Hall on the City Hall Notice Board and at http://www.syracuseut.com/. A copy was also provided to the Standard-Examine on May 7, 2015.

CASSIE Z. BROWN, CMC
SYRACUSE CITY RECORDER
~~~~~

COUNCIL AGENDA

May 12, 2015

Agenda Item **#2** Presentation of the Syracuse City and Wendy's "Award for Excellence" to Cortney Cobabe and Derek Segura.

Factual Summation

- Any questions regarding this item can be directed at CED staff. Please see the attached memos regarding the Award recipients for May 2015.

Recommendation

The Community & Economic Development Department hereby recommends that the Mayor and City Council present the "Syracuse City & Wendy's Award for Excellence" to Cortney Cobabe and Derek Segura.

Syracuse City and Wendy's Award for Excellence

Athlete and Scholar of the Month

The Syracuse City and Wendy's Award for Excellence is an award given to students who live in Syracuse City to recognize and reward success or extra effort in academics, arts, community participation, or athletics. This award is a combined effort to involve students in local government and to foster a sense of community pride by rewarding these students for their hard work. We appreciate Wendy's for their generous contributions to this program.

The award will be given each month to one boy and one girl in grades K-12. The City Council and Mayor will recognize and congratulate the students in a City Council Meeting by presenting them with certificates of achievement and gift cards to the Syracuse Wendy's. The students' pictures will be featured at the Syracuse Wendy's store, City Hall, and the community center. Syracuse City will also recognize the student's accomplishments in the City newsletter, website, and social-media pages.

Please nominate one boy and one girl for this award by filling in the following information. Recipients must be Syracuse City residents. For any additional information or questions, please contact Debbie Rainford, (801) 614-9627.

Student Name: Courtney Cobabe

Parent(s) Name(s): Aaron and Nicole Cobabe

Phone Numbers: Home—801-825-7088; Mom Cell—801-336-7804; Dad Cell—801-458-4935

Address: 1057 S. 2300 W., Syracuse

Reason for Selection

Cortney Cobabe is an A+++ student! She is one of the most responsible, careful, and courteous students in our school. She always turns in her assignments on time, complete, and looking beautiful. Cortney is also a great

Peace Builder, always helping out as needed. She never complains about anything, and follows directions to the T. We appreciate the wonderful positive attitude and sweet smile that she brings each day!

Student Name: Derek Segura

Parent(s) Name(s): Luis and Laura Segura

Phone Numbers: Home—801-985-6671; Mom Cell—801-690-5533; Dad Cell—801-866-4814

Address: 2116 W. 750 S., Syracuse

Reason for Selection:

Derek Segura is the kind of student that all teachers dream of having. He listens attentively, asks questions in class, is willing to give comments and thoughts during classroom discussions, learns from his mistakes, he always has his homework done and completed and turned in on time (and sometimes even days before a project or report is due!) Derek consistanly earns high marks in all of his classes. Derek is kind to others, works well in cooperative learning groups, and is the kind of student who is trustworthy and honest. He is a student I know I can always count on if I need something done.

Not only is Derek amazing in the classroom, but he is also active on the basket ball court as well. He has been playing Jr. Jazz basket ball for the Syracuse Recreation department for several seasons. He is a team player, strives to do his best (in the classroom and on the court). He applauds others and encourages his team mates to do their best. He is a good sportsman and shows that winning can happen on the court and in the classroom.

COUNCIL AGENDA

May 12, 2015

Agenda Item **#3a** Introduction of new Police Officer Nathan Brown.

Factual Summation

- Chief Atkin has requested time on the agenda to introduce his newest Police Officer, Nathan Brown.

COUNCIL AGENDA

May 12, 2015

Agenda Item **#3b** Recognition of CERT Course graduates.

Factual Summation

- Any questions regarding this item can be directed at Fire Chief Froerer.
- The Fire Department recently hosted a CERT Course, which is a program that prepares participants to be able to help themselves, their family and their neighbors in the event of a disaster. CERT teams also help the community year-round by helping with community emergency plans, neighborhood exercises, preparedness outreach, and workplace safety. In addition to supporting emergency responders during a disaster, the CERT program builds strong working relationships between emergency responders and members of our community.

COUNCIL AGENDA

May 12, 2015

Agenda Item **#3c** Recognition of Fire Fighters who have completed specialized training courses.

Factual Summation

- Any questions regarding this item can be directed at Fire Chief Froerer.
- The Fire Department recently hosted an advanced Passenger Vehicle Extrication Technician Course which eight of our firefighters completed and received certification. This course was designed to instill a technician-level knowledge using the tools, methods and practical application of passenger vehicle extrication techniques. Much of the course required off-duty participation and utilized equipment recently obtained through a Federal grant and the fire department operating budget. We would like to recognize their effort and completion with their certificate award. The course was completed by:
    - Captain DeWayne Hitchcox
    - Captain Kyle Nance
    - Captain Corey Bybee
    - Firefighter Aaron Shupe
    - Firefighter Brad Mills
    - Firefighter Dan Holman
    - Firefighter Treir Allen
    - Firefighter Colt Cottrell.

COUNCIL AGENDA

May 12, 2015

Agenda Item **#4** Approval of Minutes.

Factual Summation

- Please see the draft minutes of the following meeting(s):
    a. Work Session Meeting of April 14, 2015.
    b. Business Meeting of April 14, 2015.
    c. Work Session of April 28, 2015.

- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

DRAFT

Minutes of the Syracuse City Council Work Session Meeting, April 14, 2015

Minutes of the Work Session meeting of the Syracuse City Council held on April 14, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Mike Gailey
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:
City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Planner Jenny Schow
Planner Noah Steele

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; hear a request to be on the agenda from Mike Bastian, Castlecreek Homes, re: proposed ordinance amendment pertaining to secondary water service for remnant agriculture properties; discuss a proposed parking ordinance; review agenda item 9: Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual; review items forwarded by the Planning Commission: (1) Concept Plan Report, Elmore Plaza, located at approximately 1000 W. Gordon (2700 South); (2) Final Subdivision Plan, Wilcox Meadows Phase 1(name changed from Wilcox Farms), Castle Creek, located at 1200 S 3000 W, R-2 Zone; (3) Final Subdivision Plan, Steed Lake View Farm phase I, Lake View Farm I LLC, located at 700 S 3000 W, R-2/R-3 Zone; (4) proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone; and discuss Council business.

6:04:59 PM

Agenda review

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:00 p.m.

6:05:36 PM

Request to be on the agenda: Mike Bastian, Castlecreek Homes, re: proposed ordinance amendment pertaining to secondary water service for remnant agriculture properties.

A staff memo from Public Works Director Whiteley explained as development occurs and pressurized secondary water is in place, irrigation ditches experience a smaller demand for water delivery. In many cases, small remnants of agricultural properties that still rely upon irrigation ditches have challenges in maintaining long stretches of ditches that are routed around or piped through new developments. Often times, the cost of piping or relocating a ditch to serve a remnant property would be greater than the cost to install a pressurized service. City ordinance does not provide an avenue to serve remnant agriculture properties. Mr. Bastian is asking the Council to entertain an ordinance amendment to provide pressurized secondary water to remnant agriculture properties where ditches are limited or become unavailable.

6:05:57 PM

Mr. Bastian briefly summarized his request to serve a remnant agriculture property with pressurized secondary water due to the lack of irrigation ditches in the area. Public Works Director Whiteley added that since what Mr. Bastian is requesting is not allowed, it would be necessary to amend the City Code to grant his request. He added there have been similar situations in the past and there will likely be similar situations in the future. The Council briefly discussed Mr. Bastian's request and concluded they are comfortable considering a proposed ordinance amending the City Code to accommodate Mr. Bastian's request, so long as the practice is not allowed for remnant parcels larger than one acre in size.

6:21:18 PM

Discussion of proposed parking ordinance.

A staff memo from Police Chief Atkin explained he is requesting the adoption of an additional parking ordinance. According to ordinance 11.05.010, Syracuse City has adopted State laws related to parking violations. These laws can be found primarily in 41-6a-1401 and 41-6a-1404 of the Utah Code. The purpose of this proposed ordinance is to allow the

Department to better address parking concerns of residents and to provide increased safety. This ordinance would be added to Chapter 11 Section 20.

6:21:41 PM

Chief Atkin reviewed his staff memo and provided an overview of the ordinance amendments he is recommending. The Council discussed the recommendation and expressed concerns regarding some of the recommended changes, specifically the changes that would be more restrictive in residential areas without curb and gutter. Councilmembers also expressed concerns that the changes that would be too restrictive for residents that may have an inoperable vehicle that they would like to work on at their own property. The Council ultimately concluded to include an item on a future work session agenda for continued discussion before considering an ordinance that would formalize the changes Chief Atkin is recommending.

6:38:47 PM

Review agenda item 9: Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual.

A staff memo from Finance Director Marshall referred to a red line and a clean copy of the proposed edits for chapters 12 – 23 (excluding chapter 18) of the policy manual. Staff is still working through edits and revisions of chapter 18 and will bring it to the Council at a future date.

Mr. Marshall reviewed his staff memo and provided an overview of the index identifying the changes to the policy manual as follows:

- Appendix A- inserted updated form
- Appendix B- deleted employment reference release form (no longer use). Inserted Recruitment and Retention Policy
- Appendix C- deleted new hire requisition form (no longer use). Inserted Volunteer Service Agreement
- Appendix D- deleted Personnel Action Form (only HR uses). Inserted Compensation Plan

- Appendix E- deleted Volunteer Service Agreement (moved to C). Inserted FMLA Employee's Rights and Responsibilities Poster
- Appendix F- deleted Compensation Time Agreement (no longer use). Inserted FMLA Notice of Eligibility and Rights and Responsibilities
- Appendix G- deleted Bi-Weekly Compensation Time Election Form (no longer use). Inserted FMLA Designation Notice
- Appendix H- deleted Leave Request Form (no longer use). Inserted FMLA Employee's Own Serious Health Condition Certification Form
- Appendix I- deleted FMLA Employees Rights and Responsibilities Poster (moved to E). Inserted FMLA Family Member's Serious Health Condition Certification Form
- Appendix J- deleted FMLA Notice of Eligibility and Rights and Responsibilities form (moved to F). Inserted FMLA Certification of Qualifying Exigency for Military Family Leave form.
- Appendix K- deleted FMLA Designation Notice (moved to G). Inserted FMLA Certification for Serious Injury or Illness of Covered Service Member.
- Appendix L- deleted FMLA Employee's Own Serious Health Condition Certification Form (moved to H). Inserted FMLA Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave Form.
- Appendix M- deleted FMLA Family Member's Serious Health Condition Certification Form (moved to I). Inserted Secondary Employment Form.
- Appendix N- deleted FMLA Certification of Qualifying Exigency for Military Family Leave Form (moved to
- J). Inserted Injury/Incident Report Form.
- Appendix O- deleted FMLA Certification for Serious Injury or Illness of Covered Service Member form (moved to K). Inserted Injury/Incident Checklist form.
- Appendix P- deleted Notice of Secondary Employment form (moved to M). Inserted Bomb Threat Checklist.
- Appendix Q- deleted Drug Test Release Form for Minors (no longer use). Inserted Tuition Aid Application.
- Appendix R- deleted Background Investigation Release Form (only hr and new hires use). Inserted Credit Card Agreement Form.
- Appendix S- deleted Background Investigation Release Form B (no longer use. Inserted Missing Credit

- Card Receipt Form
- Appendix T- deleted Accident Report Form (only HR uses). Inserted Emergency Preparedness Cash Out Form
- Appendix U- deleted Bomb Threat Checklist (moved to P). Inserted Formal Grievance Form.
- Appendix V- deleted Tuition Aid Application (moved to Q). Inserted Administrative Leave Form.
- Appendix W- deleted Travel Application (no longer use). Inserted Disciplinary Action Form.
- Appendix X- deleted Vehicle Use Agreement Form (only hr and new hires use). Inserted Voluntary Termination Form.
- Appendix Y- deleted Formal Grievance Form (moved to U).

6:39:19 PM

Finance Director Marshall reviewed his staff memo and facilitated a discussion of the proposed edits with the City Council. Councilmembers provided feedback and suggested edits to the document. Mr. Marshall indicated he will make the requested changes and corrections, but indicated he is comfortable moving this item to the next work session agenda given the fact that there is limited time to review the document this evening.

6:49:20 PM

Review items forwarded by the Planning Commission: Concept Plan Report, Elmore Plaza, located at approximately 1000 W. Gordon (2700 South).

A staff memo from the Community and Economic Development Department explained the applicant has applied for a two (2) lot subdivision. The property owner is requesting to "condominiumize" a site plan that was previously approved by Planning Commission. The applicant intends to occupy their chiropractic practice into one tenant space and sell the other space. The parking and landscape areas will remain as common space.

The concept subdivision was reviewed at a pre-application meeting on March 18th, 2015 in accord with Syracuse City Code Section 8.20.030. The project was also reported to the Planning Commission on April 7th, 2015. The subdivision process as outlined in Chapter 8 of Syracuse City Ordinance requires that this project will go through concept, preliminary, and final review at both City Council (CC) and Planning Commission (PC). A conceptual schedule for approval is as follows:

P.C. Concept(April 7th), C.C. Concept(April 14th), P.C. Preliminary(April 21st), C.C. Preliminary(May 12th), P.C. Final(May 19th), and C.C. Final(June 9th).

6:49:31 PM

City Planner Steele reviewed his staff memo. Mr. Bovero asked if the Council is comfortable considering preliminary and final approval of the application during the same business meeting. Mr. Steele noted there will be no changes to the drawings for the subdivision between the preliminary and final approval steps in the process. The Council indicated they are comfortable considering preliminary and final approval during the same business meeting given that the application meets all requirements of the City's land use and subdivision code.

6:55:39 PM

Review items forwarded by the Planning Commission: Final Subdivision Plan, Wilcox Meadows Phase 1(name changed from Wilcox Farms), Castle Creek, located at 1200 S 3000 W, R-2 Zone.

A staff memo from the Community and Economic Development Department explained this request is for final approval the first phase of the Wilcox Farms Subdivision. This phase will complete 1200 South through to 3000 W. There development consists of two phases. The Planning Commission moved to recommend approval, to the City Council, of the Final Plan for Wilcox Meadows Phase 1.

6:55:47 PM

City Planner Schow reviewed her staff memo.

6:57:04 PM

Review items forwarded by the Planning Commission: Final Subdivision Plan, Steed Lake View Farm phase I, Lake View Farm I LLC, located at 700 S 3000 W, R-2/R-3

Zone.

A staff memo from the Community and Economic Development Department explained The Final Plan for the Steed Lakeview Farm includes two zones, R-2 and R-3. The R-3 zone was approved by the Planning Commission and City Council as a buffer to the anticipated West Davis Corridor that may run adjacent to the westerly boundary. The subdivision proposes to develop in 5 phases. The developer has worked with the city engineer to coordinate the road improvements that will be made along both 3000 W and 700 S. Please see staff reviews for further information. The Planning Commission moved to recommend approval, to the City Council, of the Final Subdivision Plan for Steeds Lakeview Farm Phase 1.

6:57:14 PM

City Planner Schow reviewed her staff memo.

6:58:36 PM

Review items forwarded by the Planning Commission:

Proposed Code Amendment, Title X, pertaining to the

PRD-Planned Residential Zone.

A staff memo from the Community and Economic Development Department explained the Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations.

6:58:44 PM

City Planner Schow proposed that this item be moved to the next work session agenda given the limited time to review the item this evening.

Council business

There was no Council business.

The meeting adjourned at 7:00 p.m.

_____	_____
Terry Palmer	Cassie Z. Brown, CMC
Mayor	City Recorder

Date approved: _____

DRAFT

Minutes of the Syracuse City Council Regular Meeting, April 14, 2015.

Minutes of the Regular meeting of the Syracuse City Council held on April 14, 2015, at 7:11 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

Excused: Councilmember Mike Gailey

City Employees Present:
City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Planner Jenny Schow
Planner Noah Steele

7:14:01 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:11 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Duncan provided an invocation. A Boy Scout from a local scout troop then led all present in the Pledge of Allegiance.

7:16:08 PM

COUNCILMEMBER DUNCAN MOVED TO ADOPT THE AGENDA. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:16:40 PM

2. Presentation of the Syracuse City and Wendy's "Award for Excellence"

To Cade Pies and Jenna Saunders.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic

Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and receive a $10 gift certificate to Wendy's.

Mayor Palmer noted both teens receiving the award for March 2015 were nominated by Syracuse Junior High School.

Cade Pies

Syracuse Junior High hereby nominates Cade Pies for the Syracuse City Excellence Award. Cade is a 9th grade student and has been one of the most valuable and successful Seahawks during his time at Syracuse Jr. He has been and is currently an elected school officer and has always had a great attitude and work ethic. He has also participated on the sports teams and is currently the manager for the wrestling team. He is always aware of what needs to be done and steps in and works with enthusiasm and dedication. Cade is a person of high moral quality and a credit to the school and city.

Jenna Saunders

Jenna is a bright, happy and smart young lady. She takes responsibility for her learning and is disciplined in understanding concepts in class, even though they may be difficult. Jenna is a great example to her peers and assists in any way she can. She is not afraid to ask questions or get help, which shows Jenna's maturity and motivation to be an excellent student and person. She is respectful of those around her and is always striving to be the best person she can be and that person is pretty great! She has been successful in her three years at Syracuse Jr. and will be a great success in the future. We are lucky to be able to associate with a wonderful young woman such as Jenna.

7:21:38 PM

3. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session and Regular Meeting of March 10, 2015 and the Work Session and Special Meeting of March 24, 2015.

7:21:40 PM

COUNCILMEMBER PETERSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA. COUNCILMEMBER DUNCAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:22:05 PM

4. Public Comments

7:22:30 PM

TJ Jensen referred to the Elmore Plaza concept plan item that was included on the work session agenda and stated that it is an application that was submitted last year, but approval expired and the applicant was required to resubmit. The plan is essentially unchanged and he wondered if the Council would be amenable to considering amending the fee schedule to offer a price break for developers who are resubmitting expired plans that are unchanged. He then reported Planning Commissioner Trevor Hatch informed the Commission that he will be moving out of Syracuse and he would like for the Mayor and Council to act quickly to fill his position to prevent a situation from arising where the Commission may not have a quorum. He thanked Mr. Hatch for his service and indicated he has been a great Planning Commissioner.

7:24:57 PM

5a. Recognition: National Volunteers Week – Recognition of Police Department Volunteers

April 12-April 18, 2015, has been set aside as National Volunteer Week. This national week of recognition was first established by President Nixon in 1974; a new proclamation has been issued by the President each year since its inception. One purpose of National Volunteer Week is to recognize those who have given back to their community through their acts of service.

In the spring of 2013, Syracuse Police Department partnered with the Syracuse Lion's Club to build a Volunteers in Police Service (VIPS) program. The majority of volunteer efforts have centered on administering fingerprinting services for the public. Prior to the partnership, officers had to be called in from the field to perform this duty; volunteers have allowed the Department to continue this valuable community service, while keeping officers out patrolling the community. Volunteers have also helped with data entry and other administrative functions within the Department.

In 2014, members of the Syracuse Lion's Club donated over 240 hours to the Department. Based on a national estimate of what volunteer time is worth, the service of our volunteers has been a benefit in excess of $5,400.00

It is with great pride and admiration that I present the members of our Volunteers in Police Services program to the Mayor and Council for recognition.

Volunteers who donated between 50 and 100 hours	Volunteers who donated up to50 hours
Lynn John	Merl Thurgood
Sandra John	Chris O'Shea
Steven Anderson	
Eric Ellington	

7:25:08 PM

Chief Atkin reviewed his staff memo and recognized volunteers in attendance at the meeting.

7:29:17 PM

5b. Recognition: Recognize Fire Fighters who have completed specialized training courses.

Chief Froerer reported that several of the Fire Fighters he planned to recognize this evening were unable to attend the meeting due to severe weather conditions; he asked that the item be deferred to the next City Council business meeting.

7:29:19 PM

Chief Froerer reported it is necessary to defer this item to the next business meeting agenda as those that he planned to recognize were not able to attend due to unforeseen circumstance.

7:30:10 PM

6. Authorize Administration to write-off outstanding utility accounts due to bankruptcy, bad debt, or low income.

A staff memo from the Finance Director explained periodically it becomes necessary to write-off utility billings because amounts are no longer collectable due to bankruptcy.

7:30:23 PM

Mr. Marshall reviewed his staff memo and referred the Council to a spreadsheet identifying accounts with outstanding amounts that are subject to the proposed write-off.

7:30:49 PM

COUNCILMEMBER DUNCAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO WRITE-OFF UTILITY ACCOUNTS DUE TO BANKRUPTCY, BAD DEBT, OR LOW INCOME. COUNCILMEMBER PETERSON SECONDED THE MOTION. Councilmember Gailey was not present when this vote was taken.

7:31:17 PM

7. Final Subdivision Plan, Wilcox Meadows Phase 1 (name change from Wilcox Farms), Castle Creek, located at 1200 S. 3000 W., R-2 Zone.

A staff memo from the Community and Economic Development Department explained this request is for final approval the first phase of the Wilcox Farms Subdivision. This phase will complete 1200 South through to 3000 W. There development consists of two phases. The Planning Commission moved to recommend approval, to the City Council, of the Final Plan for Wilcox Meadows Phase 1.

7:31:22 PM

City Planner Schow reviewed the staff memo.

7:32:06 PM

COUNCILMEMBER LISONBEE MADE A MOTION TO GRANT FINAL SUBDIVISION PLAN APPROVAL FOR WILCOX MEADOWS PHASE 1, CASTLE CREEK, LOCATED AT 1200 S. 3000 W., R-2 ZONE.

COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:32:36 PM

8. Final Subdivision Approval, Steed Lake View Farm phase 1, Lake View Farm 1, LLC, located at 700 S. 3000 W., R-2/R-3 Zone.

A staff memo from the Community and Economic Development Department explained The Final Plan for the Steed Lakeview Farm includes two zones, R-2 and R-3. The R-3 zone was approved by the Planning Commission and City Council as a buffer to the anticipated West Davis Corridor that may run adjacent to the westerly boundary. The subdivision proposes to develop in 5 phases. The developer has worked with the city engineer to coordinate the road improvements that will be made along both 3000 W and 700 S. Please see staff reviews for further information. The Planning Commission moved to recommend approval, to the City Council, of the Final Subdivision Plan for Steeds Lakeview Farm Phase 1.

7:32:46 PM

City Planner Schow reviewed the staff memo.

7:33:06 PM

COUNCILMEMBER DUNCAN MADE A MOTION TO GRANT FINAL SUBDIVISION PLAN APPROVAL FOR STEED LAKE VIEW FARM PHASE 1, LAKE VIEW FARM 1, LLC, LOCATED AT 700 S. 3000 W., R-2/R-3 ZONE. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:33:23 PM

9. Proposed Resolution R2015-12 adopting comprehensive edits to chapters 12-24 of the Personnel Policies and Procedures Manual.

Finance Director Marshall reported the Council determined to continue discussion of this item during the next extended work session meeting.

7:33:32 PM

COUNCILMEMBER DUNCAN MOVED TO TABLE CONSIDERATION OF PROPOSED RESOLUTIN R2015-12 ADOPTING COMPREHENSIVE EDITS TO CHAPTERS 12-24 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:34:04 PM

10. Authorize Administration to execute purchase and installation agreement for Community Center Backup Generator Project.

A staff memo from the Information Technologies (IT) Director explained this contract represents a purchase and installation agreement for a backup generator at the Community Center. This would provide power to the entire building in the event of an emergency and can be used as a shelter. It would also protect against damage from freezing and heat to the interior infrastructure. The City received the following four bids:

- Hawk Electric - $92,000.00.
- CR Lighting& Electric Inc. - $85,266.00.
- Neuwave Electric -$95,450.00.
- Sorensen Companies Inc.-$83,912.00.

After reviewing all bids that were submitted, staff recommends the Council select CR Lighting and Electric based upon their recent project history that closely matches the size and scope of the generator that Syracuse City has requested. The lowest bid was rejected due to their project history not being comparable in size.

7:34:09 PM

IT Director Peace reviewed his staff memo.

7:34:55 PM

Councilmember Peterson inquired as to the budget for the project. Mr. Peace stated that the budget set was to cover two generators and it was $140,000. He stated this project will take more than half of that budget, but staff understood that the Community Center generator would be the more expensive of the two as the generator located at Public Works will be much smaller.

7:35:47 PM

COUNCILMEMBER DUNCAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE PURCHASEAND INSTALLATION AGREEMENT FOR COMMUNITY CENTER BACKUP GENERATOR PROJECT. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

7:36:26 PM

11. Councilmember reports.

At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Duncan's report began at 7:36:30 PM. He was followed by Councilmembers Lisonbee, Johnson, and Peterson. Councilmember Gailey was not present to provide a report.

7:42:44 PM

12. Mayor's Report.

Mayor Palmer's report began at 7:42:49 PM.

7:46:11 PM

13. City Manager report

City Manager Bovero's report began at 7:46:16 PM.

7:49:40 PM

14. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or

reasonably imminent litigation; or the purchase, exchange, or lease of real property.

7:50:00 PM

COUNCILMEMBER DUNCAN MADE A MOTION TO ADJOURN INTO CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS ACT FOR THE PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY. COUNCILMEMBER PETERSON SECONDED THE MOTION. THE FOLLOWING ROLL CALL VOTE WAS TAKEN: VOTING "AYE" – COUNCILMEMBERS DUNCAN, JOHNSON, LISONBEE, AND PETERSON. VOTING "NO" – NONE. Councilmember Gailey was not present when this vote was taken.

The meeting adjourned at 7:50 p.m.

The meeting reconvened at 8:59 p.m.

At 8:59 p.m. COUNCILMEMBER JOHNSON MADE A MOTION TO ADJOURN. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

_____
Terry Palmer
Mayor

_____
Cassie Z. Brown, CMC
City Recorder

Date approved: _____

DRAFT

Minutes of the Syracuse City Council Work Session Meeting, April 28, 2015

Minutes of the Work Session meeting of the Syracuse City Council held on April 28, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Mike Gailey
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

Mayor Terry Palmer
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:
City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Parks and Recreation Director Kresta Robinson
Fire Chief Eric Froerer
Police Chief Garret Atkin
Planner Jenny Schow
Human Resource Manager Shauna Greer
Water Superintendent Ryan Mills

The purpose of the Work Session was to receive public comments; have a discussion regarding water conservation; discuss the potential creation of a Disaster Preparedness Committee; discuss a proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone; discuss Syracuse City utility fees; have a general discussion regarding Fiscal Year (FY) 2015-2016 Budget; review proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual; hear the City Manager's Activity Summary Report for the Ice Rink project; and discuss Council business.

Mayor Palmer introduced representatives of Municipal Solutions present this evening as they conduct an efficiency audit for the City.

Councilmember Peterson offered an invocation.

6:05:11 PM

Public comments

6:05:34 PM

Charlene Tuttle stated she and her husband, Paul, recently built a home in the Trailside Subdivision. She stated they are requesting that Syracuse City demand that all new slab on grade homes constructed in the City include a recirculation unit in order to aid in conserving water in the City. She stated that it is an added expense, but it provides for hot water immediately upon turning on the water. She stated that she has a neighbor that does not have a recirculation unit and he has conducted his own test and determined that two to four gallons of water is lost every time water is turned on waiting for hot water.

Councilmember Peterson inquired as to the cost of a recirculation unit. Ms. Tuttle answered between $500 and $700. Mayor Palmer asked if that is in addition to the hot water heater, to which Ms. Tuttle answered yes. Mayor Palmer thanked Ms. Tuttle for her comments.

6:07:15 PM

Andrew Sherman stated he sent the City Council an email earlier today; he owns the small brick building on 2000 West near Antelope Drive. He stated 2000 West will be widened in the next couple of years and the Utah Department of Transportation (UDOT) will be approaching him in the next couple of months in regards to demolishing his building. He stated that in preparation for that he has been looking to purchase the old Walker home on Antelope Drive. He stated that his negotiations with UDOT to this point have been unsuccessful, but he asked if the City has any interest in preserving the home. He stated he is interested in remodeling it and rescuing it from demise. He stated the home is not included in the City's Redevelopment Agency (RDA) Area, but it seems reasonable to use RDA funds to assist in the homes preservation.

Councilmember Peterson stated the City did work with UDOT to avoid demolition of the home and it has since been boarded up and is sitting vacant; he would like to see something done with it.

6:08:46 PM

Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual

A staff memo from the Finance Director explained there are both a red line and a clean copy of the proposed edits for chapters 12 – 23 (excluding chapter 18) of the policy manual. Staff is still working through edits and revisions of chapter 18 and will bring it to the council at a future date. Staff updated chapter 13 concerning felony vs. misdemeanor convictions for DUI as discussed at the last council meeting. A summary list of changes to the forms has also been included in the appendix.

6:09:19 PM

Finance Director Marshall reviewed his staff memo and facilitated a discussion of the proposed edits with the City Council. Councilmembers provided feedback and suggested edits to the document. Mr. Marshall indicated he will make the requested changes and corrections in preparation for an item to be added to a future agenda to consider final adoption of the comprehensive rewrite.

6:38:53 PM

Proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone

A staff memo from the Community and Economic Development Department explained the Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations. The Planning Commission has recommended approval of the proposed Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.

6:39:34 PM

City Planner Schow reviewed her staff memo and facilitated a discussion with the Council regarding their suggested edits for the proposed ordinance. Ms. Schow indicated that she will incorporate the suggested edits into the document for final consideration of a proposed ordinance at the next business meeting.

7:25:24 PM

Water conservation discussion

A staff memo from the Public Works Director referred to graphs taken from the Utah Water Supply Outlook Report, generated from Natural Resources Conservation Service on April 2015. This report includes water supply data for the entire State. Excerpts specific to our watershed are included herein:

- Utah Snow Water Equivalent
- Weber River Surface Water Supply Index
- Weber Ogden Basin

Due to the water shortage in the reservoirs as well as the limited rainfall, irrigation delivered to all users has been cut 25% from the canal for this season. Reservoir storage volumes and rainfall are smaller this year than in the 2013 drought year. Our irrigation water suppliers have posted notices encouraging water conservation measures as well as following a watering schedule. Staff recommends the Council discuss the desire to follow a secondary water schedule; a proposed water schedule has been provided. Staff also recommends the City provide public notification to support water conservation. This can include a watering schedule, water wise tips, planting hints, and such. Public notification can be accomplished in several ways:

- A notice mailed with the Utility bill.
- Emails can be sent to those who are signed up for automatic bill payments.
- Newsletter articles can be generated.
- An article can be posted on the City website.
- A post can be made on the City's Facebook page.
- Banners can be posted around the city.
- Notices can be posted at all City buildings.

Staff would like to coordinate water conservation needs with large water users and requests that a plan or letter be submitted describing their efforts to conserve. Several residents who have been genuinely interested in water conservation in the past have made requests that the City notify others who may overwater. This supports their desire to continue conserving water. In an effort to work together with all water users, it would be effective to develop door-hangers or letters that can be given out as a courtesy reminder of the need to conserve.

The City has a water conservation plan that is due for an update this year. In compliance with the Utah Water Conservation Plan Act (UCA 73-10-32), the updated plan must include components that address how the City will set goals for water reduction and implement the goals of the plan. These goals should help to achieve the State water conservation goal of a 25% reduction by the year 2025. This plan will be updated and brought to Council later this year for a resolution prior to being submitted to the State.

7:25:44 PM

Public Works Director Whiteley and Water Superintendent Mills reviewed the staff memo and provided additional information regarding the water shortage the City is facing in the coming summer months. The Council discussed staff's proposal to recommend water conservation to the citizens by way of providing a recommended watering schedule and indicated they are comfortable providing a guideline to the residents while not imposing mandatory watering restrictions. The Council indicated they would also like staff to place door tags on residences where water waste may be occurring.

7:47:26 PM

Discussion regarding potential creation of Disaster Preparedness Committee

A staff memo from the City Manager explained Mayor Palmer has given the direction that the City, in conjunction with Syracuse residents and businesses, should provide leadership on preparing for natural disasters and other larger scale emergencies. In order to provide better coordination with residents and volunteers, administration is proposing a Disaster Preparedness Committee, which will serve as an advisory body to the Mayor and City Council. Staff has prepared a draft outline of the powers, duties, and organization of the proposed committee.

7:47:40 PM

City Manager Bovero reviewed his staff memo. The Council discussed the recommendation to create a Disaster Preparedness Committee, with an emphasis on coordinating with local religious groups and using the CERT program to ensure that disaster preparedness efforts are not being duplicated. There was also a discussion regarding membership of the committee, with a focus on the number of members to be appointed. Mr. Bovero indicated he will incorporate recommended edits into a proposed ordinance to create the committee to be considered by the Council at a future business meeting.

8:01:23 PM

Discussion regarding Syracuse City utility fees

Finance Director Marshall used the aid of a PowerPoint presentation to provide the Council with information regarding the City's utility rate schedule. He noted the City has a responsibility as a city to charge rates for utilities that are reasonable, responsible, and that cover the costs of our expenses. The City has not increased utility rates for at least four years with the exception of the rate charged by North Davis Sewer District. Costs during this four year period have increased and currently the City utility rates are too low to fund the City's five year capital project plan. Following are a few options to adjust utility rates to recommended levels:

- All at once (Not Recommended)
- In step increases over 3 years
- In step increases over 4 years
- In step increases over 5 years
- Increase rates in funds that have lowest cash balances first: Storm Fund & Culinary Fund

The PowerPoint presentation included the following rate Increase Options Summary:

	3-Year Option	4-Year Option	5-Year Option
FY 2015-2016	$3.75	$3.00	$2.50
FY 2016-2017	$3.75	$3.00	$2.50
FY 2017-2018	$3.75	$3.00	$2.50
FY 2018-2019		$3.00	$2.50
FY 2019-2020			$2.50
Total Increase	$11.25	$12.00	$12.50

The PowerPoint also included staff's recommendation for the three year, four year, and five year options:

THREE YEAR OPTION

	FY 2015-2016	FY 2016-2017	FY 2017-2018	Total Increase/(Decrease)
Secondary	-$0.20	$0.00	$0.00	-$0.20

Storm	$2.50	$0.00	$0.00	$2.50	
Culinary	$4.20	$3.75	$3.75	$11.70	
Sewer - City	-$2.75	$0.00	$0.00	-$2.75	
Total Increase	**$3.75**	**$3.75**	**$3.75**	**$11.25**	

FOUR YEAR OPTION

	FY 2015-2016	**FY 2016-2017**	**FY 2017-2018**	**FY2018-2019**	**Total Increase/(Decrease)**
Secondary	-$0.20	$0.00	$0.00	$0.00	-$0.20
Storm	$2.50	$0.00	$0.00	$0.00	$2.50
Culinary	$3.45	$3.00	$3.00	$3.00	$12.45
Sewer - City	-$2.75	$0.00	$0.00	$0.00	-$2.75
Total Increase	**$3.00**	**$3.00**	**$3.00**	**$3.00**	**$12.00**

FIVE YEAR OPTION

	FY 2015-2016	**FY 2016-2017**	**FY 2017-2018**	**FY 2018-2019**	**FY 2019-2020**	**Total Increase/ (Decrease)**
Secondary	-$0.20	$0.00	$0.00	$0.00	$0.00	-$0.20
Storm	$2.50	$0.00	$0.00	$0.00	$0.00	$2.50
Culinary	$2.95	$2.50	$2.50	$2.50	$2.50	$12.95
Sewer - City -	$2.75	$0.00	$0.00	$0.00	$0.00	-$2.75
Total Increase	**$2.50**	**$2.50**	**$2.50**	**$2.50**	**$2.50**	**$12.50**

The PowerPoint presentation also summarized the three year plan:

Utility Rate Summary:

Utility Fund	**Current Rate**	**Proposed Increase**	**New Rate**
Secondary	$15.50	-$0.20	$15.30
Storm	$4.55	$2.50	$7.05
Culinary	$16.50	$11.70	$28.20

Sewer	$17.80	-$2.75	$15.05
Garbage	$9.45		$9.45
Street Light	$1.32		$1.32
Park Maint.	$2.93		$2.93
Total Utility	$68.05	$11.25	$79.30

Mr. Marshall's PowerPoint also indicated he has compiled a benchmark analysis of eight other cities utility rates for comparison purposes and Syracuse City has the lowest rates out of nine cities. Even if the City increased rates by $11.25 per month to $79.30 per month we would be ranked six out of nine cities.

8:12:01 PM

The Mayor and Council had a discussion with staff regarding the number and type of projects that could be completed using revenue generated by utility fee increases. There Council indicate they are hesitant to proceed with a utility fee increase in a year where several other entities may be increasing taxes or fees that will impact City residents, but they also acknowledged some type of fee increase may be necessary to provide increased revenues to continue to provide the same or increased level of service to residents. The final conclusion was to have additional discussion regarding a potential fee increase before proceeding with final action.

8:28:02 PM

General Fiscal Year (FY) 2015-2016 Budget discussion

A staff memo from the Finance Director explained this agenda item is set to discuss any budget questions the City Council may have from their review of the proposed budgets provided at the budget retreat.

8:28:20 PM

Mr. Marshall reviewed his staff memo as well as the schedule for adopting the final FY 2015-2016 budget. He indicated he has made minor amendments to the budget upon receiving feedback from the Council at the budget retreat.

8:30:23 PM

City Manager's Activity Summary Report for Ice Rink project.

City Manager Bovero reviewed his Activity Summary Report for the Ice Rink Project as follows:

Ice Rink Construction Summary

- Sheet: 40 feet X 60 feet synthetic ice sheet, base layer included approx. 75 sheets of plywood with wooden footing posts underneath.
- Fencing: Approximately 60 4x4 wooden posts, connected with 277 feet of goat fencing, and protective fence topper.
- Theme/Lighting: Approximately 60 metal light hooks, 12 strands of decorative lighting, hundreds of decorative snowflakes. 1,000 sf of outdoor carpeting. A diesel generator for electricity.
- Skates: 125 ice skates, 1 large rental tent.

  Total Cost: $53,800

Usage Summary (Dec 17 - Feb 14)

Days Open: 56 days

Skate Rental Days: 48 days

Visitors from:	Total Number
syracuse	1111
Clearfield	98
Clinton	76
Layton	112
West Point	75
Roy	17
Riverdale	12
West Haven	9
South ogden	8
Farmington	6
Fremont Crest	6
Texas	5
Hill AFB	5
Colorado	4
slc	3
st george	7
Kaysville	2
North Ogden	6
washintong terrace	2
Ogden	6
South Weber	4
Boise ID	2
Brigham City	5
Woods Cross	2
not specified	40
total	1623

Community Sponsorship

$3,600 (95% from Syracuse City Businesses)

Press Coverage

Standard Examiner

"Syracuse ponders adding an ice rink in Town Center" Nov. 21, 2014

"Syracuse ice rink under construction" Dec. 13, 2014

"Syracuse outdoor skating rink open" January 2. 2015

"New ice rink brings out families for outdoor fun" January 5, 2015

"Synthetic ice rink the wave of the future?" January 23, 2015

Fox 13 News

Live TV Coverage Jan 2, 2015

Social Media

Standard Examiner shares: Facebook 388 Twitter 13

Syracuse City Facebook Reach: 17,444 on 6 posts

<u>Empirical Study of Adjacent Businesses</u>

- 11 businesses interviewed
- 8 out of 11 noticed more traffic and activity in the shopping center
- 6 out of 11 experienced a small increase in business
- 2 out of 11 experienced a substantial increase in business, especially on weekends
- 5 out of 11 did notice an increase in business.

Comparison of Town Center Sales Tax Revenue (including Walmart)

Jan 2014: $49,985.73

Jan 2015: $52,219.54

Net: $2,233.81 (Net increase of $446,762 in retail spending)

<u>Acquisition Cost per User</u>

Assumptions:

- 3% growth in users
- same sponsorship level
- revenue sharing from skate rental not considered

Year 1: $50,200/1,623 = $30.93 per user

Year 2: -$3,600/ 3,294= $14.15 per user

Year 3: -$3,600/5,015 = $8.57 per user

Year 4: -$3,600/6,788= $5.88 per user

Year 5: 35,800/ 8,614= $4.15 per user

Lessons Learned

- Sharpen Skates Correctly!!
- Need better fencing, less labor intensive.
- Open at the beginning of the holiday season
- Solid foundation, preferably cement
- Refine the maintenance schedule
- Slightly larger size needed

Opportunities

- Combine with special events
- Locate at events near local entertainment businesses
- Provide winter use of Centennial Park with pavilion
- Youth hockey nights
- Beginner ice skating lessons/camps
- Shared revenue from skate rental

8:45:04 PM

The Council had a brief discussion regarding the operation of the Ice Rink, ultimately concluding not to proceed with expansion of the Ice Rink next year, but to include funding in the budget to provide for an adequate fence for the amenity. The Council indicated they would be willing to consider expansion again next year after analysis of user-ship of the Ice Rink during the 2015-2016 winter season. Councilmember Peterson stated he would also like staff to work on a profit sharing agreement with a local business that would provide greater returns to the City for skate rental.

8:55:07 PM

Council business

The Council and Mayor provided brief reports regarding the activities they have participated in since the last City Council meeting.

The meeting adjourned at 9:08:57 PM p.m.

_____	_____
Terry Palmer	Cassie Z. Brown, CMC
Mayor	City Recorder

Date approved: _____

COUNCIL AGENDA

May 12, 2015

Agenda Item **#6** Public Hearing: Authorize Administration to dispose of surplus equipment.

Factual Summation

- The Fire Department has indicated they have surplus property to dispose of. Please review the lists provided by Fire Chief Froerer.

K12 Cut-off Saw Model K1200. The Fire Department will be replacing our failing 25 year old K12 Cut-off Extrication/Forcible Entry/Ventilation saw. We propose to surplus the K12 Model K1200 saw for sale. This saw is 25 years old, is extremely difficult to start and power-up. Parts are difficult to obtain. It will be replaced by a new commercial-grade saw in our FY2016 budget, for use on Truck 31 (Ladder Truck).

Homelite 340 Model 10660-A Chainsaw. This saw has also reached the end of its front-line service life. It is 20 years old, difficult to start and the carburetor floods easily. It has been replaced by a new commercial-grade saw from our current FY2015 budget, and placed in service on Brush 31.

Four-Drawer File Cabinets. We have recently removed and shredded obsolete documents from 5 file cabinets that were moved here from the station on 2000 West and have been stored in the apparatus bay since the Fire Station was built. These are functional file cabinets except for the locks. We do not have the keys to the locks.

Staff Recommendation

Authorize Administration to dispose of surplus property.

COUNCIL AGENDA

May 12, 2015

Agenda Item #7 **Proposed Ordinance 2015-10 amending Title Four of the Syracuse City Code relative to secondary water service for remnant agriculture properties.**

Factual Summation

- Any supporting questions for staff about this agenda item can be directed to Robert Whiteley.
- As development occurs and pressurized secondary water is in place, irrigation ditches experience a smaller demand for water delivery.
- In many cases, small remnants of agricultural properties that still rely upon irrigation ditches have challenges in maintaining long stretches of ditches that are routed around or piped through new developments.
- Often times, the cost of piping or relocating a ditch to serve a remnant property would be greater than the cost to install a pressurized service.
- Our ordinance does not provide an avenue to serve remnant agriculture properties.

Recommendation

Adopt proposed ordinance 2015-10 amending Section 4-25-010 of the Syracuse City Code to allow water on properties not having a principle structure.

ORDINANCE NO. 15-10

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE FOUR OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO WATER SERVICE FOR REMNANT AGRICULTURAL PROPERTIES.

WHEREAS, As development occurs and pressurized secondary water is in place, irrigation ditches experience a smaller demand for water delivery.

WHEREAS, In many cases, small remnants of agricultural properties that still rely upon irrigation ditches have challenges in maintaining long stretches of ditches that are routed around or piped through new developments.

WHEREAS, Often times, the cost of piping or relocating a ditch to serve a remnant property would be greater than the cost to install a pressurized service.

WHEREAS, Syracuse City's Public Works Department has found that the City's current ordinance does not provide an avenue to serve remnant agriculture properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Amendment.** Section 4.25.010 of the Syracuse City Code is amended as follows:

4.25.010 **SCHEDULE OF RATES AND CHARGES.** The City Council shall, by Resolution establish such rates for the provision of pressure irrigation services as appropriate and necessary.

The pressure irrigation water service shall not be used to irrigate any area exceeding one acre. ~~or for any lot on which the principle building has not been constructed.~~ (Ord. 12-07, Ord. 08-02)

Section 2. **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 3. **Effective Date.** This Ordinance shall become effective immediately after publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF February, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____

CITY COUNCIL AGENDA

May 12, 2015

Agenda Item **#8** General Plan Amendment, Rezone and Concept Report

Factual Summation

Please review the following information. Any questions regarding this agenda item may be directed at Jenny Schow, City Planner.

Subdivision Name:	To be determined
Location:	1975 S 1000 W
Pre-Application Meeting:	March 4, 2015
Concept Plan Review:	April 29, 2015
Current Zoning:	A-1 Agricultural
General Plan:	R-2 Residential and General Commercial
Requested Zoning:	R-2/R-3
Total Area:	18.58 Acres
R-2	10.07
R-3	8.56
Net Developable Acres:	14.86 acres
R-2	8.56
R-3	6.84
R-2 Density Allowed:	32 lots
Requested:	27 lots
R-3 Density Allowed:	37 lots
Requested:	23 lots

Attachments:

- General Plan
- Zoning Map
- Letter of Intent
- Concept Plan

Summary

This application is for single family residential zoning that is consistent with the surrounding development.

ORDINANCE NO. 15-08

AN ORDINANCE AMENDING THE SYRACUSE CITY GENERAL PLAN ADOPTED IN 1976, AS AMENDED.

WHEREAS, in 1967 a Syracuse Preliminary Master Plan was prepared for the Syracuse Planning Commission as a part of the Davis County Master Plan Program, said preliminary plan being prepared by R. Clay Allred and Associates, Planning Consultants; and

WHEREAS, in 1976 a Comprehensive Plan for Syracuse was prepared by the Davis County Planning Commission with assistance of Architects/Planners Alliance Planning Consultants and Wayne T. Van Wagoner and Associates, Traffic and Transportation Consultants which plan was financially aided by a grant from the Department of Housing and Urban Development through the Utah State Department of Community Affairs; and

WHEREAS, the 1976 Comprehensive Plan was amended in 1988 and the title changed to the Syracuse City Master Plan; and

WHEREAS, The Syracuse City General Plan was again amended in 1996, 1999, 2003, 2006, 2009, 2011, 2012 and 2014 to incorporate appropriate and necessary changes to the General Plan as approved at that time; and

WHEREAS, public hearings have been held by the Planning Commission to receive public input regarding proposed changes; and

WHEREAS, the Planning Commission has recommended amendments to the General Plan that provide development objectives with respect to the most desirable use of land within the City for residential, recreational, agricultural, commercial, industrial, and other purposes, and which residential areas shall have the most desirable population density in the planning districts of the City to benefit the physical, social, economic, and governmental development of the City and to promote the general welfare and prosperity of its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. General Plan Map. That the Syracuse City General Plan, attached and reflected hereto as Exhibits A, is hereby adopted and any ordinances or resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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 Ordinance, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Ordinance shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF MAY, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Terry Palmer, Mayor

Voting by the City Council:

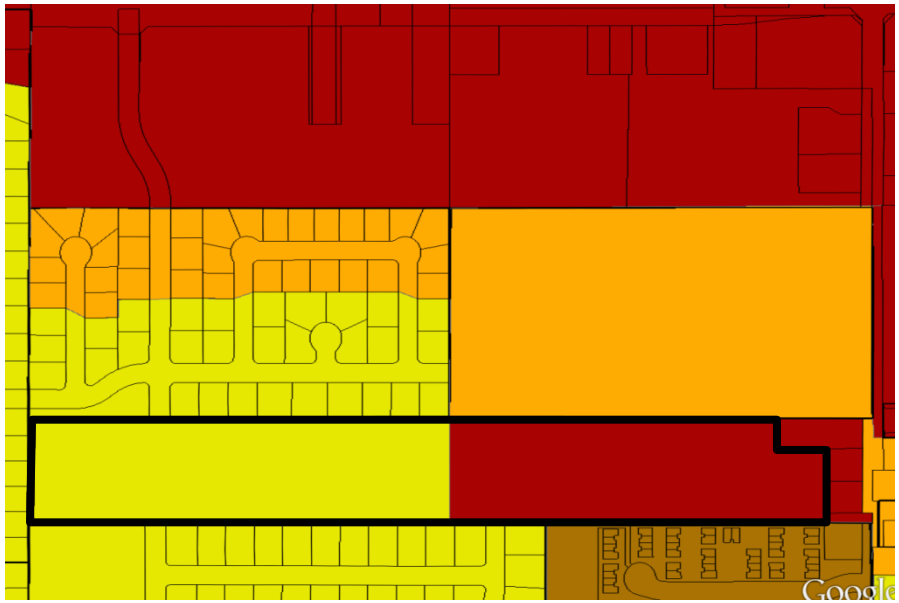
"AYE""NAY"

Councilmember Peterson	_____	_____
Councilmember Lisonbee	_____	_____
Councilmember Duncan	_____	_____
Councilmember Johnson	_____	_____
Councilmember Gailey	_____	_____

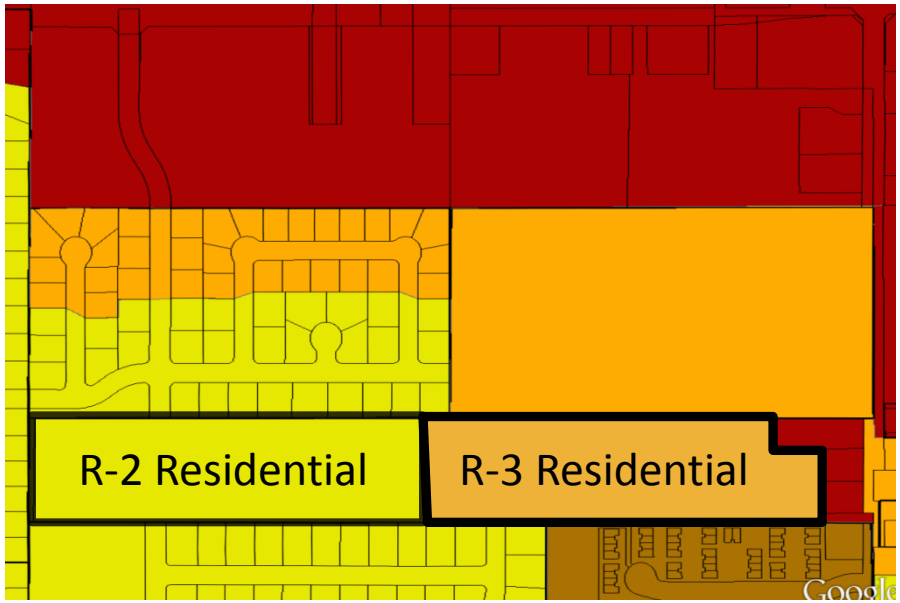
General Plan Request
Keller Property 1975 S 1000 W

N

Existing General Plan Map



General Plan Request



- Agriculture A-1
- R-1 (2.90 dwellings per net acre)
- R-2 (3.79 dwellings per net acre)
- R-3 (5.44 dwellings per net acre)
- PRD (8.0 dwellings per net acre)
- R-4 (14.52 dwellings per net acre)
- Professional Office
- Commercial II
- General Commercial Zone
- Industrial Zone
- Town Center Overlay Zone
- Sensitive Overlay Zone
- RDA & EDA Boundary

March 26, 2015

Jenny Schow
Syracuse City Community Development
1975 West 1900 South
Syracuse, UT 84075

RE: The Keller Property located at 1975 South 1000 West

The requested, potential use of the property is to create an R-2 and R-3 residential subdivision on approximately 18.58 acres.

The General plan has been modified to remove the General Commercial portions, currently on the plan, north and south of the parcel. The request would bring the zones of the property in compliance with the surrounding parcels.

The development will connect existing right-of-way stub roads on the north and south boundaries and allow an easterly connection to 1000 West through the development. Utilities are stubbed to the boundary and have the capacity to serve the development.

CITY COUNCIL AGENDA

May 12, 2015

Agenda Item **#9** General Plan Amendment, Rezone and Concept Report

Factual Summation

Please review the following information. Any questions regarding this agenda item may be directed at Jenny Schow, City Planner.

Subdivision Name:	To be determined
Location:	1975 S 1000 W
Pre-Application Meeting:	March 4, 2015
Concept Plan Review:	April 29, 2015
Current Zoning:	A-1 Agricultural
General Plan:	R-2 Residential and General Commercial
Requested Zoning:	R-2/R-3
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Net Developable Acres:	14.86 acres
R-2	8.56
R-3	6.84
R-2 Density Allowed:	32 lots
Requested:	27 lots
R-3 Density Allowed:	37 lots
Requested:	23 lots

Attachments:

- General Plan
- Zoning Map
- Letter of Intent
- Concept Plan

Summary

This application is for single family residential zoning that is consistent with the surrounding development.

ORDINANCE NO. 15-09

AN ORDINANCE AMENDING THE EXISTING ZONING MAP OF TITLE X, "SYRACUSE CITY ZONING ORDINANCE", REVISED ORDINANCES OF SYRACUSE, 1971, BY CHANGING FROM (A-1) AGRICULTURE AND ZONE TO RESIDENTIAL 2 (R-2) ZONE ON THE PARCEL(S) OF REAL PROPERTY HEREIN DESCRIBED.

WHEREAS, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

WHEREAS, Chapter Four of the Ordinance authorizes the City Council to amend the number, shape, boundaries, or any area of any zone; and

WHEREAS, a request for rezone has been made; the same has been recommended for approval by the Planning Commission; and a public hearing has been held with the proper notice having been given 10-days prior to the hearing date;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF SYRACUSE DAVIS COUNTY, STATE OF UTAH, AS FOLLOWS:

SECTION 1: That the following described real parcels of property in Residential 2 (R-2) Zone as shown on a zoning map are hereby amended and changed to Residential 3 (R-3) Zone accordingly:

R-2 REZONE DESCRIPTION (WEST PARCEL)

PART OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT, SAID POINT BEING N00°07'48"E 988.13 FEET AND WEST 33.00 FEET AND S89°58'32"W 1295.15 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 15; THENCE S89°58'32"W 1328.26 FEET; THENCE N00°05'57"E 330.07 FEET; THENCE N89°58'02"E 1328.44 FEET; THENCE S00°07'52"W 330.27 FEET TO THE POINT OF BEGINNING.

CONTAINING 438,575 SQUARE FEET OR 10.068 ACRES.

R-3 REZONE DESCRIPTION (EAST PARCEL)

PART OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST RIGHT OF WAY LINE OF 1000 WEST STREET, SAID POINT BEING N00°07'48"E 988.08 FEET AND WEST 153.00 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 15; THENCE S89°58'32"W 1175.15 FEET; THENCE N00°07'52"E 330.27 FEET; THENCE N89°58'02"E 1022.14 FEET; THENCE S00°07'48"W 100.00 FEET; THENCE N89°58'02"E 153.00 FEET; THENCE S00°07'48"W 230.44 FEET TO THE POINT OF BEGINNING.

CONTAINING 372,910 SQUARE FEET OR 8.561 ACRES.

SECTION 2: Effective Date. This Ordinance shall become effective immediately upon publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12TH DAY OF MAY, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

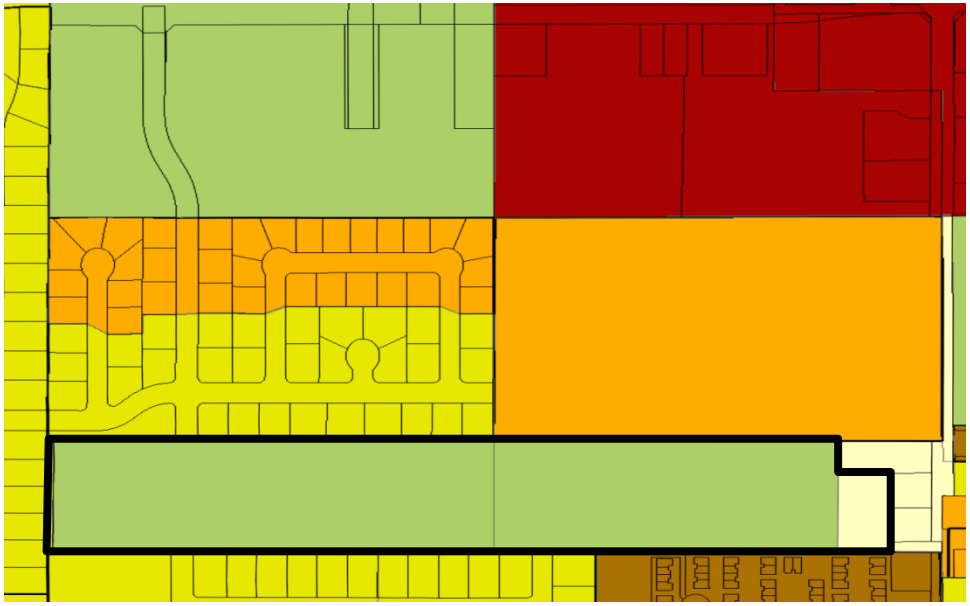
Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	____	_____
Councilmember Lisonbee	____	_____
Councilmember Duncan	____	_____
Councilmember Johnson	____	_____
Councilmember Gailey	____	_____

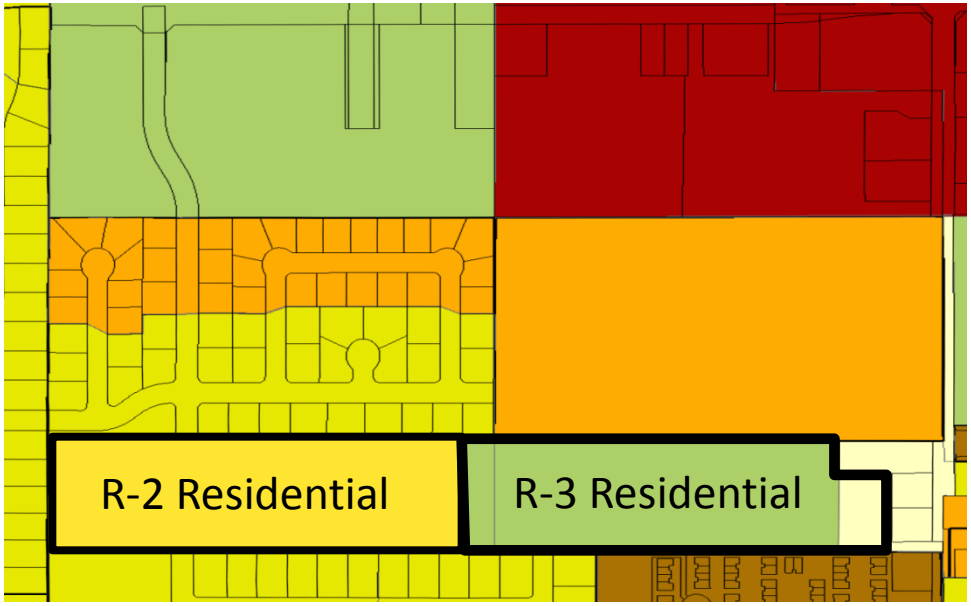
Rezone Request
Keller Property 1975 S 1000 W

N

Existing Zoning Map



Proposed Zoning Request



- Agriculture A-1
- R-1 (2.90 dwellings per net acre)
- R-2 (3.79 dwellings per net acre)
- R-3 (5.44 dwellings per net acre)
- PRD (8.0 dwellings per net acre)
- R-4 (14.52 dwellings per net acre)
- Professional Office
- Neighborhood Services
- General Commercial Zone
- Industrial Zone
- Town Center Overlay Zone
- Sensitive Overlay Zone
- RDA & EDA Boundary

March 26, 2015

Jenny Schow
Syracuse City Community Development
1975 West 1900 South
Syracuse, UT 84075

RE: The Keller Property located at 1975 South 1000 West

The requested, potential use of the property is to create an R-2 and R-3 residential subdivision on approximately 18.58 acres.

The General plan has been modified to remove the General Commercial portions, currently on the plan, north and south of the parcel. The request would bring the zones of the property in compliance with the surrounding parcels.

The development will connect existing right-of-way stub roads on the north and south boundaries and allow an easterly connection to 1000 West through the development. Utilities are stubbed to the boundary and have the capacity to serve the development.

CITY COUNCIL AGENDA

May 12, 2015

Agenda Item **#10** Elmore Plaza Preliminary and Final Subdivision Review (Tyler Elmore, located at 2700 S 1000 W, P-O zone.)

Factual Summation

The property owner plans to build a one story office building and sell the two halves of the building. Each half of the one building will be on its own 'lot'. The entry and basement to the building, parking, and landscape areas will remain as common space.

The subdivision has been reviewed at the following meetings: Staff pre-application meeting on 3/18/15, Planning Commission work session on 3/31/15 City Council work session on 4/7/15, and Planning Commission held a public hearing and approved the preliminary plan on 4/21/15. Planning commission gave their final approval on 5/5/15.

Any questions regarding this agenda item may be directed at Noah Steele, City Planner.

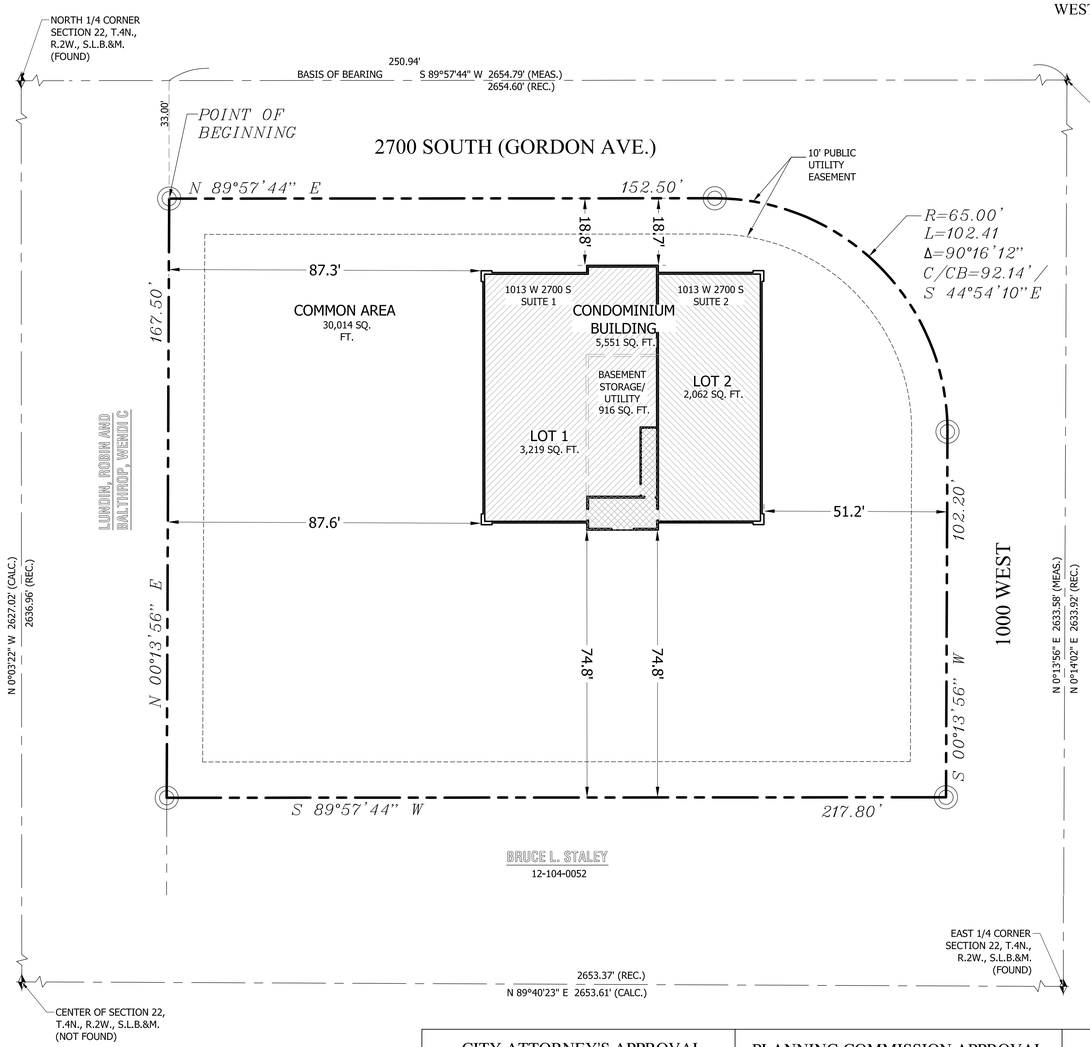
Attachments:

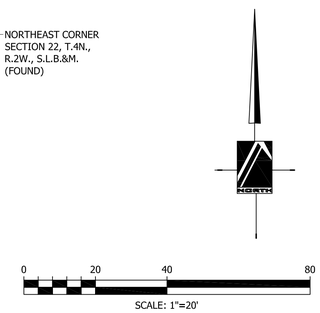
- Aerial
- Subdivision Plat

Planning Commission Recommendation: The Planning Commission has found that this subdivision complies with city ordinance and is forwarding it to City Council with a positive recommendation for approval.

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN
SYRACUSE, UTAH
APRIL 2015
PAGE 1 OF 2





LEGEND

- PROPERTY LINE
- LOT LINE
- CENTER / SECTION LINE
- STREET RIGHT-OF-WAY LINE
- EASEMENT LINE
- ADJACENT PROPERTY LINE
- NEW CENTERLINE MONUMENT
- SECTION CORNER
- PU&DE — PUBLIC UTILITY & DRAINAGE EASEMENT
- SET 5/8" REBAR WITH A ORANGE PLASTIC CAP, OR NAIL & WASHER STAMPED PINNACLE 191517
- PRIVATE
- LIMITED COMMON
- COMMON

NOTE: A FOOTING DRAIN WILL BE REQUIRED AROUND THE FOOTING OF THE BASEMENT

UTILITY COMPANY APPROVAL

ROCKY MOUNTAIN POWER — DATE

QUESTAR GAS — DATE

CENTURYLINK — DATE

SURVEYOR'S CERTIFICATE

I, STEPHEN J. FACKRELL DO HEREBY CERTIFY THAT I AM A LICENSED LAND SURVEYOR, AND THAT I HOLD CERTIFICATE NO. 191517 AS PRESCRIBED UNDER LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, HEREAFTER TO BE KNOWN AS: ELMORE PLAZA CONDOMINIUM PLAT AND THAT THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT. I FURTHER CERTIFY THAT ALL LOTS MEET FRONTAGE WIDTH AND AREA REQUIREMENTS OF THE APPLICABLE ZONING ORDINANCES.

BOUNDARY DESCRIPTION

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE SOUTH LINE OF 2700 SOUTH STREET SAID POINT BEING LOCATED SOUTH 89°57'44" WEST ALONG SECTION LINE 250.94 FEET AND SOUTH 33.00 FEET FROM THE NORTHEAST SECTION CORNER MONUMENT LOCATED AT THE INTERSECTION OF 2700 SOUTH STREET AND 1000 WEST AND RUNNING THENCE:
NORTH 89°57'44" EAST ALONG SAID SOUTH LINE 152.50 FEET TO A POINT OF CURVATURE;
THENCE SOUTHEASTERLY ALONG THE ARC OF A 65.00 FOOT RADIUS CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 90°16'12" A DISTANCE OF 102.41 FEET (CHORD BEARS: S 44°54'10" E 92.14') TO A POINT OF TANGENCY AND THE WEST LINE OF 1000 WEST STREET;
THENCE SOUTH 00°13'56" WEST ALONG THE WEST LINE SAID 1000 WEST STREET 102.20 FEET;
THENCE SOUTH 89°57'44" WEST 217.80 FEET;
THENCE NORTH 00°13'56" EAST 167.50 FEET TO THE POINT OF BEGINNING.

CONTAINING: 35,564 SQ. FT. OR 0.816 ACRES

DATE — STEPHEN J. FACKRELL
LICENSE NO. 191517

OWNER'S DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT _____, THE _____ UNDERSIGNED OWNER( ) OF THE ABOVE DESCRIBED TRACT OF LAND, HAVING CAUSED SAME TO BE SUBDIVIDED INTO COMMERCIAL CONDOMINIUM UNITS AND COMMON AREAS, HEREAFTER KNOWN AS ELMORE PLAZA CONDOMINIUM PLAT, DO HEREBY DEDICATE, GRANT AND CONVEY FOR PERPETUAL USE OF THE PUBLIC ALL PUBLIC UTILITY EASEMENTS OVER AND ACROSS COMMON AREA TO SYRACUSE CITY.

IN WITNESS WHEREOF _____ HAVE HEREUNTO SET _____ THIS _____ DAY OF _____ A.D. 20_____.

ACKNOWLEDGMENT

STATE OF UTAH)
COUNTY OF DAVIS)

ON THE____DAY OF _____A.D., 20___, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF DAVIS IN SAID STATE OF UTAH, THE SIGNER ( ) OF THE ABOVE OWNER'S DEDICATION, ____IN NUMBER, WHO DULY ACKNOWLEDGED TO ME THAT_____ SIGNED IT FREELY AND VOLUNTARILY AND FOR THE USES AND PURPOSES THEREIN MENTIONED.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC
RESIDING IN DAVIS COUNTY

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN

PINNACLE Engineering & Land Surveying, Inc.
2720 North 350 West, Suite #108
LAYTON, UT 84041
Phone: (801) 773-1910
Fax: (801) 773-1925

DAVIS COUNTY RECORDER

ENTRY NO._____FEE PAID_____FILED FOR RECORD AND RECORDED THIS _____ DAY OF _____, 20___AT _____ IN BOOK _____ OF OFFICIAL RECORDS PAGE _____

DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

CITY ATTORNEY'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY ATTORNEY.

SYRACUSE CITY ATTORNEY

PLANNING COMMISSION APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY PLANNING COMMISSION.

SYRACUSE CITY PLANNING COMMISSION

CITY ENGINEER'S APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY ENGINEER.

SYRACUSE CITY ENGINEER

CITY COUNCIL APPROVAL

APPROVED THIS _____ DAY OF _____, 20___, BY THE SYRACUSE CITY COUNCIL.

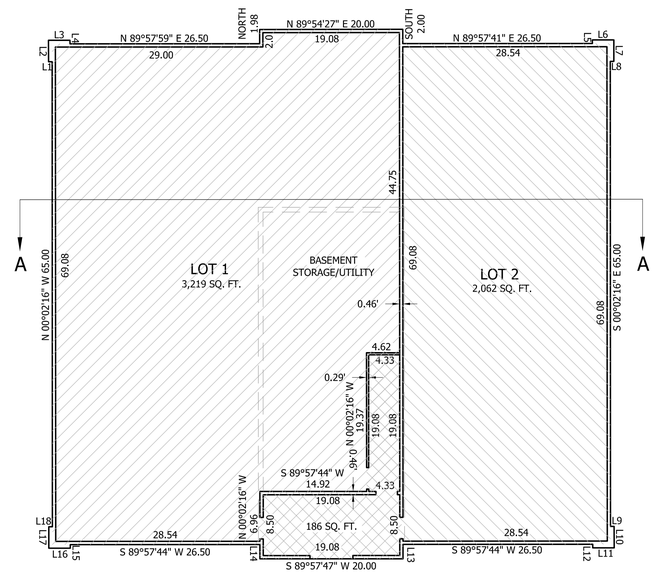
ATTEST:

SYRACUSE CITY RECORDER — SYRACUSE CITY MAYOR

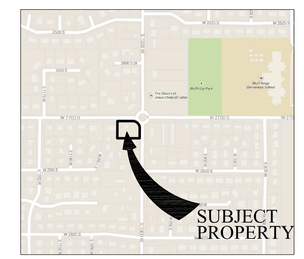
06-137

ELMORE PLAZA CONDOMINIUM PLAT

A PORTION OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 22,
TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN
SYRACUSE, UTAH
APRIL 2015
PAGE 2 OF 2



LINE TABLE		
LINE	LENGTH	BEARING
L1	0.50	S89°57'44"W
L2	3.00	N00°02'16"W
L3	3.00	N89°57'40"E
L4	0.50	S00°02'02"E
L5	0.50	N00°02'16"W
L6	3.00	N89°57'44"E
L7	3.00	S00°02'16"E
L8	0.50	S89°57'44"W
L9	0.50	N89°57'44"E
L10	3.00	S00°02'16"E
L11	3.00	S89°57'44"W
L12	0.50	N00°02'16"W
L13	2.00	S00°02'13"E
L14	2.00	N00°02'16"W
L15	0.50	S00°02'16"E
L16	3.00	S89°57'44"W
L17	3.00	N00°02'16"W
L18	0.50	N89°57'44"E



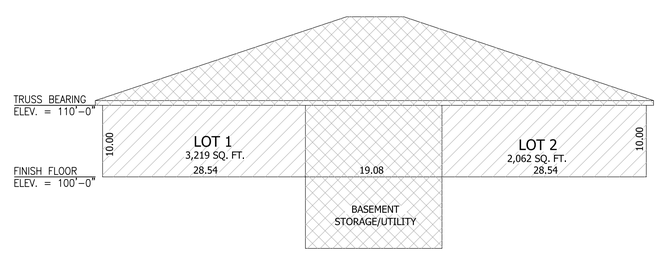
VICINITY MAP

NORTH

PRIVATE

LIMITED COMMON

COMMON



SECTION A-A

PINNACLE
Engineering & Land Surveying, Inc.
