

## 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, 22 November 2016** at the **City Council Chambers, 1600 E. South Weber Dr.**, commencing at **6:00 p.m.**

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### 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 Poore  
PRAYER - Council Member Hyer  
APPROVAL OF AGENDA  
DECLARATION OF CONFLICT OF INTEREST

#### **1. CONSENT AGENDA:**

- ♦ Approval of November 8, 2016 Meeting Minutes
- ♦ Approval of November 8, 2016 Work Meeting Minutes
- ♦ Elected Official Assignments

**6:05 p.m.**

#### **2. ACTION ITEMS:**

- a. RES 16-33:** Final Plat for South Weber Valley Estates – 1<sup>st</sup> Amendment
- b. RES 16-34:** Final Plat for Weaver Estates Subdivision
- c.** South Weber City Procurement Policy amendments
- d.** City's lease/purchase options on 2 fleet vehicles
- e.** Motion to approve to solicit for sale SWC owned parcels: 3.9 acres located at approx. 2071 E. South Weber Dr. (Parcel 13-033- 0077); .58 acres located at approx. 2068 E. South Weber Dr. (Parcel 13-033- 0078); and 2.5 acres located at approx. 67 E. 6650 S. (Parcel 13-018-0018)
- f.** Contract to renew portable restroom services for CFD

**6:55 p.m.**

#### **3. DISCUSSION ITEMS:**

- a.** Employee Performance
- b.** Public Works Operations Management Plan
- c.** Bid to repair fences at Central Park and Cherry Farms Park
- d.** GPS tracking devices in City owned vehicles
- e.** Snow removal at "S" curve on South Weber Dr. between HighMark Charter School and South Weber Storage

**8:00 p.m.**

#### **4. CITY COUNCIL REPORT(S) ON DESIGNATED RESPONSIBILITIES**

**8:05 p.m.**

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

**8:10 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.

**8:25 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](http://www.southwebercity.com)

THOSE LISTED ON THE AGENDA

[www.pmn.utah.gov](http://www.pmn.utah.gov)

**DATE: November 17, 2016**

**CITY RECORDER: Elyse Greiner**

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

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

# **SOUTH WEBER CITY CITY COUNCIL MEETING**

**DATE OF MEETING:** 8 November 2016

**TIME COMMENCED:** 6:04 p.m.

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas  
Kent Hyer  
Marlene Poore  
Merv Taylor  
Jo Sjoblom

**CITY RECORDER:**

Elyse Greiner

**CITY MANAGER:**

Tom Smith

**CITY ATTORNEY:**

Doug Ahlstrom

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** Mark McRae, Brandon Jones, Dana Schuler, Bryan Wageman, Mark Larsen, Jason Tubbs, Derek Tolman, Roney Ketts, Bill Petty, Kaden Boren, Cole Fessler, Spencer Hafer, Casey Watts, Ken Besso, Brad Pitts, Stuart Fessler, and Keith Christensen.

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

**PLEDGE OF ALLEGIANCE:** Council Member Sjoblom

**PRAYER:** Council Member Hyer

**AGENDA:** Council Member Sjoblom moved to amend the agenda to move the South Weber City Fire Department Service Delivery and Operations Plans and Job Description action items. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

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

**CONFLICT OF INTEREST:** None

**CONSENT AGENDA:**

- Approval of October 18, 2016 Meeting Minutes
- Approval of October 25, 2016 Meeting Minutes

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

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

**ACTION ITEMS:**

**SWC Fire Department Service Delivery and Operations Plans and Job Description:** Tom explained that to man the fire station M-F @ 10 hours per day per shift (7am to 5pm) = 50 hours per week; 50 hours per week x 2 (two fire fighters) = 100 hours per week; there are 52 weeks in a year.  $52 \times 100 = 5,200$  hours.

Tom said over the past three years the City has averaged approximately 250 calls per calendar year. In those three years, approximately 95 of the calls are medial. Medical calls only require (2) EMS certified personnel to respond.

He said the current payroll budget = \$39,000. It is proposed payroll budget = \$89,120. There would be no tiered rates and all calls and training are paid at a maximum of \$13.50/hour. There will be no stipends. Call back only require (2) fire fighters, not (4), which cuts call back costs in half with half of the City's calls being medical and taking place during the day; many of those calls will paid out as part of the daytime response. Add an additional \$50,122 to FD budget for part-time service, including \$5,000 for FICA + \$3,000 for WC.

Council Member Poore said she sent an email regarding the job description and suggested amendments. Tom reviewed the email with those in attendance.

Roney Ketts, 1165 E. South Weber Drive, explained the Officer 1 certification within 1 year requirement.

**Council Member Hyer moved to amend accept the job description of the fire chief position with the change advanced EMT to basic EMT and must obtain Office 1 certification within 1 year on hiring on the job description. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.**

**Council Member Hyer moved to allow city staff to post the job description for fire chief and captain. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.**

**Council Member Sjoblom moved to accept the South Weber City Fire Department Service Delivery and Operations Plan. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.**

Tom discussed the job description for captain. He read the job requirements etc. It was discussed allowing time for the fire chief to be able to interview the captain position. Tom discussed posting the fire chief position on November 9<sup>th</sup> and close on November 23<sup>rd</sup>.

**Council Member Poore moved to approve reverse the order of experience and knowledge and combine them into one paragraph. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.**

**Motion to approve the Sewer Outfall Replacement Project pipe upsizing to 24" line from 18" & 21" lines:** Brandon Jones, City Engineer, said this is in response to the Council's request for Whitaker Construction to upsize the sewer line from 18" and 21" to 24". He said the price difference is \$45,492.45. Council Member Sjoblom doesn't feel it is necessary to put the extra money into upsizing the pipe because future growth may dictate that anyway. Council Member Hyer said Brandon Jones sized the pipe anticipated by the general plan and feels the 18" and 21" is sufficient.

**Council Member Sjoblom moved to approve the Sewer Outfall Replacement Project pipe with the 18" & 21" lines. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Hyer, Poore, Sjoblom, and Taylor voted yes. Council Member Casas voted no. The motion carried 4 to 1.**

Brandon discussed change orders and how, in the past, they have been handled administratively with the City staff. He wants to make sure that is still okay with the Council. Tom said the procurement policy allows for change orders, depending on cost. Council Member Hyer said he would like to see change orders sent to him by email. Council Member Casas said he doesn't feel the Council needs to be involved with change orders. Tom stated he will keep the Council up to date through email.

**Council Member Taylor was excused at 6:58 p.m.**

#### **Renewal of street sweeping contract with Sweep 'N' Utah**

Tom asked the Council to approve moving forward with Sweep 'N' Utah for three years with three applications a year.

**Council Member Sjoblom moved to approve renewal of street sweeping contract with Sweep 'N' Utah for three applications. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

#### **SWC employee timesheet**

Mark McRae said he and Paul Laprevote have been working on a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. He said it was also requested that a journal of actual tasks performed be added to the timesheet. He said the journaling would be added to the back of the timesheet. Tom reminded the Council that this

procedure would only be for a few weeks because later on the agenda is the proposal for the Caselle timesheet.

### **Caselle Timekeeper Module & Document Management Module**

Mark said the Timekeeper module and the Document Management module from our software vendor Caselle were discussed and approved during the budget process. He said the City staff is seeking approval to purchase these modules. He said if purchased before year end, we are eligible for an additional 10% discount. At the conference, both modules were demonstrated. The timekeeper will replace paper timesheets and make the tracking of employee hours and tasks performed more efficient and robust. The Document Management software will allow the city to go paperless in all applications, including Utility Billing, Accounts Payable, Payroll, and Business Licensing. All documents will be accessible online and the electronic versions become the official record of the city. Storage and filing of paper records in these three areas will be eliminated. Both of these modules will benefit in the saving of time and money, as well as increasing efficiency. He said the company is based in Provo. Tom asked if this item should be put on the consent agenda for the next meeting. The Council was in agreement.

**Council Member Hyer moved to deny the South Weber City employee timesheet. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

### **DISCUSSION ITEMS**

#### **Westside Water Reservoir Project scope of work**

Dana Schuler, with Jones & Associates, said she appreciates the opportunity to present our findings from Task #1 of the Westside Reservoir Project.

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

The original agreement contained multiple tasks with a combined fee of \$49,820. This included evaluation of the existing tank, evaluation of remediation measures, 25% design of a new reservoir, and an option for a siting study.

The following is a summary of the Project Management and Task #1 fees:

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

The Council was in agreement to add this item to the next meeting as an action item.

**Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East:**

Brandon Jones, City Engineer, said in the recent Culinary Water Capital Facilities Plan put together by Jones & Associates, a top project for the City to work on is replacing the lead-joint pipe. He said the 6" line would be replaced with an 8" line. The City needs to start acting on the CFP to stay current in meeting the City's needs. Tom said this is in line with the Capital Facilities Plan. Mayor Long asked if this project would qualify for bill money. Brandon said he is not familiar with how to qualify for that, but he can look into that. The Council would like to add this item to the next meeting agenda for approval.

**City's fleet vehicle lease agreement**

Mark McRae's memo of 7 November 2016 is as follows:

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

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

The Council agreed to add this to the next meeting as an action item.

**Elected Officials assignments:** Mayor Long asked if anyone has any questions concerning the elected official assignments. There was none. Tom said there are quite a few of these assignments that are administrative and this concerns the City staff.

**ELECTED OFFICIAL ASSIGNMENTS**

**TAMMY LONG** COG, WFRC Committee, UDOT and UTA RAB Committee Commercial / Economic Committee Liaison, Sketch Plan, Employee Policy and Review 2nd, All Personal



Related Issues, Policy and Reviews, Wasatch Integrated Waste Management Board, Central Weber Sewer Improvement District Board, Mosquito Abatement District Davis Board.

**SCOTT CASAS** Beautification Committee, Citizen Corp Council, County/State Emergency Agencies Liaison, Emergency Preparedness Street, Walks, Traffic Signs, Street Lights Trails /Weber Pathways Committee, Snow Removal 2<sup>nd</sup>, Public Safety 2<sup>nd</sup>.

**KENT HYER** Country Fair Days, Youth City Council, Job Corp Liaison 2<sup>nd</sup>, Trails /Weber Pathways Committee 2<sup>nd</sup>, Eagle Scout Projects/Youth Service Projects 2<sup>nd</sup>, Envision Utah 2<sup>nd</sup>.

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

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

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

**Council Member Poore moved to put this on the consent agenda for next meeting. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.**

**Agenda items, rules, and role responsibilities review:** Doug Ahlstrom, City Attorney, discussed the following:

**1.08.060 Role of Mayor**

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

**1.08.050 Role of the City Council**

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

**1.080.040 Powers and Duties**

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

- A. The administrative powers, authority, and duties are vested in the City Manager.
- B. The City Manager shall be the chief administrative officer of the City to whom all employees of the City report. He shall be responsible to the Council for the administration of all City affairs placed in his charge.
- C. The City Manager shall hire and, when he deems it necessary, suspend or remove a City employee, except that the City Recorder and the City Treasurer shall be appointed or removed by the Mayor with the advice and consent of the City Council.

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

Doug doesn't see a need to change any of the codes. He said the Council needs to let the City staff do their job. Council Member Poore asked if we see something we have a concern about, she feels she should be able to bring that up to the Mayor and City Manager. Doug said if you see something strange then typically you would take that to the Mayor and she would take it to Tom.

Council Member Hyer discussed concerns with utilizing time in the meetings. He put together a handout for the Mayor and Council to review. He feels the Council's responsibility is to give Tom the opportunity to do his job. Council Member Sjoblom said we need to work together to get things done. She said if employees are valued, happy, and have job satisfaction then you can move forward. She asked what percentage of the employees at South Weber City are feeling valued and job satisfaction. Tom estimated 65%. Council Member Sjoblom said then we have some work to do. She said the Legislative Department has a choke hold on the Administrative Department. She said they have the training and education to fulfill their responsibilities, which the Council doesn't have. She proposed giving the employees autonomy. She feels this will make all the difference. She asked the Council to experiment with this.

Council Member Poore feels the residents need justification and she feels she is not out of line in asking for justification. Doug said it is the Council's major duties to ask about budget items and feels the Council needs to be asking questions. He said the City staff has to provide justification. He said it is difficult for the City staff to compare South Weber City with other cities.

## **COUNCIL ITEMS:**

### **Council Member Hyer:**

**Eagle Scout Projects:** He has been reviewing several Eagle Scout projects and said a lot of the projects have helped the City.



**Council Member Sjoblom:**

**Citizens Committee:** She has received four applications.

**MAYOR'S ITEMS:**

**Legislative Session:** There will be a lot of new laws regarding districts and municipalities. They will be changing procurement policy.

**CITY MANAGER ITEMS:**

Tom questioned the last agenda item (Agenda items, rules, and role responsibilities review) Council Member Hyer would like to see the Council communicating with our City staff verses other cities. He suggested Tom and the Mayor work together to define what is appropriate for the council meetings. Tom said there are still two different philosophies and how things are interpreted. He doesn't see us making progress because it is a philosophy. Tom said in the January retreat there was a unanimous vote to agree with gray area items. He doesn't feel there is compliance with this. Council Member Sjoblom said those are items that we need to review and make sure we are all on the same page. She said we all said "yes" and we should be working on that.

