

# City of WASHINGTON TERRACE *Utah*

## Regular City Council Meeting

Tuesday, September 16, 2025

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

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

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[www.youtube.com/@WashingtonTerraceCity](http://www.youtube.com/@WashingtonTerraceCity)

### INTELLECTUAL PROPERTY PERMISSION NOTICE

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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 SEPTEMBER 2, 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 2025-26 BUDGET AMENDMENT**

To receive and consider comment on amending the Fiscal Year 2025-26 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."

7. **NEW BUSINESS**

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

#### CERTIFICATE OF POSTING

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

**7.1 MOTION/RESOLUTION 25-19: A RESOLUTION AMENDING THE FISCAL YEAR 2024-2025 BUDGET**

The resolution is the first amendment to the 2025-26 fiscal year budget.

**7.2 MOTION/RESOLUTION 25-20: APPROVAL OF THE CANCELLATION OF THE 2025 MUNICIPAL ELECTIONS IN ACCORDANCE WITH STATE LAW**

Per State law, a municipality may cancel an election if the number of at-large seats is not larger than the number of candidates that declared.

**7.3 DISCUSSION/MOTION: APPROVAL OF THE WASHINGTON TERRACE CITY ACTIVE TRANSPORTATION PLAN**

Approval of the Washington Terrace City contribution to the tri-city Active Transportation Plan with Riverdale City and South Ogden City.

**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**

September 25<sup>th</sup> Planning Commission meeting (tentative)

October 1-2: ULCT Conference

October 2<sup>nd</sup>: City Emergency Preparedness Open House 6:00-8:00 p.m. (Fire Station)

October 7<sup>th</sup>: City Council Meeting 6:00 p.m.

October 21<sup>st</sup>: City Council Meeting 6:00 p.m.

October 30<sup>th</sup>: 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.

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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.

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# City of Washington Terrace

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**Minutes of a Regular City Council meeting  
Held on September 2, 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  
GIS/ Storm Water Manager Tanon Mathews  
City Recorder Amy Rodriguez  
City Manager Tom Hanson

**OTHERS PRESENT:**

None

**1. WORK SESSION**

**5:00 P.M.**

**Topic to include, but not limited to:**

- Washington Terrace Active Transportation Plan

Hanson stated that he, Riverdale, and South Ogden, have been working on the tri-city transportation master plan for several years. He stated that the plan includes survey information concerning active transportation. Hanson stated that he recognizes that there are barriers and challenges to alternate transportation routes.

Hanson explained the recommended facility types. He noted that there are challenging streets within the city that make it hard to park. Hanson stated that there are some areas within the city that are low risk streets and comfortable for people to ride bicycles on. Hanson stated that a shared paved path between the cities have been studied.

Hanson stated that he reviewed heat map surveys with Mathews on streets that have the most bike traffic. He showed bike path options to Council. Hanson stated that curb and gutter locations will not be moved. It was suggested that signs could be posted to show where the bike routes are located. Hanson stated that several intersections have been reviewed for safe sight lines and curvature. Hanson stated that he does not know South Ogden's plan for a crossover between South Ogden and Washington Terrace.

Hanson noted that this version of the plan is not set in stone. It is a working document.

Hanson stated that he would like to see a trail linking Rohmer Park to the nature park train in South Ogden. He stated that there is a section of land that is not owned by the city.

45 Council Member Thomas stated that there is a challenge with striping on 500 West due to more traffic, along  
46 with parking issues. He stated that signs might work as a better option to striping for a designated bike lane.  
47 Hanson asked if Council was comfortable with this master plan. Council Member Christiansen asked for  
48 clarification on the city bike route as opposed to a regular city road. Hanson stated that signage might recognize  
49 the routes as more favorable for cyclists. Hanson stated that we would put the routes on social media as routes  
50 that make sense. He stated that it wouldn't change the routes as much, except for some signage designating  
51 them as preferred bike routes. The routes take into account traffic signs, traffic, elevation and other bike  
52 friendly factors.

53  
54 Council Member Thomas asked about the four way stop by the Junior High, inquiring what part of the area  
55 belongs to the city. Hanson stated that the seminary is inside Washington Terrace, along with the south side of  
56 the road, which is around 200 feet. He stated that South Ogden Junior High has been annexed into South  
57 Ogden City.