2720 North 350 West, Suite #108
LAYTON, UT 84041
Phone: (801) 773-1910
Fax: (801) 773-1925

DAVIS COUNTY RECORDER

ENTRY NO._____FEE
PAID_____FILED FOR RECORD
AND RECORDED THIS _____
DAY OF _____, 20___AT
_____ IN BOOK _____
OF OFFICIAL RECORDS PAGE
_____

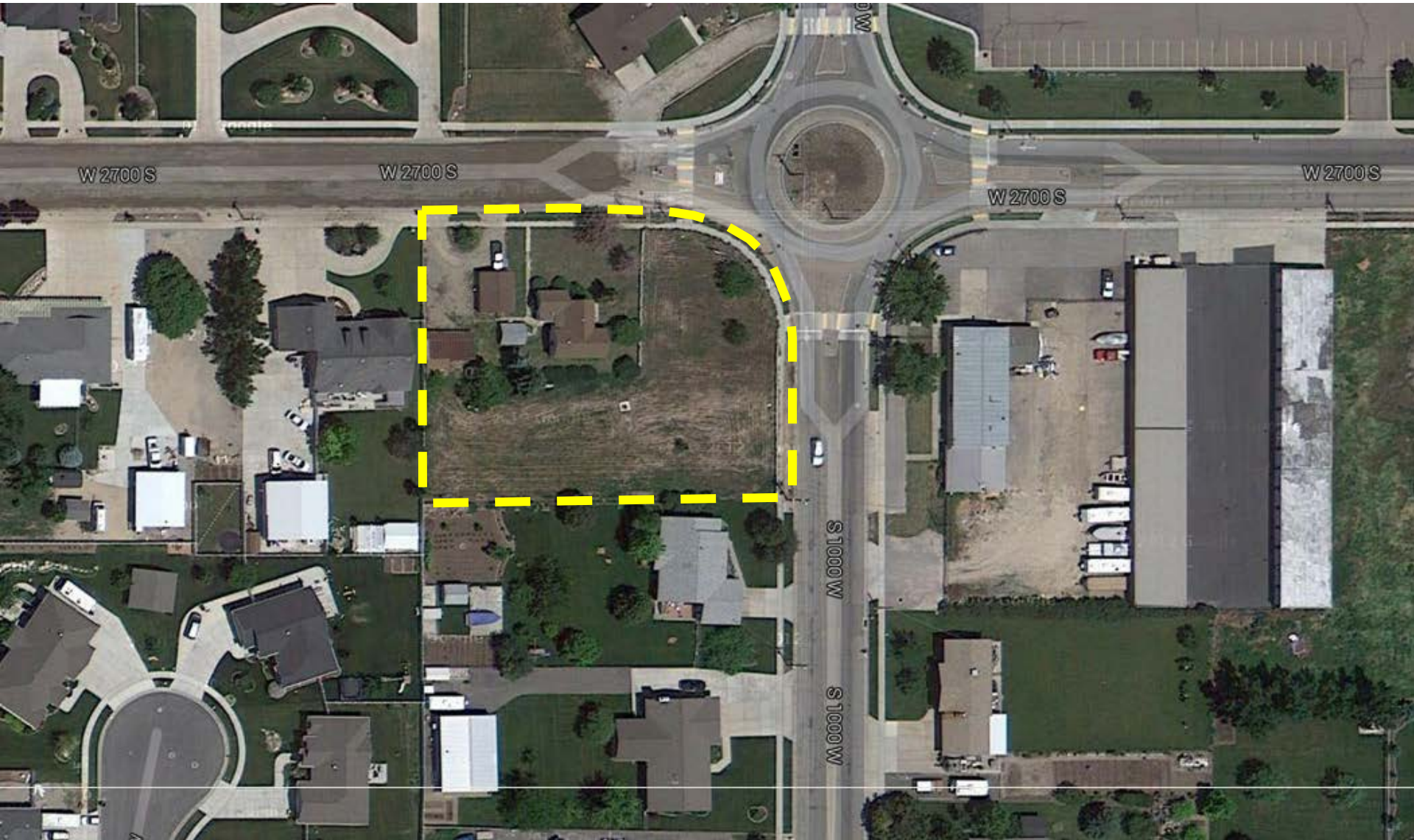
DAVIS COUNTY RECORDER

BY _____
DEPUTY RECORDER

06-137

Proposed Elmore Plaza

Location: 2700 South 1000 West



COUNCIL AGENDA

May 12, 2015

Agenda Item #11 **Code Amendment to Title X pertaining to Accessory Structures.**

Public Meeting Outline

Planning Commission Discussions

February 17, 2015
March 17, 2015
April 7, 2015
April 21, 2015 –made motion to forward to City Council

Summary

The Planning Commission has conducted a review of the accessory structure ordinance in Title X of the City Code. The following is a summary of the changes:

- Clarify confusing language throughout
- Remove the fencing requirement
- Change the setback requirements
- Change the allowed height requirements
- Change the pool/hot tub requirements

Attachments

- Red Lined Code Amendments (Proposed in red, strike through to be removed, black is existing text)
- Proposed Code

Planning Commission Recommendation

The Planning Commission moved to recommend approval, to the City Council, of the proposed Code Amendment to Title X pertaining to Accessory Structures.

ORDINANCE NO. 15-06

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.

WHEREAS, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

WHEREAS, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

WHEREAS, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

WHEREAS, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

WHEREAS, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

Section 2. **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 3. **Effective Date.** This Ordinance shall become effective immediately after publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF May, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	___	_____
Councilmember Lisonbee	___	_____
Councilmember Duncan	___	_____
Councilmember Johnson	___	_____
Councilmember Gailey	___	_____

EXHIBIT A – RED LINE VERSION

Chapter 10.30 General Land Use Regulations

(C) Accessory Buildings and Structures.

(1) General Requirements.

(a) ~~No accessory building or structure shall be erected, located, used, or occupied until the erection of the principal use has commenced.~~ No more than two accessory buildings shall be on any lot, unless it contains a minimum of half an acre. Lots with half an acre or more may qualify for approval of a third accessory building by complying with all other applicable requirements of this chapter. No accessory building may be located within a recorded easement unless authorized by the ~~Land Use Authority~~ applicable easement holder through written approval. ~~All accessory buildings located in the street sides of corner lots shall comply with SCC 10.30.050 regarding lot and yard regulations for corner lots~~.

(b) No accessory building or structure may encroach into a front or side yard ~~unless the structure is:~~

~~(i) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure; and~~

(2) Accessory buildings or structures 200 square feet or less shall comply with the following requirements:

(a) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure.

~~(ii)~~ (b) Not taller than ~~10~~ 15 feet~~; and~~ to the peak of the roof structure.

~~(iii) Concealed or otherwise located behind a privacy fence of at least six feet in height; and~~

~~(iv)~~ (c) Located at least 10 feet from the primary structure and located at least three feet from any property lines.

~~(2)~~ (3) Accessory buildings or structures greater than 200 square feet ~~or greater~~ shall comply with the following requirements:

(a) Building Permit and Conditional Use Permit. ~~Required.~~ ~~Accessory buildings of 200 square feet or greater shall require approval for a~~ Approval for a minor conditional use permit and issuance of a building permit is required prior to construction. Persons

desiring to construct accessory buildings shall make application to the Land Use Authority or designee for minor conditional use approval as outlined in SCC 10.30.100.

Application shall include the following submittals:

(i) Site plan showing location of the home, property line, setbacks, location of the proposed buildings, parking spaces, and easements.

(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements

(b) Size. ~~Such accessory~~ Accessory building or structure shall conform to requirements of subsection (C)(1) of this section and shall not be greater in size than the footprint of the principal structure.

~~(b) Approval. Persons desiring to construct accessory buildings shall make application to the Land Use Authority or designee for conditional use approval as outlined in SCC 10.30.100. Application shall include the following submittals:~~

~~(i) Site plan showing location of the home, property line setbacks, location of the proposed building, parking spaces, easements, and buildings on adjacent properties within 50 feet of the proposed accessory building.~~

~~(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements.~~

(c) Design. The design, height, and footprint of accessory buildings shall blend aesthetically with the principal building's architecture and design materials.

(d) Setback. The building shall be setback from any property line the distance specified in the table below:

Roof Height (feet)	Up to 21	21 + to 24	24 + to 27	27 + to 30
Setback (feet)	5	6	7	8

~~(3) Setback Requirements. Shown in Exhibit 10.30.010 and listed below are the following setback requirements developed to regulate the negative impact accessory structures can have within a development:~~

~~(a) Minimum Setback. In no case shall an accessory building, regardless of size, be any closer than three feet to any property line.~~

~~(b) Walls. Accessory buildings 200 square feet or greater and exceeding 10 feet in height, as measured from the main floor to the top exterior wall plate, shall increase the three-foot minimum setback requirement from property line by one foot for every one foot of height above 10 feet.~~

~~(c) Roof. The roof height on an accessory structure that exceeds 50 percent of the wall height, as measured from the top exterior wall plate to the highest point on the roof, shall increase the three-foot minimum setback requirement from property line by one foot for every one foot of height above the 50 percent requirement.~~

~~(d) Corner Lot. An accessory building located on the street side of a corner lot shall comply with SCC 10.30.050.~~

(e) Corner Lot. All accessory buildings on corner lots shall be set back a minimum of 20 feet from the street side property line.

~~(e)~~ (f) Other Structures. In no case shall an accessory building be constructed within six feet of a primary structure ~~or within six feet of any structure 200 square feet or greater.~~

(g) Height. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed 30 feet.

(D) Maximum Height Limitations. No maximum height regulations, as stated in this title except for specified exceptions, shall apply to prevent the construction of penthouse or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the buildings, and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smoke stacks, water tanks, television masts, silos, or similar structures above the stated height limits; provided, that no space above the height limit shall provide additional floor space.

(E) Additional Height Allowed. Public buildings or structures and churches authorized in a zone may be erected to any height provided the building is set back from each otherwise established setback line at

least one foot for each additional foot of building height above the normal height limit required for the zone in which the building is erected.

(F) Satellite Dish Antennas. For the purpose of this title, satellite dishes may be located on any residential structure or in the rear yard as accessory structures.

(G) Swimming Pools. Any structure intended for swimming, recreational bathing, or wading that is over ~~24~~ 48 inches deep shall require a building permit. The provisions of the adopted International Residential Building Code, Appendix (G), adopted by the City Council, shall govern the design and construction of swimming pools, spas, and hot tubs installed in or on the lot of a one- or two-family dwelling.

(H) All ~~such~~ pools over 24 inches deep in any residential zone shall ~~be accessory uses and~~ comply with the following conditions and requirements:

(1) It shall not be located closer than eight feet to any property line.

(2) The swimming pool shall be walled or fenced to no less than ~~at least~~ six feet in height to prevent uncontrolled access by children from adjacent properties.

(3) Hot tubs equipped with a lockable safety cover meeting the ASTM F1346-91 requirements are exempt from the fencing requirement.

[Ord. 11-02 § 1 (Exh. A); Ord. 10-02 § 1 (Exh. A); Ord. 09-16 § 1 (Exh. A); Ord. 09-10 § 1 (Exh. A); Ord. 08-11 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-04; Ord. 03-18; Ord. 03-08; Code 1971 § 10-6-010.]

EXHIBIT A – CLEAN VERSION

Chapter 10.30 General Land Use Regulations

(C) Accessory Buildings and Structures.

(1) General Requirements.

(a) No more than two accessory buildings shall be on any lot, unless it contains a minimum of half an acre. Lots with half an acre or more may qualify for approval of a third accessory building by complying with all other applicable requirements of this chapter. No accessory building may be located within a recorded easement unless authorized by the applicable easement holder through written approval.

(b) No accessory building or structure may encroach into a front or side yard

(2) Accessory buildings or structures 200 square feet or less shall comply with the following requirements:

(a) Not larger than 200 square feet, which includes any awnings, carports or other attached features to the accessory structure.

(b) Not taller than 15 feet to the peak of the roof structure.

(c) Located at least 10 feet from the primary structure and located at least three feet from any property lines.

(3) Accessory buildings or structures greater than 200 square feet shall comply with the following requirements:

(a) Building Permit and Conditional Use Permit. Approval for a minor conditional use permit and issuance of a building permit is required prior to construction. Persons desiring to construct accessory buildings shall make application to the Land Use Authority or designee for minor conditional use approval as outlined in SCC 10.30.100.

Application shall include the following submittals:

(i) Site plan showing location of the home, property line, setbacks, location of the proposed buildings, parking spaces, and easements.
(ii) Elevation drawings showing the roof structure, type of material and design finish of the building, and building structure measurements

(b) Size. Accessory building or structure shall conform to requirements of subsection (C)(1) of this section and shall not be greater in size than the footprint of the principal structure.

(c) Design. The design, height, and footprint of accessory buildings shall blend aesthetically with the principal building's architecture and design materials.

(d) Setback. The building shall be setback from any property line the distance specified in the table below:

Roof Height (feet)	Up to 21	21 + to 24	24 + to 27	27 + to 30
Setback (feet)	5	6	7	8

(e) Corner Lot. All accessory buildings on corner lots shall be set back a minimum of 20 feet from the street side property line.

(f) Other Structures. In no case shall an accessory building be constructed within six feet of a primary structure.

(g) Height. The height, as measured from the foundation to the highest point on the roof, shall not exceed the height of the primary structure and in no case shall exceed 30 feet.

(D) Maximum Height Limitations. No maximum height regulations, as stated in this title except for specified exceptions, shall apply to prevent the construction of penthouse or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the buildings, and fire or parapet walls, skylights, towers, steeples, flagpoles, chimneys, smoke stacks, water tanks, television masts, silos, or similar structures above the stated height limits; provided, that no space above the height limit shall provide additional floor space.

(E) Additional Height Allowed. Public buildings or structures and churches authorized in a zone may be erected to any height provided the building is set back from each otherwise established setback line at least one foot for each additional foot of building height above the normal height limit required for the zone in which the building is erected.

(F) Satellite Dish Antennas. For the purpose of this title, satellite dishes may be located on any residential structure or in the rear yard as accessory structures.

(G) Swimming Pools. Any structure intended for swimming, recreational bathing, or wading that is over 48 inches deep shall require a building permit. The provisions of the adopted International Residential Building Code, Appendix (G), adopted by the City Council, shall govern the design and construction of swimming pools, spas, and hot tubs installed in or on the lot of a one- or two-family dwelling.

(H) All pools over 24 inches deep in any residential zone shall comply with the following conditions and requirements:

(1) It shall not be located closer than eight feet to any property line.

(2) The swimming pool shall be walled or fenced to no less than six feet in height to prevent uncontrolled access by children from adjacent properties.

(3) Hot tubs equipped with a lockable safety cover meeting the ASTM F1346-91 requirements are exempt from the fencing requirement.

[Ord. 11-02 § 1 (Exh. A); Ord. 10-02 § 1 (Exh. A); Ord. 09-16 § 1 (Exh. A); Ord. 09-10 § 1 (Exh. A); Ord. 08-11 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-04; Ord. 03-18; Ord. 03-08; Code 1971 § 10-6-010.]

COUNCIL AGENDA

May 12, 2015

Agenda Item #12 **Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.**

Public Meeting Outline

Planning Commission Work Session Discussions

January 20, 2015
February 3, 2015
March 3, 2015

Background

The Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations.

Attachments

- Proposed Code Amendments

Planning Commission Recommendation

The Planning Commission moved to recommend approval, to the City Council, of the proposed Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.

ORDINANCE NO. 15-07

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE X OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING LAND USE.

WHEREAS, due to the pace of growth in the City there are from time to time small proposed changes to various City ordinances that are warranted; and

WHEREAS, these small proposed changes come to the attention of the Planning Commission through varied means including but not limited to questions, concerns or complaints from the general public and or from developers that are seeking clarification on the language in the City code; and

WHEREAS, the Planning Commission takes each question or concern under consideration and addresses it on case-by-case basis in a fair and judicious manner paying specific attention to the reasonableness and legality of the request as well as the reasonableness and legality of the City's own ordinances; and

WHEREAS, after such consideration Planning Commission will either support and sustain current ordinances as adopted or in other cases have staff research and address each proposed change and put forth amendments to existing ordinances; and

WHEREAS, the Planning Commission now hereby wishes to amend various sections of Title X to address such proposed changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. **Amendment.** The following sections of Syracuse City Municipal Code are hereby amended as follows:

Exhibit A

Section 2. **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 3. **Effective Date.** This Ordinance shall become effective immediately after publication or posting.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF May, 2015.

SYRACUSE CITY

ATTEST:

_____ _____

Cassie Z. Brown, City Recorder Mayor Terry Palmer

Voting by the City Council:

	"AYE"	"NAY"
Councilmember Peterson	___	_____
Councilmember Lisonbee	___	_____
Councilmember Duncan	___	_____
Councilmember Johnson	___	_____
Councilmember Gailey	___	_____

Chapter 10.10
DEFINITIONS

10.10.040 Definitions.

~~"Common space" means land area within a development not individually owned or dedicated for public use, for which its design and intended use as an amenity shall be for the direct benefit of the residents in such development. Common space may be either natural or functional as a designed element of a development that has a functionally described and planned benefit. Examples include landscaped areas that provide visual relief, shade, screening, buffering, or another environmental amenity and nature trails, exercise trails, and facilities, e.g., swimming pools, tennis courts, club houses, pavilions, and golf courses.~~

"Common Space" means land area with an amenities in which the dedicated purpose is shared equally by all the residents of that community or the public.

~~"Open space" means any area of land characterized by openness that provides for that portion of the human environment, through dedication to preservation of said openness, in order to enhance urban, suburban, or rural areas, and provide important physical, recreational, conservation, aesthetic, or economic value or assets.~~

~~(1) "Functional open space" means any area of land improved and dedicated for public or private use and designed as an amenity for the benefit of the residents of a development or citizens of the City. Examples include landscaped aesthetic areas, City parks, playgrounds, and ball fields.~~

~~(2) "Natural open space" means any area of land, essentially unimproved and not occupied by structures or manmade impervious surfaces, dedicated or reserved in perpetuity for public or private enjoyment as a preservation of open area.~~

~~(3) "Cluster subdivision open space" means open space, either natural or functional, provided to compensate for the lot size reductions from minimum lot size requirements or increases in overall gross density.~~

~~(4) "Public open space" means open space owned by a public agency, such as the City of Syracuse, and maintained by such agency for the use and enjoyment of the general public.~~

"Open Space" means any area of land without human-built structures; such as parks, recreational and natural areas or land not occupied by buildings. Open space does not include curb and gutter, driveways and roadways.

ADD:
"Gross Acreage" means the total land being developed

Chapter 10.75

PRD – PLANNED RESIDENTIAL DEVELOPMENT

Sections:

10.75.010 Purpose.

10.75.020 Permitted uses.

10.75.030 Conditional uses.

10.75.040 Minimum lot standards.

10.75.050 Development plan and agreement requirements.

10.75.060 Design standards.

10.75.070 Street design.

10.75.080 Off-street parking and loading.

10.75.090 Signs.

10.75.010 Purpose.

The purpose of this zone is to allow diversification in the relationship of residential uses to its sites and permit directed flexibility of site design. Further, its intent is to encourage a more efficient use of the land and the reservation of a greater proportion of common space for recreational and visual use than other residential zones may provide and to encourage a variety of dwelling units that allow imaginative concepts of neighborhood and housing options and provide variety in the physical development pattern of the City. This will allow the developer to more closely tailor a development project to a specific user group, such as retired persons.

The intent of this zone is to encourage good neighborhood design while ensuring compliance with the intent of the subdivision and zoning ordinances. All dwelling units are to be held in private individual ownership. However, the development shall contain common or open space and amenities for the enjoyment of the planned community that are developed and maintained through an active homeowners' association or similar organization with appointed management. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-010.]

10.75.020 Permitted uses.

The following are permitted uses by right provided the parcel and building meet all other provisions of this title and any other applicable ordinances of Syracuse City:

(A) Accessory uses and buildings (Maximum 200 square feet).

(B) Churches, synagogues, and temples.

(C) Dwelling units, single-family (no more than four units attached).

(D) Educational services.

(E) Household pets.

(F) Private parks.

(G) Public and quasi-public buildings.

(H) Residential facilities for persons with disabilities and assisted living centers. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-020.]

10.75.030 Conditional uses.

The following may be permitted conditional uses for non-attached dwellings, after approval as specified in SCC 10.20.080.

(A) Day care centers (major).

(B) Home occupations (minor or major).

(C) Temporary commercial uses (see SCC 10.35.050) (minor).

(D) Temporary use of buildings (see SCC 10.30.100(A)(9)) (minor). [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-030.]

10.75.040 Minimum lot standards.

All lots shall be developed and all structures and uses shall be placed on lots in accordance with the following standards:

(A) Density: ~~The City shall determine the dwelling unit density, building setbacks, and minimum lot size through a development plan based on the specific merits of the proposed development as well as on factors such as recreation facilities, greater open space, landscaping features, fencing type and design, signage, clubhouse provisions, homeowners' covenants, professional maintenance, trails/pathways, and quality of exterior building materials. However, condominium developments shall comply with the Utah Condominium Act, but in no case shall the~~ Overall density of (6) dwelling units per ~~net~~ gross acre~~, without recommendation for approval by the Planning Commission and the consent and approval of the City Council.~~

~~The overall density of the development may exceed eight dwelling units per net acre and increase up to a maximum of 12 dwelling units per net acre only after receiving recommendation for approval by the Planning Commission and consent and approval by the City Council. The Planning Commission recommendation and City Council consent and approval, for a developer to exceed eight dwelling units per net acre, shall be subject to the ability of the development plan to meet the following criteria:~~

(~~1~~) ~~The development area shall be a transitional residential buffer to commercial, industrial, and/or retail zones, as established in the general plan;~~

(~~2~~1) The development shall provide a standard road right-of-way of 60 feet which shall include curb, gutter, and sidewalk improvements;

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(~~2~~) Open space/common space: shall be a minimum 50 percent of the total land area, excluding roadways, buildings, acreage and, excluding any above-ground City infrastructure. Of that 50 percent, 30 percent shall be in open space and 20 percent in common space.

(~~4~~3) For detention ponds to be considered common space it must include amenities approved by planning commission and city council.

(4) The aesthetic and landscaping proposals shall provide ~~a~~

~~superior residential development and environment;~~ for trees and shrubs that break up the look of having the same building style duplicated throughout the development and shall be in accordance with the Architectural Review Guide .

(5) For the purpose of this section, landscaping is not allowed to be considered as an amenity.

(~~5~~6) The development shall provide adequate off-street parking area(s), subject to requirements of this chapter and off-street parking requirements as found in Chapter 10.40 SCC; and

(~~6)~~7 The development design shall include a direct connection to a major arterial, minor arterial, or major collector roadway.

(B) Lot width: determined by development plan.

(C) Front yard: 20 feet.

(D) Side yards: a minimum of 16 feet between ~~attached units~~ primary structures and 8 feet from the property line

(E) Rear yard: a minimum of 15 feet.

(F) Building height: as allowed by current adopted building code, with a maximum height of 30 feet to the top of the roof structure.

(G) Structure: ~~for~~ attached units, ~~there~~ shall ~~be~~ not have a single roofline and shall have variations in architectural style between the buildings. The units shall include a minimum of two-car garages for each unit and shall not be the major architectural feature of the building.

(~~G~~ H. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1998; Code 1971 § 10-15-040.]

10.75.050 Development plan and agreement requirements.

(A) Subdivision ordinance requirements shall generally apply to planned residential communities. The developer shall submit a residential development plan of all project phases for City consideration and approval

and shall integrate the proposed development plan into a development agreement between the developer and City. The development agreement shall undergo an administrative review process to ensure compliance with adopted City ordinances and standards with approval by the City Council. The subdivider shall develop the property in accordance with the development agreement and current City ordinances in effect on the approval date of the agreement, together with the requirements set forth in the agreement, except when federal, state, county, and/or City laws and regulations, promulgated to protect the public's health, safety, and welfare, require future modifications under circumstances constituting a rational public interest. ~~The Land Use Authority shall use the submitted development plan and agreement with the design amenities and unique development features and merits of the development to determine overall development dwelling unit density up to a maximum of 12 dwelling units per net acre.~~

(B) A planned residential development must have a minimum of five acres ~~with a minimum of 20 percent of the acreage in common space area excluding required roadways, curbs, and other City infrastructure~~.

(C) The developer shall landscape and improve all open space ~~or common space~~ around or adjacent to building lots and common spaces and maintain and warrant the same through a lawfully organized homeowners' association, residential management company, or similar organization. ~~The HOA shall warrant the trees used in landscaping.~~

(D) The development plan submitted for review shall show the location and building elevations with exterior building materials, size, and general footprint of all dwelling units and other main buildings and amenities.

(E) The development plan submitted for review shall include landscaping, fencing, and other improvement plans for common or open spaces, with the landscaping designed in accordance with an approved theme to provide unity and aesthetics to the project. The plan shall include all special features, such as ponds, fountains, signs, walking paths, inviting entryways, etc., together with a landscape planting plan. ~~Open~~ Common space ~~and recreational areas~~ should be the ~~focal point~~ emphasis for the overall design of the development, with various community facilities grouped in places well related to the common ~~open~~ space~~s~~ and easily

accessible to pedestrians.

~~(F) The proposed development shall show it will not be detrimental to the health, safety, or general welfare of persons residing adjacent to the proposed development.~~

(~~G~~F) A planned residential community shall be of sufficient size, composition, and arrangement to enable its feasible development as a complete unit, managed by a legally established owners' association and governed by enforceable, duly recorded CC&Rs. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-050.]

10.75.060 Design standards.

The Land Use Authority shall approve the required common building theme. The design shall show detail in the unification of exterior architectural style, building materials, and color and size of each unit; however, the intent is not to have the design so dominant that all units are identical. Residential dwellings shall comply with SCC 10.30.020. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-060.]

10.75.070 Street design.

The Land Use Authority may approve an alternative street design so long as it maintains the City's minimum rights-of-way. The developer shall dedicate all street rights-of-way to the City. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-15-070.]

10.75.080 Off-street parking and loading.

For multi-unit developments; one additional off-street parking space shall be provided for each unit of four dwellings. Off-street parking and loading shall be as specified in Chapter 10.40 SCC; provided, however, that the City may limit or eliminate street parking or other use of City rights-of-way through the employment of limited or alternative street designs. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A);

Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-080.]

10.75.090 Signs.

The signs permitted in this zone shall be those allowed in residential zones by Chapter 10.45 SCC. [Ord. 12-01 § 1; Ord. 11-04 § 6; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 1991; Code 1971 § 10-15-090.]

COUNCIL AGENDA

May 12, 2015

Agenda Item **#13** Proposed Resolution R15-12 adopting comprehensive edits to chapters 12-23 of the Personnel Policies and Procedures Manual.

Factual Summation

- Any questions about this agenda item may be directed at Finance Director Stephen Marshall. See the attached policy manual PDF documents. There is both a red line and a clean copy of the proposed edits for chapters 12 – 23 (excluding chapter 18) of the policy manual. We are still working through our edits and revisions of chapter 18 and will bring it to the council at a future date.

- We updated chapter 17 by adding the reference to the Utah State administrative rule R25-7-6. We also added the change on lodging to only allow overnight stays if the employee is going for multiple days.

- We have also included a summary list of changes to the forms in the appendix.

Recommendation

Approve R15-12 adopting comprehensive edits to chapters 12-23 of the Personnel Policies and Procedures Manual.

RESOLUTION R15-12

A RESOLUTION UPDATING AND APPROVING COMPREHENSIVE EDITS TO CHAPTERS 12 -23 OF THE SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES MANUAL.

WHEREAS, the City Council has determined that necessary changes to the Syracuse City Personnel Policies and Procedures Manual are needed;

WHEREAS, Syracuse City Staff has reviewed the Syracuse City Personnel Policies and Procedures Manual and has recommended various comprehensive edits throughout chapters 12 - 23 of the Manual;

WHEREAS, the City Council has determined that approval of the amendments to the Syracuse City Personnel Policies and Procedures Manual will help promote the orderly operation of the City;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF SYRACUSE DAVIS COUNTY, STATE OF UTAH, AS FOLLOWS:

SECTION 1: Amendments. That the proposed amendments to the Syracuse City Personnel Policies and Procedures Manual, attached hereto as Exhibit A, are hereby adopted and considered amended.

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 passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 12th DAY OF MAY, 2015.

SYRACUSE CITY

ATTEST:

_____ By:_____

Cassie Z. Brown, City Recorder Terry Palmer, Mayor

Forms

Appendix A- inserted updated form

Appendix B- deleted employment reference release form (no longer use). Inserted Recruitment and Retention Policy

Appendix C- deleted new hire requisition form (no longer use). Inserted Volunteer Service Agreement

Appendix D- deleted Personnel Action Form (only HR uses). Inserted Compensation Plan

Appendix E- deleted Volunteer Service Agreement (moved to C). Inserted FMLA Employee's Rights and Responsibilities Poster

Appendix F- deleted Compensation Time Agreement (no longer use). Inserted FMLA Notice of Eligibility and Rights and Responsibilities

Appendix G- deleted Bi-Weekly Compensation Time Election Form (no longer use). Inserted FMLA Designation Notice

Appendix H- deleted Leave Request Form (no longer use). Inserted FMLA Employee's Own Serious Health Condition Certification Form

Appendix I- deleted FMLA Employees Rights and Responsibilities Poster (moved to E). Inserted FMLA Family Member's Serious Health Condition Certification Form

Appendix J- deleted FMLA Notice of Eligibility and Rights and Responsibilities form (moved to F). Inserted FMLA Certification of Qualifying Exigency for Military Family Leave form.

Appendix K- deleted FMLA Designation Notice (moved to G). Inserted FMLA Certification for Serious Injury or Illness of Covered Service Member.

Appendix L- deleted FMLA Employee's Own Serious Health Condition Certification Form (moved to H). Inserted FMLA Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave Form.

Appendix M- deleted FMLA Family Member's Serious Health Condition Certification Form (moved to I). Inserted Secondary Employment Form.

Appendix N- deleted FMLA Certification of Qualifying Exigency for Military Family Leave Form (moved to J). Inserted Injury/Incident Report Form.

Appendix O- deleted FMLA Certification for Serious Injury or Illness of Covered Service Member form (moved to K). Inserted Injury/Incident Checklist form.

Appendix P- deleted Notice of Secondary Employment form (moved to M). Inserted Bomb Threat Checklist.

Appendix Q- deleted Drug Test Release Form for Minors (no longer use). Inserted Tuition Aid Application.

Appendix R- deleted Background Investigation Release Form (only hr and new hires use). Inserted Credit Card Agreement Form.

Appendix S- deleted Background Investigation Release Form B (no longer use. Inserted Missing Credit Card Receipt Form

Appendix T- deleted Accident Report Form (only HR uses). Inserted Emergency Preparedness Cash Out Form

Appendix U- deleted Bomb Threat Checklist (moved to P). Inserted Formal Grievance Form.

Appendix V- deleted Tuition Aid Application (moved to Q). Inserted Administrative Leave Form.

Appendix W- deleted Travel Application (no longer use). Inserted Disciplinary Action Form.

Appendix X- deleted Vehicle Use Agreement Form (only hr and new hires use). Inserted Voluntary Termination Form.

Appendix Y- deleted Formal Grievance Form (moved to U).

SYRACUSE CITY
PERSONNEL POLICIES AND PROCEDURES

CHAPTER 12
DOT DRUG AND ALCOHOL TESTING POLICY

12.010. Purpose.
12.020. General Policy.
12.030. Applicability.
12.040. Definitions.
12.050. Prohibitions.
12.060. Zero Tolerance.
12.070. Voluntary Self-Identification Program.
12.080. Prescription and Over-the-Counter Drugs.
12.090. Testing Required.
12.100. Basis for Testing.
12.110. Pre-Employment Testing.
12.120. Post-Accident Testing.
12.130. Random Testing.
12.140. Reasonable Suspicion Testing.
12.150. Return-to-Duty Testing.
12.160. Follow-Up Testing.
12.170. Testing Procedures.
12.180. Results.
12.190. DOT Required Action.
12.200. Removal from Safety-Sensitive Functions.
12.210. Additional Action.
12.220. Records.
12.230. Confidentiality.
12.240. Notification of Conviction.
12.250. Americans with Disabilities Act (ADA).
12.260. Amendments.

12.010. Purpose.

The purpose of this policy is to provide guidelines for the implementation and management of a drug and alcohol testing program for City employees and prospective employees who are subject to the Commercial Drivers License (CDL) drug and alcohol testing requirements under the Federal Omnibus Transportation Employee Testing Act of 1991, as amended, and the Department of Transportation (DOT) Regulations promulgated thereunder. The provisions of this policy are intended and shall be interpreted in accordance with the Federal Omnibus Transportation Employee Testing Act of 1991, as amended, and the DOT Regulations as defined herein. This policy is not intended to create or alter any existing employment status or contract, written or verbal, between Syracuse City and its employees or prospective employees.

12.020. General Policy.

Alcohol or drug use can impair an employee's ability to safely and effectively perform the functions of the particular job, increase accidents, absenteeism, and sub-standard performance, create poor employee morale, and/or undermine public confidence in the City's work force. It is the policy of the

City to employ a work force and create a workplace free from the adverse effects of alcohol and drug use to ensure the safety, personal health, and productivity of its employees, as well as the health and safety of those with whom Syracuse City employees come in contact. In addition, Syracuse City is committed to reducing highway accidents that result from driver misuse of drugs and alcoholic substances, thereby reducing fatalities, injuries, and property damage. To accomplish this, Syracuse City has developed a "zero-tolerance" substance abuse policy for all current and prospective CDL employees as more particularly set forth in this policy. This policy shall be distributed to all CDL employees and made available for review by prospective CDL employees. Employees may refer any questions regarding this policy or the materials referred to herein to the Human Resources Specialist~~Director~~.

12.030. Applicability.

This policy applies to all employees in the service of Syracuse City for compensation, and prospective employees, who are required to hold and maintain a Commercial Drivers License as a condition of employment and/or who operate a commercial motor vehicle in commerce and who are subject to the Commercial Drivers License requirements of the Department of Transportation, including, but not limited to 49 CFR Part 383, as amended, referred to and defined herein as "CDL employees." All other employees shall comply with the Non-DOT Drug and Alcohol Policy set forth in Chapter 11, rather than the provisions set forth herein. All CDL employees shall be subject to the testing requirements of this policy and the Non-DOT Drug and Alcohol Policy subject to the following limitation. When the provisions of this policy are applicable to a certain situation, this policy shall be complied with and no other testing requirements may be imposed. However, when provisions of this policy do not apply to a situation which is otherwise covered by the Non-DOT Drug and Alcohol Policy, CDL employees shall be subject to testing under the Non-DOT Drug and Alcohol Policy. For instance, if a CDL employee is involved in an accident involving loss of life requiring testing under this policy, the employee would be subject to testing under this policy and not subject to testing under the Non-DOT Drug and Alcohol Testing Policy. However, if the employee is involved in an accident not requiring testing under this policy but requiring testing under the Non-DOT Drug and Alcohol Testing Policy, the CDL employee would be subject to testing under the Non-DOT Drug and Alcohol Testing Policy. In any case, if there is any conflict between this policy and any other policy or regulation of the City, the requirements of this policy shall control and no other testing requirements shall be imposed which would conflict or hinder compliance with this policy. In accordance with DOT Regulations, testing under Chapter 11 cannot be combined with testing required under this Chapter 12.

12.040. Definitions.

Words not otherwise defined but used in this policy or in the materials referenced herein are defined in 49 CFR § 386.2, 49 CFR § 390.5 and 49 CFR § 40.3, as amended. As used herein, the following words shall have the meanings set forth below:

(a) Actual Knowledge. "Actual Knowledge" means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in Section 12.070 regarding voluntary admission. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing as used herein.

(b) Alcohol. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

(c) Alcohol Concentration (or Content). "Alcohol Concentration" or "Alcohol Content" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

(d) Alcohol Use. "Alcohol Use" means the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

(e) CDL Employee. "CDL Employee" means any employee in the service of Syracuse City for compensation who is required to hold and maintain a Commercial Drivers License as s condition of employment and/or who is required as part of his or her job duties to operate a commercial motor vehicle in commerce and who is subject to the commercial driver's license requirements of 49 CFR Part 383, as amended.

(f) Commerce. "Commerce" means: (1) any trade, traffic, or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States; and (2) trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation as described in Subsection (1).

(g) Commercial Motor Vehicle. "Commercial Motor Vehicle" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

(1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating more than 10,000 pounds; or

(2) Has a gross vehicle weight rating of 26,001 pounds; or

(3) Is designed to transport 16 or more passengers, including the driver; or

(4) Is of any size and is used in the transportation of material found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC § 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

(h) Controlled Substances or Drugs. "Controlled Substances" or "Drugs" means those substances identified in 49 CFR 40.85, as amended, consisting of the following:

(1) Marijuana metabolites

(2) Cocaine metabolites

(3) Amphetamines

(4) Opiate metabolites

(5) Phencyclidine (PCP)

(i) Designated Employee Representative (DER). "Designated Employee Representative" or "DER" means an individual identified by Syracuse City as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of Syracuse City and cannot be a service agent. The City's DER is the Human Resources Specialist~~Director~~.

(j) DOT Regulations. "DOT Regulations" means the rules and regulations promulgated by the U.S. Department of Transportation for alcohol and controlled substance testing requirements for employees subject to the Commercial Driver's License requirements pursuant to the Omnibus Transportation Act of 1991, including, but not limited to §§ 49 C.F.R. 40 and 49 C.F.R. 382, as amended.

(k) Driver. "Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors. For the purposes of pre-employment/pre-duty testing only, the term *driver* includes a person applying to the City to drive a commercial motor vehicle.

(l) Medical Review Officer (MRO). "Medical Review Officer" or "MRO" means a licensed physician who is responsible for receiving and reviewing laboratory results generated by the City's drug testing program and evaluating medical explanations for certain drug test results.

(m) Prospective CDL Employee. "Prospective CDL Employee" means any person who has made a written or oral application to become an employee of Syracuse City in a position defined as a CDL employee.

(n) Refuse to Submit. "Refuse to Submit" means that a CDL employee:

(1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City, consistent with applicable DOT agency regulations, after being directed to do so by the City. This includes the failure of an employee to appear for a test when called by the TPA (see, 49 CFR 40.61(a));

(2) Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test as provided in the DOT Regulations(see, 49 CFR 40.63(c));

(3) Fails to provide a urine specimen for any drug test required by this Policy or the DOT Regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test (see, 49 CFR 40.63(c));

(4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see, 49 CFR 40.67(l) and 40.69(g));

(5) Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see, 49 CFR 40.193(d)(2));

(6) Fails or declines to take a second test the City, TPA or collector has directed the CDL employee to take;

(7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

(8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or

(9) Is reported by the MRO as having a verified adulterated or substituted test result.

(o) Safety-Sensitive Functions. "Safety-Sensitive Functions" means all time from the time a CDL employee begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions and includes any of those on-duty functions defined in 49 CFR 395.2. Safety-sensitive functions shall include all duties deemed safety-sensitive under the DOT Regulations, including, but not limited to, the following:

(1) All time at City facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the City;

(2) All time inspecting equipment as required by 49 CFR 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

(3) All time spent at the driving controls of a commercial motor vehicle in operation;

(4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);

(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(p) Stand-Down. "Stand-Down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, and adulterated test, or a substituted test, before the MRO has completed the verification of the test results. The City is prohibited from standing down an employee, except consistent with a waiver from the FMCSA.

(q) Third Party Administrator (TPA). "Third Party Administrator" or "TPA" means a service agent that provides or coordinates one or more drug and/or alcohol testing services to DOT-regulated employers. TPA's typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs.

12.050. Prohibitions.

The following conduct is prohibited under this policy in accordance with the prohibitions set forth in 49 CFR 382, Subpart B:

(a) Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

(b) On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions. No employer having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

(c) Pre-Duty Use. No driver shall perform safety-sensitive functions within four hours after using alcohol. No employer having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

(d) Use Following an Accident. No driver required to take a post-accident alcohol test under this policy and in accordance with 49 CFR 382.303 shall use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.

(e) Refusal to Submit to Required Test. No driver shall refuse to submit to a post-accident alcohol or controlled substances test required under this policy and in accordance with 49 CFR 382.303, a random alcohol or controlled substances test required under this policy in accordance with 49 CFR 382.305, a reasonable suspicion alcohol or controlled substances test required under this policy in accordance with 49 CFR 382.307, or a follow-up alcohol or controlled substances test required under this policy or 49 CFR 382.311. No employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. Refusal to submit to a required test shall be deemed a violation of this policy and shall result in disciplinary action, up to and including termination.

(f) Controlled Substances Use. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function. The City may require a driver to inform the City of any therapeutic drug use as more particularly provided in this policy.

(g) Controlled Substances Testing. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No employer having actual knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.

12.060. Zero-Tolerance.

If it is determined that a CDL employee violates any term, condition or provision of this policy, that employee shall be subject to disciplinary action, up to and including termination. Any disciplinary action taken for violations of this policy shall comply with the disciplinary action procedures, as applicable, set forth in Chapter 22 of these Policies and Procedures.

12.070. Voluntary Self-Identification Program.

(a) Self-Identification Program. CDL employees of the City may voluntarily admit to alcohol misuse or controlled substances use ("admission") in accordance with the provisions of this Section setting forth the City's voluntary self-identification program. The provisions of this program are intended to comply with the provisions and requirements of 49 CFR 382.121, as amended. Voluntary admissions should be made to the employee's supervisor or the Human Resources Specialist~~Director~~. Employees having a drug or alcohol problem are strongly encouraged to seek help.

(b) Prior to Selection or Violation. To qualify for the City's voluntary self-identification program, the CDL employee must make the admission of alcohol misuse or controlled substances use prior to performing a safety-sensitive function (i.e., prior to reporting for duty) and prior to being selected for testing under this policy (i.e., the admission cannot be made in order to avoid testing under the requirements of this policy.

(c) No Adverse Action. The City shall not take any adverse action against a CDL employee making a voluntary admission of alcohol misuse or controlled substances use in accordance with the conditions and provisions of this Section.

(d) Evaluation and Treatment. A CDL employee who has made a voluntary admission of alcohol misuse or controlled substances use in accordance with the terms and conditions of this Section shall be given sufficient opportunity to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem.

(e) Costs and Leave. The City will pay for the first visit to a drug and alcohol abuse evaluation expert. All other costs of evaluation, treatment and rehabilitation shall be the employee's responsibility. The City will allow employees who seek voluntary assistance for alcohol and drug problems under this program to first utilize their accrued sick leave and then their accrued annual leave for rehabilitation. Leave without pay may be requested by the employee and will be considered on an individual case basis. If the FMLA does not apply, an employee's position may be held open for a reasonable period of time up to a maximum of thirty (30) days for voluntary rehabilitation upon approval by the City Manager~~Administrator~~.

(f) Successful Completion. The CDL employee shall not perform any safety-sensitive functions until and unless the employee has successfully completed an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert (i.e., an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor). Employees returning to work after treatment must first provide the City with a certification from a reputable substance abuse program that the employee is sober and has successfully completed the treatment program. A licensed professional medical practitioner that specializes in substance abuse must sign this certification.

(g) Return to Duty Testing. Prior to performing any safety-sensitive functions, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 and/or a return to duty controlled substances test with a verified negative test result for controlled substances use.

(h) Follow-Up Testing. The employee must also, as a condition of returning to work, agree to follow-up rehabilitation drug and/or alcohol testing and sign a return to work agreement. Follow-up rehabilitation testing will be required for a period of not less than six (6) months and not more than one (1) year after completion of the employee's substance abuse treatment program. The date and time of any required follow-up rehabilitation drug and/or alcohol testing will be unannounced and conducted on a random basis.

(i) Disclaimer. Voluntary notification and enrollment in a rehabilitation program shall only prevent disciplinary action for previous drug or alcohol use that was unknown to the City and shall not prevent the City from testing or taking disciplinary action against an employee who subsequently violates this policy.

12.080. Prescription and Over-the-Counter Drugs.

Prescribed and over-the-counter drugs and the necessary instrumentalities of administration brought on City premises may only be used by the person for whom they are prescribed and taken as directed so long as the use of such drugs does not adversely affect the safety of the work environment or significantly impede performance of essential job functions. There are various prescription and over-the-counter drugs that may adversely affect the safety of the work environment. Examples include, but are not limited to, pain relievers that contain opiates, and muscle relaxants. It is the employee's responsibility to be informed about the effects of prescription and over-the-counter drugs they are taking by reading the information that accompanies the drug, including any information provided by the pharmacist, by consulting with their physician, and by accessing and utilizing other sources of information available to the employee, and acting accordingly. Any employee who chooses or is medically required to ingest prescribed or over-the-counter medications that may adversely affect the safety of the work environment, shall immediately notify his or her department head of the type of medication and time period over which said medications will be taken. The department head will make a determination of any restrictions to be placed on the employee after appropriate confidential consultation with the Human Resources Specialist~~Director~~, the City Attorney's Office, and/or medical professionals. A written statement from the employee's physician may be required regarding whether the physician is of the opinion that the employee can safely work or perform his or her job duties while taking the prescribed drug. Any employee who chooses or is medically required to ingest a prescribed or over-the-counter medication outside of the workplace must ensure that the impairing effects have ended prior to reporting for work. For purposes of this policy, medications used as prescribed, which do not constitute a safety concern, shall not be considered a violation of this policy.

12.090. Testing Required.

In accordance with the provisions of this policy, all prospective and current CDL employees shall be subject to controlled substances and alcohol testing as a condition of hiring and continued employment with the City. Failure to comply with this policy may result in the City refusing to hire a prospective CDL employee or disciplinary action being taken against current CDL employees, up to and including termination. Specimens collected under this policy may only be used to test for controlled substances and their metabolites as defined herein and shall not be used to conduct any other analysis or

test unless otherwise specifically authorized by DOT Regulations. All testing shall be based on and under the circumstances set forth in Section 12.100 regarding basis for testing.

12.100. Basis for Testing.

Prospective and current CDL employees shall be subject to testing for the presence of drugs and alcohol by the City in accordance with the provisions of this policy as a condition of hiring and continued employment with the City for any of the reasons or under the circumstances as more particularly set forth herein: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing. CDL employees shall also be subject to controlled substances and alcohol testing when required by Federal law or regulations.

12.110. Pre-Employment Testing.

All prospective CDL employees shall undergo testing for controlled substances as a condition of employment and prior to performing any safety-sensitive duties for the City. Pre-employment tests will be conducted on prospective employees on their own time, meaning that prospective employees will not be paid for the time they spend participating in pre-employment testing required by Syracuse City. All pre-employment drug testing will be conducted at the third-party administrator's facility and prospective employees are responsible for their transportation to and from the collection facility. Refusal to consent to a pre-employment drug test will terminate further action towards employment with the City. No prospective CDL employee shall be permitted to perform safety-sensitive functions for the City until and unless the City has received a pre-employment controlled substances test result from the MRO or TPA indicating a verified negative test result for the employee. A controlled substance test may not be required if the employee has participated in a drug testing program that meets the DOT Regulations within the previous thirty (30) days and all other exception requirements as set forth in the DOT Regulations are satisfied.

12.120. Post-Accident Testing.

(a) Alcohol Testing.

(1) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving CDL employee shall be tested for alcohol under the following circumstances:

(A) The CDL employee was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or

(B) The CDL employee received a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident and the accident involved bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the accident, or one or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(2) If an alcohol test required by this Section is not administered within two (2) hours following the accident, the City shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this Section is not administered

within eight (8) hours following the accident, the City shall cease attempts to administer the test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Such records shall be submitted to the FMCSA, upon request.

(b) Controlled Substances Testing.

(1) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving CDL employee shall be tested for controlled substances under the following circumstances:

(A) The CDL employee was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or

(B) The CDL employee received a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident and the accident involved bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the accident, or one or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(2) If a controlled substances test required by this Section is not administered within thirty-two (32) hours following the accident, the City shall cease attempts to administer the test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Such records shall be submitted to the FMCSA, upon request.

(c) Testing. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to the testing. A driver who is seriously injured and cannot be tested at the time of the accident should provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs and/or alcohol in their system. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(d) Federal, State or Local Test Results. The results of a breath or blood test for the use of alcohol or the results of a urine test for the use of controlled substances conducted by Federal, State, or local law enforcement officials having independent authority to conduct such test shall be considered to meet the requirements of this Section for post-accident testing, provided such tests conform to the applicable Federal, State, and local alcohol or controlled substances testing requirements, as applicable, and the results of such tests are obtained by the City.

(e) Exceptions. Post-accident testing shall not apply to the following situations:

(1) An occurrence involving only boarding or alighting from a stationary motor vehicle; or

(2) An occurrence involving only the loading or unloading of cargo; or

(3) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by an employer unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 CFR 177.823.

(f) Summary. The following table notes when a post-accident test is required to be conducted in accordance with this Section:

Type of Accident	Citation Issued to Driver?	Must Test Be Performed?
Human fatality	YES NO	YES YES
Bodily injury with immediate medical treatment away from scene	YES NO	YES NO
Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

12.130. Random Testing.

(a) CDL Employees. Every CDL employee shall be required to submit to random alcohol and controlled substances testing in accordance with the provisions of this Section. CDL employees include, but are not limited to, the following positions:

(1) ~~(1)~~ Deputy Fire Chief~~Public Works Director~~

(2) Fire Captain

(3) Fire Engineer

(4) Fire Fighter

(5) Public Works Director

~~(2) Parks Superintendent~~

(6~~3~~) Streets Superintendent

(7~~4~~) Water Superintendent

(8) Environmental Superintendent

~~(5) Parks Maintenance Worker I, II and III~~

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(~~6~~9) Streets Maintenance Worker ~~I, II and III~~

(10~~7~~) Water Maintenance Worker ~~I, II and III~~

(11) Environmental Maintenance Worker

(b) Testing Percentage Rates. According to current FMCSA standards, random controlled substances testing will be administered at a fifty (50) percent annualized rate and random alcohol testing will be conducted at a ten (10) percent annualized rate. This means that the total number of controlled substances tests conducted during any twelve (12) month period will be equal to at least fifty (50) percent of the total Syracuse City DOT testing pool, and the total number of alcohol tests conducted during any twelve (12) month period will be equal to at least ten (10) percent of the total Syracuse City DOT testing pool. These rates are set by FMCSA Administration and shall be subject to change based on any increase or decrease in the Federally required testing rate.

(c) Random Selection. Selection of CDL employees for random testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number, generator that is matched with employee's social security numbers, or other comparable identifying numbers. Only covered CDL employees shall be included in the random testing pool. City CDL employees may be part of a larger random testing pool of covered employees. Each CDL employee selected for random testing under the selection process used shall have an equal chance of being testing each time selections are made. Each CDL employee selected for random testing shall be tested during the selection period. Selection for random testing will be done by the City's third party administrator in order to ensure that selection is truly random and is uninfluenced by any personal characteristics, behavior, or any other attribute.

(d) Unannounced. Random testing conducted under this Section shall be unannounced. The dates for administering the random tests shall be spread reasonably throughout the calendar year.

(e) Testing. Each CDL employee notified of selection for random testing shall proceed to the test site immediately; provided, if the employee is performing a safety-sensitive function other than driving a motor vehicle, at the time of notification, the employee shall cease to perform safety-sensitive functions and proceed to the testing site as soon as possible.

(f) Performing Functions. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

12.140. Reasonable Suspicion Testing.

(a) Reasonable Suspicion. CDL employees shall be subject to alcohol and/or controlled substances testing when the City has reasonable suspicion to believe that the employee has violated the prohibitions of this policy. A determination of reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. Observation for reasonable suspicion may also include indications of the chronic and withdrawal effects of controlled substances.

(b) Supervisor Training. The required observations for reasonable suspicion testing shall be made by a supervisor or other City official who is trained in accordance with applicable DOT Regulations

regarding such testing. In an effort to ensure that supervisors are knowledgeable about the symptoms of drug and/or alcohol use, training on symptom recognition will be held for all Syracuse City employees in supervisory positions and only those persons who have attended the training will be qualified to require a reasonable suspicion drug and/or alcohol test. Records regarding training attendance will be kept for a minimum of three (3) years after the date of the training.

(c) Documentation. A written record shall be made of the observations leading to an alcohol and/or controlled substances reasonable suspicion test by the employee's supervisor or the person requesting the reasonable suspicion testing using the City's "Observed Behavior-Reasonable Cause Record". The form shall be signed by the supervisor or City official who made the observations. The form shall be filled out and the record made within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier. The City strongly urges supervisors to complete the form before the employee is required to submit to testing in order to properly document the circumstances leading up to the testing referral.

(d) Timing of Observations. Reasonable suspicion alcohol testing is authorized by this Section only if the observations required in Subsection (a) are made during, just preceding, or just after the period of the work day that the CDL employee is required to be in compliance with this policy. A CDL employee may only be required to undergo reasonable suspicion testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

(e) Timing for Testing. If an alcohol test required by this Section is not administered within two (2) hours following the determination under paragraph (a) of this Section, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the determination under paragraph (a) of this Section, the supervisor shall cease attempts to administer an alcohol test and shall State in the record the reasons for not promptly administering the test.

(f) Transportation. In the event that reasonable suspicion drug and/or alcohol testing is warranted, it is the responsibility of an agent of Syracuse City to transport the employee being tested to and from the testing facility. In most cases, either the DER or the employee's supervisor will be responsible for transporting the employee.

(g) Refusal to Submit. If an employee refuses to submit to reasonable suspicion drug and/or alcohol test or attempt to leave any Syracuse City premises and is impaired, in the opinion of a trained supervisor, to the extent that he/she would present a danger to either him/herself or others, local law enforcement should be contacted immediately by the supervisor.

(h) Prohibition. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:

(1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(2) Twenty four (24) hours have elapsed following the determination under Subsection (a) of this Section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.

(i) Action. Except as provided in Subsection (h) of this Section, the City shall not take any action under this part against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test. This does not prohibit the City with independent authority of this part from taking any action otherwise consistent with law.

12.150. Return-to-Duty Testing.

Any Syracuse City CDL employee whose initial breath alcohol content is between 0.02 – 0.039 grams per 210 liters of breath will be subject to return-to-duty breath alcohol testing before being permitted to return to work. The return-to-duty test must be completed not less than the equivalent of one full shift and not more than twenty-four (24) hours after the initial breath alcohol test. Return-to-duty breath alcohol testing will be conducted at the facility of the designated third party administrator. Refusal to submit to return-to-duty breath alcohol testing will be considered a positive test result and will subject the employee to disciplinary action as set forth in this policy. The requirements for return-to-duty testing shall comply with and be performed in accordance with 49 CFR 40, Subpart O.

12.160. Follow-Up Testing.

The requirements for follow-up testing shall comply with and be performed in accordance with 49 CFR 40, Subpart O.

12.170. Testing Procedures.

(a) Collection. All sample collection for drugs and alcohol testing under this policy shall comply with the procedures set forth in the DOT Regulations, including, but not limited to, 49 CFR 40, as amended. Sample collection, documentation, storage and transportation to the place of testing shall be performed in a manner that reasonably precludes the probability of sample misidentification, contamination or adulteration and which ensures the privacy of the individual being tested. The instructions, custody and control forms, and collection kits, including bottles and seals used for sample collection shall be prepared by an independent laboratory trained and qualified to conduct DOT collection procedures. The Federal Drug Testing Custody and Control Form (CCF) shall be used to document every collection required by DOT Regulations. Directly observed collection shall only be conducted in accordance with DOT Regulations, including, but not limited to, 49 CFR 40.67, as amended. All controlled substances urine collection shall be split specimen collection. Collection sites shall meet all applicable DOT Regulations. Sample collection shall be conducted in accordance with the terms and conditions of this policy.

(b) Samples. Alcohol testing will typically be done with an evidentiary breath testing device. An initial screening alcohol test will be conducted. If that result is greater than or equal to 0.04, a confirmation test will be conducted using an evidential testing device. The confirmation test is the final result. Any confirmed breath alcohol test result greater than 0.04 grams per 210 liters of breath will be considered a positive alcohol test result.

(c) Inadequate Samples. In the case of urine-based drug testing, an applicant and/or employee who fails to provide an adequate quantity of urine for testing will be instructed to drink not more than 24 ounces of fluid and, after a period of up to two hours, again attempt to provide a complete

sample. If an applicant fails to provide an adequate quantity of urine a second time, that applicant will no longer be considered for employment. If an employee fails to provide an adequate quantity of urine a second time, the third party administrator will notify the MRO to determine pertinent information concerning whether or not the individual's inability to provide a specimen is genuine or constitutes a refusal to test. Upon completion of the examination, the MRO will report their conclusions to the Syracuse City DER in writing. If the City or the collector has reasonable cause to believe that the donor of the sample has tampered with their sample, a new sample will be immediately collected.

(d) Testing. Sample drug testing shall conform to scientifically accepted analytical methods and procedures and shall be conducted in accordance with applicable DOT Regulations. All drug tests will use a screening test (typically an immunoassay test) and confirmation test by gas chromatography/mass spectrometry if the screening test is positive. Prospective and current DOT employees have the option of requesting a split-sample test. The City has designated IHC as the City's third party administrator to assist in setting up and administering the drug and alcohol testing program set forth herein.

(e) Dilute Specimens. Specimens which the laboratory reports as dilute, meaning specific gravity less than 1.003 and creatinine levels less than 20 mg/dL, may be considered invalid and the employee/applicant will be required to give a second specimen. The second specimen will be considered the final result.

(f) Invalid Specimens. If Syracuse City receives a test result that is determined to be invalid, the employee will be immediately retested. The employee will be given no notification of the need to retest. No action will be taken regarding the first test result and the results of the second test will be considered final. A second "invalid" test result will be treated as a positive test result.

(g) Time. Any drug or alcohol testing required by the City under this policy shall occur during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

(h) Costs. Except as otherwise provided, the City shall pay all costs of sample collection and testing required herein, including the cost of transporting current employees to the testing site if the testing is conducted at a place other than the work site.

(i) Disclaimer. A physician/patient relationship is not created between a prospective or current employee and the City or any person performing the test, solely by this policy and the procedures set forth herein.

12.180. Results.

(a) MRO. According to Federal regulations, all drug test results, will be referred to an MRO to verify the test result. In the case of a positive, adulterated, substituted, or invalid test result, the employee or prospective employee shall be so advised by the MRO by telephone on a confidential basis prior to the reporting of the results to the designated employer representative. The employee shall have the right to discuss and explain the results, including the right to advise the MRO of any prescription or over-the-counter medication or other substance consumed which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures. If the MRO can verify a legitimate explanation, the MRO would then reverse the test result to negative and report it as negative to the employer. The MRO can report a non-negative test to the employer, without interviewing the employee/applicant, if: (1) an individual has

expressly declined the opportunity to discuss the test result with the MRO; (2) the employer has successfully made and documented a contact with the employee and instructed the employee to contact the MRO and more than 72 hours have passed since the time the employer contacted the employee; or (3) if neither the employer nor MRO, after making and documenting all reasonable efforts, has been able to contact the employee within ten (10) days of the date on which the MRO receives the confirmed test result from the laboratory. No MRO review will be done on positive breath or blood alcohol tests.

(b) DER Contact. If the MRO has been unable to contact an employee who has submitted a specimen under this policy, the DER shall make reasonable efforts to contact and request such employee, regardless of employment status, to contact and discuss the results of the controlled substances test with the MRO. The DER shall immediately notify the MRO that the employee has been notified to contact the MRO within 72 hours.

(c) Confirmation. Before the results of any test required herein may be used as a basis for action by the City, the positive test result shall be verified or confirmed using an acceptable and reliable analytical method.

(d) Contesting. All verified non-negative samples will be kept in frozen storage at the laboratory for a minimum of one (1) year. If an employee or applicant believes the laboratory analysis is in error, they will have 72 hours from when first notified of the test result to request the re-analysis of the original specimen that was verified as positive, adulterated, or substituted. The urine sample must be independently re-analyzed by gas chromatography/mass spectrometry at a second SAMHSA-certified laboratory at the expense of the employee/applicant. If the re-analysis is negative, an employee shall be allowed to return to work immediately, shall be compensated for time lost, and shall be reimbursed for the cost of split specimen testing. Retesting will be on the original specimen and must be performed by a SAMHSA-certified laboratory.

(e) Notification. The City shall notify prospective employees of the results of a pre-employment controlled substances test conducted under this policy, if the prospective employee requests such results within 60 calendar days of being notified of the disposition of the employment application. The City shall notify an employee of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The City shall also inform the employee which controlled substance or substances were verified as positive.

12.190. DOT Required Action.

Pursuant to 49 CFR 40.23, the City is required to take the following action under the circumstances described:

(a) As an employer who receives a verified positive drug test result, you must immediately remove the employee involved from performing safety-sensitive functions. You must take this action upon receiving the initial report of the verified positive test result. Do not wait to receive the written report or the result of a split specimen test.

(b) As an employer who receives a verified adulterated or substituted drug test result, you must consider this a refusal to test and immediately remove the employee involved from performing safety-sensitive functions. You must take this action on receiving the initial report of the verified adulterated or substituted test result. Do not wait to receive the written report or the result of a split specimen test.

(c) As an employer who receives an alcohol test result of 0.04 or higher, you must immediately remove the employee involved from performing safety-sensitive functions. If you receive an alcohol test result of 0.02-0.039, you must temporarily remove the employee involved from performing safety-sensitive functions, as provided in applicable DOT agency regulations. Do not wait to receive the written report of the result of the test.

(d) As an employer, when an employee has a verified positive, adulterated, or substituted test result, or has otherwise violated a DOT agency drug and alcohol regulation, you must not return the employee to the performance of safety-sensitive functions until or unless the employee successfully completes the return-to-duty process of Subpart O of this part.

(e) As an employer who receives a drug test result indicating that the employee's specimen was dilute, take action as provided in Sec. 40.197.

(f) As an employer who receives a drug test result indicating that the employee's specimen was invalid and that a second collection must take place under direct observation--

(1) You must immediately direct the employee to provide a new specimen under direct observation.

(2) You must not attach consequences to the finding that the test was invalid other than collecting a new specimen under direct observation.

(3) You must not give any advance notice of this test requirement to the employee.

(4) You must instruct the collector to note on the CCF the same reason (e.g. random test, post-accident test) as for the original collection.

(g) As an employer who receives a cancelled test result when a negative result is required (e.g., pre-employment, return-to-duty, or follow-up test), you must direct the employee to provide another specimen immediately.

(h) As an employer, you may also be required to take additional actions required by DOT agency regulations (e.g., FAA rules require some positive drug tests to be reported to the Federal Air Surgeon).

(i) As an employer, you must not alter a drug or alcohol test result transmitted to you by an MRO, BAT, or C/TPA.

12.200. Removal from Safety-Sensitive Functions.

(a) Removal from Safety-Sensitive Functions. Except as provided in the DOT Regulations, no CDL employee shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by Section 12.050 or an alcohol or controlled substances rule set forth in the DOT Regulations. The City shall not permit any CDL employee to perform safety-sensitive functions, including driving a commercial motor vehicle, if the City has determined that the employee has violated this Section. Employees found to have violated the provisions of Section 12.050 shall be removed immediately from safety-sensitive functions in accordance with this policy and the provisions of 49 CFR 40, Subpart O, as amended. As provided in the DOT Regulations, the City may not remove an employee from the performance of safety-sensitive functions based solely on

a report from the laboratory of a confirmed positive test for controlled substances, an adulterated test, or a substituted test, before the MRO has completed verification of the test (also known as "standing down").

(b) Required Evaluation and Testing. No CDL employee who has engaged in conduct prohibited by Section 12.050 shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of 49 CFR 40, Subpart O, regarding required evaluation and testing. The City shall not permit any CDL employee who has engaged in conduct prohibited by Section 12.050 to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of 49 CFR 40, Subpart O, regarding required evaluation and testing.

(c) Alcohol-Related Conduct. No CDL employee tested under the provisions of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, nor shall the City permit the driver to perform or continue to perform safety-sensitive functions, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. Except as provided herein, the City shall take any action under this part against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the City with authority independent of this Subsection from taking any action otherwise consistent with law.

12.210. Additional Action.

(a) Discipline. In an effort to ensure a drug-free workplace, Syracuse City is committed to a zero-tolerance drug and/or alcohol policy for all DOT employees. This means that refusal to test, an MRO-verified positive, adulterated, or substituted drug test, or a positive alcohol (greater than 0.04 grams per 210 liters of breath) test result, as reported by the third party administrator and/or MRO to the Syracuse City DER, for any of the drug and/or alcohol testing programs listed above will result in the disciplinary action against the employee, up to and including termination. Additional grounds for disciplinary action may include failure to fully comply with collection procedures and reasonable collector requests. All disciplinary action will be handled in accordance with the disciplinary procedures set forth in these Policies and Procedures, as applicable.

(b) Refusal to Hire. A prospective employee/applicant who has a positive or non-negative drug test result or refuses to submit to a drug test will not be further considered for employment.

(c) Alcohol Content. It is against Syracuse City policy for any DOT employee whose breath alcohol content is between 0.02 – 0.039 grams per 210 liters of breath to operate any vehicle. An employee with a breath alcohol content of 0.02 – 0.039 will be removed from duty for one shift or 24 hours, which ever is longer. No adverse employment action will be taken on the basis of initial breath alcohol test results in the range of 0.02 – 0.039. Upon return to work the employee must have a breath alcohol content less than 0.02 grams per 210 liters of breath. Failure to meet these standards on a follow-up breath alcohol screen will result in disciplinary action up to and including termination.

(d) Referral. Any DOT employee who has a positive drug and/or alcohol test result will be immediately referred by the Syracuse City DER to the Employee Assistance Program (EAP), a licensed substance abuse counselor (LSAC), or substance abuse professional (SAP). The expenses associated with a initial, evaluative consultation with the LSAC or SAP will be paid for by Syracuse City. Additional services beyond an initial evaluation provided to the employee by the LSAC or SAP will be at the expense of the employee.

12.220. Records.

(a) Maintain. The City shall maintain records regarding alcohol and controlled substances testing in accordance with DOT Regulations, including, but not limited to, 49 CFR 382.401, as amended.

(b) Controlled Access. All alcohol and controlled substances testing records shall be maintained in a secure location with controlled access as more particularly set forth in Section 12.200.

(c) FMCSA Access. All records required by this policy shall be maintained in accordance with 49 CFR 390.31 and must be made available for inspection at the City offices within 2 business days after a request have been made by an authorized representative of the Federal Motor Carrier Safety Administration.

(d) Employee Access. A CDL employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests. The City shall promptly provide the records requested by the employee. Access to the employee's own records shall not be contingent upon payment for records other than those specifically requested.

(e) Subsequent Employers. Records shall be made available to a subsequent employer upon receipt of a written request from the employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's request.

(f) Identified Persons. The City shall release information regarding an employee's records as directed by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's specific written consent as outlined in 49 CFR 40.321(b), as amended.

12.230. Confidentiality.

The use and disposition of all drug and alcohol testing results and records shall be considered confidential and are subject to the limitations of the Utah Government Records Access and Management Act and the Americans with Disabilities Act. In an effort to ensure that all drug and/or alcohol test results remain confidential, the TPA and/or MRO for the Syracuse City drug testing program are only authorized to release test results to the Syracuse City DER. After being received by Syracuse City, all drug and alcohol test results will be stored in confidential employee files (established for all Syracuse City employees) and will remain confidential to the extent required or allowed by law. The DER will determine which person(s) within the City have a need to know which test results. Test and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur. Test results may be released in legal proceedings where the employee raises the issue of drug test (i.e. unemployment hearing, wrongful termination, etc.).

12.240. Notification of Conviction

Any investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment. Failure of an employee to report any conviction for illegal drug use or alcohol misuse to their supervisor and/or the Syracuse City DER within five (5) days of conviction may result in disciplinary action up to and including termination.

12.250. Americans with Disabilities Act (ADA).

Alcoholism is considered a disability under the ADA. Syracuse City will make reasonable accommodations for current employees who suffer from alcoholism, including encouraging an employee to participate in rehabilitation programs. However, Syracuse City will hold an alcoholic employee to the same performance standards as other employees and will discipline an employee, up to an including termination, if the employee's alcohol use adversely affects the employee's job performance or is considered to be a safety hazard. An employee or prospective employee whose controlled substance or alcohol (except as modified by the ADA) tests are confirmed and verified positive in accordance with the provisions of this program shall not, by reason of those results alone, be defined as a person with a "handicap" or "disability" for the purposes of Utah Code Annotated Chapter 35, Title 34 (Utah Anti-Discriminatory Act) or the Federal Americans with Disabilities Act.

12.260. Amendments.

Syracuse City reserves the right to interpret, modify, and/or revise this policy in whole or in part. Nothing in this policy is to be construed as an employment contract nor does this alter an employee's employment status with the City. This policy will be amended from time to time to comply with changes in Federal and State laws. This policy is a general summary of Syracuse City's Department of Transportation (DOT) Drug-Free Workplace policy. If there is any question or conflict between what is said in the policy and the language in the DOT regulations as codified in 49 CFR parts 40 and 382, the DOT regulations will prevail.

CHAPTER 13
EMPLOYEE TESTING AND EVALUATION

13.010. Background Investigations~~Checks~~.
13.020. Medical Examinations.
13.030. Driving Record Evaluations.

13.010. Background ~~Checks~~Investigations.

(a) Purpose. Utah law allows for criminal and sex offender history background investigations~~checks~~ for employees and volunteers who: (1) provide services to children or vulnerable adults; (2) have fiduciary trust over money; (3) who care for, have custody of, or control of children; or (4) when necessary to safeguard national security. Due to the various types of employment positions within Syracuse City and the numerous contacts employees have with our citizens and customers, which span the entire age spectrum and include various security issues, it is Syracuse City's policy that all new employees will be subject to a background investigation prior to hiring. Volunteers working in public safety and recreation departments will be subject to a background investigation as a condition of and prior to being authorized to perform volunteer services for the City. In addition, employees and volunteers working in the public safety and recreation departments will be subject to annual criminal and sex offender investigations. The purpose of the background investigation is to verify credentials, to ensure that each person hired by Syracuse City is an appropriate fit for both Syracuse City and the position being offered, and to ensure that Syracuse City continues to employ individuals who do not pose a threat to those with whom they work.

(b) Scope. This policy applies to all prospective employees and volunteers of Syracuse City who are over eighteen (18) years of age. Successful completion of the background investigation process is a condition of employment for any position with the City and for volunteer service involving public safety and recreation departments as more particularly provided herein. A prospective employee who fails to meet the standards outlined below will not be considered for employment or volunteer service.

(c) Pre-Employment Checks. Syracuse City will conduct a pre-employment background investigation on all prospective employees and applicable volunteers over the age of eighteen (18). The information verified will depend on the type of position being offered. All pre-employment background investigations may~~will~~ include a social security trace, basic employment and education verification, and a county criminal history search.

(d) DOT Employees. In the case of prospective DOT employees, employment verification will include information regarding DOT drug and/or alcohol tests conducted by previous employers in accordance with applicable DOT regulations. A DOT background investigation will also include verification of the prospective employee's driving record in accordance with applicable policies.

(e) ~~(e)~~ Public Safety Employees. Background investigations conducted on prospective public safety employees, including applicants for both the fire and police departments, will include an extended employment verification including information pertaining to the prospective employee's previous job responsibilities, disciplinary actions, performance, awards and/or certifications.

(f) Promotions. Background investigations will be conducted on employees who are promoted to a position that will require more responsibility in finances and/or safety

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sensitive duties.

(g)

~~(f)~~ Annual Background Investigations~~Checks~~. Employees and volunteers who are over the age of eighteen (18) and are working in the public safety and parks & recreation departments in positions listed in ~~Subsection (k)~~below shall be subject to an annual background investigation to gather information pertaining to any criminal or sexually based convictions~~offenses~~ that may have occurred since hire or since the date of the last annual background investigation. Because criminal convictions can relate to the performance of job-related duties, the primary purpose of all annual background investigations conducted for employees and volunteers working in the public safety and recreation departments is to ensure that Syracuse City employees and volunteers who, in the course of their regular duties, may be required to enter citizen's homes or work with minors are held to the highest legal standards. If an annual background investigation conducted on a current Syracuse City employee or volunteer indicates that an employee or volunteer has been convicted of~~involved in~~ a criminal and/or sexual offense as listed in Subsection (h), that individual shall~~will~~ be subject to disciplinary action up to and including termination or ineligibility for volunteer service.

- Fire Department:
  - Fire Chief
  - Deputy Fire Chief
  - Fire Captain
  - Senior Fire Fighter
  - Fire Engineer
  - Fire Fighter
  - Any Fire Department Volunteers

- Police Department:
  - Police Chief
  - Police Lieutenant
  - Police Sergeant
  - Police Officer
  - Code Enforcement Officer
  - Bailiff
  - Crossing Guard
  - Any Police Department Volunteers

- Parks & Recreation Department
  - Parks & Recreation Director
  - Assistant Parks & Recreation Director
  - Recreation Coordinator
  - Recreation Assistant
  - Parks Maintenance Worker
  - Any Recreation Department Volunteers

(g) Procedures. In all cases, the individual being required to submit to a background investigation will be required to sign a waiver allowing the designated third party to obtain the requested information. This waiver, along with personal information about the prospective applicant or volunteer or the current employee or volunteer and their previous education and employment (if applicable), will be

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forwarded to the City's designated third party administrator. Background investigations required by Syracuse City will be paid for by Syracuse City and will be conducted in accordance with all Federal and State regulations relative to background investigations.

(h) Results. The primary purpose of all pre-employment and volunteer service background investigations is to verify the information provided by the applicant or volunteer, to ensure that each person hired by or authorized to provide volunteer services for the City is an appropriate fit for both Syracuse City and the position being offered, and to ensure that the City continues to employ or permit volunteer services by individuals who do not pose a threat to those with whom they work or provide services.

(1) Any discrepancy between information provided by the applicant and information obtained through the pre-employment or volunteer service background investigation process will be considered falsification and may end an applicant's consideration for employment.

(2) If a pre-employment or volunteer service background investigation conducted on a prospective employee or volunteer has any of the following discrepancies or criminal history, that individual will not be considered for employment or volunteer service. This list is meant to illustrate possible reasons for denial of employment or volunteer service related to the results of a pre-employment or volunteer service background investigation and should not be construed as an exhaustive list of possible reasons for denial of employment or volunteer service. Any other information obtained from the background investigation process may result in the denial of employment or volunteer service.

(A) Inability to verify and/or authenticate a provided social security number (if applicable);

(B) Inability to verify that educational levels provided match the educational requirements of the position being offered (if applicable);

(C) Any conviction for any crime against minors, seniors, or persons with a disability;

(D) Any felony conviction involving violence;

(E) Any sexual offense conviction;

(F) A felony conviction for driving under the influence of alcohol/drugs (DUI) or other drug or alcohol related driving offense within the past ten (10) years;

(3) If a pre-employment or volunteer service background investigation conducted on a prospective employee or volunteer has any of the following discrepancies or criminal history, that individual may or may not be considered for employment or volunteer services and will be evaluated on a case by case basis. This list is meant to illustrate possible reasons for denial of employment or volunteer service. Any other information obtained from the background investigation process may result in the denial of employment or volunteer service.

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(A~~F~~) A ~~felony~~ misdemeanor conviction for driving under the influence of alcohol/drugs (DUI) or other drug or alcohol related driving offense within the past ten (10) years;

(B~~G~~) Any criminal conviction within the last seven (7) years that is related to ~~violence,~~ violence, drugs~~,~~ and/or alcohol, or the commission of which, in the City's opinion, is indicative of conduct or character inconsistent with that of those entrusted to perform public service, or until such convictions are eligible for expungement, whichever is longer.

(i) Confidentiality. In an effort to ensure that all background investigation results remain confidential, the third party administrator for the Syracuse City background investigation program is only authorized to release results to the Syracuse City Designated Employee Representative (DER). The City's DER is the Human Resources Specialist~~Director~~. After being received by Syracuse City, all background investigation results will be stored in confidential employee files (established for all Syracuse City employees) or, in the case of applicants for whom employment was denied, with the prospective employee's employment application. All information obtained through the background investigation process will remain confidential to the extent required or allowed by law. The DER will determine which person(s) within the City have a need to know the results of the background investigation process.

(j) Maintenance and Release. Background investigation results and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur. Background investigation results may be released in legal proceedings (i.e. unemployment hearing, wrongful termination, etc.). Results can be released to persons representing Syracuse City (i.e. attorneys, workers compensation insurance adjuster, etc.). Employees, former employees, and prospective employees, can request copies of their background investigation results by making a written request to the Syracuse City DER.

~~(k) Annual Investigations. Employees in the following positions will be subject to annual criminal and sex offense investigations:~~

- ~~Fire Department:~~
  - ~~Fire Chief~~
  - ~~Assistant Fire Chief~~
  - ~~Fire Captain~~
  - ~~Fire Lieutenant~~
  - ~~Fire Engineer~~
  - ~~Fire Fighter~~
  - ~~Any Fire Department Volunteers~~

- ~~Police Department:~~
  - ~~Police Chief~~
  - ~~Police Lieutenant~~
  - ~~Police Sergeant~~
  - ~~Police Officer~~
  - ~~Reserve Officer~~
  - ~~Crossing Guard~~
  - ~~Any Police Department Volunteers~~

- ~~Recreation Department~~
  - ~~Recreation Director~~
  - ~~Program Coordinator~~

- ~~Scorekeepers~~
- ~~Umpires~~
- ~~Referees~~
- ~~Any Recreation Department Volunteers~~

13.020. Medical Examinations.

Applicants who have received a contingent offer of employment and current employees may be required, as legally appropriate and as permitted under the Americans with Disabilities Act, to submit to medical examinations. An applicant who has received a contingent job offer may be required to undergo a medical examination to demonstrate ability to safely perform the essential functions of the position for which the employee is being hired. Employment offers are contingent upon satisfactory completion of such examinations. As a condition of continued employment, employees may be required to undergo periodic job-related medical examinations in accordance with applicable legal restrictions and requirements. All medical examinations required by the City shall be paid for by the City in accordance with *Utah Code Ann*. ' 34-33-1, as amended. All records regarding medical examinations of applicants and employees shall be maintained as classified in accordance with the Utah Government Records Access and Management Act, as set forth in *Utah Code Ann*. ' 63-2-101, *et seq*., as amended.

