



## Regular City Council Meeting

Tuesday, May 6, 2025

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

[www.washingtonterrace.gov](http://www.washingtonterrace.gov)

As a public service, Council Meetings are streamed on the City of Washington Terrace YouTube channel at :  
[www.youtube.com/@WashingtonTerraceCity](http://www.youtube.com/@WashingtonTerraceCity)

### INTELLECTUAL PROPERTY PERMISSION NOTICE

By attending this meeting/event, you consent to the use of your photograph, voice, likeness, and image in broadcasts of this meeting/event, and in subsequent productions drawn from video or audio recordings of this meeting/event, in the sole and absolute discretion of the City of Washington Terrace. The city retains copyright for all video and audio recordings. Video and audio recordings may not be modified, manipulated, or distributed in any way without the express written consent of the City Manager.

#### 1. WORK SESSION 5:00 P.M.

##### 1.1 PRESENTATION/DISCUSSION: FY 2025-26 TENTATIVE BUDGET AND FY 2027-30 BUDGET PLAN

A presentation of the FY 2025-26 Tentative Budget and FY 2027-2030 Budget Plan. Topics to include, but not limited to: Governmental Services (tax supported services, non-utility services): Major Budget Priorities, Revenue and Expenditure estimates, Consolidated Fee Schedule.

#### 2. ROLL CALL 6:00 P.M.

#### 3. PLEDGE OF ALLEGIANCE

#### 4. WELCOME

#### 5. CONSENT ITEMS

##### 5.1 APPROVAL OF AGENDA AND APRIL 15, 2025, COUNCIL MEETING

Any point of order or issue regarding items on the agenda or the order of the agenda needs to be addressed here prior to the approval of the agenda. Minutes approved in open meeting become the official record

#### 6. 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. "Washington Terrace City is committed to civility. We strive to act and speak with dignity, courtesy, and respect at all times. All are asked to join us, and act and speak accordingly."

#### 7. NEW BUSINESS

---

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 in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

**7.1 MOTION: TENTATIVELY APPROVE THE TENTATIVE BUDGET**

State law requires that the tentative budget be reviewed, considered, and tentatively adopted by the governing body and may be amended or revised prior to its final adoption. A public hearing to consider public comment on the tentative budget will be held on May 20, 2025.

**7.2 PRESENTATION: 2025 SPRING CLEAN-UP UPDATE**

Discussion on The 2025 Spring Clean-up campaign and review of methods used.

**7.3 DISCUSSION/MOTION: APPROVAL OF CONTRACT FOR THE 5350 SOUTH WATERLINE PROJECT**

Sealed bids for the project were opened on April 29, 2025. The project entails repairing the waterlines.

**7.4 DISCUSSION/MOTION: APPROVAL TO AWARD THE CONSTRUCTION CONTRACT FOR 2025 STREET MAINTENANCE PROJECTS**

Sealed bids were opened on April 22, 2025. The project entails road surface treatments throughout the city.

**7.5 MOTION/ RESOLUTION 25-03: APPROVAL OF THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT**

The Utah Department of Environmental Quality (DEQ) requires the City to implement the Utah Sewer Management Program. The Resolution will approve the self-assessment report for 2024

**7.6 DISCUSSION/MOTION: APPROVAL OF STATE CONTRACT FOR PURCHASE OF RESTROOM AT ROHMER PARK**

Rohmer Park Phase 3: purchase agreement for pre-fabricated restroom.

**7.7 DISCUSSION/MOTION: APPROVAL OF STATE CONTRACT FOR PURCHASE OF PLAYGROUND EQUIPMENT AT ROHMER PARK**

Rohmer Park Phase 3: purchase agreement for playground equipment.

**7.8 PRESENTATION: SHERIFF OFFICE QUARTERLY REPORT**

**7.9 MOTION/RESOLUTION 25-04: RESOLUTION ADOPTING CHANGES TO THE POLICY AND PROCEDURES MANUAL REGARDING EMPLOYEE TUITION ASSISTANCE PROGRAM**

**8. COUNCIL COMMUNICATION WITH STAFF**

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

**9. ADMINISTRATION REPORTS**

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

**10. UPCOMING EVENTS**

May 20<sup>th</sup> : City Council Work Session (5:00 p.m.) City Council Meeting (6:00p.m.)

May 26<sup>th</sup> : City Offices closed in observance of Memorial Day

May 29<sup>th</sup>: Planning Commission Meeting 6:00 p.m. (Tentative)

**11. ADJOURN THE MEETING**

---

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 in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

# City of Washington Terrace

## Minutes of a Regular City Council meeting

Held on April 15, 2025

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

### **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

Mayor Mark C. Allen

Council Member Jill Christiansen

Council Member Zunayid Z. Zishan

Council Member Cheryl Parkinson

Council Member Jeff West - absent

Council Member Michael Thomas

City Recorder Amy Rodriguez

Finance Director Shari' Garrett

General Planner Tyler Seaman

### **OTHERS PRESENT:**

### **1. WORK SESSION 5:00 P.M. PRESENTATION/DISCUSSION: FY 2025-26 TENTATIVE BUDGET AND FY 2027-30 BUDGET PLAN**

Garrett presented the tentative budget priorities with a focus on economics. She outlined the budget calendar through the budget adoption.

#### **Major Budget Priorities Review**

Garrett stated that the major budget priorities were discussed at the last meeting and asked if anyone had any questions or follow up on any of the items. The Major Budget Priorities are:

Pickle Ball Complex.

Public Safety

Human Resources

Community Development

Utility Services

There were no questions concerning the priorities.

#### **Economics Overlook**

Garrett stated that the economic training she attended was presented by economist Robert Spendlove.

She stated that the assumptions are from April 2, 2025. She stated that the city is not reacting to all the big

46 swings that are occurring currently.  
47 She stated that trade policy and government cuts are leading to uncertainty and risk. She stated that IRS  
48 and Hill AB are some of the largest employers in our area and may affect our local economy.  
49 She stated that consumer confidence is dropping, and the lower income groups are experiencing stress.  
50  
51 Garrett spoke about inflation and how the assumptions have been built into the budget. Garrett stated that  
52 we are still not at the target rate of 2 percent inflation. She stated that the Mountain area is below the 2  
53 percent target. She stated that she does not do any inflationary broad adjustments across the entire budget.  
54 She stated that wages are another point of interest. She stated that we have been in the high single digits  
55 since 2020, noticing a 19 percent increase in wage increases. She stated that wage inflation is now coming  
56 down to a normal rate. She stated that this will translate in the budget as part of the wage gross.  
57  
58 Garrett stated that consumer prices are up 23 percent since 2020. She stated that the city did not capture  
59 the increase in prices through extra taxes.  
60  
61 Garrett stated that unemployment is at 4.1 percent. She stated that if there are a lot of people who are  
62 employed and not looking for work, it becomes harder to attract and recruit new employees. She stated that  
63 the harder it is, the more we generally need to pay to recruit. She stated that Utah is below the full  
64 unemployment rate at 3.3, leading to a tighter market. Utah wage growth is showing among the highest in  
65 the nation.  
66  
67 Garrett stated that the federal reserve rate is 4.3%. She stated that this is following the same trend as our  
68 PTIF investment rates, noting that we did very well on our investment returns. She stated that they are  
69 coming down, which will translate into our budget. She stated that there is speculation that the fed may cut  
70 rates twice this year.  
71  
72 Garrett stated that consumer confidence continued to drop in March. She stated that people may spend  
73 less, leading to less taxes for the city. She stated that sales tax is our largest source of revenue and if people  
74 do not feel confident, they will not spend as much.  
75  
76

#### 77 Tentative Budget Outlook

78 Garrett stated that the city utilized its revenue shortfall plan during Covid. She stated that she will be  
79 watching the outlook during the tentative budget process and will adjust as necessary.  
80

#### 81 SWOT

82 Garrett pointed out points of interest for Council to keep an eye on.

#### 83 Strengths:

84 Frugal Mindset. She stated that the staff is using frugal mindset during the budget process.

85 Utility Rates. She stated that our utility rates remain in the middle of neighboring cities rates. She stated  
86 that the proposed rate will be \$84.90 as a base rate. She stated that we have not tapped out our residents  
87 compared to our competitors. She stated that it also applies to our property tax rate.  
88

#### 89 Weaknesses:

90 New and sustainable development. Garrett stated that we do not have enough development to help sustain

our costs. She stated that we do not have developments that will bring in ongoing revenue. Seaman stated that the hospital continues to make investments to update the hospital and future. He stated that the hospital is very sustainable. He stated that the infill ordinance was great for the city, noting that there are a few more opportunities left within that ordinance, however, the pockets of land to be used have some challenges. Seaman stated that the property on 5380 Adams Ave. will be going to Planning next week. He stated that the storage unit has increased their square footage to include a second building. Seaman stated that there are a lot of possibility for growth within the City. He stated that there are a lot of conversations out there, however, the economy has been making people a little nervous about continuing projects. Council Member Parkinson stated that there is not a lot of development area left within the city, and the building will eventually level out. Seaman stated that our zoning does not allow for certain developments, however, he feels that legislation may change our zoning down the line. Seaman stated that the office buildings are not big sales tax generators. Garrett stated that we need to approach development as a net benefit to the community and not a net cost to communities. She stated that the cost of putting infrastructure in for the development may not be recovered by whatever development is receiving the service. She stated that developments must be sustainable. Garrett stated that we do not have the growth to increase levels of services. Garrett stated that we receive what we collected in the prior year, plus new growth. She stated that last year we collected \$10,000 in property growth and expects to receive \$13,000 in FY 2026. Garrett stated that we were on track to receive an additional \$25,000 in sales tax this year, however, with gamechangers, she is unsure where we will land. Mayor Allen stated that there are some cities that raise property taxes yearly to keep up with growth. He stated that our city does not do that. Garrett stated that it is projected that ongoing costs for the Pickleball Complex is anticipated to be \$25,000 or more. She stated that it is a challenge that she is facing with the limited growth we are receiving.

#### Opportunities

##### Maximizing Grant Opportunities.

Southeast RDA Property tax investment. Garrett stated that the project area is set to expire in 2026. She stated that full investment and all the growth will come back to us in the General Fund. She stated that it is expected that \$100,000 will come back into our General Fund. She stated that it will carry us for a few years.

Garrett stated that the \$300,000 GO bond we received in 2021 will be absorbed into the 2025-2026 budget.

#### Threats

##### Grant uncertainty.

General Fund revenues will go down by \$50,000 due to economic downturns.

She stated that she expects the sales tax to stay flat.

Tariffs. Garrett stated that she is unsure how the tariffs will translate into the budget, especially in regard to projects that we have out to bid.

Unfunded mandates. She stated that direct mandates are tangible. She stated that an indirect mandate would be in police services, noting that a new mandate is a school security chief, and we will pay mandates through our contract prices. She stated that many mandates are state mandated, not state funded.

136 Garrett stated that there are many mandates with Weber Basin Water.  
137 Labor Market. Wages are increasing, just not as high as we have seen. She stated that we should expect to  
138 see wage inflation with the Sheriff Contracts, which translates over to the budget.  
139

140 Garrett stated that the city has talked about a road improvement fee, however, the city would need to do a  
141 few studies. Mayor Allen stated that this is a way to not increase taxes, noting that other cities are  
142 imposing one and it is one area to think about.  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187



The City has amended its capital investment plan and decided to apply for funds on behalf of the Street Accessibility and Safety Project- Northend Project located at 600 West 5100 South, and the Victory Park Playground Improvement Project located at 300 East 4400 South.

The Mayor introduced Amy Rodriguez as Grant Manager and stated that Jake Meibos was the Project Manager for the Street Accessibility and Sidewalk Project, and Carlos Grava was the Project Manager for the Victory Park Playground Improvements Project.

The Mayor explained that the applications were successful in the regional rating and ranking process and The Street Accessibility and Safety Project- Northend was awarded \$116,807 of the total project cost of \$189,930.

The Mayor stated that the Victory Park Playground Improvements Project was awarded \$123,542 of the total project cost of \$200,880.

The Mayor explained the project to those in attendance. The Projects and site-specific surveys have been discussed in several meetings over the last few months.

The Mayor then asked for any comments, questions and concerns from the audience.

The Mayor stated that copies of the capital investment plan are available if anyone would like a copy. Mayor Allen stated that the copies are online and are available by hard copy if anyone would like to view them.

There were no questions from the public.

Council Member Parkinson asked if the projects would run concurrently. Rodriguez stated that they do not need to be done one after the other and are considered two separate projects.

**There were no more comments and the hearing was adjourned at 6:15 p.m.**

**7. CITIZEN COMMENTS**

There were no citizen comments.

**8. NEW BUSINESS**

**8.1 PRESENTATION: WEBER COUNTY ELECTION OFFICE**

Weber County Elections Officer Lauren Shafer presented on election processes and security.

