



Special City Council Meeting

Tuesday, December 15, 2020

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

www.washingtonterracecity.com

* **Note:** The Centers for Disease Control and Utah Department of Health have declared a national and state pandemic for COVID-19 where social distancing and other requirements are in place to prevent the spread of this infectious disease. Members of the Public may view the meeting via the City's Facebook page at: Washingtonterracecity.com. Comments on appropriate agenda items may be emailed to: amy@washingtonterracecity.org, or typed into the Facebook live stream at the citizen's comments agenda item.

1. **WORK SESSION:**

5:00 P.M.

Topics to include; but are not limited to:

- Public Works Department Heavy Equipment
- Capital Investment Plan

2. **ROLL CALL**

6:00 P.M.

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

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

5.2 APPROVAL OF DECEMBER 1, 2020 MEETING MINUTES

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.

7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS**

Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda

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

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

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted 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.

8. NEW BUSINESS

8.1 DISCUSSION: CAPITAL INVESTMENT PLAN DISCUSSION

Continuation of the Work Session discussions.

8.2 DISCUSSION: PUBLIC WORKS HEAVY EQUIPMENT DISCUSSION

Continuation of the Work Session discussions.

**8.3 DISCUSSION/ACTION: DIRECTION TO MOVE FORWARD AND BRING
BACK HEAVY EQUIPMENT REPLACEMENT AND FINANCE OPTIONS
TO COUNCIL FOR FUTURE ACTION**

Discussion on heavy equipment replacement needs, with approval from Council to bring back
Funding options for consideration at a later date.

9. COUNCIL COMMUNICATION WITH STAFF

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

10. ADMINISTRATION REPORTS

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

11. UPCOMING EVENTS

December 17th Planning Commission Meeting 6:00 p.m.
December 25th : City Offices closed for Christmas Holiday
January 1st : City Offices closed for New Years Holiday
January 5th : City Council Meeting 6:00 p.m.

12. ADJOURN THE MEETING: MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on December 1, 2020

City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Blair Brown
Council Member Larry Weir
Council Member Scott Barker
Council Member Jeff West
Finance Director Shari' Garrett
Public Works Director Jake Meibos
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others Present

Sheriff Arbon, Chief Roundy, Lt. Miller

1. WORK SESSION:

5:00 P.M.

Topics to include; but are not limited to:

- **Weber County Sheriff Contract discussion**

Mayor Allen stated that there was a post on Facebook that a couple of car thefts were solved and caught last night at Terrace Auto.

Mayor Allen stated that he and Hanson attended a meeting with the Sheriff's office a few weeks back, along with several other contract cities. He stated that several topics were discussed, including a drone program and budget discussions.

Chief Roundy led the discussion and presented a slide presentation. He stated that public safety and officer safety is the Office's key objective.

He spoke of crime rate factors, citing population growth and economic/social factors as some of the stressors. He stated that the criminal justice department has been adapting to the COVID 19 restrictions. He stated that there has been public unrest this year, and they are not ruling out more political public unrest within the next coming months. He stated that crime rate increase and social unrest impacts the local economy.

Chief Roundy stated that violence against the officers have increased 34 percent. He stated that

line of duty deaths have increased and is a significant problem. He stated that there is violence against our officers in Weber County.

He stated that they are implementing several strategies in policing, including community policing, zero tolerance policing, Intelligence led policing, and Strategy Problem Oriented Policing (POP). The Chief highlighted several key cases by the POP unit. He stated that the VIPS program helped support several operations, including vehicle burglaries.

Roundy highlighted the Real Time Crime Center, which is at no cost to the contracted cities as it comes from the general fund, however, they receive the benefits of this intelligence led policing strategy. He stated that vehicle burglaries is an example of property crime that has escalated to violent crime. Mayor Allen stated that he has toured the Real Time Crime Center, stating that it was very impressive, and noted the advantage of having one of our officers in the Center.

Chief Roundy shared a link explaining the benefits of the Law Enforcement Drone Program. He stated that the drones are used constitutionally for specific purposes.

Enforcement 2021 Budget Objectives

1. Public and officer safety
2. Professional development
3. Police and community engagement
4. Sustain Weber County economic Base strategies

Chief Roundy stated that they are prepared to move forward with the addition of 2 officers to personnel. He stated that the Real Time Crime Center is funded through the general fund. He stated that the Drone program needs 2 FAA licensed deputies and 5 drones would need to be purchased. Mayor Allen stated that he and Hanson believe that the drone program should not be solely funded by the contracted cities, as the drones will be used to help other neighboring communities. Chief Roundy stated that they are looking into building it into the general fund, however, at this time it is geared towards the contract cities. He stated that it is a shared concept. Sheriff Arbon stated that the drones will have to be flown by line of sight. He stated that the drones will initially be used in vehicles and taking contract cities calls. He stated that they will not have the ability to “nest” the drone and fly around the county. He stated that initially, every call will be documented.

Roundy stated that professional development and policing series improvement is high on the objectives. He stated that they will be needing to do lateral movements, as he believes there will be several retirements within the next 6 months.

Roundy stated that the office would like to get the communities engaged through community engagement and building partnerships to solve community problems.

The Chief stated that equipment will need to be upgraded and purchases, such as riffles, speed trailers, license plate reader system, and k9 dog “no touch” kennels to help separate the dogs. He stated that public order unit riot gear equipment will be needed to help deal with civil unrest.

Chief Roundy stated that contract cities are paying for 41 officers, and the general fund is paying for 31. He stated that Washington Terrace is paying for 6.36 officers. He stated that there are several factors that need to be evaluated to decide officer numbers. Chief Roundy would like the FTE to increase to 8 officers, with 4 starting in January, and 2 more in July, and 2 additional the

94 following year. The Mayor asked that the final numbers be sent out to Council so that they can
95 review. Chief Roundy stated that he has preliminary estimates, however, the final numbers should
96 be available within a few weeks.

97 Mayor Allen stated that there is a \$20,000 increase, which was expected.

98
99 Hanson stated that we will need to review and make sure that we will be able to afford the plan
100 that is set forth. He would like the 5 year projection for each year. He stated that we will need to
101 anticipate the affordability and impact to the City.

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

143 Mayor Mark C. Allen
144 Council Member F. Carey Seal
145 Council Member Blair Brown
146 Council Member Larry Weir
147 Council Member Scott Barker
148 Council Member Jeff West
149 Public Works Director Jake Meibos
150 Finance Director Shari' Garrett
151 City Manager Tom Hanson

152

153 **Others Present**

154 The Meeting was held via zoom and live streamed on Facebook
155 Gary Keddington

156

157

158 **2. ROLL CALL**

6:00 P.M.

159

160 **3. PLEDGE OF ALLEGIANCE**

161

162 **4. WELCOME**

163

164 **5. CONSENT ITEMS**

165

166 **5.1 APPROVAL OF AGENDA**

167 **5.2 APPROVAL OF NOVEMBER 17, 2020 MEETING MINUTES**

168 Items 5.1 and 5.2 were approved by general consent.

169

170 **6. CITIZEN COMMENTS**

171 Scott Simpson stated that there are two streetlights needing attention. Hanson will ask for the addresses
172 and let Public Works know. Mayor Allen stated that they are usually taken care of fairly quickly through
173 Rocky Mountain Power. The address is 203 W 4775 S.

174

175 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
176 **COMMENTS**

177 Mayor Allen asked if someone could contact the school facility and have them move the chain linked
178 fence that has blown over.

179

180

181 **8. NEW BUSINESS**

182 **8.1 PRESENTATION/DISCUSSION: COMPREHENSIVE ANNUAL FINANCIAL**
183 **REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020**

184 Garrett stated that the independent audit has been completed by the firm of Keddington and Christensen.
185 She introduced Gary Keddington to present the findings of the audit report and compliance reports.

186

187 Keddington stated that the fiscal year ended on June 30, 2020. He stated that some of things the auditors
188 look at are compliance with different laws, fraud aspects, local compliance, and federal compliance. He
189 stated that they look at internal controls within the organization. He stated that it is important to double

190 check to make sure that the processes and procedures were done correctly. He stated that they did not
191 find any issues with internal control. He stated that they had no difficulties with the staff and that staff
192 was very open and cooperative to all their questions and requests for reports or information. He stated
193 that they did not have any situations where they needed to bring in a third party to review any differences
194 of opinions. Keddington stated that they have a clean opinion on the financial statements. He stated that
195 the City conforms to all the accounting rules and that we have accountability to tax dollar funds.
196 Keddington stated that there were no areas found with compliance issues with federal laws.
197 He stated that state auditors have a checklist to make sure we are in compliance with state laws.
198 Keddington stated that the fraud risk assessment was a new item this year, and the City has complied
199 with the requirement.
200 Keddington stated that there was one issue they found with the court. He stated that one of the things that
201 they test is how court is reporting revenue and expenses. He stated that they found on 5 occasions that
202 the online payment fees cost was put into an expense cost. He stated that once this was found, the
203 employees were trained and there should be no other issues moving forward.
204 Keddington stated that they appreciate the hard work that staff has done to help through this audit.
205 Council Member Barker asked if there are opportunities for the auditors to give instructions and teach
206 different techniques. Keddington stated that they go over a lot of suggestions. He stated that they train
207 where they see the opportunity. He stated the cleaner the city is, the easier the audit is for the firm.
208
209 She stated that the new multi-year budget planning has started in November.
210 Garrett stated that the CAFR is used to assess our financial and economic conditions. She stated that
211 there are several indicators to assess what we can expect in the future.
212
213 Garrett highlighted three areas of focus when looking at the financial condition of city:
214 1. Near Term financial condition: Do we have enough money coming in to send out? Do we have
215 access to resources for unanticipated events? She stated that our Near Term Financial Position is
216 adequate, meaning that we have enough money to pay our bills and contribute to capital
217 requirements. She stated that we have enough liquid resources to pay for unanticipated events.
218 She stated that we have enough to meet immediate needs, however, it is not unlimited. She stated
219 that we have reserves on hand, noting that the general rule is that there is a minimum of three
220 months to cover regular operating expenses. She stated that our reserves are slightly growing.
221
222 2. Net Position: Is it improving or deteriorating? Garrett stated that our position is increasing and
223 that we are seeing some strength in this area.
224
225 3. Economic Condition: What is our stability of the income sources? What is the likelihood that our
226 net position will increase? Garrett stated that each of these conditions have challenges as well as
227 opportunities. She stated that our ability to generate revenue and keep up our demand with city
228 obligations and capital improvements is one of our biggest challenges. She noted that even with
229 the challenge of COVID this year, we saw strength in our reserves and pay our obligations. She
230 stated that she is feeling confident on where we are financially and where we are going in the
231 future.
232
233 Garrett stated that our ability to make good sound decisions and our ability to adapt is superior. She
234 stated that we show strength in the books and is confident that it will continue in the future.
235 Garrett stated that the CAFR is complete, but she will need to make an adjustment concerning the
236 CARES act funding entry. The CAFR will be available online under Finance and Budget.
237

238
239 **8.2 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN –**
240 **CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION**

241 Rodriguez stated that the Capital Improvement Prioritization is the next component of our application for
242 the CDBG grant for 2021. The City would like to move forward with applying for a grant listed as
243 number one” Water Valve Improvements”, which entails installing upgraded water valves throughout the
244 City and two PRV units, which are pressure reducing valves to help stabilize the water between different
245 zones.

246 Hanson stated that isolating different areas is one of our weaknesses in the city and is super high on our
247 needs of projects that need to be completed.

248
249 **Motion by Council Member West**
250 **Seconded by Council Member Barker**
251 **To approve the Consolidated Plan-**
252 **CIP project Prioritization**
253 **Approved unanimously (5-0)**
254
255

256 **8.3 MOTION: APPROVAL TO REINSTATE THE FLEET PROGRAM**

257 Hanson stated that the Fleet Program was put on hold in April as part of our Shortfall Revenue plan due
258 to COVID-19. Hanson stated that by selling the vehicles by the second year cuts back on having to
259 replace tires and cutting into our margin. Hanson stated that the market has been strong and
260 recommends reinstating the fleet program as designed in the past. Hanson stated that there may be 6
261 vehicles in the plan this year. He stated that the vehicles are not sold until we receive the new vehicles.
262 Hanson stated that two truck will be sold outright this year without replacements. Hanson stated that he
263 is trying to minimize tire replacements.

264
265 **Motion by Council Member Barker**
266 **Seconded by Council Member Seal**
267 **To reinstate the Fleet Program**
268 **Approved unanimously (5-0)**
269
270

271 **8.4 MOTION: APPROVAL OF THE 2021 ANNUAL MEETING SCHEDULE**

272 Rodriguez stated that state law mandates that when regular meetings are held, a schedule must be
273 approved and posted. A copy of the 2021 meeting schedule has been provided to Council in their packet.
274 The meetings will be held on the first and third Tuesday of each month. Any variations will be properly
275 noticed.

276
277 **Motion by Council Member Weir**
278 **Seconded by Council Member Brown**
279 **To approve the 2021 annual meeting schedule**
280 **Approved unanimously (5-0)**
281

282
283 **9. COUNCIL COMMUNICATION WITH STAFF**

284
285 Council Member Barker asked if there was any information gathered on the streetlight for 5700 South.
286 Hanson stated staff has been talking about how to have a safer route across 5700 South and Adams

287 Avenue. He stated that staff would like to have an actuator that would blink when someone would like to
288 cross the street. He stated that there would be advance warning lights to inform people to expect someone
289 in the crosswalk. He stated that the actuators would be solar powered. He stated that the cost is estimated
290 at \$15,000. He stated that we received a bid through a state contract to provide the materials to have this
291 built. Hanson stated that the funds are already in the budget and would like to fast-track this project.
292 Council Member West asked if there is any signage down the road that lets people know that there is a
293 sidewalk coming up. Hanson stated that we can add signage down the street as long as it follows the
294 traffic signage regulations. He stated that the crossing would be on the north side of the intersection to
295 consolidate all the locations. Mayor Allen stated that he likes the idea, but would also like to see another
296 warning light southbound. He stated that cars take the curve by the water tank travel a lot faster than the
297 35 mph limit. Mayor Allen stated that he does not like scrapping the traffic light altogether. Hanson
298 stated that there may be a way to have development help pay for the traffic light. He stated that this is an
299 alternative while staff works on the traffic light issue. Hanson stated that the actuators can be used to be
300 set up at other locations if needed. Council Member Barker stated that we can figure out how developers
301 going into that area can help with the light. Hanson stated that an impact fee analysis can be done and it
302 can be factored into that way.
303

304 **10. ADMINISTRATION REPORTS**

305 Hanson stated that he had a productive meeting with Garrett concerning budget planning.
306 Hanson stated that staff is appreciative of the Council gift this year.
307

308 **11. UPCOMING EVENTS**

309 December 15th Council Work Session 5:00 p.m.
310 December 15th Council Meeting 6:00 p.m.
311 December 19th Planning Commission Meeting 6:00 p.m.
312 December 25th : City Offices closed for Christmas Holiday
313 January 1st : City Offices closed for New Years Holiday
314 January 5th : City Council Meeting 6:00 p.m.
315

316 **12 MOTION: ADJOURN INTO CLOSED SESSION**

317
318 **Motion by Council Member Weir**
319 **Seconded by Council Member West**
320 **To adjourn into closed session**
321 **Approved unanimously (5-0)**
322 **Roll Call Vote**
323 **Time: 7:24 p.m.**
324

325 **Mayor and Council adjourned into closed session to discuss:**
326 ○ Strategy session to discuss pending or reasonably imminent litigation.
327

328 **13. ADJOURN THE MEETING: MAYOR ALLEN**

329 Mayor Allen adjourned the closed session and regular meeting at 7:43 p.m.
330
331
332

333 _____
Date Approved

City Recorder

City Council Staff Report

Author: Tom Hanson
Subject: Capital Investment Plan
Date: December 15, 2020
Type of Item: Discussion



ADMINISTRATION

Summary:

Over the past several years we have had several discussions surrounding the Capital Investment Plan (CIP) and have been quite successful in setting goals and providing outcomes as it relates to the plan. Under your guidance and encouragement, staff has been successful in securing grants, strategic financing, competitive bidding and procurement processes that have helped achieve our infrastructure goals.

In order to keep this momentum going we will be working with you, the Mayor and Council, on the next phase of our CIP and the construction of several of our most important capital projects. With careful funding through the TNT process, grants, financing and strong fiscal management we will continue to achieve our goals.

In order to best describe our goals, it is important to understand how the plan is designed and how the plan moves from planning, to an action item and on to completion. As projects move from the planning phase Capital Investment **Plan (CIP)** to an action phase; the projects will be referred to the “Terrace Capital Investment **Project**” (**TCIP**) phase. This delineation will help clarify the difference from a “planned” investment to an actual “project” investment. After the completion of the project we will consolidate projects in the **Completed Projects** section of the document in order to show the full cycle of a project from planning through implementation and on to completion. Going forward, we anticipate this document to be a living document that will undergo some editing as information and needs arise.

This Council Meeting will be a review of our most recent CIP and TCIP document and correlate projects with anticipated funding requirements.

A printed summary of the projects will be delivered to each of you for review ahead of the meeting. We hope this information will help set the foundation for project goals, funding opportunities and future infrastructure requirements.

Description:

A. **Topic:**

Capital Investment Plan (CIP) planning document review.

Terrace Capital Investment Project (TCIP) document summary review. (Formerly known as OTIS II)

- B. **Background:** The CIP has been an integral part of our planning and budgeting process for many years. The CIP has proven to be a critical link for the city's budgeting, needs analysis, grant applications, careful funding and the implementation of projects. The review of the CIP and the TCIP will allow for a deep dive into our planning and implementation process. Going forward, we will continue to update the plan and implement the identified projects.
- C. **Analysis:** No specific action is required at this time. However, staff would like to receive feedback regarding the plan and if the plan and projects are in accordance with Council goals and objectives.

City Council Staff Report

Author: Jake Meibos

Subject: Heavy Equipment Replacement Plan

Date: 12/15/2020

Type of Item: Discussion/Action



Summary Recommendation:

Description:

- A. **Topic:** Discussion on the Heavy Equipment Replacement Plan.
- B. **Background:** Heavy Equipment is an essential tool for the Public Works Department to serve, respond and maintain the City services. City Council adopted the revised Fleet Management Plan in 2014. The plan specifies the criteria for the replacement plan for Heavy Equipment. (See attachment page 6-7) There has not been any equipment replaced since the Heavy Equipment replacement has been adopted. The most recent heavy equipment purchase was the Backhoe in 2011.
- C. **Analysis:** Over the last year Staff has evaluated the current condition of Heavy Equipment Fleet against service requirements. The outcome of our evaluation was as follows:
 - Loss of dependability and efficiency
 - Increased down time.
 - Replacement parts not available
 - Increase in maintenance cost
 - Not reliable for emergency response
 - Exceeded the 15 year service life. 87% of the equipment is over 15 years old
 - Current value (depreciation)
 - Replacement cost are increasing

I have concerns with the life expectancy of the heavy equipment being able to maintain the City services. I have prioritized the Heavy Equipment fleet including replacement justifications, current estimated value, replacement cost and options.

See attachment (Heavy Equipment Priority list)

Staff is concerned with the future of the heavy equipment being able to maintain and repair the city's investments. Replacement cost will continue to increase each year and the value of our equipment will decrease if we don't actively find the right time to replace the equipment.

Future fleet management plan considerations: Staff recommends revisiting the criteria for Heavy Equipment Replacement.

Criteria to consider:

- Reevaluate the age criteria (10 year service life)
- Replace when it is cost effective (higher replacement value)

- Replace before incur major repair cost and down time increase.

Department Review: Public Works, City Manager, Finance

Alternatives:

- A. **Approve the Request:** Staff is recommending the approval to move forward with a Heavy Equipment Replacement Plan and Finance options.
- B. **Continue the Item:** Denying the request will delay the Heavy Equipment Replacement Plan. Effect the future maintenance and repairs of the city's investments.

I am available to answer any question or concerns the Mayor or Councilmen may have.
You're welcome to contact by phone 801-920-9070 or email
jakem@washingtonterracecity.org

City of Washington Terrace

Fleet Management Plan

March 2010
March 2014- Revised



EXECUTIVE SUMMARY

The Washington Terrace City Fleet Management Plan has been developed to provide guidance in operating, maintaining, evaluating, financing, and replacing vehicles and rolling equipment used for accomplishing the City's charter to supply and maintain the infrastructure and services necessary for communal living. It is an attempt to objectively manage each piece of equipment from "cradle to grave" for the most benefit and least cost to the City.

The plan has been reviewed and approved by the City Council. It is to be followed for managing and operating the City's fleet. Substantive changes to the procedures and practices outlined in the document may require City Council review and approval through the budget process. Minor/non-substantive changes will be administratively incorporated as needed to insure that the plan works to accomplish its design.

Much of this Fleet Management Plan has been practiced informally for years. The plan now formalizes the policies and procedures already in use, provides a system for gathering decision-making information, references City documents that directly affect fleet operations, outlines a uniform procedure for purchasing and disposing fleet equipment, and gives guidance in making those acquisition decisions. The document outlines operator qualifications and duties, fleet maintenance procedures, methodology for monitoring and evaluating fleet adequacy, and planning and financing fleet replacement.

Fleet Replacement Objective

This plan outlines the criteria needed to make sound fleet replacement decisions. It is a combination of methods for evaluating fleet replacement and is an attempt to utilize the best elements of each. It is designed to allow flexibility, by not overly objectifying or simplifying. The former requiring endless economic analyses which often lead to exceeding the useful life of a piece of equipment to meet a breakeven benefit/cost point and the latter setting a mileage, age, or hours-used limit without considering other factors.

It is worth noting that purchasing policies already in place allow the City Manager to purchase or dispose of fleet equipment to \$25,000.00 without additional approval by the Council. This plan, though, will be used as the basis for justifying those purchases or dispositions by the City Manager as well as justifying fleet equipment decisions to the Council in excess of \$25,000.00.

Policy Scope

The City Fleet Management Plan applies to all City operated vehicles, both purchased and leased, that include, but are not limited to, all motorized vehicles and heavy operating equipment.

FLEET OPERATION

ADMINISTRATION

Assignment of Responsibility

The City shall designate an individual specifically responsible for city-wide fleet management. This individual, the fleet manager or designee, shall be responsible for the smooth operation of the fleet, proper maintenance and repair, equipment evaluations, and record keeping. The fleet manager or designee will be assisted by each department head with fleet assignments and each employee who operates equipment.

The fleet manager or designee will track and record all operating costs as outline in the Yearly Vehicle Operations and Maintenance Summary found in Appendix A. He/She will be assisted by the City Recorder, who currently maintains insurance and registration costs and receives vehicle fueling information from the Utah State contracted vendor card billing each month. In addition, the fleet manager or designee will collect and summarize fuel usage and mileage information for each piece of equipment (see the Washington Terrace City Public Works Fuel Log found in Appendix A).

The fleet manager or designee will also be responsible for recording and reporting fleet descriptive data and responding to queries about the agency's fleet. Fleet descriptive data shall include, as far as possible, all of the information listed on the Vehicle Information Summary found in Appendix A.

Driver Eligibility

Any driver/operator of City-owned vehicles and equipment must be 18 years of age and maintain a valid Utah Driver License and/or Utah Commercial Driver License (CDL). Driving privileges are granted to eligible individuals through authorization from Human Resources. Every authorized operator is required to participate in a Defensive Driving Course once every three years. Operators are also required to drive defensively, obey all traffic signs, follow state law, and drive safely for prevailing conditions.

Vehicle Assignment

Vehicles assigned to a specific person shall be made in writing. Fleet equipment not assigned to a specific person will be assigned by default to the department manager where the vehicle is used.

Reporting Assignment

Departments assigning vehicles to individuals shall report the following information to the fleet manager or designee as assignment occurs:

- VIN, license plate number, year, make, and model
- Name and position of the individual to whom it is assigned
- Effective date of assignment
- Condition of the vehicle

Safety and Accident Reporting

Persons assigned to a vehicle shall report to the fleet manager or designee all noted vehicle maintenance and repair problems as outlined on the User Vehicle Inspection sheet found in Appendix A. Accident reporting shall follow instructions found in each over-the-road vehicle's Accident Packet and shall be conducted in accordance with the Accident Review Committee (ARC) Policy found in SECTION XXIV: ACCIDENT INVESTIGATION AND REVIEW of the PERSONNEL POLICIES AND PROCEDURES MANUAL.

Vehicle Cleaning

The person assigned to a vehicle shall be responsible to keep vehicle clean inside and out. No smoking is allowed in any City fleet.

Vehicle Inspections/Maintenance

Basic road-worthiness inspections are to be performed by drivers before operating a vehicle. Problems should be resolved and/or noted on the User Vehicle Inspection form (found in Appendix A) and turned in to the fleet manager or designee.

Vehicle inspections shall be conducted at least monthly by the assigned department/individual for all fleet vehicles (see the User Vehicle Inspection form found in Appendix A). The form shall be filled out completely for each vehicle and submitted to the fleet manager or designee. Minor maintenance/condition checks, as listed on the form, shall be performed by each vehicle assignee.

Appropriate Use of Fleet

City fleet shall be used only while conducting City business or assisting other agencies as stipulated by an interagency agreement.

Vehicle users should always stay within the manufacturer's gross vehicle weight guidelines. Overloading vehicles stress body parts and can be dangerous, as well as harmful to the vehicle.

Use of Personally Owned Vehicles

City staff is encouraged to use City vehicles while conducting City business. Staff using their personal vehicle for City business must have their vehicle properly licensed and insured (Utah State No Fault Insurance at a minimum). Refer to City travel and training policy for more information (SECTION XVI: REIMBURSABLE EXPENSES of the PERSONNEL POLICIES AND PROCEDURES MANUAL).

FUELING

Fuel Contracts

City fleet vehicles are required to use a contracted vendor card for all fuel purchases. The cards are valid at select commercial locations throughout the State of Utah, all State

operated locations, and most ARCO fueling locations. A list of the locations (Fueling Instructions and Network Directory) is available when needed.

Fuel cards are issued for specific vehicles, not for individual drivers. They should only be used for fueling the vehicle for which they are assigned. This allows for fuel cost monitoring of that vehicle. Fuel cards are not required for the retail fuel service contracts that maintain on-site fuel inventories. However, fuel usage and mileage (hours) must be manually logged at the diesel dispensing station at the Public Works Shops.

In the event that the vendor card has been lost or stolen or it will not work properly, an operator may purchase fuel at any commercial vendor. A receipt must be kept for the transaction, along with writing down the mileage on the receipt, and must be turned in to the operator's manager for reimbursement and resolution of the card problem.

Fueling Practices

Unless specifically prohibited by manufacturer warranty, all City vehicles operating on gasoline shall use regular unleaded gasoline. Higher octane blends (marketed as premium, super-unleaded, plus, etc.) are generally not allowed for use in City vehicles. Engine "pinging" seldom occurs with 85 octane fuel because of the elevation in Utah.

For record keeping purposes, every piece of equipment shall have its fuel tank(s) filled completely the first week in July, whether needed or not.

FLEET MAINTENANCE

User Responsibility

Each department/individual with an assigned vehicle shall be responsible for proper operation and maintenance of that vehicle. The user is to clean the outside and inside of the vehicle on a regular basis (a pressure washer is located at the Public Works Shops or arrange to have the work done), refuel the vehicle and keep it reasonably ready for an emergency, insure that equipment/forms/documents belonging to the vehicle are maintained (as listed on the User Vehicle Inspection form found in Appendix A), check the oil and tire pressures on a regular basis (at least monthly), keep track of maintenance requirements/intervals for the vehicle and arrange for the fleet manager or designee to schedule and complete the work, and report any problems so they can be properly resolved.

Warranty Tracking

The fleet manager or designee will be responsible to see that each vehicle remains covered by its warranty. He/She shall keep warranty copies for each vehicle and any scheduled maintenance information needed for the vehicle. The fleet manager or designee will also be responsible for tracking and following up on any manufacturer's vehicle recall. The fleet manager or designee will be assisted by the City Recorder in that effort because of the flow of information to the City Recorder.

The fleet manager or designee will also track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. This will help prevent paying for repairs and parts that are still covered under the manufacturer warranties.

Maintenance and Repair Work

Fleet maintenance and repair should be performed internally where feasible. If external support for repair and maintenance of fleet equipment is necessary, the City's purchasing policy as found under CONTRACTING AND PURCHASING POLICY in the POLICIES AND OBJECTIVES section of the current Washington Terrace City Adopted Budget shall be adhered to.

All maintenance work will be recorded on the Service Record for each vehicle as found in Appendix A. Time out of service, parts, mechanic costs, labor costs, lubricant quantities and costs, etc. shall all be recorded. Information gathered will be summarized each year on the Yearly Vehicle Operations and Maintenance Summary found in Appendix A.

An inventory of filters, fluids, belts, wiper blades, light bulbs, etc. and their associated costs shall also be kept on the form titled Parts Inventory/Usage found in Appendix A.

REPLACEMENT CRITERIA

The Washington Terrace City Fleet Replacement Policy has been developed to provide guidance in objectively evaluating the need for new equipment and the discontinuance or replacement of existing equipment. It follows extensive research into multiple state, county, and municipal programs. Somewhat surprisingly, all of the programs use benchmark standards in determining useful life of fleet equipment, as opposed to strict cost analysis, with procedures to override the standards based on individual vehicle history.

Timely replacement ensures that vehicles are replaced once the vehicle's life cycle or economic costs reach a practical minimum. Anticipated depreciation and resale value are considerations in replacing vehicles; however, other criteria such as operating costs, departmental needs, and safety standards are also evaluated.

Equipment Usefulness

Before the end of a vehicle's service life and the purchase of a new piece of equipment, an evaluation should be made as to the usefulness of the piece of equipment, the reliability of the brand, and functionality of the size or capability. Input should include the total usage time, worker preference in using the piece of equipment, down time, operating and maintenance costs, and usefulness for the job. Where equipment is not reliable, too small or too large for most jobs, difficult to use, and/or unsuitable for completing the work needed, a different piece of equipment should be considered. Contacting suppliers for hands-on demonstrations, internet research, past experience, and

finding what other entities/contractors use for similar work will lead to better decisions for replacement, elimination, or seeking something more useful. Reasons for the decision should be documented—especially where a change is proposed. Attribute advantages must be used in making/supporting the decision.

Safety

Operator and crew safety is the single most important element in equipment replacement. Near misses caused by equipment failure, unsuitability, or wear must be documented and brought to the attention of management. Dangerous equipment must be taken out of service until it is repaired or replaced. Replacement, in these circumstances, must improve safety and reduce/eliminate the threat of injury.

REPLACEMENT

General Use Vehicles

General use fleet vehicles should be replaced when they:

- 1) Reach 10 years of service, or
- 2) Log 80,000 miles of usage, or
- 3) Reach an estimated cost of repair or maintenance equal to or greater than the current fair market value of the vehicle, or
- 4) Reach a life repair cost (adjusted for inflation) relative to original purchase cost (including net adjustment to capital value) equal to or greater than 50%; whichever comes first. A vehicle may be retained longer than 10 years or 80,000 miles if it experiences unusually low maintenance costs. This determination is made on a case-by-case basis, or

5) General use fleet vehicles may be replaced on a one or two year cycle when the:

- a.) New vehicle is purchased using the State Contract pricing, and
- b.) Vehicle purchase and sale is expected to be in the best interest of the City financially.

Heavy and Special Purpose Equipment

Heavy vehicles and special purpose equipment should normally be replaced when they:

- 1) Reach 15 years of service, or
- 2) Reach 100,000 miles of usage (or recommended hours usage for the equipment); whichever comes first. A piece of equipment may be retained longer than 15 years or 100,000 miles if it experiences unusually low maintenance costs or its useful life is not yet reached. The determination will be made on a case-by-case basis.

Miscellaneous Equipment

Evaluate the equipment's condition.

ANNUAL EVALUATION

During the budgeting process, at the first of each calendar year, each department head and the fleet manager or designee will review equipment suitability; condition and reliability; and cost, maintenance, and mileage records (from the preceding fiscal year) for each vehicle to determine the need for replacement. Normally, vehicle eligibility for replacement will be based on the general criteria listed above and can be planned/budgeted for at the time of acquisition.

Yearly Records

Operation and maintenance records for each piece of equipment (found on the Yearly Vehicle Operations and Maintenance Summary spread sheet from Appendix A) will be made current via summarization of information collected from Fuel Logs and gasoline purchase records, insurance and safety inspection billings, and Service Record sheets. Equipment market values, replacement costs, and estimated salvage value must be obtained or realistically estimated and the Fleet Replacement spread sheet found in Appendix A should be completed where each vehicle is listed and replacement dates are projected.

Replacement Planning

The updated information will be invaluable in documenting and justifying out-of-sink replacement decisions and will assist in verifying the normal replacement process. A written evaluation of equipment suitability will also be required where changes in acquisition are requested.

FINANCING

Equipment Replacement

Budgeting for and financing fleet replacement are essential elements in a successful Fleet Management Plan. Before a piece of equipment is acquired a basic replacement strategy should be in place for financing that equipment's replacement—if the equipment is to be a permanent part of the fleet. Operation and maintenance funds should also be secured. A reliable and justifiable funding source must be found for the future acquisition, projected deposits must be calculated, and a replacement time-frame established (as shown on the Fleet Replacement spread sheet found in Appendix A).

Many of the steps/procedures listed in this Fleet Management Plan will provide input into the financing process. They will also assist in realizing the projected replacement schedule.

Funding Sources

Identifying equipment usage will determine possible funding sources. General purpose/office vehicles will likely be financed from the General Fund. Vehicles used for

water system maintenance may be financed from the General Fund and the Water Enterprise Fund. Every fleet item will require a funding source.

Replacement Projections

Monies to be set aside are easily calculated using the information contained in the Fleet Replacement spread sheet. Acquisition costs may be partially offset by sale/salvage of the excessed piece of equipment. Normal timing for the future replacement acquisition should be obtained from the Replacement Criteria section of this plan. Replacement planning may have to be adjusted for accidents and the operating and maintenance experience for each piece of equipment. Information contained in the Yearly Vehicle Operation and Maintenance Summary will be used to justify replacement schedule adjustments.

PROCUREMENT AND DISPOSAL

Procurement

Procurement of fleet equipment must follow the procedures outlined in the CONTRACTING AND PURCHASING POLICY and the FIXED ASSET AND INVENTORY POLICY found in the POLICIES AND OBJECTIVES section of the current Washington Terrace City Adopted Budget. Several options are open to the City for procuring fleet equipment. They include:

- Negotiating the acquisition through a state contract dealer,
- Buying through a state auction,
- Purchasing on the open market,
- Leasing,
- Lease-to-own,
- Trading for fairly appraised equipment,
- Buying through an equipment middle-man, and/or
- Upgrading to new equipment based on a premium payment.

Other options may also be available and should be explored to give full advantage to the City. All options must insure competitive pricing and provide assurances against kick-backs, etc.

A Vehicle Information Summary must be completely filled out on each new acquisition. The fleet manager or designee is responsible for completing the summary and setting the scheduled maintenance program.

Procurement Implementation

The City Manager is authorized to expend funds according to the parameters of this policy and as authorized in the budget.

Disposal

Disposal of fleet equipment must follow the procedures outlined in the SALVAGE POLICY found in the POLICIES AND OBJECTIVES section of the current Washington

Terrace City Adopted Budget. Several disposal options are available to the City when excessing fleet equipment. They include:

- Direct sale to a buyer,
- Utilizing a state auction,
- Utilizing commercial auctions,
- Selling through an equipment middle-man,
- Utilizing a commercial internet site,
- Utilizing a community site such as KSL.com,
- Parting out the equipment for resale,
- Trading with another government entity,
- Holding an in-house auction, and/or
- Selling the equipment for scrap.

Direct sales should be based on the current Kelly Blue Book (or similar listing) value of the equipment as a starting point.

Excess property must be removed from the City's Fixed Asset Inventory. The Vehicle Information Summary and Yearly Vehicle Operations and Maintenance Summary spread sheets should be retained by the City for future questions and to add to the City's fleet management experience record.

APPENDIX A

Yearly Vehicle Operations and Maintenance Summary

Washington Terrace City Public Works Fuel Log

Vehicle Information Summary

User Vehicle Inspection (Monthly Minimum)

Service Record

Parts Inventory/Usage

Fleet Replacement

HEAVY EQUIPMENT REPLACEMENT PRIORITY LIST

Priority/ Replacement yr.	Equipment Type	Acquisition Date	Purchase cost	Current miles/hours	Current Value	Replacement Cost	Annual O&M \$	Justification criteria	15 Yrs. Of service	100,000 miles	Increase O&M	Major repairs	Notes
#1 / 2021	2005 Vac Truck	2011 9yrs	\$100,000		Surplus 50K	New \$389,951 Demo \$364,942.25 Used \$226,000	\$2,000	Repairs are increasing. Level of service is decreasing. Not reliable in emergency situations.	X		X	\$37,000 in the last 5 yrs.	Replace
#2 / 2021	1995 International Bob Tail	1995 25 yrs.	\$64,240	25,970/2,855	waiting for appraisal	Truck & bed \$128,676.04	\$1,000	Over 15 yrs. of service. Repair cost are increasing. Frame has rust issues that can not be repaired. Increase down time	x		x	x	Replace with Dodge 5500 w/ dump bed, spreader and snow plow. Will be used as a passenger fleet truck.
#3 / 2022	2012 Case Back Hoe	2012 8 yrs.	\$75,000	Hr. 1200	\$38,000 trade	\$101,865 see buy back options below	1.5K	Maintain high level of service. Must be dependable at all times					Value \$38,000. Replace to maintain a high level of service. Valuable piece of equipment. Used for water leak and emergency situations
#4 / 2023	2001 Tymco Sweeper	2010 10 yrs.	\$79,000	38,864/3,390	Surplus \$20,000	150K-175K used 300K-350K new	2K	Over 15 yrs. of service. O&M cost increasing. Truck parts are obsolete.	X		X	2.5K	Repairs are increasing. Efficiency is starting to decrease. Replace with a used sweeper.
#5 / 2024	1995 International Bob Tail	1996 14 yrs.	\$60,533	31,584/3458	estimated surplus value \$10,000 with plow and spreader	Truck & bed \$128,676.04	\$1,000	Over 15yrs. of service. Maintenance is increasing and efficiency is decreasing. Increase down time	x		x		Must be reliable for snow removal, water leaks and emergency response. Retain value of current truck.
						complete package \$164,676.04 Chassis only \$119,676.04							
#6 / 2024	1994 International Bob Tail	1994 16 yrs.	\$59,843.00	28,355/3107	estimated surplus value \$10,000 with plow and spreader	Truck & bed \$128,676.04	\$1,000	26 yrs. of service. Maintenance and repairs are starting to increase. Efficiency is decreasing. Increase down time	x		x		Must be reliable for snow removal, water leaks and emergency response. Retain value of current truck.
						complete package \$164,676.04 Chassis only \$119,676.04							
5yrs	2015 5500 truck			miles 13,648		115K	\$800	10 yrs. of service.					Use as a every day fleet truck. Roll over Program?
7+ yrs.	10 Wheel Dump	1999 21 yrs.	\$92,178	13,108/1128	?	?	\$1,000	Retain long than 15 yrs. of service.	X		X		Low level of service. Not a essential piece of equipment. evaluate in the future.
10 yrs.	2004 J-D Loader	2011 9 yrs.	\$124,061	2040 hrs.	?	?	\$250	Retain long than 15 yrs. of service.	X		X		Well maintained. Low maintenance for the amount of use. Evaluate in the future
10+	Roller			Hr. 265			\$250						
10+	Air compressor			Hr. 366			\$250						
15+	Aerial man Lift			Hr. 1448			\$250						
5+	Skid Steer			Hr. 291			\$250						
15+	Valve Exerciser			Hr. 42			\$250						
5+	Polaris ATV			miles 1955			\$250						

Backhoe buy back option		Wheeler (cat)		Honnin (J-D)		Century equipment (Case)	
Purchase price		\$90,547.00		\$88,500		Purchase price \$101,865	
1 yr.		\$82,047	8,500	\$74,500	14,000	Trade value	\$38,000
2 yr.		\$76,547	7,000	\$68,000	10,250	total cost	\$63,865
3 yr.		\$67,047	6,500	\$62,000	8,833	Annual cost	\$7,983