13.030. Driving Record Evaluations.

~~(a) Prospective Employees.~~ Any prospective employee or volunteer who may be required to operate a City-owned vehicle or personal vehicle on City business shall be required to submit to a pre-employment driving record evaluation. Pre-employment driving record evaluations shall be conducted with the written consent of the prospective employee. Failure to consent to a driving record evaluation, when required, will preclude employment with the City. Driving record evaluations will be conducted using the information available through the Utah Driver's License Division. If the applicant does not currently have a Utah driver's license, the driving record evaluation will be conducted using the information available through the City's Background Investigation system.~~applicant will be required to provide the City with a certified copy of the applicant's driving record from the State where the applicant's current license was issued. Any expenses associated with obtaining out-of-state driving records shall be the responsibility of the applicant.~~

As part of the driver qualification process all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as "Acceptable" or "Borderline". Drivers qualified as "Borderline" may be authorized to drive on a probationary basis as determined by the City Manager. Drivers or potential drivers whose record does not meet the driver qualification standard and is deemed "Unacceptable" will not be allowed to operate any City vehicle or personal vehicle while engaged in City business and may be subject to disciplinary action up to and including termination or may not be considered eligible for employment with the City.

All drivers must possess a valid Driver License. Required endorsements, if applicable, must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

"Acceptable" or "Borderline" qualification will be determined using the following criteria. Any number of

violations or accidents in excess of the "Borderline" criteria constitutes a failure to meet the driver qualification standard.

ACCEPTABLE

- Up to two (2) violations recorded on the MVR, or
- Up to one (1) at fault work related accident in the prior three (3) years, or
- A combination of one (1) violation on the MVR and one (1) at fault work related accident in the last three (3) years

Borderline

- Three (3) to four (4) violations recorded on the MVR, or
- Two (2) at fault work related accidents in the last three (3) years, or
- DUI or DWI within the last two (2) to five (5) years, or
- Any violation for Careless, Reckless or Distracted driving

Moving Violations	At-Fault Accidents			
	0	1	2	
0	Acceptable	Acceptable	Borderline	
1	Acceptable	Acceptable	Borderline	
2	Acceptable	Borderline		
3	Borderline			
4	Borderline			

A single major violation recorded on the MVR, or resulting from a work related incident, may be deemed "Unacceptable" will not be allowed to operate any City vehicle or personal vehicle while engaged in City business and may be subject to disciplinary action up to and including termination or may not be considered eligible for employment with the City. Major violations include, but are not limited to:

- DUI or DWI in the previous twenty-four (24) months, or
- Failure to stop and/or report an accident, or
- Making a false accident report, or
- Attempting to elude a law enforcement officer, or
- Others as determined by the City Manager

It is the duty of the employee to notify his or her supervisor immediately if his or her driver's license has expired, has been suspended or revoked, or if the employee has committed driving under the influence (DUI) or other alcohol or drug related driving offense.
~~Prospective employees must also agree to driving record evaluations to be performed on an annual basis as a condition of employment in accordance with the policies and procedures set forth in this Subsection (b). If a pre-employment driving record evaluation for a required position indicates any of the following, the individual shall not be considered eligible for employment with the City: (1) the driver's license record shows the applicant's driver's license is expired, suspended, or revoked; or (2) the driver's license record~~

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~~shows the applicant has committed a DUI or worse within the past 36 months (examples of "or worse" include vehicular homicide, vehicular manslaughter, etc.) or has engaged in a pattern of poor driving (offenses may include reckless driving, following too close, failure to yield, stoplight or stop sign violations, speeding tickets, etc.).~~

~~(b) Employees. Current employees who are required to operate a City-owned vehicle or personal vehicle while on City business shall be required to submit to annual driving record evaluation as a condition of continued employment. The purpose of all annual driving record background checks of employees who are required to operate a City-owned vehicle or personal vehicle on City business is to ensure that City employees can operate such vehicles in a safe and responsible manner. It is the duty of the employee to notify his or her supervisor immediately if his or her driver's license has expired or has been suspended or revoked or if the employee has committed driving under the influence (DUI) or other alcohol or drug related driving offense. Where a driving record evaluation shows that the employee's driver's license is expired, suspended or revoked, or that the employee has committed a DUI or worse within the past 15 months (examples of "or worse" include vehicular homicide, vehicular manslaughter, etc.) or has engaged in a pattern of poor driving (offenses may include reckless driving, following too close, failure to yield, stoplight or stop sign violations, speeding tickets, etc.), the employee may be subject to disciplinary action, up to and including termination. Any such disciplinary action shall be conducted in accordance with applicable procedures set forth in Chapter 22 regarding Disciplinary Action. Any disciplinary action taken shall be commensurate with a determination that the behavior is reasonably likely to impair the ability of the employee to undertake the employee's essential job functions, creates a danger to the public, or creates liability for the City. The Human Resources Department shall conduct all annual driver's license evaluations in accordance with the provisions of this Section.~~

CHAPTER 14
WORKPLACE SAFETY

14.010. General Policy.
14.020. Occupational Safety and Health Act.
14.030. Safe Environment.
14.040. Inspection of Workplace.
14.050. Safety Rules.
14.060. Use of Equipment and Tools.
14.070. Confined Space Entry.
14.080. Accident Reports.
14.090. Work Related Injuries.
14.100. Workers' Compensation.
14.110. Bringing Children to Work.

14.010. General Policy.

Syracuse City strives to provide a healthy and safe working environment. Safety is largely the use of good judgment and careful work habits. If an employee is unsure how to perform a task safely, he or she should ask his or her supervisor or department head for the correct method or procedure. Failure to follow City safety rules as set forth in this Chapter or any other unsafe conduct constitutes misconduct and shall be subject to disciplinary action, up to and including termination.

14.020. Occupational Safety and Health Act.

(a) Compliance. It is the intent of the City to comply with all applicable rules and regulations pertaining to the Occupational Safety and Health Act ("OSHA") as established under Federal Law and Utah State Law. No job is so important and no service so urgent that time cannot be taken to perform work safely. Syracuse City will post all required OSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted). Additional information relative to OSHA requirements and safety standards can be obtained from the Human Resources Specialist~~Director~~ or applicable State or Federal agency.

(b) Inspections. If an OSHA inspector arrives on the job site, an employee should immediately notify the Human Resources Specialist~~Director~~ and City Manager~~Administrator~~ and refer the inspector to such personnel for any questions or inspections. If the inspection was due to an employee complaint, the Human Resources Specialist~~Director~~ should request a copy of the complaint. This will help Syracuse City correct any safety problems. Under no circumstances should the information received on an employee complaint be used for disciplinary action toward an employee as this type of action is prohibited by law.

14.030. Safe Environment.

It is the policy of Syracuse City to maintain a work environment which is free from any recognizable hazard that is likely to cause death or serious injury to any employee. It is the City's policy to maintain a safe work environment through planning, training and open communication with all employees regarding safety matters. Each employee is required to comply with OSHA orders, rules, and regulations and all safety provisions of these Policies and Procedures.

It is the employee's responsibility to become familiar with their department specific safety policy and procedures.

14.040. Inspection of Workplace.

In accordance with law, the City Manager~~Administrator~~ and applicable Department Heads should inspect or designate a competent person or persons to inspect the workplace frequently for unsafe conditions and practices or defective equipment and materials. Where such conditions are found, appropriate action should be taken to correct such conditions immediately. The City Manager~~Administrator~~, or designee, shall enforce safety regulations and issue such rules as may be necessary to safeguard the health and lives of employees and the public.

14.050. Safety Rules.

Each Department may prepare additional safety rules applicable to the specific nature of work in such Department; provided, such rules are not in conflict with the rules listed below. Employees shall comply with all Department rules and regulations and the following general safety rules applicable to all Departments.

(a) Proper licensing, training and extreme caution are required by all employees operating any type of power equipment.

(b) Employees shall use all necessary personal and mechanical safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate for the work performed.

(c) Employees shall avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair shall be properly secured.

(d) All accidents shall be reported immediately to the supervisor or department head in accordance with these Policies and Procedures.

(e) Employee's shall immediately cease using and report any defective equipment to the employee's department head or the Human Resources Specialist~~Director~~.

(f) Employees shall not operate equipment or use tools for which licensing and training has not been received.

(g) In all work situations, safeguards required by State and Federal Safety Orders shall be provided and utilized.

(h) Due to the potential risk of serious injury or death, employees are prohibited from entertaining or caring for guests or family members while on-duty or in or around the workplace. Employees should use extreme caution and care when working in inherently dangerous work areas including, but are not limited to:

(1) Road repair;

(2) Construction areas;

(3) Vehicle maintenance areas;

(4) Swimming pools; and

(5) Animal control.

14.060. Use of Equipment and Tools.

(a) The use of Syracuse City equipment or tools for private purposes is strictly prohibited unless otherwise specifically provided herein.

(b) Employees shall be required to attend training provided by the City, including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job. Employees may attend additional training as approved by the City.

(c) A commercial driver's license (CDL) is required for operators of commercial motor vehicles in accordance with applicable Federal laws and regulations. No individual shall be allowed to operate such vehicles unless a current commercial driver's license is in his or her possession in accordance with applicable Federal laws and regulations. Employees must renew their commercial driver's license as required by applicable Federal laws and regulations. CDL employees shall also be subject to drug and alcohol testing and ~~annual~~ongoing driver's license evaluations as more particularly provided in these Policies and Procedures.

14.070. Confined Space Entry.

Syracuse City ~~shall prepare and adopt~~ has a written confined space entry policy for situations and work conditions requiring confined space entry in accordance with applicable Federal laws and regulations. This is part of the Syracuse City Safety Handbook. All employees who work or may potentially work in or near a confined space shall comply with the requirements stated in the Safety Handbook related with confined space.

14.080. Hazardous Communication.

Syracuse City has a written Hazardous Communication policy in compliance with Utah's Right-to-understand law as well as the Globally Harmonized System of classification and labeling of chemicals. All employees shall comply with the requirements stated in the Safety Handbook related with hazardous communication.

14.090. Hazardous Energy Control (Lockout/Tagout).

Syracuse City has a written Hazardous Energy Control policy in compliance with the OSHA-mandated requirements for controlling hazardous energy sources at Syracuse City during the servicing, testing, and/or maintenance of machines and energized equipment. This policy details the locking-out and tagging-out of hazardous energy sources in order to protect the safety and health of maintenance workers and employees. Workers and employees could be injured or killed in the event of the unexpected start-up of machines or equipment or during the release of stored energy. All employees shall comply with the requirements stated in the Safety Handbook related with hazardous energy control.

14.100. Department Specific Safety.

Other safety policies that are specific to duties performed in a department are also included in the Safety Handbook. These may include fall protection, forklift operation, etc. Additional safety measures may be in the form of Standard Operating Procedures (SOP) or Standard Operation Guidelines (SOG) for each department specifically. SOPs/SOGs are not considered a part of the Safety Handbook, but employees in that department are expected to know and understand all safety policies, practices, operations and guidelines for the duties that they are required to perform.

14.~~080~~110. Accidents/Incidents & Work Related Injuries.

(a) Initial Reporting. To the extent circumstances permit, employees who are injured or involved in a post-accident/incident while on-duty, in connection with employment, or in connection with Syracuse City vehicles must immediately notify their supervisor or department head of the injury/incident. The supervisor or department head should ensure prompt and qualified medical attention is provided for the employee. The supervisor or department head should notify the Human Resources Specialist as soon as possible of the reported injury/incident.

(b) Medical Attention. To the extent circumstances permit, an employee who sustains a work-related injury shall be driven by the supervisor, another employee or emergency personnel to one of the following medical facilities for any necessary medical attention:

(1) Layton WorkMed (during business hours 8AM-5PM) and drug and alcohol screening must be done; or

(2) Syracuse InstaCare (after business hours 5PM-9PM) and supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done; or

(3) McKay Dee Hospital Emergency Room (after hours) and supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done; or

(3) Nearest Emergency Room, if life threatening.

(c) Drug & Alcohol Screening. An employee who is involved in a work-related incident that involves driving of a Syracuse City vehicle (regardless of anticipated costs) or a work-related incident that is anticipated to exceed $1,000 is required to submit to post-accident/incident drug and alcohol testing as follows:

(1) Employee shall be driven by the supervisor or another employee to Layton WorkMed (during business hours 8AM-5PM) and drug and alcohol drug screening must be done; or

(2) if after business hours the supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done

(d) Claims. Claims for work-related injuries, including doctor or hospital bills, should not be submitted to the employee's regular health insurance plan. The Human Resource Specialist will file a claim with Syracuse City's worker's compensation carrier.

(e) Documentation. Documentation of all work related injuries shall be filled out and submitted as soon as reasonably practical following the injury. It is essential that all injuries be reported

to the Human Resources Specialist in order to ensure that the proper documentation is filled out in a timely manner. The following forms shall be filled out by the employee, to the extent practicable under the circumstances, or the Human Resources Specialist if the employee is unable to fill out the forms.

(1) Injury/Incident Report form must be filled out. A separate form must be filled out by the employee, any witnesses and the immediate supervisor. See form in Appendix N.

(2) Form 122. Form 122 must be filled out by the HR Specialist and is submitted to the insurance carrier online while submitting the claim within seven (7) days of the date of injury. A copy of this document will be kept in the injury/illness file for each incident.

(3) OSHA First Report of Injury. An OSHA First Report of Injury Form must be filled out by HR Specialist and filed within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job if the illness and/or injury required more than minor first-aid. The original reporting form will be kept in OSHA 300 Log file that will be created for each incident.

(f) The Human Resources Specialist shall investigate reported job related injuries to determine the cause of the injury and any remediation or safety measures that may be taken to avoid similar injuries.

(g) If an employee dies as a result of work related injury, the Human Resource Specialist shall file a report with OSHA within eight (8) hours of first knowledge or notification of the death. The Human Resource Specialist must file a report with OSHA within twenty-four (24) hours of first knowledge of an employee injury resulting in any inpatient hospitalization, any amputation or loss of an eye.

(h) Return to Service. Before returning to work after a job related injury requiring medical care, the employee must submit a statement from the attending physician stating the employee is able to return to work and resume normal duties of the employee's particular job position. Failure to return to work when able to do so may result in disciplinary action, up to and including termination.

(i) Checklist. See Appendix O for a checklist to help employees and supervisors remember steps.

~~Any work related accident shall be reported to the employee's supervisor or department head. Accidents involving work related injuries shall be handled in accordance with Section 14.090. For accidents not involving work related injuries, an Accident Report Form shall be immediately filled out by the employee and submitted to the employee's supervisor or department head. The supervisor or department head receiving an Accident Report Form shall submit the same to the Human Resources Director as soon as possible. The Human Resources Director shall review all Accident Report Forms and determine any required follow-up or investigation needed. Any required post-accident drug and alcohol testing shall be conducted in accordance with applicable provisions of Chapter 11 and Chapter 12 regarding Drug and Alcohol Testing. All Accident Report Forms shall be maintained and classified in accordance with the Utah Government Records Access and Management Act, as set forth in *Utah Code Ann.* §§ 63-2-101, *et seq.*, as amended.~~

~~14.090. Work Related Injuries.~~

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~~(a) Initial Reporting. To the extent circumstances permit, employees who are injured while on duty or in connection with employment must immediately notify their supervisor or department head of the injury. The supervisor or department head should ensure prompt and qualified medical attention is provided for the employee. The supervisor or department head should notify the Human Resources Director as soon as practical of the reported injury.~~

~~(b) Medical Attention. To the extent circumstances permit, an employee who sustains a work-related injury shall be sent to one of the following medical facilities for any necessary medical attention:~~
~~(1) Layton WorkMed (during business hours); or~~

~~(2) McKay Dee Hospital Emergency Room (after business hours).~~

~~(c) Claims. Claims for work-related injuries, including doctor or hospital bills, should not be submitted to the employee's regular health insurance plan.~~

~~(d) Documentation. Documentation of all work related injuries shall be filled out and submitted as soon as reasonably practical following the injury. It is essential that all injuries be reported to the Human Resources Director in order to ensure that the proper documentation is filled out in a timely manner. The following forms shall be filled out by the employee, to the extent practicable under the circumstances, or the Human Resources Director if the employee is unable to fill out the forms.~~

~~(1) Form 122. Form 122 must be filled out. After Form 122 is filled out, a copy must be sent to the insurance carrier and a copy must be sent to the City's workers compensation third party administrator (TPA) within seven (7) days of the date of injury. A copy of this document will be kept in the injury/illness file for each incident. The reporting form used by the City's TPA may be used in lieu of the Form 122 if the TPA's form includes all information required on the Form 122.~~

~~(2) OSHA First Report of Injury. An OSHA First Report of Injury Form must be filled out and filed within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job if the illness and/or injury required more than minor first-aid. The original reporting form will be kept in the injury/illness file that will be created for each incident. In addition, the employee will be given a copy of the reporting form. The reporting form used by the City's TPA may be used in lieu of the OSHA First Report of Injury if the TPA's form includes all information required on the OSHA First Report of Injury.~~

~~(e) The Human Resources Director shall investigate reported job related injuries to determine the cause of the injury and any remediation or safety measures that may be taken to avoid similar injuries.~~

~~(f) If an employee dies as a result of work related injury, Syracuse City shall file a report with OSHA within seven (7) days of first knowledge or notification of the death.~~

~~(g) Return to Service. Before returning to work after a job related injury requiring medical care, the employee must submit a statement from the attending physician stating the employee is able to return to work and resume normal duties of the employee's particular job position. Failure to return to work when able to do so may result in disciplinary action, up to and including termination.~~

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14.100. Workers' Compensation.

Eligible employees may be covered under the Workers' Compensation Act as set forth in *Utah Code Ann.* §§ 34A-2-101, *et seq*., as amended, for any injury sustained during the performance of their job. Compensation may be provided to eligible employees through Workers' Compensation Fund of Utah or third party administrator in accordance with the Workers' Compensation Act.

14.110. Bringing Children to Work.

The City does not have a childcare program at this time. Due to safety and productivity issues, employees are not permitted to bring their children to work with them. This provision does not apply to City-approved organized programs intended to provide children an opportunity to observe the workplace or career opportunities or other educational fieldtrips and tours of the City offices. Limited exception may be made on a case by case basis by the Department Head or City Manager.

SYRACUSE CITY
PERSONNEL POLICIES AND PROCEDURES

CHAPTER 15
DISASTER RESPONSE PLANNING

15.010. General Policy.
15.020. Employee Disaster Notification.
15.030. Natural Disaster Response Plan.
15.040. Man-Made Disaster Response Plan.
15.050. Suspicious Person or Assailant Threats.
15.060. Telephone Bomb Threats.
15.070. Mail, Letter, and Package Bomb Threats.
15.080. Suspicious Article Threats.

15.010. General Policy.

Syracuse City has developed the following Disaster Response Plan using, in part, a Disaster Response Planning Guide. All employees will be expected to adhere to this Disaster Response Plan to the maximum extent possible and practicable.

15.020. Employee Disaster Notification.

Supervisors are responsible for notifying all City employees of the disaster response action to be taken in the event of a disaster or pending disaster to the extent possible.

15.030. Natural Disaster/Man-Made Disaster Response Plan.

Following a natural disaster, the following action shall be taken:

(a) Employees already at work will assess the disaster and take whatever evasive action is deemed necessary within the law to protect themselves, their fellow employees, and the public in general. As soon as practical the employee shall notify his/her supervisor of his/her status and whereabouts.

(b) ~~(b)~~ Employees will be allowed to contact and/or secure their families and homes as soon as practical to ensure their family status and security.

(c) Employees will report to their immediate supervisor, or the next level supervisor, as soon as practical and await instructions as indicated in the Emergency Operation Plan..

(d) ~~(c)~~ All Syracuse City vehicles, equipment, tools, and office items, including telephones and computers, will be used only as directed by an employee's supervisor during an emergency situation.

~~(d) Employees will be allowed to contact their families as soon as their supervisor can allow this action to be taken.~~

(e) Employees not at work will contact the City Manager~~Administrator~~ as soon as practical for further instructions.

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~~**15.040. Man-Made Disaster Response Plan.**~~

~~Following a man-made disaster, the following action shall be taken:~~

~~(a) Employees already at work will assess the disaster and take whatever evasive action is deemed necessary within the law to protect themselves, their fellow employees, and the public in general.~~

~~(b) Employees will report to their immediate supervisor, or their next level supervisor, as soon as practical and await instructions.~~

~~(c) All Syracuse City vehicles, equipment, tools, and office items, including telephones and computers, will be used only as directed by an employee's supervisor during an emergency situation.~~

~~(d) Employees will be allowed to contact their families as soon as their supervisor can allow this action to be taken.~~

~~(e) Employees not at work will contact the City Administrator as soon as practical for further instructions.~~

15.050. Suspicious Person or Assailant Threats.

(a) Syracuse City has developed the following procedures to be followed in the event that a suspicious person or assailant is in the area:

(1) Employees will contact a supervisor and other co-workers through any means to alert them of a threatening situation. ~~use the "Surname" of the Mayor or City Administrator they are addressing, repeated again, to alert the Mayor or City Administrator of a threatening situation. An example following this procedure would be: "Mr. (Last name of the Mayor), Mr. (Last name of the City Administrator), could you please come to the front desk".~~

(2) ~~Employees will physically signal to supervisors or employees that a threatening situation exists. An example following this procedure would be: "An employee would momentarily rub both of their ears with both of their hands at the same time".~~ In the presence of an active assailant employees will take the following action:

- Get Out!
- Hide!
- Fight!
- Employee's shall assist one another as practical

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(b) Employees shall notify law enforcement as soon as possible.~~Syracuse City has developed a Suspicious Persons or Assailants Identification Checklist for employees to use.~~ Features and physical characteristics that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects.

15.060. Telephone Bomb Threats.

(a) An employee receiving a telephone bomb threat should be calm and courteous to the caller. The employee should notify his or her supervisor, or any other employee in the area, using a prearranged signal while the caller is on the line. An example following this procedure would be throwing

a pencil or other small item near the supervisor, followed by rapidly waving the arm to get their attention. While on the phone ~~T~~the employee will communicate with the supervisor by using or passing notes, email and/or other means of communication.

(b) Employees shall notify law enforcement as soon as possible. Syracuse City has developed a ~~Telephone~~ Bomb Threat Checklist for employees to use. Voice characteristics, background noises, and bomb threat details that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects. See the checklist in Appendix P.

15.070. Mail, Letter and Package Bomb Threats.

(a) Employees receiving mail at work should visually assess the letter or package and inform his or her supervisor or the City Manager~~Administrator~~ of anything unusual. It is always better to be safe than sorry.

(b) Employees shall notify law enforcement as soon as possible. ~~Syracuse City has developed a Mail Letters and Packages Bomb Recognition Checklist for employees to use.~~ Features and physical characteristics or other details that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects.

15.080. Suspicious Article Threats.

Employees should report all suspicious articles to his or her supervisor or the City Manager~~Administrator~~. Do not touch, pick up, shake, or attempt to move, any articles of a suspicious nature. Employees shall notify law enforcement as soon as possible.

CHAPTER 16
TUITION AID

16.010. Purpose.
16.020. Funds.
16.030. Eligibility.
16.040. Standards.
16.050. Procedure.
16.060. Limitations.
16.070. Compliance.
16.080. Records.

16.010. Purpose.

It is the purpose of this Chapter to provide educational assistance in the form of Tuition Aid to eligible employees for course work taken at an accredited or approved institution, when funds are available, in order to enhance the abilities of the City work force. It is the intent of this Chapter to benefit the individual and to benefit the City through the utilization of the employee's newly acquired skills and knowledge. This Chapter and the Tuition Aid provided herein is not intended to train employees for opportunities with other employers or to provide reimbursement for seminars and professional training.

16.020. Funds.

The City shall allocate in its annual budget funds deemed appropriate for Tuition Aid. All Tuition Aid shall be contingent upon sufficient funds allocated by the City.

16.030. Eligibility.

In order to be eligible for Tuition Aid, employees must be full-time employees of the City in good standing and must have completed their probationary period of employment with the City.

16.040. Standards.

(a) Job Related. All classes, courses, or degrees must be pre-approved by the City and must be reasonably related to the employee's present job or determined by the City to be related to the employee's probable future work with the City. In determining whether the course work is "job related," the City shall consider the knowledge, skills, and abilities required by the employee's current job description.

(b) Accredited Institution. Course work must be offered at a college, university, or accredited educational institution ~~accredited by the State of Utah~~ or other institution approved by the City ~~Council~~Manager.

(c) Credit. Course work must be taken for credit and completed. No reimbursement shall be made for audits, incomplete, or withdrawals.

(d) Time. Course work must be taken on the employee's own unpaid time. Exceptions may be approved by the City Manager~~Administrator~~ based upon a written statement of the department head that unusual circumstances exist.

(e) Job Performance. An employee's outside educational activities should not interfere with the employee's work and the employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.

(f) Repayment. Eligible employees must sign a Tuition Aid Repayment Agreement agreeing to repay the City in full for any Tuition Aid in the event the employee voluntarily leaves employment with the City or is terminated for reasons other than reduction in force or job elimination in accordance with the limitations set forth in Section 16.060. Eligible employees shall also agree that the total refund required to be made to the City hereunder may be deducted from the employee's final paycheck from the City.

16.050. Procedure.

(a) Application. Any eligible employee desiring to obtain Tuition Aid shall file a Tuition Aid Application with his or her department head. The Tuition Aid Application shall be filed prior to the commencement of the course. See Appendix Q.

(b) Review. The employee's department head shall review the Tuition Aid Application based upon the standards set forth in this Chapter including review of the employee's eligibility for assistance. The department head shall thereafter recommend approval or denial of the Tuition Aid Application to the City Manager~~Administrator~~. The City Manager~~Administrator~~ shall review the Tuition Aid Application based upon the standards set forth herein, verify available funds for the request and approve or deny the Tuition Aid Application. Tuition Aid requests by the City Manager~~Administrator~~ shall be forwarded to the City Council for review and approval in accordance with the provisions of this Chapter. In such instances of City Council review, any references herein to City Manager~~Administrator~~ shall refer to the City Council.

(c) Reimbursement. Upon satisfactory completion of the approved course work, a portion of the employee's tuition expenses, fees and books may be reimbursed to the employee as follows:

(1) 90% for an "A" grade (or "pass" if course is only offered as Pass/Fail)

(2) 75% for a "B" grade

(3) 60% for a "C" grade

(4) 0% for lower than a "C" grade

(d) Transcript and Receipt. Prior to reimbursement, the employee must submit to the City Manager~~Administrator~~, a certified transcript of grade or certificate of completion of the course work and receipts for the actual tuition, fees and book expenses incurred.

16.060. Limitations.

(a) Funds. All Tuition Aid is contingent upon sufficient funds available in the City and/or department budget and shall be distributed on a first-come basis as determined by the date of final approval of the Tuition Aid Application by the City Manager~~Administrator~~.

(b) Annual Maximum. Eligible employees are limited to a maximum reimbursement of ~~$1,500.00~~ $2,000.00 per employee during any ~~calendar~~ fiscal year (July 1st to June 30th) for tuition, fees and books.

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(c) Other Sources. Reimbursement is limited by the amount of financial aid the employee receives from other sources such as grants or scholarships; i.e. the employee is only eligible for reimbursement from the City for the appropriate percentage of the employee's total out-of-pocket costs after the grant or scholarship has been deducted.

(d) Repayment. Employees who voluntarily leave employment with the City or are terminated for reasons other than reduction in force or job elimination shall be required to repay the City in full for any Tuition Aid received from the City within one (1) year prior to the date of termination. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the amount of the approved costs incurred up to the effective date of termination.

16.070. Compliance.

Failure to comply with this Chapter will result in disapproval of Tuition Aid Application and/or nonpayment of the reimbursement as determined appropriate in the sole discretion of the City Manager~~Administrator~~. Failure to comply may also result in disciplinary action, up to and including termination.

16.080. Records.

A copy of Tuition Aid records shall be retained by the City in accordance with the Government Records Access and Management Act, as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended.

CHAPTER 17
TRAVEL, CREDIT CARD, AND REIMBURSABLE EXPENSES

17.010. Travel Costs.
17.020. Credit Card Expenses.
17.030. Vacation/Sick Leave Cash Out for Emergency Preparedness.
17.040.~~17.020.~~ General Expenses.

17.010. Travel Costs.

(a) Purpose. City employees may be permitted or required to attend seminars, meetings, conferences and workshops when it is anticipated that the training and information received by the officer or employee at such events will benefit the City. It is the purpose of this policy to provide reasonable and systematic means by which attendance and travel to such events will be approved and the cost estimated and controlled for economic, budgetary, and auditing purposes. It is the intent of this policy to provide adequate controls over travel expenditures and to maintain accountability for such expenditures while allowing for flexibility.

(b) Budget. The City shall allocate in its annual budget funds deemed appropriate for travel expenditures. Each department head shall be responsible for keeping travel expenditures within his or her respective approved department travel budget.

(c) Eligibility. For purposes of this policy, "travel" shall be considered any in-state or out-of-state trip taken by a City employee in the course of performing his or her duties, including trips to or attendance at seminars, meetings, conferences and workshops. All travel expenditures must be pre-approved by the City as set forth herein. All travel expenditures must be anticipated to serve a bona fide public purpose and confer a benefit upon the City.

(d) Procedures.

(1) ~~Application~~Requests for Travel. An employee desiring to obtain travel funds shall ~~file a Travel Application~~request and receive written approval ~~with~~from his or her department head, stating the purpose, details and estimated expenses of the travel at least two (2) weeks prior to the desired date of departure. ~~Applications~~ Requests for travel by department heads shall be submitted to the City Manager~~Administrator~~ and shall note the name of the person to be in charge of the department during the department head's absence.

(2) Review. The employee's department head shall review the ~~T~~travel request ~~Application~~ based upon the requirements set forth herein, including review of the department's approved travel budget. ~~If the Application does not require travel out-of-state, t~~The department head may approve or deny the ~~T~~travel request~~Application~~. ~~If the Travel Application requires travel out-of-state, the department head shall make a recommendation to the City Administrator regarding approval or denial of the Travel Application, and the City Administrator shall make the final determination for approval or denial.~~ The City Manager may approve or deny the travel request of any department head.

(3) Advancements. Upon the request of the employee and timely submission of the Travel Application, approved travel expenses may be advanced.

(4) Receipts. The traveling ~~officer or~~ employee shall document expenses of the trip and keep all original receipts and credit card receipts, provided that receipts for meals covered by the per diem compensation and fuel purchased with the City fuel card shall not be required.

(5) Documents. An expense report indicating the actual expenses of the trip together with all original required receipts shall be submitted to the City Manager~~Administrator~~ within thirty (30) days after the event in order to receive any payment or refund. Except for per diem advancements, if less money was spent than was advanced, a reimbursement check made payable to the City for the difference shall be attached. Except for per diem advancements, if more money was spent than was advanced, a voucher request for the difference to be paid to the employee shall be attached.

(6) Summary. The City Manager~~Administrator~~, Mayor or Council may request a written summary or an oral report on all seminars, workshops, conferences or conventions attended by employees.

(e) Mode of Transportation. With the approval of his or her Department Head, ~~E~~employees are responsible for arranging their own transportation. The most economical form of transportation shall be used considering factors such as the cost of the transportation and the amount of time required. If any employee chooses a more costly form of transportation, the City will pay the lesser cost of the two forms, and the per diem rate shall be based upon the amount of time it would have taken under the less costly form of transportation. If extra time is needed for the more costly form of transportation, the employee shall use vacation or compensatory time for the excess time needed to reach the destination.

(f) Costs. Employees are encouraged to utilize the lowest cost travel arrangements possible. Airline reservations should be made, whenever possible, at least thirty (30) days in advance. If a reduced airfare is offered for a stay over a Saturday night, and the reduced rate more than compensates for additional lodging and per diem costs, the employee is encouraged to stay over the additional night. The government or corporate rate should be requested at all hotels.

(g) Permitted Expenses. The following allowances and payments may be made for travel expenses.

(1) Transportation. The City may pay for the cost of the most economical form of transportation. Employees traveling in a private vehicle will be reimbursed per mile and per vehicle at the current reimbursement rate permitted by the Internal Revenue Service. Employees traveling in a City vehicle will be reimbursed for the actual cost of gasoline and any incidental and necessary costs incurred in connection with such vehicle. Gasoline and other incidental and necessary cost receipts must be provided for reimbursement.

(2) Meals. The City may pay employees a per diem amount to cover the cost of meals during travel or training. The maximum daily per diem allowance for Syracuse City employees engaged in travel in-state on the City's behalf is thirty-nine dollars ($39.00)~~ twenty-eight dollars ($28.00)~~. The maximum daily per diem allowance for Syracuse City employees engaged in travel out-of-state on the City's behalf is forty-six dollars ($46.00). Employees shall be provided the following standard per diem rate for meals when in-state travel requires less than a full day: $10.00~~$6.00~~ for breakfast (when departing before 6:00 a.m.~~7:00 a.m.~~); ~~$8.00~~ $13.00 for lunch; and ~~$14.00~~ $16.00 for dinner (when returning after 7:00 p.m.). Employees shall be provided the following standard per diem rate for meals when out-of-state travel requires less than a full day: $10.00 for breakfast (when departing before 6:00 a.m.); $14.00 for lunch; and

$22.00 for dinner (when returning after 7:00 p.m.). It is the policy of the city to comply with the provisions of *Utah Administrative Code R25-7-6,* regarding reimbursement for meals.

(3) Fees. The City may pay the actual and reasonable cost of registration and other fees for seminars, workshops, conferences, and conventions.

(4) Ground Transportation. The City may pay the reasonable and necessary costs for ground transportation, including airport shuttle, taxi cab, rental car, and parking lot fees.

(5) Lodging. If an employee is traveling outside of Weber, Davis and Salt Lake Counties for City business for multiple days, the employee may stay overnight. The City may pay for the reasonable and necessary costs of lodging if an overnight stay is required. Traveling employees shall choose lodging based on pricing, location, and government rates. When possible, employees shall lodge at the conference sponsored hotel that offers a government rate. Traveling employees may elect to stay with friends, relatives, use their personal campers or trailer homes instead of staying in a motel/hotel. The City will compensate the employee fifty percent (50%) of the lowest total cost of the conference sponsored hotel price.

(6) Miscellaneous. The City may pay for other miscellaneous costs as deemed reasonable and necessary by the City Manager~~Administrator~~.

(7) Personal Expenses. Employees traveling on City business, including employees traveling with a spouse or other companion, shall strictly distinguish expenses incurred as part of City business from personal expenses. The City will provide reimbursement only for those expenses which the employee would normally incur if traveling alone. For example, the City will pay for the employee's lodging at the single room rate and the employee shall be required to pay for any additional double occupancy lodging charge or upgrade. The City shall not pay for personal expenses such as telephone charges, personal transportation charges, room service charges, etc.

17.020. Credit Card Expenses.

(a) Purpose. In order to ensure the proper use and accountability of tax payer dollars, the following credit card policies are to be followed when using Syracuse City Credit Cards to expend City funds. Compliance with the policy is the obligation of each City employee. Failure to follow the policy may result in disciplinary action up to and including termination as described below. Questions regarding the policy are to be directed to the Finance Director.

(b) Tax Exempt. Most City purchases are not subject to sales tax. For vendors requiring documentation of tax exempt status, a TC-721G Exemption Certificate for Governments and Schools may be obtained from the Finance Director. Lodging charges in Utah are subject to sales tax. It is the cardholder's responsibility to ensure sales tax is only paid when required.

(c) Cardholder Responsibilities. It is the responsibility of the cardholder to:

(1) Read and understand the City Credit Card Policies and Procedures.

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(2) Sign the Syracuse City Credit Card Acceptance Agreement. (See Appendix R)
(3) Make only authorized purchases as prescribed by the City Purchasing Policy and approved departmental budget.

(4) Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder and their Department Head. (See Appendix S). This form can also be found in the policy manual or on the City Intranet.

(5) Reconcile the credit card statement upon its arrival. All reconciliations, statements, and receipts are due to Accounts Payable by the 10th of the following month.

(6) Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Finance Director.

(7) Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Finance Director.

(d) Department Head or Supervisor Responsibilities. It is the responsibility of the Department Head or Supervisor to:

(1) Request and oversee the issuance of new cards through the Finance Director. The credit limit will be determined at the discretion of the Finance Director.

(2) Inform the Finance Director when changes and cancellations are needed because of personnel changes.

(3) Make sure credit card reconciliations are completed by the 10th of each month.

(4) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Syracuse City policies and procedures.

(5) Address the cardholder about questionable transactions and take disciplinary actions when necessary

(6) Report any misuses of credit cards immediately to the Finance Director and/or the City Manager

(7) Sign the reconciliation form for each cardholder after review

(e) Prohibited Credit Card Purchases. The following purchases are strictly prohibited from being purchased by using a City credit card:

(1) Purchase of items for personal use or consumption

(2) Purchasing in violation of the City Purchasing Policy

(3) Alcohol

(4) Utah State Tax, except on lodging charges

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(5) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.

(6) Splitting a purchase to remain under purchasing policy limits

(f) Disciplinary Action for Improper Use. Any employee found to be in violation of these policies may be subject to disciplinary action including but not limited to suspension of credit card, repayment of unauthorized charges, and/or termination of employment.

17.030. Vacation/Sick Leave Cash Out for Emergency Preparedness.

Once per fiscal year, Full-Time employees may purchase pre-approved emergency preparedness items and be reimbursed up to two hundred and fifty dollars ($250.00) by cashing out Vacation or Sick Leave. The employee must have a remaining balance of one-hundred and sixty (160) hours of accrued sick leave after the cash out is complete. The employee must submit an Emergency Preparedness Cash-Out form along with original receipts to his or her Department Head for approval. (See Appendix T) The Department Head will submit the form to the Finance Director and Human Resources for processing. The determination as to whether or not the Cash Out will be approved will be based on the availability of funds and will be re-evaluated on an "as needed" basis. Pre-approved emergency preparedness items include:

(a) Bottled Water

(b) Non-Perishable Food

(c) Water Storage

(d) 72 Hour Kit

(e) Generator

(f) Portable Fuel & Cooking Equipment (BBQ Grill not included)

(g) Battery-Powered Radio

(h) Batteries

(i) Flashlight

(j) First Aid Kit

(k) Whistle

(l) Duct Tape

(m) Can Opener

(n) Fire Extinguisher

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(o) Compass

(p) Matches

(q) Multi-Purpose Tool (e.g. Leatherman or Swiss Army Knife)

(r) Emergency Blanket

(s) Fire Escape Ladder

(t) Two-Way Radios

(u) Rain Gear

(v) Dust Masks

(w) Local Maps

(x) Water Purification Systems/Devices

(y) Disposable Hand/Foot Warmers

(z) GPS Devices

(aa) Sleeping Bags

(bb) Tent

(cc) Backpacks/Duffel Bags

(dd) Toiletry/Personal Sanitation Supplies (e.g. toilet paper, personal wipes, transportable emergency toilet, etc.)

(ee) Emergency Heater/Portable Propane Heater

~~17.020.~~17.040. General Expenses.

With prior approval for purchase, legitimate expenses will be reimbursed by Syracuse City to the employee. Receipts are required to reimburse the employee. Reimbursement may be in the form of petty cash, direct deposit~~an addition to a paycheck~~, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received. An expense for meals, beverages, snacks, etc. for meetings shall not be paid for with City funds and may not be reimbursed unless pre-approved by the City Manager. Examples of situations that may be approved include but are not limited to, a business lunch with an outside consultant who is providing information, advice or other business matters, a working lunch during an emergency or urgent project that requires staff to continue working, a training seminar.

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Chapter 18 (Vehicle Use) is still being worked on.

CHAPTER 19
COMPUTERS AND EQUIPMENT USE

19.010. Equipment and Supplies.
19.020. Removal of Equipment.
19.030. Technology Resources.
19.040. Computers, Email and Internet.
19.050. Prohibited Computer Use.
19.060. Postage Meters.
19.070. FAX and Copy Machines.
19.080. Land-Line Telephones.
19.090. Cellular Phones.
19.100. Termination.

19.010. Equipment and Supplies.

All employees are charged with the responsibility of maintaining the City's property in the best possible condition and making the most economical use of supplies issued to them. All employees are charged with using and operating City equipment and property according to established protocol, including operating equipment in a safe and courteous manner.

19.020. Removal of Equipment.

No City owned, leased, or licensed equipment may be removed from City premises without prior ~~written~~ approval from the employee's department head.

19.030. Technology Resources.

To help maximize its employees' efficiency in carrying out their responsibilities, Syracuse City provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the internet, facsimile machines, cell phones, pagers, and other wireless communication devices and voice mail systems. These tools and equipment are City property and must be used in accordance with these Policies and Procedures.

19.040. Computers, Email and Internet.

The City provides computer and internet access to designated employees for their use to transact City business. The following rules and restriction shall govern any and all use of City computers, email and internet.

(a) Personal use of computers, internet and email is only allowed during non-working hours, such as breaks and lunch periods, and is subject to the restrictions and conditions of this Chapter. Employees shall keep personal email and other electronic correspondence to a minimum and in no event shall such personal use of computers, internet and email interfere with the employee's work or productivity or disrupt other employees.

(b) To prevent computer viruses and other network problems, employees are prohibited from any unauthorized downloading of any software. Only software which has been purchased and approved by Syracuse City may be loaded or used on any of the City's computers.

(c) Employees are prohibited from accessing or visiting any websites or receiving or sending any email information which would be considered offensive by community standards; including, but not limited to, pornographic or sexually explicit information.

(d) Employees shall not use City computers or equipment for personal gain, including, but not limited to, personal for-profit and not-for-profit business purposes, political activity, or any other activity that could be considered a violation of these policies and procedures.

(e) City computers are the sole property of the City and may be subject to monitoring at any time without notice. Any information or messages created or retrieved over the internet or through email on City computers, and the contents of all City computers, is considered the property of the City. The City retains the right to observe, record, access and review any transactions made on City computers, including, but not limited to email messages, websites, etc. When using the email or voicemail systems, and other equipment including City computers, the employee knowingly and voluntarily consents to being monitored and acknowledges the City~~=~~'s right to conduct such monitoring. The security of email and voicemail communications is not guaranteed.

(f) Certain electronic data may be considered a "record" subject to access pursuant to the Utah Governmental Records Access and Management Act, as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended, or discoverable in litigation under applicable Rules of Civil Procedure.

(g) Abuse of email, voicemail and computer systems shall subject the employee to disciplinary action, up to and including termination.

19.050. Prohibited Computer Use.

The City will not tolerate inappropriate or illegal use of electronic data, equipment or information and reserves the right to take appropriate disciplinary action as needed, up to and including termination of employment for any violations of this Chapter. Such inappropriate or illegal use of these resources includes, but is not limited to, the following:

(a) hacking;

(b) pirating software and/or video files;

(c) soliciting;

(d) distributing literature for outside entities;

(e) sending or forwarding inappropriate emails; including, but not limited to, offensive, harassing, disparaging, vulgar, obscene, slanderous, defaming or threatening communications;

(f) accessing, viewing, or downloading inappropriate web sites, i.e., sites advocating hate or violence, displaying pornographic or sexually explicit material, or promoting illegal activity;

(g) distributing confidential information to persons or entities that are not entitled to such information;

(h) storing or placing unlawful information on City computers or network;

(i) copying system files, programs or data without proper authorization;

(j) disseminating, printing or copying copyrighted materials including articles and software in violation of copyright laws;

(k) using abusive or otherwise objectionable language in either public or private messages;

(l) sending or forwarding messages that are likely to result in the loss of the recipient's work or system use;

(m) sending or forwarding "chain-letters," jokes or lists or any other type of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others;

(n) decryption of system or user passwords; or

(o) creating, distributing, viewing or soliciting sexually oriented messages, materials or images.

19.060. Postage Meters.

No employee shall be allowed to use Syracuse City owned postage metering machines at any time for posting and mailing of any material other than those associated with official business of Syracuse City.

19.070. FAX and Copy Machines.

Employees may use City fax and copy machines for limited personal use subject to supervisor approval. Employees shall pay for such use at the employee rate which is in effect at the time of use.

19.080. Land-Line Telephones.

Telephones are to be used to conduct Syracuse City business. Long distance or toll calls using City land lines of a personal nature are prohibited~~ unless prior approval is received in writing from the City Administrator~~. Although occasional, limited local personal telephone calls are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee and his or her co-workers.

19.090. Cellular Telephones.

Only those employees authorized by their department head and/or the City Manager~~Administrator~~ are authorized to have a City-issued cell phone. The level of monthly service for such City-issued cell phone shall be commensurate with the amount of City business conducted and needed by the employee. The primary purpose of all City-issued cell phones shall be to facilitate City business. The City will allow limited personal use of City-issued cell phones, though personal use of City cell phones shall not be excessive and shall not interfere with the performance of job duties. The City reserves the right to monitor

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the billing and use of all City-issued cell phones. ~~By accepting the use of a City-issued cell phone, the employee agrees to promptly reimburse the City for all personal calls made which are deemed by the City to be excessive in frequency and duration.~~ By accepting the use of a City-issued cell phone, the employee also understands that excessive use of the cell phone that hinders~~hiders~~ job performance may result in disciplinary action. Cellular transmissions can be overheard by others. Discretion should be used in discussing confidential information on a cell phone. Employees, who are authorized to use a City-issued cell phone shall agree to be readily available to take calls, respond to e-mails and text messages during working hours. Employees, who are authorized to use their personal phone for work purposes shall use best judgment when taking calls, responding to e-mails and text messages outside of his or her working hours to ensure that he or she is not working unreasonable or unapproved overtime. Employees may not use their personal phones for work purposes during periods of unpaid leave without authorization from his or her Department Head. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment. ~~No employee shall use City-issued cell phone for personal texting or sending of personal photos or other digital information.~~ An employee who violates the conditions of these policies relating to cell phones and usage will be subject to having the use of his or her City-issued cell phone terminated. In addition, employees may be subject to disciplinary action, up to and including termination, for any violation of these policies.

19.100. Bring Your Own Phone (BYOP) Policy

Employees that would otherwise be given a City cell phone/smart phone may elect to use a personal cell phone/smart phone for City business if authorized by his or her Department Head and the City Manager. Employees who have not received authorization in writing from his or her Department Head and the City Manager will not be permitted to use personal phones for work purposes. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

While at work, employees are expected to exercise the same discretion in using their personal phones as is expected for the use of City phones as defined in this chapter.

Employees, who are authorized to use their personal phone for work purposes shall agree to be readily available to take calls, respond to e-mails and text messages during working hours. Employees, who are authorized to use their personal phone for work purposes shall use best judgment when taking calls, responding to e-mails and text messages outside of his or her working hours to ensure that he or she is not working unreasonable or unapproved overtime. Employees may not use their personal phones for work purposes during periods of unpaid leave without authorization from his or her Department Head.

No employee using his or her personal phone should expect any privacy except that which is governed by law. The City has the right, at any time, to monitor and preserve any communications that use the City's networks in any way; including data, voice mail, and email, to determine proper use. Management reserves the right to review or retain personal and company-related data on personal phones or to release the data to government agencies or third parties during an investigation or litigation

(a) BYOP Stipend. Employees authorized to use personal phones under this policy will receive an agreed-on quarterly stipend as approved by the City Manager. If an employee obtains or currently has a plan that exceeds the monthly stipend, the employee shall be responsible for any and all remaining amounts and the City will not be liable for the cost difference. Under no circumstances shall the City be responsible for any late fees or like charges.

(b) Lost, Stolen, Hacked or Damaged Equipment. Employees are expected to protect personal phones used for work-related purposes from loss, damage or theft. Employees must immediately notify management in the event their personal phone is lost, stolen or damaged to ensure any City data is protected. If IT is unable to repair the phone, the employee will be responsible for the cost of replacement.

(c) Termination of Employment. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal phone for inspection. All company data on personal phones will be removed by IT upon termination of employment.

~~19.100.~~19.110. Termination.

Employees will be required to return all City-issued equipment to the ~~City~~ Department Head or his or her designee upon termination of their employment. Failure to return City-issued equipment upon termination will be considered theft and may be subject to prosecution.

CHAPTER 20
PERFORMANCE EVALUATIONS

20.010. General Policy.
20.020. Performance Evaluation Periods.
20.030. Performance Evaluations.
20.040. Records.
20.050. Performance Tracking

20.010. General Policy.

It is the policy of Syracuse City to evaluate City employees regarding their work performance in accordance with the City adopted performance evaluation system and the provisions of this Chapter. Performance evaluations are intended to improve the performance of employees by providing meaningful, constructive feedback on the adequacy of performance.

20.020. Performance Evaluation Periods.

(a) Probationary Employees. Probationary employees shall be evaluated at the next scheduled annual evaluation period following their one (1) year anniversary and may also be evaluated at any other time deemed necessary by the Supervisor and/or Department Head. ~~end of their probationary period and at any other time during the probationary period deemed necessary by the supervisor.~~ The performance evaluations for probationary employees may be used to provide information to both the employee and the City regarding the employee's performance. Performance evaluations and the results of such evaluations for probationary employees shall not obligate Syracuse City to a particular course of action relative to the probationary employees, nor shall it create any property or due process rights for such employees relative to their employment with the City.

(b) Employees. All employees, other than temporary or seasonal employees, shall receive performance evaluations on an annual basis. The evaluation period for these annual reviews will be the previous calendar year (January 1 to December 31). The annual performance evaluations shall be conducted and completed by the employee's direct supervisor. Annual performance evaluations must be completed and submitted by the supervisors to the Human Resources Specialist~~Director~~ on or before March 1 of each year. Additional evaluations may be made at any time at the discretion of the supervisor or department head or when directed by the Human Resources Specialist~~Director~~.

20.030. Performance Evaluations.

Employees shall be evaluated by his or her immediate supervisor in accordance with the City approved performance evaluation system and approved performance criteria. Performance evaluations should consist of a written evaluation form as well as an in-person interview. Performance evaluations may be used in decisions concerning advancement, future training needs, performance related salary adjustments and disciplinary actions.

20.040. Records.

Performance evaluation records shall be maintained in the employee's personnel file. Such records shall be maintained and accessed in accordance with the Utah Governmental Records Access and Management Act as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended.

20.050. Performance Tracking.

Department Heads and/or Supervisors shall from time to time enter Significant Incident Reports (SIRs), whether positive and/or negative, into the City's evaluation system in order to track the employee's performance throughout the year.

CHAPTER 21
GRIEVANCES

21.010. Grievances.
21.020. Informal Grievance Procedures.
21.030. Formal Grievance Procedures.
21.040. Appeal.
21.050. Retaliations.
21.060. Records.

21.010. Grievances.

Employees may appeal a decision or disciplinary action by the City which affects his or her employment (other than suspension, demotion or dismissal which are governed by appeal provisions of Chapter 22) pursuant to the provisions set forth herein. These guidelines should not be construed as preventing, limiting or delaying the City from taking disciplinary action, including immediate termination, in circumstances where the City deems such action appropriate. Except as required by State or Federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.

21.020. Informal Grievance Procedures.

Employees are encouraged to resolve their grievances at the lowest administrative level possible. An employee with a grievance may first attempt to settle the matter informally through discussion with his or her supervisor. The supervisor should review the matter and conduct an investigation as deemed appropriate under the circumstances. If the employee does not believe the problem has been satisfactorily resolved within ten (10) days after the circumstances are first discussed informally with the supervisor, or ~~anytime~~any time prior thereto, the employee may pursue formal grievance procedures as provided herein.

21.030. Formal Grievance Procedures.

(a) Complaint. An aggrieved employee may file a formal written grievance with the Human Resources Specialist~~Director~~ within ten (10) days from the date of the event giving rise to the grievance or within ten (10) days from the date the employee has knowledge, or should have knowledge, of the event giving rise to the grievance. Grievances shall be filed using an Employee Grievance Form as provided by the City~~.~~ (See Appendix T). The time for filing a formal written grievance shall be extended during the time for which informal grievance procedures are pursued; provided, such time shall not exceed thirty (30) days. If the grievance involves the Human Resources Specialist~~Director~~, the grievance may be filed with the City Manager~~Administrator~~, in which case all references herein to Human Resources Specialist~~Director~~ shall refer to City Manager~~Administrator~~.

(b) Investigation and Recommendation. Upon receipt of a grievance, the Human Resources Specialist~~Director~~ shall review and investigate the matter as deemed appropriate under the circumstances. Upon completion of review and investigation, the Human Resources Specialist~~Director~~ shall prepare a written recommendation to the City Manager~~Administrator~~ regarding the matter.

(c) Decision. The City Manager~~Administrator~~ should, within a reasonable time from receipt of the recommendation from the Human Resources Specialist~~Director~~, prepare and provide the employee written notice of his or her final decision in the matter.

21.040. Appeal.

An employee aggrieved by a final decision of the City Manager~~Administrator~~ regarding a formal grievance filed hereunder may appeal such decision to the City Council by filing a written appeal stating the grounds therefore with the City Recorder within ten (10) days from the date of the decision. Only the issues presented in the original grievance may be considered on appeal. The City Council shall conduct a review of the matter reviewing the City Manager's~~Administrator's~~ decision for correctness. The City Council shall prepare and provide to the employee written notice of its final decision in the matter within a reasonable time from receipt of the appeal.

21.050. Retaliations.

Employees are entitled to bring good faith grievances hereunder without fear of retaliation. The City shall not discriminate against an employee because that individual made a grievance complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein. No person shall coerce, intimidate, threaten, harass or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Employees are further protected under the provisions of the Utah Protection of Public Employees Act, more commonly known as the "Whistle Blower's Act," as set forth at *Utah Code Ann*. ' 67-21-1, *et seq*., as amended.

21.060. Records.

The City shall maintain records pertaining to employee grievances filed hereunder and records pertaining to an appeal of such grievances in accordance with the Utah Government Records Access and Management Act as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended. No document relating to an employee grievance shall be placed in the employee's personnel file.

CHAPTER 22
DISCIPLINARY ACTION

22.010. General Conduct.
22.020 Responsibility for Discipline.
22.030. Levels of Discipline.
22.040. Investigation.
22.050. Administrative Leave.
22.060. Verbal Warning.
22.070. Written Reprimand.
22.080. Probation.
22.090. Suspension.
22.100. Demotion.
22.110. Dismissal.
22.120. Pre-Disciplinary Action Hearing.
22.130. Disciplinary Action.
22.140. Appeals.

22.010. General Conduct.

It is the responsibility of all employees of the City to conduct themselves in accordance with the City's policies, rules and regulations and to perform their work in a satisfactory manner. Employees are expected to conduct themselves in a professional and competent manner and to be courteous and cooperative at all times with fellow employees, supervisors and the public. Any action or conduct not in accordance with City policies or in violation of any City rule or regulation shall be subject to disciplinary action up to and including termination.

22.020. Responsibility for Discipline.

The basic responsibility for discipline lies with the employee's~~'s~~ supervisor under the direction of the City Manager~~Administrator~~, provided that any disciplinary action involving suspension, probation, demotion or dismissal shall require a pre-disciplinary action hearing and prior review and approval of the City Manager~~Administrator~~ in accordance with the procedures set forth herein. In addition, any dismissal of an employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code.

22.030. Levels of Discipline.

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action, based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, suspension with or without pay, probation, demotion and dismissal.

22.040. Investigation.

Prior to any disciplinary action or recommendation of any disciplinary action, the alleged misconduct and related circumstances shall be investigated by the employee's immediate supervisor and/or the Human Resources Specialist ~~Director~~. When deemed appropriate, any investigation may also be conducted by an outside investigator hired by the City. The investigation shall be conducted to the

extent deemed necessary and appropriate under the circumstances. Such investigation should provide the employee with an opportunity to respond verbally and/or in writing to the alleged claims.

22.050. Administrative Leave.

In the event of an emergency, or when otherwise deemed appropriate and necessary pending full investigation of alleged violations of an employee, the City Manager~~Administrator~~, or his or her designee, may temporarily relieve an employee from duty, with pay, or temporarily reassign the employee to another position at the same rate of pay. Such temporary relief from duty with pay shall be considered administrative leave and shall not preclude subsequent disciplinary action against the employee. The Department Head shall fill out the Administrative Leave Form (see Appendix U) and turn into the Human Resource Specialist.

22.060. Verbal Warning.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may verbally communicate to the employee the observed deficiency. Written documentation of the warning shall be prepared by the supervisor using the City's Disciplinary Action Form setting forth the date, time, circumstances and grounds for the discipline, and the date, time and circumstances of the verbal notice. The Disciplinary Action Form, along with a Signification Incident Record (SIR) ~~-~~shall be signed by the supervisor, the Human Resources Specialist~~Director~~ and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's~~=s~~ personnel records and input into the evaluation system as a SIR.. Failure to remedy the deficiency described in a verbal warning may result in additional disciplinary action being taken.

22.070. Written Reprimand.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may reprimand an employee in writing. Written reprimands shall be prepared by the supervisor using the City's Disciplinary Action Form setting forth the date, time, circumstances and grounds for the discipline~~.~~ (See Appendix V). The Disciplinary Action Form~~-~~, along with a Signification Incident Record (SIR) shall be signed by the supervisor, the Human Resources Specialist~~Director~~ and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's~~=s~~ personnel records~~.~~ and input into the evaluation system as a SIR, Failure to remedy the deficiency described in a written reprimand may result in additional disciplinary action being taken.

22.080. Probation.

Whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager~~Administrator~~ an employee be placed on disciplinary probation for a period not to exceed six (6) months. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager~~Administrator~~ including a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. The purpose of disciplinary probation is to provide a period during which the employee's performance is

carefully monitored and evaluated. Upon receipt of a supervisor's recommendation for probation, the City Manager~~Administrator~~ shall determine the appropriate disciplinary action to be taken, if any. Probationary status shall not preclude any other disciplinary action being taken against the employee as deemed appropriate. Any probationary period may be extended by the City Manager~~Administrator~~ for a period of time not to exceed three (3) months upon written notice to the employee. Any disciplinary action taken against an employee on probation, other than verbal or written reprimand, shall comply with the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and shall be subject to applicable appeal procedures set forth in Section 22.140.

22.090. Suspension.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager~~Administrator~~ an employee be suspended, with or without pay, for a period of time not to exceed fifteen (15) calendar days. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager~~Administrator~~ and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for suspension, the City Manager~~Administrator~~ shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 22.130. Any employee suspended with or without pay shall be responsible for making full employee contributions to his or her employee medical insurance benefits no later than the regularly scheduled pay day and must be available to work during all regular business hours if the suspension is with pay. Any employee who is suspended without pay for more than two (2) days may appeal such suspension to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.100. Demotion.

Whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager~~Administrator~~ an employee be demoted. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager~~Administrator~~ and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for demotion, the City Manager~~Administrator~~ shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 22.130. Any employee who is demoted may appeal such demotion to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.110. Dismissal.

Except as otherwise provided by Ordinance for appointed officers and department heads, whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager ~~Administrator~~ an employee be dismissed. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager~~Administrator~~ and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for dismissal, the City Manager~~Administrator~~

shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 22.130. In addition, any dismissal of an employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code. Any employee who is dismissed may appeal such dismissal to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.120. Pre-Disciplinary Action Hearing.

Upon receipt of a supervisor=s recommendation of disciplinary action involving suspension, demotion or dismissal, the City Manager~~Administrator~~ shall review and investigate the matter as deemed appropriate and shall hold a pre-disciplinary action hearing. The purpose of the pre-disciplinary action hearing is to provide the employee with notice and an opportunity to respond to the alleged violations and proposed disciplinary action. The City Manager ~~Administrator~~ shall provide the employee with written notice of the date and time of the pre-disciplinary action hearing and shall provide the employee with a copy of the supervisor=s letter recommending the proposed disciplinary action and stating the grounds therefore. The employee shall receive timely notice of the pre-disciplinary action hearing, overview of allegations and the proposed disciplinary action.

22.130. Disciplinary Action.

After the pre-disciplinary action hearing, the City Manager~~Administrator~~ shall provide the employee with written notice of his or her final decision stating the disciplinary action to be taken, if any, the effective date of the disciplinary action, the grounds for the action, and the employee=s right to appeal the same. In addition, the City Manager~~Administrator~~ shall document the disciplinary action using the City's Disciplinary Action Form. The Disciplinary Action Form shall be signed by the City Manager~~Administrator~~, the Human Resources Specialist~~Director~~ and the employee. In instances of dismissal, the Disciplinary Action Form shall also be signed by the Mayor. If the employee refuses to sign the Disciplinary Action Form, the City Manager~~Administrator~~ shall note such refusal in writing on the form. In determining the type and severity of the disciplinary action, the City Manager~~Administrator~~ may consider aggravating and mitigating circumstances, which include, but are not limited to: the repeated nature of misconduct; prior disciplinary action imposed; the severity of the misconduct; the employee's work record; the effect of the misconduct on City operations; and/or the potential of the misconduct to harm persons or property.

22.140. Appeals.

Except as otherwise provided herein, or other applicable law, all appointed officers and employees of the City shall hold their employment without limitation of time, being subject to suspension without pay for more than two (2) days, demotion, or dismissal only as provided in *Utah Code Ann*. ' 10-3-1106, as amended. As provided in Section 2-6-2 of the Syracuse Municipal Code, the following officers and employees are not covered by the provisions of this Section: police chief, deputy police chief, fire chief, deputy or assistant fire chief, department heads, deputy of department head, superintendents, probationary employees, part-time employees, temporary or seasonal employees, or officers appointed by the Mayor or other person or body exercising executive power in the City. All other appointed officers or employees ("covered employees") who are suspended without pay for more than two (2) days, demoted, or dismissed shall have the right to appeal such suspension, demotion or dismissal to the City Appeals Board in accordance with Section 2-6-3 of the Syracuse Municipal Code and the provisions of

Utah Code Ann. ' 10-3-1106, as amended. All other disciplinary actions may be appealed in accordance with the grievance procedures set forth in Chapter 21.

CHAPTER 23
TERMINATION OF EMPLOYMENT

23.010. Types of Termination.
23.020. Voluntary Termination Procedures.
23.030. Involuntary Termination Procedures.
23.040. Resignation in Lieu of Involuntary Termination Procedures.
23.050. Reduction in Force Procedures.
23.060. Retirement Procedures.
23.070. Final Paychecks.
23.080. Return of City Property.
23.090. Exit Interview.
23.100. COBRA Coverage.

23.010. Types of Termination.

The following generally describes various types of termination of employment with the City. The following is provided for information purposes only and is not intended to be an exhaustive list or description of types of or grounds for termination of employment with the City.

(a) Voluntary Resignation. Voluntary resignation occurs when an employee wishes to leave employment with Syracuse City voluntarily and not due to retirement, involuntary termination, or resignation in lieu of involuntary termination, as more particularly described herein.

(b) Involuntary Termination. Involuntary termination occurs when the employee is terminated for involuntary reasons, such as for cause, or with or without cause in the case of at-will employees. Involuntary termination may include resignation in lieu of disciplinary action as more particularly described in Subsection (c).

(c) Resignation in Lieu of an Involuntary Termination. Any employee who resigns pending involuntary termination for cause proceedings may be deemed to have resigned in lieu of involuntary termination.

(d) Reductions in Force (Layoff). Reduction in force or layoff terminations may occur when it is deemed necessary by the City to reduce the number of employees due to lack of work, lack of funds, or other justified business reasons. The City may attempt to minimize reductions in force by readjustment of personnel through reassignment of duties in other work areas.

(e) Retirement. Retirement is voluntary termination at the end of an employee's career. For purposes of these Policies and Procedures, retirement specifically means an employee who has become eligible, applies for, and is entitled to receive a retirement allowance under applicable provisions of the Utah State Retirement and Insurance Benefits Act, as set forth in Title 49 of the *Utah Code Annotated*, as amended.

(f) Medical. The American's with Disabilities Act (ADA) prohibits illegal discrimination by an employer against an "otherwise qualified individual with a disability." An employee should not be terminated for medical reasons without prior consultation with legal counsel and compliance with the City's ADA policies and procedures.

(g) Death. If an employee of Syracuse City dies, his or her estate receives all pay due and any earned and payable benefits (such as payment for compensatory time, annual vacation leave, and sick leave, if applicable) as of the date of death in accordance with City policies and procedures and applicable State and Federal regulations.

23.020. Voluntary Termination Procedures.

Employees who wish to voluntarily terminate their employment with Syracuse City shall notify the City at least two (2) weeks in advance of their voluntary termination. Such notice should be given in writing to the employee's department head or supervisor. Employees must comply with the notice requirements set forth herein to be eligible for rehire. A Notice of Voluntary Resignation Form (see Appendix X) shall be filled out by the employee and signed ~~by the Human Resources Director and City Administrator~~ prior to final voluntary termination.

23.030. Involuntary Termination Procedures.

Any involuntary terminations for cause shall comply with applicable procedures set forth in Chapter 22 regarding Disciplinary Action, including any applicable pre-disciplinary hearing and due process requirements set forth therein. Such procedures shall not be required for involuntary termination of at-will or excluded employees as more particularly set forth in these Policies and Procedures or as provided by law.

23.040. Resignation in Lieu of Involuntary Termination Procedures.

If an employee chooses to resign pending any for cause termination proceedings, the resignation may be considered an involuntary termination pending final resolution of the termination proceedings. Alternatively, the City and the employee may negotiate and enter into a Resignation in Lieu of Involuntary Termination Agreement containing terms acceptable to the City, including, but not limited to hold harmless and indemnification provisions regarding the resignation in lieu of involuntary termination proceedings, and waiver of notice and due process requirements for involuntary termination.

23.050. Reduction in Force Procedures.

(a) If Syracuse City is facing a possible reduction in labor force, the City should explain the situation to its employees, advising them of the possibility that reductions in force or layoffs may become an economic necessity for the City.

(b) In the selection of employees for reduction in force, the following guidelines should be considered:

(1) ~~Emergency, t~~Temporary, and probationary employees should be laid off first.

(2) ~~Permanent~~Regular employees should be the last to be laid off and based on the following factors: longetivity, previous performance evaluations and disciplinary actions. ~~, when possible, in inverse order of their length of service.~~

(c) Before any reduction in force, Syracuse City should determine whether it is subject to the requirements of the Worker Adjustment and Retraining Notification Act, 29 U.S.C. 2101, *et seq*., as amended, and shall comply with any applicable requirements.

(d) Syracuse City should explain to any employee terminated through reduction in force the employee's options (such as COBRA and Retirement Plan Options).

(e) Written reduction in force notices should be provided to employees terminated through reduction in force procedures. Such notice should contain a statement that separation from employment is based on reduction in force and the effective date of the reduction in force termination.

23.060. Retirement Procedures.

Employees who desire to retire from employment with the City should notify the City as soon as possible but no later than two (2) months~~ three (3) months~~ in advance of his or her final work day~~ in order to provide sufficient time to review and plan for retirement benefits, applications and options~~. Such notice should be in writing~~ and provided~~ to ~~the Human Resources Director and~~ the employee's ~~d~~Department ~~h~~Head or Supervisor. Employees must comply with the notice requirements set forth herein to be eligible for rehire. A Notice of Voluntary Resignation Form shall be filled out by the employee and submitted to the Human Resource Specialist prior to final voluntary termination. In addition, employees eligible for retirement benefits through Utah Retirement Systems (URS) shall work directly with URS to work out the details of such retirement and benefits. ~~The City should communicate the status of each employee's retirement benefits upon receipt of a notice of retirement. Upon request for retirement benefits, the Human Resources Director should notify the Retirement Plan Administrator of the City's retirement program and the appropriate State and federal regulatory agencies. The Human Resources Director should explain to the retiring employee what the employee's options are (such as COBRA and Retirement Plan Options). All retiring employees shall sign a release or declaration statement stating that he or she is electing retirement voluntarily of his or her own free will.~~

23.070. Final Pay~~checks~~.

Upon termination of employment with the City, the City will arrange for distribution of any pay~~checks~~ which may be due the employee, including pay for any hours worked but not paid, pay for unused, accrued vacation leave (if applicable), pay for any unused, accrued compensation time off (if applicable), and pay for unused, accrued sick leave (if applicable). Final pay~~checks~~ shall be distributed on the regularly scheduled pay day following the termination.~~in accordance with applicable provisions of Utah State law.~~

23.080. Return of City Property.

Terminating employees shall return any and all keys, supplies or equipment, which are the property of Syracuse City to ~~the City~~ the Department Head or his or her designee at termination. Failure to return City-issued keys, supplies and/or equipment upon termination will be considered theft and may be subject to prosecution. Uniforms shall be retired according to the policy established by the department.

23.090. Exit Interview.

In order to provide appropriate feedback to the City and conclusion of employment for the employee, terminating employees should complete an Exit Interview with the Human Resources Specialist~~Director~~. When conducted, an Exit Interview Form should be signed by the employee and the Human Resources Specialist~~Director~~.

23.100 COBRA Coverage.

Any terminated employee shall be notified of his or her rights to continued insurance coverage and other protections and requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") in accordance with applicable Federal regulations.

APPENDIX A:
Policy Manual Acknowledgement of Receipt

Syracuse City Corporation
PERSONNEL POLICY AND PROCEDURES MANUAL
ACKNOWLEDGEMENT OF RECEIPT

I, the undersigned employee of Syracuse City Corporation, hereby acknowledge that Syracuse City has made a copy of the Personnel Policy and Procedures manual electronically available to me and that I have received instructions on how to access it.

I further acknowledge that I may request a paper copy of the manual if I am unable to access the manual electronically.

By signing below, I agree to familiarize myself with and abide by the policies and procedures outlined in the manual. Further, I understand that this agreement does not create an obligation or contract of employment between Syracuse City and myself.

I understand that reading this manual constitutes one of my job duties and that I am required to perform my duties in accordance with the policies contained in this manual and any updates, additional rules, regulations, policies or procedures which may be imposed by the City or the department in which I work, whether or not I read this manual. I understand that my failure to read this manual, as required, does not excuse me from being covered by or complying with its provisions.

I understand that if I have any questions about the provisions contained in this manual, I should direct them to the City Manager.

I understand that this manual serves only as a guide and that Syracuse City reserves the right to change any of its policies and/or procedures at any time for any reason.

Name (printed): _____

Signature: _____ Date: _____

APPENDIX B:
Recruitment and Retention Policy

RECRUITMENT & RETENTION POLICY

PURPOSE

The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens. This policy shall also set forth direction on how the City will best develop the skills and capabilities of its workforce.

It is essential that Syracuse City (City) recruits and retains the best talent possible in order to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

COMPONENTS OF THE POLICY

Leadership & Responsibility

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council. The City Manager will be tasked to propose programs and policies that align with the purpose of this policy.

Employee Compensation Plan

Benchmarks: The City Manager will propose, and the City Council will have final approval of a list of cities that will constitute the benchmark for comparison of employee compensation. The benchmark cities will include those cities that Syracuse City reasonably competes with for employees. The benchmarks will be adjusted at least every 3 years.

Salary & Wage Scales: The salary & wage scales will be set so that the minimum, mid-range, and maximum for each position will fall within the 60th to 70th percentile of the benchmark cities.

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APPENDIX B (continued):
Recruitment and Retention Policy

Other Benefits: Other benefits, such as medical/dental/vision, retirement, and paid time off, will be provided at a level that reasonably competes with the benchmark cities. The City Manager will propose, and the City Council will have final approval of the benefit package to be offered.

Career Progression: The programs and policies proposed by the City Manager shall be designed to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will propose a system that provides a path for employees to progress through the salary and wage scale for each position. Once approved by the City Council, such system will be incorporated into the Personnel Policy and Procedures Manual. In order to support career progression, the City Council will adopt a 3 to 5 year compensation plan that outlines a percentage of funds that will be set aside for the purposes of retention bonuses, merit increases, and/or other benefit provisions. Prior to the last year of that compensation plan timeframe, the City Manager will propose, and the City Council will have final approval on the compensation plan that will cover the next 3 to 5 years.

Performance Standards

Position-Specific Standards: For each position in the City organization, a set of performance standards and eligibility criteria will be outlined. These performance standards and eligibility criteria will be the basis for an employee to qualify for a bonus or merit increase.

Annual Evaluation System: An annual evaluation system that supports the purpose of this policy will be implemented. Such evaluation system will be designed to reward top performers, encourage average performers to improve, and require under-performers to improve.

Service Level Measurement: The City Manager will create a series of service level measures, which will serve as indicators on the performance of the entire organization. The City Manager will periodically report these measures to the Mayor and City Council.

IMPLEMENTATION

It is anticipated that the overall Recruitment & Retention Policy will be formally adopted along with the 2014/2015 Budget. Specific components of the policy will also be in place at that time, with other components to be implemented shortly thereafter, following more discussion with the Mayor and City Council. Full implementation of the policy is expected to be completed before the posting of the 2015/2016 Draft Budget.

APPENDIX C:
Volunteer Service Agreement

Syracuse City Corporation
VOLUNTEER SERVICE AGREEMENT

Volunteer Information

Name: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Address: _____

Social Security Number: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Phone Number(s): _____

Volunteer Assignment Information

Project Type (check one box):

- ☐ Court Ordered Community Service
- ☐ Eagle Scout or Other Boy Scout Community Service
- ☐ Church Group
- ☐ Ongoing Community / Volunteer Service
- ☐ Other Community / Volunteer Service

Department Working In: _____

City Staff Member Overseeing Service: _____

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APPENDIX C (continued):
Volunteer Service Agreement

Description of Service to be performed: _____

_____

Anticipated Dates of Service:

Start: _____

End: _____

Volunteer Acknowledgement and Agreement

1. I acknowledge that I am volunteering solely for personal purposes or benefit without promise or expectation of compensation, benefits, or future employment from Syracuse City beyond any specified reimbursement agreements.
2. I agree to familiarize myself with, and abide by, Syracuse City's policies and procedures regarding conduct, confidentiality, safety, and related policies and procedures. I understand that I may be subject to the same pre-employment screening and background checks as paid employees performing similar duties.
3. I agree to follow the supervision and direction of any personnel, employee, or other volunteer to whom I have been assigned to perform services. I also agree to participate in any training required by Syracuse City in order to perform volunteer services.
4. I understand and agree to follow the guidelines set forth for volunteers that are under the age of 16 years of age. Volunteers that are 14 or 15 years of age may not volunteer for more than 3 hours on a school day and may not volunteer later than 7:00PM from September 1st to June 1st each year and may not volunteer later than 9:00PM from June 2nd to August 31st each year. Volunteers that are 16 years of age or older do not have any restricted hours.
5. If my duties include driving on City business, I acknowledge that I must possess a valid driver's license and that I may be subject to a Department of Motor Vehicle (DMV) driver's license background investigation.
6. I acknowledge that the City provides limited accidental liability coverage to volunteers, but that no other City-sponsored medical, retirement, or insurance apply to my associate with Syracuse City as a volunteer.
7. I acknowledge that Syracuse City may end my volunteer services with the City at any time and for any reason.

By signing below, I attest that I am freely volunteering my time and services to Syracuse City. I also attest that I have read and agree to abide by the acknowledgements and agreements listed above.

Volunteer: _____ Date: _____

If you are under 18, a parent or guardian must also sign this form

Parent/Guardian: _____ Date: _____

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APPENDIX C (continued):
Volunteer Service Agreement

Approval Signatures:

Supervisor: _____ Date: _____

City Manager: _____ Date: _____

To Be Completed By Volunteer Supervisor Upon Completion of Volunteer Service

Actual Dates of Services:

Start Date: _____

End Date: _____

Total Time Donated: _____

Eligible for Future Volunteer Services? ☐ Yes ☐ No

If "NO", please specify why: _____

_____

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APPENDIX D:
Compensation Plan

SYRACUSE CITY

FY 2015 – FY 2019 CITY COMPENSATION PLAN

PURPOSE

The purpose of this plan is to set forth the City's plan for employee compensation in order to accomplish the objectives of the City's Recruitment and Retention Policy.

