

CITY COUNCIL AGENDA

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PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, October 22, 2024, in the Council Chambers at 1600 E. South Weber Dr.

OPEN (Agenda items may be moved to meet the needs of the Council.)

1. Pledge of Allegiance: Councilwoman Petty
2. Prayer: Mayor Westbroek
3. Public Comment: Please respectfully follow these guidelines.
 - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
 - b. State your name & city and direct comments to the entire Council (They will not respond).

ACTION ITEMS

4. Consent Agenda
 - a. September 24 Minutes
5. Conditional Use Permit 24-03: General RV Inventory Lot
6. Resolution 24-31: Canal Relocation Agreement
7. City Investment Policy Amendment
8. Fraud Risk Assessment

REPORTS

9. New Business
10. Council & Staff
11. Adjourn

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.

The undersigned City Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website southwebercity.com/; and Utah Public Notice website www.utah.gov/pmn/index.html.

DATE: 10-16-2024

CITY RECORDER: Lisa Smith

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 24 September 2024

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office @ 1600 East South Weber Drive, South Weber, UT

PRESENT: MAYOR:

Rod Westbroek

COUNCIL MEMBERS:

Jeremy Davis (excused)
Joel Dills
Blair Halverson
Angie Petty
Wayne Winsor

CITY MANAGER:

David Larson (excused)

COMMUNITY DEV MGR:

Lance Evans

CITY ENGINEER:

Brandon Jones

CITY ATTORNEY:

Jayne Blakesley

ADMIN SERVICES DIR:

Brett Baltazar

CITY RECORDER:

Lisa Smith

Minutes: Michelle Clark

ATTENDEES: Paul Sturm, Michael Gant, Andrew Winterton, Fire Chief Derek Tolman, David Francis, Mathew Jamieson, Colby Child, and Keith Christensen.

Mayor Westbroek called the meeting to order and welcomed those in attendance and excused Councilman Davis and City Manager David Larson from tonight's meeting.

1. Pledge of Allegiance: Councilman Dills

2. Prayer: Councilman Halverson

3. Public Comment:

Paul Sturm, of South Weber City commented on the difference in the Redevelopment Agency information between the study and survey areas of 1.661 acres.

PRESENTATIONS

4. Service to the City Recognition—Winterton Towing

Chief Tolman extended heartfelt gratitude to Winterton Towing for providing vehicles for the fire department's training exercises. Their generosity allowed the fire department to practice essential skills while remaining within the call area, including vehicle extrication, fire suppression, and emergency medical services (EMS). He noted these hands-on experiences are critical in preparing firefighters and EMS personnel to serve the community with the highest level of proficiency. Winterton Towing's contribution not only supports the department but also helps ensure the safety and well-being of the residents of South Weber. Councilman Dills also thanked Winterton Towing for supporting the city. City Engineer Brandon Jones acknowledged Winterton Towing for their help towing vehicles remaining in the park and ride lot when it was scheduled for resurfacing. Mayor Westbrook praised Winterton Towing and South Weber Fire Department for all they do for the community.

ACTION ITEMS

5. Consent Agenda

a. August 26 Minutes

Councilman Dills moved to approve the consent agenda as written. Councilman Winsor seconded the motion. Mayor Westbrook called for a voice vote. Council Members Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

6. Conditional Use Permit 24-02: Young Quick Lube

Community Development Manager Lance Evans explained Young Tire and Service, an automotive service center, has requested a conditional use permit at 7716 S 2700 East. The property is zoned Highway-Commercial Zone (C-H) and allows automotive uses as per the Land Use Matrix. Any commercial development over one acre in size requires a Conditional Use Permit. The proposal is for a 5,256 square foot building with six bays for automotive services including minor automotive repair on 2.29 acres. At the Planning Commission meeting it was clarified that the building and site may also be used for All Terrain Vehicle display and rental. The Planning Commission reviewed the application for the Conditional Use Permit and recommended approval with nine recommended conditions.

Councilman Halverson asked for clarification on the fencing. City Engineer Brandon Jones identified the fence being UDOT's fence. Further discussion took place regarding the business being seen from the highway. Councilwoman Petty suggested more than a field fence. Councilman Dills voiced, after listening to the Planning Commission meeting, it appeared the business did not have a clear idea of all the services they were going to provide. He added he is not against an all-terrain vehicle rental but requested more details from the owner as this will influence the type of fencing. He also questioned who receives the sales tax from vehicles. City Attorney Jayme Blakesley replied that the city will receive the sales tax if it is purchased in the city. Councilman Dills queried on the location of the ingress/egress. Mr. Jones replied it is the southernmost exit shown. Councilman Dills asked about the location of the building. Mr. Jones replied there is a large petroleum easement on the property that limits the possible sites. Councilman Dills discussed whether the business would have overnight outdoor parking. Mr. Blakesley expressed that would need to be a condition of the conditional use permit. Councilman Halverson and Councilwoman Petty proposed a 6-foot masonry fence on the north and east sides. Councilwoman Petty iterated this is the entrance to the city and Mayor Westbrook agreed. It was suggested the height of the fence may need to be adjusted for line of site. Mr. Blakesley stated the height of the fence can be determined at the site plan review.

Councilman Halverson moved to approve Conditional Use Permit 24-02: Young Quick Lube for light or minor repairs or rentals with the following conditions:

1. Modify plans to meet Engineering site plan requirements.
2. Move the sidewalk location, as per the City Engineer recommendations in the site plan review.
3. That the grey split-faced CMU walls are modified to break up the wall with marbling or vertical and or horizontal elements to enhance visual interest.
4. Provide approval letters from oil and gas easement holders on the property.
5. Cross access easement shall be provided to share access with the adjacent property owner to the south.
6. That the tire storage area chain link fence be replaced with an 8' masonry wall.
7. That the site lighting be modified to reduce light levels at the property lines of the project to 0.2 lumens, to minimize off-site light.
8. That the parking spaces in front of the natural gas sub-station access road points be removed for emergency vehicle access.
9. That the landscaped area along South Weber Drive and 2700 East is maintained with UDOT approval.
10. Full compliance with Engineer Brandon Jones review dated 09-06-2024.
11. Full compliance with Planner Lance Evans review dated 09-12-2024.
12. Customer overnight outdoor parking is prohibited.
13. Masonry fence on the north and east borders. Size and landscaping modifications to be determined at site plan review.

Councilman Winsor seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

7. Gilbert and Stewart Audit Proposal

Finance Director Brett Baltazar announced the city has been pursuing the option to have the current audit firm K&C help the city prepare for this year's audit and have a second company perform the audit as previously discussed and budgeted. Based on K&C's recommendations, staff received two quotes and moved forward with the lower quote to get a firm proposal. The company staff recommended is Gilbert & Stewart for \$15,000. They happen to be the company that provided the City's audit service prior to going with K&C. K&C will function as the City's accounting firm and Gilbert & Stewart will function as the City's auditing firm. The scenario of having two firms involved in the audit this year is one-time only due to the multiple transitions of Finance Director last fiscal year. Our current audit service contract is ending and a new request for proposals will be prepared and published upon audit completion.

Councilwoman Petty moved to award Gilbert and Stewart Audit Proposal in the amount of \$15,000 for fiscal year 2024 audit. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

REPORTS

8. New Business (None)

9. Council & Staff

Councilman Winsor: thanked everyone who participated in the National Day of Service.

Councilman Dills: announced he has drafted amendments to city code concerning weed nuisance next to commercial zones and asked for the council’s opinion. Councilman Halverson noted the city mows approximately 10 feet back from the sidewalk but does not know if it is feasible to ask a property owner to mow their entire piece of property. Fire Chief Tolman was not aware if fire code gives a specific distance. Mayor Westbrook suggested sidewalks and minimum of 10’ back. He added it should be mowed before it is dry so possible sparks from mowers do not ignite the growth. Councilman Dills discussed requiring a site/sketch with a rezone request. The council agreed. Councilman Dills expressed the Recreation Department is working on ways to bring in more money with the sale of drinks, protein bars, etc. Park bathrooms will be closed in another month.

Mayor Westbrook: reported Rocky Mountain guaranteed a transformer onsite by March 2025 for the new Public Works facility. Construction of material storage buildings will take place first. Central Weber Sewer District approved the RDA agreement with General RV.

10. Adjourn

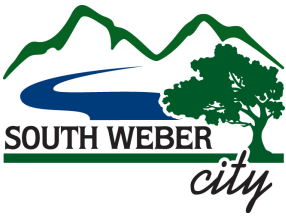
Councilman Winsor moved to adjourn the meeting at 7:01p.m. Councilwoman Petty seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

APPROVED: _____ **Date 10-22-2024**

Mayor: Rod Westbrook

Transcriber: Michelle Clark

Attest: _____ **City Recorder: Lisa Smith**



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

October 22, 2024

PREPARED BY

Lance Evans, AICP

Community Development
Manager

ITEM TYPE

Staff Report

ATTACHMENTS

CUP application and plans

PRIOR DISCUSSION DATES

N/A

AGENDA ITEM

Conditional Use Permit for General RV Inventory Lot on 5.31 acres at 108 E. South Weber Drive. The property is zoned C-R (Commercial Recreation Zone) and allows Recreational Vehicle Sales and Rental as a Conditional Use in the Land Use Matrix. The proposal is for an inventory lot for RV's and trailer on 5.31 acres.

PURPOSE

Review and approval of General RV Inventory Lot Conditional Use Permit.

RECOMMENDATION

The Planning Commission held a meeting on October 10, 2024, to review the CUP. After a thorough review and discussion, they voted (3 to 1) to recommend approval to the City Council with the following conditions.

1. That an 8' masonry wall be constructed on the property lines adjacent to residential lots.
2. That the entire site is paved with asphalt, rather than the 1" thick washed crush gravel proposed.
3. That landscaping will be installed as per city buffer requirements adjacent to lots.
4. That there will be no access to the inventory lot from Harper way.
5. That the Kingston Drive access be used only for emergency access with emergency access defined.
6. That the lot be used only for inventory of R.V.s and no sales will be allowed.
7. That the applicant will provide a more detailed plan for the development of phase 2.

ITEMS FOR REVIEW

The application materials for the Conditional Use Permit (CUP) are shown below in Exhibit A. The application details the site plan improvements for the inventory lot to address city code requirements and standards as stated in Chapter 10 of the City Code.

Section 10-15-14E of the City Code allows for "any provision contained in this chapter may, with just case, be waived by the City Council with the advice of the Planning Commission." The applicant is proposing a 6' tall masonry wall along the residentially zoned properties, rather than the 8' tall masonry wall required. Given the low intensity use and to be consistent with the Public Works building site to the south, staff recommends allowing this provision to be waived as proposed.

There is a portion of the Riverdale Bench Canal that is shown to remain in its native open (un-piped) condition. If the applicant desires or is required to pipe this section

in the future, staff recommends that this change to the site plan must be reviewed and approved as an additional condition of approval.

The travel route of the RVs was brought up as a concern, but not listed as a recommended condition by the Planning Commission. Staff recommends that an additional condition of approval require that the travel route from the inventory lot to the sales lot be along South Weber Drive to 475 East to Old Fort Road, and to avoid 6650 South and the Old Maple Farms Subdivision.

PLANNING CODE REVIEW

South Weber City Code

The Planning Commission shall review and make a recommendation to the City Council on all conditional use applications in non-residential zones and for short-term rentals. The City Council will make the final review and render a decision for all conditional use applications in non-residential zones and for short-term rentals, in accordance with the requirements of this chapter. (SWCC 10-7-2). The proposed use and property acreage requires a Conditional Use Permit (CUP).

10-5M-1: PURPOSE:

To provide a zone that will facilitate and encourage the establishment and growth of retail commercial areas that support the wide range of recreational/sporting opportunities in the region. This zone allows for retail sales and rental of recreational/sporting equipment and the conducting of recreational/sporting activities for profit. It is also intended to allow other land uses that support recreational/sporting retail facilities and uses. (Ord. 08-12, 9-9-2008; amd. Ord. 2021-06, 5-25-2021)

10-5H-2: DEVELOPMENT OVER ONE ACRE:

Development over one acre must follow the conditional use permit procedure of chapter 7 of this title. (1989 Code § 12-9-002; amd. Ord. 2021-06, 5-25-2021)

10-5H-5: CONDITIONAL USES:

Conditional uses shall be in accordance with Chapter 1, Section 10A of this title and shall have meanings as defined in accordance with Chapter 1, Section 10 of this title. Conditions for approval shall be made in accordance with the provisions of chapter 7 of this title. (Ord. 19-09, 3-12-2019; amd. Ord. 2021-06, 5-25-2021)

South Weber Code Section 10-7-4: STANDARDS outlines five main areas of review for a CUP each with specific elements to address as applicable.

- A. Compatibility with or impact to neighboring properties.
- B. Safety Of Persons and Property.
- C. Health And Sanitation.
- D. Environment.
- E. Traffic, Circulation, And Parking.

Each of these items and the sub-elements have been shown on the site plan and addressed in the application submittal.

PLANNING COMMISSION DISCUSSION

The Planning Commission discussed several items during the meeting that are reflected in the conditions of approval. There was a concern about the impacts of the RV inventory lot's impact to the surrounding residential uses. The items of concern were visibility of the RVs due to the elevated grade of the inventory lot in relation to the grade of the residential uses to the north, dust produced by the traffic on the site, lighting, Kingston Drive as a road access, Harper Way road

access, hours of operation, a sufficient and long-term landscape buffer, the travel route of the RVs going from the inventory lot to the sales lot not going through the Old Maple Farms neighborhood, the future of the remaining un-piped portion of the Riverdale Bench Canal, and removal of the existing vegetation.

BACKGROUND

Project Information	
Project Name	General RV South Weber Inventory Lot
Site Location	108 E. South Weber Drive
Tax ID Number	133790003
Applicant	General RV
Owner	General RV (pending final sale)
Proposal Summary	Inventory Lot
Current Zoning	C-R (Commercial Recreation Zone)
General Plan Land Use Classification	Residential Low Moderate Density (R-LM) with HAFB Restricted Development
Gross Site	5.31 acres
Number of Units	NA
Units Per Acre	NA

ANALYSIS

Staff has reviewed the city code and applicants' responses and believes the application meets the city code requirements and standards as stated in Chapter 10 of the City Code with conditions. The proposed use of storing RV's will not create traffic or any significant noise or other impact to the surrounding area. The 6' masonry wall and landscaping will further minimize any impact.

ATTACHMENTS

1. CUP Application
2. General RV Storage Lot Improvement Plans



APPLICATION PROCESS: (If applicable) Please submit all requested items and answer all questions as completely as possible, omissions may delay processing. If there are any questions, contact the City Office at (801) 479-3177.

Application

Site plan, if applicable

Copy of the recorded plat showing subject property (clearly marked) and all properties within 300 feet (front, back and sides). This information is available at the Davis County Recorder's Office.

One set of labels with names and mailing addresses of all property owners within 300 feet of the outer boundary of subject property. Including "Or current resident" is recommended. Names are available at Davis County Assessor's Office. Allow 2 days for processing. The Assessor can also provide the labels for an additional fee.

A list of the above names and addresses.

Conditional Use Application CU_____

Property Owner: South Weber City Phone: (801) 479-3177

Full Mailing Address: 1600 E South Weber Drive, South Weber, UT 84405

Property Address: 108 E. S. Weber Drive Email: dlarson@southwebercity.com

Proposed Use: Inventory Lot for RV's and trailers Parcel Number(s): 133790003

Total Acres: 5.31 Current Zone: C-R If Rezoning, to what zone: N/A

Bordering Zones: R-LM, R-M Surrounding Land Uses: City DPW, Commercial soccer facility, residential

Business Name (if applicable): General RV Center

Anticipated # of Employees: 0 Anticipated # of Customers (Daily): 0

Available Parking Spaces: 0 Hours of Operation _____

Residential Units (if applicable): N/A #of Dogs (Kennels Only): N/A

Hours of Operation: 8AM-7PM Monday through Saturday

Public Notice Authorization: I do hereby give permission to South Weber City to place a public notice sign on the property contained herein for the purpose of citizen notification of this proposed Conditional use Permit..

Development Signs:

Please note that a building permit is required for all temporary subdivision signs. Signs cannot obstruct clear and free vision and must comply with all City Codes. Failure to comply will result in sign removal. Public Notice Authorization: I do hereby give permission to South Weber City to place a public notice sign on the property contained herein for the purpose of citizen notification of this proposed development.

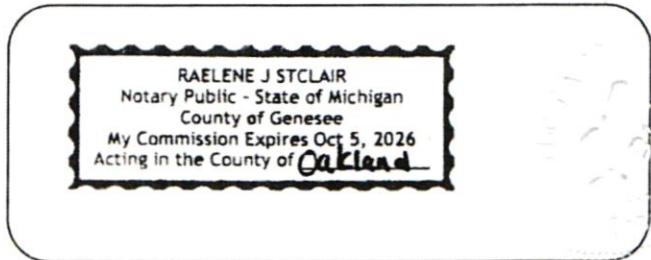
Applicant Certification

I/We swear the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly, to the best of my/our ability, present the argument in behalf of the application requested herewith, and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application and to appear on my/our behalf before any city commission, board or council considering this application. Should any of the information or representations submitted be incorrect or untrue, I understand that The City of South Weber may rescind any approval or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the South Weber City Land Development Code (SWMC 11) and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to pay all fees associated with this project, as set by the current adopted Consolidated Fee Schedule as well as **any fees associated with any City Consultant (i.e. engineer, attorney)**. The applicant shall also be responsible for all collection fees incurred including a collection fee of up to 40% (pursuant to the provisions of the Utah Code Ann. §12-1-11). I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: [Signature] Date: 7/12/24

State of Utah, County of Davis
Subscribed and sworn to before me on this 12th day of July, 2024
By Loren Baidas

Notary [Signature]



Seal

Property Owner's Signature: _____ Date: _____

State of Utah, County of Davis
Subscribed and sworn to before me on this _____ day of _____, 202__
By _____

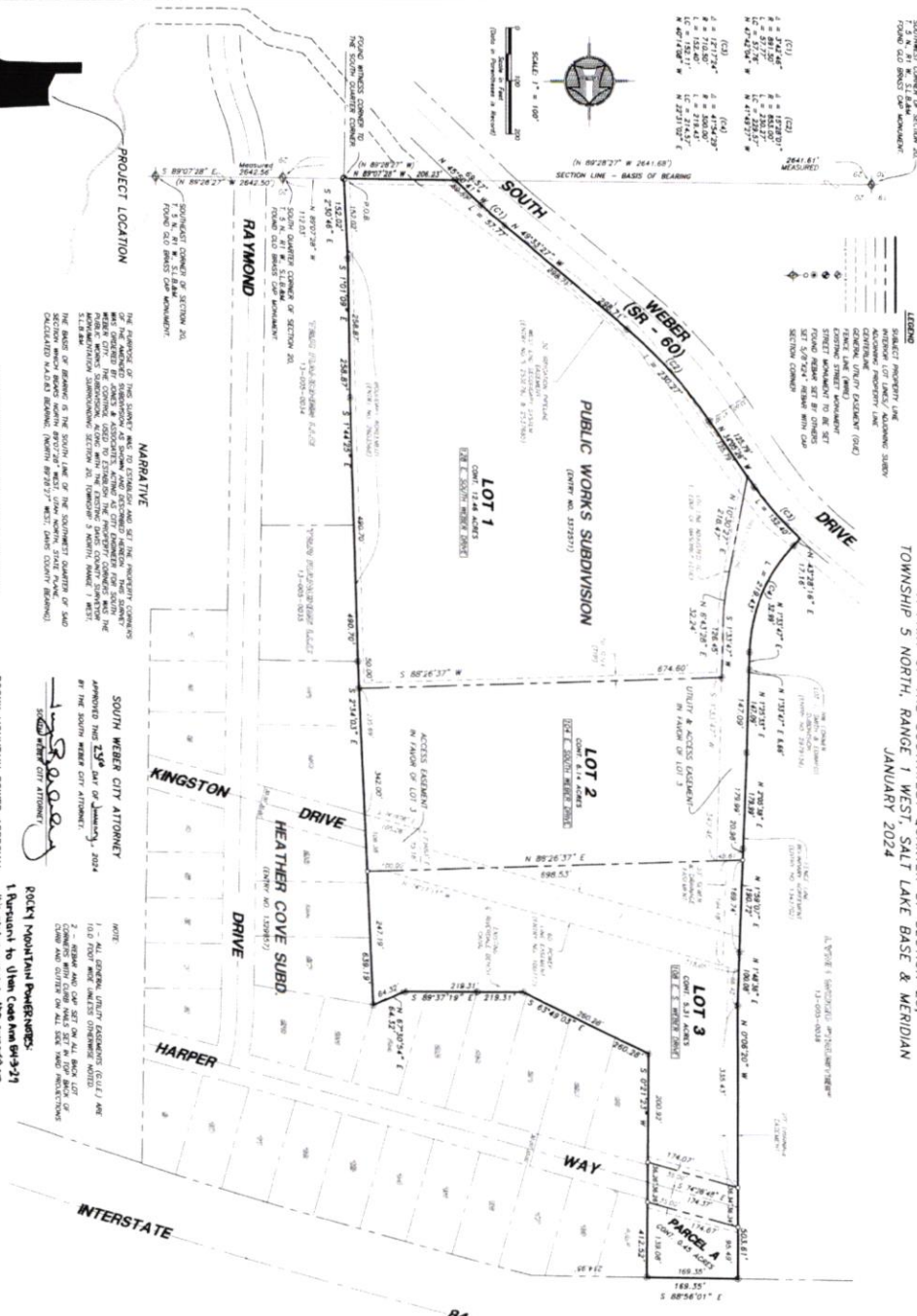
Notary _____



Seal

PUBLIC WORKS SUBDIVISION 1ST AMENDMENT

AMENDING LOT 1 AND LOT 2, PUBLIC WORKS SUBDIVISION
SOUTH WEBER CITY, DAVIS COUNTY, UTAH
A PART OF THE SOUTHWEST QUARTER OF SECTION 20,
TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN
JANUARY 2024



HAI
HANSEN & ASSOCIATES, INC.
Consulting Engineers and Land Surveyors
890 North Main Street, Provo, Utah 84602
(435) 233-3441 (801) 789-4444 (435) 795-6422
www.hansenandassociates.com

VICINITY MAP

NARRATIVE
THE PROPERTY OF THE SOUTH WEBER CITY ENGINEERS' ATTORNEY...
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE SOUTH WEBER CITY ENGINEERS' ATTORNEY

SOUTH WEBER CITY ENGINEER'S APPROVAL
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE SOUTH WEBER CITY ENGINEERS' ATTORNEY

ROCKY MOUNTAIN POWER APPROVAL
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE SOUTH WEBER CITY ENGINEERS' ATTORNEY

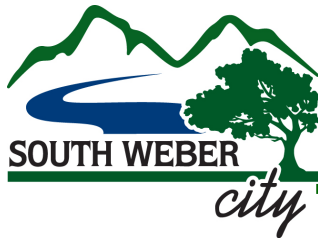
ROCKY MOUNTAIN POWERWORKS
1. Pursuant to Utah Code Ann. § 96-3-21...
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE SOUTH WEBER CITY ENGINEERS' ATTORNEY

SURVEYOR'S CERTIFICATE
I, ROGER C. STANLEY, DO HEREBY CERTIFY THAT THE PROFESSIONAL LAND SURVEYING...
ROGER C. STANLEY, P.L.S., LICENSE NO. 11348662
SOUTH WEBER CITY ENGINEERS' ATTORNEY

OWNER'S DEDICATION
KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS...
SIGNED THIS 23RD DAY OF JANUARY, A.D. 2024
BY: BOB WESTERHOLM, MANAGER OF SOUTH WEBER CITY

MUNICIPAL ACKNOWLEDGMENT
STATE OF UTAH
COUNTY OF DAVIS
CITY OF SOUTH WEBER
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE CITY CLERK

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT
STATE OF UTAH
COUNTY OF DAVIS
CITY OF SOUTH WEBER
APPROVED THIS 23RD DAY OF JANUARY, 2024
BY THE CITY CLERK



CONDITIONAL USE PERMIT

1600 E. South Weber Drive
South Weber, UT 84405

www.southwebercity.com

801-479-3177
FAX 801-479-0066

HEADING:

City Council as the issuing authority hereby grants a Conditional Use Permit # 24-03 on October 22, 2024.

DETAILS:

Applicant: General RV Business: General RV South Weber Inventory Lot

Address: 108 E South Weber Drive

Zone: C-R Proposed Use: Lot for inventory storage of RVs

Scope & Scale: 5.31 Acre lot is intended for storage only of excess inventory of recreation vehicles.

BACKGROUND:

The Planning Commission shall review and make a recommendation to the City Council on all conditional use applications in non-residential zones and for short-term rentals. The City Council will make the final review and render a decision for all conditional use applications in non-residential zones and for short-term rentals, in accordance with the requirements of this chapter. (SWCC 10-7-2).

Criteria for approval of a Conditional Use Permit.

10-7-4: STANDARDS

- A. *Compatibility with or impact to neighboring properties.*
- B. *Safety Of Persons and Property.*
- C. *Health And Sanitation.*
- D. *Environment.*
- E. *Traffic, Circulation, And Parking.*

FINDINGS:

That the proposed use is compatible with South Weber City Code and any potential impact is mitigated with the Conditions of Approval.

- A. Compatibility with or impact to neighboring properties is mitigated by an 8' masonry wall, landscaping and lighting modifications.

CUP 24-03 General RV

- B. The site is fenced and has sufficient lighting and access to protect the safety of persons and property.
- C. With the conditions of approval there will be no health, or sanitation impacts due to noise, dust, or lighting.
- D. With an improved surface and water detention there will not be any impact to the environment from the site.
- E. The site design will provide sufficient access and circulation with limited vehicle trips to meet traffic and circulation standards.

CONDITIONS AND LIMITATIONS:

Along with compliance to all applicable state and city code, the conditional use for the above applicant at the property listed and the use proposed has been approved by the City Council with the following conditions:

1. That an 8' masonry wall be constructed on the property lines adjacent to residential lots.
2. That the entire site is paved with asphalt, rather than the 1" thick washed crush gravel proposed.
3. That landscaping will be installed as per city buffer requirements adjacent to lots.
4. That there will be no access to the inventory lot from Harper way.
5. That the Kingston Drive access be used only for emergency access with emergency access defined.
6. That the lot be used only for inventory of R.V.s and no sales will be allowed.
7. That the applicant will provide a more detailed plan for the development of phase 2.

DURATION AND RENEWAL:

Start and end dates: Runs with the land for the approved use.

COMPLIANCE AND MONITORING:

Note: City Staff shall have the right to inspect and enforce conditions. Any non-compliance will be subject to cancellation of this permit. Any requests for change must be made in writing and approved by the City Council in a public meeting.

The Conditional Use Permit shall be monitored on a periodic basis to ensure that the site is being used as approved. There are no ongoing reporting obligations. If the site is observed to not complying with the CUP, the city may enforce compliance as per the South Weber City Code.

CUP 24-03 General RV

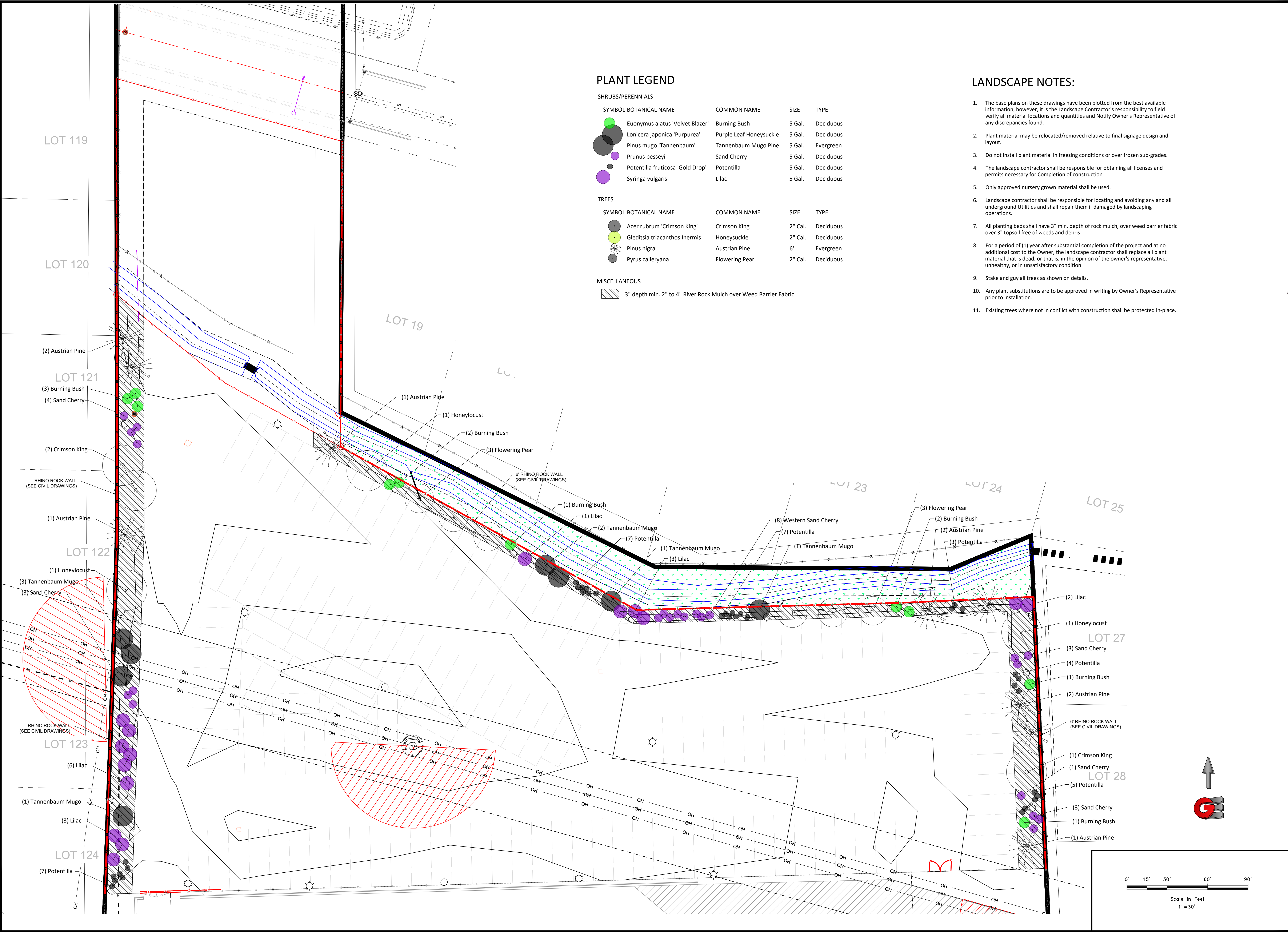
Applicant: General RV _____

City Council, Mayor Rod Westbroek: _____

Attest: Recorder Lisa Smith: _____

ATTACHMENTS:
Improvement Plans

DRAFT



PLANT LEGEND

SHRUBS/PERENNIALS

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	<i>Euonymus alatus</i> 'Velvet Blazer'	Burning Bush	5 Gal.	Deciduous
	<i>Lonicera japonica</i> 'Purpurea'	Purple Leaf Honeysuckle	5 Gal.	Deciduous
	<i>Pinus mugo</i> 'Tannenbaum'	Tannenbaum Mugo Pine	5 Gal.	Evergreen
	<i>Prunus besseyi</i>	Sand Cherry	5 Gal.	Deciduous
	<i>Potentilla fruticosa</i> 'Gold Drop'	Potentilla	5 Gal.	Deciduous
	<i>Syringa vulgaris</i>	Lilac	5 Gal.	Deciduous

TREES

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	<i>Acer rubrum</i> 'Crimson King'	Crimson King	2" Cal.	Deciduous
	<i>Gleditsia triacanthos</i> 'Inermis'	Honeysuckle	2" Cal.	Deciduous
	<i>Pinus nigra</i>	Austrian Pine	6'	Evergreen
	<i>Pyrus calleryana</i>	Flowering Pear	2" Cal.	Deciduous

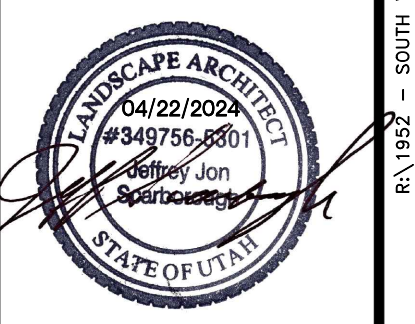
MISCELLANEOUS

3" depth min. 2" to 4" River Rock Mulch over Weed Barrier Fabric

LANDSCAPE NOTES:

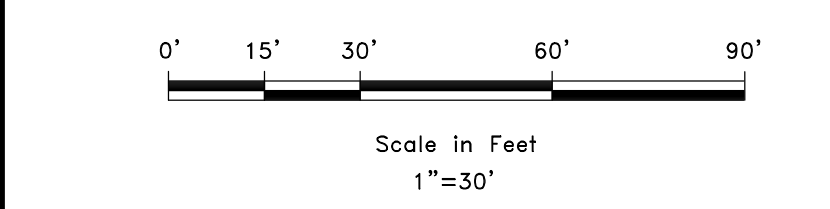
- The base plans on these drawings have been plotted from the best available information, however, it is the Landscape Contractor's responsibility to field verify all material locations and quantities and Notify Owner's Representative of any discrepancies found.
- Plant material may be relocated/removed relative to final signage design and layout.
- Do not install plant material in freezing conditions or over frozen sub-grades.
- The landscape contractor shall be responsible for obtaining all licenses and permits necessary for Completion of construction.
- Only approved nursery grown material shall be used.
- Landscape contractor shall be responsible for locating and avoiding any and all underground Utilities and shall repair them if damaged by landscaping operations.
- All planting beds shall have 3" min. depth of rock mulch, over weed barrier fabric over 3" topsoil free of weeds and debris.
- For a period of (1) year after substantial completion of the project and at no additional cost to the Owner, the landscape contractor shall replace all plant material that is dead, or that is, in the opinion of the owner's representative, unhealthy, or in unsatisfactory condition.
- Stake and guy all trees as shown on details.
- Any plant substitutions are to be approved in writing by Owner's Representative prior to installation.
- Existing trees where not in conflict with construction shall be protected in-place.

REVISIONS	DESCRIPTION
DATE	

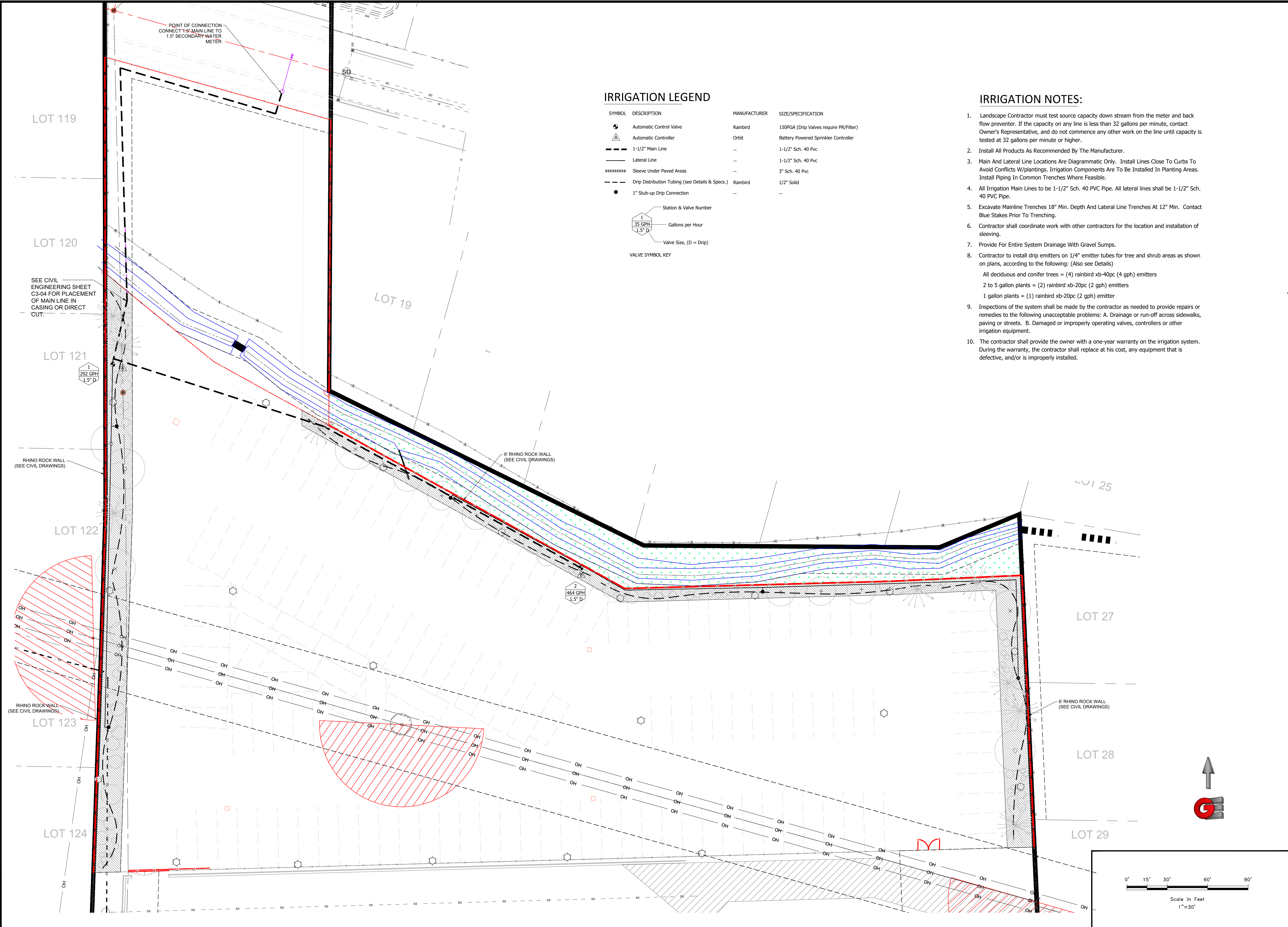


LANDSCAPE PLAN
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
 CIVIL • LAND PLANNING
 MUNICIPAL • LAND SURVEYING
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LA-1



IRRIGATION LEGEND

SYMBOL	DESCRIPTION	MANUFACTURER	SIZE/SPECIFICATION
	Automatic Control Valve	Rainbird	150PGA (Drip Valves require PR/Filter)
	Automatic Controller	Orbit	Battery Powered Sprinkler Controller
	1-1/2" Main Line	--	1-1/2" Sch. 40 Pvc
	Lateral Line	--	1-1/2" Sch. 40 Pvc
	Sleeve Under Paved Areas	--	3" Sch. 40 Pvc
	Drip Distribution Tubing (see Details & Specs.)	Rainbird	1/2" Solid
	1" Stub-up Drip Connection	--	--

SYMBOL	DESCRIPTION
	Station & Valve Number
	Gallons per Hour
	Valve Size, (D = Drip)

VALVE SYMBOL KEY

IRRIGATION NOTES:

- Landscape Contractor must test source capacity down stream from the meter and back flow preventer. If the capacity on any line is less than 32 gallons per minute, contact Owner's Representative, and do not commence any other work on the line until capacity is tested at 32 gallons per minute or higher.
- Install All Products As Recommended By The Manufacturer.
- Main And Lateral Line Locations Are Diagrammatic Only. Install Lines Close To Curbs To Avoid Conflicts W/plantings. Irrigation Components Are To Be Installed In Planting Areas. Install Piping In Common Trenches Where Feasible.
- All Irrigation Main Lines to be 1-1/2" Sch. 40 PVC Pipe. All lateral lines shall be 1-1/2" Sch. 40 PVC Pipe.
- Excavate Mainline Trenches 18" Min. Depth And Lateral Line Trenches At 12" Min. Contact Blue Stakes Prior To Trenching.
- Contractor shall coordinate work with other contractors for the location and installation of sleeving.
- Provide For Entire System Drainage With Gravel Sumps.
- Contractor to install drip emitters on 1/4" emitter tubes for tree and shrub areas as shown on plans, according to the following: (Also see Details)
 - All deciduous and conifer trees = (4) rainbird xb-40pc (4 gph) emitters
 - 2 to 5 gallon plants = (2) rainbird xb-20pc (2 gph) emitters
 - 1 gallon plants = (1) rainbird xb-20pc (2 gph) emitter
- Inspections of the system shall be made by the contractor as needed to provide repairs or remedies to the following unacceptable problems: A. Drainage or run-off across sidewalks, paving or streets. B. Damaged or improperly operating valves, controllers or other irrigation equipment.
- The contractor shall provide the owner with a one-year warranty on the irrigation system. During the warranty, the contractor shall replace at his cost, any equipment that is defective, and/or is improperly installed.

