



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, January 20, 2022, starting at 7:00 P.M. in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.**

The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com. For those wishing to direct comments to the City Council can do so in-person, or email comments to publiccomment@kaysvillecity.com. Emailed comments will NOT be read out-loud at the meeting. Members wishing to speak during an Action Items or during Call to the Public must sign-up in person before the meeting to speak.

PLANNING COMMISSION & CITY COUNCIL WORK SESSION TO DISCUSS THE GENERAL PLAN – 5:00 P.M.

CITY COUNCIL Q&A – 6:30 P.M.

The City Council will be available to answer questions or discuss any matters the public may have.

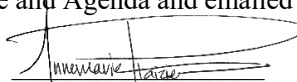
CITY COUNCIL MEETING – 7:00 P.M.

The agenda shall be as follows:

1. OPENING
 - a. Provided by Rajan Zed, President, Universal Society of Hinduism.
2. CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
3. PRESENTATIONS AND AWARDS
 - a. Presentation to Tyler Reece for receiving his Fire Officer I certification.
 - b. Presentation of the Fiscal Year 2021 Audit.
4. DECLARATION OF ANY CONFLICTS OF INTEREST
5. CONSENT ITEMS
 - a. Approval of Minutes of December 2, 2021.
 - b. Approval of Minutes of December 21, 2021.
 - c. Approval of Minutes of January 5, 2022.
 - d. Appointment of Cody Branch as a Planning Commission member.
 - e. A Resolution appointing Mayor Tran to serve on the Wasatch Integrated Waste Management District Administrative Control Board.
 - f. A Resolution authorizing an Interlocal Agreement with Davis School District regarding school resource officers.
6. ACTION ITEMS
 - a. A Resolution authorizing an agreement with Fruit Heights regarding a fiber project.
 - b. A Resolution amending Section 4.01 of the Kaysville City Personnel Rules and Regulations regarding paid time off.
7. COUNCIL MEMBER REPORTS
8. CITY MANAGER REPORT
9. ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda and emailed copies to media representatives on January 14, 2022.


Annemarie Plaizier
City Recorder



JOINT WORK SESSION
NOTICE AND AGENDA

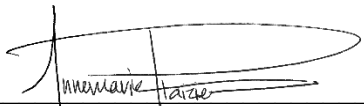
Notice is hereby given that the Kaysville City Council and the Kaysville Planning Commission will hold a joint work session to discuss the General Plan on Thursday, January 20, 2022 starting at 5:00 P.M. in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.**

This work session is open to the public for anyone wishing to attend, however no public comment will be taken.

No action will be taken at this meeting.

If you are planning to attend this public meeting and need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held and we will try to provide whatever assistance may be required.

I hereby certify that I posted a copy of the foregoing Notice and Agenda and emailed copies to media representatives on January 14, 2022.



Annemarie Plaizier
City Recorder

KAYSVILLE CITY COUNCIL
December 2, 2021

Minutes of a regular Kaysville City Council meeting held on December 2, 2021 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Katie Witt, Council Member John Swan Adams, Council Member Michelle Barber, Council Member Mike Blackham, Council Member Andre Lortz, and Council Member Tamara Tran

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Information Technology Assistant Jordan Hansen, Public Works Superintendent Josh Belnap, Assistant Finance Director Levi Ball, Parks and Recreation Director Cole Stephens, Police Chief Sol Oberg, Development Specialist Dan Jessop, Wilf Sommerkorn, Abbigayle Hunt, Stephen Lyon, Quan Nguyen, David Hatch, Rex Harris, Jeff Oyler, Sam Taylor, Amy Evensen, Julie Shaw

OPENING

Council Member Lortz opened the meeting with a prayer and led the audience in the pledge of allegiance.

Mayor Witt requested that the Council review the Consent Items next on the agenda.

CONSENT ITEMS

Council Member Blackham made a motion to approve the following consent items:

- a. Approval of Minutes of November 4, 2021.
- b. Approval of Minutes of November 16, 2021.
- c. Approval of Minutes of November 18, 2021.

The motion was seconded by Council Member Lortz.

The vote on the motion was as follows:

Council Member Barber, yea
Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea

The motion passed unanimously.

D. APPOINTMENT OF DAVID HATCH AS A HISTORIC PRESERVATION COMMITTEE MEMBER

Mayor Witt said that she recently held interviews for a position on the Historic Preservation

Committee and is proposing to appoint David Hatch as a Historic Preservation Committee member.

Council Member Adams made a motion to appoint David Hatch as a Historic Preservation Committee Member, seconded by Council Member Tran.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Barber, yea

The motion passed unanimously.

PRESENTATIONS AND AWARDS

UDOT PRESENTATION ON 200 NORTH AT-GRADE CROSSING

Rex Harris, representing UDOT explained that he was here to discuss the proposed pedestrian crossing at 200 North and to explain why UDOT came to the decision for the proposed crossing. The pedestrian crossing was designed based off UDOT's policy and rubric, which considers this area to be a low volume, low-speed road. There are options to enhance the crossing, such as installing advanced pedestrian warning signals. UDOT wants to everything that they can in working with the city. If the city could procure funding to help build a pedestrian overpass crossing there would be more options UDOT could consider. Right now the intersection is more suited for a pedestrian crossing at the signal on 200 North. The proposed type of pedestrian crossing has been done in several places across the state and UDOT feels it will be a safe crossing.

Council Member Blackham said that the trail system that will be built alongside the West Davis Corridor will be a regional trail system, as it will run from one end of the valley to the other. At-grade pedestrian crossings create conflict between pedestrians and cars. When this Corridor was originally proposed, it was understood that at-grade crossings were not being proposed along this trail system. At-grade crossings may work in neighborhood areas, but this one will be installed along a major arterial street. Council Member Blackham said that he hopes that the city can work with UDOT to create the safest pedestrian crossing as part of the West Davis Corridor construction. It shouldn't be put off until a later date because it will be much harder to install the crossing needed then. Waiting until later could also cost the city three times the amount. It would be cheaper to build an over or underpass crossing for pedestrians while the corridor is being constructed. The city has also been speaking with the County to see if they would be willing to work with us to try to make this pedestrian crossing happen during construction of the corridor.

Jeff Oyler said that he is a Davis County Planner and has been working with others on this trail system since the beginning and there has been a lot of discussion about it over the years. The Legacy Trail System along Legacy Highway is the busiest trail system in the county. It will be the same with this West Davis Corridor trail system. There should be no at-grade crossings where we know we will have the most amount of users. An over or underpass crossing would create a

free flow of pedestrian traffic that users don't get using the Rail-Trail system. People feel safer with this type of system. The trail along West Davis Corridor will be an extension of the Legacy Trail system and will be the County's responsibility to maintain as one system. It will be a busy trail from installation. Some of these regional trail systems become as busy as city streets. They are active transportation corridors and now is the time to build this the correct way. It will be imminently more difficult and more costly after the fact. Davis County is willing to be a financial partner in this effort and there needs to be additional discussions taking place soon.