AUTHORITY

Section 5.020 of the City Personnel Policies & Procedures Manual states that the City Council will adopt and maintain a compensation plan, which outlines standards and guidelines for salary & wage administration, pay grade schedules, and comparison/benchmarking strategies.

TERM

The term of this plan includes fiscal years 2015 through 2019. The compensation rates and future funding amounts set forth from this plan are set forth by the City Council. It is the intent of the City Council to provide the funding necessary to carry out the compensation plan. The City Council retains the ability to unilaterally adjust compensation rates and funding amounts from year to year, based on economic conditions and budget availability.

SALARY AND WAGE SCALES

As indicated in the Recruitment and Retention Policy, the City desires to recruit and retain the best employees possible. The City has benchmarked comparable salary and wages within the labor market and has set the scales for the minimum, mid-point, and maximum to be within the 60th to 70th percentile of the benchmark cities. Wage scales will be compared with the benchmark cities at least every 3 years.

BENEFITS

As indicated in the Recruitment and Retention Policy, the City desires to offer employee benefits that are competitive with the benchmark cities, as a means to recruit and retain the

APPENDIX D (continued): Compensation Plan

best employees possible. The benefits offered are governed by Chapter 7 of the Personnel Polices & Procedures Manual. The City's benefit package will be reviewed annually and approved by the City Council through the annual budget process.

EMPLOYEE EVALUATION SYSTEM

As indicated in the Recruitment and Retention Policy, each employee will be evaluated on their performance, based on their job duties. The evaluation system will categorize employees' performance in five different levels:

	Score
Consistently Exceeds Expectations	4.5 -5
Exceeds Expectations	4 - 4.5
Meets Expectations	3-4
Needs Improvement	2-3
Seriously Deficient (risk of termination)	0-2

The eligibility of any bonus or raise is contingent upon a "Meets Expectation" or better, with those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories receiving greater amounts, respectively.

RETENTION BONUS & MERIT INCREASE

Syracuse City has adopted a "pay for performance" ethic, and therefore does not use programmed step increases or cost of living increases based on time of service alone. The City will provide retention bonuses and merit increases based on employee performance, for the purpose of retaining excellent employees and incentivizing average employees to become better.

Retention Bonus

In order for an employee to receive a retention bonus, they must receive a "Meets Expectation" or better on their annual evaluation. The actual amount of the retention bonus will be determined by the limits outlined in the Personnel Policies and Procedures Manual and the budgeted amount for each year. Those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories will receive greater amounts, respectively. Employees with less than one year, but at least 6 months of service with the city are eligible for a prorated retention bonus.

Merit Increase

An employee is eligible for a merit increase after receiving two (2) annual evaluations in a row of "Meets Expectations" or better. The merit increase will be effective on July 1st following the second annual evaluation. For the years that an employee receives a merit increase, he/she will not be eligible for a retention bonus. Employees who are at or exceed the maximum rate of their pay scale are only eligible for merit increase according to Section 5.06 of the Personnel Policies & Procedures manual.

APPENDIX D (continued): Compensation Plan

Planned Budget for Retention Bonus & Meritorious Increases

Year	Amount of Payroll	Purpose
FY 2015	2%	Merits
FY 2016	2.75%	Ret Bonus
FY 2017	2.75%	Ret Bonus/Merits
FY 2018	2.75%	Ret Bonus/Merits
FY 2019	2.75%	Ret Bonus/Merits

PROMOTIONS AND ADVANCEMENTS

Promotions:

Promotions include an upward movement in position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, or a 7.5% increase, whichever is greater.

Advancements:

Advancement includes movement to a higher position due to improved skill, knowledge, or capability, but does not significantly increase the employee's responsibilities and/or supervisory duties. An employee who advances to a higher position will receive an increase to the minimum wage of the entering pay scale, or a 3.5%, whichever is greater. The wage increase becomes effective immediately, pending budget constraints, or at a minimum on July 1st following the advancement. The employee is still eligible for a retention bonus or merit increase.

OTHER COMPENSATION ITEMS

All other items related to compensation are governed by the Personnel Policies & Procedures Manual.

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APPENDIX E:
Employee Rights & Responsibilities

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

U.S. Wage and Hour Division

WHD Publication 1420 Revised January 2009

APPENDIX F:
FMLA Notice of Eligibility and Rights & Responsibilities

Notice of Eligibility and Rights & Responsibilities
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A – NOTICE OF ELIGIBILITY]

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____ _____

On _____, you informed us that you needed leave beginning on _____ for:

____ The birth of a child, or placement of a child with you for adoption or foster care;

____ Your own serious health condition;

____ Because you are needed to care for your ____ spouse; ____child; _____ parent due to his/her serious health condition.

____ Because of a qualifying exigency arising out of the fact that your ____ spouse; ____son or daughter; _____ parent is on covered active duty or call to covered active duty status with the Armed Forces.

____ Because you are the ____ spouse; ____son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

____ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)

____ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):

- ____ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately ___ months towards this requirement.
- ____ You have not met the FMLA's hours of service requirement.
- ____ You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact _____ or view the FMLA poster located in _____.

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

____ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request ___is/___ **is not** enclosed.

____ Sufficient documentation to establish the required relationship between you and your family member.

____ Other information needed (such as documentation for military family leave): _____

_____

_____

____ No additional information requested

Page 1 CONTINUED ON NEXT PAGE Form WH-381 Revised February 2013

APPENDIX F (continued):
FMLA Notice of Eligibility and Rights & Responsibilities

If your leave does qualify as FMLA leave you will have the following **responsibilities** while on FMLA leave (only checked blanks apply):

____ Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

____ You will be required to use your available paid _____ **sick**, _____ **vacation**, and/or _____ **other leave** during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

____ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We ___**have**/___ **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

____ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following **rights** while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
  - ____ the calendar year (January – December).
  - ____ a fixed leave year based on _____.
  - ____ the 12-month period measured forward from the date of your first FMLA leave usage.
  - ____ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have ____ **sick**, ____**vacation**, and/or ____ **other leave** run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

  ____For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at: _____.

  ____Applicable conditions for use of paid leave:_____

Once we obtain the information from you as specified above, we will infor[illegible]rs, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you ha[illegible]t hesitate to contact:

applicable conditions

_____at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

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Appendix G:
Designation Notice

Designation Notice
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: _____

Date: _____

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided.
We received your most recent information on _____ and decided:

____ **Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

____ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

____ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

____ We are requiring you to substitute or use paid leave during your FMLA leave.

____ You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ___ is ___ **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

____ **Additional information is needed to determine if your FMLA leave request can be approved:**

____ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not
(Provide at least seven calendar days)
practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

_____
(Specify information needed to make the certification complete and sufficient)

_____

____ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

____ Your FMLA Leave request is Not Approved.
____ The FMLA does not apply to your leave request.
____ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Form WH-382 January 2009

APPENDIX H:
FMLA Certification Form – Employees Own Serious Health Condition

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: ____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

Page 1 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission:

   _____

   Date(s) you treated the patient for condition:

   _____

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ___ No ___ Yes.

   If so, identify the job functions the employee is unable to perform:

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____
   _____
   _____
   _____
   _____
   _____
   _____

Page 2 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

   If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

   If so, are the treatments or the reduced number of hours of work medically necessary?
   ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Estimate the part-time or reduced work schedule the employee needs, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

   Is it medically necessary for the employee to be absent from work during the flare-ups?
   ____ No ____Yes. If so, explain:

   _____

   _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

Page 3 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

Page 4 Form WH-380-E Revised January 2009

APPENDIX I:
FMLA Certification Form – Family Member's Serious Health Condition

Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____ _____
Employee Signature Date

Page 1 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission: _____

   Date(s) you treated the patient for condition: _____

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___Yes

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

Page 2 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ___No ___Yes.

   Estimate the beginning and ending dates for the period of incapacity: _____

   During this time, will the patient need care? __ No __ Yes.

   Explain the care needed by the patient and why such care is medically necessary: _____

5. Will the patient require follow-up treatments, including any time for recovery? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? __ No __ Yes.

   Estimate the hours the patient needs care on an intermittent basis, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

Page 3 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ____No ____Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ____ No ____ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____ _____
Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

Page 4 Form WH-380-F Revised January 2009

APPENDIX J:
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

Certification of Qualifying Exigency
For Military Family Leave
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 CFR 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of military member on covered active duty or call to covered active duty status:

_____
First Middle Last

Relationship of military member to you: _____

Period of military member's covered active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. Please check one of the following and attach the indicated document to support that the military member is on covered active duty or call to covered active duty status.

- ☐ A copy of the military member's covered active duty orders is attached.
- ☐ Other documentation from the military certifying that the military member is on covered active duty (or has been notified of an impending call to covered active duty) is attached.
- ☐ I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

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APPENDIX J (continued):
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

   Yes ☐ No ☐ None Available ☐

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

   Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?

   Yes☐ No☐

   If so, estimate the beginning and ending dates for the period of absence:

3. Will you need to be absent from work periodically to address this qualifying exigency? Yes☐ No☐

   Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

   Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

   Frequency: _____ times per _____ week(s) _____ month(s)

   Duration: _____ hours ___ day(s) per event.

Page 2 CONTINUED ON NEXT PAGE WH-384 Revised February 2013

APPENDIX J (continued):
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

_____

_____

_____

_____

_____

_____

_____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee _____ Date _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. T he Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.**

Page 3 WH-384 Revised February 2013

APPENDIX K:
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

Certification for Serious Injury or Illness of a Current Servicemember - -for Military Family Leave (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Notice to the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a current servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave

INSTRUCTIONS to the EMPLOYEE or CURRENT SERVICEMEMBER: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the servicemember's condition for which the employee is seeking leave.

Page 1 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave:

(This section must be completed first before any of the below sections can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and Address of Employer (this is the employer of the employee requesting leave to care for the current servicemember):

_____

Name of Employee Requesting Leave to Care for the Current Servicemember:

_____
First Middle Last

Name of the Current Servicemember (for whom employee is requesting leave to care):

_____
First Middle Last

Relationship of Employee to the Current Servicemember:

Spouse ☐ Parent ☐ Son ☐ Daughter ☐ Next of Kin ☐

Part B: SERVICEMEMBER INFORMATION

(1) Is the Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves?
Yes ☐ No ☐

If yes, please provide the servicemember's military branch, rank and unit currently assigned to:

_____

Is the servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?
Yes ☐ No ☐

If yes, please provide the name of the medical treatment facility or unit:

_____

(2) Is the Servicemember on the Temporary Disability Retired List (TDRL)?
Yes ☐ No ☐

Part C: CARE TO BE PROVIDED TO THE SERVICEMEMBER

Describe the Care to Be Provided to the Current Servicemember and an Estimate of the Leave Needed to Provide the Care:

_____

_____

Page 2 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

SECTION II: For Completion by a United States Department of Defense ("DOD") Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator).

(Please ensure that Section I above has been completed before completing this section. Please be sure to sign the form on the last page.)

Part A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name and Business Address: _____

Type of Practice/Medical Specialty: _____

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider, or (5) a health care provider as defined in 29 CFR 825.125:

_____

Telephone: ( ) _____ Fax: ( ) _____ Email: _____

PART B: MEDICAL STATUS

(1) The current Servicemember's medical condition is classified as (Check One of the Appropriate Boxes):

☐ **(VSI) Very Seriously Ill/Injured –** Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

☐ **(SI) Seriously Ill/Injured –** Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

☐ **OTHER Ill/Injured –** a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

☐ **NONE OF THE ABOVE** (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.)

(2) Is the current Servicemember being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes☐ No☐

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

Page 3 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

(5) Is the servicemember undergoing medical treatment, recuperation, or therapy for this condition? Yes☐ No☐

If yes, please describe medical treatment, recuperation or therapy:

_____

PART C: SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER

(1) Will the servicemember need care for a single continuous period of time, including any time for treatment and recovery? Yes☐ No☐

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the servicemember require periodic follow-up treatment appointments? Yes☐ No☐

If yes, estimate the treatment schedule: _____

(3) Is there a medical necessity for the servicemember to have periodic care for these follow-up treatment appointments? Yes☐ No☐

(4) Is there a medical necessity for the servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?
Yes☐ No☐

If yes, please estimate the frequency and duration of the periodic care:

_____

_____

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE PATIENT.**

Page 4 Form WH-385 Revised February 2013

APPENDIX L:
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Notice to the EMPLOYER

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For completion by the EMPLOYEE and/or the VETERAN for whom the employee is requesting leave

INSTRUCTIONS to the EMPLOYEE and/or VETERAN: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

(This section must be completed before Section II can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and address of employer (this is the employer of the employee requesting leave to care for a veteran):

Name of employee requesting leave to care for a veteran:

First Middle Last

Name of veteran (for whom employee is requesting leave):

First Middle Last

Relationship of employee to veteran:

Spouse☐ Parent☐ Son☐ Daughter☐ Next of Kin ☐ (please specify relationship):

Page 1 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Part B: VETERAN INFORMATION

(1) Date of the veteran's discharge:

(2) Was the veteran **dishonorably** discharged or released from the Armed Forces (including the National Guard or Reserves)? Yes ☐ No ☐

(3) Please provide the veteran's military branch, rank and unit at the time of discharge:

(4) Is the veteran receiving medical treatment, recuperation, or therapy for an injury or illness?
Yes ☐ No ☐

Part C: CARE TO BE PROVIDED TO THE VETERAN

Describe the care to be provided to the veteran and an estimate of the leave needed to provide the care:

Page 2 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

SECTION II: For completion by: (1) a United States Department of Defense ("DOD") health care provider; (2) a United States Department of Veterans Affairs ("VA") health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider; or (5) a health care provider as defined in 29 CFR 825.125.

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee named in Section I has requested leave under the military caregiver leave provision of the FMLA to care for a family member who is a veteran. For purposes of FMLA military caregiver leave, a serious injury or illness means an injury or illness incurred by the servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the servicemember became a veteran, and is:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

A complete and sufficient certification to support a request for FMLA military caregiver leave due to a covered veteran's serious injury or illness includes written documentation confirming that the veteran's injury or illness was incurred in the line of duty on active duty or existed before the beginning of the veteran's active duty and was aggravated by service in the line of duty on active duty, and that the veteran is undergoing treatment, recuperation, or therapy for such injury or illness by a health care provider listed above. Answer fully and completely all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA military caregiver leave coverage. Limit your responses to the veteran's condition for which the employee is seeking leave.

(Please ensure that Section I has been completed before completing this section. Please be sure to sign the form on the last page and return this form to the employee requesting leave (See Section I, Part A above). **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**)

Part A: HEALTH CARE PROVIDER INFORMATION

Health care provider's name and business address:

_____

Telephone: ( ) _____ Fax: ( ) _____ Email: _____

Type of Practice/Medical Specialty: _____

Please indicate if you are:

☐ a DOD health care provider

☐ a VA health care provider

☐ a DOD TRICARE network authorized private health care provider

☐ a DOD non-network TRICARE authorized private health care provider

☐ other health care provider

Page 3 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

PART B: MEDICAL STATUS

Note: If you are unable to make certain of the military-related determinations contained in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as, DOD Recovery Care Coordinator) or an authorized VA representative.

(1) The Veteran's medical condition is:

☐ A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating.

☐ A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave.

☐ A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment.

☐ An injury, including a psychological injury, on the basis of which the covered veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

☐ None of the above.

(2) Is the veteran being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes☐ No☐

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the veteran undergoing medical treatment, recuperation, or therapy for this condition? Yes☐ No☐

If yes, please describe medical treatment, recuperation or therapy:

_____

PART C: VETERAN'S NEED FOR CARE BY FAMILY MEMBER

"Need for care" encompasses both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the veteran is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the veteran who is receiving inpatient or home care.

(1) Will the veteran need care for a single continuous period of time, including any time for treatment and recovery? Yes☐ No☐

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the veteran require periodic follow-up treatment appointments? Yes☐ No☐

If yes, estimate the treatment schedule: _____

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APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

(3) Is there a medical necessity for the veteran to have periodic care for these follow-up treatment appointments?
Yes☐ No☐

(4) Is there a medical necessity for the veteran to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)? Yes☐ No☐

If yes, please estimate the frequency and duration of the periodic care:

_____

_____

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYEE REQUESTING LEAVE (As shown in Section I, Part "A" above).**

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APPENDIX M:
Notice of Secondary Employment

Syracuse City Corporation
Human Resources Department
Form HR-109
Updated January 1, 2013

SYRACUSE EST. CITY 1935

Syracuse City Corporation
NOTICE OF SECONDARY EMPLOYMENT

Date Request Submitted: _____

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Secondary Employment Information

Employers Name: _____

Employers Address: _____

Employers Type of Business: _____

General Description of Job Duties: _____

_____

_____

In general, what hours would you be working (i.e., 8 am to 5 pm)? _____

On average, how many hours per week will you work for the secondary employer? _____

I hereby request approval to engage in secondary (outside) employment as described above.

Employee Signature: _____ Date: _____

Approval Details

☐ Approved

☐ Unapproved (please explain): _____

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

HR Director Signature: _____ Date: _____

City Administrator Signature: _____ Date: _____

APPENDIX N:
Injury/Incident Report Form

Syracuse City Accident / Injury / Incident Report Form

Please print clearly & check the correct box (witness/supervisor fill in all information you have knowledge of)

Status:	☐ Person Involved	☐ Witness	☐ Supervisor	☐ Other _____
Outcome:	☐ Vehicle Accident	☐ Injury/Illness	☐ Near Miss	☐ Other Incident

1. DETAILS OF PERSON INVOLVED

Name: _____ Phone: _____

Address: _____ Date of birth: _____

_____

Department: _____ Position: _____

Supervisor: _____ Work start time on day of incident: _____am/pm

2. DETAILS OF VEHICLE / PROPERTY (if applicable)

Year/Make/Model/Color or Description of Property: _____

VIN/Serial Number: _____

Other Information: _____

_____

3. DETAILS OF INCIDENT

Date of Incident: _____ Time of Incident: _____am/pm

Date Reported: _____ Reported to: _____

Exact Location: _____

Describe how the incident occurred and what you were doing at the time: _____

_____

_____

_____

_____

How could the incident have been prevented?: _____

_____

_____

_____

Were any safeguards or PPE being used? Which ones?: _____

4. DETAILS OF INJURY (if applicable)

Nature of injury (eg. burn, cut, sprain): _____

Cause of injury (eg. fall, hit with falling hammer): _____

Location of body (eg. lower back, left forearm): _____

APPENDIX N (continued):
Injury/Incident Report Form

Syracuse City Accident / Injury / Incident Report Form

5. DETAILS OF WITNESSES

Name: _____ Phone: _____

Name: _____ Phone: _____

6. TREATMENT ADMINISTERED (if applicable)

Doctor's name: _____

Treatment: _____

6. SIGNATURE

Employee's Signature: _____ Date: _____

APPENDIX O:
Injury/Incident Checklist

Post-Accident/Incident Checklist

1. ☐ Notify Supervisor/Dept. Head
2. ☐ Notify HR Specialist
3. ☐ Take employee to get medical care as instructed above
4. ☐ Have WorkMed do drug and alcohol screening (call after-hours phone 801-387-8378, if needed)
5. ☐ Employee, Witnesses & Supervisor fills out Injury/Incident Report form and gives to HR Specialist ASAP
6. ☐ Gives pictures or any other information pertinent to injury/incident to HR Specialist ASAP.
7. ☐ Gives a copy of the Return to Work or Restricted Duty instructions from the doctor to the HR Specialist ASAP.

APPENDIX P:
Bomb Threat Checklist

Syracuse City Corporation
Human Resources Department
Form HR-113
Updated March 18, 2015

Syracuse City Corporation
BOMB THREAT CHECKLIST

If you receive a bomb threat, please record as much information about the threat, call, and caller as possible, including the following:

1. Was the threat received through the news media, a law enforcement agency, through a telephone call, or via some other method of communication?
   - ☐ News Media
   - ☐ Law Enforcement Agency
   - ☐ Telephone Calls
   - ☐ Other Method of Communication: _____
2. What time was the threat received? _____
3. Was the person making the threat an adult?
   - ☐ Yes
   - ☐ No
   - ☐ Unable to Determine
4. Was the person making the threat male or female?
   - ☐ Male
   - ☐ Female
   - ☐ Unable to Determine
5. Was a specific time given for the explosion?
   - ☐ Yes: _____
   - ☐ No
6. Was a specific location given for the bomb?
   - ☐ Yes: _____
   - ☐ No
7. Was a warning given to evacuate?
   - ☐ Yes
   - ☐ No
8. Did the caller provide a cause or justification for the bombing?
   - ☐ Yes: _____
   - ☐ No
9. Do you remember any other details about the threat, the call, or the caller? _____

   _____

   _____

APPENDIX Q:
Tuition Aid Application

Syracuse City Corporation
Human Resources Department
Form HR-114
Updated March 18, 2015

Syracuse City Corporation
TUITION AID REQUEST

Date Request Submitted: _____

Tuition Aid Policy Information

Syracuse City offers tuition aid to full-time, non-probationary employees who wish to continue their education. Tuition aid requests must be for courses of study that are related to the employee's position with the City and approval of tuition aid requests is subject to the availability of funds. Tuition aid request must be submitted for approval prior to the start date of the course(s) for which the employee is requesting tuition aid. Approved tuition aid requests will be paid to the requesting employee as provided in section 16.060 (c) of the Syracuse City Personnel Policies and Procedures Manual. Employees who receive tuition aid will be required to return any aid received if they terminate their employment with Syracuse City within one year after receipt of said tuition aid.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Date of Hire: _____ Supervisor: _____

Course Information

Educational Institution: _____

Course Number(s): _____

Course Description(s): _____

_____

_____

Estimated Tuition Expense*: _____

* Please attach a copy of any related receipts.

I hereby request approval for tuition aid as described above.

Employee Signature: _____ Date: _____

Approval Details

☐ Approved (please give the amount of aid approved): _____

☐ Unapproved (please explain): _____

_____

1

APPENDIX Q (continued):
Tuition Aid Application

Syracuse City Corporation
Human Resources Department
Form HR-114
Updated March 18, 2015

Approval Signatures

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

Tuition Aid Payment Information (to be completed upon employee's completion of course(s))

1. Were the courses for which tuition aid was requested completed with a "C" grade or better? (a copy of the employee's transcript much be attached)

   ☐ Yes (eligible for tuition aid payment)

   ☐ Some (if more than one course taken; please specify which were completed): _____

   _____

   ☐ No (not eligible for tuition aid payment)

2. If "Yes" above, please indicate which course(s) were completed with a "C" grade or better, the grade received in each course, and the related percentage of aid that the employee is eligible for for each course (refer to section 16.060 (c) for reimbursement percentage):

   _____

   _____

   _____

3. Please forward this completed form to the HR department for reimbursement.

FOR HR USE ONLY

1. Has the employee received any other tuition aid during the current fiscal year?

   ☐ Yes – How much? $ _____

   ☐ No

2. Total amount of reimbursement for which the employee is eligible in the current fiscal year: $ _____
3. Total amount of reimbursement for which the employee is eligible on this request: $ _____
4. Total amount of reimbursement to be provided to the employee: $ _____
5. Date the reimbursement was paid out to the employee: _____
6. Reimbursement processed by: _____

2

APPENDIX R:
Credit Card Agreement

Credit Card Acceptance Agreement

SYRACUSE CITY CREDIT CARD USER AGREEMENT

I, the undersigned, agree to accept responsibility for the Zion's Bank credit card issued to me by Syracuse City. I agree to use it in conformance with the terms and conditions set forth herein and applicable City Personnel Policies and Procedures. I understand and agree to use this card only for approved City business.

I understand and agree that I am responsible for any credit card charges made by me against the City account and I am also responsible to report these charges fully on an approved expense reconciliation form. In the event that I should fail to make a proper and timely accounting for such charges, I agree that the City may, at its sole discretion, withhold from all or any part of my salary an amount equal to the total amount of the card charges not accounted for and approved. Any use in violation of City policy is grounds for disciplinary action, which may include termination.

I also understand that the following purchases are prohibited and that I will be held personally liable for any of the following charges:

(1) Purchase of items for personal use or consumption.
(2) Purchases in violation of the City Purchasing Policy.
(3) Alcohol
(4) Utah State Tax, except on lodging charges
(5) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
(6) Splitting a purchase to remain under purchasing policy limits.

I also agree that I shall relinquish my card back to the County upon request and/or termination of my employment for any reason.

Dept: Card #: Name:

Sign: _____Date:_____

Page 1 of 2

Section 1000 – Credit Card
Version: March 20, 2012

APPENDIX S:
Missing Receipt Form

Missing Receipt Form

Department	
Cardholder/Employee Name	
Expense Acct #	
Travel # (When Applicable)	

Merchant Name	
Date	
Why Receipt is Missing	

Item Description	Quantity	$/Unit	Total
Total			$

Employee Signature Supervisor Signature

APPENDIX T:
Emergency Preparedness Cash Out Form

Syracuse City Corporation
Human Resources Department
Form HR-106
Updated March 18, 2015

SYRACUSE
EST. CITY 1935

Syracuse City Corporation
EMERGENCY PREPAREDNESS CASH OUT FORM

Date Submitted: _____

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Request Details

☐ Cash Out Sick Leave
Dollar Amount Requesting: _____

☐ Cash Out Vacation Leave
Dollar Amount Requesting: _____

Items Purchased: _____

_____

_____

Employee Signature: _____

Approval Signatures:

City Manager: _____

Department Head: _____

Finance Director: _____

Human Resources: _____

For HR Purposes Only:

Hourly Rate of Pay: _____

Number of Sick Leave Hours being Cashed Out: _____

Number of Vacation Leave Hours being Cashed Out: _____

1

APPENDIX U:
Employee Grievance Form

Syracuse City Corporation
Human Resources Department
Form HR-117
Updated March 18, 2015

SYRACUSE EST. CITY 1935

Syracuse City Corporation
FORMAL EMPLOYEE GRIEVANCE FORM

Date Completed: _____

Grievance Policy Information

It is the purpose of the Syracuse City grievance procedure (established in Chapter 21 of the City's Personnel Policy and Procedures Manual) to establish a method whereby employee grievances can be fairly and effectively resolved. The filing of a good-faith grievance will in no way prejudice the status of the employee. It is the goal of the City's grievance policy to address employee grievances at the lowest administrative level possible.

Grievance Form Instructions

Please complete all sections of this form completely and with as much detail as possible. The form should be completed and submitted to your supervisor (or other party in accordance with the City's grievance policy) within 10 days of the event giving rise to the grievance or within 10 days of acquiring knowledge of the event giving rise to the grievance.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Grievance Details

Statement of Grievance (please attach additional sheets if necessary): _____

_____

_____

_____

_____

Background Information (please attach additional sheets if necessary): _____

_____

_____

_____

_____

_____

APPENDIX U (continued):
Employee Grievance Form

Syracuse City Corporation
Human Resources Department
Form HR-117
Updated March 18, 2015

Grievance Details (continued)

Requested Resolution: _____

_____

_____

_____

_____

I hereby request attest that the information contained in this grievance is true and accurate to the best of my knowledge.

Employee Signature: _____ Date: _____

Grievance Acknowledgement(s)

First Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

Second Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

Third Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

APPENDIX V:
Administrative Leave Form

Syracuse City Corporation
Human Resources Department
Form HR-106
Updated March 18, 2015

I

Syracuse City Corporation
ADMINISTRATIVE LEAVE FORM

_____

Date Submitted: _____

Employee Information

Name: _____

Department: _____ Job Title: _____

Request Details

☐ Paid
Dates anticipated: _____

☐ Unpaid
Dates anticipate: _____

Approval Signatures:

City Manager: _____

Department Head: _____

Human Resources: _____

1

APPENDIX W:
Disciplinary Action Form

Syracuse City Corporation
Human Resources Department
Form HR-118
Updated January 1, 2008

SYRACUSE CITY EST. 1935

Syracuse City Corporation
DISCIPLINARY ACTION FORM

Date Completed: _____

Disciplinary Action Form Instructions

This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the Syracuse City Disciplinary Action policy. When completed, it serves as a written record of disciplinary action conducted with an employee pertaining to violation of City rules and/or failure to meet necessary performance standards.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Type of Disciplinary Action Being Issued (check the appropriate box):

☐ Verbal Warning

☐ Written Reprimand

☐ Suspension
Effective Date:
☐ With Pay
☐ Without Pay

☐ Probation
Effective Date:
Length of Probation:

☐ Demotion
Effective Date:

☐ Termination
Effective Date:

Violation/Incident Details

Date and Time of Violation/Incident:

Violation/Incident Details:

Have There Been Similar Violations/Incidents? ☐ Yes ☐ No

*If yes, list dates and details of previous violations/incidents and action taken:

Action to be Taken for Current Violation/Incident:

Consequences of Failure to Improve:

APPENDIX W (continued):
Disciplinary Action Form

Syracuse City Corporation
Human Resources Department
Form HR-118
Updated January 1, 2008

Signatures:

To the employee:
This written record of disciplinary action is being issued based on your violation of one or more City rules and/or your failure to meet the performance standards necessary for your current position. This report will remain in your personnel file. You are being provided a copy of this Disciplinary Action Form.

Your signature below indicates that you have seen the completed Disciplinary Action Form and that the contents have been reviewed with you. Your signature does not necessary indicate that you agree with the information contained above.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Human Resources Specialist: _____ Date: _____

APPENDIX X:
Voluntary Resignation Form

SYRACUSE CITY EST 1935

NOTICE OF VOLUNTARY RESIGNATION

Employee Name: _____

Date of Notice Given: _____

Last Day of Work: _____

Position Title: _____

Department: _____

Reason for Leaving: _____

_____

_____

_____

_____

Present Address: _____

_____ Phone #_____

*Should your address change, be sure to update your address with us to ensure timely receipt of your W-2 Statement and any other correspondence that may be mailed to you.

_____ _____
Employee Signature Date

SYRACUSE CITY
PERSONNEL POLICIES AND PROCEDURES

CHAPTER 12
DOT DRUG AND ALCOHOL TESTING POLICY

12.010. Purpose.
12.020. General Policy.
12.030. Applicability.
12.040. Definitions.
12.050. Prohibitions.
12.060. Zero Tolerance.
12.070. Voluntary Self-Identification Program.
12.080. Prescription and Over-the-Counter Drugs.
12.090. Testing Required.
12.100. Basis for Testing.
12.110. Pre-Employment Testing.
12.120. Post-Accident Testing.
12.130. Random Testing.
12.140. Reasonable Suspicion Testing.
12.150. Return-to-Duty Testing.
12.160. Follow-Up Testing.
12.170. Testing Procedures.
12.180. Results.
12.190. DOT Required Action.
12.200. Removal from Safety-Sensitive Functions.
12.210. Additional Action.
12.220. Records.
12.230. Confidentiality.
12.240. Notification of Conviction.
12.250. Americans with Disabilities Act (ADA).
12.260. Amendments.

12.010. Purpose.

The purpose of this policy is to provide guidelines for the implementation and management of a drug and alcohol testing program for City employees and prospective employees who are subject to the Commercial Drivers License (CDL) drug and alcohol testing requirements under the Federal Omnibus Transportation Employee Testing Act of 1991, as amended, and the Department of Transportation (DOT) Regulations promulgated thereunder. The provisions of this policy are intended and shall be interpreted in accordance with the Federal Omnibus Transportation Employee Testing Act of 1991, as amended, and the DOT Regulations as defined herein. This policy is not intended to create or alter any existing employment status or contract, written or verbal, between Syracuse City and its employees or prospective employees.

12.020. General Policy.

Alcohol or drug use can impair an employee's ability to safely and effectively perform the functions of the particular job, increase accidents, absenteeism, and sub-standard performance, create poor employee morale, and/or undermine public confidence in the City's work force. It is the policy of the

City to employ a work force and create a workplace free from the adverse effects of alcohol and drug use to ensure the safety, personal health, and productivity of its employees, as well as the health and safety of those with whom Syracuse City employees come in contact. In addition, Syracuse City is committed to reducing highway accidents that result from driver misuse of drugs and alcoholic substances, thereby reducing fatalities, injuries, and property damage. To accomplish this, Syracuse City has developed a "zero-tolerance" substance abuse policy for all current and prospective CDL employees as more particularly set forth in this policy. This policy shall be distributed to all CDL employees and made available for review by prospective CDL employees. Employees may refer any questions regarding this policy or the materials referred to herein to the Human Resources Specialist.

12.030. Applicability.

This policy applies to all employees in the service of Syracuse City for compensation, and prospective employees, who are required to hold and maintain a Commercial Drivers License as a condition of employment and/or who operate a commercial motor vehicle in commerce and who are subject to the Commercial Drivers License requirements of the Department of Transportation, including, but not limited to 49 CFR Part 383, as amended, referred to and defined herein as "CDL employees." All other employees shall comply with the Non-DOT Drug and Alcohol Policy set forth in Chapter 11, rather than the provisions set forth herein. All CDL employees shall be subject to the testing requirements of this policy and the Non-DOT Drug and Alcohol Policy subject to the following limitation. When the provisions of this policy are applicable to a certain situation, this policy shall be complied with and no other testing requirements may be imposed. However, when provisions of this policy do not apply to a situation which is otherwise covered by the Non-DOT Drug and Alcohol Policy, CDL employees shall be subject to testing under the Non-DOT Drug and Alcohol Policy. For instance, if a CDL employee is involved in an accident involving loss of life requiring testing under this policy, the employee would be subject to testing under this policy and not subject to testing under the Non-DOT Drug and Alcohol Testing Policy. However, if the employee is involved in an accident not requiring testing under this policy but requiring testing under the Non-DOT Drug and Alcohol Testing Policy, the CDL employee would be subject to testing under the Non-DOT Drug and Alcohol Testing Policy. In any case, if there is any conflict between this policy and any other policy or regulation of the City, the requirements of this policy shall control and no other testing requirements shall be imposed which would conflict or hinder compliance with this policy. In accordance with DOT Regulations, testing under Chapter 11 cannot be combined with testing required under this Chapter 12.

12.040. Definitions.

Words not otherwise defined but used in this policy or in the materials referenced herein are defined in 49 CFR § 386.2, 49 CFR § 390.5 and 49 CFR § 40.3, as amended. As used herein, the following words shall have the meanings set forth below:

(a) Actual Knowledge. "Actual Knowledge" means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in Section 12.070 regarding voluntary admission. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing as used herein.

(b) Alcohol. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

(c) Alcohol Concentration (or Content). "Alcohol Concentration" or "Alcohol Content" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

(d) Alcohol Use. "Alcohol Use" means the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

(e) CDL Employee. "CDL Employee" means any employee in the service of Syracuse City for compensation who is required to hold and maintain a Commercial Drivers License as s condition of employment and/or who is required as part of his or her job duties to operate a commercial motor vehicle in commerce and who is subject to the commercial driver's license requirements of 49 CFR Part 383, as amended.

(f) Commerce. "Commerce" means: (1) any trade, traffic, or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States; and (2) trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation as described in Subsection (1).

(g) Commercial Motor Vehicle. "Commercial Motor Vehicle" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

(1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating more than 10,000 pounds; or

(2) Has a gross vehicle weight rating of 26,001 pounds; or

(3) Is designed to transport 16 or more passengers, including the driver; or

(4) Is of any size and is used in the transportation of material found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC § 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

(h) Controlled Substances or Drugs. "Controlled Substances" or "Drugs" means those substances identified in 49 CFR 40.85, as amended, consisting of the following:

(1) Marijuana metabolites

(2) Cocaine metabolites

(3) Amphetamines

(4) Opiate metabolites

(5) Phencyclidine (PCP)

(i) Designated Employee Representative (DER). "Designated Employee Representative" or "DER" means an individual identified by Syracuse City as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of Syracuse City and cannot be a service agent. The City's DER is the Human Resources Specialist.

(j) DOT Regulations. "DOT Regulations" means the rules and regulations promulgated by the U.S. Department of Transportation for alcohol and controlled substance testing requirements for employees subject to the Commercial Driver's License requirements pursuant to the Omnibus Transportation Act of 1991, including, but not limited to §§ 49 C.F.R. 40 and 49 C.F.R. 382, as amended.

(k) Driver. "Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors. For the purposes of pre-employment/pre-duty testing only, the term *driver* includes a person applying to the City to drive a commercial motor vehicle.

(l) Medical Review Officer (MRO). "Medical Review Officer" or "MRO" means a licensed physician who is responsible for receiving and reviewing laboratory results generated by the City's drug testing program and evaluating medical explanations for certain drug test results.

(m) Prospective CDL Employee. "Prospective CDL Employee" means any person who has made a written or oral application to become an employee of Syracuse City in a position defined as a CDL employee.

(n) Refuse to Submit. "Refuse to Submit" means that a CDL employee:

(1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City, consistent with applicable DOT agency regulations, after being directed to do so by the City. This includes the failure of an employee to appear for a test when called by the TPA (see, 49 CFR 40.61(a));

(2) Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test as provided in the DOT Regulations(see, 49 CFR 40.63(c));

(3) Fails to provide a urine specimen for any drug test required by this Policy or the DOT Regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test (see, 49 CFR 40.63(c));

(4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see, 49 CFR 40.67(l) and 40.69(g));

(5) Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see, 49 CFR 40.193(d)(2));

(6) Fails or declines to take a second test the City, TPA or collector has directed the CDL employee to take;

(7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

(8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or

(9) Is reported by the MRO as having a verified adulterated or substituted test result.

(o) Safety-Sensitive Functions. "Safety-Sensitive Functions" means all time from the time a CDL employee begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions and includes any of those on-duty functions defined in 49 CFR 395.2. Safety-sensitive functions shall include all duties deemed safety-sensitive under the DOT Regulations, including, but not limited to, the following:

(1) All time at City facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the City;

(2) All time inspecting equipment as required by 49 CFR 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

(3) All time spent at the driving controls of a commercial motor vehicle in operation;

(4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);

(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

(6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(p) Stand-Down. "Stand-Down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, and adulterated test, or a substituted test, before the MRO has completed the verification of the test results. The City is prohibited from standing down an employee, except consistent with a waiver from the FMCSA.

(q) Third Party Administrator (TPA). "Third Party Administrator" or "TPA" means a service agent that provides or coordinates one or more drug and/or alcohol testing services to DOT-regulated employers. TPA's typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs.

12.050. Prohibitions.

The following conduct is prohibited under this policy in accordance with the prohibitions set forth in 49 CFR 382, Subpart B:

(a) Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.

(b) On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions. No employer having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

(c) Pre-Duty Use. No driver shall perform safety-sensitive functions within four hours after using alcohol. No employer having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

(d) Use Following an Accident. No driver required to take a post-accident alcohol test under this policy and in accordance with 49 CFR 382.303 shall use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.

(e) Refusal to Submit to Required Test. No driver shall refuse to submit to a post-accident alcohol or controlled substances test required under this policy and in accordance with 49 CFR 382.303, a random alcohol or controlled substances test required under this policy in accordance with 49 CFR 382.305, a reasonable suspicion alcohol or controlled substances test required under this policy in accordance with 49 CFR 382.307, or a follow-up alcohol or controlled substances test required under this policy or 49 CFR 382.311. No employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. Refusal to submit to a required test shall be deemed a violation of this policy and shall result in disciplinary action, up to and including termination.

(f) Controlled Substances Use. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function. The City may require a driver to inform the City of any therapeutic drug use as more particularly provided in this policy.

(g) Controlled Substances Testing. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No employer having actual knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.

12.060. Zero-Tolerance.

If it is determined that a CDL employee violates any term, condition or provision of this policy, that employee shall be subject to disciplinary action, up to and including termination. Any disciplinary action taken for violations of this policy shall comply with the disciplinary action procedures, as applicable, set forth in Chapter 22 of these Policies and Procedures.

12.070. Voluntary Self-Identification Program.

(a) Self-Identification Program. CDL employees of the City may voluntarily admit to alcohol misuse or controlled substances use ("admission") in accordance with the provisions of this Section setting forth the City's voluntary self-identification program. The provisions of this program are intended to comply with the provisions and requirements of 49 CFR 382.121, as amended. Voluntary admissions should be made to the employee's supervisor or the Human Resources Specialist. Employees having a drug or alcohol problem are strongly encouraged to seek help.

(b) Prior to Selection or Violation. To qualify for the City's voluntary self-identification program, the CDL employee must make the admission of alcohol misuse or controlled substances use prior to performing a safety-sensitive function (i.e., prior to reporting for duty) and prior to being selected for testing under this policy (i.e., the admission cannot be made in order to avoid testing under the requirements of this policy.

(c) No Adverse Action. The City shall not take any adverse action against a CDL employee making a voluntary admission of alcohol misuse or controlled substances use in accordance with the conditions and provisions of this Section.

(d) Evaluation and Treatment. A CDL employee who has made a voluntary admission of alcohol misuse or controlled substances use in accordance with the terms and conditions of this Section shall be given sufficient opportunity to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem.

(e) Costs and Leave. The City will pay for the first visit to a drug and alcohol abuse evaluation expert. All other costs of evaluation, treatment and rehabilitation shall be the employee's responsibility. The City will allow employees who seek voluntary assistance for alcohol and drug problems under this program to first utilize their accrued sick leave and then their accrued annual leave for rehabilitation. Leave without pay may be requested by the employee and will be considered on an individual case basis. If the FMLA does not apply, an employee's position may be held open for a reasonable period of time up to a maximum of thirty (30) days for voluntary rehabilitation upon approval by the City Manager.

(f) Successful Completion. The CDL employee shall not perform any safety-sensitive functions until and unless the employee has successfully completed an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert (i.e., an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor). Employees returning to work after treatment must first provide the City with a certification from a reputable substance abuse program that the employee is sober and has successfully completed the treatment program. A licensed professional medical practitioner that specializes in substance abuse must sign this certification.

(g) Return to Duty Testing. Prior to performing any safety-sensitive functions, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02 and/or a return to duty controlled substances test with a verified negative test result for controlled substances use.

(h) Follow-Up Testing. The employee must also, as a condition of returning to work, agree to follow-up rehabilitation drug and/or alcohol testing and sign a return to work agreement. Follow-up rehabilitation testing will be required for a period of not less than six (6) months and not more than one (1) year after completion of the employee's substance abuse treatment program. The date and time of any required follow-up rehabilitation drug and/or alcohol testing will be unannounced and conducted on a random basis.

(i) Disclaimer. Voluntary notification and enrollment in a rehabilitation program shall only prevent disciplinary action for previous drug or alcohol use that was unknown to the City and shall not prevent the City from testing or taking disciplinary action against an employee who subsequently violates this policy.

12.080. Prescription and Over-the-Counter Drugs.

Prescribed and over-the-counter drugs and the necessary instrumentalities of administration brought on City premises may only be used by the person for whom they are prescribed and taken as directed so long as the use of such drugs does not adversely affect the safety of the work environment or significantly impede performance of essential job functions. There are various prescription and over-the-counter drugs that may adversely affect the safety of the work environment. Examples include, but are not limited to, pain relievers that contain opiates, and muscle relaxants. It is the employee's responsibility to be informed about the effects of prescription and over-the-counter drugs they are taking by reading the information that accompanies the drug, including any information provided by the pharmacist, by consulting with their physician, and by accessing and utilizing other sources of information available to the employee, and acting accordingly. Any employee who chooses or is medically required to ingest prescribed or over-the-counter medications that may adversely affect the safety of the work environment, shall immediately notify his or her department head of the type of medication and time period over which said medications will be taken. The department head will make a determination of any restrictions to be placed on the employee after appropriate confidential consultation with the Human Resources Specialist, the City Attorney's Office, and/or medical professionals. A written statement from the employee's physician may be required regarding whether the physician is of the opinion that the employee can safely work or perform his or her job duties while taking the prescribed drug. Any employee who chooses or is medically required to ingest a prescribed or over-the-counter medication outside of the workplace must ensure that the impairing effects have ended prior to reporting for work. For purposes of this policy, medications used as prescribed, which do not constitute a safety concern, shall not be considered a violation of this policy.

12.090. Testing Required.

In accordance with the provisions of this policy, all prospective and current CDL employees shall be subject to controlled substances and alcohol testing as a condition of hiring and continued employment with the City. Failure to comply with this policy may result in the City refusing to hire a prospective CDL employee or disciplinary action being taken against current CDL employees, up to and including termination. Specimens collected under this policy may only be used to test for controlled substances and their metabolites as defined herein and shall not be used to conduct any other analysis or

test unless otherwise specifically authorized by DOT Regulations. All testing shall be based on and under the circumstances set forth in Section 12.100 regarding basis for testing.

12.100. Basis for Testing.

Prospective and current CDL employees shall be subject to testing for the presence of drugs and alcohol by the City in accordance with the provisions of this policy as a condition of hiring and continued employment with the City for any of the reasons or under the circumstances as more particularly set forth herein: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing. CDL employees shall also be subject to controlled substances and alcohol testing when required by Federal law or regulations.

12.110. Pre-Employment Testing.

All prospective CDL employees shall undergo testing for controlled substances as a condition of employment and prior to performing any safety-sensitive duties for the City. Pre-employment tests will be conducted on prospective employees on their own time, meaning that prospective employees will not be paid for the time they spend participating in pre-employment testing required by Syracuse City. All pre-employment drug testing will be conducted at the third-party administrator's facility and prospective employees are responsible for their transportation to and from the collection facility. Refusal to consent to a pre-employment drug test will terminate further action towards employment with the City. No prospective CDL employee shall be permitted to perform safety-sensitive functions for the City until and unless the City has received a pre-employment controlled substances test result from the MRO or TPA indicating a verified negative test result for the employee. A controlled substance test may not be required if the employee has participated in a drug testing program that meets the DOT Regulations within the previous thirty (30) days and all other exception requirements as set forth in the DOT Regulations are satisfied.

12.120. Post-Accident Testing.

(a) Alcohol Testing.

(1) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving CDL employee shall be tested for alcohol under the following circumstances:

(A) The CDL employee was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or

(B) The CDL employee received a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident and the accident involved bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the accident, or one or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(2) If an alcohol test required by this Section is not administered within two (2) hours following the accident, the City shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this Section is not administered

within eight (8) hours following the accident, the City shall cease attempts to administer the test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Such records shall be submitted to the FMCSA, upon request.

(b) Controlled Substances Testing.

(1) As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving CDL employee shall be tested for controlled substances under the following circumstances:

(A) The CDL employee was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or

(B) The CDL employee received a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident and the accident involved bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the accident, or one or more motor vehicles incurred disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

(2) If a controlled substances test required by this Section is not administered within thirty-two (32) hours following the accident, the City shall cease attempts to administer the test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Such records shall be submitted to the FMCSA, upon request.

(c) Testing. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to the testing. A driver who is seriously injured and cannot be tested at the time of the accident should provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any drugs and/or alcohol in their system. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(d) Federal, State or Local Test Results. The results of a breath or blood test for the use of alcohol or the results of a urine test for the use of controlled substances conducted by Federal, State, or local law enforcement officials having independent authority to conduct such test shall be considered to meet the requirements of this Section for post-accident testing, provided such tests conform to the applicable Federal, State, and local alcohol or controlled substances testing requirements, as applicable, and the results of such tests are obtained by the City.

(e) Exceptions. Post-accident testing shall not apply to the following situations:

(1) An occurrence involving only boarding or alighting from a stationary motor vehicle; or

(2) An occurrence involving only the loading or unloading of cargo; or

(3) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by an employer unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 CFR 177.823.

(f) Summary. The following table notes when a post-accident test is required to be conducted in accordance with this Section:

Type of Accident	Citation Issued to Driver?	Must Test Be Performed?
Human fatality	YES NO	YES YES
Bodily injury with immediate medical treatment away from scene	YES NO	YES NO
Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

12.130. Random Testing.

(a) CDL Employees. Every CDL employee shall be required to submit to random alcohol and controlled substances testing in accordance with the provisions of this Section. CDL employees include, but are not limited to, the following positions:

(1) Deputy Fire Chief

(2) Fire Captain

(3) Fire Engineer

(4) Fire Fighter

(5) Public Works Director

(6) Streets Superintendent

(7) Water Superintendent

(8) Environmental Superintendent

(9) Streets Maintenance Worker

(10) Water Maintenance Worker

(11) Environmental Maintenance Worker

(b) Testing Percentage Rates. According to current FMCSA standards, random controlled substances testing will be administered at a fifty (50) percent annualized rate and random alcohol testing will be conducted at a ten (10) percent annualized rate. This means that the total number of controlled substances tests conducted during any twelve (12) month period will be equal to at least fifty (50) percent of the total Syracuse City DOT testing pool, and the total number of alcohol tests conducted during any twelve (12) month period will be equal to at least ten (10) percent of the total Syracuse City DOT testing pool. These rates are set by FMCSA Administration and shall be subject to change based on any increase or decrease in the Federally required testing rate.

(c) Random Selection. Selection of CDL employees for random testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number, generator that is matched with employee's social security numbers, or other comparable identifying numbers. Only covered CDL employees shall be included in the random testing pool. City CDL employees may be part of a larger random testing pool of covered employees. Each CDL employee selected for random testing under the selection process used shall have an equal chance of being testing each time selections are made. Each CDL employee selected for random testing shall be tested during the selection period. Selection for random testing will be done by the City's third party administrator in order to ensure that selection is truly random and is uninfluenced by any personal characteristics, behavior, or any other attribute.

(d) Unannounced. Random testing conducted under this Section shall be unannounced. The dates for administering the random tests shall be spread reasonably throughout the calendar year.

(e) Testing. Each CDL employee notified of selection for random testing shall proceed to the test site immediately; provided, if the employee is performing a safety-sensitive function other than driving a motor vehicle, at the time of notification, the employee shall cease to perform safety-sensitive functions and proceed to the testing site as soon as possible.

(f) Performing Functions. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

12.140. Reasonable Suspicion Testing.

(a) Reasonable Suspicion. CDL employees shall be subject to alcohol and/or controlled substances testing when the City has reasonable suspicion to believe that the employee has violated the prohibitions of this policy. A determination of reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. Observation for reasonable suspicion may also include indications of the chronic and withdrawal effects of controlled substances.

(b) Supervisor Training. The required observations for reasonable suspicion testing shall be made by a supervisor or other City official who is trained in accordance with applicable DOT Regulations regarding such testing. In an effort to ensure that supervisors are knowledgeable about the symptoms of drug and/or alcohol use, training on symptom recognition will be held for all Syracuse City employees in supervisory positions and only those persons who have attended the training will be qualified to require a reasonable suspicion drug and/or alcohol test. Records regarding training attendance will be kept for a minimum of three (3) years after the date of the training.

(c) Documentation. A written record shall be made of the observations leading to an alcohol and/or controlled substances reasonable suspicion test by the employee's supervisor or the person requesting the reasonable suspicion testing using the City's "Observed Behavior-Reasonable Cause Record". The form shall be signed by the supervisor or City official who made the observations. The form shall be filled out and the record made within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier. The City strongly urges supervisors to complete the form before the employee is required to submit to testing in order to properly document the circumstances leading up to the testing referral.

(d) Timing of Observations. Reasonable suspicion alcohol testing is authorized by this Section only if the observations required in Subsection (a) are made during, just preceding, or just after the period of the work day that the CDL employee is required to be in compliance with this policy. A CDL employee may only be required to undergo reasonable suspicion testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

(e) Timing for Testing. If an alcohol test required by this Section is not administered within two (2) hours following the determination under paragraph (a) of this Section, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the determination under paragraph (a) of this Section, the supervisor shall cease attempts to administer an alcohol test and shall State in the record the reasons for not promptly administering the test.

(f) Transportation. In the event that reasonable suspicion drug and/or alcohol testing is warranted, it is the responsibility of an agent of Syracuse City to transport the employee being tested to and from the testing facility. In most cases, either the DER or the employee's supervisor will be responsible for transporting the employee.

(g) Refusal to Submit. If an employee refuses to submit to reasonable suspicion drug and/or alcohol test or attempt to leave any Syracuse City premises and is impaired, in the opinion of a trained supervisor, to the extent that he/she would present a danger to either him/herself or others, local law enforcement should be contacted immediately by the supervisor.

(h) Prohibition. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:

(1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(2) Twenty four (24) hours have elapsed following the determination under Subsection (a) of this Section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.

(i) Action. Except as provided in Subsection (h) of this Section, the City shall not take any action under this part against a driver based solely on the driver's behavior and appearance, with

respect to alcohol use, in the absence of an alcohol test. This does not prohibit the City with independent authority of this part from taking any action otherwise consistent with law.

12.150. Return-to-Duty Testing.

Any Syracuse City CDL employee whose initial breath alcohol content is between 0.02 – 0.039 grams per 210 liters of breath will be subject to return-to-duty breath alcohol testing before being permitted to return to work. The return-to-duty test must be completed not less than the equivalent of one full shift and not more than twenty-four (24) hours after the initial breath alcohol test. Return-to-duty breath alcohol testing will be conducted at the facility of the designated third party administrator. Refusal to submit to return-to-duty breath alcohol testing will be considered a positive test result and will subject the employee to disciplinary action as set forth in this policy. The requirements for return-to-duty testing shall comply with and be performed in accordance with 49 CFR 40, Subpart O.

12.160. Follow-Up Testing.

The requirements for follow-up testing shall comply with and be performed in accordance with 49 CFR 40, Subpart O.

12.170. Testing Procedures.

(a) Collection. All sample collection for drugs and alcohol testing under this policy shall comply with the procedures set forth in the DOT Regulations, including, but not limited to, 49 CFR 40, as amended. Sample collection, documentation, storage and transportation to the place of testing shall be performed in a manner that reasonably precludes the probability of sample misidentification, contamination or adulteration and which ensures the privacy of the individual being tested. The instructions, custody and control forms, and collection kits, including bottles and seals used for sample collection shall be prepared by an independent laboratory trained and qualified to conduct DOT collection procedures. The Federal Drug Testing Custody and Control Form (CCF) shall be used to document every collection required by DOT Regulations. Directly observed collection shall only be conducted in accordance with DOT Regulations, including, but not limited to, 49 CFR 40.67, as amended. All controlled substances urine collection shall be split specimen collection. Collection sites shall meet all applicable DOT Regulations. Sample collection shall be conducted in accordance with the terms and conditions of this policy.

(b) Samples. Alcohol testing will typically be done with an evidentiary breath testing device. An initial screening alcohol test will be conducted. If that result is greater than or equal to 0.04, a confirmation test will be conducted using an evidential testing device. The confirmation test is the final result. Any confirmed breath alcohol test result greater than 0.04 grams per 210 liters of breath will be considered a positive alcohol test result.

(c) Inadequate Samples. In the case of urine-based drug testing, an applicant and/or employee who fails to provide an adequate quantity of urine for testing will be instructed to drink not more than 24 ounces of fluid and, after a period of up to two hours, again attempt to provide a complete sample. If an applicant fails to provide an adequate quantity of urine a second time, that applicant will no longer be considered for employment. If an employee fails to provide an adequate quantity of urine a second time, the third party administrator will notify the MRO to determine pertinent information concerning whether or not the individual's inability to provide a specimen is genuine or constitutes a refusal to test. Upon completion of the examination, the MRO will report their conclusions to the

Syracuse City DER in writing. If the City or the collector has reasonable cause to believe that the donor of the sample has tampered with their sample, a new sample will be immediately collected.

(d) Testing. Sample drug testing shall conform to scientifically accepted analytical methods and procedures and shall be conducted in accordance with applicable DOT Regulations. All drug tests will use a screening test (typically an immunoassay test) and confirmation test by gas chromatography/mass spectrometry if the screening test is positive. Prospective and current DOT employees have the option of requesting a split-sample test. The City has designated IHC as the City's third party administrator to assist in setting up and administering the drug and alcohol testing program set forth herein.

(e) Dilute Specimens. Specimens which the laboratory reports as dilute, meaning specific gravity less than 1.003 and creatinine levels less than 20 mg/dL, may be considered invalid and the employee/applicant will be required to give a second specimen. The second specimen will be considered the final result.

(f) Invalid Specimens. If Syracuse City receives a test result that is determined to be invalid, the employee will be immediately retested. The employee will be given no notification of the need to retest. No action will be taken regarding the first test result and the results of the second test will be considered final. A second "invalid" test result will be treated as a positive test result.

(g) Time. Any drug or alcohol testing required by the City under this policy shall occur during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

(h) Costs. Except as otherwise provided, the City shall pay all costs of sample collection and testing required herein, including the cost of transporting current employees to the testing site if the testing is conducted at a place other than the work site.

(i) Disclaimer. A physician/patient relationship is not created between a prospective or current employee and the City or any person performing the test, solely by this policy and the procedures set forth herein.

12.180. Results.

(a) MRO. According to Federal regulations, all drug test results, will be referred to an MRO to verify the test result. In the case of a positive, adulterated, substituted, or invalid test result, the employee or prospective employee shall be so advised by the MRO by telephone on a confidential basis prior to the reporting of the results to the designated employer representative. The employee shall have the right to discuss and explain the results, including the right to advise the MRO of any prescription or over-the-counter medication or other substance consumed which may have affected the results of the test. The MRO shall also review the chain-of-custody documentation to ensure compliance with normal chain-of-custody procedures. If the MRO can verify a legitimate explanation, the MRO would then reverse the test result to negative and report it as negative to the employer. The MRO can report a non-negative test to the employer, without interviewing the employee/applicant, if: (1) an individual has expressly declined the opportunity to discuss the test result with the MRO; (2) the employer has successfully made and documented a contact with the employee and instructed the employee to contact the MRO and more than 72 hours have passed since the time the employer contacted the employee; or (3) if neither the employer nor MRO, after making and documenting all reasonable efforts, has been able

to contact the employee within ten (10) days of the date on which the MRO receives the confirmed test result from the laboratory. No MRO review will be done on positive breath or blood alcohol tests.

(b) DER Contact. If the MRO has been unable to contact an employee who has submitted a specimen under this policy, the DER shall make reasonable efforts to contact and request such employee, regardless of employment status, to contact and discuss the results of the controlled substances test with the MRO. The DER shall immediately notify the MRO that the employee has been notified to contact the MRO within 72 hours.

(c) Confirmation. Before the results of any test required herein may be used as a basis for action by the City, the positive test result shall be verified or confirmed using an acceptable and reliable analytical method.

(d) Contesting. All verified non-negative samples will be kept in frozen storage at the laboratory for a minimum of one (1) year. If an employee or applicant believes the laboratory analysis is in error, they will have 72 hours from when first notified of the test result to request the re-analysis of the original specimen that was verified as positive, adulterated, or substituted. The urine sample must be independently re-analyzed by gas chromatography/mass spectrometry at a second SAMHSA-certified laboratory at the expense of the employee/applicant. If the re-analysis is negative, an employee shall be allowed to return to work immediately, shall be compensated for time lost, and shall be reimbursed for the cost of split specimen testing. Retesting will be on the original specimen and must be performed by a SAMHSA-certified laboratory.

(e) Notification. The City shall notify prospective employees of the results of a pre-employment controlled substances test conducted under this policy, if the prospective employee requests such results within 60 calendar days of being notified of the disposition of the employment application. The City shall notify an employee of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The City shall also inform the employee which controlled substance or substances were verified as positive.

12.190. DOT Required Action.

Pursuant to 49 CFR 40.23, the City is required to take the following action under the circumstances described:

(a) As an employer who receives a verified positive drug test result, you must immediately remove the employee involved from performing safety-sensitive functions. You must take this action upon receiving the initial report of the verified positive test result. Do not wait to receive the written report or the result of a split specimen test.

(b) As an employer who receives a verified adulterated or substituted drug test result, you must consider this a refusal to test and immediately remove the employee involved from performing safety-sensitive functions. You must take this action on receiving the initial report of the verified adulterated or substituted test result. Do not wait to receive the written report or the result of a split specimen test.

(c) As an employer who receives an alcohol test result of 0.04 or higher, you must immediately remove the employee involved from performing safety-sensitive functions. If you receive an alcohol test result of 0.02-0.039, you must temporarily remove the employee involved from performing

safety-sensitive functions, as provided in applicable DOT agency regulations. Do not wait to receive the written report of the result of the test.

(d) As an employer, when an employee has a verified positive, adulterated, or substituted test result, or has otherwise violated a DOT agency drug and alcohol regulation, you must not return the employee to the performance of safety-sensitive functions until or unless the employee successfully completes the return-to-duty process of Subpart O of this part.

(e) As an employer who receives a drug test result indicating that the employee's specimen was dilute, take action as provided in Sec. 40.197.

(f) As an employer who receives a drug test result indicating that the employee's specimen was invalid and that a second collection must take place under direct observation--

(1) You must immediately direct the employee to provide a new specimen under direct observation.

(2) You must not attach consequences to the finding that the test was invalid other than collecting a new specimen under direct observation.

(3) You must not give any advance notice of this test requirement to the employee.

(4) You must instruct the collector to note on the CCF the same reason (e.g. random test, post-accident test) as for the original collection.

(g) As an employer who receives a cancelled test result when a negative result is required (e.g., pre-employment, return-to-duty, or follow-up test), you must direct the employee to provide another specimen immediately.

(h) As an employer, you may also be required to take additional actions required by DOT agency regulations (e.g., FAA rules require some positive drug tests to be reported to the Federal Air Surgeon).

(i) As an employer, you must not alter a drug or alcohol test result transmitted to you by an MRO, BAT, or C/TPA.

12.200. Removal from Safety-Sensitive Functions.

(a) Removal from Safety-Sensitive Functions. Except as provided in the DOT Regulations, no CDL employee shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by Section 12.050 or an alcohol or controlled substances rule set forth in the DOT Regulations. The City shall not permit any CDL employee to perform safety-sensitive functions, including driving a commercial motor vehicle, if the City has determined that the employee has violated this Section. Employees found to have violated the provisions of Section 12.050 shall be removed immediately from safety-sensitive functions in accordance with this policy and the provisions of 49 CFR 40, Subpart O, as amended. As provided in the DOT Regulations, the City may not remove an employee from the performance of safety-sensitive functions based solely on a report from the laboratory of a confirmed positive test for controlled substances, an adulterated test, or a substituted test, before the MRO has completed verification of the test (also known as “standing down”).

(b) Required Evaluation and Testing. No CDL employee who has engaged in conduct prohibited by Section 12.050 shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of 49 CFR 40, Subpart O, regarding required evaluation and testing. The City shall not permit any CDL employee who has engaged in conduct prohibited by Section 12.050 to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of 49 CFR 40, Subpart O, regarding required evaluation and testing.

(c) Alcohol-Related Conduct. No CDL employee tested under the provisions of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, nor shall the City permit the driver to perform or continue to perform safety-sensitive functions, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. Except as provided herein, the City shall take any action under this part against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the City with authority independent of this Subsection from taking any action otherwise consistent with law.

12.210. Additional Action.

(a) Discipline. In an effort to ensure a drug-free workplace, Syracuse City is committed to a zero-tolerance drug and/or alcohol policy for all DOT employees. This means that refusal to test, an MRO-verified positive, adulterated, or substituted drug test, or a positive alcohol (greater than 0.04 grams per 210 liters of breath) test result, as reported by the third party administrator and/or MRO to the Syracuse City DER, for any of the drug and/or alcohol testing programs listed above will result in the disciplinary action against the employee, up to and including termination. Additional grounds for disciplinary action may include failure to fully comply with collection procedures and reasonable collector requests. All disciplinary action will be handled in accordance with the disciplinary procedures set forth in these Policies and Procedures, as applicable.

(b) Refusal to Hire. A prospective employee/applicant who has a positive or non-negative drug test result or refuses to submit to a drug test will not be further considered for employment.

(c) Alcohol Content. It is against Syracuse City policy for any DOT employee whose breath alcohol content is between 0.02 – 0.039 grams per 210 liters of breath to operate any vehicle. An employee with a breath alcohol content of 0.02 – 0.039 will be removed from duty for one shift or 24 hours, which ever is longer. No adverse employment action will be taken on the basis of initial breath alcohol test results in the range of 0.02 – 0.039. Upon return to work the employee must have a breath alcohol content less than 0.02 grams per 210 liters of breath. Failure to meet these standards on a follow-up breath alcohol screen will result in disciplinary action up to and including termination.

(d) Referral. Any DOT employee who has a positive drug and/or alcohol test result will be immediately referred by the Syracuse City DER to the Employee Assistance Program (EAP), a licensed substance abuse counselor (LSAC), or substance abuse professional (SAP). The expenses associated with a initial, evaluative consultation with the LSAC or SAP will be paid for by Syracuse City. Additional services beyond an initial evaluation provided to the employee by the LSAC or SAP will be at the expense of the employee.

12.220. Records.

(a) Maintain. The City shall maintain records regarding alcohol and controlled substances testing in accordance with DOT Regulations, including, but not limited to, 49 CFR 382.401, as amended.

(b) Controlled Access. All alcohol and controlled substances testing records shall be maintained in a secure location with controlled access as more particularly set forth in Section 12.200.

(c) FMCSA Access. All records required by this policy shall be maintained in accordance with 49 CFR 390.31 and must be made available for inspection at the City offices within 2 business days after a request have been made by an authorized representative of the Federal Motor Carrier Safety Administration.

(d) Employee Access. A CDL employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests. The City shall promptly provide the records requested by the employee. Access to the employee's own records shall not be contingent upon payment for records other than those specifically requested.

(e) Subsequent Employers. Records shall be made available to a subsequent employer upon receipt of a written request from the employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's request.

(f) Identified Persons. The City shall release information regarding an employee's records as directed by the specific written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's specific written consent as outlined in 49 CFR 40.321(b), as amended.

12.230. Confidentiality.

The use and disposition of all drug and alcohol testing results and records shall be considered confidential and are subject to the limitations of the Utah Government Records Access and Management Act and the Americans with Disabilities Act. In an effort to ensure that all drug and/or alcohol test results remain confidential, the TPA and/or MRO for the Syracuse City drug testing program are only authorized to release test results to the Syracuse City DER. After being received by Syracuse City, all drug and alcohol test results will be stored in confidential employee files (established for all Syracuse City employees) and will remain confidential to the extent required or allowed by law. The DER will determine which person(s) within the City have a need to know which test results. Test and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur. Test results may be released in legal proceedings where the employee raises the issue of drug test (i.e. unemployment hearing, wrongful termination, etc.).

12.240. Notification of Conviction

Any investigation by law enforcement or conviction for controlled substance or alcohol activity may be cause for dismissal from employment. Failure of an employee to report any conviction for illegal drug use or alcohol misuse to their supervisor and/or the Syracuse City DER within five (5) days of conviction may result in disciplinary action up to and including termination.

12.250. Americans with Disabilities Act (ADA).

Alcoholism is considered a disability under the ADA. Syracuse City will make reasonable accommodations for current employees who suffer from alcoholism, including encouraging an employee to participate in rehabilitation programs. However, Syracuse City will hold an alcoholic employee to the same performance standards as other employees and will discipline an employee, up to an including termination, if the employee's alcohol use adversely affects the employee's job performance or is considered to be a safety hazard. An employee or prospective employee whose controlled substance or alcohol (except as modified by the ADA) tests are confirmed and verified positive in accordance with the provisions of this program shall not, by reason of those results alone, be defined as a person with a "handicap" or "disability" for the purposes of Utah Code Annotated Chapter 35, Title 34 (Utah Anti-Discriminatory Act) or the Federal Americans with Disabilities Act.

12.260. Amendments.

Syracuse City reserves the right to interpret, modify, and/or revise this policy in whole or in part. Nothing in this policy is to be construed as an employment contract nor does this alter an employee's employment status with the City. This policy will be amended from time to time to comply with changes in Federal and State laws. This policy is a general summary of Syracuse City's Department of Transportation (DOT) Drug-Free Workplace policy. If there is any question or conflict between what is said in the policy and the language in the DOT regulations as codified in 49 CFR parts 40 and 382, the DOT regulations will prevail.

CHAPTER 13
EMPLOYEE TESTING AND EVALUATION

13.010. Background Investigations.
13.020. Medical Examinations.
13.030. Driving Record Evaluations.

13.010. Background Investigations.

(a) Purpose. Utah law allows for criminal and sex offender history background investigations for employees and volunteers who: (1) provide services to children or vulnerable adults; (2) have fiduciary trust over money; (3) who care for, have custody of, or control of children; or (4) when necessary to safeguard national security. Due to the various types of employment positions within Syracuse City and the numerous contacts employees have with our citizens and customers, which span the entire age spectrum and include various security issues, it is Syracuse City's policy that all new employees will be subject to a background investigation prior to hiring. Volunteers working in public safety and recreation departments will be subject to a background investigation as a condition of and prior to being authorized to perform volunteer services for the City. In addition, employees and volunteers working in the public safety and recreation departments will be subject to annual criminal and sex offender investigations. The purpose of the background investigation is to verify credentials, to ensure that each person hired by Syracuse City is an appropriate fit for both Syracuse City and the position being offered, and to ensure that Syracuse City continues to employ individuals who do not pose a threat to those with whom they work.

(b) Scope. This policy applies to all prospective employees and volunteers of Syracuse City who are over eighteen (18) years of age. Successful completion of the background investigation process is a condition of employment for any position with the City and for volunteer service involving public safety and recreation departments as more particularly provided herein. A prospective employee who fails to meet the standards outlined below will not be considered for employment or volunteer service.

(c) Pre-Employment Checks. Syracuse City will conduct a pre-employment background investigation on all prospective employees and applicable volunteers over the age of eighteen (18). The information verified will depend on the type of position being offered. All pre-employment background investigations may include a social security trace, basic employment and education verification, and a county criminal history search.

(d) DOT Employees. In the case of prospective DOT employees, employment verification will include information regarding DOT drug and/or alcohol tests conducted by previous employers in accordance with applicable DOT regulations. A DOT background investigation will also include verification of the prospective employee's driving record in accordance with applicable policies.

(e) Public Safety Employees. Background investigations conducted on prospective public safety employees, including applicants for both the fire and police departments, will include an extended employment verification including information pertaining to the prospective employee's previous job responsibilities, disciplinary actions, performance, awards and/or certifications.

(f) Promotions. Background investigations will be conducted on employees who are promoted to a position that will require more responsibility in finances and/or safety

sensitive duties.

(g) Annual Background Investigations. Employees and volunteers who are over the age of eighteen (18) and are working in the public safety and parks & recreation departments in positions listed in below shall be subject to an annual background investigation to gather information pertaining to any criminal or sexually based convictions that may have occurred since hire or since the date of the last annual background investigation. Because criminal convictions can relate to the performance of job-related duties, the primary purpose of all annual background investigations conducted for employees and volunteers working in the public safety and recreation departments is to ensure that Syracuse City employees and volunteers who, in the course of their regular duties, may be required to enter citizen's homes or work with minors are held to the highest legal standards. If an annual background investigation conducted on a current Syracuse City employee or volunteer indicates that an employee or volunteer has been convicted of a criminal and/or sexual offense as listed in Subsection (h), that individual shall be subject to disciplinary action up to and including termination or ineligibility for volunteer service.

- Fire Department:
  - Fire Chief
  - Deputy Fire Chief
  - Fire Captain
  - Senior Fire Fighter
  - Fire Engineer
  - Fire Fighter
  - Any Fire Department Volunteers

- Police Department:
  - Police Chief
  - Police Lieutenant
  - Police Sergeant
  - Police Officer
  - Code Enforcement Officer
  - Bailiff
  - Crossing Guard
  - Any Police Department Volunteers

- Parks & Recreation Department
  - Parks & Recreation Director
  - Assistant Parks & Recreation Director
  - Recreation Coordinator
  - Recreation Assistant
  - Parks Maintenance Worker
  - Any Recreation Department Volunteers

(g) Procedures. In all cases, the individual being required to submit to a background investigation will be required to sign a waiver allowing the designated third party to obtain the requested information. This waiver, along with personal information about the prospective applicant or volunteer or the current employee or volunteer and their previous education and employment (if applicable), will be forwarded to the City's designated third party administrator. Background investigations required by Syracuse City will be paid for by Syracuse City and will be conducted in accordance with all Federal and

State regulations relative to background investigations.

(h) Results. The primary purpose of all pre-employment and volunteer service background investigations is to verify the information provided by the applicant or volunteer, to ensure that each person hired by or authorized to provide volunteer services for the City is an appropriate fit for both Syracuse City and the position being offered, and to ensure that the City continues to employ or permit volunteer services by individuals who do not pose a threat to those with whom they work or provide services.

(1) Any discrepancy between information provided by the applicant and information obtained through the pre-employment or volunteer service background investigation process will be considered falsification and may end an applicant's consideration for employment.

(2) If a pre-employment or volunteer service background investigation conducted on a prospective employee or volunteer has any of the following discrepancies or criminal history, that individual will not be considered for employment or volunteer service. This list is meant to illustrate possible reasons for denial of employment or volunteer service related to the results of a pre-employment or volunteer service background investigation and should not be construed as an exhaustive list of possible reasons for denial of employment or volunteer service. Any other information obtained from the background investigation process may result in the denial of employment or volunteer service.

(A) Inability to verify and/or authenticate a provided social security number (if applicable);

(B) Inability to verify that educational levels provided match the educational requirements of the position being offered (if applicable);

(C) Any conviction for any crime against minors, seniors, or persons with a disability;

(D) Any felony conviction involving violence;

(E) Any sexual offense conviction;

(F) A felony conviction for driving under the influence of alcohol/drugs (DUI) or other drug or alcohol related driving offense within the past ten (10) years;

(3) If a pre-employment or volunteer service background investigation conducted on a prospective employee or volunteer has any of the following discrepancies or criminal history, that individual may or may not be considered for employment or volunteer services and will be evaluated on a case by case basis. This list is meant to illustrate possible reasons for denial of employment or volunteer service. Any other information obtained from the background investigation process may result in the denial of employment or volunteer service.

(A) A misdemeanor conviction for driving under the influence of alcohol/drugs (DUI) or other drug or alcohol related driving offense within the past ten (10) years;

(B) Any criminal conviction within the last seven (7) years that is related to

violence, drugs and/or alcohol, or the commission of which, in the City's opinion, is indicative of conduct or character inconsistent with that of those entrusted to perform public service, or until such convictions are eligible for expungement, whichever is longer.

(i) Confidentiality. In an effort to ensure that all background investigation results remain confidential, the third party administrator for the Syracuse City background investigation program is only authorized to release results to the Syracuse City Designated Employee Representative (DER). The City's DER is the Human Resources Specialist. After being received by Syracuse City, all background investigation results will be stored in confidential employee files (established for all Syracuse City employees) or, in the case of applicants for whom employment was denied, with the prospective employee's employment application. All information obtained through the background investigation process will remain confidential to the extent required or allowed by law. The DER will determine which person(s) within the City have a need to know the results of the background investigation process.

(j) Maintenance and Release. Background investigation results and other records will be maintained in a secure manner so that disclosure of confidential and/or medical information to unauthorized persons does not occur. Background investigation results may be released in legal proceedings (i.e. unemployment hearing, wrongful termination, etc.). Results can be released to persons representing Syracuse City (i.e. attorneys, workers compensation insurance adjuster, etc.). Employees, former employees, and prospective employees, can request copies of their background investigation results by making a written request to the Syracuse City DER.

