

SOUTH WEBER CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting on Tuesday, 8 November 2016 at the City Council Chambers, 1600 E. South Weber Dr., commencing at 6:00 p.m.

WORK MEETING:

5:00 p.m. Discussion of agenda items, correspondence, and/or future agenda items

COUNCIL MEETING:

6:00 p.m. PLEDGE OF ALLEGIANCE – Council Member Sjoblom
PRAYER - Council Member Hyer
APPROVAL OF AGENDA
DECLARATION OF CONFLICT OF INTEREST

1. CONSENT AGENDA:

- ◆ Approval of October 18, 2016 Meeting Minutes
- ◆ Approval of October 25, 2016 Meeting Minutes
- ◆ Approval of October 25, 2016 Work Meeting Minutes
- ◆ Approval of October 2016 Check Register

6:05 p.m.

2. ACTION ITEMS:

- a. Motion to approve the Sewer Outfall Replacement Project pipe upsizing to 24" line from 18" & 21" lines
- b. Renewal of street sweeping contract with Sweep 'N' Utah
- c. SWC employee timesheet

6:35 p.m.

3. DISCUSSION ITEMS:

- a. SWC Fire Department Service Delivery and Operations Plans
- b. Westside Water Reservoir Project scope of work
- c. Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East
- d. City's fleet vehicle lease agreement
- e. Caselle Timekeeper Module & Document Management Module
- f. Elected Officials assignments
- g. Agenda items, rules, and role responsibilities review

7:45 p.m.

4. CITY COUNCIL REPORT(S) ON DESIGNATED RESPONSIBILITIES

7:55 p.m.

5. PUBLIC COMMENT: Please keep public comments to 3 minutes or less per person (no action to be taken)

8:00 p.m.

6. ADJOURN

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED, OR POSTED TO:

CITY OFFICE BUILDING

EACH MEMBER OF THE GOVERNING BODY

UTAH PUBLIC NOTICE WEBSITE

CITY WEBSITE www.southwebercity.com

THOSE LISTED ON THE AGENDA

www.pmn.utah.gov

DATE: November 3, 2016

CITY RECORDER: Elyse Greiner

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS DURING THIS MEETING SHOULD NOTIFY THE CITY RECORDER, 1600 EAST SOUTH WEBER DRIVE, SOUTH WEBER, UTAH 84405 (801-479-3177) AT LEAST TWO DAYS PRIOR TO THE MEETING.

Agenda times are approximate and may be moved in order, sequence and time to meet the needs of the Council

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 18 October 2016

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

CITY ATTORNEY:

Doug Ahlstrom

CITY ENGINEER:

Brandon Jones

CITY PLANNER:

Barry Burton

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Lynn Poll, Debi Pitts, Tayler Taylor, Erik Taylor, Stuart Fessler, Cindy Fessler, Raelene & Roger Mills, Ken Besso, Cole Fessler, Brad Pitts, Christian Bolton, Greg Kiefer, Roney Ketts, Donna Tolman, Dean Tolman, Matt Hatch, Teri Hatch, Casey Watts, Derek Tolman, Lisa Graydon, Thomas Graydon, Anette Westbroek, Duane Westbroek, Travis Nicholson, Tracie Turner, Trudi Simpson, Jacob Judkins, Mary Ferrin, Jessica Schanke, Cheryl Bambrough, LaRae Harper, Steven Hyer, Jaydie Tolman, John Bradshaw, Sara Cooper, Charly Patrick, Lisa Miller, Tim Grubb, Russ Tracy, Clark Stanger, Bill Petty, Joylyn Judkins, Lindsey Stark, Stacy King, Kimberly Finlinson, Steven Spacil, Michele Fitzgerald, Tyler Curtis, Sage Ukena, Val Byram, Sharon Watts, Tami Ketts, Alex Turner, and Misti Lopez.

Mayor Long welcomed those in attendance and reminded individuals that there is to be no clapping or shouting out during this meeting.

PLEDGE OF ALLEGIANCE: Council Member Casas

PRAYER: Council Member Taylor

APPROVAL OF AGENDA:

Council Member Taylor moved to approve the agenda as written. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

DECLARATION OF CONFLICT OF INTEREST: None

ACTION ITEMS:

a. Motion to approve the appraisal of three South Weber City owned parcels by Appraisal Group LLC

Tom stated the appraisal cost came in at \$3,450.00 for the following South Weber City properties:

1. Residential Land at 700± East 6650 South – 2.50 Acres:	\$200,000
2. Commercial Land North/East Side of South Weber Drive – 2.597 Acres (2 parcels):	\$570,000
3. Commercial Land South/West Side of South Weber Drive – 3.486 Acres:	\$760,000

Council Member Casas moved to approve the appraisal of three South Weber City owned parcels by Appraisal Group LLC. Council Member Poore seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

b. End practice of monetary donations to local schools: Tom said it was communicated to him that the Council wanted to discuss not donating money to schools. Council Member Casas said school districts are a for-profit organization and so we felt that we should be neutral. He feels it is not the role of government to be donating to schools. Council Member Sjoblom doesn't feel there is a problem in donating to the schools where South Weber City children attend. Council Member Hyer said at the last meeting the City Attorney mentioned that is isn't legal for the Council to be making donations to schools. Doug Ahlstrom, City Attorney, said cities are a tax collecting entity so they can't just give out their money. He would recommend not doing it. Council Member Hyer feels it is important to support our schools but isn't sure what the practice has always been in the past.

Council Member Casas moved to end the practice of monetary donations to local schools. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Poore, Taylor, and Sjoblom voted yes. Council Member Hyer voted no. The motion carried 4 to 1.

c. Motion to approve a discussion of the South Weber City employee timesheet for the 25 October 2016 Council meeting: Council Member Poore would like to discuss modifying the timesheet. Tom asked what version Council Member Poore is referring to.

Council Member Poore moved to approve a discussion of the South Weber City employee timesheet for the 25 October 2016 Council meeting. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Poore, and Taylor voted yes. Council Member Sjoblom and Hyer voted no. The motion carried 3 to 2.

DISCUSSION:

a. Old Maple Farms Cost Share Agreement – Larry Ray property donation

Brandon explained that the City staff has been working with the developers of Old Maple Farms subdivision. The subdivision currently has Planning Commission approval but has not come to the City Council for final approval yet until a consensus is made on the agreement. Since 2008, the City has planned on and master planned for a regional detention basin to be located on this property. As surrounding development has come into that area, other developers have been relying on the regional basin as the City has planned. The agreement is for the subdivision's detention basin to be upsized to become the regional basin. He said the City would pay for the upsizing through impact fees. He said 36% would be developer responsibility and 64% is the City's responsibility.

Brandon explained that there is a portion of property adjacent to where the basin will go which is owned by Larry Ray. Larry Ray has offered to donate this piece of property to the City if it has been appraised. The developers of Old Maple Farms have agreed to have this property appraised as part of the cost share agreement. He said the City could use this piece of property as part of the negotiations for the cost share agreement. He said a title report would also need to be done. He would like some direction for the appraiser to look at property that the detention basin will occupy and how that will affect the development. He said it should be a third party appraiser. He would like to know if the Council is comfortable in proceeding with the appraisal. Brandon explained how much to pay and when to pay will be included in the cost share agreement. Council Member Sjoblom asked about the timeline. Brandon would like to send out information to appraisers in the next couple of days.

Council Member Hyer moved to direct staff to move forward with Old Maple Farms cost share agreement. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

b. 1250 E. Street project prep plan

Brandon reviewed the timeline for 1250 East Reconstruction to be completed during the summer of 2017 (after school is out and before they are back in session).

1. Get bid from appraisers to do appraisals for the acquisition of public utility easements adjacent to the ROW on both sides of 1250 East. (Oct. 2016)
2. Hire appraiser. We would need to solidify the easements needed before the appraiser started their work. (Dec. 2016)
3. Allocate funding for appraiser, easement purchases, surveying (property and topographic) and engineering (easement work and final design). (Oct. – Nov. 2016)
4. Get property and topographic surveying completed. (Oct. – Nov. 2016)
5. Write legal descriptions for easements needed and provide Grant of Easement documents to appraiser. (Nov. – Dec. 2016)
6. Pay property owners for easements and record Grant of Easements at the County. This assumes all needed property owners are willing sellers. (Dec. 2016 – Jan. 2017)
7. Put together final design. (Nov. 2016 – Feb. 2017)
8. Submit final design to UDOT for their approval (the portion that impacts South Weber Drive). (Jan. – Feb. 2017)
9. Bid Project. (Mar. – Apr. 2017)
10. Award Project. (Mar. – Apr. 2017) 11. Start Construction. (Jun. 2017) 12. Complete Construction. (Aug. 2017)

Brandon discussed applying for grant funding. Council Member Casas is in favor of moving forward with the plan. He doesn't want to wait to hold off for funding from outside sources. Council Member Hyer agrees. He said there are issues with drainage, ice, etc. He said this is one of the top projects that the Council has set for this year.

Council Member Hyer moved to direct staff to proceed with the 1250 East Street project plan. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

c. Agenda request from Tim Grubb concerning traffic on 6650 S.

Brandon Jones said there are concerns with the section of 6650 South between 475 East going west. He said this street has been around for a very long time and there has been a lot of discussion about what to do with this street. He said Tim Grubb, resident in the area, has recommended the Council look at what options are available for this street. Brandon said this street is very narrow. There are developments that have been approved that will affect this street. He said Old Maple Farms development will have a street (Silver Oak Lane) that will connect to 6650 South. He said this street has received recommended approval from the Planning Commission. He said the other development is the soccer complex which is located off of South Weber Drive and the end of 6650 South. He said to the south of these homes the Bambroughs have submitted a sketch plan to the committee. He said this isn't a public hearing, but the point of today's meeting is to present options.

Option 1A: Is a 50' right of way which would result in 33' of asphalt for two lanes of traffic. It is a completely fully improved street. This would require property acquisition.

Option 1B: Is putting the City standard cross section on that street, which is not a feasible option, because it places the sidewalks too close to the homes.

Option 2: Is a one-way street westbound. It only allows traffic to drive in a west bound direction. After Silver Oak Lane it could go back to a two-way. This can be a semi-permanent option to discourage traffic down that street. He feels the one-way doesn't necessarily reduce traffic.

Option 2A: Is a one-way street with required improvements only.

Option 3: This would be a dead end with a 50' right of way. He said there would need to be an emergency hammer head turnaround. He said Silver Oak Lane would still connect into the remaining of 6650 South.

Option 3A: This would be a dead end with no required street improvements. Only the improvements at the intersection and turn around would need to be constructed.

Brandon said there are 24 homes on 6650 South and the City wouldn't be going against ordinance to create a dead end. Council Member Sjoblom asked which option Brandon would prefer. He said any of these options are viable. Council Member Taylor said residents are concerned about additional traffic. Brandon suggested looking at doing an open house to get residents' feedback. Council Member Casas would suggest having an open house or public meeting in December to discuss further.

Council Member Casas moved to advertise an open house for 6650 South in November newsletter and conduct the open house in December. Council Member Taylor seconded the

motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

It was suggested to contact Highmark Charter School about having the open house there.

d. Mayoral Council assignments: Mayor Long suggested discussing this item in November.

Council Member Taylor moved to discuss the Council assignments at the 15 November 2016 Council meeting. Council Member Poore seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

e. Central Park master plan review: Tom said last year the Council directed staff to put together a plan for Central Park because the playground equipment was taken out and deemed not safe. Council Member Sjoblom said there is not money allocated this year, but thought it might be a good idea to put together a committee to look into grants, resources, etc. She requested that if anyone would like to serve on the committee, contact her or Bill Petty.

Council Member Hyer said there have been a lot of complaints that there is no equipment to play on. He would like to see something done.

Council Member Hyer moved to direct staff to put in the newsletter a request for volunteers to serve on the Central Park master plan committee. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

f. Cottonwood Dr. potential improvement plans: Tom said Cottonwood Dr. is in need of repair. He said there is no money budgeted for this project. He said Uintah has requested the City to help. Council Member Casas would like to know how much it will cost to repair the road.

Council Member Casas moved to direct staff to come up with an estimated cost for Cottonwood Drive improvement plans to discuss at the retreat in January. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

g. Maintenance II SWPPP/Bldg. Inspection Job description: Tom said action has already been taken and two positions have been hired.

Council Member Poore moved to table this for a future date and that no action take place until the Council discusses. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

h. Building inspection process: Elyse said typically a developer will contact City staff to schedule an inspection at least 1 day before they request it to take place. City staff schedules it in the iWorQ software and on a paper form that gets turned over to the building inspector. Once the

inspection is completed, the paperwork is given to her to either take action on (for example: a gas or power clearance) and/or to be filed in the building permit file.

i. Wasatch Front Regional Council available TAP project grants: Mayor Long said this was covered in 1250 East agenda item. Council Member Casas requested the status of sidewalk project on South Weber Drive. Brandon said there is a power pole that is in the way and so they are looking at options. He said given the fact that the majority of the project is concrete, it is best to bid it out in the spring, because of weather. He is waiting for Rocky Mountain Power to give him an estimate for the cost.

j. Repair to the Public Works shop gate: Tom said the gate was damaged by the wind storm a few weeks ago. He said they have received estimates. The cross arm motor to the gate has been damaged. The bid replacement is \$2,200 from the company that installed it. Mayor Long asked about a possible gate on wheels. Council Member Poore said when this first happened she looked into it with Brimhalls. She was told the motors were inadequate and not sufficient to hold the weight. Tom said he is willing to research this with other companies. Council Member Poore said before putting money into this, she would recommend getting information.

Council Member Poore moved to direct staff to get other proposals for repairs on the motors. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

k. Fire Department timesheet: Tom said when the Fire Department volunteers are called out they log a run sheet. The Chief collects them and turns them in. Mayor Long asked when they are turned in. Tom said right after the call. Tom said they are paid quarterly per call. Council Member Casas thinks that is where there are some concerns. Council Member Taylor said it seems like a long time to wait for their pay. Tom said he has brought this up with the Fire Chief before. He said he is currently working with the interim fire chief. Council Member Hyer suggested paying them every other month.

Council Member Taylor moved to direct staff to consider paying every other month. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Travis Nicholson, 1870 E. Erica Way, member of the fire department, said the volunteers don't do this for the pay. He doesn't feel the pay schedule is a problem. He asked if this changes the status of the volunteers and whether or not they are considered employees of the City. Doug Ahlstrom said they don't lose their status according to pay timelines. Travis would like to know where Mayor Long sees the fire department going. Tom said he will be meeting with Travis tonight.

l. Cintas contract cancellation for public works: Tom said the City is due a credit from Cintas and would recommend not canceling the contract with Cintas until the City receives the credit. He said the City is still receiving service for towels and rugs. He said right now they are going month to month and being charged \$88 per month. Council Member Poore would suggest canceling and get the refund regardless.

Council Member Casas moved to cancel the Cintras contract. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

Council Member Hyer moved to amend the agenda and go to the public comments section ahead of schedule. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Taylor, and Sjoblom voted yes. The motion carried.

PUBLIC COMMENTS:

Lisa Graydon, 2056 Cedar Bench Drive, said she is wife of former Fire Chief Tom Graydon. She said she was also a dedicated volunteer from 1993 to 2013.

She said last night the chief was requested to resign. She said it has been an honor to serve the people of South Weber for over 20 years. She said their family has served diligently and donated a lot of time to the City. She said there have been ups and downs over the years, but she has not seen such lack of support since this Mayor and Council has taken office. She said there have been a lot of questions as to why the training, equipment, etc. She has not seen the Mayor or Council attend any training meeting. She said the leadership has been second guessed over and over. She said there is a lot of disrespect. She feels it is up to the Mayor and Council to explain their plans as to how they are going to keep this community safe. She said the opening prayer blessed military and police officers but no fire fighters.

Lynn Poll, 826 E. South Weber Drive, is concerned about Central Park and hopes the Council doesn't get rid of it. He is also concerned about dogs in the parks. He asked about access to the soccer complex. Brandon said the access is off of South Weber Drive.

Travis Nicholson, 1870 E. Erica Way, said he is stepping down as interim fire chief and captain. He agrees with Lisa Graydon's comments.

Derek Tolman, 1380 East South Weber Drive, said there has been a lot said over the last few days. He said this department is no longer healthy. He said they are down to five EMT certified fire fighters. He said Layton City will help cover the east end of the City and Riverdale City will cover the west end. He said as of 1 January 2017 all volunteers will be stepping down and no longer working with the South Weber City Fire Department. He said five people can not carry the load. He said if Layton or North Davis take over there will be at least a three to four time increase in cost.

There was a public display of clapping. As a result, Mayor Long called for order in the meeting and said this will not continue or individuals will be asked to be removed.