Council Member Blackham commented that he would like to see the trail cross over earlier than 200 North so that people can utilize the Park and Ride area planned in Layton less than a quarter of a mile away from here. We need to make this corridor as user-friendly and safe as possible.

Mayor Witt commented that she feels that the city would be willing to make a financial pledge to participate in this because it's important to protect the wellbeing of those using the trail system, as well as the off and on ramps.

Council Member Adams said that if the crossing were to be built at-grade, how long would it take before the crossing would meet the standards to be upgraded.

Rex Harris responded that it would depend on the needs at the crossing, but could potentially be five or 10 years before it is warranted.

Council Member Adams said that seems that if it is anticipated that the crossing would need to be upgraded in such short amount of time, it makes more sense to build what will meet those needs at the time of the West Davis Corridor construction. It would be more difficult to build an overpass or underpass later on.

Rex Harris responded that because of the high ground water in this area, an underpass wouldn't be possible to be built.

Council Member Adams asked if UDOT would be willing to help contribute funds to this project if other entities are also contributing funds.

Rex Harris responded that any funding from UDOT would need to be discussed with their Regional Director.

Council Member Barber commented that she understands that UDOT has a process they must follow, especially with such a large construction project. However, the city feels that we have good reasoning to request an overpass for pedestrians, and we are willing to sit down with UDOT and the County to see how we can accomplish it. Time is of the essence at this point. Residents should be made aware of what the city is requesting.

Rex Harris commented that it is not just a matter of budget for UDOT but rather they feel that the proposed at-grade crossing is safe and appropriate for this location.

Council Member Lortz said that there is an elementary school not far from where the proposed crossing would be located. After the Corridor is built, the trail here will become one of the busiest in the county and will be located on a major intersection of our city. Now is the most cost-effective

time to build an overpass crossing.

Rex Harris said that they would also need to consider where an overpass crossing would be located along the corridor in order to avoid the on and off ramps at 200 North.

Council Member Blackham directed Staff to set up a meeting with UDOT, the County and the city to further discuss this matter.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

ACTION ITEMS

ADOPTION OF THE KAYSVILLE CITY GENERAL PLAN 2021

Wilf Sommerkorn and Quan Nguyen presented the proposed Kaysville City General Plan to the City Council. They explained that the process to review the General Plan began a couple of years ago. They have held public workshops and several meetings to develop the proposed General Plan.

Sam Taylor, with Landmark Design, said that they had reached out to the public on a number of occasions to try to get some feedback from residents about their vision of Kaysville. They had also met with an advisory board and city staff on multiple occasions. They have worked hard to get this proposed plan fine-tuned to create a product for the community. We feel it reflects the vision of what Kaysville residents want for the city, and the Plan will be a tool for the city to refer to moving forward. The first draft of the plan was looked at in September 2021 and a second draft was presented in November after incorporating changes and suggestions. Afterwards, an executive summary was created after many commented about the length of the proposed plan. The executive summary captures the main points and principles of the plan. The executive summary was presented to the Planning Commission and they suggested a few additional changes. They are now presenting the third draft for consideration of adoption, which includes the executive summary.

Council Member Barber commented that on page 74 of the Plan, it needs to include reference to the RAMP tax passing by our citizens in our recent election.

Council Member Lortz said that he feels that there is not enough guidance in the General Plan of what the city wants to see happen. There are many recommendations but no direction on what the city would do. It leaves it all very open on what the city is trying to do and what we want to be. A developer should be able to look at this and see what the city is trying to accomplish in what areas of the city. It's not giving much guidance on what should be proposed within the city.

Sam Taylor commented that General Plans are usually not written to be specific, but rather be a way to give some guidance. More detailed plans are usually included within city ordinances. The General Plan is more of a visionary document and a tool for the city to use to enact further policy and advise ordinances.

Council Member Adams asked if this proposed General Plan makes things more confusing and too vague.

Wilf Sommerkorn commented that General Plans are meant to be general, but they should also give a good indication of what the city is trying to accomplish. There is some benefit to having it general because it allows for some interpretation; however, you can also make it too general. This proposed Plan is similar to what other communities implement.

Council Member Lortz said that he feels there needs to be more discussion about implementation measures. There are many recommendations of roads to be modified, but where is that money going to come from?

Wilf Sommerkorn responded that what the Plan is saying is that this is ideally what we would like to see in the city, but it's dependent on if the community is open to it and if there's money available.

Mayor Witt said that by agreeing to the concept, it does not obligate you to follow through to a certain timeline. This Plan is stating goals of ours but not saying that it would happen.

Wilf Sommerkorn added that the General Plan is an aspiration and an advisory document of what we would like to do as a city.

Council Member Barber added that the General Plan does not bind any Council to approving any kind of development. The city would still look at proposals on a case-by-case basis.

Quan Nguyen said that it is stated within the Plan that it is a living document with room for flexibility. As we have reviewed the General Plan, we considered adding more details but we didn't want to make it too specific and dictate decisions to be made. We wanted to keep it generalized. If we make it too strict it could dissuade or stifle future development.

Council Member Lortz commented that some of the plan doesn't feel like achievable goals for our city.

Steve Lyon said that the Planning Commission felt that in order to achieve what we want in the city, we need to allow for innovation. It will allow us to be able to fill in the gaps for development where appropriate. We need to look at housing for our future. We received some good public participation through this process that indicated what people wanted to see in the city and will also help to guide us on future decisions.

Council Member Lortz said that recently internal accessory dwelling units were approved that we should include those within the general plan. We have also recently approved a mixed-use overlay zone and the wording in the plan needs to be updated to reflect these changes.

Council Member Blackham commented that the proposed General Plan has included some great data, but it feels that the Plan is not user-friendly. People will feel overwhelmed by the length of the plan. We needed this data to get to where we are at with the plan, and we can learn a lot from it. However, for the average reader they won't read all of this. The executive summary was well written and is a good start, but we can make it better and maybe should consider making that the General Plan, which the longer version a support document. Maybe we could look at a way to put

the data into a supporting document, and condense the rest of the General Plan so it is not as overwhelming. This document needs to be simplified.

Wilf Sommerkorn said that it is not unusual for communities to have a General Plan of this size. The executive summary will help summarize all of the major points and that is what most people will pick up to read. If they want more detail, they can refer to the longer document.

Sam Taylor said that while the plan is really more directed towards those decision and policy-makers of the city, it is important to have a way for the public to understand why your decisions are being made the way they are. The longer document of the General Plan gives the detail needed for the government of Kaysville to connect their policy and decisions.

Mayor Witt suggested that the Planning Commission and City Council hold a work session together to try to get a better understanding of the proposed Plan.