SCALE: 1"=30'

DATE: 06/28/2024

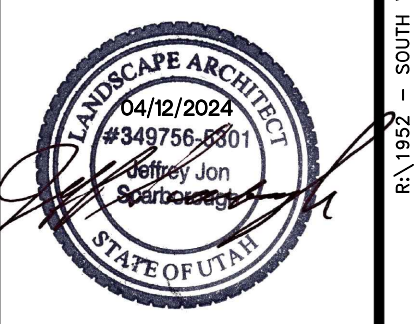
DESIGN: JUS

DRAWN: JUS

CHECKED: TJM

REVISIONS	DESCRIPTION
DATE	

DWG:



IRRIGATION PLAN (FUTURE)

GENERAL RV INVENTORY LOT

108 EAST SOUTH WEBER DRIVE

SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING

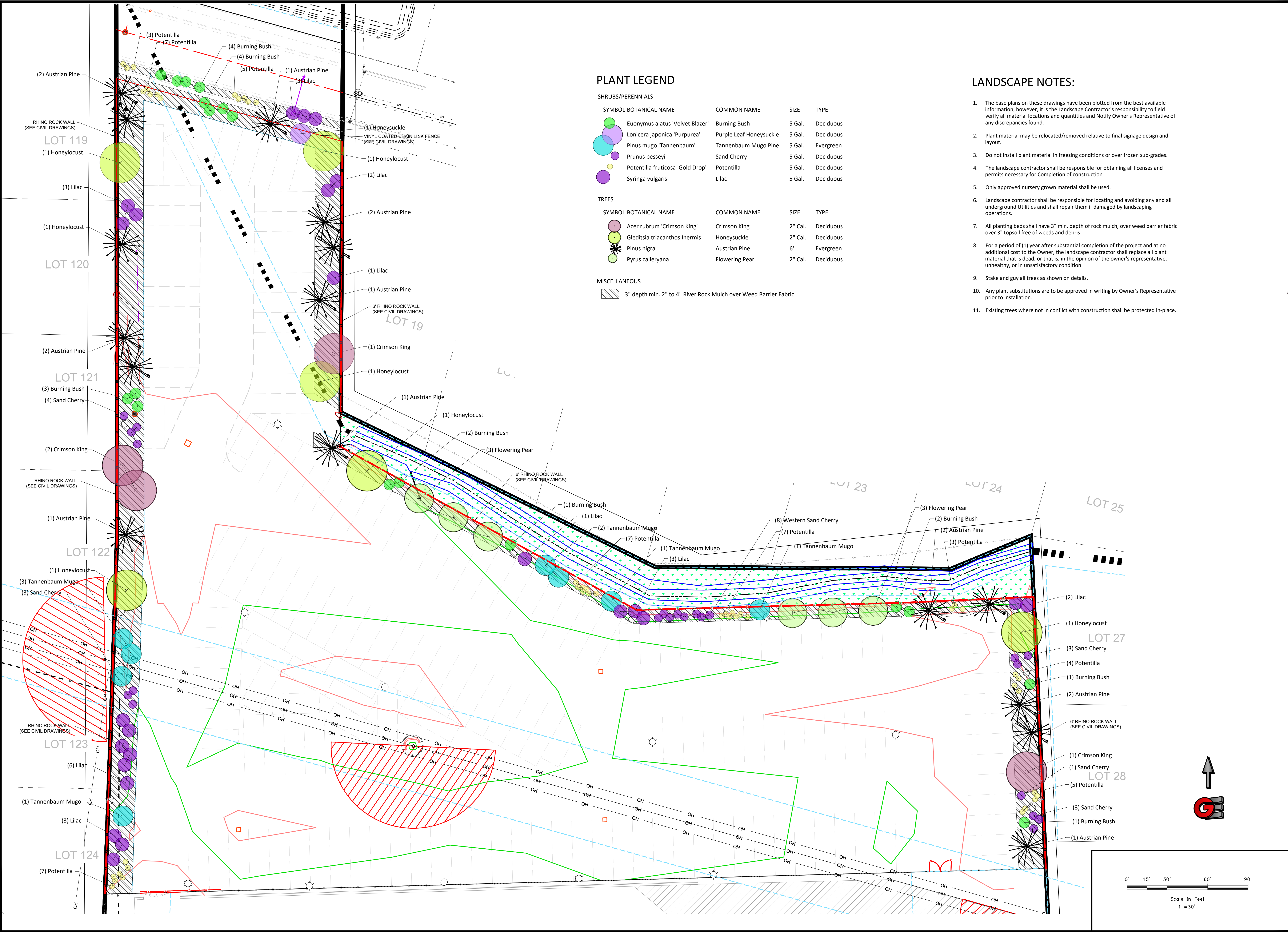
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LA-2



PLANT LEGEND

SHRUBS/PERENNIALS

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	<i>Euonymus alatus</i> 'Velvet Blazer'	Burning Bush	5 Gal.	Deciduous
	<i>Lonicera japonica</i> 'Purpurea'	Purple Leaf Honeysuckle	5 Gal.	Deciduous
	<i>Pinus mugo</i> 'Tannenbaum'	Tannenbaum Mugo Pine	5 Gal.	Evergreen
	<i>Prunus besseyi</i>	Sand Cherry	5 Gal.	Deciduous
	<i>Potentilla fruticosa</i> 'Gold Drop'	Potentilla	5 Gal.	Deciduous
	<i>Syringa vulgaris</i>	Lilac	5 Gal.	Deciduous

TREES

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	TYPE
	<i>Acer rubrum</i> 'Crimson King'	Crimson King	2" Cal.	Deciduous
	<i>Gleditsia triacanthos</i> Inermis	Honeysuckle	2" Cal.	Deciduous
	<i>Pinus nigra</i>	Austrian Pine	6'	Evergreen
	<i>Pyrus calleryana</i>	Flowering Pear	2" Cal.	Deciduous

MISCELLANEOUS

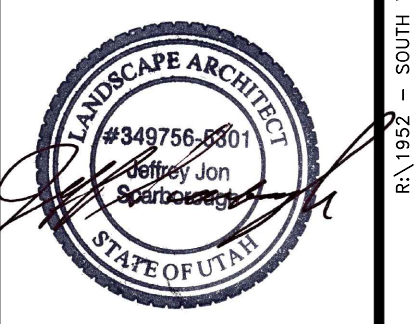
3" depth min. 2" to 4" River Rock Mulch over Weed Barrier Fabric

LANDSCAPE NOTES:

- The base plans on these drawings have been plotted from the best available information, however, it is the Landscape Contractor's responsibility to field verify all material locations and quantities and Notify Owner's Representative of any discrepancies found.
- Plant material may be relocated/removed relative to final signage design and layout.
- Do not install plant material in freezing conditions or over frozen sub-grades.
- The landscape contractor shall be responsible for obtaining all licenses and permits necessary for Completion of construction.
- Only approved nursery grown material shall be used.
- Landscape contractor shall be responsible for locating and avoiding any and all underground Utilities and shall repair them if damaged by landscaping operations.
- All planting beds shall have 3" min. depth of rock mulch, over weed barrier fabric over 3" topsoil free of weeds and debris.
- For a period of (1) year after substantial completion of the project and at no additional cost to the Owner, the landscape contractor shall replace all plant material that is dead, or that is, in the opinion of the owner's representative, unhealthy, or in unsatisfactory condition.
- Stake and guy all trees as shown on details.
- Any plant substitutions are to be approved in writing by Owner's Representative prior to installation.
- Existing trees where not in conflict with construction shall be protected in-place.

SCALE	1"=30'
DATE	06/28/2024
DESIGN	JLS
DRAWN	JLS
CHECKED	TJM

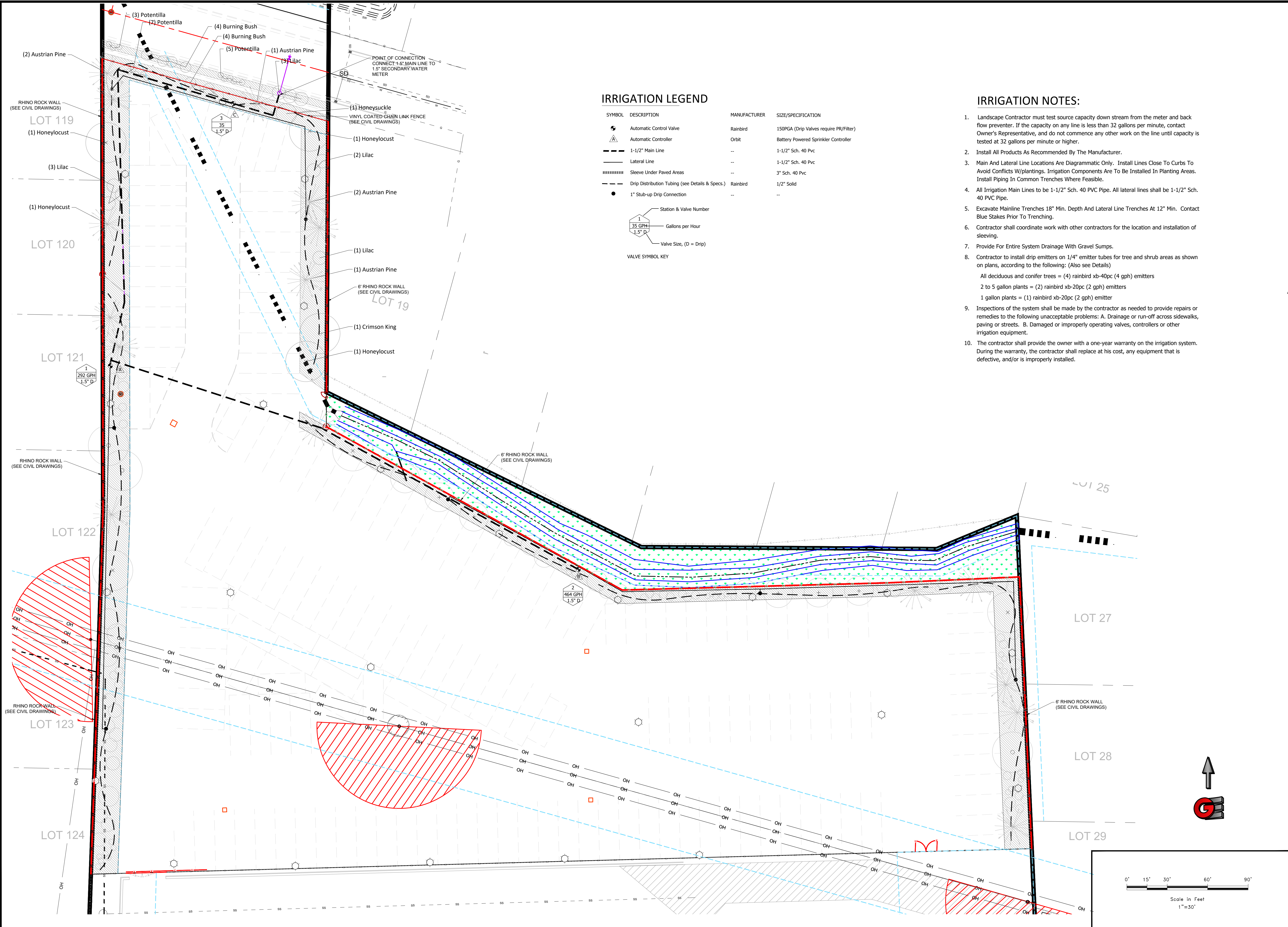
REVISIONS	DESCRIPTION
DATE	



LANDSCAPE PLAN (FUTURE)
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
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LA-3



IRRIGATION LEGEND

SYMBOL	DESCRIPTION	MANUFACTURER	SIZE/SPECIFICATION
	Automatic Control Valve	Rainbird	150PGA (Drip Valves require PR/Filter)
	Automatic Controller	Orbit	Battery Powered Sprinkler Controller
	1-1/2" Main Line	--	1-1/2" Sch. 40 Pvc
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	Drip Distribution Tubing (see Details & Specs.)	Rainbird	1/2" Solid
	1" Stub-up Drip Connection	--	--

SYMBOL	DESCRIPTION
	Station & Valve Number
	Gallons per Hour
	Valve Size, (D = Drip)

VALVE SYMBOL KEY

IRRIGATION NOTES:

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- The contractor shall provide the owner with a one-year warranty on the irrigation system. During the warranty, the contractor shall replace at his cost, any equipment that is defective, and/or is improperly installed.

SCALE: 1"=30'

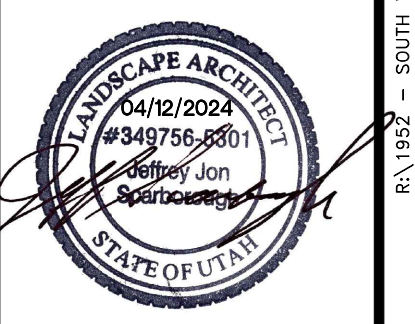
DATE: 06/28/2024

DESIGN: JUS

DRAWN: JUS

CHECKED: TUN

REVISIONS	DESCRIPTION
DATE	



IRRIGATION PLAN (FUTURE)

GENERAL RV INVENTORY LOT

108 EAST SOUTH WEBER DRIVE

SOUTH WEBER CITY, DAVIS COUNTY, UTAH

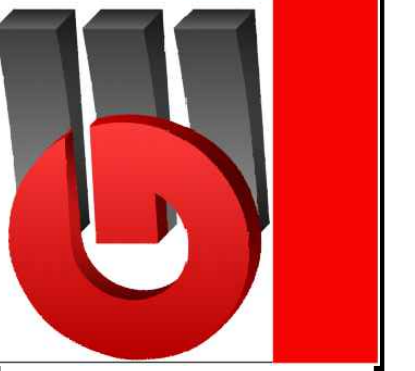
GARDNER ENGINEERING

CIVIL - LAND PLANNING

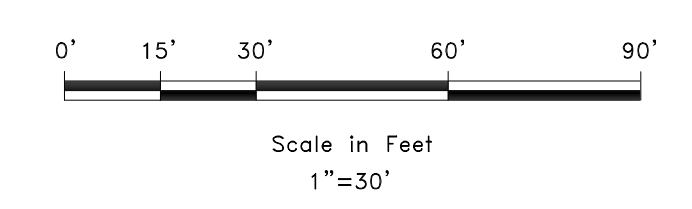
MUNICIPAL - LAND SURVEYING

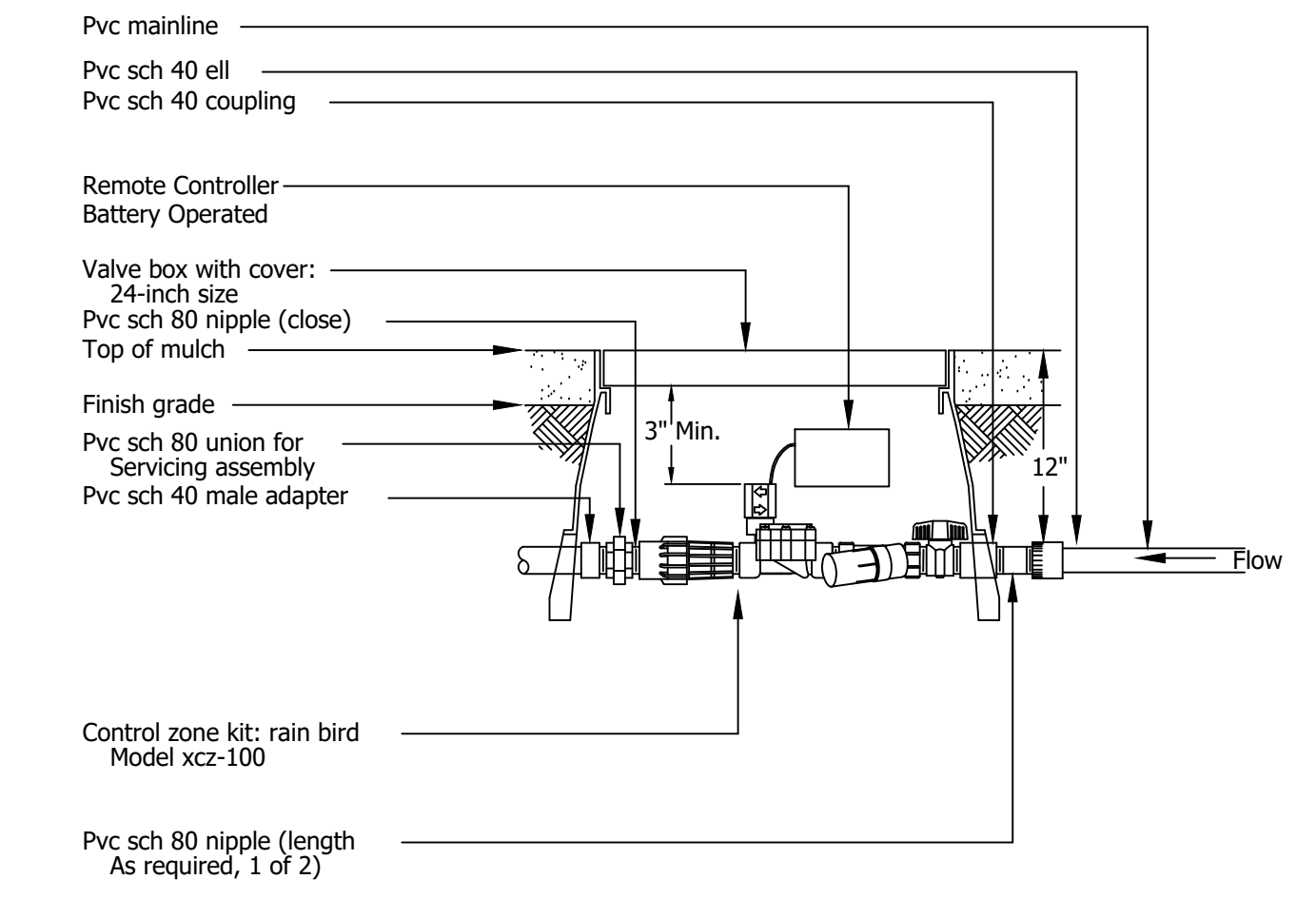
1830 W 2100S, WEST HAVEN, UT 84406

P 801.476.0202 F 801.476.0066

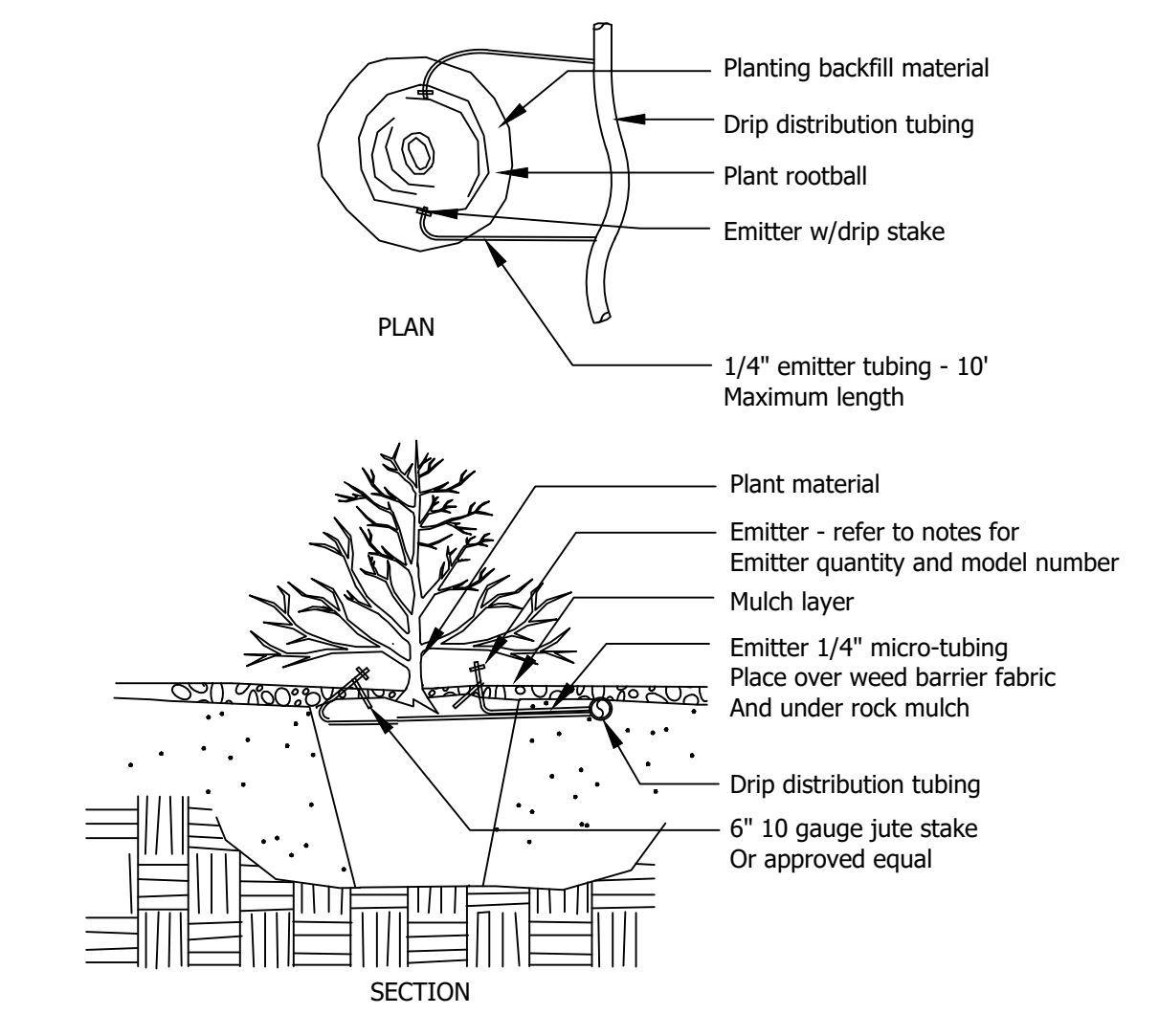


LA-4



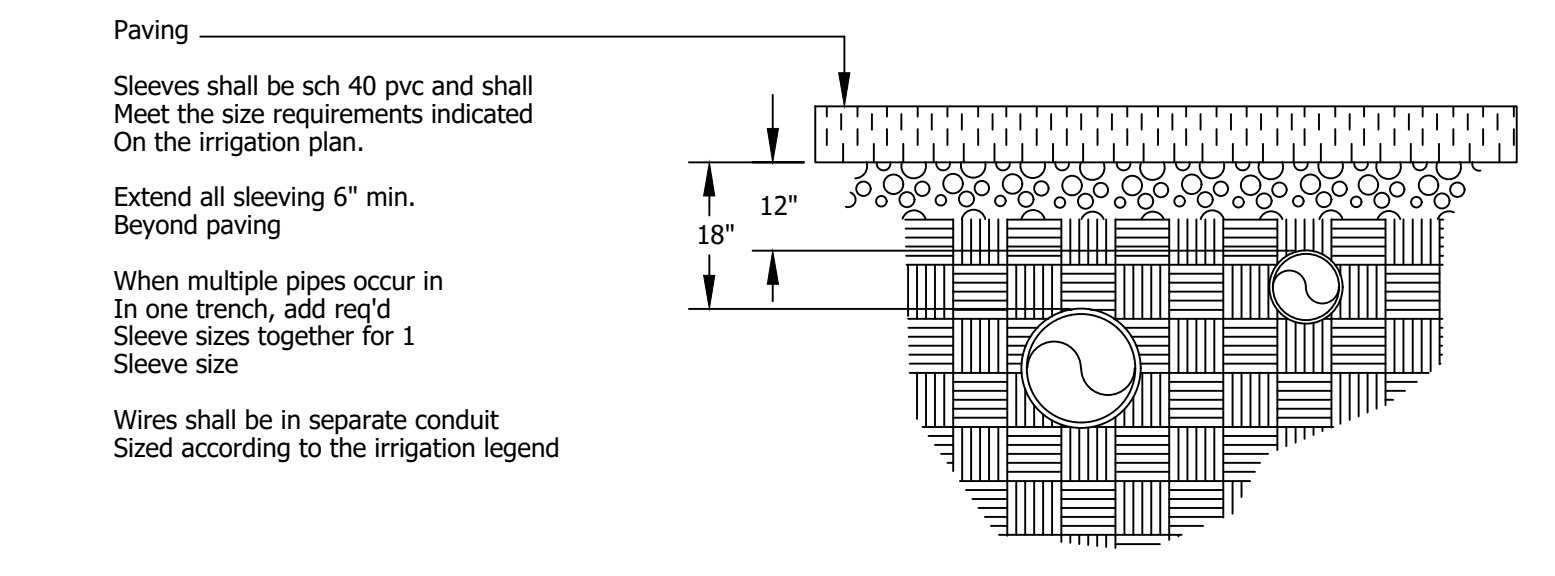


1 DRIP VALVE ASSEMBLY

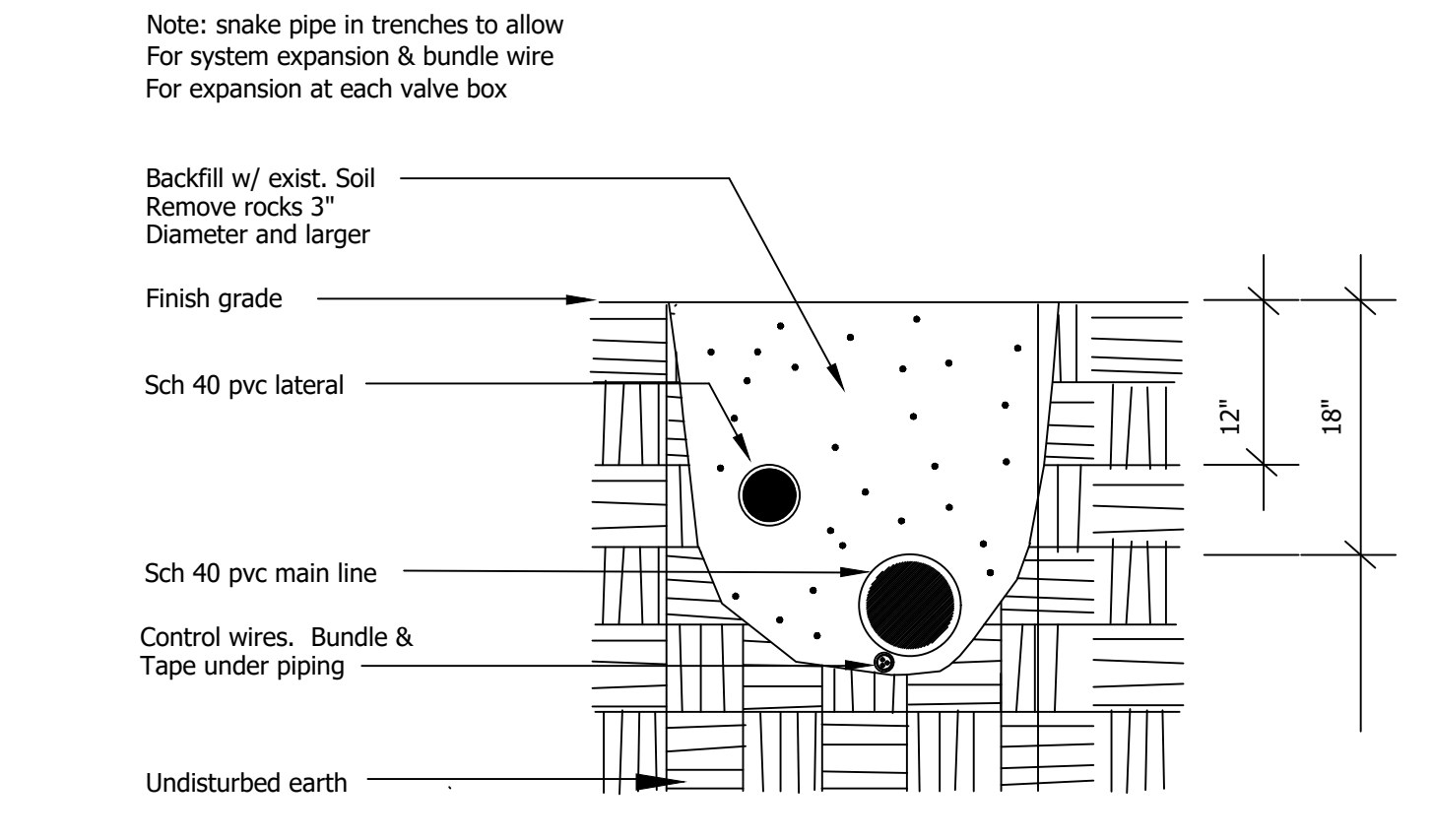


NOTE:
Install emitters on opposing sides of rootball. Emitters are to be installed to clear surface by a minimum of 1" and a Maximum of 2". Flush all lines thoroughly, including emitter. Micro-tubing prior to emitter installation. If planting on a 4:1 Slope or greater, install emitters on uphill side of rootball.

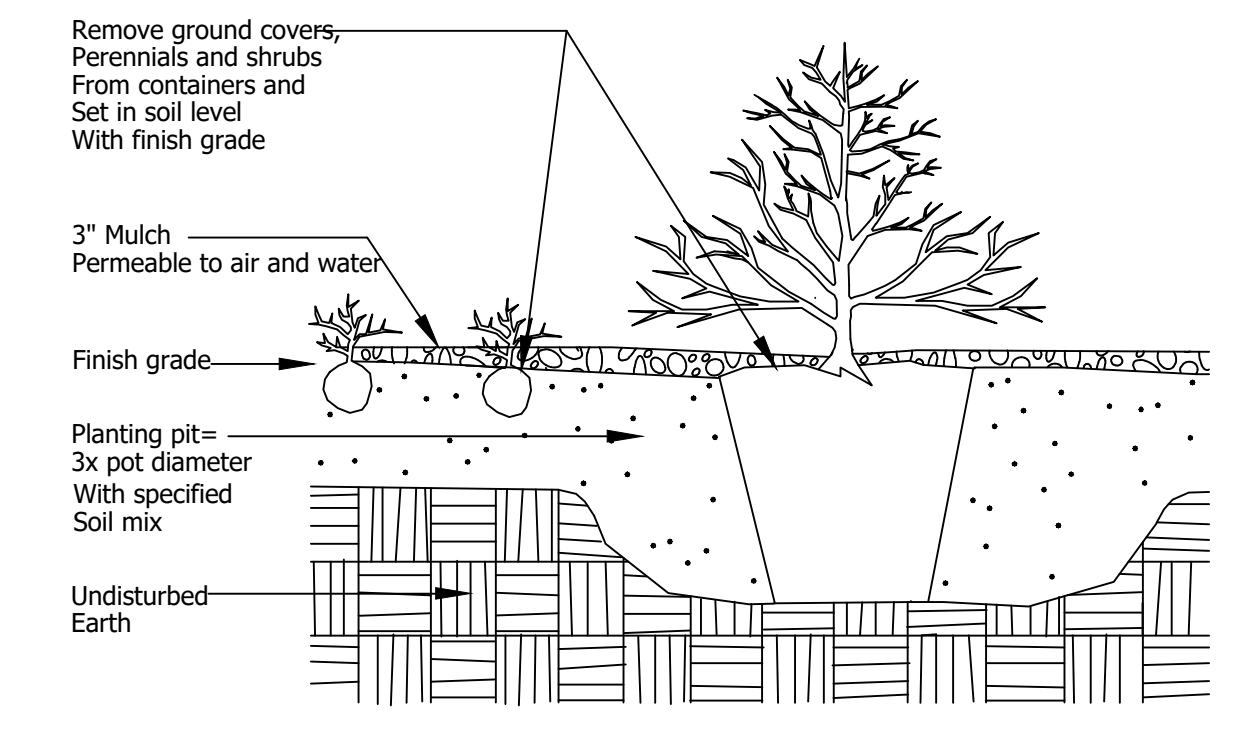
2 DRIP EMITTER DETAIL



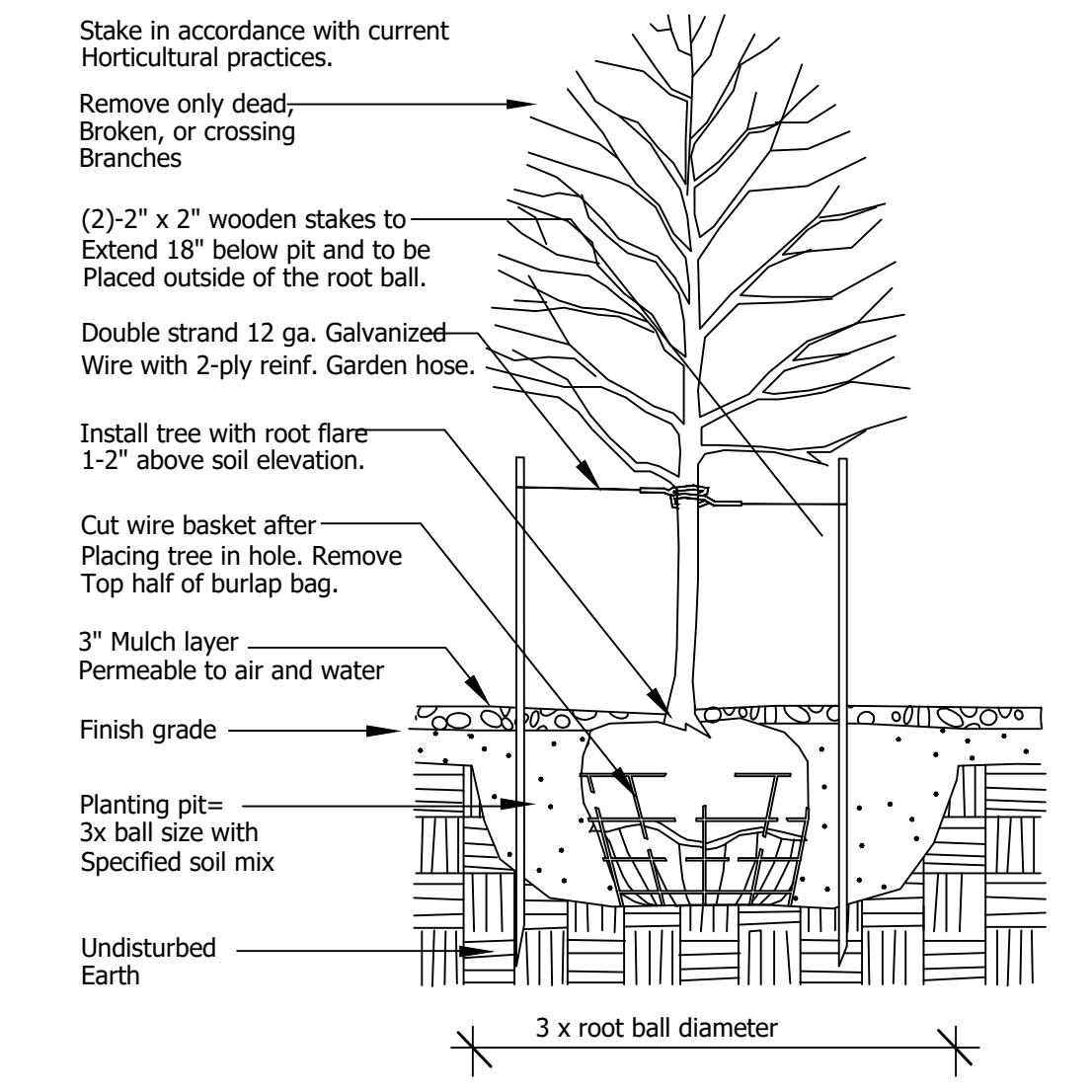
3 SLEEVING DIAGRAM



4 TRENCHING & WIRING DIAGRAM



5 SHRUB PLANTING
Not to Scale



6 TREE PLANTING
Not to Scale

REVISIONS	DESCRIPTION
DATE	



LANDSCAPE AND IRRIGATION DETAILS
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

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LA-5



Scale: 1 inch= 30 Ft.

Luminaire Schedule		LLF	Description	Lum. Watts	Lum. Lumens
Symbol	Qty	Label			
	20	1-SL4-HSS	GALN-SA3D-740-U-SL4-HSS	184	18996
	4	1-5WQ	GALN-SA3D-740-U-5WQ	184	24170

Calculation Summary					
Label	Units	Avg	Max	Min	Max/Min
PROPERTY LINE	Fc	0.19	1.2	0.0	N.A.
RV Parking_Top	Fc	1.95	5.8	0.1	58.00
					Avg/Min
					N.A.

GENERAL RV INVENTORY LOT

CONSTRUCTION DOCUMENTS SOUTH WEBER CITY, DAVIS COUNTY , UTAH

TRAFFIC CONTROL & SAFETY NOTES

1. BARRICADING AND DETOURING SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF THE CURRENT STATE OF UTAH DEPARTMENT OF TRANSPORTATION MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE WORK ZONES, AND THE CURRENT CITY STANDARD DRAWING, AND SHALL BE APPROVED BY THE CITY ENGINEER PRIOR TO ANY WORK.
2. NO STREET SHALL BE CLOSED TO TRAFFIC WITHOUT WRITTEN PERMISSION FROM THE CITY TRAFFIC ENGINEER, EXCEPT WHEN DIRECTED BY LAW ENFORCEMENT OR FIRE OFFICIALS.
3. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROVIDE FOR SMOOTH TRAFFIC FLOW AND SAFETY. ACCESS SHALL BE MAINTAINED FOR ALL PROPERTIES ADJACENT TO THE WORK.
4. DETOURING OPERATIONS FOR A PERIOD OF SIX CONSECUTIVE CALENDAR DAYS, OR MORE, REQUIRE THE INSTALLATION OF TEMPORARY STREET STRIPING AND REMOVAL OF INTERFERING STRIPING BY SANDBLASTING. THE DETOURING STRIPING PLAN OR CONSTRUCTION TRAFFIC CONTROL PLAN MUST BE SUBMITTED TO THE CITY TRAFFIC ENGINEER FOR REVIEW AND APPROVAL.
5. ALL TRAFFIC CONTROL DEVICES SHALL BE RESTORED TO THEIR ORIGINAL CONDITION AT THE END OF THE WORK TO THE SATISFACTION OF THE CITY TRAFFIC ENGINEER
6. TRAFFIC CONTROL DEVICES (TCDs) SHALL REMAIN VISIBLE AND OPERATIONAL AT ALL TIMES.

UTILITY DISCLAIMER

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT EXISTING UNDERGROUND UTILITIES AND IMPROVEMENTS ARE SHOWN IN THEIR APPROXIMATE LOCATIONS BASED UPON RECORD INFORMATION AVAILABLE AT THE TIME OF PREPARATION OF PLANS. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE AS TO ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. IT SHALL BE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE THE EXISTENCE AND LOCATION OF THOSE UTILITIES SHOWN ON THESE PLANS OR INDICATED IN THE FIELD BY LOCATING SERVICES. ANY ADDITIONAL COSTS INCURRED AS A RESULT OF CONTRACTOR'S FAILURE TO VERIFY LOCATIONS OF EXISTING UTILITIES PRIOR TO BEGINNING OF CONSTRUCTION IN THEIR VICINITY SHALL BE BORNE BY THE CONTRACTOR AND ASSUMED INCLUDED IN THE CONTRACT.

