



Regular City Council Meeting

Tuesday, November 2, 2021

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
Topics to include; but are not limited to: Fiber Optic Planning and Funding Options

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 OCTOBER 19, 2021 MEETING MINUTES

6. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by Council, Chair opens public hearing, citizen input; Chair closes public hearing, then Council final discussion.

- 6.1 **PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FIRST PUBLIC HEARING TO CONSIDER POTENTIAL
PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SMALL CITIES
PROGRAM FOR PROGRAM YEAR 2022**

- 6.2 **PUBLIC HEARING: TO HEAR COMMENTS IN FAVOR AND OPPOSITION TO
AMENDING THE FISCAL YEAR 2022 BUDGET**

7. **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.

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. 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.

9. NEW BUSINESS

9.1 MOTION/RESOLUTION 21-28: A RESOLUTION AMENDING FISCAL YEAR 21-22 BUDGET

9.2 PRESENTATION: PRESENTATION OF THE STORM WATER MANAGEMENT PLAN (SWMP) UPDATES FOR 2021

10. COUNCIL COMMUNICATION WITH STAFF

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

11. ADMINISTRATION REPORTS

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

- **An update on the “Lock It Up Storage- Washington Terrace” Site Plan**

12. UPCOMING EVENTS

November 11th: City Council Offices closed for Veteran’s Day

November 16th: City Council Meeting/ Board of Canvass

November 18th: Planning Commission Meeting (Tentatively cancelled)

November 19th: City Council Retreat

November 25-26: City Offices closed for Thanksgiving holiday

13. ADJOURN THE MEETING: MAYOR ALLEN

14. REDEVELOPMENT AGENCY MEETING (The RDA meeting will be immediately following the regular meeting)

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on October 19, 2021

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

County of Weber, State of Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen

Council Member F. Carey Seal

Council Member Jeff West

Council Member Larry Weir – arrived 6:12 p.m.

Council Member Scott Barker

Council Member Randy Ferlin

General Planner Tyler Seaman

City Recorder Amy Rodriguez

Fire Chief Clay Peterson

Lt. Colby Ryan, Weber County Sheriff

Others Present

Charles Allen, Reba Allen, Kathleen Craynor, Jim Craynor, Jill Christiansen, Craig A. Scott, Amy Miller, Brian Heaton, Becky Heaton, Jonathan Fraser, Nathan Howard, Uli Gardiner, Sarah Hayes

1. WORK SESSION

5:00 P.M.

Topics to include; but are not limited to: Fiber Optic Planning and Funding Options

The work session was cancelled and will be postponed to another meeting.

2. ROLL CALL

6:00 P.M.

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF OCTOBER 5, 2021 MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. CITIZEN COMMENTS

Amy Miller representing the United Methodist Church stated that Pickleball is held on Mondays. She stated that there will be a trunk and treat the Saturday before Halloween from 5:00-8:30 p.m. She also stated the annual boutique will be held the first week in November.

Mike Lawrence stated that the marking zones for the fire hydrants that he spoke about at the last meeting have not been addressed.

49
50 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
51 **COMMENTS**

52 Mayor Allen thanked Ms. Miller for her comments.

53
54 Mayor Allen thanked Mr. Lawrence for his comments. Fire Chief Peterson stated that IFC Fire Code
55 does not have a set code that the area needs to be painted red. He stated that the City has opted out of
56 painting because it has upkeep issues.

57 Chief Peterson stated that state statute states that you cannot park within 15 feet of the hydrant, but does
58 not mandate that the area must be painted.

59 Mr. Lawrence stated that we have already painted fire hydrants. Chief Peterson stated that people can be
60 cited without the road being painted. He stated that it is up to interpretation whether the 15 feet is 7.5 on
61 each side, as long as it is within 15 feet of the hydrant.

62
63 **8. NEW BUSINESS**

64
65 **8.1 PRESENTATION/DISCUSSION: PRESENTATION BY BONNEVILLE HIGH**
66 **SCHOOL STUDY BODY REPRESENTATIVES**

67 Mayor Allen thanked the members of Bonneville High School for their attendance and participation
68 tonight. The student body introduced themselves and their positions on the study body.

69 Jane Heaton spoke on behalf of the student body. She stated that they are proud to be Lakers and hopes to
70 strengthen their ties with the community. She explained what being a "Laker" means to her.

71 Heaton stated that they would love to help with the community and hopes that they could receive support
72 from the City. She stated that they have been turned down for painting the road for homecomings and
73 games. She stated that they would like to have banners, "welcome to home of the Lakers" signs, flags,
74 and painting on electrical boxes among other items that would signify their school throughout the city.

75 Mayor Allen explained why the street painting was denied and would like to work with the student body
76 on some of the items. He noted that that he is very interested on the paintings on the electrical boxes, as
77 well as the flags throughout the city.