Council Member Lortz made a motion to move this item to a work item for a later date, seconded by Council Member Blackham.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Barber, yea
Council Member Blackham, yea

The motion passed unanimously.

A RESOLUTION AMENDING 3.16 OF THE KAYSVILLE CITY PERSONNEL RULES AND REGULATIONS REGARDING THE CITY'S PAID HOLIDAYS

Shayne Scott explained that in 2021 the Federal Government recognized Juneteenth as a Federal Holiday to be celebrated on June 19 each year. Because of this, several Kaysville City employees have asked how this affects our holiday schedule, if at all. This was discussed at a previous council meeting and staff was directed to discuss options with city employees. After meeting with the Department Heads, as well as the Employee Morale Committee, there was a consensus that employees would rather see their holiday schedule remain the same, rather than trading Juneteenth for the Columbus Day holiday. It was recommended that an effort be made to highlight the Juneteenth holiday as a city.

Council Member Adams made a motion to deny the Resolution amending 3.16 of the Kaysville City Personnel Rules and Regulations regarding the city's paid holidays, thereby not changing the employee holiday schedule. Council Member Barber seconded the motion.

The vote on the motion was as follows:

Council Member Tran, yea
Council Member Lortz, yea

Council Member Barber, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

A RESOLUTION APPOINTING A REPRESENTATIVE TO SERVE ON THE GREAT SALT LAKE SCENIC BYWAY COMMITTEE

Shayne Scott explained that the Great Salt Lake Scenic Byway Committee has requested that the City appoint a member to serve on this committee and to do that by resolution. Mayor Katie Witt, who will not be Mayor in January, has expressed interest in serving on this committee on behalf of the City.

Council Member Tran made a motion to approve a Resolution appointing a representative to serve on the Great Salt Lake Scenic Byway Committee, seconded by Council Member Lortz.

The vote on the motion was as follows:

Council Member Lortz, yea
Council Member Barber, yea
Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea

The motion passed unanimously.

AN ORDINANCE AMENDING TITLE 9 “PUBLIC WORKS” OF THE KAYSVILLE CITY CODE REGARDING STREETS, STORM WATER AND WATER

Josh Belnap explained that for the last two years, Public Works has spent considerable time working with outside consultants, other municipalities, elected officials, Community Development staff and the City Attorney to review the City’s construction standards and ordinances regarding the City’s streets, storm water and drinking infrastructure. In addition to changes that have already been adopted regarding Low Impact Development (LID), summer water usage and the City’s construction standards, staff has also identified the following changes to Title 9 and the excavation permit that are recommended for review and adoption. These proposed changes are aimed at better protecting the longevity of newly paved or surfaced streets, and enhancing water quality for both storm drain and drinking water. This item was reviewed at the last council meeting and suggested amendments to the language of the excavation permit were made.

Council Member Blackham made a motion to approve an Ordinance amending Title 9 “Public Works” of the Kaysville City Code regarding Streets, Storm Water and Water, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Barber, yea

Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea

The motion passed unanimously.

AN ORDINANCE AMENDING TITLE 4 OF THE KAYSVILLE CITY CODE BY THE ADDITION OF CHAPTER 10, PROVIDING FOR THE IMPOSITION OF A RECREATION, ARTS, MUSEUM, AND PARKS (RAMP) TAX

Nic Mills explained that in the last municipal election the citizenry passed the RAMP tax initiative. The proposed ordinance authorizes the city to impose the RAMP tax that was passed. It is a technical step to the process, but it is required before the City can begin to collect the tax.

Council Member Barber made a motion to approve an Ordinance amending Title 4 of the Kaysville City Code by addition of Chapter 10, providing for the imposition of a Recreation, Arts, Museum, and Parks (RAMP) tax. The motion was seconded by Council Member Tran.

Council Member Blackham asked about when the RAMP taxes would begin to be collected.

Nic Mills responded that they would begin to be collected in April and would be included in the FY 2023 budget.

Council Member Barber added that a citizen committee would be created to consider propositions for usage of the RAMP tax funds.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Barber, yea

The motion passed unanimously.

WORK ITEMS

DISCUSSION REGARDING PARKING AROUND DAVIS HIGH SCHOOL

Shayne Scott explained that recently city Staff was approached about adding more roads with “No Parking” signs around Davis High School. Staff from the Police Department, City Manager, and Mayor then met with Principal Wilkey from Davis High School. With the benefit of several years of this program with parking passes and no parking signs, the group was unanimous that it would be better to remove the No Parking signs on all the roads around Davis High School. There are several reasons for this. The Kaysville Police Department reports that they spend a significant amount of time patrolling this area with very few violators found and very few tickets given.

Officers will ticket individuals in the area after one warning. Total revenue generated from this was under \$200. Less than half of the residents in the area take advantage of the parking pass program. The city has issued twenty-two passes this school year. The students that are parking here are not just or even mostly just sophomores who are not able to get parking passes at the high school, as was reported to the city by concerned residents in the area. School District officials will not be issuing parking passes to sophomores as a remedy to the parking concerns around the High School. Principal Wilkey agreed that the City's parking pass program is not working as intended and should be disbanded. Bountiful High School, often quoted as a model for the program that our city has used, has since removed their No Parking signs around their high school. Since the opening of Farmington High School there is more room to park in the parking lot of Davis High School and will continue to remain that way for years to come. When the signs were installed it pushed students and others to park in other areas and effected other neighborhoods, including further north, east and west of Main Street, forcing students to cross one of the busiest streets in our community. The City's parking pass system has put added strain on the Community Development Department administratively for very little benefit. People always were, and always will be, unable to park illegally, blocking driveways, hydrants, etc. Chief Oberg is committed to aggressive towing in this area surrounding Davis High School for any illegal parking. While Staff believes this issue is largely an administrative issue that can be handled by the Kaysville Police Department, this is being brought back before the Council because this was originally put in place by a previous City Council, and before we go against their directive Staff wanted to make sure that the current council agrees. Staff would like to remove all "No Parking" signs and allow individuals to park legally on these and any streets in our community. Whatever is decided by Council will not be put into place until summer 2022, after this school year has concluded.

Council Member Blackham commented that he feels that the Police Department hasn't seen many violations because the No Parking signs are working. Council Member Blackham said that he was working for the city when this program was implemented and remembered the neighbors expressing frustration about not being able to park in front of their own homes.

Chief Sol Oberg said that while they may not issue many citations, officers spend a lot of time patrolling this area. They oftentimes cite cars that end up belonging to someone just visiting and the citation is dismissed. Not many residents make an effort to purchase a parking permit. Some residents are upset they have to purchase a parking pass to park in front of their own home, along a public street. There is a lot of time being put into the program with not a lot of equity being seen. Their department also spends time explaining the program to citizens in other areas of the city who would like the same rules implemented in their own neighborhood, such as by the movie theater. Some of the No Parking signs are becoming dilapidated. This parking program was created before Farmington High School was built and now there are fewer students attending Davis High School. Parking is not as big of an issue anymore. While there is no perfect solution, staff feels that removing the signs is the best solution. We don't want to see more students parking in areas where they will have to cross busy Main Street.