Mark Larsen said the Public Works Department is committed to do whatever they can. He said what we are doing now isn't working. He said they want to move forward somehow. Tom proposed clearly accept what your roles are. He said the Council is divided and nothing can get done because of it.

Council Member Casas said the budget cutting was in agreement from the summit. He feels the summit is a great way to define our direction each year.

Tom said the City marquee has power. Tom thanked the Public Works Department. He said they repaired the 1250 East water leak and saved the City money by doing it themselves. Council Member Sjoblom complimented the Public Works Department. She proposed having the ability to act on items on the agenda without moving them to the following meeting. Mayor Long would like information sooner so that it can be acted on. Council Member Sjoblom doesn't feel most items need to be addressed at two meetings.

**PUBLIC COMMENTS:**

**Keith Christensen, 1415 E. 7425 S.,** said he can't believe the progress tonight. He said the last couple of years have been insanity. He feels we need to learn from this. He feels the City can turn around. He said the Public Works Department has been in place for years. He suggested letting the City staff do their jobs. He also suggested rewarding and complimenting people.

**Derek Tolman, 2326 S. 1600 E.,** thanked the Council, Mayor, and City Manager in helping the Fire Department. He thanked the fire fighters who attended the fire last night.

**Bill Petty, 7898 S. 2800 E.,** said he has served behind the bench before. He said if the Council doesn't have the faith with the City staff, then you have too many chiefs. He said the items on

the agenda can be approved but if you need more information then table it. He said let the City staff do their job. He said there is a proper chain of command. He suggested performing your function the way they were designed to be done.

**Cole Fessler, 7233 S. 1700 E.**, thanked the Council and Mayor for coming together for the Fire Department. He does appreciate cutting budgets, but not at the expense of the citizens. He is thankful for those who are proactive verses reactive.

**Roney Ketts, 1165 E. South Weber Drive**, thanked the Council, Mayor, and City staff for all they have done.

**Stuart Fessler, 7647 S. 1900 E.**, said if the money is there for the fire department, then let them use it to benefit the community. He applauded the Council for trying to save money, but they can't step over dollars to save dimes, and he thinks that is what the Council is doing. He thanked them for the work that they do.

**ADJOURNED:** Council Member Hyer moved to adjourn the meeting at 8:40 p.m. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Poore 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:** 8 November 2016

**TIME COMMENCED:** 5:05 p.m.

**PRESENT: MAYOR:**

**Tammy Long**

**COUNCILMEMBERS:**

**Scott Casas  
Kent Hyer  
Marlene Poore  
Merv Taylor  
Jo Sjoblom**

**CITY RECORDER:**

**Elyse Greiner**

**CITY MANAGER:**

**Tom Smith**

**CITY ATTORNEY:**

**Doug Ahlstrom**

**Transcriber: Minutes transcribed by Michelle Clark**

**VISITORS:** Mark McRae, Brandon Jones, Derek Tolman, Rony Ketts, Mark Larsen, Jason Tubbs, Bryan Wageman, Wes Johnson.

## **CONSENT AGENDA:**

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

Council Member Casas asked about the fire hydrant purchase on the check register. Tom reported that they replaced six hydrants. Council Member Casas would like the addresses of those hydrants. Tom said Paul Laprevote did send a memo out with those locations. Mark Larsen said they were old hydrants that they couldn't get replacement parts for. Mayor Long asked about the tree removal. Tom said it was for tree removal of two trees at Central Park.

Mark McRae presented a new form that will be used for the check register. Mayor Long asked about the recent water line breaks on 1250 East. Mark Larsen said the cause for the leaks is old lines. Mayor Long asked about the asphalt street repairs. Mark explained the locations and the need to patch water line breaks. Tom said his memo to the Council did identify these locations. Council Member Taylor asked when they will be repairing the pot holes on Peachwood. Mark said he will work with Ben.

## **ACTION ITEMS:**

**Motion to approve the Sewer Outfall Replacement Project pipe upsizing to 24" line from 18" & 21" lines:** Brandon Jones said this is in response to the Council's request to upsize the sewer line. A bid has been provided from Whitaker Construction to upsize the line recommended by Jones & Associates from 18" & 21" lines to a full 24" line. The total cost is \$45,492.45. Brandon said he needs a decision from the Council concerning this. Council Member Sjoblom feels this is a steep price. She questions if it is worth it to increase to the 24" line, when the 18" & 21" is sufficient. Council Member Casas said this is a risk, but he wishes they would have upsized the line originally 25 years ago. Brandon said this is only one leg of the sewer. He would like the Council to understand that this would not be the only project that would need attention as the City develops.

**Renewal of street sweeping contract with Sweep 'N' Utah**

Tom said the Council directed the City staff to get bids for street sweeping. He said they have contacted three companies and wasn't successful in getting back any bids. He would suggest contracting with Sweep 'N' Utah for the future. He said it would be for three treatments.

**SWC employee timesheet**

City employees have been using a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. It was requested that a journal of actual tasks performed be added to the timesheet. Council Member Poore reviewed it and said it looks great.

**DISCUSSION ITEMS**

**SWC Fire Department Service Delivery and Operations Plans:** Tom explained this will be part time work from 7:00 a.m. to 5:00 p.m. at 100 hours per week. The total budget would be \$89,120 for the fiscal year. Council Member Casas questioned taking this out of the capital projects fund. Mark McRae said the money will come out of the Fire Department general fund. He said the amount put into the general fund will be reduced and put into the capital project fund. Council Member Poore said she is confused about the part-time. She would like to see the total cost for the Fire Department. Mark explained that there is department operations at \$121,000, vehicle replacement \$85,000, and the bond payment. Council Member Poore would like to compare all expenses. Tom discussed ambulance service and said the City doesn't have the necessary call number for ambulance service.

Rony Ketts said they need a Chief Officer put in place and suggested putting it to a vote. He discussed a recent fire that took place in the City and discussed the need for a Chief Officer, especially in these types of situations. He said there are only six remaining fire fighters.

The Council discussed the need to move on posting the job description for a Chief Officer. Mayor Long said she will call for a motion in the general meeting to amend the agenda.

**Westside Water Reservoir Project scope of work:** No discussion on this item.

**Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East:** No discussion on this item.

**City's fleet vehicle lease agreement –** No discussion on this item.

**Caselle Timekeeper Module & Document Management Module – No discussion on this item.**

**Elected Officials assignments - No discussion on this item.**

**Agenda items, rules, and role responsibilities review:** Council Member Hyer presented information to the Mayor and Council which he put together concerning City Manager and Staff Administrative (Oversite) and Mayor and City Council Executive/Legislative (Insight).

Adjourned at 6:00 p.m.

**APPROVED:** \_\_\_\_\_ **Date**

**Mayor: Tammy Long**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:**

\_\_\_\_\_  
**City Recorder: Elyse Greiner**

## ELECTED OFFICIAL ASSIGNMENTS

TAMMY LONG

COG

WFRC Committee, UDOT and UTA

RAB Committee

Commercial / Economic Committee Liaison

Sketch Plan

Employee Policy and Review 2<sup>nd</sup>, All Personal Related Issues, Policy and Reviews

Wasatch Integrated Waste Management Board

Central Weber Sewer Improvement District Board

Mosquito Abatement District Davis Board

SCOTT CASAS

Beautification Committee

Citizen Corp Council

County/State Emergency Agencies Liaison

Emergency Preparedness

Street, Walks, Traffic Signs, Street Lights

Trails /Weber Pathways Committee

Snow Removal 2nd

Public Safety 2nd

KENT HYER

Country Fair Days

Youth City Council

Job Corp Liaison 2nd

Trails /Weber Pathways Committee 2nd



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

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

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

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

# RESOLUTION 16-33

## FINAL PLAT: SOUTH WEBER VALLEY ESTATES – 1<sup>ST</sup> AMENDMENT

**WHEREAS**, the South Weber City Planning Commission held a public hearing on the subdivision South Weber Valley Estates – 1<sup>st</sup> Amendment in conjunction with a Conditional Use Permit on April 14, 2016, and has reviewed the final plat for said subdivision on November 10, 2016, which is located in Jensen Circle, and have given a favorable recommendation to approve; and

**WHEREAS**, the South Weber City Council has reviewed the South Weber Valley Estates – 1<sup>st</sup> Amendment in a regular public City Council meeting held November 22, 2016, and has approved of the said final plat.

**BE IT THEREFORE RESOLVED** by the South Weber City Council that the final plat of the South Weber Valley Estates – 1<sup>st</sup> Amendment is hereby approved.

**PASSED AND APPROVED** by the City Council of South Weber this **22<sup>nd</sup> day of November, 2016.**

---

**Tamara Long, Mayor**

ATTEST:

---


**Elyse Greiner, City Recorder**

Roll call vote was as follows:

Mr. Taylor	yes	no
Mrs. Sjoblom	yes	no
Mr. Hyer	yes	no
Mr. Casas	yes	no
Ms. Poore	yes	no

**MEMORANDUM**

TO: South Weber City Planning Commission & City Council

FROM: Brandon K. Jones, P.E.  
South Weber City Engineer 

CC: Barry Burton – South Weber City Planner  
Mark B. Larsen – South Weber City Public Works Director  
Elyse Greiner – South Weber City Deputy Recorder

RE: **SOUTH WEBER VALLEY ESTATES – 1<sup>ST</sup> AMENDMENT**  
**Final Review**

Date: November 9, 2016

---

Our office has completed a review of the Plat and Improvement Plans for the South Weber Valley Estates Subdivision – 1<sup>st</sup> Amendment, and the associated Improvement Plans received today, November 9, 2016. We recommend approval and offer the following comments as direction following approval.

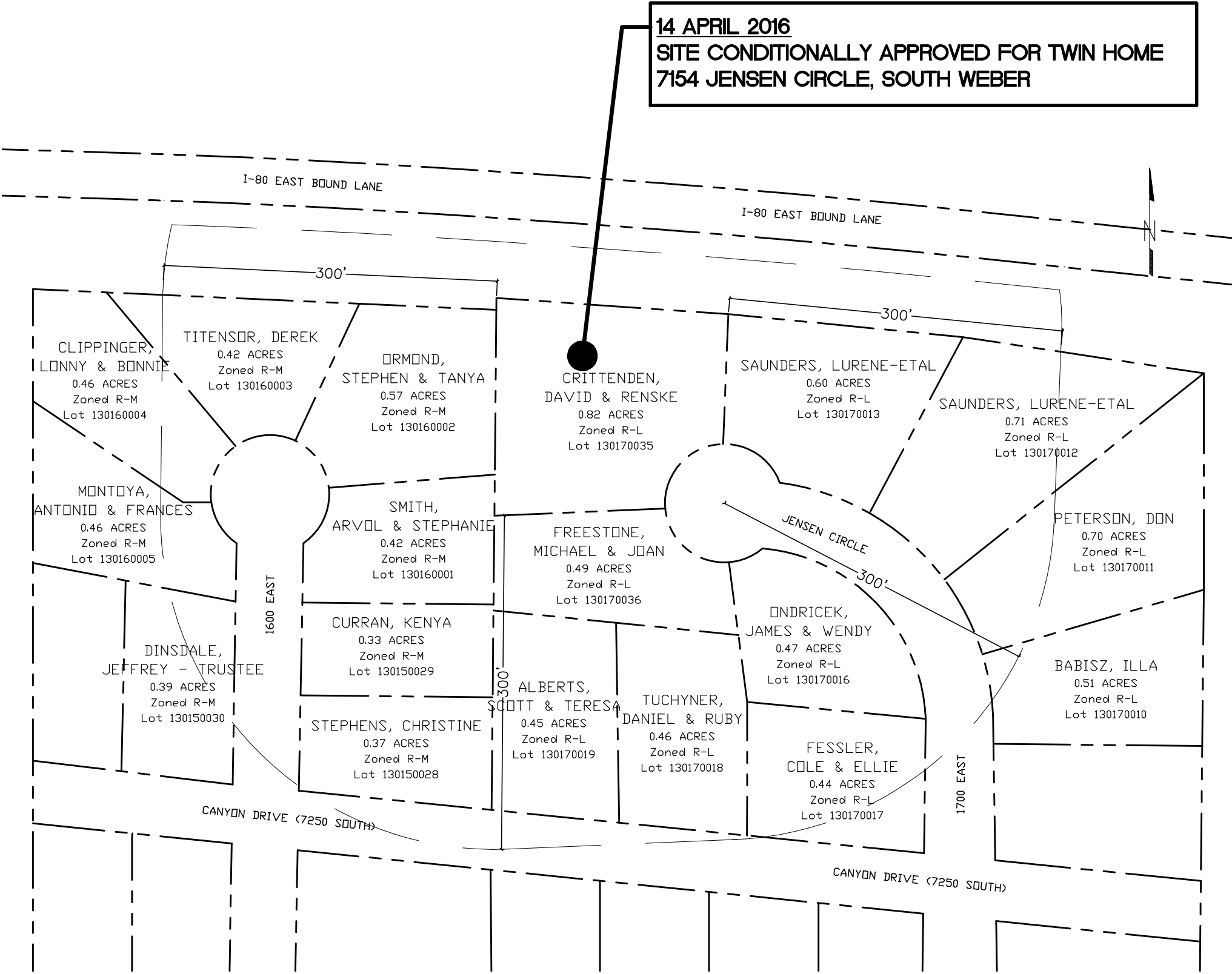
1. Plat. No comments.
2. Improvement Plans. No comments.