13.020. Medical Examinations.

Applicants who have received a contingent offer of employment and current employees may be required, as legally appropriate and as permitted under the Americans with Disabilities Act, to submit to medical examinations. An applicant who has received a contingent job offer may be required to undergo a medical examination to demonstrate ability to safely perform the essential functions of the position for which the employee is being hired. Employment offers are contingent upon satisfactory completion of such examinations. As a condition of continued employment, employees may be required to undergo periodic job-related medical examinations in accordance with applicable legal restrictions and requirements. All medical examinations required by the City shall be paid for by the City in accordance with *Utah Code Ann*. ' 34-33-1, as amended. All records regarding medical examinations of applicants and employees shall be maintained as classified in accordance with the Utah Government Records Access and Management Act, as set forth in *Utah Code Ann*. ' 63-2-101, *et seq*., as amended.

13.030. Driving Record Evaluations.

Any prospective employee or volunteer who may be required to operate a City-owned vehicle or personal vehicle on City business shall be required to submit to a pre-employment driving record evaluation. Pre-employment driving record evaluations shall be conducted with the written consent of the prospective employee. Failure to consent to a driving record evaluation, when required, will preclude employment with the City. Driving record evaluations will be conducted using the information available through the Utah Driver's License Division. If the applicant does not currently have a Utah driver's license, the driving record evaluation will be conducted using the information available through the City's Background Investigation system.

As part of the driver qualification process all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. Drivers will be qualified as "Acceptable" or "Borderline". Drivers qualified as "Borderline" may be authorized to drive on a probationary basis as determined by the City Manager. Drivers or potential drivers whose record does not meet the driver qualification standard and is deemed "Unacceptable" will not be allowed to operate any City vehicle or personal vehicle while engaged in City business and may be subject to disciplinary action up to and including termination or may not be considered eligible for employment with the City.

All drivers must possess a valid Driver License. Required endorsements, if applicable, must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

"Acceptable" or "Borderline" qualification will be determined using the following criteria. Any number of violations or accidents in excess of the "Borderline" criteria constitutes a failure to meet the driver qualification standard.

ACCEPTABLE

- Up to two (2) violations recorded on the MVR, or
- Up to one (1) at fault work related accident in the prior three (3) years, or
- A combination of one (1) violation on the MVR and one (1) at fault work related accident in the last three (3) years

Borderline

- Three (3) to four (4) violations recorded on the MVR, or
- Two (2) at fault work related accidents in the last three (3) years, or
- DUI or DWI within the last two (2) to five (5) years, or
- Any violation for Careless, Reckless or Distracted driving

Moving Violations	At-Fault Accidents			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Borderline	Unacceptable	Unacceptable	Unacceptable
4	Borderline	Unacceptable	Unacceptable	Unacceptable

A single major violation recorded on the MVR, or resulting from a work related incident, may be deemed "Unacceptable" will not be allowed to operate any City vehicle or personal vehicle while engaged in City business and may be subject to disciplinary action up to and including termination or may not be

considered eligible for employment with the City. Major violations include, but are not limited to:

- DUI or DWI in the previous twenty-four (24) months, or
- Failure to stop and/or report an accident, or
- Making a false accident report, or
- Attempting to elude a law enforcement officer, or
- Others as determined by the City Manager

It is the duty of the employee to notify his or her supervisor immediately if his or her driver's license has expired, has been suspended or revoked, or if the employee has committed driving under the influence (DUI) or other alcohol or drug related driving offense.

CHAPTER 14
WORKPLACE SAFETY

14.010. General Policy.
14.020. Occupational Safety and Health Act.
14.030. Safe Environment.
14.040. Inspection of Workplace.
14.050. Safety Rules.
14.060. Use of Equipment and Tools.
14.070. Confined Space Entry.
14.080. Accident Reports.
14.090. Work Related Injuries.
14.100. Workers' Compensation.
14.110. Bringing Children to Work.

14.010. General Policy.

Syracuse City strives to provide a healthy and safe working environment. Safety is largely the use of good judgment and careful work habits. If an employee is unsure how to perform a task safely, he or she should ask his or her supervisor or department head for the correct method or procedure. Failure to follow City safety rules as set forth in this Chapter or any other unsafe conduct constitutes misconduct and shall be subject to disciplinary action, up to and including termination.

14.020. Occupational Safety and Health Act.

(a) Compliance. It is the intent of the City to comply with all applicable rules and regulations pertaining to the Occupational Safety and Health Act ("OSHA") as established under Federal Law and Utah State Law. No job is so important and no service so urgent that time cannot be taken to perform work safely. Syracuse City will post all required OSHA notices in conspicuous places (such as employee bulletin boards or where similar notices are usually posted). Additional information relative to OSHA requirements and safety standards can be obtained from the Human Resources Specialist or applicable State or Federal agency.

(b) Inspections. If an OSHA inspector arrives on the job site, an employee should immediately notify the Human Resources Specialist and City Manager and refer the inspector to such personnel for any questions or inspections. If the inspection was due to an employee complaint, the Human Resources Specialist should request a copy of the complaint. This will help Syracuse City correct any safety problems. Under no circumstances should the information received on an employee complaint be used for disciplinary action toward an employee as this type of action is prohibited by law.

14.030. Safe Environment.

It is the policy of Syracuse City to maintain a work environment which is free from any recognizable hazard that is likely to cause death or serious injury to any employee. It is the City's policy to maintain a safe work environment through planning, training and open communication with all employees regarding safety matters. Each employee is required to comply with OSHA orders, rules, and regulations and all safety provisions of these Policies and Procedures.

It is the employee's responsibility to become familiar with their department specific safety policy and

procedures.

14.040. Inspection of Workplace.

In accordance with law, the City Manager and applicable Department Heads should inspect or designate a competent person or persons to inspect the workplace frequently for unsafe conditions and practices or defective equipment and materials. Where such conditions are found, appropriate action should be taken to correct such conditions immediately. The City Manager, or designee, shall enforce safety regulations and issue such rules as may be necessary to safeguard the health and lives of employees and the public.

14.050. Safety Rules.

Each Department may prepare additional safety rules applicable to the specific nature of work in such Department; provided, such rules are not in conflict with the rules listed below. Employees shall comply with all Department rules and regulations and the following general safety rules applicable to all Departments.

(a) Proper licensing, training and extreme caution are required by all employees operating any type of power equipment.

(b) Employees shall use all necessary personal and mechanical safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate for the work performed.

(c) Employees shall avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair shall be properly secured.

(d) All accidents shall be reported immediately to the supervisor or department head in accordance with these Policies and Procedures.

(e) Employee's shall immediately cease using and report any defective equipment to the employee's department head or the Human Resources Specialist.

(f) Employees shall not operate equipment or use tools for which licensing and training has not been received.

(g) In all work situations, safeguards required by State and Federal Safety Orders shall be provided and utilized.

(h) Due to the potential risk of serious injury or death, employees are prohibited from entertaining or caring for guests or family members while on-duty or in or around the workplace. Employees should use extreme caution and care when working in inherently dangerous work areas including, but are not limited to:

(1) Road repair;

(2) Construction areas;

(3) Vehicle maintenance areas;

(4) Swimming pools; and

(5) Animal control.

14.060. Use of Equipment and Tools.

(a) The use of Syracuse City equipment or tools for private purposes is strictly prohibited unless otherwise specifically provided herein.

(b) Employees shall be required to attend training provided by the City, including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job. Employees may attend additional training as approved by the City.

(c) A commercial driver's license (CDL) is required for operators of commercial motor vehicles in accordance with applicable Federal laws and regulations. No individual shall be allowed to operate such vehicles unless a current commercial driver's license is in his or her possession in accordance with applicable Federal laws and regulations. Employees must renew their commercial driver's license as required by applicable Federal laws and regulations. CDL employees shall also be subject to drug and alcohol testing and ongoing driver's license evaluations as more particularly provided in these Policies and Procedures.

14.070. Confined Space Entry.

Syracuse City has a written confined space entry policy for situations and work conditions requiring confined space entry in accordance with applicable Federal laws and regulations. This is part of the Syracuse City Safety Handbook. All employees who work or may potentially work in or near a confined space shall comply with the requirements stated in the Safety Handbook related with confined space.

14.080. Hazardous Communication.

Syracuse City has a written Hazardous Communication policy in compliance with Utah's Right-to-understand law as well as the Globally Harmonized System of classification and labeling of chemicals. All employees shall comply with the requirements stated in the Safety Handbook related with hazardous communication.

14.090. Hazardous Energy Control (Lockout/Tagout).

Syracuse City has a written Hazardous Energy Control policy in compliance with the OSHA-mandated requirements for controlling hazardous energy sources at Syracuse City during the servicing, testing, and/or maintenance of machines and energized equipment. This policy details the locking-out and tagging-out of hazardous energy sources in order to protect the safety and health of maintenance workers and employees. Workers and employees could be injured or killed in the event of the unexpected start-up of machines or equipment or during the release of stored energy. All employees shall comply with the requirements stated in the Safety Handbook related with hazardous energy control.

14.100. Department Specific Safety.

Other safety policies that are specific to duties performed in a department are also included in the Safety Handbook. These may include fall protection, forklift operation, etc. Additional safety measures may be in the form of Standard Operating Procedures (SOP) or Standard Operation Guidelines (SOG) for each department specifically. SOPs/SOGs are not considered a part of the Safety Handbook, but employees in that department are expected to know and understand all safety policies, practices, operations and guidelines for the duties that they are required to perform.

14.110. Accidents/Incidents & Work Related Injuries.

(a) Initial Reporting. To the extent circumstances permit, employees who are injured or involved in a post-accident/incident while on-duty, in connection with employment, or in connection with Syracuse City vehicles must immediately notify their supervisor or department head of the injury/incident. The supervisor or department head should ensure prompt and qualified medical attention is provided for the employee. The supervisor or department head should notify the Human Resources Specialist as soon as possible of the reported injury/incident.

(b) Medical Attention. To the extent circumstances permit, an employee who sustains a work-related injury shall be driven by the supervisor, another employee or emergency personnel to one of the following medical facilities for any necessary medical attention:

(1) Layton WorkMed (during business hours 8AM-5PM) and drug and alcohol screening must be done; or

(2) Syracuse InstaCare (after business hours 5PM-9PM) and supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done; or

(3) McKay Dee Hospital Emergency Room (after hours) and supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done; or

(3) Nearest Emergency Room, if life threatening.

(c) Drug & Alcohol Screening. An employee who is involved in a work-related incident that involves driving of a Syracuse City vehicle (regardless of anticipated costs) or a work-related incident that is anticipated to exceed $1,000 is required to submit to post-accident/incident drug and alcohol testing as follows:

(1) Employee shall be driven by the supervisor or another employee to Layton WorkMed (during business hours 8AM-5PM) and drug and alcohol drug screening must be done; or

(2) if after business hours the supervisor shall call the after-hours WorkMed Phone (801-387-8378) for drug and alcohol screening to be done

(d) Claims. Claims for work-related injuries, including doctor or hospital bills, should <u>not</u> be submitted to the employee's regular health insurance plan. The Human Resource Specialist will file a claim with Syracuse City's worker's compensation carrier.

(e) Documentation. Documentation of all work related injuries shall be filled out and submitted as soon as reasonably practical following the injury. It is essential that all injuries be reported to the Human Resources Specialist in order to ensure that the proper documentation is filled out in a

timely manner. The following forms shall be filled out by the employee, to the extent practicable under the circumstances, or the Human Resources Specialist if the employee is unable to fill out the forms.

(1) Injury/Incident Report form must be filled out. A separate form must be filled out by the employee, any witnesses and the immediate supervisor. See form in Appendix N.

(2) Form 122. Form 122 must be filled out by the HR Specialist and is submitted to the insurance carrier online while submitting the claim within seven (7) days of the date of injury. A copy of this document will be kept in the injury/illness file for each incident.

(3) OSHA First Report of Injury. An OSHA First Report of Injury Form must be filled out by HR Specialist and filed within seven (7) days after first knowledge or notification of an injury or occupational disease resulting in medical treatment, loss of consciousness, loss of work, restriction of work, or transfer to another job if the illness and/or injury required more than minor first-aid. The original reporting form will be kept in OSHA 300 Log file that will be created for each incident.

(f) The Human Resources Specialist shall investigate reported job related injuries to determine the cause of the injury and any remediation or safety measures that may be taken to avoid similar injuries.

(g) If an employee dies as a result of work related injury, the Human Resource Specialist shall file a report with OSHA within eight (8) hours of first knowledge or notification of the death. The Human Resource Specialist must file a report with OSHA within twenty-four (24) hours of first knowledge of an employee injury resulting in any inpatient hospitalization, any amputation or loss of an eye.

(h) Return to Service. Before returning to work after a job related injury requiring medical care, the employee must submit a statement from the attending physician stating the employee is able to return to work and resume normal duties of the employee's particular job position. Failure to return to work when able to do so may result in disciplinary action, up to and including termination.

(i) Checklist. See Appendix O for a checklist to help employees and supervisors remember steps.

14.100. Workers' Compensation.

Eligible employees may be covered under the Workers' Compensation Act as set forth in *Utah Code Ann.* §§ 34A-2-101, *et seq*., as amended, for any injury sustained during the performance of their job. Compensation may be provided to eligible employees through Workers' Compensation Fund of Utah or third party administrator in accordance with the Workers' Compensation Act.

14.110. Bringing Children to Work.

The City does not have a childcare program at this time. Due to safety and productivity issues, employees are not permitted to bring their children to work with them. This provision does not apply to City-approved organized programs intended to provide children an opportunity to observe the workplace or career opportunities or other educational fieldtrips and tours of the City offices. Limited exception may be made on a case by case basis by the Department Head or City Manager.

CHAPTER 15
DISASTER RESPONSE PLANNING

15.010. General Policy.
15.020. Employee Disaster Notification.
15.030. Natural Disaster Response Plan.
15.040. Man-Made Disaster Response Plan.
15.050. Suspicious Person or Assailant Threats.
15.060. Telephone Bomb Threats.
15.070. Mail, Letter, and Package Bomb Threats.
15.080. Suspicious Article Threats.

15.010. General Policy.

Syracuse City has developed the following Disaster Response Plan using, in part, a Disaster Response Planning Guide. All employees will be expected to adhere to this Disaster Response Plan to the maximum extent possible and practicable.

15.020. Employee Disaster Notification.

Supervisors are responsible for notifying all City employees of the disaster response action to be taken in the event of a disaster or pending disaster to the extent possible.

15.030. Natural Disaster/Man-Made Disaster Response Plan.

Following a natural disaster, the following action shall be taken:

(a) Employees already at work will assess the disaster and take whatever evasive action is deemed necessary within the law to protect themselves, their fellow employees, and the public in general. As soon as practical the employee shall notify his/her supervisor of his/her status and whereabouts.

(b) Employees will be allowed to contact and/or secure their families and homes as soon as practical to ensure their family status and security.

(c) Employees will report to their immediate supervisor, or the next level supervisor, as soon as practical and await instructions as indicated in the Emergency Operation Plan..

(d) All Syracuse City vehicles, equipment, tools, and office items, including telephones and computers, will be used only as directed by an employee's supervisor during an emergency situation.

(e) Employees not at work will contact the City Manager as soon as practical for further instructions.

15.050. Suspicious Person or Assailant Threats.

(a) Syracuse City has developed the following procedures to be followed in the event that a suspicious person or assailant is in the area:

(1) Employees will contact a supervisor and other co-workers through any means to alert them of a threatening situation.

(2) In the presence of an active assailant employees will take the following action:

- Get Out!
- Hide!
- Fight!
- Employee's shall assist one another as practical

(b) Employees shall notify law enforcement as soon as possible. Features and physical characteristics that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects.

15.060. Telephone Bomb Threats.

(a) An employee receiving a telephone bomb threat should be calm and courteous to the caller. The employee should notify his or her supervisor, or any other employee in the area, using a prearranged signal while the caller is on the line. An example following this procedure would be throwing a pencil or other small item near the supervisor, followed by rapidly waving the arm to get their attention. While on the phone the employee will communicate with the supervisor by using or passing notes, email and/or other means of communication.

(b) Employees shall notify law enforcement as soon as possible. Syracuse City has developed a Bomb Threat Checklist for employees to use. Voice characteristics, background noises, and bomb threat details that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects. See the checklist in Appendix P.

15.070. Mail, Letter and Package Bomb Threats.

(a) Employees receiving mail at work should visually assess the letter or package and inform his or her supervisor or the City Manager of anything unusual. It is always better to be safe than sorry.

(b) Employees shall notify law enforcement as soon as possible. Features and physical characteristics or other details that employees can remember about suspicious persons or assailants will greatly help local law enforcement officials in the apprehension of suspects.

15.080. Suspicious Article Threats.

Employees should report all suspicious articles to his or her supervisor or the City Manager. Do not touch, pick up, shake, or attempt to move, any articles of a suspicious nature. Employees shall notify law enforcement as soon as possible.

CHAPTER 16
TUITION AID

16.010. Purpose.
16.020. Funds.
16.030. Eligibility.
16.040. Standards.
16.050. Procedure.
16.060. Limitations.
16.070. Compliance.
16.080. Records.

16.010. Purpose.

It is the purpose of this Chapter to provide educational assistance in the form of Tuition Aid to eligible employees for course work taken at an accredited or approved institution, when funds are available, in order to enhance the abilities of the City work force. It is the intent of this Chapter to benefit the individual and to benefit the City through the utilization of the employee's newly acquired skills and knowledge. This Chapter and the Tuition Aid provided herein is not intended to train employees for opportunities with other employers or to provide reimbursement for seminars and professional training.

16.020. Funds.

The City shall allocate in its annual budget funds deemed appropriate for Tuition Aid. All Tuition Aid shall be contingent upon sufficient funds allocated by the City.

16.030. Eligibility.

In order to be eligible for Tuition Aid, employees must be full-time employees of the City in good standing and must have completed their probationary period of employment with the City.

16.040. Standards.

(a) Job Related. All classes, courses, or degrees must be pre-approved by the City and must be reasonably related to the employee's present job or determined by the City to be related to the employee's probable future work with the City. In determining whether the course work is "job related," the City shall consider the knowledge, skills, and abilities required by the employee's current job description.

(b) Accredited Institution. Course work must be offered at a college, university, or accredited educational institution or other institution approved by the City Manager.

(c) Credit. Course work must be taken for credit and completed. No reimbursement shall be made for audits, incomplete, or withdrawals.

(d) Time. Course work must be taken on the employee's own unpaid time. Exceptions may be approved by the City Manager based upon a written statement of the department head that unusual circumstances exist.

(e) Job Performance. An employee's outside educational activities should not interfere with the employee's work and the employee's job performance must remain satisfactory. Unsatisfactory job performance during enrollment may result in denial or forfeiture of education assistance in addition to disciplinary action.

(f) Repayment. Eligible employees must sign a Tuition Aid Repayment Agreement agreeing to repay the City in full for any Tuition Aid in the event the employee voluntarily leaves employment with the City or is terminated for reasons other than reduction in force or job elimination in accordance with the limitations set forth in Section 16.060. Eligible employees shall also agree that the total refund required to be made to the City hereunder may be deducted from the employee's final paycheck from the City.

16.050. Procedure.

(a) Application. Any eligible employee desiring to obtain Tuition Aid shall file a Tuition Aid Application with his or her department head. The Tuition Aid Application shall be filed prior to the commencement of the course. See Appendix Q.

(b) Review. The employee's department head shall review the Tuition Aid Application based upon the standards set forth in this Chapter including review of the employee's eligibility for assistance. The department head shall thereafter recommend approval or denial of the Tuition Aid Application to the City Manager. The City Manager shall review the Tuition Aid Application based upon the standards set forth herein, verify available funds for the request and approve or deny the Tuition Aid Application. Tuition Aid requests by the City Manager shall be forwarded to the City Council for review and approval in accordance with the provisions of this Chapter. In such instances of City Council review, any references herein to City Manager shall refer to the City Council.

(c) Reimbursement. Upon satisfactory completion of the approved course work, a portion of the employee's tuition expenses, fees and books may be reimbursed to the employee as follows:

(1) 90% for an "A" grade (or "pass" if course is only offered as Pass/Fail)

(2) 75% for a "B" grade

(3) 60% for a "C" grade

(4) 0% for lower than a "C" grade

(d) Transcript and Receipt. Prior to reimbursement, the employee must submit to the City Manager, a certified transcript of grade or certificate of completion of the course work and receipts for the actual tuition, fees and book expenses incurred.

16.060. Limitations.

(a) Funds. All Tuition Aid is contingent upon sufficient funds available in the City and/or department budget and shall be distributed on a first-come basis as determined by the date of final approval of the Tuition Aid Application by the City Manager.

(b) Annual Maximum. Eligible employees are limited to a maximum reimbursement of $2,000.00 per employee during any fiscal year (July 1st to June 30th) for tuition, fees and books.

(c) Other Sources. Reimbursement is limited by the amount of financial aid the employee receives from other sources such as grants or scholarships; i.e. the employee is only eligible for reimbursement from the City for the appropriate percentage of the employee's total out-of-pocket costs after the grant or scholarship has been deducted.

(d) Repayment. Employees who voluntarily leave employment with the City or are terminated for reasons other than reduction in force or job elimination shall be required to repay the City in full for any Tuition Aid received from the City within one (1) year prior to the date of termination. Employees who are terminated during enrollment because of a reduction in force or job elimination will be reimbursed for the amount of the approved costs incurred up to the effective date of termination.

16.070. Compliance.

Failure to comply with this Chapter will result in disapproval of Tuition Aid Application and/or nonpayment of the reimbursement as determined appropriate in the sole discretion of the City Manager. Failure to comply may also result in disciplinary action, up to and including termination.

16.080. Records.

A copy of Tuition Aid records shall be retained by the City in accordance with the Government Records Access and Management Act, as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended.

CHAPTER 17
TRAVEL, CREDIT CARD, AND REIMBURSABLE EXPENSES

17.010. Travel Costs.
17.020. Credit Card Expenses.
17.030. Vacation/Sick Leave Cash Out for Emergency Preparedness.
17.040. General Expenses.

17.010. Travel Costs.

(a) Purpose. City employees may be permitted or required to attend seminars, meetings, conferences and workshops when it is anticipated that the training and information received by the officer or employee at such events will benefit the City. It is the purpose of this policy to provide reasonable and systematic means by which attendance and travel to such events will be approved and the cost estimated and controlled for economic, budgetary, and auditing purposes. It is the intent of this policy to provide adequate controls over travel expenditures and to maintain accountability for such expenditures while allowing for flexibility.

(b) Budget. The City shall allocate in its annual budget funds deemed appropriate for travel expenditures. Each department head shall be responsible for keeping travel expenditures within his or her respective approved department travel budget.

(c) Eligibility. For purposes of this policy, "travel" shall be considered any in-state or out-of-state trip taken by a City employee in the course of performing his or her duties, including trips to or attendance at seminars, meetings, conferences and workshops. All travel expenditures must be pre-approved by the City as set forth herein. All travel expenditures must be anticipated to serve a bona fide public purpose and confer a benefit upon the City.

(d) Procedures.

(1) Requests for Travel. An employee desiring to obtain travel funds shall request and receive written approval from his or her department head, stating the purpose, details and estimated expenses of the travel at least two (2) weeks prior to the desired date of departure. Requests for travel by department heads shall be submitted to the City Manager and shall note the name of the person to be in charge of the department during the department head's absence.

(2) Review. The employee's department head shall review the travel request based upon the requirements set forth herein, including review of the department's approved travel budget. The department head may approve or deny the travel request. The City Manager may approve or deny the travel request of any department head.

(3) Advancements. Upon the request of the employee and timely submission of the Travel Application, approved travel expenses may be advanced.

(4) Receipts. The traveling employee shall document expenses of the trip and keep all original receipts and credit card receipts, provided that receipts for meals covered by the per diem compensation and fuel purchased with the City fuel card shall not be required.

(5) Documents. An expense report indicating the actual expenses of the trip together with all original required receipts shall be submitted to the City Manager within thirty (30) days after the event in order to receive any payment or refund. Except for per diem advancements, if less money was spent than was advanced, a reimbursement check made payable to the City for the difference shall be attached. Except for per diem advancements, if more money was spent than was advanced, a voucher request for the difference to be paid to the employee shall be attached.

(6) Summary. The City Manager, Mayor or Council may request a written summary or an oral report on all seminars, workshops, conferences or conventions attended by employees.

(e) Mode of Transportation. With the approval of his or her Department Head, employees are responsible for arranging their own transportation. The most economical form of transportation shall be used considering factors such as the cost of the transportation and the amount of time required. If any employee chooses a more costly form of transportation, the City will pay the lesser cost of the two forms, and the per diem rate shall be based upon the amount of time it would have taken under the less costly form of transportation. If extra time is needed for the more costly form of transportation, the employee shall use vacation or compensatory time for the excess time needed to reach the destination.

(f) Costs. Employees are encouraged to utilize the lowest cost travel arrangements possible. Airline reservations should be made, whenever possible, at least thirty (30) days in advance. If a reduced airfare is offered for a stay over a Saturday night, and the reduced rate more than compensates for additional lodging and per diem costs, the employee is encouraged to stay over the additional night. The government or corporate rate should be requested at all hotels.

(g) Permitted Expenses. The following allowances and payments may be made for travel expenses.

(1) Transportation. The City may pay for the cost of the most economical form of transportation. Employees traveling in a private vehicle will be reimbursed per mile and per vehicle at the current reimbursement rate permitted by the Internal Revenue Service. Employees traveling in a City vehicle will be reimbursed for the actual cost of gasoline and any incidental and necessary costs incurred in connection with such vehicle. Gasoline and other incidental and necessary cost receipts must be provided for reimbursement.

(2) Meals. The City may pay employees a per diem amount to cover the cost of meals during travel or training. The maximum daily per diem allowance for Syracuse City employees engaged in travel in-state on the City's behalf is thirty-nine dollars ($39.00). The maximum daily per diem allowance for Syracuse City employees engaged in travel out-of-state on the City's behalf is forty-six dollars ($46.00). Employees shall be provided the following standard per diem rate for meals when in-state travel requires less than a full day: $10.00for breakfast (when departing before 6:00 a.m..); $13.00 for lunch; and $16.00 for dinner (when returning after 7:00 p.m.). Employees shall be provided the following standard per diem rate for meals when out-of-state travel requires less than a full day: $10.00 for breakfast (when departing before 6:00 a.m.); $14.00 for lunch; and $22.00 for dinner (when returning after 7:00 p.m.). It is the policy of the city to comply with the provisions of *Utah Administrative Code R25-7-6,* regarding reimbursement for meals.

(3) Fees. The City may pay the actual and reasonable cost of registration and other fees for seminars, workshops, conferences, and conventions.

(4) Ground Transportation. The City may pay the reasonable and necessary costs for ground transportation, including airport shuttle, taxi cab, rental car, and parking lot fees.

(5) Lodging. If an employee is traveling outside of Weber, Davis and Salt Lake Counties for City business for multiple days, the employee may stay overnight. The City may pay for the reasonable and necessary costs of lodging if an overnight stay is required. Traveling employees shall choose lodging based on pricing, location, and government rates. When possible, employees shall lodge at the conference sponsored hotel that offers a government rate. Traveling employees may elect to stay with friends, relatives, use their personal campers or trailer homes instead of staying in a motel/hotel. The City will compensate the employee fifty percent (50%) of the lowest total cost of the conference sponsored hotel price.

(6) Miscellaneous. The City may pay for other miscellaneous costs as deemed reasonable and necessary by the City Manager.

(7) Personal Expenses. Employees traveling on City business, including employees traveling with a spouse or other companion, shall strictly distinguish expenses incurred as part of City business from personal expenses. The City will provide reimbursement only for those expenses which the employee would normally incur if traveling alone. For example, the City will pay for the employee's lodging at the single room rate and the employee shall be required to pay for any additional double occupancy lodging charge or upgrade. The City shall not pay for personal expenses such as telephone charges, personal transportation charges, room service charges, etc.

17.020. Credit Card Expenses.

(a) Purpose. In order to ensure the proper use and accountability of tax payer dollars, the following credit card policies are to be followed when using Syracuse City Credit Cards to expend City funds. Compliance with the policy is the obligation of each City employee. Failure to follow the policy may result in disciplinary action up to and including termination as described below. Questions regarding the policy are to be directed to the Finance Director.

(b) Tax Exempt. Most City purchases are not subject to sales tax. For vendors requiring documentation of tax exempt status, a TC-721G Exemption Certificate for Governments and Schools may be obtained from the Finance Director. Lodging charges in Utah are subject to sales tax. It is the cardholder’s responsibility to ensure sales tax is only paid when required.

(c) Cardholder Responsibilities. It is the responsibility of the cardholder to:

(1) Read and understand the City Credit Card Policies and Procedures.

(2) Sign the Syracuse City Credit Card Acceptance Agreement. (See Appendix R)
(3) Make only authorized purchases as prescribed by the City Purchasing Policy and approved departmental budget.

(4) Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder and their Department Head. (See Appendix S). This form can also be found in the policy manual or on the City Intranet.

(5) Reconcile the credit card statement upon its arrival. All reconciliations, statements, and receipts are due to Accounts Payable by the 10th of the following month.

(6) Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Finance Director.

(7) Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Finance Director.

(d) Department Head or Supervisor Responsibilities. It is the responsibility of the Department Head or Supervisor to:

(1) Request and oversee the issuance of new cards through the Finance Director. The credit limit will be determined at the discretion of the Finance Director.

(2) Inform the Finance Director when changes and cancellations are needed because of personnel changes.

(3) Make sure credit card reconciliations are completed by the 10th of each month.

(4) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Syracuse City policies and procedures.

(5) Address the cardholder about questionable transactions and take disciplinary actions when necessary

(6) Report any misuses of credit cards immediately to the Finance Director and/or the City Manager

(7) Sign the reconciliation form for each cardholder after review

(e) Prohibited Credit Card Purchases. The following purchases are strictly prohibited from being purchased by using a City credit card:

(1) Purchase of items for personal use or consumption

(2) Purchasing in violation of the City Purchasing Policy

(3) Alcohol

(4) Utah State Tax, except on lodging charges

(5) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.

(6) Splitting a purchase to remain under purchasing policy limits

(f) Disciplinary Action for Improper Use. Any employee found to be in violation of these policies may be subject to disciplinary action including but not limited to suspension of credit card, repayment of unauthorized charges, and/or termination of employment.

17.030. Vacation/Sick Leave Cash Out for Emergency Preparedness.

Once per fiscal year, Full-Time employees may purchase pre-approved emergency preparedness items and be reimbursed up to two hundred and fifty dollars ($250.00) by cashing out Vacation or Sick Leave. The employee must have a remaining balance of one-hundred and sixty (160) hours of accrued sick leave after the cash out is complete. The employee must submit an Emergency Preparedness Cash-Out form along with original receipts to his or her Department Head for approval. (See Appendix T) The Department Head will submit the form to the Finance Director and Human Resources for processing. The determination as to whether or not the Cash Out will be approved will be based on the availability of funds and will be re-evaluated on an “as needed” basis. Pre-approved emergency preparedness items include:

(a) Bottled Water

(b) Non-Perishable Food

(c) Water Storage

(d) 72 Hour Kit

(e) Generator

(f) Portable Fuel & Cooking Equipment (BBQ Grill not included)

(g) Battery-Powered Radio

(h) Batteries

(i) Flashlight

(j) First Aid Kit

(k) Whistle

(l) Duct Tape

(m) Can Opener

(n) Fire Extinguisher

(o) Compass

(p) Matches

(q) Multi-Purpose Tool (e.g. Leatherman or Swiss Army Knife)

(r) Emergency Blanket

(s) Fire Escape Ladder

(t) Two-Way Radios

(u) Rain Gear

(v) Dust Masks

(w) Local Maps

(x) Water Purification Systems/Devices

(y) Disposable Hand/Foot Warmers

(z) GPS Devices

(aa) Sleeping Bags

(bb) Tent

(cc) Backpacks/Duffel Bags

(dd) Toiletry/Personal Sanitation Supplies (e.g. toilet paper, personal wipes, transportable emergency toilet, etc.)

(ee) Emergency Heater/Portable Propane Heater

17.040. General Expenses.

With prior approval for purchase, legitimate expenses will be reimbursed by Syracuse City to the employee. Receipts are required to reimburse the employee. Reimbursement may be in the form of petty cash, direct deposit, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received. An expense for meals, beverages, snacks, etc. for meetings shall not be paid for with City funds and may not be reimbursed unless pre-approved by the City Manager. Examples of situations that may be approved include but are not limited to, a business lunch with an outside consultant who is providing information, advice or other business matters, a working lunch during an emergency or urgent project that requires staff to continue working, a training seminar.

Chapter 18 (Vehicle Use) is still being worked on.

CHAPTER 19
COMPUTERS AND EQUIPMENT USE

19.010. Equipment and Supplies.
19.020. Removal of Equipment.
19.030. Technology Resources.
19.040. Computers, Email and Internet.
19.050. Prohibited Computer Use.
19.060. Postage Meters.
19.070. FAX and Copy Machines.
19.080. Land-Line Telephones.
19.090. Cellular Phones.
19.100. Termination.

19.010. Equipment and Supplies.

All employees are charged with the responsibility of maintaining the City's property in the best possible condition and making the most economical use of supplies issued to them. All employees are charged with using and operating City equipment and property according to established protocol, including operating equipment in a safe and courteous manner.

19.020. Removal of Equipment.

No City owned, leased, or licensed equipment may be removed from City premises without prior approval from the employee's department head.

19.030. Technology Resources.

To help maximize its employees' efficiency in carrying out their responsibilities, Syracuse City provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the internet, facsimile machines, cell phones, pagers, and other wireless communication devices and voice mail systems. These tools and equipment are City property and must be used in accordance with these Policies and Procedures.

19.040. Computers, Email and Internet.

The City provides computer and internet access to designated employees for their use to transact City business. The following rules and restriction shall govern any and all use of City computers, email and internet.

(a) Personal use of computers, internet and email is only allowed during non-working hours, such as breaks and lunch periods, and is subject to the restrictions and conditions of this Chapter. Employees shall keep personal email and other electronic correspondence to a minimum and in no event shall such personal use of computers, internet and email interfere with the employee's work or productivity or disrupt other employees.

(b) To prevent computer viruses and other network problems, employees are prohibited from any unauthorized downloading of any software. Only software which has been purchased and approved by Syracuse City may be loaded or used on any of the City's computers.

(c) Employees are prohibited from accessing or visiting any websites or receiving or sending any email information which would be considered offensive by community standards; including, but not limited to, pornographic or sexually explicit information.

(d) Employees shall not use City computers or equipment for personal gain, including, but not limited to, personal for-profit and not-for-profit business purposes, political activity, or any other activity that could be considered a violation of these policies and procedures.

(e) City computers are the sole property of the City and may be subject to monitoring at any time without notice. Any information or messages created or retrieved over the internet or through email on City computers, and the contents of all City computers, is considered the property of the City. The City retains the right to observe, record, access and review any transactions made on City computers, including, but not limited to email messages, websites, etc. When using the email or voicemail systems, and other equipment including City computers, the employee knowingly and voluntarily consents to being monitored and acknowledges the City's right to conduct such monitoring. The security of email and voicemail communications is not guaranteed.

(f) Certain electronic data may be considered a "record" subject to access pursuant to the Utah Governmental Records Access and Management Act, as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended, or discoverable in litigation under applicable Rules of Civil Procedure.

(g) Abuse of email, voicemail and computer systems shall subject the employee to disciplinary action, up to and including termination.

19.050. Prohibited Computer Use.

The City will not tolerate inappropriate or illegal use of electronic data, equipment or information and reserves the right to take appropriate disciplinary action as needed, up to and including termination of employment for any violations of this Chapter. Such inappropriate or illegal use of these resources includes, but is not limited to, the following:

(a) hacking;

(b) pirating software and/or video files;

(c) soliciting;

(d) distributing literature for outside entities;

(e) sending or forwarding inappropriate emails; including, but not limited to, offensive, harassing, disparaging, vulgar, obscene, slanderous, defaming or threatening communications;

(f) accessing, viewing, or downloading inappropriate web sites, i.e., sites advocating hate or violence, displaying pornographic or sexually explicit material, or promoting illegal activity;

(g) distributing confidential information to persons or entities that are not entitled to such information;

(h) storing or placing unlawful information on City computers or network;

(i) copying system files, programs or data without proper authorization;

(j) disseminating, printing or copying copyrighted materials including articles and software in violation of copyright laws;

(k) using abusive or otherwise objectionable language in either public or private messages;

(l) sending or forwarding messages that are likely to result in the loss of the recipient's work or system use;

(m) sending or forwarding "chain-letters," jokes or lists or any other type of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others;

(n) decryption of system or user passwords; or

(o) creating, distributing, viewing or soliciting sexually oriented messages, materials or images.

19.060. Postage Meters.

No employee shall be allowed to use Syracuse City owned postage metering machines at any time for posting and mailing of any material other than those associated with official business of Syracuse City.

19.070. FAX and Copy Machines.

Employees may use City fax and copy machines for limited personal use subject to supervisor approval. Employees shall pay for such use at the employee rate which is in effect at the time of use.

19.080. Land-Line Telephones.

Telephones are to be used to conduct Syracuse City business. Long distance or toll calls using City land lines of a personal nature are prohibited. Although occasional, limited local personal telephone calls are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee and his or her co-workers.

19.090. Cellular Telephones.

Only those employees authorized by their department head and/or the City Manager are authorized to have a City-issued cell phone. The level of monthly service for such City-issued cell phone shall be commensurate with the amount of City business conducted and needed by the employee. The primary purpose of all City-issued cell phones shall be to facilitate City business. The City will allow limited personal use of City-issued cell phones, though personal use of City cell phones shall not be excessive and shall not interfere with the performance of job duties. The City reserves the right to monitor the billing and use of all City-issued cell phones. By accepting the use of a City-issued cell phone, the

employee also understands that excessive use of the cell phone that hinders job performance may result in disciplinary action. Cellular transmissions can be overheard by others. Discretion should be used in discussing confidential information on a cell phone. Employees, who are authorized to use a City-issued cell phone shall agree to be readily available to take calls, respond to e-mails and text messages during working hours. Employees, who are authorized to use their personal phone for work purposes shall use best judgment when taking calls, responding to e-mails and text messages outside of his or her working hours to ensure that he or she is not working unreasonable or unapproved overtime. Employees may not use their personal phones for work purposes during periods of unpaid leave without authorization from his or her Department Head. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment. An employee who violates the conditions of these policies relating to cell phones and usage will be subject to having the use of his or her City-issued cell phone terminated. In addition, employees may be subject to disciplinary action, up to and including termination, for any violation of these policies.

19.100. Bring Your Own Phone (BYOP) Policy

Employees that would otherwise be given a City cell phone/smart phone may elect to use a personal cell phone/smart phone for City business if authorized by his or her Department Head and the City Manager. Employees who have not received authorization in writing from his or her Department Head and the City Manager will not be permitted to use personal phones for work purposes. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

While at work, employees are expected to exercise the same discretion in using their personal phones as is expected for the use of City phones as defined in this chapter.

Employees, who are authorized to use their personal phone for work purposes shall agree to be readily available to take calls, respond to e-mails and text messages during working hours. Employees, who are authorized to use their personal phone for work purposes shall use best judgment when taking calls, responding to e-mails and text messages outside of his or her working hours to ensure that he or she is not working unreasonable or unapproved overtime. Employees may not use their personal phones for work purposes during periods of unpaid leave without authorization from his or her Department Head.

No employee using his or her personal phone should expect any privacy except that which is governed by law. The City has the right, at any time, to monitor and preserve any communications that use the City's networks in any way; including data, voice mail, and email, to determine proper use. Management reserves the right to review or retain personal and company-related data on personal phones or to release the data to government agencies or third parties during an investigation or litigation

(a) BYOP Stipend. Employees authorized to use personal phones under this policy will receive an agreed-on quarterly stipend as approved by the City Manager. If an employee obtains or currently has a plan that exceeds the monthly stipend, the employee shall be responsible for any and all remaining amounts and the City will not be liable for the cost difference. Under no circumstances shall the City be responsible for any late fees or like charges.

(b) Lost, Stolen, Hacked or Damaged Equipment. Employees are expected to protect personal phones used for work-related purposes from loss, damage or theft. Employees must immediately notify management in the event their personal phone is lost, stolen or damaged to ensure any City data is protected. If IT is unable to repair the phone, the employee will be responsible for the cost of replacement.

(c) Termination of Employment. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal phone for inspection. All company data on personal phones will be removed by IT upon termination of employment.

19.110. Termination.

Employees will be required to return all City-issued equipment to the Department Head or his or her designee upon termination of their employment. Failure to return City-issued equipment upon termination will be considered theft and may be subject to prosecution.

CHAPTER 20
PERFORMANCE EVALUATIONS

20.010. General Policy.
20.020. Performance Evaluation Periods.
20.030. Performance Evaluations.
20.040. Records.
20.050. Performance Tracking

20.010. General Policy.

It is the policy of Syracuse City to evaluate City employees regarding their work performance in accordance with the City adopted performance evaluation system and the provisions of this Chapter. Performance evaluations are intended to improve the performance of employees by providing meaningful, constructive feedback on the adequacy of performance.

20.020. Performance Evaluation Periods.

(a) Probationary Employees. Probationary employees shall be evaluated at the next scheduled annual evaluation period following their one (1) year anniversary and may also be evaluated at any other time deemed necessary by the Supervisor and/or Department Head. The performance evaluations for probationary employees may be used to provide information to both the employee and the City regarding the employee's performance. Performance evaluations and the results of such evaluations for probationary employees shall not obligate Syracuse City to a particular course of action relative to the probationary employees, nor shall it create any property or due process rights for such employees relative to their employment with the City.

(b) Employees. All employees, other than temporary or seasonal employees, shall receive performance evaluations on an annual basis. The evaluation period for these annual reviews will be the previous calendar year (January 1 to December 31). The annual performance evaluations shall be conducted and completed by the employee's direct supervisor. Annual performance evaluations must be completed and submitted by the supervisors to the Human Resources Specialist on or before March 1 of each year. Additional evaluations may be made at any time at the discretion of the supervisor or department head or when directed by the Human Resources Specialist.

20.030. Performance Evaluations.

Employees shall be evaluated by his or her immediate supervisor in accordance with the City approved performance evaluation system and approved performance criteria. Performance evaluations should consist of a written evaluation form as well as an in-person interview. Performance evaluations may be used in decisions concerning advancement, future training needs, performance related salary adjustments and disciplinary actions.

20.040. Records.

Performance evaluation records shall be maintained in the employee's personnel file. Such records shall be maintained and accessed in accordance with the Utah Governmental Records Access and Management Act as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended.

20.050. Performance Tracking.

Department Heads and/or Supervisors shall from time to time enter Significant Incident Reports (SIRs), whether positive and/or negative, into the City's evaluation system in order to track the employee's performance throughout the year.

CHAPTER 21
GRIEVANCES

21.010. Grievances.
21.020. Informal Grievance Procedures.
21.030. Formal Grievance Procedures.
21.040. Appeal.
21.050. Retaliations.
21.060. Records.

21.010. Grievances.

Employees may appeal a decision or disciplinary action by the City which affects his or her employment (other than suspension, demotion or dismissal which are governed by appeal provisions of Chapter 22) pursuant to the provisions set forth herein. These guidelines should not be construed as preventing, limiting or delaying the City from taking disciplinary action, including immediate termination, in circumstances where the City deems such action appropriate. Except as required by State or Federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.

21.020. Informal Grievance Procedures.

Employees are encouraged to resolve their grievances at the lowest administrative level possible. An employee with a grievance may first attempt to settle the matter informally through discussion with his or her supervisor. The supervisor should review the matter and conduct an investigation as deemed appropriate under the circumstances. If the employee does not believe the problem has been satisfactorily resolved within ten (10) days after the circumstances are first discussed informally with the supervisor, or any time prior thereto, the employee may pursue formal grievance procedures as provided herein.

21.030. Formal Grievance Procedures.

(a) Complaint. An aggrieved employee may file a formal written grievance with the Human Resources Specialist within ten (10) days from the date of the event giving rise to the grievance or within ten (10) days from the date the employee has knowledge, or should have knowledge, of the event giving rise to the grievance. Grievances shall be filed using an Employee Grievance Form as provided by the City (See Appendix T). The time for filing a formal written grievance shall be extended during the time for which informal grievance procedures are pursued; provided, such time shall not exceed thirty (30) days. If the grievance involves the Human Resources Specialist, the grievance may be filed with the City Manager, in which case all references herein to Human Resources Specialist shall refer to City Manager.

(b) Investigation and Recommendation. Upon receipt of a grievance, the Human Resources Specialist shall review and investigate the matter as deemed appropriate under the circumstances. Upon completion of review and investigation, the Human Resources Specialist shall prepare a written recommendation to the City Manager regarding the matter.

(c) Decision. The City Manager should, within a reasonable time from receipt of the recommendation from the Human Resources Specialist, prepare and provide the employee written notice of his or her final decision in the matter.

21.040. Appeal.

An employee aggrieved by a final decision of the City Manager regarding a formal grievance filed hereunder may appeal such decision to the City Council by filing a written appeal stating the grounds therefore with the City Recorder within ten (10) days from the date of the decision. Only the issues presented in the original grievance may be considered on appeal. The City Council shall conduct a review of the matter reviewing the City Manager's decision for correctness. The City Council shall prepare and provide to the employee written notice of its final decision in the matter within a reasonable time from receipt of the appeal.

21.050. Retaliations.

Employees are entitled to bring good faith grievances hereunder without fear of retaliation. The City shall not discriminate against an employee because that individual made a grievance complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision herein. No person shall coerce, intimidate, threaten, harass or interfere with any individual in the exercise or enjoyment of the exercise of any right granted or protected herein. Employees are further protected under the provisions of the Utah Protection of Public Employees Act, more commonly known as the "Whistle Blower's Act," as set forth at *Utah Code Ann*. ' 67-21-1, *et seq*., as amended.

21.060. Records.

The City shall maintain records pertaining to employee grievances filed hereunder and records pertaining to an appeal of such grievances in accordance with the Utah Government Records Access and Management Act as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended. No document relating to an employee grievance shall be placed in the employee's personnel file.

CHAPTER 22
DISCIPLINARY ACTION

22.010. General Conduct.
22.020 Responsibility for Discipline.
22.030. Levels of Discipline.
22.040. Investigation.
22.050. Administrative Leave.
22.060. Verbal Warning.
22.070. Written Reprimand.
22.080. Probation.
22.090. Suspension.
22.100. Demotion.
22.110. Dismissal.
22.120. Pre-Disciplinary Action Hearing.
22.130. Disciplinary Action.
22.140. Appeals.

22.010. General Conduct.

It is the responsibility of all employees of the City to conduct themselves in accordance with the City's policies, rules and regulations and to perform their work in a satisfactory manner. Employees are expected to conduct themselves in a professional and competent manner and to be courteous and cooperative at all times with fellow employees, supervisors and the public. Any action or conduct not in accordance with City policies or in violation of any City rule or regulation shall be subject to disciplinary action up to and including termination.

22.020. Responsibility for Discipline.

The basic responsibility for discipline lies with the employee's supervisor under the direction of the City Manager, provided that any disciplinary action involving suspension, probation, demotion or dismissal shall require a pre-disciplinary action hearing and prior review and approval of the City Manager in accordance with the procedures set forth herein. In addition, any dismissal of an employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code.

22.030. Levels of Discipline.

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action, based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, suspension with or without pay, probation, demotion and dismissal.

22.040. Investigation.

Prior to any disciplinary action or recommendation of any disciplinary action, the alleged misconduct and related circumstances shall be investigated by the employee's immediate supervisor and/or the Human Resources Specialist. When deemed appropriate, any investigation may also be conducted by an outside investigator hired by the City. The investigation shall be conducted to the extent

deemed necessary and appropriate under the circumstances. Such investigation should provide the employee with an opportunity to respond verbally and/or in writing to the alleged claims.

22.050. Administrative Leave.

In the event of an emergency, or when otherwise deemed appropriate and necessary pending full investigation of alleged violations of an employee, the City Manager, or his or her designee, may temporarily relieve an employee from duty, with pay, or temporarily reassign the employee to another position at the same rate of pay. Such temporary relief from duty with pay shall be considered administrative leave and shall not preclude subsequent disciplinary action against the employee. The Department Head shall fill out the Administrative Leave Form (see Appendix U) and turn into the Human Resource Specialist.

22.060. Verbal Warning.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may verbally communicate to the employee the observed deficiency. Written documentation of the warning shall be prepared by the supervisor using the City's Disciplinary Action Form setting forth the date, time, circumstances and grounds for the discipline, and the date, time and circumstances of the verbal notice. The Disciplinary Action Form, along with a Signification Incident Record (SIR) shall be signed by the supervisor, the Human Resources Specialist and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's personnel records and input into the evaluation system as a SIR.. Failure to remedy the deficiency described in a verbal warning may result in additional disciplinary action being taken.

22.070. Written Reprimand.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may reprimand an employee in writing. Written reprimands shall be prepared by the supervisor using the City's Disciplinary Action Form setting forth the date, time, circumstances and grounds for the discipline (See Appendix V). The Disciplinary Action Form, along with a Signification Incident Record (SIR) shall be signed by the supervisor, the Human Resources Specialist and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's personnel records and input into the evaluation system as a SIR, Failure to remedy the deficiency described in a written reprimand may result in additional disciplinary action being taken.

22.080. Probation.

Whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager an employee be placed on disciplinary probation for a period not to exceed six (6) months. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager including a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. The purpose of disciplinary probation is to provide a period during which the employee's performance is carefully monitored and evaluated. Upon receipt of a supervisor's recommendation for probation, the City Manager shall determine the

appropriate disciplinary action to be taken, if any. Probationary status shall not preclude any other disciplinary action being taken against the employee as deemed appropriate. Any probationary period may be extended by the City Manager for a period of time not to exceed three (3) months upon written notice to the employee. Any disciplinary action taken against an employee on probation, other than verbal or written reprimand, shall comply with the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and shall be subject to applicable appeal procedures set forth in Section 22.140.

22.090. Suspension.

After investigation of the alleged misconduct in accordance with Section 22.040, whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager an employee be suspended, with or without pay, for a period of time not to exceed fifteen (15) calendar days. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for suspension, the City Manager shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 22.130. Any employee suspended with or without pay shall be responsible for making full employee contributions to his or her employee medical insurance benefits no later than the regularly scheduled pay day and must be available to work during all regular business hours if the suspension is with pay. Any employee who is suspended without pay for more than two (2) days may appeal such suspension to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.100. Demotion.

Whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager an employee be demoted. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for demotion, the City Manager shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 22.130. Any employee who is demoted may appeal such demotion to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.110. Dismissal.

Except as otherwise provided by Ordinance for appointed officers and department heads, whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager an employee be dismissed. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for dismissal, the City Manager shall follow the due process procedures set forth in Section 22.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section

22.130. In addition, any dismissal of an employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code. Any employee who is dismissed may appeal such dismissal to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 22.140.

22.120. Pre-Disciplinary Action Hearing.

Upon receipt of a supervisor=s recommendation of disciplinary action involving suspension, demotion or dismissal, the City Manager shall review and investigate the matter as deemed appropriate and shall hold a pre-disciplinary action hearing. The purpose of the pre-disciplinary action hearing is to provide the employee with notice and an opportunity to respond to the alleged violations and proposed disciplinary action. The City Manager shall provide the employee with written notice of the date and time of the pre-disciplinary action hearing and shall provide the employee with a copy of the supervisor=s letter recommending the proposed disciplinary action and stating the grounds therefore. The employee shall receive timely notice of the pre-disciplinary action hearing, overview of allegations and the proposed disciplinary action.

22.130. Disciplinary Action.

After the pre-disciplinary action hearing, the City Manager shall provide the employee with written notice of his or her final decision stating the disciplinary action to be taken, if any, the effective date of the disciplinary action, the grounds for the action, and the employee=s right to appeal the same. In addition, the City Manager shall document the disciplinary action using the City's Disciplinary Action Form. The Disciplinary Action Form shall be signed by the City Manager, the Human Resources Specialist and the employee. In instances of dismissal, the Disciplinary Action Form shall also be signed by the Mayor. If the employee refuses to sign the Disciplinary Action Form, the City Manager shall note such refusal in writing on the form. In determining the type and severity of the disciplinary action, the City Manager may consider aggravating and mitigating circumstances, which include, but are not limited to: the repeated nature of misconduct; prior disciplinary action imposed; the severity of the misconduct; the employee's work record; the effect of the misconduct on City operations; and/or the potential of the misconduct to harm persons or property.

22.140. Appeals.

Except as otherwise provided herein, or other applicable law, all appointed officers and employees of the City shall hold their employment without limitation of time, being subject to suspension without pay for more than two (2) days, demotion, or dismissal only as provided in *Utah Code Ann*. ' 10-3-1106, as amended. As provided in Section 2-6-2 of the Syracuse Municipal Code, the following officers and employees are not covered by the provisions of this Section: police chief, deputy police chief, fire chief, deputy or assistant fire chief, department heads, deputy of department head, superintendents, probationary employees, part-time employees, temporary or seasonal employees, or officers appointed by the Mayor or other person or body exercising executive power in the City. All other appointed officers or employees ("covered employees") who are suspended without pay for more than two (2) days, demoted, or dismissed shall have the right to appeal such suspension, demotion or dismissal to the City Appeals Board in accordance with Section 2-6-3 of the Syracuse Municipal Code and the provisions of *Utah Code Ann*. ' 10-3-1106, as amended. All other disciplinary actions may be appealed in accordance with the grievance procedures set forth in Chapter 21.

CHAPTER 23
TERMINATION OF EMPLOYMENT

23.010. Types of Termination.
23.020. Voluntary Termination Procedures.
23.030. Involuntary Termination Procedures.
23.040. Resignation in Lieu of Involuntary Termination Procedures.
23.050. Reduction in Force Procedures.
23.060. Retirement Procedures.
23.070. Final Paychecks.
23.080. Return of City Property.
23.090. Exit Interview.
23.100. COBRA Coverage.

23.010. Types of Termination.

The following generally describes various types of termination of employment with the City. The following is provided for information purposes only and is not intended to be an exhaustive list or description of types of or grounds for termination of employment with the City.

(a) Voluntary Resignation. Voluntary resignation occurs when an employee wishes to leave employment with Syracuse City voluntarily and not due to retirement, involuntary termination, or resignation in lieu of involuntary termination, as more particularly described herein.

(b) Involuntary Termination. Involuntary termination occurs when the employee is terminated for involuntary reasons, such as for cause, or with or without cause in the case of at-will employees. Involuntary termination may include resignation in lieu of disciplinary action as more particularly described in Subsection (c).

(c) Resignation in Lieu of an Involuntary Termination. Any employee who resigns pending involuntary termination for cause proceedings may be deemed to have resigned in lieu of involuntary termination.

(d) Reductions in Force (Layoff). Reduction in force or layoff terminations may occur when it is deemed necessary by the City to reduce the number of employees due to lack of work, lack of funds, or other justified business reasons. The City may attempt to minimize reductions in force by readjustment of personnel through reassignment of duties in other work areas.

(e) Retirement. Retirement is voluntary termination at the end of an employee's career. For purposes of these Policies and Procedures, retirement specifically means an employee who has become eligible, applies for, and is entitled to receive a retirement allowance under applicable provisions of the Utah State Retirement and Insurance Benefits Act, as set forth in Title 49 of the *Utah Code Annotated*, as amended.

(f) Medical. The American's with Disabilities Act (ADA) prohibits illegal discrimination by an employer against an "otherwise qualified individual with a disability." An employee should not be terminated for medical reasons without prior consultation with legal counsel and compliance with the City's ADA policies and procedures.

(g) Death. If an employee of Syracuse City dies, his or her estate receives all pay due and any earned and payable benefits (such as payment for compensatory time, annual vacation leave, and sick leave, if applicable) as of the date of death in accordance with City policies and procedures and applicable State and Federal regulations.

23.020. Voluntary Termination Procedures.

Employees who wish to voluntarily terminate their employment with Syracuse City shall notify the City at least two (2) weeks in advance of their voluntary termination. Such notice should be given in writing to the employee's department head or supervisor. Employees must comply with the notice requirements set forth herein to be eligible for rehire. A Notice of Voluntary Resignation Form (see Appendix X) shall be filled out by the employee and signed prior to final voluntary termination.

23.030. Involuntary Termination Procedures.

Any involuntary terminations for cause shall comply with applicable procedures set forth in Chapter 22 regarding Disciplinary Action, including any applicable pre-disciplinary hearing and due process requirements set forth therein. Such procedures shall not be required for involuntary termination of at-will or excluded employees as more particularly set forth in these Policies and Procedures or as provided by law.

23.040. Resignation in Lieu of Involuntary Termination Procedures.

If an employee chooses to resign pending any for cause termination proceedings, the resignation may be considered an involuntary termination pending final resolution of the termination proceedings. Alternatively, the City and the employee may negotiate and enter into a Resignation in Lieu of Involuntary Termination Agreement containing terms acceptable to the City, including, but not limited to hold harmless and indemnification provisions regarding the resignation in lieu of involuntary termination proceedings, and waiver of notice and due process requirements for involuntary termination.

23.050. Reduction in Force Procedures.

(a) If Syracuse City is facing a possible reduction in labor force, the City should explain the situation to its employees, advising them of the possibility that reductions in force or layoffs may become an economic necessity for the City.

(b) In the selection of employees for reduction in force, the following guidelines should be considered:

(1) Temporary, and probationary employees should be laid off first.

(2) Regular employees should be the last to be laid off and based on the following factors: longetivity, previous performance evaluations and disciplinary actions.

(c) Before any reduction in force, Syracuse City should determine whether it is subject to the requirements of the Worker Adjustment and Retraining Notification Act, 29 U.S.C. 2101, *et seq*., as amended, and shall comply with any applicable requirements.

(d) Syracuse City should explain to any employee terminated through reduction in force the employee's options (such as COBRA and Retirement Plan Options).

(e) Written reduction in force notices should be provided to employees terminated through reduction in force procedures. Such notice should contain a statement that separation from employment is based on reduction in force and the effective date of the reduction in force termination.

23.060. Retirement Procedures.

Employees who desire to retire from employment with the City should notify the City as soon as possible but no later than two (2) months in advance of his or her final work day. Such notice should be in writing to the employee's Department Head or Supervisor. Employees must comply with the notice requirements set forth herein to be eligible for rehire. A Notice of Voluntary Resignation Form shall be filled out by the employee and submitted to the Human Resource Specialist prior to final voluntary termination. In addition, employees eligible for retirement benefits through Utah Retirement Systems (URS) shall work directly with URS to work out the details of such retirement and benefits.

23.070. Final Pay.

Upon termination of employment with the City, the City will arrange for distribution of any pay which may be due the employee, including pay for any hours worked but not paid, pay for unused, accrued vacation leave (if applicable), pay for any unused, accrued compensation time off (if applicable), and pay for unused, accrued sick leave (if applicable). Final pay shall be distributed on the regularly scheduled pay day following the termination.

23.080. Return of City Property.

Terminating employees shall return any and all keys, supplies or equipment, which are the property of Syracuse City to the Department Head or his or her designee at termination. Failure to return City-issued keys, supplies and/or equipment upon termination will be considered theft and may be subject to prosecution. Uniforms shall be retired according to the policy established by the department.

23.090. Exit Interview.

In order to provide appropriate feedback to the City and conclusion of employment for the employee, terminating employees should complete an Exit Interview with the Human Resources Specialist. When conducted, an Exit Interview Form should be signed by the employee and the Human Resources Specialist.

23.100 COBRA Coverage.

Any terminated employee shall be notified of his or her rights to continued insurance coverage and other protections and requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") in accordance with applicable Federal regulations.

APPENDIX A:
Policy Manual Acknowledgement of Receipt

I

Syracuse City Corporation

PERSONNEL POLICY AND PROCEDURES MANUAL
ACKNOWLEDGEMENT OF RECEIPT

I, the undersigned employee of Syracuse City Corporation, hereby acknowledge that Syracuse City has made a copy of the Personnel Policy and Procedures manual electronically available to me and that I have received instructions on how to access it.

I further acknowledge that I may request a paper copy of the manual if I am unable to access the manual electronically.

By signing below, I agree to familiarize myself with and abide by the policies and procedures outlined in the manual. Further, I understand that this agreement does not create an obligation or contract of employment between Syracuse City and myself.

I understand that reading this manual constitutes one of my job duties and that I am required to perform my duties in accordance with the policies contained in this manual and any updates, additional rules, regulations, policies or procedures which may be imposed by the City or the department in which I work, whether or not I read this manual. I understand that my failure to read this manual, as required, does not excuse me from being covered by or complying with its provisions.

I understand that if I have any questions about the provisions contained in this manual, I should direct them to the City Manager.

I understand that this manual serves only as a guide and that Syracuse City reserves the right to change any of its policies and/or procedures at any time for any reason.

Name (printed): _____

Signature: _____ Date: _____

APPENDIX B:
Recruitment and Retention Policy

RECRUITMENT & RETENTION POLICY

PURPOSE

The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens. This policy shall also set forth direction on how the City will best develop the skills and capabilities of its workforce.

It is essential that Syracuse City (City) recruits and retains the best talent possible in order to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

COMPONENTS OF THE POLICY

Leadership & Responsibility

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council. The City Manager will be tasked to propose programs and policies that align with the purpose of this policy.

Employee Compensation Plan

Benchmarks: The City Manager will propose, and the City Council will have final approval of a list of cities that will constitute the benchmark for comparison of employee compensation. The benchmark cities will include those cities that Syracuse City reasonably competes with for employees. The benchmarks will be adjusted at least every 3 years.

Salary & Wage Scales: The salary & wage scales will be set so that the minimum, mid-range, and maximum for each position will fall within the 60th to 70th percentile of the benchmark cities.

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APPENDIX B (continued):
Recruitment and Retention Policy

Other Benefits: Other benefits, such as medical/dental/vision, retirement, and paid time off, will be provided at a level that reasonably competes with the benchmark cities. The City Manager will propose, and the City Council will have final approval of the benefit package to be offered.

Career Progression: The programs and policies proposed by the City Manager shall be designed to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will propose a system that provides a path for employees to progress through the salary and wage scale for each position. Once approved by the City Council, such system will be incorporated into the Personnel Policy and Procedures Manual. In order to support career progression, the City Council will adopt a 3 to 5 year compensation plan that outlines a percentage of funds that will be set aside for the purposes of retention bonuses, merit increases, and/or other benefit provisions. Prior to the last year of that compensation plan timeframe, the City Manager will propose, and the City Council will have final approval on the compensation plan that will cover the next 3 to 5 years.

Performance Standards

Position-Specific Standards: For each position in the City organization, a set of performance standards and eligibility criteria will be outlined. These performance standards and eligibility criteria will be the basis for an employee to qualify for a bonus or merit increase.

Annual Evaluation System: An annual evaluation system that supports the purpose of this policy will be implemented. Such evaluation system will be designed to reward top performers, encourage average performers to improve, and require under-performers to improve.

Service Level Measurement: The City Manager will create a series of service level measures, which will serve as indicators on the performance of the entire organization. The City Manager will periodically report these measures to the Mayor and City Council.

IMPLEMENTATION

It is anticipated that the overall Recruitment & Retention Policy will be formally adopted along with the 2014/2015 Budget. Specific components of the policy will also be in place at that time, with other components to be implemented shortly thereafter, following more discussion with the Mayor and City Council. Full implementation of the policy is expected to be completed before the posting of the 2015/2016 Draft Budget.

APPENDIX C:
Volunteer Service Agreement

Syracuse City Corporation

VOLUNTEER SERVICE AGREEMENT

Volunteer Information

Name: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Address: _____

Social Security Number: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Phone Number(s): _____

Volunteer Assignment Information

Project Type (check one box):

- ☐ Court Ordered Community Service
- ☐ Eagle Scout or Other Boy Scout Community Service
- ☐ Church Group
- ☐ Ongoing Community / Volunteer Service
- ☐ Other Community / Volunteer Service

Department Working In: _____

City Staff Member Overseeing Service: _____

1

APPENDIX C (continued):
Volunteer Service Agreement

Description of Service to be performed: _____

_____

Anticipated Dates of Service:

Start: _____

End: _____

Volunteer Acknowledgement and Agreement

1. I acknowledge that I am volunteering solely for personal purposes or benefit without promise or expectation of compensation, benefits, or future employment from Syracuse City beyond any specified reimbursement agreements.
2. I agree to familiarize myself with, and abide by, Syracuse City's policies and procedures regarding conduct, confidentiality, safety, and related policies and procedures. I understand that I may be subject to the same pre-employment screening and background checks as paid employees performing similar duties.
3. I agree to follow the supervision and direction of any personnel, employee, or other volunteer to whom I have been assigned to perform services. I also agree to participate in any training required by Syracuse City in order to perform volunteer services.
4. I understand and agree to follow the guidelines set forth for volunteers that are under the age of 16 years of age. Volunteers that are 14 or 15 years of age may not volunteer for more than 3 hours on a school day and may not volunteer later than 7:00PM from September 1st to June 1st each year and may not volunteer later than 9:00PM from June 2nd to August 31st each year. Volunteers that are 16 years of age or older do not have any restricted hours.
5. If my duties include driving on City business, I acknowledge that I must possess a valid driver's license and that I may be subject to a Department of Motor Vehicle (DMV) driver's license background investigation.
6. I acknowledge that the City provides limited accidental liability coverage to volunteers, but that no other City-sponsored medical, retirement, or insurance apply to my associate with Syracuse City as a volunteer.
7. I acknowledge that Syracuse City may end my volunteer services with the City at any time and for any reason.

By signing below, I attest that I am freely volunteering my time and services to Syracuse City. I also attest that I have read and agree to abide by the acknowledgements and agreements listed above.

Volunteer: _____ Date: _____

If you are under 18, a parent or guardian must also sign this form

Parent/Guardian: _____ Date: _____

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APPENDIX C (continued):
Volunteer Service Agreement

Approval Signatures:

Supervisor: _____ Date: _____

City Manager: _____ Date: _____

To Be Completed By Volunteer Supervisor Upon Completion of Volunteer Service

Actual Dates of Services:

Start Date: _____

End Date: _____

Total Time Donated: _____

Eligible for Future Volunteer Services? ☐ Yes ☐ No

If "NO", please specify why: _____

_____

3

APPENDIX D:
Compensation Plan

SYRACUSE CITY

FY 2015 – FY 2019 CITY COMPENSATION PLAN

PURPOSE

The purpose of this plan is to set forth the City's plan for employee compensation in order to accomplish the objectives of the City's Recruitment and Retention Policy.

AUTHORITY

Section 5.020 of the City Personnel Policies & Procedures Manual states that the City Council will adopt and maintain a compensation plan, which outlines standards and guidelines for salary & wage administration, pay grade schedules, and comparison/benchmarking strategies.

TERM

The term of this plan includes fiscal years 2015 through 2019. The compensation rates and future funding amounts set forth from this plan are set forth by the City Council. It is the intent of the City Council to provide the funding necessary to carry out the compensation plan. The City Council retains the ability to unilaterally adjust compensation rates and funding amounts from year to year, based on economic conditions and budget availability.

SALARY AND WAGE SCALES

As indicated in the Recruitment and Retention Policy, the City desires to recruit and retain the best employees possible. The City has benchmarked comparable salary and wages within the labor market and has set the scales for the minimum, mid-point, and maximum to be within the 60th to 70th percentile of the benchmark cities. Wage scales will be compared with the benchmark cities at least every 3 years.

BENEFITS

As indicated in the Recruitment and Retention Policy, the City desires to offer employee benefits that are competitive with the benchmark cities, as a means to recruit and retain the

APPENDIX D (continued):
Compensation Plan

best employees possible. The benefits offered are governed by Chapter 7 of the Personnel Polices & Procedures Manual. The City's benefit package will be reviewed annually and approved by the City Council through the annual budget process.

EMPLOYEE EVALUATION SYSTEM

As indicated in the Recruitment and Retention Policy, each employee will be evaluated on their performance, based on their job duties. The evaluation system will categorize employees' performance in five different levels:

	Score
Consistently Exceeds Expectations	4.5 -5
Exceeds Expectations	4 - 4.5
Meets Expectations	3-4
Needs Improvement	2-3
Seriously Deficient (risk of termination)	0-2

The eligibility of any bonus or raise is contingent upon a "Meets Expectation" or better, with those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories receiving greater amounts, respectively.

RETENTION BONUS & MERIT INCREASE

Syracuse City has adopted a "pay for performance" ethic, and therefore does not use programmed step increases or cost of living increases based on time of service alone. The City will provide retention bonuses and merit increases based on employee performance, for the purpose of retaining excellent employees and incentivizing average employees to become better.

Retention Bonus

In order for an employee to receive a retention bonus, they must receive a "Meets Expectation" or better on their annual evaluation. The actual amount of the retention bonus will be determined by the limits outlined in the Personnel Policies and Procedures Manual and the budgeted amount for each year. Those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories will receive greater amounts, respectively. Employees with less than one year, but at least 6 months of service with the city are eligible for a prorated retention bonus.

Merit Increase

An employee is eligible for a merit increase after receiving two (2) annual evaluations in a row of "Meets Expectations" or better. The merit increase will be effective on July 1st following the second annual evaluation. For the years that an employee receives a merit increase, he/she will not be eligible for a retention bonus. Employees who are at or exceed the maximum rate of their pay scale are only eligible for merit increase according to Section 5.06 of the Personnel Policies & Procedures manual.

APPENDIX D (continued):
Compensation Plan

Planned Budget for Retention Bonus & Meritorious Increases

Year	Amount of Payroll	Purpose
FY 2015	2%	Merits
FY 2016	2.75%	Ret Bonus
FY 2017	2.75%	Ret Bonus/Merits
FY 2018	2.75%	Ret Bonus/Merits
FY 2019	2.75%	Ret Bonus/Merits

PROMOTIONS AND ADVANCEMENTS

Promotions:

Promotions include an upward movement in position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, or a 7.5% increase, whichever is greater.

Advancements:

Advancement includes movement to a higher position due to improved skill, knowledge, or capability, but does not significantly increase the employee's responsibilities and/or supervisory duties. An employee who advances to a higher position will receive an increase to the minimum wage of the entering pay scale, or a 3.5%, whichever is greater. The wage increase becomes effective immediately, pending budget constraints, or at a minimum on July 1st following the advancement. The employee is still eligible for a retention bonus or merit increase.

OTHER COMPENSATION ITEMS

All other items related to compensation are governed by the Personnel Policies & Procedures Manual.

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APPENDIX E:
Employee Rights & Responsibilities

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

U.S. Wage and Hour Division

WHD Publication 1420 Revised January 2009

APPENDIX F:
FMLA Notice of Eligibility and Rights & Responsibilities

Notice of Eligibility and Rights & Responsibilities
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A – NOTICE OF ELIGIBILITY]

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____

On _____, you informed us that you needed leave beginning on _____ for:

____ The birth of a child, or placement of a child with you for adoption or foster care;

____ Your own serious health condition;

____ Because you are needed to care for your ____ spouse; ____ child; ____ parent due to his/her serious health condition.

____ Because of a qualifying exigency arising out of the fact that your ____ spouse; ____ son or daughter; ____ parent is on covered active duty or call to covered active duty status with the Armed Forces.

____ Because you are the ____ spouse; ____ son or daughter; ____ parent; ____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

____ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)

____ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):

- ____ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately ___ months towards this requirement.
- ____ You have not met the FMLA's hours of service requirement.
- ____ You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact _____ or view the FMLA poster located in _____.

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

___ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request ___ is/___ is **not** enclosed.

___ Sufficient documentation to establish the required relationship between you and your family member.

___ Other information needed (such as documentation for military family leave): _____

_____

_____

___ No additional information requested

Page 1 CONTINUED ON NEXT PAGE Form WH-381 Revised February 2013

APPENDIX F (continued):
FMLA Notice of Eligibility and Rights & Responsibilities

If your leave does qualify as FMLA leave you will have the following **responsibilities** while on FMLA leave (only checked blanks apply):

____ Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

____ You will be required to use your available paid _____ **sick**, _____ **vacation**, and/or _____**other leave** during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

____ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We ___**have**/____ **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

____ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following **rights** while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
  - ____ the calendar year (January – December).
  - ____ a fixed leave year based on _____.
  - ____ the 12-month period measured forward from the date of your first FMLA leave usage.
  - ____ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have ____**sick**, ____**vacation**, and/or ___**other leave** run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

  ____For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at: _____.

  ____Applicable conditions for use of paid leave:_____

Once we obtain the information from you as specified above, we will infor[illegible]rs, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you ha[illegible]t hesitate to contact:

applicable conditions

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

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Appendix G:
Designation Notice

Designation Notice
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: _____

Date: _____

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided.
We received your most recent information on _____ and decided:

____ **Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

____ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

____ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

____ We are requiring you to substitute or use paid leave during your FMLA leave.

____ You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ___ is ___ is not attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

____ **Additional information is needed to determine if your FMLA leave request can be approved:**

____ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not
(Provide at least seven calendar days)
practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

_____
(Specify information needed to make the certification complete and sufficient)
_____

____ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

____ Your FMLA Leave request is Not Approved.
____ The FMLA does not apply to your leave request.
____ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Form WH-382 January 2009

APPENDIX H:
FMLA Certification Form – Employees Own Serious Health Condition

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

Page 1 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission:

   _____

   Date(s) you treated the patient for condition:

   _____

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___ Yes.

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

   Is the employee unable to perform any of his/her job functions due to the condition: ___No ___Yes.

   If so, identify the job functions the employee is unable to perform:

   _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____
   _____
   _____
   _____
   _____
   _____
   _____

Page 2 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___No ___Yes.

   If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___No ___Yes.

   If so, are the treatments or the reduced number of hours of work medically necessary?
   ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Estimate the part-time or reduced work schedule the employee needs, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ____No ____Yes.

   Is it medically necessary for the employee to be absent from work during the flare-ups?
   ____ No ____Yes. If so, explain:

   _____

   _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____

_____

_____

_____

_____

_____

Page 3 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

APPENDIX H (continued):
FMLA Certification Form – Employees Own Serious Health Condition

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

Page 4 Form WH-380-E Revised January 2009

APPENDIX I:
FMLA Certification Form – Family Member's Serious Health Condition

Certification of Health Care Provider for Family Member's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____ _____
Employee Signature Date

Page 1 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax:(_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

   Probable duration of condition: _____

   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___No ___Yes. If so, dates of admission: _____

   Date(s) you treated the patient for condition: _____

   Was medication, other than over-the-counter medication, prescribed? ___No ___Yes.

   Will the patient need to have treatment visits at least twice per year due to the condition? ___No ___Yes

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
   ___No ___Yes. If so, state the nature of such treatments and expected duration of treatment:

   _____

   _____

2. Is the medical condition pregnancy? ___No ___Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

   _____

Page 2 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ___No ___Yes.

   Estimate the beginning and ending dates for the period of incapacity: _____

   During this time, will the patient need care? __ No __ Yes.

   Explain the care needed by the patient and why such care is medically necessary: _____

5. Will the patient require follow-up treatments, including any time for recovery? ___No ___Yes.

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? __ No __ Yes.

   Estimate the hours the patient needs care on an intermittent basis, if any:

   _____ hour(s) per day; _____ days per week from _____ through _____

   Explain the care needed by the patient, and why such care is medically necessary: _____

Page 3 CONTINUED ON NEXT PAGE Form WH-380-F Revised January 2009

APPENDIX I (continued):
FMLA Certification Form – Family Member's Serious Health Condition

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ____No ____Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ____ No ____ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____ _____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.
DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

Page 4 Form WH-380-F Revised January 2009

APPENDIX J:
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

Certification of Qualifying Exigency
For Military Family Leave
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 CFR 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of military member on covered active duty or call to covered active duty status:

_____
First Middle Last

Relationship of military member to you: _____

Period of military member's covered active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. Please check one of the following and attach the indicated document to support that the military member is on covered active duty or call to covered active duty status.

