

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, 11 April 2017 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 Taylor
PRAYER - Council Member Sjoblom
APPROVAL OF AGENDA
DECLARATION OF CONFLICT OF INTEREST

1. CONSENT AGENDA:

- ◆ Approval of March 14, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 21, 2017 Meeting Minutes
- ◆ Approval of March 28, 2017 Meeting and Work Meeting Minutes
- ◆ Approval of March 2017 Check Register

6:05 p.m.

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

6:15 p.m.

3. ACTION ITEMS:

- a. Front Office Personnel Action Plan
- b. Award Personnel Compensation Study & Market Analysis Quote (\$650 - \$3,825)

7: 00 p.m.

4. DISCUSSION ITEMS:

- a. Ambulance Service Proposal
- b. Review City Council Rules of Order and Procedure (RES 12-11) and Agenda Format
- c. City Manager Contract Changes with \$20,500 Pay Increase

7:50 p.m.

5. CITY COUNCIL, PLANNING COMMISSION LIAISON, & STAFF REPORT(S) ON DESIGNATED RESPONSIBILITIES

8:00 p.m.

6. CLOSED MEETING - as per UCA § Section 52-4-205(1)(a): discussion of the character, professional competence, or physical or mental health of an individual

8:20 p.m.

7. 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: April 6, 2017

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 CITY COUNCIL MEETING

DATE OF MEETING: 14 March 2017

TIME COMMENCED: 6:03 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Merv Taylor
Jo Sjoblom
Wayne Winsor

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Lynn Poll, Traci Wiese, Barbara Shupe, Dan Shupe, Derek Tolman, Cymbre Rowser, Darrell Byram, Bill Lancaster, and Scott Cook.

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

PLEDGE OF ALLEGIANCE: Mayor Long

PRAYER: Council Member Casas

AGENDA: Council Member Hyer moved to approve the agenda as amended to include a closed session in this meeting. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of February 21, 2017 Meeting Minutes
- Approval of February 28, 2017 Meeting Minutes
- Approval of February 28, 2017 Work Meeting Minutes
- Approval of February 2017 Check Register

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

QUARTERLY REPORT: Public Works Director: Mark Larsen, Public Works Director, approached the City Council and those in attendance. He said they are working on the sewer capital facility plan. He then discussed the sewer outfall line and identified it on the map. He reported that the west end water tank rehab plan is just about finished. He said the sewer lines are currently being installed at Old Maple Farms. The Public Works Department is currently working on filling potholes. He is updating the public works standards. They will be working on identifying cul-de-sac snow easements where no parking is allowed etc. They are also working on the new MS-4 requirements. He said the City code needs to be updated to include the MS-4. He suggested contacting him if anyone has anything they would like added to the report. Council Member Casas discussed the need for street lights at intersections.

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision: Tom said the Planning Commission has recommended approval of this subdivision. Mayor Long asked if anyone would like to address the recommendations made by Brandon Jones. Council Member Casas asked about the street lighting for 7375 South. It was stated there is no street lighting. He said the policy requires in new developments a street light every 250'. Council member Casas suggested installing a street light on Lot #1. He said this is an existing deficiency and he doesn't feel it is this developer's responsibility to install a street light. He would suggest the City look into the possibility of installing a street light.

Brandon Jones memo of 9 March 2017 is as follows:

Our office has completed a review of the Final Plat and Improvement Plans submitted to us, received on February 27, 2017. We recommend approval, subject to the following items being addressed prior to construction and recording of the plat.

GENERAL

1. Although we have received a Will Serve Letter, the plans need to be submitted to the South Weber Water Improvement District and approved. We need a letter indicating their approval of the proposed improvements in the plans.

PLAT

2. The following addresses need to be added:

a. Lot 1 – 938 East; Lot 2 – 960 East; Lot 3 – 970 East

3. To avoid any confusion, we recommend that the “10' Utility Easement” shown inside the “25' Drainage Easement” be removed and shown as one overall easement, labeled “25' Utility and Drainage Easement.”

4. The following note needs to be added: *“The Retention Basins, along with the associated piping and structures, located in the 25' Utility and Drainage Easements on Lots 1 and 2 shall be maintained by the individual owners of those lots. South Weber City maintains the right to access the property and repair, reconstruct, regrade, or replace any element of the basins, piping or structures if not working properly.”*

5. The reference to “1' Holding Strip” should be removed and replaced with the current owners of the property.

6. The Certificate of Surveyor still references 2 lots. It should be updated to 3 lots.

IMPROVEMENT PLANS

7. There is currently no curb and gutter or sidewalk on 925 East and the existing ROW between the Dan Shupe and Jason Poll Subdivisions is 50'. It is our understanding that deferral agreements have been signed by the home owners in this section. These improvements can be constructed when the City feels they are needed.

- a. We would recommend the future cross section of the 50' ROW portion of the road to be: 33' asphalt (16.5' half width), 2.5' curb and gutter, 6' sidewalks (against the back of curb). All utilities (fire hydrants, water meters, etc.) would be located in the 10' PUE behind the sidewalk. A cross section with these dimensions should be added to Sheet 2 of the improvement plans.
- b. In order to match the future asphalt width on 925 East, we recommend that the proposed curb and gutter be shifted 1.5' west.
- c. The sidewalk should be transitioned to the back of curb at the north end of Lot 1. We recommend that this transition occur between Sta. 10+75 to Sta. 11+00.

Tom suggested the City Council approve this development as is and then go back and look at amending the City code.

Council Member Hyer moved to table Resolution 17-11 Final Plat for Ferndale Subdivision until the meeting on 28 March 2017. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Lynn Poll asked about the tree stump on 925 East. He said it is a safety hazard. It was state that Tom will have Chris Tremea follow up.

RESOLUTION 17-12 Interlocal Cooperation Agreement Davis Metro Narcotics Strike Force: The Strike Force sent the City a letter explaining their need for the City to update the agreement that was approved in 2004

Council Member Hyer moved to approve Resolution 17-12 Interlocal Cooperation Agreement Davis Metro Narcotics Strike Force. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

DISCUSSION ITEMS:

Davis County Sheriff's Office Law Enforcement Agreement: Tom said the agreement is currently for 12 hours a day in the City. He approached the Council to see if they would like to amend the agreement to allocate for more hours or see some accountability on the hours served in the City. He said as the City grows this is something that needs to be looked at. He said the current agreement will expire June 2017. He would like the Council to make suggestions as to what they would like to see in the agreement. Council Member Taylor suggested receiving a report concerning the time of day on incidents, day of the week, location, etc. He would also like the report to include the response time. Council Member Hyer would like more patrolling in neighborhoods surrounding the elementary school. Tom would suggest incorporating language specifying that in the agreement. Mayor Long asked about the charge. Tom said the City pays \$132,572.00 a year.

Newsletter Advertising: Tom said the City has received a request for advertisement on a full page of the City's newsletter. He would like to know the general purpose of the newsletter. He asked if the newsletter should be used for advertisement. He said the advertisements are there because businesses have made a contribution to Country Fair Days. Mark McRae explained the added cost for advertisement. He is concerned about the purpose of the newsletter. He said the way it stands now anyone can come in and advertise anything they want. He asked if the newsletter should be limited for City business and City events. Council Member Hyer suggested looking at the rates being charged and making a possible change so that the rates cover the cost. Mark said the City is paying 100% of the cost to send out the newsletter. It was suggested City staff devise a policy and fee schedule for the newsletter. Mark asked if the Council wants unlimited advertising.

Budget Committee Meeting Dates & Times: Tom said during the week of April 10th -14th the budget committees will meet at various times and days. He will send out an email for confirmation.

COUNCIL ITEMS:

Council Member Casas: He will be meeting with staff concerning the dust from the gravel pits.

Council Member Hyer: He reported that Country Fair Days plans are underway. He would like to request volunteers in the newsletter. He said the Youth Council attended a retreat at USU last weekend.

Council Member Sjoblom: She reported that Matt Wren and his brother are going to head up a pickle ball tournament for Country Fair Days. She represented the City concerning the bond for Sunset Jr. High. She met with Keith Christensen concerning Central Park playground equipment.

MAYOR'S ITEMS: She attended the Wasatch Integrated Waste Management Meeting. She said the vote wasn't unanimous but it was voted to do away with the burn plant. She attended a Mosquito Abatement meeting. Over one million a year die from mosquito related illnesses.

CITY MANAGER ITEMS: Tom said he is meeting with an individual concerning the City's parcels at the s-curve tomorrow.

PUBLIC COMMENTS:

Dan Shupe, 933 E. South Weber Drive, asked about Lot #1 of the Ferndale Subdivision. He said his son's home is adjacent to Lot #1. He would like to know who is responsible when the water retained on Lot #1 floods his basement.

Barbara Shupe, 933 E. South Weber Drive, said the Ferndale Subdivision is an old hay field and when there is a big storm, there is a lot of water on those parcels. She is concerned about street lighting because the homes in the area are in an agricultural area. She is also concerned about a woman who was hurt in a City manhole and she said no one from the City has approached her.

Darrell Byram, 899 E. South Weber Drive, said the description on the minutes is 900 East and needs to be changed.

Cymbre Rowser, 985 E. 7375 S., said she attended the Planning Commission meeting for Ferndale Subdivision and she said Commissioner Osborne wasn't willing to listen to public comment. She felt he was very arrogant. She said maybe this subdivision shouldn't have been approved.

Scott Cook, 711 E. 715 S., said he sent an email to the City concerning parcel #13-020-0054 adjacent to the property he already owns. He is interested in purchasing that property. Tom said the property was deeded to the property for a different use. He has directed Mark Larsen to get with Mr. Cook and Mr. Peterson concerning the property. Mark said he met with Tim Grubb and Tim said he needs to get with the family. Mark said he will email the aerial photo to the Council.

Bill Lancaster, 1007 E. South Weber Drive, said he lives by the Ferndale Subdivision. He would like to know what the requirements will be for fencing along agricultural property. Mark Larsen said he will meet with Mr. Lancaster after the meeting to discuss it further.

Council Member Hyer moved to go into closed meeting at 7:07 p.m. as per UCA § Section 5205(1)(a) discussion of the character, professional competence, or physical or mental health of an individual. Council Member Taylor seconded. Elyse called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Hyer moved to go back into the open meeting at 7:34 p.m. Council Member Sjoblom seconded. Tom called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

ADJOURNED: Council Member Winsor moved to adjourn the meeting at 7:35 p.m. Council Member Hyer seconded. Tom called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 14 March 2017

TIME COMMENCED: 5:03 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Kent Hyer
Jo Sjoblom
Merv Taylor
Wayne Winsor (arrived 5:08 pm)**

CITY MANAGER:

Tom Smith

CITY RECORDER:

Elyse Greiner

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Lynn Poll, Mark McRae, Derek Tolman.

CONSENT AGENDA:

- **Approval of February 21, 2017 Meeting Minutes**
- **Approval of February 28, 2017 Meeting Minutes**
- **Approval of February 28, 2017 Work Meeting Minutes**
- **Approval of February 2017 Check Register**

Mayor Long questioned the appraisal on page 5 of the check register. She said the appraisal was \$4,453.

QUARTERLY REPORT: Public Works Director

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision: Mayor Long asked if everything has been completed on this subdivision. Tom reviewed Brandon Jones memo of 9 March 2017.

Brandon Jones memo of 9 March 2017 is as follows:

Our office has completed a review of the Final Plat and Improvement Plans submitted to us, received on February 27, 2017. We recommend approval, subject to the following items being addressed prior to construction and recording of the plat.

GENERAL

1. Although we have received a Will Serve Letter, the plans need to be submitted to the South Weber Water Improvement District and approved. We need a letter indicating their approval of the proposed improvements in the plans.

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4. The following note needs to be added: *“The Retention Basins, along with the associated piping and structures, located in the 25’ Utility and Drainage Easements on Lots 1 and 2 shall be maintained by the individual owners of those lots. South Weber City maintains the right to access the property and repair, reconstruct, regrade, or replace any element of the basins, piping or structures if not working properly.”*

5. The reference to “1’ Holding Strip” should be removed and replaced with the current owners of the property.

6. The Certificate of Surveyor still references 2 lots. It should be updated to 3 lots.

Council Member Winsor arrived at 5:08 p.m.

IMPROVEMENT PLANS

7. There is currently no curb and gutter or sidewalk on 925 East and the existing ROW between the Dan Shupe and Jason Poll Subdivisions is 50’. It is our understanding that deferral agreements have been signed by the home owners in this section. These improvements can be constructed when the City feels they are needed.

a. We would recommend the future cross section of the 50’ ROW portion of the road to be: 33’ asphalt (16.5’ half width), 2.5’ curb and gutter, 6’ sidewalks (against the back of curb). All utilities (fire hydrants, water meters, etc.) would be located in the 10’ PUE behind the sidewalk. A cross section with these dimensions should be added to Sheet 2 of the improvement plans.

b. In order to match the future asphalt width on 925 East, we recommend that the proposed curb and gutter be shifted 1.5’ west.

c. The sidewalk should be transitioned to the back of curb at the north end of Lot 1. We recommend that this transition occur between Sta. 10+75 to Sta. 11+00.

Council Member Hyer questioned the size of the sidewalk being 6’ when 4’ is more than adequate. Council Member Winsor said about three or four years ago the City changed its policy for new development and now require 6’ sidewalk. Council Member Casas said the existing subdivision doesn’t have any sidewalk. Council Member Winsor discussed the transition from Ferndale Subdivision going north from 70’ to 50’ right of way.

Tom discussed 6650 South and the general plan stating the widening of 6650 South. Tom explained that eventually 7375 South will go to Lester Drive. It was stated the asphalt is 33’ but sidewalk is wider. Council Member Hyer hates to see pushing a big sidewalk just for a big sidewalk. Council Member Winsor discussed by widening asphalt it will create more storm drain runoff needs etc.

Lynn Poll said he doesn’t have a problem with installing 6’ sidewalk but feels the wider park strip isn’t necessary. Council Member Sjoblom said wider roads create more snow to be removed. Discussion took place regarding the construction that will take place with 1250 East. It was stated the sidewalk will be 5’ with no park strip. Council Member Winsor said 1250 East is an existing subdivision verses Ferndale being a new development. He said it can be difficult when you have new development merging into existing development. He said the Planning Commission is going to

abide by City ordinance and that is why they required the 6' sidewalk. Council Member Casas suggested creating a third option for Ferndale Subdivision. Mr. Poll said they are holding their own water on this subdivision. Council Member Hyer feels 7375 South should match what is on Lester Drive. Tom said the Planning Commission is recommending the 6' sidewalk and he would suggest following the Planning Commission's recommendation. Discussion took place regarding the retention water being on Lot #1 & #2 of Ferndale Subdivision.

RESOLUTION 17-12 Interlocal Cooperation Agreement Davis Metro Narcotics Strike

Force: Tom said the Strike Force sent the City a letter explaining their need for the City to update the agreement that was approved in 2004. He said the agreement hasn't changed and is still supported and funded by the State.

DISCUSSION ITEMS:

Davis County Sheriff's Office Law Enforcement Agreement: Tom said the agreement expires in June 2017. He said the City is growing and he is concerned about the level of safety and security in the City. He explained that right now the City receives service for 12 hours a day. He would like to know if the City Council feels it is necessary to increase the hours two more hours a day and more hours on weekends. Council Member Hyer would like to see more patrolling of neighborhoods by the elementary school. Council Member Taylor is concerned that no one stops at stop signs. Tom would like the department to be more accountable on the hours spent in the City. Derek Tolman discussed the delay from Davis County Sheriff's Department because South Weber City is not the first priority. Council Member Casas discussed the possibility of hiring one officer. It was stated that would be expensive.

Newsletter Advertising (No discussion on this item)

Budget Committee Meeting Dates & Times (No discussion on this item)

Adjourned at 6:00 p.m.

APPROVED:

Date

Mayor: Tammy Long

Transcriber: Michelle Clark

Attest:

City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL MEETING

DATE OF MEETING: 21 March 2017

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Kent Hyer
Jo Sjoblom
Merv Taylor
Wayne Winsor (excused)**

CITY MANAGER:

Tom Smith

CITY RECORDER:

Elyse Greiner

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Brandon Jones, Derek Tolman, Mark McRae, Curtis Brown, Chris Tremea, Kirt Nord, Andrew Everitt, Craig Widmier, John Ahrens, and Cole Fessler.

APPROVAL OF AGENDA:

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

DECLARATION OF CONFLICT OF INTEREST: None

QUARTERLY REPORT: Recreation Director: Curtis Brown, Recreation Director, said last year basketball there were 300 participants last year and it has gone up to 336 participants this year. He said he is invoicing Washington Terrace \$1,000 to play at the Family Activity Center. He said there is a fall, winter, and spring competition basketball league. It brings it approximately \$3,006 in revenue. He has budgeted \$1,500 for senior luncheons. He has used \$600.32. He is looking at having the senior luncheon once a month instead of every other month. He is looking at having games at the luncheons or possibly a foreign exchange student come and talk about their culture. There are an average of 20 people attending the senior luncheon. He is currently working with Pepsi about the concessions at Canyon Meadows Park. He said that park will be used Saturdays for competition baseball leagues.

QUARTERLY REPORT: Fire Chief: Derek Tolman, Fire Chief, gave the quarterly fire report. He said the mission of the South Weber City Fire Department is: to protect lives, preserve property and stabilize incidents involving fire, medical emergencies and other dangerous conditions. We are dedicated to sustaining the health, safety, and wellness of the residents of South Weber City.

Accomplishments:

1. Strengthened and enhanced the level of service to the community through part-time week day staffing of personnel.
2. The employment of 21 firefighters 16 of which are career fire fighter professionals.
3. An established financial plan for the purchase of a new Fire Engine.
4. The employment of a Medical Director.
5. The State Licensing of the South Weber City Fire Department has been achieved.
6. The procurement of improved software that will provide the City to connect into the States system.
7. The professional development of improved departmental practices of training and education through the implementation of contemporary Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's).
8. Hosting multiple training courses not just for our department but any surrounding departments.
9. Developed above standard training requirements for improved personnel development.
10. Developed a program for maintaining and repairing our equipment.
11. Implementation of a vehicle preventative maintenance program with weekly sign off checks.
12. Implementation of a Physical Agility Test as a standard for physical fitness.
13. Improving the City through Code Enforcement.

Goals Moving Forward:

1. Service and certify all life safety equipment
2. Finalize new Engine Specifications.
3. All personnel will be certified EMT/FF
4. 50-years of service celebration
5. Host a fire prevention night
6. Have a MOU with the state for Wildland firefighting (requirement so we can bill the state for manpower and equipment use).
7. Obtain SAFER grant for EMS staffing
8. Develop wildland urban interface fire prevention plan including applying for Wildland Urban Interface Grant.
9. Develop and maintain an Active Shooter Task Force program.
10. Increase State EMS licensing from EMT-Basic to EMT-Advanced which will increase the knowledge and capabilities of our EMT's as well as allow us to perform a higher level of care.

Run Report:

- The fire Department has seen an over 30% increase in call volume from January 1st this year as compared to last year. We had a 105% increase in January 2017 compared to January 2016. In the last 6 months (last four months of last year and first two months of this year) we averaged 25.8 calls a month. Three of those months were 30 calls or more (38 in September, 33 in December and 30 in January).

Training:

Current trainings

- Firefighter 1
- Firefighter 2
- Hazmat Ops and Awareness

- Wildland Firefighter (red card)
- EMT-Basic
- EMT-Advanced

Planned Trainings

- Command Training Center 1, 2
- Driver Simulator Training
- Firefighter Attack Skills Training (FAST) trailer
- Firefighter Survival
- Vehicle extrication

Personnel:

- Over half of staff is career firefighters from many agencies: 2 West Valley, 3 Weber Fire, 3 North Davis, 1 SLC, 2 Farmington, 1 Syracuse, 1 Layton
- Over half are Advanced EMT's
- Almost all are EMT's
- We have 8 Certified Instructors
- We are better trained and more highly certified than EVER before.

ACTION ITEMS:

Motion to lift the 2016 Employee Hiring Freeze: Tom said the City currently needs to higher 2 full time Public Works employees and 2 seasonal employees. He asked the Council to look at increasing compensation. He feels if wages were increased a little bit, the City can be more competitive. He is also looking at developing a plan for the front office. Council Member Hyer asked Tom to put together some type of proposal of what he would like to see.

Council Member Casas moved to lift the 2016 employee hiring freeze. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

RESOLUTION 17-13 Cable Television Franchise Agreement with Comcast of Utah II, Inc.

Tom said the current agreement expires at the end of the year. It has not changed much, some of the key changes are as follows:

- (1) Expanded Competitive Equity terms – if a competitor comes into South Weber and the city treats that competitor to a better standard in terms of lower franchise fees, or expedited permitting process, etc., then Comcast gets the same treatment/ terms. (See section 12)
- (2) While Comcast has a duty to build new projects underground, if there is an area of the city where Comcast and other providers have aerial lines, then Comcast can, subject to the City's permitting process, apply for a project that includes aerial or above ground facilities as long as there is a good reason why that request is being made. (See section 3.2.6 and 3.2.7)
- (3) Comcast's commitment to continue to offer basic cable TV service to any city owned or operated building (including schools) remains in place but Comcast has included language that allows them to

offset the costs of providing that free service from franchise fees as afforded under federal law. (See section 10.2).

The franchise fee obligation to the city remains at 5% of Gross Revenues – paid quarterly to the city no more than 60 days after the end of the prior calendar quarter. Comcast cannot pay more than 5% in cable TV revenues to the city under federal law.

The proposed franchise agreement is longer than the current agreement because of language that is now required by the FCC that we have in our documents namely: Discussion on Safety Requirements (3.2.4); Programming (4.2); No Discrimination (4.3); Fees and Charges to the Customer (5.1); Customer Service Standards (6.1); Customer Bills (6.2); Privacy Protection to Customers (6.3); Technical Operating Standards (7.4); System Capacity requirements (10.1). All of these paragraphs are specific to federal requirements imposed on Comcast.

Lastly – By way of information, South Weber City currently has 950 Comcast Video Subscribers. Franchise Fees paid to South Weber in 2016 were \$51,241.37.

Kirt Noord, representing Comcast, explained some of the items with the agreement.

Council Member Sjoblom moved to approve Resolution 17-13: Cable Television Franchise Agreement with Comcast of Utah, II, Inc. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

DISCUSSION ITEMS:

Transportation Utility Fee Analysis: Brandon Jones, City Engineer, said back in January 2017 at the City Summit projects were identified. Those projects include: Cottonwood Drive (reconstruct and seal), Heather Cove (reconstruct and seal), Daniel Drive (reconstruct and seal), and 1250 East (improve, reconstruct and seal). Brandon said streets are your most expensive utility. He said current street conditions are assessed through IWorq. There are different criteria (fatigue, transverse, longitudinal, patching, edge, rutting, etc.) that are assigned to streets. Brandon reported that 83% of the city's streets have a 10 year or less service life. He said a seal coat (chip & seal) will add a maximum of 20 years of life. A brand-new street is assumed to have an RSL of 15 years. 43.3% of the City streets are at an RSL of 6 years or less, 83.0% of City street area at an RSL of 10 years or less. Current funding for maintenance is not keeping up with the deterioration of the streets. Brandon then reviewed the pavement life cycle and the cost of pavement deterioration. The current funding sources include: Class C funding from the State (includes Prop. 1) approximately \$200,000/yr., and property tax (general fund – no set amount (approximately. \$185,000/yr.). Total revenue = \$385,000/yr. Brandon asked the Council for feedback on increasing property tax or creating a Transportation Utility Fund (TUF) which would be a new utility fee that would go into the Enterprise Fund. Brandon discussed the utility fee vs. property tax pros and cons.

Utility fee

Pros

- * Equitable: charged based on use of the streets
- * Transparent: Can only be used for transp. Needs
- * Once in place, the City has a guaranteed source

Property Tax

Pros

- * Can be claimed as a tax deduction

Cons

- * Would require a property tax incr.

of revenue, not subject to legislative funding

Cons

*New additional fee

* Cannot obligate future Councils to fund at a specific amount

* No clear “nexus” between a homes value and the number of end trips

Council Member Casas is not in favor of adding to the utility fee. The Council was in agreement that something needs to be done. Brandon then explained the type of treatments and the added RSL values. It was stated an analysis would cost approximately \$3,000. Brandon said the City staff needs direction as to whether to move forward with an analysis for TUF or move forward with property tax increase. It was decided that this item will be added to the City Council meeting agenda for next week on the consent agenda.

Ambulance Service Request; Fire Chief

Chief Tolman presented the ambulance information for South Weber Fire Department. He said Layton City billed South Weber Residents for 2016: \$126,805.02 in which \$58,547.94 has been collected thus far. He said a potential revenue per year with Nursing home: \$120,000 that with money from Wildland would make up the difference for around the clock staffing.

Chief Tolman explained the billing options for South Weber:

Gold Cross: 5.5 % of net

IRIS: 6% of net

FPCS: 6% of net

The **requirements** for South Weber to run an ambulance. 2 Advanced EMT's 24/7/365.

Cost in wages \$262,800 for part time. \$240,000 for Full-time (not including benefits and 6 part-time people wages.)

Chief Tolman said there is an agency that is willing to donate an ambulance possibly free if we commit to around the clock staffing.

Chief Tolman said with a nursing home being built in South Weber we can expect a minimum of 2-3 calls a week. Nursing home residents either have private insurance and/or Medicare. We can almost guarantee payment on every transport from a nursing home. Which means we will be missing out on a significant amount of revenue.

Chief Tolman said the City would also be added to Layton as a backup ambulance. There is also potential for us to run into Uintah and Mountain Green on medicals with us being closer than South Ogden for Uintah and Morgan for Mountain Green.

Chief Tolman said with the increase in call volume to both South Weber and Layton we have had several incidents where Layton is not available so we have had South Ogden come. Also, Layton has had numerous incidents where their ambulance in South Weber and they have had to call in Kaysville or North Davis to cover their own city.

Tom said surrounding cities are tapped with their own needs. He discussed opportunities for South Weber City to provide services. Chief Tolman discussed the offer to the City of a used ambulance. He said county wide is hurting because of the growth taking place. Discussion took

place regarding the need for two advanced EMT's 24/7/365. Tom said we don't know the overall figures on what all this will cost and how the funding will work. He said this was information that we wanted the Council to be aware of.

The Council took a 10-minute break from the meeting to view the brush fire taking place on the southern hillside.

Wild Fire Hazard Potential Presentation; Fire Chief

Fire Chief Tolman discussed developing a CWPP and an MOU.

CWPP

- CWPP stands for Community Wildland Protection Program
- Gives us financial coverage for large fires
- Requires plans and assessments from the South Weber City
- Requires a cooperative agreement signed by the City

MOU

- MOU stands for Memorandum of Understanding
- Allows the City to bill the State for man power and Equipment use
- Gives us the ability to be on more fires, which equals more money

Why we need a CWPP

- Saves the City from MASSIVE financial burden
- We are responsible for covering the cost of any fire that starts in our City
- Helps mitigate potential hazard area
- Provides an Initial Action Plan
- Opens up resources
- Educates citizens on dangers and prevention methods

Why we need an MOU

- On the Fourth of July fire last year we missed out on over \$40,000 in pay from the state for the use of our apparatuses and man power.
- It means we have the potential to make several hundred thousand dollars over the course of a summer.
- It gives us the ability to better equip and maintain our wildland services.
- It will give our firefighters more opportunities to hone their skills.

Conclusion: A cooperative agreement with a CWPP although expensive will be good insurance when we have a major fire, and we will have one.

Tom said this is the tangible benefit in having Chief Tolman and his crew. Mayor Long said Chief Tolman has done a lot with the department. Council Member Taylor thanked Chief Tolman for his presentation.

CITY COUNCIL ITEMS:

Council Member Hyer: He met with Country Fair Days staff. He said one of the biggest concerns is the need for donations. He said they are trying to put together a donations committee. They are also seeking donations for the Youth Anything Goes event.

Council Member Sjoblom: She reported on the smell coming from Wasatch Integrated Waste Management.

Council Member Taylor: He asked if the City receives a monthly report from the Davis County Sheriff's Department. Tom said he meets with them once a month. He does not like the information from their report and will be redoing it.

MAYOR'S ITEMS: She reported on the flooding in Farr West. Central Weber Sewer stated problems have occurred because of inadequate sump pumps. She also reported that Davis County School District hosted a meet the author night at Northridge High School.

CITY MANAGER'S ITEMS: Tom asked Council Member Hyer if he can get a budget for the Country Fair Days events. He said there has been a change in the Council Committee budget. Council Member Sjoblom will be on the Finance committee and Council Member Taylor will be on the Recreation committee. He said on March 30th Westpoint and Zions Bank are hosting an Economic Development meeting at 11:45 a.m. to 1:30 p.m. with lunch being provided. UDOT is hosting a meeting at the Davis County office on April 10th at 9:00 a.m.

FIRE CHIEF: Chief Tolman said he has fire fighters who are willing to conduct some emergency preparedness training.

Adjourned: Council Member Hyer moved to go into a CLOSED MEETING - as per UCA § Section 52-4-205(1)(e): strategy session to discuss the sale of real property, including any form of a water right or water shares. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Hyer moved to go back into an open meeting at 8:26 p.m. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Casas said the City is looking to sell the property on the s-curve on South Weber Dr. and is grateful for the opportunity to sell to developers the City feels comfortable with. Tom stated the parcels of property to be sold as being 13-033-0077, 13-033-0078, 13-018-0096.

Council Member Sjoblom said she had doubts about the maintenance of Cambridge Crossing Apartments because of the wind, but the owners did a good job maintaining it, so she is comfortable with a similar development by the same owners on this property.

ACTION ON SALE OF CITY OWNED PROPERTY

Council Member Hyer moved to sell the city-owned parcels 13-033-0077, 13-033-0078, and 13-018-0096, per the drafted contract which states that the buyer agrees to transfer to seller (South Weber City) within 30 days of final plat approval \$931,000, 70% of the full purchase price, the remaining balance of \$399,000 shall be paid on or before 10 months after the first payment is made. Additionally, the buyer agrees to pay seller an annual rate of 5% on the remaining balance until paid in full. The buyer is US Development. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

Adjourned: Council Member Taylor moved to adjourn the meeting at 8:31 p.m. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 28 March 2017

TIME COMMENCED: 6:02 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Merv Taylor
Jo Sjoblom
Wayne Winsor

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Traci Wiese, Lynn Poll, Tani Lynch, Barbara Shupe, Kathy Poll, Randi Wiese, Dan Shupe, Cymbre Rowser, Mandi Spens, and Michael Spens.

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

PLEDGE OF ALLEGIANCE: Council Member Sjoblom

PRAYER: Council Member Taylor

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

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- **Approval of February 2017 Budget to Actual**
- **Newsletter Advertising Policy** (Tom explained the newsletter advertising policy). He said sponsorship for Country Fair Days will be recognized once electronically, but no longer throughout the year on the mailed issues.

Council Member Sjoblom moved to approve the consent agenda. Council Member Winsor seconded the motion. Elyse called for a roll call vote. Council Members Hyer, Taylor, Sjoblom, and Winsor voted yes. Council Member Casas voted no. The motion carried 4 to 1.

QUARTERLY REPORT: DCSO Law Enforcement: Lieutenant Roundy presented the quarterly report. He said officer work performance by area includes: 6 arrests, 8 offenses, 98 citations. He then reviewed the dispatched calls 10 accidents with property damage, 1 child abuse or neglect. He said there have been 6 vehicle burglaries. He would recommend reminding citizens to leave porch lights on, lock vehicles, close garage doors, and take valuables out of vehicles. He reported that all of the vehicle burglaries were on 8100 South and 2300 East. He said there were 148 traffic violations. Council Member Hyer said most of the complaints the Council receives are concerning individuals speeding in smaller neighborhoods. It was suggested more patrolling ten minutes before school starts and when kids get out of school. Lieutenant Roundy discussed services they offer which include: the K-9 patrol unit, crime labs, SWAT, bomb squad, emergency services, DARE, Bear Cat, etc. He said there is a patrol deputy assigned to South Weber City 8 to 12 hours a day. He said you will see more motorcycle patrols with the warm weather approaching. He said the patrol sergeants have been very pleased with the improvement of South Weber City's Fire Department. He said there are a lot of resources they can help provide to the Fire Department. Council Member Casas discussed South Weber City requires a solicitor to get a license thru the City. Lieutenant Roundy said they will give a warning and the second time a citation. Council Member Taylor suggested putting an alternate non-emergency dispatch number in the newsletter.

QUARTERLY REPORT: Finance Director: Mark McRae, Finance Director, presented the quarterly report. He said concerning the General Fund Revenues of 2017, they are right on target. The interest rate is up 132% over February 2015. He said the water impact fee has been completed. He then reviewed the Enterprise Fund Business Model – normal costs: payroll, AP, billing, legal, management, etc. He said South Weber City has consolidated all of those. He said we have to look at how to allocate back to the Enterprise Fund. He discussed salary benefits allocation, administrative services fee, and salary allocation = \$104,400. He discussed the capital reserves and developing an asset management program with Council Member Winsor. He said they are working on the paperless project and software is in the works as well as training people. He said the Fire Department will be changing their software and record an incident on their mobile device. He said the Iworq program is currently being used, but they are looking at ways for the Public Works Department to enter information on their mobile devices. Mark explained that documents will be scanned to create electronic documents for AP and billing. Mayor Long asked about documents stored at the State archive. Mark explained that most of the documents have an expiration date and are stored at the City office. Council Member Winsor for being a tremendous asset to the City.

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision: Tom said this item was discussed in the work meeting regarding storm drainage and right of way. Brandon Jones, City Engineer, said he is not recommending approval at this particular meeting because the issues with drainage and ground water concerns and street cross sections need to be identified and then the developer will need to make modifications to his plan and come back for approval. He said the Council needs to give direction on what they are comfortable moving forward with for the developer. Council Member Sjoblom felt the Council was in agreement on the groundwater situation and the developer escrowing money for future curb and gutter, but it seemed that there wasn't an agreement as to the width of the road. Brandon recommended the city standard of 70' but stated

in his memo he stated he feels it is acceptable to match the existing (or projected) ROW widths: 50' on 925 East and 60' on 7375 South. He reiterated that he would recommend the city standard of 70'. Council Member Hyer discussed existing neighborhoods with a small area that may have a small amount of traffic. Brandon said the City currently has a transportation master plan that identifies existing and proposed roads which are identified as local, collector, etc. He said we can identify those roads in the plan that need to be identified as such. Council Member Hyer said the City will have more and more of these types of situations and it would be nice to be more specific and actually identify ROW widths. Council Member Casas thanked Mr. Poll for being willing to work with the City.

Council Member Casas moved to approve RESOLUTION 17-11 Final Plat Ferndale Subdivision with the conditions set forth in Brandon's memo of 9 March 2017 and memo of 27 March 2017 with recommended option #3 for storm water drainage with the developer being responsible to escrow for improvements, escrow for a street light and a fee in lieu of detention for storm water drainage, and dedication of 70' right of way on 7375 South and 50' right of way on 925 East. Council Member Winsor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Transportation Utility Fund Analysis

Brandon Jones, City Engineer, stated in response to the Work Meeting on Tuesday, March 21, 2017 the Council requested a fee estimate to perform the Street Condition Assessment and associated Analysis. The following is a breakdown of tasks and estimated costs.

Task #1 – Street Condition Assessment (iWorq) \$6,900

- iWorq is the current municipal management software provider being used by the City. They also have field technicians that perform street condition assessments.
- This work involves a visual inspection and assessment of every street section in the City (intersection to intersection), entering the associated rating criteria, calculating the resulting RSL value and entering that information into their GIS database.

Task #2 – Cost Evaluation (J&A) \$2,500

- This work would involve establishing the current annual expenditures on street maintenance to form a base line. Based on the street conditions received from iWorq, multiple cost scenarios would be run in order to establish the benefit (increased average RSL and decreased streets in failure) of the additional funding. This would be run for an evaluation period of 10 years. This work would also produce a 10-year plan for each scenario of the most cost-effective schedule of treatments for all streets throughout the city based on their RSL values.

Task #3 – ERU Analysis (J&A) \$2,000

- This work would only be needed if pursuing the implementation of a Transportation Utility Fee. It involves an end-trip analysis of all street users (residential, commercial, industrial, institutional, etc.) located in the City. This is based on the Land Use ITE Trip

Task #4 – Report and Public Involvement (J&A) \$1,000-\$3,500

- This work would include preparation of exhibits and presentations for Council meetings and/or Open Houses as desired by the City Council. The cost associated with this task will depend on the number of meetings and additional information desired.

The Council discussed holding open houses to inform the public of this information. Tom will contact Provo City about showing the video that the Council watched at the last work meeting.

Council Member Winsor moved to move forward with the Transportation Utility Fund Analysis not to exceed \$15,000. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

Award 2017-2021 Fertilizer & Weed Control Quote

<u>Contractor:</u>	<u>Fertilizer per Acre</u>	<u>Broad Leaf Control</u>	<u>Total</u>
Great Basin Turf	59.99	45.00	104.00
Best in the West	110.00	68.00	178.00
N.O.S.S.	100.00	80.00	180.00
Green Castle	97.50	97.50	195.00
Lawn Butler	245.65		245.65

Council Member Hyer moved to award the 2017-2021 Fertilizer & Weed Control bid to Great Basin Turf for three treatments each year from 2017-2021. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Taylor, Sjoblom, and Winsor voted yes. The motion carried.

COUNCIL ITEMS:

Council Member Taylor: He stated he has been working with the Davis County Sheriff's Department and has requested a monthly report from them.

Council Member Hyer: The Country Fair Days Committee has been meeting and will be asking for donations in the City newsletter.

Council Member Sjoblom: She attended the land use meeting. She said David Church spoke. She asked him about discussion items and action items on an agenda. She asked the Council to not distinguish between discussion items and actions items. She would like this to be placed on the next agenda. Mayor Long agreed to put it on the next agenda. She also asked about concrete drainage that need to be replaced. Mark Larsen suggested she email him the address.

Council Member Winsor: He reported on the Finance Committee Meeting. He said they discussed bond options, merit based policies, etc. He requested putting on the April 11th salary based survey. The City staff would like to add a part-time clerk.

MAYOR'S ITEMS: Mayor Long attended the COG (Council of Governments) meeting where they discussed the \$10 fee for licensing of vehicles, boats, and ATV's.

CITY MANAGER ITEMS: He said the Central Park playground equipment has been ordered and will be delivered by June 5th. He said it may be difficult to get it in place before Country Fair Days. He said the Sewer Capital Facilities Plan is being reviewed by the Public Works Department. He said they have received grant money for South Weber Drive.

CITY RECORDER ITEMS: Elyse stated she had a training on minutes and learned that acronyms should be specified.

CITY ENGINEER ITEMS: Brandon Jones reported on the meeting held with the residents along 1250 East. He said the overwhelming response was for a 5' sidewalk. He said residents want more paved asphalt verses wider sidewalk. He would like the Councils' feedback. Council Member Casas would like to go with the 5'. Council Member Sjoblom agreed. Brandon discussed the need for the secondary water line needing to be replaced. He has spoken with Rorie Stott from South Weber Water Improvement District. Rorie would like the City to include the secondary line in the bid and then South Weber Water Improvement District will pay for it. Discussion took place regarding the sewer easement on the Peek property that could possibly be used as a trail.

PUBLIC WORKS DEPARTMENT: Mark reported that the blind corner signs were installed. He is working with the Davis County Sheriff's Department to be able to count vehicles and speed.

PUBLIC COMMENTS:

Cymbre Rowser, 985 E. 7375 S., said she is concerned about the storm sewer drainage for the Ferndale Subdivision. She thanked Council Member Hyer for coming down and taking a look at the area. She asked about the dip on 475 East. She is also concerned about parking on 7375 South and the difficulty trying to get through the street when vehicles are parked on both sides.

ADJOURNED: Council Member Taylor moved to adjourn the meeting at 8:23 p.m. Council Member Winsor seconded. Elyse called for the vote. Council Members Casas, Hyer, Winsor, Sjoblom, and Taylor voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest:

City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 28 March 2017

TIME COMMENCED: 5:00 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

**Scott Casas
Kent Hyer (arrived at 5:29 p.m.)
Jo Sjoblom
Merv Taylor
Wayne Winsor**

CITY MANAGER:

Tom Smith

CITY RECORDER:

Elyse Greiner

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Traci Wiese, Mark McRae, Brandon Poll, and Lynn Poll.

Mayor Long stated that Council Member Hyer will be late to the meeting.

CONSENT AGENDA:

- **Approval of February 2017 Budget to Actual**
- **Newsletter Advertising Policy**

QUARTERLY REPORTS: DCSO Law Enforcement & Finance Director

ACTION ITEMS:

RESOLUTION 17-11 Final Plat Ferndale Subdivision:

The subdivision is for 3 lots and a remainder parcel located near 925 E. and 7375 S. The Planning Commission has reviewed and recommended approval of the subdivision. The Council previously discussed and tabled this item based on questions about the sidewalk width. Brandon Jones, City Engineer, explained the history of the Ferndale Subdivision and the developer retaining storm water on site.

Brandon explained that when the first applications for this subdivision were being processed, the State DEQ (Department of Environmental Quality) had just recently implemented the new Storm Water Permit that all MS4's had to comply with. South Weber City is an MS4 (Municipal Separate Storm Sewer System). One of the mandatory requirements of the new permit was retention (water held and not allowed to leave the site) of the 90th percentile storm. Although the City Public Works Standards greatly discourage retention basins, they are allowed under certain circumstances. Given the circumstances, the staff allowed the developer to move forward with a retention approach. Later, in the fall of last year, the State DEQ decided to study the retention requirement further and

postponed its mandatory implementation to 2019. As the development had already moved forward with a retention approach and the City Standards allowed for such, the Staff continued to move it forward.

Brandon stated the City Staff met with the Developer on Friday of last week to further discuss the concerns raised at the last Council meeting. Given the number of options available, the Staff asked the Developer to put together a proposal of what they are proposing to do. He said the City did receive a copy of the developer's proposal which gives explanation, options and their proposed option.

Brandon explained that according to the geotechnical report from Earthtec Engineering, the percolation rate is less than 1 min/in (which is very good). The majority of the soils are also gravelly in nature. Brandon said it was not until the last Council meeting, when a nearby resident (Barbara Shupe) made a comment about one of the other neighbors getting water in their basement that we were aware of any potential groundwater issues. He said he followed up with this particular resident to get a better understanding of the issue.

Brandon said the concern is that previous flood irrigation of the field being developed is suspected to have been the cause of flooding in the basement of the home at the southwest corner of 925 East and South Weber Drive, because only after a short period of time from the field being irrigated, the home on the corner would get groundwater in their basement. Therefore, if this development is allowed to retain storm water on-site, the previous flood irrigation conditions and flooding of basements may return.

Brandon said given this concern, we also followed up with Earthtec Engineering and discussed the issue with them. In the end, we concluded that although it is possible that the groundwater percolating into the soil from these retention basins may contribute to the problem, the problem currently exists. It would be difficult to prove that any future issues were a direct result of the installation of these retention basins. The actual source of the groundwater causing the problem already exists. In short, there is no way to guarantee that the storm water from these retention basins will not contribute to the existing problem, but at the same time there is no way to prove that they will.

Brandon said it is our understanding that there are some concerns with varying Right-of-Way (ROW) widths in this area, and that the City Standard 70' ROW may not be appropriate. Upon further review and consideration, we feel that because these are existing roads, the final ROW widths should be considered on a case by case basis. He then reviewed drawings showing the recommended ROW widths from 925 East to 7375 South to Lester Drive to 1250 East.

Brandon then discussed Lynn Poll's concerns with the storm drain and the street cross sections with right of way widths etc. Brandon said the improvement plan needs to show a street light on the corner.

Council Member Casas is in favor of using water retention swells on the south of each lot and the west end of the subdivision.

Council Member Hyer arrived at 5:29 p.m.

Brandon recommended following Option 3 from the developer's Proposal. He feels this will help diminish the groundwater concerns by placing the retention ponds farther away from the downgradient homes. These retention basins would also be temporary in nature. When improvements are placed on this road in the future, a storm drain system will be provided and these basins will be eliminated. Finally, if improvements are installed now, there is a good chance that they will be torn out in the future when the rest of the road's improvements are installed. Although future improvements are likely to cost more when installed, we feel it would be best to have the money put in escrow to help towards the future project costs.

Brandon then discussed the right of way width and stated given the amount of ROW acquisition that would be required on these existing streets, he feels it is acceptable to match the existing (or projected) ROW widths: 50' on 925 East and 60' on 7375 South. Brandon discussed sidewalk width. He said wider park strips are easier to maintain. Council Member Casas said with a wider park strip, you can also install trees that are less harmful to damaging sidewalks. Brandon recommended the sidewalk follow the City standard. He said due to the ease of complying with ADA requirements and following the recommendations of others (see below), we would recommend a minimum of 5' wide sidewalk. A 50' ROW will have to be considered a "geometric constraint" if the sidewalk that is placed against the back of curb is less than 6' wide.

There are several "standards setting bodies" that provide guidelines by which we design to. The following are the main entities that address sidewalk widths:

- ADA (Americans with Disabilities Act)

"Sidewalks are to be at least 5 ft. wide. However, if necessary due to geometric constraints, the width of the sidewalk may be reduced to 4 ft. minimum width."

"A sidewalk proposed within 2 ft. of a curb will be placed adjacent to the curb and be at least 6 ft. wide."

- FHWA (Federal Highways Administration)

"Although most guidelines require sidewalk design widths to be at least 5-feet wide, larger design widths can accommodate more pedestrians and improve ease of access."

- SRTS (Safe Routes to School)

"The preferred minimum sidewalk width recommended for safe routes to schools is five to six feet."

"The six-foot width allows for two people to walk comfortably side by side and provides sufficient space for pedestrians crossing in the opposite direction. Sidewalks with a width of eight to ten feet or more should be built where there is no sidewalk buffer along an arterial street and along roads adjacent to school grounds where large numbers of walkers are expected."

- AASHTO (American Association of State Highway and Transportation Officials)

Minimum width of 4 ft., but must have 5 ft. wide "passing zone" no less than every 200 ft.

"Greater sidewalk widths should be considered for higher volume sidewalks and where the sidewalk is against the curb or wall"

Brandon said the current City Standard sidewalk width of 6 feet is supported by these requirements and recommendations listed above. He would recommend holding to and staying consistent with the City Standards.

Tom asked Brandon if this would need to go back to the Planning Commission because of some of these amendments. Brandon said he doesn't think so. The Council agreed. Council Member Winsor discussed the ROW and said he is concerned about setting a precedent. He said if this is how we are going to move forward, he would suggest looking at amending the City standard. Council Member Hyer discussed a development fitting a certain criteria when it is a new subdivision verses the subdivision blending with existing development. Brandon said when the standard was changed from 60' to 70', we ran into this issue several times. He said we ran into a lots of roads being 60' joining up with a 70' road and developers were able to transition to the 60' road. Tom said the City staff is recommending option #3 from Brandon's memo and the 70' right of way. Mr. Poll

Transportation Utility Fund Analysis (no discussion this item)

Award 2017-2021 Fertilizer & Weed Control Quote: Tom Smith, City Manager, stated the City received bids from the following and he is recommending three treatments. It was stated the City has worked with Great Basin Turf before. Tom recommended the Council award the bid to Great Basin Turf. Council Member Winsor asked if the budget amount can be present with the bids received so that he can see if bids come in above or below budget.

<u>Contractor:</u>	<u>Fertilizer per Acre</u>	<u>Broad Leaf Control</u>	<u>Total</u>
Great Basin Turf	59.99	45.00	104.00
Best in the West	110.00	68.00	178.00
N.O.S.S.	100.00	80.00	180.00
Green Castle	97.50	97.50	195.00
Lawn Butler	245.65		245.65

Adjourned at 6:00 p.m.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

Report Criteria:

Report type: GL detail

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/09/17	36696	ADMIN OFFICE OF THE COURTS	03/03/17	Court Clerks Spring Conf. 04/25/16	1042230	75.00	ADMIN OFFICE OF THE COURTS
	Total 36696:					75.00	
03/02/17	36676	Ahlstrom, Douglas J.	03/02/17	City Attorney Services - Feb. 2017	1043313	975.00	Ahlstrom, Douglas J.
	Total 36676:					975.00	
03/09/17	36697	ALLRED, CHRISTOPHER F	03/02/17	Prosecution Services - Feb. 2017	1042313	600.00	ALLRED, CHRISTOPHER F
	Total 36697:					600.00	
03/23/17	36765	APCO INC	03/01/17	Troubleshoot Pump Station Software	5140350	306.00	APCO INC
	Total 36765:					306.00	
03/30/17	36792	APCO INC	03/17/17	SCADA Software- Reporting Module	5140490	3,841.00	APCO INC
	Total 36792:					3,841.00	
03/02/17	36677	AT&T MOBILITY	01/17/17	FIRE - E-1 air card Acct#834520288	1057370	50.12	AT&T MOBILITY
	Total 36677:					50.12	
03/09/17	36698	Auger, Jaden	02/21/17	Referee - Basketball	2071340	150.00	Auger, Jaden
	Total 36698:					150.00	
03/16/17	36746	BELL JANITORIAL SUPPLY	03/02/17	Park Restroom - Paper Towels & Soap	1070260	298.60	BELL JANITORIAL SUPPLY
	Total 36746:					298.60	
03/23/17	36766	BELL JANITORIAL SUPPLY	02/22/17	Cleaning supplies	1057260	294.33	BELL JANITORIAL SUPPLY
	Total 36766:					294.33	
03/09/17	36699	Bergman, Alec	03/08/17	Referee - Basketball	2071340	22.50	Bergman, Alec

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36699:						22.50	
03/09/17	36700	Blomquist Hale Consulting Inc.	03/01/17	EAP Service - Mar. 2017	1043135	165.00	Blomquist Hale Consulting Inc.
Total 36700:						165.00	
03/09/17	36701	BLUE STAKES OF UTAH	02/28/17	Blue Stakes Locator - Feb. 2017	5140250	45.22	BLUE STAKES OF UTAH
Total 36701:						45.22	
03/02/17	36678	BOUND TREE MEDICAL LLC	02/13/17	Medical Supplies - Oxygen Masks, gloves	1057250	63.37	BOUND TREE MEDICAL LLC
Total 36678:						63.37	
03/09/17	36702	BROWN, CURTIS	03/08/17	Pre Diem For URPA Conference in St. George	2071230	178.50	BROWN, CURTIS
Total 36702:						178.50	
03/23/17	36767	BROWN, CURTIS	03/20/17	Mileage - Training in St. George	2071230	369.15	BROWN, CURTIS
Total 36767:						369.15	
03/09/17	36703	BYRAM, VAL	03/07/17	Refund Civic Center Deposit	1034250	200.00	BYRAM, VAL
Total 36703:						200.00	
03/30/17	36793	CASELLE INC	03/24/17	Online Paystub Software	1043740	2,000.00	CASELLE INC
Total 36793:						2,000.00	
03/23/17	36768	CENTURY EQUIPMENT COMPANY	03/13/17	Snow Plow Hydraulic Fluid	1060250	281.43	CENTURY EQUIPMENT COMPANY
Total 36768:						281.43	
03/09/17	36704	CENTURYLINK	02/10/17	Data Line - Water	5140490	50.88	CENTURYLINK
Total 36704:						50.88	
03/23/17	36769	CENTURYLINK	03/10/17	Data Line - Water	5140490	50.88	CENTURYLINK

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36769:						50.88	
03/16/17	36747	CHEMTECH-FORD LABORATORIES	03/01/17	Water System Sample Testing	5140490	501.00	CHEMTECH-FORD LABORATORIES
Total 36747:						501.00	
03/09/17	36705	CINTAS CORPORATION	03/02/17	Resupply First Aid Station - Shop	1060260	34.78	CINTAS CORPORATION
Total 36705:						34.78	
03/16/17	36748	CINTAS CORPORATION	03/06/17	Eye wash Station Maint. - Shop	1060260	62.32	CINTAS CORPORATION
Total 36748:						62.32	
03/23/17	36770	COLONIAL FLAG SPECIALTY CO INC	03/15/17	Flag Roatation - Memorial Park	1070250	140.00	COLONIAL FLAG SPECIALTY CO INC
Total 36770:						140.00	
03/09/17	36706	Compass Minerals America	02/22/17	Salt for Roads	1061411	750.96	Compass Minerals America
Total 36706:						750.96	
03/09/17	36707	DAVIS & WEBER SECONDARY WATER	03/01/17	Secondary Water for City Parks	1060260	333.25	DAVIS & WEBER SECONDARY WATER
Total 36707:						333.25	
03/02/17	36679	DAVIS COUNTY GOVERNMENT	02/15/17	Dispatch Fire - 7/16 - 12/16	1057370	2,772.00	DAVIS COUNTY GOVERNMENT
03/02/17	36679	DAVIS COUNTY GOVERNMENT	01/17/17	Animal Control - Dec. 16	1054311	1,131.28	DAVIS COUNTY GOVERNMENT
03/02/17	36679	DAVIS COUNTY GOVERNMENT	01/17/17	Sheriff Contract - Dec. 16	1054310	11,047.67	DAVIS COUNTY GOVERNMENT
03/02/17	36679	DAVIS COUNTY GOVERNMENT	02/09/17	Sheriff Contract - Jan. 17	1054310	11,147.67	DAVIS COUNTY GOVERNMENT
Total 36679:						26,098.62	
03/16/17	36749	DAVIS COUNTY GOVERNMENT	03/06/17	Bailiff Service - Feb. 2017	1042317	375.00	DAVIS COUNTY GOVERNMENT
03/16/17	36749	DAVIS COUNTY GOVERNMENT	03/06/17	Dispatch Fire - 1/17 - 6/17	1057370	2,772.00	DAVIS COUNTY GOVERNMENT
Total 36749:						3,147.00	
03/30/17	36794	DAVIS COUNTY GOVERNMENT	02/27/17	Sheriff Contract - Feb. 17	1054310	11,147.67	DAVIS COUNTY GOVERNMENT

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/30/17	36794	DAVIS COUNTY GOVERNMENT	03/23/17	Animal Control - Jan. 17	1054311	1,429.42	DAVIS COUNTY GOVERNMENT
03/30/17	36794	DAVIS COUNTY GOVERNMENT	03/23/17	Animal Control - Feb. 17	1054311	1,429.42	DAVIS COUNTY GOVERNMENT
03/30/17	36794	DAVIS COUNTY GOVERNMENT	03/23/17	Animal Control - Mar. 17	1054311	1,429.42	DAVIS COUNTY GOVERNMENT
03/30/17	36794	DAVIS COUNTY GOVERNMENT	03/27/17	Sheriff Contract - Mar. 17	1054310	11,147.67	DAVIS COUNTY GOVERNMENT
Total 36794:						26,583.60	
03/09/17	36708	DAVIS COUNTY SHERRIFF OFFICE	02/02/17	Court Witness - Deputy Sheriff	1042610	18.50	DAVIS COUNTY SHERRIFF OFFICE
03/09/17	36708	DAVIS COUNTY SHERRIFF OFFICE	02/16/17	Court Witness - Deputy Sheriff	1042610	18.50	DAVIS COUNTY SHERRIFF OFFICE
Total 36708:						37.00	
03/02/17	36680	Dr. Summer Grace DO	03/01/17	Medical Director Contract	1057370	500.00	Dr. Summer Grace DO
Total 36680:						500.00	
03/30/17	36795	DURKS PLUMBING	07/07/15	Sprinkler Return	1070261	313.60	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	06/30/16	Wiring Connectors (250)	1070250	130.00	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	08/02/16	12" Chan-nel-lock Plier - Maintenance	1070261	44.48	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	08/10/16	K-Rain Pump Start Relay - Grounds Maintenanc	1070261	46.14	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	09/19/16	4x4x3 Red Tee - Parks Maintenance	1070260	36.64	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	02/14/17	3/4 Brass Tee, 3/4 Gal Union, 3/4 Close Brass	1060260	10.20	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	02/15/17	Clay PRV Water Valves	5140490	14.88	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	03/15/17	Parks Sprinkler Repair Parts	1070261	5.11	DURKS PLUMBING
03/30/17	36795	DURKS PLUMBING	03/23/17	Parks Sprinkler & Bathroom Parts	1070260	997.08	DURKS PLUMBING
Total 36795:						970.93	
03/09/17	36709	Dygert, Casey	02/25/17	Referee - Basketball	2071340	22.50	Dygert, Casey
03/09/17	36709	Dygert, Casey	03/09/17	Referee - Basketball	2071340	22.50	Dygert, Casey
Total 36709:						45.00	
03/23/17	36771	EARTHTEC TESTING AND ENGINEER	02/28/17	Sewer Outfall Soil Tests	5240690	195.00	EARTHTEC TESTING AND ENGINEER
Total 36771:						195.00	
03/09/17	36710	ELITECRAFT HOMES	03/06/17	Completion Bond - SWC160711093	1021340	500.00	ELITECRAFT HOMES

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36710:						500.00	
03/30/17	36796	ELITECRAFT HOMES	03/27/17	Overpayment on Utility	0111750	38.43	ELITECRAFT HOMES
Total 36796:						38.43	
03/02/17	36681	ENERGY SAVERS	02/27/17	Completion Bond - SWC170117008	1021340	200.00	ENERGY SAVERS
Total 36681:						200.00	
03/23/17	36772	ENERGY SAVERS	03/16/17	Completion Bond - SWC170216021	1021340	200.00	ENERGY SAVERS
Total 36772:						200.00	
03/16/17	36750	EVCO House of Hose	02/08/17	Water Pump Hose	5140490	143.83	EVCO House of Hose
Total 36750:						143.83	
03/30/17	36797	EVCO House of Hose	01/16/17	Back Hoe Repair	1060250	118.28	EVCO House of Hose
Total 36797:						118.28	
03/02/17	36682	Executech	02/01/17	IT Services - Feb 17	1043308	682.50	Executech
03/02/17	36682	Executech	02/01/17	Backup & Office 365	1043350	590.57	Executech
Total 36682:						1,273.07	
03/23/17	36773	FREEDOM MAILING SERVICES, INC	03/09/17	Utility Bills - Feb. 2017	5140370	427.83	FREEDOM MAILING SERVICES, INC
03/23/17	36773	FREEDOM MAILING SERVICES, INC	03/09/17	Utility Bills - Feb. 2017	5240370	297.62	FREEDOM MAILING SERVICES, INC
03/23/17	36773	FREEDOM MAILING SERVICES, INC	03/09/17	Utility Bills - Feb. 2017	5340370	139.51	FREEDOM MAILING SERVICES, INC
03/23/17	36773	FREEDOM MAILING SERVICES, INC	03/09/17	Utility Bills - Feb. 2017	5440370	65.11	FREEDOM MAILING SERVICES, INC
Total 36773:						930.07	
03/23/17	36774	Green Castle	03/14/17	Snow Removal Park & Ride	1070625	1,310.00	Green Castle
Total 36774:						1,310.00	
03/09/17	36711	GROUNDWORKS	02/02/17	Snow Removal - Poll Property Sidewalks	1061411	525.00	GROUNDWORKS

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36711:						525.00	
03/09/17	36712	HANSEN & ASSOCIATES	03/06/17	Sewer Outfall - Surveying	5240690	194.90	HANSEN & ASSOCIATES
03/09/17	36712	HANSEN & ASSOCIATES	03/06/17	Sewer Outfall - Surveying	5240690	750.00	HANSEN & ASSOCIATES
Total 36712:						944.90	
03/09/17	36713	Hayes, Hunter	02/07/17	Referee - Basketball	2071340	45.00	Hayes, Hunter
Total 36713:						45.00	
03/09/17	36714	HD SUPPLY WATERWORKS	02/17/17	Hrdrant Parts & Safety Flags	5140490	353.94	HD SUPPLY WATERWORKS
Total 36714:						353.94	
03/23/17	36775	HD SUPPLY WATERWORKS	03/13/17	In-street Water Valve Cover	5140490	33.33	HD SUPPLY WATERWORKS
Total 36775:						33.33	
03/30/17	36798	HD SUPPLY WATERWORKS	03/24/17	12 Water Meters	5140490	2,796.60	HD SUPPLY WATERWORKS
03/30/17	36798	HD SUPPLY WATERWORKS	03/24/17	Brass Adapters	5140490	319.28	HD SUPPLY WATERWORKS
Total 36798:						3,115.88	
03/09/17	36715	HERRICK INDUSTRIAL SUPPLY	02/27/17	Hydraulic Oil, Saftey Glasses, Punch Pin	1061411	217.97	HERRICK INDUSTRIAL SUPPLY
Total 36715:						217.97	
03/23/17	36776	HERRICK INDUSTRIAL SUPPLY	03/15/17	Marking Wand for water	5140490	48.32	HERRICK INDUSTRIAL SUPPLY
Total 36776:						48.32	
03/30/17	36799	HERRICK INDUSTRIAL SUPPLY	03/23/17	Bench Vise, Tools, Safety Glasses	1060250	364.16	HERRICK INDUSTRIAL SUPPLY
Total 36799:						364.16	
03/02/17	36683	INFOBYTES, INC.	02/25/17	City Website Maintenance - Feb. 17	1043308	234.14	INFOBYTES, INC.

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Total 36683:						234.14	
03/30/17	36800	INFOBYTES, INC.	03/25/17	City Website Maintenance - Mar. 2017	1043308	234.14	INFOBYTES, INC.
Total 36800:						234.14	
03/09/17	36716	Intermountain Gym Repair	01/31/17	Equipment Repair	2071250	160.50	Intermountain Gym Repair
Total 36716:						160.50	
03/09/17	36717	Intermountain Wind & Solar	02/28/17	Completion Bond - SWC 161110164	1021340	200.00	Intermountain Wind & Solar
Total 36717:						200.00	
03/16/17	36751	Intermountain Workmed	03/01/17	Pre Employment Drug Screening	1057137	90.00	Intermountain Workmed
03/16/17	36751	Intermountain Workmed	03/01/17	Random Drug Screening/ DOT Exam	1060137	80.00	Intermountain Workmed
Total 36751:						170.00	
03/30/17	36801	INTERSTATE BILLING SERVICE	12/01/16	New Dump Truck Repair	1060250	91.42	INTERSTATE BILLING SERVICE
03/30/17	36801	INTERSTATE BILLING SERVICE	12/02/16	New Dump Truck Repair	1060250	37.24	INTERSTATE BILLING SERVICE
03/30/17	36801	INTERSTATE BILLING SERVICE	01/16/17	New Dump Truck Repair	1060250	9.26	INTERSTATE BILLING SERVICE
Total 36801:						63.44	
03/09/17	36718	Interstate Companies, Inc.	02/23/17	Street Signs and Supplies	1060410	116.82	Interstate Companies, Inc.
03/09/17	36718	Interstate Companies, Inc.	02/23/17	(Fire Fighter Parking) Sign	1060410	43.29	Interstate Companies, Inc.
Total 36718:						160.11	
03/16/17	36752	J. O. WOODY PRINTING CO., INC.	02/15/17	Court Hearing Forms,	1042240	55.00	J. O. WOODY PRINTING CO., INC.
Total 36752:						55.00	
03/09/17	36719	JERRYS PLUMBING SPECIALTIES	02/14/17	Plumbing Repair at Shop	1060260	50.90	JERRYS PLUMBING SPECIALTIES
Total 36719:						50.90	
03/16/17	36753	JOHNSON ELECTRIC	02/15/17	Street Light at 1550 E & 1250 E S W Dr.	1060271	154.72	JOHNSON ELECTRIC

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36753:						154.72	
03/09/17	36720	Kap, Hallestyn	02/21/17	Referee - Basketball	2071340	60.00	Kap, Hallestyn
Total 36720:						60.00	
03/02/17	36684	KEYES ADMINISTRATORS	03/01/17	Annual HRA Program Deposit	1043136	3,000.00	KEYES ADMINISTRATORS
Total 36684:						3,000.00	
03/16/17	36754	Kirk Mobile Repair Inc	02/27/17	Repair leak on older dump truck	1060250	533.34	Kirk Mobile Repair Inc
Total 36754:						533.34	
03/23/17	36777	L & J AUTO	02/15/17	Tractor Radiator Repair	1070250	170.00	L & J AUTO
03/23/17	36777	L & J AUTO	02/19/17	Repair Farm Tractor Exhaust	1070250	457.00	L & J AUTO
Total 36777:						627.00	
03/09/17	36721	Lamb, Alexander	02/23/17	Referee - Basketball	2071340	192.00	Lamb, Alexander
Total 36721:						192.00	
03/23/17	36778	Lamb, Alexander	03/13/17	Referee - Basketball	2071340	96.00	Lamb, Alexander
Total 36778:						96.00	
03/23/17	36779	Laprevote, Paul	03/23/17	Mileage - URS Employer Training	1043230	28.89	Laprevote, Paul
Total 36779:						28.89	
03/02/17	36685	LARSEN, MARK	03/02/17	Mileage Reimbursement - St. George Conf.	1058230	342.40	LARSEN, MARK
Total 36685:						342.40	
03/09/17	36722	LARSEN, MARK	01/17/17	Rubber Boots	5240490	159.95	LARSEN, MARK
Total 36722:						159.95	

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/02/17	36686	LES SCHWAB TIRE CENTER	01/03/17	Bryan Truck - Winter Tire Change	5140250	111.65	LES SCHWAB TIRE CENTER
Total 36686:						111.65	
03/23/17	36780	LES SCHWAB TIRE CENTER	03/07/17	Bryan Truck - Winter Tire Change Out	5140250	100.00	LES SCHWAB TIRE CENTER
Total 36780:						100.00	
03/09/17	36723	LOWES PROX	02/25/17	KBLT digital TORQ (3) , and Tarp	1060260	185.19	LOWES PROX
Total 36723:						185.19	
03/09/17	36724	Malan, Brigg	02/28/17	Referee - Basketball	2071340	37.50	Malan, Brigg
Total 36724:						37.50	
03/30/17	36802	MASTER METER INC	03/17/17	Annual Maint Contract - Meter Reading Softwar	5140490	1,500.00	MASTER METER INC
Total 36802:						1,500.00	
03/09/17	36725	MOUNT OLYMPUS	02/25/17	Water Cooler at City Hall	1043262	35.91	MOUNT OLYMPUS
Total 36725:						35.91	
03/02/17	36687	OFFICE DEPOT	12/27/16	Document Frame	1043240	9.84	OFFICE DEPOT
Total 36687:						9.84	
03/16/17	36755	OREILLY AUTOMOTIVE, INC.	03/02/17	Truck Maint. - Zach	1070250	44.92	OREILLY AUTOMOTIVE, INC.
03/16/17	36755	OREILLY AUTOMOTIVE, INC.	02/03/17	Power Tester for Trucks	1060250	21.99	OREILLY AUTOMOTIVE, INC.
Total 36755:						66.91	
03/20/17	36762	PEEK, RAY	03/20/17	Loss of Farming Property	5240690	2,500.00	PEEK, RAY
Total 36762:						2,500.00	
03/30/17	36803	PEHP LTD PAYMENTS	03/24/17	LTD Premium - 2/20/17 to 3/19/17	1043135	247.88	PEHP LTD PAYMENTS

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36803:						247.88	
03/16/17	36756	PERRY HOMES	03/09/17	Completion Bond - SWC 161017147	1021340	500.00	PERRY HOMES
Total 36756:						500.00	
03/23/17	36781	PERRY HOMES	03/15/17	Completion Bond - SWC 161017146	1021340	500.00	PERRY HOMES
Total 36781:						500.00	
03/16/17	36757	PITNEY BOWES CREDIT CORP	03/01/17	Postage Meter Lease Payment	1043240	330.36	PITNEY BOWES CREDIT CORP
Total 36757:						330.36	
03/09/17	36726	PITNEY BOWES PURCHASE POWER	02/24/17	Postage for court	1042240	120.45	PITNEY BOWES PURCHASE POWER
03/09/17	36726	PITNEY BOWES PURCHASE POWER	02/24/17	Postage for Administration	1043240	281.05	PITNEY BOWES PURCHASE POWER
03/09/17	36726	PITNEY BOWES PURCHASE POWER	02/24/17	POSTAGE FOR UTILITIES	5140240	200.75	PITNEY BOWES PURCHASE POWER
03/09/17	36726	PITNEY BOWES PURCHASE POWER	02/24/17	POSTAGE FOR UTILITIES	5240240	200.75	PITNEY BOWES PURCHASE POWER
Total 36726:						803.00	
03/09/17	36727	Pollard Water	02/16/17	Water Leak Detection Equipment	5140250	447.08	Pollard Water
Total 36727:						447.08	
03/02/17	36688	Protect Youth Sports	02/01/17	Background Check 7 employee	2071137	136.15	Protect Youth Sports
03/02/17	36688	Protect Youth Sports	02/01/17	Background Check 1 employee	1060137	17.95	Protect Youth Sports
03/02/17	36688	Protect Youth Sports	03/01/17	Background Check 1 employee	1060137	17.95	Protect Youth Sports
Total 36688:						172.05	
03/02/17	36689	R & J Technical Services	02/27/17	Completion Bond - SWC170117009	1021340	200.00	R & J Technical Services
Total 36689:						200.00	
03/16/17	36758	R & J Technical Services	03/09/17	Completion Bond - SWC170106002	1021340	200.00	R & J Technical Services
Total 36758:						200.00	

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/09/17	36728	ROBINSON WASTE SERVICES INC	03/01/17	Park & Ride Collection - Mar. 2017	1070625	42.08	ROBINSON WASTE SERVICES INC
03/09/17	36728	ROBINSON WASTE SERVICES INC	02/28/17	Garbage collection service - Feb. 2017	5340492	9,916.80	ROBINSON WASTE SERVICES INC
Total 36728:						9,958.88	
03/09/17	36729	Rosas, Elser Josue	03/03/17	Cash Bail Refund	1021350	210.00	Rosas, Elser Josue
Total 36729:						210.00	
03/09/17	36730	Rosier, Zachary	03/08/17	Referee - Basketball	2071340	52.50	Rosier, Zachary
03/09/17	36730	Rosier, Zachary	03/09/17	Referee - Basketball	2071340	131.25	Rosier, Zachary
Total 36730:						183.75	
03/23/17	36782	Rosier, Zachary	03/13/17	Referee - Basketball	2071340	82.50	Rosier, Zachary
Total 36782:						82.50	
03/23/17	36783	RUSH TRUCK CENTER	03/13/17	Wiring Repair - Truck #7	1060250	1,148.07	RUSH TRUCK CENTER
Total 36783:						1,148.07	
03/09/17	36731	SAV ON	02/17/17	Score Books & White Tape	2071480	20.78	SAV ON
Total 36731:						20.78	
03/09/17	36732	Schow, Brock	03/07/17	Referee - Basketball	2071340	150.00	Schow, Brock
Total 36732:						150.00	
03/23/17	36784	Schow, Brock	03/13/17	Referee - Basketball	2071340	45.00	Schow, Brock
Total 36784:						45.00	
03/09/17	36733	SIX STATES DISTRIBUTORS INC	01/16/17	Dump Truck #8 Repair	1060250	18.37	Truck Pro LLC Six States
Total 36733:						18.37	
03/09/17	36734	Skeen, Todd	02/27/17	Referee - Basketball	2071340	64.00	Skeen, Todd

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36734:						64.00	
03/30/17	36804	Solar City	03/27/17	Completion Bond - SWC170106003	1021340	200.00	Solar City
Total 36804:						200.00	
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/18/17	Secondary Water - Memorial Park 2017	1070261	259.50	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/19/17	Secondary Water - Cedar Loop Park 2017	1070261	229.80	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/20/17	Secondary Water - Central Park 2017	1070261	312.00	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/21/17	Secondary Water - Shop 2017	1070261	225.00	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/22/17	Secondary Water - CWC Detention 2017	1070261	215.40	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/21/17	Cherry Farms secondary water	1070261	363.00	SOUTH WEBER WATER IMPROVE DIST
03/16/17	36759	SOUTH WEBER WATER IMPROVE DIST	02/23/17	secondary Water - Cedar Cove 2017	1070261	303.00	SOUTH WEBER WATER IMPROVE DIST
Total 36759:						1,907.70	
03/23/17	36785	SOUTH WEBER WATER IMPROVE DIST	02/24/17	secondary Water - Hwy 89 Strip	1070261	210.00	SOUTH WEBER WATER IMPROVE DIST
03/23/17	36785	SOUTH WEBER WATER IMPROVE DIST	02/21/17	secondary Water - Public Works Shop	1070261	330.00	SOUTH WEBER WATER IMPROVE DIST
Total 36785:						540.00	
03/02/17	36690	SRC CONSTRUCTION	02/27/17	Completion Bond - SWC160627088	1021340	500.00	SRC CONSTRUCTION
Total 36690:						500.00	
03/23/17	36786	Staker Parson Companies	03/03/17	Pot Hole Patch	1060410	475.85	Staker Parson Companies
03/23/17	36786	Staker Parson Companies	03/07/17	Water Leak Repair - 1950 E	5140490	212.50	Staker Parson Companies
Total 36786:						688.35	
03/02/17	36691	STANDARD EXAMINER	01/31/17	Rezone Notice 2/9	1043220	117.25	STANDARD EXAMINER
03/02/17	36691	STANDARD EXAMINER	01/31/17	PW Job Opening	1043220	330.89	STANDARD EXAMINER
Total 36691:						448.14	
03/09/17	36735	STANDARD EXAMINER	02/28/17	3 Public Hearing Feb-Mar.	1043220	370.00	STANDARD EXAMINER
Total 36735:						370.00	

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	PW1 Mark	1070256	26.28	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	PW1 Mark	5140250	26.28	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	PW 5 Jackson	1070256	59.31	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	003 Bryan	5140256	121.51	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	156889 Zach	1070256	63.98	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	156889 Zach	1060250	42.65	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	008 2002 Dump	1061256	105.97	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	007 2002 Dump	1061256	200.03	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	10 Backhoe	1061256	99.77	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	E-1 Fire	1057256	116.14	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	SQ - 5 Fire	1057256	79.96	STATE OF UTAH GASCARD
03/09/17	36736	STATE OF UTAH GASCARD	03/03/17	181398 Park Gas Can	1070256	10.51	STATE OF UTAH GASCARD
Total 36736:						952.39	
03/09/17	36737	SUPERIOR WATER & AIR INC	03/02/17	Duplicate Permit - SWC170213018	1032210	47.47	SUPERIOR WATER & AIR INC
Total 36737:						47.47	
03/23/17	36787	SYMBOL ARTS	03/13/17	Customer Badges (16)	1057140	680.00	SYMBOL ARTS
Total 36787:						680.00	
03/09/17	36738	Tubbs, Jason	03/07/17	Pre Diem for Building Inspector Training	1058230	396.75	Tubbs, Jason
Total 36738:						396.75	
03/09/17	36739	UPPERCASE PRINTING, INK	02/28/17	Newsletter - Mar. 2017	5140370	78.36	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	02/28/17	Newsletter - Mar. 2017	5240370	55.72	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	02/28/17	Newsletter - Mar. 2017	5340370	17.41	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	02/28/17	Newsletter - Mar. 2017	5440370	22.65	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	03/01/17	Utility Bill Stock & Envelopes	5140370	496.15	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	03/01/17	Utility Bill Stock & Envelopes	5240370	352.82	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	03/01/17	Utility Bill Stock & Envelopes	5340370	110.26	UPPERCASE PRINTING, INK
03/09/17	36739	UPPERCASE PRINTING, INK	03/01/17	Utility Bill Stock & Envelopes	5440370	143.33	UPPERCASE PRINTING, INK
Total 36739:						1,276.70	
03/09/17	36740	URPA - Utah Rec and Parks Assn	02/14/17	URPA Professionl Memb. 2017 Curtis Brown	2071230	45.00	URPA - Utah Rec and Parks Assn

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36740:						45.00	
03/09/17	36741	US BANK	02/24/17	Admin Fee - Sales tax Bond	2071530	1,908.00	US BANK
03/09/17	36741	US BANK	02/24/17	Admin Fee - Sales tax Bond	1057530	742.00	US BANK
Total 36741:						2,650.00	
03/02/17	36692	UTAH COMMUNICATIONS AUTHORITY	01/31/17	Monthly Radio Fee - Fire Jan. 17	1057370	627.75	UTAH COMMUNICATIONS AUTHORITY
Total 36692:						627.75	
03/09/17	36742	UTAH COMMUNICATIONS AUTHORITY	01/31/17	Monthly Radio Fee: PW Jan. 2017	1060370	186.00	UTAH COMMUNICATIONS AUTHORITY
Total 36742:						186.00	
03/23/17	36788	UTAH COMMUNICATIONS AUTHORITY	02/28/17	Monthly Radio Fee - Fire Feb. 17	1057370	627.75	UTAH COMMUNICATIONS AUTHORITY
Total 36788:						627.75	
03/30/17	36805	UTAH COMMUNICATIONS AUTHORITY	02/28/17	Monthly Radio Fee: PW Feb. 2017	1060370	186.00	UTAH COMMUNICATIONS AUTHORITY
Total 36805:						186.00	
03/02/17	36693	UTAH LEAGUE OF CITIES	02/03/17	Youth Mayor - Local Officials Day	2071494	70.00	UTAH LEAGUE OF CITIES
Total 36693:						70.00	
03/02/17	36694	UTAH LOCAL GOVERNMENTS TRUST	02/10/17	Workers Comp Monthly - Mar. 2017	1022250	951.20	UTAH LOCAL GOVERNMENTS TRUST
Total 36694:						951.20	
03/23/17	36789	UTAH LOCAL GOVERNMENTS TRUST	03/10/17	Workers Comp Monthly - Apr. 2017	1022250	951.20	UTAH LOCAL GOVERNMENTS TRUST
03/23/17	36789	UTAH LOCAL GOVERNMENTS TRUST	04/10/17	Treas. Bond	1043510	1,150.00	UTAH LOCAL GOVERNMENTS TRUST
Total 36789:						2,101.20	
03/02/17	36695	UTAH STATE TREASURER	03/02/17	Court Surcharge Remittance - Feb. 2017	1035100	6,387.10	UTAH STATE TREASURER

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Total 36695:						6,387.10	
03/09/17	36743	Vanguard Cleaning Systems of Utah	03/01/17	Janitorial services - March 2017	1043262	245.00	Vanguard Cleaning Systems of Utah
Total 36743:						245.00	
03/23/17	36790	VERIZON WIRELESS	03/08/17	Aircard for PW GPS	5140280	57.20	VERIZON WIRELESS
Total 36790:						57.20	
03/16/17	36760	Vision Solar	03/09/17	Complection Bond - SWC161031153	1021340	200.00	Vision Solar
Total 36760:						200.00	
03/16/17	36761	WASATCH INTEGRATED WASTE MGMT	02/28/17	Shop Garbage Disposal	1060260	38.40	WASATCH INTEGRATED WASTE MGMT
Total 36761:						38.40	
03/30/17	36806	WASATCH INTEGRATED WASTE MGMT	02/01/17	Garbage Disposal - Jan. 2017	5340492	14,341.60	WASATCH INTEGRATED WASTE MGMT
Total 36806:						14,341.60	
03/09/17	36744	WENDT, THADDEUS	03/03/17	Public Defender Fee	1042313	200.00	WENDT, THADDEUS
03/09/17	36744	WENDT, THADDEUS	03/08/17	Completion Bond - SWC160711092	1021340	500.00	WENDT, THADDEUS
Total 36744:						700.00	
03/23/17	36791	WESTLAND FORD	03/03/17	Truck Repair - Clint Truck Tailgate	1060250	27.21	WESTLAND FORD
Total 36791:						27.21	
03/30/17	36807	WHITAKER CONSTRUCTION CO., INC	03/27/17	Sewer Outfall Project - Pmt. #4	5240690	112,708.25	WHITAKER CONSTRUCTION CO., INC
Total 36807:						112,708.25	
03/09/17	36745	ZIONS BANK PUBLIC FINANCE	03/01/17	Impact Fee Analysis	2640690	3,150.00	ZIONS BANK PUBLIC FINANCE
Total 36745:						3,150.00	

Chk. Date	Check #	Payee	Inv. Date	Description	GL Account	G/L Amt	Merchant Name
Grand Totals:						259,437.03	

Approval Date: _____

City Recorder: _____

FRONT OFFICE STAFFING MODEL

<p><i>Justice Court Clerk</i> (Full-Time)</p> <ul style="list-style-type: none"> • Maintains trial calendar • Processes and files citations • Receives and process small claims • Drafts judgments • Responsible for accounts receivable • Supports utility billing operations • Customer Service: walk-in, phone, email • Composes memos, messages, letters, etc. • <u>Back up to the Administrative Assistant</u> 	<p><i>Utility Billing / Accounts Payable Clerk</i> (Full-Time)</p> <ul style="list-style-type: none"> • Maintains 2,000 accounts • Administers the issuance of utility bills • Maintains delinquent accounts and collections • Meter reading data entry • Balances daily transactions • Responsible for accounts payable • Customer Service: walk-in, phone, email • Composes memos, messages, letters, etc. • <u>Back up Front Office Assistant</u>
<p><i>Administrative Assistant</i> (Part-Time)</p> <ul style="list-style-type: none"> • Coordinates employee recruitment • Maintains City's compensation program • Conducts employee orientation • Maintains employee files; keeps records current • Responsible for the solicitation and collection of all bids • Maintains the contractor list • Administers bldg. permit operations • Composes memos, messages, letters, etc. • Customer Service: walk-in, phone, email • <u>Back up to the Justice Court Clerk</u> 	<p><i>Office Assistant</i> (Part-Time)</p> <ul style="list-style-type: none"> • Executes the City's newsletter • Receives, deposits, and records payments • 1st contact customer service • Customer Service: walk-in, phone, email • Responds to requests for information • Writes and delivers messages to personnel • Assists Utility Billing Clerk with accounts payable • opens mail, sorts, processes, and keeps track of payments made through the mail • <u>Back up to the Utility Billing Clerk</u>

Proposed Front Office Operations

Position	Justice Court Clerk	Utility Billing / Accounts Payable Clerk	Office Assistant	Administrative Assistant
Work Hours	Full-Time (40 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Full-Time (40 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Part-Time (29.5 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Part-Time (29.5 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am
Employee	Laurie Sorensen	Dani Stahle	Stephanie Eldredge	Was Debbie Cowden in 2014
J o b D u t i e s	Receives, logs, and files incoming citations and complaints; determines fines and bail	Receipts, balances, deposits, and records payments; accurately balances daily transactions.	Receipts, balances, deposits, and records payments.	Coordinates employment recruitment and selection, reviews job description(s) for accuracy and update(s);
	Maintains trial calendar, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties	Customer service to questions/problems in person, over the telephone, and e-mail related to utility accounts and city services	First contact customer service; receives, responds to and directs incoming telephone calls; queries callers and directs calls accordingly	Maintains the City's compensation and market analysis program to sustain viable, contemporary trends
	Receives and processes small claims; prepares affidavits and orders; sets hearings, collects fees	Responds to requests for information for services, programs, and general policies, practices, and procedures; provides walk-ins with requested forms, publications and other informational materials.	Responds to requests for information to city services, programs, and general policies, practices, and procedures	Composes and places ads for job openings, scheduling of testing and/or interviews; screens applicants
	Issues arrest and bench warrants, orders to show cause, warning letters, and enters case data into computer; receives and receipts court and utility payments;	Responds to requests for information for services, programs, and general policies, practices, and procedures; provides walk-ins with requested forms, publications and other informational materials.	Provides walk-in patrons with requested forms, publications and other informational materials. Apprises staff of appointment arrivals	Maintains employee files and keeps records up-to-date; responds to employment questionnaires, salary surveys, verification of employment and unemployment requests.
	Drafts judgments, supplemental motions, orders to show cause, garnishments, and executions.	1) Responsible for the accounts payable system, processing invoices and generating checks, and working with vendors to research unpaid invoices and follow up on problems.	Writes and delivers messages to personnel; maintains current list of assigned telephone extensions; signs, notifies and disseminates incoming mail	Conducts various HR research projects and/or special projects.
	Maintains communications and status reports with police department warrants division, bail bondsmen, prosecuting attorney offices, private councilors, public defenders, adult probation, city courts, and city offices.	Responsible for all things Utility Billing: organizing and maintaining 2,000 accounts.	1) Assists Treasurer with accounts payable - processing invoices, generating checks, research unpaid invoices and follow up on problems; filing and archiving	Maintains employee files and keeps records up-to-date; responds to employment questionnaires, salary surveys, verification of employment and unemployment requests.
	Supports the City's Utility Billing operations that may include data entry and message distribution.	Administers the issuance of utility bills, receiving, and receipting payments.	Serves as a support staff and aids to the completion of the duties of the Administrative Assistant	3) Composes PW memos, messages, letters, and any other documents.
	Responds to requests for information for services, programs, and general policies, practices, and procedures; provides walk-ins with requested forms, publications and other informational materials.	Oversees accurate water meter reading(s) afor billing; coordinates shut-off procedures. Maintains and follows procedures for accounts in collections, lien and other delinquent fees.	Executes City's Newsletter.	1) Responsible for the solicitation and collection of all bids procured on behalf of the City; may assist in the creation of bid documents and provide recommendations; maintains the bid contractor list by updating contact information, including company contact, phone number(s), e-mail, and fax information.
	Responsible for the accounts receivable system, processing invoices and generating checks, and working with vendors to research unpaid invoices and follow up on problems. Filing AR paperwork.	Maintains up-to-date databases of utility accounts and associated financial records. Generate monthly utility billings and prepares end-of-month reports.	Assists Utility Billing Clerk with utility account adustments, meter readings, shutoff notices, disconnects, and billing register.	Administers building permit operations, including scheduling, data entry, permit processing, completion bond tracking, inspection entries and necessary follow-ups, Certificates of Occupancy issuance, monthly and quarterly reporting to the state, and permit filing.
	Assists the Administrative Clerk with that positions' assigned duties.	Assists the Office Assistant with that positions' assigned duties.		Assists the Justice Court Clerk with that positions assigned duties.

Tasks of New Position

Tasks Re-Assigned

Current Front Office Operations

POSITION	Justice Court Clerk	Admin. Assistant / Court Clerk	Receptionist	Administrative Assistant
WORK HOURS	Full-Time (40 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Full-Time (40 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Part-Time (29.5 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am	Part-Time (29.5 hrs.) Work hours M-Th 8:00 am - 12:00 pm and Fri. 7:00 am - 11:00 am
EMPLOYEE	<u>Laurie Sorensen</u>	<u>Dani Stahle</u>	<u>Stephanie Eldredge</u>	Debbie Cowden 2014
J O B D U T I E S	Receives, logs, and files incoming citations and complaints; determines fines and bail	Responsible for all things Utility Billing: organizing and maintaining 2,000 accounts.	Receipts, balances, deposits, and records payments; Executes City's Newsletter.	Coordinates employment recruitment and selection, reviews job description(s) for accuracy and update(s);
	Maintains trial calendar, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties	Receipts, balances, deposits, and records payments; accurately balances daily transactions.	First contact customer service; responds to and directs incoming telephone calls; queries callers and directs calls accordingly	Maintains the City's compensation and market analysis program to sustain viable, contemporary trends
	Receives and processes small claims; prepares affidavits and orders; sets hearings, collects fees	Administers the issuance of utility bills, receiving, and receipting payments.	Responds to requests for information to city services, programs, and general policies, practices, and procedures	Composes and places ads for job openings, scheduling of testing and/or interviews; screens applicants
	Issues arrest and bench warrants, orders to show cause, warning letters, and enters case data into computer; receives and receipts court and utility payments;	Oversees accurate water meter reading(s) for billing; coordinates shut-off procedures. Maintains and follows procedures for accounts in collections, lien and other delinquent fees.	Provides walk-in patrons with requested forms, publications and other informational materials. Apprises staff of appointment arrivals	Conducts various HR research projects and/or special projects.
	Drafts judgments, supplemental motions, orders to show cause, garnishments, and executions.	Customer service to questions/problems in person, over the telephone, and e-mail related to utility accounts and city services	Writes and delivers messages to personnel; maintains current list of assigned telephone extensions; signs, notifies and disseminates incoming mail	Conducts employee orientation and benefit enrollment
	Maintains communications and status reports with police department warrants division, bail bondsmen, prosecuting attorney offices, private councilors, public defenders, adult probation, city courts, and city offices.	Maintains up-to-date databases of utility accounts and associated financial records. Generate monthly utility billings and prepares end-of-month reports.	1) Assists Treasurer with accounts payable - processing invoices, generating checks, research unpaid invoices and follow up on problems; filing and archiving	Maintains employee files and keeps records up-to-date; responds to employment questionnaires, salary surveys, verification of employment and unemployment requests.
	Supports the City's Utility Billing operations that may include data entry and message distribution.	1) Responsible for the accounts payable system, processing invoices and generating checks, and working with vendors to research unpaid invoices and follow up on problems.	Serves as a support staff and aids to the completion of the duties of the Administrative Assistant	1) Responsible for the solicitation and collection of all bids procured on behalf of the City; may assist in the creation of bid documents and provide recommendations; maintains the bid contractor list by updating contact information, including company contact, phone number(s), e-mail, and fax information.
	Responds to requests for information for services, programs, and general policies, practices, and procedures; provides walk-ins with requested forms, publications and other informational materials.	Responds to requests for information for services, programs, and general policies, practices, and procedures; provides walk-ins with requested forms, publications and other informational materials.	Assists Finance director with utility account adjustments, meter readings, shutoff notices, disconnects, and billing register	2) Administers building permit operations, including scheduling, data entry, permit processing, completion bond tracking, inspection entries and necessary follow-ups, Certificates of Occupancy issuance, monthly and quarterly reporting to the state, and permit filing.
	1) Responsible for the accounts receivable system, processing invoices and generating checks, and working with vendors to research unpaid invoices and follow up on problems. Filing AR paperwork	Assists the Receptionist with that position's assigned duties.	Assists the Administrative Assistant with that position's assigned duties.	3) Composes PW memos, messages, letters, and any other documents.
				Assists the Justice Court Clerk with that position's assigned duties.
	Duties of Positions filled by other Staff			Dani Stahle Paul Laprevote Not Staffed Stephanie Eldredge
		Mark McRae Elyse Greiner Mark Larsen		

South Weber City

Proposal For A Job Valuation & Compensation Study

December 28, 2016

Prepared By



**1325 W. Bluemont Dr.
Salt Lake City, UT 84123
801-269-8977
personnelsystems@comcast.net**

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INTRODUCTION

The development of a sound personnel management system begins with an organizational statement addressing the objectives of management related to achieving a predetermined employer status and labor market posture. Underlying the objectives is the organization's attitude or philosophy about work and workers. With this in mind the consultant assumes (1) that South Weber City desires to achieve a reasonable level of competitiveness and maintain current standards in providing quality services by attracting and retaining the most qualified employees and (2) in order to avoid becoming a training ground for other employers, the city views it desirable to provide career development opportunities where ever possible, competitive compensation and commit other resources necessary to enhance the attractiveness of the city as an employer.

PROJECT PHILOSOPHY

Personnel Systems & Services subscribes to and promotes equal pay for equal work, non-discrimination in employment and fair and good faith dealing in all employee-employer relationships. Management has the right to expect a fair day's labor for the daily wage provided. Employees have the right to expect a fair day's pay for the labor given. The appropriateness of the pay provided is a function of the market place, the organizations internal equity system, which establishes the value of the job to a specific employer, and the perceived value of the individual based upon job performance, which includes loyalty, dependability and competence.

The employee's perception of equity and consistency in pay practices may not result in greater productivity and efficiency while the perception of inequity and inconsistency will most always produce discontent.

SERVICE AREAS

JOB DESCRIPTION UPDATE & DEVELOPMENT

The process of collecting facts about jobs sufficient to update job descriptions and specifications is the preliminary requirement necessary to complete job evaluation and classification, the application of your internal equity instrument. The description details what is involved in the job that includes job title, general purpose statements, and essential functions. The specifications for the job refer to those statements that describe personal characteristics, minimum qualifications, knowledge, skills, and abilities, or special qualifications that must be met for a job applicant to be considered eligible for the position. Completed documents are ADA compliant regarding essential functions of each individual position.

JOB EVALUATION & CLASSIFICATION

The evaluation of the job comes through the establishment of measurement criteria against which all jobs are compared to determine relative organizational value. The instrument is typically a point system, a factoring method, job ranking, or a combination. Measurement criteria are aspects of the job such as job knowledge, minimum qualifications, and difficulty of work, accountability, responsibility, supervision, job controls, and work environment. The objective of this phase of the project is to determine and establish the internal equity program that is ultimately attached to market data to create a formal pay plan. This process will assist the city to identify its own "worth of work" values resulting in a **"site validated"** internal equity methodology.

LABOR MARKET ANALYSIS

A review of the labor market, the economic area in which you wish to compete, is essential to the overall success of the pay plan. The objective of the analysis is to achieve external competitiveness. This phase involves the completion of a survey of employer wages and benefits for city benchmark positions. Using statistical measures and evaluation techniques it is possible to determine your competitive position in the chosen market place including public and/or private employers, and then establish a specific posture regarding the most realistic market objectives in terms of pay ranges and methods of pay progression. Where does the City want to posture itself in the market place? As a trendsetter? A leading-edge competitor? At market parity? Or, as reasonably comparable?

COMPENSATION POLICIES & PROCEDURES

This service involves providing at no cost a model compensation management policy which addresses method of progression from minimum to midpoint and from midpoint to maximum of the pay range. Additionally, an outline for creating an incentive program will be included.

BASIS OF SOUND PAY PROGRAMS

As the city seeks to establish and maintain an effective compensation program it is recommended that consideration be given to some or all of the following:

1. Size and type of business: *The ability to pay* certain rates, based upon revenues and financial resources.
2. Organizational Philosophy: *The willingness to pay* certain rates and *attitudes* about ranking among other employers within a selected labor market.
3. Nature and Diversity of Work: *The degree of specialization*, work variety, and technology (an element of the job classification methodology).
4. Regional Economics: *The prevailing rates* of pay and the rates of inflation.
5. Availability of Labor Supply: *The competition* for certain types of jobs resulting from an abundance or shortage of certain skills and abilities within the labor market.
6. Value of Work Contribution: *The worth of a particular job* to the organization (the overall value determined through classification methodology).
7. Pay Supplements: *The total compensation comparability* afforded through various incentives and discretionary benefits.
8. Reputation of the Organization: *The competitiveness* of pay and *social recognition* as high- or low-paying.
9. Pay Progression Policy:
 - The learning curve impact associated with certain types of jobs.
 - Pay range uniformity vs. diversity (pay schedule design).
 - Length of Service.
 - Performance based increases.
 - Pay for knowledge or level of competency.
 - The use of "control rates" within the pay ranges.
10. Bonus and Incentive Plans:
 - The use of "non-scheduled" recognitions.
 - The use of non-monetary rewards.
11. Ownership Protection: involves realistic consideration of resource limitations. The cost of administration should constantly be balanced against achieving the other objectives of the pay plan and overall personnel program.

SCOPE OF WORK

JOB ANALYSIS & CLASSIFICATION STUDY

PRE-PROJECT PLANNING

- A. Conduct web meeting(s) with designated staff and city management to discuss philosophy, work plan and explain instruments.
- B. Determine customization needs for proposed instruments.
- C. Identify communication processes and methods to satisfy employee engagement expectations.

QUESTIONNAIRE ADMINISTRATION, COLLECTION & ONSITE PREPARATIONS

Step #1: The consultant will provide to MANAGEMENT/HR staff the data collection instruments (along with instructions for completion) for distribution to fulltime employees. These instruments will include a "Job Values" survey and a Position Analysis Questionnaire. Target dates for completion will be attached in a memo regarding the project when delivered to employees.

The Position Analysis Questionnaire will ask a variety of questions related to job duties, responsibilities, knowledge, skills, abilities, etc. This is a standard tool necessary in accumulating job facts for all job classifications. *This phase could be minimized by the use of existing position descriptions as the primary instrument for updating. Employees may wish to use a combination of both documents in order to provide the greatest amount of written information regarding their position. Unique positions not previously included in the personnel system would still require the use of the questionnaire.*

Step #2: MANAGEMENT/HR staff to review a "Job Values Survey" instrument provided by the consultant to determine that the survey content addresses all the "worth of work" values of interest to the city. This process results in the delivery of a "site validated" job evaluation (point factor) instrument consistent with those criteria set forth in the Fair Labor Standards Act as the legitimate basis to "discriminate" or differentiate the pay between jobs.

Step #3: MANAGEMENT/HR distributes to all departments the survey along with instructions for completion and a targeted completion date with completed forms being returned to the MANAGEMENT/HR office. As an option, the survey may be distributed electronically, completed on the employee's desktop, and immediately returned to the consultant via email.

Step #4: Supervisors and MANAGEMENT/HR staff review completed employee Position Analysis Questionnaires.

Step #5: Completed survey and questionnaires to be compiled and mailed or emailed to the consultant by MANAGEMENT/HR staff.

Step #6: If available, MANAGEMENT/HR staff delivers electronic copies of existing/current job descriptions to the consultant.

Step #7: The consultant and onsite audit team reviews all completed questionnaires and current job descriptions.

Step #8: MANAGEMENT/HR staff to email the consultant an Excel file containing the employee census identifying employee first name, last name, location, department, job title, pay grade/band, pay range minimum and maximum and current actual pay.

ONSITE ENGAGEMENT

Step #9: **Employee Orientation:** The consultant will prepare a proposed onsite schedule to include an employee orientation to conduct an open discussion with all employees regarding the purpose of the review and the processes to be followed. One, two or more meeting sessions could be scheduled to allow all employees to attend, without disrupting services and operations. Each orientation should require 45-60 minutes each. Orientations to be included along with the onsite job audit schedule.

Step #10: **On-site Job Audits:** The consultant will prepare an audit schedule and propose times for individual and group audits and deliver the proposed schedule to MANAGEMENT/HR staff for review and distribution. A brief time will be allowed to shift and reschedule employees where the proposed schedule contains conflicts or poses attendance issues. This process will allow all employees opportunity for direct verbal input. All positions with one incumbent will be audited. Positions with more than one incumbent may be involved in group audits. At the option of the employees in multiple incumbent positions, they may select a member of the group to represent them in the audit process. Each audit is to take approximately 45-60 minutes. **Mike Swallow will personally meet with all department heads.**

JOB DESCRIPTION PREPARATION

Step #11: **Position Description Rough Draft:** Upon completing job audits the consultant will update or prepare rough draft descriptions describing general purpose, supervisory relationships, essential functions, minimum qualifications, knowledge, skills, abilities, and special qualifications required for the job. The drafts will be delivered to MANAGEMENT/HR staff for review and distribution. This document should be reviewed and approved by both position incumbents, or a representative or representatives of the position, and supervisors. Individuals will be encouraged to make additions or deletions to the position description in cooperation with supervisors as needed to satisfy their perceptions of their jobs.

Rough draft documents will incorporate options for **career progression** utilizing job families and related logical structure.

Step #12: **Position Description Final Draft:** Upon receiving the returned rough draft descriptions the consultant will finalize all changes and updates. Significant alterations may require follow-up audits by the Consultant to clarify significant differences in job perceptions.

JOB EVALUATION & CLASSIFICATION

Based upon the results of the "Job Values" survey the consultant will develop and deliver a customized job evaluation instrument reflecting the employee "worth of work" priorities. The consultant will then perform the initial point factor evaluation of each job based upon the finalized job description and prepare recommendations for job pay ranges. The instrument will compare each job against measures such as responsibility, difficulty of work, job knowledge and work environment, etc. The scientific approach used in the construction of the factor tool is based upon Weber's "Law Of Just-Noticeable-Difference." An optional step in the classification process would be to involve the use of a committee facilitated by the consultant (cost to be determined and is in addition to the costs illustrated in the proposal, pg. 10), which would make the "fine-tuning" **classification and pay range recommendations.**

Step #13: Consultant develops and recommends point factor evaluation instrument and pay grade options with consideration being given to various pay plan designs, with or without pay grades.

Step #14: The consultant applies the point valuation instrument to each job and creates the baseline for establishing internal equity and job valuation consistency.

Step #15: MANAGEMENT/HR Officer and assigned staff in cooperation with the consultant "fine-tunes" the assignment of points to each job, which process may include an invitation to subject matter experts, supervisors and/or job incumbents to meet and discuss job content.

Step #16: During the fine-tuning process, the consultant, MANAGEMENT/HR Officer and assigned MANAGEMENT/HR staff work together to identify and determine possible classification consolidations, career path options, and job family progression series. The fine-tuning exercise will constitute staff training in the classification methodology.

SCOPE OF WORK

MARKET COMPENSATION STUDY

MARKET DATA COLLECTION & ANALYSIS

Step #17: The consultant will utilize the Technology Net, web-based resource to expedite the conducting of the Market Compensation Study. Additionally, if requested by the city, complementary market data may be added to the data obtained through direct solicitation of the **targeted survey participants in the South Weber market area as defined by management. Additional data sources may be purchased, i.e., Economic Research Institute (ERI), Utah Employer Council, Utah Department of Workforce Services, etc.**

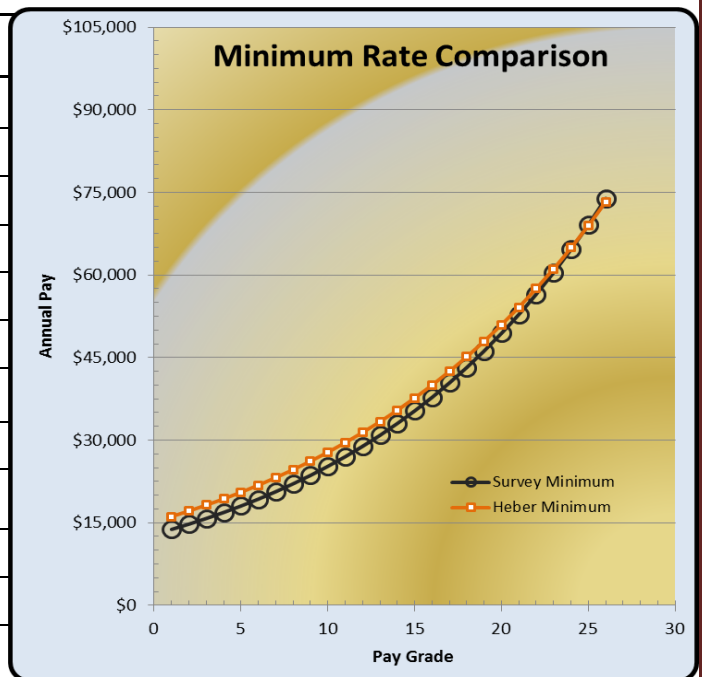
Step #18: **Labor Market Analysis:** The consultant will conduct a survey of base wages within a selected labor market for the city benchmark positions matched in the TechNet system. The survey participants will be chosen by city management and MANAGEMENT/HR staff and represent various non-profit, public and private entities with whom the city desires to be competitive. It is recommended that this sample remain stable over the years to assure consistency in market evaluation.

It is also recommended that the survey participants represent the "trend setters", thus enabling the city to ascertain the leadership position of the market. By knowing what market leaders are doing the city can determine what kind of pay policy and posture they want to maintain in relationship with the selected market. Statistical analysis and charts will be used to describe the survey results.

Step #19: Consultant will develop and deliver regression analysis graphic illustrations of the city's comparative position with the defined market area and survey participants.

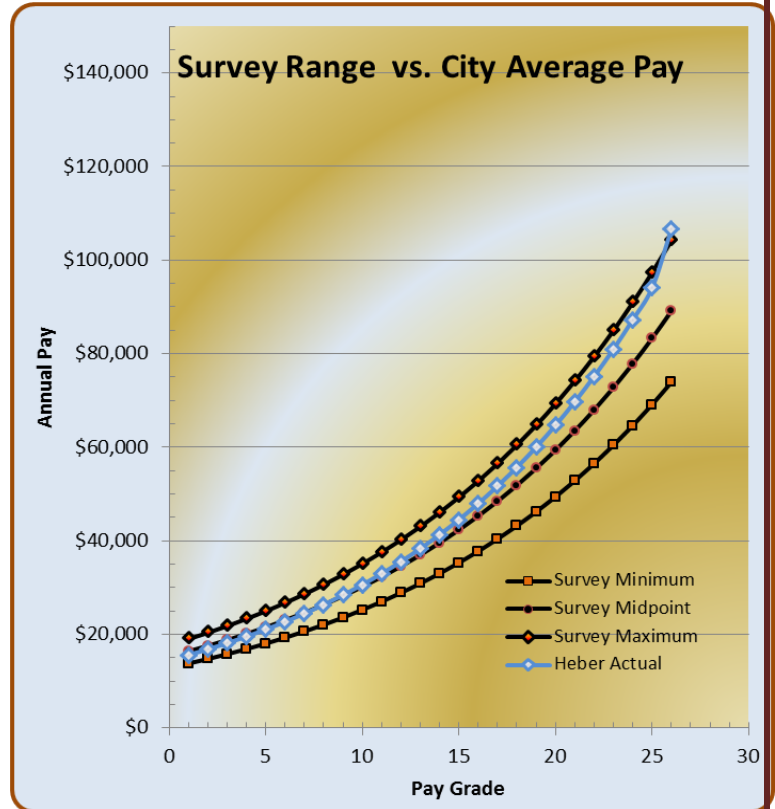
Sample Analytical Chart #1

Pay Grade	Survey Minimum	Heber Minimum	\$ Difference	% Difference
10	\$25,249	\$27,814	\$2,566	9.2%
11	\$27,002	\$29,551	\$2,549	8.6%
12	\$28,877	\$31,396	\$2,518	8.0%
13	\$30,883	\$33,355	\$2,473	7.4%
14	\$33,028	\$35,438	\$2,410	6.8%
15	\$35,321	\$37,650	\$2,329	6.2%
16	\$37,774	\$40,000	\$2,226	5.6%
17	\$40,398	\$42,498	\$2,100	4.9%
18	\$43,203	\$45,151	\$1,947	4.3%
19	\$46,204	\$47,969	\$1,766	3.7%
20	\$49,412	\$50,964	\$1,551	3.0%
21	\$52,844	\$54,145	\$1,301	2.4%



Sample Analytical Chart #2

Pay Grade	Survey Minimum	Survey Midpoint	Survey Maximum	Heber Actual
1	\$13,797	\$16,417	\$19,018	\$15,614
2	\$14,756	\$17,566	\$20,357	\$16,827
3	\$15,780	\$18,796	\$21,790	\$18,135
4	\$16,876	\$20,112	\$23,324	\$19,544
5	\$18,048	\$21,520	\$24,966	\$21,062
6	\$19,302	\$23,027	\$26,724	\$22,699
7	\$20,642	\$24,639	\$28,605	\$24,463
8	\$22,076	\$26,364	\$30,619	\$26,364
9	\$23,609	\$28,209	\$32,774	\$28,412
10	\$25,249	\$30,184	\$35,082	\$30,620
11	\$27,002	\$32,298	\$37,552	\$32,999
12	\$28,877	\$34,559	\$40,195	\$35,563
13	\$30,883	\$36,978	\$43,025	\$38,326
14	\$33,028	\$39,567	\$46,054	\$41,304
15	\$35,321	\$42,338	\$49,297	\$44,513
16	\$37,774	\$45,302	\$52,767	\$47,972
17	\$40,398	\$48,473	\$56,482	\$51,699
18	\$43,203	\$51,867	\$60,459	\$55,716
19	\$46,204	\$55,498	\$64,715	\$60,046



Alternative: No Pay Grades: Now developed and available is an approach to compensation analysis that eliminates the use of pay grades but still retains the integrity of an internal equity maintenance methodology. Over the years there have always been complaints about pay grade structures that become manipulated. While it is almost impossible to eliminate all manipulation, this new approach can significantly minimize and may eventually eliminate such fairness distortions. Based upon an internal equity valuation each job can have an individualized market based pay range. The slightest variations between the worth of jobs based upon your entity's worth-of-work values can now be recognized resulting in base pay management that is not clumsily attached to a confining "pay plan".

This approach **can also overcome the frustrations of "Broad Banding"** and eliminate the challenges of associating non-benchmarked jobs to the benchmark anchor. Here too, every job can be uniquely assigned a market derived pay rate.

EMPLOYER PROVIDED BENEFITS

In identifying the city's competitive posture with the labor market, the consultant will develop a total compensation picture. There are three basic approaches to comparing benefits: (1) Benefit plan provision method, (2) Employer cost method, and (3) standard cost method or the "level of benefit approach". All three methods have strengths and weakness. Method #2 is the approach utilized by U.S. Chamber of Commerce and the Bureau of Labor Statistics to analyze trends in employer benefits. The question that will be addressed is: "How does the amount of money the city is spending per employee (for employer paid benefits) compare to the amount of money competitors are spending on their employees" (discretionary and mandatory benefits)?

Step #20: The consultant will solicit Total Compensation data, the total value of employer paid benefits. The Total Compensation Value (TCV) will be calculated for each position and included in the final market analysis.

SALARY STRUCTURE REVIEW & RECOMMENDATIONS

- Step #21: The Consultant and MANAGEMENT/HR Staff will finalize the salary structure to ensure conformity with management philosophy for pay progression methodology and competitive positioning within the defined market. After identifying market relationships, the City will select a level of competitiveness to be achieved in the design of the new pay plan or "plans" with consideration being given to targeted percentiles in the data's prevailing rates. The learning curve philosophy may also be reflected in the development of ranges for various job classifications. Under the "No Pay Grade" alternative, each individual job classification/description will potentially have an independent and separate pay range based upon market.
- Step #22: The Consultant will complete the full integration of the results of the classification and job evaluation phase of the study with the market compensation study.
- Step #23: The Consultant will Identify and calculate a least cost implementation plan and identify the placement of each employee in relation to their job's revised pay grade/range and classification. As needed, the consultant will create "phase-in" options based upon calculated economic impact.
- Step #24: Based upon the preferred option for the number of pay grades the consultant will prepare and deliver recommendations for salary schedule restructuring. If the "No Pay Grade" option is of interest the results can be reviewed according to individual jobs and job families.
- Step #25: Discuss with MANAGEMENT/HR staff the desire and value of opening an appeal window to allow employees to appeal their job's classification and recommended pay range/grade.

ADDITIONAL CONSIDERATIONS/ PROJECT ENHANCEMENTS

Performance Management System: A performance management and evaluation program will normally be designed in combination with one of two ways: (1) to be utilized to monitor employee, work unit, and organizational progress toward achieving established goals and objectives; and (2) to provide justification for pay increases, advancement, promotion, and incentive awards and job retention. In achieving option two, the success of the program will involve integrating the performance management and evaluation program into the other aspects of the total compensation system. Other compensation factors to be evaluated simultaneously would include some or all the following:

A. **Base Pay:** This is the acceptable market range as determined through labor market analysis. The objective of the base pay program is to achieve a predetermined pay posture within the city's defined market area. One of four levels is usually pursued: 1) trend setting 2) competitive 3) parity or 4) comparable. The base pay plan is the companion to the job classification system that is the method of determining internal equity for the purpose of establishing base pay. Movement through the base pay schedule would be determined by two factors- the learning curve concept and acceptable performance (the minimal level of job productivity that would justify job retention).

B. **Incentive Award/Bonus Plan:** This system allows management to reward performance without compounding the costs in all other areas of compensation which are related to base pay (FICA, retirement, supplemental retirement, insurance, etc.). Such awards are one time, based upon predetermined criteria, can be given to individuals or work groups, and can be either monetary or non-monetary. Even benefits, such as additional annual leave could be used. Such reward systems would provide more financial control.

C. **Longevity Pay:** Generally, such pay is attached to the base pay schedule. When so attached, this program does also compound other costs mentioned above. Annual leave schedules that allow employees to accumulate leave at increasing rates according to time in service are a form of longevity pay. When considering options for rewarding the dedicated, long service employee, annual leave can be supplemented by a lump sum cash program structured like annual accrual schedules. By separating items "b" and "c" from the base pay schedule, management will be better able to minimize the rewarding of mediocrity.

D. **Cost-of-Living Adjustments:** This adjustment to the general base pay schedule is an estimate of market changes. The amount of such adjustments is determined regionally by the Bureau of Labor Statistics and reported as the consumer price index. This is a shortcut substitute to conducting a thorough labor market analysis. It is generally recommended that an

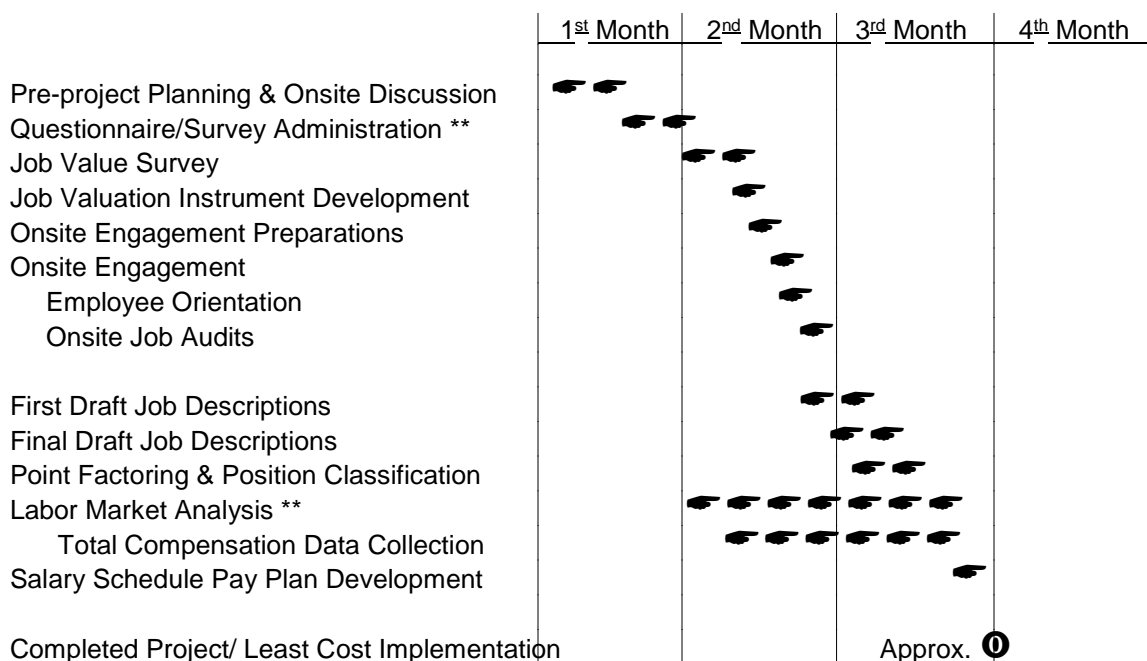
organization conduct the labor market analysis at least every two or three years to rectify error produced by using CPI or some other market index.

E. **Market Differentials:** This compensation practice comes into play when the supply and demand in the job market impacts certain types of jobs. It is identified through labor market analysis and shows up as an inconsistency between internal job value (classification) and external market pay. These adjustments are temporary and are utilized as needed to retain quality employees who have recognized the marketability of their knowledge, skills, and abilities.

DELIVERABLE PRODUCT AND MATERIALS

Upon conclusion of the project the consultant will provide the City with electronic copies of all project deliverables, i.e., job descriptions, job evaluation instrument, job valuations, market data, market analysis and pay plan. Additionally six bank set of Mylar covered tabs will be provided if the city desires to create ring-binder books labeled: Organization Charts, Policies and Procedures, Position Descriptions, Classification and Job Analysis, Salary Information, and Sample Personnel Forms.

TIME REQUIREMENTS **Wage & Salary Market Analysis Study**



** It is the consultant's experience that slowing in the time line can occur at these phases of the study. Generally, supervisors need to be insistent regarding employees completing and returning Values Survey within the allocated time period. Should such hurdles develop in the study, the target completion date could be over run. Commitment from all levels of management to promote the projects successful completion will be a key element.

① = Deliverable

COST OF SERVICES

(Based upon approximately 17 Fulltime & Regular Part-time employees, approx. 12 job classifications/descriptions)

Program A-Job Descriptions

1. Employee Project Orientation 1 @ \$250 each	\$250.00
2. Questionnaire Administration & Review, 17 @ \$25/each With preliminary Organizational Analysis & Class Determinations	\$425.00
3. On-site Job Audits <i>individual and group job audits, approx. 17 @ 60 min. ea.</i>	\$1,275.00
4. Writing & rewriting of job descriptions approximately 12 @ \$50.00 ea.	\$600.00

Total: Program A	\$2,550.00
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Program B-Job Evaluation & Classification

1. Values Survey Data Entry & Tabulation 17 @ \$5/each	\$85.00
2. Customization of Point Factor Instrument	\$1,500.00
3. Job Analysis & Classification 12 job classes @ \$40 ea. (Pay Grade Determination)	\$480.00

Total: Program B	\$2,065.00
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Program C-Labor Market Wage/Salary Analysis

1. Labor Market Salary Survey and Analysis	\$3,750.00
2. Employer Paid Benefit Review & Comparisons	\$750.00
3. Pay Plan Integration & Recommendations	\$600.00

Sub Total- Program C	\$5,100.00
TechNet Discount @ 25%	(\$1,275.00)
Total Program C	\$3,825.00

Utah/TechNet Subscriber Discount @ 25+% applied to program "C"

Program D- Policy & Procedure Development & Recommendations

1. Model Compensation Policy	
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Total: Program D	\$0.00
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Total Cost: Program A-D:	\$8,440.00
All overhead Expenses, i.e., team travel, meals, materials, etc. @ 5%	\$422.00
Total	\$8,862.00

Payment Schedule: Upon completion of "Job Values" survey exercise- 20%. Upon completion of on-site job audits -20%. Upon delivery of 1st draft job descriptions- 20%. Upon delivery of job evaluation instrument & initial job value or market range recommendations- 20%. Upon delivery of Wage Analysis and final project materials with least cost implementation impact- 20%.

MIKE SWALLOW
PROFESSIONAL & BUSINESS PROFILE

WORK EXPERIENCE

(1976-2016)

Technology Net, Inc.; Partner and co-developer of the TechNet online Compensation Survey System. 800 Subscribers in Utah, Idaho, New Mexico, Wyoming, Colorado, Mid-American Regional Council (Kansas & Missouri), Kansas Association of Counties, Virginia and Maryland. Established 2002.

Personnel Systems & Services. Currently providing technical assistance consulting services in human resource management systems consisting of: job analysis and classification, labor market compensation analysis and pay plan development, policy and procedure development, grievance management and resolution, performance management, recruitment and selection, training and general HR management programs. Company established in 1988.

Bureau Manager- Local Government MANAGEMENT/HR Consultant, Bureau of Consulting Services, Department of Human Resource Management, State of Utah. Develop, market, coordinate and deliver technical assistance services to Utah cities and counties in human resource management, supervisory training, organizational development, employee assistance programs, employee relations, fair employment programs, recruitment and selection, job classification, and wage and benefit analysis. Direct and coordinated state-wide and interstate salary and benefit surveys and analysis.

Contract Consultant, Emery County, Price City, Tooele City, Iron City, Tooele City and Carbon County Utah. In conjunction with State of Utah consulting duties, and under special contract, acted as advisor and resource to the City. Provided consultation related to policies, procedures, classification, compensation, recruitment, selection, discipline, termination and employee relations.

Self Employed, Benefits Broker & Personnel Consultant. Marketing and sales of individual and group benefits utilizing medical reimbursement plans, salary continuation plans, business continuation programs, stock redemption plans and 401(k) salary reduction plans. Performed private consulting to professionals and local governments. Developed business plans or proformas with income projections, cash flow analysis, balance sheets and break even analysis. Worked as an associate to Ricketts and Associates-Risk Management/Vierra-CPA firm. Licensed to sell life, health and disability insurance.

Idaho Association of Counties, Boise, Idaho. Develop, market, coordinate and deliver technical assistance services to Idaho cities and counties in human resource management, supervisory training, organizational development, employee assistance programs, employee relations, fair employment programs, recruitment and selection, job classification, and wage and benefit analysis.

Current Retainers: North Davis County Sewer District, UT; Washington City, UT; Idaho Falls, ID.

Current Projects: Roosevelt, UT; Timpanogos Special Service District, UT; Springdale, UT; Morgan County, UT; Sevier County, UT; UTOPIA, UT; Duchesne County, UT.

Annual Projects Conducted via Technology Net: Wasatch Compensation Group annual salary and benefit survey (Salt Lake City, West Valley, Murray, Sandy, Provo, Orem, Ogden, Layton, Park City, West Jordan, St. George, and South Salt Lake). Colorado Municipal League, Virginia Institute of Government/University of Virginia, Maryland Municipal League, Kansas Association of Counties, Mid-America Regional Council (Kansas & Missouri).

REFERENCES

Mr. Nathan Crane, Highland City, UT, 801-772-4566; NCrane@highlandcity.org

Ms. Natasha Hirschi, HR Manager, Cedar City, UT, 435-865-2880, hnatasha@cedarcity.org

Ms. Judy Thimakis, HR Director/Acting City Manager, American Fork, 801-763-3000, jthimakis@afcity.net

Mr. Jamie Davidson, City Manager, Orem, UT, 801-229-7038, jpdavidson@orem.org

Mr. Seth Perrins, City Manager, Spanish Fork, UT, 801-804-4535, sperrins@spanishfork.org

Mr. Ralf Barnes, HR Director, Wasatch Mental Health, UT, 801-852-4710, rbarnes@wasatch.org

Mr. Jeff Shumway, Business Manager, Southwest Public Health, UT, 435-986-2585, jshumway@swuhealth.org

Ms. Pam Springs, HR Director, Lafayette, CO, 303-665-5588, pamsp@cityoflafayette.com

Ms. Jennifer Coates, Town Manager, Ridgway, CO, 970-626-5308 Ext. 212, jcoates@town.ridgway.co.us

Mr. Roger Carter, City Manager, 111 North 100 East, Washington City, UT, 435-656-6300, rcarter@washingtontcity.org

Mr. David Kitchen, HR Manager, Lehi City, 801-768-7100, dkitchen@lehi-ut.gov

Ms. Ruth Holyoak, HR Officer, 111 North 100 East, Washington City, UT, 435-656-6315; rholyoak@washingtontcity.org

Mr. Edward Dickie, City Manager, Santa Clara, UT, 435-673-6712, edickie@sccity.org

Ms. Delilah Walsh, County Manager, Socorro County, Socorro, NM, 575-835-0589, dwalsh@co.socorro.nm.us

Ms. Melanie Marsh, Human Resources Director, Payson, UT, 801-465-5202, melaniem@payson.org

Mr. Mark Fratrack, Village Manager, Taos Ski Valley, NM, 575-776-8220, mfratrack@vtsv.org

Mr. Keith Lord, General Manager, Taylorsville-Bennion Improvement District, UT, 801-968-9081, klord@tbid.org

Ms. Michelle Britain, HR Director, Canyon County Ambulance District, ID, 208-795-6924, mbritain@ccparamedics.com

Ms. Rebecca Fritz, HR Director, Ouray, CO, 970-325-7062, fritzr@cityofouray.com

Mr. Anthony Mortillaro, Executive Director, North Central Regional Transit District, NM, 505-629-4725, anthonym@ncrtd.org

Mr. Dan Tarwater, HR Director, Las Vegas, NV, (702) 229-6011, dtarwater@lasvegasnevada.gov

Ms. Sue Brown, Compensation Administrator, Las Vegas, NV, (702) 229-6011, sbrown@LasVegasNevada.GOV

Others Upon Request

PREVIOUS ENGAGEMENTS

Classification, Compensation, Supervisor Training, Performance Management

UTAH

<p> Bluffdale City Bountiful Water Subconservancy District Box Elder City Brian Head Town Brigham City Cache City School District Canyonlands Natural History Association Carbon City Housing Authority Cedar City Centerfield Central Weber Sewer Improvement District Clearfield City Davis Applied Technology Center Davis City Davis City School District Draper City East Carbon City Emery City Emery City School District Ephraim City Five City Association of Governments Garfield City Grand City Heber City Heber Light & Power Heber Valley Railroad Helper City Holladay City Hurricane City Kearns Improvement District LaVerkin City Layton City Lehi City Mapleton City Midvale City Morgan City Mountainland Association of Governments Murray School District Neways International </p>	<p> North Davis City Sewer District Park City School District Phonex Corporation Pleasant Grove City Price City Provo City Riverdale City Salt Lake City Service Area #1 San Juan City San Juan School District Santaquin City Sevier Applied Technology Center Six City Commissioners Organization Snyderville Recreation District South Davis City Fire Department South Jordan City South Salt Lake City Southeastern Utah Association of Governments Spanish Fork City Springville City State Board of Education (Utah) State Court Administrator, Office of Summit City Syracuse City Taylorsville Timpanogos Special Service District Tooele County Tooele City Uintah Basin Applied Technology Center Uintah School District Utah Risk Management Mutual Association Wasatch City Wasatch Front Regional Council Washington City Washington City Washington Terrace Wellington City West Jordan Woods Cross Zion Natural History Association </p>
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IDAHO

<p> Coeur d'Alene City Idaho Falls City Benewah County Blaine County Bonner County Bonneville County Boundary County Canyon County Caribou County Canyon County Ambulance District </p>	<p> Custer County Gooding County Idaho County Kootenai County Lemhi County Madison County Minidoka County Owyhee County Power County Valley County </p>
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NEW MEXICO

New Mexico Municipal League
New Mexico Finance Authority
Albuquerque
Ruidoso
Santa Fe
North Central Regional Transit District

Taos Ski Valley
Carlsbad
Town of Taos
Clovis

WYOMING/COLORADO/ALASKA

Hoonah, AK
Cody, WY
Park County, WY
Powell, WY
Lander, WY
Central Wyoming College

Wheatland, WY
Torrington, WY
Wyoming Municipal Power City, WY
Lafayette, CO
Walsenburg, CO
Logan City, CO
Georgetown, CO

Other: National District Attorney Association, Washington DC/Arlington VA

PROJECT TEAM-KEY STAFF

Mike Swallow

President of Personnel Systems & Services, Inc.; a human resource consulting company established in 1988 and a general partner of Technology Net, Inc., established in 2001. For over 30 years Mike has been providing technical assistance primarily to local government entities either as a staff consultant or independent consultant in various HR management areas, including job analysis and classification, labor market analysis and pay plan development, policy and procedure development, grievance management and resolution, performance management & evaluation, recruitment and selection and supervisor training. Having been engaged by over 100 entities, Personnel Systems & Services has clients based in Utah, New Mexico, Idaho, Wyoming, New Jersey and Alaska. Previous employers include the Utah Intergovernmental Personnel City, Idaho Association of Counties, State of Utah- DHRM, and Summit County. Academic credentials include a master's degree in public administration and a bachelor's degree in psychology from Brigham Young University.

David R. Colvin

David has provided management and consulting services to state and local governments, and education for more than 25 years. Mr. Colvin has a dozen years of experience in city government management in three states, including 9 years as a city manager or administrator. During his tenure as a city manager/administrator, he managed many large-scale capital improvement projects, developed and implemented master plans, city-wide performance reporting systems, human resource systems, and performance based budgets. As a strategic planner, fiscal and management analyst for a state legislature, Mr. Colvin has 9 years' experience managing and facilitating the development of several state-wide strategic plans and providing consulting services in developing a state-wide performance measurement system. Mr. Colvin has also managed and provided training for a University's state and local government managers/elected officials leadership and management development program, and provided consulting services to many local governments in developing human resource systems and implementing other organizational development efforts. Mr. Colvin has a Bachelor's degree in Communications and Organizational Behavior, and a Master of Public Administration degree, from Brigham Young University.

Gaylyn Larsen, SPHR

Gaylyn boasts over 21 years of experience in local government human resource management, which experience is complimented by three years of full time consulting. Her consulting engagements involved the development of job classification and compensation systems, and she has been a member of several job audit teams in connection with consulting engagements entered into by Personnel Systems & Services. Gaylyn is served as the Salt Lake County Sheriff Department's Human Resource Director for several years and is currently Human Resource Director for Wasatch Front Waste & Recycling District. Previously, she served as Human Resource Director for the City of St. George for nearly 8 years and as a Human Resource Analyst for the Utah State Tax Commission. Her academic credentials include a degree in Personnel & Industrial Relations with a minor in Economics.

Jeff Monson

Jeff has attained degrees in Business Management, Business Administration, and a Master's degree in Organizational Management. He has 15 years of training, program development, and human resource experience. Jeff gained much of his experience while working at Intermountain Health Care. During that time, he worked with a variety of employee and patient groups and committees and helped develop and implement effective communication techniques and behavioral modification programs. He also gained a wide range of experience from working with over 300 small- and medium-sized organizations, assisting them with human resource, benefit, and safety issues. Additionally, he has helped companies develop the necessary policies and procedures to become more effective and profitable. Various projects involved the resolution of issues between employers and employees regarding compliance issues, safety laws, and regulations. He was elected and serves as a member of the Board of Trustees for Kearns Oquirrh Park Fitness Center. Currently Jeff is the Human Resource Director for the Valley Emergency Communications Center, Salt Lake County.

Richard T. Morley

Richard (Ric) holds a bachelor's degree in business administration and is a human resource professional with 20+ years of combined experience in human resource management, business, business development, purchasing, accounting, computers, and retail business management. With his experience crossing several disciplines, he brings multiple business talents to our consulting team. Since 1991 he has been involved in HR operations. This included the development of seminars in time management (Simple Time Management); serving as Director of Operations for a company that achieved over 50 million a year in sales (where he also developed the basis for the future HRIS system); serving as a team member providing HR consulting to local governments; and serving as Director of Human Resources for a small company where he was later promoted to Executive Vice President. Here he also developed an internet-based HRIS system that works with almost all payroll and human resource programs. Most recently, Ric assisted in forming a human resource company named HR Group Central whose focus is to provide customized HR technical assistance to small and large companies where he is currently serving as the COO. Ric is a member of the SHRM and has been involved with various chamber organizations.

Judy Thimakis

Judy has a combined 27 years of human resource experience in private industry, higher education, and local government public administration. As a PhD, Judy has occupied a faculty position at the University of Phoenix, teaching in the master's and undergraduate programs. In a full time capacity, Judy works for American Fork City as the HR Manager, and has worked for Salt Lake County as the Executive Director of the Deputy Sheriff Merit Commission and Senior HR Consultant in the Human Resources Department. She managed the Compensation Department for the University of Utah and directed the HR functions in private industry. She is experienced in managing benefits, compensation, recruitment, employee relations, safety, training, law enforcement testing, law enforcement merit systems, and some information systems. Academically, Judy carries a Bachelor's Degree in Human Resources and a Master's Degree in Public Administration. She owns a Doctorate of Management where her dissertation subject was Gender and Leadership, a Comparative Study. She is trained in dispute resolution and is a Legislative Advocate, assisting with lobbying efforts for University of Utah. Judy has been active professionally serving on boards in the human resources area, including President, Vice President, and a board member for the Intermountain Compensation and Benefit Association (ICBA) and the International Public Management Association-Human Resources (IPMA-HR).

Appendix

Addendum #1

Instructions *Job Value Survey*

Notice: *There is nowhere to identify you by name on this survey. You may indicate in the upper right-hand corner which department you are in, but if you are uncomfortable identifying where in the organization you work, you may leave it blank. Please be thoughtful as you consider your responses. Ranking or rating all items in a section with "1" or any of the same number values is of no worth or help to this process. We appreciate your contribution.*

Section I: The Fair Labor Standards Act (FLSA) identifies the type of criteria that is defensibly used to establish or recognize differences in the value of a job for the purpose of setting pay rates. That criterion is listed in the left hand column in section one. In your opinion, which of these is the most important or significant in making that determination? Should the value of a job be influenced more by difficulty of the work or the level and type of responsibility in the job? Are they of equal value or importance? Your task is to rank those four items on the left in order of importance, 1 being the most important and 4 being the least important. If you believe that any of the four are of equal importance you may assign them the same number (therefore, you may have a 1, two 3's, and a 4 or any other combination of 1's, 2's, 3's or 4's). In completing this section you are recommending to the organization a value system for assigning the worth of work, or the worth of a job. Placing a "1" on everything is not helpful to the organization so it is hoped that the employee will give a little thought to this exercise.

In the column on the right are other lists each associated with the four primary or major factors on the left. In each group complete the same exercise. For example, there are three items that are used to define "difficulty of work", rank these three in order of importance from 1 to 3. The item given the value of "1" is that aspect of "difficulty" which you view the most significant. Complete that same exercise for each of the defining lists for the four primary job value factors.

Section II: This is a short list of the many areas management may be addressing in order to determine how the organization wants to relate to your labor market. What is your recommendation for those items that should be given the highest priority? Rank these in order of importance also, 1 being the highest and 6 being the least important. Here again you may rank some items the same as others.

Section III: What an employee contributes to the organization can generally be related to one or all of the three items listed in this section. When you consider what an individual contributes to the organization, which of these three should be considered the strongest when establishing an employee recognition program? Rank these three items from 1 to 3, again, 1 being the most important.

Section IV: This section allows each employee to make a statement about how fairly they believe they are currently being paid by the organization. If you believe you are underpaid because the job you perform has not been given the proper level of importance, you would check the "yes" box. If you believe you are underpaid in comparison with your peers that are performing essentially the same job as you, mark the "yes" box on question #2. If you believe the amount of work you complete is not given proper recognition, mark the "yes" box on question #3. In the last question, if you believe you can go just about anywhere and get a job paying better than you are being paid, doing the same type of work, check "yes" on statement #4. However, if you believe you are fairly compensated on any of these questions, indicate by checking the "No" box.

Notice: *Please be thoughtful as you consider your responses. Ranking or rating all items in a section with "1" or any of the same number value is of no worth or help to this process. We appreciate your contribution.*

Instructions: In each of the sections below, follow the specific instructions in order to rank the order of importance you would give each of the factors or statements listed. "Importance" is the value you, the employee, believe should be used by the organization, not how you perceive the organization to presently value these items. The **value "1" represents most important**. The larger the number the **less** the importance to you.

Section I: Internal Equity (these are measures or values against which all jobs are compared in order to establish the worth of the job to the organization included under four primary categories: Difficulty of Work, Responsibility, Work Environment and Job Knowledge. Rank the primary factors at the left in order of importance from 1 to 4. If you perceive any of the four to be of equal importance you may use the same value more than once, however, **do not place a "1" on all four- be thoughtful**. At the right, rank each of the **sub-factors** for each primary factor from 1 to 3, 1 to 4, etc.

Primary Factors

Sub Factors

___2___ Difficulty of Work

- ___1___ Complexity of Tasks
- ___3___ Variety of Work
- ___2___ Decision Making / Judgment

___4___ Work Environment

- ___1___ Physical Effort
- ___2___ Working Conditions
- ___3___ Hazard Uncertainty

___1___ Job Knowledge

- ___2___ Level of Education/Training
- ___3___ Amount of Experience
- ___1___ Type of knowledge, skill & ability
- ___4___ Licenses / Certifications

___2___ Responsibility

- ___2___ Accuracy / Consequence of Error
- ___3___ Supervision Exercised
- ___1___ Freedom to Act / Job Controls
- ___4___ Budget Accountability
- ___5___ Internal & External Contacts/Customers

Section II: External Parity (These issues typically affect pay policy and practice. In your opinion, which of these should be considered most important by management as they consider setting policy or practice? Value them from 1 to 6, 1 being the most important. Some may be valued the same.)

- ___2___ Ability to Pay (size & type of business)
- ___3___ Organizational Philosophy (willingness to pay, attitudes about ranking among competitors)
- ___1___ Regional Economics (Prevailing Rates and Rates of Inflation)
- ___5___ Availability of Labor Supply (Demand, competition for particular skills and jobs)
- ___6___ Reputation of the Organization (competitiveness of pay and market recognition as high or low paying)
- ___4___ Pay Supplements (Incentives and Benefits)

Section III: Contributory Value (When receiving recognition for your contribution to the organization, you prefer it be for which of these, priority from 1 to 3.)

- ___3___ Longevity (Years of Service)
- ___2___ Efficiency (Timely Completion of Work)
- ___1___ Effectiveness (Volume & Quality of Work)

Section IV: General Equity Perception (Do you believe you are under paid when considering the following.....)

- 1. The Value of your job to the organization? ☒ No ☐ Yes
- 2. The pay of others within your organization performing essentially the same type of work? ☐ No ☒ Yes
- 3. The amount of work you perform? ☐ No ☒ Yes
- 4. The pay of others outside your organization performing essentially the same type of work? ☐ No ☒ Yes

Factor I- Job Knowledge 40%



American Fork

	A	B	C	D	E	F	G	H
<div> <div>FORMAL EDUCATION & TRAINING</div> <div>KNOWLEDGE, SKILLS & ABILITIES</div> </div>	Minimal Formal Education.	Graduation From High School Or GED.	High School, GED & up to 1 Year Of Job Related Training or Education.	2 Years Of Job Related Training, or Associate Degree.	4 Years of job related training, Or Bachelor's Degree.	4 yr. degree plus 1 Year Of Graduate Work.	2 Years Of Graduate Work, Masters Degree Or Equivalent.	Extensive Graduate Work Beyond Masters.
1. Unskilled. Ability to follow simple oral instructions. Reading and performing simple mathematical computations may be required. May need a basic understanding of the use of common office equipment or basic hand and power tools.	0.62 0.65	0.68 0.72 0.75	0.78 0.82 0.87			Additional points are awarded for required experience as a percentage of the points awarded for Job Knowledge: I. Up to one (1) year of experience...5% II. Up to three (3) years of experience...10% III. Up to five (5) years of experience...20% IV. Up to eight (8) years of experience...30% V. Over eight (8) years of experience...40%		
2. Semi-skilled. Proficiency in the use of simple equipment. Knowledge of general office procedures, practice or operations. Proficient in math, reading, keyboard operations, common office equipment or basic hand and power tools.	0.77 0.81 0.85	0.89 0.93 0.98	1.02 1.07 1.12	1.17 1.23 1.29				
3. Requires working level knowledge, skills, and abilities related to a broad range of either complex clerical or technical functions or apprentice level knowledge of a single function area or work specialization.	1.00 1.05 1.11	1.15 1.21 1.27	1.33 1.39 1.46	1.53 1.60 1.68	1.75 1.84 1.93			
4. Requires para-professional or full performance level of knowledge, skills, and abilities primarily related to a well defined discipline or vocational specialization. Journey level proficiency.	1.30 1.37 1.44	1.50 1.57 1.65	1.72 1.81 1.90	1.60 2.08 2.19	1.84 2.39 2.51			
5. Entry level professional KSA's utilizing techniques which require understanding of involved practices, principles and/or theory or mastery of a well defined discipline or vocational specialization.		1.95 2.05 2.15	2.24 2.35 2.47	2.58 2.71 2.84	2.96 3.11 3.27	3.41 3.58 3.76	3.92 4.12 4.32	4.51 4.73 4.97
6. Requires experienced professional level knowledge, skills, and abilities. High proficiency demonstrated through independent application of principles or theory. Creative work.			2.91 3.06 3.21	3.35 3.52 3.69	3.85 4.05 4.25	4.43 4.65 4.89	5.10 5.35 5.62	5.86 6.15 6.46
7. Highly developed, seasoned professional. Managerial KSA's, Mastery of involved practices, precedents, theory, principles.				4.36 4.57 4.80	5.01 5.26 5.52	5.76 6.05 6.35	6.63 6.96 7.30	7.62 8.00

This factor measures the nature and extent of information or facts which the worker must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, concepts and precedents) and the nature and extent of skills/abilities necessary to apply the acquired knowledge. It also includes the amount of training required by the job prior to entry. Special requirements, certifications or licenses. **Award additional points as a percentage of the points awarded above for knowledge & training for the following:** I. **Commercial drivers, applicator, operator licenses or specialized clerical certification...5%.** II. **Technical license or certification...10%** III. **Professional license or designation...20%.** **Multiple credentials, licenses or certifications....award an additional 5%.** **Annual or periodic recertification, testing or mandatory training requirements...award an additional 5%.**

Factor II- Responsibility 35%

ACCOUNTABILITY & ACCURACY

CONTROLS OVER THE WORK

	A	B	C	D	E	F
	Consequences of error produce little or no negative impact. Remedies are readily available within the context of the task being performed. Minimal loss of time to correct the error.	Errors normally result in loss of own time to correct or check. Quality of task completion impacted by need for accuracy related to repetitive tasks or operations.	Errors may result which affect one or more work group. Immediate Supervisors must remedy errors and generally assume full accountability. Impact may vary in severity.	Errors may result affecting multiple work units within a department or cause injury or operating problems difficult to correct. Financial/legal implications exist to some degree.	Errors may result affecting entire department. Consequences affect public image for an extended time period requiring considerable resources to correct. Financial/legal implications are serious.	Errors may result which affect the entire organization. Consequences severely affect organizational efficiency. Public image severely damaged. Impact demands executive action. Extensive Financial/legal implications
1. Clear, detailed and specific instructions given for both one-of-a-kind and repetitious tasks; work is closely controlled through the structured nature of the work, by circumstances in which it is performed, or through review of the supervisor.	0.94 0.98	1.16 1.22 1.28	1.51 1.58 1.66			
2. Continuing or individual assignments. Supervisor specifies limitations, quality and quantity of work expected, deadlines and priorities. There is some freedom allowed in selecting methods to be used, but are limited.	1.03 1.08 1.13	1.33 1.40 1.47	1.73 1.82 1.91			
3. The work is strictly controlled by practices and procedures which are covered by well defined policy; work is performed without direct supervision but is reviewed periodically by the supervisor.	1.18 1.24 1.30	1.53 1.61 1.69	2.00 2.09 2.20	2.59 2.72 2.86	3.37 3.54 3.72	
4. The work is subject to policies, practices, and procedures. Some freedom is allowed in the application of policy or procedure. The supervisor sets the overall objectives and identifies available resources. Employee in consultation with supervisor develops projects and deadlines.		1.76 1.85 1.95	2.29 2.41 2.53	2.98 3.13 3.29	3.88 4.07 4.28	5.04 5.29 5.56
5. Work is performed under managerial direction with the individual determining what, when, and how the work is done. Establishes unit or program goals & objectives			2.64 2.77 2.91	3.43 3.60 3.78	4.46 4.68 4.92	5.80 6.09 6.39
6. These jobs by their very nature and size, are broadly subject to general goals and objectives. Work is performed under broad guidance of policy makers. Much autonomy and freedom to act is essential to job effectiveness.				3.94 4.14 4.35	5.13 5.38 5.65	6.67 7.00

Additional points are awarded for supervisory responsibility and public contacts as a percentage of the points awarded for responsibility:

SUPERVISION: I. Serves as leadworker of one unit, crew, or group.....5% II. Performs as first-line supervisor. Is responsible for quality and quantity. Schedules and assigns work.....10%. III. Supervises more than one group performing similar functions. Has general responsibility for project completion.....15%. IV. Manages a department. Determines priorities. Delegates through subordinate supervisors. Hires & Disciplines.....20%. **PUBLIC CONTACTS:** I. recurring routine contacts with the public or workers in other units requiring exchange of factual information or explanation.....10% II. Contacts with people and/or managers regarding routine administrative or technical matters.....20%. III. Contacts with administrators or professionals in developing and soliciting cooperative relationships.....30% IV. Contacts with administrators with significant impact on programs, projects or policies.....40%. V. Contacts with legislative, executive or judicial officials affecting the purpose of the organization.....50%. **BUDGET:** I. Secondary responsibility to implement and monitor the budget of a section or division.....5%. II. Primary responsibility to prepare and administer a budget for more than one section or division, or for a department10%.

Factor III- Difficulty of Work 15%

JUDGMENT & DECISIONS REQUIRED

COMPLEXITY & VARIETY OF WORK

	A	B	C	D	E	F
Little or no judgment or decisionmaking. Decisions limited to routine steps in performing well defined tasks or in determining the speed at which to perform.		Decisions are few and directly related to a well defined process. Requires some judgment in selecting variations in sequence of steps, operations or procedures.	Decisions are frequent but related to a well defined process. Judgment is required to select most suitable procedure from more than one process alternative.	Decisions are varied and based upon practice or policy. Employee required to make interpretative judgments when necessary to deviate from standard methods. Determines use of resources.	Decisions are varied based upon broad principles and guidelines. Judgment required to determine program direction and options for policy implementation.	Makes technical and complex decisions based upon research. Judgments must be made without existing guidelines. Creates policy affecting the entire organization.
1. The work consists of a few tasks or functions that are clear cut and directly related. Action to be taken or responses to be made are readily available. There is little variation in the work.	0.40 0.42	0.50 0.52 0.55				
2. The work consists of duties involving more than one sequence of steps. Variations in the work stem from differences in the source of information, kinds of transactions, entries or other factual situations.	0.44 0.46 0.49	0.57 0.60 0.63	0.74 0.78 0.82			
3. The work consists of various duties involving different processes and methods. Choices to be considered differ with the subject, phase, or issues involving each assignment.	0.51 0.53 0.56	0.66 0.69 0.73	0.86 0.90 0.94	1.11 1.17 1.23		
4. Aspects of the work involve conditions and elements that must be identified and analyzed to discern interrelationships and deviations from standards in a specialty field or discipline. Tasks require development of goals and objectives based upon existing interpretation of established policies, rules and guidelines.		0.76 0.79 0.83	0.98 1.03 1.08	1.28 1.34 1.41	1.66 1.74 1.83	2.16 2.27 2.38
5. The work consists of independent assignments with varying duties which comprise a primary level of responsibility. Factors to be considered involve the assessment of unusual circumstances, variations in approach, incomplete or conflicting data, and incompatible results. The work requires the development and implementation of program options.		0.87 0.91 0.96	1.13 1.19 1.25	1.47 1.54 1.62	1.91 2.01 2.11	2.48 2.61 2.74
6. The work consists of a variety of duties involving a broad range of activities or depth of analysis to develop and implement department or organization-wide goals and policies.				1.69 1.78 1.86	2.20 2.31 2.42	2.86 3.00

Award additional points for stress as a percentage of points awarded for difficulty of work: This sub-factor attempts to recognize the degree of mental or emotional fatigue or stress inherent to the job and sustained through concentration, work pressures or critical incidents (CIS syndrome). Consider the cycle, duration, and intensity sustained. Consider the need to deal with the public over controversial issues, the responsibility for problem resolution and the need to meet time deadlines. **SOME- 5% MODERATE- 10% CONSIDERABLE- 15% CRITICAL INCIDENT-20%**


Factor IV- Work Environment 10%

PHYSICAL EFFORT


WORKING CONDITIONS

	A	B	C	D
Effort is minimal and is exerted only for short, intermittent periods. Effort involves light lifting of tools, objects, and working materials. May involve light pushing, pulling, reaching, bending. Requires normal hearing and visual acuity. Normally performs in seated position. Occasional standing for short durations.		Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, bending. More than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting or standing positions. Moderate Manual dexterity required.	Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Moderately heavy lifting, pushing, pulling. Considerable crouching, stooping or lying in prone position. Some strain on sight and hearing. Performs in abnormal positions. High Manual dexterity required.	Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (90 lbs), pushing, pulling with excessive crouching, stooping or lying in prone position. Could involve intense strain on sight and hearing. High manual dexterity be required.
1. No observable hazards or threat to health or safety. Adequate working conditions with at least minimum environmental conditions to assure the comfort of most workers.	0.60 0.63	0.66 0.69 0.72	0.75 0.79 0.83	0.87 0.91 0.96
2. Minimum hazardous working conditions. Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile may be a regular part of the job.	0.74 0.78 0.82	0.85 0.89 0.94	0.98 1.03 1.08	1.13 1.18 1.24
3. Occasional exposure to hazardous work conditions (noise, fumes, heights, slippery, vibrations, moving parts, disease etc.). Moderate exposure to dust, grease, temperature changes, noise, inadequate lighting, inclement weather, etc. Periodic conditions which involve chance of injury.	0.96 1.01 1.06	1.11 1.16 1.22	1.27 1.34 1.40	1.47 1.54 1.62
4. Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Recurring conditions which involve chance of injury.	1.25 1.32 1.38	1.44 1.51 1.59	1.66 1.74 1.83	1.90 2.00

Hazard Uncertainty: For positions having tasks that place employees in historically life threatening situations (i.e., Fire, Police) add 100% to the base points awarded above for work environment. For positions which require the operation of maintenance or service equipment on city roadways, add 50%. For positions requiring regular and frequent travel, whether local or regional, primarily by automobile, add 25%.



American Fork Compensation Study



Proposed Pay Plan

Hourly Pay Rates

Monthly Pay Rates

Annual Pay Rates

Pay Range				
Job Value	Minimum	Midpoint	Maximum	
26.87	\$55.67	\$69.59	\$83.51	
22.00	\$41.44	\$51.80	\$62.16	
22.00	\$41.44	\$51.80	\$62.16	
21.05	\$39.14	\$48.93	\$58.71	
20.11	\$36.98	\$46.22	\$55.46	
18.98	\$34.54	\$43.18	\$51.81	
18.72	\$34.00	\$42.50	\$51.00	
18.36	\$33.26	\$41.58	\$49.89	
18.06	\$32.67	\$40.83	\$49.00	
17.80	\$32.16	\$40.20	\$48.24	
17.51	\$31.60	\$39.51	\$47.41	
17.10	\$30.83	\$38.53	\$46.24	
17.05	\$30.72	\$38.40	\$46.08	
16.80	\$30.26	\$37.83	\$45.39	
16.34	\$29.44	\$36.80	\$44.16	
16.06	\$28.95	\$36.18	\$43.42	
15.46	\$27.90	\$34.88	\$41.86	
14.55	\$26.41	\$33.01	\$39.62	
14.38	\$26.15	\$32.69	\$39.23	

Pay Range				
Job Value	Minimum	Midpoint	Maximum	
26.87	\$9,649	\$12,062	\$14,474	
22.00	\$7,183	\$8,979	\$10,775	
22.00	\$7,183	\$8,979	\$10,775	
21.05	\$6,785	\$8,481	\$10,177	
20.11	\$6,409	\$8,012	\$9,614	
18.98	\$5,987	\$7,484	\$8,981	
18.72	\$5,893	\$7,366	\$8,839	
18.36	\$5,765	\$7,207	\$8,648	
18.06	\$5,662	\$7,077	\$8,493	
17.80	\$5,575	\$6,968	\$8,362	
17.51	\$5,478	\$6,848	\$8,217	
17.10	\$5,343	\$6,679	\$8,015	
17.05	\$5,325	\$6,656	\$7,997	
16.80	\$5,245	\$6,557	\$7,868	
16.34	\$5,103	\$6,379	\$7,655	
16.06	\$5,017	\$6,271	\$7,526	
15.46	\$4,837	\$6,046	\$7,255	
14.55	\$4,578	\$5,723	\$6,867	
14.38	\$4,533	\$5,666	\$6,800	

Pay Range					
Job Value	Minimum	Midpoint	Maximum	Range	
26.87	\$115,794	\$144,742	\$173,691	50.00%	
22.00	\$86,199	\$107,749	\$129,299	50.00%	
22.00	\$86,199	\$107,749	\$129,299	50.00%	
21.05	\$81,416	\$101,770	\$122,124	50.00%	
20.11	\$76,911	\$96,139	\$115,367	50.00%	
18.98	\$71,845	\$89,807	\$107,768	50.00%	
18.72	\$70,713	\$88,392	\$106,070	50.00%	
18.36	\$69,184	\$86,480	\$103,777	50.00%	
18.06	\$67,943	\$84,929	\$101,915	50.00%	
17.80	\$66,896	\$83,620	\$100,345	50.00%	
17.51	\$65,737	\$82,171	\$98,605	50.00%	
17.10	\$64,118	\$80,148	\$96,178	50.00%	
17.05	\$63,897	\$79,871	\$95,845	50.00%	
16.80	\$62,944	\$78,680	\$94,416	50.00%	
16.34	\$61,242	\$76,552	\$91,863	50.00%	
16.06	\$60,206	\$75,258	\$90,309	50.00%	
15.46	\$58,042	\$72,552	\$87,063	50.00%	
14.55	\$54,936	\$68,670	\$82,404	50.00%	
14.38	\$54,398	\$67,998	\$81,597	50.00%	

Market Compensation Analysis Bid for South Weber City

Provided by: Laura Gamon, HR Consultant

1. Goal/Objective

Providing South Weber City a market analysis by comparing with entities as requested. The goal and objective is to provide the necessary market data to build competitive pay structures for your organization. While there are many objectives to a properly formulated compensation strategy, the two most commonly referenced are:

1. Ensuring our plans are internally equitable, and
2. Ensuring our plans is externally competitive.

Meeting both of these criteria enables your organization to attract, retain and motivate the right numbers of the right kinds of employees.

2. Process

Comparing roles market data is important, but it's not the only step to creating a compensation analysis. First, before you can tailor a compensation strategy to your organization, you should have an understanding of your organization's compensation philosophy and strategy (How do we want to pay?). It is also important to identify bench marketing communities what will help ensure that your organization is being compared fairly and with competing communities.

Second, it is important to have clearly defined the key roles within your organization including current and accurate Job Descriptions for each position. Accurate job description detail facilitates the comparison of market data and is used to match and benchmark positions.

Taking this information into consideration and with your direction, we can build one or more salary structures, as appropriate, with grades and control points (Grade Minimum, Midpoints and Maximums) customized to your unique organization's needs.

3. Solution

By having a pay plan philosophy supported with a market analysis it provides the tools and foundation to recruit and retain successful employees. By combining your salary structure(s) with performance management ratings (if that is in your philosophy), you can pay for performance delivered as well as accurately anticipate, budget and plan for total compensation costs.

4. Fees

Total fee for completed project: \$650

5. Other

Upon acceptance of the bid a meeting will be set up with the City Manager/committee to review the process, objective and timeline. At this time it is requested that the following items be made available:

- ❖ A report with all your current employees that includes the following:
 - ◆ Name and titles
 - ◆ Status (part-time/full-time/temp/seasonal) including number of hours worked
 - ◆ Current rate of pay hourly/annually

Market Compensation Analysis Bid for South Weber City

Provided by: Laura Gamon, HR Consultant

- ◆ Employee hire date
 - ◆ A list of all benefits provided including employer/employee portions for insurance plans.
 - ◆ Your current policy and procedures regarding status of employees, benefits and compensation.
-
- ❖ Access to your TechNet account. User name and password.
 - ❖ Other information may be needed to complete study it would be great if a contact person was available that I may contact to answer questions that may arise.

Upon completion you will receive:

- ❖ A market analysis report of the benchmarked communities that you selected.
- ❖ A power point to reflect your organizations compensation philosophy (if provided) and process that may be used for educational and strategical purposes. (I have attached sample/template).
- ❖ A meeting with the City Manager/committee where all the information is presented.
- ❖ Once given direction of philosophy a Salary/Compensation Pay Plan that includes min/mid/max ranges.
- ❖ Upon completion all information used for the study will be returned and will be given to the City Manager.

MARKET ANALYSIS AND SALARY STRUCTURE PROJECT SCOPE

By Annalee Munsey, PHR, SHRM-CP

April 5, 2017

OVERVIEW

1. Project Background and Description

I am pleased to provide a quote for market analysis and salary structure services to South Weber City. This project will include the review of job descriptions for all full-time and part-time positions at South Weber City to determine comparable market data. The project will also include the development of a base pay structure.

2. Project Scope

The scope of the project includes the following:

- A competitive market pricing analysis for positions at South Weber City
- Development of a pay structure for South Weber City which will include
 - Number of pay grades (pay grade levels, example 1-12 grades)
 - Pay ranges (the minimum pay value, a midpoint, and a maximum pay value)
 - Range spread (the width of a pay range from minimum to maximum)
 - Assignment of benchmark and non-benchmark jobs to the pay structure

3. Deliverables

South Weber City will receive job grades and salary ranges for all positions.

4. Specific Exclusions from Scope

This scope does not include a job analysis, documentation and point method evaluation of all jobs.

5. Timeline/Schedule

It is anticipated that the work will be completed within 3 weeks. Consultant will consult with the City Manager at South Weber City to determine the deadlines for the deliverables.

6. Cost of services

The quote for the proposed project is \$3,000.

7. Consultant Contact Information

Annalee Munsey, PHR, SHRM-CP

Phone: 801-792-4389 Email: lilly86601@aol.com

South Weber Fire Department

Ambulance Proposal

Proposal: South Weber City moves forward with ambulance service, including around the Clock Staffing with 2 Advanced EMT's and move the Chiefs role to administrative with an increase in pay.

Part time wages \$263,000

Chief Administration Pay \$38,000

Call Back Pay \$12,000

Increase over currently proposed budget \$218,000

Net Revenue for ambulance billing \$120,000 (estimate)

Additional \$100,000 in payroll to run an ambulance

Ambulance Service



South Weber Fire Department

Information.

- We HAVE to do 2 Advanced EMT's 24/7/365 at a minimum or we can not do it.
- With a nursing home being built in South Weber we can expect a minimum of 2-3 calls a week. Nursing home residents either have private insurance and/or Medicare. We can almost guarantee payment on every transport from a nursing home. Which means we will be missing out on revenue.
- Also, if we had our own ambulance I-84 medical/car accident calls would become ours with auto insurance paying the transport bill.

Logistics pros and cons

Pros

- Quicker Ambulance Response
- Quicker Transport to Hospital
- Around the Clock Staffing
- Advanced EMT service
- More self sufficient
- Increases competence in personnel
- Revenue should cover INCREASE in staffing.

Cons

- It wont be profitable/it is expensive
- Around the clock staffing means increase in payroll
- More responsibility for Officers and EMT's
- Will require Purchase of Ambulance
- 10-15% of revenue goes to billing service and supplies.

The Numbers

- Part time wages \$263,000
- Chief Administration Pay \$38,000
- Call Back/Training Pay \$12,000
- Increase \$218,000
- Net Revenue \$120,000 (estimate)
- Additional \$100,000 to run an ambulance

Are we ready?

- We would need to upgrade our licensing level with the state.
- We would have to purchase beds and lockers.
- We would need a call back program to back fill the station.
- We would need to purchase better software.



Billing Options

- Gold Cross: 5.5 % of net
- IRIS: 6% of net
- FPCS: 6% of net

FPCS will be most compatible with our model of care.

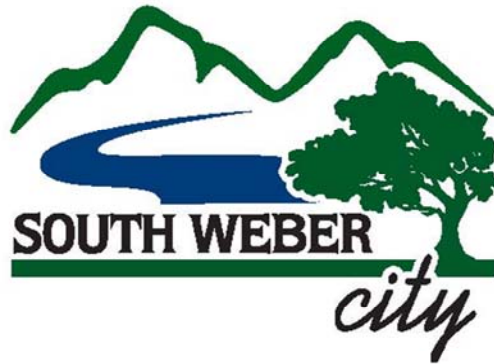
Ambulance Options

- North Davis will sell theirs for \$10-20,000
- Farmington will sell one that's a lot newer with low miles and a gurney for \$55,000
- New we are looking at over \$100,000
- Online anywhere from \$10,000 to \$75,000 used.



Questions?





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.