**Following Approval:**

3. Before the plat can be recorded, the required improvements (water service, meter, sewer services, secondary water service and street repairs) will need to be escrowed for or actually installed. Our office will approve this escrow amount prior to the account being set up.
4. Prior to construction of the required improvements we will need to hold a preconstruction meeting with the developer's contractor to ensure that proper construction expectations and City Standards are understood and met.

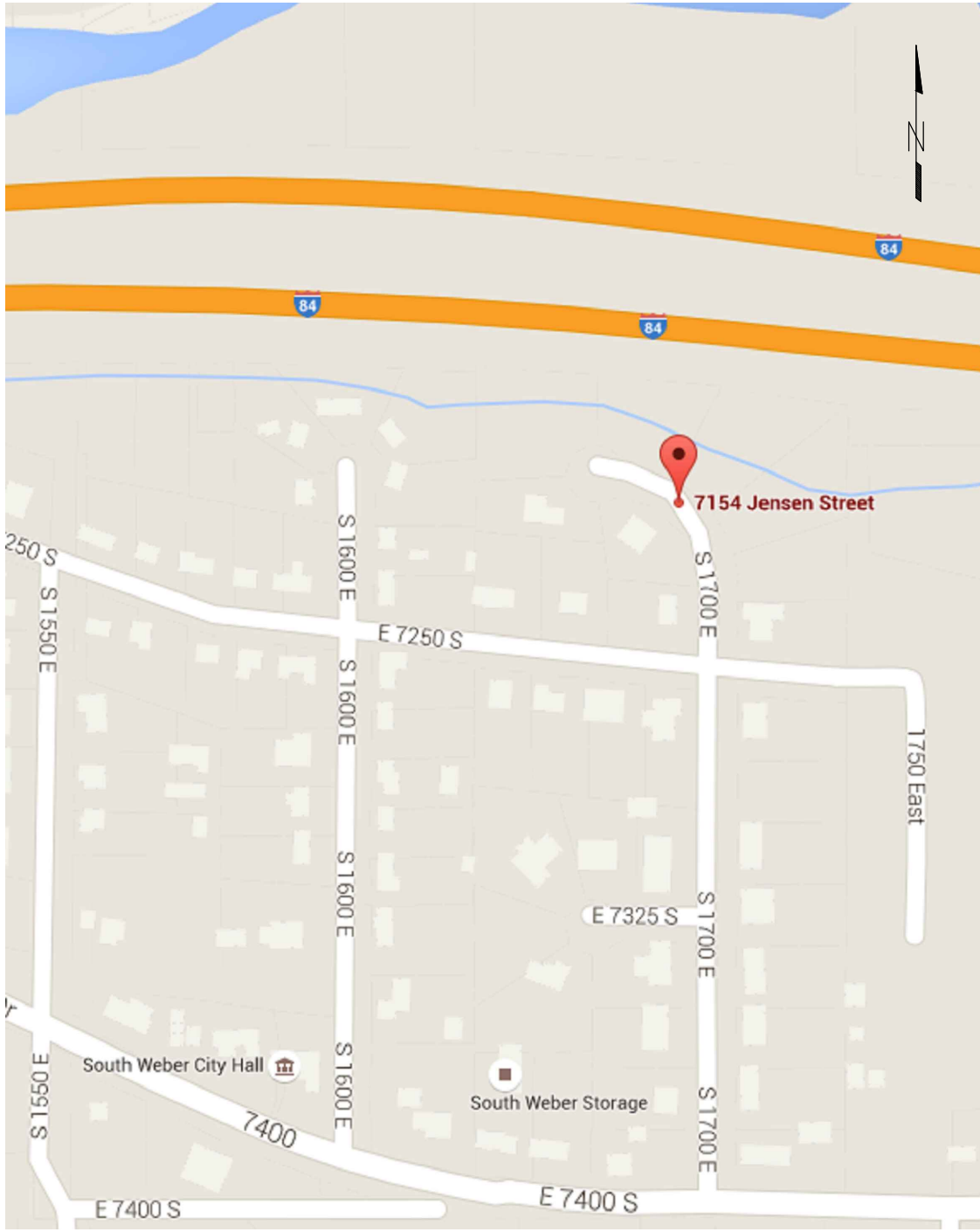






## VICINITY MAP

Scale 1" = 100'



## Proposed Name of Subdivision: Ammended Lot 14 of the South Weber Valley Estates Subdivision

All subdivision requirements to remain as provided for in the South Weber Valley Estates Subdivision except as indicated herein.

### EXISTING SUBDIVISION

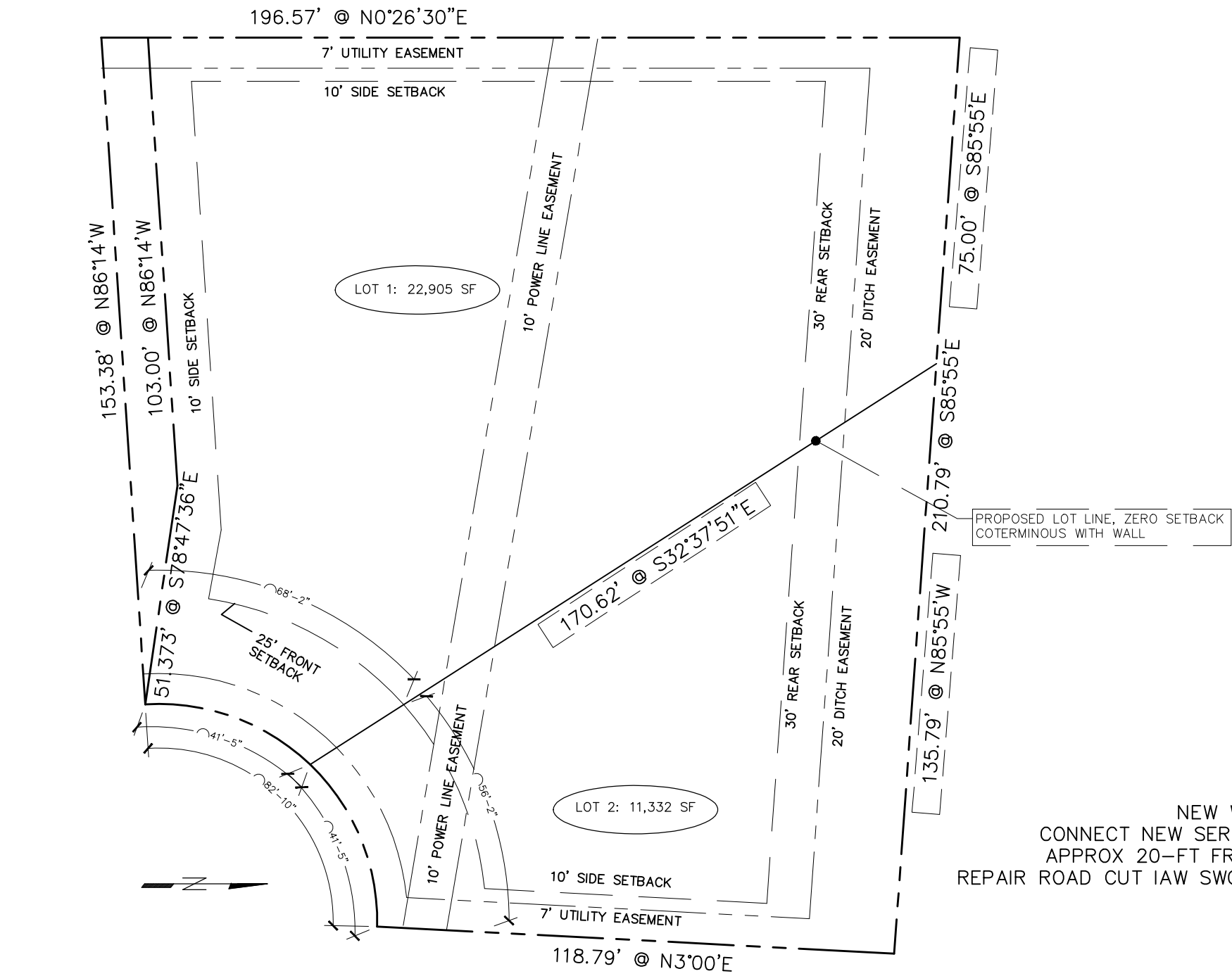
LEGAL DESCRIPTION, LOT 14 OF THE SOUTH WEBER VALLEY ESTATES SUBDIVISION NO. 1 (SWVES): ALL OF LOT 14, SOUTH WEBER VALLEY ESTATES SUBDIVISION NO. 1 (SWVES) CONTAINING 0.82 ACRES LESS & EXCEPT: A PART OF LOT 14, SWVES, BEGINNING AT A POINT WHICH IS THE SOUTHWEST CORNER OF SUBDIVISION LOT 14, & RUN THENCE N 0°26'30" E 10.66 FT, THENCE N 86°14'00" E 103.00 FT, THENCE S 78°47'56" E 51.373 FT (MORE CORRECTLY S 81°41'31" E 50.822 FT) TO A CORNER COMMON TO LOTS 14 & 15, THENCE S 86°14'00" W 153.48 FT TO THE POINT OF BEGINNING, CONTAINING 0.03 ACRES, TOTAL ACREAGE 0.79 ACRES

### PROPOSED MINOR SUBDIVISION (1-10 LOTS, COMBINED PRELIMINARY AND FINAL PLANS)

LEGAL DESCRIPTION, LOT 1 OF AMMENDED LOT 14 OF THE SOUTH WEBER VALLEY ESTATES SUBDIVISION NO. 1 (SWVES): ALL OF LOT 14, SWVES CONTAINING 0.82 ACRES LESS & EXCEPT: A PART OF LOT 14, SWVES NO 1, BEGINNING AT A POINT WHICH IS THE SOUTH WEST CORNER OF SWVES LOT 14, AND RUN THENCE N0°26'30"E 10.66 FT, THENCE N86°14'00"E 103.00 FT, THENCE S78°47'36"E 51.373 FT (MORE CORRECTLY S81°41'31"E 50.822 FT) TO A CORNER COMMON TO LOTS 14 & 15, THENCE S86°14'00"W 153.38 FT TO THE POINT OF BEGINNING CONTAINING 0.03 ACRES AND EXCEPT A PART OF LOT 14, SWVES NO 1, BEGINNING AT THE MIDPOINT OF SWVES ARC (P), RUN THENCE 41.417 FT ALONG ARC (P) TO A CORNER COMMON TO LOTS 13 & 14, THENCE N3°00'00"E 118.79 FT TO A CORNER COMMON TO LOTS 13 & 14, THENCE N85°55'00"W 135.79 FT, THEN S32°37'51"E 170.62 FT TO THE POINT OF BEGINNING (MIDPOINT OF SWVES ARC (P)) CONTAINING 0.26 ACRES, TOTAL ACREAGE 0.526 ACRES.

LEGAL DESCRIPTION, LOT 2 OF AMMENDED LOT 14 OF THE SOUTH WEBER VALLEY ESTATES SUBDIVISION NO. 1 (SWVES): ALL OF LOT 14, SWVES CONTAINING 0.82 ACRES LESS & EXCEPT: A PART OF LOT 14, SWVES, BEGINNING AT A POINT WHICH IS THE SOUTH WEST CORNER OF SWVES LOT 14, AND RUN THENCE N0°26'30"E 196.57 FT, THENCE S85°55'00"E 75.00 FT, THEN S32°37'51"E 170.62 FT TO THE MIDPOINT OF SWVES ARC (P), RUN THENCE 41.417 FT ALONG ARC (P) TO A CORNER COMMON TO LOTS 14 & 15, THENCE S86°14'00"W 153.38 FT TO THE POINT OF BEGINNING CONTAINING 0.53 ACRES, TOTAL ACREAGE 0.260 ACRES.