NOTICE TO CONTRACTOR

ALL CONTRACTORS AND SUBCONTRACTORS PERFORMING WORK SHOWN ON OR RELATED TO THESE PLANS SHALL CONDUCT THEIR OPERATIONS SO THAT ALL EMPLOYEES ARE PROVIDED A SAFE PLACE TO WORK AND THE PUBLIC IS PROTECTED. ALL CONTRACTORS AND SUBCONTRACTORS SHALL COMPLY WITH THE "OCCUPATIONAL SAFETY AND HEALTH REGULATIONS OF THE U.S. DEPARTMENT OF LABOR AND THE STATE OF UTAH DEPARTMENT OF INDUSTRIAL RELATIONS CONSTRUCTION SAFETY ORDERS". THE CIVIL ENGINEER SHALL NOT BE RESPONSIBLE IN ANY WAY FOR CONTRACTORS AND SUBCONTRACTORS COMPLIANCE WITH SAID REGULATIONS AND ORDERS.

CONTRACTOR FURTHER AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB-SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND THE CIVIL ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.

SANITARY SEWER GENERAL NOTES

1. ALL SANITARY SEWER CONSTRUCTION SHALL BE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS.
2. ALL GRAVITY SANITARY SEWER LINES SHALL BE SDR-35 PVC MATERIAL. SEWER LINE CONSTRUCTION AND MATERIALS SHALL CONFORM TO ASTM STANDARDS AND SPECIFICATIONS.
3. DISTANCES SHOWN ON PLANS ARE APPROXIMATE AND COULD VARY DUE TO VERTICAL ALIGNMENT.
4. RIM ELEVATIONS SHOWN ARE APPROXIMATE ONLY AND ARE NOT TO BE TAKEN AS FINAL ELEVATION. PIPELINE CONTRACTOR SHALL USE PRECAST CONCRETE ADJUSTMENT RINGS, GROUT AND STEEL SHIMS TO ADJUST THE MANHOLE FRAME TO THE REQUIRED FINAL GRADE IN CONFORMANCE WITH THE STANDARD SPECIFICATIONS. ALL FRAMES SHALL BE ADJUSTED TO FINAL GRADE.
5. ALL SANITARY SEWER MAIN TESTING SHALL BE IN ACCORDANCE WITH THE CITY STANDARDS AND SPECIFICATIONS. COPIES OF ALL TEST RESULTS SHALL BE PROVIDED TO THE PUBLIC WORKS SANITARY SEWER DEPARTMENT HEAD PRIOR TO FINAL ACCEPTANCE.
6. COMPACTION TESTING OF ALL TRENCHES WITH THE PROJECT SITE MUST BE ATTAINED AND RESULTS SUBMITTED TO THE CITY ENGINEER PRIOR TO FINAL ACCEPTANCE.
7. CONTRACTOR IS RESPONSIBLE TO PROTECT ALL EXISTING STRUCTURES AND IMPROVEMENTS DURING INSTALLATION OF SANITARY SEWER LINE.
8. WHERE CONNECTION TO EXISTING UTILITY IS PROPOSED, CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION AND NOTIFY OWNER/ENGINEER IF LOCATION AND ELEVATION OF EXISTING UTILITY VARIES FROM THE DESIGN.
9. CAMERA TESTING AND PRESSURE TESTING PER CITY STANDARD.

ABBREVIATIONS

AC	ACRE	RL	RIDGE LINE
EG	EXISTING GRADE	ROW	RIGHT OF WAY
ELEV	ELEVATION	SD	STORM DRAIN
EX	EXISTING	SDIB	STORM DRAIN INLET BOX
FG	FINISH GRADE	SD BOX	STORM DRAIN BOX
FH	FIRE HYDRANT	SDMH	STORM DRAIN MANHOLE
HP	HIGH POINT	SF	SQUARE FEET
GB	GRADE BREAK	SSMH	SANITARY SEWER MANHOLE
INV	INVERSE ELEVATION (FLOW LINE OF PIPE)	ST	STREET
IRR	IRRIGATION LINE	STA	ALIGNMENT/PROFILE STATION
LIP	LIP OF CURB	TBC	TOP BACK OF CURB
OFF	ALIGNMENT PROFILE OFFSET	TG	TOP GRATE
PVC	POLYVINYL CHLORIDE PIPE	VPI	VERTICAL POINT OF INFLECTION
RCP	REINFORCE CONCRETE PIPE	WM	WATER METER
		WTR	WATER LINE

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UTILITY NOTIFICATION CENTER, INC.

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LEGEND

	BOUNDARY LINE		FIRE HYDRANT
	PUE LINE		WATER METER
	CENTER LINE		STORM DRAIN MANHOLE
	FENCE LINE		SANITARY SEWER MANHOLE
	SEWER LINE		STORM DRAIN CATCH BASIN BOX
	STORM DRAIN LINE		STORM DRAIN INLET BOX
	WATER LINE		YARD DRAIN BOX
	IRRIGATION WATER LINE		

GENERAL NOTES

1. ALL MATERIALS, WORKMANSHIP AND CONSTRUCTION OF SITE IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS SET FORTH BY THE CITY ENGINEER, PLANNING, CODES AND SPECIFICATIONS AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND SPECIFICATIONS, OR ANY APPLICABLE STANDARDS, THE HIGHER QUALITY STANDARD SHALL APPLY.
2. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND OR ELEVATION OF EXISTING UTILITIES, AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PERTINENT LOCATIONS AND ELEVATIONS, ESPECIALLY AT THE CONNECTION POINTS AND AT POTENTIAL UTILITY CONFLICTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.
3. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM ALL APPLICABLE AGENCIES. THE CONTRACTOR SHALL NOTIFY THE DESIGNATED PUBLIC WORKS INSPECTOR AT LEAST 48 HOURS PRIOR TO THE START OF ANY EARTH DISTURBING ACTIVITY, OR CONSTRUCTION ON ANY AND ALL PUBLIC IMPROVEMENTS.
4. THE CONTRACTOR SHALL COORDINATE AND COOPERATE WITH THE CITY AND ALL UTILITY COMPANIES INVOLVED WITH REGARD TO RELOCATIONS OR ADJUSTMENTS OF EXISTING UTILITIES DURING CONSTRUCTION AND TO ASSURE THAT THE WORK IS ACCOMPLISHED IN A TIMELY FASHION AND WITH A MINIMUM DISRUPTION OF SERVICE.
5. THE CONTRACTOR SHALL HAVE ONE (1) COPY OF APPROVED PLANS, AND ONE (1) COPY OF THE APPROPRIATE STANDARDS AND SPECIFICATIONS AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB, ON SITE AT ALL TIMES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ASPECTS OF SAFETY INCLUDING BUT NOT LIMITED TO, EXCAVATION, TRENCHING, SHORING, TRAFFIC CONTROL, AND SECURITY.
7. IF DURING THE CONSTRUCTION PROCESS CONDITIONS ARE ENCOUNTERED BY THE CONTRACTOR, HIS SUBCONTRACTORS, OR OTHER AFFECTED PARTIES, WHICH COULD INDICATE A SITUATION THAT IS NOT IDENTIFIED IN THE PLANS OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE ENGINEER IMMEDIATELY.
8. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL LABOR AND MATERIALS NECESSARY FOR THE COMPLETION OF THE INTENDED IMPROVEMENTS SHOWN ON THESE DRAWINGS OR DESIGNATED TO BE PROVIDED, INSTALLED, CONSTRUCTED, REMOVED AND RELOCATED UNLESS SPECIFICALLY NOTED OTHERWISE.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS AND DIRT TRACKED FROM THE SITE.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT DRAWINGS ON A SET OF RECORD DRAWINGS KEPT AT THE CONSTRUCTION SITE, AND AVAILABLE TO THE CITY INSPECTOR AT ALL TIMES.
11. THE CONTRACTOR SHALL SEQUENCE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO MINIMIZE POTENTIAL UTILITY CONFLICTS. IN GENERAL, STORM SEWER AND SANITARY SEWER SHOULD BE CONSTRUCTED PRIOR TO INSTALLATION OF WATER LINES AND DRY UTILITIES.
12. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL UTILITY RELOCATIONS CONSISTENT WITH THE CONTRACTORS SCHEDULE FOR THIS PROJECT, WHETHER SHOWN OR NOT SHOWN AS IT RELATES TO THE CONSTRUCTION ACTIVITIES CONTEMPLATED IN THESE PLANS.

SWPPP GENERAL NOTES

1. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AS REQUIRED BY THE CITY AND STATE.
2. ALL STRUCTURAL EROSION MEASURES SHALL BE INSTALLED AS SHOWN ON THE SWPPP PLAN, PRIOR TO ANY OTHER GROUND-DISTURBING ACTIVITY. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED IN GOOD REPAIR BY THE CONTRACTOR, UNTIL SUCH TIME AS THE ENTIRE DISTURBED AREAS ARE STABILIZED WITH HARD SURFACE OR LANDSCAPING.

STORM SEWER GENERAL NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - A) OBTAIN ALL REQUIRED PERMITS FROM THE CITY OR REGULATORY AGENCIES, INCLUDING PERMITS TO WORK IN THE RIGHT-OF-WAY.
 - B) RESTORATION OF EXISTING IMPROVEMENTS INCLUDING BUT NOT LIMITED TO FENCES, SOD, LANDSCAPING, PAVEMENT, SPRINKLER SYSTEM.
 - C) VERIFICATION AND PROTECTION OF ALL EXISTING IMPROVEMENTS WITHIN THE LIMITS OF CONSTRUCTION.
 - D) PROVIDING AS-BUILT DRAWINGS TO THE CITY AND THE ENGINEER.
 - E) ALL PERMITTING, DEVELOPMENT, LOCATION, CONNECTION AND INSPECTION AND SCHEDULING FOR SUCH.
2. ALL STORM SEWER CONNECTIONS SHALL BE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS.
3. RIM ELEVATIONS SHOWN ARE APPROXIMATE ONLY AND ARE NOT TO BE TAKEN AS FINAL ELEVATION. PIPELINE CONTRACTOR SHALL USE PRECAST CONCRETE ADJUSTMENT RINGS, GROUT, AND STEEL SHIMS TO ADJUST THE MANHOLE FRAME TO THE REQUIRED FINAL GRADE IN CONFORMANCE WITH CITY STANDARDS AND SPECIFICATIONS AND PLANS. ALL FRAMES SHALL BE ADJUSTED TO FINAL GRADE PRIOR TO PLACEMENT OF ASPHALT PAVING.
4. COMPACTION OF ALL TRENCHES WITHIN THE PROJECT SITE MUST BE ATTAINED AND COMPACTION RESULTS SUBMITTED TO THE ENGINEER AND THE CITY PRIOR TO FINAL ACCEPTANCE.
5. ALL STORM DRAIN PIPES IN THE CITY RIGHT-OF-WAY SHALL BE RCP CL III.
6. ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH THE PAVEMENT AND SHALL HAVE TRAFFIC BEARING LIDS. ALL STORM SEWER LIDS SHALL BE LABELED "STORM DRAIN".
7. WHERE CONNECTION TO EXISTING UTILITY IS PROPOSED, CONTRACTOR SHALL VERIFY LOCATION AND ELEVATION AND NOTIFY OWNER/ENGINEER IF LOCATION AND ELEVATION OF EXISTING UTILITY VARIES FROM THE DESIGN.

GENERAL GRADING NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST APWA STANDARDS AND SPECIFICATION FOR PUBLIC WORKS AND THE CITY STANDARDS. CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE AWAY FROM BUILDING FOUNDATIONS AND ENTRIES. FINISHED GRADE AT FOUNDATION FOR WOOD FRAMED STRUCTURES SHALL BE 8 INCHES BELOW TOP OF FOUNDATION AND DRAINAGE SHALL BE A MINIMUM OF 5% WITHIN 10 FEET FROM THE BUILDING.
2. MAXIMUM SLOPES SHALL BE 3:1 FOR CUT AND FILL UNLESS OTHERWISE NOTED.
3. COMPACTION REQUIREMENTS AND TESTING SHALL BE PERFORMED TO MEET THE CITY STANDARDS.
4. NO FILL SHALL BE PLACED UNTIL VEGETATION HAS BEEN REMOVED AND SUB-GRADE PREPARED PER THE SOILS REPORT.
5. DUST SHALL BE CONTROLLED BY WATERING OR OTHER APPROVED METHODS.
6. CONTRACTOR SHALL COMPLY WITH STORM WATER POLLUTION PREVENTION PLAN BY INSTALLING BMP'S PRIOR TO COMMENCEMENT OF EXCAVATION ACTIVITIES. CONTACT THE CITY INSPECTOR FOR INSPECTION.
7. ALL RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND ALL SUBSEQUENT REPORTS, ADDENDUM ETC. SHALL BE CONSIDERED A PART OF THIS GRADING PLAN AND SHALL BE COMPLIED WITH.
8. THE CONTRACTOR SHALL CONTACT BLUE STAKES FOR LOCATION MARKING PRIOR TO COMMENCING EXCAVATION ACTIVITIES.
9. CITY MAY REQUIRE A PRE-CONSTRUCTION MEETING BEFORE A PERMIT IS ISSUED.
10. STREETS ADJACENT TO THE PROJECT SHALL BE CLEAN AT ALL TIMES.
11. CONTRACTOR IS RESPONSIBLE FOR ARRANGING FOR ALL REQUIRED INSPECTIONS.
12. PRIOR TO TAKING WATER FROM A CITY FIRE HYDRANT, THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE WATER UTILITY TO OBTAIN A WATER METER.

CULINARY WATER GENERAL NOTES

1. ALL INSTALLATION AND MATERIALS SHALL CONFORM TO WATER UTILITY STANDARDS, SPECIFICATIONS AND PLANS.
2. THRUST BLOCKING IS REQUIRED AT ALL BENDS AND FITTINGS. TIE RODS SHALL BE USED AT ALL BENDS AND FITTINGS WHERE THRUST BLOCKS DO NOT BEAR AGAINST UNDISTURBED SOIL.
3. ALL WATERLINES AT SEWER CROSSINGS SHALL BE LOCATED ABOVE AND HAVE AN 18-INCH VERTICAL SEPARATION FROM THE SEWER PIPE. IF THIS IS NOT PROVIDED, THE WATERLINE SHALL BE INSTALLED WITH 20 L.F. OF CONCRETE CASING CENTERED OVER THE SEWER PIPE.
4. DISINFECTION TESTS SHALL BE PERFORMED BY THE WATER UTILITY WITH COOPERATION FROM THE CONTRACTOR IN PERFORMING ANY NECESSARY EXCAVATION AND SUBSEQUENT BACKFILLING AT NO COST TO THE CITY.
5. CHLORINATION OF COMPLETED WATER LINE. THE NEW WATER LINES SHALL BE DISINFECTED BY CHLORINATION. THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL RELATED COSTS AND FEES RELATED TO THE CHLORINATION OF THE COMPLETED WATER LINE. THIS TEST SHALL BE PERFORMED PRIOR TO CONNECTION OF THE NEW WATER LINES TO THE EXISTING WATER SYSTEM. THE CONTRACTOR SHALL NOTIFY THE WATER UTILITY AT LEAST 24 HOURS BEFORE THE CHLORINATION IS DESIRED.
6. A MINIMUM HORIZONTAL CLEARANCE OF 10 FEET SHALL BE MAINTAINED FROM SANITARY SEWER MAINS.
7. UNLESS OTHERWISE SPECIFIED, ALL WATERLINES SHALL BE AWWA C900 PVC CLASS 150, PER ASTM D2241.
8. CONTRACTOR SHALL LOCATE VALVES PRIOR TO CONNECTION WITH EXISTING SYSTEM, BUT SHALL NOT OPERATE ANY VALVE WITHOUT PERMISSION FROM THE WATER UTILITY.
9. ALL WATER MAINS, VALVES, FIRE HYDRANTS, SERVICES AND APPURTENANCES SHALL BE INSTALLED, TESTED, AND APPROVED PRIOR TO PAVING.
10. THERE SHALL BE A WATER SUPPLY TO THE DEVELOPMENT BEFORE ANY WOOD CONSTRUCTION STARTS.
11. THE WATER UTILITY REQUIRES THE USE OF CORROSION RESISTANT MATERIALS FOR ALL CULINARY WATER IMPROVEMENTS. SPECIFICALLY, ROMAC BLUE BOLTS OR STAINLESS STEEL BOLTS MUST BE USED ON ALL FITTINGS. FURTHER, ALL METAL FITTINGS SHALL BE POLY WRAPPED.

SHEET INDEX

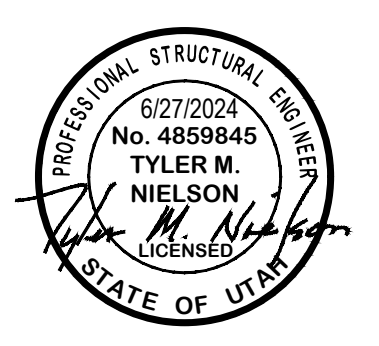
CE0-01	COVER
CE0-02	EXISTING TOPO
CE1-01	SITE PLAN
CE1-02	SITE PLAN (PH2 - FUTURE)
CE2-01	GRADING PLAN
CE2-02	GRADING PLAN (PH2 - FUTURE)
CE3-01	UTILITY PLAN
CE3-02	UTILITY PLAN (PH2 - FUTURE)
CE3-03	STORM DRAIN PROFILES
CE3-04	SWID LINE PROFILE
CE3-05	RMP LINE PROFILE
CE4-01	SWPPP
CE4-02	SWPPP (PH2 - FUTURE)
CE5-01	CIVIL SITE DETAILS
CE5-02	CIVIL SITE DETAILS
CE6-01	DRAINAGE CALCS

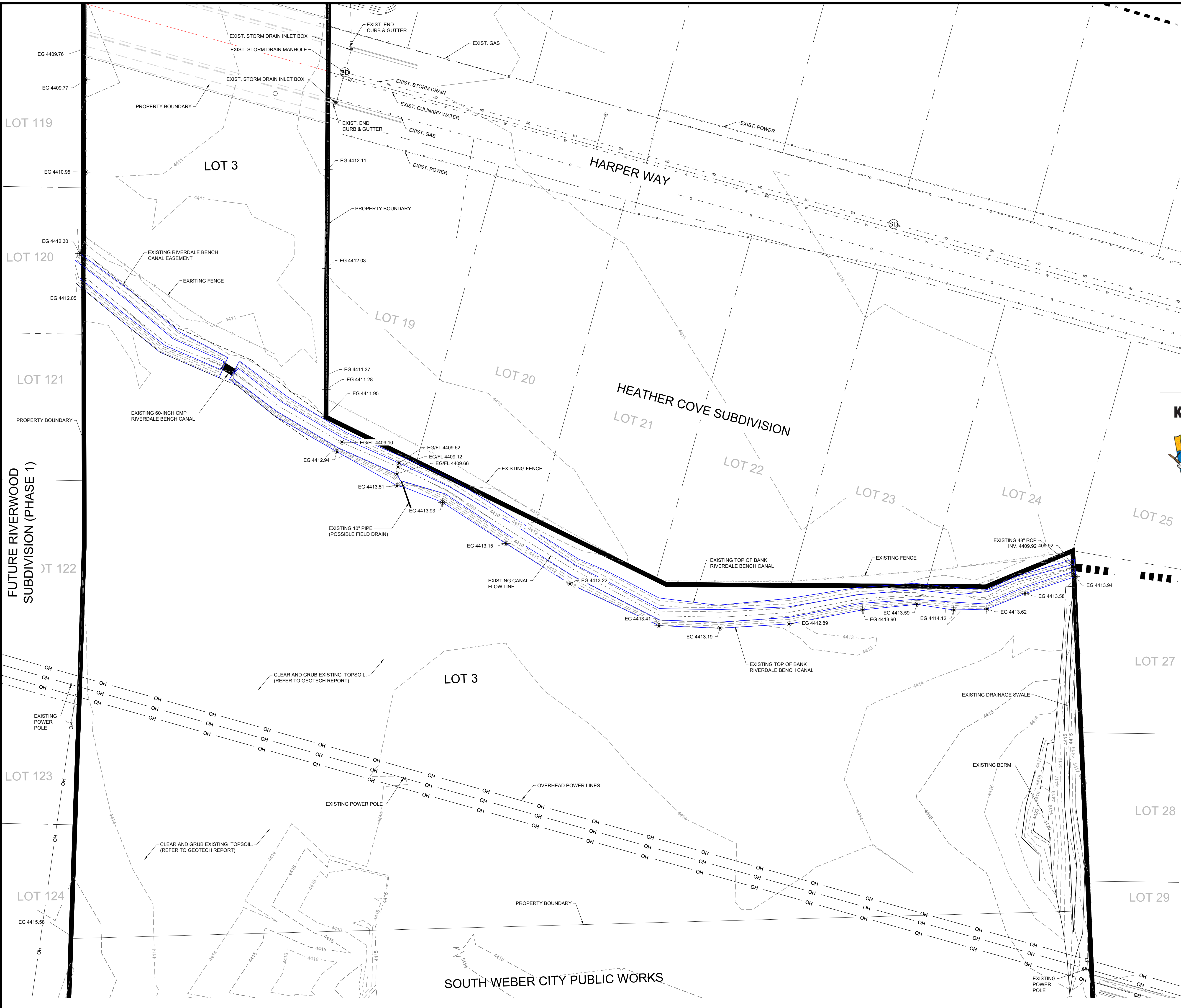
ALL IMPROVEMENTS TO CONFORM TO CURRENT CITY STANDARDS AND SPECIFICATIONS

CULINARY WATER IMPROVEMENTS TO CONFORM TO THE WATER UTILITY'S STANDARDS AND SPECIFICATIONS

SECONDARY WATER IMPROVEMENTS TO CONFORM TO THE SECONDARY WATER UTILITY'S STANDARDS AND SPECIFICATIONS

GENERAL RV INVENTORY LOT
CONSTRUCTION DOCUMENTS



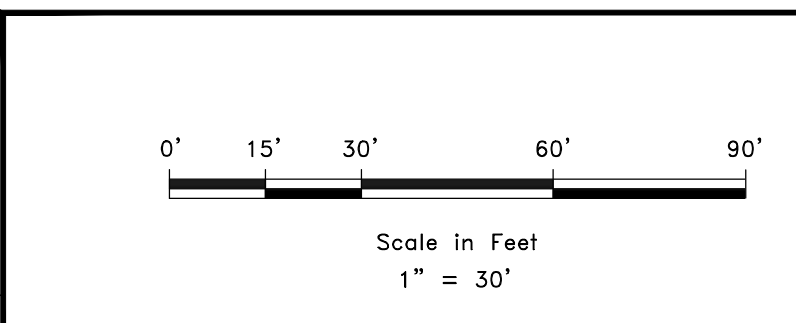
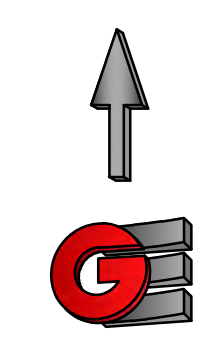


BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 T&N, R1W
 SLC83M
 (3 INCH BRASS FOUND)
 ELEV = 4421.53

Know what's below. 811
Call 811 before you dig.
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 1-800-662-4111

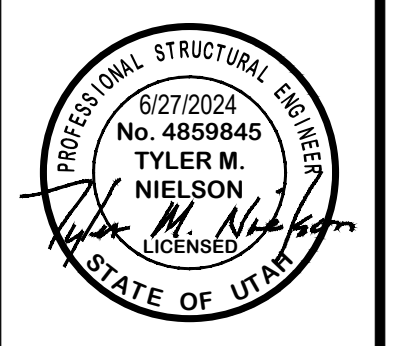
LEGEND

	SITE BOUNDARY
	EXISTING FENCE
	EXISTING CONTOUR ELEVATION



SCALE: 1" = 30'
 DATE: 8/27/2024
 DESIGN: N.S.
 DRAWN: N.S.
 CHECKED: T.M.
 DWG:

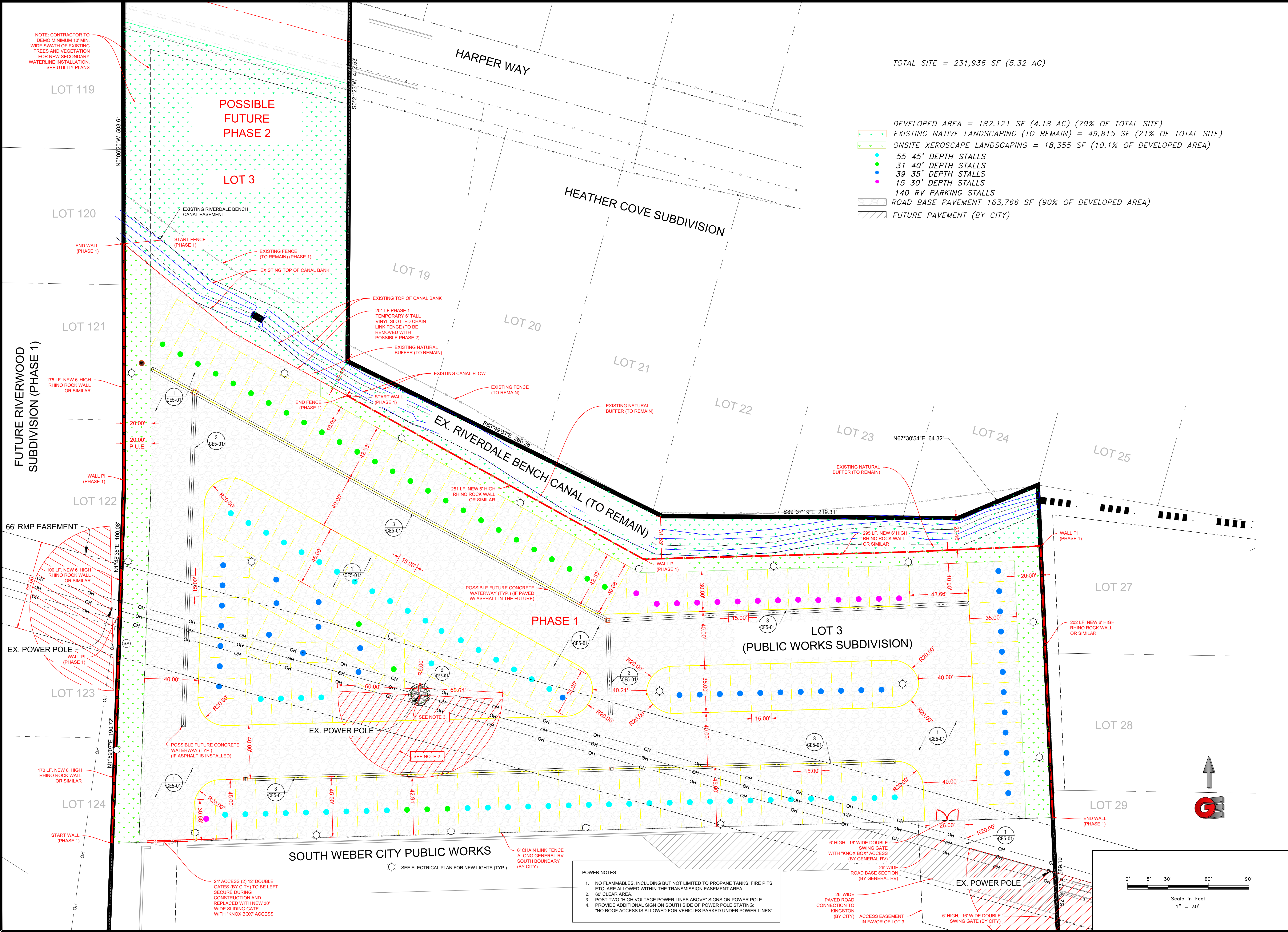
REVISIONS	DESCRIPTION
DATE	



EXISTING TOPO
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
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 1800 W 2100 S, WEST HAVEN, UT 84406
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CE0-02
 22 of 50

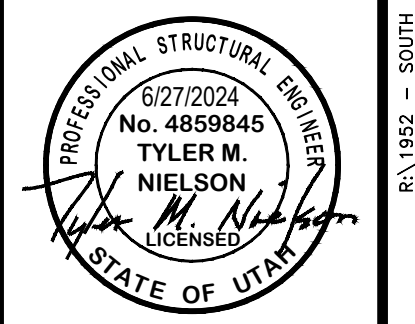


TOTAL SITE = 231,936 SF (5.32 AC)

- DEVELOPED AREA = 182,121 SF (4.18 AC) (79% OF TOTAL SITE)
- EXISTING NATIVE LANDSCAPING (TO REMAIN) = 49,815 SF (21% OF TOTAL SITE)
- ONSITE XEROSCAPE LANDSCAPING = 18,355 SF (10.1% OF DEVELOPED AREA)
- 55 45' DEPTH STALLS
- 31 40' DEPTH STALLS
- 39 35' DEPTH STALLS
- 15 30' DEPTH STALLS
- 140 RV PARKING STALLS
- ROAD BASE PAVEMENT 163,766 SF (90% OF DEVELOPED AREA)
- FUTURE PAVEMENT (BY CITY)

NOTE: CONTRACTOR TO DEMO MINIMUM 10' MIN WIDE SWATH OF EXISTING TREES AND VEGETATION FOR NEW SECONDARY WATERLINE INSTALLATION. SEE UTILITY PLANS

REVISIONS	DESCRIPTION
DATE	

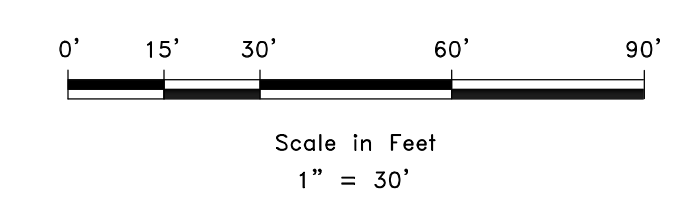


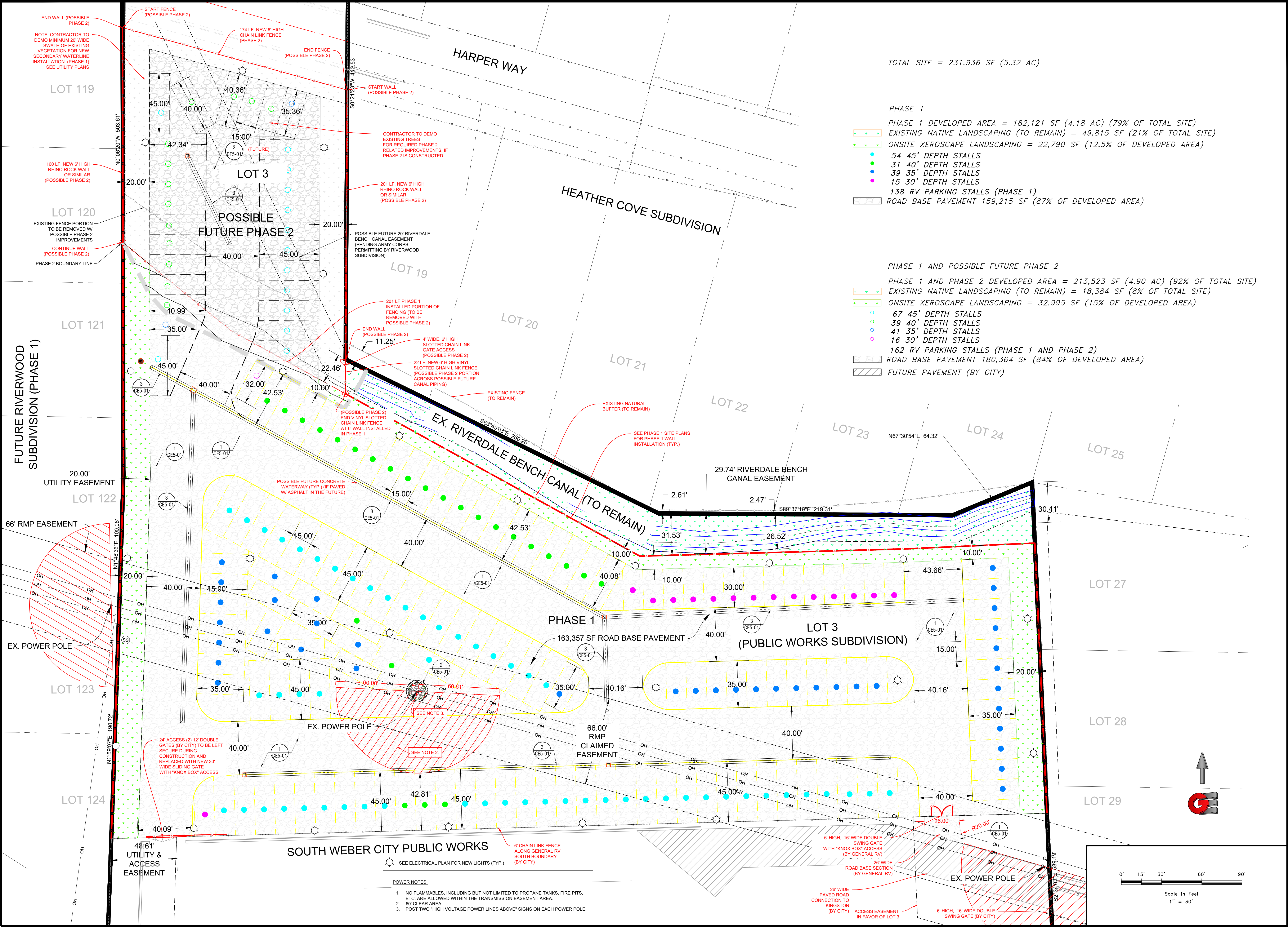
SITE PLAN
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
 CIVIL & LAND PLANNING
 MUNICIPAL & LAND SURVEYING
 1800 W 2100 S, WEST HAVEN, UT 84405
 P. 801.476.0202 F. 801.476.0066

CE1-01

- POWER NOTES:**
- NO FLAMMABLES, INCLUDING BUT NOT LIMITED TO PROPANE TANKS, FIRE PITS, ETC. ARE ALLOWED WITHIN THE TRANSMISSION EASEMENT AREA.
 - 60' CLEAR AREA.
 - POST TWO "HIGH VOLTAGE POWER LINES ABOVE" SIGNS ON POWER POLE.
 - PROVIDE ADDITIONAL SIGN ON SOUTH SIDE OF POWER POLE STATING: "NO ROOF ACCESS IS ALLOWED FOR VEHICLES PARKED UNDER POWER LINES".





TOTAL SITE = 231,936 SF (5.32 AC)

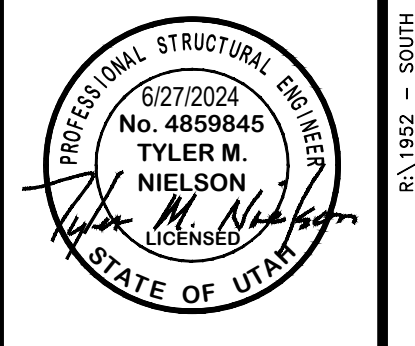
PHASE 1

- PHASE 1 DEVELOPED AREA = 182,121 SF (4.18 AC) (79% OF TOTAL SITE)
- EXISTING NATIVE LANDSCAPING (TO REMAIN) = 49,815 SF (21% OF TOTAL SITE)
- ONSITE XEROSCAPE LANDSCAPING = 22,790 SF (12.5% OF DEVELOPED AREA)
- 54 45' DEPTH STALLS
- 31 40' DEPTH STALLS
- 39 35' DEPTH STALLS
- 15 30' DEPTH STALLS
- 138 RV PARKING STALLS (PHASE 1)
- ROAD BASE PAVEMENT 159,215 SF (87% OF DEVELOPED AREA)

PHASE 1 AND POSSIBLE FUTURE PHASE 2

- PHASE 1 AND PHASE 2 DEVELOPED AREA = 213,523 SF (4.90 AC) (92% OF TOTAL SITE)
- EXISTING NATIVE LANDSCAPING (TO REMAIN) = 18,384 SF (8% OF TOTAL SITE)
- ONSITE XEROSCAPE LANDSCAPING = 32,995 SF (15% OF DEVELOPED AREA)
- 67 45' DEPTH STALLS
- 39 40' DEPTH STALLS
- 41 35' DEPTH STALLS
- 16 30' DEPTH STALLS
- 162 RV PARKING STALLS (PHASE 1 AND PHASE 2)
- ROAD BASE PAVEMENT 180,364 SF (84% OF DEVELOPED AREA)
- FUTURE PAVEMENT (BY CITY)

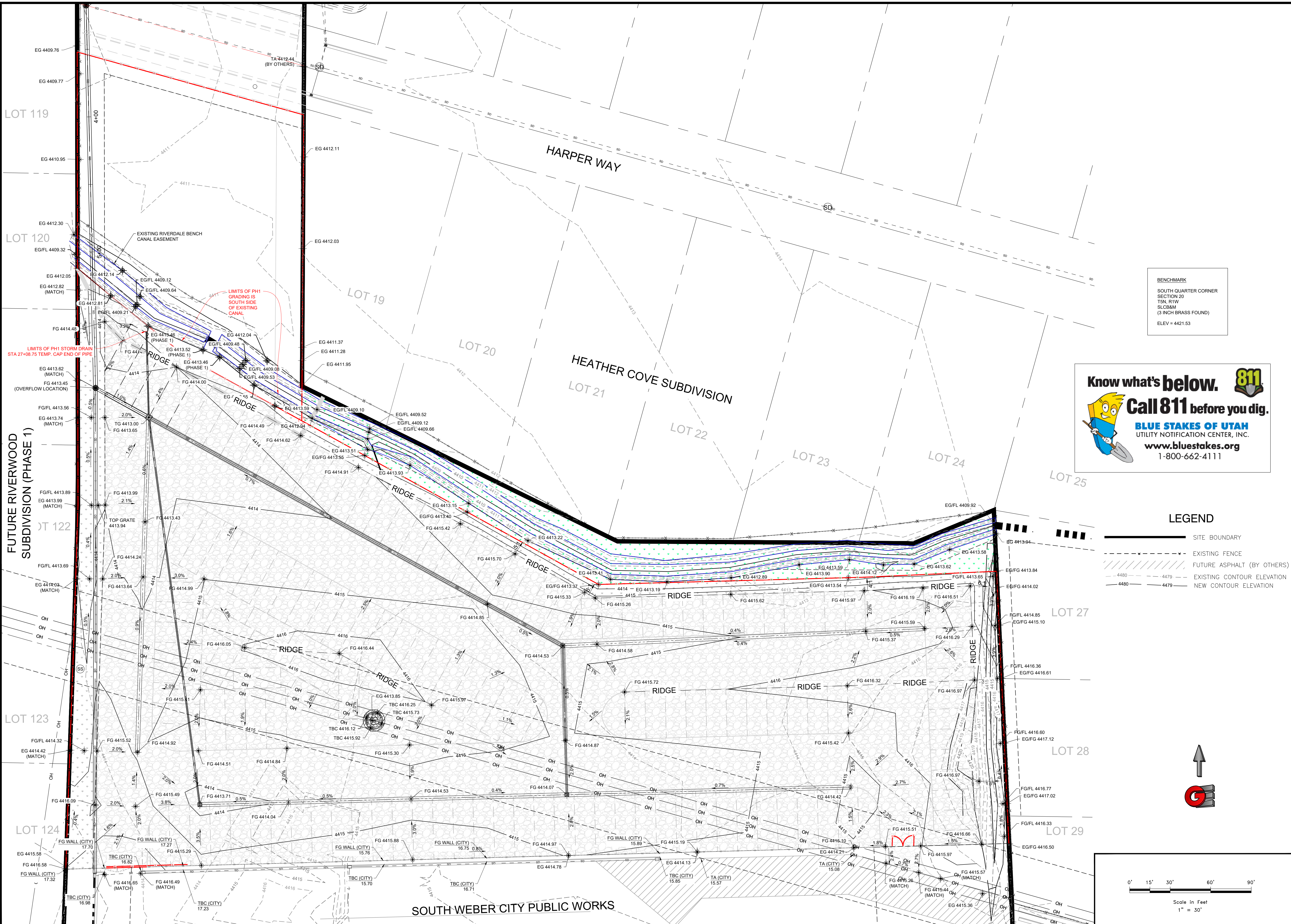
REVISIONS	DESCRIPTION
DATE	



SITE PLAN (PH2 - FUTURE)
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

CE1-02

- POWER NOTES:**
- NO FLAMMABLES, INCLUDING BUT NOT LIMITED TO PROPANE TANKS, FIRE PITS, ETC. ARE ALLOWED WITHIN THE TRANSMISSION EASEMENT AREA.
 - 60' CLEAR AREA.
 - POST TWO "HIGH VOLTAGE POWER LINES ABOVE" SIGNS ON EACH POWER POLE.



BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 T&N, R1W
 SLC88M
 (3 INCH BRASS FOUND)
 ELEV = 4421.53

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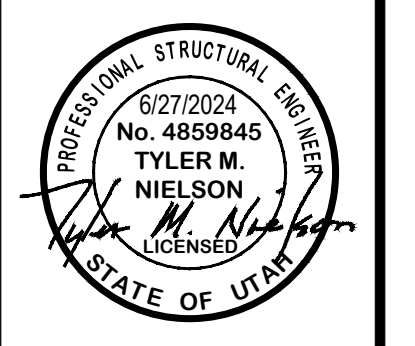
LEGEND

	SITE BOUNDARY
	EXISTING FENCE
	FUTURE ASPHALT (BY OTHERS)
	EXISTING CONTOUR ELEVATION
	NEW CONTOUR ELEVATION

REVISIONS

DATE	DESCRIPTION

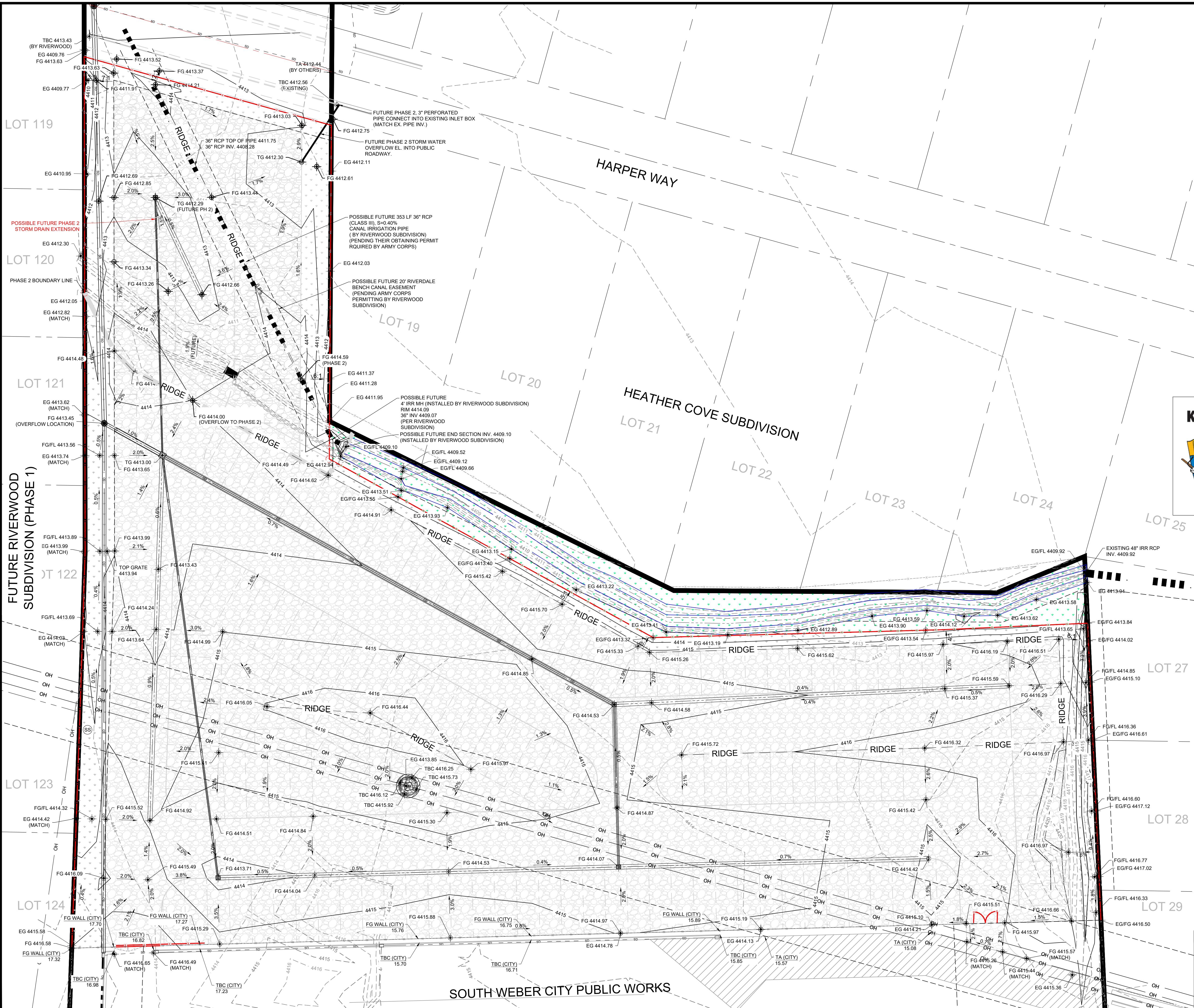
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 CHECKED: T.M.
 DWG:



GRADING PLAN
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

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CE2-01

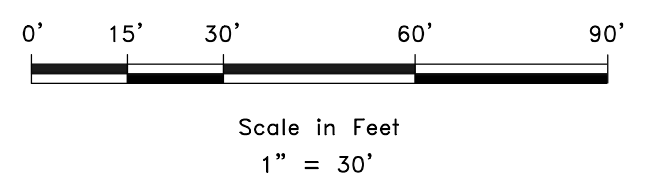
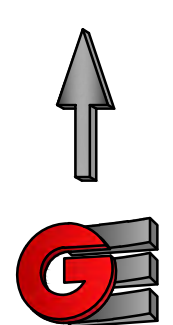


BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 T5N, R1W
 SLC88M
 (3 INCH BRASS FOUND)
 ELEV = 4421.53

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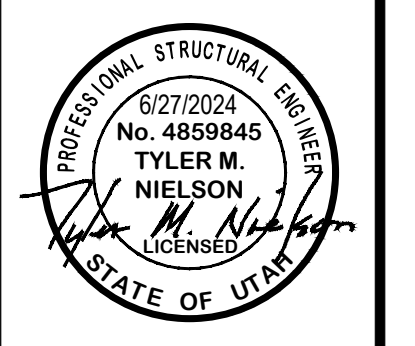
LEGEND

	SITE BOUNDARY
	EXISTING FENCE
	FUTURE ASPHALT (BY OTHERS)
	EXISTING CONTOUR ELEVATION
	NEW CONTOUR ELEVATION



REVISIONS	DESCRIPTION
DATE	

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 CHECKED: T.M.
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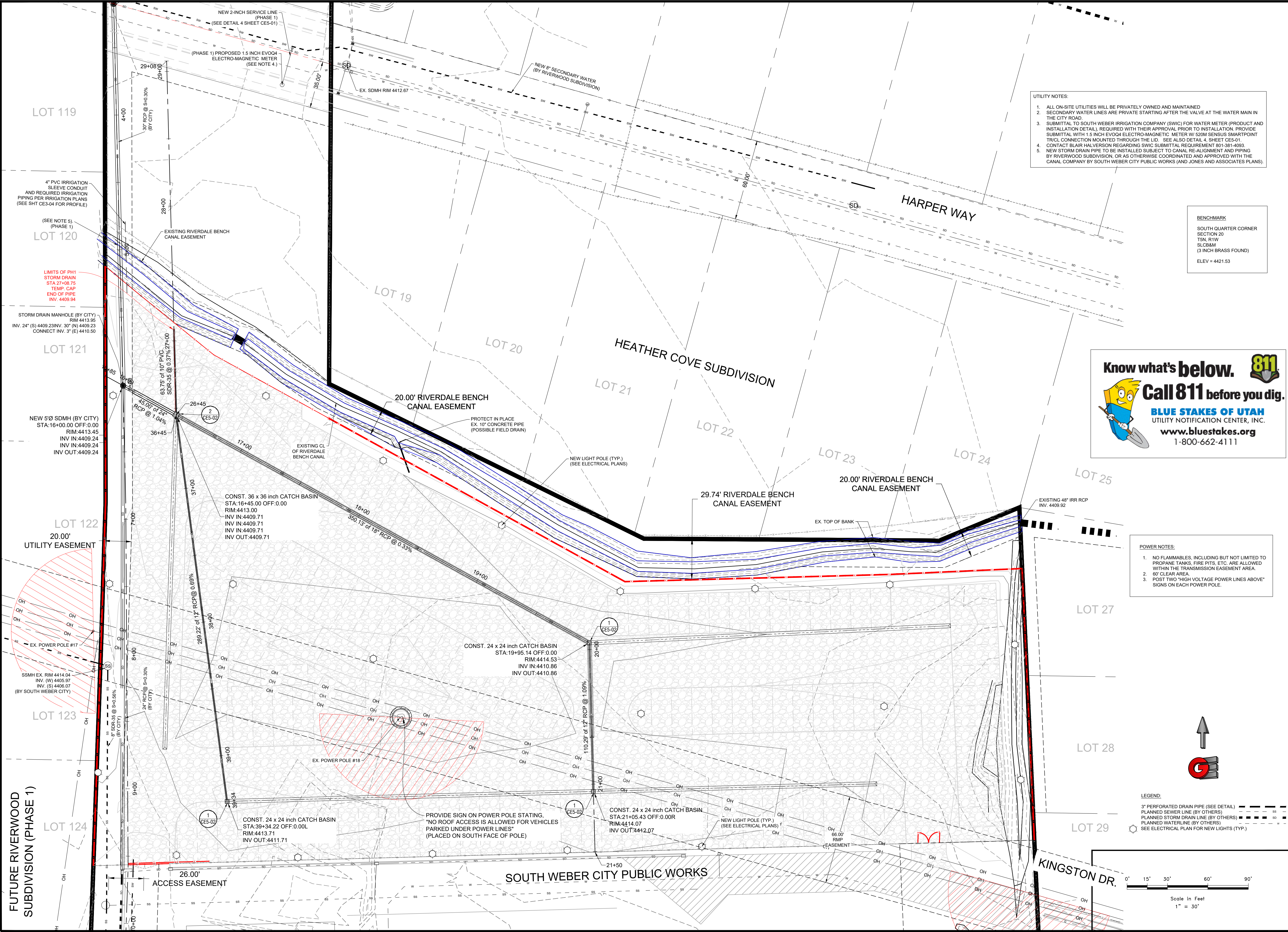


GRADING PLAN (PH2 - FUTURE)
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

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CE2-02



UTILITY NOTES:

1. ALL ON-SITE UTILITIES WILL BE PRIVATELY OWNED AND MAINTAINED
2. SECONDARY WATER LINES ARE PRIVATE STARTING AFTER THE VALVE AT THE WATER MAIN IN THE CITY ROAD
3. SUBMITTAL TO SOUTH WEBER IRRIGATION COMPANY (SWIC) FOR WATER METER (PRODUCT AND INSTALLATION DETAIL), REQUIRED WITH THEIR APPROVAL PRIOR TO INSTALLATION. PROVIDE SUBMITTAL WITH 1.5 INCH EVO04 ELECTRO-MAGNETIC METER W/ 520M SENSUS SMARTPOINT TRCL CONNECTION MOUNTED THROUGH THE LID. SEE ALSO DETAIL 4, SHEET CE5-01.
4. CONTACT BLAIR HALVERSON REGARDING SWIC SUBMITTAL REQUIREMENT 801-581-4093.
5. NEW STORM DRAIN PIPE TO BE INSTALLED SUBJECT TO CANAL RE-ALIGNMENT AND PIPING BY RIVERWOOD SUBDIVISION, OR AS OTHERWISE COORDINATED AND APPROVED WITH THE CANAL COMPANY BY SOUTH WEBER CITY PUBLIC WORKS (AND JONES AND ASSOCIATES PLANS).

BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 T4N, R1W
 S10E, 3 INCH BRASS FOUND
 ELEV = 4421.53

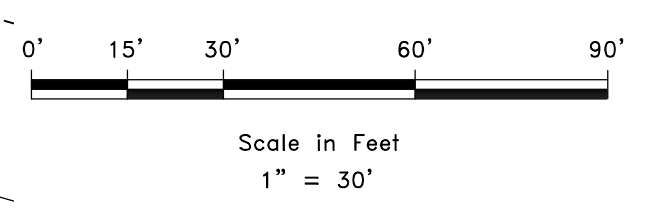
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POWER NOTES:

1. NO FLAMMABLES, INCLUDING BUT NOT LIMITED TO PROPANE TANKS, FIRE PITS, ETC. ARE ALLOWED WITHIN THE TRANSMISSION EASEMENT AREA.
2. 60' CLEAR AREA.
3. POST TWO "HIGH VOLTAGE POWER LINES ABOVE" SIGNS ON EACH POWER POLE.

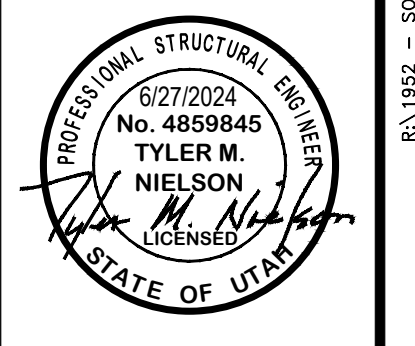
LEGEND:

- 3" PERFORATED DRAIN PIPE (SEE DETAIL)
- PLANNED SEWER LINE (BY OTHERS)
- PLANNED STORM DRAIN LINE (BY OTHERS)
- PLANNED WATERLINE (BY OTHERS)
- SEE ELECTRICAL PLAN FOR NEW LIGHTS (TYP.)



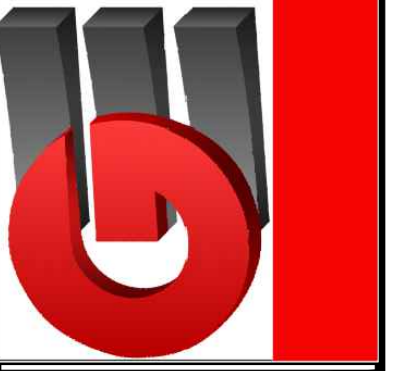
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REVISIONS	DESCRIPTION

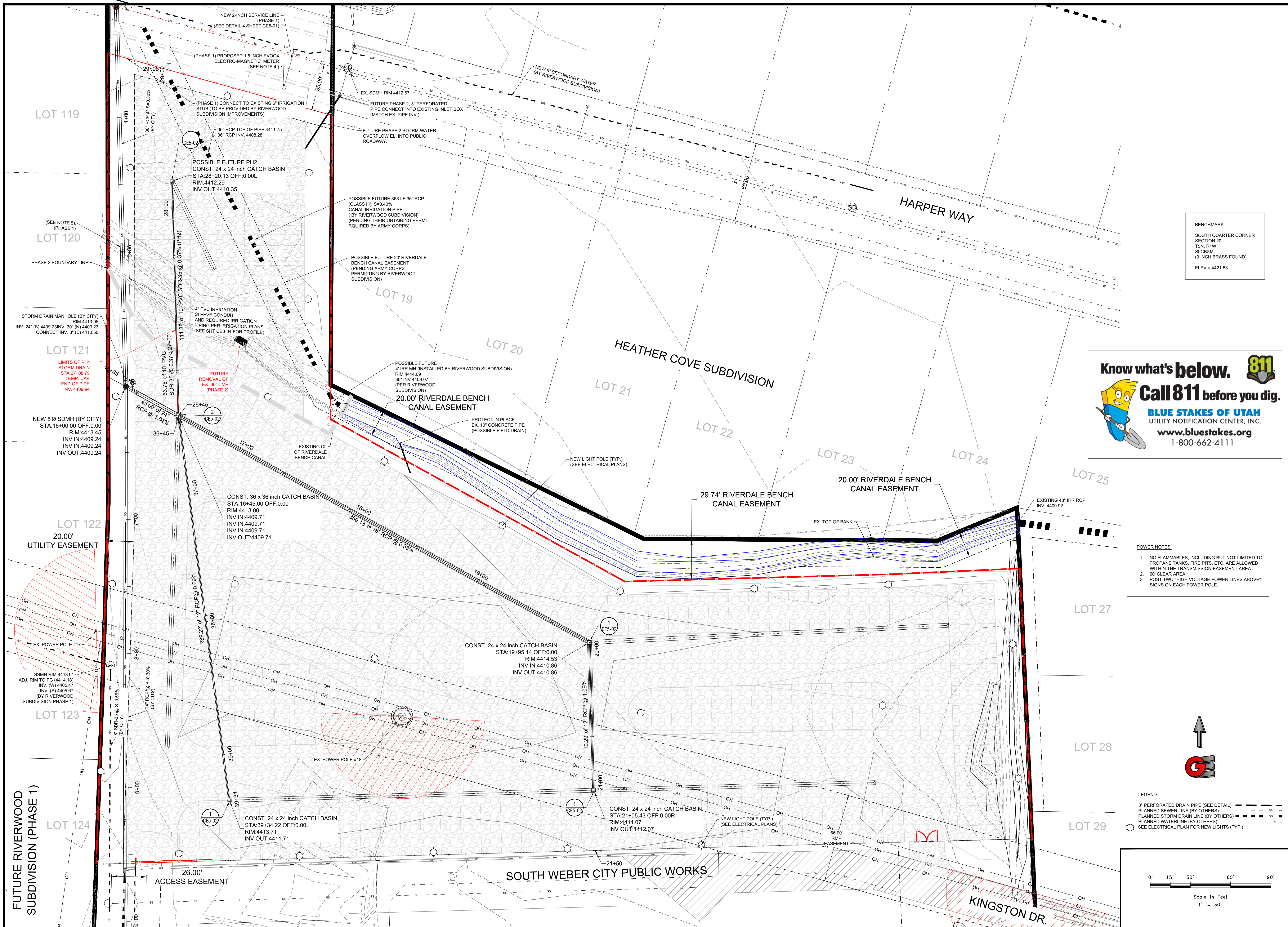


UTILITY PLAN
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

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CE3-01

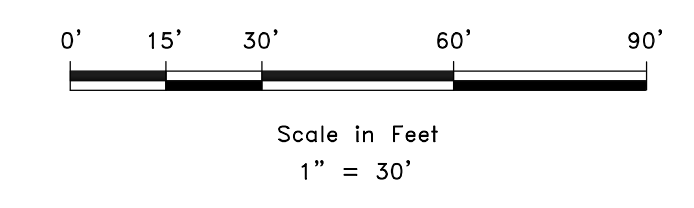


BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 TSN, R1W
 S1/4CSM
 (3 INCH BRASS FOUND)
 ELEV = 4421.53

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- POWER NOTES:**
1. NO FLAMMABLES, INCLUDING BUT NOT LIMITED TO PROPANE TANKS, FIRE PITS, ETC. ARE ALLOWED WITHIN THE TRANSMISSION EASEMENT AREA.
 2. 60' CLEAR AREA.
 3. POST TWO "HIGH VOLTAGE POWER LINES ABOVE" SIGNS ON EACH POWER POLE.

- LEGEND:**
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 - PLANNED SEWER LINE (BY OTHERS)
 - PLANNED STORM DRAIN LINE (BY OTHERS)
 - PLANNED WATERLINE (BY OTHERS)
 - SEE ELECTRICAL PLAN FOR NEW LIGHTS (TYP.)



REVISIONS	DATE	DESCRIPTION

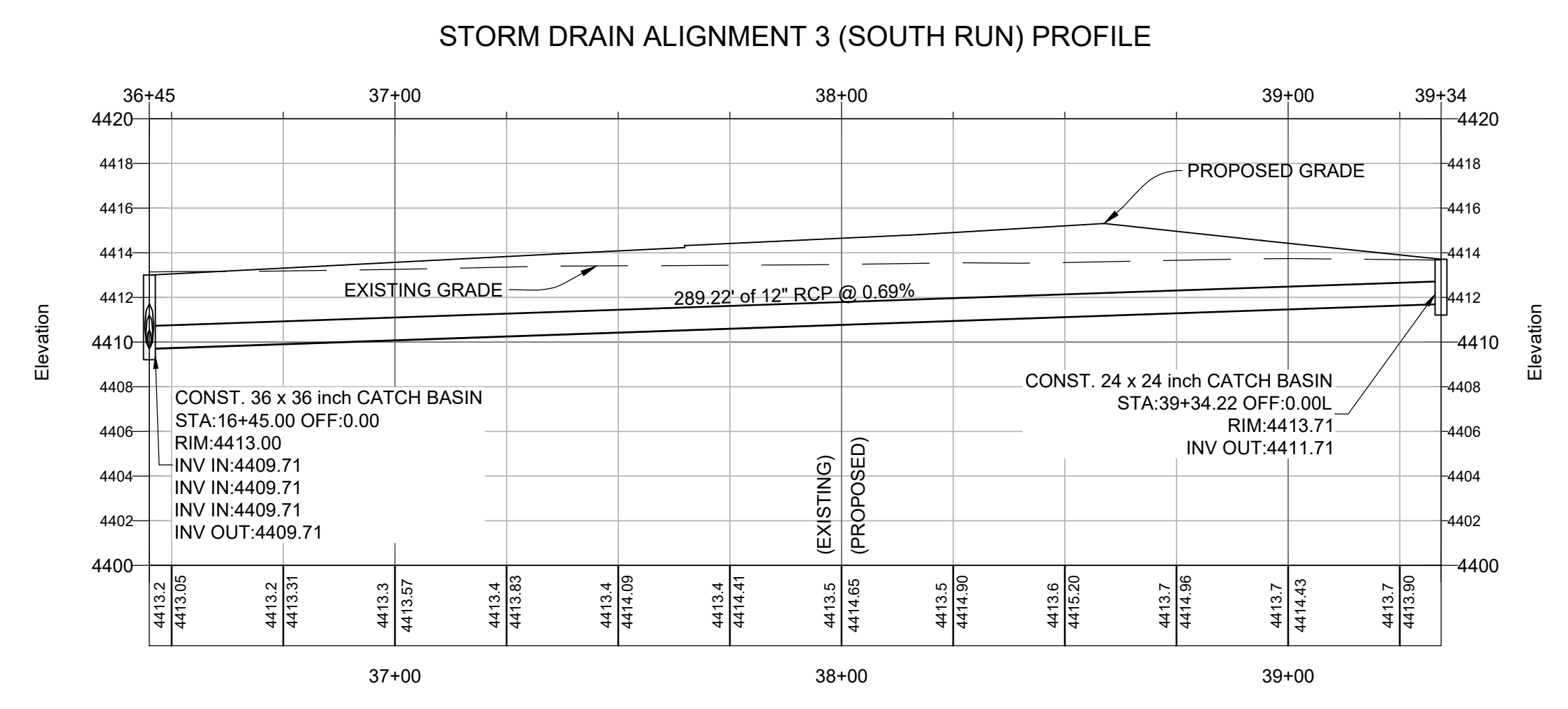
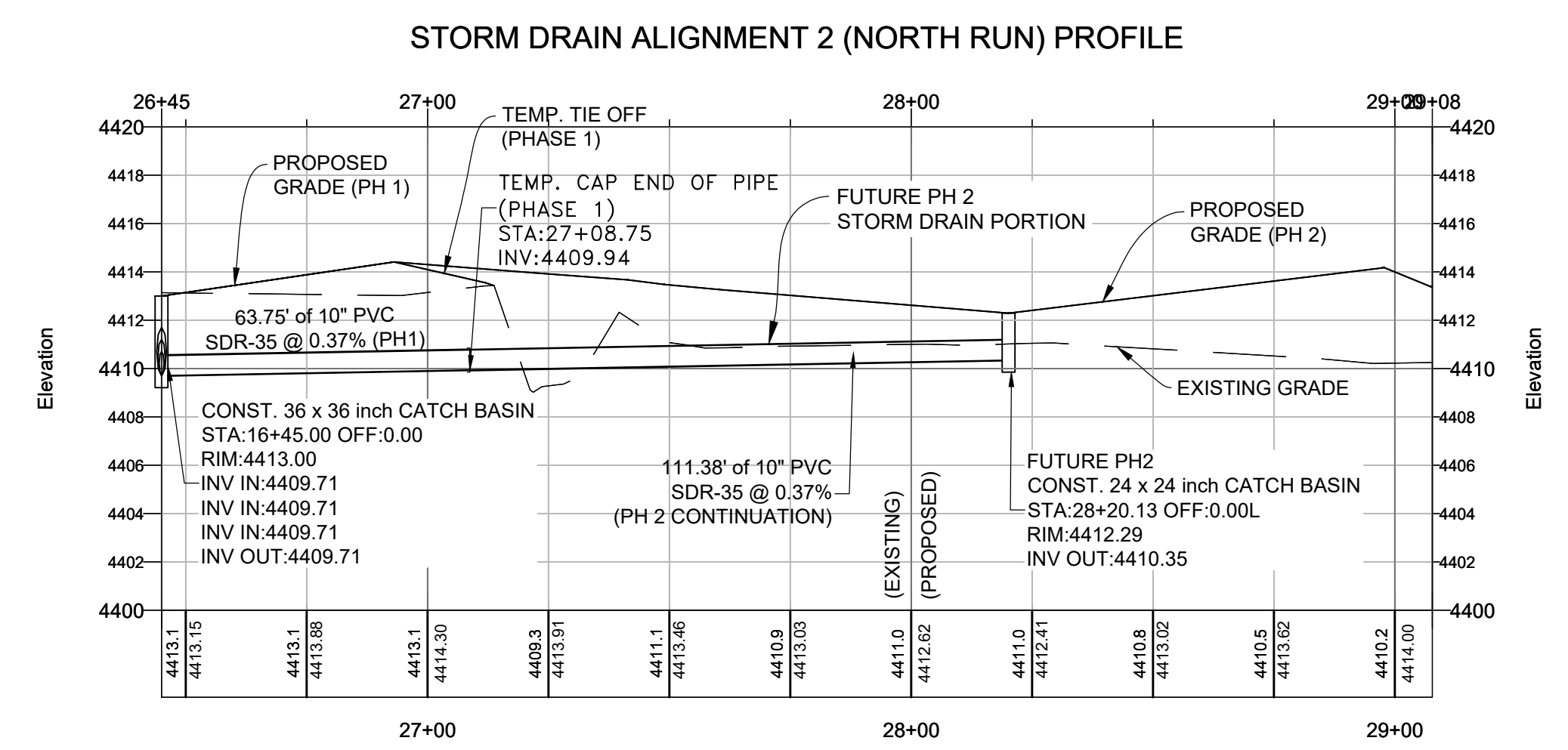
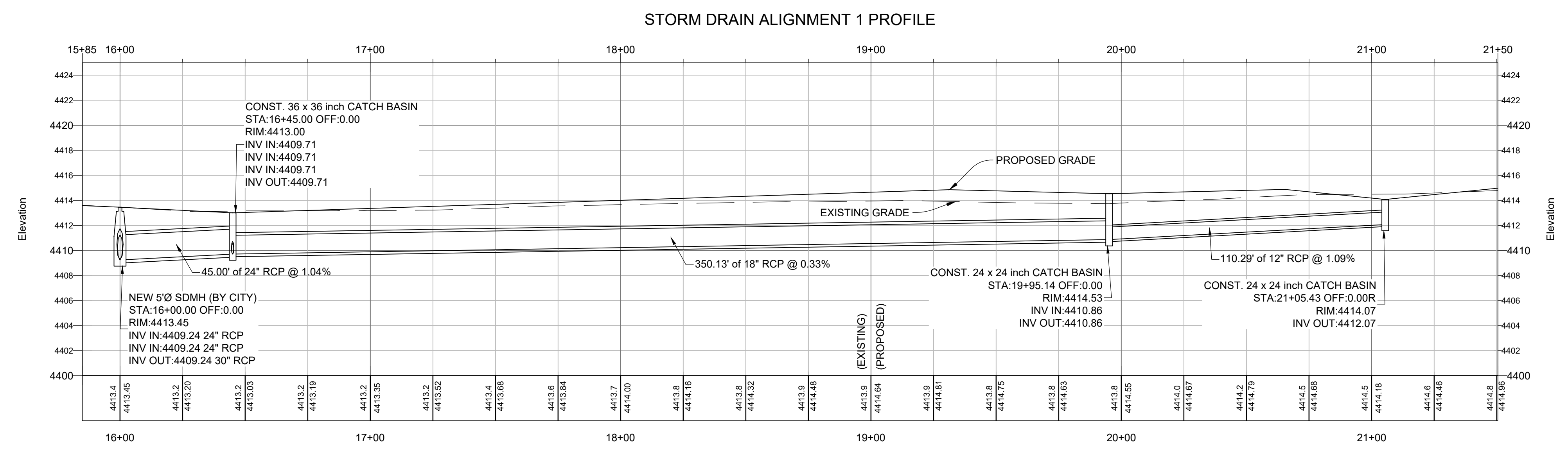
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 DESIGN: MJS
 DRAWN: MJS
 CHECKED: TJK
 DWG: _____

UTILITY PLAN (PH2 - FUTURE)
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

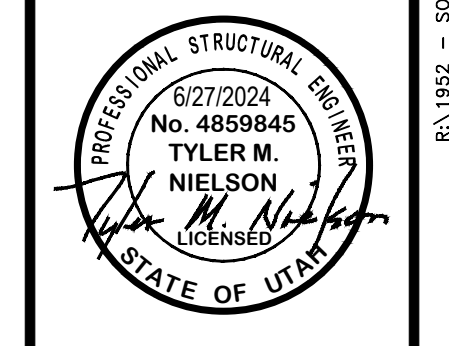
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 1880 W 2100S, WEST HAVEN, UT 84405
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CE3-02

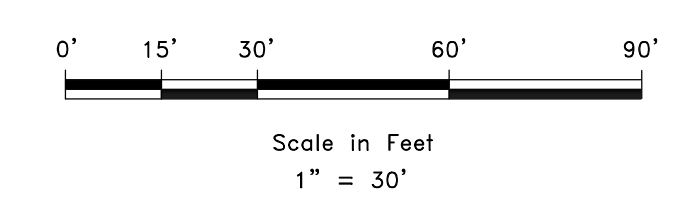


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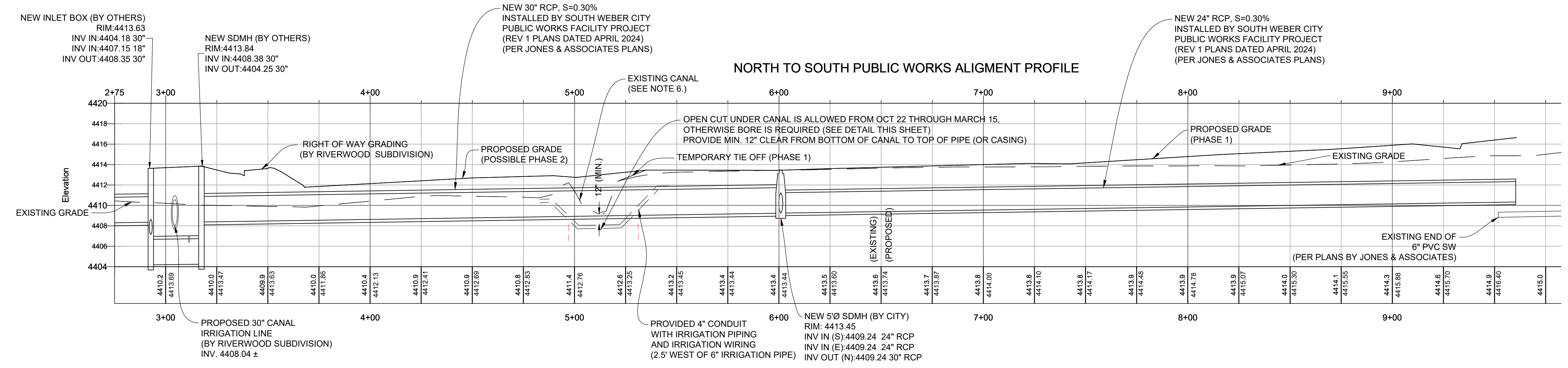
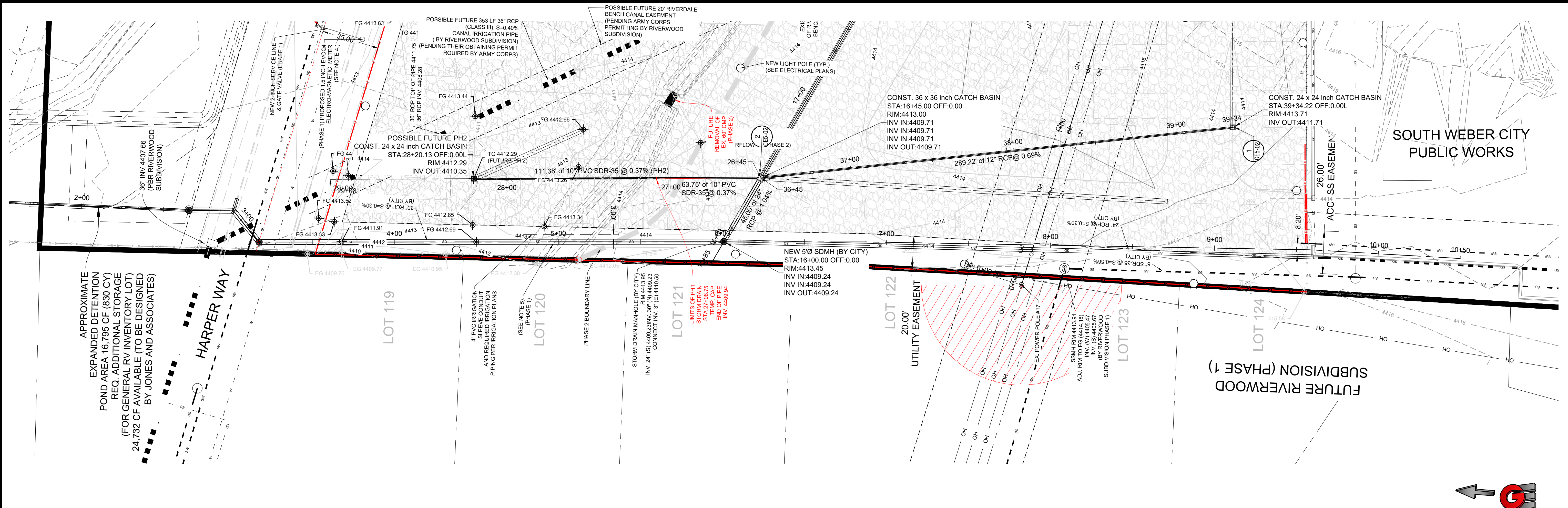


STORM DRAIN PROFILES
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

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 1850 W 2100S, WEST HAVEN, UT 84405
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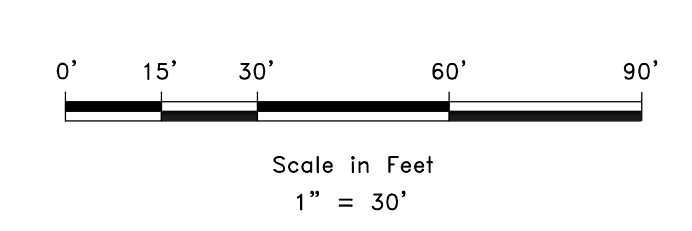
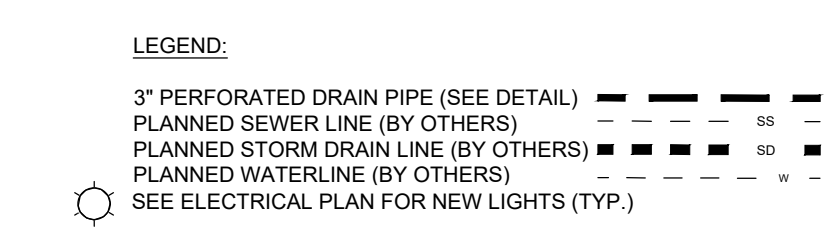
CE3-03



- UTILITY NOTES:**
- ALL ON-SITE UTILITIES WILL BE PRIVATELY OWNED AND MAINTAINED
 - SECONDARY WATER LINES ARE PRIVATE STARTING AFTER THE VALVE AT THE WATER MAIN IN THE CITY ROAD.
 - SUBMITTAL TO SOUTH WEBER IRRIGATION COMPANY (SWIC) FOR WATER METER (PRODUCT AND INSTALLATION DETAIL) REQUIRED WITH THEIR APPROVAL PRIOR TO INSTALLATION. PROVIDE SUBMITTAL WITH 1.5 INCH EVDO4 ELECTRO-MAGNETIC METER W/ 52MM SENSUS SMARTPOINT TR/C/L CONNECTION MOUNTED THROUGH THE LID.
 - CONTACT BLAIR HALVORSON REGARDING SWIC SUBMITTAL REQUIREMENT 801-381-4093.
 - NEW STORM DRAIN PIPE TO BE INSTALLED SUBJECT TO CANAL REALIGNMENT AND PIPING BY RIVERWOOD SUBDIVISION, OR AS OTHERWISE COORDINATED AND APPROVED WITH THE CANAL COMPANY BY SOUTH WEBER CITY PUBLIC WORKS (AND JONES AND ASSOCIATES PLANS).

Know what's below. **811**
Call 811 before you dig.
BLUE STAKES OF UTAH
 UTILITY NOTIFICATION CENTER, INC.
 www.bluestakes.org
 1-800-662-4111

BENCHMARK
 SOUTH QUARTER CORNER
 SECTION 20
 T5N, R11W
 SLC58M
 (3 INCH BRASS FOUND)
 ELEV = 4421.53



REVISIONS	DATE	DESCRIPTION

SCALE: T = 30'
 DATE: 6/27/2024
 DESIGN: WJS
 DRAWN: WJS
 CHECKED: TUN
 DWG.:

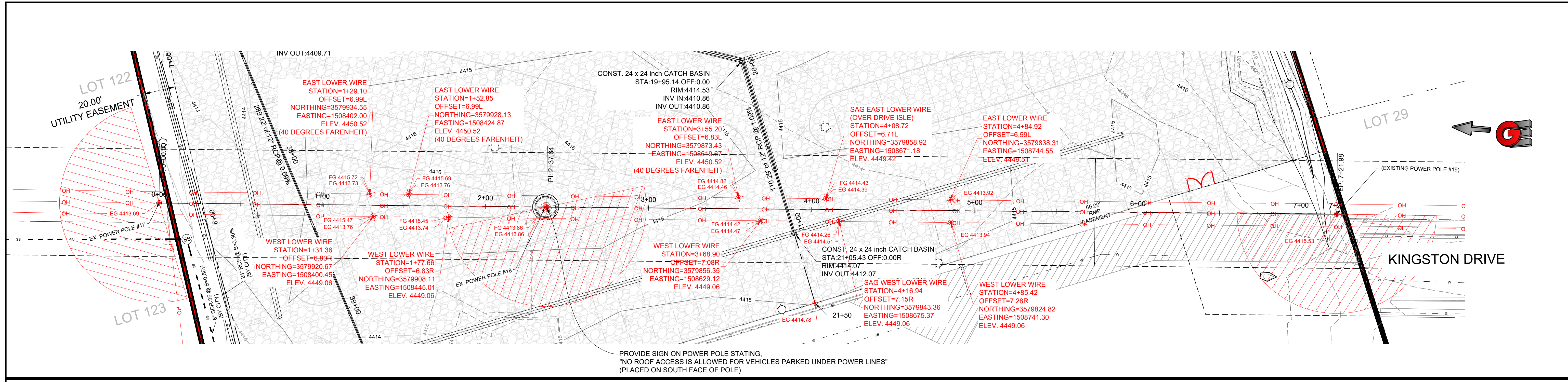
PROFESSIONAL STRUCTURAL ENGINEER
 No. 4859845
 TILER M. NELSON
 LICENSED
 STATE OF UTAH

SWID LINE PROFILE
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
 CIVIL & LAND PLANNING
 MUNICIPAL & LAND SURVEYING
 1850 W 2100S, WEST HAVEN, UT 84405
 P. 801.476.0202 F. 801.476.0066



CE3-04

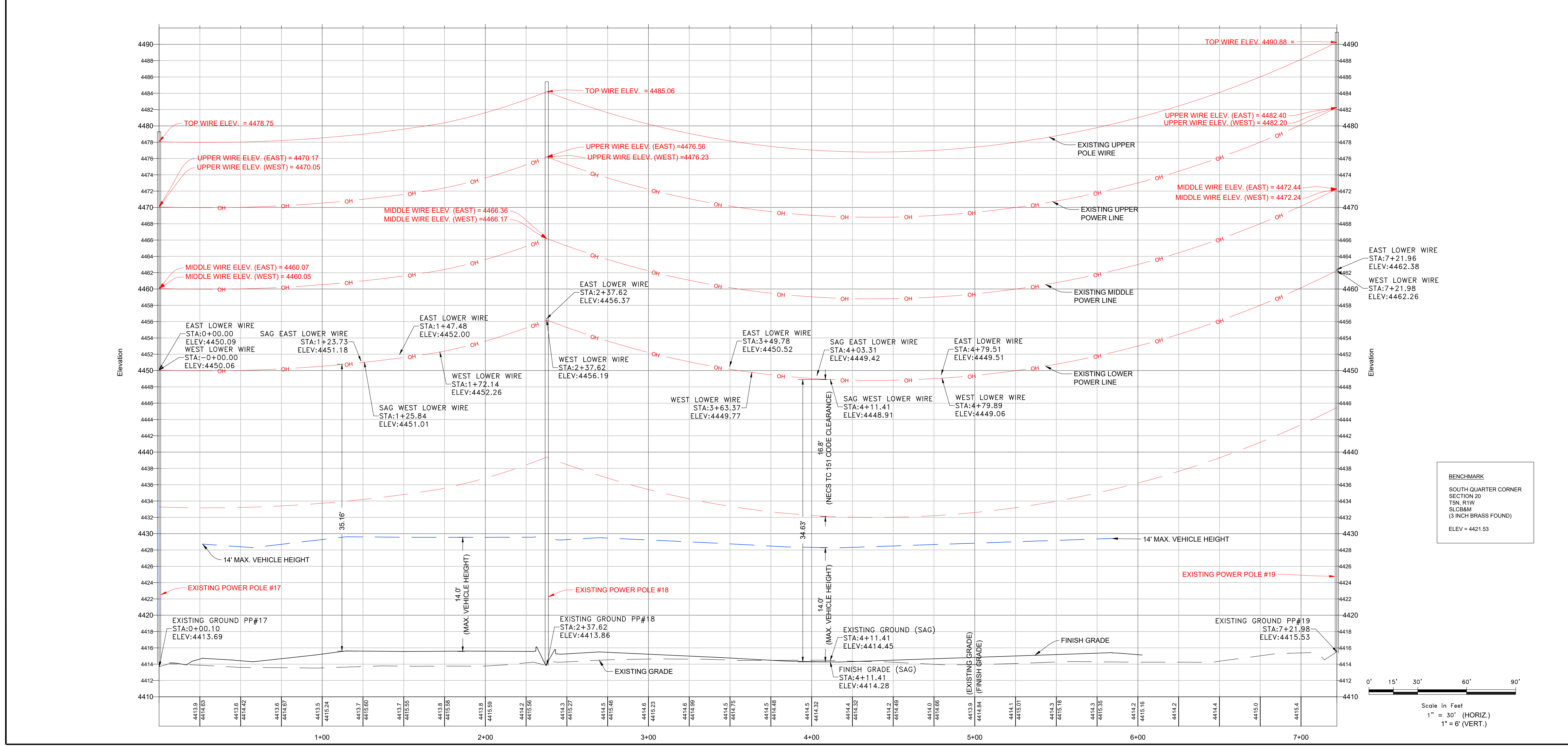


SCALE	1" = 30'
DATE	6/27/2024
DESIGN	WJS
DRAWN	WJS
CHECKED	TMN

REVISIONS	DESCRIPTION
DATE	

DWG:

PROFESSIONAL STRUCTURAL ENGINEER
 No. 4859845
 TYLER M. NIELSEN
 LICENSED
 STATE OF UTAH



RMP LINE PROFILE

GENERAL RV INVENTORY LOT

108 EAST SOUTH WEBER DRIVE

SOUTH WEBER CITY, DAVIS COUNTY, UTAH

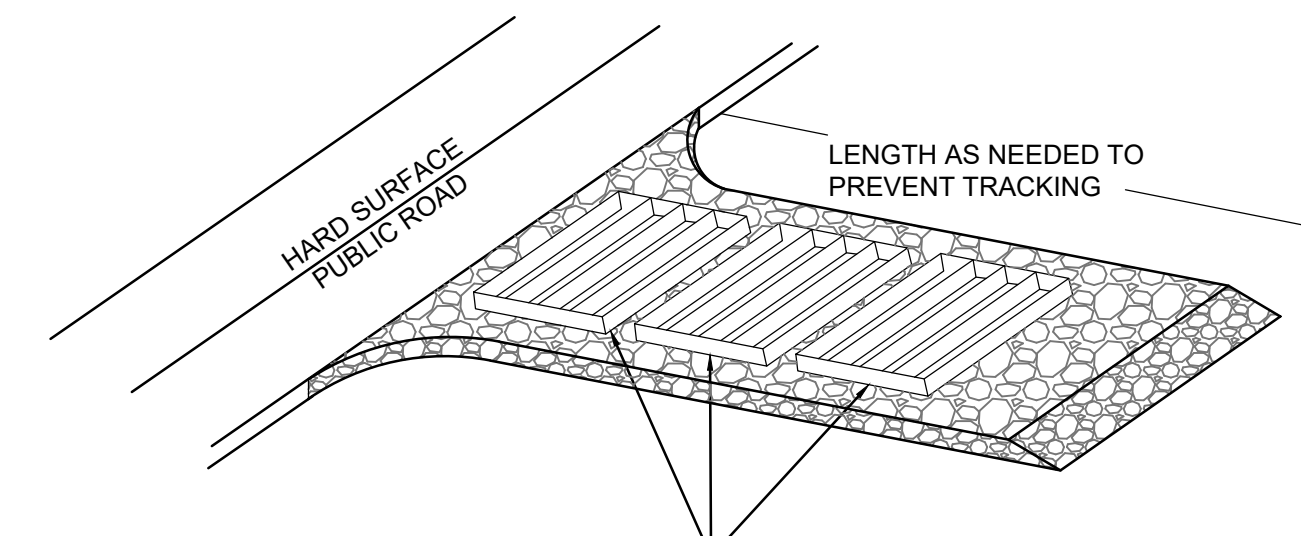
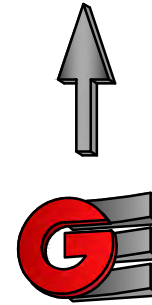
GARDNER ENGINEERING
 CIVIL - LAND PLANNING
 MUNICIPAL - LAND SURVEYING
 1890 W 2100S, WEST HAVEN, UT 84005
 P 801.476.0202 F 801.476.0066

CE3-05

953

EROSION CONTROL NOTES:

1. SANDBAGS WILL BE PLACED AT DISCHARGE LOCATIONS TO CONTAIN AND DIVERT STORM WATER THROUGH THE INLET PROTECTION.
2. AN EARTHEN BERM 6" HIGH WILL BE CONSTRUCTED TO CONTAIN THE STORM WATER AND DIVERT IT TO DISCHARGE AREAS.
3. STORM WATER WILL BE DISCHARGED INTO AN EXISTING DRAINAGE SYSTEM. EXISTING LINES SHALL BE INSPECTED PRIOR TO CERTIFICATE OF OCCUPANCY AND CLEANED IF NECESSARY.
4. THE STORM WATER POLLUTION PREVENTION PLAN SHALL CONFORM TO ALL STATE DIVISION OF ENVIRONMENTAL PROTECTION REGULATIONS.



A SERIES OF STEEL PLATES (3 OR MORE) WITH RUMBLE STRIPS OR MIN. 3" COARSE AGGREGATE.

ENTRANCE STABILIZATION NOTES:

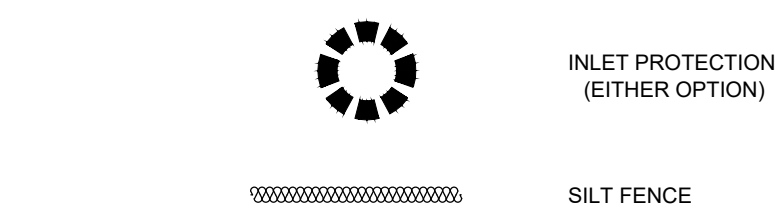
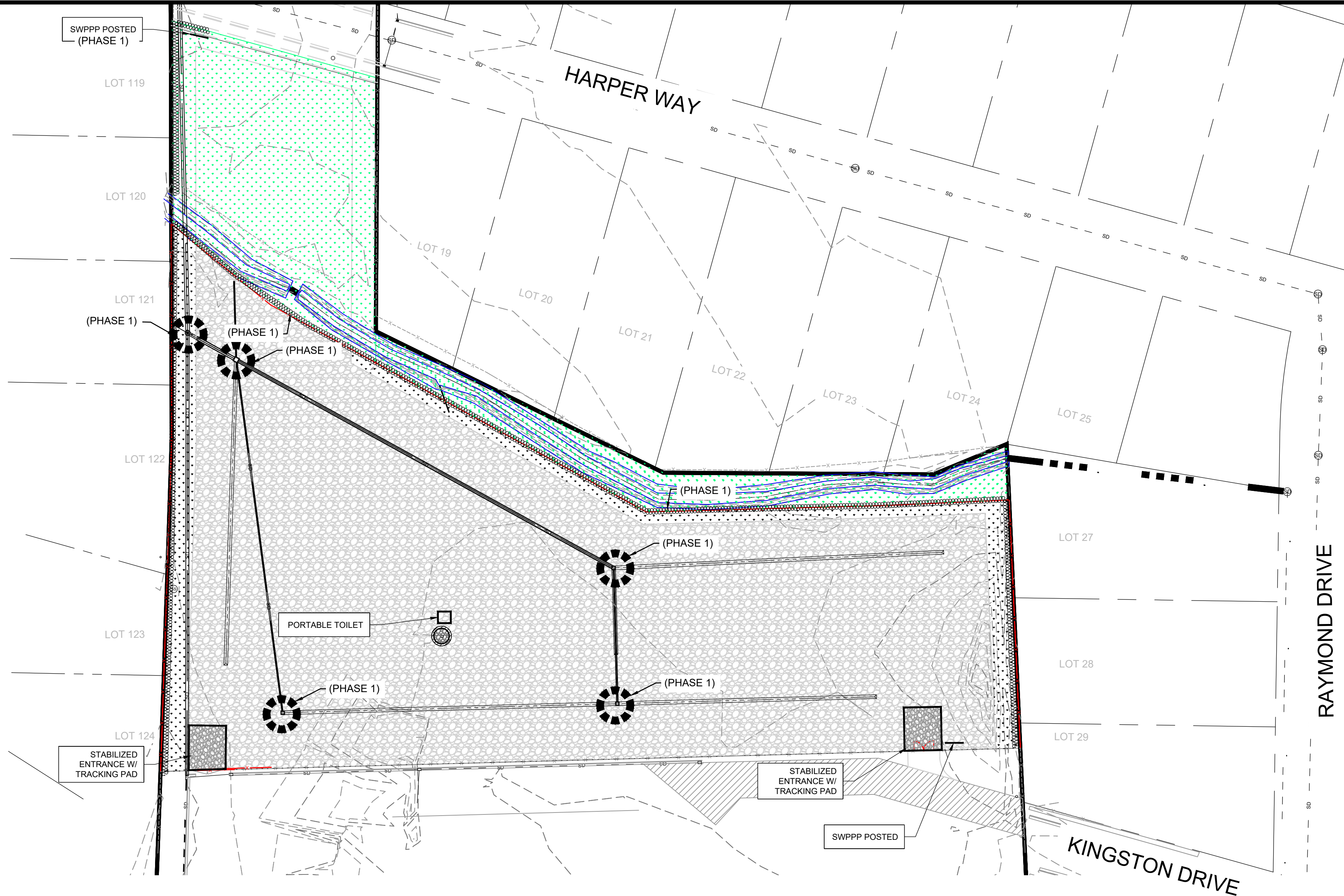
1. SEDIMENTS AND OTHER MATERIALS SHALL NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS SHALL BE STABILIZED SO AS TO PREVENT SEDIMENTS FROM BEING DEPOSITED INTO THE STORM DRAIN SYSTEMS. DEPOSITIONS MUST BE SWEEPED UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS INTO THE STORM DRAIN SYSTEM.
2. STABILIZED CONSTRUCTION ENTRANCE SHALL BE:
 - a. LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE TO OR FROM A PUBLIC RIGHT-OF-WAY, STREET, ALLEY AND SIDEWALK OR PARKING AREA.
 - b. A SERIES OF STEEL PLATES WITH "RUMBLE STRIPS", AND/OR MIN. 3" COARSE AGGREGATE WITH LENGTH, WIDTH AND THICKNESS AS NEEDED TO ADEQUATELY PREVENT ANY TRACKING ONTO PAVED SURFACES.
3. ADDING A WASH RACK WITH A SEDIMENT TRAP LARGE ENOUGH TO COLLECT ALL WASH WATER CAN GREATLY IMPROVE EFFICIENCY.
4. ALL VEHICLES ACCESSING THE CONSTRUCTION SITE SHALL UTILIZE THE STABILIZED CONSTRUCTION ENTRANCE SITES.

STREET MAINTENANCE NOTES:

1. REMOVE ALL SEDIMENT DEPOSITED ON PAVED ROADWAYS IMMEDIATELY.
2. SWEEP PAVED AREAS THAT RECEIVE CONSTRUCTION TRAFFIC WHENEVER SEDIMENT BECOMES VISIBLE.
3. PAVEMENT WASHING WITH WATER IS PROHIBITED IF IT RESULTS IN A DISCHARGE TO THE STORM DRAIN SYSTEM.

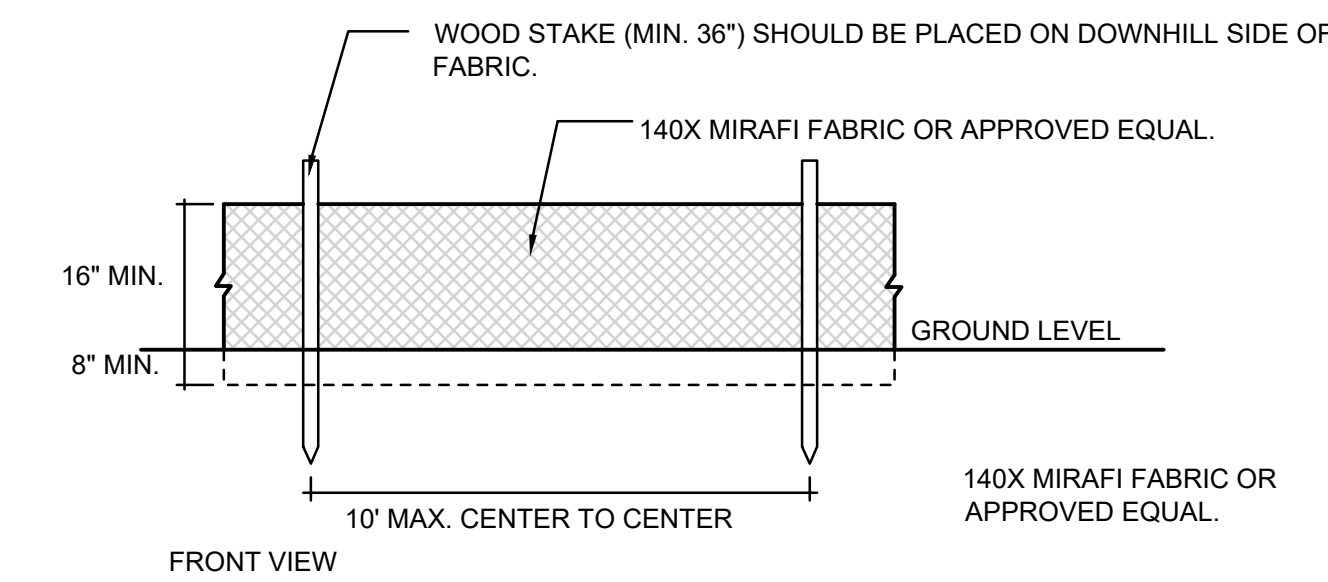
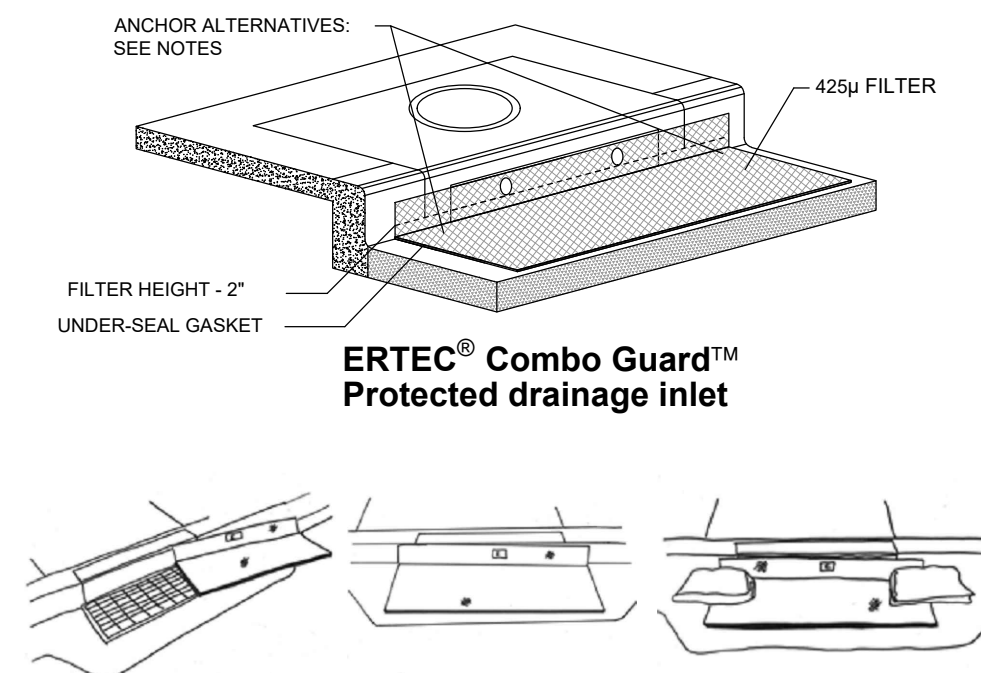
NOTE:

CONTRACTOR SHALL COMPLETE AND SUBMIT A STATE NOTICE OF INTENT (NOI) AND A STORM WATER POLLUTION PREVENTION PLAN BOOKLET



INSTALLATION NOTES

1. PLACEMENT: PLACE CG TIGHTLY AGAINST CURB OPENING AND COVER ENTIRE GRATE. CG SHOULD EXTEND AT LEAST 2 INCHES PAST GRATE TOWARDS STREET.
2. OVERLAP FOR LONG OPENINGS: OVERLAP CG UNITS AT LONGER OPENINGS.
3. ANCHOR: ANCHOR CG SO THAT WATER CANNOT FLOW BEHIND IT.
4. ALTERNATE ANCHOR METHODS: A) INSTALL GRAVEL BAGS AT EACH SIDE OF CG - HALF-ON AND HALF-OFF THE EDGES. USE HALF-FILLED GRAVEL BAGS (15 OR 20 LBS). ROUND ROCK IS RECOMMENDED. OR B) ATTACH WITH 16 GAUGE TIE-WIRE. CUT WIRE TO 18" LENGTH. AT EACH CORNER OF CG, FEED ONE END OF WIRE DOWN THROUGH CG, AROUND GRATE BAR, AND BACK UP THRU CG. ABOVE GROUND, TWIST WIRES SEVERAL TIMES. CUT-OFF EXCESS. OR C) FASTEN WITH CONCRETE ANCHORS/NAILS AT THE OUTSIDE EDGES OF CG.

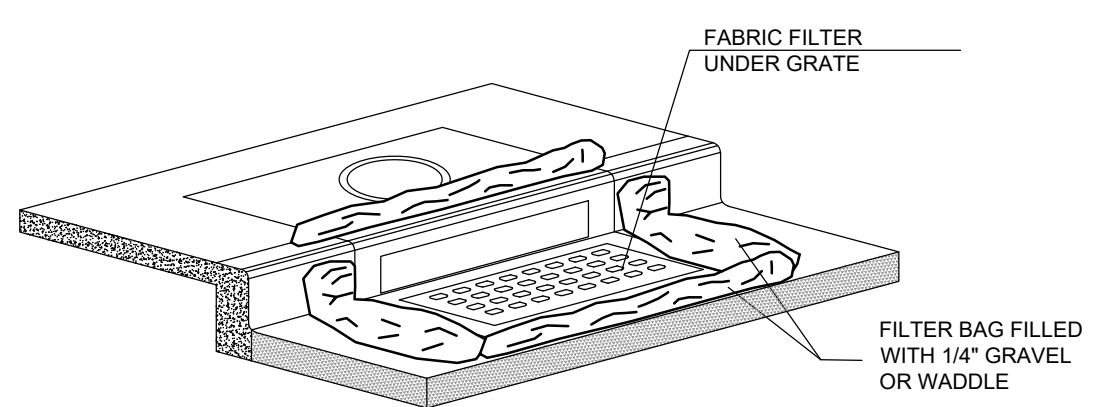


1A INLET PROTECTION - OPTION 1

Scale: NTS

2 SILT FENCE

Scale: NTS

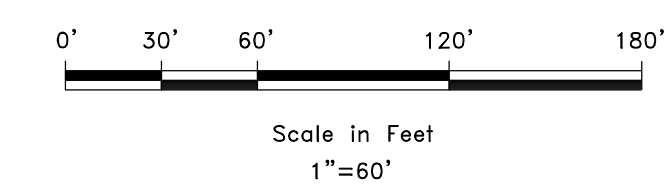


1B INLET PROTECTION - OPTION 2

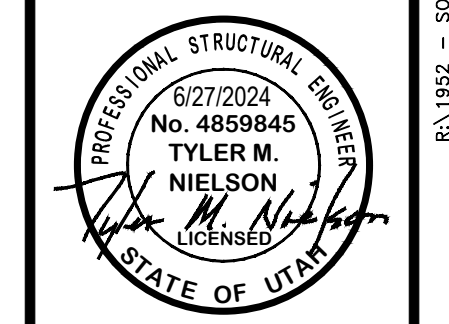
Scale: NTS

DEVELOPER:

SOUTH WEBER, LLC
KEVIN SCHONSHECK
25000 ASSEMBLY PARK DR.
WIXOM, MI 48393
(248) 787-4690



SCALE: 1"=60'	DATE: 6/27/2024	DESIGN: W.S	DRAWN: W.S	CHECKED: T.M
REVISIONS	DESCRIPTION	DATE		



SWPPP
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

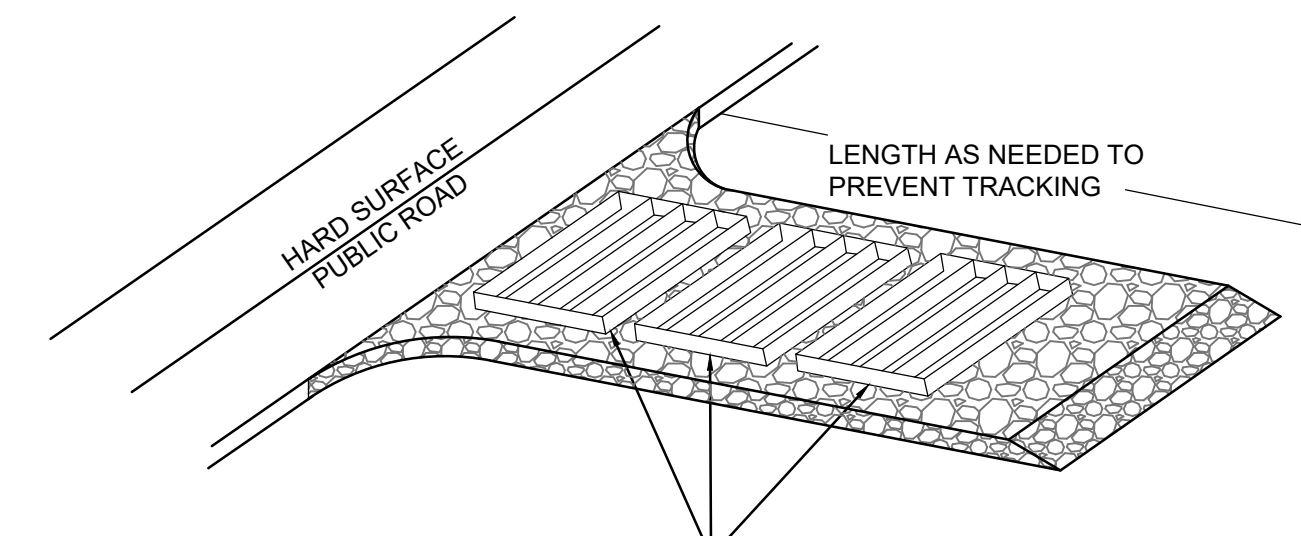
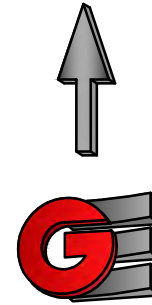
GARDNER ENGINEERING
CIVIL • LAND PLANNING
MUNICIPAL • LAND SURVEYING
1850 W 2100S, WEST HAVEN, UT 84405
P 801.476.0202 F 801.476.0066



CE4-01

EROSION CONTROL NOTES:

1. SANDBAGS WILL BE PLACED AT DISCHARGE LOCATIONS TO CONTAIN AND DIVERT STORM WATER THROUGH THE INLET PROTECTION.
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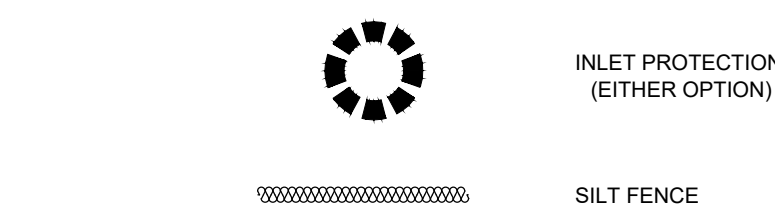
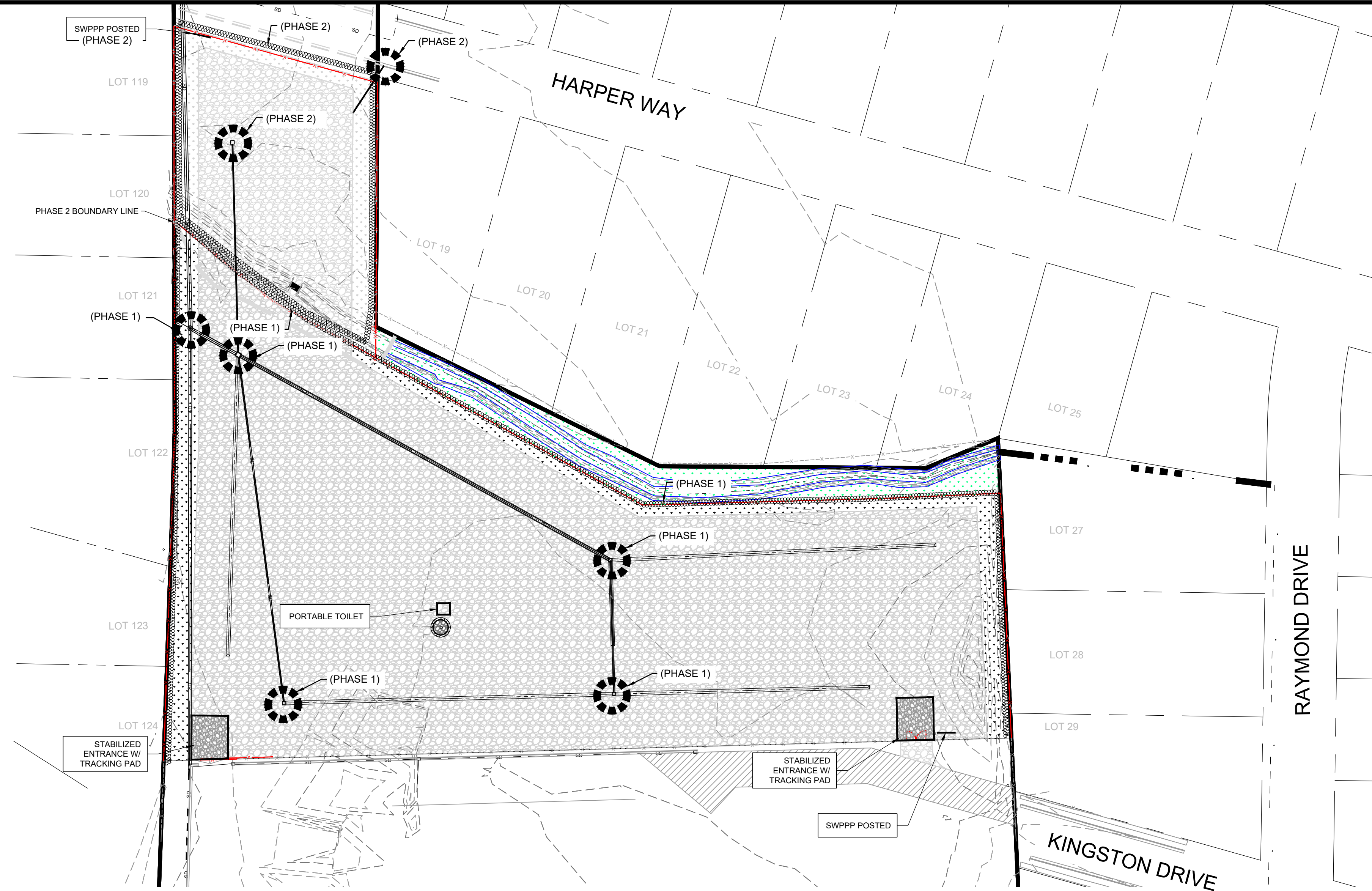
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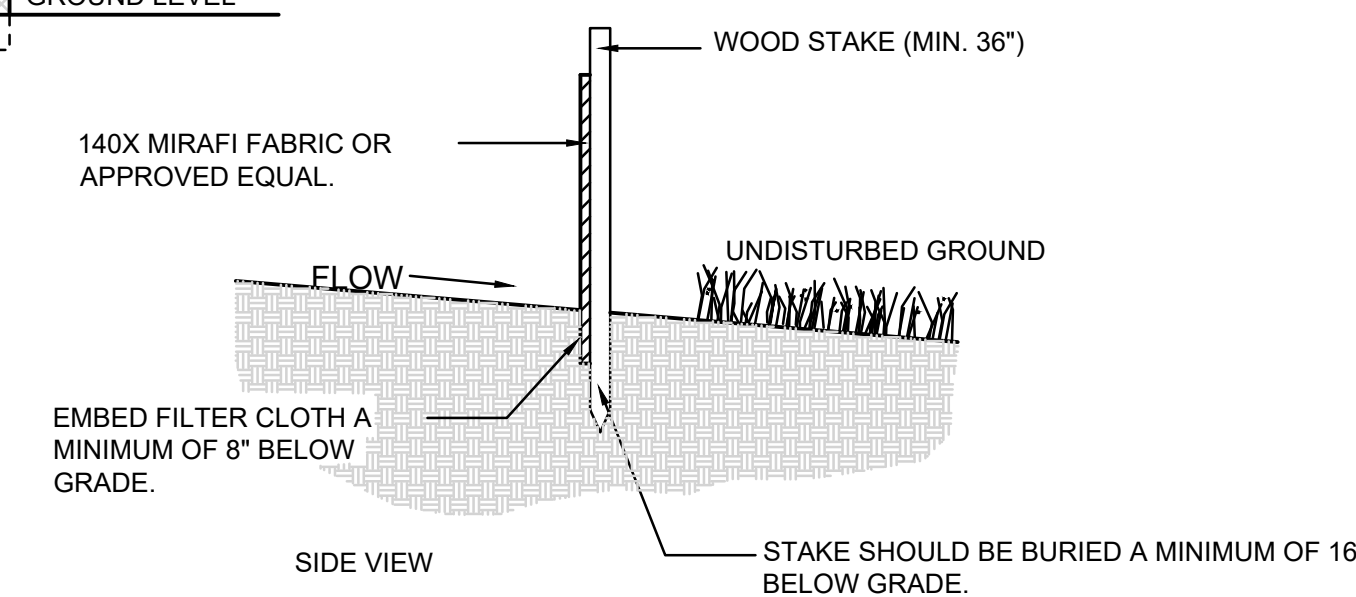
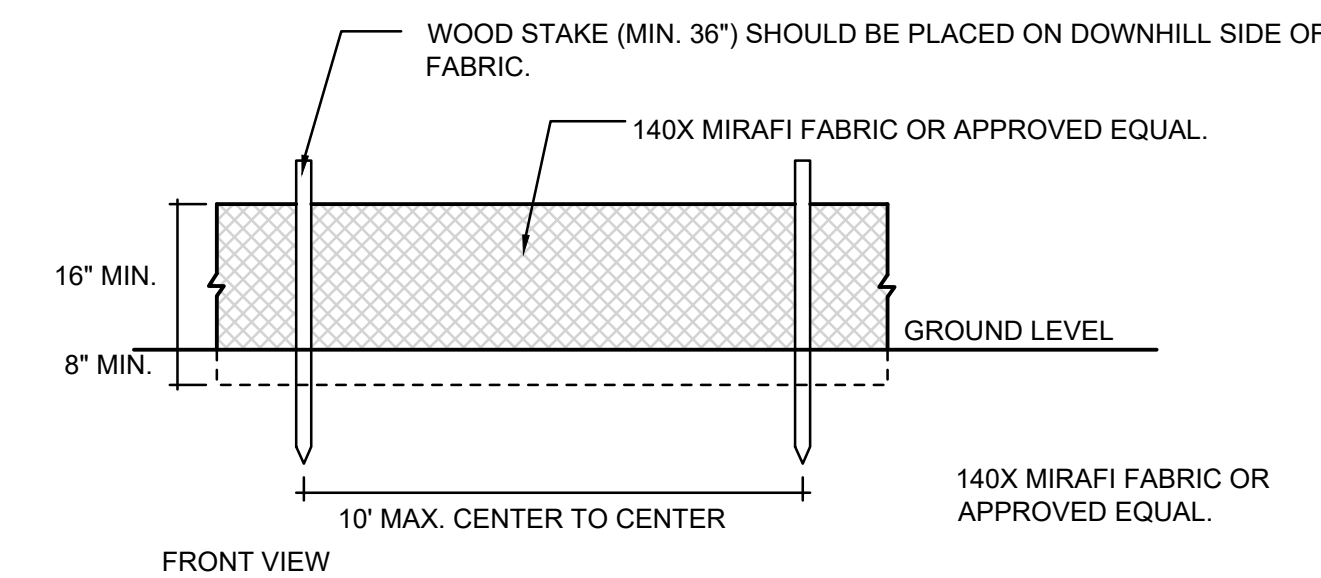
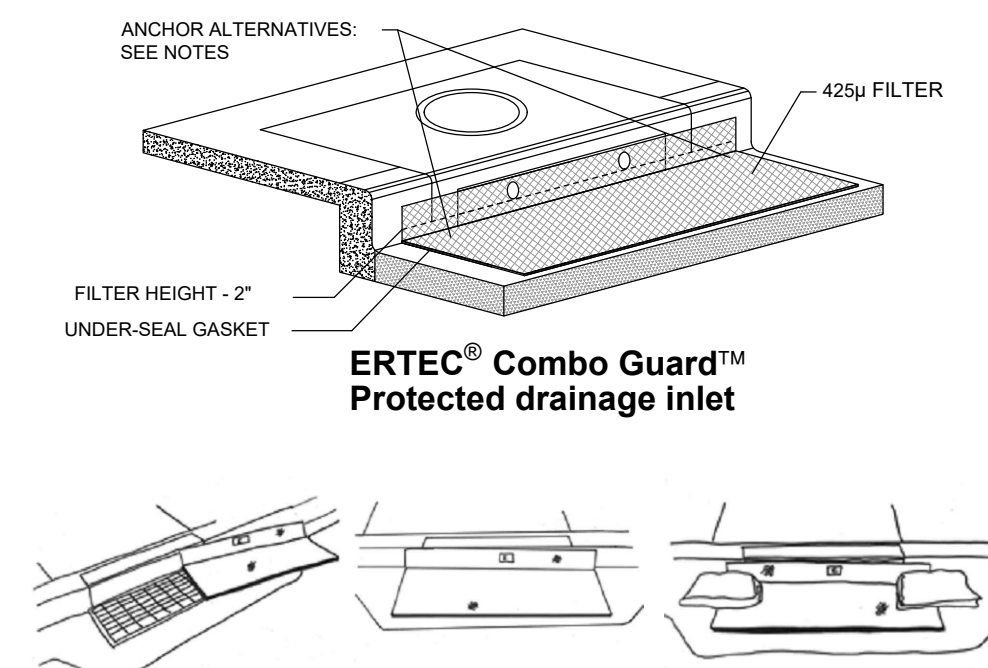
NOTE:

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INSTALLATION NOTES

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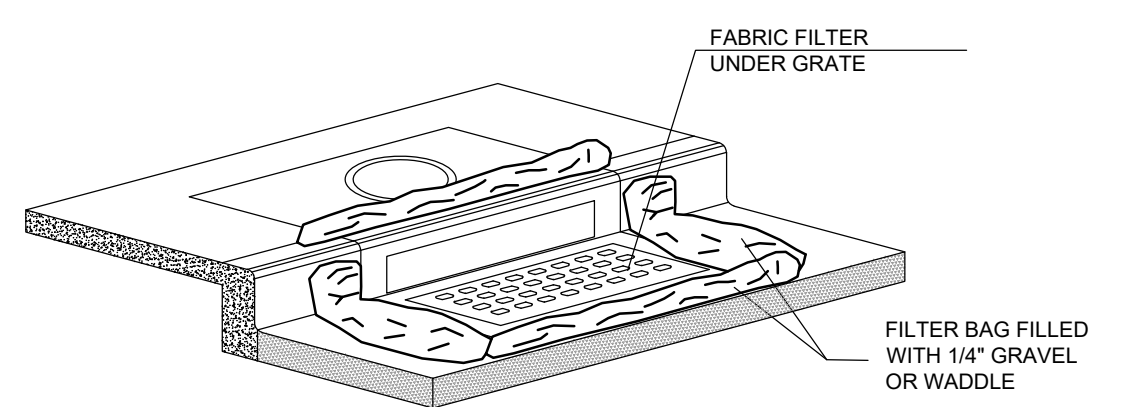


1A INLET PROTECTION - OPTION 1

Scale: NTS

2 SILT FENCE

Scale: NTS

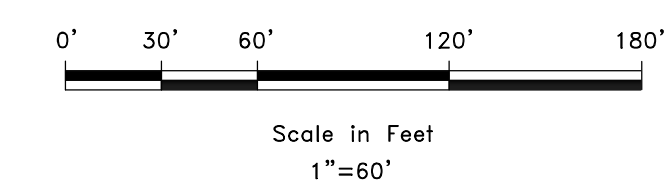


1B INLET PROTECTION - OPTION 2

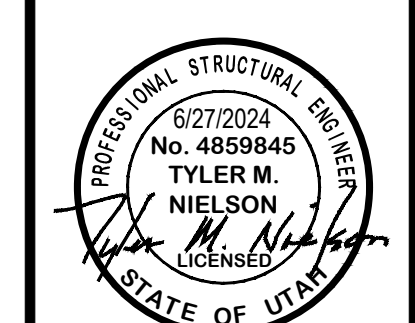
Scale: NTS

DEVELOPER:

SOUTH WEBER, LLC
 KEVIN SCHONSHECK
 25000 ASSEMBLY PARK DR.
 WIXOM, MI 48393
 (248) 787-4690



REVISIONS	DATE	DESCRIPTION

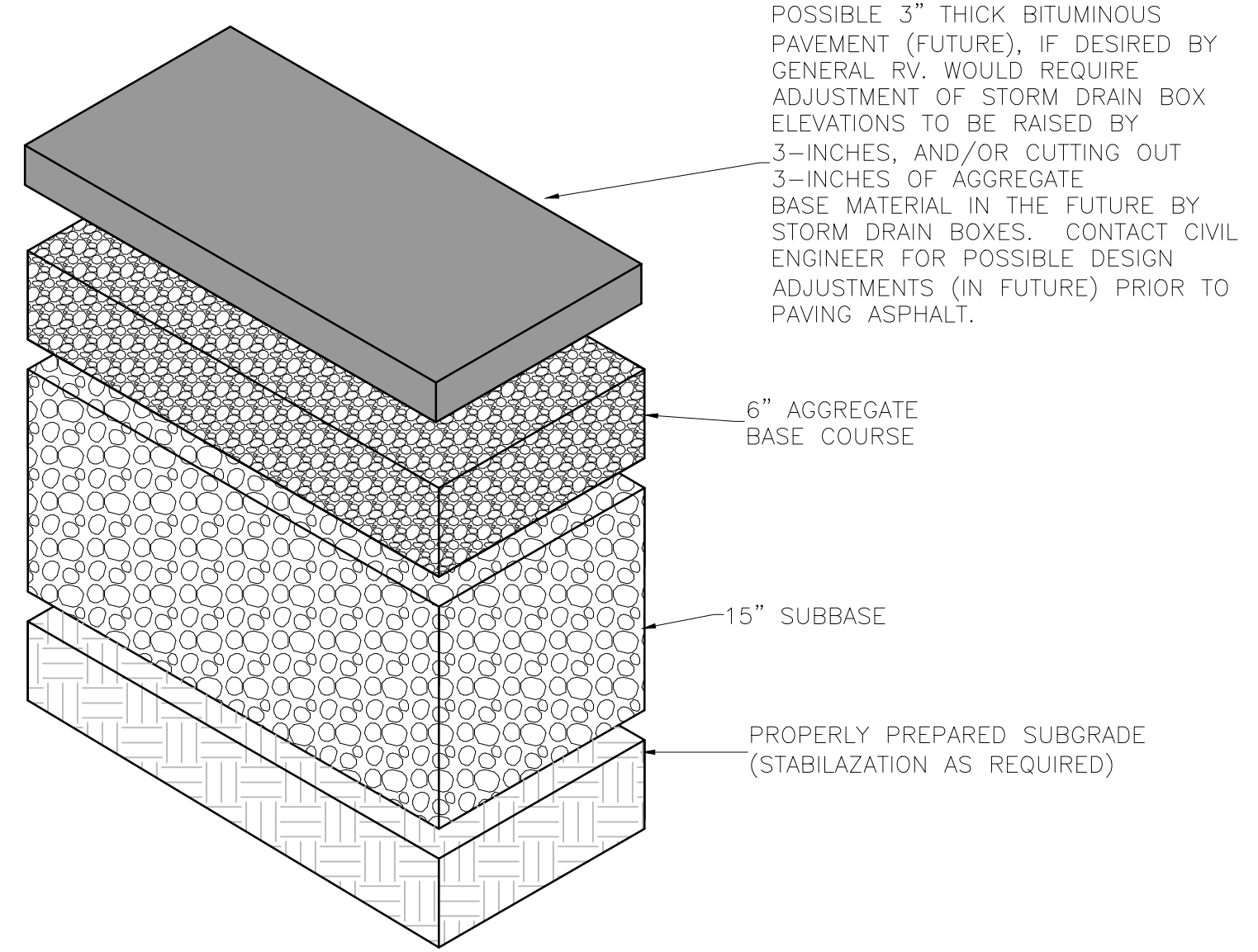


SWPPP (PH2 - FUTURE)
 GENERAL RV INVENTORY LOT
 108 EAST SOUTH WEBER DRIVE
 SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
 CIVIL • LAND PLANNING
 MUNICIPAL • LAND SURVEYING
 1850 W 2100S, WEST HAVEN, UT 84405
 P 801.476.0202 F 801.476.0066

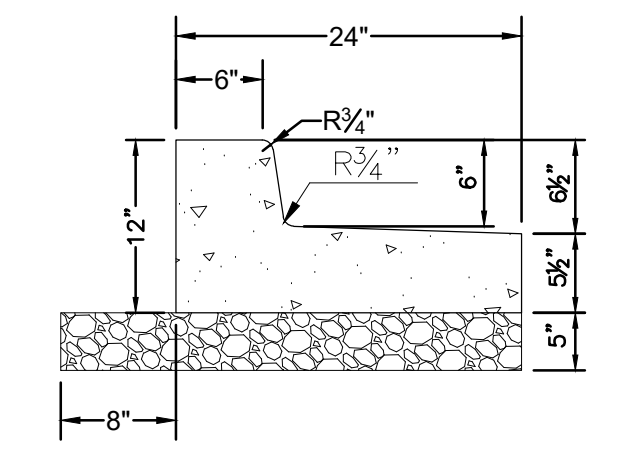


CE4-02



REFER TO GEOTECH REPORT BY CMT DATED DECEMBER 4, 2023 EARTHWORK BALANCED QUANTITIES CALCULATED BY CIVIL ENGINEER BASED ON 7-INCHES OF EXISTING TOPSOIL BEING EXPORTED FROM THE SITE UNDER THE PAVEMENT AREAS AND 21-INCHES OF IMPORT, BASED ON RECOMMENDATIONS FROM GEOTECH ENGINEER. CONTRACTOR IS TO PERFORM THEIR OWN EARTHWORK QUANTITIES AND BASE THEIR BID FOR THE ENTIRE PROJECT AND NOT RELY ON ENGINEER'S CALCULATIONS. IT IS NOT ANTICIPATED THAT THINNER PAVEMENT SECTIONS WILL BE FEASIBILITY ON THIS SITE DUE TO POTENTIAL OF GROUND WATER FLUCTUATIONS AND THE REQUIRED DEPTH TO TIE INTO THE STROM DRAIN PIPING SYSTEM (DESIGNED BY THE CITY ENGINEER). IT IS DESIRED TO KEEP THE GRADES AND PIPE INVERTS AS HIGH AS POSSIBLE.

1 PAVEMENT SECTION
Scale: (NOT TO SCALE)

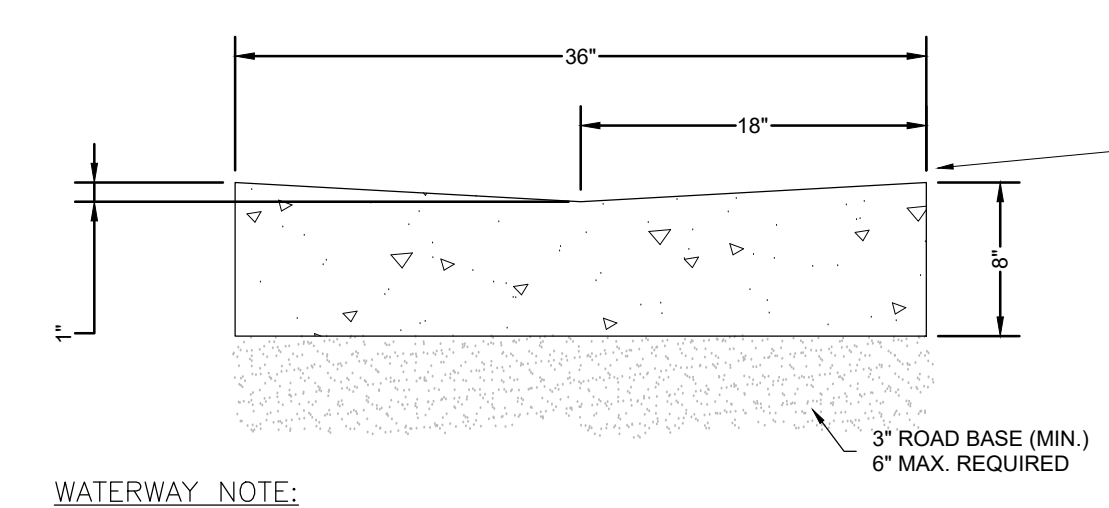


- PAVEMENT NOTE:
- PAVEMENT DESIGNED BY GEOTECH ENGINEER ACCORDING TO AASHTO 1993 AND COMPLIES WITH AASHTO 1993.

2 24" OPEN FACED CURB AND GUTTER (PRIVATE)
Scale: (NOT TO SCALE)

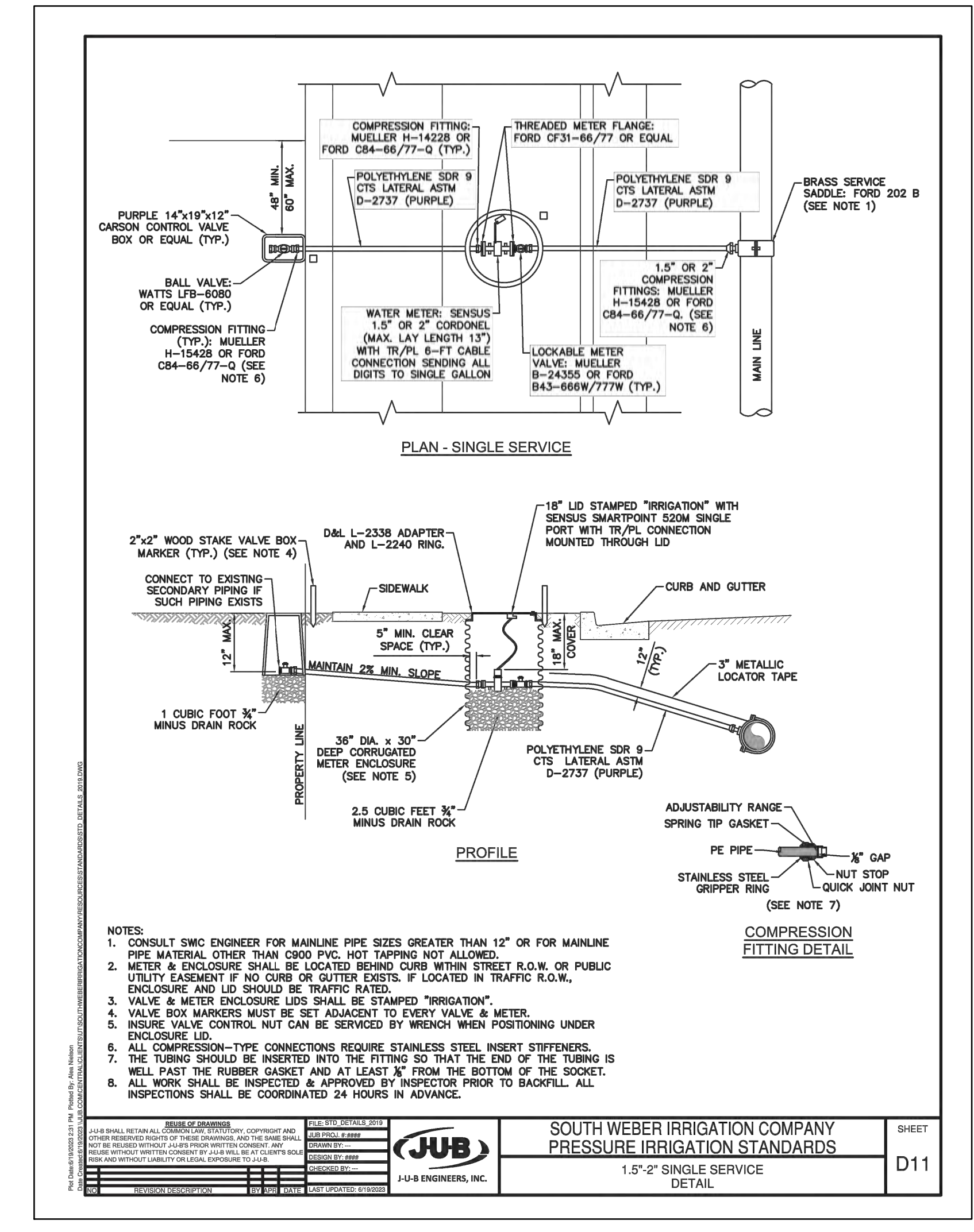
CURB AND GUTTER CONSTRUCTION NOTES:

- OPEN FACE GUTTER SHALL BE CONSTRUCTED WHERE DRAINAGE IS DIRECTED AWAY FROM CURB.
- OPEN FACE CURB & GUTTER LOCATIONS ARE INDICATED BY HATCHING AND NOTES ON THE GRADING PLAN.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR/SURVEYOR TO ADJUST TOP OF CURB GRADES AT THE TIME OF CONSTRUCTION STAKING.
- REFER TO THE TYPICAL DETAILS FOR OPEN FACE CURB AND GUTTER FOR DIMENSIONS.
- CRUSHED GRAVEL BASE COURSE SHALL BE PLACED UNDER CURB AT MINIMUM DEPTH SHOWN AND EXTENDED BEYOND THE TOP BACK OF CURB AS SHOWN.
- PROVIDE PROPERLY PREPARED SUBGRADE A MINIMUM OF 18 INCHES BEYOND THE TBC (OR AS DIRECTED BY GEOTECH REPORT) WHICH EVER IS GREATER.
- THE ABOVE CURB AND GUTTER DETAILS ARE FOR ON-SITE (PRIVATE) CURB AND GUTTER ONLY. CURB AND GUTTER PLACED WITHIN THE PUBLIC RIGHT OF WAY IS TO FOLLOW CITY STANDARDS.



- WATERWAY NOTE:
- THE ABOVE WATERWAY DETAIL IS FOR ON-SITE (PRIVATE) USE ONLY. WATERWAYS ARE NOT ALLOWED WITHIN THE CITY RIGHT OF WAY.

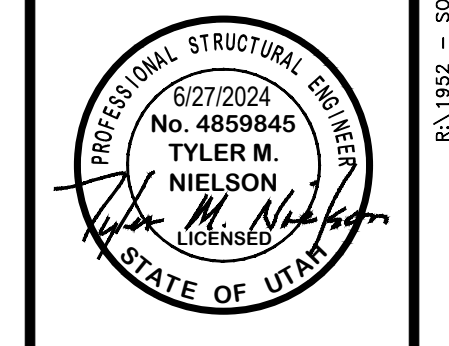
3 CONCRETE WATERWAY (PRIVATE)
Scale: NTS



- NOTES:
- CONSULT SMC ENGINEER FOR MAINLINE PIPE SIZES GREATER THAN 12" OR FOR MAINLINE PIPE MATERIAL OTHER THAN 6300 PVC. NOT TAPPING NOT ALLOWED.
 - METER & ENCLOSURE SHALL BE LOCATED BEHIND CURB WITHIN STREET R.O.W. OR PUBLIC UTILITY EASEMENT IF NO CURB OR GUTTER EXISTS. IF LOCATED IN TRAFFIC R.O.W., ENCLOSURE AND LID SHOULD BE TRAFFIC RATED.
 - VALVE & METER ENCLOSURE LIDS SHALL BE STAMPED "IRRIGATION".
 - VALVE BOX MARKERS MUST BE SET ADJACENT TO EVERY VALVE & METER.
 - INSURE VALVE CONTROL NUT CAN BE SERVICED BY WRENCH WHEN POSITIONING UNDER ENCLOSURE LID.
 - ALL COMPRESSION-TYPE CONNECTIONS REQUIRE STAINLESS STEEL INSERT STIFFENERS.
 - THE TUBING SHOULD BE INSERTED INTO THE FITTING SO THAT THE END OF THE TUBING IS WELL PAST THE RUBBER GASKET AND AT LEAST 1/8" FROM THE BOTTOM OF THE SOCKET.
 - ALL WORK SHALL BE INSPECTED & APPROVED BY INSPECTOR PRIOR TO BACKFILL. ALL INSPECTIONS SHALL BE COORDINATED 24 HOURS IN ADVANCE.

4 PRESSURE IRRIGATION SERVICE LATERAL DETAIL
Scale: (NOT TO SCALE)

SCALE: NTS	DATE: 6/27/2024
DESIGN: W.S.	DRAWN: W.S.
CHECKED: T.M.	

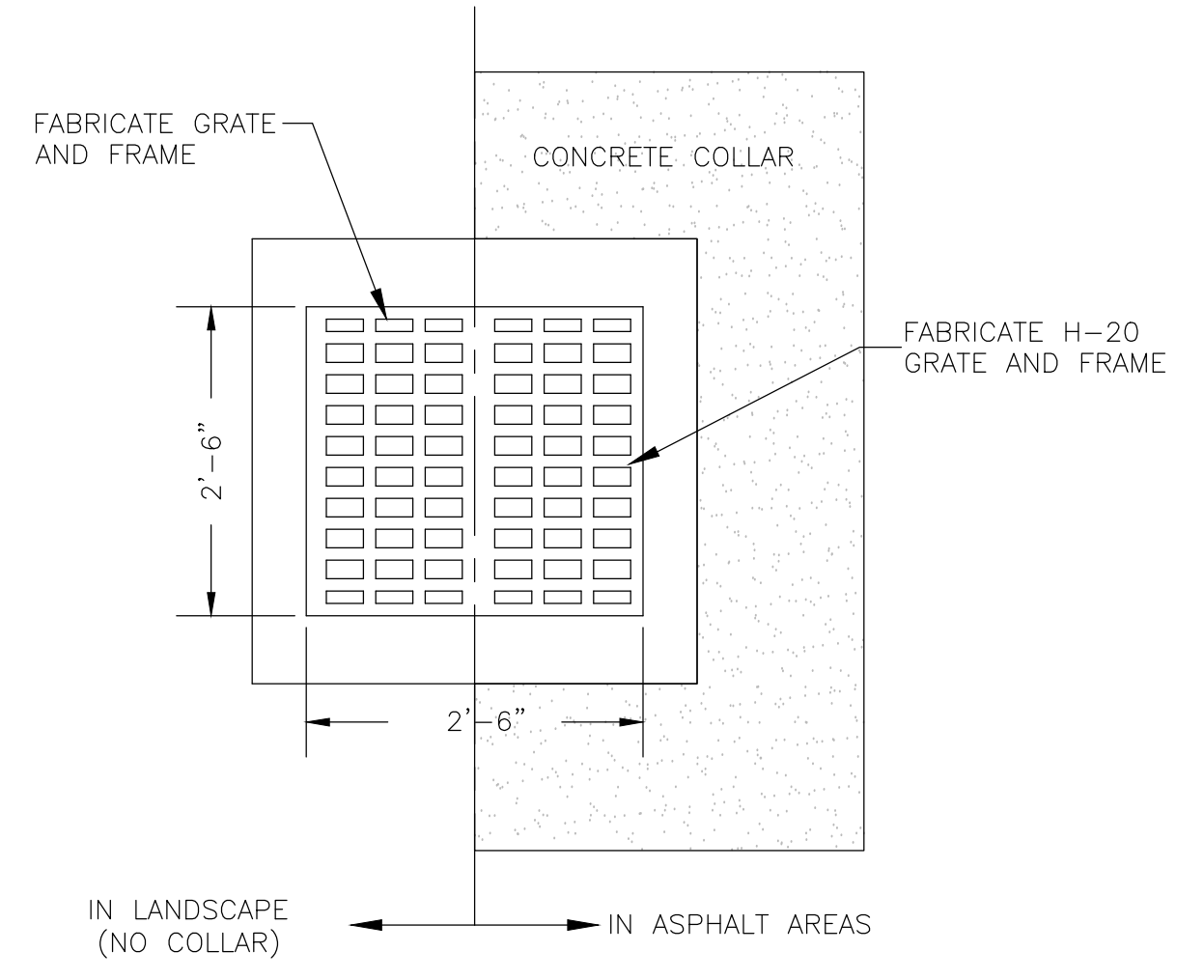


STANDARD DETAILS
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

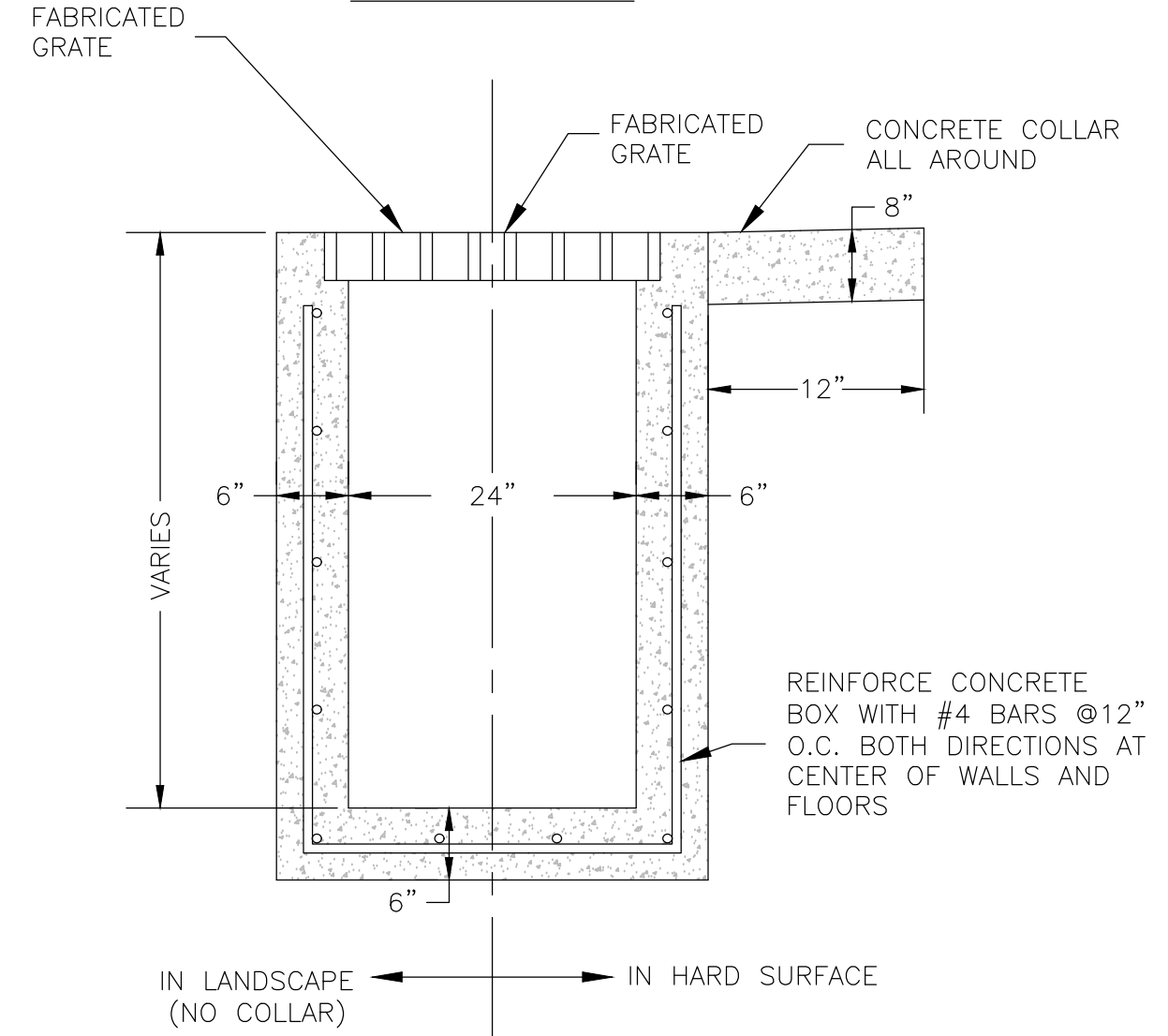
GARDNER ENGINEERING
CIVIL • LAND PLANNING
MUNICIPAL • LAND SURVEYING
1800 W 2100S, WEST HAVEN, UT 84405
P. 801.476.0202 F. 801.476.0066



CE5-01

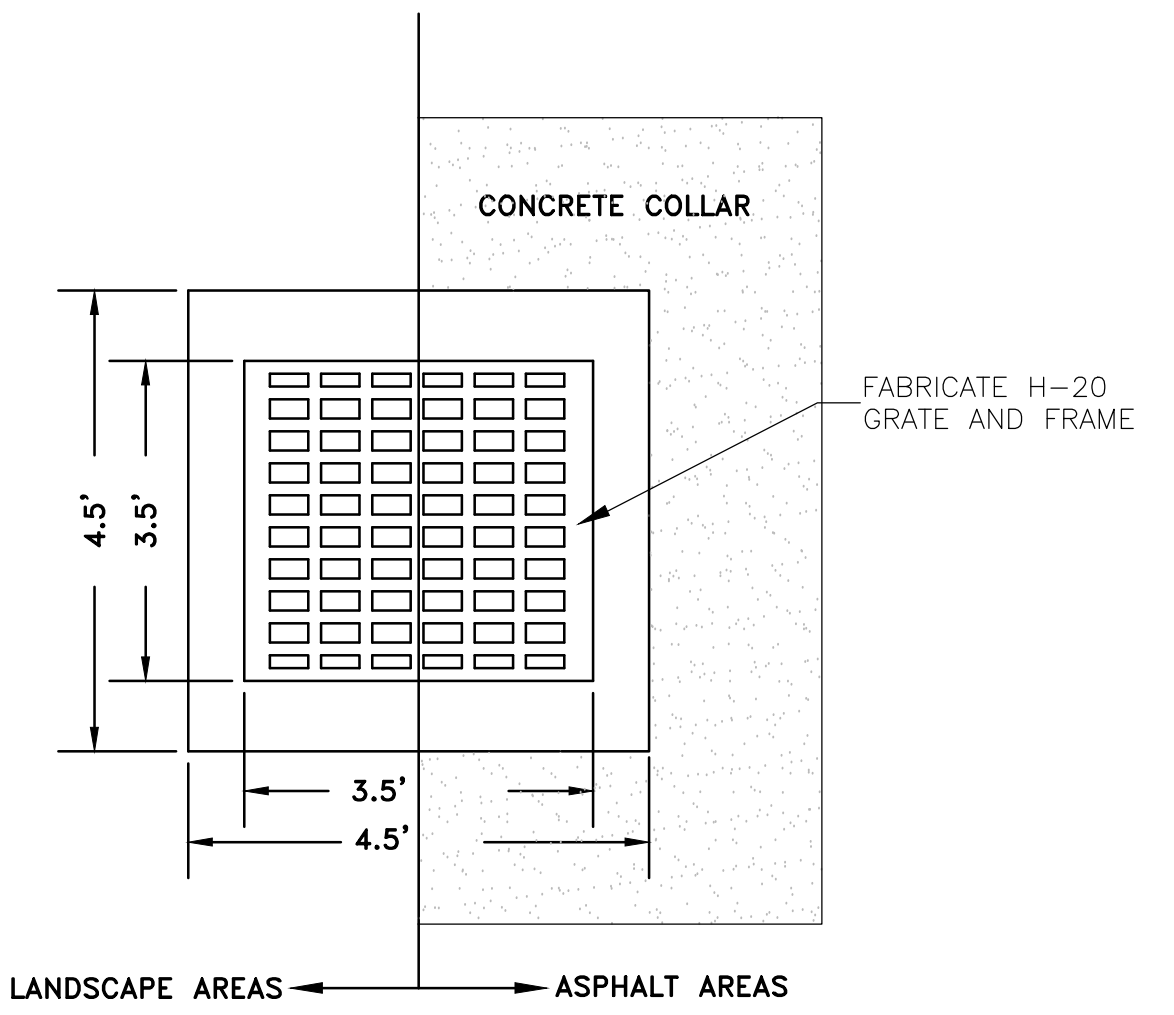


PLAN VIEW

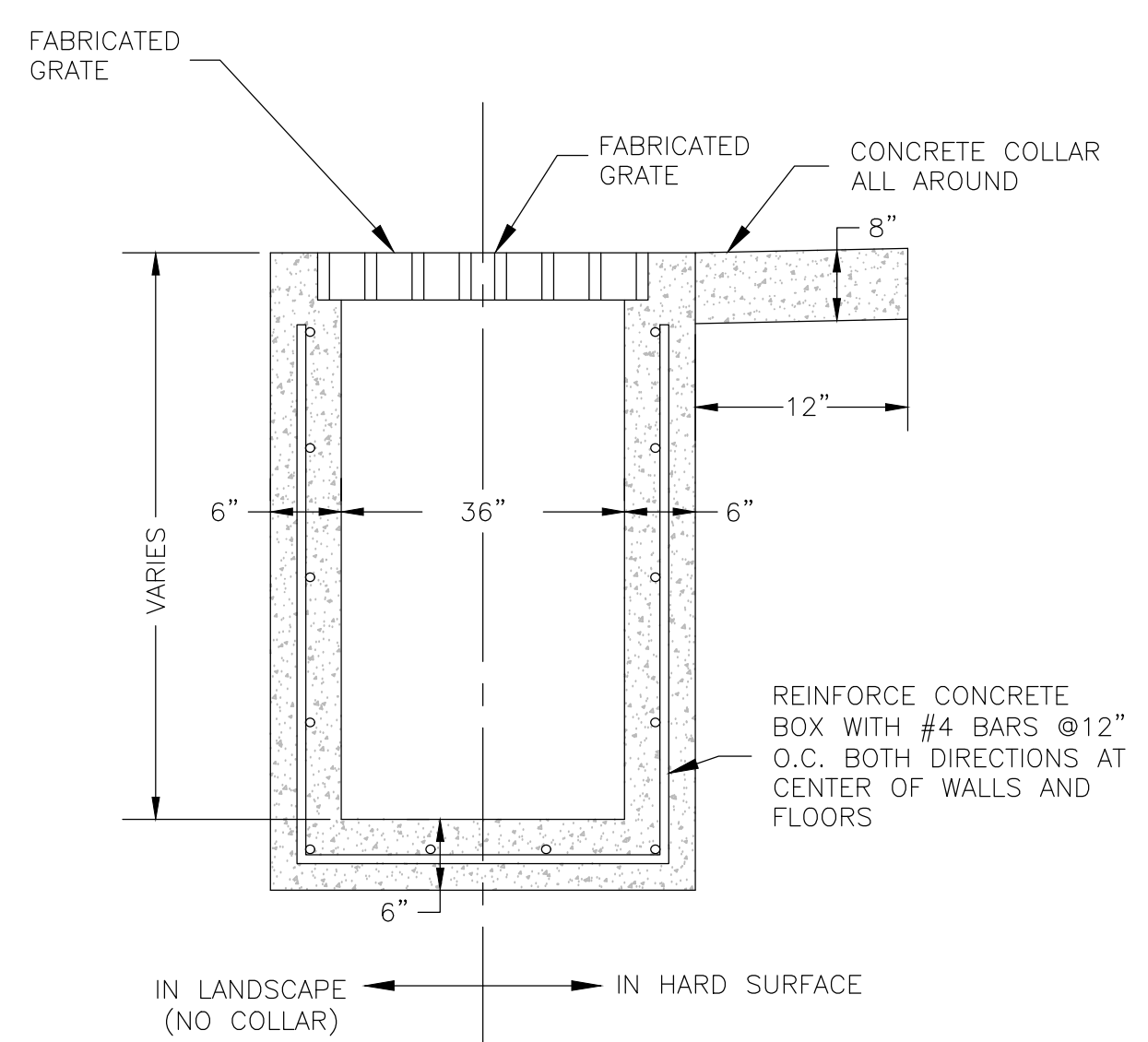


SECTION VIEW

1 24-INCH CATCH BASIN BOX (NO SUMP)
Scale: (NOT TO SCALE)

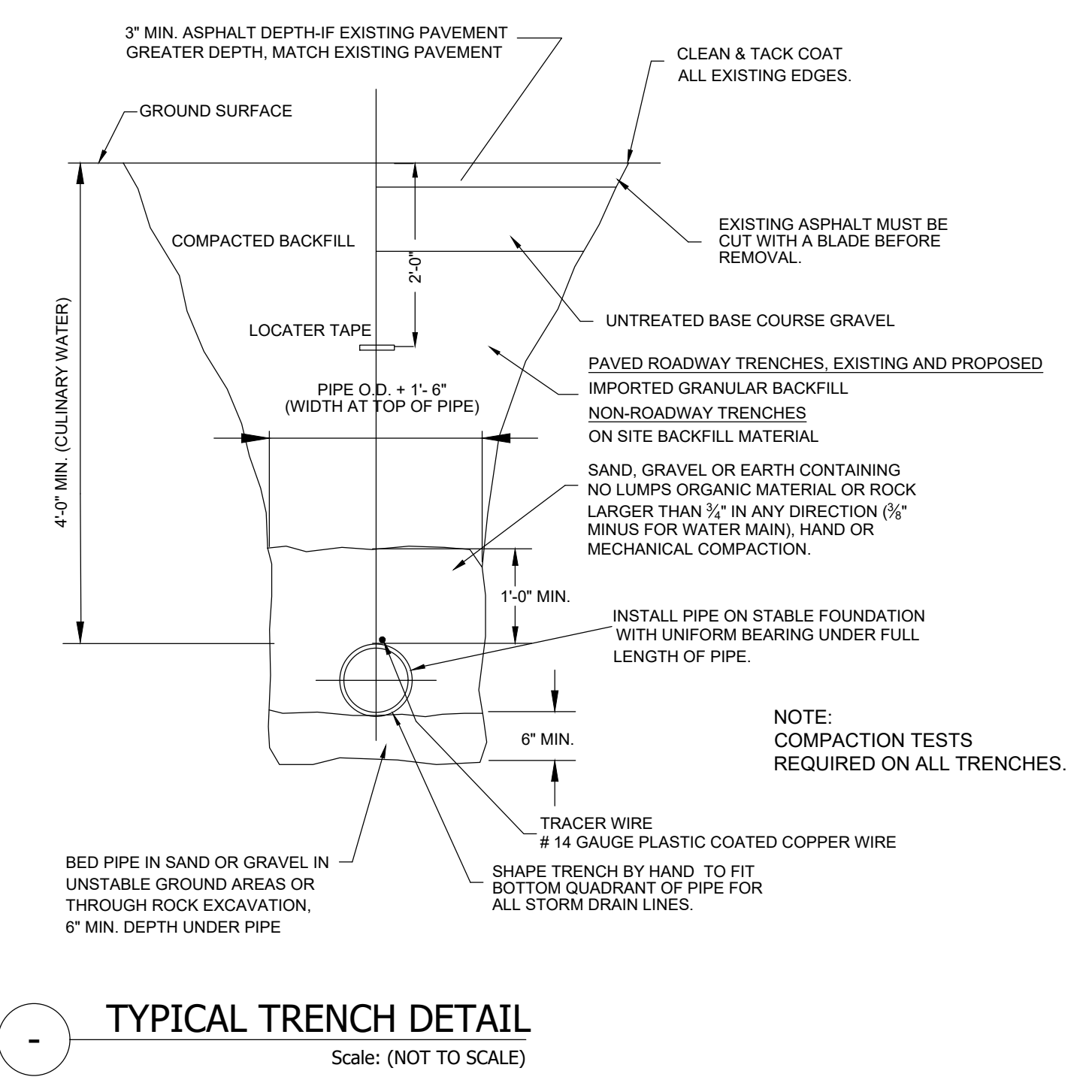


PLAN VIEW



SECTION VIEW

2 36-INCH CATCH BASIN BOX (NO SUMP)
Scale: (NOT TO SCALE)



TYPICAL TRENCH DETAIL
Scale: (NOT TO SCALE)

TABLE OF BEARING AREAS IN SQ. FT FOR CONCRETE THRUST BLOCKING

SIZE	BENDS				TEES*	GATE VALVES	DEAD ENDS	CROSSW/ BRANCH PLUGGED	CROSSW/ BRANCH PLUGGED
	90°	45°	22 1/2°	11 1/4°					
3	1.0	0.0	0.3	0	0.7	0.5	0.7	0.7	0.7
4	1.8	1.0	0.5	0	1.3	0.5	1.3	1.3	1.3
6	4.0	2.2	1.1	0	2.8	0.7	2.8	2.8	2.8
8	7.1	3.8	2.0	1.0	5.0	2.4	5.0	5.0	5.0
10	11.1	6.0	3.0	1.5	7.8	4.5	7.8	7.8	7.8
12	16.0	8.6	4.4	2.2	11.3	7.3	11.3	11.3	11.3
14	21.7	11.8	6.0	3.0	15.4	11.0	15.4	15.4	15.4
15	25.0	13.5	7.0	3.5	17.6		17.6	17.6	17.6
16	28.4	15.3	8.0	4.0	20.0		20.0	20.0	20.0
18	36.0	19.4	10.0	5.0	25.4		25.4	25.4	25.4
20	44.2	24.0	12.2	6.1	31.4		31.4	31.4	31.4
21	49.0	26.5	13.5	6.8	34.6		34.6	34.6	34.6
22	54.0	29.0	14.8	7.4	38.0		38.0	38.0	38.0
24	64.0	34.5	17.7	8.8	45.0		45.0	45.0	45.0
30	100.0	54.0	27.6	13.8	71.0		71.0	71.0	71.0
36	144.0	78.0	40.0	20.0	102.0		102.0	102.0	102.0

*SIZE IS BRANCH SIZE.
FOR 100 P.S.I. INTERNAL STATIC PRESSURE AND 1000 LBS.PER SQ. FT. SOIL BEARING CAPACITY.