- ☐ A copy of the military member's covered active duty orders is attached.
- ☐ Other documentation from the military certifying that the military member is on covered active duty (or has been notified of an impending call to covered active duty) is attached.
- ☐ I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status.

Page 1 CONTINUED ON NEXT PAGE WH-384 Revised February 2013

APPENDIX J (continued):
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

_____
_____
_____
_____

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

Yes ☐ No ☐ None Available ☐

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?

Yes☐ No☐

If so, estimate the beginning and ending dates for the period of absence:

_____

3. Will you need to be absent from work periodically to address this qualifying exigency? Yes☐ No☐

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

_____
_____
_____

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours ___ day(s) per event.

Page 2 CONTINUED ON NEXT PAGE WH-384 Revised February 2013

APPENDIX J (continued):
FMLA Certification Form – Certification of Qualifying Exigency for Military Family Leave

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

_____

_____

_____

_____

_____

_____

_____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee _____ Date _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. T he Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.**

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APPENDIX K:
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

Certification for Serious Injury or Illness of a Current Servicemember - -for Military Family Leave (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Notice to the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a current servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave

INSTRUCTIONS to the EMPLOYEE or CURRENT SERVICEMEMBER: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the servicemember's condition for which the employee is seeking leave.

Page 1 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave:

(This section must be completed first before any of the below sections can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and Address of Employer (this is the employer of the employee requesting leave to care for the current servicemember):

_____

Name of Employee Requesting Leave to Care for the Current Servicemember:

_____
First Middle Last

Name of the Current Servicemember (for whom employee is requesting leave to care):

_____
First Middle Last

Relationship of Employee to the Current Servicemember:

Spouse ☐ Parent ☐ Son ☐ Daughter ☐ Next of Kin ☐

Part B: SERVICEMEMBER INFORMATION

(1) Is the Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves?
Yes ☐ No ☐

If yes, please provide the servicemember's military branch, rank and unit currently assigned to:

_____

Is the servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?
Yes ☐ No ☐

If yes, please provide the name of the medical treatment facility or unit:

_____

(2) Is the Servicemember on the Temporary Disability Retired List (TDRL)?
Yes ☐ No ☐

Part C: CARE TO BE PROVIDED TO THE SERVICEMEMBER

Describe the Care to Be Provided to the Current Servicemember and an Estimate of the Leave Needed to Provide the Care:

_____

_____

Page 2 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

SECTION II: For Completion by a United States Department of Defense ("DOD") Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator).

(Please ensure that Section I above has been completed before completing this section. Please be sure to sign the form on the last page.)

Part A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name and Business Address: _____

Type of Practice/Medical Specialty: _____

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider, or (5) a health care provider as defined in 29 CFR 825.125:

_____

Telephone: ( ) _____ Fax: ( ) _____ Email: _____

PART B: MEDICAL STATUS

(1) The current Servicemember's medical condition is classified as (Check One of the Appropriate Boxes):

☐ **(VSI) Very Seriously Ill/Injured** – Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

☐ **(SI) Seriously Ill/Injured** – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

☐ **OTHER Ill/Injured** – a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

☐ **NONE OF THE ABOVE** (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.)

(2) Is the current Servicemember being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes☐ No☐

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

Page 3 CONTINUED ON NEXT PAGE Form WH-385 Revised February 2013

APPENDIX K (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of Covered Service Member

(5) Is the servicemember undergoing medical treatment, recuperation, or therapy for this condition? Yes☐ No☐

If yes, please describe medical treatment, recuperation or therapy:

_____

PART C: SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER

(1) Will the servicemember need care for a single continuous period of time, including any time for treatment and recovery? Yes☐ No☐

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the servicemember require periodic follow-up treatment appointments? Yes☐ No☐

If yes, estimate the treatment schedule: _____

(3) Is there a medical necessity for the servicemember to have periodic care for these follow-up treatment appointments? Yes☐ No☐

(4) Is there a medical necessity for the servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?
Yes☐ No☐

If yes, please estimate the frequency and duration of the periodic care:

_____

_____

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE PATIENT.**

APPENDIX L:
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

OMB Control Number: 1235-0003
Expires: 3/31/2015

Notice to the EMPLOYER

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For completion by the EMPLOYEE and/or the VETERAN for whom the employee is requesting leave

INSTRUCTIONS to the EMPLOYEE and/or VETERAN: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

(This section must be completed before Section II can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and address of employer (this is the employer of the employee requesting leave to care for a veteran):

Name of employee requesting leave to care for a veteran:

First Middle Last

Name of veteran (for whom employee is requesting leave):

First Middle Last

Relationship of employee to veteran:

Spouse ☐ Parent ☐ Son ☐ Daughter ☐ Next of Kin ☐ (please specify relationship):

Page 1 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Part B: VETERAN INFORMATION

(1) Date of the veteran's discharge:

(2) Was the veteran **dishonorably** discharged or released from the Armed Forces (including the National Guard or Reserves)? Yes ☐ No ☐

(3) Please provide the veteran's military branch, rank and unit at the time of discharge:

(4) Is the veteran receiving medical treatment, recuperation, or therapy for an injury or illness?
Yes ☐ No ☐

Part C: CARE TO BE PROVIDED TO THE VETERAN

Describe the care to be provided to the veteran and an estimate of the leave needed to provide the care:

Page 2 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

SECTION II: For completion by: (1) a United States Department of Defense ("DOD") health care provider; (2) a United States Department of Veterans Affairs ("VA") health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider; or (5) a health care provider as defined in 29 CFR 825.125.

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee named in Section I has requested leave under the military caregiver leave provision of the FMLA to care for a family member who is a veteran. For purposes of FMLA military caregiver leave, a serious injury or illness means an injury or illness incurred by the servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the servicemember became a veteran, and is:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

A complete and sufficient certification to support a request for FMLA military caregiver leave due to a covered veteran's serious injury or illness includes written documentation confirming that the veteran's injury or illness was incurred in the line of duty on active duty or existed before the beginning of the veteran's active duty and was aggravated by service in the line of duty on active duty, and that the veteran is undergoing treatment, recuperation, or therapy for such injury or illness by a health care provider listed above. Answer fully and completely all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA military caregiver leave coverage. Limit your responses to the veteran's condition for which the employee is seeking leave.

(Please ensure that Section I has been completed before completing this section. Please be sure to sign the form on the last page and return this form to the employee requesting leave (See Section I, Part A above). **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**)

Part A: HEALTH CARE PROVIDER INFORMATION

Health care provider's name and business address:

_____

Telephone: ( ) _____ Fax: ( ) _____ Email: _____

Type of Practice/Medical Specialty: _____

Please indicate if you are:

☐ a DOD health care provider

☐ a VA health care provider

☐ a DOD TRICARE network authorized private health care provider

☐ a DOD non-network TRICARE authorized private health care provider

☐ other health care provider

Page 3 CONTINUED ON NEXT PAGE Form WH-385-V Revised February 2013

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

PART B: MEDICAL STATUS

Note: If you are unable to make certain of the military-related determinations contained in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as, DOD Recovery Care Coordinator) or an authorized VA representative.

(1) The Veteran's medical condition is:

☐ A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating.

☐ A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave.

☐ A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment.

☐ An injury, including a psychological injury, on the basis of which the covered veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.

☐ None of the above.

(2) Is the veteran being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes☐ No☐

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the veteran undergoing medical treatment, recuperation, or therapy for this condition? Yes☐ No☐

If yes, please describe medical treatment, recuperation or therapy:

_____

PART C: VETERAN'S NEED FOR CARE BY FAMILY MEMBER

"Need for care" encompasses both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the veteran is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the veteran who is receiving inpatient or home care.

(1) Will the veteran need care for a single continuous period of time, including any time for treatment and recovery? Yes☐ No☐

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the veteran require periodic follow-up treatment appointments? Yes☐ No☐

If yes, estimate the treatment schedule: _____

 CONTINUED ON NEXT PAGE

APPENDIX L (continued):
FMLA Certification Form – Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

(3) Is there a medical necessity for the veteran to have periodic care for these follow-up treatment appointments?
Yes☐ No☐

(4) Is there a medical necessity for the veteran to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)? Yes☐ No☐

If yes, please estimate the frequency and duration of the periodic care:

_____

_____

Signature of Health Care Provider: _____ **Date:** _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYEE REQUESTING LEAVE (As shown in Section I, Part "A" above).**

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APPENDIX M:
Notice of Secondary Employment

Syracuse City Corporation
Human Resources Department
Form HR-109
Updated January 1, 2013

SYRACUSE EST. CITY 1935

Syracuse City Corporation
NOTICE OF SECONDARY EMPLOYMENT

Date Request Submitted: _____

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Secondary Employment Information

Employers Name: _____

Employers Address: _____

Employers Type of Business: _____

General Description of Job Duties: _____

_____

_____

In general, what hours would you be working (i.e., 8 am to 5 pm)? _____

On average, how many hours per week will you work for the secondary employer? _____

I hereby request approval to engage in secondary (outside) employment as described above.

Employee Signature: _____ Date: _____

Approval Details

☐ Approved

☐ Unapproved (please explain): _____

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

HR Director Signature: _____ Date: _____

City Administrator Signature: _____ Date: _____

APPENDIX N:
Injury/Incident Report Form

Syracuse City Accident / Injury / Incident Report Form

Please print clearly & check the correct box (witness/supervisor fill in all information you have knowledge of)

Status:	☐ Person Involved	☐ Witness	☐ Supervisor	☐ Other _____
Outcome:	☐ Vehicle Accident	☐ Injury/Illness	☐ Near Miss	☐ Other Incident

1. DETAILS OF PERSON INVOLVED

Name: _____ Phone: _____

Address: _____ Date of birth: _____

_____

Department: _____ Position: _____

Supervisor: _____ Work start time on day of incident: _____am/pm

2. DETAILS OF VEHICLE / PROPERTY (if applicable)

Year/Make/Model/Color or Description of Property: _____

VIN/Serial Number: _____

Other Information: _____

_____

3. DETAILS OF INCIDENT

Date of Incident: _____ Time of Incident: _____am/pm

Date Reported: _____ Reported to: _____

Exact Location: _____

Describe how the incident occurred and what you were doing at the time: _____

_____

_____

_____

_____

How could the incident have been prevented?: _____

_____

_____

_____

Were any safeguards or PPE being used? Which ones?: _____

4. DETAILS OF INJURY (if applicable)

Nature of injury (eg. burn, cut, sprain): _____

Cause of injury (eg. fall, hit with falling hammer): _____

Location of body (eg. lower back, left forearm): _____

APPENDIX N (continued):
Injury/Incident Report Form

Syracuse City Accident / Injury / Incident Report Form

5. DETAILS OF WITNESSES

Name:_____ Phone: _____

Name:_____ Phone: _____

6. TREATMENT ADMINISTERED (if applicable)

Doctor's name: _____

Treatment: _____

6. SIGNATURE

Employee's Signature: _____ Date: _____

APPENDIX O:
Injury/Incident Checklist

Post-Accident/Incident Checklist

1. ☐ Notify Supervisor/Dept. Head
2. ☐ Notify HR Specialist
3. ☐ Take employee to get medical care as instructed above
4. ☐ Have WorkMed do drug and alcohol screening (call after-hours phone 801-387-8378, if needed)
5. ☐ Employee, Witnesses & Supervisor fills out Injury/Incident Report form and gives to HR Specialist ASAP
6. ☐ Gives pictures or any other information pertinent to injury/incident to HR Specialist ASAP.
7. ☐ Gives a copy of the Return to Work or Restricted Duty instructions from the doctor to the HR Specialist ASAP.

APPENDIX P:
Bomb Threat Checklist

Syracuse City Corporation
Human Resources Department
Form HR-113
Updated March 18, 2015

Syracuse City Corporation
BOMB THREAT CHECKLIST

If you receive a bomb threat, please record as much information about the threat, call, and caller as possible, including the following:

1. Was the threat received through the news media, a law enforcement agency, through a telephone call, or via some other method of communication?
   - ☐ News Media
   - ☐ Law Enforcement Agency
   - ☐ Telephone Calls
   - ☐ Other Method of Communication: _____
2. What time was the threat received? _____
3. Was the person making the threat an adult?
   - ☐ Yes
   - ☐ No
   - ☐ Unable to Determine
4. Was the person making the threat male or female?
   - ☐ Male
   - ☐ Female
   - ☐ Unable to Determine
5. Was a specific time given for the explosion?
   - ☐ Yes: _____
   - ☐ No
6. Was a specific location given for the bomb?
   - ☐ Yes: _____
   - ☐ No
7. Was a warning given to evacuate?
   - ☐ Yes
   - ☐ No
8. Did the caller provide a cause or justification for the bombing?
   - ☐ Yes: _____
   - ☐ No
9. Do you remember any other details about the threat, the call, or the caller? _____

   _____

   _____

APPENDIX Q:
Tuition Aid Application

Syracuse City Corporation
Human Resources Department
Form HR-114
Updated March 18, 2015

Syracuse City Corporation
TUITION AID REQUEST

Date Request Submitted: _____

Tuition Aid Policy Information

Syracuse City offers tuition aid to full-time, non-probationary employees who wish to continue their education. Tuition aid requests must be for courses of study that are related to the employee's position with the City and approval of tuition aid requests is subject to the availability of funds. Tuition aid request must be submitted for approval prior to the start date of the course(s) for which the employee is requesting tuition aid. Approved tuition aid requests will be paid to the requesting employee as provided in section 16.060 (c) of the Syracuse City Personnel Policies and Procedures Manual. Employees who receive tuition aid will be required to return any aid received if they terminate their employment with Syracuse City within one year after receipt of said tuition aid.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Date of Hire: _____ Supervisor: _____

Course Information

Educational Institution: _____

Course Number(s): _____

Course Description(s): _____

_____

_____

Estimated Tuition Expense*: _____

* Please attach a copy of any related receipts.

I hereby request approval for tuition aid as described above.

Employee Signature: _____ Date: _____

Approval Details

☐ Approved (please give the amount of aid approved): _____

☐ Unapproved (please explain): _____

_____

1

APPENDIX Q (continued):
Tuition Aid Application

Syracuse City Corporation
Human Resources Department
Form HR-114
Updated March 18, 2015

Approval Signatures

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

City Administrator: _____ Date: _____

Tuition Aid Payment Information (to be completed upon employee's completion of course(s))

1. Were the courses for which tuition aid was requested completed with a "C" grade or better? (a copy of the employee's transcript much be attached)

   ☐ Yes (eligible for tuition aid payment)

   ☐ Some (if more than one course taken; please specify which were completed): _____

   _____

   ☐ No (not eligible for tuition aid payment)

2. If "Yes" above, please indicate which course(s) were completed with a "C" grade or better, the grade received in each course, and the related percentage of aid that the employee is eligible for for each course (refer to section 16.060 (c) for reimbursement percentage):

   _____

   _____

   _____

3. Please forward this completed form to the HR department for reimbursement.

FOR HR USE ONLY

1. Has the employee received any other tuition aid during the current fiscal year?

   ☐ Yes – How much? $ _____

   ☐ No

2. Total amount of reimbursement for which the employee is eligible in the current fiscal year: $ _____

3. Total amount of reimbursement for which the employee is eligible on this request: $ _____

4. Total amount of reimbursement to be provided to the employee: $ _____

5. Date the reimbursement was paid out to the employee: _____

6. Reimbursement processed by: _____

2

APPENDIX R:
Credit Card Agreement

Credit Card Acceptance Agreement

SYRACUSE CITY CREDIT CARD USER AGREEMENT

I, the undersigned, agree to accept responsibility for the Zion's Bank credit card issued to me by Syracuse City. I agree to use it in conformance with the terms and conditions set forth herein and applicable City Personnel Policies and Procedures. I understand and agree to use this card only for approved City business.

I understand and agree that I am responsible for any credit card charges made by me against the City account and I am also responsible to report these charges fully on an approved expense reconciliation form. In the event that I should fail to make a proper and timely accounting for such charges, I agree that the City may, at its sole discretion, withhold from all or any part of my salary an amount equal to the total amount of the card charges not accounted for and approved. Any use in violation of City policy is grounds for disciplinary action, which may include termination.

I also understand that the following purchases are prohibited and that I will be held personally liable for any of the following charges:

(1) Purchase of items for personal use or consumption.
(2) Purchases in violation of the City Purchasing Policy.
(3) Alcohol
(4) Utah State Tax, except on lodging charges
(5) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
(6) Splitting a purchase to remain under purchasing policy limits.

I also agree that I shall relinquish my card back to the County upon request and/or termination of my employment for any reason.

Dept: Card #: Name:

Sign: _____ Date: _____

Page 1 of 2

Section 1000 – Credit Card
Version: March 20, 2012

APPENDIX S:
Missing Receipt Form

Missing Receipt Form

Department	
Cardholder/Employee Name	
Expense Acct #	
Travel # (When Applicable)	

Merchant Name	
Date	
Why Receipt is Missing	

Item Description	Quantity	$/Unit	Total
Total			$

Employee Signature		Supervisor Signature

APPENDIX T:
Emergency Preparedness Cash Out Form

Syracuse City Corporation
Human Resources Department
Form HR-106
Updated March 18, 2015

SYRACUSE CITY EST. 1935

Syracuse City Corporation
EMERGENCY PREPAREDNESS CASH OUT FORM

Date Submitted: _____

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Request Details

☐ Cash Out Sick Leave
Dollar Amount Requesting: _____

☐ Cash Out Vacation Leave
Dollar Amount Requesting: _____

Items Purchased: _____

_____

_____

Employee Signature: _____

Approval Signatures:

City Manager: _____

Department Head: _____

Finance Director: _____

Human Resources: _____

For HR Purposes Only:

Hourly Rate of Pay: _____

Number of Sick Leave Hours being Cashed Out: _____

Number of Vacation Leave Hours being Cashed Out: _____

1

APPENDIX U:
Employee Grievance Form

Syracuse City Corporation
Human Resources Department
Form HR-117
Updated March 18, 2015

SYRACUSE EST. CITY 1935

Syracuse City Corporation
FORMAL EMPLOYEE GRIEVANCE FORM

Date Completed: _____

Grievance Policy Information

It is the purpose of the Syracuse City grievance procedure (established in Chapter 21 of the City's Personnel Policy and Procedures Manual) to establish a method whereby employee grievances can be fairly and effectively resolved. The filing of a good-faith grievance will in no way prejudice the status of the employee. It is the goal of the City's grievance policy to address employee grievances at the lowest administrative level possible.

Grievance Form Instructions

Please complete all sections of this form completely and with as much detail as possible. The form should be completed and submitted to your supervisor (or other party in accordance with the City's grievance policy) within 10 days of the event giving rise to the grievance or within 10 days of acquiring knowledge of the event giving rise to the grievance.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Grievance Details

Statement of Grievance (please attach additional sheets if necessary): _____

_____

_____

_____

_____

Background Information (please attach additional sheets if necessary): _____

_____

_____

_____

_____

_____

APPENDIX U (continued):
Employee Grievance Form

Syracuse City Corporation
Human Resources Department
Form HR-117
Updated March 18, 2015

Grievance Details (continued)

Requested Resolution: _____

_____

_____

_____

_____

I hereby request attest that the information contained in this grievance is true and accurate to the best of my knowledge.

Employee Signature: _____ Date: _____

Grievance Acknowledgement(s)

First Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

Second Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

Third Notification

Name: _____ Date Received: _____

Signature: _____

Please attach your response and/or investigation results and return to the aggrieved employee.

APPENDIX V:
Administrative Leave Form

Syracuse City Corporation
Human Resources Department
Form HR-106
Updated March 18, 2015

SYRACUSE CITY EST. 1935

Syracuse City Corporation
ADMINISTRATIVE LEAVE FORM

Date Submitted: _____

Employee Information

Name: _____

Department: _____ Job Title: _____

Request Details

☐ Paid
Dates anticipated: _____

☐ Unpaid
Dates anticipate: _____

Approval Signatures:

City Manager: _____

Department Head: _____

Human Resources: _____

1

APPENDIX W:
Disciplinary Action Form

Syracuse City Corporation
Human Resources Department
Form HR-118
Updated January 1, 2008

SYRACUSE EST. CITY 1935

Syracuse City Corporation
DISCIPLINARY ACTION FORM

Date Completed: _____

Disciplinary Action Form Instructions

This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the Syracuse City Disciplinary Action policy. When completed, it serves as a written record of disciplinary action conducted with an employee pertaining to violation of City rules and/or failure to meet necessary performance standards.

Employee Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Type of Disciplinary Action Being Issued (check the appropriate box):

☐ Verbal Warning

☐ Written Reprimand

☐ Suspension
Effective Date:
☐ With Pay
☐ Without Pay

☐ Probation
Effective Date:
Length of Probation:

☐ Demotion
Effective Date:

☐ Termination
Effective Date:

Violation/Incident Details

Date and Time of Violation/Incident:

Violation/Incident Details:

Have There Been Similar Violations/Incidents? ☐ Yes ☐ No

*If yes, list dates and details of previous violations/incidents and action taken:

Action to be Taken for Current Violation/Incident:

Consequences of Failure to Improve:

APPENDIX W (continued):
Disciplinary Action Form

Syracuse City Corporation
Human Resources Department
Form HR-118
Updated January 1, 2008

Signatures:

To the employee:
This written record of disciplinary action is being issued based on your violation of one or more City rules and/or your failure to meet the performance standards necessary for your current position. This report will remain in your personnel file. You are being provided a copy of this Disciplinary Action Form.

Your signature below indicates that you have seen the completed Disciplinary Action Form and that the contents have been reviewed with you. Your signature does not necessary indicate that you agree with the information contained above.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Human Resources Specialist: _____ Date: _____

APPENDIX X:
Voluntary Resignation Form

SYRACUSE CITY EST 1935

NOTICE OF VOLUNTARY RESIGNATION

Employee Name: _____

Date of Notice Given: _____

Last Day of Work: _____

Position Title: _____

Department: _____

Reason for Leaving: _____

_____

_____

_____

_____

Present Address: _____

_____ Phone #_____

*Should your address change, be sure to update your address with us to ensure timely receipt of your W-2 Statement and any other correspondence that may be mailed to you.

_____ _____
Employee Signature Date

COUNCIL AGENDA

May 12, 2015

Agenda Item **#14** Adopt FY2015 - 2016 Tentative Budget and set public hearing for June 9, 2015 to consider adoption of Final Budget.

Factual Summation

- Any question regarding this agenda item may be directed at Finance Director Stephen Marshall.

- Please see the attached FY2015 – 2016 tentative budget proposal.

- As required by Utah Code Annotated 10-6-111, the City Budget Officer is required to prepare and file with the governing body a tentative budget for consideration. Each tentative budget shall be reviewed and tentatively adopted during any regular City Council meeting on or before the last meeting in May.

- As required by Utah Code Annotated 10-6-112, each tentative budget adopted by the governing body and all supporting schedules and data shall be a public record in the office of the city auditor or the city recorder, available for public inspection for a period of at least 10 days prior to the adoption of a final budget.

- As required by Utah Code Annotated 10-6-113, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the public hearing be published at least seven days prior to the public hearing. The City Council should set a public hearing for June 9, 2015 to consider adoption of the final budget.

Staff Recommendation

- ***Adopt tentative Fiscal Year 2015-2016 Budget and set public hearing for June 9, 2015 to consider adoption of Final Budget.***

Changes made to budget since budget retreat:

Here is a list of significant changes that were made from the budget retreat:

- Medical and Dental benefits came back with a 0% increase for FY2016. We had budgeted a 6% increase or approximately $64,000. Administration proposes that this savings be used to fix employee wage compression issues in the various departments. We would like to discuss this in further detail at the May 26 City Council meeting along with our proposed update to our Compensation Plan.

- Increased wages for the CED Director position from $71,000 to $87,000.

- Added contract payments totaling $30,500 for the first 3 months of fiscal year for City Attorney for criminal, civil, and planning commission coverage. I reduced the City Attorney budgeted wages and benefits by the same amount.

- With all of the changes to the general fund, we have a projected surplus of $71,682 to start the FY2016 budget.

- Made changes to park impact fee projects as discussed at the budget retreat. This includes removing the ice rink expansion, funding Rock Creek Park Improvements, adding the Jensen Park camp ground, and adding the dog park.

SYRACUSE CITY CORPORATION

FY 2016

Tentative Budget Proposal

July 1, 2015 through June 30, 2016

Prepared by
Stephen Marshall
Finance Director

SYRACUSE CITY BUDGET

Fiscal Year Ending June 30, 2016

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SYRACUSE CITY GOVERNMENT

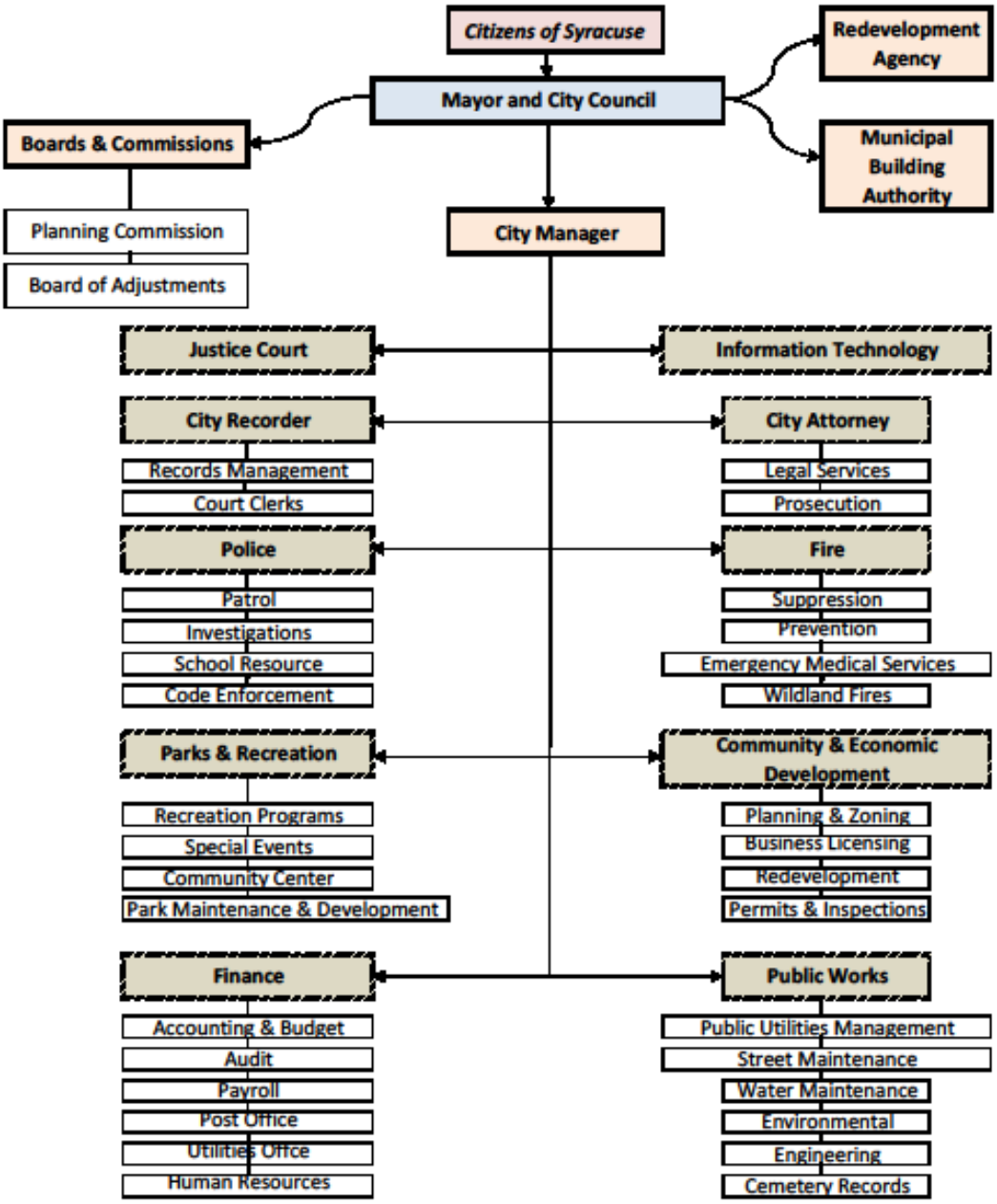
Elected Officials

Terry Palmer ---------- Mayor
Brian Duncan ---------- City Councilmember
Michael Gailey ---------- City Councilmember
Craig Johnson ---------- City Councilmember
Karianne Lisonbee ---------- City Councilmember
Douglas Peterson ---------- City Councilmember

Administrative Personnel

Brody Bovero ---------- City Manager
Eric Froerer ---------- Fire Chief
Garret Atkin ---------- Police Chief
Vacant ---------- Community & Economic Development Director
Stephen Marshall ---------- Finance Director
T.J. Peace ---------- Information Technology Director
Kresta Robinson ---------- Parks & Recreation Director
Robert Whiteley ---------- Public Works Director
Cassie Brown ---------- City Recorder
Clint Drake ---------- City Attorney

SYRACUSE CITY CORPORATION
Organizational Chart



BUDGET MESSAGE

To the Honorable Mayor and City Council of Syracuse City:

The City Administration is pleased to present the Fiscal Year 2016 budget for your consideration. The budget begins July 1, 2015 and ends June 30, 2016. This document reflects the efforts of the City Manager, department directors, their staff, and each of you.

This year's budget proposal affords the resources necessary to continue to provide quality municipal services to Syracuse residents and businesses. In conjunction with the City Council, this budget was designed with the following objectives in mind:

- Maintain levels of service
- Develop exceptional performance by City staff
- Continue to build the emergency preparedness of the City
- Make progress on park improvements

While some of these objectives require significant budgetary resources, others will simply require coordination and leadership by City administration and the Council.

This year's budget proposal does not include any increases in property taxes. It does include a fee increase from the North Davis Sewer District of $3.00 per month. The monthly rate will increase from $17.80 to $20.80 per month. The City is also seeing an increase in costs for our utilities that we offer citizens. As a result, City Administration and elected officials will be holding public meetings and discussions in the upcoming months to discuss potential rate increases for utilities. We encourage citizens to get involved with these discussions.

City Administration recognizes that rate increases are never popular and can increase the burden to our citizens; however, despite efforts to reduce or minimize the cost of service, we must realize that the cost of living in our city, state, and country continues to rise. The consumer price index decreased slightly over the past year by 0.4% in Utah and 0.1% nationally. The main contributor to this decrease was a drop in energy costs, primarily because of a drop in gas and propane prices over the last year. However, over the past five years, the consumer price index has increased 6.70%. During that time, the City has held rates constant to try and ease the burden to our citizens because of the economic recession. During that same timeframe, cost of materials, equipment, and supplies to provide utilities to our citizens has increased. We as consumers are purchasing services and we must make sure that we pay for the full cost of those services so that we do not jeopardize the viability of our utility systems in the future. We must be prudent in our decisions concerning utility rates.

Administration believes that our local economy is showing signs of strong economic growth. This is evidenced by the 5.6% increase in sales tax revenues over the past 12 months. Another key indicator of economic recovery is the increase in building permits. Residential building permits issued in fiscal year 2014 are up approximately 9% over last fiscal year at this same time and new development plans within the city suggest that this increase will continue in the future. The City issued 217 building permits for new single family homes in fiscal year 2014. The City has issued 164 building permits for new single-family homes through April 2015 of this fiscal year and anticipates that number will be close to 215 building permits by the end of June 2015.

Commercial development is also taking off with the completion of U.S. Cold Storage and the Rush Funplex expansion. Both of these commercial developments will generate more franchise tax revenue for the City as they will both use large amounts of electricity to conduct their business. This additional revenue has not been earmarked in this budget proposal, but could be used for road improvements in the City. We also have new commercial businesses including Hug-Hes, Banditos, Domino's, and Fiiz Drinks, plus the construction of the Raintree Senior Living facility.

Home prices increased 5.2% locally over last year and 5.7% nationally. The unemployment rate in Utah is down to 3.4% compared to the national average of 5.7%. Overall, Utah's economy is one of the strongest economies in the nation. Utah has recovered from this recession faster than most other states in the nation.

This year's budget proposal requests funding for 5 new part-time positions and one part-time seasonal position. Administration is recommending adding a part-time custodian at the recreation building, a part-time admin assistant in the police department, and four new crossing guards for the new Syracuse Arts Academy campus. These positions are necessary as the City continues to grow and as additional responsibilities and workloads have increased. This budget also includes a 2.75% bonus for all employees who meet the requirements as outlined in the compensation plan on page 148. Our employee medical and dental benefit contracts were negotiated at a 0% increase, which saved the City approximately $64,000.

The biggest issue facing the City is maintenance, repair, and upkeep of our infrastructure systems within the city. This includes our roads, culinary water system, secondary water system, storm water system, sewer system, buildings, parks, and street lighting system. The City has budgeted to invest $1,769,150 into infrastructure repairs and improvements in the upcoming fiscal year (see page 138). The City also has a 5 year capital improvement plan (see page 140) in which we intend to invest an additional $21,843,330 into infrastructure. This large infusion of money into our infrastructure will greatly improve the efficiencies in our systems and will rehabilitate some of our older infrastructure that exists in our city today.

Administration is continually updating and revising our 5 year capital improvement plan to ensure that the systems are properly maintained in the future. For the fiscal year 2016 budget, Administration is proposing $1,769,150 in capital improvement projects as outlined below:

Capital Improvement Projects - Roads	Estimated Cost	Funding Source
Marilyn Acres Culinary Waterline Project - Phase 3	$ 150,000	Class C Road Fund
Surface Treatments throughout city	308,400	Class C Road Fund
Bluff Road Secondary Waterline with Overlay	63,750	Class C Road Fund
Total	**522,150**	
Capital Improvement Projects - Culinary Water	**Estimated Cost**	**Funding Source**
Marilyn Acres Culinary Waterline Project - Phase 3	$ 335,000	Culinary Water Fund
Total	**335,000**	
Capital Improvement Projects - Secondary Water	**Estimated Cost**	**Funding Source**
Marilyn Acres Culinary Waterline Project - Phase 3	$ 100,000	Secondary Fund
Add Secondary Water Pump at Jensen Park	175,000	Secondary Impact
Bluff Road Secondary Waterline with Overlay	290,000	Secondary Impact
Total	**565,000**	
Capital Improvement Projects - Sewer Water	**Estimated Cost**	**Funding Source**
Marilyn Acres Culinary Waterline Project - Phase 3	$ 35,000	Sewer Fund
Total	**35,000**	
Capital Improvement Projects - Parks	**Estimated Cost**	**Funding Source**
Rock Creek Park Improvements - Soccer Fields	$ 212,000	Park Impact Fund
Rock Creek Park Bathroom	100,000	Park Impact Fund
Total	**312,000**	
Total Proposed Capital Improvement Projects	**1,769,150**	

General Fund Analysis

Administration's philosophy is to budget conservative on revenues and liberal on expenses. This philosophy has resulted in our general fund balance increasing from a low of 5% in FY2009 to 22.3% at the end of fiscal year 2014. It has also allowed the City to fund an additional $1,260,558 to road projects in the last four fiscal years. State statute mandates that our general fund balance remain between 5 and 25%. It is important to have a healthy fund balance that acts as a "rainy" day fund in case of any unforeseen circumstances such as economic downturns, etc. Last year, the City adopted a fund balance policy that outlines parameters for our fund balance and describes when and how the City Council may execute and use excess fund balance (see page 144).

In March 2015, the City Council elected to take excess fund balance and use that money to pay off our 2005 Jensen Park Bond early, which had an outstanding balance of $985,000. The bond was paid off 5 years early and saved the City $108,875 in interest. This payoff also created savings in our Secondary Water Fund that offset our projected shortfall in funds for secondary water capital improvements over the next 5 years.

Administration has brought forward a balanced budget for the General Fund, which includes budgeted revenues and expenses of $9,278,240 or an increase from prior year of $879,777. The major change over prior year was to recognize franchise tax revenue and cell tower revenue in the

general fund with a corresponding transfer and/or bond payoff to the MBA fund. In prior years, these revenues were recognized in the Capital Improvement Fund with a corresponding transfer and/or bond payoff to the MBA fund. Administration will evaluate and determine if any additional surplus funds can be used to complete road projects at the completion of fiscal year 2015.

The following table shows a summary of budgets for governmental funds for FY2016:

Governmental Funds			Govemental/Utility
	General Including Parks Fee, Street Lighting Fee & Class C Roads	Capital Improvement	Impact Fees
Financing sources:			
Taxes and assessments	$ 6,930,044	$ -	$ -
Licenses and permits	548,250		1,623,000
Intergovernmental	927,200	240,299	-
Charges for services	1,504,200		
Fines and forfeitures	240,000		
Interest / miscellaneous	52,600	-	13,500
Other sources	187,145	-	-
Contributions, Allocations, & Transfers	43,901	545,000	-
Use of fund balance	12,669	64,199	-
Total financing sources	10,446,009	849,498	1,636,500
Financing uses:			
General government	1,867,420	87,000	
Public safety	4,177,799	295,498	35,000
Public works	1,283,192	156,000	615,000
Parks & Recreation	1,222,962	166,000	312,000
Debt service	1,097,410	145,000	
Internal Services Allocations	96,000		
Transfer to Other Funds	629,544		
Increase in fund balance	71,682		674,500
Total financing uses	10,446,009	849,498	1,636,500
Excess (deficiency)	$ -	$ -	$ -

Utility Fund Analysis

The City tracks each of its utilities it provides to citizens separately in its own utility fund. The City has 5 utility funds and 1 internal services fund. Each of these funds should be self-sustainable and should not rely on another fund or revenue source to cover its costs.

The City has been able to maintain the same rates for 5 years. North Davis Sewer District has increased its rates over the past three years. Over these five years, costs for materials, equipment, and supplies have increased. Most of the utility funds shown below are now operating at a deficit, which means that the fund will eventually run out of money to operate the utility. For this reason, administration and elected officials will be holding public meetings and discussions in the upcoming months to discuss ways to ensure these funds stay solvent. These discussions are needed to make

the utility funds whole and allow the city to continue to maintain the utility systems now and in the future. We encourage citizens to get involved with these discussions.

The following table shows a summary of budgets for the enterprise and internal service funds for FY2016:

	Utility Enterprise Funds					Internal Service
	Secondary Water	Culinary Water	Sewer	Storm Water	Garbage	Information Technology
Financing sources:						
Charges for services	$ 1,538,580	$ 1,687,275	$ 1,904,100	$ 413,000	$ 1,264,700	$ 240,000
Federal Grants		-	-		-	
Interest / miscellaneous	11,800	264,500	11,781	2,000	1,500	-
Use of fund balance					-	
Total financing sources	1,550,380	1,951,775	1,915,881	415,000	1,266,200	240,000
Financing uses:						
General government						220,505
Public works	1,573,276	1,957,985	2,185,595	573,716	1,257,669	
Increase in fund balance						-
Total financing uses	1,573,276	1,957,985	2,185,595	573,716	1,257,669	220,505
Excess (deficiency) of revenues over expenses	$ (22,896)	$ (6,210)	$ (269,714)	$ (158,716)	$ 8,531	$ 19,495

Summary of Budget Objectives

Maintain Levels of Service

Syracuse City continues to grow at a rapid pace. In order to maintain levels of service, no significant additions or expansions are being proposed in the services offered by the City. Each year, new growth places additional demands on the various service units of the City. In order to be sensitive to the financial impact on its residents and businesses, the City minimizes the hiring of additional staff. This becomes increasingly difficult as more workload is placed on existing staff each year. In order to maintain levels of service this budget proposes the addition of five part time employees and one seasonal part time employee as outlined above. Also as previously stated above, the City is considering utility rate increases to keep the utility funds solvent, and to ensure the City has enough resources to replace aging infrastructure.

Develop Exceptional Performance by City Staff

This year, the City began to implement a new Recruitment and Retention Policy, which calls for City leadership in developing a work environment that breeds a productive and dedicated staff. It also calls for a compensation plan that supports a stable and capable workforce, for the overall benefit of the City's residents and businesses. Finally, it calls for the establishment of service levels and performance measurement. This budget includes provisions for the compensation plan, which includes a "pay for performance" ethic based on an evaluation of each employee's performance, and incentivizes better performance by providing better rewards for top performers. This is the

first compensation plan the City has adopted in several years. Also included in this budget is funding for specialized trainings for certain employees to ensure Syracuse City provides knowledgeable and skilled service.

Emergency Preparedness

Under the leadership of the Mayor and City Council, the City has made progress in ensuring the City is prepared for larger scale emergencies. Emergency generators will soon be online at the community center and public works building, which makes all the main buildings of the City now equipped with a back-up source of power. This budget continues to build on these efforts, providing for additional training of staff and better coordination efforts with residents for large scale emergencies.

Park Improvements

With the retirement of the Jensen Park bond, the City is expected to be in a position to direct financial resources to the improvement of its parks. The Parks and Recreation Master Plan will soon be completed, and the City Council will have a comprehensive plan for future park improvements. This budget sets aside funding for improvements at Rock Creek Park, which will establish athletic fields and a restroom. The City will also be investigating the feasibility of constructing a large 50-60 acre park to meet the serve the recreation needs of the area.

Other Measures

Department Directors have been given the task of searching out revenue generating opportunities as well as streamlining their operations with other departments to achieve a more efficient government overall. Some of these initiatives have been included in this budget presentation while others are still in the works and hope to achieve results within the budget year.

The City is currently undergoing an efficiency audit to determine if we are providing proper service levels and to find new and better ways of running more efficient while maintaining our level of service to residents. City Council and Administration will review the results of the audit once they are complete and determine how best to implement the results.

Long-Term Debt

The following is a summary of outstanding bonds and payoff detail for fiscal year 2016:

Long-term Liabilities				
	Balance July 1, 2015	Payments - Principal	Balance June 30, 2016	Payoff
Governmental activities				
2005 Park Development Bond	$ -	$ -	$ -	2015
2006 MBA Facilities Bond	850,000	415,000	435,000	2017
2012 MBA Fire Station Bond	4,649,000	313,000	4,336,000	2028
2014 MBA Refunding Bond	6,431,000	66,000	6,365,000	2028
Total Governmental activities	11,930,000	794,000	11,136,000	
Business-type activities				
Water Revenue Note 1992A	-		-	
Water Revenue Note 1992B	-		-	
Total busness-type activities	-	-	-	

This fiscal year, the City will reduce its outstanding debt by $794,000. The proposed budget includes $1,138,810 for principal and interest payments on the above bonds. The bonds were secured at low interest rates ranging from 3-5%. The City recently paid off its 2005 Jensen Park Bond in March 2015. The city also refinanced the 2006 MBA Facilities Bond in December 2014 to take advantage of lower interest rates. The City estimates that it will save $277,807 in interest over the remaining life of the newly refunded bond.

The City has a continual challenge of trying to meet the needs of its citizen as the City continues to grow in size. We are striving to maintain our level of service to our citizens as our resources are stretched over more houses and rooftops. This budget identifies the financial operations of each of the City's departments and gives direction to the Department Directors in coordinating the services their departments are providing with the goals of the City Council. The Administration is pleased to submit a budget that provides quality services and continues to maintain a sense of community for which we all can be proud.

Respectfully submitted,

Brody Bovero
City Manager

Stephen Marshall
Finance Director

GENERAL FUND

REVENUE

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
TAXES							
10-31-10	PROPERTY TAXES - CURRENT	1,667,891.72	1,741,770.77	1,719,983.90	1,759,600.00	1,819,544.00	
10-31-20	DELINQUENT PRIOR YEAR'S TAXES	59,897.19	19,159.35	10,061.19	40,000.00	25,000.00	
10-31-30	SALES & USE TAXES	2,953,426.57	3,096,540.21	2,175,969.59	3,300,000.00	3,432,000.00	
10-31-40	FRANCHISE TAX	.00	.00	.00	.00	1,493,500.00	
10-31-70	FEE IN LIEU OF TAXES	168,704.37	158,012.06	124,486.69	160,000.00	160,000.00	
Total TAXES:		4,849,919.85	5,015,482.39	4,030,501.37	5,259,600.00	6,930,044.00	
LICENSES & PERMITS							
10-32-10	BUSINESS LICENSES	53,638.25	53,878.75	55,191.25	53,000.00	53,500.00	
10-32-21	BUILDING PERMITS	447,268.00	536,931.36	435,731.46	528,000.00	494,000.00	
10-32-22	STATE TRAINING SURCHARGE - 1%	897.76	1,067.18	776.96	759.00	750.00	
Total LICENSES & PERMITS:		501,804.01	591,877.29	491,699.67	581,759.00	548,250.00	
INTERGOVERNMENTAL REVENUE							
10-33-10	FEDERAL GRANTS	138,912.35	14,871.02	9,535.67	29,000.00	34,750.00	
10-33-20	PRIVATE GRANTS	1,605.00	1,500.00	958.88	3,095.00	2,500.00	
10-33-40	STATE GRANTS AND ALLOTMENTS	21,530.04	44,490.34	11,317.23	39,800.00	36,250.00	
10-33-43	MISC POLICE GRANTS	7,868.75	13,337.69	11,078.75	21,700.00	21,700.00	
10-33-45	D.C. POLICE HIRING SUPPLEMENT	59,560.00	64,096.00	65,200.00	64,000.00	65,000.00	
10-33-58	LIQUOR FUND ALLOTMENT	23,170.09	21,019.83	16,862.54	17,000.00	17,000.00	
Total INTERGOVERNMENTAL REVENUE:		252,646.23	159,314.88	114,953.07	174,595.00	177,200.00	
CHARGE FOR SERVICES							
10-34-10	COMMISSION ON POSTAGE SALES	40,898.39	46,066.21	32,915.64	42,000.00	43,000.00	
10-34-21	COMMUNITY CENTER USER FEES	31,301.46	29,212.69	24,296.13	31,000.00	30,000.00	
10-34-22	COMMUNITY CENTER RENTAL	12,717.60	6,621.00	6,167.90	7,000.00	7,000.00	
10-34-23	SENIOR PROGRAMS	.00	1,955.97	1,293.50	1,500.00	1,600.00	
10-34-25	BUILDING INSPECTION FEES	112.90	112.80	112.80	100.00	100.00	
10-34-26	FIRE PROTECTION FEES	27,029.34	25,476.60	28,162.20	25,000.00	28,000.00	
10-34-27	WILDLAND FIRE REVENUES	.00	.00	.00	.00	125,000.00	
10-34-30	PLAN CHECK & DEV. REVIEW FEES	227,502.44	355,150.33	242,252.71	243,400.00	250,400.00	
10-34-35	AMBULANCE REVENUE	251,915.19	331,179.86	238,019.71	325,000.00	325,000.00	
10-34-40	SALE OF CEMETERY LOTS	37,715.00	29,825.00	40,825.00	30,000.00	30,000.00	
10-34-41	BURIAL FEES	31,720.00	23,650.00	26,650.00	25,000.00	25,000.00	
10-34-50	POLICE REPORTS & FINGERPRINTS	7,771.32	8,401.00	7,640.65	6,000.00	8,000.00	
10-34-51	TRAFFIC SCHOOL FEES	3,100.00	549.30	540.25	500.00	500.00	
10-34-58	CODE ENFORCEMENT FINES	1,155.44	.00	.00	1,000.00	1,000.00	
10-34-60	SPECIAL EVENTS REVENUES	.00	23,407.57	3,026.00	15,000.00	15,000.00	
10-34-61	RECREATION - FOOTBALL	48,225.00	45,581.00	42,887.00	46,000.00	45,000.00	
10-34-62	RECREATION - BASKETBALL	55,107.00	55,507.00	61,563.00	61,500.00	60,000.00	
10-34-63	RECREATION - SOCCER	34,969.00	36,250.00	39,660.00	33,000.00	35,000.00	
10-34-64	RECREATION - BASEBALL	42,159.00	44,987.00	44,616.00	45,000.00	45,000.00	
10-34-65	RECREATION - TENNIS	1,635.43	1,507.00	288.00	2,000.00	2,000.00	
10-34-66	RECREATION - MISC. PROGRAMS	7,569.34	6,285.48	5,386.70	5,000.00	5,000.00	
10-34-67	RECREATION - HERITAGE DAYS	.00	37,069.90	4,692.00	25,000.00	25,000.00	
10-34-68	FARMERS MARKET	.00	.00	10,260.00	5,000.00	8,000.00	
10-34-69	ARTS COUNCIL REVENUES	.00	25,253.34	20,614.15	20,000.00	17,600.00	
10-34-70	YOUTH COUNCIL REVENUES	.00	1,091.87	.00	.00	1,000.00	
10-34-71	YOUTH COURT REVENUES	.00	2,510.00	1,560.00	1,500.00	2,000.00	

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
Total CHARGE FOR SERVICES:		862,603.85	1,137,650.92	883,429.34	996,500.00	1,135,200.00	
FINES AND FORFEITURES							
10-35-11	COURT FINES	281,810.65	224,033.22	204,067.58	220,000.00	240,000.00	
Total FINES AND FORFEITURES:		281,810.65	224,033.22	204,067.58	220,000.00	240,000.00	
MISCELLANEOUS REVENUE							
10-36-10	INTEREST INCOME	7,709.20	8,649.01	7,380.06	7,000.00	10,000.00	
10-36-20	1% Cash Back Savings - CC	11,405.01	12,515.50	9,762.36	12,000.00	12,000.00	
10-36-40	SALE OF CAPITAL ASSETS	14,242.47	.00	.00	.00	.00	
10-36-51	SALE OF POST OFFICE SUPPLIES	867.15	7,261.84	1,556.31	5,000.00	1,500.00	
10-36-88	POLICE DEPT MISCELLANEOUS	5,137.00	732.00	.00	1,000.00	1,000.00	
10-36-89	FIRE DEPARTMENT MISCELLANEOUS	206,303.10	140,613.31	89,499.83	126,500.00	1,500.00	
10-36-90	SUNDRY REVENUES	7,327.37	52,389.39	16,596.37	14,740.00	10,000.00	
10-36-91	Credit Card CONVENIENCE FEE	395.42	1,294.05	1,513.34	800.00	1,500.00	
10-36-92	ADVERTISING REVENUES	4,147.00	12,080.00	9,460.00	8,000.00	10,000.00	
10-36-95	SPONSORSHIPS	.00	.00	3,643.20	3,000.00	4,000.00	
Total MISCELLANEOUS REVENUE:		257,533.72	235,535.10	139,411.47	178,040.00	51,500.00	
OPERATING REVENUE							
10-37-50	CELL TOWER REVENUE	.00	.00	.00	.00	92,700.00	
10-37-60	RENT INCOME	37,760.00	37,461.45	34,101.25	37,805.00	39,445.00	
10-37-70	PARK RESERVATIONS	13,556.00	17,140.00	20,060.00	20,000.00	20,000.00	
Total OPERATING REVENUE:		51,316.00	54,601.45	54,161.25	57,805.00	152,145.00	
CONTRIBUTIONS AND TRANSFERS							
10-38-30	INTERNAL SERVICE	600,000.00	.00	.00	.00	.00	
10-38-31	EDA/RDA MANAGEMENT FEE	51,204.30	16,608.00	17,497.30	21,800.00	35,971.00	
10-38-32	RDA REPAYMENT TO FINANCERS	7,930.00	7,930.00	7,930.00	7,900.00	7,930.00	
10-38-70	CONTR GENERAL FUND SURPLUS	.00	.00	.00	900,464.00	.00	
Total CONTRIBUTIONS AND TRANSFERS:		659,134.30	24,538.00	25,427.30	930,164.00	43,901.00	
Net Grand Totals:		7,716,768.61	7,443,033.25	5,943,651.05	8,398,463.00	9,278,240.00	

GENERAL FUND

EXPENDITURES

City Council

Justice Court

Administration

Building Maintenance

Community & Economic Development

Police

Fire

Streets

Parks &Recreation

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
CITY COUNCIL							
10-41-11	PERMANENT EMPLOYEE WAGES	32,994.00	32,994.00	27,495.00	32,994.00	32,994.00	
10-41-13	EMPLOYEE BENEFITS	3,208.56	3,141.78	2,600.34	3,112.00	3,147.00	
10-41-21	BOOKS, SUBSCRIPTS & MEMBERSHI	14,139.33	16,738.20	17,320.19	17,850.00	18,300.00	
10-41-23	TRAVEL & TRAINING	2,657.28	5,887.82	2,471.92	5,200.00	5,900.00	
10-41-24	OFFICE SUPPLIES	537.08	526.64	113.90	600.00	600.00	
10-41-59	SUNDRY	2,961.09	1,788.54	2,000.00	2,000.00	2,700.00	
10-41-60	YOUTH COUNCIL	.00	.00	.00	.00	1,000.00	
10-41-90	INTERFUND REIMBURSEMENT	.00	14,602.00-	15,618.78-	20,825.00-	16,682.00-	
Total CITY COUNCIL:		56,497.34	46,474.98	36,382.57	40,931.00	47,959.00	
Net Grand Totals:		56,497.34-	46,474.98-	36,382.57-	40,931.00-	47,959.00-	

CITY COUNCIL
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-41-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 17,850
Current estimates:			
Utah League of Cities & Towns - Annual dues	$ 12,000	$ 12,300	
EDC Utah Fees	5,900	5,900	
Syracuse Lions Club	100	100	
Total budget for account	$ 18,000	$ 18,300	$ -
Amount changed from request			$ (18,000)
Increase/(decrease) from prior year modified budget	$ 150	$ 450	$ (17,850)
10-41-23 Travel & training			
Prior year budget, as modified			$ 5,200
Current estimates:			
ULCT Trainings	$ 5,900	$ 5,900	
Total budget for account	$ 5,900	$ 5,900	$ -
Amount changed from request			$ (5,900)
Increase/(decrease) from prior year modified budget	$ 700	$ 700	$ (5,200)
10-41-24 Office supplies			
Prior year budget, as modified			$ 600
Current estimates:			
	$ 600	$ 600	
Total budget for account	$ 600	$ 600	$ -
Amount changed from request			$ (600)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (600)

CITY COUNCIL
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-41-59 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
COG meeting	$ 500	$ 500	
GALA Fundraiser	$ 1,500	$ 1,500	
Other	700	700	
Total budget for account	$ 2,700	$ 2,700	$ -
Amount changed from request			$ (2,700)
Increase/(decrease) from prior year modified budget	$ 2,700	$ 2,700	$ -
10-41-60 Youth Council			
Prior year budget, as modified			$ -
Current estimates:			
	1,000	1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 1,000	$ 1,000	$ -
10-41-90 Interfund Reimbursements			
Prior year budget, as modified			$ (20,825)
Current estimates:			
Council wages & oper. reimb. from Utility Funds	$ (16,604)	$ (16,682)	
Total budget for account	$ (16,604)	$ (16,682)	$ -
Amount changed from request			$ 16,604
Increase/(decrease) from prior year modified budget	$ 4,221	$ 4,143	$ 20,825
Total expenditures			
Prior year budget, as modified			$ 23,650
Total budget for expenditures	$ 28,200	$ 28,500	$ -
Amount changed from request			$ (28,200)
Increase/(decrease) from prior year modified budget	$ 4,550	$ 4,850	$ (23,650)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
JUSTICE COURT							
10-42-10	OVERTIME	46.65	241.81	28.14	.00	.00	
10-42-11	PERMANENT EMPLOYEE WAGES	127,672.20	118,594.35	86,108.55	116,130.00	106,360.00	
10-42-12	PART-TIME WAGES	.00	8,419.30	1,084.60	1,085.00	.00	
10-42-13	EMPLOYEE BENEFITS	54,847.90	57,938.30	43,365.35	59,702.00	43,275.00	
10-42-21	BOOKS, SUBSCRIPTS & MEMBERSHI	1,523.02	1,651.20	25.00	1,700.00	100.00	
10-42-23	TRAVEL & TRAINING	1,306.05	1,090.27	1,482.03	3,000.00	3,000.00	
10-42-24	OFFICE SUPPLIES	5,016.05	2,326.45	1,346.23	3,500.00	3,500.00	
10-42-37	PROFESSIONAL & TECH SERVICES	2,524.23	5,121.70	14,482.97	13,500.00	11,000.00	
10-42-50	JUROR & WITNESS COSTS	2,114.33	551.66	.00	3,500.00	4,000.00	
10-42-60	YOUTH COURT	.00	737.00	610.32	1,500.00	5,900.00	
10-42-70	CAPITAL OUTLAY	6,298.00	.00	.00	.00	.00	
Total JUSTICE COURT:		201,348.43	196,672.04	148,533.19	203,617.00	177,135.00	
Net Grand Totals:		201,348.43-	196,672.04-	148,533.19-	203,617.00-	177,135.00-	

JUSTICE COURT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-42-21 Books, subscriptions & memb.			