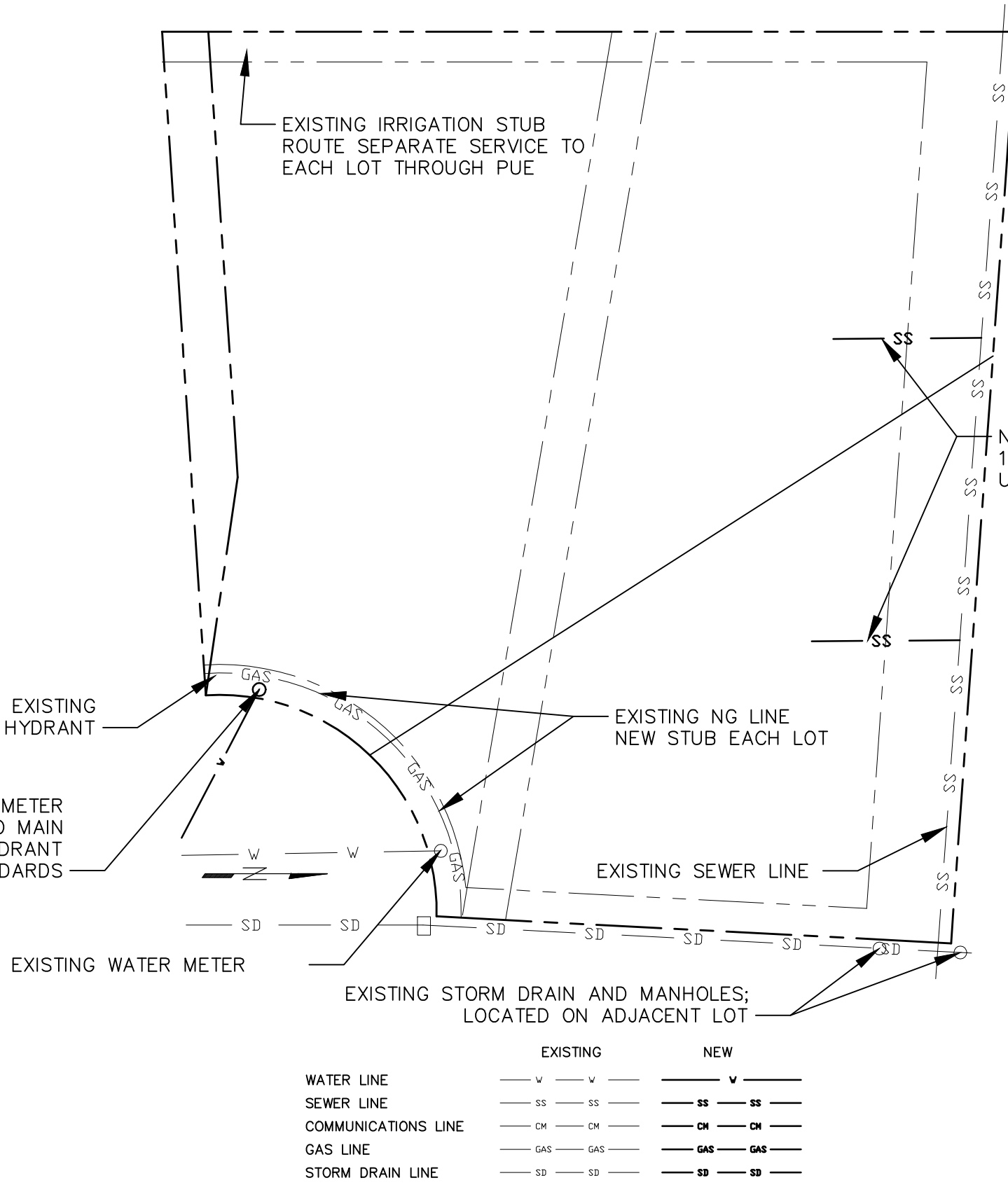
LOT NUMBER WITHIN AMMENDED LOT 14	TOTAL AREA	BUILDABLE AREA	% OF BUILDABLE LAND	% LANDSCAPING	MIN REQ LOT SIZE
LOT 1	22,905 SF	15,008 SF	65.5%	90%	6000 SF (SWC 10.7C.2)
LOT 2	11,332 SF	5,456 SF	48.1 %	79%	6000 SF (SWC 10.7C.2)



## SITE

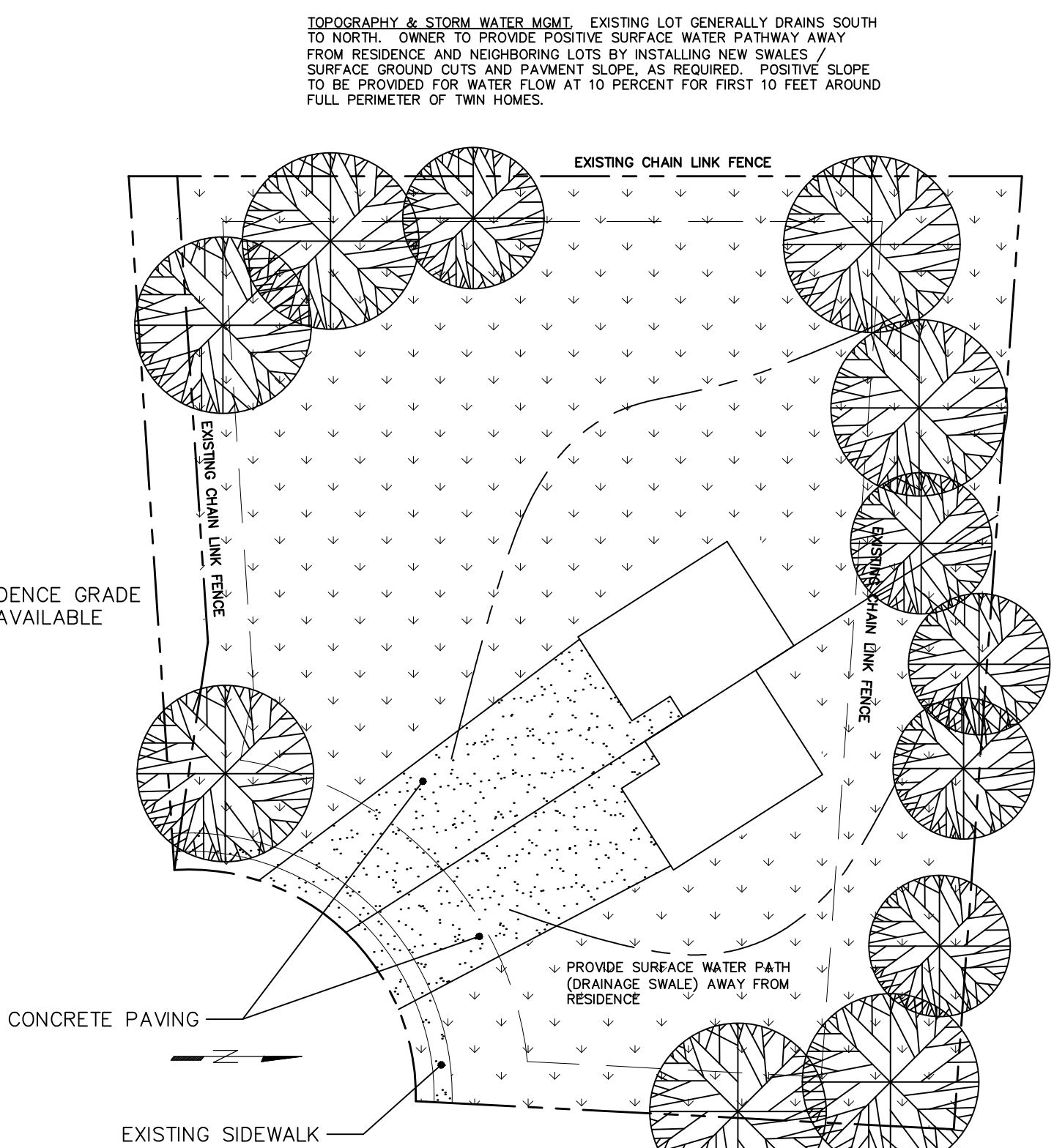
Scale: 1/32" = 1'

UTILITY CONNECTIONS: EACH HOME WILL RECEIVE SEPARATE UTILITY LATERALS, METERS AND SERVICE ENTRANCE. UTILITY LATERALS WILL BE INSTALLED ON THE LOT OF THE SERVED RESIDENCE ONLY. UTILITY SERVICE WILL NOT CROSS OVER TO THE ADJOINING LOT UNLESS PERMITTED IN THE EXISTING UTILITY EASEMENT.



## EXISTING & PROPOSED UTILITIES

Scale: 1/32" = 1'



## SITE PLAN - LANDSCAPING/TOPOGRAPHY

Scale: 1/32" = 1'

### SKETCH PLAN CHECKLIST

- X Ownership Affidavit
- X Land Survey/Legal Description
- X Proposed Name of Subdivision
- N/A Phase Lines
- N/A Geotechnical Report
- N/A Traffic Impact Study

### CONTEXT PLAN

- X Existing Topography
- X Existing Utilities
- X Existing Natural Features, Drainage Channels,
- X Special Views, Existing Vegetation to be Preserved
- X Existing Buildings
- N/A Existing Ingress and Egress Points (Adjacent Street Information)

### SITE PLAN

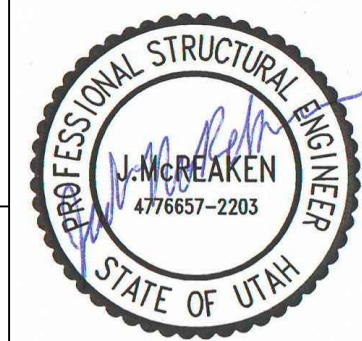
- X Vicinity Map
- X Aerial Base
- X Date, Written and Graphic Scales
- X Engineer/Surveyor Contact Information
- N/A Location and Dimensions of Proposed Sites to be Dedicated for Open Space/Recreation
- N/A Location and Dimensions of Proposed Sites to be Reserved in Private Ownership for Community Use
- X Location and Ownership Information of all Canals, Ditches and or Waterways
- N/A Boundaries of Sensitive Lands as Shown in General Plan
- N/A Wetland Delineation
- X Names of Surrounding Property Owners
- X Data Table to Include # of Lots, Building Area of Each Lot, Percentage Buildable Land, Percentage of Landscaping, Density of Dwelling Units per Acre
- N/A Proposed Transportation System
- X Proposed Location of Fire Hydrants and Street Lights
- X Fire Flow
- N/A Grading and Storm Drainage Plan

Property Serial Number	Property Owner
130170018	TUCHYNER, DANIEL C & RUBY Y 1630 EAST 7250 SOUTH SOUTH WEBER, UT 84405
130170017	FEISLER, COLE & ELLIE 7235 SOUTH 1700 EAST SOUTH WEBER, UT 84405
130170036	FREESTONE, MICHAEL E & JOAN R 7197 SOUTH 1700 EAST SOUTH WEBER, UT 84405
130170019	ALBERTS, SCOTT K & TERESA LOU 1612 EAST 7250 SOUTH SOUTH WEBER, UT 84405
130170016	ONDRICK, JAMES T & WENDY W 7215 SOUTH 1700 EAST SOUTH WEBER, UT 84405
130170013	SAUNDERS, LURENE-ETAL C/O KENT B LINEBAUGH 3000 CONNOR ST # 3 SALT LAKE CITY, UT 84109
130170012	SAUNDERS, LURENE-ETAL C/O KENT B LINEBAUGH 3000 CONNOR ST # 3 SALT LAKE CITY, UT 84109
130170011	PETERSON, DON M 3483 NORTH 800 EAST NORTH OGDEN, UT 84414
130170010	BABISZ, ILLA 440 WEST 4125 NORTH OGDEN, UT 84414
130160002	ORMOND, STEPHEN G & TANYA E 7180 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130160003	TITENSOR, DEREK G 7184 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130160004	CLIPPINGER, LONNY JOE & BONNIE J 7189 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130160005	MONTTOYA, ANTONIO T & FRANCES M 7201 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130150030	DINSDALE, JEFFREY C -TRUSTEE 1598 EAST CANYON DRIVE SOUTH WEBER, UT 84405
130150028	STEPHENS, CHRISTINE 7240 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130150029	CURRAN, KENYA 7230 SOUTH 1600 EAST SOUTH WEBER, UT 84405
130160001	SMITH, ARVOL LEE & STEPHANIE L 7210 SOUTH 1600 EAST SOUTH WEBER, UT 84405

Client Information

Name: Mr. Jacob McReaken  
Project No.: 201601-01  
Address/Location: 7154 Jensen Circle  
South Weber, UT 84405

Issued — 5 November 2016



Valid only for the project being built on this plan. Plans are not to be reproduced or used for any other project without the written consent of the engineer in blue ink and stamped.

## MCREAKEN ENGINEERING

2107 East 25 South, Layton, Utah 84040

801-309-5145

### Revisions

UTILITY PLAN UPDATE

A

McReaken Engineering expressly reserves its common law copyright, intellectual property and all other rights in these plans. These plans are not to be reproduced, copied, or used for any other project without the written consent of McReaken Engineering. In the event of a third party's use of these plans, the third party shall hold McReaken Engineering and its affiliates harmless. Further, contractor and subcontractors shall assume full liability for plans, construction, locations, notes, etc., and shall be responsible for all construction code requirements in all respects. Questions shall be directed to McReaken Engineering.

## SHEET C1

Sketch Plan

# RESOLUTION 16-34

## FINAL PLAT: WEAVER ESTATES SUBDIVISION

**WHEREAS**, the South Weber City Planning Commission held a public hearing on Weaver Estates Subdivision on November 10, 2016, and has reviewed the final plat for said subdivision, which is located approx. at 1200 E. Lester St., and have given a favorable recommendation to approve; and

**WHEREAS**, the South Weber City Council has reviewed Weaver Estates Subdivision in a regular public City Council meeting held November 22, 2016, and has approved of the said final plat with the following condition found in the City Engineer's memo dated November 16, 2016 be added to the improvement plans:

2. Improvement Plans

- a. The plans need to clearly show and label where the culinary water service (1" copper) is located with the meter shown in the parkstrip. The plans also need to show where the secondary water service is coming from, including what size and material it is.

**BE IT THEREFORE RESOLVED** by the South Weber City Council that the final plat of Weaver Estates Subdivision is hereby approved.

**PASSED AND APPROVED** by the City Council of South Weber this **22<sup>nd</sup> day of November, 2016.**

---

**Tamara Long, Mayor**

ATTEST:

---

**Elyse Greiner, City Recorder**


Roll call vote was as follows:

Mr. Taylor	yes	no
Mrs. Sjoblom	yes	no
Mr. Hyer	yes	no
Mr. Casas	yes	no
Ms. Poore	yes	no



**MEMORANDUM**

TO: South Weber City Mayor and Council

FROM: Brandon K. Jones, P.E.  
South Weber City Engineer 

CC: Tom Smith – South Weber City Manager  
Mark B. Larsen – South Weber City Public Works Director  
Elyse Greiner – South Weber City Recorder

RE: **WEAVER ESTATES SUBDIVISION**  
**Final Review**

Date: November 16, 2016

---

Our office has completed a review of the Plat and Improvement Plans for the Weaver Estates Subdivision dated, November 15, 2016. We recommend approval subject to the following item being addressed before construction can begin. We also offer the following comments as direction following approval.