She stated that voter engagement in 2011 was very low. She stated that voter engagement increased to a 90 percent turnout for federal elections after vote by mail began. She stated that that voter turnout increased to 40 percent for municipal elections. Shafer explained that ballots will be mailed out to registered voters this year with the same process as the last election. She stated that the new law will require that voters “opt-in” to receive a ballot by mail in future elections. Shafer stated that voters may come in to vote centers to vote in person if they prefer.

Shafer explained the ballot process of Weber County, noting that they want full transparency to help instill voter confidence with the election process. Shafer stated that when elections are conducted, the county audits the ballot and audits their equipment in a public meeting before ballots are mailed. The general election will be held on November 4<sup>th</sup>, and if a primary is needed, it will be held on August 12<sup>th</sup>. She stated



that the county audits their voter base rolls as does the Lt. Governor's Office. She stated that registration for new voters requires that the voter show state ID, Social Security, or Driver's License. She stated that the county checks for deceased voters, duplicate voters, and uses various databases to audit their roll.

Shafer stated that each return by mail envelope has an unique bar code in the system. She stated that the county can only count the most recent envelope for each voter, whether they have requested a new ballot or not. She stated that they verify the signatures, social security numbers and driver's license numbers for security. After everything is verified, the ballots are separated and will be processed. She stated that their equipment is audited throughout the election to make sure that they are functioning. She stated that they are also audited after the election as well for transparency.

Shafer stated that ballots are initialed at every stage of the process. She stated that all ballots are bundled together in different groups and if there are any inconsistencies, the process will be shut down until ballots are located or the issue is resolved. She stated that there are no wi-fi systems or computer modems attached to the machines.

Shafer stated that voters have a responsibility to track their ballots and explained that there is a website/app that will track someone's ballot through the entire process.

Mayor Allen stated that election offices often get a bad reputation from those who don't understand the processes. He stated that it is a hard job and that the county does a wonderful job making sure that everything is correct and secure. He stated that when his father passed away last year, he forgot to notify anyone about his voter registration. Mayor Allen stated that a ballot was not sent out for his father and noted that the county was on the ball. Shafer stated that they check obituaries and news stories, among other sources to determine who needs to be taken off the roll.

Council Member Christiansen stated that she appreciates all the accountability that the county takes to make voters confident in their vote and process. Shafer invited anyone who is interested to come watch the audits and view the process that is used for elections.

## **8.2 DISCUSSION/ACTION: TERRACE DAY BUDGET**

Grava stated that the budget for Terrace Days has been increasing due to inflation. He stated that the Council directed that more inflatables be added this year, resulting in a budget adjustment for that contract. Grava stated that the vendor for the Fireworks show has stated that the tariffs have caused the 15-minute show to increase by \$900. He stated that the show can be shortened to 10 minutes if the Council does not want to have the budget increase of \$900.00. Grava stated that 98 percent of the fireworks are coming from China. He is asking Council for direction on the Fireworks show.

Council Member Parkinson stated that she has several options that could be considered to help with the extra costs. Council Member Parkinson noted that a foam cannon has been added to the Terrace Days schedule. She suggested that we could charge for activities (\$3.00 for all activities excluding the foam cannon) and (\$5.00 for all activities including the foam cannon).

She asked if we have reached out for more donations.

She stated that another alternative could be "premier seating" for the fireworks show that could come with

a bag of popcorn to try to generate funds to help with the cost.  
Council Member Parkinson asked if the city had a booth that could sell treats.  
She stated that another option is to let people know that we need to cut our budget this year due to tariffs and increases.

Mayor Allen stated that the city has contacted all the sponsors available. Grava stated that it is becoming harder to receive donations from companies.

Grava stated that the City receives sales tax from the vendors at the event. Council Member West asked if we could receive a portion of the vendor sales. Grava stated that we charge a vendor fee per space. Grava stated that he contacted different vendors this year for a wider variety and stated that we still have around 6 spots available.

Grava stated that there are some rules that would apply if we were to take in money, as well as having an additional employee man the booths. He stated that he would need to talk to the Finance Department to review the process to take in any funds at the event. Grava stated that it is too late in the process this year to accommodate some of the suggestions, however, he would like to have a work session in July to discuss options for next year.

Council Member Zishan stated that he appreciates the thought process behind the suggestions, he does not think a “pay to play” option would be appreciated by the residents. Council Member Parkinson stated that it is not an unusual thing to go to events and expect to pay for events.

Mayor Allen stated that he agrees with Council Member Zishan, stating that he would like to keep the inflatables and events free to residents. He stated that residents will already be paying for food. He stated that he does not think that anyone would notice a shorter fireworks show.

Council Member West agreed, stating that if anyone complains about the shorter show, it can be explained that there are budgeting concerns. He stated that there is a lot of value in having free events for families and residents and does not want to charge to events.

The Council agreed that they would like to keep the cost at the same price as it has been. Council Member West stated that he likes the thought process of Council Member Parkinson, suggesting that in future years we can charge for any new items that are added to the event.

The Council would like to shorten the fireworks show and keep the price as-is this year with no additional increases.

### **8.3 DISCUSSION/MOTION: ROHMER PARK PICKLEBALL PLAZA (PHASE 3) RECONFIGURATION OF RUSTIC PLAYGROUND**

Council Member Christiansen stated that Council has been talking about the playground for “littles”, however, the intention was always to provide a playground that was interesting to tweens and older ages. She stated that there is a lot of equipment for younger children around the city parks. She stated that there have been a lot of requests from residents for a playground that appeals to older children. She stated that she felt that recreation choices for older ages are not being addressed. She stated that the playground on the proposed plan at the pickleball complex will not appeal to the entire family. She stated that if there was an area that had added height, it may appeal to the older kids so that they would not be bored.

Mayor Allen stated that he appreciates the viewpoint and asked Grava what information he found.

Grava stated that he has worked with our engineer on park plans with the intent of accommodating older children. He stated that most of the playground equipment is not for children past the age of 12 for safety reasons.

He stated that he worked with the engineers and tried to balance child safety, safety in the area, and budget constraints.

He stated that one of the options would be to take the tree well in the middle out so that there is room to put a tree climber without having to put more money into the budget. Grava stated that we are trying to keep the boulders, however they may need to be moved around. He stated that he will need to check on the budget as to whether they can be kept. He believes that the funds may match by taking out the planter and the north equipment. Grava stated that space restraints limit what equipment can be used in which areas.

Grava stated that staff recommends tree climber equipment for the older kids. He stated that staff recommend the wood rustic feeling to the park. Grava stated that putting in a bigger playground will come with added engineering costs and yearly maintenance costs.

Council Member Thomas stated that he agrees that the tree climber would be a great addition to the park, as his children love to climb on that type of equipment.

Grava stated that safety concerns must be considered when rearranging the equipment but believes that Council Member Christiansen's idea for the area will work without changing the budget too much.

The Council agreed on the following direction for the Pickle Ball Complex Phase three Playground: The bigger playground on the south end will be taken out. The smaller playground will be purchased to take its place on the south end. The planter (tree well) will be removed completely. The new tree climber equipment will be purchased and added to the north end of the playground. Depending on budget constraints, the boulders may need to be rearranged.

**Motion by Council Member Christiansen  
Seconded by Council Member Thomas  
To adapt the pickleball complex phase 3 playground to  
replace the north end with the tree climber and  
take out the bigger equipment and do whatever we can to make  
it work according to the discussions  
Approved unanimously (5-0)**

#### **8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT**

South Ogden Animal Control Officer Stacey Nixon presented to the Council, noting that animal control has been quiet, however, with the warmer weather she expects that the parks will be busy very soon. She noted that Sarah Hayes had left the department and that they are looking for a replacement.

#### **8.5 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

Fire Chief Peterson was unable to attend the meeting. The item will be taken to a future meeting.

### **9. COUNCIL COMMUNICATION WITH STAFF**

Council Member Zishan asked about a follow up for a discount on resident vendors at Terrace Days.

Council Member Parkinson stated that she was at the park last week and saw people playing pickleball,

walking on the paths, and kids playing on the playground and appreciates that the park is being appreciated and used by the residents. Council Member Parkinson suggested having the new Terrace Days T-shirts on display at the Easter Egg Hunt event this weekend.

Council Member Thomas stated that citizens have been thankful that the port-a-johns are back at the park.

**10. ADMINISTRATION REPORTS**

There were no administrative reports.

**11. UPCOMING EVENTS**

April 16-18<sup>th</sup>: ULCT Conference in St. George UT

April 19<sup>th</sup> 10:00 a.m. EASTER EGG HUNT!!!

April 24<sup>th</sup>: Planning Commission Meeting (tentative)

May 6<sup>th</sup>: City Council Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)

**12. ADJOURN THE MEETING**

**Motion by Council Member West  
Seconded by Council Member Thoms  
To adjourn the meeting  
Approved unanimously (5-0)  
Time: 7:26 p.m.**

---

**Date Approved**

---

**City Recorder**

## City Council Staff Report

**Author:** Jake Meibos  
**Subject:** 2025 Spring Cleanup  
**Date:** 5/6/2025  
**Type of Item:** Discussion



**Summary Recommendation:** Discussion of the spring cleanup efforts and results.

### **Description:**

#### **A. Topic: 2025 Spring Cleanup**

**Background:** Over the past several years, various Green Waste cleanup initiatives have been implemented to effectively serve residents and maximize resource utilization.

- **2022:** Curbside pickup was offered exclusively during the spring and fall seasons.
- **Spring 2023:** A Green Waste drop-off site was made available for one week during business hours, including one Saturday, alongside curbside pickup.
- **Fall 2023:** Curbside pickup was discontinued. The Green Waste drop-off site operated during business hours and was open for two Saturdays.
- **Spring 2025:** The drop-off site will be accessible throughout the month, with service available four Saturdays, as well as on Tuesdays and Thursdays until 6:00 PM, in addition to curbside pickup.

**Analysis:** Various strategies have been considered to meet the needs of residents in disposing of green waste. In April of this year, the drop-off site was open daily during business hours (7 AM to 3 PM), on Saturdays from 7 AM to 3 PM, and on Tuesdays and Thursdays until 6 PM, while also providing curbside pickup services.

The drop-off site was utilized by a total of 32 residents:

- Saturdays: 29 residents
- Tuesday & Thursday after hours: 3 residents

Operating the drop-off site requires approximately 52 employee hours.

In total, four large roll-off dumpsters were filled from the drop-off site.

In conclusion, the drop-off site was most effectively utilized on Saturdays, particularly during the afternoon.

The contract with Republic Services allows the city to utilize up to 12 large roll-off dumpsters annually, along with curbside pickup once a year. The Green Waste program typically averages 8 to 10 dumpsters each year.

**Fiscal Impact:** There are no additional financial obligations associated with the contract terms from Republic Services. The only financial consideration relates to staff hours required to operate the drop-off site beyond normal business hours, estimated at approximately \$2,860.

**Discussion:** Staff members would like to engage with the council to discuss the Green Waste program and welcome any suggestions or recommendations that would benefit both residents and staff.

## City Council Staff Report



**Author:** Jake Meibos

**Subject:** 5350 S. Culinary Water and Storm Drain Project

**Date:** 5/6/2025

**Type of Item:** Discussion and Motion

**Summary Recommendation:** Award the contract to selected contractor for the 2025 TCIP water line and storm drain projects for the total bid amount of \$508,968.75

The qualified low bid received: **Rhino Excavating \$508,968.75**

### **Description:**

- A. **Topic:** City Council approval is requested for awarding the 5350 S. Culinary Water and Storm Drain Project.

CW- 56, SD-30(5350 S. 300E.-150 W.)

The scope of the projects:

CW- 56

- Install 10" PVC culinary water main
- Reconnect service laterals
- Replace fire hydrants

SD-30

- Install Storm water system from 150 W. to 125 E.
- Replace water ways

- B. **Background:** The selected projects have been reviewed and prioritized in the TCIP plan. Recent water main breaks, leaks and the current road conditions have identified this area as high priority projects.

- C. **Analysis:** This particle section of ductile pipe has been repaired several times in the past. Visual inspections have shown the pipe condition. The pipe has shown spots of corrosion and longitude cracking. Causing the pipe to fail.  
The waterway at 150 W. 5350 S. will be removed and storm drain piping will be installed to convey storm water to 125 E. eliminating the waterway will prevent future road damage and create a consistent transition through the intersection.

- D. Fiscal Impact:** The Culinary Water project (CW-56) is within the Original Budget. The Storm Water (SD-30) portions of this project will require a Budget Adjustment (May 2025). The Storm Water portion is estimated at \$276,983. The funding will be transferred from SD-6 (future detention basin at TH. Bell jr. high school.

CW-56 Budget Balance	\$679,977
SD-30 Budget Balance	\$276,983
Contractor qualified low bid:	\$508,968.75
Engineering (10%)	\$50,896.87
Contingency (10%)	\$50,896.87
<b>Total project cost</b>	<b>\$610,762.49</b>

- E. Department Review:** Public Works Dir., City Manager, Finance, Jones & Associates. Rhino Excavating has submitted a per-qualification form providing all the necessary information. Rhino Excavating has not performed work in the city or submitted a bid on other projects. I have contacted the references provided, Mapleton City and Provo City. Both entities are pleased with their work and look forward to working with them in the future.