Tami Ketts, 1165 E. South Weber Drive, said her husband is a current volunteer. She has had the fire department come to her home twice once for a fire and once for an infant. She said if she had to wait the outcome would be different. She would like to know who decided to fire Tom Graydon. She said the City will not find a more qualified chief.

Anette Westbroek, 7638 S. 1900 E., said on two occasions in the last three years she has needed the fire department in her home. She said they were there to comfort her and do their duty. She said we need our fire department located in our City. She said Tom Graydon is well qualified.

Steven Spacial, 2651 Deer Run Drive, said the fire department has been to his house many many times. He said his daughter had a brain tumor when she was five years old. He said if it wasn't for these volunteers his daughter wouldn't be alive. He said if we don't have a fire department, he can't afford to wait for someone from Layton or Riverdale.

Kimberly Finlinson, 1829 E. 7840 S., has served as a volunteer on the fire department. She said at one time her seven month old baby went completely blue. She said these volunteers responded quickly. She said seven years later it happened again. She said the fire department was there within minutes. She said they saved her little boy. She also had her husband break his back and they knew how to take care of him because of their training and experience. She lives here knowing that they will always be there. She said during her service, she was treated fairly by Tom and Lisa. She wants the City to think about how crucial the response time is. She appreciates their service in the middle of the night. She said it is a very selfless thing that Tom is doing. She said the fire fighters go through hours of training on Thursday nights.

Clark Stanger, 2658 E. 8225 S., said he was approached by a fire chief in another City to come work for them as well as approached by Chief Graydon. He related his many years of experience. He was going to come back to South Weber, and right now he doesn't trust the people sitting up there (pointing to the Council bench). He is going to take the other position.

Bill Petty, 7898 S. 2800 E., said he is a former Mayor and he knows Tom Graydon. He discussed training as he is a veteran. He is standing here today because he was trained as a combat veteran. He questioned the Mayor's position on this. He said the Mayor has now impacted every person with a home here in South Weber. He hopes the Council will give some real consideration as to what they are doing.

Matt Hatch, 2325 E. 7800 S., asked if the Council and Mayor have ever experienced the fire department at their home. He said those of us who have had them show up would have never treat the citizens like this. He said this makes you look incompetent to all of us. He said you need to tell the residents what the plan is.

Cole Fessler, 7233 S. 1700 E., said he doesn't appreciate the position the Mayor has put this City in. He has served on the fire department and he is currently working full time in another City. He said if there is a house fire, who will be taking that. He said you expect us to do our job and we expect you to do yours. He feels that planning is a huge part of this. He said the fire department has zero direction. He would like to understand where this is going and feels the fire department deserves it.

Tracie Tolman Turner, 1390 E. South Weber Drive, said her grandfather served on the fire department. She as well as her family members have served. She discussed the training that goes into this fire department so that it can meet State levels. She said several volunteers take time off of their paid jobs to learn and be trained with and no compensation.

Michael Poff, 939 E. South Weber Drive, said a lot of us would like some answers. He said without a fire department, it can cost the City a minimum of \$400,000. He would like to know if a plan is in place.

Alex Turner, 1390 E. South Weber Drive, said he has served on the fire department. He said chiefs in other cities make a lot of money. He respects Tom Graydon and said he has trained him how to be a man. He said if there is a fire tonight, someone could die, and it will be the Mayor's responsibility.

Charlie Patrick, 7290 S. 1600 E., said the fire department has been at his home several times. He would recommend the Mayor straighten out her issue with Tom Graydon and reinstate him.

Kim Muster, 1410 Canyon Dr., is concerned about what has happened with the Fire Chief. She does not trust the Mayor now and is concerned about decisions she is making for the City. She has a son that has been diagnosed with epilepsy. She is concerned about response time. She would like some explanation. She would like to know when and where the answers will come.

Mayor Long said she wishes she can give them a date and time.

Council Member Hyer said God bless Tom Graydon and the fire department. He was made aware of this last night. He is heartbroken about everything. He expressed his sorrow to each of you for what has happened. He doesn't understand the nature of what has happened. He knows some decisions are made in a closed setting. He thanked Lisa Graydon for her service.

Ken Besso, 1469 E. South Weber Drive, said he is probably the oldest fire man in the City. He said we fought fires with a hand pump. He said the water came from the canal. He said we had no training. He admires this fire department.

Greg Kiefer, 2144 E. 7800 S., said he has served on the fire department for 22 years. He has responded to over 1,200 calls in this City. He said when Tom Graydon came on as the Fire Chief, he changed the whole temperament of this department. He said you will not be able to replace a Tom Graydon. He said without the support from the Council, he can no longer be a part of this department. He turned in his pager, radio, etc.

Sarah Stanger, 1160 South Weber Drive, has lived in South Weber her whole life. She has had the fire department at her house several times. She said we are not high priority on Layton's list. She wants to know how many of the Council members knew about this decision. She said Council Member Casas, Sjoblom, and Poore knew about this but Council Member Hyer and Taylor didn't know about it.

Roney Ketts, 1165 E. South Weber Drive, volunteer fire fighter for the City, said he would like to ask the City Council, Mayor, and City Manager, to meet with the fire fighters and tell them what is going on.

Tim Grubb, 6926 S. 475 E., said he has served on the Planning Commission and thanked Tom Graydon for his service. He feels there needs to be more transparency. He runs a large business and usually there is a plan in place and everyone is on board and understands what is going on. He would like to know what the follow up will be with the public hearing on 6650 South. He

said half of the items on the agenda tonight were staff issues. He suggested more communication between the City staff and Council. He said the City Manager was unprepared. Council Member Casas said agenda items were addressed because of transparency. Tim feels there is a lot of secrecy going on.

Tom Graydon, 2056 Cedar Bench Drive, said when this occurred last night he did ask for a public forum so that everyone could understand how this happened. He said he has lived his life with integrity first, service before self, and excellence in all we do. He said he has done that in his life and for the City. He feels the City has let him down in the way this has been handled and the way they have not completely addressed the uniqueness of a volunteer fire department. He doesn't feel the City has the fire department's back.

Joel Dills, 7749 S. 2100 E., said last time he was up here, we were talking about the 66% tax increase. He remembers some of the Council talking about how much they love the City. He said it seems like the Council is against the City. He said this isn't the first time. He said this is hurting a lot of people.

Ben Bowen, 1122 E. Skyhaven Cove, said his family has received help from the fire department. He feels the Council needs to sit down together and answer some logical questions that need to be answered. He said if the Mayor has a problem with a person in a key position, she needs to work it out for the benefit of the City. He said we are talking about people who volunteer for our community and we chose people like the Mayor. He said you owe it to the community to work this out. He said the City is in a bad situation. He suggested figuring it out quickly. He said when we need these people, we need them.

CITY COUNCIL ITEMS:

Council Member Casas:

Park and Ride: He stated the park and ride will be striped this weekend.

Council Member Hyer:

Stop Light and Intersection of Frontage Road and South Weber Drive: He said they are currently drilling and setting foundation pillars. He suspects the street lights will be installed in the next few weeks.

Council Member Sjoblom:

City Digital Sign: She reported that Nate Reeve met with Maverik concerning locating the digital sign in their flower bed. She said Maverik is willing to allow the City to hook up to their electricity. They did request the City advertise for Maverik.

Council Member Taylor:

Code Enforcement Officer: He has been working with Chris Tremea and feels the City is headed in the right direction with code enforcement.

MAYOR'S ITEMS:

COG Meeting: She will be meeting in the COG meeting tomorrow night. They will be discussing allocating funds.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 7:38 p.m. Council Member Poore seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest:

City Recorder: Elyse Greiner

DRAFT

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 25 October 2016

TIME COMMENCED: 6:03 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (excused)
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner (excused)

CITY MANAGER:

Tom Smith

CITY ATTORNEY:

Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Chris Tremea, Casey Watts, Cymbre Rowser, Jaydrienne Tolman, Justin Watts, Mike Watts, Britlie Silvester, Cole Fessler, Shawn Watts, Roney Ketts, and Derek Tolman.

Mayor Long called the meeting to order and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Mayor Long

PRAYER: Council Member Sjoblom

AGENDA: Council Member Sjoblom moved to approve the agenda as written. Council Member Casas seconded the motion. Tom called for the vote. Council Members Casas, Poore, Sjoblom, and Taylor voted yes. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of October 11, 2016 Meeting Minutes
- Approval of October 11, 2016 Work Meeting Minutes
- Approval of September 2016 Budget to Actual

Council Member Sjoblom moved to approve the consent agenda. Council Member Taylor seconded the motion. Tom called for a roll call vote. Council Members Casas, Poore, Sjoblom, and Taylor voted yes. The motion carried.

DISCUSSION ITEMS:

Fire Department service level: Tom Smith, City Manager, said the Council has expressed to him that they would like to see the Fire Department stay in the City. He said most of the calls occur during the day and on weekends. He said two part-time fire fighters are required for a medical call. He said the City staff is suggesting a chief and two captains and that the City move from a volunteer department to part-time. He discussed the roles and responsibilities of these roles. He said daytime duties would include: hydrant flushing, public education with local schools, wildfire prevention, CERT program, emergency preparedness program, and additional safety assignments. He said code enforcement could provide fire inspections. The part-time service would be from 7:00 a.m. to 5:00 p.m. Monday through Friday. The hourly wage would not exceed \$13.50. He discussed establishing companies (as designated by the chief). He said the total Fire Department budget is \$121,000. The proposed Fire Department would be \$178,000. He said in contacting Layton City it would cost the City \$300,000 or \$400,000 to man the station with three fire fighters.

Derek Tolman, interim Fire Chief, said this proposal would allow for coverage during the day. He said currently the carbon monoxide/chemical detector broke a week ago. He has contacted Questar to see if they can provide something for the City through their grant program. He is willing to work with Tom and the Council concerning equipment. He said the biggest issue is the aging apparatuses. He discussed Riverdale City getting rid of a truck for \$250,000, but there are concerns with this truck. He said with his experience with other fire departments, he said instead of maintaining a truck and ladder truck, he would propose the purchase of a quint truck (which is capable of doing both). He said the City would only have to purchase one vehicle in rotation verses two. Derek said anytime there is a structure fire, the City receives mutual aide. He said maintenance would be cut and the vehicle would be replaced every fifteen years. He estimated a new quint costing \$900,000, but there are options that wouldn't include a single axle or bucket, which would lower the cost. Council Member Taylor asked if there are departments out there that have used vehicles. Derek said he is not opposed to purchasing used.

Roney Ketts, 1165 E. South Weber Drive, said a tandem axle takes a lot of maintenance and goes through tires quickly. He would suggest purchasing a vehicle that will fit into the budget. He said there are professional fire fighters and carrier fire fighters who are willing to help our City. He feels the department should hold off on the purchase of any vehicle. He said the quint truck will staff a minimum two people. He discussed the importance of ongoing training. He said we want to be above the minimal standard for training. Council Member Poore thanked Roney for his efforts. Council Member Casas said Derek Tolman and Roney Ketts have instilled confidence in the Council. Roney said he will pass that along to the eight other fire fighters.

Tom said the Council needs to decide whether or not they want to solicit for a Fire Chief. He would like to see something in place by December. Tom said Roney and two other fire fighters are certified instructors. He said they want to protect and serve this City. Roney said there are people qualified in the current department to fulfill the responsibility of chief and co chief. Council Member Sjoblom asked if they were used in the past for instructing. Derek said we haven't been utilized as an educational department. He said we need designation from the State.

He then discussed the plan for certification “in house”. He said they also have an EMS instructor.

Alternative location for Posse Grounds

The Posse Grounds was recently appraised. After public hearings at the Planning Commission and Council level, the public has expressed their concern over the possible sale of the posse grounds. Councilmember Casas said this item was discussed in the work meeting. He said Council Member Taylor will lead a discussion with Smith and Edwards to see if they have any interest in a posse grounds on their property.

City leased vehicles

Mark McRae said the City has five vehicles currently on lease. At expiration, the City will purchase three of those vehicles and lease two new trucks on a two year lease. He will be meeting with Public Works to go over summer needs, snow removal requirements, etc. He said the Council will need to approve the lease agreements.

Renewal of street sweeping contract with Sweep ‘N’ Utah

Tom said the City had an unofficial contract for street sweeping services with Sweep 'N' Utah. Staff is looking to contract services for the future for three treatments. In June bids were solicited with only one bid received. He would suggest the City move forward with a contract with Sweep ‘N’ Utah. Council Member Poore would like to solicit more bids.

SWC employee timesheet

Council Member Poore said the City employees have been using a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. Council Member Poore would like specifics included with the time each task takes.

Maintenance II SWPPP/Bldg. Inspection Job description

Council Member Poore said she has issues with superintendent jobs that were take from Fruit Heights. She said Fruit Heights doesn't have a Public Works Director. She would like a couple of council members review the job description.

COUNCIL ITEMS:

Council Member Casas:

Fertilizer Contract for Parks: Tom reported that he met with the company concerning Canyon Meadows Park. He said the grass at this park does not grow very well. He isn't sure there is enough topsoil for the grass. He said the company did spray again following this meeting. Council Member Casas said he has monitored the park and is concerned about the appearance of the grass. Council Member Poore took a picture of areas with quite a few weeds. Council Member Taylor looked at Cherry Farms and the weeds are still there. Council Member Casas suggested negotiating with the company before they are paid for this fall. Tom said the Council will have the option to go to a different company next year.

Council Member Sjoblom:

Digital Sign: She is still working with Maverik concerning the digital sign.

Council Member Taylor:

Open House for 6650 South: Tom said the open house for 6650 South will be held on December 7, 2016 at Highmark Charter School from 6:00 p.m. to 7:00 p.m.

MAYOR'S ITEMS:

COG Meeting: She attended the COG meeting last year. She said they want to increase the budget. This information will be put in the City's newsletter.

CITY MANAGER ITEMS:

Park and Ride: The striping has been completed.

Central Weber Sewer Improvement District: is proposing a 2% increase. He said the City will be passing this on to the residents. The Public Hearing will be held December 19, 2016 at 6:00 p.m. at Central Weber Sewer Improvement District.

Mock Crisis: This will be held at the EOC on December 6th from 3:00 p.m. to 5:00 p.m. disaster crisis management meeting.

Water Reservoir Committee: He said a meeting was held yesterday. The water tank is estimated to get us by for 20 years with some repairs.

ADJOURNED: Council Member Taylor moved to adjourn the meeting and go into a closed session as per UCA § Section 52-4-205(1)(a): Discussion of the character, professional competence, or physical, or mental health of an individual. Council Member Casas seconded the motion. Tom called for the vote. Council Members Casas, Sjoblom, Poore, and Taylor voted yes. The motion carried.

APPROVED: _____ Date

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Manager: Tom Smith

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 25 October 2016

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer (via electronically)
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner (excused)

CITY MANAGER:

Tom Smith

CITY ATTORNEY:

Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Chris Tremea, Derek Tolman, Roney Ketts, Michael Poff, and Jackson Hatfield.

Council Member Taylor suggested putting aside petty differences. He said it sickens him when he hears from the citizens about this Council. He is afraid they are going down in the history of the City. He would like the Council to be united.

CONSENT AGENDA:

- **Approval of October 11, 2016 Meeting Minutes**
- **Approval of October 11, 2016 Work Meeting Minutes**
- **Approval of September 2016 Budget to Actual**

Mayor Long asked if there were any questions concerning the minutes. There were none. Mayor Long asked if there were any questions on the budget to actual. Council Member Sjoblom asked about the status of Country Fair Days. Paul Laprevote said he is still waiting for all the bills to come in. He said currently the expenditures were under budget. He thanked Holly Williams (Chairman for Country Fair Days) for keeping on top of this. He said this does not include the recent containers purchased for storage, which will save the City money in the future.

DISCUSSION ITEMS:

Fire Department service level: Tom Smith said the Council has told him they want to keep the Fire Department within the City. He has met with fire fighter volunteers. He said in the past there was a fire chief, deputy chief, and three captains. He said at the meeting they discussed not having a deputy chief. He discussed their goal of having a three to five minute response time.

Tom feels the City is at the point of transferring to a part-time department. It is suggested to have two daytime employees serving Monday – Friday 7:00 a.m. to 5:00 p.m. He said the fire chief would be in charge of payroll, execute sop's & sog's, and quarterly reports. He said part-time employees would conduct hydrant flushing, public education, wildlife prevention, CERT preparations, vehicle maintenance, and public assistance. He estimated this will cost \$13.50 per hour for 50 hours per week. He said the budget would need to go from \$121,000 to \$178,000. He said they have spoken to Layton City and it would cost the City \$300,000 to contract with them or \$400,000 with ambulance coverage and three staff employees in the City. He would ask the City Council consider this and then come ready on 8 November 2016 to solicit a fire chief. Council Member Taylor asked where the money will from. Tom said from the general budget. Mark McRae explained having two out of the twenty volunteers completing the weekly 100 hour a week. Discussion took place regarding the difference between EMT's certifications. Chris Tremea explained the need for part-time with the growth the City is experiencing and trying to limit response time. Council Member Taylor thanked Tom for his research and work on this. Tom thanked Derek Tolman and Roney Ketts. Council Member Hyer said he was overwhelmed by the response on last Thursday night. He said they have their eye on making the Fire Department the best it can be.