1. Plat. No comments.
2. Improvement Plans
  - a. The plans need to clearly show and label where the culinary water service (1" copper) is located with the meter shown in the parkstrip. The plans also need to show where the secondary water service is coming from, including what size and material it is.

**Following Approval:**

3. Before the plat can be recorded, the required improvements (water service, meter, sewer lateral, secondary water service, sidewalk, etc.) will need to be escrowed for or actually installed. Our office will approve this escrow amount prior to the account being set up.
4. Prior to construction of the required improvements we will need to hold a preconstruction meeting with the developer's contractor to ensure that proper construction expectations and City Standards are understood and met.

# WEAVER ESTATES SUBDIVISION

PART OF THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 1 WEST, S.L.B.&M., U.S. SURVEY  
SOUTH WEBER CITY, DAVIS COUNTY, UTAH  
NOVEMBER, 2016

## BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS PLAT IS THE SECTION LINE BETWEEN THE SOUTHWEST CORNER AND THE SOUTH QUARTER CORNER OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. SHOWN HEREON AS: N89°53'22"E

## NARRATIVE

THE PURPOSE OF THIS PLAT IS TO DIVIDE THE SUBJECT PROPERTY INTO LOTS AS SHOWN HEREON. THE BOUNDARY WAS DETERMINED USING THE MONUMENTS SHOWN HEREON, ALONG WITH DEEDS AND OCCUPATIONAL EVIDENCE. THE NORTH AND SOUTH LINES BY DEED, THE EAST LINE BY THE LOCATION OF THE LESTER SUBDIVISION. THE SOUTHERLY PORTION OF THE WEST LINE WAS DETERMINED BY A LONG STANDING FENCE, THEN THE NORTHERLY PART BY DEED.

## DEVELOPER

LAYNE KAP  
8085 S JUNIPER COURT  
SOUTH WEBER, UTAH 84405  
801-725-5510

## BOUNDARY DESCRIPTION

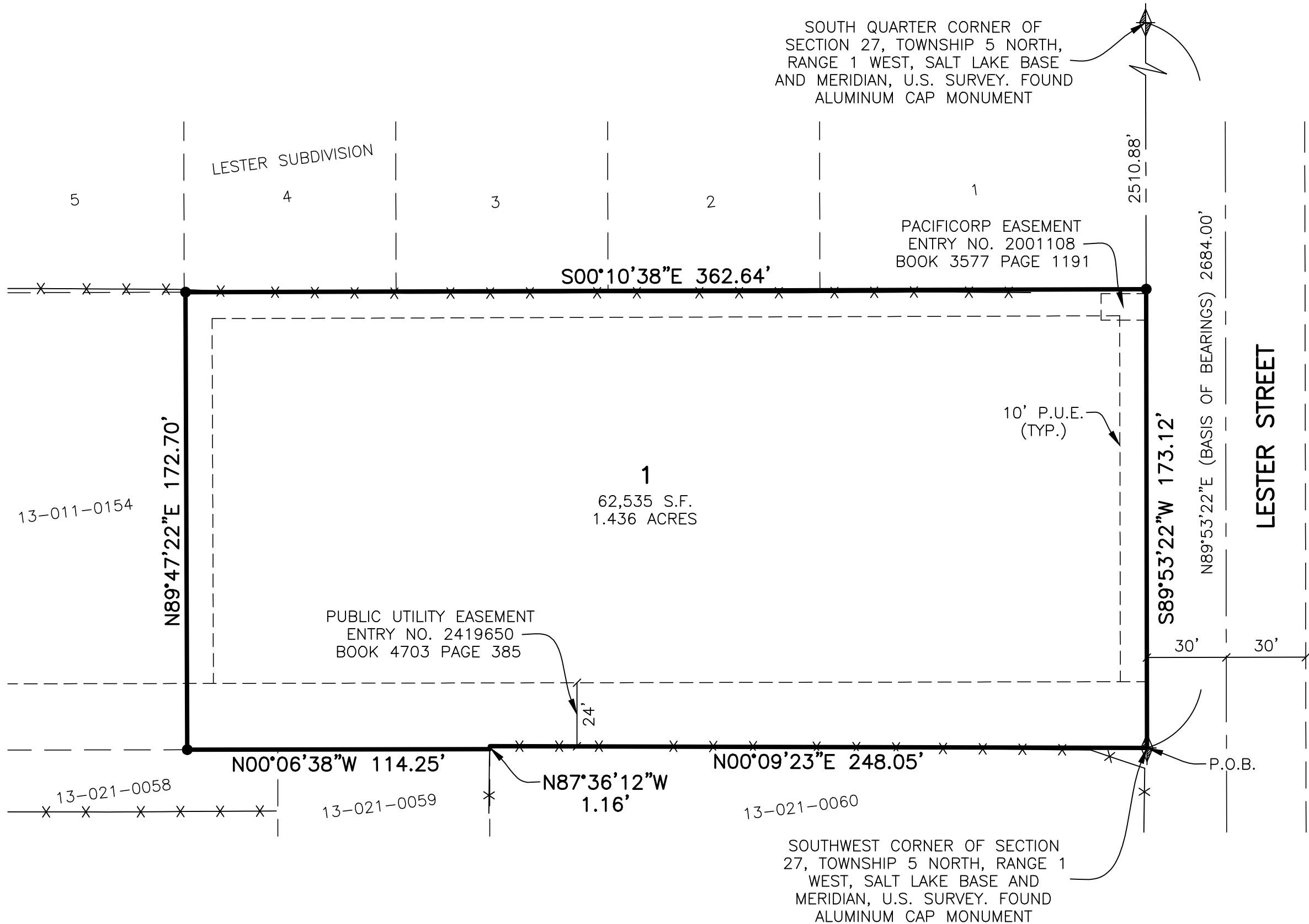
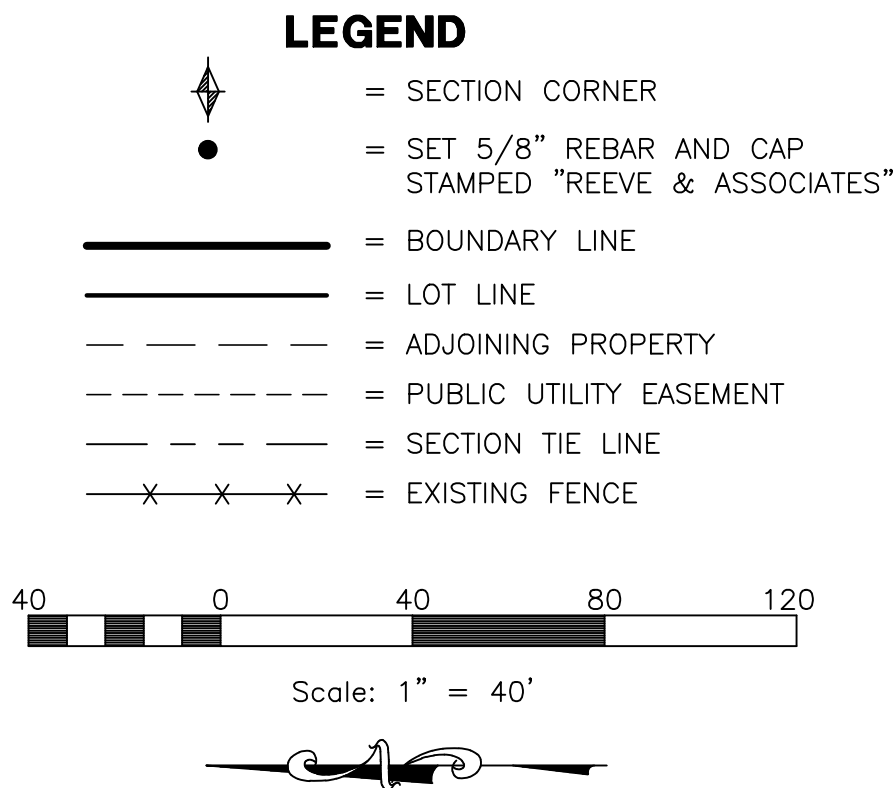
PART OF THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 27 (THE SOUTH QUARTER CORNER OF SAID SECTION 27 BEING N89°53'22"E 2684.00 FEET), SAID POINT ALSO BEING ON THE NORTHERLY RIGHT OF WAY LINE OF LESTER STREET; THENCE N00°09'23"E 248.05 FEET; THENCE N87°36'12"W 1.16 FEET; THENCE N00°06'38"W 114.25 FEET; THENCE N89°47'22"E 172.70 FEET TO THE WEST LINE OF LESTER SUBDIVISION; THENCE S00°10'38"E ALONG SAID WEST LINE, 362.64 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF LESTER STREET; THENCE S89°53'22"W ALONG SAID NORTHERLY RIGHT OF WAY LINE, 173.12 FEET TO THE POINT OF BEGINNING.

CONTAINING 62,535 SQUARE FEET OR 1.436 ACRES



VICINITY MAP  
NO SCALE



## Surveyor's Certificate

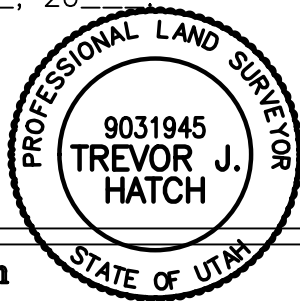
I, **TREVOR J. HATCH**, DO HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; AND THAT I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THIS PLAT, AND THAT THIS PLAT OF **WEAVER ESTATES SUBDIVISION** IN **SOUTH WEBER CITY, DAVIS COUNTY**, UTAH, HAS BEEN DRAWN CORRECTLY TO THE DESIGNATED SCALE AND IS A TRUE AND CORRECT REPRESENTATION OF THE HEREIN DESCRIBED LANDS INCLUDED IN SAID SUBDIVISION, BASED UPON DATA COMPILED FROM RECORDS IN THE **DAVIS COUNTY** RECORDER'S OFFICE AND FROM SAID SURVEY MADE BY ME ON THE GROUND, I FURTHER CERTIFY THAT THE REQUIREMENTS OF ALL APPLICABLE STATUTES AND ORDINANCES OF **SOUTH WEBER CITY, DAVIS COUNTY** CONCERNING SURVEY REQUIREMENTS REGARDING LOT MEASUREMENTS HAVE BEEN COMPLIED WITH.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

9031945

UTAH LICENSE NUMBER

TREVOR. J. HATCH



## Owners Dedication And Certification

WE, THE UNDERSIGNED, OWNERS OF THE HEREON-DESCRIBED TRACT OF LAND, HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS AND STREETS, AS SHOWN ON THE PLAT, AND NAME SAID TRACT OF LAND **WEAVER ESTATES SUBDIVISION**, AND HEREBY DEDICATE, GRANT AND CONVEY TO SOUTH WEBER CITY, DAVIS COUNTY, UTAH ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS STREETS, THE SAME TO BE USED AS PUBLIC THOROUGHFARES FOREVER AND ALSO DEDICATE, GRANT AND CONVEY TO SOUTH WEBER CITY, DAVIS COUNTY, UTAH ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS PUBLIC UTILITY EASEMENTS.

THE UNDERSIGNED HEREBY CERTIFY THAT THIS SUBDIVISION HAS MET ALL REQUIREMENTS OF SOUTH WEBER CITY ORDINANCES.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

## Acknowledgment

STATE OF UTAH )ss.  
COUNTY OF \_\_\_\_\_ )

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, \_\_\_\_\_ (AND) \_\_\_\_\_ SIGNER(S) OF THE ABOVE OWNER'S DEDICATION AND CERTIFICATION, WHO BEING BY ME DULY SWORN, DID ACKNOWLEDGE TO ME \_\_\_\_\_ SIGNED IT FREELY, VOLUNTARILY, AND FOR THE PURPOSES THEREIN MENTIONED.

COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC

## Acknowledgment

STATE OF UTAH )ss.  
COUNTY OF \_\_\_\_\_ )

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, \_\_\_\_\_ (AND) \_\_\_\_\_ BEING BY ME DULY SWORN, ACKNOWLEDGED TO ME THEY ARE \_\_\_\_\_ AND \_\_\_\_\_ OF SAID CORPORATION AND THAT THEY SIGNED THE ABOVE OWNER'S DEDICATION AND CERTIFICATION FREELY, VOLUNTARILY, AND IN BEHALF OF SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED.

COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC

## Project Information

Surveyor: **T. HATCH**  
Designer: **N. ANDERSON**  
Begin Date: **08-15-16**

Project Name: **WEAVER ESTATES SUBDIVISION**  
Number: **5918-03**  
Scale: **1"=40'**  
Revision: **NA 8-31-16**  
Checked: \_\_\_\_\_

## Davis County Recorder

ENTRY NO. \_\_\_\_\_ FEE PAID  
\_\_\_\_\_ FILED FOR RECORD  
AND RECORDED, \_\_\_\_\_ AT  
\_\_\_\_\_ IN BOOK \_\_\_\_\_ OF  
THE OFFICIAL RECORDS, PAGE \_\_\_\_\_

RECORDED FOR:

DAVIS COUNTY RECORDER

DEPUTY,

## South Weber City Attorney

APPROVED BY THE SOUTH WEBER CITY ATTORNEY THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SOUTH WEBER CITY ATTORNEY

## South Weber City Planning Commission

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_, BY THE SOUTH WEBER CITY PLANNING COMMISSION.