Prior year budget, as modified			$ 1,700
Current estimates:			
Misc.	100	$ 100	
Total budget for account	$ 100	$ 100	$ -
Amount changed from request			$ (100)
Increase/(decrease) from prior year modified budge	$ (1,600)	$ (1,600)	$ (1,700)
10-42-23 Travel & training			
Prior year budget, as modified			$ 3,000
Current estimates:			
BCI & Court Clerk conference	$ 1,850	$ 1,850	
Judge conference	1,150	$ 1,150	
Total budget for account	$ 3,000	$ 3,000	$ -
Amount changed from request			$ (3,000)
Increase/(decrease) from prior year modified budge	$ -	$ -	$ (3,000)
10-42-24 Office supplies			
Prior year budget, as modified			$ 3,500
Current estimates:			
Forms, Stamps, Paper, Misc	$ 3,500	$ 3,500	
Total budget for account	$ 3,500	$ 3,500	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budge	$ -	$ -	$ (3,500)

JUSTICE COURT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-42-37 Professional & technical services			
Prior year budget, as modified			$ 13,500
Current estimates:			
Public defender fees	$ 3,500	$ 3,500	
Contract Attorney (3 months)	$ -	$ 7,500	
Total budget for account	$ 3,500	$ 11,000	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budge	$ (10,000)	$ (2,500)	$ (13,500)
10-42-60 Youth Court			
Prior year budget, as modified			$ 1,500
Current estimates:			
Youth Court Expenses	$ 1,500	$ 1,500	
Youth Court Training - St. George	$ -	$ 4,400	
Total budget for account	$ 1,500	$ 5,900	$ -
Amount changed from request			$ (1,500)
Increase/(decrease) from prior year modified budge	$ -	$ 4,400	$ (1,500)
10-42-50 Juror & witness costs			
Prior year budget, as modified			$ 3,500
Current estimates:			
Juror & witness fees	$ 4,000	$ 4,000	
Total budget for account	$ 4,000	$ 4,000	$ -
Amount changed from request			$ (4,000)
Increase/(decrease) from prior year modified budge	$ 500	$ 500	$ (3,500)

JUSTICE COURT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-42-70 Capital Outlay			
Prior year budget, as modified			$ -
Current estimates:			
	$ -		
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budge	$ -	$ -	$ -
Total expenditures			
Prior year budget, as modified			$ 25,200
Total budget for expenditures	$ 14,100	$ 21,600	$ -
Amount changed from request			$ (14,100)
Increase/(decrease) from prior year modified budge	$ (11,100)	$ (3,600)	$ (25,200)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
ADMINISTRATION							
10-44-10	OVERTIME	740.05	919.06	133.01	.00	.00	
10-44-11	PERMANENT EMPLOYEE WAGES	434,631.62	394,891.05	322,663.50	444,802.00	464,961.00	
10-44-12	PART-TIME WAGES	30,953.55	24,389.33	21,858.33	46,624.00	39,072.00	
10-44-13	EMPLOYEE BENEFITS	169,887.89	183,476.75	149,200.13	207,052.00	213,382.00	
10-44-21	BOOKS, SUBSCRIPTS & MEMBERSHI	7,750.87	7,807.88	7,558.19	8,720.00	9,000.00	
10-44-22	PUBLIC NOTICES	3,765.03	2,736.54	2,947.96	7,000.00	7,000.00	
10-44-23	TRAVEL & TRAINING	9,976.67	11,634.07	9,891.46	14,100.00	17,950.00	
10-44-24	OFFICE SUPPLIES	11,958.25	13,671.68	9,367.58	12,500.00	16,500.00	
10-44-26	VEHICLE EXPENSE	4,266.80	1,822.00	1,079.61	1,800.00	1,800.00	
10-44-27	UTILITIES	.00	1,080.00	.00	1,111.00	1,137.00	
10-44-37	PROFESSIONAL & TECH SERVICES	40,107.91	61,463.50	52,789.54	96,200.00	40,100.00	
10-44-38	LEGAL FEES	.00	.00	.00	.00	15,000.00	
10-44-39	ELECTION EXPENSES	.00	14,224.88	.00	.00	20,000.00	
10-44-51	INSURANCE	156,598.60	153,691.47	153,118.43	160,000.00	160,000.00	
10-44-54	CONTRIBUTIONS	5,520.00	5,000.00	5,188.75	6,000.00	6,250.00	
10-44-55	EMPLOYEE INCENTIVE PROGRAM	4,149.00	795.54	8,518.95	8,000.00	10,000.00	
10-44-57	TUITION ASSISTANCE	12,486.36	2,335.47	3,770.10	15,500.00	10,000.00	
10-44-58	CITY NEWSLETTER	18,691.03	29,277.24	17,767.45	24,200.00	17,800.00	
10-44-59	CASH OVER/SHORT	6.62-	2.50	2.32-	50.00	50.00	
10-44-60	SUNDRY EXPENSE	4,090.93	5,182.89	4,833.99	6,500.00	9,000.00	
10-44-70	CAPITAL OUTLAY	.00	12,003.54	17,194.00	17,000.00	.00	
10-44-90	INTERFUND REIMBURSEMENT	.00	396,149.00-	279,972.72-	373,297.00-	410,604.00-	
Total ADMINISTRATION:		915,567.94	530,256.39	507,905.94	703,862.00	648,398.00	
Net Grand Totals:		915,567.94-	530,256.39-	507,905.94-	703,862.00-	648,398.00-	

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 8,720
Current estimates:			
City Manager	$ 1,000	$ 1,000	
Attorney	5,770	5,770	
Recorder	400	400	
Payroll Association	250	250	
Finance	1,030	1,030	
Human Resources	550	550	
Total budget for account	$ 9,000	$ 9,000	$ -
Amount changed from request			$ (9,000)
Increase/(decrease) from prior year modified budget	$ 280	$ 280	$ (8,720)
10-44-22 Public notices			
Prior year budget, as modified			$ 7,000
Current estimates:			
Advertisements for council meetings / elections	$ 5,000	$ 5,000	
Advertisements for RFP's	1,000	1,000	
Advertisements for job openings	1,000	1,000	
Total budget for account	$ 7,000	$ 7,000	$ -
Amount changed from request			$ (7,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (7,000)
10-44-23 Travel & training			
Prior year budget, as modified			$ 14,100
Current estimates:			
City Manager/ Administration	$ 5,000	$ 5,000	
Attorney	3,000	3,000	
Recorder	3,000	3,000	
Finance	4,000	4,000	
Human Resource	1,575	1,575	
Payroll	1,075	1,075	
Other	300	300	
Total budget for account	$ 17,950	$ 17,950	$ -
Amount changed from request			$ (17,950)
Increase/(decrease) from prior year modified budget	$ 3,850	$ 3,850	$ (14,100)

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-24 Office supplies			
Prior year budget, as modified			$ 12,500
Current estimates:			
Administration	$ 2,000	$ 2,000	
Recorder	500	500	
HR/Payroll	1,000	1,000	
Finance	2,000	2,000	
CAFR & CCR Report Printing	2,000	2,000	
General	5,000	5,000	
Post office	2,000	2,000	
Copier Contracts	2,000	2,000	
Total budget for account	$ 16,500	$ 16,500	$ -
Amount changed from request			$ (16,500)
Increase/(decrease) from prior year modified budget	$ 4,000	$ 4,000	$ (12,500)
10-44-26 Vehicle expense			
Prior year budget, as modified			$ 1,800
Current estimates:			
Fuel ($100 * 12 months)	$ 1,200	$ 1,200	
Oil Changes	100	100	
Tires & Misc repairs	500	500	
Total budget for account	$ 1,800	$ 1,800	$ -
Amount changed from request			$ (1,800)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (1,800)
10-44-27 Utilities Expense			
Prior year budget, as modified			$ 1,111
Current estimates:			
Utilities for City Hall	$ 1,137	$ 1,137	
(See memo for calculation)			
Total budget for account	$ 1,137	$ 1,137	$ -
Amount changed from request			$ (1,137)
Increase/(decrease) from prior year modified budget	$ 26	$ 26	$ (1,111)

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-37 Professional & technical services			
Prior year budget, as modified			$ 96,200
Current estimates:			
Recodification	$ 5,000	$ 5,000	
Background checks & drug screens	7,500	7,500	
Audit fee	10,900	10,900	
Ecivis	4,000	4,000	
GBS - Flex Admin Fee	500	500	
Health Equity - HSA Admin Fee	1,000	1,000	
Cintas - Shredding Services	1,200	1,200	
Engineering Expense - General	5,000	5,000	
Other	5,000	5,000	
Total budget for account	$ 40,100	$ 40,100	$ -
Amount changed from request			$ (40,100)
Increase/(decrease) from prior year modified budget	$ (56,100)	$ (56,100)	$ (96,200)
10-44-38 Legal fees			
Prior year budget, as modified			$ -
Current estimates:			
Contract Attorney (3 months) - Civil	$ -	$ 15,000	
Total budget for account	$ -	$ 15,000	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ 15,000	$ -
10-44-39 Election expenses			
Prior year budget, as modified			$ -
Current estimates:			
3 City Council Seats	$ 20,000	$ 20,000	
Total budget for account	$ 20,000	$ 20,000	$ -
Amount changed from request			$ (20,000)
Increase/(decrease) from prior year modified budget	$ 20,000	$ 20,000	$ -

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-51 Insurance			
Prior year budget, as modified			$ 160,000
Current estimates:			
Utah Local Gov. Trust	$ 160,000	$ 160,000	
Total budget for account	$ 160,000	$ 160,000	$ -
Amount changed from request			$ (160,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (160,000)
10-44-52 Insurance contingency			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
10-44-54 Contributions			
Prior year budget, as modified			$ 6,000
Current estimates:			
Arts Council Trust	$ 1,000	$ 1,000	
Antelope Island - Moonlight ride	750	750	
Miss Syracuse pageant	2,500	2,500	
Youth Court	1,500	1,500	
Muesum	500	500	
Total budget for account	$ 6,250	$ 6,250	$ -
Amount changed from request			$ (6,250)
Increase/(decrease) from prior year modified budget	$ 250	$ 250	$ (6,000)
10-44-55 Employee Incentive Program			
Prior year budget, as modified			$ 8,000
Current estimates:			
Incentive Program	$ 10,000	$ 10,000	
Total budget for account	$ 10,000	$ 10,000	$ -
Amount changed from request			$ (10,000)
Increase/(decrease) from prior year modified budget	$ 2,000	$ 2,000	$ (8,000)

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-57 Tuition assistance			
Prior year budget, as modified			$ 15,500
Current estimates:			
Tuition assistance	$ 10,000	$ 10,000	
Total budget for account	$ 10,000	$ 10,000	$ -
Amount changed from request			$ (10,000)
Increase/(decrease) from prior year modified budget	$ (5,500)	$ (5,500)	$ (15,500)
10-44-58 City Newsletter			
Prior year budget, as modified			$ 24,200
Current estimates:			
City newsletter Bi-monthly (650* 12)	$ 7,800	$ 7,800	
Utility Bill Advertisements	10,000	10,000	
Total budget for account	$ 17,800	$ 17,800	$ -
Amount changed from request			$ (17,800)
Increase/(decrease) from prior year modified budget	$ (6,400)	$ (6,400)	$ (24,200)
10-44-59 Cash over/short			
Prior year budget, as modified			$ 50
Current estimates:			
	$ 50	$ 50	
Total budget for account	$ 50	$ 50	$ -
Amount changed from request			$ (50)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (50)
10-44-60 Sundry			
Prior year budget, as modified			$ 6,500
Current estimates:			
Christmas Party	$ 2,500	$ 2,500	
Summer Party	2,000	2,000	
Wellness program	2,000	2,000	
Department Head / City Council Dinner	500	500	
Employee Awards	1,000	1,000	
Goals Retreat	1,000	1,000	
Total budget for account	$ 9,000	$ 9,000	$ -
Amount changed from request			$ (9,000)
Increase/(decrease) from prior year modified budget	$ 2,500	$ 2,500	$ (6,500)

ADMINISTRATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-44-70 Capital Outlay			
Prior year budget, as modified			$ 17,000
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (17,000)	$ (17,000)	$ (17,000)
10-44-90 Interfund Reimbursements			
Prior year budget, as modified			$ -
Current estimates:			
Admin wages & oper. reimb. from Utility Funds	$ (413,913)	$ (410,604)	
Total budget for account	$ (413,913)	$ (410,604)	$ -
Amount changed from request			$ 413,913
Increase/(decrease) from prior year modified budget	$ (413,913)	$ (410,604)	$ -
Total expenditures			
Prior year budget, as modified			$ 360,570
Total budget for expenditures	$ 326,587	$ 341,587	$ -
Amount changed from request			$ (326,587)
Increase/(decrease) from prior year modified budget	$ (33,983)	$ (18,983)	$ (360,570)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
BUILDING MAINTENANCE							
10-51-10	OVERTIME	1,618.44	2,858.88	2,572.81	2,000.00	2,000.00	
10-51-11	PERMANENT EMPLOYEE WAGES	31,323.63	31,912.15	27,620.64	34,305.00	35,748.00	
10-51-12	PART-TIME WAGES	661.76	.00	14,030.84	21,021.00	17,602.00	
10-51-13	EMPLOYEE BENEFITS	23,815.58	27,142.43	24,817.86	30,983.00	31,120.00	
10-51-15	UNIFORMS	435.22	438.98	322.42	500.00	1,000.00	
10-51-23	TRAVEL & TRAINING	1,893.71	981.08	990.00	2,000.00	3,500.00	
10-51-26	VEHICLE MAINTENANCE	1,647.26	2,282.60	1,926.76	3,000.00	3,000.00	
10-51-27	UTILITIES	123,670.27	136,983.87	101,166.21	140,000.00	140,000.00	
10-51-28	COMMUNICATIONS	39,132.64	46,552.38	55,501.70	50,000.00	52,000.00	
10-51-30	BUILDING & GROUND MAINTENANCE	74,029.64	100,791.63	84,080.88	103,250.00	122,250.00	
10-51-37	PROFESSIONAL & TECH SERVICES	17,007.31	18,408.00	15,565.00	19,328.00	32,000.00	
10-51-60	SUNDRY	233.16	479.56	481.48	500.00	500.00	
10-51-90	INTERFUND REIMBURSEMENT	.00	41,517.00-	42,543.00-	56,724.00-	56,088.00-	
	Total BUILDING MAINTENANCE:	315,468.62	327,314.56	286,533.60	350,163.00	384,632.00	
	Net Grand Totals:	315,468.62-	327,314.56-	286,533.60-	350,163.00-	384,632.00-	

BUILDING MAINTENANCE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-51-15 Uniforms			
Prior year budget, as modified			$ 500
Current estimates:			
	$ 1,000	$ 1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 500	$ 500	$ (500)
10-51-23 Travel & Training			
Prior year budget, as modified			$ 2,000
Current estimates:			
	$ 3,500	$ 3,500	
Total budget for account	$ 3,500	$ 3,500	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budget	$ 1,500	$ 1,500	$ (2,000)
10-51-26 Vehicle Maintenance			
Prior year budget, as modified			$ 3,000
Current estimates:			
Fuel	2,000	1,500	
Repairs, Oil Changes, Maint.	$ 2,200	$ 1,500	
Truck and plow	$ 32,000	$ -	
Total budget for account	$ 36,200	$ 3,000	$ -
Amount changed from request			$ (36,200)
Increase/(decrease) from prior year modified budget	$ 33,200	$ -	$ (3,000)

BUILDING MAINTENANCE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-51-27 Utilities			
Prior year budget, as modified			$ 140,000
Current estimates:			
Utilities	$ -	$ 140,000	
Total budget for account	$ -	$ 140,000	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (140,000)	$ -	$ (140,000)
10-51-28 Communications			
Prior year budget, as modified			$ 50,000
Current estimates:			
Comcast (Desk Phones, Internet)		43,800	
Verizon Wireless (Cell Phones)		6,000	
Cell Phone Allowance (3 employees)	$ -	2,200	
Total budget for account	$ -	$ 52,000	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (50,000)	$ 2,000	$ (50,000)
10-51-30 Building & grounds maintenance			
Prior year budget, as modified			$ 103,250
Current estimates:			
HVAC repair	15,000	15,000	
Led light conversion	16,000	-	
General building maintenance	50,000	50,000	
Community Center floor finish	8,000	8,000	
Community Center Maintenance	6,000	6,000	
Parking lot maintenance	30,000	30,000	
Ice Machine @ Public Works	4,000	4,000	
Fire supression systems (all buildings)	4,250	4,250	
Panic Button Installation - City Hall	-	5,000	
Solar Panels for Recreation	300,000	-	
Total budget for account	$ 433,250	$ 122,250	$ -
Amount changed from request			$ (433,250)
Increase/(decrease) from prior year modified budget	$ 330,000	$ 19,000	$ (103,250)

BUILDING MAINTENANCE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-51-37 Professional & technical services			
Prior year budget, as modified			$ 19,328
Current estimates:			
Janitorial services	38,650	$ 32,000	
Total budget for account	$ 38,650	$ 32,000	$ -
Amount changed from request			$ (38,650)
Increase/(decrease) from prior year modified budget	$ 19,322	$ 12,672	$ (19,328)
10-51-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
10-51-90 Interfund Reimbursements			
Prior year budget, as modified			$ (56,724)
Current estimates:			
Building wages & oper. reimb. from Utility Funds	$ (56,440)	$ (56,440)	
Total budget for account	$ (56,440)	$ (56,440)	$ -
Amount changed from request			$ 56,440
Increase/(decrease) from prior year modified budget	$ 284	$ 284	$ 56,724
Total expenditures			
Prior year budget, as modified			$ 318,578
Total budget for expenditures	$ 513,100	$ 354,250	$ -
Amount changed from request			$ (513,100)
Increase/(decrease) from prior year modified budget	$ 194,522	$ 35,672	$ (318,578)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
COMMUNITY&ECONOMIC DEVELOPMENT							
10-52-10	OVERTIME	8,224.70	3,378.74	1,986.18	.00	.00	
10-52-11	PERMANENT EMPLOYEE WAGES	298,942.39	344,069.41	289,233.56	388,105.00	399,589.00	
10-52-12	PART-TIME WAGES	13,077.00	8,400.00	6,700.00	10,775.00	10,774.00	
10-52-13	EMPLOYEE BENEFITS	160,115.42	192,804.81	166,532.91	218,616.00	222,175.00	
10-52-21	BOOKS, SUBSCRIPTS & MEMBERSHI	2,956.86	4,049.01	2,529.54	3,810.00	4,010.00	
10-52-22	PUBLIC NOTICES	1,575.75	1,577.92	707.00	1,170.00	1,200.00	
10-52-23	TRAVEL & TRAINING	7,916.34	13,583.95	8,225.33	12,775.00	13,075.00	
10-52-24	OFFICE SUPPLIES	4,189.70	4,236.79	3,435.82	3,710.00	4,110.00	
10-52-25	EQUIPMENT SUPPLIES & MAINT	5,468.56	4,094.40	11,090.89	8,275.00	8,000.00	
10-52-26	VEHICLE EXPENSES	3,434.81	2,787.34	1,975.98	4,000.00	4,000.00	
10-52-28	COMMUNICATIONS	2,670.57	3,108.42	1,936.11	2,600.00	2,600.00	
10-52-29	ORDINANCE ENFORCEMENT	946.50	.00	.00	.00	.00	
10-52-37	PROFESSIONAL & TECH SERVICES	5,780.68	11,536.57	12,867.38	21,900.00	45,500.00	
10-52-40	FARMERS MARKET	.00	.00	3,143.26	3,500.00	4,500.00	
10-52-60	SUNDRY	52.03	63.00	.00	100.00	100.00	
10-52-65	GRANT FUNDED EXPENSES	35,791.98	3,899.50	5,230.00	5,230.00	5,000.00	
10-52-90	INTERFUND REIMBURSEMENT	.00	90,603.00-	80,987.22-	107,983.00-	115,337.00-	
Total COMMUNITY&ECONOMIC DEVELOPMENT:		551,143.29	506,986.86	434,606.74	576,583.00	609,296.00	
Net Grand Totals:		551,143.29-	506,986.86-	434,606.74-	576,583.00-	609,296.00-	

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMEI
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-52-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 3,810
Current estimates:			
Davis County recorder fees			
Code books	200	200	
Building memberships	750	750	
UBLA/UCMA memberships	100	100	
APA membership + certification (S, N, & J)	760	760	
APA membership Planning Commission	500	500	
ICSC Membership	200	200	
Licenses for State of Utah/Certs	200	200	
Davis Chamber Dues	600	600	
Building Inspector Certifications	700	700	
Total budget for account	$ 4,010	$ 4,010	$ -
Amount changed from request			$ (4,010)
Increase/(decrease) from prior year modified budget	$ 200	$ 200	$ (3,810)
10-52-22 Public notices			
Prior year budget, as modified			$ 1,170
Current estimates:			
Public Hearings 18@65	$ 1,200	$ 1,200	
Total budget for account	$ 1,200	$ 1,200	$ -
Amount changed from request			$ (1,200)
Increase/(decrease) from prior year modified budget	$ 30	$ 30	$ (1,170)
10-52-23 Travel & training			
Prior year budget, as modified			$ 12,775
Current estimates:			
ULCT annual conference (Staff & 2 PC Member)	$ 1,000.00	$ 1,000.00	
UAPA conference (Staff & 2 PC Members	$ 1,000.00	$ 1,000.00	
Mileage	$ 500.00	$ 500.00	
CD Training-APA/UBLA/UCMA	$ 3,000.00	$ 3,000.00	
IAEI conference (electrical)	$ 675.00	$ 675.00	
Icc conference (building)	$ 2,500.00	$ 2,500.00	
Building Inspector Training-local	$ 1,000.00	$ 1,000.00	
ICSC	$ 2,400.00	$ 2,400.00	
Promotion of city	$ 1,000.00	$ 1,000.00	
Total budget for account	$ 13,075	$ 13,075	$ -
Amount changed from request			$ (13,075)
Increase/(decrease) from prior year modified budget	$ 300	$ 300	$ (12,775)

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMEI
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-52-24 Office supplies			
Prior year budget, as modified			$ 3,710
Current estimates:			
Plotter ink (4 @ $40)	$ 160	$ 160	
Plotter paper	50	50	
Desktop printer ink cartridges	300	300	
General office supplies	1,200	1,200	
Postage	1,900	1,900	
Office equipment	500	500	
Total budget for account	$ 4,110	$ 4,110	$ -
Amount changed from request			$ (4,110)
Increase/(decrease) from prior year modified budget	$ 400	$ 400	$ (3,710)
10-52-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 8,275
Current estimates:			
Misc. equipment	$ 1,000	$ 1,000	
Software programs for department	1,000	1,000	
Clothing/Uniform (2 inspectors)	1,000	1,000	
IWORQ's System	5,000	5,000	
Total budget for account	$ 8,000	$ 8,000	$ -
Amount changed from request			$ (8,000)
Increase/(decrease) from prior year modified budget	$ (275)	$ (275)	$ (8,275)
10-52-26 Vehicle maintenance			
Prior year budget, as modified			$ 4,000
Current estimates:			
Fuel (2 inspectors)	$ 3,500	$ 3,500	
Maint & repairs (Oil change, tires, etc)	500	500	
Total budget for account	$ 4,000	$ 4,000	$ -
Amount changed from request			$ (4,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (4,000)
10-52-28 Communications			
Prior year budget, as modified			$ 2,600
Current estimates:			
Cell phones	$ 2,600	$ 2,600	
Total budget for account	$ 2,600	$ 2,600	$ -
Amount changed from request			$ (2,600)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,600)

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMEI
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-52-29 Ordinance enforcement			
Prior year budget, as modified			$ -
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
10-52-37 Professional & technical services			
Prior year budget, as modified			$ 21,900
Current estimates:			
Technical survey reviews (surveying costs, traffic study, geotech)	$ 8,000	$ 8,000	
Sign Ordinance Update	10,000	10,000	
Promotion and marketing of city	3,000	3,000	
Contract for Event Specialist	15,500	15,500	
Event Planning	1,000	1,000	
City Attorney Contract (3 months) - P.C.	-	8,000	
Total budget for account	$ 37,500	$ 45,500	$ -
Amount changed from request			$ (37,500)
Increase/(decrease) from prior year modified budget	$ 15,600	$ 23,600	$ (21,900)
10-52-40 Farmer's Market			
Prior year budget, as modified			$ 3,500
Current estimates:			
Marketing	1,000	1,000	
Entertainment	2,000	2,000	
Canopy Tents	500	500	
EBT Wireless Service	100	100	
Port-a-Potty Rental	400	400	
Supplies	500	500	
Total budget for account	$ 4,500	$ 4,500	$ -
Amount changed from request			$ (4,500)
Increase/(decrease) from prior year modified budget	$ 1,000	$ 1,000	$ (3,500)
10-52-60 Sundry			
Prior year budget, as modified			$ 100
Current estimates:			
Planning commission supplies	$ 100	$ 100	
Total budget for account	$ 100	$ 100	$ -
Amount changed from request			$ (100)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (100)

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMEI
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-52-65 Grant Funded Expenditures			
Prior year budget, as modified			$ 5,230
Current estimates:			
Economc Development Grant	5,000	5,000	
Total budget for account	$ 5,000	$ 5,000	$ -
Amount changed from request			$ (5,000)
Increase/(decrease) from prior year modified budget	$ (230)	$ (230)	$ (5,230)
10-52-90 Interfund Reimbursements			
Prior year budget, as modified			$ (107,983)
Current estimates:			
DCED wages & oper. reimb. from Utility Funds	(115,131)	(115,131)	
Total budget for account	$ (115,131)	$ (115,131)	$ -
Amount changed from request			$ 115,131
Increase/(decrease) from prior year modified budget	$ (7,148)	$ (7,148)	$ 107,983
Total expenditures			
Prior year budget, as modified			$ (44,413)
Total budget for expenditures	$ 84,095	$ 92,095	$ -
Amount changed from request			$ (84,095)
Increase/(decrease) from prior year modified budget	$ 128,508	$ 136,508	$ 44,413

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
POLICE DEPARTMENT							
10-53-09	EMPLOYEE WAGE REIMBURSEMENT	54,753.55-	.00	.00	.00	.00	
10-53-10	OVERTIME	55,476.48	71,659.74	54,898.68	75,000.00	75,000.00	
10-53-11	PERMANENT EMPLOYEE WAGES	1,057,261.93	1,011,131.27	770,868.28	1,074,872.00	1,098,498.00	
10-53-12	PART-TIME WAGES	81,664.54	100,206.38	87,963.86	112,375.00	114,188.00	
10-53-13	EMPLOYEE BENEFITS	681,024.01	732,112.86	588,389.19	848,324.00	819,990.00	
10-53-15	UNIFORMS	19,532.04	17,551.44	11,936.67	15,780.00	15,780.00	
10-53-21	BOOKS, SUBSCRIPTS & MEMBERSHI	24,279.36	22,273.99	20,491.20	22,697.00	23,050.00	
10-53-23	TRAVEL & TRAINING	13,901.45	23,424.80	13,433.66	20,650.00	24,500.00	
10-53-24	OFFICE SUPPLIES	9,321.70	8,642.06	4,809.74	11,000.00	13,750.00	
10-53-25	EQUIPMENT SUPPLIES & MAINT	31,991.86	46,730.61	9,247.60	26,000.00	30,500.00	
10-53-26	VEHICLE MAINTENANCE	66,936.01	69,762.53	49,950.90	89,740.00	78,400.00	
10-53-27	UTILITIES	.00	670.00	.00	701.00	737.00	
10-53-28	COMMUNICATIONS	67,861.72	32,072.79	21,762.20	31,500.00	31,500.00	
10-53-29	ORDINANCE ENFORCEMENT	602.83	5,139.18	3,877.89	6,500.00	6,500.00	
10-53-37	PRO & TECH - ANIMAL CONTROL	42,489.56	42,942.72	28,376.00	46,000.00	46,000.00	
10-53-38	PRO & TECH - DISPATCH	55,128.00	57,973.00	60,646.00	60,646.00	42,000.00	
10-53-65	LIQOUR FUND EXPENDITURES	21,417.00	23,000.00	2,142.51	17,000.00	17,000.00	
10-53-69	GRANT FUNDED EXPENDITURES	11,519.54	42,278.69	3,506.25	29,775.00	26,450.00	
	Total POLICE DEPARTMENT:	2,185,654.48	2,307,572.06	1,732,300.63	2,488,560.00	2,463,843.00	
	Net Grand Totals:	2,185,654.48-	2,307,572.06-	1,732,300.63-	2,488,560.00-	2,463,843.00-	

POLICE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-53-15 Uniforms			
Prior year budget, as modified			$ 15,780
Current estimates:			
Clothing allowance (20 @ 720.00)	$ 14,400	$ 14,400	
Bailiff clothing allowance (2 @ 540.00)	1,080	1,080	
Volunteers	300	300	
Total budget for account	$ 15,780	$ 15,780	$ -
Amount changed from request			$ (15,780)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (15,780)
10-53-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 22,697
Current estimates:			
Spillman annual fee	$ 10,100	$ 10,100	
DARE materials	5,500	5,500	
Criminal Code books (10 X$25.00)	250	250	
RMIN	100	100	
Utah Chiefs / DCLEAA / FBI Associations	500	500	
Pawn Access Fee	100	100	
Lexipol (Policy/Procedures/DTBs)	4,500	4,500	
New hire polygraphs (6 x $150.00)	900	900	
IACP	1,100	1,100	
Total budget for account	$ 23,050	$ 23,050	$ -
Amount changed from request			$ (23,050)
Increase/(decrease) from prior year modified budget	$ 353	$ 353	$ (22,697)

POLICE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-53-23 Travel & training			
Prior year budget, as modified			$ 20,650
Current estimates:			
Firearms training/supplies	$ 7,000	$ 7,000	
Patrol Training	7,500	7,500	
Administration Training	3,000	3,000	
Support Services Training	7,000	7,000	
Total budget for account	$ 24,500	$ 24,500	$ -
Amount changed from request			$ (24,500)
Increase/(decrease) from prior year modified budget	$ 3,850	$ 3,850	$ (20,650)
10-53-24 Office supplies			
Prior year budget, as modified			$ 11,000
Current estimates:			
Office materials	$ 4,500	$ 4,500	
Postage	500	500	
Paper	3,000	3,000	
Literature & novelties	1,500	1,500	
Awards & plaques	2,000	2,000	
Printed forms & letterhead	1,000	1,000	
Night Out Against Crime (New Line Item)	1,250	1,250	
Total budget for account	$ 13,750	$ 13,750	$ -
Amount changed from request			$ (13,750)
Increase/(decrease) from prior year modified budget	$ 2,750	$ 2,750	$ (11,000)
10-53-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 26,000
Current estimates:			
Crime scene equipment	$ 1,500	$ 1,500	
Crossing guard equipment	750	750	
General Equipment	13,000	13,000	
Vehicle cameras misc. repairs	2,000	2,000	
Preventative maintence for gym equipment	500	500	
Taser Maintenance	1,500	1,500	
Live Scan Maintenance Agreement	2,000	2,000	
K9 Equipment and Care	2,000	2,000	
JCAT/SWAT	2,000	2,000	
Prescription Drug Box Supplies	250	250	
Body Camera Video Storage (New Line Item)	5,000	5,000	
Total budget for account	$ 30,500	$ 30,500	$ -
Amount changed from request			$ (30,500)
Increase/(decrease) from prior year modified budget	$ 4,500	$ 4,500	$ (26,000)

POLICE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-53-26 Vehicle maintenance			
Prior year budget, as modified			$ 89,740
Current estimates:			
Fuel	$ 50,000	$ 50,000	
Repairs	25,000	25,000	
Prentative Maintenance (Oil Changes)	3,400	3,400	
Total budget for account	$ 78,400	$ 78,400	$ -
Amount changed from request			$ (78,400)
Increase/(decrease) from prior year modified budget	$ (11,340)	$ (11,340)	$ (89,740)
10-53-27 Utilities Expense			
Prior year budget, as modified			$ 701
Current estimates:			
Utilities for Police Station	$ 737	$ 737	
Total budget for account	$ 737	$ 737	$ -
Amount changed from request			$ (737)
Increase/(decrease) from prior year modified budget	$ (89,003)	$ (89,003)	$ (89,740)
10-53-28 Communications			
Prior year budget, as modified			$ 31,500
Current estimates:			
UCAN	$ 14,000	$ 14,000	
Cell phone	17,500	17,500	
New Radios (Motors) - $5,000 each			
Total budget for account	$ 31,500	$ 31,500	$ -
Amount changed from request			$ (31,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (31,500)
10-53-29 Ordinance Enforcement			
Prior year budget, as modified			$ 6,500
Current estimates:			
	6,500	6,500	
Total budget for account	$ 6,500	$ 6,500	$ -
Amount changed from request			$ (6,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (6,500)

POLICE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-53-37 Professional & tech - Animal Control			
Prior year budget, as modified			$ 46,000
Current estimates:			
Davis County	$ 46,000	$ 46,000	
Total budget for account	$ 46,000	$ 46,000	$ -
Amount changed from request			$ (46,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (46,000)
10-53-38 Professional & tech - Dispatch			
Prior year budget, as modified			$ 60,646
Current estimates:			
Davis County	$ 67,620	$ 42,000	
Total budget for account	$ 67,620	$ 42,000	$ -
Amount changed from request			$ (67,620)
Increase/(decrease) from prior year modified budget	$ 6,974	$ (18,646)	$ (60,646)
10-53-61 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
10-53-65 Liquor Fund Expenses			
Prior year budget, as modified			$ 17,000
Current estimates:			
Salaries for approved grant expenses	$ 6,000	$ 6,000	
Equipment	11,000	11,000	
Total budget for account	$ 17,000	$ 17,000	$ -
Amount changed from request			$ (17,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (17,000)

POLICE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-53-69 Grant funded expenditures			
Prior year budget, as modified			$ 29,775
Current estimates:			
Bullet Proof Vests - 4 @ 875 each	$ 3,500	$ 3,500	
JAG Grant - Equipment Expense	7,500	7,500	
ULGT Insurance Safety Rebate	3,700	3,700	
SAFG (State Asset Forfeiture Grant)	3,750	3,750	
ICAC GRANT - EQUIPMENT	8,000	8,000	
Total budget for account	$ 26,450	$ 26,450	$ -
Amount changed from request			$ (26,450)
Increase/(decrease) from prior year modified budget	$ (3,325)	$ (3,325)	$ (29,775)
10-53-70 Capital outlay			
Prior year budget, as modified			$ -
Current estimates:			
			$ -
			-
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Total expenditures			
Prior year budget, as modified			$ 353,788
Total budget for expenditures	$ 381,787	$ 356,167	$ -
Amount changed from request			$ (381,787)
Increase/(decrease) from prior year modified budget	$ 27,999	$ 2,379	$ (353,788)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
FIRE EXPENDITURES							
10-55-10	OVERTIME	106,137.07	102,821.33	85,029.98	122,429.00	109,000.00	
10-55-11	PERMANENT EMPLOYEE WAGES	585,266.09	594,495.28	483,019.26	631,193.00	651,777.00	
10-55-12	PART-TIME WAGES	203,223.36	190,001.37	152,957.66	199,548.00	205,134.00	
10-55-13	EMPLOYEE BENEFITS	358,892.95	368,749.10	312,071.06	429,289.00	431,045.00	
10-55-15	UNIFORMS	13,832.02	13,108.05	7,000.15	16,000.00	13,500.00	
10-55-21	BOOKS, SUBSCRIPTS & MEMBERSHI	3,163.48	2,917.39	1,618.43	3,705.00	4,805.00	
10-55-23	TRAVEL & TRAINING	8,452.19	9,357.19	10,953.07	19,000.00	19,205.00	
10-55-24	OFFICE SUPPLIES	6,184.20	3,067.78	2,652.41	6,500.00	6,350.00	
10-55-25	EQUIPMENT SUPPLIES & MAINT	55,684.40	36,933.75	22,535.54	46,500.00	48,940.00	
10-55-26	APPARATUS MAINTENANCE	43,429.18	70,377.73	28,985.40	58,000.00	54,225.00	
10-55-27	UTILITIES	.00	746.00	.00	777.00	813.00	
10-55-28	COMMUNICATIONS	23,002.21	24,606.42	25,151.80	32,207.00	19,600.00	
10-55-29	FIRE PREVENTION & EDUCATION	6,910.15	7,036.44	5,956.78	12,500.00	8,200.00	
10-55-37	PRO & TECH - PARAMEDICS	19,871.55	27,823.31	18,936.41	26,000.00	27,000.00	
10-55-38	PRO & TECH - AMBULANCE BILLING	31,432.34	24,636.62	14,342.29	29,000.00	29,000.00	
10-55-39	PRO & TECH - DISPATCH	7,924.00	8,358.00	8,897.00	8,897.00	33,500.00	
10-55-40	PRO & TEC - WILDLAND FIRE	7,272.43	4,364.65	600.00-	.00	.00	
10-55-41	PRO & TEC - PLANS REVIEW	.00	1,275.00	600.00	1,000.00	1,000.00	
10-55-43	MEDICAL SUPPLIES	33,028.73	34,140.34	29,097.54	42,035.00	46,070.00	
10-55-60	SUNDRY	886.42	1,319.44	331.62	850.00	850.00	
10-55-61	GRANT FUNDED EXPENSES	116,765.58	23,688.24	.00	40,000.00	40,000.00	
10-55-90	INTERFUND REIMBURSEMENT	.00	82,129.00-	62,214.75-	82,953.00-	36,058.00-	
	Total FIRE EXPENDITURES:	1,631,358.35	1,467,694.43	1,147,321.65	1,642,477.00	1,713,956.00	
	Net Grand Totals:	1,631,358.35-	1,467,694.43-	1,147,321.65-	1,642,477.00-	1,713,956.00-	

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-15 Uniforms			
Prior year budget, as modified			$ 16,000
Current estimates:			
Duty Uniform Full-Time (12)	$ 7,200	$ 7,200	
Duty Uniform Part-Time (19)	5,700	5,700	
Badges/Nameplates/Insignia	600	600	
Total budget for account	$ 13,500	$ 13,500	$ -
Amount changed from request			$ (13,500)
Increase/(decrease) from prior year modified budget	$ (2,500)	$ (2,500)	$ (16,000)
10-55-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 3,705
Current estimates:			
NFPA Membership	$ 330	$ 330	
Fire Training manuals - ISO requirement	200	200	
EMS Training manuals - State requirement	200	200	
Utah State Fireman's Association dues	660	660	
North Davis Fire Library Participation	400	400	
Davis County Fire Officers Association	300	300	
International Fire Chiefs Association	530	530	
Utah State Fire Chiefs Association	200	200	
Utah Fire Investigator Association	75	75	
Magazines & publications	100	100	
Fire code books (NFPA Library)	1,300	1,300	
NAFI Membership x2	120	120	
IAAI membership X2	165	165	
AHA Course Materials	225	225	
Total budget for account	$ 4,805	$ 4,805	$ -
Amount changed from request			$ (4,805)
Increase/(decrease) from prior year modified budget	$ 1,100	$ 1,100	$ (3,705)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-23 Travel & training			
Prior year budget, as modified			$ 19,000
Current estimates:			
Wildland Fire Training & Certification (17)	$ 255	$ 255	
Live Fire Training Supplies (HAFB)	1,000	1,000	
PALS/ACLS/BLS Recertification	850	850	
Training supplies (CPR Courses/Cards)	950	950	
EMS Conference x6/yr @150	900	900	
National/Regional Conferences	2,000	2,000	
Winter Fire School	1,200	1,200	
Hazmat Refresher x 14/yr @25	350	350	
Travel costs Fire/EMS/NFA	2,000	2,000	
State Fire Chief Conference	600	600	
Medical Director Conference	2,200	2,200	
Davis County Fire Officers Meeting (Host)	300	300	
EMS Instructor Conference	500	500	
Utah IAAI Conference	1,000	1,000	
Travel costs Wildland Deployment	4,500	4,500	
Vehicle Extrication Training	600	600	
CPR Manikin Replace	700	700	
Total budget for account	$ 19,905	$ 19,905	$ -
Amount changed from request			$ (19,905)
Increase/(decrease) from prior year modified budget	$ 905	$ 905	$ (19,000)

10-55-24 Office supplies			
Prior year budget, as modified			$ 6,500
Current estimates:			
Copier contract (LOC)	$ 1,200	$ 1,200	
Office materials	1,500	1,500	
Postage/Shipping	300	300	
Paper	250	250	
Image Trend RMS	1,900	1,900	
Printing	200	200	
Calendars & Scheduling Supplies	250	250	
IT/Comm/Electrical	700	700	
Christmas Cards	50	50	
Total budget for account	$ 6,350	$ 6,350	$ -
Amount changed from request			$ (6,350)
Increase/(decrease) from prior year modified budget	$ (150)	$ (150)	$ (6,500)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 46,500
Current estimates:			
SCBA Posi-check & Fit testing Calibration	$ 1,500	$ 1,500	
Fill station air sampling lab work	380	380	
Fill station air sampling kit supplies	280	280	
Testing & Maint of SCBA compressor/Fill Stn	300	300	
SCBA spare parts & supplies	1,500	1,500	
Batteries (V/Lithium SCBA HUD/Comm	550	550	
Structural PPE (3 sets)	6,300	6,300	
Structural Boots PPE	780	780	
Wildland PPE	2,300	2,300	
Wildland Fire Shelters (8)	2,540	2,540	
Stihl K-12 Forcible Entry Saw	1,500	1,500	
Hoods, Structural gloves, Helmets & repairs	2,225	2,225	
PPE Identification (Fire Coat/Pants)	250	250	
PPE Repair	2,000	2,000	
Exhaust System Maintenance	500	500	
Hazmat Equipment Cal Gas	1,500	1,500	
HazMat Chemical Supplies (Spills Clean-up)	1,000	1,000	
Gas Detector Sensor Replace	1,500	1,500	
Industrial Laser Rangefinder	500	500	
HazMat Clean-up Absorbent	300	300	
Smoke Det/Flashlight/Helmet Batteries	600	600	
Rehab Water/Gatorade	400	400	
50 Gallons AFFF Foam	900	900	
Exhaust Fan Battery Powered	4,100	4,100	
Hand Tools (24V Batts/Drivers/Sockets)	450	450	
Thermal Image Camera Battery	400	400	
Rescue Harness x2	1,100	1,100	
Hydraulic Extrication Hose (Hurst Tool)	2,000	2,000	
Fire Hose (Replace Obsolete/Damaged)	1,000	1,000	
Paratech Extrication Strut x2	1,500	1,500	
Rope Rescue Equipment (MPD)	700	700	
Ice Rescue Equipment Maint	2,000	2,000	
Exercise /Fitness Equipment	1,350	1,350	
Exercise Room Equipment Maintenance	450	450	
Knox Key Secure Equipment	2,700	2,700	
Fire Alarm monitoring (ST31 Only)	385	385	
Misc. Incidental Supplies	500	500	
Mattress Purchase (2 replacements)	700	700	
Total budget for account	$ 48,940	$ 48,940	$ -
Amount changed from request			$ (48,940)
Increase/(decrease) from prior year modified budget	$ 2,440	$ 2,440	$ (46,500)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-26 Apparatus maintenance			
Prior year budget, as modified			$ 58,000
Current estimates:			
Cleaning Supplies	600	600	
Minor repairs	$ 5,500	$ 5,500	
Major repairs	12,000	12,000	
Pump tests	725	725	
Fuel	25,000	25,000	
Ladder Testing & Maintenance	2,000	2,000	
State Inspection and Maintenance	3,800	3,800	
Tires For WT31	4,600	4,600	
Total budget for account	$ 54,225	$ 54,225	$ -
Amount changed from request			$ (54,225)
Increase/(decrease) from prior year modified budget	$ (3,775)	$ (3,775)	$ (58,000)
10-55-27 Utilities Expense			
Prior year budget, as modified			$ 777
Current estimates:			
Utilities for Fire Station	813	813	
Total budget for account	$ 813	$ 813	$ -
Amount changed from request			$ (813)
Increase/(decrease) from prior year modified budget	$ 36	$ 36	$ (777)
10-55-28 Communications			
Prior year budget, as modified			$ 32,207
Current estimates:			
Pager & Radio Maintenance	1,500	1,500	
Cell Phone Service A31/A32/T31/E31/301/302	3,600	3,600	
Air Card Service A31/E31/A32/301/302	3,600	3,600	
UCAN Fees (18 Port/10 Mob)	9,900	9,900	
Pager batteries (AAA)	100	100	
EOC Equipment	500	500	
Satellite Phone Annual Service	400	400	
Total budget for account	$ 19,600	$ 19,600	$ -
Amount changed from request			$ (19,600)
Increase/(decrease) from prior year modified budget	$ (12,607)	$ (12,607)	$ (32,207)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-29 Fire prevention & education			
Prior year budget, as modified			$ 12,500
Current estimates:			
CERT training (30 students)	1,800	1,800	
CERT Trailer Shelving/Compartments	500	500	
Bike helmet program (100% Reimbursement)	$ 1,000	$ 1,000	
Public Education In-House	500	500	
Fire Prevention Media (DVDs, workbooks)	500	500	
Fire Investigation Equipment	1,000	1,000	
Fire Prevention Week Open-House	1,500	1,500	
Heritage Days/Santa Parade Candy	800	800	
Hydrant Painting Supplies	600	600	
Total budget for account	$ 8,200	$ 8,200	$ -
Amount changed from request			$ (8,200)
Increase/(decrease) from prior year modified budget	$ (4,300)	$ (4,300)	$ (12,500)
10-55-37 Professional & technical - paramedics			
Prior year budget, as modified			$ 26,000
Current estimates:			
ALS DCSO ($2160/month)	27,000	27,000	
Total budget for account	$ 27,000	$ 27,000	$ -
Amount changed from request			$ (27,000)
Increase/(decrease) from prior year modified budget	$ 1,000	$ 1,000	$ (26,000)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-38 Professional & technical - ambulance billing			
Prior year budget, as modified			$ 29,000
Current estimates:			
First Professional Services Corp	29,000	29,000	
Total budget for account	$ 29,000	$ 29,000	$ -
Amount changed from request			$ (29,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (29,000)
10-55-39 Professional & technical - dispatch			
Prior year budget, as modified			$ 8,897
Current estimates:			
Dispatch fees (5 yr Average@769 Incidents)	7,800	33,500	
Total budget for account	$ 7,800	$ 33,500	$ -
Amount changed from request			$ (7,800)
Increase/(decrease) from prior year modified budget	$ (1,097)	$ 24,603	$ (8,897)
10-55-40 Professional & technical - Wildfire			
Prior year budget, as modified			$ -
Current estimates:			
Fire Inspection Plans review			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-41 Professional & technical - Third Party Plans Review			
Prior year budget, as modified			$ 1,000
Current estimates:			
Fire Inspection Plans review	1,000	1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 1,000	$ 1,000	$ -
10-55-43 Medical supplies			
Prior year budget, as modified			$ 42,035
Current estimates:			
Ambulance Licensing Fees (BEMS)	450	450	
EMT Recertification Fees (6)	300	300	
O2 Tank Rental	1,100	1,100	
Ambulance Medical Supplies	22,000	22,000	
Required TB Test (8)	120	120	
Annual FD Physical (WorkMed) (26)	4,550	4,550	
Medical Director Fee	8,000	8,000	
Medication Accountability Mon. System	1,500	1,500	
Physio Control Service Contract	4,550	4,550	
Stryker Gurney Batteries	800	800	
EMSAR Stryker Gurney Service	2,000	2,000	
Total budget for account	$ 45,370	$ 45,370	$ -
Amount changed from request			$ (45,370)
Increase/(decrease) from prior year modified budget	$ 3,335	$ 3,335	$ (42,035)
10-55-60 Sundry			
Prior year budget, as modified			$ 850
Current estimates:			
Firefighter Awards	600	600	
Misc. Lunches/Refreshments	250	250	
Total budget for account	$ 850	$ 850	$ -
Amount changed from request			$ (850)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (850)

FIRE DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-55-61 Grant funded expenditures			
Prior year budget, as modified			$ 40,000
Current estimates:			
BEMS Grant (move to CIP Fund)			
BEMS Grant match (move to CIP Fund)			
(Request for new ambulance)			
FFSL AFG Grant	10,000	10,000	
FFSL AFG Grant match 100%	10,000	10,000	
DHS AFG (move to CIP Fund)			
DHS AFG Grant match 10% (move to CIP Fund)			
(Request for new breathing apparatus equipment)			
Other Grants	10,000	10,000	
Other Grants match 100%	10,000	10,000	
Total budget for account	$ 40,000	$ 40,000	$ -
Amount changed from request			$ (40,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (40,000)
10-55-90 Interfund Reimbursements			
Prior year budget, as modified			$ (82,953)
Current estimates:			
Fire wages & oper. reimb. from Utility Funds	(35,966)	(35,966)	
Total budget for account	$ (35,966)	$ (35,966)	$ -
Amount changed from request			$ 35,966
Increase/(decrease) from prior year modified budget	$ 46,987	$ 46,987	$ 82,953
Total expenditures			
Prior year budget, as modified			$ 341,194
Total budget for expenditures	$ 327,358	$ 353,058	$ -
Amount changed from request			$ (327,358)
Increase/(decrease) from prior year modified budget	$ (13,836)	$ 11,864	$ (341,194)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
STREETS							
10-60-10	OVERTIME	12,325.05	7,432.49	6,509.72	11,500.00	11,500.00	
10-60-11	PERMANENT EMPLOYEE WAGES	196,870.03	202,298.78	171,691.74	215,430.00	222,400.00	
10-60-13	EMPLOYEE BENEFITS	114,122.53	121,417.95	104,960.97	132,268.00	133,853.00	
10-60-15	UNIFORMS	2,242.73	2,201.40	1,336.30	2,500.00	2,500.00	
10-60-23	TRAVEL & TRAINING	2,342.04	3,180.80	1,114.17	3,250.00	3,250.00	
10-60-24	OFFICE SUPPLIES	591.74	397.95	405.34	600.00	600.00	
10-60-27	UTILITIES	.00	822.00	.00	853.00	889.00	
10-60-28	COMMUNICATIONS	3,718.18	3,159.56	2,176.58	3,200.00	3,600.00	
10-60-60	SUNDRY	.00	227.23	64.70	500.00	500.00	
Total STREETS:		332,212.30	341,138.16	288,259.52	370,101.00	379,092.00	
Net Grand Totals:		332,212.30-	341,138.16-	288,259.52-	370,101.00-	379,092.00-	

STREETS DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-60-15 Uniforms			
Prior year budget, as modified			$ 2,500
Current estimates:			
Shirts with Logo ($200 X 5)	$ 1,000	$ 1,000	
Work Boots ($150 X 5)	750	750	
Hard hats, vests, gloves, etc ($150 X 5)	750	750	
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,500)
10-60-23 Travel & training			
Prior year budget, as modified			$ 3,250
Current estimates:			
Road School (ULCT) Hotel/Perdium	$ 1,200	$ 1,200	
Road School Registration (3)	700	700	
Heavy Equipment School (2)	800	800	
Flagging Certification	200	200	
Asphalt Training	350	350	
Total budget for account	$ 3,250	$ 3,250	$ -
Amount changed from request			$ (3,250)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,250)
10-60-24 Office supplies			
Prior year budget, as modified			$ 600
Current estimates:			
Pens/Paper, etc.	$ 250	$ 250	
Copier/ Plotter Maintenance	350	350	
Total budget for account	$ 600	$ 600	$ -
Amount changed from request			$ (600)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (600)

STREETS DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-60-27 Utilties Expense			
Prior year budget, as modified			$ 853
Current estimates:			
Utilities for Public Works Building	$ 1,000	$ 889	
Total budget for account	$ 1,000	$ 889	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 400	$ 289	$ (600)
10-60-28 Communications			
Prior year budget, as modified			$ 3,200
Current estimates:			
Cell Phones (5)	3,600	3,600	
Total budget for account	$ 3,600	$ 3,600	$ -
Amount changed from request			$ (3,600)
Increase/(decrease) from prior year modified budget	$ 400	$ 400	$ (3,200)
10-60-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	500	500	
		-	-
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
Total expenditures			
Prior year budget, as modified			$ 10,050
Total budget for expenditures	$ 11,450	$ 11,339	$ -
Amount changed from request			$ (11,450)
Increase/(decrease) from prior year modified budget	$ 1,400	$ 1,289	$ (10,050)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GENERAL FUND							
PARKS & RECREATION							
10-64-10	OVERTIME	4,255.44	9,540.23	6,620.65	10,000.00	10,000.00	
10-64-11	PERMANENT EMPLOYEE WAGES	269,390.90	270,249.15	198,730.32	243,871.00	261,650.00	
10-64-12	PART-TIME WAGES	177,274.84	177,432.85	159,734.02	253,681.00	256,946.00	
10-64-13	EMPLOYEE BENEFITS	166,174.73	174,413.70	136,908.55	180,329.00	184,957.00	
10-64-21	BOOKS, SUBSCRIPTS & MEMBERSHI	19,880.95	22,544.92	3,541.00	22,895.00	23,075.00	
10-64-23	TRAVEL & TRAINING	2,066.84	2,574.05	1,543.52	5,450.00	5,450.00	
10-64-24	OFFICE SUPPLIES	5,216.79	2,871.76	2,663.03	5,800.00	5,800.00	
10-64-25	EQUIPMENT SUPPLIES & MAINT	73,301.70	56,210.71	58,410.53	94,175.00	93,100.00	
10-64-26	VEHICLE EXPENSES	970.14	618.89	515.12	1,000.00	2,500.00	
10-64-27	UTILITIES	.00	27,648.00	.00	27,679.00	27,715.00	
10-64-28	COMMUNICATIONS	1,928.43	1,985.64	1,357.07	2,000.00	2,000.00	
10-64-29	BUILDING MAINTENANCE	6,686.74	4,630.82	1,338.63	3,500.00	3,500.00	
10-64-30	OFFICIALS	14,282.00	14,689.93	13,365.00	19,000.00	19,000.00	
10-64-31	CEMETARY MAINTENANCE	1,700.00	125.00	.00	1,300.00	1,000.00	
10-64-37	PROFESSIONAL & TECH SERVICES	.00	.00	2,350.00	15,406.00	.00	
10-64-40	SPECIAL DEPT. MATERIALS & SUPP	16,945.74	31,834.17	31,781.61	49,200.00	7,000.00	
10-64-42	SENIOR PROGRAMS	.00	1,162.97	1,421.17	1,500.00	3,000.00	
10-64-45	HERITAGE DAYS	.00	18,516.90	671.55	35,000.00	35,000.00	
10-64-50	ARTS COUNCIL	.00	17,975.34	10,503.41	20,000.00	17,600.00	
	Total PARKS & RECREATION:	760,075.24	835,025.03	631,455.18	991,786.00	959,293.00	
	Net Grand Totals:	760,075.24-	835,025.03-	631,455.18-	991,786.00-	959,293.00-	

PARKS & RECREATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-64-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 22,895
Current estimates:			
Health permit	$ 250	$ 250	
NRPA Membership	330	330	
URPA Membership (5 people)	150	150	
WFFL team fees	1,495	1,495	
Jr. Jazz fees	18,500	18,500	
Sportsman sport agreement	2,350	2,350	
Total budget for account	$ 23,075	$ 23,075	$ -
Amount changed from request			$ (23,075)
Increase/(decrease) from prior year modified budget	$ 180	$ 180	$ (22,895)
10-64-23 Travel & training			
Prior year budget, as modified			$ 5,450
Current estimates:			
First aid certifications	$ 50	$ 50	
NRPA Conference	2,200	2,200	
URPA conference	2,400	2,400	
Basketball/Baseball/Softball Clinics	400	400	
Training Manuels/Software	400	400	
Total budget for account	$ 5,450	$ 5,450	$ -
Amount changed from request			$ (5,450)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (5,450)
10-64-24 Office supplies			
Prior year budget, as modified			$ 5,800
Current estimates:			
Community center	$ 4,000	$ 4,000	
Registration forms	500	500	
Advertising (pens)	400	400	
Postage	400	400	
Membership cards	500	500	
Total budget for account	$ 5,800	$ 5,800	$ -
Amount changed from request			$ (5,800)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (5,800)

PARKS & RECREATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-64-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 94,175
Current estimates:			
Football Helmets	$ 5,000	$ 5,000	
Shoulder pads/pants/pant pads	5,000	5,000	
Coaches kits/Shirts/Athletic Tape/Field Equip	5,000	5,000	
Football jerseys	14,400	14,400	
Soccer uniforms fall/spring	14,500	14,500	
Baseball uniforms	24,000	24,000	
Baseball equipment	4,000	4,000	
Soccer equipment (balls, nets, goalie shirts)	3,000	3,000	
Scorebooks, whistles, stopwatches	500	500	
First aid supplies	500	500	
Advertising Budget	2,500	2,500	
Basketballs for Jr. Jazz/C.C.	1,200	1,200	
Staff Uniforms	2,500	2,500	
Official/ Umpire Jerseys	500	500	
Partial reconditioning Football Helmets	3,000	3,000	
Tennis Shirts for participants	500	500	
Tennis Equipment	1,000	1,000	
Ice Skates Replacement	-	2,000	
Volunteer Project Supplies		4,000	
Total budget for account	$ 87,100	$ 93,100	$ -
Amount changed from request			$ (87,100)
Increase/(decrease) from prior year modified budget	$ (7,075)	$ (1,075)	$ (94,175)
10-64-26 Vehicle expenses			
Prior year budget, as modified			$ 1,000
Current estimates:			
Fuel, oil changes, etc.	$ 2,500	$ 2,500	
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ 1,500	$ 1,500	$ (1,000)
10-64-27 Utilities Expense			
Prior year budget, as modified			$ 27,679
Current estimates:			
Utilities for Community Center	$ 1,147	$ 1,147	
Utilities for Parks	26,568	26,568	
Total budget for account	$ 27,715	$ 27,715	$ -
Amount changed from request			$ (27,715)
Increase/(decrease) from prior year modified budget	$ 36	$ 36	$ (27,679)

PARKS & RECREATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-64-28 Communications			
Prior year budget, as modified			$ 2,000
Current estimates:			
Cell phones	$ 2,000	$ 2,000	
Total budget for account	$ 2,000	$ 2,000	$ -
Amount changed from request			$ (2,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,000)
10-64-29 Building maintenance			
Prior year budget, as modified			$ 3,500
Current estimates:			
Misc. Cleaning supplies (Gym wipes, Gum remover, disinfectant)	1,000	1,000	
Other Misc	2,500	2,500	
Total budget for account	$ 3,500	$ 3,500	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,500)
10-64-30 Officials			
Prior year budget, as modified			$ 19,000
Current estimates:			
Youth football (WFFL) 9 weeks, 2 fields	$ 9,600	$ 9,600	
Jr. Jazz basketball (6th grade & up)	7,000	7,000	
Baseball & girls softball (pony league)	2,400	2,400	
Total budget for account	$ 19,000	$ 19,000	$ -
Amount changed from request			$ (19,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (19,000)

PARKS & RECREATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-64-31 Cemetary Maintenance			
Prior year budget, as modified			$ 1,300
Current estimates:			
Trimmer	$ 400	$ 400	
Edger	600	600	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ (300)	$ (18,000)	$ (19,000)
10-64-37 Professional & Technical			
Prior year budget, as modified			$ 15,406
Current estimates:			
Contract for Event Specialist			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (15,406)	$ (15,406)	$ (15,406)
10-64-40 Special dept. materials & supplies			
Prior year budget, as modified			$ 49,200
Current estimates:			
Pumpkin walk	$ 5,000	$ 5,000	
Easter egg hunt	2,000	2,000	
Heritage days:			
Fireworks			
Tennis program			
Senior Program (Luncheon Supplies)			
Total budget for account	$ 7,000	$ 7,000	$ -
Amount changed from request			$ (7,000)
Increase/(decrease) from prior year modified budget	$ (42,200)	$ (42,200)	$ (49,200)
10-64-42 Senior Programs			
Prior year budget, as modified			$ 1,500
Current estimates:			
	$ 3,000	$ 3,000	
Total budget for account	$ 3,000	$ 3,000	$ -
Amount changed from request			$ (3,000)
Increase/(decrease) from prior year modified budget	$ 1,500	$ 1,500	$ (1,500)

PARKS & RECREATION DEPARTMENT
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
10-64-45 Heritage Days			
Prior year budget, as modified			$ 35,000
Current estimates:			
Fireworks	$ 10,000	$ 10,000	
Heritage Day Expenses		25,000	
Total budget for account	$ 10,000	$ 35,000	$ -
Amount changed from request			$ (10,000)
Increase/(decrease) from prior year modified budget	$ (25,000)	$ -	$ (35,000)
10-64-50 Arts Council			
Prior year budget, as modified			$ 20,000
Current estimates:			
Theater Committee Budget	$ 15,000	$ 15,000	
Orchestra Committee Budget	2,000	2,000	
Fundraising	200	200	
Sponsorships	200	200	
Technology	200	200	
Total budget for account	$ 17,600	$ 17,600	$ -
Amount changed from request			$ (17,600)
Increase/(decrease) from prior year modified budget	$ (2,400)	$ (2,400)	$ (20,000)
10-64-70 Capital outlay			
Prior year budget, as modified			$ -
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Total expenditures			
Prior year budget, as modified			$ 204,320
Total budget for expenditures	$ 214,740	$ 245,740	$ -
Amount changed from request			$ (214,740)
Increase/(decrease) from prior year modified budget	$ 10,420	$ 41,420	$ (204,320)

PARKS MAINTENANCE FEE FUND

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
PARKS MAINTENANCE FUND							
MISCELLANEOUS REVENUE							
17-36-10	INTEREST EARNINGS	613.26	123.95	220.17	500.00	300.00	
	Total MISCELLANEOUS REVENUE:	613.26	123.95	220.17	500.00	300.00	
OPERATING REVENUES							
17-37-10	PARK MAINTENANCE FEE	232,862.63	240,332.39	206,251.60	244,000.00	253,000.00	
	Total OPERATING REVENUES:	232,862.63	240,332.39	206,251.60	244,000.00	253,000.00	
FUND BALANCE							
17-39-50	USE OF FUND BALANCE	.00	.00	.00	.00	10,369.00	
	Total FUND BALANCE:	.00	.00	.00	.00	10,369.00	
PARK MAINTENANCE FUND							
17-40-23	TRAVEL & TRAINING	2,162.70	2,750.48	1,479.56	4,400.00	5,500.00	
17-40-25	EQUIPMENT SUPPLIES & MAINT	11,112.90	11,610.00	11,074.85	15,580.00	18,730.00	
17-40-26	VEHICLE EXPENSE	21,966.30	25,859.75	17,323.88	23,600.00	30,000.00	
17-40-27	UTILITIES	7,434.38	6,503.39	6,125.48	10,000.00	10,000.00	
17-40-28	COMMUNICATIONS	1,977.53	1,584.68	946.46	2,750.00	1,500.00	
17-40-30	BUILDINGS & GROUNDS MAINTAIN	71,121.14	127,314.59	67,783.23	157,600.00	165,210.00	
17-40-55	BAD DEBT	.00	.00	.00	100.00	100.00	
17-40-70	CAPITAL OUTLAY	170,451.22	33,399.35	15,714.60	23,000.00	32,629.00	
17-40-90	CONTRIBUTION TO FUND BALANCE	.00	.00	.00	7,470.00	.00	
	Total PARK MAINTENANCE FUND:	286,226.17	209,022.24	120,448.06	244,500.00	263,669.00	
	Net Grand Totals:	52,750.28-	31,434.10	86,023.71	.00	.00	

PARKS MAINTENANCE FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
17-40-23 Travel & training			
Prior year budget, as modified			$ 4,400
Current estimates:			
NRPA Conference	$ 3,200	$ 3,200	
UCPC	1,200	1,200	
URPA Conference	700	700	
CEU's	400	400	
Total budget for account	$ 5,500	$ 5,500	$ -
Amount changed from request			$ (5,500)
Increase/(decrease) from prior year modified budget	$ 1,100	$ 1,100	$ (4,400)
17-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 15,580
Current estimates:			
Walk behind Edger	$ 550	$ 550	
3 Trimmers	1,000	1,000	
1 Walk behind Mower	1,200	1,200	
Hand tools/ pipe wrenchs, socket sets	500	500	
2 Back sprayers	200	200	
Equipment Maintenance	10,000	10,000	
Payment to DWR for fish	5,280	5,280	
Total budget for account	$ 18,730	$ 18,730	$ -
Amount changed from request			$ (18,730)
Increase/(decrease) from prior year modified budget	$ 3,150	$ 3,150	$ (15,580)
17-40-26 Vehicle expenses			
Prior year budget, as modified			$ 23,600
Current estimates:			
Tires, oil, fuel, etc.	$ 30,000	$ 30,000	
Total budget for account	$ 30,000	$ 30,000	$ -
Amount changed from request			$ (30,000)
Increase/(decrease) from prior year modified budget	$ 6,400	$ 6,400	$ (23,600)

PARKS MAINTENANCE FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
17-40-27 Utilities			
Prior year budget, as modified			$ 10,000
Current estimates:			
Power for parks	10,000	10,000	
Total budget for account	$ 10,000	$ 10,000	$ -
Amount changed from request			$ (10,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (10,000)
17-40-28 Communications			
Prior year budget, as modified			$ 2,750
Current estimates:			
Cell phones	$ 1,500	$ 1,500	
Total budget for account	$ 1,500	$ 1,500	$ -
Amount changed from request			$ (1,500)
Increase/(decrease) from prior year modified budget	$ (1,250)	$ (1,250)	$ (2,750)

PARKS MAINTENANCE FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
17-40-30 Buildings & grounds maintenance			
Prior year budget, as modified			$ 157,600
Current estimates:			
Fertilizer - 3 broadcast applications	$ 27,210	$ 27,210	
Pesticides/Herbicides	4,000	4,000	
Irrigation repairs	10,000	10,000	
Toy Lot Repair	6,000	6,000	
Toy Lot Replacement at Legacy Park	15,000	15,000	
Installation of Playground and Woodchips	8,000	8,000	
Woodchips for Playgrounds	5,000	5,000	
Sports field Manintenance Dirt/Chalk/Paint	10,000	10,000	
Park restroom supplies and repairs	5,000	5,000	
Portable Restroom Rentals	3,500	3,500	
Trees purchase- Bluff Ridge for Arbor Day	2,000	2,000	
Jensen Pond algae control	2,000	2,000	
Ice melt/Salt for Parking Lots	2,000	2,000	
Equestrian Lights	10,000	10,000	
Misc. repairs	2,000	2,000	
Baseball Field #1 Upgrade/repair	10,000	10,000	
Bridge Repairs	4,000	4,000	
Paint for Striping Parking Lots	2,000	2,000	
Pump for Trail underpass	3,000	3,000	
Crack Seal for Cemetery Parking Lot	5,200	5,200	
Crack Seal for Trailside Parking Lot	2,600	2,600	
Crack Seal Trail	5,200	5,200	
Replacement Benches on Trail	4,000	4,000	
Landscaping @ City Hall, comm center		5,000	
Irrigation south of Library		5,000	
Ice Rink Supplies and Maintenance	-	7,500	
Total budget for account	$ 147,710	$ 165,210	$ -
Amount changed from request			$ (147,710)
Increase/(decrease) from prior year modified budget	$ (9,890)	$ 7,610	$ (157,600)
17-40-55 Bad debt			
Prior year budget, as modified			$ 100
Current estimates:			
Uncollectible accounts	$ 100	$ 100	
Total budget for account	$ 100	$ 100	$ -
Amount changed from request			$ (100)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (100)

PARKS MAINTENANCE FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
17-40-70 Capital outlay			
Prior year budget, as modified			$ 23,000
Current estimates:			
Grasshopper Mower for Cemetery	$ 14,000	$ 14,000	
4 Wheeler with Plow	9,000	9,000	
Top Dresser	6,000	6,000	
Fertilzer Spreader	3,629	3,629	
Jacobson 9016			
Total budget for account	$ 32,629	$ 32,629	$ -
Amount changed from request			$ (32,629)
Increase/(decrease) from prior year modified budget	$ 9,629	$ 9,629	$ (23,000)
Total expenditures			
Prior year budget, as modified			$ 237,030
Total budget for expenditures	$ 246,169	$ 263,669	$ -
Amount changed from request			$ (246,169)
Increase/(decrease) from prior year modified budget	$ 9,139	$ 26,639	$ (237,030)

STREET LIGHTING FEE FUND

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
STREET LIGHTING FUND							
MISCELLANEOUS REVENUE							
18-36-10	INTEREST EARNINGS	164.55	272.09	236.68	100.00	300.00	
18-36-90	Sundry Revenue	.00	37,493.71	10,425.00-	.00	.00	
Total MISCELLANEOUS REVENUE:		164.55	37,765.80	10,188.32-	100.00	300.00	
OPERATING REVENUES							
18-37-10	STREET LIGHTING FEE	106,955.08	110,289.71	94,521.88	111,000.00	116,000.00	
Total OPERATING REVENUES:		106,955.08	110,289.71	94,521.88	111,000.00	116,000.00	
NON-OPERATING REVENUE							
18-38-85	STREET LIGHT PARTICIPATION	5,000.00	23,640.00	33,594.83	75,000.00	25,000.00	
Total NON-OPERATING REVENUE:		5,000.00	23,640.00	33,594.83	75,000.00	25,000.00	
FUND BALANCE							
18-39-50	USE OF FUND BALANCE	.00	.00	.00	.00	2,300.00	
Total FUND BALANCE:		.00	.00	.00	.00	2,300.00	
STREET LIGHTING FUND							
18-40-25	STREET LIGHT MAINTENANCE	1,615.96-	38,896.21	1,751.28	3,500.00	5,000.00	
18-40-27	STREET LIGHT UTILITIES	18,594.95	12,071.54	10,344.64	14,000.00	15,000.00	
18-40-33	STREET LIGHT INSTALLATION	492.53	13,952.04	58,950.47	83,500.00	35,000.00	
18-40-40	CAPITAL LEASE REPAYMENT	68,903.04	81,847.06	83,388.56	85,000.00	88,500.00	
18-40-55	BAD DEBT	.00	.00	.00	100.00	100.00	
18-40-70	CAPITAL OUTLAY	513,036.00	.00	.00	.00	.00	
Total STREET LIGHTING FUND:		599,410.56	146,766.85	154,434.95	186,100.00	143,600.00	
Net Grand Totals:		487,290.93-	24,928.66	36,506.56-	.00	.00	

STREET LIGHTING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
18-40-25 Street light maintenance			
Prior year budget, as modified			$ 3,500
Current estimates:			
Repair of broken lights, panels, etc	$ 5,000	$ 5,000	
Total budget for account	$ 5,000	$ 5,000	$ -
Amount changed from request			$ (5,000)
Increase/(decrease) from prior year modified budget	$ 1,500	$ 1,500	$ (3,500)
18-40-27 Street light utilities			
Prior year budget, as modified			$ 14,000
Current estimates:			
Power for Street Lighting (all owned by Syracuse)	$ 14,000	$ 15,000	
Total budget for account	$ 14,000	$ 15,000	$ -
Amount changed from request			$ (14,000)
Increase/(decrease) from prior year modified budget	$ -	$ 1,000	$ (14,000)
18-40-33 Street light installation			
Prior year budget, as modified			$ 83,500
Current estimates:			
New street light deficiencies (3 lights)	$ 10,000	$ 10,000	
New street light in developments	$ 25,000	$ 25,000	
Total budget for account	$ 35,000	$ 35,000	$ -
Amount changed from request			$ (35,000)
Increase/(decrease) from prior year modified budget	$ (48,500)	$ (48,500)	$ (83,500)

STREET LIGHTING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
18-40-40 Capital Lease Repayment			
Prior year budget, as modified			$ 85,000
Current estimates:			
Capital Lease Payment	88,500	$ 88,500	
Total budget for account	$ 88,500	$ 88,500	$ -
Amount changed from request			$ (88,500)
Increase/(decrease) from prior year modified budget	$ 3,500	$ 3,500	$ (85,000)
18-40-55 Bad debt			
Prior year budget, as modified			$ 100
Current estimates:			
Uncollectible accounts	100	$ 100	
Total budget for account	$ 100	$ 100	$ -
Amount changed from request			$ (100)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (100)
18-40-60 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

STREET LIGHTING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
18-40-70 Capital Outlay			
Prior year budget, as modified			$ 680,286
Current estimates:			
		-	-
		-	-
		-	-
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (680,286)	$ (680,286)	$ (680,286)
Total expenditures			
Prior year budget, as modified			$ 781,386
Total budget for expenditures	$ 142,600	$ 143,600	$ -
Amount changed from request			$ (142,600)
Increase/(decrease) from prior year modified budget	$ (638,786)	$ (637,786)	$ (781,386)

CLASS “C” ROADS FUND

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
CLASS "C" ROAD FUND							
REVENUE							
20-33-10	FEDERAL GRANTS	.00	.00	.00	147,000.00	.00	
20-33-56	CLASS "C" ROAD FUND ALLOTMENT	753,015.35	722,143.81	480,409.93	750,000.00	750,000.00	
Total REVENUE:		753,015.35	722,143.81	480,409.93	897,000.00	750,000.00	
REVENUE							
20-34-35	ROAD CUT PERMITS	12,198.98	15,295.55	11,830.68	12,000.00	10,000.00	
Total REVENUE:		12,198.98	15,295.55	11,830.68	12,000.00	10,000.00	
MISCELLANEOUS REVENUE							
20-36-10	INTEREST INCOME	2,709.57	2,293.93	1,788.80	500.00	500.00	
20-36-90	SUNDRY REVENUES	800.87	27,648.50	359.84	.00	.00	
Total MISCELLANEOUS REVENUE:		3,510.44	29,942.43	2,148.64	500.00	500.00	
FUND BALANCE							
20-39-40	TRANSFERS FROM OTHER FUNDS	320,955.00	224,558.00	400,000.00	400,000.00	.00	
20-39-50	USE OF FUND BALANCE	.00	.00	.00	593,500.00	.00	
Total FUND BALANCE:		320,955.00	224,558.00	400,000.00	993,500.00	.00	
EXPENDITURES							
20-40-25	EQUIPMENT SUPPLIES AND MAINTEN	24,179.10	13,709.43	17,562.80	31,000.00	31,300.00	
20-40-26	VEHICLE EXPENSES	53,781.33	39,299.64	31,902.68	49,000.00	45,300.00	
20-40-30	APPROPRIATED SURPLUS	.00	.00	.00	.00	9,750.00	
20-40-44	SPECIAL HIGHWAY PROJECTS	68,638.82	60,724.57	47,344.33	109,000.00	109,000.00	
20-40-70	CAPITAL PROJECTS	536,953.41	1,089,717.52	383,475.23	1,681,000.00	522,150.00	
20-40-75	CAPITAL EQUIPMENT	57,094.42	16,998.36	31,258.52	33,000.00	43,000.00	
Total EXPENDITURES:		740,647.08	1,220,449.52	511,543.56	1,903,000.00	760,500.00	
Net Grand Totals:		349,032.69	228,509.73-	382,845.69	.00	.00	

CLASS C ROADS FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
20-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 31,000
Current estimates:			
Plow blades (14 Truck Supply)	$ 7,150	$ 7,150	
Asphalt rakes/tools	250	250	
Salt spreader repairs	2,500	2,500	
Shovels	200	200	
Concrete finishing tools/stakes/forms	1,500	1,500	
Paint - long line, crosswalk, speed bump	17,000	17,000	
Roadbase for Shoulder Work			
Sandblast / Repaint Utility truck beds	2,000	2,000	
Safety signs/barracades	700	700	
Total budget for account	$ 31,300	$ 31,300	$ -
Amount changed from request			$ (31,300)
Increase/(decrease) from prior year modified budget	$ 300	$ 300	$ (31,000)
20-40-26 Vehicle expenses			
Prior year budget, as modified			$ 49,000
Current estimates:			
Tires - 05 Dodge Utility	$ 1,500	$ 1,500	
Tires - 06 Dodge Utility	$ 1,500	$ 1,500	
Tires - Enclosed Equipment Trailer	$ 800	$ 800	
Oil changes/Hydraulic Changes	$ 4,500	$ 4,500	
Fuel	$ 22,000	$ 22,000	
Misc Plow, sweeper, truck repairs	$ 15,000	$ 15,000	
Total budget for account	$ 45,300	$ 45,300	$ -
Amount changed from request			$ (45,300)
Increase/(decrease) from prior year modified budget	$ (3,700)	$ (3,700)	$ (49,000)

CLASS C ROADS FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
20-40-37 Professional & technical services			
Prior year budget, as modified			$ -
Current estimates:			
Survey			
Geotech			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
20-40-41 Capital Lease Repayment			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
20-40-44 Special highway projects			
Prior year budget, as modified			$ 109,000
Current estimates:			
Road salt	$ 30,000	$ 30,000	
Flex for crack seal	$ 30,000	$ 30,000	
ADA Sidewalk ramp compliance	20,000	20,000	
Street Signage Retro reflectivity Requirements (feds)	8,000	8,000	
Small failed area/Pot Hole Repair	15,000	15,000	
Sidewalk/trip hazard repair	6,000	6,000	
Storage Shed for plow trucks (move to CIP)	60,000	-	
Total budget for account	$ 169,000	$ 109,000	$ -
Amount changed from request			$ (169,000)
Increase/(decrease) from prior year modified budget	$ 60,000	$ -	$ (109,000)

CLASS C ROADS FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
20-40-70 Capital projects			
Prior year budget, as modified			$ 1,681,000
Current estimates:			
Projects			
Marilyn Acres Culinary Waterline - Phase 3	150,000	150,000	
Bluff Road Secondary with Overlay	63,750	63,750	
Surface Treatments			
4000 West Overlay (2700 S to Sewer District)	62,400	62,400	
1800 West Overlay (2700 S to 2525 S)	28,000	28,000	
2175 South Overlay (2000 W to 1730 W)	42,000	42,000	
Heritage Lane Overlay (1700 S to 1975 S)	46,200	46,200	
Bluff Road Overlay (1700 S to Bluff Pump House)	22,400	22,400	
Gleneagles Overlay	56,000	56,000	
Canterbury Overlay	100,000		
Allison Way Overlay (2700 S to Speed Hump)	37,000		
Doral Drive Overlay (2700 S to 2400 S)	43,400		
Overlay Total	437,400		
Collars/Lev. Course/Milling/Traffic Cont(20%)	87,480	51,400	
Total budget for account	$ 1,176,030	$ 522,150	$ -
Amount changed from request			$ (1,176,030)
Increase/(decrease) from prior year modified budget	$ (504,970)	$ (1,158,850)	$ (1,681,000)
20-40-75 Capital equipment			
Prior year budget, as modified			$ 33,000
Current estimates:			
10' Salt Spreader for 06' Bobtail	$ 18,000	$ 18,000	
Trailer-mounted compressor	$ 25,000	$ 25,000	
Flail Mower & Mini-ex	$ 56,000	$ -	
(move to CIP)			
Total budget for account	$ 99,000	$ 43,000	$ -
Amount changed from request			$ (99,000)
Increase/(decrease) from prior year modified budget	$ 66,000	$ 10,000	$ (33,000)
Total expenditures			
Prior year budget, as modified			$ 1,903,000
Total budget for expenditures	$ 1,520,630	$ 750,750	$ -
Amount changed from request			$ (1,520,630)
Increase/(decrease) from prior year modified budget	$ (382,370)	$ (1,152,250)	$ (1,903,000)

CAPITAL IMPROVEMENT FUND

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
CAPITAL IMPROVEMENT FUND							
TAXES							
80-31-40	FRANCHISE TAX	1,337,696.26	1,396,532.80	1,108,815.52	1,450,000.00	.00	
Total TAXES:		1,337,696.26	1,396,532.80	1,108,815.52	1,450,000.00	.00	
INTERGOVERNMENTAL REVENUE							
80-33-10	FEDERAL GRANTS	.00	.00	147,250.68	192,000.00	240,299.00	
80-33-15	STATE GRANTS	75,000.00	.00	.00	24,000.00	.00	
80-33-20	CAPITAL LEASE PROCEEDS	.00	.00	400,500.00	400,000.00	.00	
Total INTERGOVERNMENTAL REVENUE:		75,000.00	.00	547,750.68	616,000.00	240,299.00	
MISCELLANEOUS REVENUE							
80-36-10	INTEREST INCOME	1,083.47	982.93	1,001.53	800.00	.00	
80-36-40	SALE OF CAPITAL ASSETS	.00	.00	53,310.40	25,000.00	.00	
80-36-50	CELL TOWER REVENUE	67,755.86	70,456.29	79,666.50	82,150.00	.00	
80-36-90	SUNDRY REVENUE	37,551.14	20,839.96	9,816.37	6,800.00	.00	
Total MISCELLANEOUS REVENUE:		106,390.47	92,279.18	143,794.80	114,750.00	.00	
CONTRIBUTIONS AND TRANSFERS							
80-39-40	TRANSFERS FROM OTHER FUNDS	.00	.00	.00	.00	545,000.00	
80-39-45	CONTRIBUTIONS	.00	2,650.00	72,109.68	107,385.00	.00	
80-39-50	USE OF FUND BALANCE	.00	.00	.00	98,865.00	64,199.00	
Total CONTRIBUTIONS AND TRANSFERS:		.00	2,650.00	72,109.68	206,250.00	609,199.00	
CAPITAL IMPROVEMENTS FUND							
80-40-40	MBA LEASE PAYMENT	1,160,528.06	1,157,388.76	1,097,000.00	1,097,000.00	.00	
80-40-41	CAPITAL LEASE REPAYMENT	166,474.57	141,606.24	114,371.98	120,000.00	145,000.00	
80-40-70	CAPITAL EQUIPMENT	111,332.47	100,338.25	520,659.45	786,000.00	704,498.00	
80-40-71	CAPITAL PROJECTS	124,698.56	.00	346,249.24	384,000.00	.00	
Total CAPITAL IMPROVEMENTS FUND:		1,563,033.66	1,399,333.25	2,078,280.67	2,387,000.00	849,498.00	
Net Grand Totals:		43,946.93-	92,128.73	205,809.99-	.00	.00	

CAPITAL IMPROVEMENT FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
80-40-40 MBA Lease payment			
Prior year budget, as modified			$ 1,097,000
Current estimates:			
Paid from General fund in FY2016	$ -	$ -	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (1,097,000)	$ (1,097,000)	$ (1,097,000)
80-40-41 Capital Lease Payment			
Prior year budget, as modified			$ -
Current estimates:			
Police cars lease payment (2015 Lease)	$ 105,000	$ 105,000	
10 Wheeler lease payment	40,000	40,000	
Total budget for account	$ 145,000	$ 145,000	$ -
Amount changed from request			$ (145,000)
Increase/(decrease) from prior year modified budget	$ 145,000	$ 145,000	$ -
80-40-48 Transfer to other funds			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

CAPITAL IMPROVEMENT FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

		Requested	City Manager/Council Recommendation	Adopted Budget
80-40-70 Capital equipment				
Prior year budget, as modified				$ 761,000
Current estimates:				
Parks	Parks Truck	25,000	25,000	
Parks	Parks Truck - 1 ton	35,000	35,000	
Parks	Parks Mower	76,000	76,000	
Parks	Jensen Park Camping Area		20,000	
Parks	Dog Park Fence		10,000	
Fire	DHS AFG (move from fire budget)	240,299	240,299	
Fire	DHS AFG Grant match 10% (move from fire budget)	26,699	26,699	
	(Request for new breathing apparatus equipment)			
Fire	Lifepak 15 monitor Defibrillator	28,500	28,500	
Fire	Type 3 Urban Interface Engine	350,000		
Admin	Ice Skating Rink - Expansion	40,000		
Streets	Storage Shed for plow trucks	60,000	60,000	
Streets	Truck	40,000	40,000	
Streets	Flail Mower & Mini-ex	56,000	56,000	
BM	Solar Panel Lighting - Community Center	300,000		
BM	Light Replacement in Rec Center - LED	16,000	16,000	
BM	Building Maintenance Vehicle	32,000	32,000	
BM	Window Replacement at Jensen Center	25,000	25,000	
IT	Cradle Point Wifi	14,000	14,000	
Total budget for account		$ 1,364,498	$ 704,498	$ -
Amount changed from request				$ (1,364,498)
Increase/(decrease) from prior year modified budget		$ 603,498	$ (56,502)	$ (761,000)
80-40-71 Capital projects				
Prior year budget, as modified				$ 384,000
Current estimates:				
Total budget for account		$ -	$ -	$ -
Amount changed from request				$ -
Increase/(decrease) from prior year modified budget		$ (761,000)	$ (761,000)	$ (761,000)
Total expenditures				
Prior year budget, as modified				$ 2,242,000
Total budget for expenditures		$ 603,498	$ (56,502)	$ (761,000)
Amount changed from request				$ (1,364,498)
Increase/(decrease) from prior year modified budget		$ (1,638,502)	$ (2,298,502)	$ (3,003,000)

Utility Enterprise Funds

Secondary Water Utility Fund

Culinary Water Utility Fund

Sewer Utility Fund

Storm Water Utility Fund

Garbage Utility Fund

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
SECONDARY WATER OPERATING FUND							
INTERGOVERNMENTAL REVENUE							
30-33-15	STATE GRANTS & REIMBURSEMENT	.00	.00	.00	157,000.00	.00	
	Total INTERGOVERNMENTAL REVENUE:	.00	.00	.00	157,000.00	.00	
CHARGE FOR SERVICES							
30-34-25	SERVICE FEE - SECONDARY WATER	1,345,298.78	1,406,677.04	1,180,978.22	1,423,400.00	1,479,300.00	
	Total CHARGE FOR SERVICES:	1,345,298.78	1,406,677.04	1,180,978.22	1,423,400.00	1,479,300.00	
MISCELLANEOUS REVENUE							
30-36-10	INTEREST INCOME	4,957.81	1,821.42	1,966.88	1,800.00	1,800.00	
30-36-90	SUNDRY REVENUE	.00	21,508.02	.00	.00	10,000.00	
	Total MISCELLANEOUS REVENUE:	4,957.81	23,329.44	1,966.88	1,800.00	11,800.00	
OPERATING REVENUE							
30-37-60	CONNECTION FEES, SEC. WATER	52,254.00	57,788.00	49,200.00	63,360.00	59,280.00	
	Total OPERATING REVENUE:	52,254.00	57,788.00	49,200.00	63,360.00	59,280.00	
CONTRIBUTIONS AND TRANSFERS							
30-39-45	CONTRIBUTIONS FROM SUBDIVISION	59,896.75	311,580.00	.00	.00	.00	
30-39-92	USE OF RETAINED EARNINGS	.00	.00	.00	.00	22,896.00	
	Total CONTRIBUTIONS AND TRANSFERS:	59,896.75	311,580.00	.00	.00	22,896.00	
SECONDARY WATER OPERATING FUND							
30-40-08	SOURCE OF SUPPLY	271,212.23	277,751.13	288,747.21	300,000.00	300,000.00	
30-40-10	OVERTIME	666.72	1,520.02	1,724.04	5,000.00	5,000.00	
30-40-11	PERMANENT EMPLOYEE WAGES	135,733.04	126,225.42	104,681.49	133,690.00	137,830.00	
30-40-12	PART-TIME WAGES	15,670.90	15,798.39	12,711.91	22,733.00	22,734.00	
30-40-13	EMPLOYEE BENEFITS	63,676.37	83,519.30	68,737.39	89,158.00	88,543.00	
30-40-15	UNIFORMS	376.50	500.00	600.00	600.00	1,000.00	
30-40-24	OFFICE SUPPLIES	1,461.28	591.32	1,318.69	1,500.00	1,500.00	
30-40-25	EQUIPMENT SUPPLIES AND MAINTEN	4,060.19	1,958.79	1,584.96	3,500.00	3,500.00	
30-40-26	VEHICLE EXPENSES	35,111.62	24,006.18	8,922.41	30,000.00	30,000.00	
30-40-27	UTILITIES	149,827.12	127,559.95	83,362.46	165,000.00	165,000.00	
30-40-28	COMMUNICATIONS	3,261.31	4,206.75	2,726.89	3,600.00	4,000.00	
30-40-36	INTERNAL SERVICES ALLOCATION	209,240.00	215,450.00	165,715.47	220,954.00	258,169.00	
30-40-37	PROFESSIONAL & TECH SERVICES	780.00	3,849.55	455.83	5,000.00	5,000.00	
30-40-45	SECONDARY SYSTEM MAINTENANCE	76,467.67	96,680.13	42,288.86	97,500.00	100,000.00	
30-40-48	TRANSFERS TO OTHER FUNDS	186,982.50	186,852.50	95,626.25	95,627.00	.00	
30-40-50	DEPRECIATION	415,765.68	420,256.34	301,200.50	470,000.00	450,000.00	
30-40-55	BAD DEBT	.00	.00	.00	500.00	500.00	
30-40-60	SUNDRY	242.18	280.85	158.88	500.00	500.00	
30-40-70	CAPITAL OUTLAY	.00	.00	.00	775,000.00	100,000.00	
30-40-71	MOVE CAPITAL TO BALANCE SHEET	.00	.00	.00	775,000.00-	100,000.00-	
30-40-94	RETAINED EARNINGS	.00	.00	.00	698.00	.00	
	Total SECONDARY WATER OPERATING FUND:	1,570,535.31	1,587,006.62	1,180,563.24	1,645,560.00	1,573,276.00	
	Net Grand Totals:	108,127.97-	212,367.86	51,581.86	.00	.00	

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-40-08 Source of supply			
Prior year budget, as modified			$ 300,000
Current estimates:			
Secondary Water Supply	300,000	300,000	
- Weber Basin Water			
- Layton Canal			
- Davis and Weber Canal			
- Clearfield Irrigation			
- West Branch Irrigation			
- Hooper Irrigation Co			
Total budget for account	$ 300,000	$ 300,000	$ -
Amount changed from request			$ (300,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (300,000)
30-40-15 Uniforms			
Prior year budget, as modified			$ 600
Current estimates:			
	1,000	1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 400	$ 400	$ (600)
30-40-24 Office supplies			
Prior year budget, as modified			$ 1,500
Current estimates:			
Mailing and paper	$ 1,000	1,000	
Cemetery - Supplies and stamps	$ 500	500	
Total budget for account	$ 1,500	$ 1,500	$ -
Amount changed from request			$ (1,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (1,500)

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 3,500
Current estimates:			
Leak Shut off tool, wrenches, shovels. Etc.	$ 3,500	3,500	
Total budget for account	$ 3,500	$ 3,500	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,500)
30-40-26 Vehicle expenses			
Prior year budget, as modified			$ 30,000
Current estimates:			
Fuel	$ 15,000	15,000	
Maintenance	$ 10,000	10,000	
Backhoe replacement (1/2)	5,000	5,000	
Total budget for account	$ 30,000	$ 30,000	$ -
Amount changed from request			$ (30,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (30,000)
30-40-27 Utilities			
Prior year budget, as modified			$ 165,000
Current estimates:			
Rocky Mountain Power	$ 165,000	165,000	
Total budget for account	$ 165,000	$ 165,000	$ -
Amount changed from request			$ (165,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (165,000)

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-40-28 Communications			
Prior year budget, as modified			$ 3,600
Current estimates:			
Cell Phones	2,500	4,000	
Total budget for account	$ 2,500	$ 4,000	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ (1,100)	$ 400	$ (3,600)
30-40-36 Internal services allocation			
Prior year budget, as modified			$ 220,954
Current estimates:			
General Fund	$ 223,319	222,169	
Information Technology	36,000	36,000	
Total budget for account	$ 259,319	$ 258,169	$ -
Amount changed from request			$ (259,319)
Increase/(decrease) from prior year modified budget	$ 38,365	$ 37,215	$ (220,954)
30-40-37 Professional & technical services			
Prior year budget, as modified			$ 5,000
Current estimates:			
SCADA / Water System Support	5,000	5,000	
Total budget for account	$ 5,000	$ 5,000	$ -
Amount changed from request			$ (5,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (5,000)

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-40-45 Secondary system maintenance			
Prior year budget, as modified			$ 97,500
Current estimates:			
System Repairs, Valve Replacements, Vertical Turbine rebuilds (3)	$ 100,000	100,000	
Total budget for account	$ 100,000	$ 100,000	$ -
Amount changed from request			$ (100,000)
Increase/(decrease) from prior year modified budget	$ 2,500	$ 2,500	$ (97,500)
30-40-48 Transfers to other funds			
Prior year budget, as modified			$ 95,627
Current estimates:			
Transfer to park development impact fee fund	$ -		
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (95,627)	$ (95,627)	$ (95,627)
30-40-50 Depreciation			
Prior year budget, as modified			$ 470,000
Current estimates:			
Depreciation	$ 450,000	450,000	
Total budget for account	$ 450,000	$ 450,000	$ -
Amount changed from request			$ (450,000)
Increase/(decrease) from prior year modified budget	$ (20,000)	$ (20,000)	$ (470,000)

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-40-55 Bad debt			
Prior year budget, as modified			$ 500
Current estimates:			
Uncollectible accounts	$ 500	500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
30-40-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	$ 500	500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
Total expenditures			
Prior year budget, as modified			$ 1,394,281
Total budget for expenditures	$ 1,318,819	$ 1,319,169	$ -
Amount changed from request			$ (1,318,819)
Increase/(decrease) from prior year modified budget	$ (75,462)	$ (75,112)	$ (1,394,281)

SECONDARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Capital Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
30-1651 Machinery & equipment			
Prior year budget, as modified			$ -
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
30-1671 Water system			
Prior year budget, as modified			$ 599,000
Current estimates:			
Marilyn Acres Culinary Waterline - Phase 3	100,000	100,000	
Total budget for account	$ 100,000	$ 100,000	$ -
Amount changed from request			$ (100,000)
Increase/(decrease) from prior year modified budget	$ (499,000)	$ (499,000)	$ (599,000)
Total expenditures			
Prior year budget, as modified			$ 599,000
Total budget for expenditures	$ 100,000	$ 100,000	$ -
Amount changed from request			$ (100,000)
Increase/(decrease) from prior year modified budget	$ (499,000)	$ (499,000)	$ (599,000)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
STORM WATER OPERATING FUND							
INTERGOVERNMENTAL REVENUE							
40-33-45	FEDERAL GRANT	.00	.00	.00	4,500.00	.00	
Total INTERGOVERNMENTAL REVENUE:		.00	.00	.00	4,500.00	.00	
MISCELLANEOUS REVENUE							
40-36-10	INTEREST INCOME	2,325.46	1,487.77	1,088.44	1,200.00	1,000.00	
40-36-90	SUNDRY REVENUES	550.00	1,535.00	1,100.00	500.00	1,000.00	
Total MISCELLANEOUS REVENUE:		2,875.46	3,022.77	2,188.44	1,700.00	2,000.00	
OPERATING REVENUE							
40-37-10	STORM WATER USER FEES	293,778.43	350,543.96	334,580.44	398,100.00	413,000.00	
Total OPERATING REVENUE:		293,778.43	350,543.96	334,580.44	398,100.00	413,000.00	
CONTRIBUTIONS AND TRANSFERS							
40-39-43	USE OF FUND BALANCE	.00	.00	.00	188,421.00	158,716.00	
40-39-45	CONTRIBUTIONS FROM SUBDIVISION	250,978.53	14,050.00	.00	.00	.00	
Total CONTRIBUTIONS AND TRANSFERS:		250,978.53	14,050.00	.00	188,421.00	158,716.00	
STORM WATER OPERATING FUND							
40-40-10	OVERTIME	4,791.11	6,241.75	2,943.92	8,000.00	8,000.00	
40-40-11	PERMANENT EMPLOYEE WAGES	73,658.65	102,757.74	82,496.74	108,419.00	112,427.00	
40-40-12	PART-TIME WAGES	1,080.00	7,699.87	2,066.19	10,660.00	10,660.00	
40-40-13	EMPLOYEE BENEFITS	54,145.50	80,393.31	70,905.30	74,702.00	92,252.00	
40-40-15	UNIFORMS	.00	379.79	400.00	400.00	400.00	
40-40-23	TRAVEL & TRAINING	93.89	324.38	187.54	3,000.00	3,000.00	
40-40-24	OFFICE SUPPLIES	.00	29.36	250.75	500.00	500.00	
40-40-25	EQUIPMENT SUPPLIES AND MAINT	3,995.17	1,525.11	1,612.80	2,500.00	2,500.00	
40-40-26	VEHICLE EXPENSE	5,068.55	10,249.14	5,044.67	12,000.00	10,000.00	
40-40-28	COMMUNICATIONS	.00	.00	.00	.00	2,500.00	
40-40-36	INTERNAL SERVICES ALLOCATION	89,080.00	103,150.00	79,305.03	105,740.00	75,477.00	
40-40-37	PROFESSIONAL & TECH SERVICES	930.00	6,144.00	5,814.00	10,500.00	10,500.00	
40-40-45	STORM WATER SYSTEM MAINTENAN	11,650.41	25,836.29	7,631.65	25,000.00	25,000.00	
40-40-50	DEPRECIATION	203,230.04	209,740.49	163,869.26	231,000.00	220,000.00	
40-40-55	BAD DEBT	.00	.00	.00	300.00	300.00	
40-40-60	SUNDRY	.00	.00	.00	.00	200.00	
40-40-70	CAPITAL PROJECTS	.00	.00	.00	56,000.00	.00	
40-40-71	MOVE CAPITAL TO BALANCE SHEET	.00	.00	.00	56,000.00-	.00	
Total STORM WATER OPERATING FUND:		447,723.32	554,471.23	422,527.85	592,721.00	573,716.00	
Net Grand Totals:		99,909.10	186,854.50-	85,758.97-	.00	.00	

STORM WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
40-40-15 Uniforms			
Prior year budget, as modified			$ 400
Current estimates:			
Uniforms	$ 400	$ 400	
Total budget for account	$ 400	$ 400	$ -
Amount changed from request			$ (400)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (400)
40-40-23 Travel & training			
Prior year budget, as modified			$ 3,000
Current estimates:			
Registered Stormwater Inspector	$ 800	$ 800	
APWA/Stormcon/Utah Floodplain Manager	$ 1,400	$ 1,400	
Rural Water Association of Utah	800	800	
Total budget for account	$ 3,000	$ 3,000	$ -
Amount changed from request			$ (3,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,000)
40-40-24 Office supplies			
Prior year budget, as modified			$ 500
Current estimates:			
General office supplies	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
40-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 2,500
Current estimates:			
Hand tools, smoke, dye	$ 2,500	$ 2,500	
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,500)

STORM WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
40-40-26 Vehicle expenses			
Prior year budget, as modified			$ 12,000
Current estimates:			
Fuel	$ 7,000	$ 7,000	
oil changes, inspections, misc. repairs	$ 3,000	$ 3,000	
Total budget for account	$ 10,000	$ 10,000	$ -
Amount changed from request			$ (10,000)
Increase/(decrease) from prior year modified budget	$ (2,000)	$ (2,000)	$ (12,000)
40-40-28 Communications			
Prior year budget, as modified			$ -
Current estimates:			
	$ 2,500	$ 2,500	$ -
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ 2,500	$ 2,500	$ -
40-40-36 Internal services allocation			
Prior year budget, as modified			$ 105,740
Current estimates:			
General Fund	$ 63,805	$ 63,477	
Information Technology	12,000	12,000	
Total budget for account	$ 75,805	$ 75,477	$ -
Amount changed from request			$ (75,805)
Increase/(decrease) from prior year modified budget	$ (29,935)	$ (30,263)	$ (105,740)
40-40-37 Professional & technical services			
Prior year budget, as modified			$ 10,500
Current estimates:			
SWPPP Compliance	4,000	4,000	
Coalition Fee	5,000	5,000	
Modeling software annual fee	$ 1,500	$ 1,500	
Total budget for account	$ 10,500	$ 10,500	$ -
Amount changed from request			$ (10,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (10,500)

STORM WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
40-40-45 Storm water system maintenance			
Prior year budget, as modified			$ 25,000
Current estimates:			
Misc Repairs	$ 25,000	$ 25,000	
Total budget for account	$ 25,000	$ 25,000	$ -
Amount changed from request			$ (25,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (25,000)
40-40-50 Depreciation			
Prior year budget, as modified			$ 231,000
Current estimates:			
Depreciation	$ 220,000	$ 220,000	
Total budget for account	$ 220,000	$ 220,000	$ -
Amount changed from request			$ (220,000)
Increase/(decrease) from prior year modified budget	$ (11,000)	$ (11,000)	$ (231,000)
40-40-55 Bad debt			
Prior year budget, as modified			$ 300
Current estimates:			
	$ 300	$ 300	
Total budget for account	$ 300	$ 300	$ -
Amount changed from request			$ (300)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (300)
40-40-60 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ 200	$ 200	$ -
Total budget for account	$ 200	$ 200	$ -
Amount changed from request			$ (200)
Increase/(decrease) from prior year modified budget	$ 200	$ 200	$ -
Total expenditures			
Prior year budget, as modified			$ 390,540
Total budget for expenditures	$ 350,305	$ 349,977	$ -
Amount changed from request			$ (350,305)
Increase/(decrease) from prior year modified budget	$ (40,235)	$ (40,563)	$ (390,540)

STORM WATER OPERATING FUND
Fiscal Year Ending June 30, 2015
Capital Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
40-1651 Machinery & equipment			
Prior year budget, as modified			$ -
Current estimates:			
Drying Bed		$ 10,000	
Total budget for account	$ -	$ 10,000	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ 10,000	$ -
40-1671 Storm water system			
Prior year budget, as modified			$ 24,500
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (24,500)	$ (24,500)	$ (24,500)
Total expenditures			
Prior year budget, as modified			$ 49,000
Total budget for expenditures	$ -	$ 10,000	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (49,000)	$ (39,000)	$ (49,000)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
CULINARY WATER OPERATING FUND							
INTERGOVERNMENTAL REVENUE							
50-33-10	FEDERAL GRANTS	90,723.95	199,489.24	.00	157,000.00	.00	
50-33-15	STATE GRANTS & REIMBURSEMENT	167,713.42	1,000.00	.00	.00	.00	
	Total INTERGOVERNMENTAL REVENUE:	258,437.37	200,489.24	.00	157,000.00	.00	
CHARGE FOR SERVICES							
50-34-60	WATER CONNECTION FEES	68,100.00	78,011.00	51,278.00	85,800.00	80,275.00	
	Total CHARGE FOR SERVICES:	68,100.00	78,011.00	51,278.00	85,800.00	80,275.00	
MISCELLANEOUS REVENUE							
50-36-10	INTEREST INCOME	13,735.00	8,905.60	5,279.62	8,400.00	6,000.00	
50-36-40	SALE OF ASSETS	.00	24,005.47	.00	.00	143,000.00	
50-36-84	PENALTIES ON UTILITY BILL	109,695.50	110,618.91	94,470.29	100,000.00	115,000.00	
50-36-90	SUNDRY REVENUES	6,590.46	3,643.22	4,052.20	500.00	500.00	
	Total MISCELLANEOUS REVENUE:	130,020.96	147,173.20	103,802.11	108,900.00	264,500.00	
OPERATING REVENUE							
50-37-10	WATER REVENUE	1,522,590.33	1,566,819.22	1,341,793.03	1,572,920.00	1,607,000.00	
	Total OPERATING REVENUE:	1,522,590.33	1,566,819.22	1,341,793.03	1,572,920.00	1,607,000.00	
CONTRIBUTIONS AND TRANSFERS							
50-39-45	CONTRIBUTION FROM SUBDIVISIONS	127,039.50	23,880.00	.00	.00	.00	
50-39-92	USE OF RETAINED EARNINGS	.00	.00	.00	.00	6,210.00	
	Total CONTRIBUTIONS AND TRANSFERS:	127,039.50	23,880.00	.00	.00	6,210.00	
CULINARY WATER OPERATIONS							
50-40-08	SOURCE OF SUPPLY	412,749.25	422,787.50	429,110.50	430,000.00	445,400.00	
50-40-10	OVERTIME	8,819.56	7,096.56	3,458.25	9,780.00	9,780.00	
50-40-11	PERMANENT EMPLOYEE WAGES	148,035.97	149,895.83	125,233.74	158,289.00	163,700.00	
50-40-12	PART-TIME WAGES	29,681.34	24,812.59	19,368.55	29,131.00	44,139.00	
50-40-13	EMPLOYEE BENEFITS	82,954.96	99,758.85	80,377.78	104,655.00	106,833.00	
50-40-15	UNIFORMS	532.13	1,441.94	1,600.00	1,600.00	1,600.00	
50-40-21	BOOKS, SUBSCRIPTS & MEMBERSHI	1,539.55	4,021.75	2,326.05	7,200.00	7,200.00	
50-40-23	TRAVEL & TRAINING	2,138.75	3,088.32	3,341.98	6,500.00	7,000.00	
50-40-24	OFFICE SUPPLIES	4,526.38	5,340.64	4,219.31	4,500.00	4,500.00	
50-40-25	EQUIP SUPPLIES & MAINT	5,871.35	5,078.78	3,092.00	5,000.00	4,000.00	
50-40-26	VEHICLE EXPENSES	34,733.05	34,146.94	21,505.69	36,500.00	32,000.00	
50-40-27	UTILITIES	14,784.09	17,275.22	12,437.87	18,000.00	18,000.00	
50-40-28	COMMUNICATIONS	3,802.94	4,206.75	2,525.88	3,600.00	2,500.00	
50-40-36	INTERNAL SERVICES ALLOCATION	304,481.00	304,900.00	235,162.53	313,550.00	325,908.00	
50-40-37	PROFESSIONAL & TECH SERVICES	2,727.67	2,885.17	5,013.04	10,000.00	7,500.00	
50-40-45	CULINARY SYSTEM MAINTENANCE	79,052.47	66,709.73	60,169.82	100,000.00	100,000.00	
50-40-50	DEPRECIATION	451,192.36	447,659.06	371,858.67	532,300.00	541,000.00	
50-40-55	BAD DEBT	.00	.00	.00	1,000.00	1,000.00	
50-40-60	SUNDRY	561.17	557.41	62.38	500.00	500.00	
50-40-70	CAPITAL OUTLAY	.00	.00	.00	1,683,000.00	335,000.00	
50-40-71	MOVE CAPITAL TO BALANCE SHEET	.00	.00	.00	1,683,000.00-	335,000.00-	
50-40-94	RETAINED EARNINGS	.00	.00	.00	22,555.00	.00	

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
Total CULINARY WATER OPERATIONS:		1,588,183.99	1,601,663.04	1,380,864.04	1,794,660.00	1,822,560.00	
UTILITIES OFFICE							
50-41-23	TRAVEL & TRAINING	.00	.00	.00	.00	1,825.00	
50-41-24	OFFICE SUPPLIES	39,979.36	53,779.66	39,254.55	54,060.00	54,060.00	
50-41-25	EQUIP SUPPLIES & MAINTENANCE	95.09	69.94	397.90	7,500.00	2,500.00	
50-41-37	PROFESSIONAL & TECH SERVICES	57,782.94	68,611.48	52,700.70	68,400.00	77,040.00	
Total UTILITIES OFFICE:		97,857.39	122,461.08	92,353.15	129,960.00	135,425.00	
Net Grand Totals:		420,146.78	292,248.54	23,655.95	.00	.00	

CULINARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-40-08 Source of supply			
Prior year budget, as modified			$ 430,000
Current estimates:			
Weber Basin Water	$ 435,000	$ 445,400	
Total budget for account	$ 435,000	$ 445,400	$ -
Amount changed from request			$ (435,000)
Increase/(decrease) from prior year modified budget	$ 5,000	$ 15,400	$ (430,000)
50-40-15 Uniforms			
Prior year budget, as modified			$ 1,600
Current estimates:			
	1,600	$ 1,600	
Total budget for account	$ 1,600	$ 1,600	$ -
Amount changed from request			$ (1,600)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (1,600)
50-40-21 Books, subscriptions, & memberships			
Prior year budget, as modified			$ 7,200
Current estimates:			
Software License Renewals	$ 1,600	$ 1,600	
UCEA, APWA, AASHTO Membership	$ 700	$ 700	
Bently Select, ARC GIS Support & Updates	$ 3,500	$ 3,500	
Rural Water Association of Utah	$ 1,400	$ 1,400	
Total budget for account	$ 7,200	$ 7,200	$ -
Amount changed from request			$ (7,200)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (7,200)
50-40-23 Travel & training			
Prior year budget, as modified			$ 6,500
Current estimates:			
CEU Training, Certificate Training (includes travel and Conf. fees)	7,000	$ 7,000	
Total budget for account	$ 7,000	$ 7,000	$ -
Amount changed from request			$ (7,000)
Increase/(decrease) from prior year modified budget	$ 500	$ 500	$ (6,500)

CULINARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-40-24 Office supplies			
Prior year budget, as modified			$ 4,500
Current estimates:			
Misc office supplies	$ 4,500	$ 4,500	
Total budget for account	$ 4,500	$ 4,500	$ -
Amount changed from request			$ (4,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (4,500)
50-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 5,000
Current estimates:			
Hand tools, misc. tools	$ 4,000	$ 4,000	
Total budget for account	$ 4,000	$ 4,000	$ -
Amount changed from request			$ (4,000)
Increase/(decrease) from prior year modified budget	$ (1,000)	$ (1,000)	$ (5,000)
50-40-26 Vehicle expenses			
Prior year budget, as modified			$ 36,500
Current estimates:			
Fuel	$ 15,000	$ 15,000	
Oil, misc. repairs & Tire Replacement	$ 12,000	$ 12,000	
Lease on Back Hoe (1/2)	$ 5,000	$ 5,000	
Total budget for account	$ 32,000	$ 32,000	$ -
Amount changed from request			$ (32,000)
Increase/(decrease) from prior year modified budget	$ (4,500)	$ (4,500)	$ (36,500)
50-40-27 Utilities			
Prior year budget, as modified			$ 18,000
Current estimates:			
Utilities for CW Pump Station	18,000	$ 18,000	
Total budget for account	$ 18,000	$ 18,000	$ -
Amount changed from request			$ (18,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (18,000)

CULINARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-40-28 Communications			
Prior year budget, as modified			$ 3,600
Current estimates:			
Cell Phone Communication	2,500	2,500	
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ (1,100)	$ (1,100)	$ (3,600)
50-40-36 Internal services allocation			
Prior year budget, as modified			$ 313,550
Current estimates:			
General Fund	$ 255,222	$ 253,908	
Information Technology	72,000	72,000	
Total budget for account	$ 327,222	$ 325,908	$ -
Amount changed from request			$ (327,222)
Increase/(decrease) from prior year modified budget	$ 13,672	$ 12,358	$ (313,550)
50-40-37 Professional & technical services			
Prior year budget, as modified			$ 10,000
Current estimates:			
SCADA / GIS Water System Support	7,500	$ 7,500	
Total budget for account	$ 7,500	$ 7,500	$ -
Amount changed from request			$ (7,500)
Increase/(decrease) from prior year modified budget	$ (2,500)	$ (2,500)	$ (10,000)
50-40-45 Culinary system maintenance			
Prior year budget, as modified			$ 100,000
Current estimates:			
Leak Repair, Hydrant Repair	$ 100,000	$ 100,000	
Total budget for account	$ 100,000	$ 100,000	$ -
Amount changed from request			$ (100,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (100,000)

CULINARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-40-50 Depreciation			
Prior year budget, as modified			$ 532,300
Current estimates:			
Depreciation	$ 541,000	$ 541,000	
Total budget for account	$ 541,000	$ 541,000	$ -
Amount changed from request			$ (541,000)
Increase/(decrease) from prior year modified budget	$ 8,700	$ 8,700	$ (532,300)
50-40-55 Bad debt			
Prior year budget, as modified			$ 1,000
Current estimates:			
Uncollectible accounts	$ 1,000	$ 1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (1,000)
50-40-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
Total expenditures			
Prior year budget, as modified			$ 1,470,250
Total budget for expenditures	$ 1,489,022	$ 1,498,108	$ -
Amount changed from request			$ (1,489,022)
Increase/(decrease) from prior year modified budget	$ 18,772	$ 27,858	$ (1,470,250)

CULINARY WATER OPERATING FUND - UTILITIES OFFICE
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-41-23 Travel & Training			
Prior year budget, as modified			$ -
Current estimates:			
Caselle Annual Software Training (3 Staff)	$ 1,825	$ 1,825	
Total budget for account	$ 1,825	$ 1,825	$ -
Amount changed from request			$ (1,825)
Increase/(decrease) from prior year modified budget	$ 1,825	$ 1,825	$ -
50-41-24 Office supplies			
Prior year budget, as modified			$ 54,060
Current estimates:			
Utility bills, etc. (6600 * .55 * 12)	$ 43,560	$ 43,560	
Envelopes, Paper, etc.	$ 10,000	$ 10,000	
Misc expense	$ 500	$ 500	
Total budget for account	$ 54,060	$ 54,060	$ -
Amount changed from request			$ (54,060)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (54,060)
50-41-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 7,500
Current estimates:			
Printer Maintenace	$ 2,500	$ 2,500	
Misc. equipment repairs			
Total budget for account	$ 2,500	$ 2,500	$ -
Amount changed from request			$ (2,500)
Increase/(decrease) from prior year modified budget	$ (5,000)	$ (5,000)	$ (7,500)

CULINARY WATER OPERATING FUND - UTILITIES OFFICE
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-41-26 Vehicle expenses			
Prior year budget, as modified			$ -
Current estimates:			
	-	-	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
50-41-28 Communications			
Prior year budget, as modified			$ -
Current estimates:			
Radio Communication (46.50/mth * 12)	$ -		
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
50-41-37 Professional & technical services			
Prior year budget, as modified			$ 68,400
Current estimates:			
Xpress Billpay Fees	$ 25,200	$ 25,200	
Bank of America Fees	$ 15,600	$ 15,600	
Paymentech Fees	$ 18,000	$ 18,000	
Caselle annual support contract	18,240	18,240	
Total budget for account	$ 77,040	$ 77,040	$ -
Amount changed from request			$ (77,040)
Increase/(decrease) from prior year modified budget	$ 8,640	$ 8,640	$ (68,400)
Total expenditures			
Prior year budget, as modified			$ 129,960
Total budget for expenditures	$ 133,600	$ 133,600	$ -
Amount changed from request			$ (133,600)
Increase/(decrease) from prior year modified budget	$ 3,640	$ 3,640	$ (129,960)

CULINARY WATER OPERATING FUND
Fiscal Year Ending June 30, 2016
Capital Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
50-1651 Machinery & equpment			
Prior year budget, as modified			
Current estimates:			
Fleet Truck - F450	$ 62,000	$ 62,000	
Front end Loader	125,000	$ 125,000	
Total budget for account	$ 187,000	$ 187,000	$ -
Amount changed from request			$ (187,000)
Increase/(decrease) from prior year modified budget	$ 187,000	$ 187,000	$ -
50-1671 Water System			
Prior year budget, as modified			
Current estimates:			
Marilyn Acres Culinary Waterline - Phase 3	$ 335,000	$ 335,000	
Total budget for account	$ 335,000	$ 335,000	$ -
Amount changed from request			$ (335,000)
Increase/(decrease) from prior year modified budget	$ 335,000	$ 335,000	$ -
Total expenditures			
Prior year budget, as modified			$ -
Total budget for expenditures	$ 522,000	$ 522,000	$ -
Amount changed from request			$ (522,000)
Increase/(decrease) from prior year modified budget	$ 522,000	$ 522,000	$ -

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
SEWER OPERATING FUND							
CHARGE FOR SERVICES							
53-34-82	SEWER CONNECTION FEES	58,522.00	65,700.00	49,500.00	79,200.00	74,100.00	
Total CHARGE FOR SERVICES:		58,522.00	65,700.00	49,500.00	79,200.00	74,100.00	
MISCELLANEOUS REVENUE							
53-36-10	INTEREST INCOME	5,529.51	4,300.54	4,154.54	4,200.00	4,000.00	
53-36-90	SUNDRY REVENUES	.00	.00	.00	.00	7,781.00	
Total MISCELLANEOUS REVENUE:		5,529.51	4,300.54	4,154.54	4,200.00	11,781.00	
OPERATING REVENUE							
53-37-30	SEWER REVENUE	1,077,018.84	1,237,235.61	1,275,799.66	1,516,560.00	1,830,000.00	
Total OPERATING REVENUE:		1,077,018.84	1,237,235.61	1,275,799.66	1,516,560.00	1,830,000.00	
CONTRIBUTIONS AND TRANSFERS							
53-39-45	CONTRIBUTION FROM SUBDIVISIONS	76,438.35	21,255.00	.00	.00	.00	
53-39-50	USE OF RETAINED EARNINGS	.00	.00	.00	278,358.00	269,714.00	
Total CONTRIBUTIONS AND TRANSFERS:		76,438.35	21,255.00	.00	278,358.00	269,714.00	
SEWER OPERATING FUND							
53-40-10	OVERTIME	3,284.85	538.24	617.26	5,000.00	5,000.00	
53-40-11	PERMANENT EMPLOYEE WAGES	91,579.82	95,204.41	77,959.95	97,959.00	100,560.00	
53-40-13	EMPLOYEE BENEFITS	56,024.36	55,850.69	44,508.63	56,541.00	57,108.00	
53-40-18	SEWAGE DISPOSAL FEES	662,947.20	813,082.65	802,506.80	1,089,000.00	1,386,450.00	
53-40-23	TRAVEL & TRAINING	775.00	245.00	157.02	2,000.00	2,000.00	
53-40-24	OFFICE SUPPLIES	129.74	213.91	291.74	500.00	500.00	
53-40-25	EQUIP SUPPLIES & MAINT	3,423.79	3,147.58	1,751.26	6,000.00	6,000.00	
53-40-26	VEHICLE EXPENSES	902.74	2,389.29	6,287.91	16,000.00	12,000.00	
53-40-28	COMMUNICATIONS	.00	.00	.00	500.00	1,000.00	
53-40-36	INTERNAL SERVICES ALLOCATION	59,080.00	71,150.00	55,238.31	73,651.00	75,477.00	
53-40-37	PROFESSIONAL & TECH SERVICES	.00	2,225.00	1,500.00	3,500.00	3,500.00	
53-40-45	SEWER SYSTEM MAINTENANCE	10,406.27	4,234.46	1,136.07	15,000.00	15,000.00	
53-40-50	DEPRECIATION	276,659.54	504,309.51	382,019.44	511,667.00	520,000.00	
53-40-55	BAD DEBT	.00	.00	.00	500.00	500.00	
53-40-60	SUNDRY	313.77	358.46	467.85	500.00	500.00	
53-40-70	CAPITAL OUTLAY	.00	.00	.00	390,000.00	35,000.00	
53-40-71	MOVE CAPITAL TO BALANCE SHEET	.00	.00	.00	390,000.00-	35,000.00-	
Total SEWER OPERATING FUND:		1,165,527.08	1,552,949.20	1,374,442.24	1,878,318.00	2,185,595.00	
Net Grand Totals:		51,981.62	224,458.05-	44,988.04-	.00	.00	

SEWER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
53-40-18 Sewage disposal fees			
Prior year budget, as modified			$ 1,089,000
Current estimates:			
North Davis Sewer fees (7325 conn* $ 15.5)	$ 1,362,450	$ 1,362,450	
($3 rate increase from NDSD)			
Excess Commercial Gallons ($2000*12)	$ 24,000	$ 24,000	
Total budget for account	$ 1,386,450	$ 1,386,450	$ -
Amount changed from request			$ (1,386,450)
Increase/(decrease) from prior year modified budget	$ 297,450	$ 297,450	$ (1,089,000)
53-40-23 Travel & training			
Prior year budget, as modified			$ 2,000
Current estimates:			
Training	$ 2,000	$ 2,000	
Certifications & CEU's			
Caselle Annual Training			
Total budget for account	$ 2,000	$ 2,000	$ -
Amount changed from request			$ (2,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,000)
53-40-24 Office supplies			
Prior year budget, as modified			$ 500
Current estimates:			
General office supplies	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)

SEWER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
53-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 6,000
Current estimates:			
Misc. hand tools	$ 1,500	$ 1,500	
Camera Maintenance	2,500	2,500	
Jet Hose Replacement	2,000	2,000	
Total budget for account	$ 6,000	$ 6,000	$ -
Amount changed from request			$ (6,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (6,000)
53-40-26 Vehicle expenses			
Prior year budget, as modified			$ 16,000
Current estimates:			
Fuel	$ 8,000	$ 8,000	
oil, inspections, misc. repairs	4,000	4,000	
Total budget for account	$ 12,000	$ 12,000	$ -
Amount changed from request			$ (12,000)
Increase/(decrease) from prior year modified budget	$ (4,000)	$ (4,000)	$ (16,000)
53-40-28 Communications			
Prior year budget, as modified			$ 500
Current estimates:			
Phone and Radio Communication	$ 1,000	$ 1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ 500	$ 500	$ (500)

SEWER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
53-40-36 Internal services allocation			
Prior year budget, as modified			$ 73,651
Current estimates:			
General Fund	$ 63,805	$ 63,477	
Information Technology	12,000	12,000	
Total budget for account	$ 75,805	$ 75,477	$ -
Amount changed from request			$ (75,805)
Increase/(decrease) from prior year modified budget	$ 2,154	$ 1,826	$ (73,651)
53-40-37 Professional & technical services			
Prior year budget, as modified			$ 3,500
Current estimates:			
Lateral video inspection, Sensor calibration	$ 2,000	$ 2,000	
IT Pipes Software annual	1,500	1,500	
Total budget for account	$ 3,500	$ 3,500	$ -
Amount changed from request			$ (3,500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,500)
53-40-45 Sewer system maintenance			
Prior year budget, as modified			$ 15,000
Current estimates:			
Dump fees - emergency help	$ 2,500	$ 2,500	
System Repairs	$ 7,500	$ 7,500	
Replace Manhole Lids/ Collars	5,000	5,000	
Total budget for account	$ 15,000	$ 15,000	$ -
Amount changed from request			$ (15,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (15,000)

SEWER OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
53-40-50 Depreciation			
Prior year budget, as modified			$ 511,667
Current estimates:			
Depreciation	$ 520,000	$ 520,000	
Total budget for account	$ 520,000	$ 520,000	$ -
Amount changed from request			$ (520,000)
Increase/(decrease) from prior year modified budget	$ 8,333	$ 8,333	$ (511,667)
53-40-55 Bad debt			
Prior year budget, as modified			$ 500
Current estimates:			
	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
53-40-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
Total expenditures			
Prior year budget, as modified			$ 1,718,818
Total budget for expenditures	$ 2,023,255	$ 2,022,927	$ -
Amount changed from request			$ (2,023,255)
Increase/(decrease) from prior year modified budget	$ 304,437	$ 304,109	$ (1,718,818)

SEWER OPERATING FUND
Fiscal Year Ending June 30, 2015
Capital Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
53-1651 Machinery & equipment			
Prior year budget, as modified			$ -
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
53-1670 Construction in progress			
Prior year budget, as modified			$ -
Current estimates:			
Marilyn Acres Culinary Waterline - Phase 3	$ 35,000	$ 35,000	
Total budget for account	$ 35,000	$ 35,000	$ -
Amount changed from request			$ (35,000)
Increase/(decrease) from prior year modified budget	$ 35,000	$ 35,000	$ -
Total expenditures			
Prior year budget, as modified			$ 300,000
Total budget for expenditures	$ 35,000	$ 35,000	$ -
Amount changed from request			$ (35,000)
Increase/(decrease) from prior year modified budget	$ (265,000)	$ (265,000)	$ (300,000)

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
GARBAGE UTILITY OPERATING FUND							
MISCELLANEOUS REVENUE							
55-36-10	INTEREST INCOME	1,936.35	1,702.74	1,366.21	1,500.00	1,500.00	
Total MISCELLANEOUS REVENUE:		1,936.35	1,702.74	1,366.21	1,500.00	1,500.00	
OPERATING REVENUE							
55-37-70	WASTE COLLECTION REVENUE	1,131,482.02	1,119,101.20	919,245.72	1,083,000.00	1,123,000.00	
55-37-71	GREEN WASTE RECYCLING	105,059.02	110,364.55	96,120.78	113,000.00	117,000.00	
55-37-75	GARBAGE CAN PURCHASE FEE	19,300.00	21,400.00	16,400.00	26,400.00	24,700.00	
Total OPERATING REVENUE:		1,255,841.04	1,250,865.75	1,031,766.50	1,222,400.00	1,264,700.00	
CONTRIBUTIONS AND TRANSFERS							
55-39-92	USE OF RETAINED EARNINGS	.00	.00	.00	24,982.00	.00	
Total CONTRIBUTIONS AND TRANSFERS:		.00	.00	.00	24,982.00	.00	
GARBAGE OPERATING FUND							
55-40-10	OVERTIME	54.53	.00	.00	.00	.00	
55-40-11	PERMANENT EMPLOYEE WAGES	40,709.59	41,513.36	33,827.81	42,095.00	43,260.00	
55-40-13	EMPLOYEE BENEFITS	7,836.95	11,407.93	9,183.41	11,525.00	11,821.00	
55-40-15	UNIFORMS	.00	.00	.00	500.00	500.00	
55-40-23	TRAVEL & TRAINING	.00	.00	.00	.00	650.00	
55-40-24	OFFICE SUPPLIES	.00	.00	.00	1,000.00	1,000.00	
55-40-30	GARBAGE COLLECTION EXPENSE	980,656.68	999,172.16	748,938.84	1,007,700.00	1,030,700.00	
55-40-31	GARBAGE CAN PURCHASES	18,000.00	12,690.00	18,525.00	42,000.00	18,500.00	
55-40-36	INTERNAL SERVICES ALLOCATION	47,080.00	40,150.00	31,171.50	41,562.00	43,738.00	
55-40-40	GREEN WASTE COLLECTION FEES	92,684.61	93,982.90	72,985.00	97,000.00	102,000.00	
55-40-41	GREEN WASTE CAN PURCHASES	4,770.00	4,420.00	4,770.00	5,000.00	5,000.00	
55-40-55	BAD DEBT	.00	.00	.00	500.00	500.00	
55-40-94	RETAINED EARNINGS	.00	.00	.00	.00	8,531.00	
Total GARBAGE OPERATING FUND:		1,191,792.36	1,203,336.35	919,401.56	1,248,882.00	1,266,200.00	
Net Grand Totals:		65,985.03	49,232.14	113,731.15	.00	.00	

GARBAGE OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
55-40-15 Uniforms			
Prior year budget, as modified			$ 500
Current estimates:			
Uniforms	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
55-40-23 Travel & training			
Prior year budget, as modified			$ -
Current estimates:			
Caselle Annual Training	$ 650	$ 650	
Total budget for account	$ 650	$ 650	$ -
Amount changed from request			$ (650)
Increase/(decrease) from prior year modified budget	$ 650	$ 650	$ -
55-40-24 Office supplies			
Prior year budget, as modified			$ 1,000
Current estimates:			
General office supplies	$ 1,000	$ 1,000	
Total budget for account	$ 1,000	$ 1,000	$ -
Amount changed from request			$ (1,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (1,000)

GARBAGE OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
55-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
55-40-26 Vehicle expenses			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
55-40-28 Communications			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

GARBAGE OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
55-40-30 Garbage collection expense			
Prior year budget, as modified			$ 1,007,700
Current estimates:			
Wasatch integrated ((7200+3250)*5.20*12)	$ 652,000	$ 652,000	
Waste Collection ((7200*3.73)+(3250*1.25))*12)	371,000	371,000	
Dumpsters in City ($225 * 12 months)	2,700	2,700	
Miscellanous Trips to Dump	5,000	5,000	
Fuel Surcharge			
Total budget for account	$ 1,030,700	$ 1,030,700	$ -
Amount changed from request			$ (1,030,700)
Increase/(decrease) from prior year modified budget	$ 23,000	$ 23,000	$ (1,007,700)
55-40-31 Garbage can purchases			
Prior year budget, as modified			$ 18,000
Current estimates:			
Black Can Purchase (350 cans)	$ 18,500	$ 18,500	
Total budget for account	$ 18,500	$ 18,500	$ -
Amount changed from request			$ (18,500)
Increase/(decrease) from prior year modified budget	$ 500	$ 500	$ (18,000)
55-40-36 Internal services allocation			
Prior year budget, as modified			$ 41,562
Current estimates:			
General Fund	$ 31,309	31,738	
Information Technology	12,000	12,000	
Total budget for account	$ 43,309	$ 43,738	$ -
Amount changed from request			$ (43,309)
Increase/(decrease) from prior year modified budget	$ 1,747	$ 2,176	$ (41,562)

GARBAGE OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
55-40-40 Green waste collection fees			
Prior year budget, as modified			$ 97,000
Current estimates:			
Wasatch integrated (1550*2*12)	37,000	37,000	
Waste Company (3.5*1550*12)	$ 65,000	$ 65,000	
Fuel Surcharge			
Total budget for account	$ 102,000	$ 102,000	$ -
Amount changed from request			$ (102,000)
Increase/(decrease) from prior year modified budget	$ 5,000	$ 5,000	$ (97,000)
55-40-41 Green waste can purchases			
Prior year budget, as modified			$ 5,000
Current estimates:			
Green waste can purchase (105)	5,000	5,000	
Total budget for account	$ 5,000	$ 5,000	$ -
Amount changed from request			$ (5,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (5,000)
55-40-50 Recycling collection fees			
Prior year budget, as modified			$ -
Current estimates:			
Recyling program	$ -	$ -	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

GARBAGE OPERATING FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
55-40-51 Recycling can purchases			
Prior year budget, as modified			$ -
Current estimates:			
Recyling can purchase	-	-	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
55-40-55 Bad debt			
Prior year budget, as modified			$ 500
Current estimates:			
Utility uncollectables	$ 500	$ 500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
55-40-60 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Total expenditures			
Prior year budget, as modified			$ 1,171,262
Total budget for expenditures	$ 1,202,159	$ 1,202,588	$ -
Amount changed from request			$ (1,202,159)
Increase/(decrease) from prior year modified budget	$ 30,897	$ 31,326	$ (1,171,262)

Information Technology Internal Service Fund

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
INFORMATION TECHNOLOGY FUND							
MISCELLANEOUS REVENUE							
63-36-10	INTEREST INCOME	220.84	131.36	128.88	.00	150.00	
	Total MISCELLANEOUS REVENUE:	220.84	131.36	128.88	.00	150.00	
SPECIAL FUND REVENUE							
63-39-91	DEPARTMENTAL CHARGES	181,602.00	183,000.00	142,093.62	189,458.00	240,000.00	
	Total SPECIAL FUND REVENUE:	181,602.00	183,000.00	142,093.62	189,458.00	240,000.00	
OPERATING EXPENDITURES							
63-40-11	PERMANENT EMPLOYEE WAGES	88,291.27	89,692.88	72,961.67	91,019.00	93,246.00	
63-40-12	PART-TIME WAGES	.00	1,525.75	4,813.13	8,840.00	10,535.00	
63-40-13	EMPLOYEE BENEFITS	39,199.76	42,725.72	36,374.27	45,424.00	46,299.00	
63-40-21	BOOKS, SUBSCRIPTS & MEMBERSHI	157.50	99.95	361.71	550.00	1,100.00	
63-40-23	TRAVEL & TRAINING	3,618.02	3,941.84	2,630.45	3,800.00	3,800.00	
63-40-24	OFFICE SUPPLIES	11.00	69.57	.00	25.00	25.00	
63-40-25	EQUIPMENT SUPPLIES & MAINT	28,885.34	58,297.49	11,337.62	11,800.00	40,500.00	
63-40-37	PROFESSIONAL & TECH SERVICES	3,890.67	7,893.81	7,652.69	7,500.00	24,500.00	
63-40-60	SUNDRY	.00	251.98	64.14	500.00	500.00	
	Total OPERATING EXPENDITURES:	164,053.56	204,498.99	136,195.68	169,458.00	220,505.00	
FUND BALANCE							
63-48-80	INCREASE IN FUND BALANCE	.00	.00	.00	20,000.00	19,095.00	
	Total FUND BALANCE:	.00	.00	.00	20,000.00	19,095.00	
	Net Grand Totals:	17,769.28	21,367.63-	6,026.82	.00	550.00	

INFORMATION TECHNOLOGY FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
63-40-21 Books, subscriptions & memberships			
Prior year budget, as modified			$ 550
Current estimates:			
Experts Exchange	$ 150	$ 150	
Logmein	$ 750	$ 750	
Other books	200	200	
Total budget for account	$ 1,100	$ 1,100	$ -
Amount changed from request			$ (1,100)
Increase/(decrease) from prior year modified budget	$ 550	$ 550	$ (550)
63-40-23 Travel & training			
Prior year budget, as modified			$ 3,800
Current estimates:			
Annual IT Conference	$ 3,800	$ 3,800	
Total budget for account	$ 3,800	$ 3,800	$ -
Amount changed from request			$ (3,800)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (3,800)
63-40-24 Office supplies			
Prior year budget, as modified			$ 25
Current estimates:			
General office supplies	$ 25	$ 25	
Total budget for account	$ 25	$ 25	$ -
Amount changed from request			$ (25)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (25)
63-40-25 Equipment, supplies & maintenance			
Prior year budget, as modified			$ 11,800
Current estimates:			
PC Replacement (4 Desktop 2 Laptop)	$ 4,000	$ 4,000	
Server Replace	$ 7,000	$ 7,000	
Server Repair	2,000	2,000	
Software Purchases	5,000	5,000	
Monitor Replacement (4 @ 200)	800	800	
iPad Refresh (Director 25 @ 499)	12,500	12,500	
Server Room Fire Supression	9,200	9,200	
Total budget for account	$ 40,500	$ 40,500	$ -
Amount changed from request			$ (40,500)
Increase/(decrease) from prior year modified budget	$ 28,700	$ 28,700	$ (11,800)

INFORMATION TECHNOLOGY FUND
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
63-40-26 Vehicle Maintenance			
Prior year budget, as modified			$ -
Current estimates:			
Gas	$ 500	$ 500	
Maintenance, Oil Change	$ 50	$ 50	
Total budget for account	$ 550	$ 550	$ -
Amount changed from request			$ (550)
Increase/(decrease) from prior year modified budget	$ 550	$ 550	$ -
63-40-37 Professional & technical services			
Prior year budget, as modified			$ 7,500
Current estimates:			
Unknown service calls	4,000	4,000	
ShoreTel annual contract	2,500	2,500	
ShoreTel Licenses	1,000	1,000	
Office 365	17,000	17,000	
Total budget for account	$ 24,500	$ 24,500	$ -
Amount changed from request			$ (24,500)
Increase/(decrease) from prior year modified budget	$ 17,000	$ 17,000	$ (7,500)
63-40-60 Sundry			
Prior year budget, as modified			$ 500
Current estimates:			
	500	500	
Total budget for account	$ 500	$ 500	$ -
Amount changed from request			$ (500)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (500)
Total expenditures			
Prior year budget, as modified			$ 24,175
Total budget for expenditures	$ 70,425	$ 70,425	$ -
Amount changed from request			$ (70,425)
Increase/(decrease) from prior year modified budget	$ 46,250	$ 46,250	$ (24,175)

Syracuse City Redevelopment Agency

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
REDEVELOPMENT AGENCY							
MISCELLANEOUS REVENUE							
65-36-10	INTEREST INCOME	3,943.11	2,617.50	2,337.67	1,500.00	2,000.00	
65-36-20	TAX INCREMENT	341,362.00	290,606.78	277,388.28	349,213.00	300,238.00	
	Total MISCELLANEOUS REVENUE:	345,305.11	293,224.28	279,725.95	350,713.00	302,238.00	
CONTRIBUTIONS AND TRANSFERS							
65-39-40	TRANSFERS FROM OTHER FUNDS	.00	41,553.22	64,623.72	88,000.00	86,014.00	
65-39-50	USE OF FUND BALANCE	.00	.00	.00	22,732.00	.00	
	Total CONTRIBUTIONS AND TRANSFERS:	.00	41,553.22	64,623.72	110,732.00	86,014.00	
REDEVELOPMENT AGENCY							
65-40-36	MANAGEMENT FEE	51,204.30	16,608.00	15,805.00	20,000.00	17,108.00	
65-40-37	PROFESSIONAL AND TECHNICAL SE	.00	2,677.50	1,215.00	2,000.00	2,000.00	
65-40-41	REPAYMENT TO FINANCERS	171,444.00	367,444.00	71,444.00	239,445.00	167,485.00	
65-40-48	TRANSFER TO OTHER FUNDS	70,000.00	.00	.00	.00	.00	
65-40-70	CAPITAL OUTLAY	56,922.07	.00	.00	200,000.00	200,000.00	
65-40-90	CONTRIBUTION TO FUND BALANCE	.00	.00	.00	.00	1,659.00	
	Total REDEVELOPMENT AGENCY:	349,570.37	386,729.50	88,464.00	461,445.00	388,252.00	
	Net Grand Totals:	4,265.26-	51,952.00-	255,885.67	.00	.00	

REDEVELOPMENT AGENCY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
65-40-23 Travel & training		#	
Prior year budget, as modified			$ -
Current estimates:			
	$ -		$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
65-40-24 Office supplies			
Prior year budget, as modified			$ -
Current estimates:			
	$ -		$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
65-40-25 Supplies & maintenance			
Prior year budget, as modified			$ -
Current estimates:			
Misc. projects			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

REDEVELOPMENT AGENCY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
65-40-36 Management fee			
Prior year budget, as modified			$ 20,000
Current estimates:			
Syracuse City Management Fee (5% of total tax increment)	$ 17,108	$ 17,108	
Total budget for account	$ 17,108	$ 17,108	$ -
Amount changed from request			$ (17,108)
Increase/(decrease) from prior year modified budget	$ (2,892)	$ (2,892)	$ (20,000)
65-40-37 Professional & technical services			
Prior year budget, as modified			$ 2,000
Current estimates:			
Misc. projects	$ 2,000	$ 2,000	
Total budget for account	$ 2,000	$ 2,000	$ -
Amount changed from request			$ (2,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (2,000)
65-40-41 Repayment to financers			
Prior year budget, as modified			$ 239,445
Current estimates:			
Holrob Investments Contract	$ 63,515	$ 63,515	
City Portion - Investment Reimbursement	7,930	7,930	
Fun Center - Contract	168,000	96,040	
Total budget for account	$ 239,445	$ 167,485	$ -
Amount changed from request			$ (239,445)
Increase/(decrease) from prior year modified budget	$ -	$ (71,960)	$ (239,445)

REDEVELOPMENT AGENCY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
65-40-48 Transfer to Other Funds			
Prior year budget, as modified			$ -
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ (239,445)	$ (239,445)	$ (239,445)
65-40-60 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
65-40-70 Capital outlay			
Prior year budget, as modified			$ 200,000
Current estimates:			
1700 W RDA - Infrastructure Improvements	100,000	100,000	
750 W RDA - Infrastructure Improvements	$ 100,000	$ 100,000	
Total budget for account	$ 200,000	$ 200,000	$ -
Amount changed from request			$ (200,000)
Increase/(decrease) from prior year modified budget	$ -	$ -	$ (200,000)
Total expenditures			
Prior year budget, as modified			$ 461,445
Total budget for expenditures	$ 458,553	$ 386,593	$ -
Amount changed from request			$ (458,553)
Increase/(decrease) from prior year modified budget	$ (2,892)	$ (74,852)	$ (461,445)

Syracuse City Economic Development Agency

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
ECONOMIC DEVELOPMENT AREA							
MISCELLANEOUS REVENUE							
66-36-10	INTEREST INCOME	43.16	18.27	27.70	.00	.00	
66-36-20	TAX INCREMENT	.00	.00	29,699.86	32,000.00	305,370.00	
Total MISCELLANEOUS REVENUE:		43.16	18.27	29,727.56	32,000.00	305,370.00	
CONTRIBUTIONS AND TRANSFERS							
66-39-40	TRANSFERS FROM OTHER FUNDS	70,000.00	.00	4,146.14	4,600.00	42,600.00	
66-39-50	USE OF FUND BALANCE	.00	.00	.00	3,230.00	.00	
Total CONTRIBUTIONS AND TRANSFERS:		70,000.00	.00	4,146.14	7,830.00	42,600.00	
ECONOMIC DEVELOPMENT AREA							
66-40-36	MANAGEMENT FEE	.00	.00	1,692.30	1,830.00	17,396.00	
66-40-37	PROFESSIONAL AND TECHNICAL SE	66,105.31	.00	.00	.00	.00	
66-40-41	REPAYMENT TO FINANCERS	.00	.00	10,153.80	10,154.00	286,452.00	
66-40-48	TRANSFER TO OTHER FUNDS	.00	.00	25,900.00	27,846.00	44,100.00	
66-40-90	CONTRIBUTION TO FUND BALANCE	.00	.00	.00	.00	22.00	
Total ECONOMIC DEVELOPMENT AREA:		66,105.31	.00	37,746.10	39,830.00	347,970.00	
Net Grand Totals:		3,937.85	18.27	3,872.40-	.00	.00	

SR-193 ECONOMIC DEVELOPMENT AGENCY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
66-40-24 Office supplies			
Prior year budget, as modified			$ -
Current estimates:			
	$ -		$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
66-40-25 Supplies & maintenance			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
66-40-36 Management fee			
Prior year budget, as modified			$ 1,830
Current estimates:			
Syracuse City Management Fee	$ 17,396	$ 17,396	
Total budget for account	$ 17,396	$ 17,396	$ -
Amount changed from request			$ (17,396)
Increase/(decrease) from prior year modified budget	$ 15,566	$ 15,566	$ (1,830)
66-40-37 Professional & technical services			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

SR-193 ECONOMIC DEVELOPMENT AGENCY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
66-40-41 Repayment to financers			
Prior year budget, as modified			$ -
Current estimates:			
US Cold - Tenant Outreach	$ 104,400	$ 104,400	
Syracuse City (25% of remainder) ~ $182,052	$ 48,033	$ 45,513	
Weber Basin (15% of remainder) ~ $182,052	$ 28,820	$ 27,308	
Ninigret (60% of remainder) ~ $182,052	$ 115,278	$ 109,231	
Total budget for account	$ 296,530	$ 286,452	$ -
Amount changed from request			$ (296,530)
Increase/(decrease) from prior year modified budget	$ 296,530	$ 286,452	$ -
66-40-48 Transfer to Other Funds			
Prior year budget, as modified			$ 38,000
Current estimates:			
Transfer to RDA for reimbursement (70,000 - 25,900 in FY2015)	$ 34,000	$ 44,100	
Total budget for account	$ 34,000	$ 44,100	$ -
Amount changed from request			$ (34,000)
Increase/(decrease) from prior year modified budget	$ 34,000	$ 44,100	$ -
66-40-60 Sundry			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Total expenditures			
Prior year budget, as modified			$ 1,830
Total budget for expenditures	$ 347,926	$ 347,948	$ -
Amount changed from request			$ (347,926)
Increase/(decrease) from prior year modified budget	$ 346,096	$ 346,118	$ (1,830)

Municipal Building Authority of Syracuse City

Account Number	Account Title	2012-13 Prior year 2 Actual	2013-14 Prior year Actual	2014-15 Current year Actual	2014-15 Current year Budget	2015-16 Recommended Budget	Council Approved Budget
MUNICIPAL BUILDING AUTHORITY							
MISCELLANEOUS REVENUE							
67-36-10	INTEREST INCOME	531.57	408.71	356.90	500.00	400.00	
	Total MISCELLANEOUS REVENUE:	531.57	408.71	356.90	500.00	400.00	
OPERATING REVENUE							
67-37-60	CITY LEASE PAYMENTS	1,160,528.06	1,157,388.76	1,097,000.00	1,097,000.00	1,097,410.00	
	Total OPERATING REVENUE:	1,160,528.06	1,157,388.76	1,097,000.00	1,097,000.00	1,097,410.00	
CONTRIBUTIONS AND TRANSFERS							
67-39-10	BOND PROCEEDS	.00	.00	6,481,000.00	6,800,000.00	.00	
67-39-40	TRANSFER FROM OTHER FUNDS	.00	.00	36,062.47	59,900.00	35,000.00	
67-39-50	USE OF FUND BALANCE	.00	.00	.00	.00	6,000.00	
	Total CONTRIBUTIONS AND TRANSFERS:	.00	.00	6,517,062.47	6,859,900.00	41,000.00	
MUNICIPAL BUILDING AUTHORITY							
67-40-40	BOND PRINCIPAL PAYMENTS	670,000.00	683,000.00	6,800,000.00	7,200,000.00	794,000.00	
67-40-52	BOND INTEREST PAYMENTS	484,035.15	466,378.76	374,802.47	449,000.00	336,300.00	
67-40-54	BOND FEES	7,510.00	8,010.00	436,760.00	308,010.00	8,510.00	
67-40-90	CONTRIBUTION TO FUND BALANCE	.00	.00	.00	390.00	.00	
	Total MUNICIPAL BUILDING AUTHORITY:	1,161,545.15	1,157,388.76	7,611,562.47	7,957,400.00	1,138,810.00	
	Net Grand Totals:	485.52-	408.71	2,856.90	.00	.00	

MUNICIPAL BUILDING AUTHORITY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
67-40-24 Office supplies			
Prior year budget, as modified			$ -
Current estimates:			
	$ -	$ -	$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
67-40-40 Bond principal payments			
Prior year budget, as modified			$ 7,200,000
Current estimates:			
2006 Lease Revenue Bonds	$ 415,000	$ 415,000	
2012 Lease Revenue Bonds	$ 313,000	$ 313,000	
2014 Lease Revenue Bonds	50,000	66,000	
Total budget for account	$ 778,000	$ 794,000	$ -
Amount changed from request			$ (778,000)
Increase/(decrease) from prior year modified budget	$ (6,422,000)	$ (6,406,000)	$ (7,200,000)
67-40-52 Bond interest payments			
Prior year budget, as modified			$ 449,000
Current estimates:			
2006 Lease Revenue Bonds	$ 37,100	$ 37,100	
2012 Lease Revenue Bonds	$ 130,500	$ 130,500	
2014 Lease Revenue Bonds	168,700	168,700	
Total budget for account	$ 336,300	$ 336,300	$ -
Amount changed from request			$ (336,300)
Increase/(decrease) from prior year modified budget	$ (112,700)	$ (112,700)	$ (449,000)

MUNICIPAL BUILDING AUTHORITY
Fiscal Year Ending June 30, 2016
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
67-40-54 Bond fees			
Prior year budget, as modified			$ 308,010
Current estimates:			
Continuing Disclosure Fee	$ 3,000	$ 3,000	
2006 Annual Trustee Fee	2,000	2,000	
2012 Annual Trustee Fee	2,000	2,000	
2006 Agent Fee	500	500	
2012 Agent Fee	500	500	
2014 Agent Fee	500	500	
MBA Corp Renewal	10	10	
Total budget for account	$ 8,510	$ 8,510	$ -
Amount changed from request			$ (8,510)
Increase/(decrease) from prior year modified budget	$ (299,500)	$ (299,500)	$ (308,010)
Total expenditures			
Prior year budget, as modified			$ 7,957,010
Total budget for expenditures	$ 1,122,810	$ 1,138,810	$ -
Amount changed from request			$ (1,122,810)
Increase/(decrease) from prior year modified budget	$ (6,834,200)	$ (6,818,200)	$ (7,957,010)

Impact Fees

Parks, Trails, & Recreation

Public Safety

Transportation

Culinary Water

Secondary Water

Storm Water

IMPACT FEES
Revenues & Cost Allocation Detail

Account Description	Parks, Trails, & Recreation	Public Safety	Transportation	Secondary Water	Storm Water	Culinary Water
Estimated beginning balance:	$ 1,933,242	$ 165,000	$ -	$ 350,000	$ 80,000	$ 195,000
Revenue:						
Impact fees	$ 527,000	$ 35,000	$ 279,000	$ 247,000	$ 296,400	$ 238,600
Interest	9,000	500	1,000	1,000	1,000	1,000
Federal Grants / State Grants						
Transfers from other funds		-	-	-	-	-
Reimbursements / Contributions						
Sub-total revenue	$ 536,000	$ 35,500	$ 280,000	$ 248,000	$ 297,400	$ 239,600
Expenditures:						
Interest	$ -	$ -	$ -	$ -	$ -	$ -
Bond payment - principal			-	-	-	-
Bond payment - interest		-	-	-	-	-
Professional and technical		-	-	-	-	-
Impact Fee Study Plan	-	-		50,000	50,000	50,000
Transfer to other funds - Debt	-	35,000	-	-	-	-
Capital projects/ Park Develop	312,000	-	-	465,000	-	-
Sub-total expenditures	$ 312,000	$ 35,000	$ -	$ 515,000	$ 50,000	$ 50,000
Total activity	$ 224,000	$ 500	$ 280,000	$ (267,000)	$ 247,400	$ 189,600
Estimated ending balance:	$ 2,157,242	$ 165,500	$ 280,000	$ 83,000	$ 327,400	$ 384,600

Par

IMPACT FEES
Fiscal Year Ending June 30, 2014
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
Park Development Impact Fee:			
12-40-37 Professional & Technical			
Prior year budget, as modified			
Current estimates:			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
12-40-70 Park Development			
Prior year budget, as modified			
Current estimates:			
Rock Creek Park Improvements	212,000	212,000	
Centennail Park Pavillion	125,000		
Rock Creek Park Bathroom	100,000	100,000	
Jensen Park Camping Area	20,000		
Dog Park Fence	10,000		
Tuscany Park Landscaping	50,000		
Tuscany Park Pavilion	45,000		
Tuscany Park Bathroom	100,000		
Total budget for account	$ 662,000	$ 312,000	$ -
Amount changed from request			$ (662,000)
Increase/(decrease) from prior year modified budget	$ 662,000	$ 312,000	$ -
12-40-20 Bond Payment			
Prior year budget, as modified			$ 145,000
Current estimates:			
Annual Bond Payment			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

IMPACT FEES
Fiscal Year Ending June 30, 2014
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
12-40-52 Bond Interest Payment			
Prior year budget, as modified			
Current estimates:			
Bond Interest			
2005 Sales Tax Bond Fee			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Public Safety Impact Fee:			
13-40-48 Tranfser to Other Funds			
Prior year budget, as modified			
Current estimates:			
Transfer to MBA Fund for Debt Payment	$ 35,000	$ 35,000	
Total budget for account	$ 35,000	$ 35,000	$ -
Amount changed from request			$ (35,000)
Increase/(decrease) from prior year modified budget	$ 35,000	$ 35,000	$ -
Transportation Impact Fee:			
21-40-37 Professional & Technical			
Prior year budget, as modified			
Current estimates:			
Impact Fee Study Plan			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

IMPACT FEES
Fiscal Year Ending June 30, 2014
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
21-40-70 Capital Projects			
Prior year budget, as modified			
Current estimates:			
			$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Secondary Water Impact Fee:			
31-40-37 Professional & Technical			
Prior year budget, as modified			$ -
Current estimates:			
Impact Fee Study Plan	$ 50,000	$ 50,000	
Total budget for account	$ 50,000	$ 50,000	$ -
Amount changed from request			$ (50,000)
Increase/(decrease) from prior year modified budget	$ 50,000	$ 50,000	$ -
31-40-70 Capital Projects			
Prior year budget, as modified			$ -
Current estimates:			
Bluff Road Secondary with overlay (1000 W to Gen)	$ 290,000	$ 290,000	
Add Secondary pump to Jensen Pump House	$ 175,000	$ 175,000	
Total budget for account	$ 465,000	$ 465,000	$ -
Amount changed from request			$ (465,000)
Increase/(decrease) from prior year modified budget	$ 465,000	$ 465,000	$ -

IMPACT FEES
Fiscal Year Ending June 30, 2014
Line Item Detail

	Requested	City Manager/Council Recommendation	Adopted Budget
Storm Water Impact Fee:			
41-40-37 Professional & Technical			
Prior year budget, as modified			$ -
Current estimates:			
Impact Fee Study Plan	$ 50,000	$ 50,000	
Total budget for account	$ 50,000	$ 50,000	$ -
Amount changed from request			$ (50,000)
Increase/(decrease) from prior year modified budget	$ 50,000	$ 50,000	$ -
41-40-70 Capital Projects			
Prior year budget, as modified			$ -
Current estimates:			
			$ -
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -
Culinary Water Impact Fee:			
51-40-37 Professional & Technical			
Prior year budget, as modified			$ -
Current estimates:			
Impact Fee Study Plan	$ 50,000	$ 50,000	
Total budget for account	$ 50,000	$ 50,000	$ -
Amount changed from request			$ (50,000)
Increase/(decrease) from prior year modified budget	$ 50,000	$ 50,000	$ -
Prior year budget, as modified			$ -
Current estimates:			
700 South Impr. - Ivory Development			
Total budget for account	$ -	$ -	$ -
Amount changed from request			$ -
Increase/(decrease) from prior year modified budget	$ -	$ -	$ -

Fiscal Year 2015-2016 Capital Projects Proposal

CAPITAL IMPROVEMENT PROPOSED BUDGET SUMMARY FOR FISCAL YEAR 2016

Project	Class C Capital 204070	Culinary 501670	Secondary 301670	Storm Drain 401670	Sewer Capital 531670	Road Impact Fee 21-40-70	Culinary Impact Fee 51-40-70	Secondary Impact Fee 31-40-70	Storm Drain Impact Fee 41-40-70	Parks, Trails, & Rec Impact Fee 12-40-70	**Project Total**
Marilyn Acres Culinary Waterline Project Phase 3	$150,000.00	$335,000.00	$100,000.00		$35,000.00						**$620,000.00**
Surface Treatments throughout city	$308,400.00										**$308,400.00**
Add Secondary Pump To Jensen Pump House								$175,000.00			**$175,000.00**
Bluff Road Secondary w/ Overlay (1000 W To Gentile)	$63,750.00							$290,000.00			**$353,750.00**
Rock Creek Park Improvements										$212,000.00	**$212,000.00**
Rock Creek Park Bathroom										$100,000.00	**$100,000.00**
FY2016	**$522,150.00**	**$335,000.00**	**$100,000.00**	**$0.00**	**$35,000.00**	**$0.00**	**$0.00**	**$465,000.00**	**$0.00**	**$312,000.00**	**$1,769,150.00**

5 Year Capital Projects Tentative Plan

Future Capital Projects List - Tentative 1-5 Year Plan

Project	Class C Capital 204070	Culinary 501671	Secondary 301671	Storm Drain 401671	Land Drain 401671	Sewer Capital 531670	Road Impact Fee 214070	Culinary Impact Fee 511670	Secondary Impact Fee 311670	Storm Drain Impact Fee 411670	Project Total
1000 West 2075 S to 2700 S Cul/Sec/LandDrain/Road	$400,000.00	$500,000.00	$100,000.00	-	$400,000.00	-	-	-	$250,000.00	-	$1,650,000.00
Surface Treatments Throughout City (500k/year)**	$2,000,000.00										$2,000,000.00
Bluff Road Secondary (Jensen Pump House To 1000 W)	$140,000.00	-	-	-	-	-	-	-	$480,000.00	-	$620,000.00
Banbury Drive Road Project (1700 S to Dallas)	$400,000.00	-	-	-	-	-	-	-	-	-	$400,000.00
2175 Culinary Waterline (2000 West to Bluff)	$140,000.00	$480,000.00	-	-	-	-	-	-	-	-	$620,000.00
16" Culinary Main To Tank	-	$200,000.00	-	-	-	-	-	-	-	-	$200,000.00
1250 West Street (1700 South To 1350 South)	$250,000.00	$460,000.00	-	$300,000.00	-	-	-	-	-	-	$1,010,000.00
1525 West 12" Culinary Transmission Line	-	$410,000.00	-	-	-	-	-	-	-	-	$410,000.00
Ranchetts Culinary	$425,000.00	$1,062,500.00	-	$200,000.00	-	-	-	-	-	-	$1,687,500.00
Melanie Lane Culinary	$145,000.00	$334,000.00	-	-	-	-	-	-	-	-	$479,000.00
2700 South Road Project (2000 W to 2567 West)	$120,000.00	-	-	$330,000.00	-	-	$550,000.00	-	-	-	$1,000,000.00
Silver Lakes Land Drain Upsize	-	-	-	$100,000.00	-	-	-	-	-	-	$100,000.00
Kristalyn Gardens Culinary	$110,000.00	$300,000.00	$275,000.00	-	-	-	-	-	-	-	$685,000.00
Bluff Road Culinary (3000 West to 1540 South)	-	-	-	-	-	-	-	$230,000.00	-	-	$230,000.00
Bluff Road 18" Secondary 2000 West To Bluff Pump House)	-	-	$525,000.00	-	-	-	-	-	-	-	$525,000.00
Wasatch Villas Temporary Cul-de-Sac Removal	$70,000.00	-	-	-	-	-	-	-	-	-	$70,000.00
1100 South (2000 West to 2100 West) & 2100 West	$250,000.00	$600,000.00	$420,000.00	$60,000.00	-	-	-	-	-	-	$1,330,000.00
2000 West Culinary (1700 South to 700 South)	-	$700,000.00	-	-	-	-	-	-	-	-	$700,000.00
Stoker Lane Culinary	$110,000.00	$275,000.00	-	-	-	-	-	-	-	-	$385,000.00
2000 West Secondary (1700 South to 2700 South)	-	-	-	-	-	-	-	-	$575,000.00	-	$575,000.00
2250 South (2000 West to 1850 West)	$100,000.00	$135,000.00	-	-	-	-	-	-	-	-	$235,000.00
Allison Way Road Project (N Speed Hump to 1700 South)	$214,500.00	-	-	-	-	-	-	-	-	-	$214,500.00
1100 West Culinary	$150,000.00	$405,000.00	-	-	-	-	-	-	-	-	$555,000.00
Bluff Road Culinary (1000 West to Gentile)	-	$260,000.00	-	-	-	-	-	-	-	-	$260,000.00
2525 South (Bluff Ridge Drive to 500 West)	$120,000.00	-	-	-	-	-	-	-	-	-	$120,000.00
1350 South (2000 West to 1925 West)	$60,000.00	-	-	-	-	-	-	-	-	-	$60,000.00
1825 South (2210 West to 2265 West)	$90,000.00	-	-	-	-	-	-	-	-	-	$90,000.00
Bluff Road (Antelope to 2700 South)	$240,000.00	-	-	-	-	-	-	-	-	-	$240,000.00
1500 South (2500 West to 2450 West) & 2450 W	$130,000.00	-	-	-	-	-	-	-	-	-	$130,000.00
2075 South (2830 West to End)	$90,000.00	-	-	-	-	-	-	-	-	-	$90,000.00
2300 South (1000 West to 500 West)	$325,500.00	-	-	-	-	-	-	-	-	-	$325,500.00
2800 South (1000 West to 800 West)	$164,430.00	-	-	-	-	-	-	-	-	-	$164,430.00
Dallas Street (1925 West to Banbury)	$105,000.00	-	-	-	-	-	-	-	-	-	$105,000.00
2830 West (1975 South to 2075 South)	$63,000.00	-	-	-	-	-	-	-	-	-	$63,000.00
Canterbury Roads	$1,008,000.00	-	-	-	-	-	-	-	-	-	$1,008,000.00
Bluff Road Overlay (RC Willey to 1000 West)	$168,000.00	-	-	-	-	-	-	-	-	-	$168,000.00
2500 South (1000 West to 1475 West)	$367,500.00	-	-	-	-	-	-	-	-	-	$367,500.00
930 West & 865 West (3300 South to End)	$84,000.00	-	-	-	-	-	-	-	-	-	$84,000.00
2920 South (1000 West to 1200 West)	$176,400.00	-	-	-	-	-	-	-	-	-	$176,400.00
865 West (3300 South to End)	$52,500.00	-	-	-	-	-	-	-	-	-	$52,500.00
Dallas/1290 South 12" Culinary	$150,000.00	$408,000.00	-	-	-	-	-	-	-	-	$558,000.00
Rebuild Bluff Pump House	-	-	$500,000.00	-	-	-	-	-	-	-	$500,000.00
Feasability Study On Secondary Pond Near Sewer District	-	-	$100,000.00	-	-	-	-	-	-	-	$100,000.00
Construct 1MG Culinary Tank	-	-	-	-	-	-	-	$1,500,000.00	-	-	$1,500,000.00
Estimated 1 to 5 Year Capital Projects Total	**$8,418,830.00**	**$6,529,500.00**	**$1,920,000.00**	**$990,000.00**	**$400,000.00**	**$0.00**	**$550,000.00**	**$1,730,000.00**	**$1,305,000.00**	**$0.00**	**$21,843,330.00**

5 Year Vehicle and Building Plan

Vehicle and Building Expenses - 5 Year Plan

Category	Department	Description	Mileage	Cost Estimate	FY2016	FY2017	FY2018	FY2019	FY2020
Vehicle	Parks & Recreation	2000 Ford Ranger	103,533	$ 25,000.00	$ 25,000.00				
Vehicle	Parks & Recreation	2004 Ford 350 - 1 ton	41,884	$ 35,000.00	$ 35,000.00				
Vehicle	Parks & Recreation	2007 Ford Van	11,803	$ 20,000.00				$ 20,000.00	
Vehicle	Parks & Recreation	2008 Chevy Silverado	62,924	$ 25,000.00					$ 25,000.00
Vehicle	Parks & Recreation	2008 Chevy Silverado	56,722	$ 25,000.00					$ 25,000.00
Vehicle	Parks & Recreation	2008 Chevy Silverado	40,283	$ 25,000.00					$ 25,000.00
Vehicle	Parks & Recreation	2008 Chevy C-1500	20,505	$ 30,000.00					$ 30,000.00
Equipment	Parks & Recreation	Jacobson 9016 Mower	n/a	$ 76,000.00	$ 76,000.00				
Other	Parks & Recreation	Jensen Park Camping Area	n/a	$ 20,000.00	$ 20,000.00				
Other	Parks & Recreation	Dog Park Fence	n/a	$ 10,000.00	$ 10,000.00				
Vehicle	Public Works	2005 Dodge Hemi	114513	$ 40,000.00	$ 40,000.00				
Vehicle	Public Works	2006 Dodge Utility Pickup	53296	$ 40,000.00			$ 40,000.00		
Vehicle	Public Works	2006 Dodge Utility Pickup	85000	$ 40,000.00			$ 40,000.00		
Vehicle	Public Works	1994 Ten Wheeler	55984	$ 200,000.00					$ 200,000.00
Vehicle	Public Works	2000 Stirling Sweeper	18070	$ 175,000.00			$ 175,000.00		
Other	Public Works	Storage Shed	n/a	$ 60,000.00	$ 60,000.00				
Equipment	Public Works	Flail Mower & Mini-ex	n/a	$ 56,000.00	$ 56,000.00				
Vehicle	Fire	Type 3 Urban Interface Engine	replace 2 vehicles	$ 350,000.00		$ 350,000.00			
Vehicle	Fire	Ford F450 Ambulance (A-31)	67469	$ 125,000.00			$ 125,000.00		
Equipment	Fire	Breathing Apparatus Equipment	n/a	$ 267,000.00	$ 26,700.00				
Equipment	Fire	Liefpak 15 Monitor Defibrillator	n/a	$ 28,500.00	$ 28,500.00	$ 28,500.00	$ 28,500.00		
Vehicle	Police	Ford Fusion Hybrid	11500	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Fusion Hybrid	16000	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Fusion Hybrid	57000	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Fusion Hybrid	24451	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	19500	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	24451	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	35310	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	33000	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	36500	$ 37,000.00				$ 37,000.00	
Vehicle	Police	Ford Escape Hybrid	23000	$ 37,000.00				$ 37,000.00	
Vehicle	Building Maintenance	1999 Chevy Utility Pickup	124527	$ 32,000.00	$ 32,000.00				
Vehicle	Building Maintenance	2007 Dodge Dakota Truck	54075	$ 25,000.00				$ 25,000.00	
Other	Building Maintenance	Light Replacement in Rec Center - LED	n/a	$ 16,000.00	$ 16,000.00				
Other	Building Maintenance	Window Replacement at Jensen Center	n/a	$ 25,000.00	$ 25,000.00				
Other	Building Maintenance	Solar Panel Lighting - Community Center	n/a	$ 600,000.00					
Vehicle	DCED	2007 Dodge Dakota Truck	40073	$ 25,000.00					$ 25,000.00
Vehicle	DCED	2007 Dodge Dakota Truck		$ 25,000.00					$ 25,000.00
Vehicle	Administration	2007 Dodge Dakota Truck		$ 25,000.00					$ 25,000.00
Other	Administration	Ice Skating Rink Expansion	n/a	$ 40,000.00	$ -				
Other	Information Tech	Cradle Point WIFI	n/a	$ 14,000.00	$ 14,000.00				
				Total	$ 464,200.00	$ 378,500.00	$ 408,500.00	$ 415,000.00	$ 380,000.00
				Budget	$ 400,000.00	$ 400,000.00	$ 400,000.00	$ 400,000.00	$ 400,000.00
				Difference	**$ (64,200.00)**	**$ 21,500.00**	**$ (8,500.00)**	**$ (15,000.00)**	**$ 20,000.00**

Syracuse City Fund Balance Policy

SYRACUSE CITY
FUND BALANCE POLICY

PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance and the priority for the use of resources in excess of the target.

It is essential that Syracuse City (City) maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other circumstances. The fund balance also provides cash flow liquidity for the City's general operations. This policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

DEFINITIONS AND CLASSIFICATIONS

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

The Governmental Accounting Standards Board (GASB), who establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are defined below.

1. ***Non-spendable*** – resources which cannot be spent because they are either
   a) not in spendable form (i.e. inventories); or
   b) legally or contractually required to be maintained intact.

2. ***Restricted*** – resources with constraints placed on the use of resources which are either
   a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
   b) imposed by law through constitutional provisions or enabling legislation.

3. **Committed** - resources which are subject to limitations the government imposes upon itself at its highest level of decision making (City Council) and that remain bound unless removed in the same manner by the City Council (i.e. park maintenance and street light utility).

4. ***Assigned*** – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council to which the City Council has delegated the authority to assign amounts for specific purposes to the City Manager.

These purposes include capital improvements, capital purchase, debt reduction, or other one-time expenditures as approved by the City Council.

5. ***Unassigned*** – resources which cannot be properly classified in one of the other four categories. This is the amount of fund balance that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance policy.

BACKGROUND AND CONSIDERATIONS

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating agencies, banks, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in the City's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive." Therefore, it is imperative that the governing body adopt a fund balance policy that meets the expectations of credit rating agencies, but also is sensitive to our citizens and taxpayers.

In establishing an appropriate level of fund balance the City has considered the following factors:

- Property Tax Base
- Sales Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Citizen input

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months (16.7%) of regular general fund operating revenues or regular general fund operating expenditures. Utah Code 10-6-116 requires that the fund balance be between 5% and 25%.

The City has determined that the two month minimum recommendation is appropriate and meets the objectives of this fund balance policy.

FUND BALANCE POLICY

It is the policy of the City to maintain a minimum unassigned fund balance in the general fund of **16.7%** of the general fund revenues. For the purposes of this policy, the general fund revenues will be considered the future revenues of the next fiscal year. For example, the unassigned fund balance at June 30, 2014 should be 16.7% of the fiscal year 2015 general fund budgeted revenues.

In the event that the unassigned fund balance drops below the 16.7% targeted level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance back to the target level. In no instance shall the unassigned fund balance in the general fund ever fall below 5% of general fund revenues as required by state law. Except in the case of an emergency the City Council will be required to take action on any item that temporarily reduces fund balance below the 16.7% minimum target level. An emergency includes those items that are not foreseeable such as a sudden economic downturn, natural disaster, etc.

Amounts in excess of the targeted maximum of 16.7% of general fund revenues may be spent upon approval by the City Council. Approved uses of fund balance would include capital improvements (i.e. streets, parks, etc), capital purchases (i.e. vehicles, equipment, etc), debt reduction, or other one-time expenditures as identified by the City Council. Once approved, the City Finance Director will reclassify those funds to the assigned fund balance category and remove those funds from the unassigned fund balance category.

POLICY ADMINISTRATION

Annually during the Comprehensive Annual Financial Report (CAFR) presentation, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

Should the City fall below the minimum target level, the Finance Director shall prepare a plan and recommendation to restore the unassigned fund balance to the target level prior to the ensuing fiscal year's budget adoption.

Should the City exceed the 16.7% target level, the City Manager shall prepare a recommendation to the council on how to utilize excess funds for capital improvements or other one-time expenditures.

Syracuse City 5-Year Compensation Plan

SYRACUSE CITY

FY 2015 – FY 2019 CITY COMPENSATION PLAN

PURPOSE

The purpose of this plan is to set forth the City's plan for employee compensation in order to accomplish the objectives of the City's Recruitment and Retention Policy.

AUTHORITY

Section 5.020 of the City Personnel Policies & Procedures Manual states that the City Council will adopt and maintain a compensation plan, which outlines standards and guidelines for salary & wage administration, pay grade schedules, and comparison/benchmarking strategies.

TERM

The term of this plan includes fiscal years 2015 through 2019. The compensation rates and future funding amounts set forth from this plan are set forth by the City Council. It is the intent of the City Council to provide the funding necessary to carry out the compensation plan. The City Council retains the ability to unilaterally adjust compensation rates and funding amounts from year to year, based on economic conditions and budget availability.

SALARY AND WAGE SCALES

As indicated in the Recruitment and Retention Policy, the City desires to recruit and retain the best employees possible. The City has benchmarked comparable salary and wages within the labor market and has set the scales for the minimum, mid-point, and maximum to be within the 60th to 70th percentile of the benchmark cities. Wage scales will be compared with the benchmark cities at least every 3 years.

BENEFITS

As indicated in the Recruitment and Retention Policy, the City desires to offer employee benefits that are competitive with the benchmark cities, as a means to recruit and retain the

best employees possible. The benefits offered are governed by Chapter 7 of the Personnel Polices & Procedures Manual. The City's benefit package will be reviewed annually and approved by the City Council through the annual budget process.

EMPLOYEE EVALUATION SYSTEM

As indicated in the Recruitment and Retention Policy, each employee will be evaluated on their performance, based on their job duties. The evaluation system will categorize employees' performance in five different levels:

	Score
Consistently Exceeds Expectations	4.5 -5
Exceeds Expectations	4 - 4.5
Meets Expectations	3-4
Needs Improvement	2-3
Seriously Deficient (risk of termination)	0-2

The eligibility of any bonus or raise is contingent upon a "Meets Expectation" or better, with those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories receiving greater amounts, respectively.

RETENTION BONUS & MERIT INCREASE

Syracuse City has adopted a "pay for performance" ethic, and therefore does not use programmed step increases or cost of living increases based on time of service alone. The City will provide retention bonuses and merit increases based on employee performance, for the purpose of retaining excellent employees and incentivizing average employees to become better.

Retention Bonus

In order for an employee to receive a retention bonus, they must receive a "Meets Expectation" or better on their annual evaluation. The actual amount of the retention bonus will be determined by the limits outlined in the Personnel Policies and Procedures Manual and the budgeted amount for each year. Those scoring in the "Exceeds Expectations" and "Consistently Exceeds Expectations" categories will receive greater amounts, respectively. Employees with less than one year, but at least 6 months of service with the city are eligible for a prorated retention bonus.

Merit Increase

An employee is eligible for a merit increase after receiving two (2) annual evaluations in a row of "Meets Expectations" or better. The merit increase will be effective on July 1st following the second annual evaluation. For the years that an employee receives a merit increase, he/she will not be eligible for a retention bonus. Employees who are at or exceed the maximum rate of their pay scale are only eligible for merit increase according to Section 5.06 of the Personnel Policies & Procedures manual.

Planned Budget for Retention Bonus & Meritorious Increases

Year	Amount of Payroll	Purpose
FY 2015	2%	Merits
FY 2016	2.75%	Ret Bonus
FY 2017	2.75%	Ret Bonus/Merits
FY 2018	2.75%	Ret Bonus/Merits
FY 2019	2.75%	Ret Bonus/Merits

PROMOTIONS AND ADVANCEMENTS

Promotions:

Promotions include an upward movement in position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, or a 7.5% increase, whichever is greater.

Advancements:

Advancement includes movement to a higher position due to improved skill, knowledge, or capability, but does not significantly increase the employee's responsibilities and/or supervisory duties. An employee who advances to a higher position will receive an increase to the minimum wage of the entering pay scale, or a 3.5%, whichever is greater. The wage increase becomes effective immediately, pending budget constraints, or at a minimum on July 1st following the advancement. The employee is still eligible for a retention bonus or merit increase.

OTHER COMPENSATION ITEMS

All other items related to compensation are governed by the Personnel Policies & Procedures Manual.