Council Member Hyer was excused electronically from the meeting at 5:30 p.m.

Alternative location for Posse Grounds

The Posse Grounds was recently appraised. After public hearings at the Planning Commission and Council level, the public has expressed their concern over the possible sale of the posse grounds. Councilmember Casas said he would like to start looking at an alternate location for the grounds, and suggested the City approach the Smith & Edwards property owners about the possibility of a posse grounds on the north end of the parcel. Council Member Taylor said he is willing to contact someone he knows from Smith & Edwards.

City leased vehicles: Mark McRae said currently the City will buy back three $\frac{3}{4}$ quarter ton trucks. He said this is in the budget. He said they will turn in the two trucks that the parks are currently using and replacing those with two trucks that will be leased. He is working with the Public Works Department concerning which jobs require the big trailers, snow removal, summer work, etc. Council Member Poore would like to see the actual lease agreement before it is approved. Mark said the next meeting will include a proposal for the Council to review. Tom said he has been in contact with the representative from Hinckley concerning the lease expiration.

Renewal of street sweeping contract with Sweep 'N' Utah

The City had an unofficial contract for street sweeping services with Sweep 'N' Utah. The City staff is looking to contract services for the future. Tom said the City received only one bid. He said the City had three treatments. Council Member Casas is concerned about having an open ended bill. Doug Ahlstrom suggested the agreement include an amount not to be exceeded.

Council Member Taylor is concerned about lawn care companies blowing leaves and grass into the streets. Chris Tremea discussed this being illegal. It was stated this information should be put in future newsletters.

SWC employee timesheet

City employees have been using a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. Council Member Poore said she is having a hard time figuring out how the time sheet tracks a specific task. Tom explained the codes used in recording tasks. Mark said he designed the time sheet for entry into the payroll system.

Maintenance II SWPPP/Bldg. Inspection Job description

Council Member Poore is concerned about the job description having only two duties being building inspections and SWPPP inspector. Tom explained the duties of the SWPPP inspector. He said there has been an increase in building inspections. He said some of the duties will be delegated to another employee. Tom discussed the SWPPP recurring tasks list. He said there are weekly tasks, biweekly tasks, quarterly tasks, and annual tasks.

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest:

City Manager: Tom Smith

Report Criteria:

Report type: GL detail

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
10/06/16	36047	Ahlstrom, Douglas J.	10/03/16	City Attorney Services - Sep. 2016	1043313	1,912.50
	Total 36047:					1,912.50
10/20/16	36101	ALLRED, CHRISTOPHER F	10/07/16	Prosecution Services - Sep. 2016	1042313	600.00
	Total 36101:					600.00
10/20/16	36102	Appraisal Group, LLC	10/12/16	Appraisal for Properties	1041620	3,450.00
	Total 36102:					3,450.00
10/13/16	36085	AT&T MOBILITY	08/17/16	FIRE - E-1 air card Acct#834520288	1057280	209.51
	Total 36085:					209.51
10/06/16	36048	BALL, DENNIS	10/03/16	CFD - Monday Dinner Catering	2572500	2,400.00
	Total 36048:					2,400.00
10/27/16	36146	Best in the West Lawncare	09/29/16	Weed Control and Fertilizer 26 Acres	1070261	4,498.00
	Total 36146:					4,498.00
10/06/16	36049	BEST POOLS AND CONSTRUCTION	10/04/16	Completion Bond - SWC 160602076	4521350	200.00
	Total 36049:					200.00
10/06/16	36050	Birt, Hudson	10/04/16	Referee - Football	2071340	30.00
	Total 36050:					30.00
10/20/16	36103	Birt, Hudson	10/18/16	Referee - Football	2071340	52.50
	Total 36103:					52.50
10/06/16	36051	Blomquist Hale Consulting Inc.	10/03/16	EAP Service - Oct. 2016	1043135	130.00
	Total 36051:					130.00
10/06/16	36052	BLUE STAKES OF UTAH	09/30/16	Blue Stakes Locator - Sep. 2016	5140250	135.66
	Total 36052:					135.66
10/27/16	36147	BROWN, CURTIS	10/25/16	Paid Karson Culimore out of pocket	2071340	45.00
	Total 36147:					45.00
10/20/16	36104	BROWN, KAYD	10/18/16	Referee - Basketball, Flagfootball	2071340	131.25
	Total 36104:					131.25
10/20/16	36105	CALL, SARAH	10/18/16	Zumba Insturction	2071340	75.00

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36105:						75.00
10/06/16	36053	CENTRAL WEBER SEWER IMPR DIST	10/03/16	Quarterly Sewer Treatment Fees 2016	5240491	37,211.35
Total 36053:						37,211.35
10/27/16	36148	CENTURYLINK	10/10/16	Data Line - Water	5140490	50.95
Total 36148:						50.95
10/20/16	36106	CINTAS CORPORATION	10/13/16	Resupply First Aid Station - City Hall	1043262	37.24
Total 36106:						37.24
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/06/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/13/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	07/20/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	07/20/16	UNIFORMS CLEANED	5240140	21.42
10/06/16	36054	CINTAS CORPORATION LOC180	07/20/16	UNIFORMS CLEANED	5140140	29.99
10/06/16	36054	CINTAS CORPORATION LOC180	07/20/16	UNIFORMS CLEANED	5440140	4.28
10/06/16	36054	CINTAS CORPORATION LOC180	07/20/16	UNIFORMS CLEANED	1060140	21.42
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10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	07/27/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/03/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/17/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	UNIFORMS CLEANED	5240140	12.85
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	UNIFORMS CLEANED	5140140	17.99
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	UNIFORMS CLEANED	5440140	2.57
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	UNIFORMS CLEANED	1060140	12.85
10/06/16	36054	CINTAS CORPORATION LOC180	08/24/16	UNIFORMS CLEANED	5340140	5.13

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	UNIFORMS CLEANED	5240140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	UNIFORMS CLEANED	5140140	24.88
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	UNIFORMS CLEANED	5440140	3.55
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	UNIFORMS CLEANED	1060140	17.77
10/06/16	36054	CINTAS CORPORATION LOC180	08/30/16	UNIFORMS CLEANED	5340140	7.12
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	UNIFORMS CLEANED	5240140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	UNIFORMS CLEANED	5140140	17.61
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	UNIFORMS CLEANED	5440140	2.52
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	UNIFORMS CLEANED	1060140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	09/21/16	UNIFORMS CLEANED	5340140	5.02
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	UNIFORMS CLEANED	5240140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	UNIFORMS CLEANED	5140140	17.61
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	UNIFORMS CLEANED	5440140	2.52
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	UNIFORMS CLEANED	1060140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	09/28/16	UNIFORMS CLEANED	5340140	5.02
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	MATS/TOWELS	1043262	33.86
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	UNIFORMS CLEANED	5240140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	UNIFORMS CLEANED	5140140	17.61
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	UNIFORMS CLEANED	5440140	2.52
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	UNIFORMS CLEANED	1060140	12.58
10/06/16	36054	CINTAS CORPORATION LOC180	10/05/16	UNIFORMS CLEANED	5340140	5.02
Total 36054:						1,087.01
10/06/16	36055	CLAUDE NIX CONSTRUCTION	08/18/16	Fire Hydrant Replacement, Install	5140485	28,166.05
Total 36055:						28,166.05
10/06/16	36056	Clipper, Preston	10/01/16	Referee - WFFL	2071340	30.00
Total 36056:						30.00
10/20/16	36107	COLONIAL FLAG SPECIALTY CO INC	10/13/16	Flag Roatation - Memorial Park	1070250	127.00
Total 36107:						127.00
10/27/16	36149	CROWN TROPHY	10/14/16	44 Flag Football Medals	2071483	109.56
10/27/16	36149	CROWN TROPHY	10/14/16	120 Soccer Medals	2071482	298.80
Total 36149:						408.36
10/20/16	36108	Crutchfield, Thomas	09/17/16	Referee - Football	2071340	30.00
Total 36108:						30.00
10/20/16	36109	Cullimore, Karson	09/17/16	Referee - WFEL	2071340	40.00
Total 36109:						40.00
10/20/16	36110	DAVIS COUNTY GOVERNMENT	03/08/16	Sheriff Contract - Jan 2016	1054310	11,047.67
10/20/16	36110	DAVIS COUNTY GOVERNMENT	07/05/16	Sheriff Contract - June 2016	1021310	11,047.67
10/20/16	36110	DAVIS COUNTY GOVERNMENT	07/05/16	Sheriff Contract - May 2016	1021310	11,047.67
10/20/16	36110	DAVIS COUNTY GOVERNMENT	10/06/16	Bailiff Service - Sep 2016	1042317	300.00
10/20/16	36110	DAVIS COUNTY GOVERNMENT	10/10/16	Animal Control - Sep 2016	1054311	1,131.28

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
10/20/16	36110	DAVIS COUNTY GOVERNMENT	10/10/16	Sheriff Contract - Sep 2016	1054310	11,047.67
Total 36110:						45,621.96
10/27/16	36150	DE LAGE LANDEN	10/22/16	COPIER MAINT AGREEMENT - SHARP	1042240	21.07
10/27/16	36150	DE LAGE LANDEN	10/22/16	COPIER MAINT AGREEMENT - SHARP	1043240	49.16
10/27/16	36150	DE LAGE LANDEN	10/22/16	COPIER MAINT AGREEMENT - SHARP	5140240	35.12
10/27/16	36150	DE LAGE LANDEN	10/22/16	COPIER MAINT AGREEMENT - SHARP	5240240	35.11
Total 36150:						140.46
10/20/16	36111	Double D's Tree Service	10/06/16	Tree Removal - Wind Damage Cent Park	1070261	1,750.00
Total 36111:						1,750.00
10/06/16	36057	ELITECRAFT HOMES	10/03/16	completion Bond - SWC160216021	4521350	500.00
10/06/16	36057	ELITECRAFT HOMES	10/03/16	Completion Bond - SWC 160222025	4512350	500.00
Total 36057:						1,000.00
10/20/16	36112	ELITECRAFT HOMES	10/13/16	Overpayment on Utility	0111750	38.43
Total 36112:						38.43
10/13/16	36086	ENERGY SAVERS	10/06/16	Completion Bond - SWC160726098	4521350	200.00
Total 36086:						200.00
10/20/16	36113	Executech	10/01/16	Monthly Maintenance Agreement	1043308	682.50
10/20/16	36113	Executech	10/01/16	Fire Dept. Toughbook	1057350	402.50
10/20/16	36113	Executech	10/01/16	Software Monthly Maintenance	1043350	598.27
10/20/16	36113	Executech	09/01/16	Revision created Credit	1043740	24.99
Total 36113:						1,658.28
10/20/16	36114	FREEDOM MAILING SERVICES, INC	10/06/16	Utility Bills - Sep. 2016	5140370	412.08
10/20/16	36114	FREEDOM MAILING SERVICES, INC	10/06/16	Utility Bills - Sep. 2016	5240370	286.66
10/20/16	36114	FREEDOM MAILING SERVICES, INC	10/06/16	Utility Bills - Sep. 2016	5340370	134.37
10/20/16	36114	FREEDOM MAILING SERVICES, INC	10/06/16	Utility Bills - Sep. 2016	5440370	62.71
Total 36114:						895.82
10/13/16	36087	Golden West Industrial Supply	09/09/16	Flashlight, Saftey Glasses, Reflect Tape	1057250	154.43
Total 36087:						154.43
10/06/16	36058	Gray, Chris	10/01/16	Referee- WFFL	2071340	45.00
Total 36058:						45.00
10/20/16	36115	Greiner, Elyse	10/17/16	Elyse - Conference Per Diem	1043230	144.50
Total 36115:						144.50
10/20/16	36116	GRIFFIN FAST LUBE UTAH	05/13/16	Pickup #5 - Truck Safety and Emissions	1060250	38.25
10/20/16	36116	GRIFFIN FAST LUBE UTAH	05/05/16	Zach - Truck Safety and Emissions	1070250	124.07

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36116:						162.32
10/06/16	36059	Hamer, Cameron	10/03/16	Referee - 4 games	2071340	60.00
Total 36059:						60.00
10/27/16	36151	Hamer, Cameron	10/23/16	Referee - 8 games	2071340	128.00
Total 36151:						128.00
10/20/16	36117	HANSEN & ASSOCIATES	10/07/16	Heather Cove Staking Storm Drain	5440690	343.80
Total 36117:						343.80
10/20/16	36118	Hayes, Hunter	10/18/16	Referee - Flag Football	2071340	52.50
Total 36118:						52.50
10/06/16	36060	HD SUPPLY WATERWORKS	09/27/16	1250 East Water Leak, Repair Supplies	5140490	976.46
Total 36060:						976.46
10/20/16	36119	HD SUPPLY WATERWORKS	10/04/16	Meterlid - Posse Grounds	5140490	42.31
Total 36119:						42.31
10/20/16	36120	HERRICK INDUSTRIAL SUPPLY	10/07/16	Digital Caliper & Floor Dry	1060250	106.90
Total 36120:						106.90
10/27/16	36152	HERRICK INDUSTRIAL SUPPLY	10/20/16	Paint for Blue Stake Locating	5140490	42.00
Total 36152:						42.00
10/27/16	36153	ICMA	10/24/16	Membership Renewal 2016	1043210	560.00
Total 36153:						560.00
10/20/16	36121	INDUSTRIAL TOOL BOX	10/04/16	Asphalt Diamond Blade	1060250	319.99
Total 36121:						319.99
10/27/16	36154	INFOBYTES, INC.	10/20/16	City Website Maintenance - Nov. 2016	1043308	50.00
10/27/16	36154	INFOBYTES, INC.	10/25/16	Domain Name Renewal	1043370	234.14
Total 36154:						284.14
10/06/16	36061	Jackson, Jordan K.	10/04/16	Referee - Soccer	2071340	112.50
Total 36061:						112.50
10/20/16	36122	Jackson, Jordan K.	10/18/16	Referee- Soccer, Flag Football	2071340	45.00
Total 36122:						45.00
10/06/16	36062	Jayson Haskell Construction	10/03/16	Completion Bond - SWC160719095	4521350	200.00

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36062:						200.00
10/06/16	36063	JOHNSON ELECTRIC	09/29/16	Street Light and Park Electrical Repair	1060271	2,211.16
Total 36063:						2,211.16
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	GIS - Utility Maps	5140312	258.75
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	GIS - General Plan Map	1043312	51.75
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	GIS - Zoning Map	1043312	103.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	2016Sewer Out Fall Old Fort Rd. 6650 S	5240690	6,142.25
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Heather Cove Storm Drain Project	5440690	4,947.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Strom Drain	5440312	408.25
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Culinary Water	5140312	5,093.75
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	2016 SR-60 Sidwalk Project	4560730	636.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	2016 Street Maintenance Project	1060312	328.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	UDOT TAP Application - 1250 E	1060312	52.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Miscellaneous	1043312	972.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	City Shop - Salt Storage Shed	4560720	762.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Accped Sub. Improv. Value Summary	1043312	105.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Easton Village Phase 2	1043319	246.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Bowman Old Farm Estates	1043319	456.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Riverside Place Phases 1&2	1043319	3,397.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Old Maple Farms Phases 1&2	1043319	1,785.75
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Old Maple Farms Phase 3	1043319	157.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Soccer Complex - Kelly Parke	1043319	210.00
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Bambrough Property (Nilson Homes)	1043312	157.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Bambrough Property (Nilson Homes)	1043319	262.50
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Weaver States - Lane Kap	1043319	78.75
10/06/16	36064	JONES AND ASSOCIATES	10/01/16	Lot 10 - Gardeners Grove - Plan Check	1043319	262.50
Total 36064:						26,876.25
10/06/16	36065	Koldewyn, Cade	10/04/16	Referee- Soccer, Flag Football	2071340	52.50
Total 36065:						52.50
10/20/16	36123	Koldewyn, Cade	10/18/16	referee - Soccer, Flag Football	2071340	105.00
Total 36123:						105.00
10/06/16	36066	Lamb, Alexander	10/03/16	Referee - 4 games	2071340	60.00
Total 36066:						60.00
10/27/16	36155	Lamb, Alexander	10/23/16	referee - 11 games	2071340	176.00
Total 36155:						176.00
10/20/16	36124	LES OLSEN COMPANY	10/12/16	qrtrly copier maint contract	1043251	217.73
Total 36124:						217.73
10/06/16	36067	LOWES PROX	09/25/16	Backpack & Tarp for Water Spraying	5140250	152.64
10/06/16	36067	LOWES PROX	09/25/16	Storm Drain Fork & Supplies	5440250	141.07