58  
59 Hanson stated that the striping quotes have been included in the packet. He stated that this topic will be  
60 revisited during budget season to determine the priority of the active transportation plan to include the striping.  
61 Hanson stated that the striping on 300 West has already been included in budget, however, the other streets  
62 have not been included into the streets budget.

63  
64 Council Member Parkinson asked if Hanson is still working with Riverdale and South Ogden on the  
65 transportation plan or is the city on its own. Hanson stated that he would like to meet and work with them to  
66 explain our plan and see if it works for them and their plans. He stated that he has spoken with the City  
67 Managers in passing about our plans and ideas. He stated that the talks will be informal at first.

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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  
Code Enforcement Officer Martin Nish  
City Recorder Amy Rodriguez  
City Manager Tom Hanson

**OTHERS PRESENT:**

None

**2. ROLL CALL**

**6:00 P.M.**

**3. PLEDGE OF ALLEGIANCE**

**4. WELCOME**

**5. CONSENT ITEMS**

**5.1 APPROVAL OF AGENDA AND AUGUST 19, 2025, COUNCIL MEETING**

Item 5.1 approved by general consent.

**6. CITIZEN COMMENTS**

There were no citizen comments.

**7. NEW BUSINESS**

**6.1 PRESENTATION: CODE ENFORCEMENT UPDATE**

Hanson stated that Nish has been putting in a lot of effort into Code Enforcement. He stated that it is a thankless job. He stated that Nish has been achieving success in certain areas in the city. Hanson stated that it is a tough job, and Nish does an excellent job in helping make the city an enjoyable environment in which to live. Mayor Allen stated that he agrees with Hanson, noting that there has been improvement over the last two years on properties that he has noticed have challenges throughout the year.

Nish presented to Council, noting that many of the residents have really stepped up and took care of their properties. Nish displayed several maps showing the referral breakdown as to where complaints may be coming from. He stated that he completes drive throughs, receives calls, emails, and online referrals. Nish displayed a heat map of areas that have many violations, and the type of violations that he responds to. Nish noted many calls are landscape calls, parking calls, junk and debris, and miscellaneous types of calls.

Nish stated that safety of the city residents is one of his main goals. He stated that 97 percent of his calls have been taken care of before the case is turned over to the City Prosecutor.

Mayor Allen asked for Nish to send copies of the notices to the Council so that they can all be aware of the  
CC Minutes 09-2-25

136 notices that are being sent out to residents.

137

138 Nish stated that he has handled over 275 complaints through the third week of August, 2025. He stated that  
139 five cases have been sent to court, noting that the vast majority have complied.

140

141 Nish stated that there have only been a few residents who have applied for the Urban Chicken Permit. He  
142 stated that several have applied, but their backyard lot size did not support the mews. Nish stated that there  
143 have been three chicken complaints, noting that two of the residents go rid of their chickens, and one  
144 complaint is still pending.

145

146 Nish stated that there is an ordinance being reviewed concerning administrative functions to help make the  
147 code enforcement process easier.

148

149 Nish displayed several Before/After photos.

150

151 Council Member Zishan stated that the presentation and work is wonderful and asked why there is a  
152 preference for concrete and asphalt instead of gravel for soft parking. Mayor Allen stated that there have  
153 been many issues in the past concerning weeds growing through gravel.

154 Council Member West stated that there are several dead trees on 500 West and asked when they will be cut  
155 down. Nish stated that he has addressed the dead tree issues with the property owners or renters. He stated  
156 that the majority of the trees will be cut down. Nish stated that there have been a few difficulties with  
157 contacting some of the landlords, however, he stated that he has had good luck for the most part.

158

159 Council Member Christiansen stated that there have been concerns that commercial properties are not  
160 receiving the same resources as residential. Nish stated that he follows the same process with commercial  
161 properties and is working with them. He stated that the commercial business owners have been responding  
162 to his requests.

163 Council Member West asked Nish if the small, vacant, billboard on 5700 South to Adams Avenue can be  
164 removed to improve the sightline.

165

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167 **6.2 DISCUSSION/MOTION: FORMAL APPROVAL OF PICKLEBALL PLAZA (PHASE**  
168 **3) CHANGE ORDER**

169 Mayor Allen stated that the additions to the project were approved at the last Council Meeting.

170 Hanson explained that the \$290,521 encumbrance shown on the report are things that the City is buying  
171 for the park specifically (playground, bathroom, benches, etc).

172 The change order includes the following additions:

173 \$187,640 for the trail system, Sidewalk and gutter improvements, and the rock retaining wall.