CHAIRMAN, SOUTH WEBER CITY PLANNING COMMISSION

## South Weber City Engineer

APPROVED BY THE SOUTH WEBER CITY ENGINEER  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SOUTH WEBER CITY ENGINEER

## South Weber City Council

PRESENTED TO THE SOUTH WEBER CITY COUNCIL THIS THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT WHICH  
TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

ATTEST:

SOUTH WEBER CITY MAYOR

CITY RECORDER



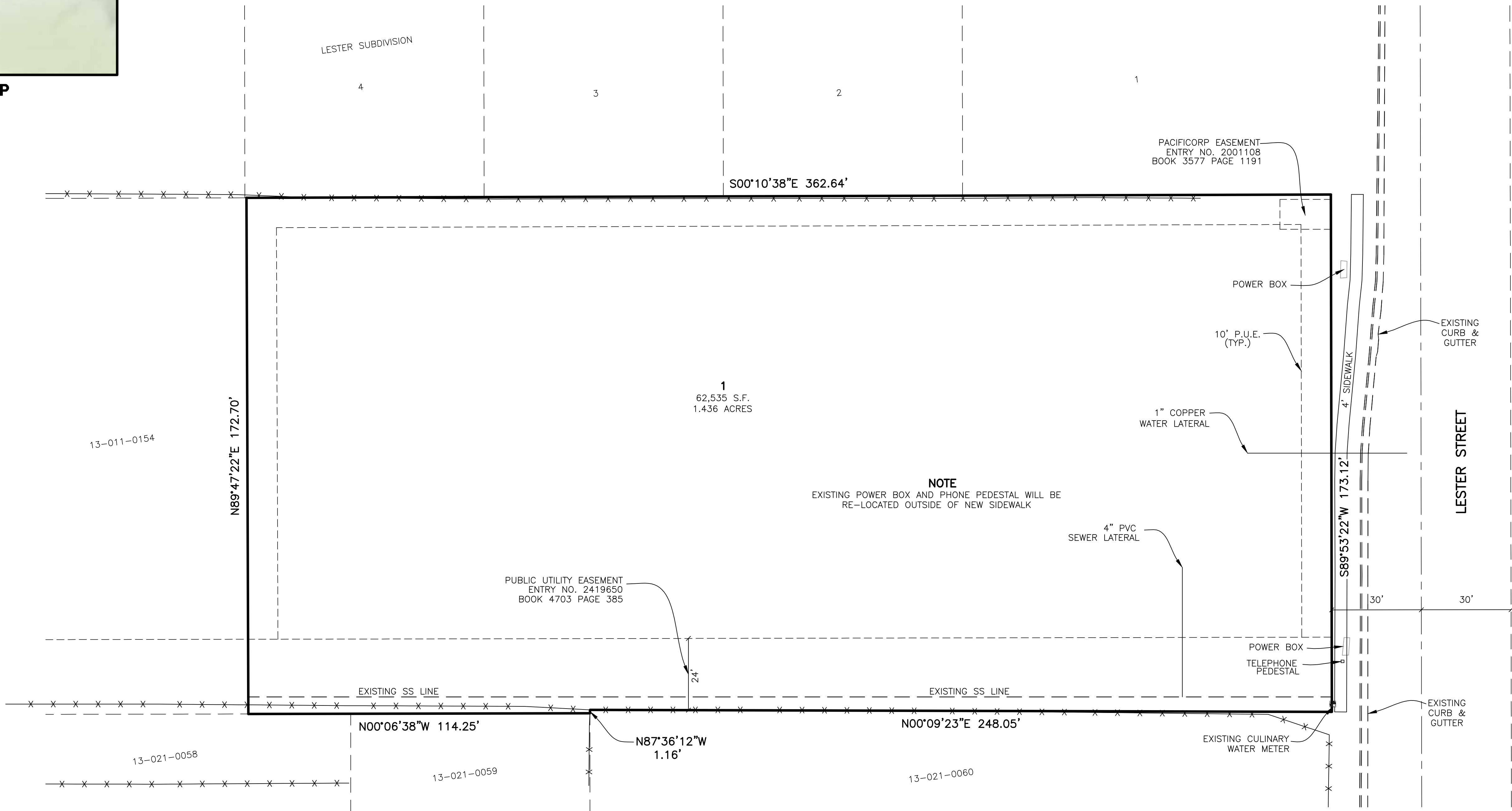
TEL: (801) 621-3100 FAX: (801) 621-2666 www.reeve-assoc.com

LAND PLANNERS • CIVIL ENGINEERS • LAND SURVEYORS  
TRAFFIC ENGINEERS • STRUCTURAL ENGINEERS • LANDSCAPE ARCHITECTS





VICINITY MAP  
NO SCALE



**LEGEND**

- = BOUNDARY LINE
- = LOT LINE
- - - = ADJOINING PROPERTY
- - - = PUBLIC UTILITY EASEMENT
- x - x - = EXISTING FENCE

20 0 20 40 60

Scale: 1" = 20'

# Weaver Estates Subdivision

South Weber City, Davis County, Utah

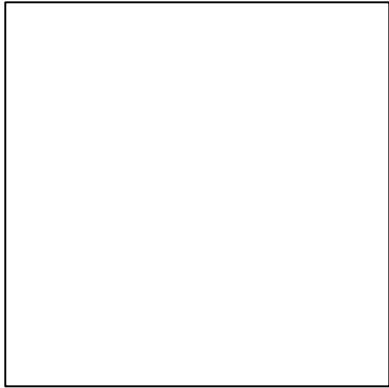
**DEVELOPER:**  
LAYNE KAP  
8085 S JUNIPER COURT  
SOUTH WEBER, UTAH 84405  
801-725-5510

**Reeve & Associates, Inc.**  
920 CHAMBERS STREET, SUITE 14, OGDEN, UTAH 84403  
TEL: (801) 821-3100 FAX: (801) 821-2666 WWW.REEVE-ASSOC.COM  
LAND PLANNERS • CIVIL ENGINEERS • LAND SURVEYORS  
PAVING ENGINEERS • STRUCTURAL ENGINEERS • LANDSCAPE ARCHITECTS

REVISIONS	DESCRIPTION
DATE	

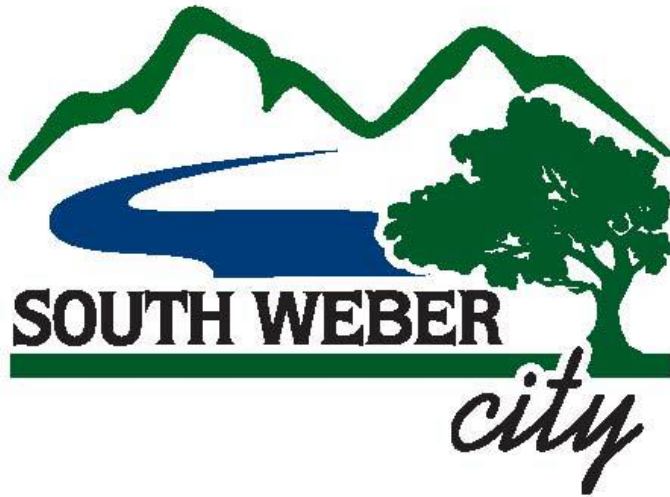
**Weaver Estates Subdivision**  
PART OF THE SW 1/4 OF SECTION 27, TOWNSHIP 5 NORTH, RANGE 1 WEST, S.L.B.&M., U.S. SURVEY  
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

**Utility Connection Exhibit**



<b>Project Info.</b>	
Engineer:	N. Reeve
Designer:	C. Gave
Begin Date:	11-15-16
Name:	WEAVER ESTATES SUBDIVISION
Number:	5918-03

Sheet	1
1	Sheets



**Procurement Policy**  
**2016**

# **SOUTH WEBER CITY**

*(As adopted by Resolution 16-11)*

## **PROCUREMENT POLICY**

- I. Purpose and Scope.**
- II. Laws and Regulations.**
- III. Definitions.**
- IV. Purchase Orders.**
- V. Approval, Review, and Verification.**
- VI. Formal Bidding Procedures.**
- VII. Informal Bidding Procedures.**
- VIII. Exempt Expenditures.**
- IX. Service Contracts and Professional Services.**
- X. Petty Cash.**
- XI. City Credit Cards.**
- XII. Disposal of Property.**
- XIII. Ethics.**

### **I. Purpose and Scope.**

The purpose of this policy is to establish procedures and guidelines for the procurement of supplies, services, and construction for the City of South Weber, and to ensure that all such purchases, or encumbrances, are of acceptable quality and are made equitably, efficiently and economically. Additional purpose of this policy is to establish procedures for the disposal of City property. Any deviations from this policy must have prior approval, in writing, from the City Council.

### **II. Laws and Regulations.**

(1) Expenditures, purchases and encumbrances for the City shall conform to the provisions of this policy and applicable provisions of State law. No purchase shall be made and no encumbrance shall be incurred unless funds sufficient to cover the purchase, or encumbrance are available and the purchase is approved by the appropriate City official(s) as defined in section (V) of this policy, except for emergencies as provided in Section 10-6-129, Utah Code Ann., 1953 and as provided in section (VIII) (4) of this policy.

(2) Notwithstanding the provisions of subsection (1) above, whenever a purchase or encumbrance is made with State or Federal funds and the applicable State or Federal law or regulation is in conflict with this policy to the extent that following the provisions of this policy would jeopardize the use of those or future State or Federal funds, such conflicting provisions of this policy shall not apply and the City shall follow the procedures required by the State or Federal law or regulation.

(3) The City shall maintain records pertaining to purchases and encumbrances made under this policy in accordance with the Utah Government Records Access and Management Act.

### III. Definitions.

As used in this Policy, the following words shall mean:

(1) “**City**” means the City of South Weber, Utah, ~~its council~~, and employees authorized by the City to make purchases for the City.

(2) “**Department Head**” means the executive director of a department (Public Works, Finance, Recreation, and Fire) that oversees the professional, administrative, and managerial duties pertaining to the operations and performance of their respective department.

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(3) “**Construction Projects**” means the process of building, renovating, altering, improving, or repairing public buildings or public works. “Construction Projects” does not mean the routine operation, repair, or maintenance of existing structures, buildings, or real property.

(4) “**Procurement**” means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise encumbering the City as a means of acquiring supplies, services, or construction, and all functions that pertain to the obtaining of supplies, services, or construction, including the solicitation of sources, selection, award, and all phases of contract administration.

(5) “**Professional Services**” means the furnishing of services for auditing, banking, insurance, engineering, legal, architectural, and other forms of professional consulting.

(6) “**Responsible Bidder**” means a person who submits a bid to furnish supplies, services or construction for the City pursuant to and in accordance with the terms and conditions of this policy and who furnishes, when requested, sufficient information and data to prove his or her financial resources, production or service facilities, service reputation and experience are adequate to the satisfaction of the City.

(7) “**Service Contract**” means any agreement for maintenance and services as may be required for the upkeep and repair of equipment, facilities, etc.

(8) “**Services**” means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. “Services” does not include employment agreements.

(9) “**Supplies**” means all property, including but not limited to equipment, materials, and printing. “Supplies” does not include real property or any interest therein.

### IV. Purchase Orders.

~~Before orders may be placed~~ For the purchase of supplies, services or construction having a unit value of \$~~51~~,000.00 or more, a Purchase Order~~r~~ shall be submitted to the City Manager, or



designee, for approval, except in circumstances permitted by this policy (i.e. emergency purchases). The City Manager, or designee, shall review all Purchase Orders to ensure the expenditure requested is for a City purpose, funds are available to cover the expenditure, and the purchase is being made according to the purchasing rules and regulations contained herein. A Purchase Order shall not be required for service contracts entered into between the City and the contracted party which specify the cost of service.

## **V. Approval, Review, and Verification.**

(1) Department Heads. Purchases with a value of more than ~~\$51,000~~ require approval by the Department Head, or designee. A Department Head, or designee, is responsible to verify the procedures set forth herein have been accurately followed prior to giving approval. Department Heads are responsible to ensure there are sufficient funds budgeted and available within their department's budget to cover the purchase(s) or encumbrance(s) to be made.

(2) City Manager. Purchases above \$5,000 ~~for non-budgeted items~~ require prior approval of the Department Head, or designee, and the City Manager, or designee. The City Manager, or designee, shall verify the procedures set forth herein have been accurately followed prior to giving approval, and shall ensure there are sufficient funds budgeted and available to cover the purchase(s) or encumbrance(s) to be made. ~~For items less than \$5,000 that are not budgeted for, require prior approval of the Department Head, or designee, and the City Manager, or designee.~~ The City Manager shall ensure there are sufficient funds available within the general fund to cover the purchase or encumbrance without exceeding the budget.

(3) City Council. Purchases of \$5,000 or more for items ~~not budgeted~~ for require the approval of the Department Head, or designee, City Manager, or designee, and the City Council. The City Manager, or designee, shall verify that the procedures set forth herein have been accurately followed prior to the City Council giving approval.