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36067:						293.71
10/20/16	36125	Malan, Brigg	10/18/16	Score Table - Soccer	2071340	101.25
Total 36125:						101.25
10/13/16	36088	Matthew Bender & Co. Inc.	09/30/16	Utah Code Addendum 2016	1042210	17.66
Total 36088:						17.66
10/06/16	36068	MAW, ALYSON OR KEITH	10/03/16	Completion Bond - SWC160524065	4521350	500.00
Total 36068:						500.00
10/20/16	36126	Moon, Jacey	10/18/16	Referee - Flag Football	2071340	108.75
Total 36126:						108.75
10/20/16	36127	MOUNT OLYMPUS	10/08/16	Water for City Hall	1043262	22.21
Total 36127:						22.21
10/20/16	36128	MUNICIPAL CODE ONLINE	10/14/16	Annual Fee -Municipal Code Service	1043314	1,500.00
Total 36128:						1,500.00
10/27/16	36156	OFFICE DEPOT	10/14/16	3 Form Holders - Aluminum	1043240	42.09
Total 36156:						42.09
10/06/16	36069	ORAM, DAVE	09/26/16	Service on 580 Backhoe	5140250	412.81
Total 36069:						412.81
10/27/16	36157	OREILLY AUTOMOTIVE, INC.	10/20/16	Battery for Air Compressor	5140490	147.81
Total 36157:						147.81
10/20/16	36129	Paul, Spencer and Melody	10/19/16	Overpayment on Utility Acct #3117001	0111750	22.63
Total 36129:						22.63
10/06/16	36070	PEHP LTD PAYMENTS	09/30/16	LTD Premium - 08/22 - 09/18/16	1043135	236.01
Total 36070:						236.01
10/13/16	36089	PERRY HOMES	10/06/16	Completion Bond - SWC 160526070	4521350	500.00
10/13/16	36089	PERRY HOMES	10/06/16	Completion Bond - SWC 160526071	4521350	500.00
Total 36089:						1,000.00
10/20/16	36130	PERRY HOMES	10/17/16	Completion Bond - SWC 150304019	4521350	500.00
Total 36130:						500.00
10/20/16	36131	Peterson, Stephanie	10/19/16	Overpayment on Utility Acct #4006702	0111750	97.02

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36131:						97.02
10/27/16	36158	PEX FITNESS	09/05/16	New Stair Stepper Machine	2071740	4,995.00
Total 36158:						4,995.00
10/27/16	36159	POFF, MICHAEL	10/20/16	CFD monday dinner supplies	2572500	748.91
Total 36159:						748.91
10/20/16	36132	Post Asphalt & Construction	10/14/16	Street Patching - 4 Roads	1060410	7,347.25
Total 36132:						7,347.25
10/06/16	36071	QuickScores LLC	09/20/16	Flag Football Scheduling	2071483	78.00
Total 36071:						78.00
10/13/16	36090	R & J Technical Services	10/06/16	Completion Bond - SWC160920129	4521350	200.00
Total 36090:						200.00
10/20/16	36133	R & J Technical Services	10/12/16	Completion Bond - SWC160919125	4521350	200.00
Total 36133:						200.00
10/13/16	36091	ROBINSON WASTE SERVICES INC	09/30/16	park & Ride Collection - Sep. 2016	1070625	42.02
Total 36091:						42.02
10/20/16	36134	ROBINSON WASTE SERVICES INC	10/09/16	Garbage collection service - Sep. 2016	5340492	9,906.60
Total 36134:						9,906.60
10/06/16	36072	SAV ON	09/27/16	Supplies - Soccer, Flag Football	2071482	64.96
10/06/16	36072	SAV ON	09/27/16	Supplies - Soccer, Flag Football	2071483	102.96
Total 36072:						167.92
10/06/16	36073	Schow, Brock	10/04/16	Referee - Soccer	2071340	157.50
Total 36073:						157.50
10/20/16	36135	Schow, Brock	10/18/16	Referee - Soccer, Flag Football	2071340	112.50
Total 36135:						112.50
10/27/16	36160	SMASH ATHLETICS	09/20/16	Youth Soccer Shirt (70)	2071482	700.31
Total 36160:						700.31
10/06/16	36074	Smith, Thomas	10/03/16	Reimbursement for Conference Travel	1043230	29.05
Total 36074:						29.05
10/13/16	36092	Smith, Thomas	10/12/16	Car Rental ICMA Conference	1043230	260.45

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36092:						260.45
10/20/16	36136	Solar Installs	10/06/16	Completion Bond - SWC160815108	4521350	200.00
Total 36136:						200.00
10/13/16	36093	Solaroo Energy	10/05/16	Completion Bond - SWC160728101	4521350	200.00
Total 36093:						200.00
10/20/16	36137	SRC CONSTRUCTION	10/19/16	COMPLETION BOND SWC160317037	4521350	500.00
Total 36137:						500.00
10/20/16	36138	Staker Parson Companies	08/29/16	Water Leak 1650 E	5140490	137.06
10/20/16	36138	Staker Parson Companies	08/30/16	Water Leak 1428 E	5140490	52.74
10/20/16	36138	Staker Parson Companies	08/30/16	Water Leak 1428 E	5140490	66.79
10/20/16	36138	Staker Parson Companies	09/16/16	Water Leak 1428 E	5140490	865.94
Total 36138:						1,122.53
10/13/16	36094	STANDARD EXAMINER	09/20/16	Sep. Bid Advertisement	1043220	703.25
Total 36094:						703.25
10/06/16	36075	STATE OF UTAH - D.O.P.L.	10/03/16	Quarterly Surcharge - Bldg. Permits	1058620	280.65
Total 36075:						280.65
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Park's 2nd Truck (60%)	1070256	96.62
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Park's 2nd Truck (40%)	1060256	64.42
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Bldg Insp Truck (70%)	1058256	75.28
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Bldg Insp Truck (30%)	5440256	32.26
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - PW Dir Truck (50%)	1070256	49.30
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - PW Dir Truck (50%)	5140256	170.34
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Park's Truck	1070256	111.67
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Squad	1057256	196.15
10/13/16	36095	STATE OF UTAH GASCARD	10/03/16	Fuel - Park Gas Can	1070256	10.53
Total 36095:						806.57
10/20/16	36139	SWEEP N UTAH	09/30/16	Street Sweeping After Water Leak 9/16	5140490	175.00
Total 36139:						175.00
10/06/16	36076	Syracuse City	09/28/16	Coalition Annual Dues	5440331	1,155.00
Total 36076:						1,155.00
10/06/16	36077	Taylor, Clayton	10/04/16	Referee- Soccer	2071340	37.50
Total 36077:						37.50
10/20/16	36140	Taylor, Clayton	10/18/16	Referee - Flag Football	2071340	22.50

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 36140:						22.50
10/06/16	36078	TAYLOR, RON	10/01/16	Referee - WFFL	2071340	45.00
Total 36078:						45.00
10/06/16	36079	TOLMAN, DONNA	10/05/16	Deposit Refund - Civic Center	1034250	200.00
Total 36079:						200.00
10/27/16	36161	UGFOA	10/26/16	Governmental GAAP Training Paul, Mark	1043230	250.00
Total 36161:						250.00
10/20/16	36141	UPPERCASE PRINTING, INK	10/10/16	Newsletter - September 2016	5140370	79.09
10/20/16	36141	UPPERCASE PRINTING, INK	10/10/16	Newsletter - September 2016	5240370	56.24
10/20/16	36141	UPPERCASE PRINTING, INK	10/10/16	Newsletter - September 2016	5340370	17.58
10/20/16	36141	UPPERCASE PRINTING, INK	10/10/16	Newsletter - September 2016	5440370	22.84
Total 36141:						175.75
10/13/16	36096	US BANK	09/23/16	Admin Fee - Water Bond	5140490	1,500.00
Total 36096:						1,500.00
10/12/16	10803223	US Bank - Visa Payment	09/26/15	City Promotion	2071331	124.43
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Soccerballs	2071482	51.26
10/12/16	10803223	US Bank - Visa Payment	09/26/15	GFOA membership - Mark	1043210	170.00
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Labelwriter cleaning pads	1043240	27.83
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Hotel - Caselle Conf. - Mark	1043230	249.96
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Supplies	1057250	66.39
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Safety Equipment	1057250	174.38
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Name Shields	1057250	314.58
10/12/16	10803223	US Bank - Visa Payment	09/26/15	City Managers Luncheon	1043230	18.97
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Cake - Clint's Farewell	1043610	21.62
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Book - Clint's Farewell	1043610	19.30
10/12/16	10803223	US Bank - Visa Payment	09/26/15	ICMA Conf. - Per Diem	1043230	74.55
10/12/16	10803223	US Bank - Visa Payment	09/26/15	ICMA Conf. - Per Diem	1043230	41.88
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Fence Part	1070260	16.69
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Lunch during training class	5140230	40.41
10/12/16	10803223	US Bank - Visa Payment	09/26/15	Fence parts	1070260	54.60
Total 108032232:						1,466.85
10/13/16	36097	UTAH LOCAL GOVERNMENTS TRUST	10/12/16	workers Comp Year end 2015 to 2016	1022250	1,208.76
Total 36097:						1,208.76
10/27/16	36162	UTAH LOCAL GOVERNMENTS TRUST	10/10/16	Workers Comp Monthly - Nov. 2016	1022250	1,036.16
Total 36162:						1,036.16
10/13/16	36098	UTAH RETIREMENT SYSTEMS	10/13/16	Review Adj. Per Kelvin Collier	1070130	1,679.89
10/13/16	36098	UTAH RETIREMENT SYSTEMS	10/13/16	Review Adj. Per Kelvin Collier	5140130	279.98
10/13/16	36098	UTAH RETIREMENT SYSTEMS	10/13/16	Review Adj. Per Kelvin Collier	5240130	279.98
10/13/16	36098	UTAH RETIREMENT SYSTEMS	10/13/16	Review Adj. Per Kelvin Collier	5340130	279.98

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
10/13/16	36098	UTAH RETIREMENT SYSTEMS	10/13/16	Review Adj. Per Kelvin Collier	5440130	279.98
Total 36098:						2,799.81
10/27/16	36163	UTAH STATE TAX COMMISSION	10/12/16	Special Emvent Sales Tax Declaration	2534900	543.65
Total 36163:						543.65
10/06/16	36080	UTAH STATE TREASURER	10/04/16	Court Surcharge Remittance - Sep. 2016	1042980	2,889.95
Total 36080:						2,889.95
10/27/16	36164	VALLEY NURSERY	09/27/16	Topsoil for Wind Damage Repair	1070260	65.54
Total 36164:						65.54
10/24/16	35761	Vanguard Cleaning Systems of Utah	V 07/01/16	Cleaning City Hall - July 2016	1043262	245.00
10/24/16	35761	Vanguard Cleaning Systems of Utah	V 07/05/16	City Hall - T.P., Liners, Paper Towels	1043262	157.03
Total 35761:						402.03
10/06/16	36081	Vanguard Cleaning Systems of Utah	10/01/16	Janitorial services - Oct. 2016	1043262	245.00
Total 36081:						245.00
10/13/16	36099	Vanguard Cleaning Systems of Utah	10/12/16	Window Cleaning City Hall	1043262	96.00
Total 36099:						96.00
10/27/16	36165	Vanguard Cleaning Systems of Utah	07/01/16	Janitorial services - July 2016	1043262	245.00
10/27/16	36165	Vanguard Cleaning Systems of Utah	07/05/16	Janitorial services - July 2016	1043262	157.03
Total 36165:						402.03
10/20/16	36142	VERIZON WIRELESS	10/08/16	PW air card	5140280	57.20
Total 36142:						57.20
10/20/16	36143	Vision Solar	10/17/16	Complection Bond SWC160822109	4521350	200.00
Total 36143:						200.00
10/20/16	10803225	Void Check	V			
Total 108032252:						.00
10/20/16	10803225	Void Check	V			
Total 108032253:						.00
10/20/16	10803225	Void Check	V			
Total 108032254:						.00
10/20/16	10803225	Void Check	V			

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
	Total 108032255:					.00
10/20/16	10803225	Void Check	V			
	Total 108032256:					.00
10/20/16	10803225	Void Check	V			
	Total 108032257:					.00
10/20/16	10803225	Void Check	V			
	Total 108032258:					.00
10/20/16	10803225	Void Check	V			
	Total 108032259:					.00
10/20/16	10803226	Void Check	V			
	Total 108032260:					.00
10/20/16	10803226	Void Check	V			
	Total 108032261:					.00
10/20/16	10803226	Void Check	V			
	Total 108032262:					.00
10/20/16	10803226	Void Check	V			
	Total 108032263:					.00
10/20/16	10803226	Void Check	V			
	Total 108032264:					.00
10/20/16	10803226	Void Check	V			
	Total 108032265:					.00
10/20/16	10803226	Void Check	V			
	Total 108032266:					.00
10/20/16	10803226	Void Check	V			
	Total 108032267:					.00
10/20/16	10803226	Void Check	V			
	Total 108032268:					.00
10/20/16	10803226	Void Check	V			

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt
Total 108032269:						.00
10/20/16	10803227	Void Check	V			
Total 108032270:						.00
10/20/16	10803227	Void Check	V			
Total 108032271:						.00
10/20/16	10803227	Void Check	V			
Total 108032272:						.00
10/20/16	10803227	Void Check	V			
Total 108032273:						.00
10/20/16	10803227	Void Check	V			
Total 108032274:						.00
10/20/16	10803227	Void Check	V			
Total 108032275:						.00
10/06/16	36082	WASATCH INTEGRATED WASTE MGMT	09/30/16	Green Waste - Wind Storm	5340492	1,004.00
10/06/16	36082	WASATCH INTEGRATED WASTE MGMT	09/01/16	Garbage Disposal - Aug. 2016	5340492	14,305.20
Total 36082:						15,309.20
10/06/16	36083	WHITEHEAD ELECTRIC INC	08/04/16	Screwdrivers for Park Maint.	1070260	116.75
Total 36083:						116.75
10/06/16	36084	WILKINSON SUPPLY	06/28/16	Parks - Trimmers (String)	1070250	195.04
Total 36084:						195.04
10/27/16	36166	WILKINSON SUPPLY	10/21/16	Repair Diesel Mower	1070250	422.58
Total 36166:						422.58
Grand Totals:						230,618.58

Approval Date: _____

City Recorder: _____



whitaker

construction co.

44 S 1050 W Brigham City, UT 84302 PO Box 430

Phone # (435) 723-2921 Fax# (435) 723-5808

To: South Weber City	Contact:
Address: 1600 E South Weber Dr	Phone: (801) 479-3177
South Weber, UT 84405	Fax:
Project Name: 2016 Sewer Outfall Replacement	Bid Number:
Project Location:	Bid Date: 10/20/2016

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
12		Change 18" To 24" PVC PS-46	1,297.00	LF	\$16.20	\$21,011.40
13		Change 21" To 24" PVC PS-46	2,710.00	LF	\$8.58	\$23,251.80
15		5' MH - Upsize Boots	10.00	EACH	\$111.75	\$1,117.50
16		5' MH At STA 0+11 Includes Bypass - Upsize Boots	1.00	LS	\$111.75	\$111.75

Total Bid Price: \$45,492.45

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Whitaker Construction Company</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p>
--	---



whitaker

construction co.