Mayor Witt commented that the area being discussed is part of her neighborhood. She had reached out to some of her neighbors who were originally involved in getting the parking program implemented. One of the individuals she spoke with stated that if the city isn't enforcing the parking program then it should just be removed. The other individual expressed that they would like to see the signs remain in place. When this was considered previously it was a very emotionally charged issue, many neighbors were upset with students parking in front of their

homes and the traffic, and parking problems it caused. Mayor Witt said that she would like to see the council empower staff to make a decision on this issue.

Shayne Scott said that if the council chooses to remove the parking program, the city could be proactive in providing information and solutions to residents in advance of the next school year, such as providing a phone number that residents could call if there are problems.

Council Member Adams commented that he had grown up in a busy area where cars often parked in front of their home and would stay there through the night. Situations such as these is why parking permits end up being put in place. It would be unfair to these residents if the city were to make any decision regarding the parking program without first speaking with the neighbors.

Mayor Witt added that although parking has been less of a problem since Farmington High School was built, the majority of parking spots are located south of the building, and students prefer to park on the north side because it's closer to their classes.

Council Member Lortz added that everyone likes privilege and will go for the easiest option available. Students will park in front of neighboring homes because it's convenient. However, the city council shouldn't set neighborhood specific ordinances regarding where people can park. This should be enforced administratively.

Council Member Blackham stated that he would like to see that the neighbors who would be effected be notified of this considered change.

Council Member Adams suggested that a letter be sent out to the neighboring residents letting them know of this consideration and that the city hold an open house where residents could give their input.

CALL TO THE PUBLIC

Nothing was brought under this item.

COUNCIL MEMBER REPORTS

Council Member Tran said that the "Kaysville Gives" program still has items needed and residents can go online to sign up for an item to donate.

Council Member Lortz commented that Connex officially broke ground to begin to install fiber throughout the city. They are doing this on their own as a private entity and it is anticipated that they will finish their project within two years.

CITY MANAGER REPORT

Shayne Scott said that the council would have two items to consider before the end of the year. However, those items may not be ready for consideration by the next regularly scheduled meeting, and it was likely that the council would need to move that meeting to a later date.

ADJOURNMENT

Council Member Barber made a motion to adjourn the City Council meeting at 9:11 p.m., seconded by Council Member Lortz and passed unanimously.

KAYSVILLE CITY ARCHITECTURAL REVIEW COMMITTEE MEETING

Chairperson Katie Witt opened the Kaysville City Architectural Review Committee Meeting.

SITE PLAN AND BUILDING REVIEW FOR PROPERTY LOCATED AT APPROXIMATELY 630 NORTH KAYS DRIVE – SILVER CREEK ENGINEERING

Dan Jessop explained that Silver Creek Engineering is considering building a warehouse and office space on the property south of Blaine Jensen RV, located at approximately 630 North Kays Drive. They have submitted a proposed building profile and elevation drawings of the two proposed buildings as well as a landscape concept drawing. The applicant is seeking direction from the Board in regards to what is being proposed, before construction details are drawn up.

Board Member Blackham commented that while he is okay with the sides of the proposed building, there is not much curb appeal on the side of the building which faces the street. The Kaysville Business Park has different requirements for development, and while we don't want to be cumbersome on the applicant, we also want our business park to look aesthetically appealing.

Board Member Barber added that she would like to see more landscaping on the side facing 900 West.

Board Member Blackham said that the buildings look plain. There needs to be more effort put into landscaping and streetscape because it will help to break up the architecture.

Board Member Barber asked about sidewalk.

Board Member Blackham responded that sidewalk is not always required on these lots within the Business Park.

Board Member Lortz added that he would like to see the designs be similar in look to the surrounding buildings so it doesn't substantially change the look of this area.

Board Member Lortz made a motion to adjourn the meeting Kaysville Business Park Architectural Review Committee Meeting at 9:25 p.m. The motion was seconded by Board Member Barber and passed unanimously.

KAYSVILLE CITY COUNCIL
December 21, 2021

Minutes of a regular Kaysville City Council meeting held on Tuesday, December 21, 2021 at 5:30 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Katie Witt, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Andre Lortz, and Council Member Tamara Tran

Excused: Council Member Michelle Barber

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Information Systems Manager Ryan Judd, County Commissioner Bob Stevenson, Abbigayle Hunt, Eric Greenwood, Melinda Greenwood,

OPENING

Mayor Katie Witt opened the meeting with a prayer and led the audience in the pledge of allegiance.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Lortz made a motion to approve the following consent items:

- a. A Resolution authorizing an Interlocal Agreement with Davis County and several Davis County cities regarding a UPDES General Permit.

The motion was seconded by Council Member Tran.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea

The motion passed unanimously.

B. APPOINTMENT OF MELINDA GREENWOOD TO SERVE AS THE KAYSVILLE CITY COMMUNITY DEVELOPMENT DIRECTOR

Mayor Witt introduced Melinda Greenwood as the city's new Community Development Director.

Melinda Greenwood said that she has lived in Davis County for years and is excited to be able to contribute in the county she resides in and to work for Kaysville City.

Council Member Adams made a motion to approve the appointment of Melinda Greenwood to serve as the Kaysville City Community Development Director, seconded by Council Member Lortz.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Tran, yea
Council Member Lortz, yea
Council Member Blackham, yea

The motion passed unanimously.

ACTION ITEMS

OPIOID SETTLEMENT PARTICIPATION RESOLUTION

Nic Mills explained that the State of Utah has been litigating for several years with the number of pharmaceutical companies regarding those companies involvement with the opioid epidemic. All of the Utah counties have also undertaken litigation. The State has agreed to do a settlement. The scope and money are dependent on whether Utah cities and counties agree to that settlement. This settlement may result in nearly \$270 million dollars distributed amongst the participants. This money could fund treatment and prevention efforts mostly at the county level. That said, this resolution would give the City a voice in how those funds are disbursed and may give the City access to future grant funds.

Council Member Adams made a motion to approve a Resolution authorizing the City's participation in the Opioid Abatement Fund and Settlement Allocation, seconded by Council Member Blackham.

The vote on the motion was as follows:

Council Member Tran, yea
Council Member Lortz, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

A RESOLUTION APPROVING THE PROPOSED KAYSVILLE CITY VOTER PARTICIPATION AREAS

Nic Mills explained that the Utah State Code requires that the city create a voter participation area. With the redistricting process recently being finished at the state level, voter participation boundaries must also be updated before January 1, 2022. The Davis County Elections office has

provided a proposed map showing where those participation areas would be established. These voter participation areas are used when local initiatives and referenda are proposed.