174 \$12,210 for rock, tree wells and irrigation.

175 Hanson stated that the sprinkler system to be completed by Chris Wilkinson.

176 Hanson stated that staff feels that this is an appropriate change order amount.

177 Council Member West stated that the area is looking good. Hanson stated that the boulders will be put in  
178 on Thursday.

179 Hanson stated that staff is asking for approval of the change order for Rohmer Park Phase 3 as presented in  
180 the packet.

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**Motion by Council Member Christiansen  
Seconded by Council Member Parkinson  
To approve the change order for the Phase 3  
RAMP Pickleball Plaza Project  
Approved unanimously (5-0)**

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**8. COUNCIL COMMUNICATION WITH STAFF**

192 Council Member Parkinson stated that there are concerns about large open pits on the construction on  
193 5350 South. She stated that the only thing blocking the pits was yellow tape. She stated that she was told  
194 that some of the workers were bailing out the holes filled with rainwater. She stated that she expressed her  
195 concerns to Hanson regarding safety and safety of construction sites in residential areas.

196  
197 Council Member West commented that it was great to see the Adams Avenue Project on 5580 beginning.  
198 He asked if there was any update on the storage unit project. Hanson stated that there has been no  
199 movement.

200  
201 Council Member Thomas asked how residents can get access to the backside of Roosevelt, as the gates are  
202 locked. He stated that some of the older residents would like to walk the track and enter from the back  
203 side. Mayor Allen stated that he believes that the school district keeps the gates locked after hours for  
204 security. Mayor Allen stated that the property does not belong to the city and recommends calling the  
205 district.

206 Council Member Thomas asked if the city is taking advantage of the beer sales tax. Hanson stated that the  
207 funds go directly to the Sheriff office, and we receive a reduction on our contract.

208  
209 Mayor Allen stated that the garbage pick up will be delayed a day due to the holiday.

210  
211 Mayor Allen stated that the lawn at Rohmer Park is gorgeous and greener that he has seen for a long time.  
212 He noted that there are signs that there is no cardboard sledding, or ice blocking, and asked if Grava could  
213 put out yard signs so that people can see the signs. Council Member Parkinson suggested having the  
214 coaches speak to the families concerning sledding on the hill. Hanson stated that it is an area that we have  
215 problems with and discourages any type of cardboard or ice sledding down the green grass. Council  
216 Member West suggested adding color to the signs, so they stand out and catch people's attention.

217  
218 Council Member West thanked Hanson for his "week in review" emails to keep Council informed.

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**9. ADMINISTRATION REPORTS**

222 Hanson stated that he will follow up with the contractor concerning the construction site hazard.

223 Hanson stated that the Mayor has been chosen to present at the Utah League of Cities and Towns on how  
224 to run effective meetings.

225 Hanson stated that the Red Cross and United Methodist Church will be meeting for inspections on using  
226 the Church as a primary evacuation facility. Hanson noted that it is Emergency Preparedness month.

227 Hanson stated that several faith-based churches have reached out to help with Emergency Preparedness.  
228 Hanson stated that the Emergency Preparedness Open House will be held on October 2, 2025 at the fire  
229 station.  
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231 **10. UPCOMING EVENTS**

232 September 16<sup>th</sup>: City Council Meeting 6:00 p.m.  
233 September 25<sup>th</sup> Planning Commission meeting (tentative)  
234 October 1-2: ULCT Conference  
235 October 2<sup>nd</sup>: City Emergency Preparedness Open House 6:00-8:00 p.m. (Fire Station)  
236 October 7<sup>th</sup>: City Council Meeting 6:00 p.m.  
237 October 21<sup>st</sup>: City Council Meeting 6:00 p.m.  
238 October 30<sup>th</sup>: Planning Commission Meeting (tentative)  
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240 **11. ADJOURN MEETING**

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242 **Motion by Council Member Thomas**  
243 **Seconded by Council Member Christiansen**  
244 **To adjourn the meeting**  
245 **Approved unanimously (5-0)**  
246 **Time: 6:58 p.m.**  
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248 **12. ADJOURN INTO REDEVELOPMENT AGENCY MEETING**

249 The RDA Meeting began immediately following the regular meeting  
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Date Approved

City Recorder

**City of Washington Terrace**  
**County of Weber, State of Utah**

**RESOLUTION NO. 25-19**

**A RESOLUTION AMENDING THE CITY OF WASHINGTON TERRACE  
FISCAL YEAR 2025-26 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 2025-26 Budget in the following funds: General Fund 10, Refuse Fund 49, Water Fund 50, Sewer Fund 51, Storm Water Fund 52, Parks CIP Fund 53, General Govt CIP Fund 55, and Roads CIP Fund 56 See attached budget worksheet for details.