44 S 1050 W Brigham City, UT 84302 PO Box 430

Phone # (435) 723-2921 Fax# (435) 723-5808

Cost Detail With Pricing Without Labor/Equipment

Project Name: 2016 Sewer Outfall Replacement	Customer: South Weber City
Job Number:	Billing Address: 1600 E South Weber Dr
Bid As:	South Weber, UT 84405
Estimator:	Phone: (801) 479-3177
Project Address:	Contact:
Completion Date: 12/31/2016	

Pay Items

Description	Quantity	UM	Unit Direct Cost	Total Direct Cost	Unit Price	Total Price	Markup Percent
D 12 - Change 18" To 24" PVC PS-46	1,297.00	LF	\$13.94	\$18,084.58	\$16.20	\$21,011.40	14.98%
D 18" PVC Sewer	-1,297.00	LF	\$27.73	(\$35,959.98)			
18" PVC Sewer	-1,297.00	LF	\$15.61	(\$20,247.19)			
D 1" Rock Bedding - TON	-817.11	TON	\$15.17	(\$12,392.15)			
Rock 1" (Deliv/Ton) (Parsons - South Weber)	-817.11	TON	\$13.67	(\$11,166.48)			
Q Place Rock Bedding	-817.11	TON	\$1.50	(\$1,225.67)			
D Haul Off Bedding Spoils	-635.53	CY	\$5.23	(\$3,320.64)			
Trucking (1.00 DY, -4.37 Trucks, -79.44 CY/HR)	-635.53	CY	\$5.23	(\$3,320.64)			
D 24" PVC Sewer	1,297.00	LF	\$41.67	\$54,044.56			
24" PVC Sewer	1,297.00	LF	\$26.59	\$34,493.67			
D 1" Rock Bedding - TON	998.69	TON	\$15.17	\$15,145.96			
Rock 1" (Deliv/Ton) (Parsons - South Weber)	998.69	TON	\$13.67	\$13,647.92			
Q Place Rock Bedding	998.69	TON	\$1.50	\$1,498.04			
D Haul Off Bedding Spoils	843.05	CY	\$5.23	\$4,404.94			
Trucking (1.00 DY, 5.80 Trucks, 105.38 CY/HR)	843.05	CY	\$5.23	\$4,404.94			
D 13 - Change 21" To 24" PVC PS-46	2,710.00	LF	\$7.38	\$20,006.51	\$8.58	\$23,251.80	15.02%
D 21" PVC Sewer	-2,710.00	LF	\$34.29	(\$92,916.21)			
21" PVC Sewer	-2,710.00	LF	\$21.46	(\$58,144.35)			
D 1" Rock Bedding - TON	-1,788.60	TON	\$15.17	(\$27,125.59)			
Rock 1" (Deliv/Ton) (Parsons - South Weber)	-1,788.60	TON	\$13.67	(\$24,442.69)			
Q Place Rock Bedding	-1,788.60	TON	\$1.50	(\$2,682.90)			
D Haul Off Bedding Spoils	-1,463.40	CY	\$5.23	(\$7,646.27)			
Trucking (1.00 DY, -10.06 Trucks, -182.93 CY/HR)	-1,463.40	CY	\$5.23	(\$7,646.27)			
D 24" PVC Sewer	2,710.00	LF	\$41.67	\$112,922.72			
24" PVC Sewer	2,710.00	LF	\$26.59	\$72,072.36			
D 1" Rock Bedding - TON	2,086.70	TON	\$15.17	\$31,646.53			
Rock 1" (Deliv/Ton) (Parsons - South Weber)	2,086.70	TON	\$13.67	\$28,516.48			
Q Place Rock Bedding	2,086.70	TON	\$1.50	\$3,130.05			
D Haul Off Bedding Spoils	1,761.50	CY	\$5.23	\$9,203.84			
Trucking (1.00 DY, 12.11 Trucks, 220.19 CY/HR)	1,761.50	CY	\$5.23	\$9,203.84			
D 15 - 5' MH - Upsize Boots	10.00	EACH	\$96.17	\$961.65	\$111.75	\$1,117.50	15.00%

Description	Quantity	UM	Unit Direct Cost	Total Direct Cost	Unit Price	Total Price	Markup Percent
(Item 15 - 5' MH - Upsize Boots continued)							
 Manhole Boots	-21.00	UNIT	\$160.02	(\$3,360.43)			
 21" PVC Boot	-13.00	EACH	\$165.62	(\$2,153.03)			
 18" PVC Boot	-7.00	EACH	\$165.62	(\$1,159.32)			
 8" PVC Boot	-1.00	EACH	\$48.08	(\$48.08)			
 Manhole Boots	21.00	UNIT	\$205.81	\$4,322.08			
 8" PVC Boot	1.00	EACH	\$48.08	\$48.08			
 Boot (24" PVC)	20.00	EACH	\$213.70	\$4,274.00			
 16 - 5' MH At STA 0+11 Includes Bypass - Upsize Boots	1.00	LS	\$96.17	\$96.17	\$111.75	\$111.75	15.00%
 Manhole Boots	-3.00	UNIT	\$209.93	(\$629.78)			
 21" PVC Boot	-2.00	EACH	\$165.62	(\$331.24)			
 30" PVC Boot	-1.00	EACH	\$298.55	(\$298.55)			
 Manhole Boots	3.00	UNIT	\$241.98	\$725.95			
 30" PVC Boot	1.00	EACH	\$298.55	\$298.55			
 Boot (24" PVC)	2.00	EACH	\$213.70	\$427.40			

Direct Cost Totals

	Amount	Percent of Direct Cost
Labor:	\$287.81	0.74%
Equipment Owned:	\$431.71	1.10%
Equipment Rented:	\$0.00	0.00%
Materials Owned:	\$0.00	0.00%
Materials Purchased:	\$34,588.32	88.35%
Subcontracted:	\$0.00	0.00%
Trucking Owned:	\$0.00	0.00%
Trucking Hired:	\$3,841.06	9.81%
Miscellaneous:	\$0.00	0.00%
Plug:	\$0.00	0.00%
Direct Cost:	<u>\$39,148.91</u>	

Pay Item Summary

	Amount	Percent of Bid Price
Total Direct Cost:	\$39,148.91	86.06%
Total DC Adds/Cuts:	\$0.00	0.00%
Total Indirect Cost:	\$0.00	0.00%
Total Bond:	\$409.10	0.90%
Total Overall Cost:	\$39,558.01	86.96%
Total Overhead:	\$3,624.87	7.97%
Total Profit:	\$2,309.57	5.08%
Total Margin:	\$5,934.44	13.04%
Total Bid Price:	<u>\$45,492.45</u>	

Sweep 'N' Utah Inc.

PO Box 1515
 Layton, Utah 84041
 (801)-940-0860

Estimate

Date	Estimate #
11/1/2016	4302

Name / Address
So Weber City 1600 E South Weber Dr. South Weber City, Ut 84405

Project

Description	Qty	Rate	Total
Sweeping Rate 2017-2019			
Mechanical Sweeper per hour		125.00	125.00
Hydro Excavator (Vacuum Excavator) 3 hour minimum		245.00	245.00
City to supply Dump site within reasonable travel			
City to supply Water within reasonable travel			
City to supply map of city roads, (garbage days marked)			
Any Questions please call Lance King 801-940-0860 lance@sweepnutah.com		0.00	0.00
Thank You (801)-940-0860		Total	\$370.00

Phone #
801-940-0860

E-mail
lance@sweepnutah.com

Sweep 'N' Utah Inc.

PO Box 1515
 Layton, Utah 84041
 (801)-940-0860

Estimate

Date	Estimate #
3/9/2016	4287

Name / Address
So Weber City Attn: CLINT fax 801-479-0066

Project

Description	Qty	Rate	Total
2016 Rates			
Mechanical Sweeper per hour		110.00	110.00
Hydro Excavator (Vacuum Excavator) 3 hour minimum		245.00	245.00
Sweep N Utah		0.00	0.00
With the largest private fleet of sweepers in the state we are able to say YES when you are in need. We supply sweepers with 5.4 Cu. yd hoppers. 300 gallon water tanks for superior dust control equals longer sweeping and less time traveling to dump or water area. With dumping capabilities up to 12 ft. for dumping into belly or dump trucks if needed.			
City to supply dump site within reasonable travel,		0.00	0.00
City to supply Water within reasonable travel.			
City to supply map of city roads, with garbage days marked.			
Any Questions please call Lance King 801-940-0860 lance@sweepnutah.com		0.00	0.00
Thank You (801)-940-0860		Total	\$355.00

Phone #
801-940-0860

E-mail
lance@sweepnutah.com

South Weber City Timesheet

Name: _____

Employee #: _____

Dept: _____

enter day 1 here:

Pay period: 10/31/16 to 11/13/16

ACTIVITY CODES

- 10 A/P
- 11 A/R
- 12 Cash Rcpt
- 13 G/L
- 14 IT
- 15 Payroll
- 16 Util Billing
- 20 FAC Admin
- 21 Rec Pgms
- 25 CFD
- 30 Recorder
- 31 Planning
- 32 Bus. Lic.
- 33 Permits
- 42 Court
- 43 City Admin
- 45 Cap Projs
- 51 Water
- 52 Sewer
- 53 Sanitation
- 54 Storm Drain
- 57 Fire
- 58 Inspections
- 59 Code Enf.
- 62 Streets
- 61 Plowing
- 70 Parks
- 74 emerg prep
- 76 training

Day	Date	Reg	Vac	Sick	Hol	Comp		TOTAL								Total
Mon	10/31/16							-								-
Tues	11/1/16							-								-
Wed	11/2/16							-								-
Thurs	11/3/16							-								-
Fri	11/4/16							-								-
Sat	11/5/16							-								-
Sun	11/6/16							-								-
Week 1 total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mon	11/7/16							-								-
Tues	11/8/16							-								-
Wed	11/9/16							-								-
Thurs	11/10/16							-								-
Fri	11/11/16							-								-
Sat	11/12/16							-								-
Sun	11/13/16							-								-
Week 2 total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

PR Use ONLY

Employee _____ date _____ Supervisor _____ date _____

overtime date(s): _____ reason for OT: _____ # Hrs. _____
 overtime date(s): _____ reason for OT: _____ # Hrs _____
 overtime date(s): _____ reason for OT: _____ # Hrs _____

SWCFD

SERVICE DELIVERY



SERVICE DELIVERY

MOST SWCFD CALLS ARE MEDICAL-

- OCCUR DURING THE DAY AND ON WEEKENDS
- 2 PART-TIME FIRE FIGHTERS IS REQUIRED FOR MEDICAL CALL
- DAYTIME HOURS 7AM-5PM M-F
- PAGER RESPONSE 5PM-7AM M-F AND ON WEEKENDS

THE GOALS-

CURRENT RESPONSE TIME IS 7-8 MINUTES

GET RESPONSE TIME TO 5 MINUTES DURING
THE DAY AND;
5-7 MINUTES AT NIGHT AND WEEKENDS

OPERATIONS

CURRENT METHOD

CHIEF

DEPUTY CHIEF

CAPTAIN

CAPTAIN

CAPTAIN

ALTERNATIVE METHOD

CHIEF

CAPTAIN

CAPTAIN

IMPROVISED PROPOSAL

VOLUNTEER DEPT.

TO

PART-TIME DEPT.

ROLES AND RESPONSIBILITIES

CHIEF

EXECUTE S.O.P.'S & S.O.G.'S
PAYROLL ADMINISTRATION
QUARTERLY REPORTS
ESTABLISH TRAINING
PROGRAM
EQUIPMENT AND FLEET
MANAGEMENT

CAPTAIN

EXECUTE TRAINING
PROGRAM

- EMS TRAINING
- EVO TRAINING
- FIRE TRAINING

EMS & FIRE INSTRUCTOR
CERTIFIED

CAPTAIN

ORGANIZES MAINTENANCE &
REPLACEMENT OF EQUIPMENT
AND VEHICLES

ASSISTS WITH SCHEDULING
AND COMPLETION OF
PROJECTS

MAINTAINS ACTIVITY
REPORTS

ROLES AND RESPONSIBILITIES CONT.

DAYTIME DUTIES

- HYDRANT FLUSHING
- PUBLIC EDUCATION WITH LOCAL SCHOOLS
- WILDFIRE PREVENTION
- CERT PROGRAM
- EMERGENCY PREPAREDNESS PROGRAM
- ANY ADDITIONAL SAFETY ASSIGNMENTS

CODE ENFORCEMENT

- FIRE INSPECTIONS
- BUSINESS LICENSES

THE BUDGET – MAKING THE PLAN WORK

VOLUNTEER

PAY - BY – CALL RESPONSE

- TIER(S): \$15.75, \$16.75, & \$17.75
- \$8,796 ANNUAL STIPENDS
- \$13,600 IN CALL BACKS
- MOST CALL BACKS ARE DAY TIME/WEEKEND
- $\$13,600 + \$8,796 = \$22,396$

PART-TIME SWCFD

- ACA 1560 HRS. FOR (1) PART-TIME EMPLOYEE
- 1560 HRS. X 2 = 3120 HRS. ANNUALLY
- \$13.50/HR. FOR PART-TIME SERVICE 7AM-5PM M-F
- ESTABLISH COMPANIES (AS DESIGNATED BY CHIEF)

<u>A</u>	<u>B</u>	<u>C</u>
3FF	3FF	3FF

- NIGHT & WEEKEND CALLBACKS = \$13.50
- $\$13.50 \times 200 \text{ CALLS (APPX.)} = \$8,100$

THE BUDGET - ASSESSMENTS

CURRENT BUDGET

- PAYROLL = \$39,000
- TOTAL FIRE DEPT. BUDGET = \$121,000

PROPOSED BUDGET

- $\$13.50 \times 1560 \text{ HRS.} = \$21,060$
- $\$21,060 \times 2 = \$42,120$
- $> \$42,120$ TO PAYROLL BUDGET
- PAYROLL = \$81,120
- TOTAL FIRE DEPT. BUDGET = \$163,120

COMPS

- LAYTON CITY = \$300,000 OR \$400,000 TO MAN STATION W/ 3 FIRE FIGHTERS
- NORTH DAVIS FIRE DISTRICT = TAXING ENTITY; AVG. \$14.00
- GOING RATE (OUT OF THE ACADEMY) = \$11.75/HR.
- GOING RATE WITH EXPERIENCE = \$12.50 TO \$16.00

November 3, 2016

Mayor Long and City Councilmembers
South Weber City
1600 E. South Weber Dr.
South Weber, Utah 84405

Dear Mayor Long and City Councilmembers:

We appreciate the opportunity to present our findings from Task #1 of the Westside Reservoir Project. We have provided condensed version of the Technical Memorandum for your use. A full version of the memorandum can be found at City Hall.

Overall, we found the tank to be in fair to good condition; however, the geology and soils in the area are potentially problematic. Therefore, we recommend authorizing revised Tasks #2 and #4, which includes the design of the remediation measures for the existing tank plus a siting study for planning purposes for a future tank, as detailed in the attached revised Scope of Work. We have also revised the proposed fee to correspond with the new scope. To perform 90% design on all proposed remediation measures, the proposed fee is \$45,898.

The original agreement contained multiple tasks with a combined fee of \$49,820. This included evaluation of the existing tank, evaluation of remediation measures, 25% design of a new reservoir, and an option for a siting study. The following is a summary of the Project Management and Task #1 fees:

	Budget	Spent to Date
Project Management	\$ 2,622.00	\$ 1,872.00
Task #1	\$10,801.00	\$ 8,268.25
Total	\$13,423.00	\$10,140.25

If you have any questions, please feel free to contact me or Brandon Jones at 801-476-9767.

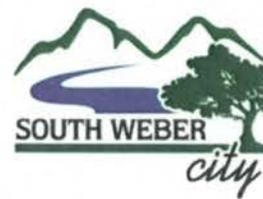
Sincerely,

 FOR

Dana Q. Shuler, P.E.

Project Engineer

Attachments: Task #1 Technical Memo (Condensed Version)
Revised Scope of Work Proposal for Tasks #2 and #4
Revised Proposed Fee for Tasks #2 and #4



Technical Memorandum

October 25, 2016

To: Mayor, Council Members, and City Staff
South Weber City

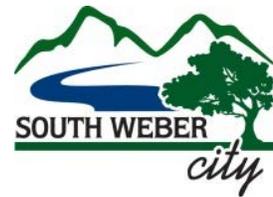
From: Dana Q. Shuler, P.E.
Jones & Associates

Re: Phase 1 – Condition Assessment of Existing Reservoir (Condensed)
Westside Water Reservoir Project



This memorandum contains the condensed results and recommendations of Task 1 – Condition Assessment of the Existing Reservoir for the above referenced project. The full version of this Technical Memorandum can be found on file with the City.

1. **Leak Test:** A 48-hour leak test was performed. The water level had dropped approximately 1.5-inches. This is the equivalent of 8,173 gallons of water lost in 48 hours, or 2.8 gpm.
2. **Access:** The access route to the tank involves travel over relatively flat gravel and steep dirt roads, and traversing a bridge over the Davis-Weber Canal. Access during inclement weather is questionable, and the bridge is in need of repair. A preliminary property investigation found no formal ingress/egress easements on record with Davis County.
3. **Property/Site:** The reservoir is located on the west end of the city, high on the hillside, adjacent to Hill Air Force Base (“HAFB”). Other adjacent landowners are Byram and Dad’s Farm LLC. The 1.7 acre, triangular reservoir parcel of land owned by the City is surrounded on all sides by 6-ft tall chain link fence. The site lacks a formal driveway which makes turning around challenging.
4. **Geotechnical/Geological Assessment:** IGES performed a geologic hazard reconnaissance; the results are as follows: landslide and mass movement – HIGH; rockfall – low; surface fault rupture – low; earthquake-related ground shaking – HIGH; liquefaction – moderate; debris flow and flooding – low; shallow groundwater – moderate.
5. **Tank, Piping, and Appurtenances (Exterior):** The concrete reservoir is buried with soil mounded up on all sides and approximately six (6) inches of soil on top. Two (2) valve vaults contain valving that controls water between the 1 MG and 100,000 gal reservoirs and the distribution system. The drain line and overflow discharge into the canal. All of the piping appears to be very old. The top of the tank contains two (2) access hatches and four (4) gooseneck style, 10-inch welded steel pipe vents.
6. **Tank and Appurtenances (Interior):** An internal inspection was conducted. The two (2) vaults that provide access into the tank each contains a 20-ft tall ladder, both of which are rusted. There are no safety climb devices on either ladder. The tank’s interior dimensions are 105.5-ft diameter by 17-ft



tall (16.5-ft to overflow), which results in a capacity of approximately **1,079,000 gallons**. Interior piping and fittings are severely rusted. The overflow weir box appears in good condition.