Council Member Tran made a motion to approve a Resolution approving the proposed Kaysville City Voter Participation Areas, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Tran, yea
Council Member Lortz, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

CALL TO THE PUBLIC

Davis County Commission Bob Stevenson expressed, on behalf of the County Commissioners, appreciation to the City Council and Staff for all the work they do. Commissioner Stevenson congratulated the newly elect and thanked Mayor Witt and for her service to the city.

COUNCIL MEMBER REPORTS

Council Member Tran reported that the Kaysville Gives program was very successful this year and thanked everyone who helped to make it happen and those who donated towards it.

CITY MANAGER REPORT

Shayne Scott thanked Mayor Witt, Michelle Barber and Andre Lortz for all they have done for the city and the service they have provided.

Mayor Witt said that it was an honor to serve the city in this capacity and expressed appreciation to city staff who work hard for the benefit of the city.

ADJOURNMENT

Council Member Blackham made a motion to adjourn the City Council meeting at 5:45 p.m., seconded by Council Member Adams and passed unanimously.

KAYSVILLE CITY COUNCIL
January 5, 2022

Minutes of a special Kaysville City Council meeting held on Wednesday, January 5, 2022 at 6:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Information Systems Manager Ryan Judd, David Moore, Rayne Moore, Cutler Moore, Nathan Jackson, Neka Roundy, Steve Roundy, Andre Lortz, Michelle Barber, Rachel Lott, Ly Tran, Quan Nguyen, Josh Sundloff

OPENING

Mayor Tamara Tran opened the meeting.

INTRODUCTION OF CANDIDATE SELECTION PROCESS

City Recorder Annemarie Plaizier explained that due to Council Member Tamara Tran being elected as Mayor in the 2021 municipal election, a special meeting is being held to fill her vacant council seat. Applications were received from Nate Jackson, Andre Lortz, Rachel Lott, David Moore, Quan Nguyen and Nate Sundloff. Ms. Plaizier reviewed the candidate selection process with the council.

OPENING STATEMENTS

The order of interviews was based on a random order following the Master Ballot Position List as published by the Lieutenant Governor's Office. Each candidate was given three minutes to give an opening statement to introduce themselves, explain why they did or not run in the most recent election, and to explain how or where they would like to be involved within the council to help the city. Mr. Josh Sundloff was not present at this time.

QUESTIONS AND ANSWERS

Mayor Tran asked each of the applicants three rounds of questions, rotating which applicant answered first. The questions asked included:

1. What unique skills and expertise will you bring to the council?
2. Prioritize these potential capital improvements in order of importance to you:
 - a. New city recreation center.
 - b. Old library restoration.
 - c. Public Works building remodel.
 - d. New west Kaysville fire station.
3. What do you think the RAMP tax should be used for?

Each applicant was given two minutes to answer each question. Mr. Sundloff arrived and answered the third question.

Annemarie Plaizier explained the round one voting process and blank ballots were given to the council members.

City Recorder Annemarie Plaizier and City Manager Shayne Scott tallied the votes. After the initial vote, the top two candidates were Nate Jackson and Andre Lortz.

Mayor Tran asked Mr. Jackson and Mr. Lortz two more rounds of questions, again rotating which applicant answered first. The questions included:

1. Give us a recent example of how you resolved conflict with other people.
2. How do you feel about future growth in Kaysville?

Each applicant was given two minutes to answer each question.

Council Members were given blank ballots and voted between Nate Jackson and Andre Lortz.

City Recorder Annemarie Plaizier and City Manager Shayne Scott tallied the votes. The top candidate for the second and final round was Nate Jackson.

Council Member Adams thanked all of the candidates for their time and willingness to be involved with their community.

A RESOLUTION TO APPOINT A CANDIDATE TO FILL THE VACANCY ON THE CITY COUNCIL

Council Member Blackham made a motion to approve a Resolution appointing Nate Jackson to the City Council to fill the vacancy created by Mayor Tamara Tran's recent change from City Council Member to Mayor, seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Perry, yea
Council Member Blackham, yea
Council Member Hunt, yea
Council Member Adams, yea

The motion passed unanimously.

ADJOURNMENT

Council Member Blackham made a motion to adjourn the City Council meeting at 7:19 p.m., seconded by Council Member Oaks and passed unanimously.

RESOLUTION 22-XX-XX

APPOINTING A MEMBER TO THE ADMINISTRATIVE CONTROL BOARD OF THE WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

WHEREAS, Kaysville City, Utah is within the boundaries of the Wasatch Integrated Waste Management District, and desires to appoint a member to the Administrative Control Board of the District;

WHEREAS, the City Council, as the governing body of the City, is the "appointing authority" for such members of the Board under Section 17B-1-304, Utah Code; and

WHEREAS, all actions required by law in connection with the appointment made by this resolution have been taken, including all actions required under Title 17B, Chapter 1, Part 3, Utah Code Annotated 1953, as amended;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
KAYSVILLE, UTAH:**

1. Mayor Tamara Tran is hereby appointed by Kaysville City's Governing Body as a member of the Board of the District. Such appointment shall be for a four-year term commencing on January 1, 2022 and ending December 31, 2026 or, if earlier, ending on the date of the resignation or removal of such individual as the member of the Board.

2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **20th** day of **January, 2022**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

STAFF REPORT



COUNCIL MEETING DATE: January 20, 2022

TYPE OF ITEM: Consent

SUBJECT/AGENDA TITLE: A resolution authorizing an interlocal agreement with Davis School District regarding school resource officers

EXECUTIVE SUMMARY: The School District has legal requirements that they must insure school resource officers comply with. For example, SROs must receive specific training. Also, SROs are limited in how they can respond to certain very low-level offenses. This agreement insures that the City and District agree and understand each other's responsibilities.

Council Options: 1) Approve the resolution as written; 2) Approve the resolution with any modifications that the Council deems appropriate; 3) Decline to adopt the Resolution and remand to staff with further direction.

Recommended Options: Staff recommends that the City Council approve the resolution authorizing an interlocal agreement with the school district.

Fiscal Impact & Fund Source for Recommended Action: City Staff does not anticipate any costs to the City based on the passage of this resolution.

Attachments:



RESOLUTION 22-XX-XX

AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE DAVIS SCHOOL DISTRICT REGARDING SCHOOL RESOURCE OFFICERS

WHEREAS, Kaysville City (hereinafter “City”) has several police officers assigned to work at local schools to help insure public safety for school children; and

WHEREAS, the Davis School District would like to insure that the City’s officers receive required training and understand their statutory obligations; and

WHEREAS, City Staff has reviewed the District’s proposal and has found it to be in the best interest of the City and citizens of Kaysville City to pursue this agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. The City Manager is directed to conduct negotiations for an agreement (hereinafter "Agreement") with Davis School District. The terms of the Agreement shall address the terms and conditions required by statute and reasonably represent the best interests of both parties. The Agreement shall include such other provisions as are deemed necessary to accomplish the purposes of the City in entering an agreement with the District.