(4) Review. The City Manager, or designee, shall review all procurements or encumbrances made to ensure accuracy and compliance with this policy.

(5) Verification and Approval for Payment. The Department Head, or designee, shall verify that all goods and services have been satisfactorily received prior to payment. Should a verification and/or approval for payment not fall under this section, refer to section IX.

## **VI. ~~Formal~~ Bidding Procedures.**

(1) Determination. When the City intends to purchase capital equipment, undertake a building improvement or a construction project it shall cause:

(a) plans and specifications to be made for the equipment, building improvement or public works project; and

(b) an estimate of the cost of the equipment, building improvement or public works project to be made.

If the estimated cost of the equipment, building improvement or public works project exceeds the bid limits set forth in this section and if the City determines to proceed with the project, the City shall follow the formal bidding procedures set forth in this section. If the estimated cost of the equipment, building improvement or public works project does not exceed the bid limits set forth in this section and if the City determines to proceed with the project; the City shall refer to the informal bidding procedures set forth in section (VII) of this policy.

**Formal Bidding Procedures:**

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(2) Type of Purchases and Bid Limits. The following are the types of purchases and bid limits for which formal bidding procedures apply.

- (a) Capital Equipment purchases estimated to cost \$25,000 or more.
- (b) Construction Projects estimated to cost \$25,000 or more.

(3) Plans and Specifications. The City shall cause plans and specifications to be prepared and approved prior to any advertisement for bids.

(4) Invitation for Bids. An invitation for bids shall be prepared by the City and shall, at a minimum, include the following:

- (a) a description of the goods or services to be purchased or work to be performed;
- (b) contract terms, conditions and bond requirements applicable to the purchase or work;
- (c) the criteria that will be used to evaluate the bid;
- (d) notification of the location where plans, specifications and other information may be obtained;
- (e) the time and place of the bid opening; and
- (f) the right of the City to reject any ~~and~~ all bids.

(5) Notice. At a minimum, public notice of the invitation for bids shall be published in accordance with State law. The need for additional notice shall be determined on a case-by-case basis.

(6) Amending Invitation. The City may amend, supplement, or cancel the invitation at any time prior to the opening of the bids when deemed in the best interest of the City.

(7) Sealed Bids. All bids received by the City shall be in sealed envelopes. The envelopes shall not be opened prior to the time set for opening of the bids, except as provided in Subsection (7).

(8) Correction of Bids. The City may permit correction or withdrawal of bids prior to any bid opening. After bid opening, no changes in bid prices may be permitted; however, the City, in its discretion and upon a showing of hardship by the bidder, may allow the withdrawal of a bid containing a substantial error. Any decision to permit the correction or withdrawal of bids shall be supported, in writing, by the City.

(9) Opening Bids. Bids shall be opened in public and in the presence of one or more documented witnesses at the time and place designated in the Invitation for Bids.

(10) Recording Bids. The total amount of each bid and the name of the bidder shall be read aloud as the bids are opened, and such information shall be recorded and open to public inspection.

(11) Evaluating Bids. At the time of opening, the bids shall be briefly evaluated by the City to determine the apparent lowest responsible and responsive bidder based on the criteria set forth in the Invitation for Bids (VI) (3).

(12) Determination. The City shall, within a reasonable time following the bid opening, determine the lowest responsible and responsive bidder and, when deemed necessary, may request additional information with respect to the responsibility of a bidder. The unreasonable failure of a bidder to promptly supply information or proof regarding responsibility may be grounds for a determination of non-responsibility and/or non-responsiveness of the bidder.

(13) Award. Following sufficient evaluation of the bids the City Council may later accept, reject, or modify the determination and thereupon award the contract or reject any and all bids.

(14) Cancellation and Rejection of Bids. The City reserves the right to cancel an invitation for bids or to reject any or all bids. Such cancellation or rejection shall be in writing. If, after cancellation or rejection of all bids, the City decides to make the purchase or encumbrance, it shall, when required by State law, repeat sections (3) thru (12) above. If after repeating sections (3) thru (12) above, no satisfactory bid is received, the City may proceed to negotiate or make the improvement or acquisition or enter such other agreements as it deems necessary or desirable.

(15) Tie Bids. If two or more bids received are for the same total amount or unit price, and all other criteria being equal, the City shall inform the tied bidders of the fact and invite new bids from those tied. The City shall then accept the lowest bid made by and after equal and fair opportunity to re-bid.

(16) Bonds. Prior to entering any contract hereunder, the City may require performance and payment bonds to be provided in such form and amounts as required by law and by the City as reasonably necessary to protect the best interest of the City.

(17) Exceptions. Any exceptions to the procedures set forth in this section must be in the best interest of the City and must have prior, written approval by the Mayor, or designee. Exceptions include emergency repairs and expenditures that fall below the bid limits set forth in section (VI) (1).

## **VII. Informal Bidding Procedures (Quotes).**

(1) Type of Purchase. The following are the types of purchases and amounts for which informal bidding procedures apply.

- (a) Capital Equipment purchases estimated to be between \$2,500 and \$24,999.
- (b) Construction Projects estimated to be between \$2,500 and \$24,999.

(2) Bidding Procedure.

(a) Invitation for Bids. When possible, the purchaser shall solicit a minimum of three (3) written bids. Such bids shall be recorded and kept by the City.

(b) Evaluation. The City shall review and evaluate the bids based on such criteria as deemed appropriate.

(c) Determination. The City shall determine the lowest responsible and responsive bidder and award the contract to such bidder.

(d) Bid Award. Prior to awarding the bid, the purchaser shall verify proper approval has been granted in accordance with the approval procedures set forth in section (V) of this policy.

(e) Exceptions. Exceptions to the procedures set forth in this section must be in the best interest of the City and must have prior, written, approval by the City Manager.

### **VIII. Exempt Expenditures.**

The following expenditures shall be referred to as exempt expenditures and may be made with or without the formal or informal bidding procedures but shall be made with as much competition as practicable under the circumstances and in accordance with the approval policy in (V) of this policy.

(1) Minor. Expenditures amounting to less than ~~\$52,050~~\$500, unless otherwise deemed necessary or in the best interest of the City. It shall be unlawful to artificially divide a purchase or expenditure so as to constitute a minor expenditure under this subsection.

(2) Single Source. Expenditures for goods or services which, by their nature, are not reasonably adapted to award by competitive bidding. These expenditures include goods or services which can be purchased only from one source; contracts for additions to and repair and maintenance of equipment already owned by the City which may be more efficiently added to, repaired or maintained by a certain person or firm; and equipment which, by reason of the training of City personnel or an inventory of replacement parts, is compatible with the existing equipment owned by the City. Prior to any expenditure under this subsection, the City shall determine, in writing, that the requirements of this subsection have been satisfied.

(3) Professional Services. Professional services, by their nature, are not reasonably adapted to award by competitive bidding. Such services shall be obtained according to the guidelines of section (IX) of this policy.

(4) Emergency. Expenditures made under the existence of an emergency condition when unforeseen circumstances arise which threaten the public's health, welfare or safety, as provided by State law. Following an emergency expenditure, and as soon as practicable, a purchase order shall be filled out and submitted by the department for which the emergency purchase was made. Such purchase orders shall be treated as regular purchase orders and shall require the appropriate approval signatures as defined under section (V) of this policy.

(5) State Bidding. Expenditures for which competitive bidding or price negotiation has already occurred at the State level.

(6) Inter-local Cooperation. Expenditures made in conjunction with an agreement approved by resolution of the City Council between the City and another city or governmental entity.

(7) Other Exemptions. Additional exemptions may be granted by the City Council.

(8) Exceptions. In the event that a project should have a change order or a price variance due to unknown or unforeseen circumstances, conditions, and/or factors affecting the outcome of the project, the City Manager shall notify the council of any condition that would exceed 20% of the original bid/quote amount.

#### **IX. Service Contracts and Professional Services.**

Service Contracts and Professional Services shall be awarded at the discretion of the City based on the City's evaluation of the professional qualifications, service ability, experience, cost of services, and other applicable criteria as may be established. Prior to entering into a service contract, the City shall determine that it is within the best interest of the City to do so, and that as many providers as practical have been considered for the service. Approval of such contracts shall be in accordance with this policy and all aspects of the service contract shall be reviewed, by the City, prior to entering into any contract for goods and services. When reasonable, more than one proposal shall be submitted from prospective service providers. Once a service contract has been issued, the periodic payments do not require additional approval, from the City Manager, provided that said contract payments have been properly budgeted.

#### **X. Petty Cash.**

The City shall maintain a petty cash fund. The total amount of cash, vouchers and receipts in the petty cash fund shall not exceed three hundred dollars (\$300). The petty cash fund shall be kept in a locked box and maintained by the City Treasurer. Any employee receiving money from the petty cash fund shall sign a Petty Cash Voucher showing the amount received and an explanation of the intended use of the money. Within a reasonable time, after making the expenditure, the employee shall return any excess money to the petty cash fund and staple the receipt for the expenditure to the Petty Cash Voucher.

#### **XI. City ~~Purchasing~~Credit Cards.**

(1) Purchases. Employees/officials who have been issued a City ~~purchasing~~credit card may use such card for purchases and are encouraged, whenever possible, to use vendors with whom the City has an existing account. The card holder must deem that using the ~~purchasing~~credit card is in the best interest of the City and would expedite the purchase process. Purchases made with city ~~purchasing~~credit cards shall require a receipt for all purchases, and such receipt shall be turned in with the ~~purchasing~~credit card statement.

(2) Review. The City Treasurer shall review all credit card statements.

(3) Ethics. Departments and employees using City credit cards must abide by the ethics policy contained herein. Anyone found in violation of this policy may be subject to disciplinary action up to and including termination and may be subject to prosecution under the law.

(4) All employees who have access to a city credit card shall sign a credit card use agreement.

## **XII. Disposal of Property.**

(1) Except as set forth in Subsection (2) below, all disposals, leases, or subleases of public property of the City shall be made, as nearly as possible, under the same conditions and limitations as required by this policy in the purchase of public property, provided the City may also authorize, at its discretion and under such terms and conditions as it may deem desirable, fair, and appropriate considering intended use, property tax value, and the interests of the City, the following:

- (a) the sale of any surplus property at public auction;
- (b) after the receipt of sealed bids,
- (c) the trade or exchange of any surplus property; and
- (d) the lease or sublease of any surplus property.

(2) Disposal, lease, sublease or exchange of public real property with an estimated value of greater than \$5,000 shall be made in compliance with the following requirements:

- (a) An appraisal shall be obtained establishing the fair market value of the property for lease, exchange or purchase;
- (b) The property shall be disposed of by the acceptance of sealed bids, at public auction, or by some other means of disposal reasonably calculated to obtain equivalent fair market value including, but not limited to, negotiated sale or exchange;
- (c) The City may consider the nature of the property to be disposed of, the interest of adjacent property owners and the proposed benefit to be derived by the bidder(s) in deciding how and to whom it will dispose of real property and such factors may be taken into account in determining the manner of disposal in the public interest;
- (d) Disposal of real property shall be in accordance with the requirements of state law.

## **XIII. Ethics.**

(1) Officers or employees of the City having a direct or indirect pecuniary interest in any contract entered into by the City shall disclose such interest and all officers and employees are required to comply with applicable provisions of State law regarding ethics, including the Utah Municipal Officers' and Employees' Ethics Act, Utah Code Ann. 10-3-1301, et seq., as amended and adopted by the City.

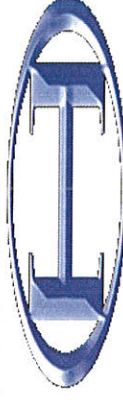
(2) Personal Use. Purchases of supplies, services, or equipment by the City for personal use by officers or employees of the City are prohibited.



(3) Violation. Violations of this section by officers or employees of the City may be cause for disciplinary action up to and including termination, in accordance with the disciplinary procedures as set forth in the Personnel Policies and Procedures, as set forth by the city.

# HINCKLEASE

2305 S. Presidents Dr., Suite F  
Salt Lake City, Utah 84120  
(801) 994-4490  
[lamont@hincklease.com](mailto:lamont@hincklease.com)



# HINCKLEASE

TO Mark McRae  
South Weber City

## VEHICLE LEASE QUOTE

Quote Prepared For:	Contact Phone #	Requested Delivery Date	PAYMENT TERMS	Payment does not include Tax, License or Registration Fees. First payment due at signing. Origination fee of \$249 (one time fee per vehicle).
Mark McRae	(801) 479-3177		Due on receipt	

QTY	VEHICLE DESCRIPTION	ACQUISITION COST	EQUIPMENT COST	DOWN PAYMENT	TOTAL ACQUISITION	RESIDUAL	TERM	ANNUAL MILES	MONTHLY PAYMENT	ANNUAL PAYMENT
	2017 RAM 1500, 4X4, Reg Cab, 8.0'	\$ 26,110.00	\$ -	\$ -	\$ 26,110.00	\$19,000.00	24	12K	\$ 399.00	\$ 4,788.00
	2017 Ram 2500 4X4, Reg Cab, 8.0'	\$ 28,746.00	\$ -	\$ -	\$ 28,746.00	\$21,750.00	24	12K	\$ 406.05	\$ 4,872.60
	RE-Lease Existing Vehicle				\$ -				\$ -	\$ -
	2014 RAM 2500 ST #G143707				\$ -	\$12,500.00	24	12K	\$ 320.50	\$ 3,846.00

Quotation prepared by: \_\_\_\_\_ LN

This is a quotation for vehicle lease pricing. All quotes are based on current best pricing available at the time. Hincklease will attempt to obtain government pricing and will include all factory incentives and rebates as part of the customer acquisition cost.

