

# City of WASHINGTON TERRACE *Utah*

## Regular City Council Meeting

Tuesday, March 3, 2026

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

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

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1. **WORK SESSION :** **5:00 P.M.**  
**Topics to include; but are not limited to:**
  - Weber County Sheriff discussion on services, costs and future plans
  
2. **ROLL CALL** **6:00 P.M.**
  
3. **PLEDGE OF ALLEGIANCE**
  
4. **WELCOME**
  
5. **CONSENT ITEMS**
  - 5.1 **APPROVAL OF AGENDA AND FEBRUARY 17, 2026, COUNCIL MEETING MINUTES**

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

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes. "Washington Terrace City is committed to civility. We strive to act and speak with dignity, courtesy, and respect at all times. All are asked to join us, and act and speak accordingly."
  
7. **NEW BUSINESS**
  - 7.1 **PRESENTATION/MOTION: APPROVAL OF THE PARKS CAPITAL INVESTMENT PROJECTS LIST FOR PROJECTS WITHIN THE 0-5 YEAR**

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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.

## **CAPITAL PLAN**

Establish a planning framework for park projects within the next five years.

### **7.2 DISCUSSION: TRIAL PERIOD FOR FLOCK CAMERAS TO BE INSTALLED WITHIN WASHINGTON TERRACE CITY**

Flock cameras are surveillance tools used for recognizing and recording vehicle movements throughout cities. The city is discussing entering into a non-binding trial period for three flock cameras to be installed within the city.

### **7.3 MOTION/RESOLUTION 26-02: AMENDMENT TO THE POLICY AND PROCEDURES MANUAL REGARDING URS SAVINGS PLAN AUTO-ENROLLMENT**

In an effort to help employees maximize their retirement benefits, the city would like to enroll in an automatic enrollment program with the Utah Retirement Systems for 457(b) savings plans for newly hired employees. The employee may elect to opt-out of the savings plan.

## **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**

March 17<sup>th</sup>: Work Session (5:00p.m.) and Council Meeting (6:00 p.m.)

March 26<sup>th</sup>: Planning Commission meeting 6:00 p.m.(tentative)

April 4<sup>th</sup>: Easter Egg Hunt 10:00 a.m.

April 7<sup>th</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)

April 11<sup>th</sup>: Golden West 5K Run-for-Schools event 8:30 a.m.

April 20-24<sup>th</sup>: Spring Green Waste Curbside Pick-up

April 1-30<sup>th</sup> : Spring Green Waste Drop-off (7:00 a.m.- 3:30 p.m. Sundays excluded)

April 21<sup>st</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.) – tentative

April 22-24<sup>th</sup>: Utah League of Cities and Towns Conference- St. George

April 25<sup>th</sup>: Rohmer Spring Clean Up 8-11a.m.

April 30<sup>th</sup> Planning Commission Meeting 6:00 p.m. (tentative)

## **11. ADJOURN THE MEETING**

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# City of Washington Terrace

## Minutes of a Regular City Council meeting

Held on February 17, 2026

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

### MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen

Council Member Anna Davidson

Council Member Zunayid Z. Zishan - Excused

Council Member Cheryl Parkinson

Council Member Jeff West

Council Member Michael Thomas

Finance Director Shari' Garrett

Parks and Recreation Director Carlos Grava

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:

#### **- Parks and Recreation Capital Investment Plan**

Grava highlighted the CIP projects, which are ranging from 0- 20 years in the planning stages. He stated that projects within the 0–5-year range are budget items.

Grava stated that some of the projects are in process, with funding help from grants. He noted that some of the projects listed in the 0–5-year matrix are unfunded at this time.

Grava stated that the prioritization matrix is a culmination of work with the Parks Committee, engineering, Council input and staff recommendations.

Grava stated that strategic planning is based on funding and alignment with Council policy and priorities.

Grava stated that projects that are less than \$10,000, are no longer considered “capital projects”. These projects can include water fountains, benches and similar improvements.

Grava stated that some of the projects that did not have full funding have been broken up into separate small projects and placed higher on the priority list when funding is available. He noted that some projects were incorporated into larger projects if funding became available.

Grava stated that the total cost of completed Capital Projects totaled \$2,879,785, with \$1,857,967 of the cost funded with grants. Grava stated that Recreation Capital Projects rely heavily on grant funding.

Grava outlined the prioritization updates, which will be brought back to Council for final approval at a later time.

45 Grava stated that upcoming projects include the Victory Park Playground, Little Rohmer Park  
46 Improvements, Wright Park Playground Replacement, and the Pickleball Plaza (phase 4).  
47 The estimates for these projects will be given to the Finance Department for budget purposes.  
48 Grava noted that the estimates are engineer's estimates, which often times come in higher as they add in  
49 contingency. He stated that we have to rely on the engineer's estimates to begin projects. He noted that once  
50 we start working on the project, the estimates become more realistic.

51 Council Member Thomas asked if one of the fountains at the Dog Park could be lower for dog bowls. Grava  
52 stated that there will not be a water fountain at the dog park, as there are no water connections and the price  
53 to install the infrastructure would be too high.

54

55 Hanson stated that Parks is a general fund activity. He stated that we intentionally pull money aside to put  
56 into park capital. He stated that we do not have a revenue source for parks projects. He stated that Council  
57 should keep in mind that there is limited funding for parks projects. Hanson stated that the city is trying to  
58 have matching funds for RAMP grant projects. Hanson stated that Grava submitted our RAMP grant  
59 application last week. Hanson stated that we received 100 percent points and maximum points for our grant  
60 application. Hanson stated that we try to maximize what we can do through the grant process.

61

62 Council Member Parkinson stated that she has learned that some of the equipment in parks has to be replaced  
63 every so often, and inquired if the replacement costs have been built into the 20-year plan. Grava stated that  
64 some of the equipment is still under warranty, however, once all the playgrounds are completed there will  
65 be a new plan for their replacements. These will be in the 20-year plan. He noted that the life expectancy is  
66 around 15 years, noting that it is a safety issue. He stated that the old equipment cannot be donated or sold  
67 to other entities.

68

69 Hanson asked what comfort level Council has with the project priorities so that they could be brought back  
70 for formal recommendation and the budgeting and planning process can begin.

71 Council reviewed the 0–5-year potential projects. Several of the projects have already secured grant funding.  
72 Hanson noted that until projects are completed, they remain in the 0–5-year plan. Hanson stated that parks  
73 and recreation is essential to the health and well-being of the residents in the city. Hanson stated that Rohmer  
74 is considered a regional park and supports the entire community. Mayor Allen stated that the focus in the  
75 early 2000's were the smaller parks (Victory, Wright etc.), and now it may seem that the focus is on Rohmer  
76 Park, however, he noted that it is cyclical. Council Member West stated that the projects should be brought  
77 back for approval with estimated timelines for each project. He stated that he likes the idea of a project area  
78 map that can educate the public about the facilities and parks that we currently have.

79

80 Council Member Parkinson asked if the funds we are putting away for parks will be impacted if the  
81 legislation changes. Hanson stated that it is important that legislation does not affect Capital funds. Hanson  
82 stated that the \$200,000 that is set aside is intentionally put aside for parks capital projects.

83 Garrett stated that the Fire Department has given her a plan for equipment which she has budgeted for  
84 through the five-year plan.

85

86 Garrett stated that parks have not been a huge investment until the last several years. She stated that she  
87 began putting extra money from the General Fund into parks capital. She stated that she was putting aside a  
88 little bit of money from one-time monies. She stated that the idea is to continue putting extra funds aside  
89 from the General Fund to help with grant matches. She stated that the interest seems to be to leverage grants

90 over the next five years. She stated that it is not a bad approach to take as it has worked out well.  
91 Garrett stated that we rely on excess to fund capital projects.  
92 Hanson stated that it is essential that the Council uses leverage with other elected officials to help them  
93 understand the value of the capital excess.

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

141 Mayor Mark C. Allen  
142 Council Member Anna Davidson  
143 Council Member Zunayid Z. Zishan  
144 Council Member Cheryl Parkinson  
145 Council Member Jeff West  
146 Council Member Michael Thomas  
147 Finance Director Shari' Garrett  
148 Fire Chief Clay Peterson  
149 City Recorder Amy Rodriguez  
150 City Manager Tom Hanson  
151 Lt. Sean Endsley

152  
153 **OTHERS PRESENT:**

154 Brett Reece (Animal Control), Ulis Gardiner,

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156 **2. ROLL CALL**

**6:00 P.M.**

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158 **3. PLEDGE OF ALLEGIANCE**

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160 **4. WELCOME**

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162 **5. CONSENT ITEMS**

163 **5.1 APPROVAL OF AGENDA AND FEBRUARY 17, 2026, COUNCIL MEETING**

164 Item 5.1 approved by general consent.

165  
166 **6. CITIZEN COMMENTS**

167 There were no citizen comments.

168  
169 **7. NEW BUSINESS**

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171 **7.1 MOTION: RE-APPOINTMENT OF PLANNING COMMISSIONER AMY**  
172 **MORGAN**

173 Mayor Allen explained the process for applying for a seat on the Commission. Mayor Allen asked  
174 Council to reach out to any residents who may be interested. He stated that there is currently one opening  
175 for a Commissioner seat and noted that the applications are posted on the website, newsletter and at City  
176 Hall. He stated that he reviews the applications and confers with the Chair on applications. He stated that  
177 he brings his recommendations to Council for consent. Rodriguez was directed to change the application  
178 deadline to allow for more time.

179 Mayor Allen re-appointed Commissioner Amy Morgan for a four-year term with Council consent.

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181 **Motion by Council Member Thomas**  
182 **Seconded by Council Member Parkinson**  
183 **To re-appoint Amy Morgan to the**  
184 **Planning Commission**  
185 **Approved unanimously (5-0)**

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## **7.2 PRESENTATION: FINANCE QUARTERLY REPORT**

Garrett presented the quarterly to Council, noting that there are three new areas on the report. She stated that this report is for the October-December 2025 quarter.

Garrett stated that she will be highlighting Council priorities and fiscal responsibilities.

Garrett stated that the General Fund shows revenue exceeding expenditure, which is normal as property taxes are received during this quarter. She stated that the revenues by type show the year-to-date revenues and how they are distributed. Garrett stated that the revenues are on track with her projections. She stated that the fiscal year so far is fairing nicely. She stated that expenditure is as expected.

Garrett stated that all our investments are held in the PTIF and are managed by the state. She noted that the return on investments began to climb in 2022. She stated that the rates are beginning to decrease. She stated that she suspects that rates of return will enter into a stabilizing period. Garrett stated that there is a correlation between rates of return and investment earnings.

Garrett stated that she relies on investment earnings to help fund capital projects. She stated that she treats the earnings as one-time monies.

Garrett highlighted that one of the Council Priorities is to maximize grant funding. Garrett stated that we have received more in grant revenue than we have in property tax revenue over the last 10 years. She stated that the investments are being brought back to the community through improvements. She stated that we have received more in grant revenue than we have in property tax over the last 20 years as well.

She stated that we are on track to meet the expenditure and revenue projections. She stated that it may be possible to meet the above projections.

Garrett stated that all the utility funds are on track to meet all their projections.

She stated that the cost of capital is heavily influenced by market risks and inflation. She stated that geopolitical risks also weigh heavily on capital projects. She stated that we will not know how it will be affected until we go out to bid. Garrett noted that we are hitting the projects as outlined.

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

Chief Peterson presented the quarterly report to Council, stating that there were 1329 calls in 2025, noting that 1100 were medical calls, and 229 were fire related. He noted that 30 percent of the medical calls are to the assisted living facilities. He stated that most of the house fire calls that they received were kitchen calls. Chief Peterson stated that wildland fire season is going to be rough this year due to lack of snowfall. Chief Peterson stated that he has not been contacted by the hospital concerning tree removals. He stated that his responsibility is inside the hospital. He does not have any control over the grounds or removal of trees.

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

South Ogden Animal Control Officer Brett Reece presented the report to Council, stating that it has been a great experience learning the city and residents. He stated that he tries to visit Rohmer Park as much as he can and tries to educate residents on leashing their dogs and picking up waste. He stated that residents are required to complete a two-week bark log on barking dogs in the neighborhood before Animal Control cannot issue a citation. He noted that he can speak to the residents before the two weeks to inform them of

231 concerns with their animals. Reece stated that he thinks the upcoming dog park will be good for the  
232 residents and the animals.

233

234 **7.5 PRESENTATION: SHERIFF OFFICE QUARTERLY REPORT**

235 Lt. Endsley presented the quarterly report to Council, noting that the reports will focus on the last three  
236 years of analysis. Lt. Endsley stated that the case calls are diverse. He stated that the three-year report will  
237 show trends in the case types. He noted that there is a general trend of cases trending down. Lt. Endsley  
238 stated that there are more non-cohabitating assaults than there are domestic violence reports but noted that  
239 both case categories are in a downward trend. Lt. Endsley stated that drug offenses are showing a  
240 downward trend, however, he noted that most drug activity is reported through 9-1-1 calls or proactivity  
241 by officers. He stated that staffing issues may be affecting the self-initiating/proactive activity.  
242 Lt. Endsley stated that suicide threats are also on a downward trend but noted that dispatch implemented a  
243 new procedure in October dealing with mental health concerns, with the calls being diverted to a different  
244 entity (9-8-8 or other services).

245 Lt. Endsley stated that Bonneville High School and the hospital are always “hot areas” for calls.

246 Lt. Endsley stated that response times look good at 5 to 5 and a half minutes to priority one calls.

247 He stated that the county has implemented a wage in grade scale to be more competitive in pay. He stated  
248 that this is helping to bolster their staffing. He stated that they are close to full staff.

249 Lt. Endsley reminded Council of the regional meeting next week.

250

251 **7.6 MOTION: APPROVAL TO AWARD CONTRACT FOR THE 2025 CDBG**  
252 **PROJECT: VICTORY PARK PLAYGROUND EQUIPMENT**

253 Rodriguez stated that Victory Park Equipment Replacement Project was approved in the budget last year  
254 by Council. She stated that the city was unable to go out for Requests for Proposals until the contract with  
255 CDBG was signed and funding appropriations were secured.

256 Rodriguez stated that Recreation Director Grava put the Request for Proposals out a few weeks ago on the  
257 State Procurement Contract Site.

258 She stated that over twelve companies were contacted, and three responses were received. She stated that  
259 two of the responses were incomplete and did not address the removal and installation of the equipment.

260 Rodriguez stated that Grava has worked with the successful bidder, Big-T Recreation, before and asks that  
261 Council award the contract for the 2025 CDBG Project to Big-T Recreation for \$161,850 and authorize the  
262 Mayor and staff to execute all applicable contracts. Rodriguez stated that the playground equipment and  
263 concept plans are included in the packet.

264

265 **Motion by Council Member West**

266 **Seconded by Council Member Davidson**

267 **To award the contract for the 2025 CDBG Project at Victory Park**

268 **To replace the playground equipment**

269 **In the amount of \$161,850 to Big-T Recreation**

270 **Approved unanimously (5-0)**

271

272 **7.7 DISCUSSION/DIRECTION: FIRE DISTRICT CREATION STUDY UPDATE**

273 Hanson stated that it was determined that it would not be in the best interest of Washington Terrace to  
274 enter into a Southern Weber Fire district at this time. Hanson stated that joining the district would result in  
275 a graduating tax burden from 21 to 42 percent increase to our residents. He stated that it is not in the best

276 interest to our residents.  
277 Hanson stated that he wants to show Council and residents that we have a good program as it currently  
278 stands and that there is value in our fire program. He stated that our fire department program is fiscally  
279 responsible. Chief Peterson explained the automatic aid and mutual aid agreements that the city has with  
280 neighboring cities, as well as agreements that cover statewide aid. He explained that the reason that the  
281 study was done was to see if there was a cost savings or increase in service in joining a district. He stated  
282 that it was determined that there would not be cost savings or increases in service for any of the cities  
283 involved.  
284 Chief Peterson stated that the Council controls what our fire department does in regard to policy,  
285 equipment and funding, whereas a district would have a board to determine what would happen within the  
286 entity.  
287 Hanson stated that South Ogden, Roy and Riverdale cities are being advised by their Councils to not move  
288 forward with the Fire District.  
289 Fire Chief Peterson stated that this is the third time this type of study has been done during his tenor, with  
290 the same results.  
291 Mayor Allen stated that we have a great program already and the direction to staff would be to keep what  
292 we have.  
293 Chief Peterson stated that we have a lot of experience within our department.

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296 **7.8 DISCUSSION/MOTION: APPROVAL OF DONATION TO THE BONNEVILLE**  
297 **PTSA FOR THE CELEBRATION PARTY FOR THE 2026 GRADUATING CLASS**

298 Mayor Allen stated that the Council donates to the graduation party every year, noting that the student  
299 body helps with the Easter Egg hunt and other activities with Recreation.  
300 Mayor Allen asked Council to support the graduating class to help provide a safe environment for their  
301 graduation party.

302  
303 **Motion by Council Member Parkinson**  
304 **Seconded by Council Member Thomas**  
305 **To approve the donation of \$500**  
306 **To The Bonneville PTSA for the**  
307 **Celebration party for the 2026 graduating class.**  
308 **Approved unanimously (5-0)**

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312 **8. COUNCIL COMMUNICATION WITH STAFF**

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314 Council Member West stated that he received a call from a resident concerning a developer sign on  
315 the west side of Adams Avenue Parkway. He stated that residents were concerned that high density  
316 housing was going to be completed. Hanson stated that he is unaware of any projects in the area  
317 aside from the Veteran's Cemetery and stated that it is possible that the developer is involved in  
318 that project. He stated that he would look into the matter and speak with the Building Official.

319  
320 Council Member Parkinson stated that the hospital tree removal has had a huge impact on the  
321 residents, noting that it is an interesting process, as many residents have contacted her concerning

322 the removals. She stated that there was concern that there would be a lot of building happening in  
323 the area. She stated that no building permits have been issued. She stated that there has been a  
324 change in the community and noted that it has impacted the wildlife that would come into the area.  
325 She stated that kids would go into the area to play and stated that the company who removed the  
326 trees told her there were many forts constructed in the area. Council Member Parkinson stated that  
327 it will be a missed place but understands the fire mitigation reasoning for the tree removals.

328  
329 Council Member Parkinson stated that she appreciates all that the Public Works Crew does for the  
330 city, noting that there is snowfall expected and they will be out plowing.

331  
332 Council Member Zishan stated that he also received multiple messages concerning the tree  
333 removals. He stated that he appreciates the City Manager message that was sent to Council  
334 concerning the situation, noting that it was well received by the residents. Hanson stated that he  
335 worked with code enforcement to help the hospital understand the fire hazards.

336  
337 Council Member Davidson thanked Hanson for timely responses to questions on upcoming  
338 legislation issues. Mayor Allen stated that he attends the legislative session and LPC meetings  
339 throughout the year alongside Council Member Parkinson, Council Member Thomas and Hanson  
340 and keep an eye on legislation through the bill tracker.

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342 **9. ADMINISTRATION REPORTS**

343 There were no administration reports.

344  
345 **10. UPCOMING EVENTS**

346 February 26<sup>th</sup> : Planning Commission (Tentative)  
347 March 3<sup>rd</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)  
348 March 17<sup>th</sup>: Work Session (5:00p.m.) and Council Meeting (6:00 p.m.)  
349 March 26<sup>th</sup>: Planning Commission meeting 6:00 p.m.(tentative)

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352 **11. ADJOURN THE MEETING**

353 **Motion by Council Member West**  
354 **Seconded by Council Member Thomas**  
355 **To adjourn the meeting**  
356 **Approved unanimously (5-0)**  
357 **Time: 7:14 p.m.**

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

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

## City Council Staff Report

**Author:** Carlos Grava

**Subject:** Parks Capital Investment Projects 0-5 Years Approval

**Date:** 03/03/2026

**Type of Item:** Discussion / Motion

**Summary Recommendation:** Approval of the list of our Parks Capital Investment Projects (CIP) 0-5 years.

**Description:** The CIP 0-5 years projects list is a living document, and since the city completed many of the projects on the list approved in 2023, new projects that were in our CIP 5-20 years list were placed in the 0-5 years list according to the prioritization matrix.

- A. **Topic:** Approval of the list of our Parks Capital Investment Projects (CIP) 0-5 years.
- B. **Background:** The CIP 0-5 years projects list was last approved in 2023 by the city council, right after our Parks Master Plan was approved. The city created this document as a guiding document for the parks and financial departments' planning.
- C. **Analysis:** This update reflects current needs and provides a coordinated planning framework for Parks, Finance, and Public Works. Approval supports strategic budgeting and project readiness while allowing each project to be brought forward individually for future Council consideration contingent in funding grant availability.
- D. **Fiscal Impact:** No fiscal impact. This item only approves the 5-year project priority list. The cost and funding sources for these projects will be reviewed when they are proposed for funding.
- E. **Department Review:** City Manager, Parks & Recreation, Finance, and Public Works.

### Alternatives:

- A. **Approve the Request:** Approval of the list of our Parks Capital Investment Projects (CIP) 0-5 years will establish a planning framework and sequencing tool for the department for future projects and help with the city and council vision.
- B. **Deny the Request:** Denying the Approval of the list of our Parks Capital Investment Projects (CIP) 0-5 years will set back the department's plans and will reset the CIP 0-5 years process.

City of  
**WASHINGTON TERRACE**  
*Utah*

**Parks Capital Investment Projects (0 - 5 years || FY 2026 - FY2030)**

<b>Project #</b>	<b>Location</b>	<b>Description</b>	<b>Cost Estimate</b>
PK-54	Victory Park	Victory Park Playground Replacement (FY2026)	\$200,880.00
PK-55	Wright Park	Wright Park Playground Replacement (FY2026)	\$204,672.00
PK-52	Rohmer Park	North Entrance (Sidewalk, Crosswalk, Stairs, and Xeriscape) (FY2026)	\$189,930.00
PK-31	Rohmer Park	Pickleball Plaza Phase 4 (FY2026)	\$460,320.00
PK-56	Rohmer Park	Little Rohmer Playground Replacement (FY2027)	\$210,000.00
PK-63	Rohmer Park	Streetlights Project (FY2028) *	\$ -
PK-61	Washington Blvd. and E 4400 S	City Entrance Open Space (Outdoor LED Sign and Xeriscape) FY2029	\$84,000.00
PK-59	Old Firehouse Park	Park Improvements (Shade Structure, Plaza, Food Truck Area) FY2030	\$987,812.50
<b>TOTAL</b>		** Current Cost Estimates	<b>\$3,532,239.00</b>

\* The city is waiting for Rocky Mountain Power to assess the project and provide an estimate, which should take another 4 weeks. We will update the list and the council with the cost estimate as soon as we receive it.

\*\* These cost estimates are based on the current year and do not reflect the inflation factor for the next five years.



### **Proposed Cost Estimates**

The proposed cost estimates are provided as a base value that can be used for planning, budgetary and grant application purposes. All attached cost estimates are based on projects of similar scopes during the years 2023-2025. Most of the unit price outlined within this document have been determined by values found within the Parks Master Plan. These values are intended to be used as a base value and adjusted depending on the year to be constructed.

### **Recommended Inflation Rates**

Over the past couple of years, inflation has had a significant impact on the construction projects within the City. Due to the inflation increases, cost estimates generated years ago when establishing capital projects were lower than expected. Due to this, budgets have been adjusted, and projects have been modified over the years to account for the effects of inflation.

To provide more accurate budgetary numbers for future projects, the Recommended Inflation Rates in Appendix A, can be applied when appropriate. For example, if a project is to be constructed in the year 2027, the 2025 proposed cost estimate can be multiplied by the associated recommended inflation factor (ie. 1.16 from the table below) to obtain an adjusted cost estimate for that given year. Inflation rates may vary year to year, and Appendix A has been established as a general guideline.

City of  
**WASHINGTON TERRACE**  
*Utah*

## RECOMMENDED INFLATION RATES

### 0-10 YEARS (2025-2035)

YEAR	RATE	INFLATION FACTOR
2025	0.0%	1.00
2026	8.0%	1.08
2027	7.0%	1.16
2028	6.0%	1.22
2029	6.0%	1.30
2030	6.0%	1.38
2031	6.0%	1.46
2032	6.0%	1.55
2033	6.0%	1.64
2034	6.0%	1.74
2035	6.0%	1.84

# City Council Staff Report



**Author:** Tom Hanson

**Subject:** Flock Trial Run

**Date:** March 3, 2026

**Type of Item:** Discussion / Direction

**Summary Recommendation:** In response to the Council's request for additional Flock cameras, staff have been working with Lt. Endsley and the Flock representative to identify appropriate locations within the city for 3 additional cameras. See attached map for additional camera locations.

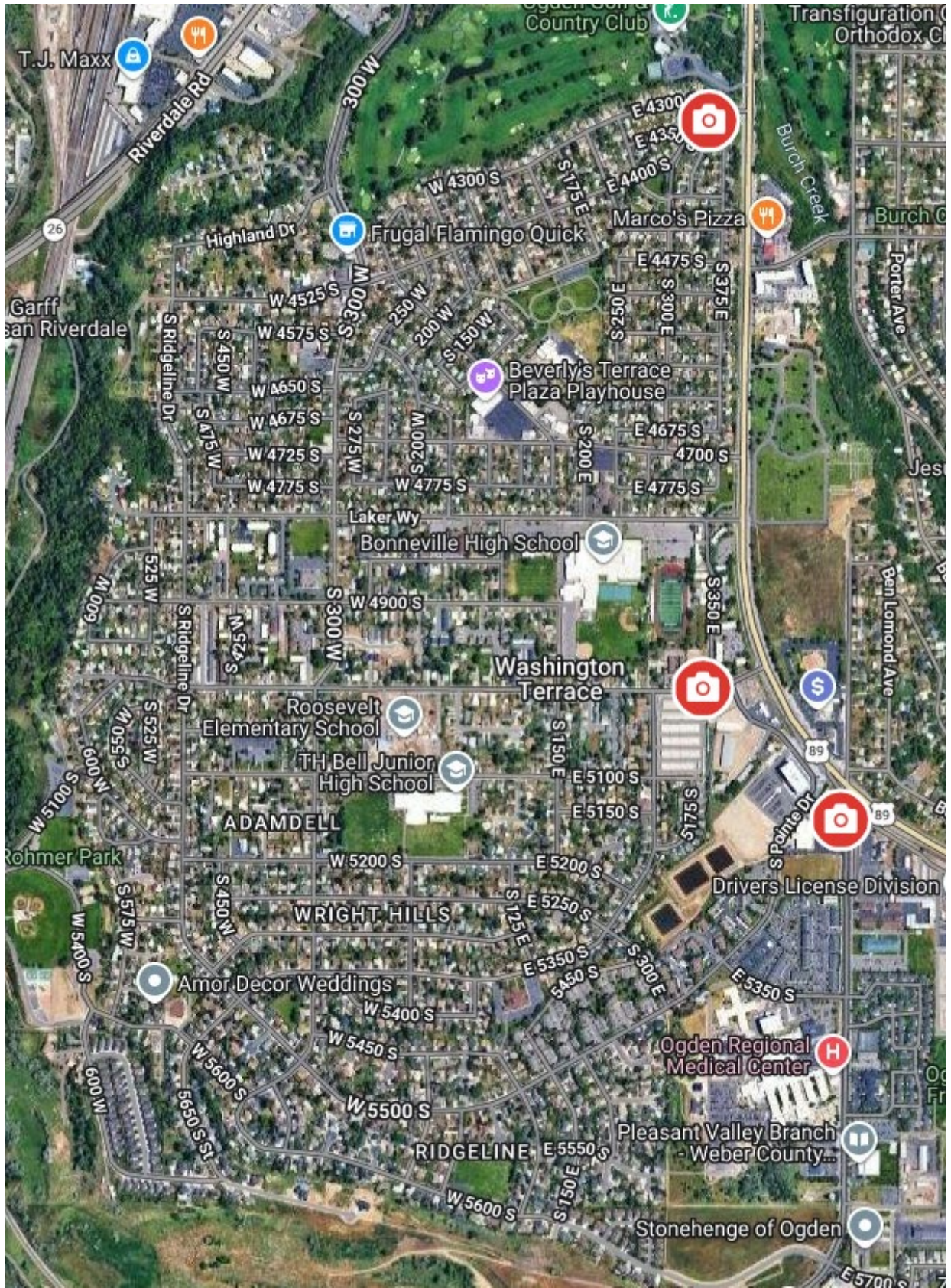
To determine whether the additional cameras will have a measurable positive impact on law enforcement efforts, staff recommend partnering with Flock to install the cameras on a trial basis. This approach does not force the City to a long-term contract and will provide a valuable opportunity to evaluate their effectiveness in the proposed locations. If it is determined that it is in the best interest of the city and law enforcement, the city can enter a long-term relationship with flock through the budget process.

## **Description:**

- A. **Topic:** Add 3 additional Flock cameras to our law enforcement surveillance system.
- B. **Background:** Council requested the implementation for 3 additional Flock cameras to our Flock system to better cover strategic traffic corridors. To determine their usefulness, Flock offers a no risk opportunity to try the cameras for a period of 60 days.
- C. **Analysis:** Council has made it clear that having additional Flock cameras would be a positive impact for law enforcement efforts and could enhance service levels to the stakeholders of the city. Once the order is placed it takes around 4 to 6 months to process the permitting and installation.
- D. **Fiscal Impact:** During the trial period there will be no fiscal impact. However, after the trial period the city will need to determine if the system is appropriate for service levels and financially. The cost is outlined in the attachment. The cost to install the system would be \$1,950.00 with an annual subscription rate of \$10,950 annually for three cameras.
- E. **Department Review:** Staff have reviewed the proposal and would recommend working with Flock on the trial period to determine value top the city.

## **Alternatives:**

- A. **Approve the Request:** Move forward with the trial period.
- B. **Deny The Request:** Set the trial period aside and wait until budgets have been approved for implementation in the possible future.
- C. **Continue the Item/Impact:** Simply postpones the trial period.



**Flock Safety + UT - City of  
Washington Terrace**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Jason Lanthier  
jason.lanthier@flocksafety.com  
+16309628794

Created Date: 02/26/2026  
Expiration Date: 03/27/2026  
Quote Number: Q-190705  
PO Number:



## Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: Ogden, Utah 84405

Ship To: 5249 S 400 E Washington Terrace, Utah 84405

Billing Company Name: UT - City of Washington Terrace  
Billing Contact Name:  
Billing Email Address:  
Billing Phone:

Subscription Term: 36 Months  
Payment Terms: Net 30  
Retention Period: 30 Days  
Billing Frequency: Annual Plan - Invoiced at the end of the pilot period.

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$9,000.00</b>
<b>Flock Safety Platform</b>			
Flock Safety Platform - Essentials	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	3	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	3	\$1,950.00

**Subtotal Year 1:** \$10,950.00  
**Annual Recurring Subtotal:** \$9,000.00  
**Estimated Tax:** \$1,957.50  
**Contract Total:** \$28,950.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.*

## Product and Services Description

FlockOS Features	Description
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

# City Council Staff Report

**Author:** Amy Rodriguez

**Subject:** Policy and Procedures Manual

**Date:** March 3, 2026

**Type of Item:** Motion/Resolution

**Summary Recommendations:** It is recommended that Council review the proposed changes to the manual and approve the URS Savings Plan Automatic Enrollment to Policy to be added to the manual by resolution.

## **Description:**

A. **Topic :** URS Savings Plan Automatic Enrollment

### **B. Background:**

The City is a Utah Retirement System (URS) Participating employer. The city is required to submit an updated Service Agreement with URS in response to the URS system upgrade occurring in March 2026. As part of the agreement, the city would like to take advantage of the URS Automatic Enrollment Plan for newly hired employees after March 31, 2026.

Why an Automatic Enrollment Plan?

- Increases employee participation by simplifying the savings and investment process.
- Better prepares employees overall financial well-being
- Helps employees utilize their total compensation package
- Offers tax benefits on savings for employees
- Keeps employees in control of how much they save.
- Increases employee awareness of employer-provided retirement benefits

### **C. Analysis :**

All city employees are eligible to participate in personal contribution savings plans (401k, 457b, Roth IRA, Traditional IRA) offered through the URS system at any time.

The city does not offer any matching-contribution programs.

The URS agreement only allows the city to **choose one plan for automatic enrollment.**

The City would like to automatically enroll newly hired employees into the 457(b) governmentally deferred compensation plan. The 457(b) plan acts like a regular 401k plan, however, it allows early withdrawal without any early withdrawal penalties under certain circumstances.

The city would automatically withhold **2%** of the employees' personal contributions beginning their first paycheck. The employee would be able to **opt-out** of this program on their first day, or at any time thereafter. They would be able to manage their account 24/7 through the URS website.

In order to establish an automatic enrollment plan, the city must implement an internal policy for auto-enrollment. The following highlighted policy has been approved by the legal team at the URS.

**D. Fiscal Impact:** No fiscal impact.

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

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 26-02**

**POLICY AND PROCEDURES**

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

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

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

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

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

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

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

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

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

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this \_\_\_ day of \_\_\_\_\_, 2026.

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

ATTEST:

\_\_\_\_\_  
Amy Rodriguez, City Recorder

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

## SECTION 19: BENEFITS

### 5. RETIREMENT SYSTEM.

A. The City participates in the Utah Retirement Systems (URS). Each employee will be classified as eligible or ineligible for retirement benefits as determined by the URS policies. Employees shall notify the Human Resource Department at least ninety days prior to their anticipated retirement date to make arrangements for commencement of applicable retirement plan benefits and to allow for replacement of the retiring employee.

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

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

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

C. The cost of this program is paid for by the City and the employee in the percentages set by action of the City Manager or designee and the City

Council and complies with Utah State Retirement rules and regulations. The City will follow all requirements of the Utah State Retirement and Insurance Benefit Act Title 49. This includes eligibility requirements, contribution reporting, and designating positions to exempt from retirement. The Human Resource Department will maintain a list designating those positions eligible for exemption in the retirement system. An employee may not be exempt from URS unless the employee is in a position which is eligible for exemption.

D. Benefited eligible employees hired on or after March 30, 2026, will have 2% of their gross salary automatically deferred into the employee's URS 457(b) plan. An employee may elect to stop, decrease, or increase these deferrals at any time. These deferrals are vested immediately and may only be withdrawn according to plan provisions.

An employee automatically enrolled in the plan may elect to OPT OUT of the automatic arrangement and choose to make an in-service withdrawal of the elective deferral amounts with related earnings. Such an election must be made no later than 90 days after the date of the Participant's first elective deferral contribution. The amount of such withdrawal shall not be subject to the 10% early distribution tax imposed by IRS Code section 72(t).

If an employee has been automatically enrolled in the Plan and has not made an investment election prior to contributions being allocated to the vested account, such amounts shall be invested in the age-related Target Date Fund, as outlined in the URS Summary Plan Description (SPD)

All employees will be required to sign a disclosure that they have received information about how to access, enroll in, and change their eligible retirement plans and systems, prior to or on their first day of employment.