2. At such time as the Agreement is in a form acceptable to the City Manager and City Attorney, the Mayor is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by the District shall constitute acceptance of the Agreement, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the Mayor shall constitute the City's acceptance of the Agreement, pursuant to the terms and conditions of the Agreement or any previously signed Agreement consistent with this resolution.

3. That any actions taken heretofore in furtherance of this Resolution are hereby ratified.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **20th day of January, 2022**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: January 20, 2022

TYPE OF ITEM: Action

PRESENTED BY: Shayne Scott/Ryan Judd

SUBJECT/AGENDA TITLE: Agreement for Installation and Maintenance Of Fiber Optic Cable With Fruit Heights

EXECUTIVE SUMMARY:

On September 16 2021, Kaysville City Council approved an American Recovery Plan Act (ARPA) funded fiber project, which would connect parks, water facilities, signal lights and much more to the existing city fiber ring. Additional funding became available through the State of Utah, a grant that Kaysville, in conjunction with Fruit Heights, applied for and subsequently were awarded. This 1.1 million dollars has allowed city staff to propose much more fiber work.

Some of that additional work will be to create a north/south fiber backbone for fiber redundancy that can also connect parks, tanks, and other critical infrastructure for Fruit Heights. Kaysville will share some of this fiber to create an east side fiber ring, looping in our water tanks, and tie in other east side infrastructure. Connex has also committed to build out this municipal infrastructure at the current contracted pricing levels while they offer Fiber To The Home and other services of their choosing in Fruit Heights.

This agreement between Fruit Heights and Kaysville defines terms of installation, ownership and maintenance.

Council Options: 1) Adopt the Resolution/Agreement authorizing the City's participation; 2) Adopt the Resolution/Agreement with any modifications that the Council deems appropriate; 3) Decline to move the Resolution and remand to staff with further direction.

Recommended Options: - Adopt the agreement as presented

Fiscal impact & Fund Source for Recommended Action: Participating in this program may result in opportunities for the City to receive grant funds and expend ARPA funds as previously authorized.

RESOLUTION 22-XX-XX

**AUTHORIZING AN AGREEMENT WITH FRUIT HEIGHTS REGARDING A
FIBER PROJECT**

WHEREAS, Kaysville City (hereinafter “City”) wants to install fiber to certain city-owned facilities;
and

WHEREAS, some of these facilities are in Fruit Heights; and

WHEREAS, Fruit Heights and Kaysville see mutual benefits that could occur if the cities worked together on this fiber project; and

WHEREAS, City Staff has reviewed the proposal with Fruit Heights and has found it to be in the best interest of the City and citizens of Kaysville City to pursue this agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE,
UTAH:**

1. The City Manager is directed to conduct negotiations for an agreement (hereinafter "Agreement") with Fruit Heights for this fiber project. The terms of the Agreement shall address the terms and conditions required by statute and reasonably represent the best interests of both parties. The Agreement shall include such other provisions as are deemed necessary to accomplish the purposes of the City in entering an agreement with Fruit Heights.

2. At such time as the Agreement is in a form acceptable to the City Manager and City Attorney, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by Fruit Heights shall constitute acceptance of the Agreement, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the City Manager shall constitute the City's acceptance of the Agreement, pursuant to the terms and conditions of the Agreement or any previously signed Agreement consistent with this resolution.

3. That any actions taken heretofore in furtherance of this Resolution are hereby ratified.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **20th day of January, 2022**.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

AGREEMENT FOR INSTALLATION AND MAINTENANCE OF FIBER OPTIC CABLE

This Agreement made and entered into as of the 20th day of January 2022 by and between FRUIT HEIGHTS CITY, which shall be called "Fruit Heights" in this Agreement and KAYSVILLE CITY, which shall be called "Kaysville" in this Agreement. This Agreement is made and entered into by and between the parties hereto based upon the following recitals:

RECITALS

- A. Kaysville, in conjunction with Fruit Heights, applied for and received an America Recovery Plan Act (ARPA) grant. The grant is to extend and ring a portion of Kaysville's Fiber network and to build point to point connectivity to various Fruit Height's municipal buildings and critical infrastructure.
- B. Kaysville desires and has entered into an Agreement with Connex, LLC (the "Contractor") for the installation of certain fiber optic cable ringing parts of Kaysville's fiber and connecting critical infrastructure.
- C. Fruit Heights desires to connect various municipal buildings and critical infrastructure through fiber optic cable.
- D. A portion of the fiber optic cable being installed is in a location that can be shared by Fruit Heights and Kaysville to satisfy needs for various fiber connections. This portion will be deemed the **"Shared Portion"** and illustrated in **Exhibit A**.
- E. Kaysville City and Fruit Heights desire to enter into an Agreement for the joint use and maintenance of the Shared Portion of the fiber optic cable being installed by Kaysville's Contractor upon the following terms and conditions.

AGREEMENT

- 1. With Coordinated ARPA matching grant funds, Kaysville City agrees to install through its Contractor, fiber optic cable connecting various Fruit Heights buildings and critical infrastructure. The Fiber Optic cable system shall be designed in such a way to accommodate the needs of Fruit Heights as illustrated in **Exhibit B**.
- 2. The fiber installation contains two parts as Shown in Exhibit B:
 - a. A "Shared Portion" where that fiber cable containing 144 strands has joint use. Kaysville having 72 strands and Fruit Heights having 72 strands.
 - b. The second part is that fiber owned and maintained solely by Fruit Heights can be legs of fiber extending from the shared portion or other parts of the fiber back bone not in Kaysville.
- 3. Kaysville will not incur any more cost than what was allocated via the grant. Any overages in cost will result in the reduction of Fruit Height's fiber legs in various areas of Exhibit B as determined by the Kaysville Project Manager. Both Kaysville and Fruit Heights will cooperate and talk through any changes to the scope of the project.