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS

## Parks

<u>Parks, Detention/Retention Ponds, Cemetary, &amp; Posse Grounds</u>	<u>Task</u>	<u>Time</u>	<u>Personnel</u>			<u>Schedule</u>
			1	2	3	
1. (P) Looke Memorial; 2. (DP) Silverleaf; 3. (DP) 2020; 4. (P) Cedar Loop; 5. (P) Cherry Farms; 6. (P) Cedar Cove; 7. (P) Central Park; 8. (P) Canyon Meadows; 9. (DP) Veterans Memorial; 10. Pioneer Cemetery; 11. Posse Grounds; 12. (DP) Cottonwood Cove; 13. Pump Houses – City Hall Landscaping	Mowing, Edging, and Weed Wacking	4 Days each week (92 hours for scenarios 1 & 2)  or  5 days each week (40 hours)	3 FTE	1 FTE and 2 Seasonal  *April – Oct but have only been able to get May – Aug. the last 2 yrs.	1 FTE and 3 JC kids (if we get them + training - don't get the same kids each week)	M-TH each week  or  M-F each week (1 FTE + 2 JC)  Begin at the East side of the City and move West
	Sprinkler Maintenance	16 hours/week	1FTE		1 FTE	M-F inspects watering each area beginning from the east side to the west side
	Horticulture: Trees/Flowers Weed Abatement	4 hrs.  6 hrs.	1 FTE			TH-F: Trees/Flowers Weekly Quad inspection (1/month)
	Bldg. Maintenance	10 hours/week	1 FTE		1 FTE	M-F (prep/stock supplies & toiletries for each facility based on special & weekend events, and the summer use)  1. Cherry Farms; 2. Central Park 3. Canyon Meadows; 4. Posse Grounds
	Tilling/Harrowing	6 hours/week	1 FTE			TH-F: (1/week) 1. Playgrounds; 2. V-Ball Pits; 3. Posse Grounds

	Jackson Hadfield
	Zach McFarland

Monday	Tuesday	Wednesday	Thursday	Friday
8 hrs. Mowing, Edging, and Weed Wacking of Parks, Detetnion/Retention Ponds, Cemetary, & Posse Grounds	8 hrs. Mowing, Edging, and Weed Wacking of Parks, Detetnion/Retention Ponds, Cemetary, & Posse Grounds	8 hrs. Mowing, Edging, and Weed Wacking of Parks, Detetnion/Retention Ponds, Cemetary, & Posse Grounds	8 hrs. Mowing, Edging, and Weed Wacking of Parks, Detetnion/Retention Ponds, Cemetary, & Posse Grounds	4 hrs. Sprinkler Maintenance
				4 hrs. Bldg. Maintenance

Monday	Tuesday	Wednesday	Thursday	Friday
3 hrs. Sprinkler Maintenance	3 hrs. Sprinkler Maintenance	3 hrs. Sprinkler Maintenance	3 hrs. Sprinkler Maintenance	2 hrs. Bldg. Maintenance
2 hrs. Bldg. Maintenance	2 hrs. Bldg. Maintenance	2 hrs. Bldg. Maintenance	2 hrs. Bldg. Maintenance	
2 hrs. Weed Abatement	2 hrs. Weed Abatement	4 hrs. Horticulture 2 hrs. Weed Abatement	3 hrs. Tilling & Harrowing of Parks	4 hrs. Sprinkler Maintenance 3 hrs. Tilling & Harrowing of Parks

\*The time to complete each task does not include drive, loading and unloading equipment time.

## SWPPP – Bldg. Inspector

<u>Task</u>	<u>Time</u>	<u>Personnel</u>	<u>Schedule</u>
<b>SWPPP:</b> 1. Inspect all new subdivisions; 2. Inspect Rough holding ponds (including weed eating); 3. Inspect outlets (8) to the river; 4. Storm Drain Maintenance (cleaning of grates – after storm inspections)*; 5. Maintenance Plan Development; 6. Pre-Con attendance	1. approx. 85 min./subdivision; 2. 16 hrs./month or 2 hrs./week; 3. 4 hours; 4. 12 hours; 5. 6 hours/week; 6. As needed	1 FTE	1. Each week; 2. Each month; 3. Per storm or quarterly; 4. conducted post storm; 5. documenting work completed according to plan; 6. 1.5 hours per meeting
<b>Bldg. Inspections:</b> 1. Sewer/Water Lateral; 2. Footings; 3. Foundation; 4. Under floor plumbing; 5. Four Way; 6. Gas Clearance; 7. Insulation; 8. Temporary Power; 9. Permanent Power; 10. Brick Flashing; 11. Sheeting; 12. Stucco; 13. Final; 14. Off-Site Improvements; 15. Basement Final; 16. Swimming Pool; 17. Re-Inspection; 18. Solar Panels;	1. 10 min.; 2. 20 min; 3. 20 min; 4. 15 min; 5. 2 hrs.; 6. w/ 4-way; 7. 15 min; 8. 15 min; 9. 15 min; 10. 10 min; 11. 15 min. or w/ 4-way; 12. 15 min; 13. 1 hr.; 14. w/ final; 15. 30-45 min; 16. 15-20 min; 17. Based on inspection; 18. 20 min.	1 FTE	M-F 3-4 hrs./day for inspections
Plan Checks: house/bldg. plans	2.5 hours/plan	1 FTE	5/week
Blue Stakes*	2.5 hrs./day	2	M-F as requests are scheduled throughout the day
		FTE's	
Streets & Signs- 1. Survey inspection of each quad for pot-hole repair, signage replacement/inspections, street mowing (), sidewalk maintenance; 2. Implementation of work (depending on intensity)	8 hours           8-16 hours	1 FTE	M-F: (1/week of each quad) 1. Quad #1 South-East (week#1); 2. Quad #2 North-East (week#2); 3. Quad #3 Central (week #3); 4. Quad #4 West Side (week #4)

	Jason Tubbs
	Laborer #2

\*The time to complete each task does not include drive, loading and unloading equipment time.

\*The City could look into contracting for blue stakes and storm drain maintenance services.

Monday	Tuesday	Wednesday	Thursday	Friday
3-4 hrs./day for inspections  1.5 hrs. Blue Stakes  2.5 hrs. Plan Checks: house/bldg. plans	3-4 hrs./day for inspections  1.5 hrs. Blue Stakes  2 hrs. documenting work completed according to plan	3-4 hrs./day for inspections  1.5 hrs. Blue Stakes  2.5 hrs. Plan Checks: house/bldg. plans	3-4 hrs./day for inspections  1.5 hrs. Blue Stakes  2 hrs. documenting work completed according to plan	3-4 hrs./day for inspections  1.5 hrs. Blue Stakes  2 hrs. Inspect Rough holding ponds (including weed eating)

Monday	Tuesday	Wednesday	Wednesday	Thursday	Friday
4 hrs. Streets & Signs  1 hr. Blue Stakes	4 hrs. Streets & Signs  1 hr. Blue Stakes	4 hrs. Streets & Signs  1 hr. Blue Stakes		4 hrs. Streets & Signs  1 hr. Blue Stakes	4 hrs. Streets & Signs  1 hr. Blue Stakes

\*This schedule does not consider:

1. the inspections necessary to perform the required post storm inspections;

## Water Systems Superintendent/Asst. PW Director

<u>Task</u>	<u>Time</u>	<u>Personnel</u>	<u>Schedule</u>
<b>Supply:</b> 1. Inspect water tanks (3); 2. Inspect pump houses (3); 3. Water Samples: (i) (3) chlorine; (ii) (8) bacteria 4. SCADA	1. 2 hrs.; 2. 2 hrs. 3. 15 min. each 30 min. each 4. 5 hrs.	1 FTE	1. 3/week; 2. 3/week; 3. 3/Weekly; 8/Bi-Monthly; 4. Each Week
<b>Distribution:</b> 1. PRV inspections; 2. Hydrant repair & maintenance	1. 2 hrs.; 2. 1.5 hrs./each	2 FTE's & P-T FD	1. 4/week; 2. Avg. 1/week
<b>3. Air Gap inspection(s);</b> <b>4. Valve Maintenance;</b>	<b>3. 30 min./each for 40 air gaps;</b> <b>4. 6 months;</b>		<b>3. Annually;</b> <b>4. Annually;</b>
<b>5. Hydrant flushing;</b>	<b>5. 30 min/each for 400 hydrants;</b>		<b>5. Annually;</b>
<b>Utility:</b> 1. Meter Reading; 2. Meter Replacement; 3. Meter install (new dvlpt.); 4. Leak detection; 5. Complaint/customer service response; 6. Turn On's/Off's;	1. 3 days/2,100 meters; 2. 30 min./each; 3. 30 min./each; 4. 30 min./each; 5. 45 min./each; 6. 10 min./each;	2 FTE'S	1. End of month; 2. Avg. 3/week; 3. Avg. 6/week; 4. Avg. 4/week; 5. Avg. 2/week; 6. Avg. 10/week;
<b>7. Delinquents</b>	<b>8. 6 hrs. (3 turn off &amp; 3 turn on)</b>		<b>9. Avg. 15/month</b>
<b>Sewer:</b> 1. Pump Maintenance	1. 1 hr.	1 FTE	M-F/once a week



	Bryan Wageman
	Laborer #2
	Fire Dept.

Monday	Tuesday	Wednesday	Thursday	Friday
6 hrs./day inspect water tank, pumps, and PRV's  20 min./water samples  1hr. SCADA  20 min. Turn on's/turn off's	4hrs.& 50 min.- Meter replacement/install, leak detection, customer service response  1hr. SCADA  20 min. Turn on's/turn off's  1hr. Sewer pump maintenance	6 hrs./day inspect water tank, pumps, and PRV's  20 min./water samples  1hr. SCADA  20 min. Turn on's/turn off's	4hrs.& 50 min.- Meter replacement/install, leak detection, customer service response  1hr. SCADA  1.5 hrs. hydrant repair/maintenance  20 min. Turn on's/turn off's	6 hrs./day inspect water tank, pumps, and PRV's  20 min./water samples  20 min. Turn on's/turn off's  1hr. SCADA

Monday	Tuesday	Wednesday	Wednesday	Thursday	Friday
1 hr. Air Gap Inspections  1 hr. Valve Maintenance	1 hr. Valve Maintenance  1-2 hrs. Daily List	1 hr. Valve Maintenance  1-2 hrs. Daily List		1 hr. Air Gap Inspections  1 hr. Valve Maintenance	1 hr. Valve Maintenance  1-2 hrs. Daily List

\*This schedule does not consider:

1. the inspections necessary to perform the required post storm inspections;
2. Blue Staking for the days where time is not available; or
3. Street maintenance

\*The time to complete each task does not include drive time to location or to deliver samples to the Health Department or the state.

\*The City could look into contracting for water valve maintenance services.



# Custom Fence Co.

293 NORTH 650 WEST  
KAYSVILLE, UTAH 84037  
TELEPHONE (801) 546-2161  
FAX (801) 546-4905

2045 NORTH MAIN  
LOGAN, UTAH 84341  
TELEPHONE (435) 752-7373  
FAX (435) 752-7676

FROM SALT LAKE CITY TELEPHONE 292-1500

PROPOSAL No. 025299

PROPOSAL

South Weber City  
ATTN: Jackson

ADDRESS

South Weber Fire  
Station - South East  
Corner

Date 10-20-16	Cust. Phone Number 668-4565	Attn: Jackson	Utility Check	Type Of Terrain	Proposal Valid For Days	Spec Equip	Salesman
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## FENCE

DESCRIPTION OF MATERIAL	FOOTAGE	TOP FINISH	HEIGHT	PICKET/GAUGE	LINE POSTS	SPACING	TOP RAIL	CENTER RAIL	BOTTOM RAIL	BARB WIRE	TENSION WIRE	CORNER BRACES	SLATS	OTHER
c/l	30	K	4	11	1 7/8	10	1 7/8							

## POSTS

NO.	O.D. or SIZE	TYPE
1	1 7/8 x 6	#40

## INSTALL

- ☐ LEVEL
- ☐ CONTOUR
- ☐ STRAIGHT TOP

## GATES

NO SGL	NO DBL	NO ROLL	WIDTH	HEIGHT	FRAME	STYLE
				X		
				X		
				X		
				X		

Saw cut  
mowstrip →  
to set post

Repair c/l Fence  
Replace 1-post  
and 30' 4' c/l  
20' 1 7/8 top rail

## INCLUSIONS / EXCLUSIONS

grading, Property Lines, Sprinkler  
Lines

Bldg

TERMS:  
Cash  
Upon  
Completion

Subtotal	
Sales Tax	Included
Bldg. Permit	
TOTAL	
Down Payment	
BALANCE DUE ▶	\$ 1030.00

CUSTOM FENCE BY:

PROPOSAL PRICE & CONTRACT  
CONDITIONS ACCEPTED BY:

De S. Stenfeldt

\*See contract conditions on back

Purchaser's Signature

Date: