



Regular City Council Meeting

Tuesday, January 2, 2024

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

www.washingtonterracecity.com

1. **OATH OF OFFICE: THE OATH OF OFFICE WILL BE ADMINISTERED TO NEWLEY ELECTED OFFICIALS** 5:00 P.M.
2. **WORK SESSION** 5:15 P.M.
Topics to include, but are not limited to:
 - Terrace Capital Investment Plan (TCIP)
 - Update on 300 West Reconstruction Project
3. **ROLL CALL** 6:00 P.M.
4. **PLEDGE OF ALLEGIANCE**
5. **WELCOME**
6. **CONSENT ITEMS**
 - 6.1 **APPROVAL OF AGENDA**
Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.
 - 6.2 **APPROVAL OF DECEMBER 2, 2023 COUNCIL RETREAT AND DECEMBER 5, 2023, MEETING MINUTES**
7. **SPECIAL ORDER**
Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions/comments by Council, Chair opens public hearing and invites citizens to comment on hearing; Chair closes hearing, final Council discussion.
 - 7.1 **PUBLIC HEARING: PUBLIC HEARING TO HEAR COMMENTS ON THE AMENDMENT TO THE FISCAL YEAR 2023-2024 BUDGET**
To receive and consider comment on amending the Fiscal Year 2024 Budget.

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283. CERTIFICATE OF POSTING :The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on the Public Notice Website www.utah.gov/pmn/, The City website www.washingtonterracecity.com, City Hall located at 5249 South 400 East, and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

8. CITIZEN COMMENTS

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

9. NEW BUSINESS

9.1 PRESENTATION: PRESENTATION TO COUNCIL MEMBER SCOTT BARKER FOR HIS YEARS OF SERVICE

9.2 MOTION/RESOLUTION 24-01: RESOLUTION AMENDING THE FISCAL YEAR 2023-2024 BUDGET

9.3 MOTION/ORDINANCE 24-01: AMENDMENT TO THE WATER EFFICIENT LANDSCAPE CODE, CHAPTER 13.10 OF THE MUNICIPAL CODE

An ordinance amending code relating to be in compliance with state code for water efficiency programs.

9.4 DISCUSSION/ACTION: BUSINESS LICENSE FOR NON-CONFORMING DUPLEXES

Discussion/action concerning upstairs/basement duplex rentals.

9.5 TRAINING: OPEN MEETINGS ACT

City Attorney Bill Morris will present the mandatory trainings to the Council and Planning Commissioners.

9.6 TRAINING: DISCRIMINATION AND SEXUAL HARRASSMENT

City Attorney Bill Morris will present the mandatory trainings to the Council and Planning Commissioners.

9.7 TRAINING: ETHICAL BEHAVIOR TRAINING

City Attorney Bill Morris will present the mandatory trainings to the Council and Planning Commissioners.

9.8 DISCUSSION/ACTION: WEBER HUMAN SERVICES TERMINATION OF INTERLOCAL AGREEMENT FOR SENIOR CENTER ACTIVITIES

The City has received notice from WHS that they will be terminating their agreement with the City for senior center services. Discussion on how to proceed.

9.9 MOTION: NOMINATION AND ELECTION OF MAYOR PRO TEMPE

Council may nominate and elect a mayor pro tempe to preside over meetings if the Mayor is absent, unable, or refuses to act in the capacity of mayor.

10. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

11. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

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12. UPCOMING EVENTS

January 15th : City Offices closed in observance for Martin Luther King Jr.

January 16th : City Council work Session 5:00 p.m.

January 16th : City Council Meeting 6:00 p.m.

January 25th : Planning Commission Meeting 6:00 p.m.

13. ADJOURN THE MEETING: MAYOR ALLEN

14. ADJOURN INTO REDEVELOPMENT AGENCY MEETING; The RDA meeting will begin immediately following the regular meeting

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on December 5, 2023

City Hall, 5249 South 400 East, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen

Council Member F. Carey Seal

Council Member Jeff West

Council Member Jill Christiansen

Council Member Scott Barker - Excused

Council Member Randy Ferlin

Finance Director Shari' Garrett

City Treasurer Heidi Gerritsen

City Manager Tom Hanson

City Recorder Amy Rodriguez

Others

Gary Keddington, Nathaniel Corry, Cheryl Parkinson, Michael Thomas

1. WORK SESSION

5:00 P.M.

Topics to include; but are not limited to:

- ANNUAL FINANCIAL & INDEPENDENT AUDITOR'S REPORT**

Garrett stated that the auditors will be discussing independent auditors report, controls, and all The Financial sections of the ACFR were audited. She stated that the financial trends of the report was unaudited.

Gary Keddington and Nathaniel Corry presented the annual audit report to Council.

Keddington stated that the staff is at the top of their list and knows what they are doing. He stated that they are in office with our staff for at least two weeks, plus work on the audit remotely.

Corry was the lead on the audit and presented to Council. He stated that they are here to assist management with state compliance and governmental activities. He stated that they review payroll, wage data, cash receipting, internal controls, financial controls, journal entries, and other controls to help detect fraud or inconsistencies to protect the city and its employees. He stated that they analyze risk for fraud. He stated that they also test state compliance.

Corry stated that they review chapter one and chapter two of state compliance. This year the budget compliance was tested, including taxes, governmental fees and if they are reasonable without hidden taxes, enterprise fund transfers, tax levy revenue review, fund balances, fraud risk assessments, justice court separation of duties and court costs, and open and public meetings act.

Corry stated that there was a finding that one Council Member was absent for the annual open meetings

46 training. This will be tested again next year for compliance.

47

48 Keddington explained that governmental fees must be used for what the fee is for, noting that you cannot
49 charge a fee and use part of it for another use. He stated that it must go towards what the city is telling the
50 public it is for, and if not, the city must show where it was re-directed.

51

52 Corry explained the single audit process. It is required when the city receives \$750,000 in federal monies.

53 Corry explained that they audited the ARPA monies and was found to be in compliance. Garrett stated

54 That we received over a million dollars in ARPA monies and it has been expended this past summer.

55

56 Corry explained the Audit Scope and Objective letter. He stated that the letter explains the overall goal of the
57 Audit and disclosures. He stated that they conduct their audit in compliance with standard governmental
58 Audit practices. He stated that they are auditing for “reasonable assurance” of compliance.

59

60 He stated that they look at financial information and significant risks. He stated that there are
61 Several that are always assumed to be an inherent risk: management controls, Improper revenue recognition.
62 He stated that one inherent risk for the city is that there is no review over financial statements, but that is
63 because no one else has her knowledge of financial statements so they build that into their audit and
64 focus in on those areas.

65

66 Corry stated that they audit cash receipting and invoice payments within Accounts Payable.

67

68 Corry stated that the audit does not relieve management of their responsibility. He stated that they do
69 not design our controls, but can offer advice. He stated that management is responsible that laws are
70 enforced and designing systems in compliance with laws and agreements. Keddington stated that these
71 items are not “a given” and acknowledges that management is in compliance in our City.

72

73 Corry stated that they received all the information that was asked.

74

75 Keddington stated that one of the reasons they ask the fraud question to Council, management, and employees
76 because they have found that employees may not report fraud but they won't lie about it. He stated that some
77 entities get lax about fraud and internal controls, and that is when fraud happens.

78

79 Corry stated that Garrett and Management get all the information together for them for the audit. Corry read
80 The audit statement, noting that the information being presented in our ACFR are materially correct.

81 Garrett stated that it is a common misconception that if we had an audit, fraud will be detected, however she
82 noted that is not always the case. She stated that there are several different types of audits. Keddington
83 stated that there are different audits to check for fraud, internal controls, and overall audits. He stated
84 that there are different levels to different types of audits.

85

86 Keddington stated that he suggests limited use of credit cards because that is where a lot of fraud is
87 found, as well as opening the city up to loss or credit card numbers being stolen.

88 He stated that you can never be more vigilant when signing checks and statements through the AP process.

89 Corry stated that they always test controls as well as the numbers.

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Jeff West
Council Member Jill Christiansen
Council Member Scott Barker - Excused
Council Member Randy Ferlin
Finance Director Shari’ Garrett
Code Enforcement Officer Martin Nish
Fire Chief Clay Peterson
City Manager Tom Hanson
City Recorder Amy Rodriguez
Lt. Colby Ryan

Others

Gary Keddington, Nathaniel Corry, Cheryl Parkinson, Michael Thomas, Zunayid Zishan, Steve Nielsen, Sharae Nielsen, Paul Klema, Amy Miller, Krysten Parkinson

2. ROLL CALL 6:00 P.M

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

- 5.1 APPROVAL OF AGENDA**
 - 5.2 APPROVAL OF NOVEMBER 21, 2023, COUNCIL MEETING MINUTES**
- Items 5.1 and 5.2 were approved by general consent.

6. CITIZEN COMMENTS

Amy Miller, with the United Methodist Church, stated that there will be a handbell Christmas concert this Sunday evening . She stated that there will be a candle lighting event on Christmas Eve at the Methodist Church.

Cheryl Parkinson wanted to thank Mayor, Council, Hanson, and Rodriguez for their help through the voting process.
Parkinson thanked the residents who have shown their confidence in her and stated that she is hopeful that she can represent them in the forthcoming months. She thanked Council who are leaving for their service and looks forward to continuing their legacy.
Zunayid Zishan asked for clarification on the CDBG grant application and if the grant will be applied to the Rohmer Park Project, which is budgeted for \$865,000. Hanson clarified that if the grant is received it

will be applied to Rohmer Park. The \$865,000 is for the Pickleball Complex. He wanted to know why the parking lot is taking precedence over other items on the list and how we choose the items on the list.

7. NEW BUSINESS

7.1 PRESENTATION/DISCUSSION: INDEPENDENT AUDITOR'S REPORT

The City's independent financial auditor, Keddington & Christensen presented to the governing body the scope and outcomes of the annual financial audit for fiscal year ended June 30, 2023.

Corry stated that he did not find any deficiencies in the financial statements, practices, controls, and Compliance.

There was one finding in the open meetings act concerning training, as one Council Member was Absent during the training last year. This will be audited again next year for compliance.

ARPA monies examination over the procedures and noted that they were determined to be appropriately spent.

The full report will be available online tomorrow.

7.2. PRESENTATION: CODE ENFORCEMENT UPDATE

Code Enforcement Officer Martin Nish presented to the Council. He showed a heat map of areas in the City where violations are occurring. He stated that many of the violations are prioritized by safety violations and citizen complaints. He stated that he investigates and takes photographs. He stated that he tries to talk to the residents on suggestions on how to abate the situations.

7.3 MOTION/RESOLUTION 23-22: INTERLOCAL AGREEMENT FOR SEAL AND HAZARDOUS MATERIALS SERVICES ROTATION LIST

Chief Peterson explained that Ogden City has bid and vetted restoration companies. He stated that If there is a fire, the city can call a board up company or hazardous waste company and there is no charge to the city for this service. The interlocal allows us to call dispatch and puts us in line for the next available company. Peterson stated that the interlocal is between all the county fire districts and cities. Chief Peterson stated that the company has an hour to respond to the request. If they do not, it goes to the next company on the rotation list.

**Motion by Council Member West
Seconded by Council Member Seal
To approve Resolution 23-22 for the
Interlocal Agreement between Washington Terrace and other entities
for Seal and Hazardous Materials
Services Rotation List
Approved unanimously (4-0)
Roll Call Vote**

7.4 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN – CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION

Rodriguez explained that the City will be applying for a CDBG grant for the 2024 funding year.

She stated that part of the ranking process relies on how the project ties into city and local region priorities

and the state likes to see the planning process for the projects. Staff reviews the city's five year CDBG project plan, along with our TCIP and Fire equipment plans each year to prioritize our projects and align them with our funding plans for the match. The city would like to apply for parking lot reconstruction at the Rohmer Park baseball fields, which is part of our five year CIP and also in our Parks Master Plan. We will be applying for the full amount of the grant which is 300,000. Rodriguez explained that the reason that this project has been chosen is because the Remaining Service Life of the parking lot has expired. It has been on our CIP plan to be reconstructed, however, the city did not have the funds at the time to complete the project in its entirety. We have the design plans for the project and are hoping that we receive the grant so that we can complete the project.

Hanson explained restrictions on how we operate CDBG funds and how projects are chosen. Hanson stated that we try to apply for that we need and would benefit the entire community. Hanson stated that we saw the opportunity to apply for the grant and leverage funds.

**Motion by Council Member Christiansen
Seconded by Council Member Seal
To approve the consolidated Plan- Capital Investment Plan
Project prioritization list
Approved unanimously (4-0)**

**7.5 MOTION/RESOLUTION 23-21: MEMORANDUM OF UNDERSTANDING WITH
COMMUNITIES THAT CARE PROGRAM FOR THE PREVENTION PREPARED
COMMUNITIES GRANT**

Hanson stated that the grant is for promotion of awareness for drug avoidance and improving community engagement.

Hanson stated that community engagement is essential. He stated that we have the opportunity for the funds this year for community engagement to raise awareness for drug use awareness and prevention.

Hanson stated that we can use the funds retroactively for Terrace Days, Candy Cane run, and other events.

Hanson stated that we will watch for opportunities to use the funds received to help awareness for healthy choices and community involvement. He stated that the grant would be for \$9,000. Hanson stated that Mayor Allen has already fulfilled the requirements of the grant and we are tracking our activity per grant guidelines.

**Motion by Council Member West
Seconded by Council Member Seal
To approve resolution 23-21
Memorandum of Understanding with
Communities that Care Program for the
Prevention Prepared Communities Grant
Approved unanimously (4-0)
Roll call Vote**

**7.6 MOTION/ RESOLUTION 23-20 :RESOLUTION GIVING ADVICE AND CONSENT
TO THE TRANSFER OF CERTAIN REAL PROPERTY FROM THE CITY OF
WASHINGTON TERRACE TO THE CITY OF WASHINGTON TERRACE**

Hanson stated that the City has two pieces of property that are part of the road reconstruction on 300 West .

One is located on 300 West and 4000 South and the other is at the old firehouse park He stated that we found the City owns two properties that are city owned, but not designated at “right of ways”. He stated that the properties will be re-aligned from “property owned” to “City right of way”. He stated that the quit claim deeds are minutia that needs to be done to be appropriately set for the project. The City will transfer \$10.00 from one fund to another to accomplish the monetary value requirement for the quit claim deed. Hanson stated that we have been working on this project for 15 years and it will be executed next spring. The project will include road reconstruction and the infrastructure below it will be replaced so that there is a lower change of leakage and damage to the new roadway.

Motion by Council Member West
Seconded by Council Member Ferlin
To approve Resolution 23-20
Giving advice and consent to the transfer of certain real
Property from the City of Washington Terrace to the City of Washington Terrace
Approved unanimously (4-0)
Roll call vote

7.7 MOTION/RESOLUTION 23-19: ADOPTING THE 2023 UPDATED REPORT TO THE MODERATE INCOME HOUSING PLAN

Hanson stated that the Moderate Income Housing Plan must be adopted as a requirement for the CDBG grant. He stated that it is also to show we are finding ways to comply with state requirements for moderate income housing within the city. Hanson stated that we do not have the capacity to subsidized housing. Hanson stated that the infill project helps with the housing stock. Hanson stated that the report has been updated with the state. Hanson stated that we have limited resources within the city, as we are close to build out within the city. Hanson stated that we have 37 areas for capacity to build upon. Hanson stated that we do not have any housing stock approved and in the development stage at this time. Hanson stated that the areas are throughout the city. Hanson stated that there are some challenges with parking.

Motion by Council Member Christiansen
Seconded by Council Member Seal
To approve resolution 23-19
Adopting the 2023 Updated Report to the Moderate
Income Housing Plan
Approved unanimously (4-0)
Roll call vote

7.8 MOTION: APPROVAL OF THE RECREATION, ARTS, MUSEUM, PARKS (R.A.M.P) 2024 GRANT APPLICATION

Hanson stated that the grant will be under the \$200,000 mark, which puts us in the minor category with RAMP grants. Hanson stated that the grant is for pedestrian link areas coming into the south end of Rohmer Park. The project will be considered community wide and part of the master plan. Hanson stated that the city has worked with a committee for strategic park planning. Hanson stated that we have received feedback on safety on the entry to the parks. Hanson stated that the sidewalk on the south end will link

with the walking paths on that end. Hanson stated that this is to be linked into the trail that will placed a few years down the line. Hanson stated that the trail is designed to go around the entire park. Hanson stated that the city has done a study on parks, and noted that the city wide survey showed that residents would like the city to put efforts into the parks and Rohmer Park was listed as a top priority. Mayor Allen stated that he is working on letters of support from neighboring communities.

**Motion by Council Member Seal
Seconded by Council Member Ferlin
To approve the RAMP grant 2024 Application
Approved unanimously (4-0)**

7.9 MOTION: APPROVAL OF THE 2024 ANNUAL MEETING SCHEDULE

Rodriguez stated that the annual meeting schedule must be approved and posted annually. She stated that the 2024 schedule will have a regular meeting scheduled the first and third Tuesday of each month, with the exception for December. If there are any changes to the schedule, they will be noticed appropriately.

**Motion by Council Member West
Seconded by Council Member Christiansen
To approve the 2024 Annual Meeting Schedule
Approved unanimously (4-0)**

**7.10 MOTION: BOARD OF CANVASS TO APPROVE THE 2023 MUNICIPAL
ELECTION CANVASS RESULTS**

Rodriguez stated that she received the results from the official canvass which was completed this afternoon. She stated that there was a 32.8 percent turnout.

She read the results of the report:

Total number of votes: 1,381

Number of Ballots rejected: 22-----signatures did not match---unsigned---returned past deadline

Number of Provisional Ballots: 0

Final Results of the Tallied Ballots. The three candidates with the highest number of votes will serve a 4 year term as Council Member beginning January 2, 2024

Cheryl Parkinson.....1,042

Brett Degroot.....506

Michael Thomas.....576

Zunayid Z. Zishan.....618

F. Carey Seal.....513

**Motion by Council Member West
Seconded by Council Member Christiansen
To approve the 2023 Municipal Election Canvass Results
Approved unanimously (4-0)**

320 **7.11 PRESENTATION: RECOGNITION OF COUNCIL MEMBERS FOR THEIR**
321 **YEARS OF SERVICE**

322 Mayor Allen presented plaques to Council Member Seal and Council Member Ferlin for their service and
323 contributions to the City of Washington Terrace.

324 Council Member Ferlin stated that it has been an eye opening experience for him. He stated that it has been
325 helpful to see how the city is run and how different views come together.

326 Council Member Seal stated that he has learned a lot on what it takes to run a city. He stated that he
327 appreciates all the help. He stated that Council learns from the residents and it helps to make things better.

328
329 **8 COUNCIL COMMUNICATION WITH STAFF**

330
331 Council Member Christiansen thanked staff for the Council retreat and appreciated the all the work that
332 went into creating the survey and found that it will be an informative tool to be used.

333
334 Council Member West wished everyone a happy holiday and Merry Christmas.

335
336 Council Member Ferlin thanked Mayor and Council.

337
338 Mayor Allen agreed that the retreat was very informative and Hanson and Council Member West put a lot
339 of effort into making it happen. Mayor Allen stated that the survey showed great interest in Parks,
340 however, it also showed people would like improvements without raising taxes.

341 Mayor Allen stated that there will be a Christmas lunch on December 20th at the Senior Center. He
342 extended the invitation to the new Council Member elects to help serve the seniors.

343
344 **9 ADMINISTRATION REPORTS**

345 Hanson stated that there will be a tour of the new Golden West Credit union on December 21, 2023 for
346 Mayor, Council, and Council elect.

347 Hanson stated that he appreciates Council Member West's help on the survey. Hanson stated that
348 everything we do is with the intent to link it to Council policy and priorities. He stated that the survey will
349 be visited again.

350
351 **10 UPCOMING EVENTS**

352 December 9th: Candy Cane Run

353 December 25th: City Offices closed for Christmas Holiday

354 December 28th: Planning Commission 6:00 pm

355 January 1st, 2024: City Offices Closed

356 January 2nd: City Council Meeting 5:30 p.m.

357
358 **11. ADJOURN THE MEETING: MAYOR ALLEN**

359 **Motion by Council Member West**

360 **Seconded by Council Member Ferlin**

361 **To adjourn the meeting**

362 **Approved unanimously (4-0)**

363 **Time: 7:22 p.m.**

364
365
366 _____
Date Approved

City Recorder

2023 Council Retreat Minutes December 2, 2023

City of Washington Terrace

Minutes of a City Council Retreat Held on December 5, 2023

Public Works Shop, 575 East 5600 South, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member F. Carey Seal – Excused
Council Member Jeff West
Council Member Jill Christiansen
Council Member Scott Barker -Excused
Council Member Randy Ferlin
Recreation Director- Carlos Grava
Finance Director Shari’ Garrett
Public Works Director Jake Meibos
Fire Chief Clay Peterson
Code Enforcement Officer Martin Nish
Lt. Colby Ryan, Sherrif Office
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others

Cheryl Parkinson, Michael Thomas

December 2, 2023

8:00 a.m. Welcome:

- Welcome
- Pledge of allegiance
- Overview of schedule

8:15 a.m. Review of City-Wide Survey results

- Correlation to Policy Priorities
- Exploring next steps

Council and staff discussed the reasons for the city-wide survey: reaching out to the community, communication, see if priorities are lining up with resident wishes, planning opportunities, and give residents a voice.

Hanson stated that the city used a professional platform for the survey. The overall objective was to get ideas for planning and get reputable data from a professional source. Council Member West stated that we tried to solicit empirical data that we could form an opinion from. He stated

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that the questions were not leading as to obtain raw data. Council Member Christiansen stated that the survey helped solidify the Council Mission Statement.

Hanson stated that the survey was statistically valid because it considered limits to distribution and collection.

Hanson stated that there are assumptions considered in the results. Council Member West stated that one of the concerns was to make sure that the survey was only taken by residents. He stated that they gave everyone an opportunity to respond to the survey and were able to classify themselves as a resident, or visitor to the city.

Hanson stated that there is still analysis going on, however, there are not a lot of cautions on people going in several times and taking the city.

Hanson stated that there is a valid number of respondents. He stated that we received 443 responses with a 96 percent response quality.

Hanson went through the results of the survey and linked the results to Council Policy Priorities. Council Member Christiansen stated that there have been a lot of surveys this year and was pleased that there was not survey fatigue and that the number of respondents showed that residents care about a city sanctioned survey. Council Member West stated that the verified residents was at 394, which is a valid number. He stated that we received an impressive response rate.

SURPRISE VISITOR

Representative Rosemary Lesser visited and stated that she will be a fierce advocate for Washington Terrace City. She thanked Council and staff for serving the community.

SURVEY RESULTS

Hanson went through the survey results question by question. Some of the discussion highlights include; but are not limited to:

Quality of Life:

There were citizen responses that focused on code enforcement and upkeep of property. Peterson noted that there is a lot to be done within the city and is not a one man job. He stated that residents noted that they don't want to pay higher taxes for the services that they feel lacking. Council Member West stated that the goal is to get the community involved to help each other out and the challenge is to get community outreach. He stated that there are probably a lot of people in the city who don't know we have a designated code enforcement officer making things better. He stated that we can show that we are addressing a common thread of the survey and what the city is doing about it. He stated that we can educate the residents on what we are doing to address their concerns. Council Member Christiansen stated that we need to make people aware of the long term planning that we have in place concerning budget and projects. She stated that we need to keep people informed on what we are doing and where we are at with the budget.

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City Satisfaction

There was discussion on the City Taxes value, with Garrett noting that perception may change if there was more education on the question and the education that our taxes are lower than neighboring cities, and they may not realize how much they are paying to the city and what it is being used for. Council Member West stated that it needs to be an educational opportunity.

How Residents find Information about the city

The results showed that the majority of respondents receive their information through the newsletter. Hanson stated that we can use the newsletter platform to push the residents to the website platform for more up to date information. Parkinson agreed, stated that the newsletter is shallow in the areas that it addresses and we should push people to the platform where we can get more in depth information. Peterson stated that we might have a lot more senior citizens who may not use the high tech platforms. Hanson stated that there is a significant effort to producing the newsletter. He asked what Council felt about having a the newsletter every two months and putting the cost and effort into maintaining the website and making the website more relevant. He stated that we are working on a new website design and can use the newsletter to push people towards the website.

Reasons for Quality of life: Extremely Dissatisfied

Peterson stated that the common theme is education. Hanson stated that he is careful not to discount dissatisfaction, but is aware that it exists.

Code Enforcement

Hanson stated that 70 percent of respondents think code enforcement is extremely important. Council Member Christiansen stated that there is an interest in neighbors helping other neighbors. Peterson stated that education is the running theme. He stated that there may need a deep dive discussion on how we are going to do that. Nish stated that he is more on the consistent and fair approach. He stated that he works with people to find out their situation and noted that 90 percent of the residents he has been able to work with have complied. He stated that there are still concerns with some of the unsightly lots and there is a lot of work ahead. Nish stated that he estimates a third of the owners that he has dealt with are owners from outside of the community, but noted that they have mostly been quick to respond. Mayor Allen suggested the “City Pride, City Wide” motto for the city that was used years ago. Council Member West asked if there are funds or means available for people to make a donation to help those who can’t take care of their yard, possibly using local companies to help. He stated that we need to get creative for solutions. Nish stated that about a quarter of his work is complaint based, and the rest is what he sees driving around. Lt. Ryan stated that he has found that neighbors don’t talk to neighbors anymore and often fall back on the Sheriff Office , or city officials. He stated that if neighbors would talk to each other, a lot can get done.

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Council Member Ferlin stated that community outreach is a big focus on companies. He suggested that GWCU may be open to volunteering a day a service from their employees to help beautifying the community which surrounds them.

Volunteer Fire/EMS

The responses showed the majority are satisfied with the services, with only 9 respondents noting that they were dissatisfied.

Hanson stated that some of the respondents do not understand the partnerships that we do have with neighboring cities.

Chief Peterson stated that the last ISO rating we did was in 2015, and it put us in a level one. We have gone up 7.5 points this year. He stated that some of the requests that are needed to change our class are not feasible. He stated that we scored perfectly on the water infrastructure, hydrants, water flow, water feeds, and pressures.

Chief Peterson stated that many don't realize that even though we are a volunteer fire department we do not function as a volunteer department.

Police Services

The majority of respondents are satisfied with current law enforcement. Lt. Ryan stated that there are two officers on patrol specifically for Washington Terrace, with more delegated for calls for service. He stated that there are many shared resources that the city receives from the county, including school resources, search and rescue, street crime, flock cameras, and other services.

12:00 P.m. Working lunch

12:30 p.m. Continuation of discussion on City-Wide Survey results

Park Satisfaction

Meibos stated that the parks that we have are in good quality, and some parks are more of an open space. Hanson stated that there was a question concerning which parks needed attention.

Hanson stated that respondents answered that Rohmer and Little Rohmer are still a high priorities. Hanson stated that it will be great to wrap up the improvements on Rohmer Park.

Council Member West stated that the results are more of a planning guide showing the opportunities for planning purposes. He stated that people are excited about the improvements at Rohmer Park. He stated that once that is wrapped up, we will see a shift in priorities and need to use this as a planning tool.

Hanson stated that the results show that somewhat agree with more information, and strongly agree for more spending on parks, however, many strongly disagree to raise money for parks.

Feedback and Recommendations

Mayor Allen stated that many of the recommendations are things that we are trying to accomplish.

2023 Council Retreat Minutes

December 2, 2023

1:00 p.m. Closing thoughts

- Break down highlights from the survey and put out information in the newsletter to let residents know we are meeting their needs.
- Educate residents on things (concerns) that are within the City control.
- Community needs to be involved and they will see that many of the concerns are already identified and are being addressed by staff and Council.
- Improvements to the website. Don't condense information too much or it is not meaningful. Need to engage residents.
- Education, communication, community involvements. There are opportunities to improve upon. Possibly an information officer. Whenever we are presenting to the public, we should include an element of education.
- Possibly an open house.
- Educate people on the grant projects that we utilize so that they know that we do as much as we can to minimize raising taxes.

2:00 p.m. Adjourn

The meeting adjourned at 1:32 p.m.

Date approved

City Recorder

This retreat is for information, discussions, and planning considerations. No motions were made at this meeting.

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 24-01

**A RESOLUTION AMENDING THE CITY OF WASHINGTON TERRACE
FISCAL YEAR 2023-2024 BUDGET**

WHEREAS, it is the desire of the City Council of the City of Washington Terrace to continue to function in an efficient and cost efficient manner in providing the citizens with a safe and healthy environment; and

WHEREAS, the Washington Terrace City Council deems it necessary to amend the Fiscal Year 2023-2024 Budget in the following funds: Water Enterprise, General CIP, and Roads CIP Fund. See attached budget worksheet for details.

NOW THEREFORE BE IT RESOLVED by the City Council of Washington Terrace City to amend the Fiscal Year 2023-2024 budget as attached hereto.

APPROVED this 2nd day of January 2024

City of Washington Terrace

Mark C. Allen, Mayor

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:

Board Member Jill Christiansen

Board Member Cheryl Parkinson

Board Member Michael Thomas

Board Member Jeff West

Board Member Zunayid Z. Zishan

Attachment
RDA RESOLUTION 24-01

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 1 2 24

Period: 12/23

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Budget	2023-24 Budget Adj Justification
WATER ENTERPRISE FUND 50					
NONOPERATING REVENUE - CAPITAL					
50-33-20	CDBG Grant	164,814	.00	164,814	
Total NONOPERATING REVENUE - CAPITAL:		164,814	.00	164,814	
NONOPERATING REVENUES					
50-36-10	Interest Earned	71,775	78,225	150,000	Adjust to estimated actual.
Total NONOPERATING REVENUES:		71,775	78,225	150,000	
OPERATING REVENUES					
50-37-01	Late Fees/ Penalties	14,000	.00	14,000	
50-37-02	Misc. Revenue	5,000	.00	5,000	
50-37-10	Water Service Charges	1,520,000	.00	1,520,000	
50-37-20	Water Setup Fees	5,000	.00	5,000	
50-37-70	Contract Water Charges	30,000	.00	30,000	
Total OPERATING REVENUES:		1,574,000	.00	1,574,000	
CAPITAL CONTRIBUTIONS & TRANSF					
50-39-04	IRS BABs Interest Credit	3,373	.00	3,373	
50-39-10	Impact Fees	10,000	.00	10,000	
50-39-11	Chrg for Serv CPF55 Ser17 P&I	16,841	.00	16,841	
50-39-12	Chrg for Serv RF49 Ser17 P&I	21,841	.00	21,841	
50-39-13	Chrg for Serv CPF56 Ser17 P&I	33,683	.00	33,683	
50-39-16	Chrg for Serv SWF52 Ser17 P&I	50,524	.00	50,524	
50-39-18	Chrg for Serv SF51 Ser17 P&I	101,048	.00	101,048	
50-39-26	Chrg for Serv GF10 Nonoperatin	57,440	.00	57,440	
50-39-30	Use of Retained Earnings	1,683,622	12,225-	1,671,397	Net change to retained earnings.
Total CAPITAL CONTRIBUTIONS & TRANSF:		1,978,372	12,225-	1,966,147	
OPERATING EXPENSES					
50-70-21	Memberships, books, subscripti	1,800	.00	1,800	
50-70-23	Travel & Training	3,620	.00	3,620	
50-70-24	Office Supplies	825	.00	825	
50-70-25	Small Equipment O&M	1,500	.00	1,500	
50-70-27	Utilities	2,100	.00	2,100	
50-70-28	Franchise fees	45,600	.00	45,600	
50-70-29	IT Software & Subscriptions	28,247	.00	28,247	
50-70-30	Utility Billing & Notices	7,472	.00	7,472	
50-70-31	Professional and Technical	10,000	.00	10,000	
50-70-32	Weber Basin Water	296,625	.00	296,625	
50-70-35	S/O Wheeling Agreement	13,045	.00	13,045	
50-70-36	Line Maintenance & Repair	25,000	.00	25,000	
50-70-37	Valve Maintenance & Repair	5,500	.00	5,500	
50-70-38	PRV Maintenance & Repair	5,000	.00	5,000	
50-70-39	Water Sampling & Testing	6,000	.00	6,000	
50-70-42	Seconday Water Fees	3,795	.00	3,795	
50-70-46	Service & Supplies	15,000	.00	15,000	
50-70-50	Impact Fee Projects	10,000	.00	10,000	
50-70-52	Fleet Insurance	2,000	.00	2,000	
50-70-71	Chrg for Serv GF10 Overhead	484,956	.00	484,956	

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 1 2 24

Period: 12/23

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Budget	2023-24 Budget Adj Justification
Total OPERATING EXPENSES:		968,085	.00	968,085	
CAPITAL PROJECTS					
50-71-14	CW14 300 W; 4800-4900 S (RR4F)	85,000	166,000	251,000	Adjust to current engineer's estimate. \$166K (attached)
50-71-21	CW21 AMI Meter Reading System	675,839	.00	675,839	
50-71-30	CW30 5000 S; 4800-5000 (RR4F)	430,000	126,000-	304,000	Adjust to current engineer's estimate. \$(126)K (attached)
50-71-47	CW47 5150 S; 150-300E (RR26)	.00	36,000	36,000	Final project closeout to actual. \$36K
50-71-55	CW55 5600 S; 300-500 W (RR25)	.00	30,000	30,000	Final project closeout to actual. \$36K
50-71-56	CW56	211,500	40,000-	171,500	
Total CAPITAL PROJECTS:		1,402,339	66,000	1,468,339	Adjust to offset net increase to CW14 & CW30. \$(40)K CW56 preliminarily scheduled to be fully funded in FY 2025.
CAPITAL EQUIPMENT					
50-73-01	Electronic Meters & Radios	544,920	.00	544,920	
50-73-02	Capital Equipment	240,091	.00	240,091	
50-73-03	Fleet Replacements	131,941	.00	131,941	
Total CAPITAL EQUIPMENT:		916,952	.00	916,952	
DEBT SERVICE					
50-74-02	Capital Lease 2021 Principal	54,464	.00	54,464	
50-74-03	Capital Lease 2021 Interest	2,681	.00	2,681	
50-74-20	Bond Series 2010B Principal	25,239	.00	25,239	
50-74-25	Bond Series 2010B Interest	8,087	.00	8,087	
50-74-29	Bond Series 2017 Interest	131,825	.00	131,825	
50-74-30	Bond Series 2017 Principal	205,000	.00	205,000	
Total DEBT SERVICE:		427,296	.00	427,296	
CONTRIBUTIONS & TRANSFERS					
50-75-08	Transfer out GF10 nonoperating	57,440	.00	57,440	
50-75-09	Chrg for Serv DSF65 Ser2010B P	11,060	.00	11,060	
50-75-10	Chrg for Serv DSF65 Ser2010B I	3,544	.00	3,544	
50-75-11	Chrg for Serv SWF52 Ser2010B P	1,700	.00	1,700	
50-75-12	Chrg for Serv SWF52 Ser2010B I	545	.00	545	
Total CONTRIBUTIONS & TRANSFERS:		74,289	.00	74,289	
WATER ENTERPRISE FUND 50 Revenue Total:		3,788,961	66,000	3,854,961	
WATER ENTERPRISE FUND 50 Expenditure Total:		3,788,961	66,000	3,854,961	
Net Total WATER ENTERPRISE FUND 50:		.00	.00	.00	

		2023-24	2023-24	2023-24	2023-24	
Account Number	Account Title	Current year Budget	Budget Adj (+/-)	Current year Budget	Budget Adj Justification	
CAPITAL PROJECTS FUND 55						
Revenue						
55-38-12	CDBG Proceeds	57,838	.00	57,838	Proceeds from sale of fleet vehicles.	
55-38-13	Disposition of Fixed Assets	.00	82,400	82,400		
Total Revenue:		57,838	82,400	140,238		
Contributions and Transfers						
55-39-25	Transfer in General Fund 10	68,734	.00	68,734		
55-39-44	Use of Fund Balance - General	1,639,852	.00	1,639,852		
Total Contributions and Transfers:		1,708,586	.00	1,708,586		
Expenditures						
55-40-39	Charges for Services Water 50	16,841	.00	16,841		
55-40-46	Transfer to Parks CIP	534,650	.00	534,650		
Total Expenditures:		551,491	.00	551,491		
Buildings						
55-45-04	BM4	112,658	.00	112,658		
55-45-05	Fire/Senior Center Complex	150,000	.00	150,000		
55-45-06	BM City Hall	51,000	.00	51,000		
Total Buildings:		313,658	.00	313,658		
Information Technology						
55-50-01	IT Replacements/Upgrades	57,351	.00	57,351		
Total Information Technology:		57,351	.00	57,351		
Non-Road Fleet						
55-60-01	Fleet Replacements Non-Streets	160,827	82,400	243,227		Reinvest proceeds from sale of fleet vehicles into fleet replacement program.
55-60-02	Equipment Non-Streets	683,097	.00	683,097		
Total Non-Road Fleet:		843,924	82,400	926,324		
CAPITAL PROJECTS FUND 55 Revenue Total:		1,766,424	82,400	1,848,824		
CAPITAL PROJECTS FUND 55 Expenditure Total:		1,766,424	82,400	1,848,824		
Net Total CAPITAL PROJECTS FUND 55:		.00	.00	.00		

Attachment
RDA RESOLUTION 24-01

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 1 2 24

Period: 12/23

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Budget	2023-24 Budget Adj Justification
CAPITAL PROJECTS FUND ROADS 56					
Tax Revenues					
56-33-31	Local Hwy County Sales Tax	150,000	.00	150,000	
56-33-35	Class "C" Road Funds	320,000	.00	320,000	
	Total Tax Revenues:	470,000	.00	470,000	
Other Revenue					
56-36-10	Interest Earned	51,639	.00	51,639	
	Total Other Revenue:	51,639	.00	51,639	
Other Revenue					
56-38-14	Grant Revenue	2,702,831	.00	2,702,831	
	Total Other Revenue:	2,702,831	.00	2,702,831	
Contributions and Transfers					
56-39-25	Transfer in from GF 10	248,552	.00	248,552	
56-39-43	Use of Fund Balance - Roads	13,361	953,644	967,005	Net change in fund balance.
	Total Contributions and Transfers:	261,913	953,644	1,215,557	
Expenditures					
56-40-25	Equipment O&M	.00	43,600	43,600	Rollover unexpended funds from the prior year.
56-40-41	Charges for Services Water 50	33,683	.00	33,683	Street light signal & maintenance.
56-40-42	Transfer to DSF 65	6,689	.00	6,689	
56-40-60	Budgeted Increase Fund Balance	100,000	.00	100,000	
	Total Expenditures:	140,372	43,600	183,972	
Road Maintenance					
56-41-02	Road Maintenance	338,180	376,075	714,255	Rollover unexpended funds from the prior year.
	Total Road Maintenance:	338,180	376,075	714,255	
Road Fleet					
56-42-01	Road Fleet	10,000	67,967	77,967	Rollover unexpended funds from the prior year.
56-42-02	Road Equipment	70,000	69,346	139,346	Rollover unexpended funds from the prior year.
	Total Road Fleet:	80,000	137,313	217,313	
Road (Re)construction Projects					
56-43-08	RR4F 300 West Road Project	2,702,831	246,262	2,949,093	Rollover unexpended funds from the prior year.
56-43-20	Sidewalks & Pedestrian Ramps	25,000	.00	25,000	
56-43-25	RR25 5600 S; 500-300 W (CW55)	.00	187,700	187,700	Rollover unexpended funds from the prior year.
56-43-26	RR26 5150 S; 300-150 E (CW47)	200,000	37,306-	162,694	Rollover unexpended funds from the prior year.
	Total Road (Re)construction Projects:	2,927,831	396,656	3,324,487	
CAPITAL PROJECTS FUND ROADS 56 Revenue Total:		3,486,383	953,644	4,440,027	
CAPITAL PROJECTS FUND ROADS 56 Expenditure Total:		3,486,383	953,644	4,440,027	

300 West Waterline Project

Replace 6" water btwn 4800 S & 4900 S with 10" PVC

Date: DECEMBER 8, 2023

Cost Estimate

Location:
4525 South and 250 East



Item	Description	Qty	Unit	Unit Price	Total
CW-14					
1	Mobilization	0.44	LS	35,000.00	\$15,400.00
2	UPDES Storm Water Compliance	0.44	LS	10,000.00	\$4,400.00
3	Traffic Control	0.44	LS	15,000.00	\$6,600.00
4	Remove Water Valve	1	EA	650.00	\$650.00
6	Remove Meter Box and Assembly	8	EA	550.00	\$4,400.00
7	Plug Abandoned Waterline	1	EA	2,000.00	\$2,000.00
8	New Waterline	560	LF	125.00	\$70,000.00
9	Waterline Loop	1	EA	8,000.00	\$8,000.00
10	New Water Service Line	8	EA	1,200.00	\$9,600.00
11	Water Service Line Loop	8	EA	400.00	\$3,200.00
12	New 8" Water Valve	1	EA	5,000.00	\$5,000.00
13	New 10" Water Valve	1	EA	6,000.00	\$6,000.00
15	New Water Meter Box & Assembly	8	EA	3,000.00	\$24,000.00
17	Waterline Connection (10")	1	EA	3,000.00	\$3,000.00
18	Saw Cut Asphalt	1,130	LF	2.00	\$2,260.00
19	Remove Asphalt	5,610	SF	5.00	\$28,050.00
20	Untreated Base Course (UTBC)	352	TON	100.00	\$35,200.00
CW-14 SUBTOTAL =					\$227,760.00
CW-30					
1	Mobilization	0.56	LS	35,000.00	\$19,600.00
2	UPDES Storm Water Compliance	0.56	LS	10,000.00	\$5,600.00
3	Traffic Control	0.56	LS	15,000.00	\$8,400.00
5	Remove Fire Hydrant	1	EA	800.00	\$800.00
6	Remove Meter Box and Assembly	6	EA	550.00	\$3,300.00
7	Plug Abandoned Waterline	1	EA	2,000.00	\$2,000.00
8	New Waterline	715	LF	125.00	\$89,375.00
10	New Water Service Line	6	EA	1,200.00	\$7,200.00
13	New 10" Water Valve	3	EA	6,000.00	\$18,000.00
14	New Fire Hydrant with Aux Valve	1	EA	12,000.00	\$12,000.00
15	New Water Meter Box & Assembly	6	EA	3,000.00	\$18,000.00
16	Waterline Connection (6")	2	EA	2,500.00	\$5,000.00
17	Waterline Connection (10")	1	EA	3,000.00	\$3,000.00
18	Saw Cut Asphalt	1,440	LF	2.00	\$2,880.00
19	Remove Asphalt	7,140	SF	5.00	\$35,700.00
20	Untreated Base Course (UTBC)	448	TON	100.00	\$44,800.00
CW-30 SUBTOTAL =					\$275,655.00
				Subtotal =	\$503,415.00
				10% Engineering and Contingency =	\$50,341.50
				TOTAL =	\$553,756.50

City Council Staff Report



Author: Tyler D. Seaman

Subject: Proposed text amendments to 13.10 Water Efficient Landscaping

Date: 12/11/2023

Type of Item: Text amendment

Summary Recommendation: Staff would recommend this change to be in line with the requirements of the Utah State Code. This will allow us to participate in State funding for the Water Efficiency programs.

Description:

A. Topic: Text Amendment to 13.10 Water Efficient Landscaping

- B. Background:** Jon Parry with Weber Basin Water directed Washington Terrace Staff to propose a text amendment to Washington Terrace City Code. This change would be in 13.10.040(c) which states **Park strip and other landscaped areas less than eight (8) feet wide shall not be turf.**

This will also include the same change to the text in 13.10.070.1. This also includes the same **Park strip and other landscaped areas less than eight (8) feet wide shall not be turf** rule to be applied to the non-residential proposed landscaping within Washington Terrace City.

- C. Analysis:** Staff would recommend these changes so Washington Terrace City may continue to participate in State funded Water Efficient Landscaping programs.
- D. Fiscal Impact:** This will not adversely affect finances within Washington Terrace City budgets. If we do not actively follow the State changes, we would be at risk of losing the funding.

**WASHINGTON TERRACE CITY
ORDINANCE 24-01
WATER EFFICIENT LANDSCAPING**

**AN ORDINANCE OF THE CITY OF WASHINGTON TERRACE AMENDING
CHAPTER 13.10 “ EFFICIENT LANDSCAPING”; SEVERABILITY; AND
EFFECTIVE DATE.**

WHEREAS, the City of Washington Terrace (“City”) is a municipal corporation duly existing under the laws of Utah;

WHEREAS, in times of scarcity Utah Code Annotated §10-7-12 allows the Mayor to limit the use of water;

WHEREAS, on or about May 13, 2021, Utah Governor Spencer Cox issued a second Executive Order declaring a state of emergency due to continued drought conditions in Utah;

WHEREAS, water in Utah is an increasingly scarce resource, of limited supply, and are subject to ever increasing demands

WHEREAS, it is the policy of Washington Terrace City to promote the conservation and efficient use of water and to prevent waste of this valuable resource;

WHEREAS, the City recognizes that landscapes provide areas for active and passive recreation;

WHEREAS, landscape design, installation, maintenance and management can and should be water efficient;

WHEREAS, the City desires to promote the design, installation and maintenance of landscapes that are both attractive and water efficient;

WHEREAS, the City has the authority to adopt this Ordinance in accordance with Utah Code Annotated §10-3-702, and hereby exercises its legislative powers in doing so.

NOW, THEREFORE, be it ordained by the City Council as follows:

Section 1. Repealer. Any Ordinance that conflict with this Ordinance is repealed.

Section 2. Amendment. Section 13.10.40 and 13.10.70 is hereby adopted to read as follows:

13.10.40 Landscape Design Standards.

1. Plant Selection. Exhibit A provides a non-comprehensive list of recommended plants for various landscape situations and conditions, subject to the following:
 - a. Plants shall be well-suited to the microclimate and soil conditions at the project site. Both native and locally-adapted plants are acceptable. Plants with similar water needs shall be grouped together as much as possible.
 - b. Areas with slopes greater than 33% shall be landscaped with deep-rooting, water-

conserving plants for erosion control and soil stabilization.

- c. Park strips and other landscaped areas less than eight (8) feet wide shall be landscaped with water-conserving plants, that do not a mass planting of any type of plant material requiring uniform overhead spray irrigation. Park strip and other landscaped areas less than eight (8) feet wide shall not be turf.
2. Mulch. After completion of all planting, all irrigated non-turf areas shall be covered with a minimum four (4) inch layer of mulch to retain water, inhibit weed growth, and moderate soil temperature. Non-porous material shall not be placed under the mulch.
3. Soil Preparation. Soil preparation will be suitable to provide healthy growing conditions for the plants and to encourage water infiltration and penetration. Soil preparation shall include scarifying the soil to a minimum depth of six (6) inches and amending the soil with organic material as per specific recommendations of the Landscape Designer/Landscape Architect based on the soil conditions.
4. Tree Selection. Tree species shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. Trees shall be selected as follows:
 - a. Broad canopy trees shall be selected where shade or screening of tall objects is desired;
 - b. Low-growing trees shall be selected for spaces under utility wires;
 - c. Select trees from which lower branches can be trimmed to maintain a healthy growth habit where vision clearance and natural surveillance is a concern;
 - d. Narrow or columnar trees shall be selected where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street for natural surveillance;
 - e. Tree placement shall provide canopy cover (shade) and avoid conflicts with existing trees, retaining walls, utilities, lighting, and other obstacles; and
 - f. Trees less than a two-inch caliper shall be double-staked until the trees mature to a two-inch caliper.

13.10.070 Non-residential Developments.

1. Requirements. Commercial, industrial, and institutional landscapes shall meet the Landscape Design Standards and Irrigation Design Standards of this ordinance, and the turf area shall not exceed 15% of the total landscaped area, outside of active recreation areas. Park strip and other landscaped areas less than eight (8) feet wide shall not be turf. If culinary water is used to irrigate the turf there shall only be 10% turf on the total landscape.
2. Landscape Plan Documentation Package. A copy of a Landscape Plan Documentation Package shall be submitted to and approved by the City prior to the issue of any permit. A copy of the approved Landscape Plan Documentation Package shall be provided to the property owner or site manager and to the local retail water purveyor. The Landscape Plan Documentation Package shall be prepared by a registered landscape architect and shall consist of the following items:
 - a. Project Data Sheet. The Project Data Sheet shall contain the following:

- i. Project name and address;
 - ii. Applicant or applicant agent's name, address, phone number, and email address;
 - iii. Landscape architect's name, address, phone number, and email address; and
 - iv. Landscape contractor's name, address, phone number and email address, if available currently.
- b. Planting Plan. A detailed planting plan shall be drawn at a scale that clearly identifies the following:
 - i. Location of all plant materials, a legend with botanical and common names, and size of plant materials;
 - ii. Property lines and street names;
 - iii. Existing and proposed buildings, walls, fences, utilities, paved areas and other site improvements;
 - iv. Existing trees and plant materials to be removed or retained;
- v. Scale: graphic and written;
 - vi. Date of Design;
 - vii. Designation of a landscape zone, and
 - viii. Details and specifications for tree staking, soil preparation, and other planting work.
- c. Irrigation Plan. A detailed irrigation plan shall be drawn at the same scale as the planting plan and shall contain the following information:
 - i. Layout of the irrigation system and a legend summarizing the type and size of all components of the system, including manufacturer name and model numbers
- d. Grading Plan. A Grading Plan shall be drawn at the same scale as the Planting Plan and shall contain the following information:
 - i. Property lines and street names, existing and proposed buildings, walls, fences, utilities, paved areas, and other site improvements, and
 - ii. Existing and finished contour lines and spot elevations as necessary for the proposed site improvements.

Section 3: **Severability.** If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: **Effective date.** This Ordinance takes effect immediately upon mayoral approval and posting.

PASSED AND ADOPTED by the City Council on this ____ day of _____, 2024.

Mayor

ATTEST:

City Recorder

RECORDED this ____ day of _____, 2024.

PUBLISHED OR POSTED this ____ day of _____, 2024.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

In accordance with Utah Code Annotated §10-3-713, 1953 as amended, I, the City Recorder of Washington Terrace, Utah, hereby certify that the foregoing Ordinance was duly passed and published or posted at: 1) City Hall, 2) _____, and 3) _____, on the above referenced dates.

City Recorder

DATE: _____

WEBER HUMAN SERVICES



December 22, 2023

SERVING MORGAN & WEBER COUNTIES

The City of Washington Terrace
5249 South 400 East
Washington Terrace, UT 84405

Dear Mayor Mark Allen,

This letter is to inform you that as of June 30, 2024, Weber Human Services Area Agency on Aging will terminate the existing *Interlocal Cooperation Agreement* between Weber Human Services and your city.

This termination notice is being delivered to all the Cities that have similar contracts. The purpose of doing this is to review and evaluate the general funding support by Weber Human Services of senior center activities within Weber County by July 1st, 2024. We anticipate that new contracts will be developed prior to this date based on the evaluation of needs for these services.

Over the years, the details of written and verbal agreements have varied, with no logical methodology in the distribution of resources. Weber Human Services would like to invite each City in Weber County to attend a couple of meetings over the next three months to brainstorm and implement the best solution for each City and the County as a whole by July 1, 2024. Each of you have residents within your cities who participate in either a local program supported by the City in which they reside, and/or visit another City's program for various interests in a center's activities and or meals.

We are sending this letter and email to the mayors for each City, in hopes of selecting representatives, for purposes of holding these meetings. Please reply to shellyg@weberhs.org by **Friday, January 5, 2024** so that we may establish a master contact list of who you would like to represent your city and to vote on decisions to allocate available funding. We would ask that you limit this to two people maximum if possible.

Thank you very much!

Kevin Eastman
Executive Director of Weber Human Services

Nobu Iizuka, MS, CMC
Director of Community Services and Area Agency on Aging

City Council Staff Report

Author: Amy Rodriguez

Subject: Nomination and election of Mayor
Pro Tempore

Date: January 2, 2024



Type of Item: Discussion and Motion

Summary Recommendations: Council may nominate and elect a mayor pro tempore to preside over meetings if the Mayor is absent, unable, or refuses to act in the capacity of mayor.

Description:

- A. **Topic:** The Mayor is chair and presides at all meetings of the Council. If the Mayor is absent, unable, or refuses to act in the capacity of mayor, the governing body may elect a member of the governing body to preside over the meeting as Mayor Pro Tempore.
- B. **Background:** The Mayor Pro Tempore has all of the powers and duties of the Mayor during the Mayor's absence or disability. The election of the Mayor Pro Tempore must be made in an open meeting and entered into the minutes. The Council Member acting as the Mayor Pro Tempore may still vote as a Council Member, however, they cannot cast two votes if there is a tie vote.
- C. **Department Review:** City Recorder

Alternatives:

- A. **Approve the Request:** Council may nominate and elect a Mayor Pro Tempore at the meeting to serve during any absence of the Mayor.
- B. **Continue the Item:** Council may choose not to elect a Mayor Pro Tempore at this time and table the item to a future meeting.

City of WASHINGTON TERRACE *Utah*

City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, January 2 , 2024
following the Regular City Council Meeting
City Hall Council Chambers
5249 South 400 East, Washington Terrace City

1. **ROLL CALL**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**

Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM DECEMBER 5, 2023

4 SPECIAL ORDER

Special orders will proceed as follows: Chair introduction of item, staff presentations, Questions by Board, Chair opens public hearing, citizen input; Chair closes public hearing, then Board final discussion

**4.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND OPPOSITION
REGARDING AN AMENDMENT TO THE 2023-204 FISCAL YEAR BUDGET**

5. **NEW BUSINESS**

**5.1 MOTION/RESOLUTION 24-02: A RESOLUTION AMENDING THE 2023-2024
FISCAL YEAR BUDGET**

6. **MOTION: ADJOURN INTO CLOSED SESSION**

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

7. **ADJOURNMENT OF MEETING: CHAIR ALLEN**

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF
POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on the Utah Public Notice Website www.utah.gov/pmn/index , the City Website www.washingtonterracecity.com, and City Hall located at 5249 S 400 East, Washington Terrace. Amy Rodriguez, City Recorder.

City of Washington Terrace
Minutes of a Redevelopment Meeting
Held on December 5, 2023
Following the Regular City Council Meeting
City Hall, 5249 South 400 East, Washington Terrace City, Utah

BOARD MEMBERS AND STAFF MEMBERS PRESENT

Chair Mark C. Allen
Vice Chair Jeff West
Board Member F. Carey Seal
Board Member Jill Christiansen
Board Member Scott Barker – Excused
Board Member Randy Ferlin
City Recorder Amy Rodriguez
City Manager Tom Hanson

Others Present-

Cheryl Parkinson, Krysten Parkinson, Zunayid Zishan, Michael Thomas, Steve Nielson, Sharae Nielson

1. ROLL CALL

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM OCTOBER 17, 2023

Items 3.1 and 3.2 were approved by general consent.

4. NEW BUSINESS

**4.1 MOTION: AUTHORIZATION TO RELEASE THE INCENTIVE PAYMENT
FOR GOLDENWEST CREDIT UNION ADMINISTRATIVE BUILDING #1**

Hanson stated that the RDA is a separate agency that receives tax increment to incentivize businesses to come into the city and motivate development.

Hanson stated that we worked with professionals in valuating what tax increment value the building will raise in tax revenue. After certain benchmarks were accomplished, the participation agreement stated that we would release the incentive pay of 1.2 million. Hanson stated that the building is on the tax roll. The city will begin receiving tax increments for the building.

Hanson read the requirements of the participation agreement, noting all benchmarks have been met. He stated that they have exceeded the occupancy requirement of the agreement.

Hanson stated that the terms of the participation agreement have been met.

Board Member West stated that he likes having it on our tax rolls and broadening our tax base. Hanson stated that all the taxing entities were approving of the valuation that the building brings to the tax rolls. Hanson stated that the 1.2 million was designed so that the funds will eventually come back to the City.

Chair Allen stated that we have been through the RDA discussions for a while. He stated that RDA is a great way to incentivize growth that brings property taxes back into the city. Chair Allen stated that all taxing entities need to agree to the agreement. Board Member West stated that he likes that fact that we will receive the funds back over time.

**Motion by Board Member West
Seconded by Board Member Seal
To authorize the release of the incentive pay
To GoldenWest Credit Union Administrative Building #1
Approved unanimously (4-0)**

5. ADJOURNMENT OF MEETING: CHAIR ALLEN

**Motion by Board Member Christiansen
Seconded by Board Member West
To adjourn the meeting
Approved unanimously (4-0)
Time: 7:36 p.m.**

Date approved

City Recorder

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 24-02

**A RESOLUTION AMENDING THE WASHINGTON TERRACE
REDEVELOPMENT AGENCY FISCAL YEAR 2023-2024 BUDGET**

WHEREAS, it is the desire of the Redevelopment Agency Board of the City of Washington Terrace to continue to function in an efficient and cost efficient manner in providing the citizens with a safe and healthy environment; and

WHEREAS, the Washington Terrace Redevelopment Agency Board deems it necessary to amend the Fiscal Year 2023-2024 Redevelopment Agency Budget as detailed in the *attached budget worksheet*.

NOW THEREFORE BE IT RESOLVED by the Redevelopment Agency Board of Washington Terrace City to amend the Redevelopment Agency Fiscal Year 2023-2024 budget as attached hereto.

APPROVED this 2nd day of January 2024.

City of Washington Terrace

Mark C. Allen, Mayor/ Chair

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:

Board Member Jill Christiansen

Board Member Cheryl Parkinson

Board Member Michael Thomas

Board Member Jeff West

Board Member Zunayid Z. Zishan

Attachment
RDA RESOLUTION 24-02

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 1 2 24

Period: 12/23

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Budget	2023-24 Budget Adj Justification
CDRA FUND 70					
INTERGOVERNMENTAL REVENUE					
70-31-10	Tax Increment - Southeast	440,000	.00	440,000	
	Total INTERGOVERNMENTAL REVENUE:	440,000	.00	440,000	
OTHER REVENUE					
70-36-10	Interest Earnings	.00	100,000	100,000	
	Total OTHER REVENUE:	.00	100,000	100,000	Adjust to estimated actual.
CONTRIBUTIONS & TRANSFERS					
70-39-40	Use of Beginning Fund Balance	.00	706,109	706,109	Net change in fund balance.
	Total CONTRIBUTIONS & TRANSFERS:	.00	706,109	706,109	
OPERATING EXPENDITURES					
70-40-11	Salaries and Wages	14,400	.00	14,400	
70-40-13	Benefits	1,400	.00	1,400	
70-40-21	Memberships, Books, Subscripti	2,800	.00	2,800	
70-40-23	Travel and Training	1,000	.00	1,000	
70-40-50	Charges for services GF 10	6,509	.00	6,509	
70-40-82	Budgeted Increase Fund Balance	413,891	413,891-	.00	
	Total OPERATING EXPENDITURES:	440,000	413,891-	26,109	
SOUTHEAST PROJECT AREA					
70-45-41	Goldenwest Dev Agreement SP1	.00	1,200,000	1,200,000	Goldenwest Credit Union development incentive. Pursuant to terms of Participation Agreement. \$1.2M
70-45-44	Land Develop Parcel 070370031	.00	20,000	20,000	
	Total SOUTHEAST PROJECT AREA:	.00	1,220,000	1,220,000	Real property development and sale preparation (parcel 07-037-0031 Adams Ave adjacent to Library). Required to process property sale, legal review and any other expenses with the sale of property and processing Development Agreement. \$20K
	CDRA FUND 70 Revenue Total:	440,000	806,109	1,246,109	
	CDRA FUND 70 Expenditure Total:	440,000	806,109	1,246,109	
	Net Total CDRA FUND 70:	.00	.00	.00	