4. Fruit Heights agrees:
 - a. to provide:
 - i. Right of Way or Necessary perpetual easements along the designated paths in Exhibit A "Shared Portion" for Kaysville in perpetuity.
 - ii. Blue staking services for the shared portion of the fiber within the Fruit Heights Boundary.
 - iii. Free WIFI to all residents at Nichols Park as per the ARPA Agreement
 - b. Assist in complying with the terms of the ARPA grant agreement where applicable to Fruit Heights.
 - c. Fruit Heights expressly acknowledges that they are aware of and will abide by the terms of the ARPA agreement that Kaysville City has entered into. Fruit Heights will not be responsible to expend resources (outside of this agreement) to comply with the ARPA agreement, but they will operate in good faith with Kaysville City and not prohibit Kaysville from satisfying their requirements under the agreement.
5. The "Shared Portion" of the fiber optic cable is identified and illustrated on **Exhibit A**.
6. Kaysville shall be the owner of record for the shared portion of fiber.
7. Fruit Heights shall be the owner of Record for all other fiber not included in Exhibit A and within Fruit Heights City boundaries.
8. Kaysville shall be responsible for managing the Shared Portion and making decisions with respect to the ongoing maintenance and repair of the Shared Portion.
9. Future Fruit Heights fiber connections outside of this grant project to the Shared Portion will be requested in writing and coordinated with the Kaysville IT Manager or designated Fiber infrastructure manager.
10. Kaysville and Fruit Heights agree that each City shall share one half of the ongoing maintenance and repair costs for the Shared Portion of the fiber optic cable as identified in Exhibit A.
11. Fruit Heights shall be solely responsible for maintenance and repair costs not included in the Shared Portion and within Fruit Heights City Boundary.
12. Fruit Heights agrees to provide all blue stake location services for the fiber infrastructure within the Fruit Heights boundary. Likewise, Kaysville will provide location services for all fiber within Kaysville.
13. The parties hereto agree that there shall be no additional charges for ongoing usage of the fiber optic system that is being installed pursuant to this agreement.
14. This Agreement shall continue in perpetuity or until such time that both parties agree to end the use of the Shared Portion (Exhibit A).
15. This Agreement shall be conditioned upon the legislative body of each of the party's approving this Agreement.
16. The individuals executing this Agreement on behalf of the parties confirm that they are the duly authorized representative of the parties and are lawfully enabled to execute this Agreement on behalf of the party.
17. In the event that any dispute arises between the parties in relation to this Agreement or arising out of this Agreement and the dispute is not resolved by negotiation, the parties agree to submit the dispute to mediation. The parties further agree that their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute. Any party to the dispute may give written notice to the other party of its desire to

commence mediation and the mediation must take place within thirty (30) days after the date that such notice is given. The parties will jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator, either party may apply to a mediation organization or person for appointment of a mediator. The parties further agree to share equally in the costs of the mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.

In witness whereof, the parties hereto have caused this Agreement to be executed in duplicate each of which shall be deemed an original on the dates indicated by the signatures of the respective parties.

FRUIT HEIGHTS

KAYSVILLE CITY



John Pohlman, Mayor

Tami Tran, Mayor

Attest:



City Recorder

City Recorder

Exhibit A

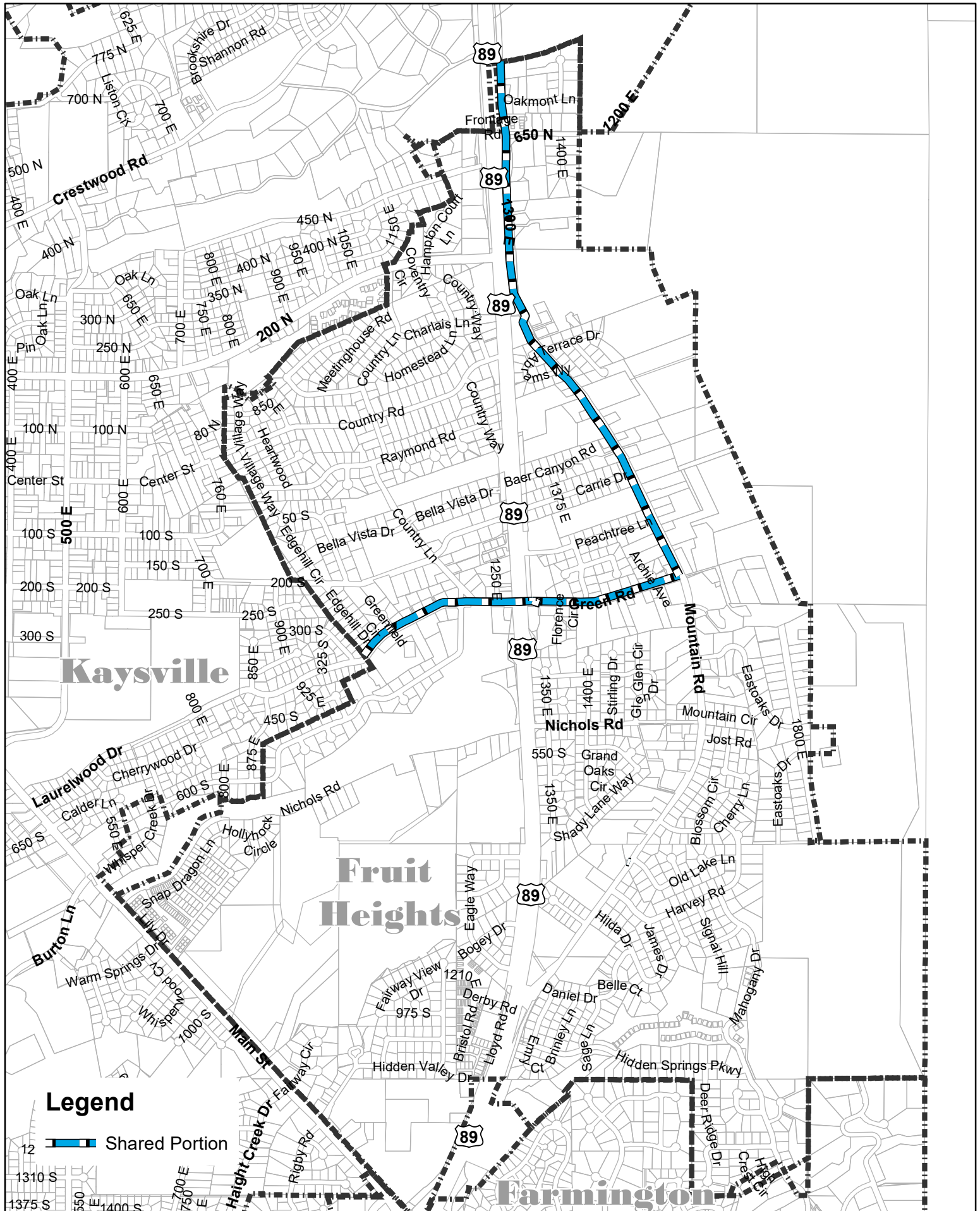
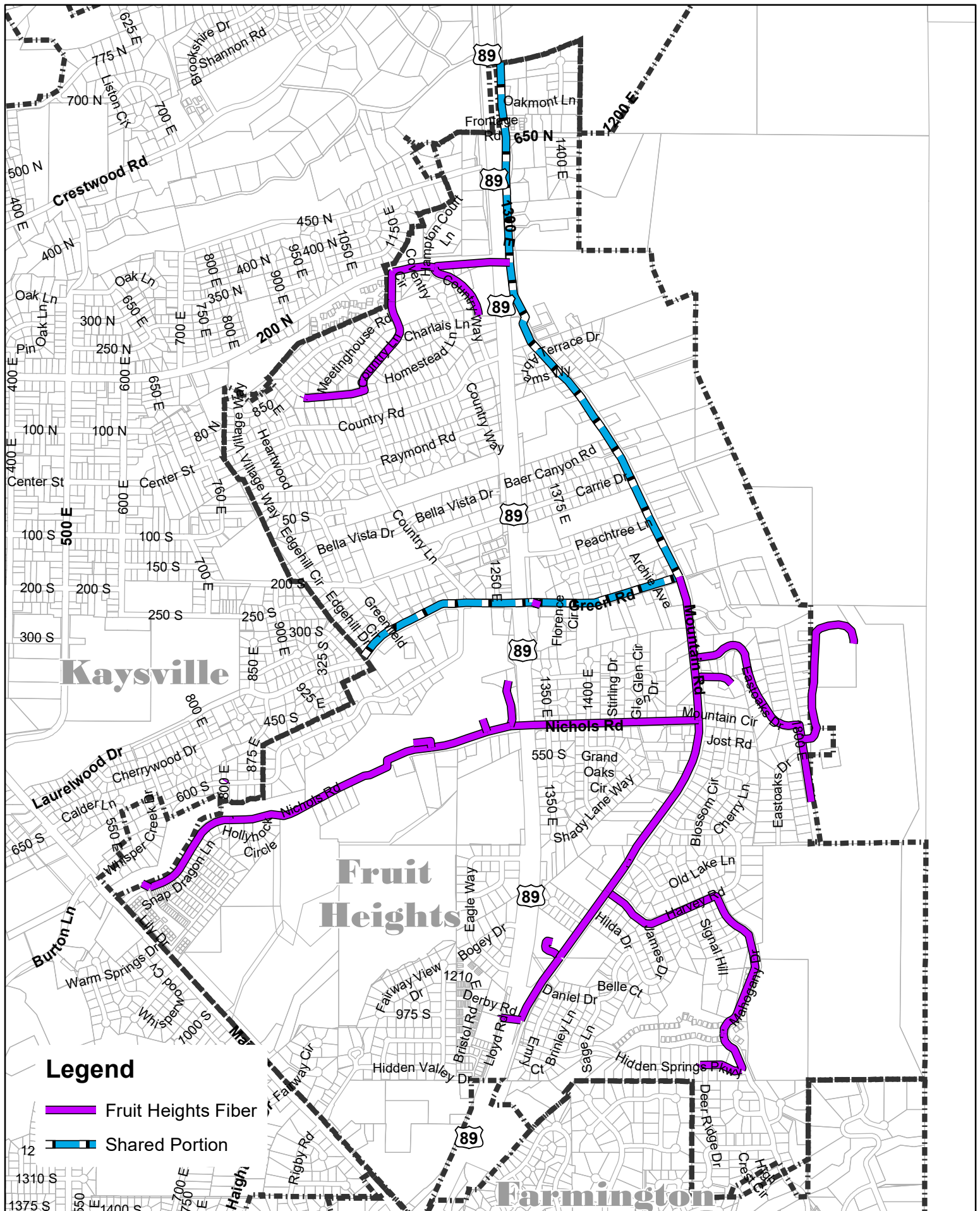