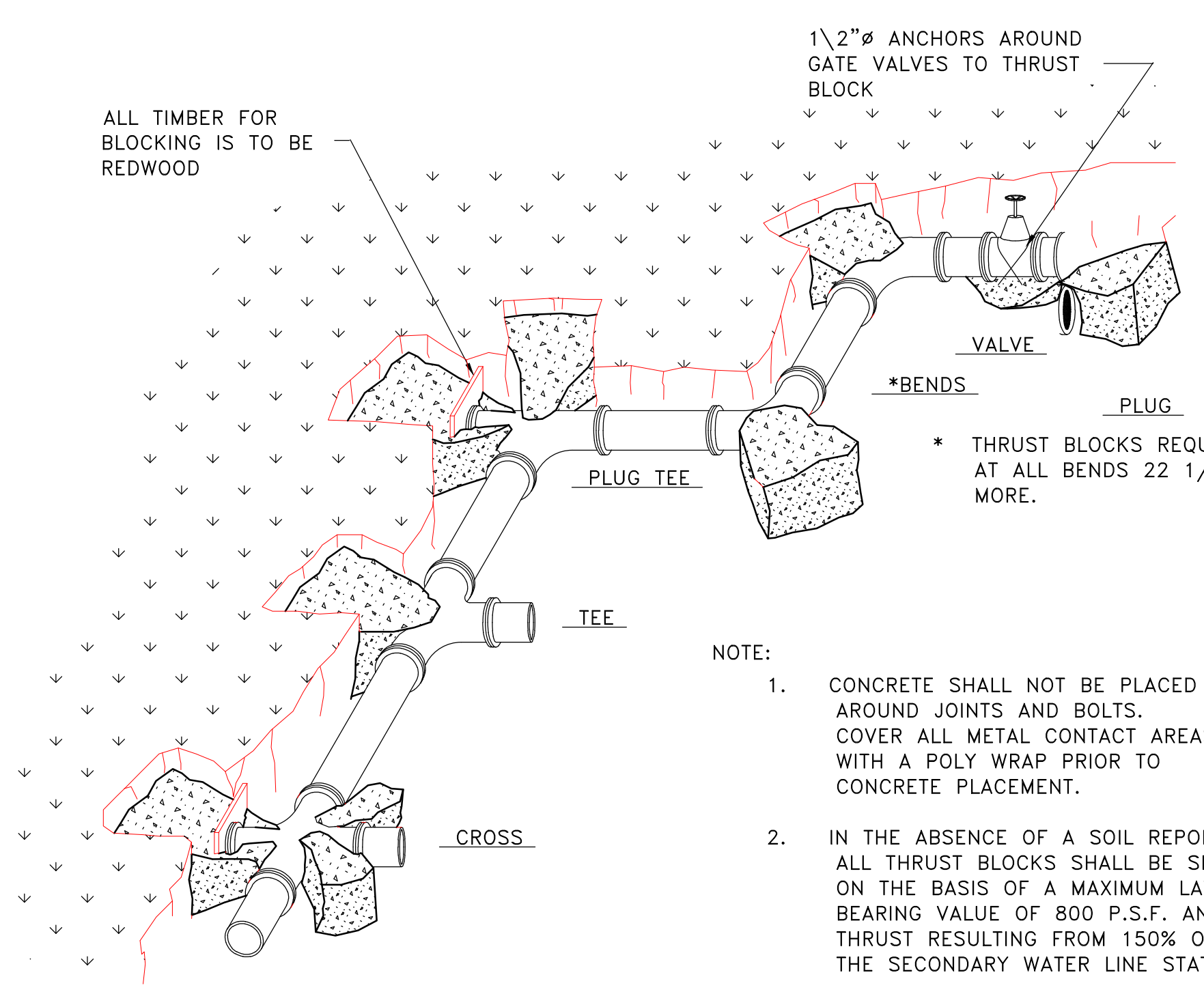
ALL VALVES, TEES, CROSSES AND BENDS GREATER THAN 22.5" SHALL ALSO BE FITTED WITH MECHANICAL RESTRAINTS, SUCH AS MEGA LUGS OR APPROVED EQUAL.

AREAS GIVEN IN TABLE ARE BASED UPON AN INTERNAL STATIC PRESSURE OF 100 P.S.I AND A SOIL BEARING CAPACITY OF 1000 LBS PER SQ. FT. BEARING AREAS FOR ANY PRESSURE AND SOIL BEARING CAPACITY MAY BE OBTAINED BY MULTIPLYING THE TABULATED VALUES BY A CORRECTION FACTOR "F".

$F = \frac{\text{ACTUAL SPECIFIED TEST PRESSURE IN HUNDREDS OF LBS./SQ. IN.}}{\text{ACTUAL SOIL BEARING CAPACITY IN THOUSANDS OF LBS.}}$

EXAMPLE: TO FIND BEARING AREA FOR 8"-90° BEND WITH A STATIC INTERNAL PRESSURE OF 1500 P.S.I AND WITH A SOIL BEARING CAPACITY OF 3000 LBS. PER SQ. FT.
 $F = 1.5 / 3 = 0.5$ TABULATED VALUE = 7.1 SQ. FT.
 $0.5 \times 7.1 = 3.56 \sim 4$ SQ. FT. (~OR 2FT. LONG BY 2FT. HIGH.)

THRUST BLOCKING DETAIL
APPLIES TO ALL PRESSURE PIPE



- NOTE:
- CONCRETE SHALL NOT BE PLACED AROUND JOINTS AND BOLTS. COVER ALL METAL CONTACT AREAS WITH A POLY WRAP PRIOR TO CONCRETE PLACEMENT.
 - IN THE ABSENCE OF A SOIL REPORT, ALL THRUST BLOCKS SHALL BE SIZED ON THE BASIS OF A MAXIMUM LATERAL BEARING VALUE OF 800 P.S.F. AND A THRUST RESULTING FROM 150% OF THE SECONDARY WATER LINE STATIC PRESSURE.

THRUST BLOCKING

IMPORTANT:
THIS DETAIL SHEET IS A MINIMUM REQUIREMENT STANDARD FOR SECONDARY WATER SUPPLY UTILITIES AND IMPROVEMENTS. IN DEVELOPMENT AREAS WHERE NO STANDARDS EXIST, ALL SECONDARY WATER FACILITIES AND IMPROVEMENTS SHALL BE CONSTRUCTED TO THE CITY STANDARD.

NOTE
TRENCH BACK FILL, INSTALLATION, TESTING AND DISINFECTING REQUIREMENTS:

ALL IMPORT MATERIAL AND BACKFILL TO BE COMPACTED TO 97% ASTM D-1557 IN ROADWAYS OR ANY LOAD BEARING SURFACE AND 90% IN LANDSCAPED AREAS OR NON LOAD BEARING SURFACES.

ALL BACKFILL AND COMPACTION SHALL TAKE PLACE IN 24" MAXIMUM DEPTH LIFTS WITH COMPACTION TESTING ON EACH LIFT. ALL COMPACTION TESTING SHALL BE PROVIDED AT THE EXPENSE OF THE CONTRACTOR PERFORMING THE WORK. THE CITY SHALL REVIEW AND INSPECT COMPACTION PROCEDURES AND TEST RESULTS FOR COMPLIANCE WITH CITY REQUIREMENTS.

ALL PRESSURE PIPE SYSTEMS TO BE FLUSHED AND PRESSURE TESTED AT A MINIMUM OF 1.5 TIMES THE MAXIMUM STATIC PRESSURE FOR 2 HOURS OR AS REQUIRED BY THE CONTROLLING SECONDARY WATER COMPANY OR DISTRICT.

REVISIONS	DATE	DESCRIPTION

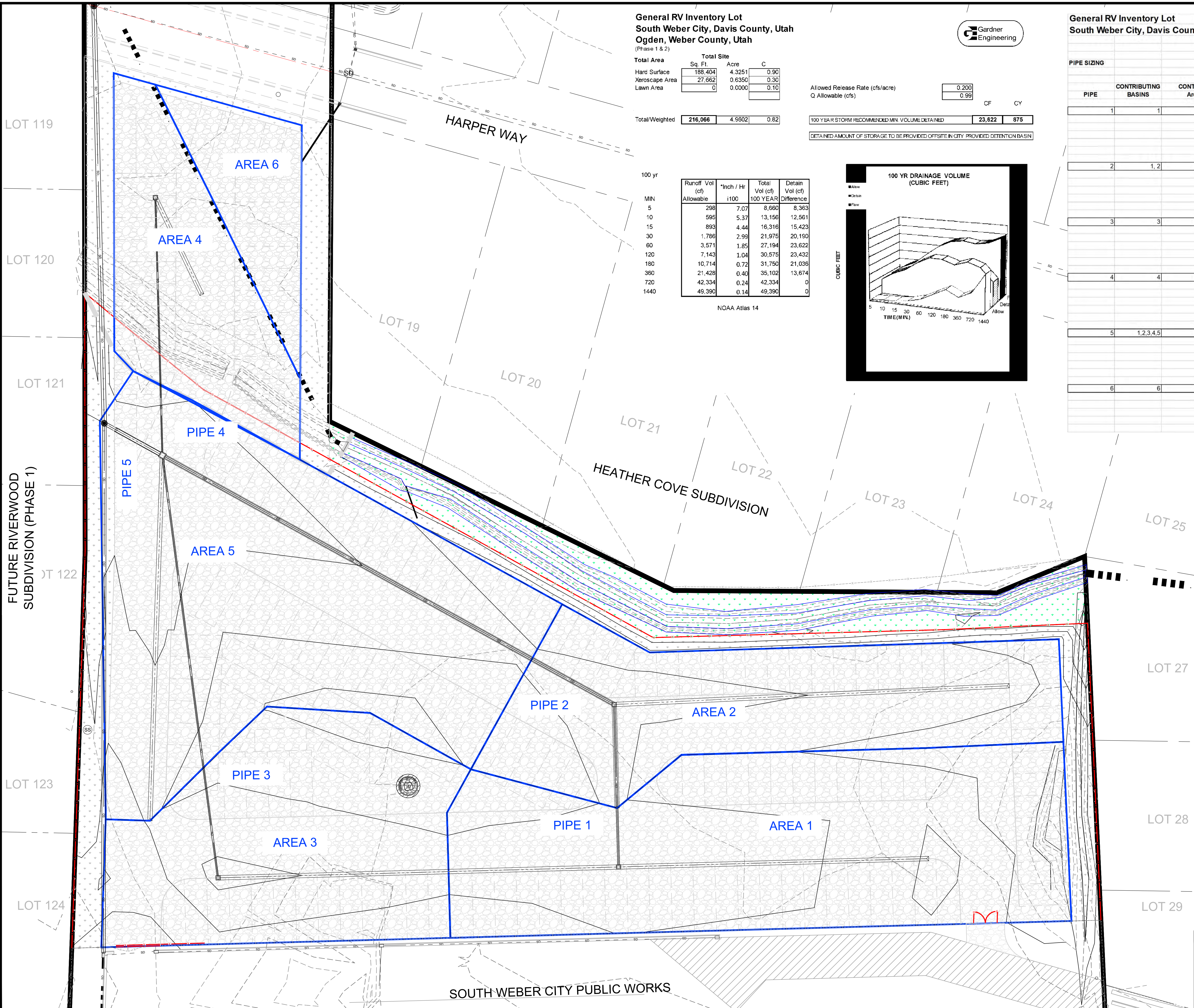
SCALE: NTS
DATE: 6/27/2024
DESIGN: W.S
DRAWN: W.S
CHECKED: T.M
DWG.:

PROFESSIONAL STRUCTURAL ENGINEER
6/27/2024
No. 4859845
TYLER M. NIELSON
LICENSED
STATE OF UTAH

STANDARD DETAILS
GENERAL RV INVENTORY LOT
108 EAST SOUTH WEBER DRIVE
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING
CIVIL & LAND PLANNING
MUNICIPAL & LAND SURVEYING
1800 W 2100S, WEST HAVEN, UT 84405
P 801.476.0202 F 801.476.0066





General RV Inventory Lot
 South Weber City, Davis County, Utah
 Ogden, Weber County, Utah
 (Phase 1 & 2)



Total Area	Sq. Ft.	Acre	C
Hard Surface	188,404	4.3251	0.90
Xeroscape Area	27,562	0.6350	0.30
Lawn Area	0	0.0000	0.10

Total/Weighted **216,066** 4.9602 0.82

Allowed Release Rate (cfs/acre) **0.200**
 Q Allowable (cfs) **0.99**

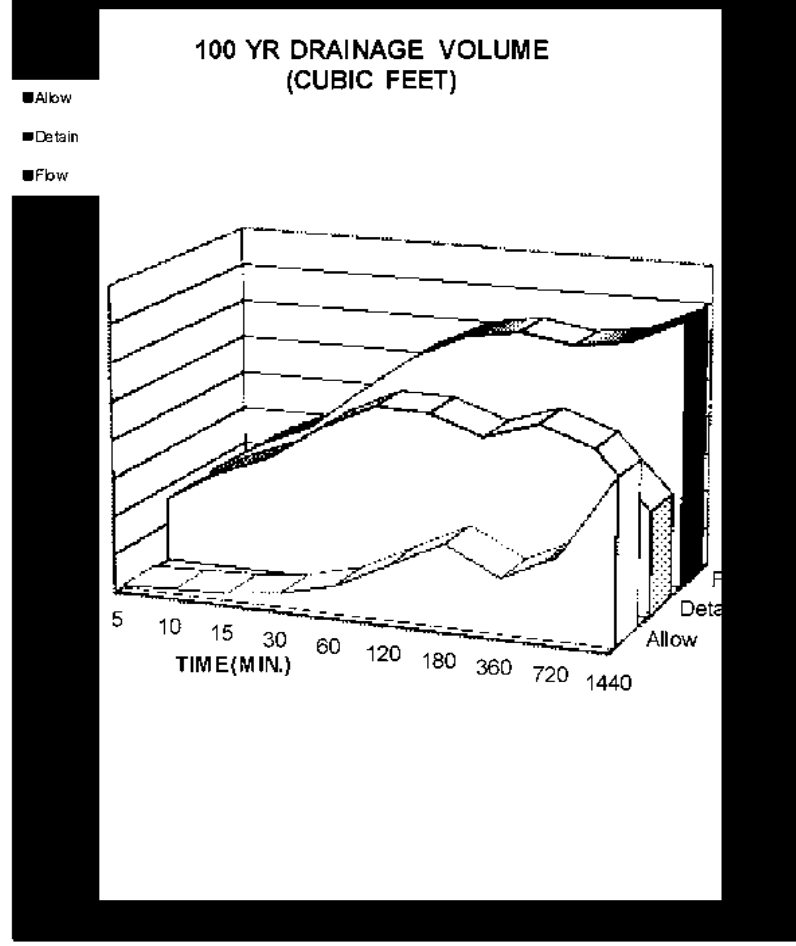
100 YR STORM RECOMMENDED MIN. VOLUME DETAINED **23,622** 875

DETAINED AMOUNT OF STORAGE TO BE PROVIDED OFFSITE IN CITY PROVIDED DETENTION BASIN

100 yr

Runoff Vol (cf)	*Inch / Hr	Total Vol (cf)	Detain Vol (cf)
Allowable	100	100 YEAR	Difference
5	2.98	7.07	8,660
10	5.95	14.14	17,320
15	8.93	21.21	25,980
30	17.86	42.42	51,960
60	35.71	84.84	103,920
120	71.43	169.68	207,840
180	107.14	254.52	311,760
360	214.28	509.04	623,520
720	428.57	1018.08	1247,040
1440	857.14	2036.16	2494,080

NOAA Atlas 14



General RV Inventory Lot
 South Weber City, Davis County, Utah



PIPE SIZING n= 0.015 RCP
 n= 0.011 PVC

PIPE	CONTRIBUTING BASINS	CONTRIBUTING Area (AC)	REQUIRED 10 YR FLOW (cfs)	PIPE SIZE (in)	SLOPE (ft/ft)	Min. Pipe SLOPE %
1	1	1.09	3.51	18	0.001475	0.147
				15	0.0039	0.390
				12	0.006894	0.689
				10	0.01823	1.823
				8	0.059629	5.993
				6	0.277955	27.795
2	1, 2	1.79	5.23	18	0.003284	0.328
				15	0.00683	0.683
				12	0.015351	1.535
				10	0.04059	4.059
				8	0.133437	13.344
				6	0.618894	61.889
3	3	0.71	2.30	18	0.000636	0.064
				15	0.001683	0.168
				12	0.002975	0.297
				10	0.007896	0.787
				8	0.025856	2.586
				6	0.119931	11.993
4	4	0.42	1.34	18	0.000216	0.022
				15	0.000572	0.057
				12	0.001011	0.101
				10	0.002672	0.267
				8	0.008786	0.879
				6	0.040748	4.075
5	1,2,3,4,5	4.17	20.15	42	0.000531	0.053
			(sized for 100 year)	36	0.001209	0.121
				30	0.003196	0.320
				24	0.010507	1.051
				18	0.026208	2.621
				15	0.128865	12.886
6	6	0.20	0.63	18	4.77E-05	0.005
				15	0.000126	0.013
				12	0.000223	0.022
				10	0.00059	0.059
				8	0.001939	0.194
				6	0.008992	0.899

SCALE: 1" = 30'

DATE: 8/27/2024

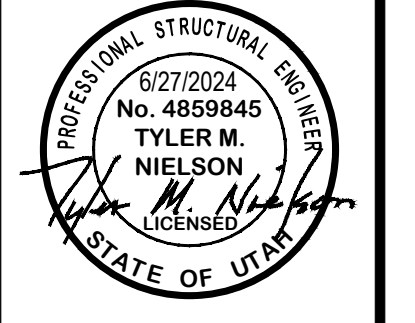
DESIGN: N/S

DRAWN: W/S

CHECKED: T/M

REVISIONS	DESCRIPTION	DATE

DWG: _____



DRAINAGE CALC

GENERAL RV INVENTORY LOT

108 EAST SOUTH WEBER DRIVE

SOUTH WEBER CITY, DAVIS COUNTY, UTAH

GARDNER ENGINEERING

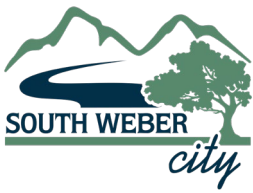
CIVIL - LAND PLANNING

MUNICIPAL - LAND SURVEYING

1800 W 2100 S, WEST HAVEN, UT 84406

P 801.476.0202 F 801.476.0066

CE6-01



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

October 22, 2024

PREPARED BY

David Larson
City Manager

ITEM TYPE

Legislative

ATTACHMENTS

Res 24-31
Agreement

PRIOR DISCUSSION DATES

None

AGENDA ITEM

Resolution 24-31: Canal Relocation Agreement

PURPOSE

Put in writing that the City allowed Nilson Homes to pipe and relocate the Riverdale Bench Canal on City-owned property as part of the Riverwood Subdivision prior to General RV taking ownership of the property

RECOMMENDATION

Staff recommends approval

BACKGROUND

Prior to General RV approaching the City about purchasing a portion of City-owned land, the City had agreed to allow Nilson Homes to pipe and relocate an open section of the Riverdale Bench Canal as part of the Riverwood Subdivision. As a condition of closing on the sale of the property, the City is putting in writing that it was the City's decision to allow Nilson Homes to do this since the actual work was done after the property was under contract but before closing.

ANALYSIS

The timeline of events is as follows:

- City approves of Nilson Homes relocating a portion of the canal and piping it across City-owned property as part of the Riverwood Subdivision Plans
- City and General RV enter into a purchase agreement to sell the land on which the canal is being relocated
- Nilson Homes completes the piping project
- City and General RV close on the sale of the property (in the future, but prior to the end of October 2024)

The final version of the agreement is being finalized and will be provided to the Council prior to the October 22 meeting and as an addendum to the packet.

RESOLUTION 24-31

A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL OUTLINING THE CITY’S DECISION TO ALLOW RIVERDALE BENCH CANAL RELOCATION

WHEREAS, Nilson Homes is in process of developing Riverwood on land adjacent to the Public Works Subdivision and South Weber gave permission for Nilson Homes to relocate a portion of the canal and pipe it across city-owned property;

WHEREAS, after that approval, the city accepted General RV’s offer to purchase the land on which the canal has been relocated; and

WHEREAS, in an effort to clarify any responsibility related to the piping project should any future questions arise, South Weber City is adopting an agreement with General RV prior to the finalization of the sale;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Approval: Exhibit 1 which contains the agreement with General RV is hereby approved.

Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 22nd day of October 2024.

Roll call vote is as follows:		
Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Dills	FOR	AGAINST
Council Member Davis	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

Rod Westbroek, Mayor

Attest: Lisa Smith, Recorder

MEETING DATE

10/22/2024

PREPARED BY

Tia Jensen

Treasurer

ITEM TYPE

Administrative

ATTACHMENTS

Investment Policy – South
Weber City

PRIOR DISCUSSION DATES

N/A

AGENDA ITEM

10. City Investment Policy Amendment

PURPOSE

Update Investment Policy

RECOMMENDATION

Admin/Finance Committee recommends approval.

BACKGROUND

We propose an update to our Investment Policy to align with current city strategies, current State Code, and be in compliance with the Utah Money Management Act. Changes made to the previous Investment Policy were omitting the glossary, exhibits, and updating verbiage to align with the Utah Money Management Act. Based on our consistent history of account balances, we now feel comfortable in diversifying a portion of funds into both short-term and long-term options, in addition to keeping a portion in the PTIF account.

ANALYSIS

It is projected that the PTIF interest rate will decrease over the next 3 months and diversifying funds in different options will help the city generate a larger return and prepare for future projects.

We are currently looking into different firms to use for our Investment Management team.

Investment Policy

**South Weber
Municipal
Corporation**

Adopted ~~10/06/08~~11/30/2022

South Weber City Investment Policy

Table of Contents

<u>1.0</u>	<u>POLICY</u>	<u>7</u>
<u>2.0</u>	<u>SCOPE</u>	<u>7</u>
<u>3.0</u>	<u>PRUDENCE</u>	<u>8</u>
<u>4.0</u>	<u>OBJECTIVES</u>	<u>8</u>
<u>5.0</u>	<u>DELEGATION OF AUTHORITY</u>	<u>9</u>
<u>6.0</u>	<u>ETHICS AND CONFLICTS OF INTEREST</u>	<u>9</u>
<u>7.0</u>	<u>AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS</u>	<u>9</u>
<u>8.0</u>	<u>AUTHORIZED AND SUITABLE INVESTMENTS</u>	<u>10</u>
<u>9.0</u>	<u>INVESTMENT POOLS/MUTUAL FUNDS</u>	<u>10</u>
<u>10.0</u>	<u>COLLATERALIZATION</u>	<u>11</u>
<u>11.0</u>	<u>SAFEKEEPING AND CUSTODY</u>	<u>11</u>
<u>12.0</u>	<u>DIVERSIFICATION</u>	<u>11</u>
<u>13.0</u>	<u>MAXIMUM MATURITIES</u>	<u>12</u>
<u>14.0</u>	<u>INTERNAL CONTROL</u>	<u>12</u>
<u>15.0</u>	<u>PERFORMANCE STANDARDS</u>	<u>13</u>
<u>16.0</u>	<u>REPORTING</u>	<u>13</u>
<u>17.0</u>	<u>INVESTMENT POLICY ADOPTION</u>	<u>13</u>
<u>19.0</u>	<u>EXHIBITS</u>	<u>19</u>
	<u>EXHIBIT A</u>	<u>21</u>
	<u>EXHIBIT B</u>	<u>23</u>
	<u>EXHIBIT C</u>	<u>24</u>
	<u>EXHIBIT D</u>	<u>25</u>
	<u>EXHIBIT E</u>	<u>29</u>
	<u>INVESTMENT PROCEDURE</u>	<u>36</u>
	<u>INVESTMENT PROCEDURE EXHIBIT A</u>	<u>39</u>
	<u>INVESTMENT PROCEDURE EXHIBIT B</u>	<u>42</u>
<u>1.0</u>	<u>POLICY</u>	<u>5</u>
<u>2.0</u>	<u>SCOPE</u>	<u>5</u>
<u>3.0</u>	<u>PRUDENCE</u>	<u>6</u>
<u>4.0</u>	<u>OBJECTIVES</u>	<u>6</u>

<u>5.0</u>	<u>DELEGATION OF AUTHORITY</u>	<u>7</u>
<u>6.0</u>	<u>ETHICS AND CONFLICTS OF INTEREST</u>	<u>7</u>
<u>7.0</u>	<u>AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS</u>	<u>7</u>
<u>8.0</u>	<u>AUTHORIZED AND SUITABLE INVESTMENTS</u>	<u>8</u>
<u>9.0</u>	<u>INVESTMENT POOLS/MUTUAL FUNDS</u>	<u>8</u>
<u>10.0</u>	<u>COLLATERALIZATION</u>	<u>9</u>
<u>11.0</u>	<u>SAFEKEEPING AND CUSTODY</u>	<u>9</u>
<u>12.0</u>	<u>DIVERSIFICATION</u>	<u>9</u>
<u>13.0</u>	<u>MAXIMUM MATURITIES</u>	<u>10</u>
<u>14.0</u>	<u>INTERNAL CONTROL</u>	<u>10</u>
<u>15.0</u>	<u>PERFORMANCE STANDARDS</u>	<u>11</u>
<u>16.0</u>	<u>REPORTING</u>	<u>11</u>
<u>17.0</u>	<u>INVESTMENT POLICY ADOPTION</u>	<u>11</u>
<u>18.0</u>	<u>GLOSSARY</u>	<u>12</u>
<u>19.0</u>	<u>EXHIBITS</u>	<u>17</u>
	<u>EXHIBIT A</u>	<u>19</u>
	<u>EXHIBIT B</u>	<u>21</u>
	<u>EXHIBIT C</u>	<u>22</u>
	<u>EXHIBIT D</u>	<u>23</u>
	<u>EXHIBIT E</u>	<u>27</u>

South Weber City Investment Policy

Table of Contents

1.0 POLICY.....	Page 3
2.0 SCOPE.....	Page 3
3.0 PRUDENCE.....	Page 4
4.0 OBJECTIVES.....	Page 4
5.0 DELEGATION OF AUTHORITY.....	Page 4
6.0 ETHICS AND CONFLICTS OF INTEREST.....	Page 5
7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.....	Page 5
8.0 AUTHORIZED AND SUITABLE INVESTMENTS.....	Page 5
9.0 INVESTMENT POOLS/MUTUAL FUNDS:.....	Page 6
10.0 COLLATERALIZATION.....	Page 7
11.0 SAFEKEEPING AND CUSTODY.....	Page 7
12.0 DIVERSIFICATION.....	Page 7
13.0 MAXIMUM MATURITIES.....	Page 7
14.0 INTERNAL CONTROL.....	Page 8
15.0 PERFORMANCE STANDARDS.....	Page 8
16.0 REPORTING.....	Page 8
17.0 INVESTMENT POLICY ADOPTION.....	Page 8

~~18.0 GLOSSARY Page 9~~

~~20.0 EXHIBITS Page 13~~

South Weber City Investment Policy

1.0 POLICY

The City of South Weber seeks to invest public funds in securities and deposits that provide a high degree of safety and liquidity along with a competitive yield based on prevailing market conditions while meeting the daily cash flow demand of the city. -All investments and deposits are placed subject to applicable City and State ordinances and laws pertaining to investment of public funds in the State of Utah, specifically the Utah Money Management Act, which provisions are hereby incorporated as part of this policy.

2.0 SCOPE

This investment policy covers investment of all financial assets reported in the Comprehensive Annual Financial Report for the City of South Weber (City), ~~and the South Weber Redevelopment Agency (RDA).~~ The scope includes the General, Special Revenue, Capital Projects, Enterprise, Debt Service, Special Assessment and Internal Service funds for the City ~~and RDA.~~

2.1 FUNDS

2.1.1 General Fund

2.1.2 Special Revenue (Recreation Fund)
Special Revenue (Transportation Utility Fund)
Special Revenue (Fleet Management Fund)

2.1.3 - Debt Service

2.1.4 - Capital Project Fund

2.1.5 Enterprise Funds

2.1.5.1 Water Fund

2.1.5.2 Sewer Fund

~~2.1.5.3 Light & Power Fund~~

~~2.1.5.4 Golf Course Fund~~

~~2.1.5.5 Recreation fund~~

~~2.1.5.6 Landfill Fund~~

2.1.5.37 ~~Sanitation Fund~~

~~2.1.5.8 Cemetery Fund~~

2.1.5.4 Storm Drain Fund

2.1.6 - Internal Service Funds

2.1.6.1 ~~Government Immunity~~ Fleet Management Fund

~~2.1.6.2 Workers' Compensation Self Insurance Fund~~

~~2.1.7 Trust and Agency Funds~~~~2.1.7.1 Cemetery Perpetual Care~~~~2.1.7.2 Landfill Closure~~

Any new funds created will also be subject to this investment policy, to State statute, and rulings of the State Money Management Council.

3.0 PRUDENCE

The standard of prudence applied by the City's investment officials is the "prudent person" and/or "prudent investor" rule.- "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well, as the probable benefits to be derived, and the probable duration for which such investment may be made, and considering the investment objectives specified in section 4.0" This standard shall be applied in the context of managing the overall investment portfolio of the City. The City Treasurer acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

Funds of the City ~~and RDA~~ will be invested in accordance with the Utah Money Management Act found at U.C.A. Chapter 51 Title 7.- These objectives of the Money Management Act and the City in order of priority are:

4.1 Safety of Principal: Safety of principal/capital is the foremost objective of the investment program. Investments shall be made to ensure the preservation of capital in the overall portfolio. Investments will be diversified by security type, by industry, by issuer, and maturity date to spread potential investment risks.

4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. Efforts to achieve this objective will be focused on matching the term to maturity of investments with the period of availability of funds.

4.3 Return on Investment: The investment portfolio will be designed with the objective to earn a market rate of return throughout budget years and economic cycles, taking into account investment risk, legal requirements and cash flow needs.

5.0 DELEGATION OF AUTHORITY

Authority to manage the City's investment program is derived from Utah Annotated, 10-6-141 1953, as amended. The City Council and Mayor ~~have assigned~~have assigned the responsibility for conducting investment transactions to the City Treasurer-. The City Treasurer is responsible for investment decisions and activities. The City Treasurer shall develop and maintain administrative procedures for the operation of the investment program consistent with these policies. In the event of an emergency and the unavailability of the City Treasurer, the ~~Administrative Services Director~~Finance Director is authorized to conduct the City's investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the general policies and procedures as adopted by the City.

5.1 Investment Procedures: The City Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. A copy will be on file in the City Treasurer's office and will be reviewed and updated regularly. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer.

6.0 ETHICS AND CONFLICTS OF INTEREST

Those involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Financial institutions and investment broker/dealers who desire to become qualified bidders or qualified ~~depositories must~~depositories must be certified thru the State and meet all requirements imposed by the Utah State Department of Financial Institutions and the requirements of the Utah Money Management Council, and Act (Rule 16). The Utah Money Management Council quarterly issues a list of certified dealers, and a list of qualified depositories authorized by state statute to conduct transactions with public treasurers. Transactions involving ~~authorised~~authorized deposits or investments of

public funds may be conducted only through Issuers of securities authorized by Section 51-7-11(3), Qualified Depositories included in the current state list, or Certified Dealers included in the current state list. All securities purchased from a certified dealer are required to be delivered to the City Treasurer or to the City's safekeeping bank.

8.0. AUTHORIZED AND SUITABLE INVESTMENTS

The City may place public money in investments/deposits authorized by the Utah Money Management Act (U.C.A. 51-7-11). The Treasurer shall ensure that all purchases and sales of securities are settled within 15 days of the trade date. In general these investments can be any of the following subject to restrictions specified in the Act:

1. Obligations of the U.S. Treasury and most Government-Sponsored Agencies
2. Commercial paper
3. Bankers Acceptances
4. Publicly traded fixed rate corporate obligations
5. Certain variable rate securities and deposits
6. Deposits with the State Public Treasurer's Investment Fund
7. Certain fixed rate negotiable deposits with a certified depository

8.1 Master Repurchase Agreement: Repurchase and Reverse-repurchase Agreements are not allowed by this policy. South Weber City shall not enter into a Master Repurchase Agreement, a ~~repurchase~~ repurchase agreement, or a reverse-repurchase agreement.

9.0 INVESTMENT POOLS/MUTUAL FUNDS

The City upon thorough investigation of the pool/fund, will require the following from the Utah Public Treasurers' Investment Fund or similar qualified pool/fund prior to any investing with said pool:

- A. Monthly statement detailing all transactions on each investment account held by the city such as:
 1. Date and account number for each account.
 2. Reference date for each transaction.
 3. All deposits and withdrawals listed by date.
 4. Report period covered.
 5. Balance for each account.
 6. Account Summary:
 - Beginning balance, deposits in the period, withdrawals in period, ending balance, gross earnings, fee (0%), net earnings, average daily balance, gross earnings rate, net earnings rate.

- B. Every six months, provide a statement of how the Pool/Fund invests said funds and how often the securities are priced and how often the Pool/Fund is audited.
- C. A current copy, at least annually, of the State Money Management Act and Rules of the State Money Management Council.
- D. Receive quarterly, a copy of the approved list of depository institutions that have been Qualified as depositories to receive public funds. Also included will be a listing of allowable Maximum Amount of Public Funds allowed per institution.
- E. Receive quarterly, a copy of the listing of Certified Dealers and their Agents who are certified to receive Public Funds.

10.0 COLLATERALIZATION

In the State of Utah, the collateralization of public funds is not required..

11.0 SAFEKEEPING AND CUSTODY

All security transactions by South Weber City shall be conducted on a delivery-versus-payment basis. All security transactions shall be held in safekeeping by a third-party institution which has been certified by the Utah Money Management Council and designated by the City Treasurer. Securities held in safekeeping will be evidenced by a safekeeping receipt issued to the City Treasurer within a few business days following the purchase.

12.0 DIVERSIFICATION

Investments entered into by the City will be diversified by security type, industry, institution and maturity to spread potential investment risk and return among many classes of investments. As measured by cost, the portfolio will be invested no more than 50% in any one class of investments (This restriction does not apply to U.S. Treasury Bonds, Notes, and Bills; U.S. Government Agency Obligations; and the Utah State Public Treasurer's Investment Fund). Diversification of investments with a single institution must comply with applicable rules of the Act, specifically;

- A. No more than 20% of funds may be invested in any one permitted qualified out-of-state depository institution. (Rule 10, 5)
- B. No more than 10% of the total portfolio with a single Commercial Paper or corporate Notes issuer if the portfolio is \$10,000,000 or less (Rule 17, 5)
- C. No more than \$1,000,000 in a single Commercial paper or Corporate Notes issuer if the portfolio is greater than \$10,000,000 but less than \$20,000,000 (Rule 17, 5)
- D. No more than 5% of the total portfolio with a single Commercial Paper or corporate Notes issuer if the portfolio is \$20,000,000 or more (rule 17, 5)

Further, for issuers which are not covered by rules or statute, the City will restrict its investments to no more than 20% with a single issuer with the exception of funds invested with the Utah State Treasurers' Pool (referred to hereafter as "The State Pool"), U.S. Treasury securities, U.S. Government Agency Securities, or funds held in trust (i.e. construction, sinking, or reserve bond funds, etc.).

13.0 MAXIMUM MATURITIES

As stated in the Utah State Money Management Act, "the remaining term to maturity of the investment may not exceed the period of availability of the funds to be invested." The operating and capital funds of the City are pooled to obtain maximum return on investment and to simplify administration of the investment program. Recognizing the overall short-term (one year and under) duration of the budget cycle and normally anticipated cash flow, maturities will not exceed a maximum of three years and will most often be one year or less.

14.0 INTERNAL CONTROL

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the funds of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the City Treasurer shall establish a process for independent review by such means as established by the general financial policies and procedures of the City. This review shall address the following points:

- \$ Control of collusion
- \$ Separation of transaction authority from accounting and recordkeeping

- \$ Custodial safekeeping
- \$ Avoidance of physical delivery securities
- \$ Written confirmation of transactions for investment and wire transfers
- \$ Development of a wire transfer agreement with the lead bank and third-party custodian

15.0. PERFORMANCE STANDARDS

Market yields will be sought throughout the budget and economic cycle consistent with the overriding objectives stated. In keeping with the State of Utah statutes and the city's investment strategy, funds will be placed for investment and not speculation, (i.e. technically referred to as a passive investment strategy). The benchmark standard for rate of return on the City portfolio will be the average rate of return on similar investments and portfolios such as 6 month U.S. Treasury bills and the Utah State Public Treasurer's Investment Fund.

16.0 REPORTING

Management reports on the City's portfolio are generated and distributed monthly to all City department heads, the City Manager and the Mayor and City Council for review and comment. The first report gives a breakdown of the balances and allocation of interest for each city fund which has money invested through the City Investment Fund (exhibit F). The second report is the current month copy of the list of investments and deposits as sent to the state semi-annually (exhibit G). The third report lists the G/L account balances in the Investment Fund and associated earnings (exhibit H). The list of investments and deposits is provided semi-annually to the Utah Money Management Council for compliance review as required by 51-7-15 of the Money Management Act. The investment portfolio and deposits are included in the Comprehensive Annual Financial Report for the City.

17.0 INVESTMENT POLICY ADOPTION

Investment policies are developed by the City Treasurer and reviewed with the ~~Administrative Services Director~~Finance Director, Finance Director, City Manager, Mayor and City Council subject to the rules of the Money Management Act. The City's investment policy shall be adopted by the South Weber City Council. Any modifications made to this policy must be approved by the City Council.

18.0 GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the government entity. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

CUSTODY: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, *e.g.*, U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DUE DILIGENCE: Such a measure of prudence, activity, assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent person under the particular circumstances; not measured by any absolute standard, but depending on the relative facts of the special case.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, *e.g.*, S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of

value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price upon which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is

said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

1920.0 EXHIBITS

- Exhibit A: State Statute 51-7-11. Authorized deposits or investments of public funds.
- Exhibit B: State Statute 51-7-15. Bonds of state treasurer and other public treasurers - Reports to council.
- Exhibit C: Rule 10: Rating requirements for a Permitted Depository.
- Exhibit D: Rule 16: Certification as a Dealer
- Exhibit E: Rule 17: Limitations on Commercial paper and Corporate notes.
- Exhibit F: Sample Allocation of Interest Report
- Exhibit G: Sample State required Report
- Exhibit H: Sample Investment Fund Report
- Exhibit I: Notification of Investment Policy Certification by the Association of Public Treasurers of the United States and Canada

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EXHIBIT A

51-7-11. Authorized deposits or investments of public funds.

- (1) A public treasurer may conduct investment transactions only through qualified depositories, certified dealers, or directly with issuers of the investment securities.
- (2) The remaining term to maturity of the investment may not exceed the period of availability of the funds to be invested.
- (3) Except as provided in Subsection (4), all public funds, may be deposited or invested only in the following assets that meet the criteria of Section 51-7-17:
 - (a) negotiable or nonnegotiable deposits of qualified depositories;
 - (b) qualifying or nonqualifying repurchase agreements and reverse repurchase agreements with qualified depositories using collateral consisting of:
 - (i) Government National Mortgage Association mortgage pools;
 - (ii) Federal Home Loan Mortgage Corporation mortgage pools;
 - (iii) Federal National Mortgage Corporation mortgage pools;
 - (iv) Small Business Administration loan pools;
 - (v) Federal Agriculture Mortgage Corporation pools; or
 - (vi) other investments authorized by this section;
 - (c) qualifying repurchase agreements and reverse repurchase agreements with certified dealers, permitted depositories, or qualified depositories using collateral consisting of:
 - (i) Government National Mortgage Association mortgage pools;
 - (ii) Federal Home Loan Mortgage Corporation mortgage pools;
 - (iii) Federal National Mortgage Corporation mortgage pools;
 - (iv) Small Business Administration loan pools; or
 - (v) other investments authorized by this section;
 - (d) commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations, one of which must be Moody's Investor Services Inc. or Standard and Poor's Corporation, which has a remaining term to maturity of 270 days or less;
 - (e) bankers's acceptances that:
 - (i) are eligible for discount at a Federal Reserve Bank; and
 - (ii) have a remaining term to maturity of 270 days or less;
 - (f) fixed rate negotiable deposits issued by a permitted depository that have a remaining term to maturity of 365 days or less;
 - (g) obligations of the United States Treasury, including United State Treasury bills, United States Treasury notes, and United State Treasury bonds;
 - (h) obligations other than mortgage pools and other mortgage derivative products issued by, or fully guaranteed as to principal and interest by, the following agencies or instrumentalities of the United States in which a market is made by a primary reporting government securities dealer:
 - (i) Federal Farm Credit banks;
 - (ii) Federal Home Loan banks;
 - (iii) Federal National Mortgage Association;
 - (iv) Student Loan Marketing Association;
 - (v) Federal Home Loan Mortgage Corporation;
 - (vi) Federal Agriculture Mortgage Corporation; and
 - (vii) Tennessee Valley Authority;

- (i) fixed rate corporate obligations that:
 - (i) are rated "A" or higher or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations one of which must be Moody's Investors Service, or Standard and Poor's;
 - (ii) are publicly traded; and
 - (iii) have a remaining term to final maturity of 365 days or less or is subject to a hard put at par value or better, within 365 days;
- (j) tax anticipation and general obligation bonds of the state or of any county, incorporated city or town, school district, or other political subdivision of this state, including bonds offered on a when-issued basis without regard to the limitation in Subsection (7);
- (k) bonds, notes, or other evidence of indebtedness of any county, incorporated city or town, school district, or other political subdivision of the state that are payable from assessments or from revenues or earnings specifically pledged for payment of the principal and interest on these obligations, including bonds offered on a when-issued basis without regard to the limitation in Subsection (7); or
- (l) shares or certificates in a money market mutual fund as defined in Section 51-7-3.
- (m) variable rate negotiable deposits that:
 - (i) are issued by a qualified depository or a permitted depository;
 - (ii) are repriced at least semiannually; and
 - (iii) have a remaining term to final maturity not to exceed two years;
- (n) variable rate securities that:
 - (i)(A) are rated "A" or higher or the equivalent of "A" or higher by two nationally recognized statistical rating organizations, one of which must be Moody's Investors Service or Standard and Poor's;
 - (B) are publicly traded;
 - (C) are repriced at least semiannually; and
 - (D) have a remaining term to final maturity not to exceed two years; or are subject to a hard put at par value or better, within 365 days;
 - (ii) are not mortgages, mortgage-backed securities, mortgage derivative products, or any security making unscheduled periodic principal payments other than optional redemptions;
- (4) The following public funds are exempt from the requirements of Subsection (3):
 - (a) funds of the permanent land grant trust funds established pursuant to the Utah Enabling Act and the Utah Constitution;
 - (b) funds of member institutions of the state system of higher education acquired by:
 - (i) gift, devise, or bequest; or
 - (ii) federal or private grant;
 - (c) the corpus of funds functioning as endowments of member institutions of the state system of higher education;
 - (d) the Employers' Reinsurance Fund created in Section 35A-3-702; and
 - (e) the uninsured Employers' Fund created in Section 35A-3-704.
- (5) If any of the deposits authorized by subsection (3)(a) are negotiable or nonnegotiable large time deposits issued in amounts of \$100,000 or more, the interest shall be calculated on the basis of the actual number of days divided by 360 days.
- (6) A public treasurer may maintain fully-insured deposits in demand accounts in a federally-insured nonqualified depository only if a qualified depository is not reasonably convenient to a entity's geographic location.
- (7) The public treasurer shall ensure that all purchases and sales of securities are settled within 15 days of the trade date.

EXHIBIT B

51-7-14. Prudent man rule for management of investments-Sale of security or investment for less than cost.

(1) Selection of investments as authorized by Sections 51-7-11, 51-7-12, and 51-7-13 shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital, as well as the probable benefits to be derived and the probable duration for which such investment may be made, and considering the investment objectives specified in Section 51-7-17.

(2) A public treasurer may sell or otherwise dispose of at less than cost any security or investment in which public funds under his jurisdiction have been invested if such sale or other disposition tends to maximize the benefits that may be derived from such changed investment.

51-7-15. Bonds of state treasurer and other public treasurers-Reports to council.

(1)(a) The state treasurer, county, city, and town treasurers, the clerk or treasurer or each school district, and any other public treasurers that the council designates by rule shall be bonded in an amount of not less than that established by the council.

(b) The council shall base the minimum bond amount on the amount of public funds normally in the treasurer's possession or control.

(2) (a) When a public treasurer deposits or invests public funds as authorized by this chapter, he and his bondsmen are not liable for any loss of public funds invested or deposited unless the loss is caused by the malfeasance of the treasurer or of any of any member of his staff.

(b) A public treasurer and his bondsmen are liable for any loss for any reason from deposits or investments not made in conformity with this chapter and the rules of the council.

(3) (a) Each public treasurer shall file a written report with the council on or before January 31 and July 31 of each year.

(b) The report shall contain:

(i) the information about the deposits and investments of that treasurer during the preceding six months ending December 31 and June 30, respectively, that the Council requires by rule; and

(ii) information detailing the nature and extent of interest rate contracts permitted by Subsection 51-7-17(2).

(c) The public treasurer shall make copies of the report available to the public at his offices during normal business hours.

EXHIBIT C

RULE 10:Rating Requirements to be a Permitted Depository.

1. Purpose: This rule establishes a uniform standard for public treasurers to evaluate the financial condition of Permitted depository institutions to determine if acceptance of Utah public funds by those institutions would expose public treasurers to undo risk. The criteria is applicable to all Permitted Depository institutions to determine if they are eligible to accept deposits of Utah public funds. The criteria established by this rule is designed to be flexible enough to ensure that public treasurers will be able to receive competitive market rates on deposits placed outside this state while maintaining sufficient protection from loss.

2. Authority: This rule is issued pursuant to Sections 51-7-17(4) and 51-7- 18.(2)(b)(iv).

3. Definitions: The terms used in this rule are defined in Section 51-7-3.

4. Rating requirements for permitted depositories.

(1) The Permitted depository must meet the following criteria to accept deposits from Utah public entities:

(a) the depository must be federally insured;

(b) the total assets of the Permitted depository must equal \$5 billion or more as of December 31 of the preceding year, and;

(c) fixed rate negotiable deposits which meet the criteria of Section 51-7-11(3)(f) must, at the time of investment, have the equivalent of an "A" or better short term rating by at least two NRSRO's, one of which must be Moody's Investors Service or Standard and Poor's, or:

(d) variable rate negotiable deposits which meet the criteria of Section 51-7- 11.(3)(m) must, at the time of investment, have the equivalent of an "A" or better, long term rating, by at least two NRSRO's, one of which must be Moody's Investors Service or Standard and Poor's.

(2) Permitted depository institutions whose ratings drop below the minimum ratings established in R628-10-4(1) above, are no longer be eligible to accept new deposits of Utah public funds. Outstanding deposits may be held to maturity, but may not be renewed and no additional deposits may be made by any public treasurer.

5. Restrictions on concentration of deposits in any one out-of-state depository institution: The maximum amount of any public treasurer's portfolio which can be invested in any one Permitted depository institution shall be as follows:

1. Portfolios of \$10,000,000 or less may not invest more than 10% of the total portfolio with a single issuer.

2. Portfolios greater than \$10,000,000 but less than \$20,000,000 may not invest more than \$1,000,000 in a single issuer.

3. Portfolios of \$20,000,000 or more may not invest more than 5% of the total portfolio with a single issuer. 7 The amount or percentages used in determining the amount of Permitted deposits a treasurer may purchase, shall be determined by the book value of the portfolio at the time of purchase.

RULE 10:Rating Requirements to be a Permitted Depository.

1. Purpose: This rule establishes a uniform standard for public treasurers to evaluate the financial condition of a Permitted depository institution to determine if acceptance of Utah public funds by those institutions would expose public treasurers to undo risk. The criteria is applicable to all Permitted depository institutions to determine if they are eligible to accept deposits of Utah public funds. The criteria established by mis rule is

EXHIBIT D

RULE 16: Certification as a Dealer

1. Authority: This rule is issued pursuant to Sections 51-7-3(1) and 51-7-18.

2. Scope: This rule establishes the criteria applicable to all broker-dealers and agents for certification by the Director of the Securities Division of the Department of Commerce (the "Director") as eligible to conduct investment transactions under the State Money Management Act. It further establishes the application contents and procedures, and the procedures for termination and reinstatement of certification.

3. Purpose: The purpose of this rule is to establish a uniform standard to evaluate the financial condition and the standing of a broker-dealer to determine if investment transactions with public treasurers by such broker-dealers would expose public funds to undue risk.

4. Definitions: The following terms are defined in Section 51-7-3 of the State Money Management Act, and when used in this rule, have the same meaning as in the Act:

- A. "Certified dealer";
- B. "Council";
- C. "Director"; and
- D. "Public treasurer"

The following terms are defined in Section 61-1-13 of the Utah Uniform Securities Act, and when used in this rule, have the same meaning as in that Act:

- A. "Agent".

5. General Rule: No public treasurer may conduct any investment transaction through a broker-dealer or any agent representing such broker-dealer unless such broker-dealer has been certified by the Director as eligible to conduct investment transactions with public treasurers.

6. Application to Become a Certified Dealer

A. Any broker-dealer wishing to become a certified dealer under the State Money Management Act must submit an application to the Utah Securities Division.

B. The application must include:

(1) Primary Reporting Dealers: Proof of status as a primary reporting dealer, including proof of recognition by the Federal Reserve Bank as such, if applicant is a primary reporting dealer.

(2) Office Address: The address of the applicant's principal office. Broker-dealers who are not primary reporting dealers must have and maintain an office and a resident principal in Utah; the application shall include the address of the Utah office and the identity of the resident principal.

(3) Broker-Dealer Registration: Proof of registration with the Division under its laws and rules, effective as of or prior to the date of the application, of the following: (a) the broker-dealer; (b) its resident

principal (if one is required); and (c) any agents of a firm doing business in the state.

(4) Corporate Authority: A Certificate of Good Standing, obtained from the state in which the applicant is incorporated. An applicant who is a foreign corporation also must submit a copy of its Certificate of Authority to do business in Utah, obtained from the Corporations Division of the Department of Commerce (hereinafter the "Corporations Division").

(5) Financial Statements: With respect to applicants who are not primary reporting dealers, financial statements, prepared by an independent certified public accountant in accordance with generally accepted accounting principles, indicating that the applicant has, as of its most recent fiscal year end:

(a) Net Capital: Minimum net capital, as calculated under rule 15c3-1 of the General Rules and Regulations under the Securities and Exchange Act of 1934 (the Uniform Net Capital Rule), of at least five percent (5) of the applicant's aggregate debt balances, as defined in the rule, and;

(b) Total Capital: Total capital as follows: (i) of at least \$10 million or; (ii) of at least \$25 million, calculated on a consolidated basis, with respect to an applicant which is a wholly-owned subsidiary.

(6) Government Securities Act Registration: Proof of the firm's registration under the Government Securities Act of 1986 (100, Stat 3208).

(7) Account Documents: Copies of all agreements, contracts, or other documents that the applicant requires or intends to require to be signed by the public treasurer to open or maintain an account. Such documents must meet the following requirements: (a) The Director shall not certify any applicant who requires, or proposes to require, that any dispute arising out of transactions between the applicant and the public treasurer must be submitted to arbitration. The applicant must provide copies of agreements signed or to be signed, which allow the public treasurer to select the forum for dispute resolution, whether that forum be arbitration mediation or litigation in any state or federal court, (b) Any such customer agreement shall provide that suit may be litigated in a Utah court, and that Utah law shall apply in settling disputes, where relevant.

(8) Knowledge of Money Management Act: A notarized statement, signed by a principal and by any agent who has any contact with a public treasurer or its account, that the agent is familiar with the authorized investments as enumerated in Section 51-7-11(3) and the rules of the Council, and with the investment objectives of the public treasurer, as set forth in Section 51-7-17(1).

(9) Fee: A non-refundable fee as described in Section 51-7-18.3(2), payable to the Division.

7. Certification

A. Initial Certification: The initial application for certification must be received on or before the last day of the month for approval at the following month's council meeting.

B. Date of Effectiveness: All certifications shall be effective upon approval by the council.

C. Expiration; Renewal: All certifications not otherwise terminated shall expire on June 30 of each year, unless renewed. Renewal applications must be received on or before April 30 of each year.

8. Renewal of Application

A. Certified dealers wishing to retain their status as certified dealers must reapply annually, on or before April 30 of each year, for recertification to be effective July 1 of each year.

B. The renewal application must contain all of the documents and meet all of the requirements as set forth above with respect to initial applications.

C. The renewal application must be accompanied by an annual renewal fee as described in section 51-7-18.3(2).

9. Post Certification Requirements: Certified dealers are required to notify the Division of any changes to any items or information contained in the original application within 20 calendar days of the change. Such notification shall provide copies, where necessary, of relevant documents.

10. Notification of Certification: The Director shall provide a list of certified broker-dealers and agents to the Money Management Council at least semiannually. The Council shall mail this list to each public treasurer.

11. Grounds for Suspension or Termination of Status as a Certified Dealer: Any of the following constitutes grounds for suspension or termination of status as a certified dealer:

A. Termination of the dealer's status as a primary reporting dealer if the dealer gained certification as a primary reporting dealer.

B. Denial, suspension or revocation of the dealer's registration under the Government Securities Act, or by the Division, or by any other state's securities agency.

C. Failure to maintain a principal office operated by a resident registered principal in this state, if applicable.

D. Failure to maintain registration with the Utah Securities Division by the firm or any of its agents having any contact with a public treasurer.

E. Failure to remain in good standing in Utah with the Corporations Division, or to maintain a certificate of authority, as applicable.

F. Failure to submit within 10 day of the due date the required financial statements, or failure to maintain the required minimum net capital and total capital.

G. Requiring the public treasurer to sign any documents, contracts, or agreements which require that disputes be submitted to mandatory arbitration.

H. The sale, offer to sell, or any solicitation of a public treasurer by an agent or by a resident principal, where applicable, who is not certified.

I. Failure to pay the annual renewal fee.

J. Making any false statement or filing any false report with the Division.

K. Failure to file amended reports as required in section R628-16-9.

L. The sale, offer to sell, or any solicitation of a public treasurer, by the certified dealer or any of its employees or agents, of any instrument or in any manner not authorized by the Money Management Act or rules of the Council.

M. Failure to respond to requests for information from the Division or the Council within 15 days after receipt of a request for information.

N. Failure to maintain registration under the federal Government Securities Act.

O. Engaging in a dishonest or unethical practice in connection with any investment transaction with a public treasurer. "Dishonest or unethical practice" includes, but is not limited to, those acts and practices enumerated in Rule 164-6-1g, which is incorporated herein.

12. Procedures for Suspension or Termination and Reinstatement of Status

A. Where it appears to the Division or to the Council that grounds may exist to suspend a certified dealer or terminate status as a certified dealer, the Council shall proceed under the Utah Administrative Procedures Act, Chapter 46b, Title 63 of the Utah Code.

B. All proceedings to suspend a certified dealer or to terminate status as a certified dealer are hereby designated as informal proceedings under the Utah Administrative Procedures Act.

C. In any hearings held, the Chair of the Council shall be the presiding officer, and that person may act as the hearing officer, or may designate another person from the Council or the Division to be the hearing officer. At the election of the presiding officer, other members of the Council may issue recommendations to the hearing officer after the close of the hearing.

D. The Notice of Agency Action, or any petition filed in connection therewith, required under the Utah Administrative Procedures Act, shall include a statement of the grounds for termination, and the remedies required to cure the violation.

E. From and after the date of service of the Notice of Agency Action, the certified dealer and its agents shall not conduct any investment transaction with any public treasurer if so ordered by the Money Management Council. The order issued by the hearing officer at the conclusion of the proceedings shall lift this prohibition if the order allows the certified dealer to retain its status as a certified dealer.

EXHIBIT E**Rule 17: Limitations on Commercial paper and Corporate notes**

- 1. Authority:** This rule is issued pursuant to Section 51-7-18(2) (b).
- 2. Scope:** This rule establishes limits on the dollar amount of public funds that a public treasurer may invest in commercial paper or corporate obligations of a single issuer.
- 3. Purpose:** The purpose of this rule is to provide guidelines for treasurers when investing public funds in commercial paper or corporate obligations. The guidelines established by this rule are designed to be flexible enough to allow public treasurers to receive competitive market rates on funds placed in these types of investment instruments while maintaining sufficient protection from loss.

4. Definitions: For the purpose of this rule:

Commercial paper means: an unsecured promissory note that matures on a specific date, and is issued by industrial, utility, and finance companies. The commercial paper must meet the criteria for investment as described in section 51-7-11(3).

Corporate obligation means: A secured or unsecured note with original term to maturity ranging from nine months to thirty years that is issued by an industrial, utility or finance company. The corporate obligation must meet the criteria for investment as described in section 51-7-11(3).

4. General Rule: The maximum amount of any public treasurers portfolio which can be invested in a single issuer of commercial paper and corporate obligations shall be as follows:

1. Portfolios of \$10,000,000 or less may not invest more than 10 of the total portfolio with a single issuer.
2. Portfolios greater than \$10,000,000 but less than \$20,000,000 may not invest more than \$1,000,000 in a single issuer.
3. Portfolios of \$20,000,000 or more may not invest more than 5 of the total portfolio with a single issuer.

The amount or percentages used in determining the amount of commercial paper and or corporate obligations a treasurer may purchase, shall be determined by the book value of the portfolio at the time of purchase.

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Deposits and Investments
May 31, 2002

EXHIBIT G

Name of Bank or Issuer	Account of Security Type	Account or Security Class	Coupon	Yield	Purchase Date	Maturity Date	Par Value/Principal	Book Value/Cost	Safekeeping Location	Fund Assigned To	Dealer
Bank of Utah (Acct #12879300)	Cash	Cert. of Deposit	3.500%	3.500%	04/01/02	04/01/03	1,460,919.48	1,460,919.48	City Treasurer	Investment (All Funds)	Bank of Utah: Dt
Bank of Utah (Acct #12864938)	Cash	Cert. of Deposit	3.500%	3.500%	11/06/01	11/06/02	1,290,635.75	1,290,635.75	City Treasurer	Investment (All Funds)	Bank of Utah: Dt
Wells Fargo (Acct #2195328333)	Cash	Savings	N/A	3.040%	N/A	N/A	2,003,125.52	2,003,125.52	Wells Fargo	Investment (All Funds)	Wells Fargo: Fr
Wells Fargo (Acct #1340002524)	Cash	Sweep	N/A	1.260%	N/A	N/A	27,063.34	27,063.34	Wells Fargo	Investment (All Funds)	Wells Fargo: Fr
Wells Fargo (Acct #1340002524)	Cash	Checking	N/A	1.260%	N/A	N/A	0.00	0.00	Wells Fargo	Investment (All Funds)	Wells Fargo: Fr
Key Bank (Acct #420449881001136)	Cash	Sweep	N/A	0.000%	N/A	N/A	2,312,948.65	2,312,948.65	Key Bank	Investment (All Funds)	Key Bank - Peter
Key Bank (Acct #420449881001144)	Cash	Checking	N/A	0.000%	N/A	N/A	5,230.64	5,230.64	Key Bank	Investment (All Funds)	Key Bank - Peter
Key Bank (Acct #4496810011511)	Cash	Checking	0.000%	0.000%	N/A	N/A	7,038.00	7,038.00	Key Bank	Workers Compensation	Key Bank - Peter
Key Bank (Acct #449681001144)	Cash	Checking	0.000%	0.000%	N/A	N/A	10.00	10.00	Key Bank	Redevelopment Agency	Key Bank - Peter
Key Bank (Acct #449681001136)	Cash	Checking	0.000%	0.000%	N/A	N/A	380,607.00	380,607.00	Key Bank	Investment (All Funds)	Key Bank - Peter
Public Treas. Inv. Fd. (City of Bountiful #0223)	State Pool	State Pool	N/A	2.250%	N/A	N/A	30,792,877.61	30,792,877.61	Utah State Treasurer	Investment (All Funds)	Utah State Treas
Public Treas. Inv. Fd. (Landfill Escrow #0973)	State Pool	State Pool	N/A	2.250%	N/A	N/A	1,610,971.73	1,610,971.73	Utah State Treasurer	Landfill Escrow	Utah State Treas
Public Treas. Inv. Fd. (Landfill Closure #1029)	State Pool	State Pool	N/A	2.250%	N/A	N/A	524,107.15	524,107.15	Utah State Treasurer	Landfill Closure	Utah State Treas
Federal Home Loan Mortgage Corp. (Callable)	Treasury/Fed. Agr.	Fed. Agency Note	3.400%	3.400%	02/20/02	02/20/04	1,000,000.00	1,000,000.00	Zions Bank	Investment (All Funds)	Seattle/Northwest
Federal Home Loan Mortgage Corp. (Callable)	Treasury/Fed. Agr.	Fed. Agency Note	3.250%	3.250%	03/28/02	03/28/04	1,000,000.00	1,000,000.00	Zions Bank	Investment (All Funds)	Seattle/Northwest
Federal National Mortgage Association (Callable)	Treasury/Fed. Agr.	Fed. Agency Note	3.650%	3.610%	05/23/02	05/23/04	1,000,000.00	1,000,312.50	Zions Bank	Investment (All Funds)	Seattle/Northwest
Student Loan Marketing Association (Callable)	Treasury/Fed. Agr.	Fed. Agency Note	3.005%	3.048%	05/24/02	11/25/03	1,000,000.00	999,375.00	Zions Bank	Investment (All Funds)	Zions - Ty Rober
Dime Bancorp, Inc	Corporate	Med. Term Note	9.000%	2.890%	03/18/02	12/19/02	1,000,000.00	1,044,770.00	Zions Bank	Investment (All Funds)	Seattle/Northwest
Totals							45,415,532.87	45,459,960.37			

Prepared By:

Mark O. McRae, City Treasurer

Date Submitted:
05/10/02



ASSOCIATION OF PUBLIC TREASURERS
UNITED STATES & CANADA

October 17, 2002

Mr. Mark McRae
Treasurer
City of Bountiful
790 South 100 East
Bountiful, UT 84010

Dear Mr. McRae:

The Association of Public Treasurers of the United States and Canada is pleased to present the City of Bountiful, Utah with the Association's Investment Policy Certification. Members of the Association's Investment Policy Certification Committee congratulate your government for its success in developing a comprehensive written investment policy that meets the criteria set forth by the Association's Investment Policy Certification Committee.

Our review of your investment policy is limited to the documentation submitted. The Certification is not a guarantee against loss due to economic and market conditions or human behavior. Governments are welcome to submit their investment policies for review on an annual basis. However, the Investment Policy Certification Committee recommends that a certified government submit its investment policy once every three years or sooner if major revisions are made to the existing policy.

The Association's Investment Policy Certification Committee Chairman, Ernie O'Dell, will be presenting the Investment Policy Certification plaque to all recipients at the Association's 2003 Annual Conference, August 10 - August 13. Your government will be recognized during the Awards Luncheon on Wednesday, August 13.

As a treasury/financial officer from a government whose investment policy has been certified by the Association, you are eligible to apply to become a reviewer for the Investment Policy Certification Committee. Please contact the Association's headquarters at (202) 737-0660 if you are interested.

The City of Bountiful is to be commended for enhancing its fiscal responsibility in the management of public funds.

Sincerely,

Stacey L. Crane
Executive Director

Enclosures

Total Interest	05/31/02
	22,587.15
	3,125.52
	0.00
	25,541.51
	909,257.55
	0.00
	0.00
	6,496.45
	145,411.27
	0.00
	0.00
	0.00
	0.00
	1,112,419.45
	0.00
	2,465.27
	3,365.52
	0.00
	42,621.51
	1,157,506.25



ASSOCIATION OF PUBLIC TREASURERS
UNITED STATES & CANADA

November 20, 2002

Mr. Mark O. McRae, Treasurer
Bountiful Municipal Corporation
790 South 100 East, P.O.Box 369
Bountiful UT 84011-0369

REF: Investment Policy Certification

Dear Mr. McRae,

Congratulations on your successful application for a Certified Investment Policy. We recognize the hard work you put into developing this policy. During the course of reviewing your policy, the following comments were received from the reviewers. Because all comments are meant to be constructive in nature, I want to pass them along to you for possible consolidation into a future investment policy.

Investment Pools: City conducts a modified version of due diligence but there was no discussion in policy regarding a due diligence questionnaire or other issues like: how is interest paid? How is it figured? etc.

Internal Control and Review: Policy did not discuss internal controls, but spent more time reviewing procedures. Did require review by an external third party.

The committee strongly suggests that you review your policy yearly and make changes where required. Remember that the written investment policy should be able to guide a successor who may not necessarily share the market experience and expertise as the current investment officer/treasurer. If you have any questions about the comments or suggestions, please contact me at 310-318-0652.

I hope to see you in Washington DC next August for the APT US&C Annual Conference where you will be awarded your plaque.

Sincerely,

Ernie O'Dell, CMFA, Chairperson
Investment Policy Certification Committee

CC: Stacy Crane, Executive Director, APT US&C

PROCEDURES

~~Investment Procedures~~ INVESTMENT PROCEDURE

1. Purpose

The purpose of this manual is to establish guidelines to assist Treasury staff with the day-to-day investment operations. These procedures are governed by the South Weber City Investment Policy and the regulations established by the Utah Money Management Council and Act.

Numerical references and subjects at the beginning of each Section refer to elements in the City's Investment Policy.

2. Cash Review

1.0 Policy

5.0 Delegation of Authority

2.0 Scope

The City Treasurer or his/her delegate (hereafter referred to as Investment Officer) must review the cash balances and investment portfolio daily, or as needed. Items to be reviewed should include:

- a) Balances of accounts at the City's primary bank. These accounts include the City checking and sweep accounts, ~~and the RDA checking and sweep accounts.~~
The balance of the City's account should generally be around \$ 1,000,00.00 ~~and the RDA account around \$ 50,000.00~~
- b) Balances at other banks, if accounts exists.
- c) Maturing investments
- d) A/P week check run anticipated balance for current cash needs
- e) UAMPS monthly invoice amount and payment date.

City departments are required to notify the Investment Officer of anticipated expenditures of a significant nature. Generally this will be amounts of \$100,000.00 and greater. The purpose is to insure adequate funds are in the checking account and to allow time to transfer additional funds if necessary. This is also the reason for checking with A/P each week on the total amount of the checks to be issued.

2.1) Transfer of Funds: The City Treasurer and the ~~Administrative Services Director~~ Finance Director are authorized to withdraw and deposit money in the City's PTIF (Public Treasurers' Investment Fund) account at the state. As needed, money will be transferred between the City checking accounts and PTIF #223. This is generally done over the internet, but can also be done by Fax.

3. Investment Selection

The Investment Officer will determine how much of the cash balance is available for investment and which type of investment and maturity date most closely matches the City Investment Policy's strategies, objectives, and diversification goals.

4. **Purchasing an Investment**

7.0 *Authorized Financial Dealers*

11.0 *Safekeeping & Custody*

8.0 *Authorized and Suitable of Investments*

12.0 *Diversification*

9.0 *Investment Pools*

13.0 *Maximum Maturities*

The Investment Officer may request offers from selected brokers/agents according to City policy, or may consider offers presented by known and certified broker/ agents.

4.1 Before concluding the transaction, the Investment Officer should:

- a) Verify the security selected for purchase meets all criteria, including portfolio diversification, maturity, and compliance with State code and the City Investment Policy.
- b) Verify yield calculations.
- c) Verify total purchase cost (including accrued interest) does not exceed funds available for investment.
- d) Advise the successful provider that their offering has been selected for purchase.
- e) After confirmation of the purchase, as a courtesy, notify the other broker/dealers that you have placed the investment. Best price may be disclosed.

4.2 After consummation of the transaction, and prior to settlement date, the Investment Officer and the provider should exchange and review the following information to ensure prompt, and uninterrupted settlement:

- a) Name of the third-party safekeeping agent.
- b) Acquire CUSIP number of security, along with the following, if applicable:
 - Copy of Trade Ticket
 - Bloomberg Security Description
 - Call Schedule
 - Yields to Call
- c) Reconfirm amount of transaction
- d) Reconfirm settlement date

5. **Settlement & Follow-through**

5.0 *Delegation of Authority*

5.1 The investment officer will prepare for review by the City Recorder, or Deputy City Recorder, the following documents, if applicable:

- a) Investment Summary Sheet (Exhibit A)
- b) Copies of all documentation received from broker/agent
- c) Copy of notification to Safekeeping Agent
- d) Copy of wire transfer documentation
- e) Journal entry to record transaction (Exhibit B)

Upon receiving the above documents, the City Recorder or Deputy City Recorder will contact the broker/dealer and confirm the transaction details. He/she will then process the journal entry, and return the other documents to the Investment Officer for follow-up and filing.

5.2 The Investment Officer should forward to the safekeeping agent a report of the investment transaction. The report may be verbal, but a written form should be sent and acknowledged. When applicable, the following should be verified:

- a) Provision of receipt or disbursement of funds
- b) Internal transfer or wiring of funds
- c) Validation of written "safekeeping receipt"
- d) Notification of discrepancy prior to acceptance or rejection of the transaction
- e) Immediate notification if a fail has occurred: by the provider is they are responsible, by the safekeeping agent is they are responsible.

INVESTMENT PROCEDURE EXHIBIT A

South Weber City

INVESTMENT SUMMARY SHEET

DESCRIPTION OF INVESTMENT SECURITY:	
Federal National Mortgage Association	
COUPON RATE/BASIS: 3.375%	YIELD: 3.480%
ISSUE DATE: 11/23/2001	MATURITY DATE: 11/22/04
CALL/PUT DATE: 11/22/2002	INVESTMENT RATING: Fed. Agency
PAR VALUE: \$1,000,000.00	PRICE/UNIT: .99757
PREMIUM(DISCOUNT): \$ 2.430.00	ACCRUED INTEREST: \$ 3,000.00
COMMISSION: 0	TOTAL COST: \$ 1,000,570.00
INTEREST DATES:	
11/22/2002, 05/22/2003, 11/23/2003, 05/22/2004, 11/22/2004	

BROKER: Seattle-Northwest Securities	AGENT: Mark McKinnon 255-0424
SAFEKEEPING AGENT: Zions Bank	SECURITY IN CUSTODY OF CITY: N/A
TRADE DATE: 06/19/2002	SETTLEMENT DATE: 06/24/2002
SETTLEMENT METHOD: Wire from Key Bank to Zions	
CUSIP NUMBER: 3136F04X78	TRANSACTION NUMBER:
BROKERAGE ACCOUNT:	FUND MASTER ACCOUNT: 76-1161-2000

COMMENTS: May 2002 Public Treasurers Investment Fund rate was 2.2501%.
--

INVESTMENT AUTHORIZATION	TRANSACTION CONFIRMATION
Signature:	Signature:
Title: City Treasurer OR Administrative Services <u>Director/Finance Director</u>	Title: City Recorder/Finance Director OR Deputy City Recorder/Accountant

|

INVESTMENT PROCEDURE EXHIBIT B

BOUNTIFUL CITY JOURNAL ENTRY		DATE: _____	06/19/02
		ENTRY NO.:	_____

ACCOUNT NUMBER	DESCRIPTION	DEBIT	CREDIT
76-1161-2000	Investments - Tbills	1,000,000.00	
76-0000-3610-0000	Interest Earnings	3,000.00	
76-1186-0000	Discount on Investments		2,430.00
76-1111-0000	Cash in Bank		1,000,570.00
	Purchase of FNHA on 6/24/02 CUSIP#3136F04X78		

PREPARED BY: _____ MM _____
 AUDITED BY: _____ RTH _____

ENTERED BY: _____ RTH _____
 VERIFIED BY: _____

~~Instructions for editing this document:~~

- ~~1. You can use the "Find and Replace" feature to change this document for your city. If you want to use the phrase "City of SOUTH WEBER", search for 'South Weber City' and replace with 'City of South Weber' or 'South Weber City'. If you do not want to use the word 'City', then search for 'South Weber' and replace it with the name of your city.~~
2. Section 9.0 This policy does not allow a Master Repurchase agreement. If you do not use one and do not plan to use one, it is easy to exclude it than fill in all the extra application requirements. Some city's sweep account uses a repurchase agreement. Others, like Bountiful City have their money sweep to a Money Market account.
3. Change the report examples to match those used in your city.
- ~~4. Section 2.1 lists the various funds that your city uses. Change to reflect your city.~~
5. Sections 5.0 & 14.0 relate to delegation of authority and internal control. This policy is very specific and may need to be changed for your city.
6. Section 13 covers the maximum maturity of your investments. Although state law allows for longer maturities, this version has a 3 year maximum. Change to match your city policy on maximum maturity.
7. Carefully review every section to make sure it matches your city. You may want to use wording from another city's policy or the model investment policy in place of certain sections shown here.

Investment Policy – South Weber City

Scope

This policy establishes an effective delineation of responsibilities and internal controls for the safekeeping and investment of the City's monies.

Prudence

In accordance with the Prudent Person Rule which states: Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Conflicts of Interest and Ethics

All officers of the City that engage in financial transactions shall act in accordance with the highest ideals of honor, integrity, and ethics. Employees shall act in strict accordance with State laws and City ordinances governing ethics and conflicts of interest with the City's investment program and requires the disclosure of any financial interests' employees and officials may have in the financial institutions the City is working with or instruments the City is investing in. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the entity.

Objectives

All funds will be invested in accordance with most recent revision of the Utah Money Management Act. The primary objectives of investment activities in order of priority shall be safety, liquidity, and yield:

- **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
- **Yield:** Return on investment is of secondary importance compared to safety and liquidity objectives described above.

Standards of Care

The standard to be used by investment personnel will be the 'prudent person' rule, 51-7-14(1) of the Utah Money Management Act. This concept will be applied in the context of managing the overall portfolio where the 'prudent person' is reasonable, well informed, and not a professional investor "prudent expert." The "prudent person" concept implies that the primary concern is to preserve capital and provide required liquidity.

Controls

A. Allowable Investments

The following list constitutes current legal investments under the Utah Money Management Act. Credit Ratings for the purchase of any security must have a minimum of single A or its equivalent or better by two or more public rating agencies at the time of purchase. Short-term credit ratings for commercial paper must be in the top tier A1/P1/F1 by two of the three credit rating agencies at the time of purchase.

B. Diversification

The City will diversify its investments in order to avoid risks in specific instruments, individual financial institutions or maturities.

The current diversification is as follows:

INVESTMENT INSTRUMENT	MAXIMUM IN ANY SINGLE ISSUER**	Maximum Maturity
Treasuries	100%	5 Years
Corporate Bonds	5%	Variable Rate - 3 Years Fixed Rate - 15 Months
U.S. Government Agency Securities	100%	5 Years
Federal Farm Credit Bank (FFCB)	50%	5 Years
Federal Home Loan Bank (FHLB)	50%	5 Years
Federal Home Loan Mortgage Corporation (FHLMC)	50%	5 Years
Federal National Mortgage Association (FNMA)	50%	5 Years
Other Obligations (revenue bonds of any county, city, or any taxing district of the State of Utah)	5%	5 Years
Certificates of Deposit in Utah State Depositories	FDIC limit	5 Years
Negotiable CDs	97% of FDIC, cannot buy above par.	5 Years
Commercial Paper	5%	365 Days

C. Guidelines for Deposits with Financial Institutions

The maximum unsecured deposits invested with any one Utah Bank shall be limited to 5% of that bank's capital and deposit base.

D. Performance Evaluation

The investment portfolio will be managed in accordance with the parameters specified within this policy. The 2 Year Treasury moving average will be the benchmark against which the investment portfolio performance shall be compared on a regular basis.

E. Reporting

The Investment Officer shall prepare an investment report annually that will include the following:

- Listing of individual securities held at the end of the reporting period.

- Weighted average yield to maturity for the investment portfolio
- Listing of investments by maturity date.
- Percentage of total portfolio that each type of investment represents.

Investment Advisers will prepare and submit monthly reports to the City Treasurer or other finance staff that will include monthly performance, current credit mix, maturity distribution and compliance to the Utah Money Management Act and the Investment Policy.

Additionally, the Investment Adviser should be prepared to meet quarterly with the City Treasurer to discuss investments reports, recent interest rate conditions, economic developments, and anticipated cash needs of the City.

Selection of Investment Adviser and/or Broker

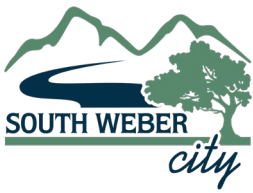
The credibility of brokers, dealers and banks will be checked and analyzed. Criteria for selection will include classification on the Utah Money Management Council's Certified Dealer List or Certified Investment Adviser List. The Investment Officer will invest with those financial institutions that meet the above criteria.

Safekeeping

All investments must be held in custody/safekeeping by a bank or trust company with minimum credit ratings mentioned above for corporate bonds. All bonds must be delivered vs. payment.

Evaluation

The City Treasurer reserves the right to amend any of the previous internal guidelines.



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

10/22/2024

PREPARED BY

Brett Baltazar
Finance Director

ITEM TYPE

Legislative

ATTACHMENTS

FY 2024 Fraud Risk
Assessment

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

FY 2024 Fraud Risk Assessment

PURPOSE

Self-assessment of the city’s risk of financial fraud, abuse, and non-compliance by analysis of the city policies, procedures, and internal controls.

RECOMMENDATION

Admin/Finance Committee recommends approval

BACKGROUND

The assessment has been reviewed by the Admin/Finance Committee. The state requires a self-assessment be conducted annually. South Weber City takes its financial and fiduciary responsibilities seriously. Policies, procedures, and internal controls have been implemented to mitigate those risks. This risk assessment is for fiscal year 2024, ending June 30,2024.

The assessment categorizes the city’s fraud risk level as “Low” with a score of 355 out of a possible score of 395.

ANALYSIS

Staff will use the assessment as a guide to improve policies, procedures and internal controls to continually reduce or minimize risk

GL Code	Dept	Tentative	Final	Difference	Description
10-31-100	Gen. Fund	1,135,000	1,207,000	72,000	Adopted Truth-in-Taxation
10-43-135	Admin.	94,000	116,000	22,000	Health Benefits- Staff change
10-43-309	Admin.	15,000	30,000	15,000	Internal/External Audit
10-43-350	Admin.	30,000	32,000	2,000	Archive Social System
10-43-900	Admin.	0	3,000	3,000	Add to Fund Balance
10-58-135	Comm.	42,000	45,000	3,000	Health Benefits- Staff change
10-58-350	Comm.	17,500	31,500	14,000	Civic Review System
10-60-135	Streets	32,000	26,000	(6,000)	Health Benefits- Staff change
10-60-280	Streets	0	3,000	3,000	Phone Services not in Tentative Budget
10-70-130	Parks	45,000	47,000	2,000	Retirement Benefits- Staff change
10-70-135	Parks	83,000	84,000	1,000	Health Benefits- Staff change
10-70-270	Parks	14,000	23,000	9,000	Utilities not in Tentative Budget
45-57-740	Capital	299,000	235,000	(64,000)	Side by Side Removal
45-70-730	Capital	66,000	50,000	(16,000)	Updated Cedar Cove Park playground quote
51-40-240	Water	1,000	2,000	1,000	Office Supplies not in Tentative Budget
52-40-280	Sewer	0	2,000	2,000	Phone Services not in Tentative Budget
52-40-370	Sewer	9,000	13,000	4,000	Utility Billing Services
54-40-280	Storm Drain	0	2,000	2,000	Phone Services not in Tentative Budget
54-40-690	Storm Drain	0	50,000	50,000	Storm Drain Audit; IFFP/IFA Study
54-40-900	Storm Drain	79,000	27,000	(52,000)	Decrease Fund Balance for Audit and Study
56-76-424	Transp.	15,000	165,000	150,000	Sidewalk Repairs allocated from FY24
60-34-982	Fleet	64,000	0	(64,000)	Side by Side Removal
60-34-990	Fleet	11,000	400,000	389,000	Large Apparatus Reserves (259k+130k)

ARPA Funds Allocation:

- \$259k towards Large Apparatus
- Approximately \$241k (or remaining ARPA balance) for project 7375 S. 925 E.

Fraud Risk Assessment

Continued

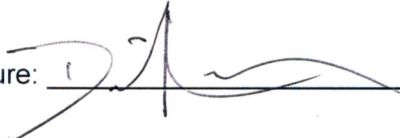
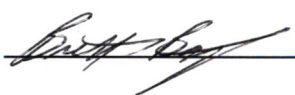
*Total Points Earned: **355/395** *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	X	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: SOUTH WEBER CITY _____

*Completed for Fiscal Year Ending: 6/30/2024 _____ *Completion Date: 9/18/2024 _____

*CAO Name: David Larson _____ *CFO Name: Brett Baltazar _____

*CAO Signature:  _____ *CFO Signature:  _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			X	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			X	
4. Are all the people who have access to blank checks different from those who are authorized signers?			X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".			X	
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

⊗ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.