7. **Structural Assessment:** ARW Engineers performed a non-destructive (visual) evaluation and found “no evidence to suggest that the structural elements of the tank could not continue to support the water, snow, and other vertical loads for at least another 10 to 15 years.” However, the tank is not likely built to any seismic standard, and “of far bigger concern is the stability of the supporting soils when subject to seismic forces.”
8. **Controls/Instrumentation.** The 1 MG reservoir has a water level transducer which indicates the water level in the tank, pressure transducer which measures the pressure at the tank (directly corresponds to the level), and non-operational hatch sensors which, when operational, would alert the operators to an open hatch. There is currently no communication between the tank and the water source, the Weber Basin well.
9. **Growth Projections.** Pressure zones 1 and 2, which are serviced most directly by this tank, will likely see a projected growth rate near 4.0%. Based on this growth rate, unless a large water user or high demand fire flow building was to be built in zone 1 or zone 2, additional storage at this location would not be necessary until **2033**.
10. **Conclusions and Recommendation:** Overall, the reservoir appears to be in good condition, and its appurtenances appear to be in fair condition. With some rehabilitation and technological and safety upgrades, it is reasonable to expect another 10-20 years of service from this reservoir, as long as the current leak is controlled and barring any major catastrophes. However, the risk associated with the tank being on and near landslides should be taken into account.

Site/Reservoir Recommendations:

Recommended rehabilitation and improvements include, but are not limited, to the following:

1. Site/access improvements;
2. Sealing, or equivalent, of the tank’s interior;
3. Blasting and painting or replacing piping and appurtenances in the tank;
4. Replacing ladders with new ladders including safety devices;
5. Rehabilitating or replacing hatches to include spring-assisted arms;
6. Access and safety upgrades to vaults; and
7. Upgrade and/or addition of SCADA components.

Study Recommendations (Next Steps):

We recommend authorizing Task #2: Remediation Design of the Existing Reservoir (with modifications) in order to determine the best rehabilitation measures for the tank, appurtenances, and site. In order to give the full value of this task, we recommend including the geotechnical/geological testing and stabilization design in this task. We also recommend authorizing Task #4: Alternative Site Selection for the City’s use in future planning. See attached for proposed Revised Tasks #2 and #4 and Fee.

Acknowledgements: Special thanks to Mark Larsen and Bryan Wageman for assisting with the leak test and dry inspection, which required strategic coordination and operation of the water system while the 1 MG water reservoir was offline.



Revised Scope of Work Proposal for Tasks #2 & #4

South Weber City

--- Westside Water Reservoir Project ---

October 31, 2016

Overview

The investigation performed under Task #1 found the existing reservoir to be in relatively good condition. It is reasonable to expect 10-20 additional years of life from the existing tank when remediation measures are performed on the tank and site, barring any major catastrophes.

The following Revised Scope of Work includes a more thorough scope of work for the remediation tasks, as well as a site study to determine the best location for a future reservoir for planning purposes.

TASK #2: Remediation Design – Existing Reservoir

- Property Assessment: includes identification of additional property and/or easements needed for tank remediation and access to the existing site
- Geological Investigation
 - Geotechnical Investigation
 - Excavation and logging of a trench (or trenches) to determine bedding, depth to slip plane and nature of near surface deposits
 - Sampling and laboratory testing of soils to determine their engineering strength properties
 - Determination of seismic ground motion parameters
 - Preliminary slope stability modeling under static and seismic loading conditions
 - Conduct three exploratory borings, sampling and laboratory testing to refine stability modeling
 - Determination of lateral earth pressures for a buried tank, allowable bearing pressure, and estimation of total and differential settlement expected
 - Assess soil deposition, landslides and other conditions which could impact slope stability
 - Locate and sample potential slip planes associated with landslides
 - Test samples to assess the engineering characteristics of the subsurface soils and their suitability for use as backfill for proposed rehabilitation and/or construction
 - Testing to determine slope stability and lateral earth pressures
 - Atterberg Limits, gradation, in-situ moisture, density, and corrosivity
 - Limited strength testing (direct shear, triaxial or residual shear)
 - Corrosivity testing, including pH, sulfate content, resistivity and chloride testing
- Reservoir Remediation Investigation
 - Leak location investigation
 - Investigation of remediation options available and additional life expectancy (linings, crack sealing, etc.)
- Condition/criticality assessment
 - Seismic, leakage, life/safety, water quality, water system operation

- Remediation Design
 - Site improvements
 - Access road improvements
 - Structural Bridge Design
 - Tank and appurtenance improvements
 - Instrumentation/controls/SCADA upgrade recommendations (for use by City's SCADA provider)
- Cost-benefit analysis
- Cost estimates: construction cost estimate; potential cost impacts for various hazard remediation alternatives for existing tank
- Deliverables: Technical memorandum including geological/geotechnical report; tank remediation option cost estimates, preliminary design drawings; construction cost estimate [one (1) hard copy and one (1) electronic copy]; meeting to discuss memorandum and recommendations
- Note: This Task does not include a construction bidding package. At the completion meeting, we will review the recommended improvements, estimated costs, and cost-benefit analysis. Then, the City can authorize which improvements to include in a construction bidding package.

TASK #4 - ADDITIVE ALTERNATE: Alternative Site Selection – Replacement Reservoir

- Geological/geotechnical reconnaissance
- Property search within required elevation range
- Proximity evaluation
- Easements/property assessment
- Deliverables: Recommendation for new site; cost estimate [one (1) hard copy and one (1) electronic copy]; meeting to discuss recommendation

SCHEDULE

The following is a general estimate for the number of days required to complete each task. For more detail, see the attached proposed Task Schedule.

- Task #2 (Remediation Design)– 120 working days following authorization to proceed with Task
- Task #4 (Alternative Site Selection) – 30 days following authorization to proceed with Task (will run concurrently with Task #2)



1716 East 5600 South
South Ogden, UT 84403
(801) 476-9767

SOUTH WEBER CITY
West Side Reservoir Project
Engineering Fee Estimate & Completion Schedule

Jones & Associates				ARW		IGES
PROJECT MANAGER	PROJECT ENGINEER	DESIGNER/DRAFTER	QA / QC	STRUCTURAL SUB. PRINCIPAL ENG.	STRUCTURAL SUB. DESIGN ENGINEER	GEOTECHNICAL SUBCONSULTANT

TOTAL **TASK COST SUBTOTAL**

DESCRIPTION OF WORK	TIME (DAYS)	\$105	\$99	\$69	\$117	\$170	\$105	\$150			
Project Management											
Attend progress meetings		3	7						10	\$1,008	
Monitor project progress/schedule/budget		2	2						4	\$408	
Manage subconsultants			4						4	\$396	
BUSINESS DAYS TO COMPLETE:		n/a						Project Management - Subtotal =		18	\$1,812
TASK #2: Remediation Design – Existing Reservoir					6				6	\$702	
Property Assessment	2	1	3	6					10	\$816	
Geological Investigation	32							44	44	\$6,600	
Geotechnical Evaluation											
Conduct three exploratory borings, sampling and laboratory testing to refine stability modeling Determination of lateral earth pressures for a buried tank, allowable bearing pressure, and estimation of total and differential settlement expected Assess soil deposition, landslides and other conditions which could impact slope stability Locate and sample potential slip planes associated with landslides Test samples to assess the engineering characteristics	25							54	54	\$8,100	
Testing to determine slope stability and lateral earth pressures Atterberg Limits, gradation, in-situ moisture, density, and corrosivity Limited strength testing (direct shear, triaxial or residual shear) Corrosivity testing, including pH, sulfate content, resistivity and chloride testing Determination of engineering strength parameters	15							20	20	\$3,000	
	5							6	6	\$900	
Geological and Geotechnical Coordination	4	4	6						10	\$1,014	
Reservoir Remediation Investigation	10								0	\$0	
Leak location investigation and remediation		1	8						9	\$897	
Investigation of tank remediation options available and additional life expectancy		2	16						18	\$1,794	
Condition/criticality assessment (Seismic, leakage, life/safety, water quality, water system operation)		2	6		1				9	\$921	
Remediation Design (based on results from Task #1)	15				4				4	\$468	
Site improvements			2	16					18	\$1,302	
Access road improvements			4	16					20	\$1,500	
Bridge Design Coordination			4	8					12	\$948	
Structural Bridge Design	5					14	25		39	\$5,005	
Tank and appurtenance improvements		4	14	24					42	\$3,462	
Instrumentation/controls/SCADA upgrade recommendations (for use by City's SCADA provider)		1	3						4	\$402	
Cost-benefit analysis	5	1	8						9	\$897	
Deliverables meeting	1	2	4		1				7	\$723	
BUSINESS DAYS TO COMPLETE:		119						TASK #2 - Subtotal =		341	\$39,451
TASK #4: ADDITIVE ALTERNATE - Alternative Site Selection – Replacement Reservoir					2				2	\$234	
Geological/geotechnical reconnaissance	10	1	2					8	11	\$1,503	
Property search within required elevation range	5	1	5	4					10	\$876	
Proximity evaluation	5	1	4	2					7	\$639	
Easements/property assessment	5	1	4	4					9	\$777	
Deliverables meeting	1	2	4						6	\$606	
BUSINESS DAYS TO COMPLETE:		26						TASK #4 - Subtotal =		45	\$4,635
Percent of Total Effort:		29	110	80	14	14	25	132	404		
		7.2%	27.2%	19.8%	3.5%	3.5%	6.2%	32.7%			
TOTAL MONTHS TO COMPLETE:		4.7				TOTAL ESTIMATED FEE:			\$45,898		

6.4 Future Water Distribution System Needs

The 2014 General Plan was used to estimate where and what type of users are expected in the future. ERCs for residential areas were assigned based on the General Plan's ERUs. ERCs for the commercial areas were estimated based on the size of each parcel, as shown in Exhibit 3.1. The projected ERCs were then added to the existing "corrected" water model in order to check the capacity of the lines and the water pressures.

Assuming that future developer-installed water lines are all 8", the water model was then run to see where upsizing of the lines may be needed. A few pipes needed to be upsized in order to handle the fire flow:

1. Upsize water line connecting 7150 South down towards 7400 South to a 10" line (contingent upon the actual configuration of the development)
2. Upsize US-89 crossing at 8075 South to a 12" line

Appendix D contains the approximate future water model schematic with the appropriately sized water lines.

6.5 Projects

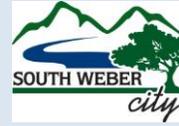
The following is a summarized list of the water distribution system projects listed by type: maintenance, existing system deficiency, or future system deficiency. Section 7.0 groups and prioritizes these individual pipe segments into projects. These projects are graphically represented on Exhibit 7.1 "Projects Map."

6.5.1 Existing Water System Maintenance Projects

	Project	Description/Purpose
1	Replace 6" lead joint line on Canyon Dr. between 1375 E and 1300 E	Existing line is undersized and a constant source of leaks. This line should also be replaced due to possible lead contamination.
2	Construct new supply line from West Bench Reservoirs to South Weber Dr. at 475 East	Add second connection to Zone 1
3	Relocate transmission line to East Bench Reservoir #3	New alignment will allow easier maintenance and accessibility since existing line traverses Job Corps
4	Replace PSV with new PRV and line at 2350 East 8100 South	Existing valve is too small and does not function properly; new valve will be properly sized.



South Weber City Corporation
Canyon Drive Waterline Replacement Project

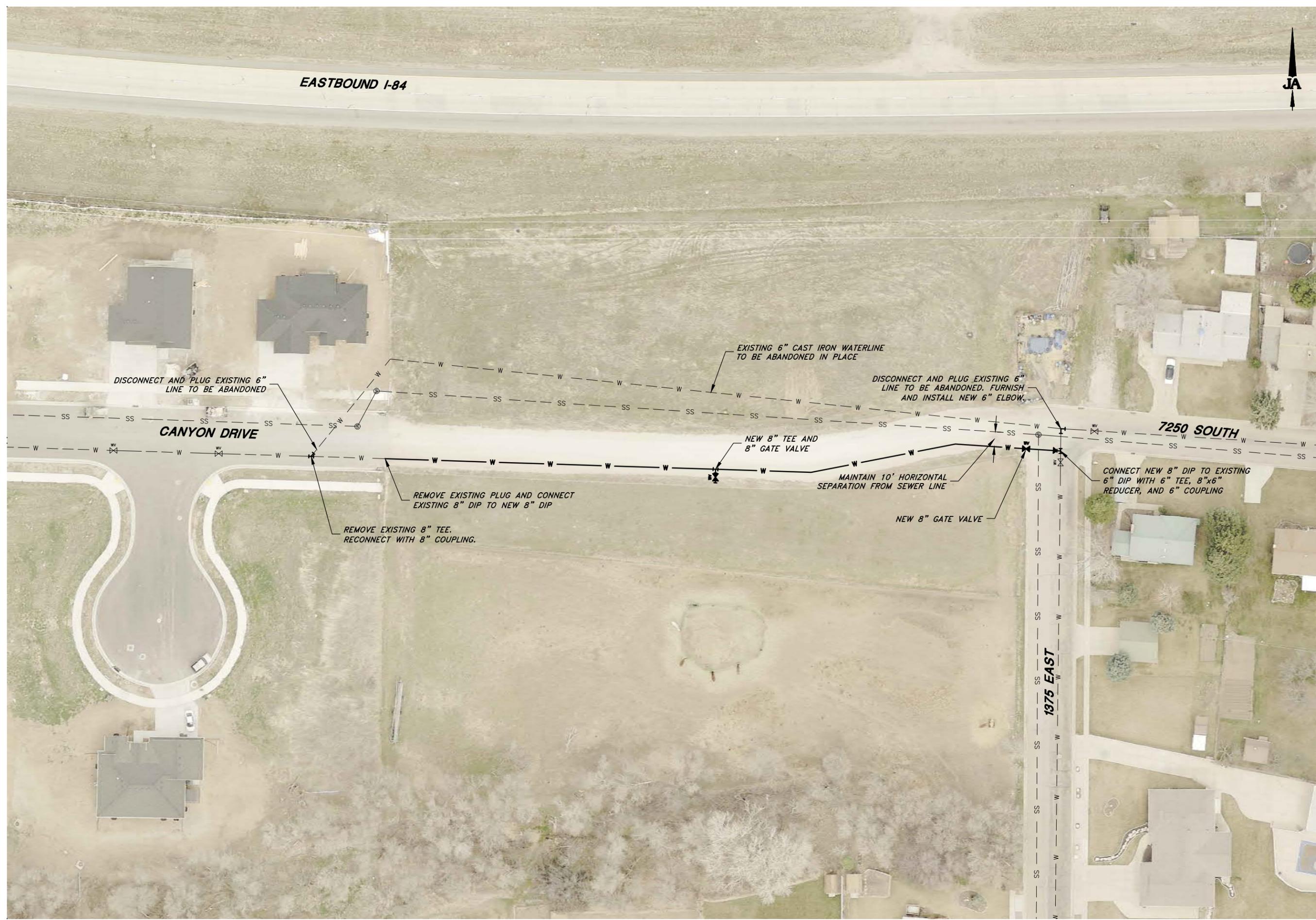


Budgetary Cost Estimate

Project Location: Canyon Drive from the East end of the Cottonwood Cove Subdivision to 1375 East

Date: November 4, 2016

Item	Description	Quantity	Unit	Unit Price	Total Amount
1	8" Ductile iron water line	470	LF	\$56.00	\$26,320.00
2	8" Gate valve	1	EA	\$2,500.00	\$2,500.00
3	Connection to existing water line	2	EA	\$2,000.00	\$4,000.00
4	Abandon existing water line	1	LS	\$2,500.00	\$2,500.00
5	Furnish and install road base (10" thick)	40	ton	\$20.00	\$800.00
6	Furnish and install asphalt (3" thick)	10	ton	\$100.00	\$1,000.00
7	Mobilization	1	LS	\$4,500.00	\$4,500.00
				Subtotal =	\$41,620.00
				20% Contingency =	\$8,324.00
				TOTAL =	\$49,944.00



SOUTH WEBER CITY CORPORATION
CANYON DRIVE WATERLINE REPLACEMENT PROJECT

PRELIMINARY CONCEPT PLAN

REV.	DATE	APPR.

SCALE:	BKJ	DESIGNED
24" x 36"	TIME	DRAWN
H:1"=30'	BKJ	CHECKED
	H:1"=60'	

Memo

To: Mayor and Council
From: Mark McRae, City Treasurer
CC: Elyse Greiner
Date: 11/7/2016
Re: Purchase of Budgeted software.

1. Approve end of lease buy out on three vehicles as approved in the budget. The Water department 1 ton used by Bryan, and the two $\frac{3}{4}$ ton trucks used by Mark Larsen and Jason Tubbs were approved in the budget to be purchased at the end of the lease. The amount is \$ 22,250 for the Chev 3500 in Water, and \$17,000 each for the two Ram trucks in Parks.
2. In the 2017 budget, the leasing of two new trucks on a two-year lease was approved. The truck needs of the various Public Works positions Has been reviewed by myself and staff. The staff recommendation for these two trucks and the specifications of these is attached. Once the specifications of the trucks are approved, these specs will be send to the various dealers who are on the State of Utah Contracts. The dealers will then have 5 days to respond. We ill then work with a leasing vendors to get a proposal for a two-year lease on the two trucks. These lease proposals will then be brought back to the council for approval.

When looking at the vehicles from a 10-year perspective, it is our recommendation that the new park's truck be upgraded to 1.5 ton with a lift body. This type of vehicle is more versatile than the standard pickup, especially in parks. South Ogden uses several of these trucks and has found them to be the most efficient and economical in fulfilling the needs of their city. We will be visiting with South Ogden's Fleet manager on Tuesday to discuss their success with this type of vehicle. This will be significantly more than was budgeted for this fiscal year. Because this more than was budgeted, we recommend (if possible) extending the lease on one of the current park trucks schedule to be turned back in for another 2 years. During the next two years, we will review the possible use of this new 5500 class truck as a replacement for our 14-year-old dump truck. At the end of 2 years we will make the final decision on its purchase.

3. The Timekeeper module and the Document Management module from our software vendor Caselle were discussed and approved during the budget process. We are now seeking approval to purchase these modules. If purchased before year end, we are eligible for an additional 10% discount because I attended the Annual Caselle conference. At the conference, both modules where demonstrated. The timekeeper will replace paper

timesheets and make the tracking of employee hours and tasks performed more efficient and robust. Time worked can be entered by the employee on an office computer or in the field on a tablet or smart phone. The cost for this module is \$3,800.

The Document Management software will allow the city to go paperless in all applications, including Utility Billing, Accounts Payable, Payroll, and Business Licensing. All documents will be accessible online and the electronic versions become the official record of the city. Storage and filing of paper records in these four areas will be eliminated. Both modules will benefit in the saving of time and money, as well as increasing efficiency.

The cost of this Module is \$8,000.

Public works trucks for next 10 years

	<u>PW Dir</u>	<u>Bldg. Insp/ Str Wtr</u>	<u>Water</u>	<u>Parks 1</u>	<u>Parks 2</u>
Duties/ Requirements	Visit Job site -All Weather Inspections Assist other PW Pick up large items, plywood	Visit Job site -All Weather Inspections Assist other PW Plow Carry manuals/documents Clean Holding Ponds Inspect Storm Drains Clean Storm grates Haul up to 4 Job Corp Locating equipment, yard tools Hand tools 12' Street signs and poles Tow heavy trailer	Visit Job site -All Weather Water Inspections Assist other PW Plow Carry manuals/documents Water Leaks Meter Reading Meters, Tools, Repair supplies Tow heavy trailer Meter replacements	Yard Care equipment/tools Deliver Garbage cans Assist other PW Plow Tow heavy trailer Sprinkler repair parts Restroom supplies/ Paper Safety Equipment Haul Job Corp/ Summer Help	Yard Care equipment/tools Tow heavy trailer Assist other PW Plow Haul yard waste Haul Pot hole asphalt Haul Playground sand Haul dirt Safely unload above items Haul Job Corp/ Summer Help
Recommend	1/2 ton, long bed 4x4, single cab No plow Tool Box	3/4 ton, short bed 4x4, Crew Cab Attached plow Tool Box	1 ton , w/ utility bed 4x4 Attached plow	3/4 ton, short bed 4x4, Crew Cab Attached plow Tool Box	1.5 ton Cab & chassis 4x4, single cab, diesel Attached plow Drop side dump bed Sander Under bed tool boxes
	New lease/purchase	Keep current truck	Keep current truck	Keep current truck	New lease/purchase

TIMEKEEPING



INTERFACES WITH

General Ledger

Payroll

Project Accounting

Clarity Timekeeping combines straightforward employee tracking with uncomplicated time entry. It is the perfect solution for organizations such as public works or police departments that need to track special projects or comply with specific Fair Labor Standards Act (FLSA) regulations.

With Timekeeping, you can easily import entries from a time clock directly to your Caselle software in order to track special shifts that cross pay periods and automatically calculate overtime based on time entries. The imported data defaults directly into the required fields so you don't have to waste time on tedious data reentry. Increase your efficiency to manage the complex and unique schedules of your employees.

CAPABLE

- Track employee time.
- Track equipment time.
- Report accurate costs for time committed to specific tasks.
- Support shift and special FLSA overtime calculations.

EFFICIENT

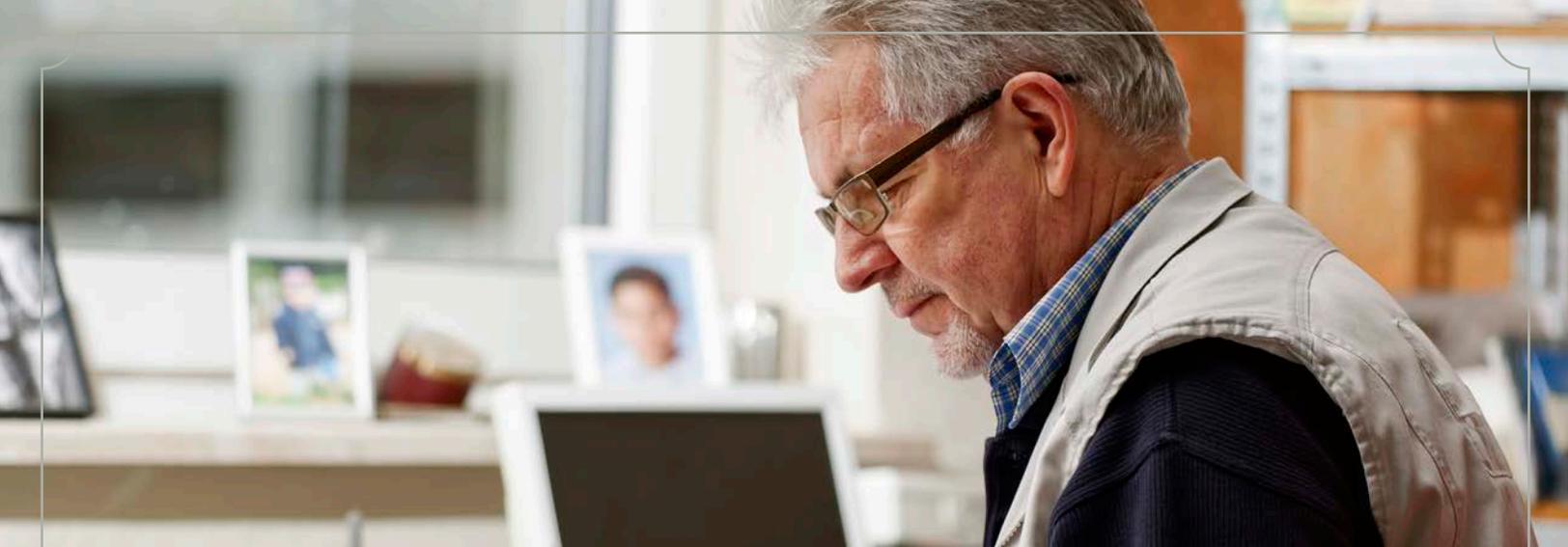
- Automatic overtime calculations
- Bill rate tracking for billable services
- Year-end accrual for payroll costs
- Simplified data entry

FLEXIBLE

- Multiple pay rates based on specific activities
- Differential employee time entry
- Shifts set up for police officers and firefighters

POWERFUL

- Custom reporting
- Powerful search options
- Interactive task list
- Electronic document and image attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking



Document Management



SPECIALTY

CATCHY INTRO SENTENCE.

Caselle Document Management, powered by eFileCabinet, is an easy-to-use, affordable document management system that makes going paperless easy. It's a feature-rich solution that simplifies the process of scanning paper documents, archiving email and managing critical files in a secure database repository.

The software seamlessly integrates with Caselle Connect, and it's flexible system that lets you securely store and retrieve documents, such as correspondence, purchase orders, employee records and other confidential data. You can import files from any program source and store them in their native format, then access, update and share them with a simple click, helping you gain a competitive advantage by working more efficiently and collaboratively.

FLEXIBLE

- Make scanned paper documents electronic in seconds.
- Protect data against system failure and natural disaster
- Meet regulatory requirements with role-based permission groups and audit tracking.

EFFICIENT

- Seamlessly integrate with Microsoft Office™.
- Drag and drop files from any program source.
- Streamline workflow with point-and-click accessibility.
- Access, update and share electronic files.
- Locate documents with indexing and full text search.

ADVANTAGE

- Stay secure with advanced file encryption for an extra layer of security
- Quickly reduce paper dependency, reducing risk of critical document loss.
- Organize files with templates and systematic file versioning.

INTERFACES WITH

- All Caselle Applications

ELECTED OFFICIAL ASSIGNMENTS

TAMMY LONG

COG

WFRC Committee, UDOT and UTA

RAB Committee

Commercial / Economic Committee Liaison

Sketch Plan

Employee Policy and Review 2nd, All Personal Related Issues, Policy and Reviews

Wasatch Integrated Waste Management Board

Central Weber Sewer Improvement District Board

Mosquito Abatement District Davis Board

SCOTT CASAS

Beautification Committee

Citizen Corp Council

County/State Emergency Agencies Liaison

Emergency Preparedness

Street, Walks, Traffic Signs, Street Lights

Trails /Weber Pathways Committee

Snow Removal 2nd

Public Safety 2nd

KENT HYER

Country Fair Days

Youth City Council

Job Corp Liaison 2nd

Trails /Weber Pathways Committee 2nd

Eagle Scout Projects/Youth Service Projects 2nd
Envision Utah 2nd

MARLENE POORE Budgeting and Finance/Audit Committee
Envision Utah
Utah League of Cities & Towns Legislative Committee
Employee Policy and Review 2nd All Personal Related Issues, Policy and
Reviews
Street, Walks, Traffic Signs, Street Lights 2nd
Citizen Corp Council 2nd

JOLENE SJOBLUM Elementary and Charter School Liaison
Eagle Scout Projects/Youth Service Projects
Job Corp Liaison
Country Fair Days 2nd
Gravel Pit Reclamation Committee 2nd
Sketch Plan 2nd

MERV TAYLOR Employee Policy & Review All Personal Related Issues, Policy and
Reviews
Gravel Pit Reclamation Committee
Public Safety
Public Relations
Snow Removal
Budgeting and Finance/Audit Committee 2nd

1.08.060 Role Of The Mayor

Pursuant to Utah Code Annotated sections 10-3-830(3) and 10-3-809, the mayor shall retain: a) all of his legislative and judicial powers, b) his position as chairman of the governing body, and c) all ex officio positions associated with the office of mayor. The mayor shall be the chief ceremonial officer of the city. He shall appoint, with the advice and consent of the council, department heads (statutory appointments) and any vacancies on commissions or committees of the municipality. All other executive or administrative powers held previously by the mayor may be delegated to the city manager pursuant to the applicable provision of state law.

1.08.050 Role Of The City Council

The city council shall pass all resolutions and ordinances, appropriate funds and adopt the annual budget, set all mill levies or taxes, review municipal administration as set out herein, and perform all duties that may be required of it by law. Any executive or administrative power held previously by the city council may be delegated to the city manager pursuant to the applicable provisions of state law.

1.08.040 Powers And Duties

The powers, duties, and obligations of the City Manager are as follows:

- A The administrative powers, authority, and duties are vested in the City Manager.
- B The City Manager shall be the chief administrative officer of the City to whom all employees of the City report. He shall be responsible to the Council for the administration of all City affairs placed in his charge.
- C The City Manager shall hire and, when he deems it necessary, suspend or remove a City employee, except that the City Recorder and the City Treasurer shall be appointed or removed by the Mayor with the advice and consent of the City Council.
- D The City Manager may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
- E The City Manager shall direct and supervise the administration of all departments, offices and agencies of the City except as otherwise provided by law.
- F Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any member thereof or the Mayor shall give orders to any subordinates of the City Manager, either publicly or privately.
- G The City Manager shall attend meetings of the City Council with the right to take part in the discussion but not to vote and may recommend to the City Council for adoption such measures as he may deem necessary or expedient.
- H The City Manager is hereby designated the budget officer for the City and shall perform or cause to be performed all of the duties of such office as set forth in the Uniform Municipal Fiscal Procedures Act. As budget officer he shall prepare and submit the annual budget to the Council.
- I The City Manager shall notify the Mayor and City Council of any emergency existing in any department under his supervision.
- J The city manager shall perform such other duties as may be required of him by this **code** or by the city council through ordinance or resolution.
- K In the manager's temporary absence, the Finance Director, City Recorder, or City Treasurer shall exercise the powers and perform the duties of the manager.
The city manager shall carry out the policies and programs established by the council.
- L The city manager may examine and inspect the books, records, and official papers of any office, department, agency, board of commissions of the city and make investigations and require reports from all personnel.

Tom asked again if the Council was okay to move forward concerning this information. Tom called for a roll call vote:

Council Member Casas said YES
Council Member Poore said YES
Council Member Sjoblom said YES

Council Member Hyer said YES
Council Member Taylor said YES
Mayor Long said YES

Duncan asked the Council to make final decisions and stick to it. He has been frustrated in the past because time, engineering, etc. adds up and it isn't efficient. He would rather see a change happen earlier in the process. Mayor Long said in the meantime, Francine Meacham, can look at the possibilities for grant money available. The Council discussed putting all other projects on hold until the prioritized projects are completed. Duncan said the City staff will report on parks impact fees with Council in February at an upcoming Council meeting. Doug said park impact fees expire six years from the time they are paid. Doug said as the Council works through the budget process they need to keep these high priority projects in mind. Mark McRae said options will need to be looked at according to grant money available.

12:00 – 1:15 Lunch

Duncan thanked the Council for all their work this morning. He said the Council now knows what their principles are. He said priorities have now been set. He said the City staff has clarity now. He feels everyone is committed. Duncan said even though a Council Member isn't serving on a respective committee, they are still able to give their input. Mark McRae suggested bringing concerns or suggestions to the work meeting and then the chair person can take that information to the committee meeting. Then it will come back with proposals to the Council until it is ready to come forward for a vote.

1:15 – 2:00 Legislative Policy Making Role vs. Administrative Execution of Policy Role: The Dichotomy of Politics and Administration, including Committee Assignment Framework:

2:00 – 2:15 Break

2:15 – 4:00 Resolving the Gray Area -

Council/Council Committee
Selection of CFD Committee
Water Tank Purchase
Level of Service provided
Budget Approval
Services to Citizens
Employ CM
National Guard deployment
Adoption of Policy
Adopt of new code
Policy decisions
Outsourcing City functions
Ombudsman

Gray Area (Whose Role?)

Administration/Staff
Procurement item selection (under 25K)
Height of the grass in City parks
Procurement items/equipment in budget
Employment of City Staff
School light out
GAAP reporting
Street light
Records Requests
Toy designs for City parks
Implementation of City policy
FMLA requests
Change in Rec Fees

RFP Approval
 Change in 3rd party rates
 New Rec programs offered to resident
 Utility rate/evaluation change
 CFD vendor/entertainment selection
 Level of Employee Benefits & Compensation
 Budget Policy
 Change in vendor on a contract <

Replacement of a computer
 Utility billing customer questions
 Complaint of a junk filled yard
 Fed Rate Changes
 Addressing a complaint of unshoveled sidewalk
 Issuance of RFP's//Quotes
 Internal Auditing
 Communications with vendors RFP responses
 Code Enforcement
 View Employee Personnel File (City Att. & HR)
 Cash receipting policy
 Budget Implementation
 Purchase of Fire Equipment
 Change in vendor on a contract >

Paul Laprevote, City Treasurer, said he has received requests by individuals to see employee files. It was decided if Council, Mayor, or Employee requests to see someone's employee file, then the personnel director will follow the law, if there is any question or ambiguity to the law, then City Attorney will review.