#### **Alternatives:**

- A. Approve the Request:** Award the 5350 S. Culinary Water and Storm Drian project to said contractor(s) for the total amount of **\$508,968.75** and authorize Staff and the Mayor to execute all applicable contract documents.
- B. Deny The Request:** Deny or delaying all or part of this request, the projects will not be completed and will need to be postponed, and the project may need to be rebid.
- C. Continue the Item/Impact:** Continuing the projects could result in additional water main repairs and complete road failure.
- D. Recommendation:** It is recommended that the Council authorize the Mayor and Staff to award the 5350 S. Culinary Water (CW-56) and Storm Drain (SD-29) to Rhino Excavating for **\$508,968.75**



## City Council Staff Report



**Author:** Jake Meibos

**Subject:** 2025 Street Maintenance Projects

**Date:** 5/6/2025

**Type of Item:** Discussion and Motion

**Summary Recommendation:** Award the contracts to selected contractor(s) for the 2025 Street Maintenance Project for the total bid amount of \$210,000

Low bid received:

Asphalt repairs, street maintenance and paint striping: **Staker Parsons Co. \$210,000**

### **Description:**

- A. **Topic:** City Council approval is requested for awarding the 2025 Street Maintenance Projects.

The scope of the projects consists of:

- Asphalt repairs
- Slurry Seal
- Seal Coats
- Chip Seals
- Paint Striping in selected areas throughout the city

- B. **Background:** The Local Technical Assistant Program (LTAP) conducted an Analysis and Recommendation, which was established in August 2024. This analysis enabled us to identify and prioritize maintenance project areas effectively. By leveraging the insights from the LTAP analysis and assessing the specific regions, we have determined the appropriate applications for each area.

- C. **Analysis:** The engineers' construction estimate including engineering cost and contingency for completion of the 2025 Street Maintenance Project is **\$282,586.82**. Quantities and cost estimates for each application were estimated using previous projects and area calculations.

- D. **Department Review:** Public Works, City Manager, Finance, Jones & Associates

### **Alternatives:**

- A. **Approve the Request:** Allow the award of the 2025 Street Maintenance Projects to said contractor(s) for the total amount of **\$210,000.00** and authorize Staff and the Mayor to execute all applicable contract documents.
- B. **Fiscal Impact:** Annual street maintenance projects are funded with Class B-C road funds received from the state. This year's street maintenance project will be funded within the current budget.

Road Maintenance Budget Balance	\$943,745.72
Staker Parson Companies	\$210,000.00
Engineering (10%)	\$21,000.00
Contingency (10%)	<u>\$21,000.00</u>
Total Project cost	<b>\$252,000.00</b>

**C. Deny The Request:** By denying or delaying all or part of this request, the street maintenance project(s) will not be completed. The projects may need to be rebid.

**D. Continue the Item/Impact:**

**Significant Impacts:** The 2025 Street Maintenance and Paint Striping initiative is essential for ensuring both safety and durability of our roadways. Postponing maintenance efforts will lead to the necessity for more intensive and costly interventions to extend the lifespan of the streets. Additionally, clear and vibrant road markings play a crucial role in preventing accidents and directing traffic effectively.

**Consequences of not taking the recommended action:** Not awarding the contracts in this council meeting may delay the completion of the Street Maintenance Projects throughout Washington Terrace City this year.

**Recommendation:** It is recommended that Council authorize the Mayor and Staff to award the 2025 Street Maintenance Projects to Staker Parson Company for the contract amount of **\$210,000.00**

This will ensure the completion of the Street Maintenance Projects for 2025.

## City Council Staff Report



**Author:** Jake Meibos

**Subject:** 2024 MWPP Annual Report

**Date:** 5/6/2025

**Type of Item:** Discussion / Adoption

**Summary Recommendation:** Adopt by resolution the Washington Terrace City 2024 Municipal Wastewater Planning Program Annual Report. (MWPP)

### **Description:**

- A. **Topic:** Adopt by resolution the 2024 Washington Terrace City MWPP Annual Report.
- B. **Background:** The Utah Division of Water Quality (DWQ) has been given primacy by the Environment Protection Agency to oversee all wastewater discharges in the state of Utah. All municipal entities with a Utah Pollution Discharge Elimination System (UPDE) permit shall develop a Sewer System Management Plan (SSMP) to operate, maintain, upgrade, and resolve overflow problems within the system. In 2015, the SSMP was expanded to the requirements by the DWQ and adopted by resolution.
- C. **Analysis:** The annual report evaluates on-going planning, operations, and financial funding for the sewer system. The report also ensures the future planning, financial requirements and daily operations are consistent with Sanitary Sewer Master Plan.
- D. **Fiscal Impact:** No fiscal impact
- E. **Department Review:** Public Works, Finance

### **Alternatives:**

- A. **Approve the Request:** Staff are recommending that Council approve the 2024 Municipal Wastewater Planning Program Annual Report.
- B. **Deny The Request:** Noncompliant with DWQ regulations.

**CITY OF WASHINGTON TERRACE  
RESOLUTION 25-03**

**MUNICIPAL WASTEWATER PLANNING PROGRAM**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,  
APPROVING THE MUNICIPAL WASTEWATER PLANNING PROGRAM  
SELF-ASSESSMENT REPORT FOR 2024 .**

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

**WHEREAS**, the City Council is the legislative body of the City;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) adopted Rule 317-801 in 2012 which requires the City to implement the Utah Sewer Management Program in accordance with state law;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) enforces the Utah Pollutant Discharge Elimination System (UPDES) and provides the City a permit for the same;

**WHEREAS**, the City Council desires to approve the Municipal Wastewater Planning Program Self- Assessment Report for 2024;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Review and Adoption.**

The City Council has reviewed and hereby approves the Municipal Wastewater Planning Program Self-Assessment Report for 2024 which is attached hereto as Exhibit “A” and incorporated herein by this reference.

**Section 2. UPDES Compliance.**

That to the best knowledge of the City Council, the City has taken all appropriate actions necessary to maintain collection system operation effluent requirements stipulated in the City UPDES Permit No. UTG580110.

**Section 3. Effective Date**

This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the Washington Terrace City Council this \_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
MARK ALLEN, Mayor  
City of Washington Terrace

ATTEST:

\_\_\_\_\_  
AMY RODRIGUEZ, City Recorder

Roll Call Vote  
Council Member Jill Christiansen  
Council Member Cheryl Parkinson  
Council Member Michael Thomas  
Council Member Jeff West  
Council Member Zunayid Z. Zishan

---

## Full MWPP Survey - 2025

---

**From** Google Forms <forms-receipts-noreply@google.com>

**Date** Thu 2/27/2025 12:54 PM

**To** Jake Meibos <jakem@washingtonterrace.gov>

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)



Thanks for filling out [Full MWPP Survey - 2025](#)

Here's what was received.

---

## Full MWPP Survey - 2025

Municipal Wastewater Planning Program survey for the year 2024.

Email \*

[jakem@washingtonterrace.gov](mailto:jakem@washingtonterrace.gov)

### Section I: General Information

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please send an email to [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page

What is the name of the Facility? \*

Washington Terrace City

What is the Name of the person responsible for this organization?

\*

Jake Meibos

What is the Title of the person responsible for this organization? \*

Public Works Director

What is the Email Address for the person responsible for this organization? \*

jakem@washingtonterrace.gov

What is the Phone number for the person responsible for this organization? \*

801-395-8289

Please identify the Facility Location? \*

Please provide either Longitude and Latitude, address, or a written description of the location (with area or point).

5249 S. 400 E. Washington Terrace City

Are you a federal facility?

A federal facility is a military base, a national park, or a facility associated with a federal government organization (e.g., BLM, Forest Service, etc.)

☐ Yes

☒ No

---

## Financial Evaluation Section

As you begin this survey you must keep in mind which part of the wastewater system that you represent, unless you represent it all (e.g., collections, treatment, or both). If you only represent the collection system please respond to each question thinking only of collection system data as you proceed through this survey. The same goes for treatment and both. If you get a question that does not apply to the part of the system which you represent then leave it unanswered. However, please try to answer as many questions as you possibly can.

This section is completed by:

Jake Meibos

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

☒ Yes

☐ No

Are you collecting 95% or more of your anticipated sewer revenue?

☒ Yes

☐ No

Are Debt Service Reserve Fund requirements being met?

☒ Yes

☐ No

Where are sewer revenues maintained?

- ☐ General Fund
- ☐ Combined Utilities Fund
- ☒ Other

What was the average MONTHLY User Charge for 2024?

39.33

Do you have a water and/or sewer customer assistance program (CAP)?

- ☐ Yes
- ☒ No

Are property taxes or other assessments applied to the sewer systems?

- ☐ Yes
- ☒ No

What is the yearly amount of revenue that you receive from these taxes?

na

Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?

- ☒ Yes
- ☐ No



Are projected sewer revenues sufficient to cover operation & maintenance, and repair and replacement costs for the next five years?

☒ Yes

☐ No

Does the sewer system have sufficient staff to provide proper operation & maintenance, and repair and replacement?

☒ Yes

☐ No

Has a repair and replacement sinking fund been established for the sewer system?

☐ Yes

☒ No

Is the repair & replacement sinking fund sufficient to meet anticipated needs?

☐ Yes

☐ No

Are sewer revenues sufficient to cover all costs of current capital improvements projects?

☒ Yes

☐ No

Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?

☐ Yes

☐ No

Are projected Capital Improvements Reserve Funds sufficient for the next five years?

☒ Yes

☐ No

Are projected Capital Improvements Reserve Funds sufficient for the next ten years?

☒ Yes

☐ No

Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?

☒ Yes

☐ No

Have you completed a rate study within the last five years?

☐ Yes

☒ No

Do you charge Impact fees?

☒ Yes

☐ No

If you charged Impact Fees, how much were they? =

If not a flat fee, use total collected impact fees for the year divided by the total number of entities who paid fees that year.

533

Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?

☐ Yes

☒ No

Do you maintain a Plan of Operations?

☒ Yes

☐ No

Have you updated your Capital Facility Plan within the last five years?

☐ Yes

☒ No

In what year was the Capital Facility Plan last updated?

2018

Do you use an Asset Management system for your sewer systems?

☐ Yes

☒ No

Do you know the total replacement cost of your total sewer system capital assets?

☐ Yes

☒ No

Replacement Cost =

\_\_\_\_\_

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

☒ Yes

☐ No

What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost?

na

\_\_\_\_\_

Describe the Asset Management System. Check all that apply:

☐ Spreadsheet

☒ GPS

☐ Accounting Software

☒ Specialized Software

What is the 2024 Capital Assets Cumulative Depreciation for your facility?

2,082,248

What is the 2024 Capital Assets Book Value?

Book Value = (total cost) - (accumulated depreciation)

3666375

Cost of projected capital improvements - Please enter a valid numerical value - 2024?

0

Cost of projected capital improvements - Please enter a valid numerical value - 2025 through 2029?

750,000

Cost of projected capital improvements - Please enter a valid numerical value - 2030 through 2034?

1,650,000

Cost of projected capital improvements - Please enter a valid numerical value - 2035 through 2039?

1,228,632

Cost of projected capital improvements - Please enter a valid numerical value - 2040 through 2044?

Purpose of Capital Improvements - 2024? Check all that apply.

- ☐ Replace/Restore
- ☒ New Technology
- ☒ Increased Capacity

Purpose of projected Capital Improvements - 2025 through 2029? - Check all that apply.

- ☒ Replace/Restore
- ☒ New Technology
- ☒ Increased Capacity

Purpose of projected Capital Improvements - 2030 through 2034 Check all that apply.?

- ☒ Replace/Restore
- ☒ New Technology
- ☒ Increased Capacity

Purpose of projected Capital Improvements - 2035 through 2039? - Check all that apply.

- ☒ Replace/Restore
- ☒ New Technology

☒ Increased Capacity

Purpose of projected Capital Improvements from 2040 through 2044? - Check all that apply.

☒ Replace/Restore

☒ New Technology

☒ Increased Capacity

To the best of my knowledge, the Financial Evaluation section is completed and accurate.

☒ True

☐ False

Do you have a collection system? \*

☒ Yes

☐ No

---

Collection System

Including piping and lift stations.

This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Jake Meibos

## Part I: SYSTEM DESCRIPTION

Please answer the following questions regarding SYSTEM DESCRIPTION.

What is the largest diameter pipe in the collection system?

Please enter the diameter in inches.

12

What is the average depth of the collection system?

Please enter the depth in feet.

7

What is the total length of sewer pipe in the collection system?

Please enter the length in miles.

32

How many lift/pump stations are there in the collection system?

0

What is the largest capacity lift/pump station in the collection system?

Please enter the design capacity in gpm.

na

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

☐

Yes



☒ No

What year was your collection system first constructed?

This can be an approximate guess if you really are not sure.

1954

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed?

If more than one, cite the oldest.

unknown

## Part II: DISCHARGES

Please answer the following questions regarding DISCHARGES.

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure, except plugged laterals?

0

## Sanitary Sewer Overflow (SSO)

**Class 1** - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the State.

**Class 2** - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

How many Class 1 SSOs were there in Calendar year 2024?

0

How many Class 2 SSOs were there in Calendar year 2024?

0

Please indicate what caused the SSO(s) in the previous 2 questions.

na

Please specify whether the SSOs were caused by contract or tributary community, etc.

na

### Part III: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

☐ Yes

☒ No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

☐ Yes

☒ No

What is the number of new commercial/industrial connections in 2024?

0

What is the number of new residential sewer connections added in 2024?

29

How many equivalent residential connections are served?

2895

#### Part IV: OPERATOR CERTIFICATION

Please answer the following questions regarding OPERATOR CERTIFICATION.

How many collection system operators do you employ?

4

What is the approximate population served?

9,800

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Jake Meibos, grade II, jakem@washingtonterrace.gov

---

Please list all other wastewater treatment system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Denzil Remington, Grade IV

---

Please list all other wastewater treatment operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Curtis Gerritsen grade II, Dustin Goza grade II

---

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

☒ Yes

☐ No

## Part V: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.

Have you implemented a preventative maintenance program for your collection system?

☒ Yes

☐ No

Have you updated the collection system operations and maintenance manual within the past 5 years?

☒ Yes

☐ No

Do you have a written emergency response plan for sewer systems?

☒ Yes

☐ No

Do you have a written safety plan for sewer systems?

☒ Yes

☐ No

Is the entire collections system TV inspected at least every 5 years?

☒ Yes

☐ No

Is at least 85% of the collections system mapped in GIS?

☒ Yes

☐ No

Please answer the following questions regarding SSMP EVALUATION.

Have you completed a Sewer System Management Plan (SSMP)?

☐ Yes

☒ No

Has the SSMP been adopted by the permittees governing body at a public meeting?

☐ Yes

☒ No

Has the completed SSMP been public noticed?

☐ Yes

☒ No

---

When USMP to be PNed

When will the USMP be Public Noticed?

MM DD YYYY

/ /

---

Continue 1

During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?

☐ Yes

☒ No

What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)?

na

---

During 2024, was any part of the SSMP audited as part of the five year audit?

☐ Yes

☒ No

If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?

---

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan?

☒ Yes

☐ No

Does the collection system have more than 2,000 connections?

☒ Yes

☐ No

Has a fats, oil, and grease (FOG) or fats, oil, sand, and grease program been developed by the collection system?

☒ Yes

☐ No

## Part VII: NARRATIVE EVALUATION

Please answer the following questions regarding NARRATIVE EVALUATION.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

The system consists of concrete pipe, clay pipe and PVC pipe. The concrete and clay pipe are the original pipe that was installed. The overall condition of the system is good. frequent monitoring of the system will identify any deficiencies.

What sewerage system capital improvements does the utility need to implement in the next 10 years?

Remove, replace, insitu lining

What sewerage system problems, other than plugging, have you had over the last year?

No known problems

Is your utility currently preparing or updating its capital facilities plan?

☒ Yes

☐ No

Does the municipality/district pay for the continuing education expenses of operators?

☒ 100%

☐ Partially

☐ Does not pay



Is there a written policy regarding continued education and training for wastewater operators?

☒ Yes

☐ No

Do you have any additional comments?

na

To the best of my knowledge, the Collections System section is completed and accurate

☒ True

☐ False

---

### Wastewater Treatment Options

You have either just completed or just bypassed questions about a Collection System. If this section was bypassed by mistake, in the next question you will have the option to return to the questions on a Collection System. If you are good with the progress up to now, next you will determine what kind of Wastewater Treatment you have, or you can choose NO Wastewater Treatment.

What kind of wastewater treatment do you have in your wastewater treatment system?

☐ Mechanical Plant

☐ Discharging Lagoon

☐ Non-Discharging Lagoon

☒ No Treatment of Wastewater

☐ Collections (go back to Collections)

---

## Adopt & Sign

I have reviewed this report and to the best of my knowledge the information provided in this report is correct. \*

☒ True

☐ False

Has this been adopted by the Council? \*

☐ yes

☒ No

---

## Not Adopted by Council

What date will it be presented to the Council? \*

MM DD YYYY

04 / 01 / 2025

---

## End of Survey

This is the end of the survey. Please make sure you have submitted your responses for each section. Thank you for your participation.

Also, if you want a copy of your response to this survey you must click the button immediately below and you must do it before you submit the survey.

[Create your own Google Form](#)

Does this form look suspicious? [Report](#)

## City Council Staff Report

**Author:** Carlos Grava

**Subject:** Rohmer Park Pickleball Plaza - Phase 3 - Approval of State Contract for Purchase of CXT Restroom

**Date:** 05/06/2025

**Type of Item:** Discussion / Motion

**Summary Recommendation:** Approval of purchasing the CXT restroom for the Rohmer Park Pickleball Plaza Phase 3 project through a State Contract would save the project about 20 percent of its costs.

**Description:** Phase 3 of the Rohmer Park Pickleball Plaza project includes a CXT Restroom, a prefabricated good-quality restroom that is needed in that area of the park.

- A. **Topic:** Approval of purchasing the CXT restroom for the Rohmer Park Pickleball Plaza Phase 3 project through a State Contract.
- B. **Background:** That new area of the park does not have a restroom, so we started renting portable restrooms last year to meet the needs of the park users in that area.
- C. **Analysis:** Based on the city's Financial Policies and Objectives under the Contracting and Purchasing Policy exceptions, certain contracts for goods and services, such as purchases made through the State of Utah Division of Purchasing and General Services, shall be exempt from bidding provisions.
- D. **Fiscal Impact:** Cost of the CXT restroom \$105,036.50 plus around \$5,000 for the final connection to the utilities done by Utah licensed professionals.
- E. **Department Review:** City Manager, Parks & Recreation, Public Works, and Finance.

### Alternatives:

- A. **Approve the Request:** Approval of the purchase of the CXT restroom for the Rohmer Park Pickleball Plaza Phase 3 project through a State Contract.
- B. **Deny the Request:** Acquire the prefabricated restroom through the bidding process and pay the contractor's fee for the purchase.



Utah State Contract  
MA4544

CXT® Incorporated manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES):  
CXT Incorporated, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206
2. ORDERING PROCEDURES:  
Fax 509-928-8270
3. PAYMENT ADDRESS(ES):  
**Remitting by check:**  
CXT, Inc., PO Box 676208, Dallas, TX 75267-6208  
**Remitting by ACH or wire transfer:**  
Beneficiary: CXT, Inc.  
Beneficiary Bank: PNC Bank, Pittsburgh, PA  
Account: 1077766885 ABA/Routing: 043000096  
Email remittance details to AR@lbfoster.com

#### TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):

All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane.

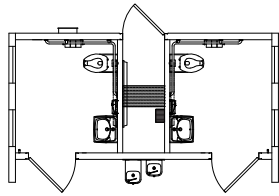
Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at [www.cxtinc.com](http://www.cxtinc.com).

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

**\*\*Customer is responsible for all local permits and fees.**

DENALI – 10’ 3” x 17’ 2” Utah State Contract MA4544

Denali with chase has two single user fully accessible flush restrooms. Standard features include simulated board and batt upper and Napa Valley rock lower textured walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded, and set up at site.



800.696.5766  
cxtinc.com

\*Base Price \$

Optional Sections

Restroom*	Qty: =	Shower*	Qty: =
Family Assist Shower/Restroom Combo*	Qty: =	Multipurpose Room	Qty: =
Concession*	Qty: =		

\*Includes 4-gallon water heater.

Total for Optional Sections \$

Added Cost Options

	Price per unit	Click to select
Final Connection to Utilities (per section)	\$	
Custom Wall Texture (per section)	\$	
Optional Roof Texture (per section) Ribbed Metal	\$	
Insulation and Heaters (per section)	\$	
Stainless Steel Water Closet (each) Qty:	\$	
Stainless Steel Lavatory (each) Qty:	\$	
Electric Hand Dryer (each) Qty:	\$	
Electronic Flush Valve (each) Qty:	\$	
Electronic Lavatory Faucet (each) Qty:	\$	
Paper Towel Dispenser (each) Qty:	\$	
Toilet Seat Cover Dispenser (each) Qty:	\$	
Sanitary Napkin Disposal Receptacle (each) Qty:	\$	
Baby Changing Table (each) Qty:	\$	
Skylight in Restroom (each) Qty:	\$	
Marine Grade Skylight in Restroom (each) Qty:	\$	
Marine Package (excluding fiberglass doors, frames and front window frames) (per section)	\$	
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each) Qty:	\$	
2K Anti-Graffiti Coating (per section)	\$	
Optional Door Closure (each) Qty:	\$	
Fiberglass Entry and Chase Doors and Frames (each) Qty:	\$	
Timed Electric Lock System (2 doors- does not include chase door) (each) Qty:	\$	
Exterior Frostproof Hose Bib with Box (each) Qty:	\$	

Total for Added Cost Options: \$

Custom Options: \$

Engineering and State Fees: \$

Estimated One-Way Transportation Costs to Site (quote): \$

Estimated Tax: \$

Total Cost per Unit Placed at Job Site: \$

Estimated monthly payment on 5 year lease

Disclaimer: Please call to confirm selected sections are compatible.

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative Date

I accept this quote. Please process this order.  
Company Name

Company Representative Date

## OPTIONS

**Exterior Color(s)** *(For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)*

<input type="checkbox"/> Amber Rose	<input type="checkbox"/> Berry Mauve	<input type="checkbox"/> Buckskin	<input type="checkbox"/> Cappuccino Cream
<input type="checkbox"/> Charcoal Grey	<input type="checkbox"/> Coca Milk	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Georgia Brick
<input type="checkbox"/> Golden Beige	<input type="checkbox"/> Granite Rock	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Java Brown
<input type="checkbox"/> Liberty Tan	<input type="checkbox"/> Malibu Taupe	<input type="checkbox"/> Mocha Caramel	<input type="checkbox"/> Natural Honey
<input type="checkbox"/> Nuss Brown	<input type="checkbox"/> Oatmeal Buff	<input type="checkbox"/> Pueblo Gold	<input type="checkbox"/> Raven Black
<input type="checkbox"/> Rich Earth	<input type="checkbox"/> Rosewood	<input type="checkbox"/> Sage Green	<input type="checkbox"/> Salsa Red
<input type="checkbox"/> Sand Beige	<input type="checkbox"/> Sun Bronze	<input type="checkbox"/> Toasted Almond	<input type="checkbox"/> Western Wheat

Special roof color # \_\_\_\_\_ Special wall color # \_\_\_\_\_

Special trim color # \_\_\_\_\_

**Stone Color** *(Mark option with an X.)*

<input type="checkbox"/> Basalt	<input type="checkbox"/> Mountain Blend	<input type="checkbox"/> Natural Grey	<input type="checkbox"/> Romana
---------------------------------	---	---------------------------------------	---------------------------------

**Roof Texture** *\*If option is not available, verify roof texture option is selected on previous page.*

☐ Ribbed Metal\*

**Wall Texture(s)** *(For single texture mark an X. For top and bottom textures use T = Top and B = Bottom.)*

*\*If option is not available, verify wall texture option is selected on previous page.*

<input type="checkbox"/> Split Face Block*	<input type="checkbox"/> Horizontal Lap	<input type="checkbox"/> Board & Batt	<input type="checkbox"/> Stucco**
<input type="checkbox"/> Brick**	<input type="checkbox"/> Distressed Wood**		

**Stone Wall Texture** *(bottom texture only) \*If option is not available, verify stone option is selected on previous page.*

<input type="checkbox"/> Napa Valley	<input type="checkbox"/> River Rock	<input type="checkbox"/> Flagstone	<input type="checkbox"/> Stacked Rock**
--------------------------------------	-------------------------------------	------------------------------------	---

*\*\*Textures not included in CXT's quote are additional cost.*

**Door Opener**

☐ Non-locking ADA Handle

☐ Privacy ADA Latch

☐ Pull Handle/Push Plate

**Deadbolt**

**Accessible Signage**

☐ Men

☐ Women

☐ Unisex

**Toilet Paper Holder**

☐ 2-Roll Stainless Steel

☐ 3-Roll Stainless Steel

**Notes:**



800.696.5766  
cxtinc.com

## **FINANCIAL POLICIES AND OBJECTIVES**

9. Amounts to be paid by the City of less than \$5,000 that are budgeted, may be approved and authorized by the respective department heads. Purchases under this policy must be allocated in the specific budget.

**Exceptions-** Certain contracts for goods and services shall be exempt from bidding provisions. The City Manager or designee shall determine whether or not a particular contract or purchase is exempt as set forth herein.

1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract that would have normally required their approval as soon as reasonably possible. The City Council shall ratify any emergency contract at the earliest possible time.

2. Purchases made from grant funds must comply with all provisions of the grant.

3. Purchases made through the State of Utah Division of Purchasing and General Services.

4. Sole Source purchase. Non-competitive procurement procedures may be used when a contractor or supplier is the only known source to provide the goods or services required. Documentation is required as justification as to why the project does not require a “formal bid”. Circumstances for sole source funding include: the item is available only from a single source; the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; the federal awarding agency or pass through entity expressly authorizes non-competitive proposals in response to a written request from the city; or after solicitation of a number of sources, competition is determined inadequate.

5. Extension and/or renegotiation of a contract where the extension is in the best interest of the City. Consideration for best interest include, but not limited to: value, cost, savings, past performance, resource conservation, supply chain, institutional knowledge, and market considerations. Convenience is not cause for an extension. An extension under this policy may be

## City Council Staff Report

**Author:** Carlos Grava

**Subject:** Rohmer Park Pickleball Plaza - Phase 3 – Approval of State Contract for Purchase of Playground Equipment

**Date:** 05/06/2025

**Type of Item:** Discussion / Motion

**Summary Recommendation:** Approval of purchasing the Playground Equipment for the Rohmer Park Pickleball Plaza Phase 3 project through State Contract, which would save the project about 20 percent of its costs.

**Description:** Phase 3 of the Rohmer Park Pickleball Plaza project includes a Rustic Playground where two pieces of playground equipment will be purchased.

- A. **Topic:** Approval of purchasing the Playground Equipment for the Rohmer Park Pickleball Plaza Phase 3 project through State Contract.
- B. **Background:** Rohmer Park Pickleball Plaza already has a playground for children from 5 to 12 years old, which was purchased under a state contract. This new playground is for older children, ranging from 13 years old and up, but with elements for all ages.
- C. **Analysis:** Based on the city's Financial Policies and Objectives under the Contracting and Purchasing Policy exceptions, certain contracts for goods and services, such as purchases made through the State of Utah Division of Purchasing and General Services, shall be exempt from bidding provisions.
- D. **Fiscal Impact:** Cost of the Playground Equipment \$63,579.06
- E. **Department Review:** City Manager, Parks & Recreation, Public Works, and Finance.

### Alternatives:

- A. **Approve the Request:** Approval of the purchase of the Playground Equipment for the Rohmer Park Pickleball Plaza Phase 3 project through a State Contract.
- B. **Deny the Request:** Acquire the Playground Equipment through the bidding process and pay the contractor's fee for the purchase.





NRO-CUSTOM  
892476

20240122 DH

Copyright © KOMPAN A/S 2023

1":1/8"

Kompan Parkour  
Estimated Costs of Equipment,  
Freight, and Installation  
**\$23,055.06**



ASTM F1487

**KOMPAN!**

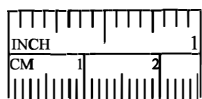
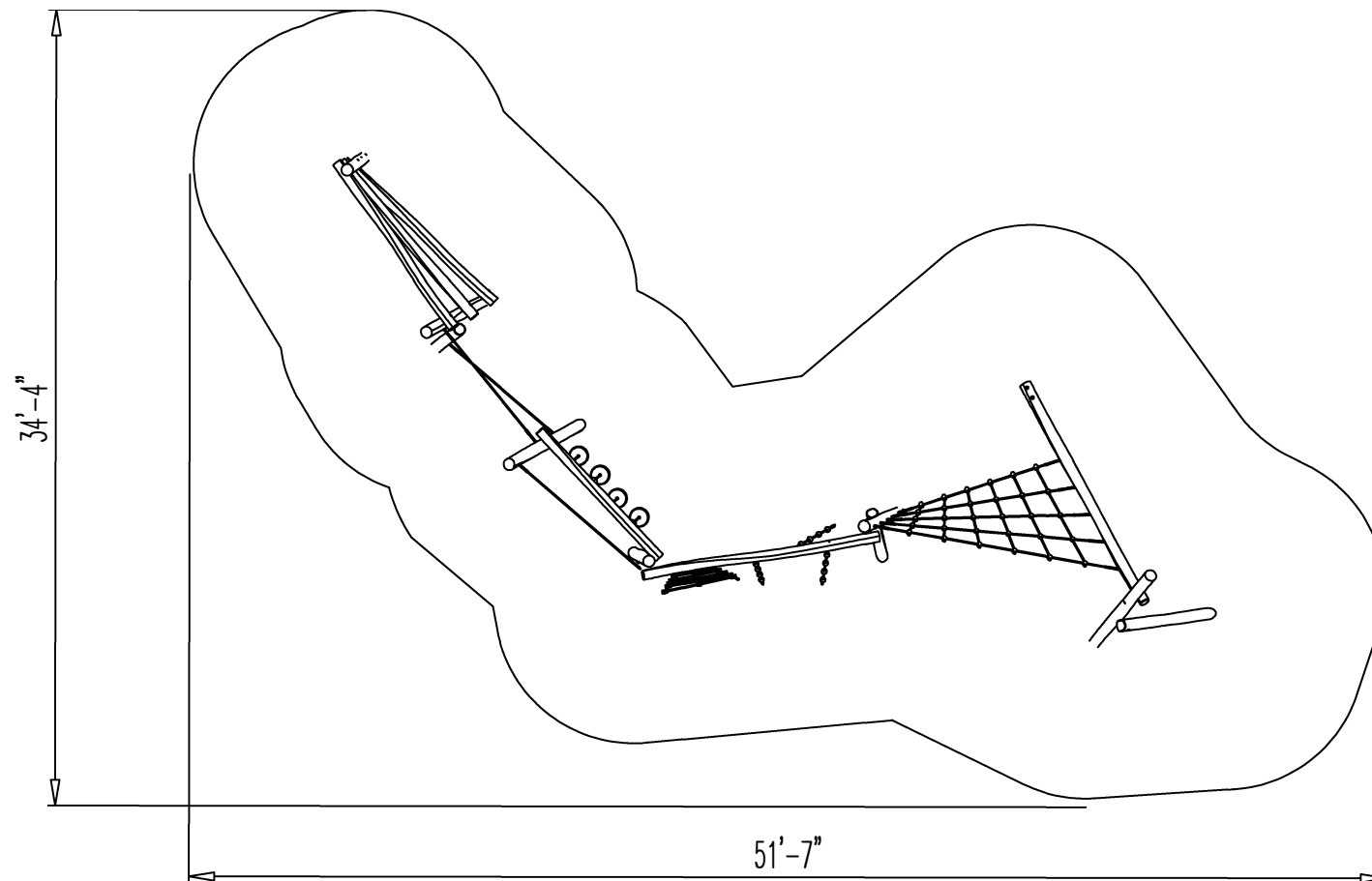
NRO-CUSTOM

892476

20240122 DH

Copyright © KOMPAN A/S 2023

1":1/8"



# Tree Climber

NRO834

## Estimated Costs of Equipment, Freight, and Installation

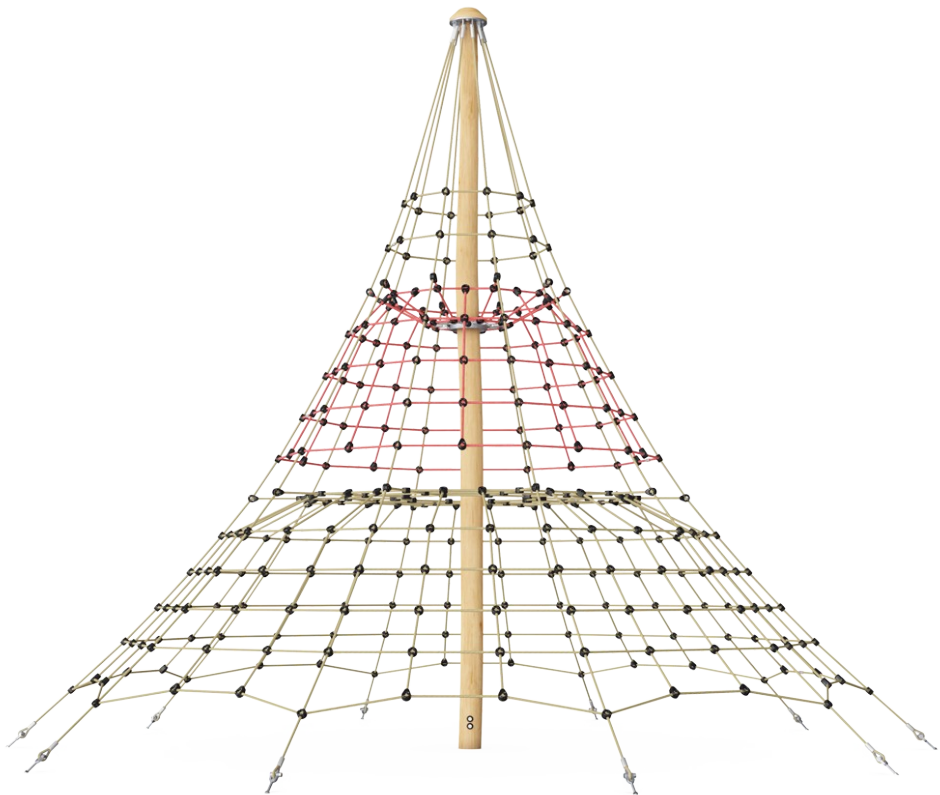
\$40,475.00



Item no. NRO834-1001

### General Product Information

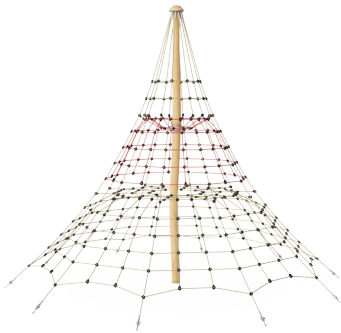
Dimensions LxWxH	21'4"x21'4"x17'1"
Age group	5 - 12
Play capacity (users)	34
Color options	 



The Tree Climber is a major attraction that invites climbing. Everyone wants to climb to the top – or at least to the first horizontal net. The color coding of the net helps set new destinations, attracting children again and again. The inclined climbing in the net trains children's cross-coordination and muscles as they climb and crawl towards the top.

Furthermore, the sense of space is seriously trained when climbing the heights. The nice horizontal breaks make fine destinations and points for a break. The horizontal nets furthermore invite socializing, providing a spacious place to meet. The height of the net invites risk taking in a safe framework. When the children climb they constantly challenge

their sense of space. This is especially important in judging distances, for instance, on crowded streets.

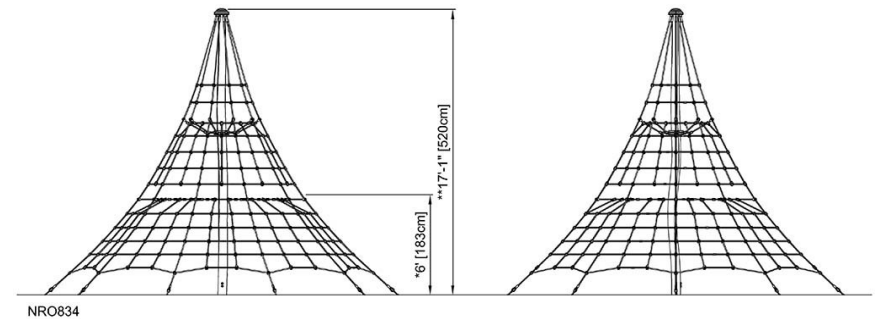
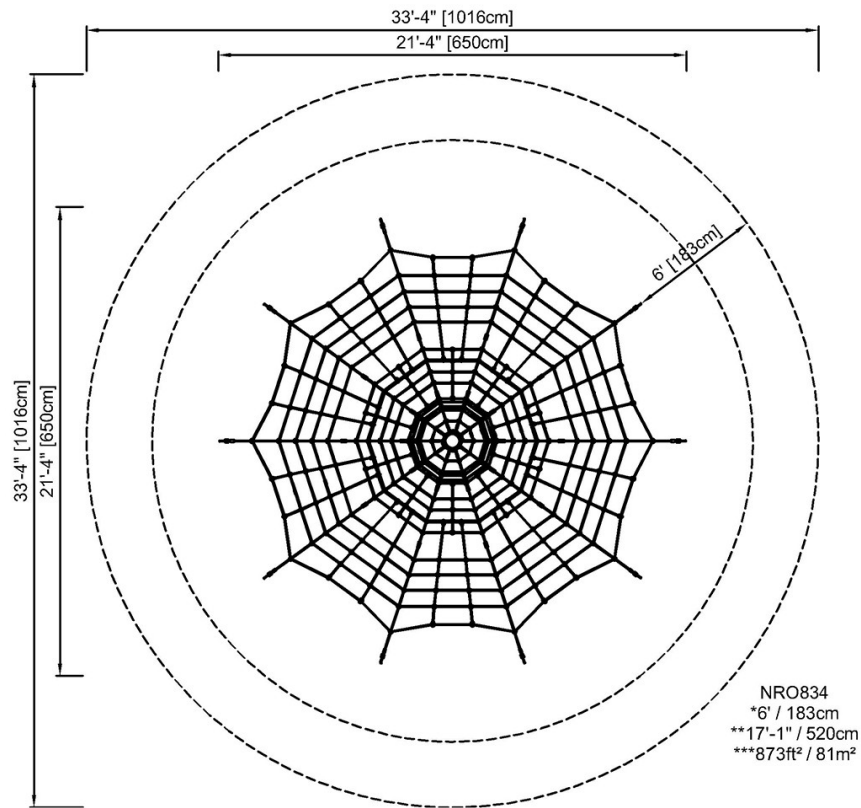


# Tree Climber

NRO834

\* Max fall height | \*\* Total height | \*\*\* Safety surfacing area

\* Max fall height | \*\* Total height



[Click to see TOP VIEW](#)

[Click to see SIDE VIEW](#)

## **FINANCIAL POLICIES AND OBJECTIVES**

9. Amounts to be paid by the City of less than \$5,000 that are budgeted, may be approved and authorized by the respective department heads. Purchases under this policy must be allocated in the specific budget.

**Exceptions-** Certain contracts for goods and services shall be exempt from bidding provisions. The City Manager or designee shall determine whether or not a particular contract or purchase is exempt as set forth herein.

1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract that would have normally required their approval as soon as reasonably possible. The City Council shall ratify any emergency contract at the earliest possible time.

2. Purchases made from grant funds must comply with all provisions of the grant.

3. Purchases made through the State of Utah Division of Purchasing and General Services.

4. Sole Source purchase. Non-competitive procurement procedures may be used when a contractor or supplier is the only known source to provide the goods or services required. Documentation is required as justification as to why the project does not require a “formal bid”. Circumstances for sole source funding include: the item is available only from a single source; the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; the federal awarding agency or pass through entity expressly authorizes non-competitive proposals in response to a written request from the city; or after solicitation of a number of sources, competition is determined inadequate.

5. Extension and/or renegotiation of a contract where the extension is in the best interest of the City. Consideration for best interest include, but not limited to: value, cost, savings, past performance, resource conservation, supply chain, institutional knowledge, and market considerations. Convenience is not cause for an extension. An extension under this policy may be

## City Council Staff Report

**Author:** Carlos Grava

**Subject:** Approval to the Rebranding of the Football Program

**Date:** 05/06/2025

**Type of Item:** Discussion / Motion

**Summary Recommendation:** Approval of rebranding our football program to Washington Terrace Lakers to align with the Lakers identity from our city's High School.

**Description:** Our football program has been called Washington Terrace Titans for many years but has never had a direct link to our city High School and its athletics team, the Bonneville Lakers.

- A. **Topic:** Approval of rebranding our football program to Washington Terrace Lakers.
- B. **Background:** Our football program, the Washington Terrace Titans, has been the name of our football teams for many years. However, the program did not have any direct connection to the Bonneville High School and its athletics, which could not offer much support for our teams because we were a separate program under a different name.
- C. **Analysis:** After many meetings and discussions between the recreation department and Bonneville athletics, feedback from the football community of Washington Terrace, and discussions between the Mayor, the City Manager, and the Recreation Director, and after thoughtful consideration, we think that rebranding our football program to Washington Terrace Lakers align more closely with Bonneville High School, its Athletics, and its students, and reflects a strategic alignment with the Lakers identity.
- D. **Department Review:** Mayor, City Manager, and Parks & Recreation Director.

### Alternatives:

- A. **Approve the Request:** Approval of the rebranding of our football program from Washington Terrace Titans to Washington Terrace Lakers.
- B. **Deny The Request:** Remain with the present program's name: Washington Terrace Titans.







# Sheriff's Office Quarterly Report Washington Terrace City Q1 2025

*Integrity, Initiative, and Intelligence*





## Notable Cases

### 25WC4224 – Aggravated Child Abuse

- Dating relationship
- Female struck her girlfriend in the face and head, and strangled the victim.
- Obvious injuries and blood at the scene.
- CSI and NUSAFE needed for evidence collection.
- Suspect booked into jail for multiple charges – Aggravated Child Abuse, Possession of Controlled Substance, Possession of Drug Paraphernalia, Possession of Alcohol by a Minor.
- Highlights the resources and level of investigation that go into these cases/crimes.

### 25WC4976 – Child Abuse

- Adult sibling accuses teenage sibling of stealing her marijuana card.
- Argument ensues.
- Adult sibling assaults the teenager with a hanger, which breaks the hanger and leaves obvious injuries on the victim.
- Adult sibling arrested for Child Abuse and DCFS notified.

# Notable Cases

## 25WC6225 – Overdose/ Suicide Attempt

- Deputies respond to an overdose
- First deputy on scene encounters a chaotic situation. The male subject had a knife and was activity harming himself while overdosing. After he dropped the knife, he began to lose consciousness.
- The deputy was able to administer Narcan and began to control the bleeding.
- The male was transported to the hospital.
- This case highlights the rapidly evolving, highly dynamic, (and chaotic) situations deputies regularly encounter.

## 25WC6257 – Sex Offender Registry Violation

- Deputy observes male on a bicycle without a light or headlamp.
- During stop, Deputy learns male is a registered sex offender.
- Deputy determined through investigation that the male, despite being in Utah for 8 months, had not obtained Utah ID, and did not update his address with the sex offender registry.
- Suspect had been living in Washington Terrace without updating the registry, which is required within 72 hours.
- Suspect was arrested and booked into jail.
- This case highlights great proactive work by the deputy, and how simple violations can lead to arrests for more serious offenses.

# Notable Cases

## 25WC3521 – DV Aggravated Assault/ DUI

- Deputies respond to a weapons disturbance at a residence.
- This suspect fled the area in a vehicle, despite having been drinking .
- The investigation revealed the suspect threatened the victim with a knife during an argument.
- Other agencies were able to find the suspect in his vehicle.
- Deputies conducted a DUI investigation.
- Suspect arrested for Aggravated Assault and DUI .
- Highlights the demand on resources as investigations expand.

## 25WC675 – Child Endangerment

- Deputies respond to a report of an unknown problem.
- A grandparent reported something is wrong with his adult son, and that the subject has a child with him.
- Upon contact, the suspect admitted to using marijuana and Viagra, and to providing substances to his son. Large amounts of THC vapes and gummies were seen in the home.
- Suspect admitted to giving his son THC that night.
- Pursuant to a search warrant, over nine pounds of marijuana products were located in a place the child could easily access them. Firearms were also found in the home.
- Suspect was booked on felony charges including Endangerment of a Child, Possession of a Firearm by a Restricted Person, and Intoxication.

# Specialty Units

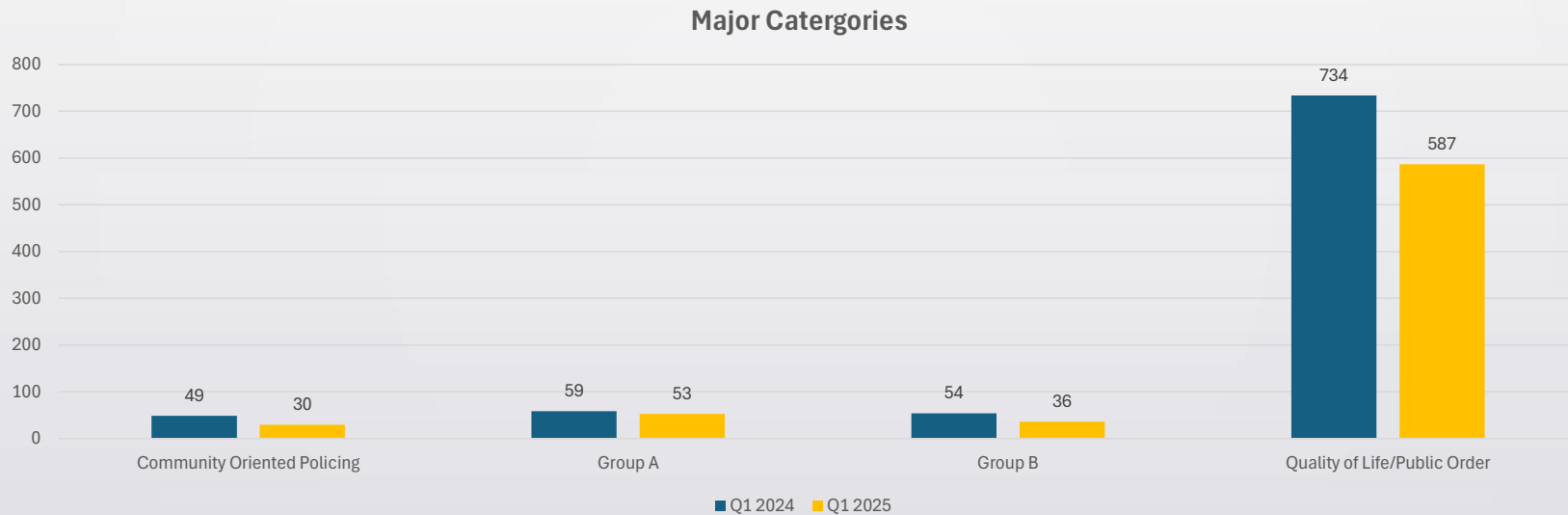
## School Resource Officers

- 25WC2681 – Gang fight at Bonneville High School
- 25WC3904 – Stabbing at TH Bell Junior High School
- Gang Field Interview Training
- Ongoing collaboration with Ogden Metro Gang Task Force to address gang issues in schools.

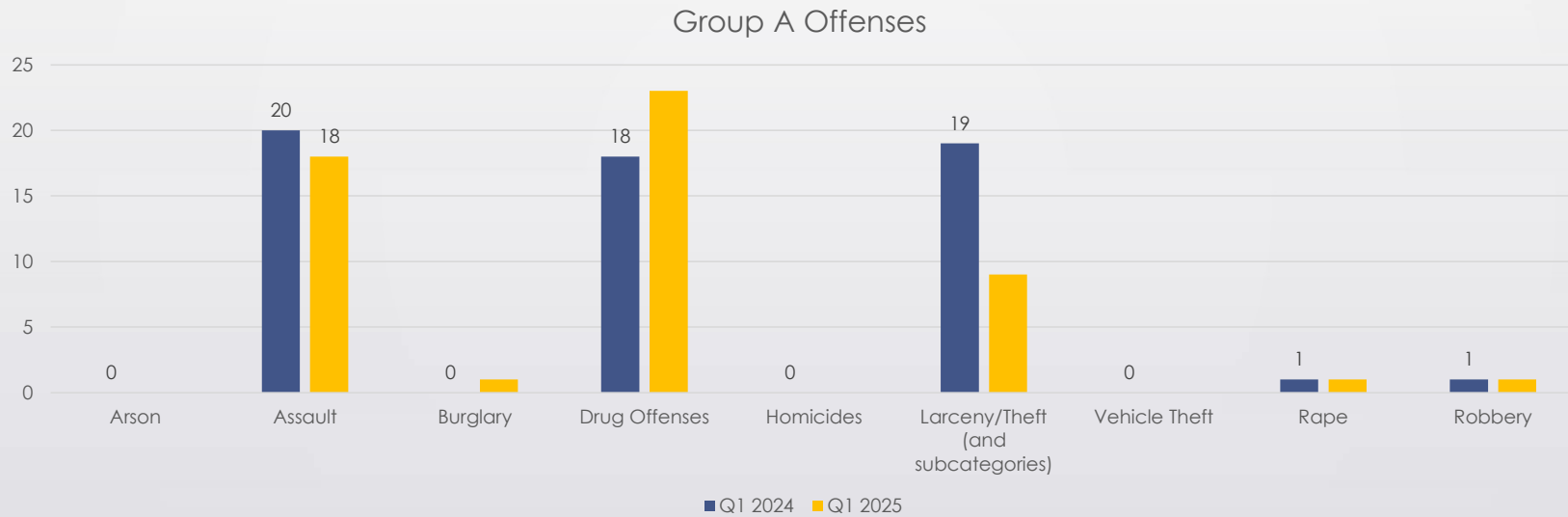
## Traffic Unit

- Sergeant Kortright promoted and supervising traffic unit
- Primary focus on traffic enforcement and crash investigation
- Monthly focuses on certain offenses, such as “move over March”

# Major Categories of Offenses

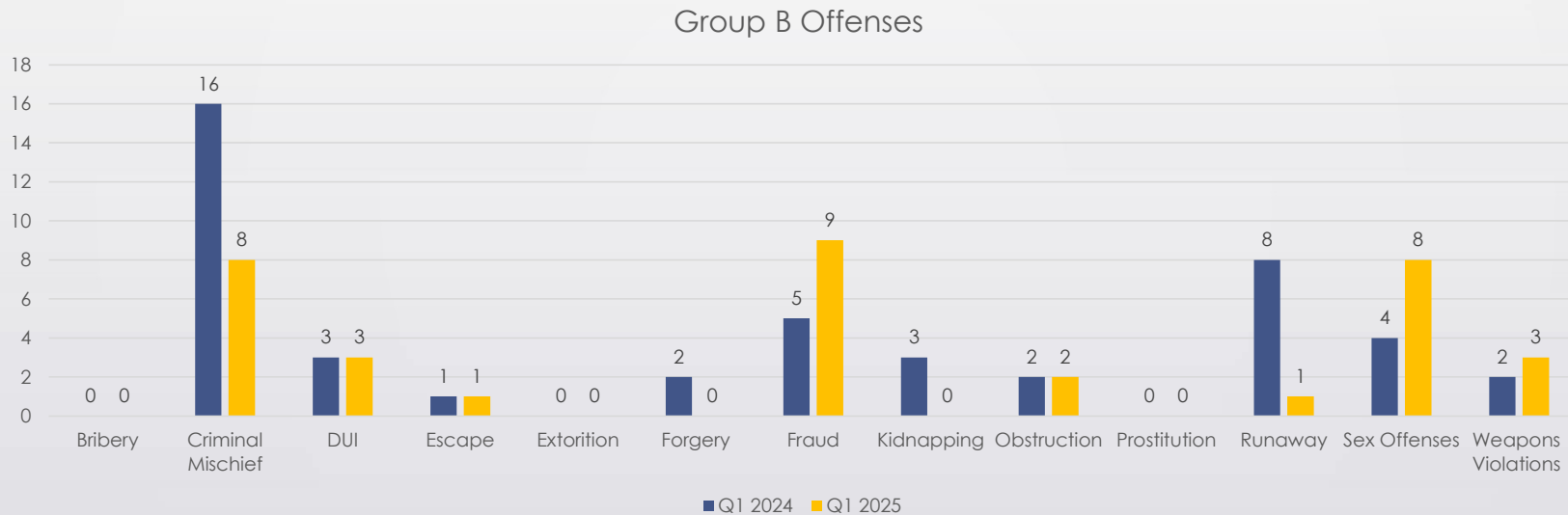


# Group A Offenses

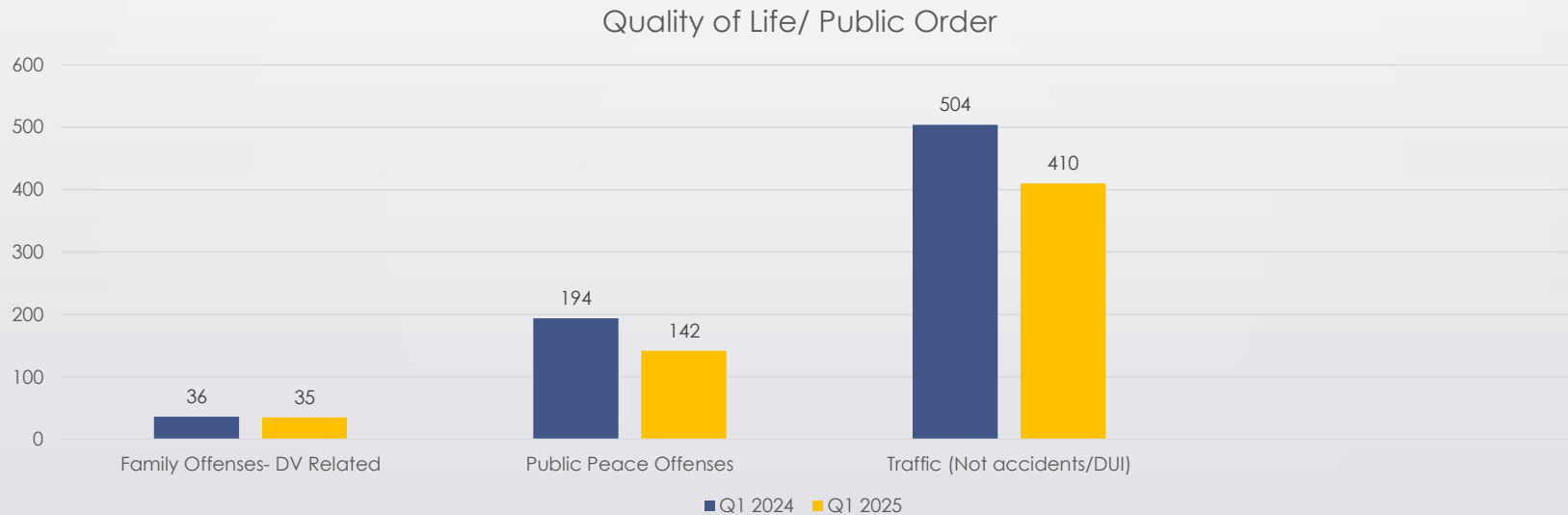




# Group B Offenses

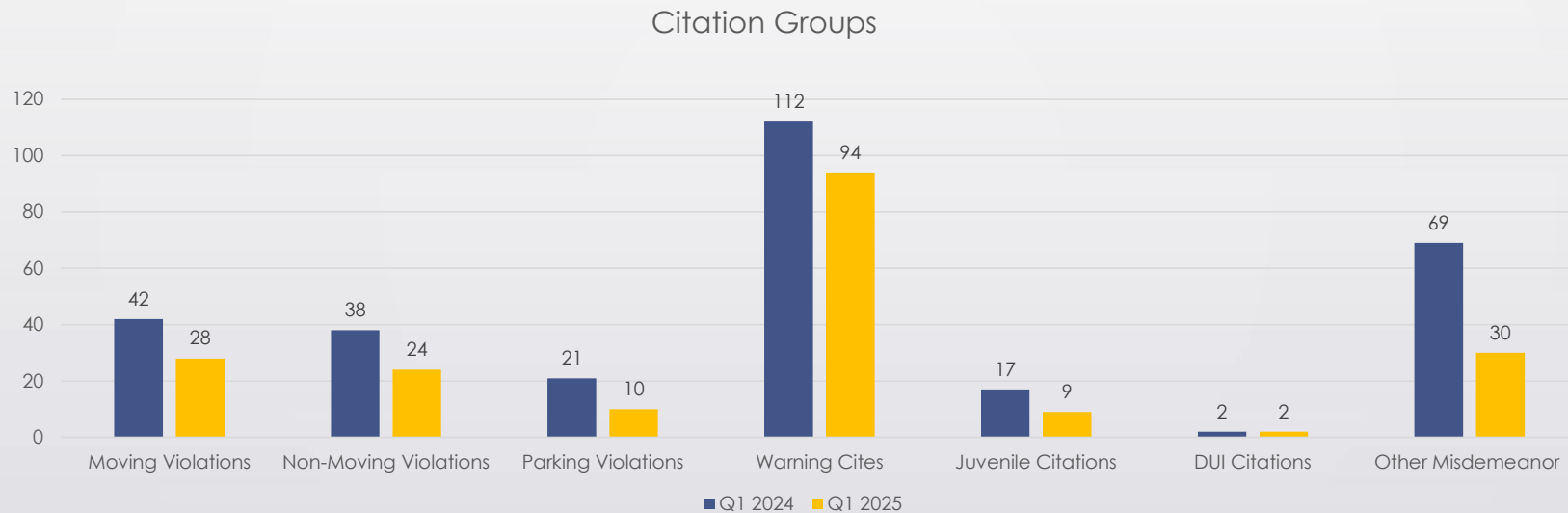


# Quality of Life/ Public Order





# Citation Data – Traffic and Criminal



## New Deputies – Completed Field Training



Deputy Cuevas



Deputy Kort



Deputy Havranek



Deputy Berg



Deputy Hill

# City Council Staff Report

**Author:** Admin

**Subject:** Policy and Procedures Manual

**Date:** 05/06/25

**Type of Item:** Motion

**Summary Recommendations:** Council may review the proposed changes to the manual and may approve the policy to be added to the manual by resolution.

## Description:

### A. Topic:

Council approved the Policy and Procedures manual in its entirety in February 2019. As regulations change, or city practices change, sections of the manual may be brought back before Council for approval.

The attached revision is proposed to be made to the Policy and Procedures manual.

- B. **Background :** The Education Assistance Program has been available through our Policy and Procedures Employee Manual for many years. Most cities have a version of this program within their policies, with varying amounts of assistance, retention requirements, and applications for the program. Although the Policy and Procedures Manual allows for such a program, it has not been funded in many years. A recent inquiry into the Program has caused staff to re-evaluate the program and its parameters in order to have it funded if Council approves.

The policy has been changed to meet the objectives of the program. The Compensation Committee met to discuss some of the parameters of the re-vamped program and the suggestions have been worked into the revised policy.

- C. **Analysis.** The program should be feasible with the interest of the employee and the city in mind. It is important to note that the policy states that this investment cannot hinder the needs or funding for current employee wages or benefits and **cannot cause any funding issues**. If the program is seen as a value to the city, it will need to be funded annually as part of the budget process. Interested Employees would need to apply through their department and the applications will be reviewed and ranked by the Compensation Committee before giving approval for the reimbursement. The Committee and/or City Manager will have the discretion to approve or deny any requests based on the applicability of a specific course or the availability of municipal funds.

The City Council will approve the funding amounts for the program through the budget process.

D. **Fiscal Impact:** There will be fiscal impact to fund this program depending on the amount that Council decides during the budget process.

E. **Department Review:** Human Resource, City Manager,

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 25-04**

**POLICY AND PROCEDURES**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,  
UTAH, ADOPTING AMENDMENTS TO THE CITY POLICY AND  
PROCEDURES MANUAL**

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

**WHEREAS**, it is the policy of the City to establish reasonable rules of conduct for employees and remain in compliance with safety, health and insurance laws applicable to the City;

**WHEREAS**, the City Council Adopted the Policy and Procedures Manual in open meeting held on February 5, 2019;

**WHEREAS**, the City Council would like to amend sections of the Manual;

**WHEREAS**, the City Council would like to establish Departmental Policies to be approved as written policies;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Rules of Procedure and Order.**

The changes to the Policy and Procedure Manual attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MARK C. ALLEN, Mayor  
Washington Terrace City

ATTEST:

\_\_\_\_\_  
TOM HANSON, City Manager

Roll Call Vote  
Council Member Christiansen \_\_\_\_  
Council Member Parkinson \_\_\_\_  
Council Member Zishan \_\_\_\_  
Council Member West \_\_\_\_  
Council Member Thomas \_\_\_\_

## SECTION XVIII: BENEFITS

---

### 1. WORKERS' COMPENSATION.

- A. All employees are covered by workers' compensation, which provides medical reimbursement and disability benefits for job-related illness or injury. An employee may not accrue benefits while receiving workers' compensation payments.
- B. Employees may use accrued vacation, comp-time or sick leave to make up the difference between workers' compensation benefits and their base pay. During the evaluation process of a workers' compensation claim, employees may use accrued vacation, comp-time or sick leave for associated doctor appointments and treatments.
- C. Medical Attention. An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. However, the City encourages the employees see an approved provider. They must tell the doctor, HOW, WHEN and WHERE the accident occurred. The doctor will complete a medical report, and copies of this report should be sent within seven (7) days to the insurance carrier, the Industrial Commission, and to the injured worker (Please Note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan).
- D. Initial Reporting of Illness or Injury. Reporting the accident or illness is critical to qualification for payment under workers' compensation. If an employee is injured while on the job, no matter how minor, the circumstances should be reported to the City Manager or designee immediately. Failure to report accident or illness within forty-eight hours may result in a claim not being covered. After the proper forms are filled out, a copy must be sent to the insurance carrier and a copy must be sent to the Industrial Commission within seven (7) days of the date of injury. Forms may be obtained from the Department Manager or Human Resources Department.
- E. While on leave because of a bone fide, on-the-job injury or illness, an employee must contact their Manager or the City Manager or designee to report on their condition. The Manager or City Manager or designee will inform the employee how

often the employee will be required to contact them while on leave. Failure to provide the required medical status reports may result in revocation of the leave and/or immediate termination.

F. Return to Work. The City is committed to providing a safe work environment. But if an employee becomes injured on the job, the City will do everything we can to help the employee heal and return to work as soon as possible. The Human Resource Manager is the Workers Compensation Coordinator and will help injured employees and their supervisors achieve the goal of helping the employee get health and back to being a contributing team member. An employee must return to work as soon after the approval of the attending physician. After receiving medical treatment, the employee/supervisor shall deliver all paperwork from the medical provider to the Human Resource Department. Any restrictions given by the medical provider with the injured employee's job description must be reviewed by the Human Resource Director and the employee's supervisor to determine if the employee's normal job meets the restrictions. If not, a Restricted/light/transitional duty job may be assigned to accommodate those restrictions. Injured employees must comply with the restrictions that they are given. A statement from the attending physician stating that the employee is able to resume normal duties is required before returning to normal duties. Failure to return to work when directed may result in immediate termination.

G. At the time of final release or settlement of a workers' compensation claim, if no vacancy exists; and, if a reasonable effort, which has proven to be unsuccessful, has been made to place the employee in another position, they may be terminated and paid any accrued benefits due to them.

2. SOCIAL SECURITY/FICA. All employees are covered by the benefits of Old Age, Survivors, and Disability Insurance as provided for by law. Contributions of the employee and the City will be made in accordance with the provision of the law.

### 3. INSURANCE.

#### A. Medical/Dental Health Insurance.

1. Eligible Employees are defined as working 32 hours or more for insurance coverage. It is the policy of the City that the costs of medical/dental insurance for eligible employees will be shared by the City and the employee. The



employee/employer contributions for the medical/dental insurance that will be paid by the employee will be established as part of the budget process. The employees will be notified in advance of their shared contribution they are required to pay.

2. Part time Employees (31 hours or less). It is the policy of the City that part-time employees making a considerable contribution may qualify for medical/dental insurance. The employee will be able to choose the degree of coverage and will be responsible for paying the premium in full the prior month of coverage. The premium amount will be deducted from the employee's earnings.
3. Volunteer Firefighters will not be eligible for medical/dental insurance. Part time Firefighters will be exempt from medical/dental insurance coverage.
4. New Hires eligible for insurance will have the prorated amount of premiums deducted from their first paycheck.
5. Opt-Out Program. Eligible employees may choose to opt out of participating in the City Insurance program. To "opt out", the employee must show an insurance certificate comparable to the city insurance plan. This certificate will be reviewed by the City Manager or designee for compliance. The employee may opt out of all insurance offered or may choose the plans in which they choose to opt out from. Employees will need to sign a waiver and submit their insurance coverage certification. The employee must choose this designation at the time of yearly open enrollment. The employee will receive a percentage (as determined by the Council) of the premium portion that the City pays. This percentage will be distributed monthly into a 401 K (non-taxed) or as a cash stipend on their paycheck (minus the fica amount the city will have to pay). The City reserves the right to cancel this program, and employees will be made aware of this change at open enrollment.

B. Life Insurance. A basic life insurance policy may be included in the package with the health insurance.

C. Insurance Termination, Transition, and Conversion.

1. Termination. Termination of insurance coverage will cease according to the City's policy with the provider. Coverage will be effective until as determined by the plan.
2. Conversion.



- a. The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is available for those employees who resign or are terminated from employment or if work hours are reduced which makes the employee no longer eligible to participate in the state group health insurance plans. Employees may have the right to continue to participate in a COBRA program through the state for up to eighteen (18) months at the employee's expense, subject to current state and federal law.
  - b. Eligible dependents may also extend coverage, at their expense, for up to thirty-six (36) months in state health insurance plans in the event of the employee's death, divorce, legal separation, or entitlement to Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan, subject to current state and federal law.
3. STATE AND FEDERAL UNEMPLOYMENT. All employees, whether full-time, part-time, or temporary are covered by the benefits of State and Federal Unemployment.
4. **CONTINUING EDUCATION**. Employees are encouraged to obtain continuing education through attendance at job related education courses. The City Manager or designee must approve requests for attendance in advance.
  - A. When the City requires an employee to attend any education or training course, conference, seminar, or certification course, the City will provide the necessary time off with pay and will reimburse the employee for all associated costs including tuition or registration fees, authorized travel, meals, and lodging, as follows with travel policy.
  - B. **Education Assistance Program** . Employees are encouraged to further their education in areas that will enhance their job performance. Upon advanced approval by the **Review Committee**, Department Manager and the City Manager or designee continuing education assistance **may** be granted to **Full Time employees and Part-Time employees based on availability of the funding budget, rating and ranking through the Review Committee, and upon successful completion of relevant training courses. Such requests should be made as soon as possible during the fiscal year as opportunities arise. The applications will be reviewed by the Review Committee, comprised of the Mayor and two Council Members, plus the Manager of the Department(s) from each applicant. The Review Committee, and/or City Manager will have the**

discretion to approve or deny any requests based on the applicability of a specific class or the availability of municipal funds.

All coursework must be related to the employee's current position or to a position the employee's manager determines the employee may be assigned in the future. The coursework may be offered through an adult education program, college or other accredited source. Coursework and schooling cannot interfere or compete with the employee's work. Schooling and associated studying must be completed on the employee's own time.

The program should align with the interest of the City and the employee. The investment cannot hinder the needs of funding for current employee's wages or benefits and cannot cause any funding issues. Council will approve the funding for the program through the budget process.

Tuition reimbursement is limited to a maximum of \$7000 per year per employee. The City cannot guarantee that multiple years of assistance can be provided. Employees will need to apply for assistance each semester. It shall be understood that all recipients of the Education Assistance Program agree to remain in the employment of Washington Terrace City for a period of eighteen (18) months from the date of reimbursement. Tuition assistance will not be reimbursed to employees who receive other sources of assistance to cover the cost of tuition/books ( ie. grants, free classes through other programs), but may be granted to cover the remaining balance on the paid tuition.

**Repayment Clause.** Should an employee voluntarily or involuntarily terminate their employment within the time period, the employee assistance must be paid back in full with interest determined by the Public Treasurers Investment Fund (PTIF). Employees terminated due to a reduction in force are not subject to length of employment requirements and will not have payment deductions

**Tax Implications.** Employees should be aware how taxable reimbursements might affect their overall tax situation, potentially pushing them into a higher tax bracket. Recipients of taxable tuition reimbursements must accurately report these amounts on their tax returns under their W-2 Box 1 amount.

Per tax law, tuition must be paid within the same calendar year for which reimbursement was paid by the city.

The City will follow the current Tax Code 127 for limits on the tax-free education assistance. The tax implications for the city and employee will be built into the total limit on reimbursement amount.

Employees will complete the Education Assistance Application form and obtain signatures from their Department Manager and City Manager. The employee will complete the form acknowledging the parameters of the Education Assistance Program as well as any tax implications associated with this benefit. Course descriptions must be provided with application for review by the Review Committee.

To receive tuition reimbursement, the employee must submit an original receipt for the tuition costs. Employees may be reimbursed for the cost of tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts, based on available funding. Educational assistance will be paid according to the following:

1. A certificate indicating successful course completion, if a grading scale is not applicable.
2. If graded on a grading scale:
  - a. 90% for A
  - b. 80% for B
  - c. 70% for C
  - d. 50% for P on a P/F course

The City may amend or terminate this plan at any time, provided that any amendment or termination shall not affect the right of eligible employees to claim assistance for which they were eligible for prior to such amendments or termination.

-

- ~~C. Fire Academy. The Washington Terrace Fire Department conducts their own Academy for their employees at no cost. If it is required for the employee to attend another Academy that benefits the City, the City will pay for the training. The employee must then sign an agreement to remain with the City for a minimum of 18 months following the assistance or pay back the assistance in full of interest determined by the Public Treasurer's Investment Fund (PTIF).~~
- ~~D. Any employee that has received continuing education assistance must remain with the City for a minimum of 18 months following the assistance or pay back the assistance in full of interest determined by the Public Treasurer's Investment Fund (PTIF).~~

## 5. RETIREMENT SYSTEM.

- A. The City participates in the Utah Retirement Systems (URS). Each employee will be classified as eligible or ineligible for retirement benefits as determined by the URS policies. Employees shall notify the Human Resource Department

at least ninety days prior to their anticipated retirement date to make arrangements for commencement of applicable retirement plan benefits and to allow for replacement of the retiring employee.

- B. Elected officials are considered part time employees for retirement purposes. Once they have met the salary requirement outlined in the URS Employer's guide, they may participate in the defined benefit plan or exempt from retirement coverage.

At this time, the City does not have any positions that are exempt. Employees qualify for membership and must be certified eligible if they meet one of the following:

1. Their employment, contemplated to continue during a fiscal or calendar year, normally requires an average of 20 hours or more per week and they receive at least one of the benefits approved by the Retirement Board.
2. They are Tier 1 elected or appointed officials who earn the minimum salary required by law beginning their first full month in office and continuing throughout their term of office.
3. They are Tier 2 elected officials or appointed officers whose positions have been declared full time by their employers.
4. The City considers Tier 2 elected officials (Council Members and Mayor) as ineligible to participate in the Utah Retirement System.
5. The City considers appointed officials (City Recorder and City Treasurer) as eligible to participate in the Utah Retirement System.
6. They are in a probationary status and meet eligibility requirements. (Probationary employees who meet eligibility requirements must be certified immediately.)

- C. The cost of this program is paid for by the City and the employee in the percentages set by action of the City Manager or designee and the City Council and comply with Utah State Retirement rules and regulations. The City will follow all requirements of the Utah State Retirement and Insurance Benefit Act Title 49. This includes eligibility requirements, contribution reporting, and designating positions to exempt from retirement. The Human Resource Department will maintain a list designating those positions eligible for exemption in the retirement system. An employee may not be exempt from URS unless the employee is in a position which is eligible for exemption.

7. CLOTHING ALLOWANCE. The City will provide employees with all necessary uniform and equipment needed to complete job duties. With prior approval an employee may purchase or be reimbursed for uniform and equipment approved by the Department Manager, City Manager or designee.
8. WELLNESS PROGRAM. The City is committed to the health of our employees. A wellness program may be established and utilized to promote healthy habits and lifestyles. The program may include incentives, such as partial payments on gym memberships. This program is available to all employees, with the exception of Fire volunteers, seasonal, and temporary employees.



**City of Washington Terrace  
Redevelopment Agency Meeting  
Tuesday, May 6, 2025  
following the Regular City Council Meeting  
City Hall Council Chambers  
5249 South 400 East, Washington Terrace City**

As a public service, Council and Redevelopment Meetings are streamed on the City of Washington Terrace YouTube channel: [www.youtube.com@WashingtonTerraceCity](http://www.youtube.com@WashingtonTerraceCity)

**INTELLECTUAL PROPERTY PERMISSION NOTICE**

By attending this meeting/event, you consent to the use of your photograph, voice, likeness, and image in broadcasts of this meeting/event, and in subsequent productions drawn from video or audio recordings of this meeting/event, in the sole and absolute discretion of the City of Washington Terrace. The city retains copyright for all video and audio recordings. Video and audio recordings may not be modified, manipulated, or distributed in any way without the express written consent of the City Manager.

**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 APRIL 1, 2025**

**4. NEW BUSINESS**

**4.1 MOTION: TENTATIVELY APPROVE THE TENTATIVE BUDGET  
FOR FISCAL YEAR 2025-2026**

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

**CERTIFICATE OF POSTING**

I, Amy Rodriguez, The undersigned duly appointed City Recorder of the City of Washington Terrace do hereby certify that the above agenda was posted in three public places within the City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting.

For Packet Information, please visit our website at [www.washingtonterracecity.org](http://www.washingtonterracecity.org)

**City of Washington Terrace**  
**Minutes of a Redevelopment Meeting**  
**Held on Tuesday, April 1, 2025**  
**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  
Board Member Jill Christiansen  
Board Member Zunayid Z. Zishan- excused  
Board Member Cheryl Parkinson  
Vice Chair West  
Board Member Michael Thomas  
City Recorder Amy Rodriguez  
City Manager Tom Hanson  
Weber County Sheriff Lt. Shaun Ainsley

**Others Present**

None

**1. ROLL CALL**

**2. INTRODUCTION OF GUESTS**

**3. CONSENT ITEMS**

**3.1 APPROVAL OF AGENDA**

**3.2 APPROVAL OF MEETING MINUTES FROM SEPTEMBER 3, 2024**

Items 3.1 and 3.2 were approved by general consent.

**4. NEW BUSINESS**

**4.1 PRESENTATION/DISCUSSION: 5580 SOUTH ADAMS AVENUE  
PROJECT UPDATE**

Hanson stated that the property is a commercial property. He stated that Economic Development supports planning and commercial investment in our area. Hanson stated that we have a team to bring the project to a successful conclusion. Hanson stated that the RDA wants to put projects in that are sustainable and brings growth.

Hanson displayed the site plan for the project. Hanson stated that they have added more parking to the project and that they are working on underground water detention.

Hanson stated that there will be two offices at the lower level. He stated that the main floor will be dental offices. Hanson stated that the main floor will house a title office. Hanson stated that the offices are mostly leased out right now and they are owner/partner occupied, helping with the sustainability of the project.

Hanson stated that the building will fit in nicely with the buildings in the area. He stated that the building will be 10,000 square feet.

Hanson stated that the RDA board approved an incentive of \$100,000 upon completion of the project to help with infrastructure projects with the building.  
Mayor Allen stated that the project should be water-wise and also have some green space landscaping.  
Council Member West asked if there are any repairs that we need to do on 5600 South, as there are a few large potholes.  
Hanson stated that the Development Review Committee will meet on the project next week, and then on to Planning Commission.  
Mayor Allen stated that we appreciate anyone who is building and putting interest in our City. He stated that it shows, as he hears from developers, that we are great to work with.  
Hanson stated that the funds that we receive through the RDA will be transferred to our general funds as one-time monies and will be put towards parks, as parks are hard to fund.  
Council Member Parkinson stated that she likes the fact that the building will be owner occupied to be used and valued.

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

**Motion by Board Member Christiansen  
Seconded by Board Member Thomas  
To adjourn the meeting  
Approved unanimously (5-0)  
Time: 6:45 p.m.**

\_\_\_\_\_  
**Date Approved**

\_\_\_\_\_  
**City Recorder**