



Regular City Council Meeting

Tuesday, June 17, 2025

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

www.washingtonterrace.gov

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1. **ROLL CALL**

6:00 P.M.

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **CONSENT ITEMS**

4.1 APPROVAL OF AGENDA AND JUNE 3, 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

5. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions/comments by Council, Chair opens public hearing and invites citizens to comment on hearing; Chair closes hearing, final Council discussion.

5.1 PUBLIC HEARING: FISCAL YEAR 2024-25 BUDGET AMENDMENT

To receive and consider comment on amending the Fiscal Year 2024-25 budget

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."

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. **NEW BUSINESS**

7.1 **MOTION/RESOLUTION 25-11: FISCAL YEAR 2024-2025 BUDGET AMENDMENT**

The resolution is the final amendment to the 2024-25 fiscal year budget.

7.2 **MOTION/RESOLUTION 25-12: TO APPROVE THE BUDGET DOCUMENT FOR FISCAL YEAR 2025-26 FINAL BUDGET, FEE SCHEDULE; AND ADOPT THE COUNTY AUDITOR'S CERTIFIED PROPERTY TAX**

7.3 **PRESENTATION: FRAUD RISK ASSESSMENT**

The Council will receive the annual Fraud Risk Assessment developed by the State Auditor.

7.4 **MOTION: APPROVAL OF ADDENDUM TO CITY PROSECUTOR CONTRACT**

The addendum includes an increase in the hourly rate for prosecutor services.

7.5 **MOTION/RESOLUTION 25-14: ADOPTION AND IMPLEMENTATION OF THE CITY PRIVACY PROGRAM POLICY**

In compliance with H.B.444, the City must adopt a privacy program policy before July 1, 2025. The policy outlines city practices regarding personal data information.

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**

June 26th: Planning Commission Meeting (6:00p.m.)

July 1st: City Council Meeting (6:00 p.m.)

July 1st : RDA Meeting

July 4th: City Offices Closed for Independence Day

July 15th: City Council Meeting (6:00p.m.)

July 24th : City Offices Closed for Observance of Pioneer Day

July 31st : Planning Commission Meeting (Tentative)

11. **ADJOURN THE MEETING**

12. **REDEVELOPMENT AGENCY MEETING**

The City Council will adjourn into an RDA meeting immediately following the regular 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 June 3, 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
Council Member Michael Thomas
Finance Director Shari' Garrett
City Recorder Amy Rodriguez
City Manager Tom Hanson

OTHERS PRESENT:

None

1. WORK SESSION

5:00 P.M.

Topics to include; but are not limited to:

- **CHANGES TO THE FISCAL YEAR 2025-26 TENTATIVE BUDGET IN PREPARATION FOR FINAL BUDGET ADOPTION**
- **TERRACE DAYS LOGISTICS AND PREPARATION**

Fiscal Year 25-26 Tentative Budget changes

Garrett stated that we are not going through a Truth in Taxation this year. She stated that she expects the county auditors certified tax rates next week. She stated that the final budget adoption will be on June 17th.

Garrett stated that she has sent a detailed report of the changes to the tentative budget to Council and they proceeded to review the changes. Some of the changes include:

An adjustment to the Justice Court Judge Compensation. Rodriguez stated that the \$2600 change was due to a caseload letter issued by the Administrative of the Courts notifying the city of the ranges for the judge. Hanson stated that there is a \$450.00 increase as our share of the judge's training for next year.

Funding the Continuing Education Program for employee training. Hanson stated that this policy has been

46 In the policy and procedures manual for some time, however, this year it will be funded.
47
48 Animal Licensing. Hanson stated that the increase will help fund easier processing and paperless licensing.
49
50 Garrett stated that one of the offsets for the increases is a reduction in the Fire Department allotted budget
51 for group training, accounting for a \$10,000 reduction.
52 Garrett stated that the budget was sent out before the city insurance rates were received, accounting for a
53 \$5900.00 reduction in that estimate.
54
55 Garrett stated that Council should be mindful of service level increases, decreased, and maintenance
56 when reviewing changes and their offsets.
57
58 Garrett reviewed CDBG grant awards that were approved. Until they are funded and approved, the
59 grant monies are not put into the budget. The city received the award letter and therefore the grant
60 financial commitment was added into the final budget. The financial commitment was approved
61 by Council in January.
62
63 Garrett stated that our expenditures in the general fund are increasing. She stated that there are many needs
64 in the general fund. Council Member Parkinson inquired as to how we have been able to pay for the
65 increases.
66 Garrett stated that the GO fund (levy) fully matured in 2021. The levy went away and the City went to
67 Truth in Taxation that year to raise property taxes to capture the money that we lost on the levy. The
68 Increase to residents remained neutral. She stated that the taxes were for general operations and a portion
69 for capital. Garrett stated that as operational costs increased, less went to capital. Garrett stated that is
70 how we have been able to make it work. Garrett stated that this upcoming fiscal year, that extra \$300,000
71 will go away. She stated that this T&T has carried us for the past five years. Garrett stated that we need an
72 ongoing revenue source for ongoing needs.
73
74 Garrett stated that the Southpointe Project area (RDA) 50 percent of the tax we receive comes to the City
75 and 50 percent goes back into the RDA are. She stated that the city acts an investor into the RDA with
76 the hopes that we will receive a great return on our investments. Hanson explained the tax increment for
77 the Golden West Credit Union project. This item will be discussed in the Redevelopment Agency Meeting.
78
79 Council Member Parkinson clarified that we will continue to receive the 50 percent to the RDA until we
80 receive the \$746,00 cap on our incentive repayment. At that time, 100 percent of the tax increment will be
81 put into the general fund. Garrett stated that the number one goal with RDA's is to bring the property
82 values up.
83
84 Garrett stated that she is watching the Sheriff Offices contract closely, as that is a big hit.
85
86 Garrett discussed the construction of the building on the land that the city sold. She stated that the building
87 permit is a one-time money, whereas the property tax for the building will be an ongoing revenue source.
88 She stated that we need to look at the cost of supporting this project (infrastructure, police, etc) and the
89 goal is that the benefit outweighs the cost.
90

91 **Terrace Days Preparation**

92
93 Hanson stated that the staging and meeting area for Council will remain the same. Hanson will
94 ask for golf carts with as many double seaters as possible. Hanson stated that the parade starts at
95 4:30 p.m. Hanson asked the Council to meet at 3:30 p.m. to pick up their golf carts.
96 The Mayor stated that the convertible is available for the Grand Marshal, and stated that he may need help
97 returning the golf cart and the convertible.
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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
Council Member Michael Thomas
Finance Director Shari' Garrett
Fire Chief Clay Peterson
City Recorder Amy Rodriguez
City Manager Tom Hanson
Weber County Lt. Shaun Endsley

OTHERS PRESENT:

Ron and Anna Davidson

2. ROLL CALL

6:00 P.M.

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA AND MAY 20, 2025, COUNCIL MEETING

Item 5.1 was approved by general consent.

6. CITIZEN COMMENTS

Anna Davidson stated that she has been approached for an easement for a portion of their property for the sidewalk project at the north entrance of Rohmer Park. She stated that she wants to make sure that the project will be a mutually beneficial project for everyone and wants set up a meeting with the City to discuss her and her husband's concerns. She asked what the city will do to slow the traffic down in and out of the corner, stating that a sidewalk will not help with that and that it is not patrolled very well and there are a lot of speeding cars. She stated that is they give up property for a sidewalk it is not a benefit to them, but actually a deficit in value. She also believes that if someone gets hurt on the property that they will be legally responsible. Davidson stated that she is concerned about the construction project itself as a piece of concrete was left after the last road project and her husband tripped and was hurt. Davidson stated that she wants to make sure there are the appropriate checks and balances.
Mayor Allen stated that a meeting will be set up with them with the City Manager, Public Works Director and whomever is needed in the meeting to discuss their concerns.

189 **7. NEW BUSINESS**

190
191 **7.1 DISCUSSION: FIREWORKS RESTRICTIONS WITHIN CITY LIMITS**

192 Chief Peterson explained that the fire zone restrictions have been in place for several years, however, he
193 wanted to make Council aware of why and where there are restrictions as the season is approaching. Chief
194 Peterson stated that fireworks are not allowed at any property or location south of 5500 South and west of
195 500 West, stating that it is intended to keep fireworks off of the hillside off of Rohmer Park and the houses
196 going down on Adams Avenue. Chief Peterson stated that the restrictions will be put in place again this
197 year as the weather conditions that we are seeing this year warrant caution. He stated that the restrictions
198 will be sent to the State Fire Marshall for approval as well. Chief Peterson stated that there are several
199 different pockets in Riverdale City down the hill from us that are also off limits to fireworks through
200 Riverdale's enforcement.

201 Council Member Parkinson asked if residents who live in or close to the restriction zone could do
202 fireworks if they do them on the north side of 5500 South. Chief Peterson stated that if they remain on
203 5500 South or 500 West they would fine. He stated that the types of fireworks are limited. He stated that
204 aerial fireworks are allowed, however, although pancake fireworks that have 5 -100 shots are legal, he
205 cautions that if they are not handled correctly, they can fall over and become dangerous as they shoot
206 horizontally down the street.

207 Chief Peterson stated that illegal fireworks include bottle rockets, firecrackers, jumping jacks, roman
208 candles, and single shot mortars.

209 Chief Peterson stated that the hillside and pickleball courts are sprayed down before the fireworks for
210 Terrace Days.

211
212 **7.2 MOTION/RESOLUTION 25-09: INTERLOCAL AGREEMENT BETWEEN**
213 **WASHINGTON TERRACE CITY AND VARIOUS ENTITIES ENTERED INTO**
214 **WITH WEBER COUNTY FOR PROVISION OF FORENSIC TECHNICAL**
215 **SERVICES**

216 Hanson stated that the City has had an interlocal agreement for CSI services within Weber County for
217 many years. He stated that the new interlocal is just renewing the agreement. Hanson stated that the cost of
218 the CSI services will be distributed through use. Hanson stated that this has been anticipated to remain
219 within our contract amount that we are currently paying.

220
221 **Motion by Council Member West**
222 **Seconded by Council Member Parkinson**
223 **To approved Resolution 25-09 approving the Interlocal Agreement**
224 **For Forensic CSI Services**
225 **Approved unanimously (5-0)**
226 **Roll Call Vote**
227

228 **7.3 MOTION/RESOLUTION 25-10: RESOLUTION APPROVING AN INTERLOCAL**
229 **AGREEMENT WITH SOUTH OGDEN CITY FOR SENIOR SERVICES**

230 Hanson stated that Council has approved the Interlocal agreement with Weber Human Services for the
231 programming for Senior Services. He stated that the City will provide the facility and maintenance for the
232 program. Hanson stated that South Ogden City has offered to pay difference between the Weber Human
233 Services budget and the amount that would need to be paid to help pay for staff. Hanson stated that
234 Washington Terrace City will receive \$6069.00 for the first year with the inflationary cost of 3 percent for

COLA and CPI to help pay for the employee.

**Motion by Council Member Thomas
Seconded by Council Member Christiansen
To Approve Resolution 25-10 approving the interlocal
Agreement with South Ogden City for Senior Services
Approved unanimously (5-0)
Roll Call Vote**

8. COUNCIL COMMUNICATION WITH STAFF

Council Member West asked for an update on the 300 West Road confusion. Hanson stated that Chip Seal coating will begin on 300 West on June 4-5th and the striping will begin on June 10th. Hanson stated that the project should not take much time. He stated that Public Works has handed out door hangars to affected residents in the area. Mayor Allen stated that he spoke to Meibos and construction may continue through Friday.

Council Member Thomas stated that he has received a text from his daughter stating that there is graffiti inside the playground slide at Rohmer Park. He inquired as to the cost of a security camera at some of the smaller parks, including those with portable restrooms so that they can be reinstalled. Hanson stated that he believes that the cost of cameras to be set up will be around \$7,000. He noted that it is not budgeted as of now.

9. ADMINISTRATION REPORTS

Hanson stated that he is working on the housing reports and RDA reports concerning affordable housing.

10. UPCOMING EVENTS

June 13TH-14TH -TERRACE DAYS!!!!
June 16th: City Offices closed for National Freedom Day Observance (Juneteenth)
June 17th: City Council Meeting (6:00 p.m.)
June 26th: Planning Commission Meeting (6:00p.m.)
July 1st: City Council Meeting (6:00 p.m.)
July 4th: City Offices Closed for Independence Day

11. ADJOURN THE MEETING

**Motion by Council Member Thomas
Seconded by Council Member West
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:35 p.m.**

Date Approved

City Recorder

12. REDEVELOPMENT AGENCY MEETING

The City Council adjourned into an RDA meeting immediately following the regular meeting.

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 25-11

**A RESOLUTION AMENDING THE CITY OF WASHINGTON TERRACE
FISCAL YEAR 2024-25 BUDGET**

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

WHEREAS, the Washington Terrace City Council deems it necessary to amend the Fiscal Year 2024-25 Budget in the following funds: GENERAL FUND 10. See attached budget worksheet for details.

NOW THEREFORE BE IT RESOLVED by the City Council of Washington Terrace City to amend the Fiscal Year 2024- 25 budget as attached hereto.

APPROVED this 17th day of June 2025.

City of Washington Terrace

Mark C. Allen, Mayor

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:

Council Member Christiansen

Council Member Parkinson

Council Member Thomas

Council Member West

Council Member Zishan

RESOLUTION NO. 25-11

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 6 17 25 GF10

Page: 1

Period 05/25 (05/31/2025) - 06/25 (06/30/2025)

Account Number	Account Title	2024-25 Current year Budget	2024-25 Budget Adj (+/-)	2024-25 Current year Adj Budget	Budget Adj Justification
GENERAL FUND 10					
COURT FINES					
10-35-11	WTC Fines	75,000	22,695	97,695	10-35-11 WTC Fines have exceeded budget estimates as of 4/25 (actual collections reported were \$77,735, exceeding budget estimates of \$75,000 by \$2,735). Year end collections are estimated to reach \$93,000 - \$98,000.
Total COURT FINES:		75,000	22,695	97,695	
PUBLIC SAFETY: POLICE					
10-54-30	Contracted Police Services	1,113,249	22,695	1,135,944	10-54-30 Sheriff's Office final invoice variance for the 2024-25 contract year. The Sheriff's Office adjusted the original contract amount for state-wide radio system transition.
Total PUBLIC SAFETY: POLICE:		1,113,249	22,695	1,135,944	
GENERAL FUND 10 Revenue Total:		75,000	22,695	97,695	Refer to May 30, 2025 email from Tom Hanson for explanation.
GENERAL FUND 10 Expenditure Total:		1,113,249	22,695	1,135,944	
Total GENERAL FUND 10:		-1,038,249	0	-1,038,249	
Grand Totals:		-1,038,249	0	-1,038,249	

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 25-12

**ADOPTING THE FINAL 2025-26 BUDGET; ADOPTING THE COMPREHENSIVE FEE
SCHEDULE; AND SETTING THE CERTIFIED TAX RATE AT THE COUNTY AUDITOR'S
CERTIFIED RATE**

WHEREAS, Utah State Law requires that on or before the first regularly scheduled meeting of the governing body in last of May a tentative budget for the ensuing year shall be presented to the governing body and prior to June 30 of each year the Council shall by resolution adopt a budget and certified tax rate for the ensuring year; and

WHEREAS, the City Manager and Finance Director on the 6TH day of May 2025, presented to the governing body with a tentative budget for the Fiscal Year 2025-26; and

WHEREAS, the governing body has reviewed the tentative budget for Fiscal Year 2025-26 and the contents contained therein; and

WHEREAS, the governing body, during their regularly scheduled meetings, held a public hearing on Tuesday, May 20, 2025 at City Hall to receive public input regarding the budget and its contents prior to its final adoption on June 17, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington Terrace, County of Weber, State of Utah that the budget is adopted as follows:

ADOPT THE FISCAL YEAR 2025-26 BUDGET

The Fiscal Year 2025-26 budget as presented and attached hereto in Exhibit A, is hereby adopted as the final original budget.

ADOPT THE COMPREHENSIVE FEE SCHEDULE

The comprehensive fee schedule as presented and attached hereto in Exhibit B, is hereby adopted.

ADOPT THE COUNTY AUDITOR'S 2024 CERTIFIED PROPERTY TAX RATE

The City's *general operations* Certified Property Tax Rate shall be set at the Auditor's Certified Tax Rate of _____ and Certified Rate Revenue of \$_____ and attached hereto in Exhibit C.

EFFECTIVE DATE.

Fiscal Year 2025-26 Budget shall be effective beginning July 1, 2025.

Comprehensive Fee Schedule shall be effective immediately upon adoption.

Certified Property Tax Rate shall be effective immediately upon adoption for the tax year 2025.

PASSED AND ADOPTED this 17th day of June 2025.

CITY OF WASHINGTON TERRACE

Mayor Mark C. Allen

Attest:

City Recorder

Roll Call Vote:

Council Member Christiansen

Council Member Parkinson

Council Member Thomas

Council Member West

Council Member Zishan

RESOLUTION 25-12

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format
Period 00/25 (07/01/2025)

Page: 1

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
GENERAL FUND 10				
TAX REVENUE				
10-31-10	Real & Personal Property Tax	1,313,622	1,324,510	1,337,755
10-31-11	Cash Over & Short			
10-31-15	Motor Vehicle Tax	78,605	90,000	80,000
10-31-20	Delinquent Tax	27,016	20,000	20,000
10-31-30	Sales Tax	1,722,350	1,748,280	1,748,280
10-31-35	Municipal Energy Tax	12,569	20,000	15,000
10-31-40	Franchise Tax	735,126	691,850	698,769
Total TAX REVENUE:		3,889,289	3,894,640	3,899,804
LICENSES & PERMITS				
10-32-10	Business Licenses	144,563	145,000	145,000
10-32-20	Excavation Permits	27,648		
10-32-21	Building Permits	82,606	53,755	30,000
10-32-22	Planning Fees	37,808	20,000	10,000
10-32-25	Animal Licenses & Fees	3,711	4,000	4,000
Total LICENSES & PERMITS:		296,335	222,755	189,000
INTERGOVERNMENTAL REVENUE				
10-33-35	RAMP Tax Grant	9,267	9,267	9,267
10-33-56	Class "C" Road Funds	98,405	62,050	131,671
10-33-58	Beer Tax	7,931	8,679	8,679
10-33-61	Fire & Rescue Grants	4,472		
10-33-65	Communities That Care	8,000	2,982	
10-33-71	Contract Services - MS City	95,809	75,000	75,000
Total INTERGOVERNMENTAL REVENUE:		223,884	157,978	224,617
COURT FINES				
10-35-11	WTC Fines	105,808	97,695	75,000
10-35-13	Traffic School	150	500	
Total COURT FINES:		105,958	98,195	75,000
OTHER REVENUE				
10-36-10	Interest Earned	547,256	350,000	272,499
10-36-12	Convenience Fees	9,838	10,000	10,200
10-36-20	Public Facility Rentals	73,551	69,938	72,036
10-36-21	Telecom Site Leases	21,815	22,469	23,143
10-36-90	Miscellaneous Revenue	963	5,000	5,000
Total OTHER REVENUE:		653,424	457,407	382,878
CONTRIBUTIONS & TRANFERS				
10-39-41	Transfer Other Financing Sourc	101,253	133,802	134,887
10-39-44	Use of Beginning Fund Balance		750,000	
Total CONTRIBUTIONS & TRANFERS:		101,253	883,802	134,887

RESOLUTION 25-12

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format

Page: 2

Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
Mayor & City Council				
10-41-11	Salaries and Wages	20,800	21,600	21,600
10-41-13	Employees Benefits	1,899	1,825	1,825
10-41-14	Special Benefits & Allowances	625	600	600
10-41-21	Memberships, Books, Subscripti	5,508	5,675	5,902
10-41-23	Travel and Training	6,609	9,096	9,187
10-41-24	Office Supplies	176	150	150
10-41-29	IT Software & Subscriptions	7,000		7,000
10-41-44	Public Relations	3,559	16,200	1,200
10-41-46	Services and Supplies	670	1,200	1,200
10-41-48	Small equipment	794		1,500
10-41-99	Charges for Services E/F	-6,491	-5,944	-6,036
Total Mayor & City Council:		41,149	50,402	44,128
Justice Court				
10-42-11	Salaries and Wages	150,822	163,115	171,988
10-42-13	Employee benefits	65,218	52,453	53,701
10-42-14	Special Benefits & Allowances		600	600
10-42-21	Memberships, Books, Subscripti		200	200
10-42-23	Travel and Training	918	1,000	1,450
10-42-24	Office Supplies and Expenses	709	1,900	1,500
10-42-29	IT Software & Subscriptions			1,500
10-42-31	Professional and Technical	18,932	19,100	21,200
10-42-32	Witness & Jury Fees	37	500	500
10-42-46	Services and Supplies	14		
10-42-99	Charges for Services E/F	-2,760	-2,816	-2,958
Total Justice Court:		233,890	236,052	249,681
Administration				
10-44-11	Salaries and Wages	238,285	258,876	268,965
10-44-13	Employees Benefits	115,943	119,156	125,544
10-44-14	Special Benefits & Allowances	7,875	11,384	11,384
10-44-21	Books, Subscriptions, Membersh	2,008	2,000	2,000
10-44-22	Public Notices	3,433	5,900	5,900
10-44-23	Travel and Training	8,008	9,000	9,000
10-44-24	Office Supplies and Expenses	629	700	700
10-44-29	IT Software & Subscriptions	2,617	2,600	2,600
10-44-31	Professional and Technical	3,687	3,000	3,000
10-44-40	Communities That Care Program	6,733	2,500	2,500
10-44-46	Services and Supplies	10,710	5,100	23,080
10-44-96	Charges for Services -RDA SP72		-3,541	-2,621
10-44-98	Charges for Services -RDA SE70	-3,905	-3,905	-3,905
10-44-99	Charges for Services EF	-139,160	-146,979	-154,954
Total Administration :		256,863	265,791	293,193
Budget & Finance				
10-45-11	Salaries and Wages	282,118	328,920	329,524
10-45-13	Employees Benefits	94,309	97,782	95,865
10-45-14	Special Benefits & Allowances		1,280	1,280
10-45-21	Memberships, Book, Subscriptio	1,128	700	700

RESOLUTION 25-12

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format

Page: 3

Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
10-45-23	Travel and Training	8,090	9,476	9,760
10-45-24	Office Supplies	2,343	2,500	2,575
10-45-26	Bank & Pymt Processing Fees	50,249	59,790	64,790
10-45-29	IT Software & Subscriptions	13,067	13,971	15,071
10-45-31	Professional and Technical	10,911	22,300	22,825
10-45-46	Services and Supplies	3,252	3,000	3,400
10-45-48	Small Equipment			600
10-45-96	Charges for Services CRA SP72		-2,361	-1,748
10-45-98	Charges for Services RDA SE70	-2,604	-2,604	-2,604
10-45-99	Charges for Services EF	-261,060	-298,840	-305,384

Total Budget & Finance:	201,803	235,914	236,654
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Leisure Services

10-47-11	Salaries and Wages	93,193	106,054	117,376
10-47-13	Employees Benefits	25,088	28,798	31,400
10-47-14	Special Benefits & Allowances	625	780	780
10-47-23	Travel and Training	1,368	2,650	2,650
10-47-24	Office Supplies	327	250	250
10-47-31	Professional and Technical	625	1,000	1,000
10-47-46	Services and Supplies	707	750	1,000
10-47-49	Other Programs	1,121	2,000	2,500
10-47-50	Fleet Fuel	734	1,038	1,038
10-47-51	Fleet Repairs & Maintenance		200	200
10-47-52	Fleet Insurance	351	400	1,400

Total Leisure Services:	124,139	143,920	159,594
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Non-Departmental

10-49-23	Continuing Education Program			10,000
10-49-29	IT Software & Subscriptions	13,087	9,150	13,250
10-49-31	Professional and Technical	17,052	17,850	18,743
10-49-60	Contingency Account	-1,406	10,000	10,000
10-49-73	Telephone System O&M		1,000	1,000
10-49-76	Copier/Postage Equipment O&M	1,755	3,400	3,400
10-49-77	IT System O&M	16,223	16,068	16,791
10-49-79	Emergency Prep/Operations Ctr	50	3,000	8,500
10-49-81	Insurance	42,128	76,484	72,869
10-49-99	Charges for Services E/F	-62,669	-65,163	-70,117

Total Non-Departmental:	26,219	71,789	84,436
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Interfund Transfers & Charges

10-50-69	Transfer to CIP 55	1,159,121	1,003,593	81,120
10-50-70	Transfer to Roads CIP 56 TNT	248,552	222,143	219,319
10-50-71	Transfer to Recreation Fund 12	74,472	62,911	54,522
10-50-72	Transfer to Parks CIP Fund 53	15,000	215,000	128,530
10-50-99	Charges for Services E/F	-9,028	-9,139	-9,255

Total Interfund Transfers & Charges:	1,488,117	1,494,508	474,236
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General Buildings

10-51-11	Salaries and Wages	15,933	31,200	31,200
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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
10-51-13	Employees Benefits	4,000	7,912	7,382
10-51-25	Equipment O&M	11,592	19,804	17,898
10-51-26	Buildings & Grounds - O & M	4,020	11,600	8,160
10-51-27	Utilities	48,782	56,087	56,692
10-51-28	Telecommunications	10,178	14,455	12,982
10-51-29	IT Software & Subscriptions	4,292	4,345	4,500
10-51-31	Professional and Technical	125	1,000	1,000
10-51-43	Building Security	5,735	5,000	5,000
10-51-46	Services and Supplies	19,053	15,750	16,538
10-51-48	Small equipment	2,349		
10-51-50	Vehicle Operations		1,500	1,500
10-51-51	Vehicle Repairs & Maintenance		200	200
10-51-52	Fleet Insurance	45	400	400
10-51-99	Charges for Services E/F	-49,500	-55,879	-60,192
Total General Buildings:		76,601	113,374	103,260

PUBLIC SAFETY: POLICE

10-54-30	Contracted Police Services	1,129,936	1,135,944	1,202,214
Total PUBLIC SAFETY: POLICE:		1,129,936	1,135,944	1,202,214

PUBLIC SAFETY: FIRE/EMS

10-55-11	Salaries and Wages	613,574	705,393	716,798
10-55-13	Employee Benefits	60,944	69,025	71,029
10-55-16	Uniforms	3,851	4,000	4,000
10-55-21	Memberships, Books, Subscripts	100	300	300
10-55-23	Travel and Training	843	2,000	2,000
10-55-24	Office Supplies		800	800
10-55-25	Small Equipment O&M	13,342	2,000	2,000
10-55-26	Building and Grounds O & M	3,255	600	600
10-55-28	Telecommunications	1,847	1,800	1,800
10-55-29	IT Software & Subscriptions	17,605	17,000	18,000
10-55-31	Professional & Technical	188		
10-55-42	Personal Protective Gear	19,714	20,591	21,621
10-55-46	Services and Supplies	9,019	9,990	10,490
10-55-47	Fire Prevention Education		500	500
10-55-48	Small Equipment	10,882	1,049	22,973
10-55-50	Fleet Fuel	6,324	9,984	9,984
10-55-51	Fleet Repairs & Maintenance	36,398	15,000	32,550
10-55-52	Fleet Insurance	3,213	5,700	5,700
10-55-53	Fleet Testing & Certification	600	2,100	2,205
Total PUBLIC SAFETY: FIRE/EMS:		801,700	867,832	923,350

Inspections and Planning

10-56-11	Salaries and Wages	67,813	108,155	105,357
10-56-13	Employee Benefits	7,606	13,340	13,467
10-56-14	Special Benefits & Allowances	500	600	1,200
10-56-21	Memberships, Books, Subscripts	75	600	600
10-56-23	Travel and Training	1,294	1,800	1,800
10-56-24	Office Expenses and Supplies	437	400	400
10-56-29	IT Software & Subscriptions	200	500	500

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10-56-31	Professional and Technical	8,599	10,750	10,750
10-56-46	Services and Supplies	214	1,788	1,788
10-56-50	Fleet Fuel	948	1,126	1,182
10-56-51	Fleet Repairs & Maintenance		400	400
10-56-52	Vehicle Insurance	129	350	350
Total Inspections and Planning:		87,816	139,809	137,794

Animal Control

10-57-24	Office Supplies	51	750	250
10-57-30	Contract Services	48,370	51,660	52,538
10-57-31	Professional and Technical		250	250
10-57-32	Animal Sheltering Services	23,924	27,501	33,825
Total Animal Control:		72,345	80,161	86,863

Public Works Expenditures

10-60-11	Salaries and Wages	616,204	725,140	753,552
10-60-13	Employees Benefits	341,529	381,426	392,482
10-60-14	Special Benefits & Allowances	2,255	3,440	3,440
10-60-15	Overtime	14,103	17,000	17,500
10-60-16	Uniforms	4,074	6,000	6,000
10-60-21	Memberships, Books, Subscripts	61	450	450
10-60-23	Travel and Training	2,261	4,700	4,700
10-60-24	Office Supplies and Expenses	396	1,300	1,300
10-60-25	Small Equipment O&M	450		
10-60-28	Telecommunications	3,332	4,000	4,000
10-60-29	IT Software & Subscriptions	827	625	625
10-60-31	Professional and Technical	250	3,000	3,000
10-60-46	Services and Supplies	1,683	5,188	5,188
10-60-47	Fire Hydrant O&M		4,000	4,000
10-60-48	Small Equipment & Tools	116	2,300	2,300
10-60-50	Fleet Fuel	23,502	33,600	33,600
10-60-51	Fleet Repairs & Maintenance	7,012	14,700	14,700
10-60-52	Fleet Insurance	1,525	2,600	4,000
10-60-99	Charges for Services E/F	-692,775	-815,603	-848,935
Total Public Works Expenditures:		326,806	393,866	401,902

Streets

10-61-25	Equipment O&M	4,884	5,000	5,000
10-61-27	Utilities - Street Lights	53,301	55,806	57,480
10-61-31	Professional and Technical		6,020	6,020
10-61-40	Road Salt	22,055	20,600	21,218
10-61-42	Street Signs, Signals & Lights	14,759	5,000	15,000
10-61-47	Road Maintenance	3,406	25,430	26,953
Total Streets:		98,405	117,856	131,671

Parks & Open Spaces

10-64-25	Equipment O&M	477	700	700
10-64-26	Building and Grounds O&M	3	7,060	6,860
10-64-27	Utilities	6,390	10,595	10,595

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10-64-28	Telecommunications	960	2,000	2,000
10-64-29	IT Software & Subscriptions		300	300
10-64-31	Landscape Maintenance Contract	168,701	175,739	181,776
10-64-42	Secondary Water Fees	19,056	20,160	22,176
10-64-43	Park Security	2,754	15,000	9,100
10-64-46	Services & Supplies	21,397	23,100	27,384
10-64-47	Playground Safety		10,000	13,800
10-64-97	Interfund Charges - EF utility	101,253	133,802	134,887
10-64-99	Charges for Services - E/F	-29,635	-30,897	-32,368
Total Parks & Open Spaces:		291,356	367,559	377,210
GENERAL FUND 10 Revenue Total:		5,270,143	5,714,777	4,906,186
GENERAL FUND 10 Expenditure Total:		5,257,146	5,714,777	4,906,186
Total GENERAL FUND 10:		12,997		

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
RECREATION FUND 12				
PROGRAM REVENUES				
12-30-10	RAMP Tax Grant	2,000		
12-30-30	Youth Basketball Revenue	7,122	7,200	6,815
12-30-31	Youth Baseball/Softball Revenue	7,296	7,000	5,750
12-30-33	Youth Football Revenue	1,974	12,000	9,800
12-30-35	Terrace Days Revenue	9,845	9,000	9,000
12-30-37	Soccer Program Revenue	5,324	6,518	5,300
Total PROGRAM REVENUES:		33,561	41,718	36,665
CONTRIBUTIONS & TRANSFERS				
12-31-40	Transfer in from General Fund	74,472	62,911	54,522
12-31-41	Use of Beginning Fund Balance		4,200	1,200
Total CONTRIBUTIONS & TRANSFERS:		74,472	67,111	55,722
PROGRAM EXPENDITURES				
12-40-11	Salaries and Wages	10,159	15,320	16,852
12-40-13	Employees Benefits	941	1,359	1,495
12-40-29	IT Software & Subscriptions	1,360	3,150	4,150
12-40-45	Baseball/Softball Program	15,546	8,680	9,880
12-40-49	Basketball Program	10,878	8,020	8,020
12-40-52	Football Program	6,626	37,220	12,910
12-40-57	Soccer Program	4,290	5,680	5,680
12-40-58	Terrace Days	29,636	29,400	33,400
Total PROGRAM EXPENDITURES:		79,435	108,829	92,387
RECREATION FUND 12 Revenue Total:		108,033	108,829	92,387
RECREATION FUND 12 Expenditure Total:		79,435	108,829	92,387
Total RECREATION FUND 12:		28,598		

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
REFUSE ENTERPRISE FUND 49				
NONOPERATING REVENUES				
49-36-10	Interest Earned	37,921	19,840	30,569
Total NONOPERATING REVENUES:		37,921	19,840	30,569
OPERATING REVENUES				
49-37-01	Late Fees/ Penalties	4,385	5,000	5,000
49-37-20	New Cart Fee	512	500	500
49-37-50	Refuse Service Charges	653,308	689,189	702,133
49-37-60	Recycle Second	1,316	1,200	1,200
Total OPERATING REVENUES:		659,521	695,889	708,833
CONTRIBUTIONS & TRANSFERS				
49-39-26	Chrg for Serv GF10 Nonoperatin	10,842	11,257	11,592
49-39-30	Use of Retained Earnings		26,500	27,825
Total CONTRIBUTIONS & TRANSFERS:		10,842	37,757	39,417
OPERATING EXPENSES				
49-70-24	Office Supplies	156	500	500
49-70-28	Franchise Fee	19,422	20,676	21,064
49-70-29	IT Software & Subscriptions	200	500	500
49-70-30	Utility Billing & Notices	5,593	7,019	7,230
49-70-31	Professional and Technical		250	250
49-70-34	Waste Collection	321,770	346,800	364,834
49-70-35	Waste Disposal	177,642	192,045	192,045
49-70-46	Services and Supplies	25,261	26,500	27,825
49-70-47	Bad Debt	874		
49-70-71	Chrg for Serv GF10 Overhead	109,606	126,008	131,078
49-70-72	Chrg for Serv WF50	21,841	21,931	21,901
Total OPERATING EXPENSES:		682,364	742,229	767,227
CONTRIBUTIONS & TRANSFERS				
49-75-08	Transfer out GF10 nonoperating	10,842	11,257	11,592
Total CONTRIBUTIONS & TRANSFERS:		10,842	11,257	11,592
REFUSE ENTERPRISE FUND 49 Revenue Total:		708,284	753,486	778,819
REFUSE ENTERPRISE FUND 49 Expenditure Total:		693,206	753,486	778,819
Total REFUSE ENTERPRISE FUND 49:		15,078		

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
WATER ENTERPRISE FUND 50				
NONOPERATING REVENUE - CAPITAL				
50-33-20	CDBG Grant	288,105		
Total NONOPERATING REVENUE - CAPITAL:		288,105		
NONOPERATING REVENUES				
50-36-10	Interest Earned	239,222	222,837	107,957
50-36-40	Disposition of Fixed Assets	21,743	40,000	
Total NONOPERATING REVENUES:		260,966	262,837	107,957
OPERATING REVENUES				
50-37-01	Late Fees/ Penalties	12,118	14,000	14,000
50-37-02	Misc. Revenue	4,894	5,000	5,000
50-37-10	Water Service Charges	1,535,968	1,620,000	1,663,803
50-37-20	Water Setup Fees	4,116	5,000	5,000
50-37-70	Contract Water Charges	30,000	52,079	30,000
Total OPERATING REVENUES:		1,587,096	1,696,079	1,717,803
CAPITAL CONTRIBUTIONS & TRANSF				
50-39-04	IRS BABs Interest Credit	4,018	2,998	2,193
50-39-10	Impact Fees	4,854	10,000	10,000
50-39-11	Chrg for Serv CPF55 Ser17 P&I	16,841	16,931	16,751
50-39-12	Chrg for Serv RF49 Ser17 P&I	21,841	21,931	21,901
50-39-13	Chrg for Serv CPF56 Ser17 P&I	33,683	33,863	33,503
50-39-16	Chrg for Serv SWF52 Ser17 P&I	50,524	50,794	50,254
50-39-18	Chrg for Serv SF51 Ser17 P&I	101,048	101,588	100,508
50-39-26	Chrg for Serv GF10 Nonoperatin	57,440	83,875	87,136
50-39-30	Use of Retained Earnings		1,289,158	88,924
Total CAPITAL CONTRIBUTIONS & TRANSF:		290,249	1,611,138	411,170
OPERATING EXPENSES				
50-70-21	Memberships, books, subscripti	257	1,800	1,800
50-70-23	Travel & Training	2,165	3,620	3,620
50-70-24	Office Supplies	172	825	825
50-70-25	Small Equipment O&M	545	1,500	1,500
50-70-27	Utilities	2,222	2,325	2,325
50-70-28	Franchise fees	45,725	48,600	49,914
50-70-29	IT Software & Subscriptions	17,544	29,009	36,759
50-70-30	Utility Billing & Notices	5,593	8,219	8,466
50-70-31	Professional and Technical	3,952	10,000	10,000
50-70-32	Weber Basin Water	287,208	317,500	355,126
50-70-35	S/O Wheeling Agreement		13,697	14,382
50-70-36	Line Maintenance & Repair	21,781	25,000	25,000
50-70-37	Valve Maintenance & Repair	11,578	25,000	
50-70-38	PRV Maintenance & Repair	1,334	10,000	
50-70-39	Water Sampling & Testing	6,417	7,000	7,000
50-70-42	Seconday Water Fees	3,250	4,175	4,593
50-70-46	Service & Supplies	7,084	15,000	35,000
50-70-47	Bad Debt	1,652		

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
50-70-50	Impact Fee Projects		10,000	10,000
50-70-52	Fleet Insurance	3,436	4,500	5,000
50-70-71	Chrg for Serv GF10 Overhead	484,956	554,457	576,450
50-70-95	Depreciation	369,643		
Total OPERATING EXPENSES:		1,276,515	1,092,227	1,147,760

CAPITAL PROJECTS

50-71-04	CW4 Adams Ave line replacment			100,776
50-71-21	CW21 AMI Meter Reading System		204,151	
50-71-33	CW33 4900S line repla 6" to 8"			168,042
50-71-36	CW36 Adams Ave line improvemen			93,632
50-71-56	CW56	155	586,345	
50-71-60	CW60 Refurbish Valves & PRVs		65,000	65,000
Total CAPITAL PROJECTS:		155	855,496	427,450

CAPITAL EQUIPMENT

50-73-01	Electronic Meters & Radios	5,557	599,363	60,000
50-73-02	Capital Equipment		356,360	25,000
50-73-03	Fleet Replacements	100	137,141	15,000
Total CAPITAL EQUIPMENT:		5,657	1,092,864	100,000

DEBT SERVICE

50-74-02	Capital Lease 2021 Principal		55,199	88,924
50-74-03	Capital Lease 2021 Interest	2,681	1,946	1,200
50-74-20	Bond Series 2010B Principal		25,904	26,568
50-74-25	Bond Series 2010B Interest	8,087	7,188	6,266
50-74-29	Bond Series 2017 Interest	115,848	123,625	115,025
50-74-30	Bond Series 2017 Principal		215,000	220,000
Total DEBT SERVICE:		126,616	428,862	457,983

CONTRIBUTIONS & TRANSFERS

50-75-08	Transfer out GF10 nonoperating	57,440	83,875	87,136
50-75-09	Chrg for Serv DSF65 Ser2010B P	11,060	11,351	11,643
50-75-10	Chrg for Serv DSF65 Ser2010B I	3,544	3,150	2,746
50-75-11	Chrg for Serv SWF52 Ser2010B P	1,700	1,745	1,790
50-75-12	Chrg for Serv SWF52 Ser2010B I	545	484	422
Total CONTRIBUTIONS & TRANSFERS:		74,289	100,605	103,737

WATER ENTERPRISE FUND 50 Revenue Total:

2,426,417	3,570,054	2,236,930
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WATER ENTERPRISE FUND 50 Expenditure Total:

1,483,231	3,570,054	2,236,930
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Total WATER ENTERPRISE FUND 50:

943,186		
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SEWER ENTERPRISE FUND 51				
NONOPERATING REVENUES				
51-36-10	Interest Earned	173,904	166,116	71,909
51-36-40	Disposition of fixed assets	17,230	96,029	
Total NONOPERATING REVENUES:		191,134	262,145	71,909
OPERATING REVENUES				
51-37-01	Late Fees/ Penalties	12,253	13,000	13,000
51-37-02	Misc. Revenue	1,811	5,000	5,000
51-37-30	Sewer Service Charges	1,426,262	1,461,105	1,522,543
51-37-40	Sewer Setup Fees	3,040	4,800	4,800
Total OPERATING REVENUES:		1,443,366	1,483,905	1,545,343
CAPITAL CONTRIBUTIONS & TRANSF				
51-39-04	IRS BABs Interest Credit	3,177	2,778	2,410
51-39-10	Impact Fees	1,599	9,000	9,000
51-39-25	Use of Retained Earnings		868,653	110,575
51-39-26	Chrg for Services GF10 Nonoper	6,924	11,600	7,735
Total CAPITAL CONTRIBUTIONS & TRANSF:		11,700	892,031	129,720
OPERATING EXPENSES				
51-70-20	Memberships, Books, Subscripti		650	650
51-70-23	Travel and Training	446	1,250	1,250
51-70-24	Office Supplies	128	830	830
51-70-28	Franchise Fees	42,772	44,000	46,000
51-70-29	IT Software & Subscriptions	200	625	625
51-70-30	Utility Billing & Notices	5,593	7,480	8,228
51-70-31	Professional and Technical	1,337	11,000	11,000
51-70-33	Central Weber Sewer	592,978	611,000	611,000
51-70-36	Line Maintenance & Repair	417	10,000	10,000
51-70-46	Services and Supplies	13,732	25,000	25,000
51-70-47	Bad Debt	606		
51-70-50	Impact Fee Projects		9,000	9,000
51-70-51	Fleet Repairs & Maintenance	640	5,000	5,000
51-70-52	Fleet Insurance	1,818	1,500	1,500
51-70-71	Chrg for Serv GF10 Overhead	354,137	406,196	422,333
51-70-95	Depreciation	143,959		
Total OPERATING EXPENSES:		1,158,763	1,133,531	1,152,416
CAPITAL PROJECTS				
51-72-10	SS10 150E;5000-4900S LINE8-10"			100,000
51-72-18	SS18 LIN 500 W & 4525 S-4900 S		180,000	152,350
51-72-20	SS20 4450 S to 4475 S; 250 E		210,000	
51-72-22	SS22 300 W to 370 W; 4750 S		80,000	
51-72-23	SS23 5000 S Wash Blvd 300 W		225,000	
51-72-24	SS24 LINE 275,250,200 W		185,000	
51-72-32	SS32 SLIP LINE 4525 S.		65,000	

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Total CAPITAL PROJECTS:			945,000	252,350
CAPITAL EQUIPMENT				
51-73-02	Capital Equipment		128,294	25,000
51-73-03	Fleet Replacements	45	172,246	10,000
Total CAPITAL EQUIPMENT:		45	300,540	35,000
DEBT SERVICE				
51-74-02	Capital Lease 2021 Principal		89,153	143,622
51-74-03	Capital Lease 2021 Interest	4,330	3,142	1,939
51-74-12	Bond Series 2010C Interest	4,886	4,328	3,757
51-74-14	Bond Series 2010C Principal		22,846	23,353
Total DEBT SERVICE:		9,216	119,469	172,671
CONTRIBUTIONS & TRANSFERS				
51-75-05	Chrg for Serv WF50 SER2017 P&I	101,048	101,588	100,508
51-75-08	Transfer out GF10 nonoperating	6,924	11,600	7,735
51-75-09	Chrg for Serv DSF65 Ser2010C I	4,108	3,638	3,158
51-75-10	Chrg for Serv DSF65 Ser2010C P	18,776	19,203	19,630
51-75-11	Chrg for Serv SWF52 Ser2010C I	632	560	486
51-75-12	Chrg for Serv SWF52 Ser2010C P	2,886	2,952	3,018
Total CONTRIBUTIONS & TRANSFERS:		134,374	139,541	134,535
SEWER ENTERPRISE FUND 51 Revenue Total:				
		1,646,199	2,638,081	1,746,972
SEWER ENTERPRISE FUND 51 Expenditure Total:				
		1,302,399	2,638,081	1,746,972
Total SEWER ENTERPRISE FUND 51:		343,800		

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
STORM WATER ENTERPRISE FUND 52				
NONOPERATING REVENUES				
52-36-10	Interest Earned	117,582	115,276	40,426
52-36-40	Disposition of fixed assets	5,542	71,435	
Total NONOPERATING REVENUES:		123,124	186,711	40,426
OPERATING REVENUES				
52-37-01	Late Fees/ Penalties	4,033	5,000	5,000
52-37-10	Storm Water Service Charges	587,708	611,985	626,985
Total OPERATING REVENUES:		591,741	616,985	631,985
CAPITAL CONTRIBUTIONS & TRANSF				
52-39-10	Impact Fees	1,607	5,000	5,000
52-39-17	Chrg for Serv WF50 Ser10B P&I	2,245	2,229	2,212
52-39-18	Chrg for Serv SF51 Ser10C P&I	3,518	3,512	3,504
52-39-26	Chrg for Serv GF10 Nonoperatin	26,047	27,070	28,424
52-39-30	Use of Retained Earnings		1,022,296	
Total CAPITAL CONTRIBUTIONS & TRANSF:		33,417	1,060,107	39,140
OPERATING EXPENSES				
52-70-21	Memberships, Books, Subscripts	2,800	2,500	2,500
52-70-23	Travel and Training	955	1,200	1,200
52-70-24	Office Supplies	329	500	500
52-70-28	Franchise Fees	17,581	18,360	18,810
52-70-29	IT Software & Subscriptions	200	625	625
52-70-30	Utility Billing & Notices	5,593	7,579	8,337
52-70-31	Professional and Technical	1,389	13,450	13,450
52-70-35	Waste Disposal	1,944	2,000	2,000
52-70-39	Water Sampling & Testing	466	500	500
52-70-42	Secondary Water Fees	768	793	817
52-70-46	Services and Supplies	2,554	11,875	11,875
52-70-47	Bad Debt	956		
52-70-50	Impact Fee Projects		5,000	5,000
52-70-51	Fleet Repairs & Maintenance	661	3,500	3,500
52-70-52	Fleet Insurance	1,168	1,200	1,200
52-70-71	Chrg for Serv GF10 Overhead	304,379	344,596	358,953
52-70-95	Depreciation	86,274		
Total OPERATING EXPENSES:		428,018	413,678	429,267
CAPITAL PROJECTS				
52-71-07	SD6 REGIONAL DETENT BASIN			53,390
52-71-16	SD16 Relief Line 4850 S-300 W		110,000	
52-71-21	SD21 Intersection Drain Improv	9	180,865	
52-71-26	SD26 42" Line 500 S-300 W		85,000	
52-71-27	SD27 Detention basin head gage		30,000	
52-71-28	SD28 Basin redesign 5000S 300W		123,000	114,500
52-71-29	SD29 5350 S; 125 E PVC 10" REP		276,983	

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
Total CAPITAL PROJECTS:		9	805,848	167,890
CAPITAL EQUIPMENT				
52-73-02	Capital Equipment		400,000	20,000
52-73-03	Fleet Replacements		160,672	10,000
Total CAPITAL EQUIPMENT:			560,672	30,000
DEBT SERVICE				
52-74-12	Bond Series 2010BC Interest	1,175	1,044	908
52-74-14	Bond Series 2010BC Principal		4,697	4,808
Total DEBT SERVICE:		1,175	5,741	5,716
CONTRIBUTIONS & TRANSFERS				
52-75-05	Chrg for Serv WF50 SER2017 P&I	50,524	50,794	50,254
52-75-08	Transfer out GF10 nonoperating	26,047	27,070	28,424
Total CONTRIBUTIONS & TRANSFERS:		76,571	77,864	78,678
STORM WATER ENTERPRISE FUND 52 Revenue Total:				
		748,281	1,863,803	711,551
STORM WATER ENTERPRISE FUND 52 Expenditure Total:				
		505,773	1,863,803	711,551
Total STORM WATER ENTERPRISE FUND 52:		242,508		

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
PARKS & OPEN SPACE CIP FUND 53				
Revenues				
53-35-05	Impact Fees	3,653	5,000	5,000
53-35-10	Interest Earned	15,846		
53-35-14	Grant Revenue		103,230	
53-35-15	CDBG GRANT		206,044	240,378
53-35-20	RAMP Tax Grant	647,790	500,000	128,530
53-35-50	Donations		6,077	
Total Revenues:		667,289	820,351	373,908
Contributions & Transfers				
53-36-20	Transfer in General Fund 10	15,000	215,000	
53-36-25	Transfer in from CIP Fund 55	534,650	360,000	310,529
53-36-90	Use of beginning fund balance		290,241	
Total Contributions & Transfers:		549,650	865,241	310,529
Expenditures				
53-70-04	Parking Lot & Sidewalk O&M	14,976	94,266	75,000
53-70-28	Capital Facilities Plan	3,921	11,079	
53-70-29	Water Conservation Projects		69,473	25,000
53-70-50	Impact Fee Projects		5,000	5,000
53-70-65	Budgeted Increase Fund Balance			233,031
Total Expenditures:		18,896	179,818	338,031
Rohmer Park Improvements				
53-71-15	PK15 Rohmer Park Improvements	9,559	460,440	10,000
53-71-28	PK28 Pickleball Complex PhsI	149,883		
53-71-29	PK28 Pickleball Complex PhsII	1,101,950	105,557	
53-71-31	PK28 Pickleball Complex PhsIII		921,777	
53-71-52	PK52 North Entrance			135,526
Total Rohmer Park Improvements:		1,261,392	1,487,774	145,526
Lions Park Improvements				
53-73-01	PK10 Lions Park Improvements		18,000	
Total Lions Park Improvements:			18,000	
Victory Park Improvements				
53-76-54	PK54 Victory Playground			200,880
Total Victory Park Improvements:				200,880
PARKS & OPEN SPACE CIP FUND 53 Revenue Total:		1,216,939	1,685,592	684,437
PARKS & OPEN SPACE CIP FUND 53 Expenditure Total:		1,280,289	1,685,592	684,437
Total PARKS & OPEN SPACE CIP FUND 53:		-63,350		

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CAPITAL PROJECTS FUND 55				
Revenue				
55-38-05	Impact Fees - Police	53		
55-38-06	Impact Fees - Fire	93		
55-38-12	CDBG Proceeds	57,838		
55-38-13	Disposition of Fixed Assets	140,718	137,897	
55-38-14	Grant Revenue		468,000	
Total Revenue:		198,703	605,897	
Contributions and Transfers				
55-39-25	Transfer in General Fund 10	1,159,121	1,003,593	81,120
55-39-44	Use of Fund Balance - General		922,375	571,260
Total Contributions and Transfers:		1,159,121	1,925,968	652,380
Expenditures				
55-40-39	Charges for Services Water 50	16,841	16,931	16,751
55-40-46	Transfer to Parks CIP	534,650	360,000	310,529
Total Expenditures:		551,491	376,931	327,280
Buildings				
55-45-03	Parking Lot & Sidewalk O&M	16,196	25,000	
55-45-04	BM4		63,033	
55-45-05	Fire/Senior Center Complex		20,000	21,100
55-45-06	City Hall	19,927	47,072	10,000
55-45-80	Public Works Facility		10,000	10,000
Total Buildings:		36,123	165,105	41,100
Information Technology				
55-50-01	IT Replacements/Upgrades	11,587	55,763	10,000
Total Information Technology:		11,587	55,763	10,000
Non-Road Fleet				
55-60-01	Fleet Replacements Non-Streets	82,199	303,936	10,000
55-60-02	Equipment Non-Streets	72,955	1,630,130	264,000
Total Non-Road Fleet:		155,154	1,934,066	274,000
CAPITAL PROJECTS FUND 55 Revenue Total:		1,357,824	2,531,865	652,380
CAPITAL PROJECTS FUND 55 Expenditure Total:		754,356	2,531,865	652,380
Total CAPITAL PROJECTS FUND 55:		603,468		

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CAPITAL PROJECTS FUND ROADS 56				
Tax Revenues				
56-33-31	Local Hwy County Sales Tax	157,884	160,587	165,405
56-33-35	Class "C" Road Funds	306,532	326,400	336,192
Total Tax Revenues:		464,416	486,987	501,597
Other Revenue				
56-36-10	Interest Earned	117,605	126,836	50,000
Total Other Revenue:		117,605	126,836	50,000
Other Revenue				
56-38-11	Disposit of fixed assets -road	45,925	46,836	
56-38-14	Grant Revenue	156,369	2,634,800	
Total Other Revenue:		202,294	2,681,636	
Contributions and Transfers				
56-39-25	Transfer in from GF 10	248,552	222,143	219,319
56-39-43	Use of Fund Balance - Roads		1,560,542	232,541
Total Contributions and Transfers:		248,552	1,782,685	451,860
Expenditures				
56-40-25	Equipment O&M	22,121	55,478	
56-40-31	Professional and Technical	1,330		
56-40-41	Charges for Services Water 50	33,683	33,863	33,503
56-40-42	Transfer to DSF 65	6,689	6,689	10,550
Total Expenditures:		63,823	96,030	44,053
Road Maintenance				
56-41-02	Road Maintenance	185,641	1,025,721	350,000
Total Road Maintenance:		185,641	1,025,721	350,000
Road Fleet				
56-42-01	Road Fleet	51,544	129,184	10,000
56-42-02	Road Equipment	13,037	231,309	65,000
Total Road Fleet:		64,581	360,493	75,000
Road (Re)construction Projects				
56-43-07	RR8 4900S; 150E & 300W (CW34)		68,220	130,000
56-43-08	RR4F 300 West Road Project	169,260	3,486,130	
56-43-20	Sidewalks & Pedestrian Ramps	23,061	41,550	50,000
56-43-21	Pedestrian Sidewalk 600W 5100S			54,404
56-43-25	RR25 5600 S; 500-300 W (CW55)	98,565		
56-43-26	RR26 5150 S; 300-150 E (CW47)	45,637		
56-43-28	RR28 5000 S; WASH-150E (CW59)			50,000
56-43-29	RR29 5000S; 150E-300W (CW58)			50,000
56-43-30	RR30 5650S; 500W; 5700S			200,000

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Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
	Total Road (Re)construction Projects:	336,522	3,595,900	534,404
	CAPITAL PROJECTS FUND ROADS 56 Revenue Total:	1,032,866	5,078,144	1,003,457
	CAPITAL PROJECTS FUND ROADS 56 Expenditure Total:	650,568	5,078,144	1,003,457
	Total CAPITAL PROJECTS FUND ROADS 56:	382,298		

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Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
DEBT SERVICE FUND 65				
REVENUES				
65-39-32	Chrg for Serv WF50 Ser10BC P&I	14,604	14,501	14,389
65-39-33	Chrg for Serv SF51 Ser10BC P&I	22,884	22,841	22,788
65-39-34	Chrg for Serv CPF56 ELSer2021	6,689	6,689	10,550
Total REVENUES:		44,177	44,031	47,727
EXPENDITURES				
65-40-54	Muni Equipment Lease Principal	6,375	6,461	10,409
65-40-55	Muni Equipment Lease Interest	314	228	141
65-40-58	Bond Princial Wtr Swr Ser10BC	29,836	30,554	31,273
65-40-59	Bond Interest Wtr Swr Ser10BC	7,652	6,788	5,904
Total EXPENDITURES:		44,177	44,031	47,727
DEBT SERVICE FUND 65 Revenue Total:		44,177	44,031	47,727
DEBT SERVICE FUND 65 Expenditure Total:		44,177	44,031	47,727
Total DEBT SERVICE FUND 65:				

Washington Terrace City, UT

Consolidated Fee Schedule

Administration	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Candidate Filing Fee	\$ 25.00		\$ 25.00
City Zoning Maps			
11"x17"	1.00		1.00
17"x24"	4.00		4.00
Copies/reproduction	0.50		0.50
Credit Card/EFT Convenience Fee per transaction(1)(1.2)	Refer to note 1 & 1.2		Refer to note 1 & 1.2
Return Check	25.00		25.00
GRAMA Records Request	0.50/page		0.50/page
Payroll deductions (non-city sponsored)	\$5 /deduction/ pay period		\$5 /deduction/ pay period
Standard Labor Rate for City billed services (1.3)	55.00 / hr		55.00
Standard Equipment Rate for City billed services (1.4)	Refer to note 1.4		Refer to note 1.4

(1) Credit card convenience fee, 3% for transactions over \$300. Amended Jan. 2019 Res 19-01
organizations that support directly or indirectly the City objectives as determined by the City Manager.

(1.2) 2% for non-utility service payments. Fee discontinued for utility service payments. Amended Jan. 2019 Res 19-01

(1.3) Per hour, per employee labor rate for nonexempt employees.

(1.4) Based on the Schedule of Equipment Rates | US Department of Homeleand Security | FEMA

Animal Control	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Reclaim/Transport			
after hours impound	75.00		75.00
transportation	50.00		50.00
temp holding kennel	23.00		23.00
trapped animal transport	20.00		20.00
*A/C impounds (*if returned to owner prior to being placed in temp housing)			
per week	15.00		15.00
Licensing			
altered	10.00		10.00
unaltered	25.00		25.00
altered	5.00		5.00
unaltered	10.00		10.00
duplicate tag	5.00		5.00
late fee	20.00		20.00
Microchipping	15.00		15.00
Urban Chicken			
Initial Licensing Fee		75.00	75.00
Biennial Reinspection Fee		25.00	25.00

Building Permits & Planning Fees	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Plannings Fees (3)			
planning commission review	495.00		495.00
development review fee	200.00		200.00
conditional use permit	270.00		270.00
subdivision & engineer review	\$495 plus \$60 / lot		\$495 plus \$60 / lot
zoning amendment or rezone request	496.00		496.00
apartment complex	\$495 plus 40 / unit		\$495 plus 40 / unit
commercial engineering review	500.00		500.00
subdivision off-site improvement inspection	Actual cost		Actual cost
board of adjustments request	300.00		300.00
excavation permit (bond or deposit*)	47.47		47.47
annexation fee	1,000.00		1,000.00
site plan fee	395.00		395.00
storm water construction activity permit (3.3)	650.00		650.00
Excavation & Right-of-Way Encroachment (3.1)			
Permit	100.00		100.00
Performance Bond	2,000.00		2,000.00
Major Performance Bond	50,000.00		50,000.00
Road cut fee	\$4.00 sq. ft.		\$4.00 sq. ft.
No permit fine	200.00		200.00
Soft Surface Boring Fee	\$125 per 1,000 LF		\$125 per 1,000 LF
Road Crossing Boring Fee	\$150 per Road Crossing (upto 6 pothole)		\$150 per Road Crossing (upto 6 pothole)
Additional Pothole Fee	\$50 per pothole		\$50 per pothole
Building Permits (3.2)			
65% Plan review fee on commercial permits	Refer to note 3.2		Refer to note 3.2
25% Plan review fee on single/multiple family permits	Refer to note 3.2		Refer to note 3.2

(3) Plus additional review costs in excess of minimum, if applicable.

(3.1) Permittee may be required to resurface if a surface treatment has been applied within the past 2 years.

(3.2) Refer to the permit fee schedule released in the current International Code Council (ICC)

(3.3) WT Municode 19.05.030

City of Washington Terrace

Washington Terrace City, UT

Consolidated Fee Schedule

Impact Fees	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Culinary Water Facilities (4.1)			
Service size 1"	1,618.00		1,618.00
Service size 1.25"	2,561.00		2,561.00
Service size 1.5"	3,730.00		3,730.00
Service size 2"	6,605.00		6,605.00
Service size 2.5"	10,290.00		10,290.00
Service size 3"	14,829.00		14,829.00
Service size 4"	26,377.00		26,377.00
Service size 6"	59,404.00		59,404.00
Service size 8"	105,598.00		105,598.00
Service size 10"	165,002.00		165,002.00
Sanitary Sewer Facilities (4.1)			
Service size 1"	533.00		533.00
Service size 1.25"	844.00		844.00
Service size 1.5"	1,229.00		1,229.00
Service size 2"	2,176.00		2,176.00
Service size 2.5"	3,391.00		3,391.00
Service size 3"	4,886.00		4,886.00
Service size 4"	8,691.00		8,691.00
Service size 6"	19,573.00		19,573.00
Service size 8"	34,794.00		34,794.00
Service size 10"	54,367.00		54,367.00
Storm Drain Facilities			
Residential lots - single family	535.53		535.53
Unique residential and commercial (per sq. ft.)	0.1210		0.1210
Park Facilities			
Residential single family (per ERU)	1,826.37		1,826.37
Residential multi-family (per ERU)	1,697.29		1,697.29
Public Safety Facilities - Police			
Residential (per residence)	26.62		26.62
Commerical (per sq. ft. of lot(s) developed)	0.00224		0.00224
Public Safety Facilities - Fire/EMS			
Residential (per residence)	46.70		46.70
Commerical (per sq. ft. of lot(s) developed)	0.00513		0.00513
Water Meter & Radio (4.2)			
3/4"	603.00		603.00
1"	711.00		711.00
1.5"	1,048.00		1,048.00
2"	1,301.00		1,301.00
3"	2,984.00		2,984.00
6"	5,903.00		5,903.00

(4.1) Impact Fee Study prepared by Jones & Associates (Oct. 2010)

(4.2) Fees may be adjusted to reflect changes in vendor pricing.

Washington Terrace City, UT

Consolidated Fee Schedule

Parks & Facility Rentals	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Park Pavilion Rental			
Rohmer Park (per time frame)			
Resident	40.00		40.00
Non-resident	80.00		80.00
Victory Park (per time frame)			
Resident	40.00		40.00
Non-resident	80.00		80.00
(5.10) Park Pavilion Deposit	100.00		100.00
(5.11) Park Pavilion Cancellation Fee			
Reservation cancelled with a seven business days or greater notice (full refund minus cancellation fee)	15.00		15.00
Reservation cancelled with less than seven business day notice (50% of fee)			
Half Day	20.00		20.00
Full Day	40.00		40.00
Reservation cancelled with less than three business days, no refund will be given.			
Half Day	40.00		40.00
Full Day	80.00		80.00
(5.12) Civic-Senior Center			
first hour	70.00		70.00
each subsequent hour	10.00		10.00
kitchen	25.00		25.00
employee return fee	5.00		5.00
cleaning deposit (refundable)	250.00		250.00
Field Use Rental			
Short-term contract per hour (1 to 60 hrs)	35.00		35.00
Long-term contract per hour (greater than 61-100 hrs)	30.00		30.00
Long-term contract per hour (101-140 hrs)	25.00		25.00
Long-term contract per hour (greater than 140 hrs)	20.00		20.00
Deposit (refundable)			
Short-term contract	50.00		50.00
Long-term contract	250.00		250.00
(5.10) Refundable subject to park rental refund policy.			
(5.11) No refunds will be issued due to weather or other unforeseen conditions. Cancellation			
(5.12) Not available for general public rental. Washington Terrace Civic groups and non-profit organizations that provide a			

Leisure Services & Recreation	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Youth Soccer			
Youth Soccer	50.00		50.00
Youth Baseball/Softball			
T-Ball			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Machine Pitch			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Youth Baseball			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Youth Softball			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Youth Tackle Football			
Resident	140.00		140.00
Non-Resident	160.00		160.00
Youth Basketball			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Youth Basketball - Pre-K - 2			
Resident	50.00		50.00
Non-Resident	60.00		60.00
Special Events			
Vendor Booth - regular	40.00		40.00
Vendor Booth - food	50.00		50.00

Consolidated Fee Schedule

Business Licenses	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amended Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
Professional/Business Services			
Base	102.00		102.00
Disproportionate	4.00		4.00
General Services			
Base	102.00		102.00
Disproportionate	30.00		30.00
Contracted Services			
Base	102.00		102.00
Disproportionate	32.00		32.00
Personal Services			
Base	102.00		102.00
Disproportionate	4.00		4.00
Entertainment			
Base	102.00		102.00
Disproportionate	201.00		201.00
Automotive			
Base	102.00		102.00
Disproportionate	201.00		201.00
Sales			
Base	102.00		102.00
Disproportionate	8.00		8.00
Convenience Stores			
Base	102.00		102.00
Disproportionate	2,000		2,000
Family Services - Commercial			
Base	102.00		102.00
Disproportionate	150.00		150.00
Family Services - Residential			
Base	102.00		102.00
Disproportionate	100.00		100.00
Storage			
Base	102.00		102.00
Disproportionate	16.00		16.00
Car Wash			
Base	102.00		102.00
Disproportionate	74.00		74.00
Dialysis			
Base	102.00		102.00
Disproportionate	2,000		2,000
Toll			
Base	102.00		102.00
Disproportionate	94.00		94.00
Group Homes			
Base	102.00		102.00
Disproportionate	450.00		450.00
Long-Term Care			
Base	162.00		162.00
Disproportionate / room	177.00		177.00
Hospital			
Base	228.00		228.00
Disproportionate / room	11.00		11.00
Apartment			
Base	102.00		102.00
Disproportionate / unit	51.00		51.00
Disproportionate (Good Landlord Program participant) / unit	46.00		46.00

(7.1) Business License Fee Study prepared by Zions Public Finance (July 2020)

(7.2) Amended Ordinance 21-11 (Nov 2021)

Washington Terrace City, UT

Consolidated Fee Schedule

Utility Services	FY 2024-25 Final Adopted Res 24-05 (6/24)	FY 2024-25 Amened Res 25-01 (1/25)	FY 2025-26 Final Adopted Res 25-12 (6/25)
General Fees			
Set-up Fee (Non-refundable)	40.00		40.00
Shut Off Deposit	2 months minimum bill		2 months minimum bill
Late Fee	15.00		15.00
Lien Processing Fee	147.00		147.00
Water Reconnect / Disconnect Fee	43.00		43.00
After hours Reconnect / Disconnect Fee	171.00		171.00
Meter Appointment No show fee	74.00		74.00
Meter rental deposit (8.1)	955.00		955.00
Meter Tampering Fee (8.2)	Refer to note 8.2		Refer to note 8.2
Refuse Cart pickup or delivery fee	27.50		27.50
Refuse Cart Fee (8.3)			
Universal Cart	105.50		105.50
Recycle Cart	105.50		105.50
Temporary Disconnect water & sewer services	55.00		55.00
(8.1) Fire hydrant meter rentals will be charged at a 3" commercial water rate. Charges will begin, unprorated, the month the			
(8.2) Refer to the Washington Terrace Municipal Code 13.08.090, "Meter Tampering Prohibited"			
(8.3) Fees may be adjusted to reflect changes in vendor pricing.			
Storm Water (billed monthly)			
Storm Water (per ERU)	10.15		10.15
Refuse (billed monthly)			
Refuse First & Recycle Cart	17.70		18.05
Refuse Second Cart	17.70		18.05
Second Recycle Cart	6.70		7.05
Residential Culinary Water (billed monthly)			
Single-Family (\$/gallons)	28.40 / 4,000		29.80 / 4,000
Single-Family gallons over (\$/gallons)	5.10 / 1,000		5.10 / 1,000
Duplex (\$/gallons)	56.80 / 8,000		59.60 / 8,000
Duplex gallons over (\$/gallons)	5.10 / 1,000		5.10 / 1,000
Tri-Plex (\$/gallons)	85.20 / 12,000		89.40 / 12,000
Tri-Plex gallons over (\$/gallons)	5.10 / 1,000		5.10 / 1,000
Commercial Culinary Water (billed monthly)			
3/4" meter (\$/gallons)	32.10 / 4,000		33.67 / 4,000
3/4" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
1" meter (\$/gallons)	60.20 / 7,500		63.14 / 7,500
1" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
1 ½" meter (\$/gallons)	120.35 / 15,000		126.28 / 15,000
1 ½" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
2" meter (\$/gallons)	180.55 / 22,500		189.42 / 22,500
2" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
3" meter (\$/gallons)	300.90 / 37,500		315.69 / 37,500
3" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
4" meter (\$/gallons)	601.75 / 75,000		631.39 / 75,000
4" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
6" meter (\$/gallons)	5,616.10 / 1,000,000		5,892.95 / 1,000,000
6" meter gallons over (\$/gallons)	5.75 / 1,000		5.75 / 1,000
Residential Sewer (billed monthly)			
Single-Family (\$/gallons)	25.60 / 4,000		27.00 / 4,000
Single-Family gallons over (\$/gallons)	5.05 / 1,000		5.05 / 1,000
Duplex (\$/gallons)	51.20 / 8,000		54.00 / 8,000
Duplex gallons over (\$/gallons)	5.05 / 1,000		5.05 / 1,000
Triplex (\$/gallons)	76.80 / 12,000		81.00 / 12,000
Triplex gallons over (\$/gallons)	5.05 / 1,000		5.05 / 1,000
Commercial Sewer (billed monthly)			
3/4" meter (\$/gallons)	28.95 / 4,000		30.51 / 4,000
3/4" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
1" meter (\$/gallons)	54.25 / 7,500		57.21 / 7,500
1" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
1 ½" meter (\$/gallons)	108.50 / 15,000		114.41 / 15,000
1 ½" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
2" meter (\$/gallons)	162.75 / 22,500		171.62 / 22,500
2" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
3" meter (\$/gallons)	271.20 / 37,500		286.03 / 37,500
3" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
4" meter (\$/gallons)	542.40 / 75,000		572.06 / 75,000
4" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
6" meter (\$/gallons)	5,098.60 / 1,000,000		5,377.39 / 1,000,000
6" meter gallons over (\$/gallons)	5.65 / 1,000		5.65 / 1,000
City of Washington Terrace			

City Council Staff Report



Author: Shari Garrett
Department: Budget & Finance
Subject: Fraud Risk Assessment
Date: June 17, 2025
Type of Item: Presentation

Summary Recommendations:

That the governing body receive the annual Fraud Risk Assessment developed by the State Auditor's Office.

Description:

A. Topic: FRAUD RISK ASSESSMENT

- B. Background:** In 2020, the State Auditor's Office (SAO) developed a fraud risk assessment stating that the Assessment was designed to help local governing bodies to understand best practices in fraud detection and prevention. The Assessment assigns an overall risk level of undetected fraud based upon points earned for the implementation of the identified best practices.

According to the SAO the best practices identified in the Assessment are *not required* but are highly recommended. The Assessment is not a replacement or duplication of the internal control assessment performed by an independent auditor as part of a financial statement audit. While they are both risk assessments, their methodologies and purposes are distinct.

The Assessment must be completed and presented to the governing board annually.

C. Analysis:

The results of the assessment and related scoring show the City maintaining a *Low Fraud Risk*, scoring 355 / 395 points.

See attached Fraud Risk Assessment.

D. Department Review: Finance & City Manager

Fraud Risk Assessment

Continued

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

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

*Entity Name: WASHINGTON TERRACE CITY

*Completed for Fiscal Year Ending: JUNE 30, 2025

*Completion Date: JUNE 17, 2025

*CAO Name: TOM HANSON

*CFO Name: SHARI GARRETT

*CAO Signature: Tom Hanson

*CFO Signature: Shari Garrett

*Required

City Council Staff Report



Author: Tom Hanson

Subject: Amendment to Prosecutor Service Agreement

Date: June 17, 20-25

Type of Item: Action

Summary Recommendation: Approve the amendment to the cities service agreement with Chris Allred for prosecutor services. The service contract with Chris Allread has remained the same for several years. This amendment is to provide a modest increase to the service contract to keep up with market conditions. The amount being requested is very modest and to a certain degree below market value.

Description:

- A. **Topic:** Amendment to the Service contract for Chris Allread.
- B. **Background:** Chris Allred has served as the City Prosecutor for Washington Terrace for over 20 years, consistently providing professional and reliable service. His compensation has only been adjusted on rare occasions during his tenure. Staff believe it is appropriate currently to formalize a modest increase.
- C. **Analysis:** Considering Mr. Allred's longstanding service, high level of professionalism, effective case management, and continued dedication to the City, staff believe this adjustment is warranted and in the City's best interest.
- D. **Fiscal Impact:** The fiscal impact is included in the budget to reflect the additional \$200.00 / month totaling \$1,050.00 a month.
- E. **Department Review:** Staff have reviewed the proposal and are recommending approval for the adjustment.

WTCN137

CITY PROSECUTOR SERVICES AGREEMENT

This Agreement is made and entered into this 30th day of December, 2002, by and between the City of Washington Terrace ("WTC") and Chris Allred ("Allred"). WTC and Allred may be referred to collectively within this Agreement as "Parties".

RECITALS

- A. Stephen F. Noel is the current City Attorney for WTC. Currently he serves both civil law and criminal law functions of and for WTC.
- B. Criminal law functions include the review and analysis of criminal investigations and charges brought by law enforcement and citizens of WTC, and the prosecution of those charges. Said charges are limited to misdemeanors and infractions of both local and state laws, and are prosecuted in the WTC municipal court.
- C. Said functions also include meeting with individuals who have been charged in order to discuss their charges and the facts and circumstances thereof. These meetings generally take place as pretrial conferences. These conferences, as well as trials, are generally conducted twice a month on Wednesdays at the WTC municipal court. The court schedule is maintained by the court and its clerk, and may be changed as circumstances warrant.
- D. Criminal law is a specialized area of the law. Furthermore, the functions and responsibilities of municipal courts continue to increase as the state and district courts place more responsibility upon them.
- E. The further development of Mr. Noel's private practice of law, as well as the increasing legal needs of WTC regarding civil legal issues, makes it prudent to allow Mr. Noel to assign the criminal law functions of WTC to another qualified attorney.
- F. WTC is desirous to continue to meet the increasing needs of its citizens by providing efficient and knowledgeable enforcement of the laws of WTC and the State of Utah.


THEREFORE, in consideration of the mutual terms, covenants and conditions contained herein, the Parties agree as follows:

- 1. Recitals. The RECITALS as set forth above are incorporated herein by this reference.
- 2. Duties and Obligations. WTC agrees to the assignment of all criminal law functions of WTC to Chris Allred. Said functions shall include, but not be limited to, the following:

- a. Review all investigations and charges brought by law enforcement.
 - b. Work in cooperation with law enforcement (Weber County Sheriff's Department) to enforce the laws of WTC and the State of Utah, and to timely and efficiently prosecute violations thereof.
 - c. Attend WTC municipal court twice each month as scheduled by the municipal court.
 - d. Represent WTC in all criminal matters, except those that may involve WTC as a charged party.
 - e. Cooperate with the City Attorney and other officers and employees of WTC in all respects necessary for the faithful performance of the obligations and duties set forth herein.
3. Qualifications. Allred agrees that he is authorized to practice law in the state of Utah, and that he is a member in good standing of the Utah State Bar Association. Allred agrees that he is trained and is competent in the pursuit of the obligations and functions set forth herein, and that he is authorized by current employers, if any, to perform this Agreement.
4. Supervision. Allred shall report to the Mayor and/or Chief Administrative Officer of WTC in the performance of this Agreement.
5. Compensation. WTC agrees to pay to Allred a flat fee of \$600.00 per month for the performance of the Agreement. And in return, Allred agrees to perform the Agreement for said flat fee.
6. Termination. This Agreement may be terminated at any time by either party to this Agreement for any reason, and with two (2) weeks written notice.
7. Default. The non-breaching Party to this Agreement shall be entitled to payment of attorneys fees and costs from the breaching Party.

Dated this 30th day of December, 2007.

WASHINGTON TERRACE CITY


By: _____
Its:


Chris Allred

AMENDED CITY PROSECUTOR SERVICES AGREEMENT

This Agreement is made and entered into this 1st day of July, 2004, by and between the City of Washington Terrace ("WTC") and Chris Allred ("Allred"). WTC and Allred may be referred to collectively within this Agreement as "Parties".

RECITALS

- A. Stephen F. Noel is the current City Attorney for WTC. Currently he serves civil law functions of and for WTC, having assigned criminal law functions to Chris Allred.
- B. Criminal law functions include the review and analysis of criminal investigations and charges brought by law enforcement and citizens of WTC, and the prosecution of those charges. Said charges are limited to misdemeanors and infractions of both local and state laws, and are prosecuted in the WTC municipal court.
- C. Said functions also include meeting with individuals who have been charged in order to discuss their charges and the facts and circumstances thereof. These meetings generally take place as pretrial conferences. These conferences, as well as trials, have generally been conducted twice a month on Wednesdays at the WTC municipal court. However, due to the increased number of case filings, the court has been reclassified pursuant to Utah Administrative Office of the Courts rules. Pursuant to these rules, the court is now required to have a prosecutor present at least four days per month. Therefore, Allred will now attend court four times per month on Wednesdays. The court schedule is maintained by the court and its clerk, and may be changed as circumstances warrant.
- D. Criminal law is a specialized area of the law. Furthermore, the functions and responsibilities of municipal courts continue to increase as the state and district courts place more responsibility upon them.
- E. The further development of Mr. Noel's private practice of law, as well as the increasing legal needs of WTC regarding civil legal issues, makes it prudent to allow Mr. Noel to assign the criminal law functions of WTC to another qualified attorney.
- F. WTC is desirous to continue to meet the increasing needs of its citizens by providing efficient and knowledgeable enforcement of the laws of WTC and the State of Utah.

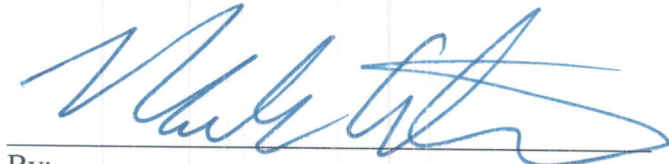
THEREFORE, in consideration of the mutual terms, covenants and conditions contained herein, the Parties agree as follows:

- 1. Recitals. The RECITALS as set forth above are incorporated herein by this reference.
- 2. Duties and Obligations. WTC agrees to the assignment of all criminal law functions of WTC to Chris Allred. Said functions shall include, but not be limited to, the following:

- a. Review all investigations and charges brought by law enforcement.
 - b. Work in cooperation with law enforcement (Weber County Sheriff's Department) to enforce the laws of WTC and the State of Utah, and to timely and efficiently prosecute violations thereof.
 - c. Attend WTC municipal court four times each month as scheduled by the municipal court.
 - d. Represent WTC in all criminal matters, except those that may involve WTC as a charged party.
 - e. Cooperate with the City Attorney and other officers and employees of WTC in all respects necessary for the faithful performance of the obligations and duties set forth herein.
 - f. Prosecute all trials de novo in the district court.
3. Qualifications. Allred agrees that he is authorized to practice law in the state of Utah, and that he is a member in good standing of the Utah State Bar Association. Allred agrees that he is trained and is competent in the pursuit of the obligations and functions set forth herein, and that he is authorized by current employers, if any, to perform this Agreement.
 4. Supervision. Allred shall report to the Mayor and/or Chief Administrative Officer of WTC in the performance of this Agreement.
 5. Compensation. WTC agrees to pay to Allred a flat fee of \$850.00 per month for the performance of the Agreement. And in return, Allred agrees to perform the Agreement for said flat fee.
 6. Termination. This Agreement may be terminated at any time by either party to this Agreement for any reason, and with two (2) weeks written notice.
 7. Default. The non-breaching Party to this Agreement shall be entitled to payment of attorneys fees and costs from the breaching Party.

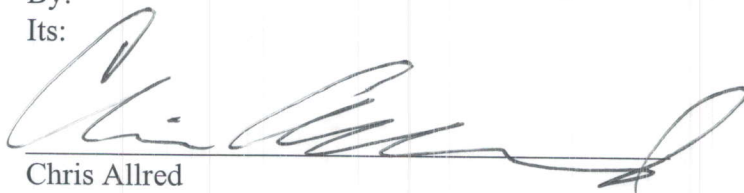
Dated this 27th day of July, 2004.

WASHINGTON TERRACE CITY



By:

Its:



Chris Allred

AMENDMENT TO CITY PROSECUTOR SERVICES AGREEMENT

WHEREAS, the City of Washington Terrace and Chris Allred have previously entered into an agreement for prosecution services; and

WHEREAS, Allred has requested a compensation increase of \$200 per month, consistent with the market for prosecution services throughout Weber County;

NOW THEREFORE, the parties agree as follows:

The agreement for prosecution services shall be amended to provide for monthly compensation of \$1,050. All other terms and conditions of the original contract shall remain in place.

DATED this ____ day of _____, 2025.

WASHINGTON TERRACE CITY

CHRIS ALLRED



City Council Staff Report



Author: Admin Dept
Subject: City Privacy Program
Date: 06-17-25
Type of Item: Action/Resolution

Summary Recommendation: Adopt, by Resolution, a City Privacy Program as required by state law.

Description:

- A. **Topic:** The City is required to adopt a Privacy Program in compliance with H.B. 444 "Data Privacy Rights".
- B. **Background:** In 2025, the Utah State Legislature amended state law to require that every governmental entity establish a Privacy Program by July 1, 2025. The Utah Office of Data Privacy was established to assist governmental entities identify, implement effective and efficient data privacy practices, tools, and systems to protect the privacy of personal data, comply with privacy laws, empower individuals to protect their personal data, and enable information use and sharing with other governmental entities.

The Chief Administrative Officer (City Manager) is responsible for establishing, executing, and monitoring the program. Yearly reports will be given to Council on the maturation of the Program.

The program policy entails the key elements required by state law:

- Privacy Notices where the city collects personal data
- Link Privacy Notices to the City website through QR code or other methods
- Establish a Data Breach Response process
- Yearly training for all employees
- Retention and destruction of personal data processes
- Monitor data collection and minimize risks of over collection of data
- Sharing of data procedures
- By July 1, 2026, establish that all city vendors who collect personal data have their own privacy policy, or be trained on the city policy.

- C. **Analysis:** The City has worked with staff departments on their collection, storage, access, sharing, and destruction of personal data, and has created a Privacy Policy Program that is structured after the guidelines of the state. This document is considered a working document and will be monitored at least yearly for any changes that are deemed necessary.

- D. **Fiscal Impact:** At this time, there is no fiscal impact to implementing this program.

- E. **Department Review:** City Manager, City Recorder

**CITY OF WASHINGTON TERRACE
RESOLUTION NO. 25-14**

PRIVACY PROGRAM POLICY

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,
UTAH, ADOPTING A PRIVACY PROGRAM AS REQUIRED BY UTAH
STATE LAW**

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, the City wishes to comply with state mandate placed upon municipalities as dictated by the Utah State Legislature in 2025 under H.B. 444 codified under Title 63A of the Utah Code Annotated;

WHEREAS, the City is dedicated to ensuring the protection and proper management of personal data within the entity; and

WHEREAS, the City goal is to protect individual privacy rights while enabling the city to carry out our mission while following state privacy vision and requirements stipulated in the Utah Government Data Privacy Act (UGDPA); and

WHEREAS, the City Council would like to establish the Privacy Program to be approved as written;

NOW, THEREFORE, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows: The Privacy Policy attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

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:

Amy Rodriguez, City Recorder

Roll Call Vote
Council Member Christiansen ____
Council Member Parkinson ____
Council Member Zishan ____
Council Member West ____
Council Member Thomas ____



PRIVACY PROGRAM POLICY

At Washington Terrace City, we prioritize privacy and data security. This Privacy Policy outlines our commitment to safeguarding personal data in compliance with applicable laws and regulations. This policy is in compliance with the Utah Government Data Policy Act (GDPA)

This is a general overview of the City Privacy Policy. Individual processes and procedures for reporting, collecting, storing, sharing, and processing will be in writing and available in each department that they are needed.

General Policy

Each employee with access to personal data is obligated, to the best of their ability, to only work with the minimal amount of data needed, and to protect the data they have been entrusted with , to ensure that data is not inappropriately shared or exposed and to prevent over-collection and over-retention.

Each employee with access to personal data is trained periodically, both at the start of their work and on an annual basis thereafter.

Each employee with access to personal data is responsible for reporting personal data incidents or other adverse events that they observe to their manager, dedicated IT, or Privacy Officer without delay.

Each employee with access to personal data is only allowed to access the data to which they have a legitimate need to know and report to their manager, dedicated IT, or Privacy Officer if they believe they have wider access than granted.

Persons with access to personal data are **not permitted** to engage in the sale of personal data unless it is required by law. Fees (based on an approved schedule, such as GRAMA) charged for access to records are not considered sale of personal data.

Data Collection and Usage

The City collects and processes data only for specific, lawful purposes and follows the Utah Fundamental Principles for Data processing. The overview of the principles are in attachments A and B of this policy.

Personal data is used solely for the purpose of which it was collected unless consent or legal obligations require otherwise.

Only the minimum amount of personal data necessary to achieve the specified purpose shall be collected.

The City does not sell or monetize any personal data.

A Personal Data Request Notice will be available at the time of data collection. The Data Request Notice will be displayed with signage, a QR code, or expressly written on the form or contract. The notice will inform individuals about the reasons for data collection, intended use of the data, consequences of refusing the data, and entities with whom the data will be shared.

The City Website will post a Privacy Statement informing visitors to the website of the data that may be collected.

The City will post signage at City events and recreation games where photographs or video may be taken stating that “Pictures will be taken at this event and may be displayed on the city website or social media platforms.” Public Meetings, such as City Council Meetings, which are recorded and televised through social media platforms will have wording on the agendas notifying the public that by attending the meeting that they give consent to their image, voice, and likeness being broadcasted.

Sample copies of the statements can be found in Attachments.

Data Access and Sharing

Access to personal data is restricted to authorized personnel. An Access Policy can be found in attachment E

The City shares personal data with third parties only, when necessary, in compliance with protection regulations, and under contracts that include necessary data requirement. The Privacy clause is in attachment C.

Data Retention

The City retains personal data only as long as it is needed, for its intended purpose, or as legally required. Once the retention period has expired, we securely delete the data using the following method(s) : Secure, certified records destruction through certified shredding company. Hard Drive or digital information will be disposed with current allowed practices.

The City adheres to the retention schedule approved by the Utah State Archives Division. Destruction of records where retention has been met is reviewed and completed at least annually.

Department Heads will be responsible for the retention of data and records and will be responsible to collect, label, and bring boxes to the City Recorder for destruction.

Data Security

The City employs security measures to protect personal data.

- Access controls. Each employee who has access to personal data is given access to computer programs through the City Manager or designee.
- Paper form. Hard Copy files will be securely locked when not in use.

Data Subject Rights

Individuals have rights under respective laws, such as GRAMA, that may include access, erasure, data portability, and objection to data processing rights. Individuals may contact the City to have access to their data for corrections and review.

Consent Management

There may be times where consent is required for data processing. The City will seek individual's agreement before processing the data. Consent may be withdrawn by the individual unless under certain circumstances, consent is unable to be withdrawn.

Data Breach Response

The City has procedures to detect, report, and respond to data breaches promptly, including notifying affected individuals and authorities. The procedures are at a higher level and for security reasons, will not be detailed in this policy. The City has a dedicated IT technician to enact the Incident Response Plan.

Privacy Officer

The Privacy Officer oversees data protection, privacy compliance, monitors the privacy program, responds to data privacy complaints, and serves as a point of contact for an individual's privacy rights. Our Privacy Officer can be contacted at:

Tom Hanson, City Manager

801.395.8282

tomh@washingtonterrace.gov

The Privacy Officer oversees the Information Security Officer who oversees the protection of the City's computer system and data from cyber threats. They implement security measures and monitor systems for breaches and ensure compliance with security standards. The City has a dedicated Information Technician.

Training and Awareness

Employees and volunteers receive security and privacy training on data protection responsibilities. The Human Resource Department will provide training to all employees on a yearly basis and log the completion and attendance of the trainings. Newly hired employees will receive the training within 30 days of new hire. Employees who transfer to a different job that requires more security training will receive new training at that time. Training will be given when policy, procedures, or laws dictate.

Compliance Monitoring

The City will review and update privacy policies to ensure compliance with respective laws at least annually. The City's Monitoring Metrics are listed in attachment D. The Compliance Monitoring and Reporting Policy is located in Attachments.

Partnerships

When appropriate, the City will partner with the following agencies for legal guidance, compliance, reporting requirements, and cybersecurity management.

- Attorney General's Office
- State Privacy Officer
- Cyber Center

Review

This policy shall be reviewed annually and updated as necessary to reflect changes in laws, regulations, or City operations. Significant updates will be communicated to residents via the City's official website and other appropriate channels.

Disclaimer and Contact Information:

This Privacy Policy was approved by the City Council in open meeting on July 17, 2025

The City reserves the right to update the Privacy Program Policy as needed throughout the year as laws, processes, and best practices may dictate.

For questions concerning this policy, please contact Tom Hanson at 801.395.8282 or tomh@washingtonterrace.gov

Attachments:

- A. Utah Fundamental Privacy Principles
- B. Personal Data Notice
- C. Privacy Clause for vendors
- D. Monitoring Metrics
- E. Data Access and Sharing Procedures (Data Inventory Form)
- F. Retention Schedule Policy
- G. Data Breach Response (Restricted)
- H. Relevant Policies and Forms
 - City Website Privacy Statement
 - Compliance Monitoring and Reporting Policy
 - Data Subjects Rights
 - Training and Awareness Policy

ATTACHMENT A

Utah Fundamental Privacy Principles

1. Individual Participation
2. Lawful, Fair, and Responsible use
Collection, use, and disclosure:
 - Based on legal authority
 - Not deceptive
 - Not discriminatory or harmful
 - Relevant and readable
3. Data Minimization
The minimum amount of information is collected, used, or disclosed to accomplish the stated purpose
4. Transparency and accountability
Transparency means being open about what personal information is collected, for what purposes, and who it is shared with under what circumstances. Accountability involves taking responsibility for adhere to data privacy laws.
5. Security
Appropriate administrative, technical, and physical security practices to protect the confidentiality, integrity, availability and control of personal information.
6. Due diligence.
Taking reasonable steps and exercising care before and after entering into an agreement or arrangement with a third party sharing personal information.

Personal Data Collection Notice

CONTRACTS AND CITY FILES

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Company/Agency Name, Address, Telephone number, email address, Social Security Number or Tax ID Number, Financial Account Information.

Usage Data: The information is collected for Contracts entered into with the City for services, agreements, vendor information, development agreements, and other official city business.

Why do we collect this data?

To maintain current contract information with contractors and entities in which the city has entered an agreement.

To comply with Open Meetings Act requirements for transparency.

To collect tax information from vendors for IRS compliance.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Federal or state law)

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures including encryption when needed, password protections to allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule.

Your rights:

You can contact us here to carry out your rights: amy@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov

Personal Data Collection Notice

UTILITY BILLING, BUSINESS LICENSE, PLANNING AND CODE DEPT.

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Home/mailling address, Date of Birth, Email Address, Telephone Number, Sales Tax Number, License Plate, Signature

Usage Data: Utility Account set up, Business License application, Facilities Reservations, Code enforcement

Why do we collect this data?

To maintain and improve record keeping of utility accounts, business license applications, facility reservations, Building permits, and code enforcement concerns. Information helps with the verification of property ownership and verification of business operations for compliance with applicable laws and ordinances.

To communicate with you about updates, events, city emergencies, utilities outages, account inquiries, renewals, and time-sensitive information.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Federal or state law)

3rd parties that we contracted with to provide the services you request, such as facilitating payments online.

3rd parties that we contracted with to provide billing statements or mailings.

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures including encryption when needed, password protections to allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule.

Your rights:

You can contact us here to carry out your rights: amy@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov

Personal Data Collection Notice

HUMAN RESOURCES

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Date of Birth, Address, Telephone number, email address, Social Security Number, State ID Number, Alien Registration Number, Driver's License Number, Financial Account Information, Passport Number, Citizenship status, Education Level, Work related data (occupation, title, salary, work history, performance reports), Medical/Workers Comp information, Financial history, Criminal Records, Drug Screen, and some family information (names, socials, for insurance purposes)

Usage Data: The information is collected for Employee Records and Payroll Information. Some of the above data is collected on Employment Applications for prospective employees.

Why do we collect this data?

To maintain a current Employee File, which contains, but is not limited to: An IRS I-9 verification form as required by federal law, Complete Motor vehicle License checks per City Policy, Payroll Information for payroll processing, Insurance information, Emergency Contact Information, Performance reviews and certifications.

To review and evaluate employment applications and contact information for interviews and follow up contact.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Federal or state law)

3rd parties that we contracted with to provide Health Insurance (PEHP) and Retirement Service (URS)

3rd parties that we contracted with to provide Insurance to the City for Workers Compensation, Vehicle Background checks, and optional auxiliary insurance for eligible employees.

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures including encryption when needed, password protections to allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule.

Your rights:

You can contact us here to carry out your rights: amy@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov

Personal Data Collection Notice

RECREATION DEPARTMENT

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

General Information (when applicable): Name, Date of Birth, Address, Telephone number, email address, Social Security Number, Driver's License Number, School Grade of minors

Additional Information for certain recreational sport programs (when applicable): Gender, weight, height, medical information (medications, operations, physician provided bio-metrics), Proof of Insurance

Usage Data: The information is collected for volunteer/coaches background checks, registration information for minors for placement on teams, WFFL football league requirements.

Why do we collect this data?

To maintain a current background check on volunteers and coaches who work within our recreation programs.

To register minors for recreation programs and ensure that they are placed within the appropriate age group/skill level.

More in-depth information is needed in compliance with the W.F.F.L. Football league by-laws to ensure that minors are declared physically fit by their family doctors to play in the league.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Federal or state law)

3rd parties that we contracted with to provide online registration services.

3rd parties that we contracted with to provide the Football League Program (W.F.F.L)

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures including encryption when needed, password protections to allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule.

Your rights:

You can contact us here to carry out your rights: amy@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov

Personal Data Collection Notice

JUSTICE COURT AND ANIMAL LICENSING

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Home/mailling/work address, Date of Birth, Email Address, Telephone Number, Criminal Records

Usage Data: Contact information for notifications, offer senior discounts on licensing.

Why do we collect this data?

To contact you concerning the scheduling of court dates, warrant issuance, inquiries on payments.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Prosecutors, Federal or state law)

3rd parties that we contracted with to provide animal control services (South Ogden City)

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures required by the Administrative Office of the Courts, as well as the Bureau of Criminal Investigations (BCI) . We only allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule for the Justice Court.

Your rights:

You can contact us here to carry out your rights: amyr@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov

DATA PRIVACY NOTICE

The City of Washington Terrace contracts with the Weber County Sheriff's Office for law enforcement services.

The City does not collect nor retain Personal Identifying Information for the Sheriff's Office.

For information regarding the Privacy Program of Weber County Sheriff's Office, Please contact their Records Department at 801-778-6653., or visit their website :

<https://www.webercountyutah.gov/sheriff/>

Personal Data Collection Notice

Fire Department

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Date of Birth, Age, Gender, telephone number, address, Medical history, vital signs

Usage Data: Contact information for Fire Reports, Information for EMS medical Services and transport

Why do we collect this data?

To accurately identify home in case of fire/calls for service for reports. We collect the minimum amount of medical data needed to assist with EMS calls/transport to hospitals if necessary.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Prosecutors, Federal or state law)

Reports are submitted directly to the State for legal purposes.

How do we protect your data?

We do not store or house any data in hard copies, or on the city server. All information is digitally input into a secure and encrypted program. When reports are submitted, they are sent directly to the State. Reports cannot be retrieved after submittal, except by the Fire Chief, who must report and state why he is retrieving any data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

Data is transferred directly to the State. The City does not retain any of the data collected.

Your rights:

You can contact us here to carry out your rights: amyr@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

tomh@washingtonterrace.gov



Privacy Provisions for Vendor Contracts

Legal Compliance: The Vendor shall comply with federal and state data protection laws and regulations in relation to the services provided under this contract, including but not limited to the Governmental Data Privacy Act.

Data Protection and Security: The Vendor shall implement and comply with federal and state regulations to ensure the security and confidentiality of Washington Terrace City data. The Vendor shall employ industry-standard security measures and best practices to safeguard the data. The Vendor shall implement adequate administrative, technical and physical safeguards. Such measures may include, but are not limited to, encryption, access controls, firewalls, intrusion detection systems, regular security assessments, and employee training on data protection and security.

Confidentiality: The Vendor shall maintain the strict confidentiality of the City of Washington Terrace's data and shall not disclose it to any third party without obtaining the city's prior written consent. The Vendor shall ensure that its personnel involved in the processing of data are subject to confidentiality obligations and are aware of the importance of maintaining the security of the data.

Use of Data: The Vendor shall use the City of Washington Terrace's data solely for the purposes explicitly specified in the contract and may not use the data for any other purpose without obtaining the City's prior written consent and is specifically forbidden to sell, monetize or otherwise improperly share the client's data. This limitation is also applicable to use of any insights or contextual data derived of the client's data.

Subcontracting: In the event that the Vendor intends to subcontract any services under this contract, they shall ensure that subcontractors comply with the privacy clauses required by the Vendor and obtain the City of Washington Terrace's approval of the subcontractors engaged.

Breach¹ Notification: The Vendor shall promptly notify the City of Washington Terrace within 24 hours of any verified or suspected breach of data security, unauthorized disclosure, or misuse of the City of Washington Terrace's data, as defined by federal and state law. Further, if it is unclear whether an event may be considered a breach, unauthorized disclosure, or misuse of data as defined in the contract, the Vendor shall err on the side of caution and disclose the event to the City of Washington Terrace. The Vendor shall fully cooperate with the City of Washington Terrace during the investigation and mitigation of the breach and shall provide the City with all relevant details regarding the breach, including the nature of the breach, the data affected, the potential consequences, and any remedial actions taken or proposed to address the breach. Vendor is obligated to get approval from Washington Terrace City before circulating a notice of breach to the impacted individuals or regulatory bodies. If credit monitoring is offered as a result of an incident arising from or in connection with the vendor's activities, the vendor is responsible for covering the cost of such monitoring and ensuring that victims of the

¹ Breach is typically defined as: the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where: a person other than an authorized user accesses or potentially accesses regulated data such as personally identifiable information, personal information or personal data, or an authorized user accesses such data for another than authorized purpose.

breach are not automatically enrolled in a for-profit data-sharing program by the credit monitoring service provider.

Data Deletion: Upon termination of the contract, or at a request of the City of Washington Terrace , the Vendor shall securely delete or return all of the City of Washington Terrace data as specified in the contract, ensuring that the data is securely and irreversibly deleted to prevent unauthorized access or recovery and providing a Certificate of Destruction within 14 days from contract termination or request submitted.

Liability and Insurance: The Vendor shall assume full liability for any damage or loss arising from a confirmed or suspected breach of data security or privacy, or its investigation, and shall maintain adequate insurance coverage that specifically includes data privacy protection throughout the term of the contract as well as throughout the term the vendor holds or in any way uses the City of Washington Terrace's data. The Vendor shall provide to the City of Washington Terrace a certificate of insurance satisfactory to the city before services provided.

The Vendor acknowledges that its liability for any damage or loss arising from or connected to a data security breach or privacy violation shall not be limited solely to the extent of insurance coverage, and the Vendor remains fully responsible for any liabilities beyond the insurance coverage limits.

Audit Clause: The City of Washington Terrace has the right to conduct audits, including on-site, to verify the Vendor's compliance with the contract. The City of Washington Terrace may choose to conduct the audit themselves or engage a third-party auditor, and the Vendor shall fully cooperate with the audit process.

WASHINGTON TERRACE CITY MONITORING METRICS UNDER THE CITY PRIVACY PROGRAM

1. Privacy Policy and Notices

The City of Washington Terrace has updated Privacy Policy Statements and notices, which undergo yearly updates and are available to the public

- 1 The City has a properly published privacy policy that the employees or other persons with access to the organization's data are required to adhere to

☐

YES

☐

NO

- 2 The City has a privacy policy statement on their website.

☐

YES

☐

NO

- 3 The statement has been reviewed/updated within the last 12 months.

☐

YES

☐

NO

- 4 The statement complies with legal requirements outlined in the code.

☐

YES

☐

NO

- 5 The City embeds privacy notices at entry points of data collection (City Hall, Registration area, Court, online, forms)

☐

YES

☐

NO

- 6 The notices are periodically reviewed for accuracy .

☐

YES

☐

NO

2. Regular Health Checks

The City of Washington Terrace conducts regular checks to assess compliance with privacy policies and procedures. Health Checks can identify areas of non-compliance and help the city take corrective action to ensure that privacy policies are being followed.

- 1 Health check conducted within last 24 months

☐

YES

☐

NO

- 2 Outcome shows improvement since last check was performed

☐

YES

☐

NO

3. Incident Tracking

The City of Washington Terrace tracks privacy incidents and data breaches. By tracking incidents, the city can identify patterns and trends that may indicate weakness in policy and procedures

1 Incident tracking is being done

☐

YES

☐

NO

2 Numbers of reported incidents show rise of awareness

☐

YES

☐

NO

3 Root cause analysis is being performed

☐

YES

☐

NO

4 Lessons learned are implemented

☐

YES

☐

NO

5 Annual report provided to the Utah Cyber Center

☐

YES

☐

NO

6 Tracking of breaches reportable to the Utah Cyber Center and Attorney General's Office is conducted on an annual basis

☐

YES

☐

NO

4. Privacy Training

The City of Washington Terrace provides training to employees to ensure that they understand the importance of privacy policies and know how to follow them. Ongoing training helps employees stay up to date.

1 Mandatory privacy specific training is assigned to all new hires

☐

YES

☐

NO

2 Mandatory training extends to volunteers

☐

YES

☐

NO

3 Annual mandatory training is provided to all employees

☐

YES

☐

NO

4 Records of completion of all training is kept

☐

YES

☐

NO

5 Training modules get updated annually to reflect new changes in law

☐

YES

☐

NO

5. Privacy Impact Assessments (PIA)

The City of Washington Terrace conducts PIAs to identify potential privacy risks associated with new projects or initiatives to design processes from the start

1 Number of PIA conducted is greater than zero in the measured

YES

NO

2 Completed PIA records must be retained for a minimum of three years from the date of completion

YES

NO

6. Internal Reporting

The City of Washington Terrace encourages employees to report any privacy incidents or concerns to the Risk Manager to help identify potential concerns and corrections.

1 The City has a dedicated Privacy Records Management Officer

YES

NO

2 Such officer has undergone specific training for their role

YES

YES

7. Privacy Rights

The City of Washington Terrace can address data subject requests and uphold their rights, including accessing or deleting their personal data.

1 Individual Request Response time measured

YES

NO

2 Response time improved since last period metrics were collected

YES

NO

8. Privacy Complaints

The City of Washington Terrace tracks privacy complaints, analyzes root causes, and embeds appropriate safeguards based on findings.

1 The City tracks number of complaints per year

YES

NO

2 Overall number of substantiated complaints is smaller than last measured

YES

NO

3 All complaints have been resolved and the complaintant is informed

☐

YES

☐

NO

4 Time to resolve complaintes is tracked

☐

YES

☐

NO

9. Records Retention Scheudle

The City of Washington Terrace periodically reviews its adherence to respective records retention schedules and has an updated policy on records management and data classification

1 The city conducts an annual revie wof obsolete records

☐

YES

☐

NO

2 The city undertakes steps to establish record classification standard

☐

YES

☐

NO

3 The city submits necessary documents to the State Archives per respective code section

☐

YES

☐

NO

4 Records Officer certification complies at time of check

☐

YES

☐

NO

10. Third Party Management

The City of Washington Terrace adequately manages its vendors that may have access to the citys data, and monitors compliance.

1 Repository of contracts exists

☐

YES

☐

NO

2 Contracts include appropriate privacy clauses, vetted by legal

☐

YES

☐

NO

3 At the end of relationship, the vendor is required to produce a certificate of destruction of data

☐

YES

☐

NO

Manager signature

Date



ATTACHMENT E. DATA ACCESS, DATA COLLECTION, AND SECURITY MEASURES

Personal data shall be collected only for specified, lawful purposes and processed in a manner compatible with those purposes. Data is solely used for the purpose of which it was collected unless consent or legal obligations require otherwise.

Personal data access is restricted to authorized personnel. Employees will receive training upon new hire and then annually from then on, unless job-specific changes occur which require more training.

Employees will review forms and procedures to ensure that only the minimum amount of data is collected for completion of the purpose of collection.

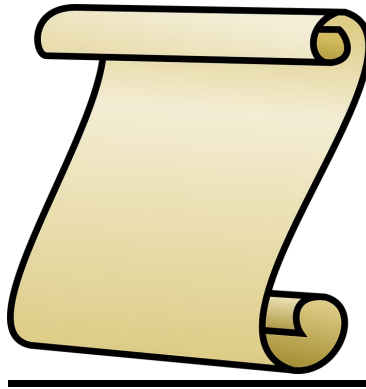
- Yearly review of forms to determine if information is needed. If purpose of collection can be accomplished with less information, forms will be updated to reflect that only the minimum amount of information is collected.
- A Privacy Data Request Notice QR code will be provided on all forms in which personal data is collected.
- A Privacy Data Request Notice QR code will be displayed at point of collection

Persons with access to personal data are allowed to sale any personal data.

The City shares personal data with third parties only when necessary, in compliance with protection regulations and under contracts that include necessary data requirement. A Privacy Clause will be attached to all contracts and provided to the vendors with access to personal data.

At any time, the Privacy Officer feels that access restriction is warranted, the Privacy Officer may revoke access privileges to employees/volunteers.

CITY OF WASHINGTON TERRACE **RECORDS MANAGEMENT POLICY**



MARCH 2025

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PURPOSE

The purpose of this Policy is to provide clear guidance and uniform procedures in maintaining City-wide records that include the maintenance, classification, release, and destruction of City records. Additional benefits include, but not limited to:

- To aid and assist the continuing operations of government in making informed decisions
- To maintain good business practices- records management creates efficiency
- To allow information to be open for observation and access, while safeguarding privacy and confidentiality

RECORD OFFICER RESPONSIBILITIES

The Record Officer oversees the maintenance, classification, release, and destruction of city-wide records and oversees the departmental appointed records keeper. The Records Officer makes the final decision concerning the records of the City. The Records Officer is a knowledgeable person of records management, typically the appointed city recorder, who has been trained by the State Archives. The responsibility of the Record Officer includes, but not limited to the following:

- Develop and provide oversight of the records management program in the City, including training others in the City to follow established records management guidelines, policies, and retention schedules.
- Serve as the contact person with the State Archives.
- Oversee the departmental records coordinator
- Implement State record retention schedules
- Schedule and follow through on destruction of obsolete records
- Maintain information on what record series have been scheduled and conduct periodic reviews to update information as changes occur.
- Report classification designations on record series to State Archives.
 - Log destruction of electronic records
- Respond to all requests for information

INDIVIDUAL DEPARTMENT RESPONSIBILITIES

Each City department plays a key role in the records management process and its success. Each department will delegate a person to act as “Record Coordinator”. This person will coordinate with the Record Officer the maintenance of all department records. Specifically, the records coordinator will be responsible for the following:

- Maintain an accurate inventory and maintenance of all active records
- Transfer, at least annually, inactive or records to be destroyed to the Record Officer
- Provide the Record Officer with information or records in complying with GRAMA requests.
- Maintain and understand the department’s retention schedule

RECORD INVENTORY

Records Management begins with a comprehensive knowledge of what each record includes. The best way to gain an understanding is through a records inventory. Physical inventory is the foundation of a great records management program.

Every subsequent step is based on its accuracy and completeness. The inventory work throughout various departments in an organization provides a detailed view of the everyday operations of government. Records inventory produces a valuable management tool and provides unique in-depth insight into organization-wide operations. This is a very important step to allow the Records Officer to gain a better knowledge of all essential data. The inventory should include all records both active and inactive that are stored within each Department.

The time spent by the records officer and departments will be lengthy in the beginning; however, once the project is complete the maintenance will be second nature. This is an ongoing process; each department's designated records coordinator will work with the records officer to offer access to all pertaining desks, file cabinet, and electronic files.

WHO MAINTAINS A RECORD?

Each department should maintain all records within their possession. When the records coordinator of the department determines a record to be inactive, the record shall be transferred to the records officer to be maintained until the record reaches its maturity at which time the record may be destroyed. All permanent records may be transferred to the Utah State Archives at the discretion of the records officer.

When transferring records to the record officer, please use the "Records Management Transfer Form" and attach to each box with descriptions of the records.

INTERNAL RECORDS REQUESTS

Staff may refer to city departments for information as necessary to complete one's assigned duties. Records requiring access to active departmental records should be referred to the department's designated records coordinator. Records requiring access to non-active or permanent records not in the possession of the departments should be referred to by the records official. Staff requests for information unrelated to assigned duties must comply with the government records access management act (GRAMA).

PUBLIC RECORDS REQUEST

Public requests for a record must be made by completing a GRAMA request form. The completed form will be transferred to the record official to respond to the request. **A public records request is only to be authorized and released by the records officer or designee during the records officer's absence.** If necessary, the record coordinator shall provide the records officer with the information and records necessary to comply with the request. The record official shall maintain a complete detailed listing of all record requests. Please refer anyone asking for records to use the GRAMA request form.

HOW TO TRANSFER RECORDS TO THE RECORDS OFFICER

When a record has been declared inactive, the records coordinator shall box and label the inactive record. The label shall include the record name, description, and time period of record. For example, Record Name Payroll, Record Description time sheets, Date: from January 1, 2005 – December 31, 2005 GSR Code: GSR 116 (codes have been provided to each department and can be found in the city/shared drive under Records Management.). After the record has been boxed and labeled, the record coordinator shall take the record to the record official to maintain. Please use the form provided by the Records Officer to ensure that there is consistency among the labeling of the boxes.

RECORD DESTRUCTION

When a record has reached the required retention established by the Utah State Archives, the records official shall prepare, at least annually, a detail inventory of the expired records certifying its contents and receiving written approval from the records coordinator of the department from which the record was transferred from. The records official shall transfer the records to be destroyed to a certified burn center, or certified shredding service.

When a record has reached the required retention established by the Utah State Archives, and is in electronic form, the records coordinator may delete/destroy the record. The records coordinator will log the destruction of the digital record on the “Department Destruction Log” located in the Records Management folder on the city shared drive. This log is to be kept by the records coordinator and given to the records officer at the time when the destruction of paper records is completed to be kept with the Certificate of Destruction log for that year.

GLOSSARY

ACTIVE RECORD: is a record used or referred to at least once a year.

CLASSIFICATION: “Classification,” “Classify,” and their derivative forms mean determining whether a record series, record or information within a record is public, private, controlled, protected, or exempt from disclosure under Subsection 63-2-201 (3)(b).” UCA 63-2-103(3)

ELECTRONIC RECORD: a database system record, Email, and individual work station files.

GRAMA The Government Records Access and Management Act: is a comprehensive records law dealing with the management of government records, who is entitled to access those records, the exercise and enforcement of access rights, and the establishment of the State Archives. GRAMA states that it is the responsibility of Utah’s governmental entities and political subdivisions to “establish and maintain an active, continuing program for the economical and efficient management of the governmental entity’s records (UCA 63-2-903(1)).”

INACTIVE RECORD: is a record used or referred to less than once a year.

RECORD: ‘Record’ means books, letters, documents, papers, maps, photographs, films, cards, tapes recordings, electronic data or other documentary materials regardless of physical form or characteristics: which are prepared, owned, received, or retained, by a governmental entity or political subdivision; and where all the information in the original is reproducible by photocopy or other mechanical or electronic means. UCA 63-2-103 (1) (a)

RECORDS COORDINATOR: department designee assigned to maintain individual department records and inventory

RECORDS OFFICER: (City Recorder) “Records Officer” is the individual appointed by the chief administrative officer of each governmental entity, or political subdivision to work with State Archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records. UCA 63-2-103(21)

RECORDS RETENTION SCHEDULE: The records retention schedule will follow the Utah Municipal General Records Retention Schedule as issued by the Utah State Archives & Records Service.

SCHEDULE, SCHEDULING: the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.

G. DATA BREACH RESPONSE PLAN

SENSITIVE MATERIAL:

RESTRICTED

City of Washington Terrace Privacy Policy Statement

Privacy Policy

The City of Washington Terrace is committed to safeguarding the personal data of its residents, employees, and stakeholders. This policy outlines our practices for collecting, processing, storing, and sharing personal data in compliance with the Utah Government Data Privacy Act (GDPA), Utah Code Section 63 D-2-103. Access to your information is limited to those who need it to perform City Operations. Access to work areas and digital systems that contain your controlled information is protected and restricted.

Washington Terrace City is committed to protecting your privacy. The purpose of this statement is to inform those initiating, updating, inquiring, or terminating services with Washington Terrace City where personally identifiable information (PII) is collected and processed. For the purposes of this statement, “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. Personally Identifiable Information is not a classification or records under Utah Code Section 63G, Chapter 2, Government Records Access Management Act (GRAMA). If an appropriate request is made to the city for information that is subject to disclosure under GRAMA, and not otherwise private, controlled, or protected, the City may be required to disclose the information requested. Personal data shall be retained and disposed of in accordance with a documented record retention schedule

Data Collection

Personal data shall be collected only for specified, lawful purposes and processed in a manner compatible with those purposes. Our website is not set up to track, collect, or distribute PII’s about our visitors

Only the minimum amount of personal data necessary to achieve the specified purpose shall be collected.

Data Processing

The City of Washington Terrace shall process personal data only when there is a lawful basis, such as consent, legal obligation, or public interest. Efforts will be made to ensure personal data is accurate, complete, and up to date. Personal data shall be used only for the purposes specified at the time of collection, unless further use is authorized by law. Information that you voluntarily supply when you register or initiate transactions, such as your name, address, email, and telephone number is private and confidential. Information gathered is stored in a secure location and is accessible only by designated staff and is used only for the purpose for which you provide the information.

Individuals have the right to request access to their personal data held by the City.

Individuals may request correction of inaccurate or incomplete personal data. Individuals may contact the City Recorder’s Office at amyr@washingterrace.gov by email, or the Department in which a transaction was initiated to request deletion of their personal data, subject to legal or operational requirements.

Data Sharing and Disclosure

Personal data shall not be shared with third parties unless permitted by law or with the explicit consent of the data subject. The City shall not sell personal data unless expressly required by law. The City shall not establish, maintain, or use undisclosed or covert surveillance unless permitted by law.

Non-City Websites and Third-Party Services

Washington Terrace City contracts with third parties for certain services such as website hosting, financial transactions, permit requests, and registrations. Various third-party websites may be linked through Washington Terrace website to provide or facilitate services for the public.

In using a third-party service, you are also agreeing to that services Privacy Policy. Washington Terrace City is not responsible for the privacy practices, privacy statements or content hosted on external websites. Visitors to third-party websites are advised to check the privacy notices of those websites and be cautious about providing PII without understanding how that information will be used.

Children's information

Washington Terrace City online services are intended for use by adults. The city does not knowingly collect personal data from children under 13 years of age. Users should be aware that the PII submitted to the city website will be treated as information given by an adult and may become subject to Public Records Requests as controlled by GRAMA. Washington Terrace City does collect personal information about children under the age of 13 with parental consent. We only collect the information necessary to provide the agreed upon service at the time of collection.

Contact

Washington Terrace City operates its website in cooperation with Catalyst.

If you have any questions or concerns, please contact:

Phone: 801.395.8282

Email: tomh@washingtonterrace.gov

We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this notice, which is reviewed annually. For more information on our privacy or records management practices, please contact the City Recorder at amyr@washingtonterrace.gov

Changes to this Policy

The City reserves the right to change this policy at any time by posting revisions on the City Website. This privacy policy does not create any contractual or other legal rights in or on behalf of any party. Nothing contained herein shall be interpreted to waive, in whole or in part, Washington Terrace City governmental immunities (whether statutory or common law). You agree that any claims or lawsuits arising from the use of the Clearfield City websites shall be governed by Utah law

Last revision: 03/25/2025



COMPLIANCE MONITORING AND REPORTING PROCEDURES

The City will review and update privacy policies yearly to ensure compliance with respective laws. Reviews may be completed periodically when laws or best practices change, but must be completed at least annually.

Items to be monitored:

- Incident and breach reporting log. Log should be reviewed to notate any patterns or trends that may have occurred. Log should be reviewed to ensure that all incidents were resolved.
- Privacy complaint log should be reviewed to notate any patterns or trends that may have occurred. Log should be reviewed to ensure that all incidents were resolved. Timely replies and resolutions should be notated.
- Regular Health Checks should be completed annually to determine if there are any weaknesses in the processes of the City and what corrective actions can be taken.
- Departments who store or process personal data should review their Personal Data Inventory sheet annually and report any changes to the Privacy Officer.
- Any changes that occur through Privacy Data Inventory sheets should be notated and updated on the City Privacy Statement (Website) as well as the City Privacy Data Request Notice.
- The Privacy Officer shall complete the Monitoring Metrics sheet yearly and note any improvements or changes in maturity of the program.

The Privacy Officer will complete the Internal Annual Report for Data Sharing and the report will be submitted to the Mayor and City Council, unless otherwise specified in law.



DATA SUBJECTS RIGHTS

The City does not sell or monetize any personal data. Requests made for personal data under the Utah GRAMA statute does not constitute sale of personal data.

A Personal Data Request Notice will be made available at the time of data collection. Notice may be displayed on signage, a QR Code, on the form, or handed out separately. This notice will inform individuals about the reasons for the data collection, intended use of data, consequences of refusing data, and entities in which data may be shared.

Individuals may contact the City to have access to their data for corrections and review. Individuals may contact the City Recorder at 801.395.8283, or amyr@washingtonterrace.gov to request their access to their data, and make any corrections necessary. The Recorder will complete the forms needed for corrections, and notify the department involved in changing the data. If further information is needed, the department will contact the individual.

The City will seek individual's agreement before processing data that may need expressed consent. The Employee will use the DATA PROCESSING CONSENT Form to obtain a signed signature from the individual.

Individuals have the right to request deletion of their personal data, subject to legal or operational requirements.

Individuals have the right to withdraw their consent to use of personal data, when circumstances allow. The City may use the data until the written acknowledgement of the withdrawal.



TRAINING AND AWARENESS POLICY

The City of Washington Terrace provides privacy training to employees and volunteers to ensure that they understand the importance of privacy policies and know how to follow them.

Privacy-specific training will be conducted by the Human Resource Department/City Recorder in conjunction with the Privacy Officer annually. Training will consist of refreshers and new policies or changes in procedures. The training will be held in-person and an attendance sheet will be maintained by the Human Resource Department.

Newly hired employees will receive the training within 30 days of hire. If an employee is transitioning to a different job description which requires more training, the training will be given within 30 days of the transition.

When in-person training is not possible, the Human Resource Department will provide the employee/volunteer with the material presented in the training and the employee/volunteer must sign an affidavit that the required training was completed.

The Privacy Officer will review new changes/best practices and laws annually before the training is to take place. Modules and training materials will be updated to reflect the changes.

Employees will be trained on privacy policy, storing and sharing information, records retention relating to personal information, as well as reporting of incidents and breaches.



**City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, June 17, 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

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 JUNE 3, 2025

4. NEW BUSINESS

**4.1 MOTION/RESOLUTION 25-13: A RESOLUTION ADOPTING THE FISCAL
YEAR 2025-26 BUDGET DOCUMENT**

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

City of Washington Terrace
Minutes of a Redevelopment Meeting
Held on Tuesday, June 3, 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
Board Member Cheryl Parkinson
Vice Chair West
Board Member Michael Thomas
Finance Director Shari' Garrett
City Recorder Amy Rodriguez
City Manager Tom Hanson
Weber County Sheriff Lt. Shaun Endsley

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 MAY 20, 2025

Items 3.1 and 3.2 were approved by general consent.

4. NEW BUSINESS

**4.1 PRESENTATION/DISCUSSION: CHANGES TO THE FISCAL YEAR
2025-26 TENTATIVE BUDGET IN PREPARATION FOR FINAL BUDGET
ADOPTION**

Hanson stated that the County had an error in their map of the RDA project area, noting that it included the project area as well as some surrounding property. Hanson stated that the County corrected the project area and error so that it would correctly reflect the project area. Hanson stated that the valuation given to us previously was incorrect. The correct total is \$150,146. Hanson stated that we need to reflect this correction in the budget. Hanson stated that the area was shrunk to match the actual area. Hanson stated that moving forward we should still receive \$150,146.

**4.2 DISCUSSION/MOTION: MOTION TO AUTHORIZE THE
USE OF TAX INCREMENT FUNDS FROM THE SOUTH POINTE**

48 **REINVESTMENT PROJECT AREA FOR PARTIAL REPAYMENT OF**
49 **GOLDEN WEST CREDIT UNION INCENTIVES**

50 Hanson stated that there are two different areas under the RDA umbrella: The Southeast Area
51 and the SouthPointe Area, which was created for the GoldenWest Credit Union Project. Hanson
52 explained that the Southeast Area RDA paid the \$1.2 million incentive to GoldenWest Credit
53 Union on behalf of the SouthPointe RDA.

54 Hanson stated that the Southpointe Area RDA has begun receiving tax increments. Hanson stated
55 that the motion is for the Board to authorize the use of a portion of the tax increments to repay
56 the Southeast RDA for a portion of the \$1.2 Million incentive until the \$743,000 cap is met.

57
58 Hanson stated that the incentive paid to GoldenWest has already outperformed the projections
59 that we were anticipating from the SouthPointe RDA Area, noting that the valuation of the
60 building is extremely more than we were anticipating and the tax increments are coming in
61 strong.

62
63 **Motion by Vice-Chair West**
64 **Seconded by Board Member to Christiansen**
65 **To authorize the use of tax increment funds from South Pointe**
66 **Reinvestment Project Area for Partial Repayment of**
67 **Golden West Credit Union Incentives as described**
68 **Approved unanimously (5-0)**

69
70 **5. ADJOURNMENT OF MEETING: CHAIR ALLEN**

71
72 **Motion by Board Member Thomas**
73 **Seconded by Board Member Christiansen**
74 **To adjourn the meeting**
75 **Approved unanimously (5-0)**
76 **Time: 6:49 p.m.**

77
78
79 _____
 Date Approved

 City Recorder

City of Washington Terrace

County of Weber, State of Utah

RESOLUTION NO. 25-13

A RESOLUTION FOR THE WASHINGTON TERRACE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (A.K.A. REDEVELOPMENT AGENCY) ADOPTING THE FISCAL YEAR 2025-26 BUDGET

WHEREAS, Utah State Law requires that on or before the first regularly scheduled meeting of the governing body in the last May a tentative budget for the ensuing year shall be presented to the governing body and prior to June 30 of each year the Council shall by resolution adopt a budget for the ensuing year; and

WHEREAS, the City Manager and Finance Director on the 6th day of May 2025, presented to the board a tentative budget for Fiscal Year 2025-26; and

WHEREAS, the governing body has reviewed and considered the tentative budget for Fiscal Year 2025-26, and budget plan for Fiscal Years 2027 - 2030 during a series of public meetings; and

WHEREAS, the governing body, during their regularly scheduled meetings, held public hearings on Tuesday, May 20, 2025, at City Hall to receive public comment on the tentative Fiscal Year 2025-26 budget prior to its final adoption on June 17, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Washington Terrace Redevelopment Agency, County of Weber, State of Utah that the Fiscal Year 2025-2026 budget be adopted as presented and *attached (A)* hereto.

EFFECTIVE DATE. This Resolution shall take effect July 1, 2025, for the Fiscal Year beginning July 1, 2025.

PASSED AND ADOPTED this 17th day of June 2025.

WASHINGTON TERRACE REDEVELOPMENT AGENCY

Chair Mark C. Allen

Attest:

City Recorder

Roll Call Vote

Vice- Chair West ____

Board Member Christiansen ____

Board Member Parkinson__

Board Member Thomas ____

Board Member Zishan ____

RESOLUTION 25-13

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format
Period 00/25 (07/01/2025)

Page: 20

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CDRA FUND 70				
INTERGOVERNMENTAL REVENUE				
70-31-10	Tax Increment - Southeast	470,570	440,000	440,000
Total INTERGOVERNMENTAL REVENUE:		470,570	440,000	440,000
OTHER REVENUE				
70-36-10	Interest Earnings	166,715		
Total OTHER REVENUE:		166,715		
OPERATING EXPENDITURES				
70-40-11	Salaries and Wages	15,000	14,400	14,400
70-40-13	Benefits	1,350	1,400	1,400
70-40-21	Memberships, Books, Subscripti	250	2,800	2,800
70-40-23	Travel and Training		1,000	1,000
70-40-50	Charges for services GF 10	6,509	6,509	6,509
70-40-82	Budgeted Increase Fund Balance		413,891	313,891
Total OPERATING EXPENDITURES:		23,109	440,000	340,000
SOUTHEAST PROJECT AREA				
70-45-31	Professional and Technical	729		
70-45-40	Kanyon Particip Agree WTC396			100,000
70-45-41	Goldenwest Dev Agreement SP1	1,200,000		
70-45-44	Land Develop Parcel 070370031	2,951		
Total SOUTHEAST PROJECT AREA:		1,203,680		100,000
CDRA FUND 70 Revenue Total:		637,285	440,000	440,000
CDRA FUND 70 Expenditure Total:		1,226,789	440,000	440,000
Total CDRA FUND 70:		-589,504		

RESOLUTION 25-13

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CDRA CENT BU DIST(CBD) FUND 71				
71-36-10	Interest Earnings	12,892		
Total :		12,892		
CDRA CENT BU DIST(CBD) FUND 71 Revenue Total:		12,892		
Total CDRA CENT BU DIST(CBD) FUND 71:		12,892		

RESOLUTION 25-13

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format

Page: 22

Period 00/25 (07/01/2025)

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CRA SOUTH POINTE FUND 72				
72-31-10	Tax Increment - South Pointe		177,065	130,627
Total :			177,065	130,627
EXPENDITURES				
72-40-50	Charges for services GF 10		5,902	4,369
72-40-82	Budgeted Increase Fund Balance		171,163	126,258
Total EXPENDITURES:			177,065	130,627
CRA GOLDENWEST PROJECT AREA 72 Revenue Total:				
			177,065	130,627
CRA GOLDENWEST PROJECT AREA 72 Expenditure Total:				
			177,065	130,627
Total CRA GOLDENWEST PROJECT AREA 72:				

RESOLUTION 25-13

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
TAX REVENUE				
73-31-10	Tax Increment - South Pointe		19,674	15,015
Total TAX REVENUE:			19,674	15,015
EXPENDITURES				
73-40-82	Budgeted Increase Fund Balance		19,674	15,015
Total EXPENDITURES:			19,674	15,015
Revenue Total:			19,674	15,015
Expenditure Total:			19,674	15,015
Total :				

RESOLUTION 25-13

CITY OF WASHINGTON TERRACE

Budget Worksheet - Final Approved ST format
Period 00/25 (07/01/2025)

Page: 24

Account Number	Account Title	2023-24 Prior year Actual	2024-25 Current year Budget	2025-26 Future year Final Budget
CDRA SOUTHEAST HOUSING FUND 75				
TAX REVENUE				
75-31-10	Tax Increment - Southeast	107,830	110,000	110,000
Total TAX REVENUE:		107,830	110,000	110,000
OTHER REVENUE				
75-36-10	Interest Earnings	39,253		
Total OTHER REVENUE:		39,253		
EXPENDITURES				
75-40-32	Homeless Shelter Funding	31,485	30,212	34,744
75-40-82	Budgeted Increase Fund Balance		79,788	75,256
Total EXPENDITURES:		31,485	110,000	110,000
CDRA SOUTHEAST HOUSING FUND 75 Revenue Total:				
		147,083	110,000	110,000
CDRA SOUTHEAST HOUSING FUND 75 Expenditure Total:				
		31,485	110,000	110,000
Total CDRA SOUTHEAST HOUSING FUND 75:		115,598		
Grand Totals:		2,047,569		