Discussion took place regarding the purchase of equipment. Tom said a lot of times there is something in the budget or something that comes up and we are very heavily criticized for discretion. He said a lot of this can be trust. Council Member Hyer said if it is a line item in the budget and the Council wants details, then we should be able to sit down with the department or whoever it making the purchase. Mark McRae said the procurement policy defines those big ticket items, they will require Council approval. Tom feels like there is ambiguity and concerns. He said the mowers and the dump truck are good examples. He is concerned that staff goes ahead and gets something and then the Council scrutinizes the decision. Tom would like to see consistency and not being beat up for decisions. Duncan said the staff is concerned about unwritten rules. Paul said Duncan sends out a weekly report as the City Manager and always gives heads up as to what items.

Tom called for a roll call vote for a commitment that the Council and Mayor are willing to follow this list.

Role Identity

Council/ Council Committee

Adopt a new code
 Adoption of policy
 Budget approval
 Budget policy
 CFD vendor/entertainment selection
 Change in 3rd party rates, including Pass-Thru
 Hiring of CM
 Level of employee benefits & compensation
 Level of Municipal Services provided to citizens
 National Guard deployment policy
 Ombudsmen (Between Residents and staff)
 Outsourcing city functions/services
 Policy decisions

Administration/Staff

Addressing a complaint of unshoveled sidewalk
 Budget implementation
 Cash receipting guidelines and procedures
 Determining change in recreation fees
 Change non-major service contract
 Enforcement of city codes
 Communication with vendors on RFP responses
 Complaint of a junk filled yard
 Employment and evaluation of city staff
 Fed rate changes
 FMLA requests
 GAAP reporting
 Height of the grass in city parks

Core recreation programs offered to residents
 Final RFP and major service contract approval
 Selection of the CFD committee chairs
 Types of services provided to citizens
 Utility rate evaluation and/or change
 Water tank purchase

Implementation of City policy
 Internal Auditing
 Requests For Proposals/Quotes
 Procurement of items/equipment in budget
 Purchase of fire equipment
 Records requests
 Replacement of a computer
 School light out
 Street light
 Toy designs for city parks
 Utility billing customer questions
 View employee personnel file -attorney & HR Director

Issues to Resolve (Gray Areas)

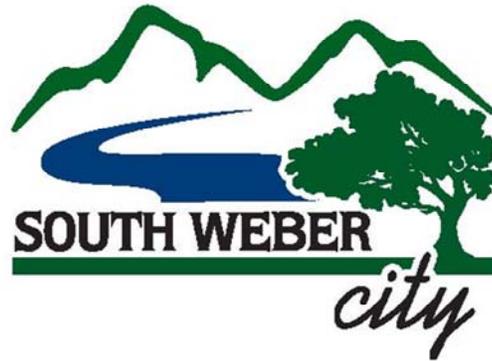
1. Capital Assets, including capitalization threshold
2. Council Rules Revisions
3. Audit Review
4. Code Enforcement - level of service and funding
5. Budget Policy - including specific equipment threshold
6. Procurement Policy - Including thresholds

ROLL CALL VOTE:

Council Member Sjoblom said YES
Council Member Poore said YES
Council Member Casas said YES

Council Member Taylor said YES
Council Member Hyer said YES
Mayor Long said YES

4:00 – 4:45 Positive and Significant Q & A that can benefit the group in their understanding and knowledge of City Management: Council Member Casas said he is concerned about the audit report. He would like more discussion instead of lecturing. Duncan said Mark and he were looking at that meeting being more of a training session. Council Member Casas would like to resolve this issue. Mark McRae said he is committed to answering questions. Council Member Hyer suggested if there are questions on this or any other items, he would suggest the Council send Mark and e-mail with their questions. Paul said we need to know what resources to apply. Council Member Casas would like to see the audit report re-done on how the City has allocated the capital assets. He said there are assets that we don't know if they exist or not. He said this has been a problem in prior reports. Mark McRae said Council Member Poore has some suggestions. Council Member Poore suggested eliminating those items below \$5,000. She would suggest starting with the water and enterprise funds. She suggested contacting former employees to see if they have any information. Mark McRae said between \$500 and \$5,000 will probably take out 50% of Council Member Casas questions. He said going above \$10,000 will take out 90% of the questions. Duncan suggested determining the amount, research to bring it up to date, and determine if any follow-up is needed. Mark McRae said he has already spent some hours working on this list. He said Council Member Poore has suggested begin the process of taking what is left and see what we can do to clean up the report. He doesn't feel there is enough reason to redo the audit. Duncan said in moving forward we will be



**CITY COUNCIL
RULES OF ORDER & PROCEDURE**

RESOLUTION 12-11
May 8, 2012

CITY COUNCIL
RULES OF ORDER & PROCEDURES

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SOUTH WEBER CITY

CITY COUNCIL RULES OF ORDER AND PROCEDURE

PURSUANT to Utah Code Ann. § 10-3-606, the City Council, the legislative body of South Weber City, adopts the following rules of order and procedure. These Rules have been established as a guideline to be used in conjunction with the provisions of the laws of the State of Utah, South Weber City, Davis County and South Weber City's Policies and Procedures. These Rules are not all inclusive, and do not supersede any State of Utah, Davis County or South Weber City Code. If a conflict exists, provisions of the Code shall prevail. For any question on parliamentary procedure the City also subscribes to the simplified version of Robert's Rules of Order.

RULE I: MEETING SCHEDULE; MEETING AGENDA; ORDER OF BUSINESS

1. The City Council shall set the meeting schedule for the year in January of each year; the Council shall meet at least once a month per UCA 10-3-502.
2. No meeting shall be held without a quorum (three councilmembers) present, excluding the Mayor.
3. All provisions of Utah Code Ann. Title 52, Chapter 4 Open and Public Meetings act shall be adhered to.
4. All public meetings before the public body will have an agenda including the date, time and place of each meeting.
5. Notice of each meeting shall be provided by posting of the agenda pursuant to UCA 52-4.
6. The Order of Business for a regular meeting is as follows:
 - a. Opening Ceremony:
 - i. Pledge of Allegiance
 - ii. Prayer/Moment of Reflection
 - b. Approval of Agenda
 - c. Declaration of Conflict of Interest
 - d. Consent Agenda
 - e. Active Agenda
 - f. Non-scheduled Delegation; Public Comment Period
 - g. Mayor and Council Reports and Assignment Updates
 - h. Staff Updates
 - i. Adjournment
7. The Mayor, by polling the City Council members, may, by affirmative consensus, proceed out of order to any order of business or return to an order already past.

RULE II: GENERAL AGENDA ITEMS; AGENDA ITEM REQUESTS; TIMELINES FOR AGENDA ITEM SUBMITTAL; SUPPLEMENTARY DOCUMENTATION

1. General Agenda Items: Items that shall be placed on agendas for City Council consideration include, but are not limited to:
 - a. Ordinances: Ordinances are for the purpose of amending the City Code, including the General Plan and amendments to the Zoning Map(s). Ordinances as to form and effective date shall conform to Utah Code as reflected in Title 10, Chapter 3.
 - b. Resolutions: Resolutions are for the purpose of expressing a formal opinion or the will of the City Council. Resolutions as to form and effective date shall conform to Utah Code as reflected in Title 10, Chapter 3.
 - c. Funding: Council authorization is required for project funding and purchases over and above the amount authorized for expenditure by the City Manager as indicated by the City Procurement Policy.
 - d. Reports to Council: Includes reports from City Departments, Davis County Sheriff Department, and other entities as requested by the Council.
2. Agenda Request:
 - a. Members of the public desiring audience at a City Council meeting may make a written request with the City Recorder to be placed on the agenda of the City Council. The individual must identify in writing the issue of City business which they wish to discuss with the City Council.
 - b. The establishment of the meeting agenda and placement of an item on the agenda is within the discretion of the Mayor provided that an item may be placed upon the subsequent agenda of the Council by majority vote of the City Council.
 - c. Any request not applicable to Rule II-3 that is made by a citizen or outside entity to place an item on a regular or work meeting agenda, as well as any supplemental supporting documentation, must be received by the City Recorder by close of business the Wednesday prior to the meeting in order to be placed on the agenda of the desired date.
 - d. The City Recorder reserves the right to postpone a requested date.
 - e. In the event such a request is made that can be resolved through administrative channels, such resolution will be attempted prior to requesting that matter be brought before the City Council for consideration.
3. Items from Planning Commission Review: Any issue or agenda item reviewed by the Planning Commission requiring City Council action will not be placed on the City Council agenda until at least the second City Council meeting following the date of the Planning Commission meeting (SWC Res. 01-032).
4. Request for Electronic Meeting (Reference SWC Res. 2006-50): The City agrees to allow electronic meetings (as defined in UCA 52-4-103) only when a quorum is present at the location of the regularly scheduled meeting and the quorum present votes to approve establishment of an electronic meeting in order to include other members of the City Council through an electronic connection. In order to make the necessary accommodations for an electronic meeting, a member of the City Council desiring to participate in an electronic meeting shall provide notice of his/her desire to join via electronic connection to the Mayor

and City Recorder no later than three days prior to the scheduled meeting. The City Recorder will provide notice of the electronic meeting to the members of the City Council at least twenty-four (24) hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present, and provide a description of how the member(s) will be connected to the electronic meeting. The electronic meeting shall be conducted in full compliance and in accordance with all applicable state and local laws pertaining to such meetings.

5. Supplementary Documentation: If necessary, documentation and/or a staff report will be provided by the Staff to the Mayor and City Council on each agenda item. Such documentation shall be provided with adequate time for review, no later than 24 hours prior to the meeting.

RULE III: COURSE OF A MEETING; MOTIONS AND ACTIONS

1. The Mayor shall be the chairperson of the City Council and preside over all meetings of the public body. Mayor Pro Tem shall preside in the Mayor's absence. The Mayor shall open discussion and introduce an item on the agenda in the order listed, unless the Mayor believes there is good reason to do otherwise.
2. The meeting shall follow the Order of Business as established by Rule I.
3. Consent Agenda: The Consent Agenda is approved by a single motion. It shall consist of items considered to be routine and there will be no separate discussion these prior to the vote, except in the work meeting or unless removed from the Consent Agenda to be considered separately. The Mayor or any Council member may request an item be considered as a separate item to allow for brief discussion. Discussion and vote on the item may then be held at any time during the meeting at the Mayor's discretion.
4. Declaration of Conflict of Interest: The City Council members are asked to declare any conflict of interest. Utah Code requires municipal officers to disclose actual or potential conflicts of interest between their public duties and their personal interests.
5. Active Agenda: Includes public hearings. Matters appearing on the Agenda are discussed by the Mayor and Council prior to any motion being made.
6. Public Hearing (reference SWC Res. 96-009):
 - a. Each Public Hearing will be declared "Open" by motion.
 - b. Each participant shall state his/her name and address.
 - c. Each participant will be given three (3) minutes to present their comments. The Mayor may allow extension of this period at his/her discretion.
 - d. An individual will have one opportunity to speak, until all desiring to speak have been heard.
 - e. Those speaking for or against the matter will alternate.
 - f. All comments must pertain to the subject of the public hearing.
 - g. A summary of each participant's comments will be reflected in the meeting minutes.
 - h. In the case of an individual continually disrupting the hearing, any member of the Council may request that individual be removed from the meeting. At this time an immediate vote will be taken of the board. With a two thirds vote affirmative that

individual will be requested to leave. In case an individual refuses to leave, law enforcement assistance will be requested.

- i. The Public Hearing will be declared “Closed” by motion, prior to any vote being taken. The Council may conduct discussion after the public hearing is declared closed, prior to the vote being taken.
7. Non-scheduled Delegation; Public Comment Period: Those individuals who wish to address the Council with items not scheduled on the agenda will be given three (3) minutes to present their comments. All provisions of Rule III-6 shall apply. No official decisions can be made by the City Council at this time.
8. Mayor and Council Reports and Assignment Updates: The Mayor and Councilmembers will each have an opportunity to speak on their appointment assignments and items of concern.
9. Staff Updates: The City Manager and other staff will have an opportunity to provide updates and information to the Council.
10. Adjournment: Meeting shall adjourn with or without a motion or vote upon conclusion of business.

RULE IV: MOTIONS AND VOTING

1. Motions: “Motions are the means of bringing business before the assembly, disposing of it quickly, and resolving matters of procedure and urgency.” – *Robert’s Rules of Order*
 - a. A motion brings new business before the Council and is made while no business is pending.
 - b. A motion needs a second, is debatable, amendable, and takes a majority vote to adopt.
 - c. Any Councilmember may make a motion at any time during discussion.
 - d. A motion to table an item should include specification of a date for future reconsideration. A motion to table an item without specifying a date or circumstance for reconsideration will result in the issue not being placed on an agenda for reconsideration until such time as a new request to address said item is made.
2. Voting:
 - a. A roll call vote shall be taken and recorded for all ordinances, resolutions and any action which would create a liability against the city. The roll call vote may be taken by the City Recorder, Deputy Recorder, Mayor, or designee.
 - b. The minimum number of votes required to pass any ordinance or resolution, or to take any action by the city council, unless otherwise prescribed by law, shall be a majority of the members of the quorum, but shall never be less than three (3).

RULE V: ORDINANCES AND RESOLUTIONS

1. Municipal power is exercised through passage of ordinances and resolutions.
2. The City Council may pass or deny any ordinance or resolution.
3. Every resolution or ordinance shall be in writing before the vote is taken (SWC Code 1-5-5E). The City Council may make amendments to the resolution or ordinance during the meeting before or during the vote.

4. A resolution is used to exercise only administrative powers.
5. An ordinance provides for legislative decisions.
6. Each ordinance and resolution shall be signed by the Mayor (or pro tem) along with the City Recorder or Deputy Recorder's signature to attest that of the Mayor. Each document shall also be affixed with the City Seal.

RULE VI: MINUTES (SWC Res. 10-10)

1. Written minutes are the official record of action taken at the meeting
2. The written minutes shall be approved by general consent vote by the public body at the public body's next regular meeting.
3. In the event the public body does not hold a regular meeting within 30 days, the minutes may be approved by a general consent vote taken by electronic communication by the City Recorder or Deputy Recorder; approval may not be granted in this matter and must be deferred to the next regular meeting if a recommendation is made for substantive changes to the minutes.
4. Work meeting minutes and closed executive session minutes do not require Council approval.

RULE VII: CONDUCT

1. All municipal officers must abide by the Municipal Officers and Employees Ethics Act (UCA 10-3-1301).
2. Council members are expected to adhere to the standards of conduct set forth in the City's adopted Policies and Procedures.
3. All individuals participating in the public meeting shall demonstrate courtesy and refrain from conduct that disrupts the meeting.
4. Council members shall avoid situations which could cause a reasonable person to perceive bias or an inappropriate conflict of interest.
5. Participants shall respect the principles of representative democracy, including the recognition that local government is to serve the best interests of the public as a whole, while respecting individual and constitutional freedoms.
6. Remarks should be applicable to the question under discussion or debate. The Mayor may interrupt the discussion and direct it to return to the original topic.
7. Anyone speaking shall avoid references to personalities, and avoid questioning motives or interjecting hostile or antagonistic behavior.
8. The Mayor may courteously discourage individuals who interrupt or speak out of turn.
9. Individuals who are not compliant with the rules of conduct may be ruled by the Mayor as out of order, and may be ejected from the meeting if the person willfully disrupts the meeting to the extent that orderly conduct or civility is compromised.

RULE VIII: CONFLICT OF INTEREST

1. A general disclosure statement should be filed with the City Recorder upon election.
2. Each Council member is required to make a disclosure in writing and file it with the mayor.
3. An oral disclosure must be made in an open meeting to the members of the body immediately before the discussion about the topic involved in the conflict of interest.

RULE IV: TRAINING (Reference City Policies and Procedures)

1. Training/orientation will be provided to each new Mayor or Council member by the City Manager and City Recorder. The Mayor or a Council member may also be involved in this training.
2. The City Council will receive training on the Open and Public Meetings Act annually. This training shall be provided by the City Attorney or City Recorder.
3. The Mayor and Council members may attend seminars, meetings, conferences, workshops , and other educational courses when it is anticipated that the training and information received by the officer at such events will benefit the City.
4. Travel expenses, per diem and mileage shall be paid in accordance with the established South Weber City Policies and Procedures.
5. The City shall allocate in its annual budget funds deemed appropriate for training and travel expenditures.
6. Auxiliary Programs. Registration cost for auxiliary programs for the officer's spouse/partner will be allowable if it has been included in the City Budget.

RULE X: AMENDMENT OR ADDITION TO RULES

1. Any Council member may propose amendments, revisions, or additions to these Rules of Order and Procedure.
2. Each proposed amendment, revision or addition shall be in written form, and copies shall be provided to each Council member.
3. Consideration of any amendments, revisions, or additions to these Rules shall be noticed on a Council agenda for consideration and vote by Resolution.