78 Mayor Allen stated that there are many options that can be looked into to put the Lakers on the map.

79 Council Member Barker suggested that a couple of Council Members help work with the student body on
80 a committee and bring back options to the Council. He stated that it will cost some funding and he would
81 like to get South Ogden and Riverdale on board as well.

82 Council Member Barker stated that they can work together and figure out some solutions and bring them
83 back to Council. The advisors agreed and stated that they will set up a time to meet and go over some of
84 the suggestions.

85 Mayor Allen stated that we have had a hard time getting participation in the Community that Cares
86 program in Weber County and encourages the students to get involved and possibly help with outreach.
87 He stated that it does not have a lot of student participation and would like that as part of the discussion
88 as well.

89 Mayor Allen stated that the City has donated to the senior's graduation parties in the past when they have
90 asked.

91
92 **8.2 PRESENTATION: SHERIFF OFFICE QUARTERLY REPORT**

93 Lt. Ryan presented to Council, stating that the street crimes unit has been up and running for the last four
94 weeks. He stated that he they have worked with the strike force unit and seized 25 pounds of
95 methamphetamine. He stated that the street crimes unit is doing good work.

96 Lt. Ryan stated that the traffic unit is not up and running yet, as they are waiting to get staffing up. He

97 stated that they should be formed by the end of the year.

98 Lt. Ryan stated that there was a small standoff at one of the assisted living centers (confined to one
99 room). He stated that the situation was dealt with and is out of control.

100 Lt. Ryan stated that he will get information to the participants of the VIPS program.

101 He stated that the drone program is out with every crew. He stated that they had their first apprehension
102 using the drone technology last week. He stated that the drones have been used with fire departments as
103 well. He stated that the vehicle recognition cameras will be placed within the city within the next few
104 weeks.

105
106 Lt. Ryan stated that the speech detect 'Dragon' program will reduce time it takes to fill out the reports
107 and get the officers back on the street.

108 Council Member Weir stated that he has heard the drug activity has been picking up. Lt. Ryan will
109 contact him.

110 111 **8.3 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT**

112 Representative Sarah Hayes from South Ogden Animal Control stated that the new supervisor is Jeanette
113 Kirkland, who replaced Karen Disney. She stated that the officers have come down a little tougher on the
114 repeat offenders and have seen improvements in the parks. She stated that she has seen more dogs on
115 leashes. She stated that she would like to put information in the newsletter concerning dog licensing.
116 Mayor Allen stated that he received a call from an individual that it took 4 hours to respond to a roaming
117 dog in the area. He stated that there was also an incident at the fields concerning a pit bull. Hayes stated
118 that she was out of the city at the time of the incident, but was able to work with the sheriff's office to get
119 the situation under control.

120 121 **8.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

122 Chief Peterson presented quarterly call numbers to Council. He stated that 242 calls were medical and 17
123 were fire calls. He stated that nursing home calls were 33 percent of their medical calls. Chief Peterson
124 stated that they are monitoring the trend. Council Member Barker stated that he would like to see the
125 calls and review whether the sheriff's office are on the calls, because that would count for a call for
126 service. Chief stated that they do not respond to 80 percent of the calls, only major calls. He stated that
127 they respond for suicide, domestic violence, or psychological calls.
128 Chief Peterson stated that the candy cane run will be on December 11th, around 8:00 a.m.

129 130 131 **8.4 MOTION/ORDINANCE 21-10: AN ORDINANCE OF THE CITY OF** 132 **WASHINGTON TERRACE, UTAH, AMENDING SECTION 17.28.020** 133 **AMENDING THE SETBACK REQUIREMENTS FOR CERTAIN** 134 **COMMERCIAL BUILDING STANDARDS**

135 Seaman stated that a lot of businesses are trying to put their parking in the back. He stated that this will
136 help clean up landscaping to allow for more road in the rear. He stated that this will also allow for
137 detention basins to be put in other locations, rather than the front of the building.

138 Seaman stated that he and Hanson researched lot lines and setback requirements.

139 He stated that this would allow setbacks to be closer to the front of the building, however, not at a zero
140 lot line. He stated that there is no concern for safety with the 40 foot corner sight triangle. He stated that
141 their would be room on the side to push the buildings up a little closer to the road at 8 feet. He stated that
142 the 8 foot setback helps stop the closed in feeling of the buildings.

143 Seaman stated that our right of way is the road, sidewalks, and any grass area. The 20 foot setback would
144 begin 20 feet back from the right of way.

Seaman stated that the setbacks would be 8 feet on the side, and 20 in the front. Seaman stated that we do not have a setback requirement in the C-2 zone, unless it is a corner lot. Seaman stated that safety is the most important aspect and that is what he is reviewing. He stated that he researched and tried to figure out if this will call problems in the future. He stated that he does not want a zero set back.

**Motion by Council Member Seal
Seconded by Council Member Weir
To approve Ordinance 21-10 Amending
Setback Requirements for certain Commercial Building Standards
Approved unanimously (5-0)
Roll Call Vote**

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Seal asked about the Rip the Strip program. Seaman stated that he has spoken to several people concerning the program. He stated that some of the calls were directed to Weber Basin. Council Member Seal stated that he thought that if you take a before and after picture you would be OK. Seaman stated that Weber Basin will have to make the call on that. Mayor Allen stated that he was told that he needs to attend a class before he can start the project. He stated that he has ten months to complete and then it will be inspected and he can receive his refund. Mayor Allen stated that it is a Weber Basin and State of Utah project. Seaman stated that the City is not involved in the projects, aside from regulating the city code.

Council Member West stated that he wants to make sure that we are looking at vehicles that are being parked for extending times on the road. Mayor Allen stated that we need to make sure we get the word out and flyers put on vehicles. Seaman explained the Sheriff Office procedures and processes on vehicles that are parked on the road. He stated that the Sheriff Office issues the citations.

Council Member Barker stated that he would like to be involved in the Bonneville High School support. stated that he will make the appointment with the Committee. He stated that Council can get more involved.

Council Member Ferlin stated that he has heard feedback on Recreation opportunities. He stated that he would like to see consistency with sign ups and feedback on programs. Council Member Ferlin stated that he will contact Hanson to set up a meeting with Solomon. He would like to see some response from Solomon.

Mayor Allen brought a transfer station financial update. He stated that refuse is taken to the transfer station and put on trailers to Toole to a landfill. He stated that the transfer station was having some problems in 2015. He stated that the unrestricted balance was minus 2 million dollars. He stated that he was on a solid waste subcommittee at that time and as of last week, the unrestricted fund balance was 2.9 million in the black. He stated that it is great news that it is profitable at this time. Mayor Allen stated that the cities are not paying the debt off anymore.

10. ADMINISTRATION REPORTS

Seaman stated that there was a lot of discussion between staff concerning the painting of the roads by the fire hydrants. He stated that staff felt that it leads to too much liability if the roads were painted incorrectly and someone is towed or ticketed by the Sheriff. He stated that often the painting is done by

193 service projects and may not be consistent so staff made the decision to follow state law and have law
194 enforcement handle those issues. Seaman stated that if staff is directed by Council to paint the lines we
195 would. Seaman stated that staff takes every complaint seriously and that we have maintenance plans to
196 deal with safety issues.
197

198 **11. UPCOMING EVENTS**

199 **October 28th: Planning Commission Meeting**

200 **November 2nd : ELECTIONS**

201 **November 2nd: City Council Meeting 6:00 p.m.**

202 **November 11th: City Council Offices closed for Veteran's Day**

203 **November 16th: City Council Meeting/ Board of Canvass**

204 **November 19th: City Council Retreat**
205

206 **12. ADJOURN THE MEETING: MAYOR ALLEN**

207 **Motion by Council Member Barker**

208 **Seconded by Council Member West**

209 **To adjourn the meeting**

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

211 **Time: 743 p.m.**
212

213
214 **Date Approved** _____

City Recorder

City Council Staff Report



Author: Amy Rodriguez
Subject: CDBG FIRST PUBLIC HEARING
Date: 11-2-21
Type of Item: Public Hearing

Admin Dept.

Description:

A. Topic: CDBG FIRST PUBLIC HEARING

B. Background:

The City will be applying for a Community Development Block Grant (CDBG) for the 2022 grant period. CDBG requires that a public hearing be held to receive comments and suggestions from the community concerning eligible projects to be considered for application.

CDBG Funds must be spent on projects benefitting primarily low and moderate income persons. The results of a city wide survey completed in 2014 show that the city has a LMI of 63% . With recent data, these numbers have changed, however, data shows that we are still around 56% LMI within the City.

C. Analysis:

CDBG further requires that the first public hearing being conducted as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING

Mayor Allen opened the public hearing for the CDBG program and stated that the purpose of the hearing is to provide citizens with pertinent information about the Community Development Block Grant Program and allow for discussion of possible applications for the 2022 funding cycle. It was explained that the grant money must be spent on projects benefitting primarily low and moderate-income persons. The Wasatch Regional Front, in which Washington Terrace is a member, is expected to receive approximately \$979,000 in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time.

Mayor Allen read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters.

Mayor Allen indicated that in the past Washington Terrace has received 10 CDBG grants which were used to purchase Fire Department Equipment to include a skid loader for the brush truck, thermal imaging equipment, and breathing apparatus, Seismic upgrades to two Water Tanks, a restroom and bowery at Victory Park, the 4525 Sewer Main Replacement, construction of the Civic/Senior and Fire Station ,Water Main Feeds, and currently installation of water valves throughout the city. The city has handed out its

capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community.

It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

Mayor Allen stated that any grievances or complaints may be given to the City Recorder located at 5249 South 400 East (City Hall) or at 801-395-8283 between the hours of 7:00am to 6:00pm. They may also contact the City Manager at 801-395-8282.

The Mayor asked if there were any suggestions. The hearing was adjourned at _____.

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 21-28

**A RESOLUTION AMENDING THE CITY OF WASHINGTON TERRACE
FISCAL YEAR 2021-2022 BUDGET**

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

WHEREAS, the Washington Terrace City Council deems it necessary to amend the Fiscal Year 2021-2022 Budget in the following funds: General, Refuse Enterprise, Water Enterprise, Sewer Enterprise, Storm Water Enterprise, and General CIP. See Attachment A, Budget Worksheet-Budget Adj, for details.

NOW THEREFORE BE IT RESOLVED by the City Council of Washington Terrace City to amend the Fiscal Year 2021- 2022 budget as attached hereto.

APPROVED this 2nd day of November, 2021

City of Washington Terrace

Mark C. Allen, Mayor

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:

Council Member Ferlin
Council Member Barker
Council Member Seal

Council Member West
Council Member Weir

RESOLUTION 21-28 | Attachment A

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj
Periods: 00/21-10/21

Page: 1

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
GENERAL FUND					Use of Fund Balance \$270,018 Appropriate FY 2021 General Fund reserves that exceeded the State maximum limit (35%) to the general governmental capital projects fund. \$205,000
CONTRIBUTIONS & TRASFERS					
10-39-44	Use of Beginning Fund Balance	78,941	270,018	348,959	Appropriate FY 2021 committed public safety balance of \$65,018 for police contract services. (TNT 2019)
	Total CONTRIBUTIONS & TRASFERS:	78,941	270,018	348,959	Requested by: Finance
INTERFUND TRANSFERS & CHARGES					Capital Transfers \$266,492 Transfer the FY 2021 General Fund reserves that exceeded the State maximum limit (35%) to the general governmental capital projects fund. \$205,000
10-50-69	Transfer to Capital Projects	345,621	266,492	612,113	Transfer unrestricted balance to the general governmental capital projects fund for the purpose of capital and fleet purchases including budget not limited to the proposed VIPs fleet purchase. \$61,492
	Total INTERFUND TRANSFERS & CHARGES:	345,621	266,492	612,113	Requested by: Finance
Police Expenditures					VIPS Truck O&M \$2,100 Council requesting funding for VIPs truck. Add to fleet program.
10-54-50	Vehicle Operations	.00	1,500	1,500	Requested by: Finance
10-54-51	Vehicle Repairs & Maintenance	.00	200	200	
10-54-52	Fleet Insurance	.00	400	400	
	Total Police Expenditures:	.00	2,100	2,100	Requested by: City Manager
Inspections and Planning					Budget Notes: See page 6 for new fleet purchase.
10-56-46	Services and Supplies	3,250	1,250	4,500	cityinspect \$4,300 (one-time) \$1,000 (ongoing/annual) This will create a streamline approach and allow our permitting department to run seamlessly through an online portal on washingtonterracecity.org. It will also promote a faster turnaround time and allow for better customer service. This will help us to maintain the timeline mandates setup by Utah State Law. This software will also allow for staff to better communicate with one another on the permit processing.
	Total Inspections and Planning :	3,250	1,250	4,500	Requested by: Inspections & Planning and Public Works Departments
Public Works Expenditures					Budget Notes: One-time setup cost of \$4,300 and \$1,000 ongoing cost will be shared with utility services and Public Works Dept. (\$176) Inspections and Planning has the greatest budgetary impact (\$1,250). The minimal impact to the utility funds can be absorbed within the existing budget.
10-60-46	Services and Supplies	11,900	176	12,076	
	Total Public Works Expenditures:	11,900	176	12,076	
	GENERAL FUND Revenue Total:	78,941	270,018	348,959	
	GENERAL FUND Expenditure Total:	360,771	270,018	630,789	
	Net Total GENERAL FUND:	281,830-	.00	281,830-	

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
REFUSE ENTERPRISE FUND					
CONTRIBUTIONS & TRANSFERS					
49-39-30	Use of Retained Earnings	.00	20,000	20,000	
Total CONTRIBUTIONS & TRANSFERS:		.00	20,000	20,000	
OPERATING EXPENSES					
49-70-46	Services and Supplies	20,000	20,000	40,000	
Total OPERATING EXPENSES:		20,000	20,000	40,000	
REFUSE ENTERPRISE FUND Revenue Total:		.00	20,000	20,000	
REFUSE ENTERPRISE FUND Expenditure Total:		20,000	20,000	40,000	
Net Total REFUSE ENTERPRISE FUND:		20,000-	.00	20,000-	

Garbage/Recycle Carts | \$20,000

Historically we have been short on containers by the end of the FY (May and June). I anticipate that we will be the same situation this year. Placing an order now will be delivered in 6-8 weeks and lock in the current price. An adequate inventory of containers will maintain the current level of service through the rest of the FY.

Requested by: Public Works Dept.

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
WATER ENTERPRISE FUND					
NONOPERATING REVENUES					
50-36-40	Disposition of Fixed Assets	.00	38,900	38,900	Passenger Fleet Sales \$38,900
Total NONOPERATING REVENUES:		.00	38,900	38,900	
CAPITAL CONTRIBUTIONS & TRANSF					
50-39-30	Use of Retained Earnings	24,961	1,867,879	1,892,840	Appropriate retained earnings for unexpended prior year capital project and equipment budget rollovers.
Total CAPITAL CONTRIBUTIONS & TRANSF:		24,961	1,867,879	1,892,840	
CAPITAL PROJECTS					
50-71-14	CW 14 Install 10" replace line	.00	40,000	40,000	Capital Projects Prior Year Budget Rollovers \$1,120,363 Roll over unexpended capital project funds from FY21.
50-71-21	CW21 Water Meter Reading Syste	.00	255,259	255,259	
50-71-27	CW27 8" PVC 5250 S (RR24)	126,835	193,014	319,849	
50-71-30	CW30 Replace to 10" PVC (RR4F)	.00	225,184	225,184	
50-71-47	CW47 5150S, 150-300E	.00	110,000	110,000	
50-71-53	CW53 Install 10" PVC Line	133,165	166,835	300,000	
50-71-54	CW54 Water Valves	273,500	130,071	403,571	
Total CAPITAL PROJECTS:		533,500	1,120,363	1,653,863	Requested by: Finance
CAPITAL EQUIPMENT					
50-73-01	Electronic Meters	60,000	387,475	447,475	Capital Equipment Prior Year Budget Rollovers \$786,416 Roll over unexpended capital equipment funds from FY21.
50-73-02	Capital Equipment	.00	203,361	203,361	
50-73-03	Fleet Replacements	5,000	195,580	200,580	
Total CAPITAL EQUIPMENT:		65,000	786,416	851,416	Budget Notes: The proposed adjustment for Fleet Replacements (\$195,580) includes the \$38,900 proceeds from fleet sales. \$156,680 to be rolled over.
WATER ENTERPRISE FUND Revenue Total:		24,961	1,906,779	1,931,740	Requested by: Finance
WATER ENTERPRISE FUND Expenditure Total:		598,500	1,906,779	2,505,279	
Net Total WATER ENTERPRISE FUND:		573,539-	.00	573,539-	

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
SEWER ENTERPRISE FUND					
NONOPERATING REVENUES					
51-36-40	Disposition of fixed assets	.00	74,400	74,400	Passenger Fleet Sales \$74,400
Total NONOPERATING REVENUES:		.00	74,400	74,400	
CAPITAL CONTRIBUTIONS & TRANSF					
51-39-25	Use of Retained Earnings	56,106	1,056,856	1,112,962	Appropriate retained earnings for unexpended prior year capital project and equipment budget rollovers.
Total CAPITAL CONTRIBUTIONS & TRANSF:		56,106	1,056,856	1,112,962	
CAPITAL PROJECTS					
51-72-09	SS9 10" Line on 300 W (RR-4F)	.00	104,054	104,054	Capital Projects Prior Year Budget Rollovers \$794,054 Roll over unexpended capital project funds from FY21.
51-72-16	SS16 10" line on 5350 S	.00	70,000	70,000	
51-72-20	SS20 4450 S to 4475 S @ 250 E	.00	210,000	210,000	
51-72-22	SS22 300 W to 370 W @ 4750 S	.00	80,000	80,000	
51-72-27	SS27 Trenchless 200 W 5200 S	.00	310,000	310,000	
51-72-31	SS31 8" Line 150 W and 5050 S	.00	20,000	20,000	
Total CAPITAL PROJECTS:		.00	794,054	794,054	
CAPITAL EQUIPMENT					
51-73-02	Capital Equipment	.00	143,519	143,519	Capital Equipment Prior Year Budget Rollovers \$377,202 Roll over unexpended capital equipment funds from FY21.
51-73-03	Fleet Replacements	.00	193,683	193,683	
Total CAPITAL EQUIPMENT:		.00	337,202	337,202	Budget Notes: The proposed adjustment for Fleet Replacements (\$193,683) includes the \$74,400 proceeds from fleet sales. \$119,283 to be rolled over.
SEWER ENTERPRISE FUND Revenue Total:		56,106	1,131,256	1,187,362	
SEWER ENTERPRISE FUND Expenditure Total:		.00	1,131,256	1,131,256	
Requested by: Finance					
Net Total SEWER ENTERPRISE FUND:		56,106	.00	56,106	

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
STORM WATER ENTERPRISE FUND					
CAPITAL CONTRIBUTIONS & TRANSF					
52-39-30	Use of Retained Earnings	.00	648,267	648,267	Appropriate retained earnings for unexpended prior year capital project and equipment budget rollovers.
Total CAPITAL CONTRIBUTIONS & TRANSF:		.00	648,267	648,267	
CAPITAL PROJECTS					
52-71-16	SD16 Relief Line 4850 S-300 W	.00	110,000	110,000	Capital Projects Prior Year Budget Rollovers \$395,000 Roll over unexpended capital project funds from FY21.
52-71-21	SD21 Intersection Drain Improv	.00	175,000	175,000	
52-71-24	SD24 Drain Pad	.00	25,000	25,000	
52-71-26	SD26 42" Line 500 S-300 W	.00	85,000	85,000	
Total CAPITAL PROJECTS:		.00	395,000	395,000	
CAPITAL EQUIPMENT					
52-73-02	Capital Equipment	20,000	133,000	153,000	Capital Equipment Prior Year Budget Rollovers \$253,267 Roll over unexpended capital equipment funds from FY21.
52-73-03	Fleet Replacements	.00	120,267	120,267	
Total CAPITAL EQUIPMENT:		20,000	253,267	273,267	
STORM WATER ENTERPRISE FUND Revenue Total:		.00	648,267	648,267	Requested by: Finance
STORM WATER ENTERPRISE FUND Expenditure Total:		20,000	648,267	668,267	
Net Total STORM WATER ENTERPRISE FUND:		20,000-	.00	20,000-	

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
Capital Projects Fund					
Revenue					
55-38-13	Disposition of Fixed Assets	.00	41,100	41,100	Fleet Sales \$41,100 Passenger Fleet \$37,500 1990 Pierce Lancer (Fire truck) \$3,600
Total Revenue:		.00	41,100	41,100	
Contributions and Transfers					
55-39-25	Transfer in from GF	345,621	266,492	612,113	Use of Fund Balance Appropriate retained earnings for capital project and equipment budget rollovers.
55-39-43	Use of Fund Balance - Roads	20,236	660,586	680,822	
55-39-44	Use of Fund Balance - General	62,326	48,067-	14,259	
Total Contributions and Transfers:		428,183	879,011	1,307,194	
Road Maintenance					
55-41-02	Road Maintenance	219,971	339,340	559,311	Capital Project & Equipment Prior Year Budget Rollovers Roll over unexpended capital project funds from FY21.
Total Road Maintenance:		219,971	339,340	559,311	
Road Fleet					
55-42-01	Road Fleet	.00	114,198	114,198	
55-42-02	Road Equipment	10,000	17,116	27,116	
Total Road Fleet:		10,000	131,314	141,314	
Road (Re)construction Projects					
55-43-08	300 West Road Project	120,000	178,479	298,479	
55-43-20	Sidewalks & Pedestrian Ramps	25,000	11,453	36,453	
Total Road (Re)construction Projects:		145,000	189,932	334,932	
Buildings					
55-45-04	BM4	10,000	116,184	126,184	
Total Buildings:		10,000	116,184	126,184	
Information Technology					
55-50-01	IT Replacements/Upgrades	10,000	29,811	39,811	
Total Information Technology:		10,000	29,811	39,811	
Non-Road Fleet					
55-60-01	Fleet Replacements Non-Streets	10,000	79,100	89,100	Capital Equipment Prior Year Budget Rollovers \$113,530 Roll over unexpended capital equipment funds from FY21.
55-60-02	Equipment Non-Streets	10,000	34,430	44,430	
Total Non-Road Fleet:		20,000	113,530	133,530	Budget Notes: The proposed adjustment for Fleet Replacements (\$79,100) includes the \$41,100 proceeds from fleet sales and \$38,000 for purchase of new VIPS fleet truck.
Capital Projects Fund Revenue Total:		428,183	920,111	1,348,294	
Capital Projects Fund Expenditure Total:		414,971	920,111	1,335,082	
Net Total Capital Projects Fund:		13,212	.00	13,212	

City Council Staff Report

Author: Tanon Mathews

Subject: Stormwater Management Plan Updates

Date: 11/02/2021

Type of Item: Discussion/Notification



Summary: Discuss/Notification

Description:

A. Topic: City Stormwater Management Plan (SWMP) Annual Update

Background: The Utah General Permit for Discharges from Small Municipal Separate Storm Sewers requires municipalities to review their Stormwater Management Plan (SWMP) annually. On May 12, 2021, the State of Utah renewed said permit, requiring additional revisions be made to the city SWMP to ensure compliance with new permit requirements. Most of the changes made to the permit were somewhat clerical in nature, generally designed to clarify ambiguity. These required simple changes in SWMP text to ensure that they reflected the updated meaning. Permit updates that required actionable changes in the city SWMP included providing a minimum of two activities per year for public input and participation (such as volunteer cleanup activities), stormwater related employee training to be completed within 60 days of hire, the inclusion of the Fire Station as a “High Priority” facility, less frequent inspections of city facilities than formerly, and additional Standard Operating Procedures (SOPs) to be added to the SWMP. While beneficial, these changes will require no revision to city ordinance nor significant additional resources. The SWMP was also generally refreshed with new maps, updated SOPs, updated Best Management Practices (BMPs), and general grammatical and spelling improvements. These changes are noted in the attached Fact Sheet Statement of Basis.

The SWMP document can be reviewed in its entirety on the city website at <https://washingtonterracecity.com/storm-water>

- A. **Analysis:** City staff has been able to use the current city SWMP that was created by Jones and Associates in 2016 as a foundation and include the additional requirements from the new state permit for MS4 stormwater discharges.

Department Review: Public Works Department, Storm Water/GIS

- A. **Provide Feedback if Any:** The SWMP is a living document and can be updated periodically to address city stormwater needs as they are identified.

Fact Sheet Statement of Basis for Washington Terrace City 2021 Stormwater Management Plan Update

Prepared by Tanon Mathews. *Environmental and GIS Specialist*

BACKGROUND:

The Utah General Permit for Discharges from Small Municipal Separate Storm Sewers requires municipalities to review their stormwater management plan (SWMP) annually. On May 12, 2021, the State of Utah renewed said permit, requiring additional revisions be made to the city SWMP to ensure compliance with new permit requirements. These changes are noted as follows. The format will reference the permit section affected by each change. If a change was made to the SWMP not prompted by a change in the stormwater permit, the SWMP page number will be noted followed by the justification for the change.

CHANGES:

3.2.1.2 and 3.2.1.3

The SWMP was updated to include nitrogen and phosphorus specifically as pollutants of concern that will be a topic of public outreach and education.

4.2.1.2, 4.2.1.3, and 4.2.1.5.

The text referencing the new permit was updated.

4.2.2.

This change specified that ongoing opportunities for public involvement be provided *at a minimum of two times annually*. The SWMP was updated to meet this requirement.

4.2.3.2

The text referencing the new permit was updated.

4.2.3.3.4

The text referencing the new permit was updated.

4.2.4.3.2

This section was revised to note that the public must have the ability to give feedback on proposed construction projects within the city. The SWMP was updated accordingly.

4.2.4.5 and 4.2.5.5

These sections were revised to specify that new hires must be trained within *60 days of hire*. The SWMP was updated accordingly.

4.2.5.1.2

Previous versions of the Utah Pollutant Discharge Elimination System (UPDES) permit mandated that Low Impact Development (LID) prevent the off-site discharge of runoff associated with precipitation less than or equal to the 90th percentile storm. The latest renewal of the permit changed this requirement to the 80th percentile storm. This was updated in the SWMP in each applicable location.

4.2.6.1.

New municipal facility types were added to the list of potential “high priority” locations. This was updated in the SWMP. One city facility (the Fire Station) was included as a high priority site. A SWPPP plan is being prepared, and the required inspections will be performed at the appropriate frequency.

4.2.6.4

The text referencing the new permit was updated.

4.2.6.5.3

This section was revised to require an inspection of high priority facilities that is less frequent than in the previous permit. The SWMP was updated accordingly.

4.2.6.6.1

This section was revised to require additional Standard Operating Procedures (SOPs). The new SOPs were created. Additionally, all the existing SOPs were updated to reflect the new permit text and add additional detail.

Page 16.

Text on this page was updated to allow for yearly stormwater prevention training goals to be met by either city provided training or other entity-based training.

Pages 17-18.

The text was updated here to allow the city to distribute county brochures that have been amended to meet specific concerns. It was also changed to note that the city has updated the coalition provided Standard Operating Procedures (SOPs) have been updated and modified to meet city needs and are stored electronically where they are available to all employees.

Page 5, Appendix A, Appendix C, Appendix H,

Text mentioning a previous public works director was updated to reference current public works director.

Appendix C.

Additional high priority sites were added to the non-municipality owned high priority site inventory.

Appendix I.

Best Management Practice (BMP) documents from Weber County Engineering were inserted in place of the previous BMP documents.

Pages 10, 33.

These pages contained a USGS topographic map of the city, and a map of the city stormwater system. These were both replaced with updated maps.

Various Pages Throughout Document.

The original 2016 deadline for various goals and items was amended to include the idea that it will be tracked or reviewed annually and updated as needed.

Various Pages Throughout Document.

The position of Stormwater Inspector/Manager was added as a responsible party for various goals and action items.

Various Pages Throughout Document.

Spelling and grammar was corrected.



City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, November 2, 2021
following the Regular City Council Meeting
City Hall Council Chambers
5249 South 400 East, Washington Terrace City

1. **ROLL CALL**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**

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

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM SEPTEMBER 21, 2021

4. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff presentations, Questions by Board, Chair opens public hearing, citizen input; Chair closes public hearing, then Board final discussion

**4.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND OPPOISTION
TO THE FISCAL YEAR 2022 AMENDED BUDGET**

5. **NEW BUSINESS**

**5.1 MOTION/RESOLUTION 21-29: A RESOLUTION AMENDING THE FISCAL
YEAR 2021-2022 BUDGET**

6. **COMMENTS CONSIDERED**

- GoldenWest Credit Union rendering

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

CERTIFICATE OF POSTING

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

For Packet Information, please visit our website at www.washingtonterracecity.org

City of Washington Terrace

Minutes of a Redevelopment Meeting

Held on September 21, 2021

Following the Regular City Council Meeting

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

County of Weber, State of Utah

CHAIR, BOARD, AND STAFF MEMBERS PRESENT

Chair Allen

Board Member Seal

Board Member Weir

Vice- Chair Barker

Board Member West

City Manager Tom Hanson

City Recorder Amy Rodriguez

Others Present

Mike Lawrence, Amy Miller, Nathan Howard,

1. ROLL CALL

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM JULY 20, 2021

Items 3.1 and 3.2 were approved by General Consent.

4. NEW BUSINESS

4.1 MOTION/RESOLUTION 21-25: A RESOLUTION DISSOLVING CERTAIN REDEVELOPMENT PROJECT AREAS

Motion by Board Member West

Seconded by Board Member Seal

To adopt Resolution 21-25

Dissolving the Southeast area Redevelopment Project.

Approved unanimously (4-0)

Roll Call Vote

5. COMMENTS CONSIDERED

There were no comments considered

6. ADJOURNMENT OF MEETING: CHAIR ALLEN

Motion by Board Member Seal

47
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Seconded by Board Member West
To adjourn the meeting
Approved unanimously (4-0)
Time: 7:57 p.m.

Date Approved

City Council

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 21-29

**A RESOLUTION AMENDING THE WASHINGTON TERRACE
REDEVELOPMENT AGENCY FISCAL YEAR 2021- 2022 BUDGET**

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

WHEREAS, the Washington Terrace Redevelopment Agency Board deems it necessary to amend the Fiscal Year 2021-2022 Redevelopment Agency Budget as detailed in the attached budget worksheet.

NOW THEREFORE BE IT RESOLVED by the Redevelopment Agency Board of Washington Terrace City to amend the Redevelopment Agency Fiscal Year 2021-2022 budget as attached hereto.

APPROVED this 2nd Day of November, 2021

City of Washington Terrace

Mark C. Allen, Mayor/ Chair

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:
Board Member Randy Ferlin
Board Member Carey Seal
Board Member Scott Barker
Board Member Larry Weir
Board Member Jeff West

RDA RESOLUTIONS 21-29 | Attachment A

CITY OF WASHINGTON TERRACE

Budget Worksheet - Budget Adj
Periods: 00/21-10/21

Page: 7

Account Number	Account Title	2021-22 Current year Budget	2021-22 Budget Adj (+/-)	2021-22 Adjusted Budget	Budget Adj Justification
REDEVELOPMENT AGENCY FUND					
CONTRIBUTIONS & TRANSFERS					
70-39-40	Use of Beginning Fund Balance	.00	3,339,592	3,339,592	Use of Fund Balance Appropriate fund balance for capital project prior year budget rollovers.
Total CONTRIBUTIONS & TRANSFERS:		.00	3,339,592	3,339,592	
CENTRAL BUSINESS DISTRICT					
70-44-48	Redevelopment Projects CBD	24,962	209,487	234,449	Capital Project Prior Year Budget Rollovers \$3,339,592 Roll over unexpended capital project funds from FY21.
Total CENTRAL BUSINESS DISTRICT:		24,962	209,487	234,449	
SOUTHEAST PROJECT AREA					
70-45-41	Goldenwest Dev Agreement SP1	.00	1,204,451	1,204,451	
70-45-44	Land Develop Parcel 070370031	.00	7,042	7,042	
70-45-48	Capital Projects - Southeast	560,775	1,918,612	2,479,387	
Total SOUTHEAST PROJECT AREA:		560,775	3,130,105	3,690,880	
REDEVELOPMENT AGENCY FUND Revenue Total:		.00	3,339,592	3,339,592	
REDEVELOPMENT AGENCY FUND Expenditure Total:		585,737	3,339,592	3,925,329	
Net Total REDEVELOPMENT AGENCY FUND:		585,737-	.00	585,737-	
Net Grand Totals:		1,411,788-	.00	1,411,788-	