**NOW THEREFORE BE IT RESOLVED** by the City Council of Washington Terrace City to amend the Fiscal Year 2025-26 budget as attached hereto.

**APPROVED** this 16<sup>TH</sup> day of September, 2025

**City of Washington Terrace**

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**Mark C. Allen, Mayor**

**ATTEST:**

**(SEAL)**

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**Amy Rodriguez, City Recorder**

Roll Call Vote:

Council Member Christiansen

Council Member Parkinson

Council Member Thomas

Council Member West

Council Member Zishan

**Attachment  
Resolution No. 25-19**

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>GENERAL FUND 10</b>					
<b>Inspections and Planning</b>					
10-56-11	Salaries and Wages	105,357	-70,465	34,892	Adjust building inspector budget to fund contract obligation with Beacon Consulting for building inspection services.
10-56-13	Employee Benefits	13,467	-7,273	6,194	
10-56-31	Professional and Technical	10,750	77,738	88,488	On July 1st the Council approved the elimination of our full time building official and replace the position with Beacon Code Consulting for contract services. The budget will need to be adjusted accordingly.
Total Inspections and Planning:		129,574	0	129,574	
GENERAL FUND 10 Expenditure Total:		129,574	0	129,574	For contract terms and conditions refer to Resolution 25-15 (includes contract) approved on July 1, 2025.
Total GENERAL FUND 10:		-129,574	0	-129,574	
Grand Totals:		-129,574	0	-129,574	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>REFUSE ENTERPRISE FUND 49</b>					
<b>NONOPERATING REVENUES</b>					
49-36-10	Interest Earned	30,569	138	30,707	
Total NONOPERATING REVENUES:		30,569	138	30,707	
<b>REFUSE OPERATING EXPENSES</b>					
49-70-71	Chrg for Serv GF10 Overhead	131,078	138	131,216	Overhead charge adjustment
Total REFUSE OPERATING EXPENSES:		131,078	138	131,216	
REFUSE ENTERPRISE FUND 49 Revenue Total:		30,569	138	30,707	
REFUSE ENTERPRISE FUND 49 Expenditure Total:		131,078	138	131,216	
Total REFUSE ENTERPRISE FUND 49:		-100,509	0	-100,509	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>WATER ENTERPRISE FUND 50</b>					
<b>CAPITAL CONTRIBUTIONS &amp; TRANSF</b>					
50-39-30	Use of Retained Earnings	88,924	1,585,871	1,674,795	
	Total CAPITAL CONTRIBUTIONS & TRANSF:	88,924	1,585,871	1,674,795	
<b>WATER OPERATING EXPENSES</b>					
50-70-71	Chrg for Serv GF10 Overhead	576,450	555	577,005	50-70 overhead charge adjustment
	Total WATER OPERATING EXPENSES:	576,450	555	577,005	
<b>WATER CAPITAL PROJECTS</b>					
50-71-36	CW36 Adams Ave line improvemen	93,632	-93,632	0	
50-71-56	CW56 5350 S Waterline Replacem	0	668,915	668,915	
50-71-60	CW60 Refurbish Valves & PRVs	65,000	60,731	125,731	50-71 roll over unexpended funds from prior year
	Total WATER CAPITAL PROJECTS:	158,632	636,014	794,646	
<b>WATER CAPITAL EQUIPMENT</b>					
50-73-01	Electronic Meters & Radios	60,000	590,261	650,261	
50-73-02	Capital Equipment	25,000	221,960	246,960	
50-73-03	Fleet Replacements	15,000	137,081	152,081	50-73 roll over unexpended funds from prior year
	Total WATER CAPITAL EQUIPMENT:	100,000	949,302	1,049,302	
WATER ENTERPRISE FUND 50 Revenue Total:					
		88,924	1,585,871	1,674,795	
WATER ENTERPRISE FUND 50 Expenditure Total:					
		835,082	1,585,871	2,420,953	
	Total WATER ENTERPRISE FUND 50:	-746,158	0	-746,158	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>SEWER ENTERPRISE FUND 51</b>					
<b>CAPITAL CONTRIBUTIONS &amp; TRANSF</b>					
51-39-25	Use of Retained Earnings	110,575	1,073,715	1,184,290	
	Total CAPITAL CONTRIBUTIONS & TRANSF:	110,575	1,073,715	1,184,290	
<b>SEWER OPERATING EXPENSES</b>					
51-70-71	Chrg for Serv GF10 Overhead	422,333	415	422,748	51-70 overhead charge adjustment
	Total SEWER OPERATING EXPENSES:	422,333	415	422,748	
<b>SEWER CAPITAL PROJECTS</b>					
51-72-18	SS18 LIN 500 W & 4525 S-4900 S	152,350	180,000	332,350	
51-72-20	SS20  4450 S to 4475 S; 250 E	0	210,000	210,000	
51-72-22	SS22  300 W to 370 W; 4750 S	0	80,000	80,000	
51-72-23	SS23  5000 S Wash Blvd 300 W	0	225,000	225,000	
51-72-24	SS24  LINE 275,250,200 W	0	185,000	185,000	51-72 roll over unexpended project funds from prior year
	Total SEWER CAPITAL PROJECTS:	152,350	880,000	1,032,350	
<b>SEWER CAPITAL EQUIPMENT</b>					
51-73-02	Capital Equipment	25,000	128,294	153,294	
51-73-03	Fleet Replacements	10,000	65,006	75,006	51-73 roll over unexpended capital funds from prior year
	Total SEWER CAPITAL EQUIPMENT:	35,000	193,300	228,300	
	SEWER ENTERPRISE FUND 51 Revenue Total:	110,575	1,073,715	1,184,290	
	SEWER ENTERPRISE FUND 51 Expenditure Total:	609,683	1,073,715	1,683,398	
	Total SEWER ENTERPRISE FUND 51:	-499,108	0	-499,108	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>STORM WATER ENTERPRISE FUND 52</b>					
<b>CAPITAL CONTRIBUTIONS &amp; TRANSF</b>					
52-39-30	Use of Retained Earnings	0	725,996	725,996	
Total CAPITAL CONTRIBUTIONS & TRANSF:		0	725,996	725,996	
<b>STORM WATER OPERATING EXPENSES</b>					
52-70-71	Chrg for Serv GF10 Overhead	358,953	277	359,230	52-70 overhead charge adjustment
Total STORM WATER OPERATING EXPENSES:		358,953	277	359,230	
<b>STORM WATER CAPITAL PROJECTS</b>					
52-71-21	SD21 Intersection Drain Improv	0	180,865	180,865	
52-71-27	SD27 Detention basin head gage	0	30,000	30,000	
52-71-28	SD28 Basin redesign 5000S 300W	114,500	117,124	231,624	
52-71-29	SD29 5350 S; 125 E PVC 10" REP	0	276,354	276,354	52-71 roll over unexpended project funds from prior year
Total STORM WATER CAPITAL PROJECTS:		114,500	604,343	718,843	
<b>STORM WATER CAPITAL EQUIPMENT</b>					
52-73-02	Capital Equipment	20,000	13,950	33,950	
52-73-03	Fleet Replacements	10,000	107,426	117,426	52-73roll over unexpended capital funds from prior year
Total STORM WATER CAPITAL EQUIPMENT:		30,000	121,376	151,376	
STORM WATER ENTERPRISE FUND 52 Revenue Total:		0	725,996	725,996	
STORM WATER ENTERPRISE FUND 52 Expenditure Total:		503,453	725,996	1,229,449	
Total STORM WATER ENTERPRISE FUND 52:		-503,453	0	-503,453	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>PARKS &amp; OPEN SPACE CIP FUND 53</b>					
<b>Revenues</b>					
53-35-20	RAMP Tax Grant	128,530	371,470	500,000	53-35 Rohmer Park Pickleball Complex Phs III
Total Revenues:		<u>128,530</u>	<u>371,470</u>	<u>500,000</u>	
<b>Contributions &amp; Transfers</b>					
53-36-20	Transfer in General Fund 10	0	128,530	128,530	53-36-20 data entry error. \$128,530 budget should be reported in 53-36-20 rather than 53-35-20
53-36-90	Use of beginning fund balance	0	572,809	572,809	
Total Contributions & Transfers:		<u>0</u>	<u>701,339</u>	<u>701,339</u>	
<b>PARK CIP GENERAL EXPENDITURES</b>					
53-70-04	Parking Lot & Sidewalk O&M	75,000	94,005	169,005	
53-70-29	Water Conservation Projects	25,000	69,473	94,473	53-70 roll over unexpended project funds from prior year
53-70-65	Budgeted Increase Fund Balance	233,031	-233,031	0	
Total PARK CIP GENERAL EXPENDITURES:		<u>333,031</u>	<u>-69,553</u>	<u>263,478</u>	
<b>ROHMER PARK CIP</b>					
53-71-15	PK15 Rohmer Park Improvements	10,000	0	10,000	
53-71-29	PK28 Pickleball Complex PhsII	0	94,378	94,378	53-71 roll over unexpended project funds from prior year
53-71-31	PK28 Pickleball Complex PhsIII	0	899,627	899,627	
53-71-32	PK28 Pickleball Complex PhsIV	0	136,976	136,976	53-71-32 Adjustment is residual funds from Rohmer Park baseball parking lot project \$136,976 (53-71-15)
53-71-52	PK52 North Entrance	135,526	-6,619	128,907	
Total ROHMER PARK CIP:		<u>145,526</u>	<u>1,124,362</u>	<u>1,269,888</u>	
<b>LIONS PARK CIP</b>					
53-73-01	PK10 Lions Park Improvements	0	18,000	18,000	53-73 roll over unexpended project funds from prior year
Total LIONS PARK CIP:		<u>0</u>	<u>18,000</u>	<u>18,000</u>	
PARKS & OPEN SPACE CIP FUND 53 Revenue Total:		<u>128,530</u>	<u>1,072,809</u>	<u>1,201,339</u>	
PARKS & OPEN SPACE CIP FUND 53 Expenditure Total:		<u>478,557</u>	<u>1,072,809</u>	<u>1,551,366</u>	
Total PARKS & OPEN SPACE CIP FUND 53:		<u>-350,027</u>	<u>0</u>	<u>-350,027</u>	

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>CAPITAL PROJECTS FUND 55</b>					
<b>Contributions and Transfers</b>					
55-39-43	Use of Fund Balance - Roads	0	1,293,981	1,293,981	
Total Contributions and Transfers:		0	1,293,981	1,293,981	
<b>BUILDINGS CIP</b>					
55-45-04	BW4	0	63,033	63,033	
55-45-06	City Hall	10,000	7,340	17,340	
55-45-80	Public Works Facility	10,000	10,000	20,000	55-45 roll over unexpended capital funds from prior year
Total BUILDINGS CIP:		20,000	80,373	100,373	
<b>INFORMATION TECHNOLOGY CIP</b>					
55-50-01	IT Replacements/Upgrades	10,000	45,333	55,333	55-50 roll over unexpended capital funds from prior year
Total INFORMATION TECHNOLOGY CIP:		10,000	45,333	55,333	
<b>NON-ROAD FLEET CIP</b>					
55-60-01	Fleet Replacements Non-Streets	10,000	191,790	201,790	
55-60-02	Equipment Non-Streets	264,000	976,485	1,240,485	55-60 roll over unexpended capital funds from prior year
Total NON-ROAD FLEET CIP:		274,000	1,168,275	1,442,275	
CAPITAL PROJECTS FUND 55 Revenue Total:		0	1,293,981	1,293,981	
CAPITAL PROJECTS FUND 55 Expenditure Total:		304,000	1,293,981	1,597,981	
Total CAPITAL PROJECTS FUND 55:		-304,000	0	-304,000	

**Attachment  
Resolution No. 25-19**

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj 925

Period 00/25 (07/01/2025) - 08/25 (08/31/2025)

Account Number	Account Title	2025-26 Current year Org Budget	2025-26 Adjustment	2025-26 Current year Adj Budget	Justification
<b>CAPITAL PROJECTS FUND ROADS 56</b>					
<b>Contributions and Transfers</b>					
56-39-43	Use of Fund Balance - Roads	232,541	1,861,821	2,094,362	
	Total Contributions and Transfers:	232,541	1,861,821	2,094,362	
<b>ROAD CIP GENERAL EXPENDITURES</b>					
56-40-25	Equipment O&M	0	38,756	38,756	56-40-25 roll over unexpended capital funds from prior year
56-40-31	Professional and Technical	0	1,500	1,500	56-40-31 third party imposed administrative fees for the collection & distribution of road funds
	Total ROAD CIP GENERAL EXPENDITURES:	0	40,256	40,256	
<b>ROAD MAINTENANCE CIP</b>					
56-41-02	Road Maintenance	350,000	899,537	1,249,537	56-41 roll over unexpended project funds from prior year
	Total ROAD MAINTENANCE CIP:	350,000	899,537	1,249,537	
<b>ROAD FLEET CIP</b>					
56-42-01	Road Fleet	10,000	129,160	139,160	
56-42-02	Road Equipment	65,000	130,845	195,845	56-42 roll over unexpended capital funds from prior year
	Total ROAD FLEET CIP:	75,000	260,005	335,005	
<b>ROAD (RE)CONSTRUCTION CIP</b>					
56-43-07	RR8  4900S; 150E & 300W (CW34)	130,000	68,220	198,220	
56-43-08	RR4F  300 West Road Project	0	585,896	585,896	
56-43-20	Sidewalks & Pedestrian Ramps	50,000	7,907	57,907	56-43 roll over unexpended project funds from prior year
	Total ROAD (RE)CONSTRUCTION CIP:	180,000	662,023	842,023	
CAPITAL PROJECTS FUND ROADS 56 Revenue Total:					
		232,541	1,861,821	2,094,362	
CAPITAL PROJECTS FUND ROADS 56 Expenditure Total:					
		605,000	1,861,821	2,466,821	
	Total CAPITAL PROJECTS FUND ROADS 56:	-372,459	0	-372,459	
	Grand Totals:	-2,875,714	0	-2,875,714	

# City Council Staff Report

ADMINISTRATION

**Author:** Amy Rodriguez  
**Subject:** Election Cancellation  
**Date:** 9-16-25  
**Type of Item:** Motion/Resolution

**Summary Recommendations:** Approve, by motion, the Resolution authorizing the City to cancel the 2025 Municipal Election

## Description:

### A. Topic:

In accordance with State Code 20A-1-206, the City may cancel the election if the number of officer candidates, including write-in candidates, for the at-large municipal offices does not exceed the number of at-large municipal offices for which the candidates have filed. The deadline for write-in candidates was August 29, 2025. We did not have any write-in candidates declare. The election must be cancelled by Resolution at least 23 days prior to the election.

**B. Information:** Proper noticing will be given by the Recorder in accordance with State Law. In addition, there will be newsletter articles and postings. There are no county wide questions on the ballot resulting in no ballots being sent to Washington Terrace City registered voters this cycle.

**C. Fiscal Impact.** The fiscal impact involves a decrease in the Admin Services and Supplies Fund in which election costs are funded. I have confirmed with the Weber County Elections office that we will not be receiving an invoice for services or support. Any incidental costs incurred by the city, if any, would be very minimal. At this time, there are no known costs expected to be incurred.

### Municipal Elections

Current Budget (10-45-46)	\$16,000
Estimated cost	0
Estimated Budget Adj	\$(16,000)

## Alternatives:

**A. Approve the Request:** Council may approve the resolution and cancel the 2025 Municipal Election certifying that the Mayoral Seat will be filled by Mark C. Allen, and the two Council Member Seats will be filled by Jeff West and Jessie Anna Whitnack-Davidson in January, 2026.

**B. Deny or postpone the Request.** Council may table the approval of the resolution until the statutory deadline of October 15, 2025.

**CITY OF WASHINGTON TERRACE  
RESOLUTION 25-20**

**CANCELLATION OF 2025 MUNICIPAL ELECTION**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,  
CANCELING THE 2025 MUNICIPAL ELECTION IN ACCORDANCE WITH  
STATE LAW; AND PROVIDING AN EFFECTIVE DATE.**

**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**, Utah Code Annotated §20A-1-206 provides for cancellation of a municipal election in the event that the number of candidates does not exceed the number of open municipal positions up for election;

**WHEREAS**, the number of candidates in the City does exceed the number of open municipal positions up for election;

**WHEREAS**, there are no contested races or propositions on the ballot;

**WHEREAS**, the filing deadline for write-in candidates has expired on August 29, 2025;

**WHEREAS**, the City desires to save costs of holding an election in 2025;

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

**Section 1: Findings of the City Council.**

In accordance with Utah Code Annotated §20A-1-206, the City Council finds that all municipal officers are elected in an at-large election, and the number of municipal officer candidates, including any eligible write-in candidates under Section 20A-9-601, for the at-large municipal offices does not exceed the number of open at-large municipal offices for which the candidates have filed.

**Section 2: Cancellation of 2025 Municipal Election.**

Based upon the forgoing findings in Section 1 above, the 2025 municipal election for the City of Washington Terrace, Utah, is hereby cancelled.

**Section 3: Notification.**

The City Recorder is hereby authorized on behalf of the City Council to issue the notice set forth in Utah Code Annotated §20A-1-206(2).

**Section 4: Effective Date.**

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND APPROVED by the City Council of the City of Washington Terrace on this 16<sup>th</sup> day of September, 2025. This Resolution certifies that the Mayoral Seat will be filled by Mark C. Allen, and the two (2) Council Member Seats will be filled by Jeff West and Jessie Anna Jean Whitnack-Davidson.

\_\_\_\_\_  
MARK C. ALLEN, Mayor

ATTEST:

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

ROLL CALL VOTE  
Council Member Jill Christiansen \_\_\_\_  
Council Member Zunayid Zishan \_\_\_\_  
Council Member Cheryl Parkinson \_\_\_\_  
Council Member Jeff West \_\_\_\_  
Council Member Michael Thomas \_\_\_\_

## City Council Staff Report



**Author:** Tom Hanson

**Subject:** Active Transportation Plan

**Date:** 9-16-25

**Type of Item:** Discussion / Action

**Summary Recommendation:** City Staff worked extensively with Riverdale, South Ogden, and Washington Terrace to develop a collaborative Active Transportation Plan. The Mayor and City Council have reviewed and carefully considered the proposal, which emphasizes regional cooperation to create safe, connected, and accessible routes for walking, biking, and other active modes of travel.

The plan includes specific objectives for Washington Terrace and outlines strategies to improve safety while promoting healthier, more sustainable alternatives to driving. Staff recommend adoption of the plan to strengthen community connections and provide expanded transportation options for residents.

### **Description:**

- A. **Topic:** Active Transportation Plan
- B. **Background:** In 2019, the cities of Riverdale, South Ogden, and Washington Terrace were collectively awarded a Congestion Mitigation and Air Quality (CMAQ) grant through the Wasatch Front Regional Council (WFRC). The grant supports the Clean Air Act by funding projects such as bicycle and pedestrian facilities, with the goal of encouraging alternatives to driving and improving air quality.

Recognizing their shared goal of expanding active transportation options for residents in south Weber County, the three cities developed this Active Transportation Plan collaboratively. While the public involvement process and analysis of existing conditions were conducted jointly, the recommendations were tailored to the unique needs of each city.

The Plan serves as a guide for city staff and elected officials to prioritize funding, design, and construction of roadways that safely accommodate multiple modes of travel, including walking and biking. It also aims to promote healthier lifestyles, reduce environmental impacts from vehicle use, and enhance connectivity across the participating communities.

As a living document, the Plan is designed to adapt over time as community priorities evolve and new opportunities arise. While some projects may be implemented gradually or adjusted along the way, the ultimate goal remains to build a safe and accessible active transportation network that supports both residents' health and environmental sustainability.

- C. **Analysis:** The Active Transportation Plan is appropriate for adoption by Washington Terrace City as it aligns with both local priorities and regional goals. The Plan addresses the City's needs for safer pedestrian and bicycle facilities, stronger connections to neighboring communities, and expanded alternatives to driving. Adoption will guide future investments in transportation infrastructure, support public health and environmental quality, and position the city to access funding opportunities tied to active transportation planning.
  
- D. **Fiscal Impact:** The adoption of the Active Transportation Plan does not create an immediate fiscal impact. The financial implications will be determined as individual projects outlined in the Plan are considered and approved through the City's standard budget process. Funding needs will be evaluated on a project-by-project basis, and costs will be incorporated into future budgets as priorities are identified, and implementation moves forward.
  
- E. **Department Review:** City Staff have reviewed the Active Transportation Plan and recommend its adoption. The Plan will serve as a valuable guide for future project implementation, provide a framework to pursue grant opportunities, and support long-term fiscal planning related to transportation infrastructure and improvements.



## **ACTIVE TRANSPORTATION PLAN**

Due to the volume of the document, the Active Transportation Plan has not been included in the packet, however, any interested party may view the Active Transportation Plan on the city website : [www.washingtonterrace.gov](http://www.washingtonterrace.gov) under the “I want to...” Tab, or under the Public Works Department.

The document may also be viewed at City Hall.