Exhibit B



STAFF REPORT



MEETING DATE: January 20, 2022

TYPE OF ITEM: Action

PRESENTED BY:

SUBJECT/AGENDA TITLE:

Resolution Amending Section 4.01 of the Kaysville City Personnel Rules and Regulations Regarding Paid Time Off

EXECUTIVE SUMMARY:

The City recently transitioned from vacation and sick leave accrual to a single paid time off benefit. (PTO).

City staff has noticed an inadvertent error regarding fire department accruals and a provision requiring employees to use compensatory time prior to PTO.

This Resolution modifies the accrual rate for the Fire Department, as well as provide for current firefighters at a higher accrual rate that the PTO policy to be "grandfathered" at their current accrual rate.

Additionally, it removes the requirement that compensatory time be used prior to the use of PTO.

COUNCIL OPTIONS: Amend or Adopt Resolution

RECOMMENDED OPTIONS: Adopt the Resolution

FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION:

ATTACHMENTS: Resolution



RESOLUTION __-__-__

A RESOLUTION AMENDING SECTION 4.01 OF THE KAYSVILLE CITY PERSONNEL RULES AND REGULATIONS REGARDING PAID TIME OFF

WHEREAS, the Kaysville City Council recently transitioned from giving employees vacation and sick time to a single paid time off benefit; and

WHEREAS, City staff has noticed an inadvertent error regarding fire department accruals; and

WHEREAS, City staff have also found one issue regarding compensatory time that should be altered; and

WHEREAS, the Kaysville City Council desires to correct these errors and issues.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILE, UTAH:

1. Sections 4.01 of the Kaysville City Personnel Rules and Regulations handbook will be amended as follows:

4.01 Paid Time Off and Short Term Medical Leave

Paid Time Off (PTO)

The City grants annual, paid time off (PTO) to its appointed, regular, and part-time benefitted employees. The amount of PTO you are given is based on your length of service since your hire date, as follows:

	Years of Service	Annual Accrual	Bi-Weekly Accrual	Maximum Accrual
Appointed & Regular	Hire date through completion of 5 th	174 hours	6.7 hours	320 hours*
	Start of 6 th through completion of 10 th	216 hours	8.3 hours	
	Start of 11 th year	260 hours	10 hours	
Firefighters	Hire date through completion of 5 th	214.5 hours	9.5 hours	480 hours*
	Start of 6 th through completion of 10 th	292.5 hours	11.7 hours	
	Start of 11 th year	380.5 hours	14 hours	

* Any PTO hours over the 320/480-hour maximum accrual limits as of January 1 of each year will be forfeited.

...

PTO Scheduling: PTO may be taken as weekly periods, individual days or hourly increments, as

long as the periods chosen meet with departmental approval. For scheduled leave, submit a leave request to your supervisor as early as possible. The supervisor reserves the right to deny leave requests. It is the employee's responsibility to manage their leave time. ~~Any accrued compensatory time must be used prior to PTO.~~

Employees may also need to use PTO for unforeseen circumstances such as illness or emergencies. Please immediately notify your supervisor in the event that you are ill on the job or are sick and cannot come to work on a given day. In the event of extended or numerous absences due to illness, you may be required by your supervisor to submit a medical statement from the attending physician. If your absence is due to an emergency, you or a member of your immediate family should inform your supervisor as soon as is practical. You may be required to submit to the Human Resources Office a detailed medical statement from the attending physician stating the reasons why and how long you will be ill or disabled.

...

2. Employees hired prior to January 1, 2022 shall be eligible to receive the total of their prior vacation and sick time accruals and remain on the prior accrual track if higher than the City's new PTO policy. The finance department is authorized to make minor adjustments in these accruals to accommodate administrative efficiencies.
3. This resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this ____ day of _____, 20__.

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder