



Washington City Council  
Regular Meeting Agenda  
June 28, 2023

**PUBLIC NOTICE** is hereby given that the Washington City Council will hold a Public Electronic Regular Meeting on **Wednesday, June 28, 2023 at 6:00 P.M.** hosted at the Washington City Office located at 111 North 100 East, Washington, Utah. The meeting will be broadcast via Youtube Live linked online at <https://washingtoncity.org/meetings>

Invocation  
Pledge of Allegiance

**1. APPROVAL OF AGENDA**

**2. ANNOUNCEMENTS**

**3. DECLARATION OF ABSTENTIONS & CONFLICTS**

**4. CONSENT AGENDA**

a. APPROVAL OF MINUTES

- i. Consideration to approve the minutes from the City Council Meetings of 06/14/2023.

b. AMENDED FINAL PLAT

- i. Consideration to approve Majestic Fields Partial Final Plat Amendment A located at approximately 3250 S Washington Fields Road. Applicant: Austin Christensen

**5. AWARD OF BID**

- a. Consideration to award the bid for the Washington Fields Road from Warner Valley South

**6. PRELIMINARY PLAT**

- a. Consideration to approve a Preliminary Plat for Cottam Industrial Subdivision located at approximately 1300 E. Washington Dam Rd. Applicant: Rosenberg & Associates

**7. PUBLIC HEARING**

***\*\*Public comments will be accepted at: [washingtoncity.org/meetings](https://washingtoncity.org/meetings), until 5:00 pm the day before the meeting. After that time only in person comments will be taken.\*\****

- a. Public Hearing and consideration to approve a Resolution opening and amending the 2022/2023 FY Budget. Finance Director Brian Brown

## **8. RESOLUTION**

- a. Consideration to approve a Resolution adopting the Washington City Records Management and Retention Plan. Deputy Recorder Lexi Ruesch
- b. Consideration to approve a Resolution setting the Property Tax Levy for Washington City Calendar Year 2023. City Manager Jeremy Redd
- c. Consideration to approve a Resolution setting the Property Tax Levy for Washington City Special Service District in Coral Canyon Calendar Year 2023. City Manager Jeremy Redd

## **9. ORDINANCES**

- a. Consideration to approve an Ordinance for Zone Change Z-23-08, Red Waters Subdivision, to remove stop signs located along Country Way. Applicant: Kurtis Larsen.

## **10. EASEMENTS**

- a. Consideration to approve utility easements located at 175 W Buena Vista Blvd. City Attorney Thad Seegmiller.

## **11. REPORT OF OFFICERS FROM ASSIGNED COMMITTEE**

## **12. CITY MANAGER REPORT**

## **13. CLOSED SESSION**

- a. Purchase, exchange, or lease of property;
- b. Pending or potential litigation;
- c. Character or professional competence of an individual.

## **14. ADJOURNMENT**

POSTED this 22nd day of June 2023  
Tara Pentz, City Recorder

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*In accordance with the Americans with Disabilities Act, Washington City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by calling the City Recorder at 656-6308 at least 24 hours in advance of the meeting to be held.*

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WASHINGTON CITY  
CITY COUNCIL MEETING  
STAFF REVIEW

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**HEARING DATE:** June 28, 2023

**ACTION REQUESTED:** Amended Final Plat approval for the Majestic Fields subdivision, located at approximately Washington Fields Road and Pine Street.

**APPLICANT:** Austin Christensen

**OWNER:** Austin Christensen

**ENGINEER:** Mainline Engineering - Taylor Ricks

**REVIEWED BY:** Eldon Gibb, City Planner

**RECOMMENDATION:** Recommend approval with conditions

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### **Background**

The applicant is requesting approval of an Amended Final plat for the Majestic Fields Subdivision, located at Washington Fields Road and Pine Street. The reason for this amendment is to extend the boundary of the Majestic Fields subdivision specifically Majestic Fields lot 14 to the south which will encompass the 2 acre parcel. No other changes are being made at this time.

Staff has reviewed the proposed amended final plat and finds it conforms to the R-1-10 and RA-1 zoning of this development. The subdivision also remains in compliance with the Subdivision Ordinance of the City.

As noted during the April 12, 2023 Zone Change request (Z-23-05), access to the 2 acre piece of property will be from the applicant's residential home located at 646 East Pine Street. Access from Washington Fields Road to the 2 acre parcel does not meet Washington Cities access management requirements.

### **Recommendation**

The Planning Commission reviewed this request on June 21, 2023 and recommended approval of the Majestic Fields, Amended subdivision- adding 2 acres to the subdivision by extending the boundaries of lot 14, onto the City Council, based on the following original findings and subject

to the following original conditions:

### **Findings**

1. The amended final plat meets the land use designation as outlined in the General Plan for the proposed area.
2. That the amended final plat conforms to the Washington City Zoning Ordinance and Subdivision Ordinance as outlined.

### **Conditions**

1. All improvements shall be completed or bonded for prior to recording the final plat.
2. A current title report policy shall be submitted prior to recording the final plat.
3. Any referenced control monuments related to this subdivision shall be in place prior to recordation of the final plat. A stamped and signed letter from a professional land surveyor licensed in the state of Utah that verifies that the referenced control monuments are in place shall be submitted to the Community Development Department for filing prior to plat recordation.
4. Where applicable, in the General Notes where the terms "Home Owners Association", or "Property Owners", shall be changed to read as "Property Owners and/or Home Owners Association".
5. That a post maintenance agreement be recorded prior to the recording of the final plat.

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June 21, 2023 Planning Commission Minutes

<https://youtube.com/live/afW5GNBqDiA?t=492>

City Planner Eldon Gibb reviewed the Amended Final Plat Application.

Commissioner Hansen opened the public hearing.

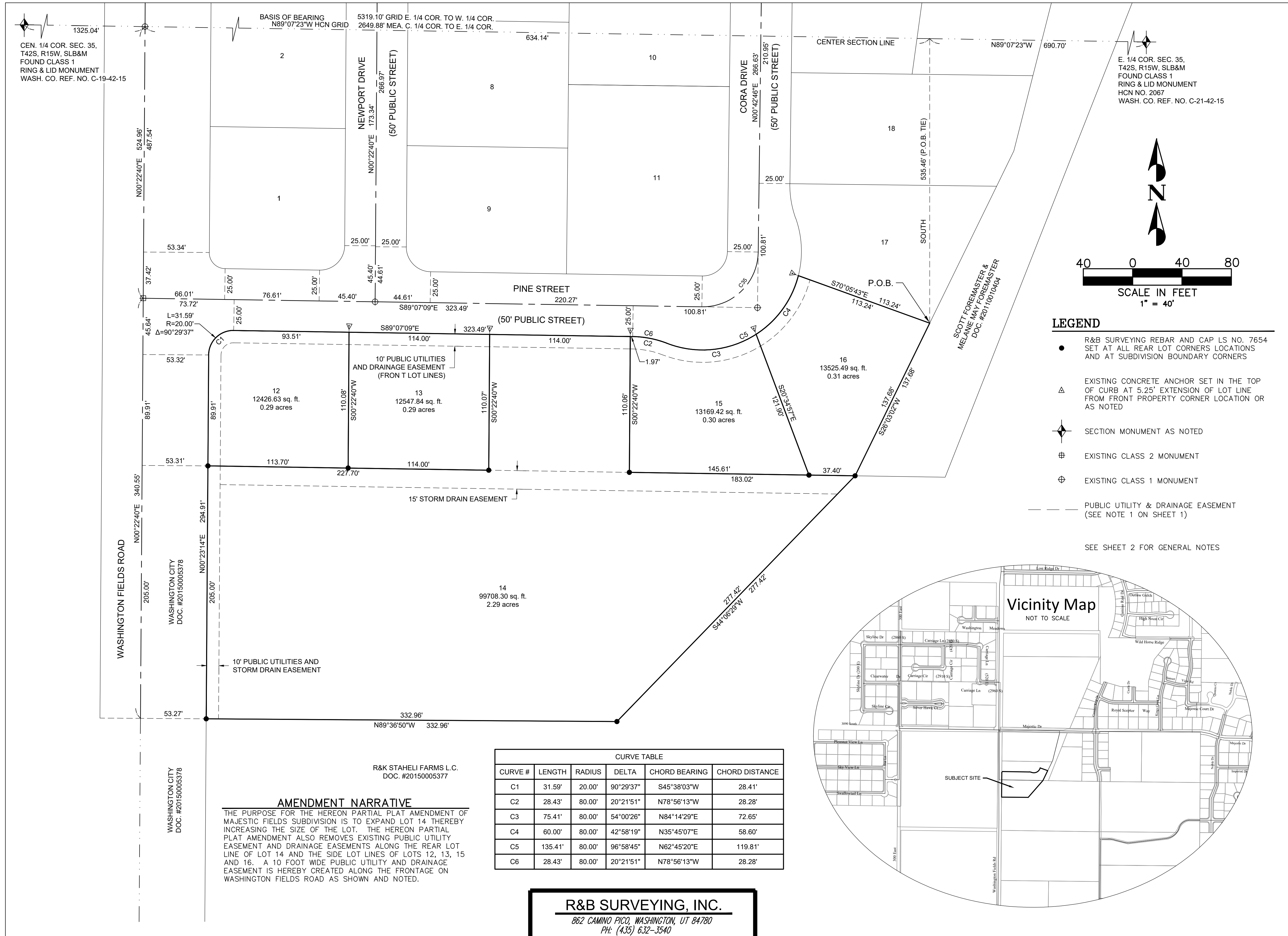
The following people came to the podium and spoke on the matter:

- Greg McCombs
- Katherine Staheli

Commissioner Hansen closed the public hearing.

*Commissioner Scheel made a motion to recommend approval to the City Council for Majestic Fields Partial Final Plat Amendment A, located at approximately 3250 South Washington Fields Rd. Commissioner Anderson seconded the motion; which passed with the following role call:*

<i>Commissioner Anderson</i>	<i>Aye</i>
<i>Commissioner Bulloch</i>	<i>Aye</i>
<i>Commissioner Hansen</i>	<i>Aye</i>
<i>Commissioner Scheel</i>	<i>Aye</i>
<i>Commissioner Tupou</i>	<i>Aye</i>

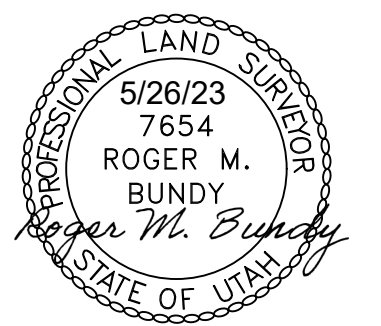


**SURVEYOR'S CERTIFICATE**

I, ROGER M. BUNDY, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, AND THAT I HOLD LICENSE NO. 7654, IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF THE PROFESSIONAL ENGINEERS AND LAND SURVEYORS LICENSING ACT OF THE STATE OF UTAH. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED BELOW, AND HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS SHOWN IN ACCORDANCE WITH SECTION 17-23-17 AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS AND PUBLIC UTILITY AND DRAINAGE EASEMENTS, TO BE HEREAFTER KNOWN AS:

MAJESTIC FIELDS  
PARTIAL AMENDMENT A  
LOTS 12, 13, 14, 15 AND 16

5/26/23  
DATE:



**BOUNDARY DESCRIPTION**

BEGINNING AT A POINT A POINT N89°07'23"W, 690.70 FEET ALONG THE CENTER SECTION LINE AND SOUTH, 535.46 FEET FROM THE EAST 1/4 CORNER OF SECTION 35, T42S, R15W, SLB&M, SAID POINT BEING THE NORTHEASTERLY CORNER OF LOT 16 OF MAJESTIC FIELDS SUBDIVISION FILED AS DOCUMENT NO. 20210080442 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER, RUNNING THENCE S26°03'02"W, 137.68 FEET ALONG THE EASTERLY LINE OF SAID LOT 16; THENCE S44°06'29"W, 277.42 FEET; THENCE N89°36'50"W, 332.96 FEET TO THE EAST LINE OF WASHINGTON FIELDS ROAD; THENCE N0°23'14"E, 294.91 FEET ALONG SAID EAST LINE TO THE POINT OF CURVATURE OF A 20.00 FOOT RADIUS CURVE TO THE RIGHT; THENCE NORTHEASTERLY 31.59 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 90°29'37" TO THE SOUTHERLY LINE OF PINE STREET, A 50.00 FOOT PUBLIC ROADWAY AS SHOWN ON SAID MAJESTIC FIELDS SUBDIVISION; THENCE ALONG SAID SOUTHERLY LINE OF PINE STREET THE FOLLOWING THREE (3) CURVES: S89°07'09"E, 323.49 FEET TO THE POINT OF CURVATURE OF AN 80.00 FOOT RADIUS CURVE TO THE RIGHT; THENCE SOUTHEASTERLY 28.43 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 20°21'51" TO THE POINT OF CURVATURE OF AN 80.00 FOOT RADIUS REVERSE CURVE; THENCE NORTHEASTERLY 135.41 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 96°58'45" TO THE NORTHWESTERLY CORNER OF SAID LOT 16; THENCE S70°05'43"E, 113.24 FEET ALONG THE NORTHERLY LINE OF LOT 16 TO THE POINT OF BEGINNING.

CONTAINING 3.475 ACRES.

**OWNER'S DEDICATION**

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS OF ALL THE ABOVE DESCRIBED TRACT OF LAND HAVING CAUSED THE SAME TO BE SUBDIVIDED INTO LOTS AND PUBLIC UTILITY AND DRAINAGE EASEMENTS TO BE HEREAFTER KNOWN AS:

MAJESTIC FIELDS  
PARTIAL AMENDMENT A  
LOTS 12, 13, 14, 15 AND 16

FOR GOOD AND VALUABLE CONSIDERATION RECEIVED, THE UNDERSIGNED OWNER DOES HEREBY DEDICATE AND CONVEY TO WASHINGTON CITY FOR PERPETUAL USE OF THE PUBLIC, ALL PARCELS OF LAND SHOWN ON THIS PLAT AS PUBLIC UTILITY AND DRAINAGE EASEMENTS. ALL LOTS PUBLIC UTILITY AND DRAINAGE EASEMENTS ARE AS NOTED OR SHOWN. THE OWNERS DO HEREBY WARRANT TO WASHINGTON CITY AND ITS SUCCESSORS AND ASSIGNS, TITLE TO ALL PROPERTY DEDICATED AND CONVEYED TO PUBLIC USE HEREIN AGAINST THE CLAIMS OF ALL PERSONS. LOTS SHOWN ON THIS PLAT ARE SUBJECT TO THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS RECORDED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER ON THE 22ND DAY OF DECEMBER, 2021, AS ENTRY NO. 20210080444. SAID DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS IS HEREBY INCORPORATED AND MADE A PART OF THIS PLAT.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
AUSTIN CHRISTENSEN

\_\_\_\_\_  
TAMI CHRISTENSEN

MAJESTIC FIELDS DEVELOPMENT, LLC

BY: JASON CHRISTENSEN, MANAGING MEMBER

\_\_\_\_\_  
CASEY JOEL MORIYAMA

\_\_\_\_\_  
SUSAN L. MORIYAMA

**FINAL PLAT  
MAJESTIC FIELDS  
PARTIAL AMENDMENT A  
LOTS 12, 13, 14, 15 AND 16**

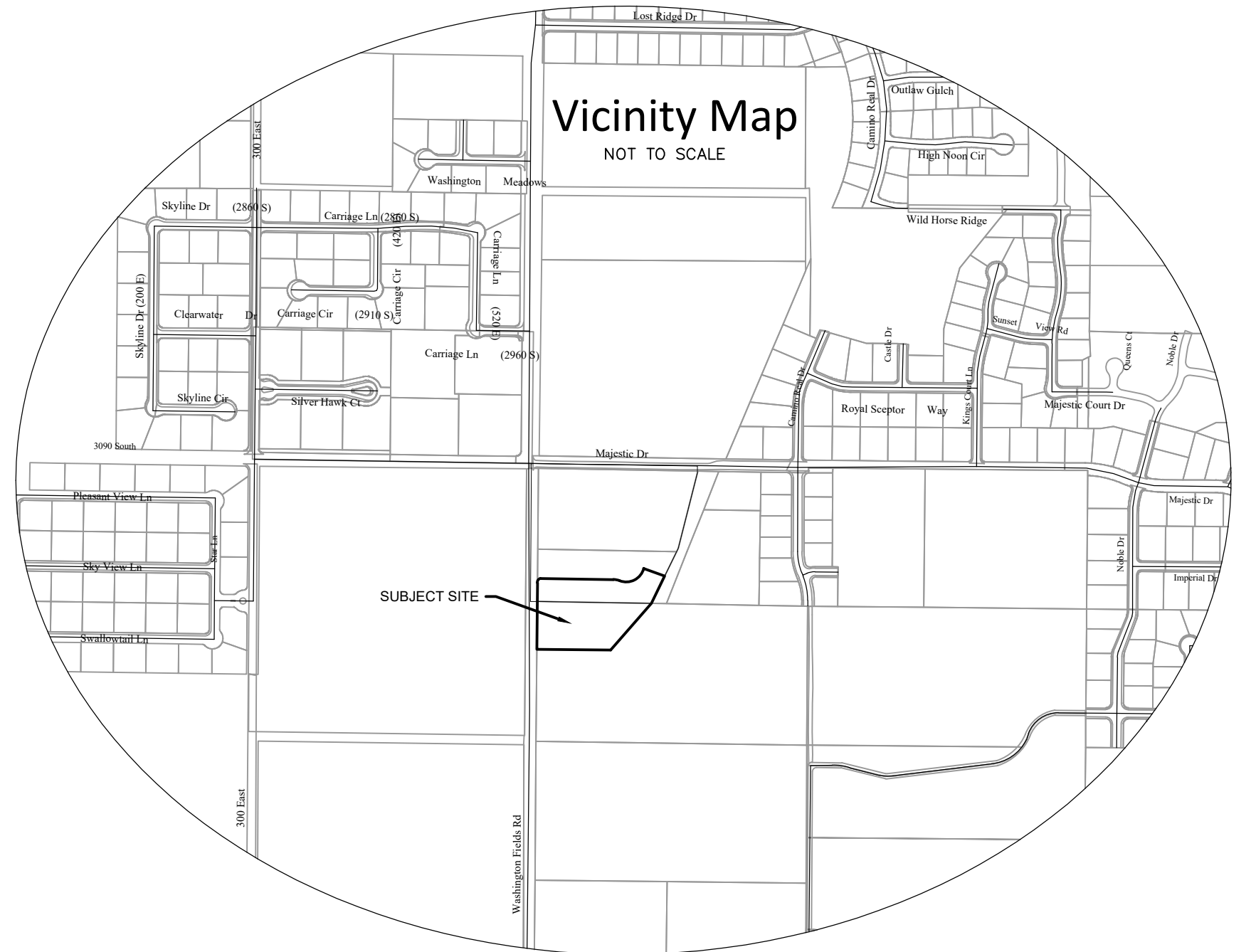
A RESIDENTIAL SUBDIVISION LOCATED IN THE  
SOUTHEAST QUARTER OF SECTION 35,  
TOWNSHIP 42 SOUTH, RANGE 15 WEST, SLB&M

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	31.59'	20.00'	90°29'37"	S45°38'03"W	28.41'
C2	28.43'	80.00'	20°21'51"	N78°56'13"W	28.28'
C3	75.41'	80.00'	54°00'26"	N84°14'29"E	72.65'
C4	60.00'	80.00'	42°58'19"	N35°45'07"E	58.60'
C5	135.41'	80.00'	96°58'45"	N62°45'20"E	119.81'
C6	28.43'	80.00'	20°21'51"	N78°56'13"W	28.28'

**AMENDMENT NARRATIVE**

THE PURPOSE FOR THE HEREON PARTIAL PLAT AMENDMENT OF MAJESTIC FIELDS SUBDIVISION IS TO EXPAND LOT 14 THEREBY INCREASING THE SIZE OF THE LOT. THE HEREON PARTIAL PLAT AMENDMENT ALSO REMOVES EXISTING PUBLIC UTILITY EASEMENT AND DRAINAGE EASEMENTS ALONG THE REAR LOT LINE OF LOT 14 AND THE SIDE LOT LINES OF LOTS 12, 13, 15 AND 16. A 10 FOOT WIDE PUBLIC UTILITY AND DRAINAGE EASEMENT IS HEREBY CREATED ALONG THE FRONTAGE ON WASHINGTON FIELDS ROAD AS SHOWN AND NOTED.

**R&B SURVEYING, INC.**  
862 CAMINO PICO, WASHINGTON, UT 84780  
PH: (435) 632-3540



PUBLIC WORKS APPROVAL	ENGINEER'S APPROVAL	APPROVAL AS TO FORM	APPROVAL OF THE PLANNING COMMISSION	APPROVAL AND ACCEPTANCE BY WASHINGTON CITY, UTAH	TREASURER APPROVAL	RECORDED NUMBER
THE HEREON SUBDIVISION HAS BEEN REVIEWED AND IS APPROVED IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE THIS _____ DAY OF _____, 2023	THE HEREON SUBDIVISION FINAL PLAT HAS BEEN REVIEWED AND IS APPROVED IN ACCORDANCE WITH THE INFORMATION ON FILE IN THIS OFFICE THIS _____ DAY OF _____, A.D. 2023.	APPROVED AS TO FORM, THIS THE _____ DAY OF _____, A.D. 2023.	ON THIS THE _____ DAY OF _____, A.D. 2023, THE PLANNING COMMISSION CHAIRMAN OF WASHINGTON CITY, REVIEWED THE ABOVE SUBDIVISION AND RECOMMENDED SAME FOR ACCEPTANCE BY WASHINGTON CITY.	WE, THE MAYOR AND THE CITY COUNCIL OF WASHINGTON CITY, UTAH, HAVE REVIEWED THE ABOVE SUBDIVISION FINAL PLAT AND BY AUTHORIZATION OF SAID CITY COUNCIL, RECORDED IN THE MINUTES OF ITS MEETING OF THE _____ DAY OF _____, A.D. 2023, HEREBY ACCEPT SAID FINAL PLAT WITH ALL COMMITMENTS AND OBLIGATIONS PERTAINING THERETO.	I, WASHINGTON COUNTY TREASURER, CERTIFY ON THIS _____ DAY OF _____, A.D. 2023 THAT ALL TAXES, SPECIAL ASSESSMENTS, AND FEES DUE AND OWING ON THIS SUBDIVISION FINAL PLAT HAVE BEEN PAID IN FULL.	_____
WASHINGTON CITY PUBLIC WORKS	WASHINGTON CITY ENGINEER	WASHINGTON CITY ATTORNEY	WASHINGTON CITY PLANNING COMMISSION CHAIRMAN	ATTEST: CITY RECORDER WASHINGTON CITY	WASHINGTON COUNTY TREASURER	WASHINGTON COUNTY RECORDER

**LIMITED LIABILITY COMPANY ACKNOWLEDGMENT**

STATE OF UTAH }  
COUNTY OF WASHINGTON } S.S.

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME JASON CHRISTENSEN, WHO BEING DULY SWORN SAYS THAT HE IS MANAGING MEMBER OF MAJESTIC FIELDS DEVELOPMENT, LLC, MANAGING MEMBER OF MAJESTIC FIELDS, LLC, WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING INSTRUMENT ON BEHALF OF THE LLC, BY APPROPRIATE AUTHORITY, AND THAT THE DOCUMENT WAS THE ACT OF LLC FOR ITS STATED PURPOSE.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**INDIVIDUAL ACKNOWLEDGEMENT**

STATE OF UTAH }  
COUNTY OF WASHINGTON } S.S.

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME AUSTIN CHRISTENSEN AND TAMI CHRISTENSEN WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**INDIVIDUAL ACKNOWLEDGEMENT**

STATE OF UTAH }  
COUNTY OF WASHINGTON } S.S.

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME CASEY JOEL MORIYAMA AND SUSAN L. MORIYAMA WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE FOREGOING INSTRUMENT FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**MORTGAGEE CONSENT TO RECORD**

ALTABANK, A UTAH CORPORATION, A MORTGAGEE OF THE HEREON DESCRIBED TRACT OF LAND DOES HEREBY GIVE CONSENT FOR SAID TRACT OF LAND TO BE USED FOR THE USES AND PURPOSES STATED HEREIN, TO RECORDING OF PLAT, RECORDING OF COVENANTS, CONDITIONS AND RESTRICTIONS AND JOINS IN ALL DEDICATIONS AND CONVEYANCES.

BY: \_\_\_\_\_, VICE-PRESIDENT

**MORTGAGEE CONSENT TO RECORD**

NBH BANK, A COLORADO CORPORATION, A MORTGAGEE OF THE HEREON DESCRIBED TRACT OF LAND DOES HEREBY GIVE CONSENT FOR SAID TRACT OF LAND TO BE USED FOR THE USES AND PURPOSES STATED HEREIN, TO RECORDING OF PLAT, RECORDING OF COVENANTS, CONDITIONS AND RESTRICTIONS AND JOINS IN ALL DEDICATIONS AND CONVEYANCES.

BY: \_\_\_\_\_, VICE-PRESIDENT

**MORTGAGEE CONSENT TO RECORD**

FIRST COLONY MORTGAGE CORPORATION, A UTAH CORPORATION, A MORTGAGEE OF THE HEREON DESCRIBED TRACT OF LAND DOES HEREBY GIVE CONSENT FOR SAID TRACT OF LAND TO BE USED FOR THE USES AND PURPOSES STATED HEREIN, TO RECORDING OF PLAT, RECORDING OF COVENANTS, CONDITIONS AND RESTRICTIONS AND JOINS IN ALL DEDICATIONS AND CONVEYANCES.

BY: \_\_\_\_\_, VICE-PRESIDENT

**CORPORATE ACKNOWLEDGMENT (CONSENT)**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } S.S.

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME \_\_\_\_\_, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS VICE-PRESIDENT OF FIRST COLONY MORTGAGE CORPORATION AND THAT HE EXECUTED THE FOREGOING MORTGAGEE CONSENT ON BEHALF OF SAID CORPORATION BY AUTHORITY OF RESOLUTION OF ITS BOARD OF DIRECTORS AND HE DID ACKNOWLEDGE TO ME THAT THE CORPORATION EXECUTED THE SAME FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**CORPORATE ACKNOWLEDGMENT (CONSENT)**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } S.S.

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME \_\_\_\_\_, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS VICE-PRESIDENT OF ALTA BANK AND THAT HE EXECUTED THE HEREON MORTGAGEE CONSENT ON BEHALF OF SAID CORPORATION BY AUTHORITY OF RESOLUTION OF ITS BOARD OF DIRECTORS AND HE DID ACKNOWLEDGE TO ME THAT THE CORPORATION EXECUTED THE SAME FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**CORPORATE ACKNOWLEDGMENT (CONSENT)**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } S.S.

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME \_\_\_\_\_, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS VICE-PRESIDENT OF NBH BANK AND THAT HE EXECUTED THE HEREON MORTGAGEE CONSENT ON BEHALF OF SAID CORPORATION BY AUTHORITY OF RESOLUTION OF ITS BOARD OF DIRECTORS AND HE DID ACKNOWLEDGE TO ME THAT THE CORPORATION EXECUTED THE SAME FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**MORTGAGEE CONSENT TO RECORD**

ROCK CANYON BANK, A UTAH CORPORATION, A MORTGAGEE OF THE HEREON DESCRIBED TRACT OF LAND DOES HEREBY GIVE CONSENT FOR SAID TRACT OF LAND TO BE USED FOR THE USES AND PURPOSES STATED HEREIN, TO RECORDING OF PLAT, RECORDING OF COVENANTS, CONDITIONS AND RESTRICTIONS AND JOINS IN ALL DEDICATIONS AND CONVEYANCES.

BY: \_\_\_\_\_, VICE-PRESIDENT

**CORPORATE ACKNOWLEDGMENT (CONSENT)**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } S.S.

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023, PERSONALLY APPEARED BEFORE ME \_\_\_\_\_, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS VICE-PRESIDENT OF ROCK CANYON BANK AND THAT HE EXECUTED THE HEREON MORTGAGEE CONSENT ON BEHALF OF SAID CORPORATION BY AUTHORITY OF RESOLUTION OF ITS BOARD OF DIRECTORS AND HE DID ACKNOWLEDGE TO ME THAT THE CORPORATION EXECUTED THE SAME FOR THE USES AND PURPOSES STATED THEREIN.

NOTARY PUBLIC FULL NAME: \_\_\_\_\_  
COMMISSION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
NOTARY COMMISSIONED IN STATE OF \_\_\_\_\_  
(STAMP NOT REQUIRED IF ABOVE INFORMATION IS PROVIDED PER UTAH CODE, TITLE 46, CHAPTER 1, SECTION 16)

**GENERAL NOTES**

1. A 7.50 FOOT WIDE PUBLIC UTILITIES AND DRAINAGE EASEMENT EXISTS ALONG REAR LOT LINES AND A 10.00 FOOT WIDE PUBLIC UTILITIES AND DRAINAGE EASEMENT EXISTS ALONG ALL FRONT/STREET SIDE LOT LINES, UNLESS OTHERWISE NOTED ON THIS PLAT.
2. A GEOTECHNICAL INVESTIGATION WAS PERFORMED BY APPLIED GEOTECHNICAL ENGINEERING CONSULTANTS, INC. (AGEC), PROJECT NO. 2202199. THE INVESTIGATION RESULTS AND SPECIFIC RECOMMENDATIONS FOR THE CONSTRUCTION OF FOUNDATIONS, FLOOR SLABS AND EXTERIOR FLATWORK, ARE COMPILED IN A REPORT DATED JANUARY 20, 2021. THIS REPORT IS AVAILABLE FROM THE DEVELOPER AND A COPY IS ON FILE WITH WASHINGTON CITY. OWNERS, BUILDERS AND CONTRACTORS SHOULD BECOME FAMILIAR WITH THIS REPORT AND COMPLY WITH ITS RECOMMENDATIONS.
3. ALL LANDSCAPING, WALLS AND OTHER STRUCTURES SHALL MEET SIGHT DISTANCE REQUIREMENTS. WASHINGTON CITY HAS THE RIGHT TO ASSESS THE PROPERTY OWNERS FOR FAILING TO MAINTAIN SIGHT DISTANCE REQUIREMENTS.
4. THE PROPERTY OWNERS AND/OR HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF ALL COMMON AREA WITHIN THE DEVELOPMENT, INCLUDING BUT NOT LIMITED TO REMOVAL OF WEEDS AND DEBRIS.
5. ALL OR A PORTION OF THIS SUBDIVISION IS LOCATED WITHIN THE DESIGNATED AIRPORT INFLUENCE AREA OF THE ST. GEORGE REPLACEMENT AIRPORT, AND MAY BE SUBJECT TO AIRCRAFT OVER FLIGHT, NOISE AND POSSIBLE IMPINGEMENT. NEW CONSTRUCTION MAY BE REQUIRED TO FILE FAA FORM-7460, NOTICE OF PROPOSED CONSTRUCTION AND/OR OTHER DOCUMENTATION. SPECIFIC HEIGHT RESTRICTIONS MAY APPLY DEPENDING ON LOCATION. NO DEVELOPMENT OR STRUCTURE THAT MAY COMPROMISE AIRPORT NAVIGATIONAL AIDS OR FLIGHT OPERATIONS WILL BE ALLOWED WITHIN THE AIRPORT INFLUENCE AREA AND CONSTRUCTION WITHIN THE AIRPORT INFLUENCE AREA WILL REQUIRE COMPLIANCE WITH ALL APPLICABLE ORDINANCES, STATUTES AND CODE REGULATIONS, AND MAY INCLUDE THE GRANTING OF AN AVIATION EASEMENT AND/OR SIMILAR DOCUMENT(S). WASHINGTON CITY DISCLAIMS ALL LIABILITY FOR ANY CLAIMS, INJURIES OR DAMAGES ARISING FROM, CAUSE BY OR DUE TO OCCURRENCES INCIDENT TO OPERATION OF THE AIRPORT. OWNERS AND TENANTS WITHIN THIS SUBDIVISION WAIVE ANY AND ALL CLAIMS AGAINST WASHINGTON CITY FOR DAMAGES OR INJURIES, WHETHER TO PERSONS OR PROPERTY, ARISING OR CAUSED BY OPERATION OF THE AIRPORT. THIS WAIVER AND DISCLAIMER, CONSTITUTES AND IS RECOGNIZED BY ALL CURRENT AND FUTURE OWNERS AND TENANTS OF PROPERTY WITHIN THIS SUBDIVISION AS NOTICE AND ACCEPTANCE OF THIS WAIVER AND DISCLAIMER AND ALL ITS PROVISIONS. ALL CURRENT AND FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION AGREE TO INDEMNIFY AND HOLD HARMLESS WASHINGTON CITY FOR ANY CLAIMS, INCLUDING ALL ATTORNEY FEES RELATED THERETO, BROUGHT BY ANY PARTY WHO SUFFERS DAMAGE OR INJURY, WHETHER TO PERSON OR PROPERTY, ARISING FROM, CAUSED BY OR DUE TO OPERATION OF THE AIRPORT. THIS DISCLAIMER AND WAIVER SHALL BE CONSIDERED A CONDITION RUNNING WITH ALL PROPERTY WITHIN THIS SUBDIVISION AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION TAKE OWNERSHIP OF PROPERTY SUBJECT HERETO.
6. WASHINGTON CITY OPERATES A MUNICIPAL CULINARY WATER SYSTEM WITH NO EXCESS CULINARY WATER SUPPLY. APPROVAL OF A PLAT BY WASHINGTON CITY DOES NOT GUARANTEE THAT SUFFICIENT WATER WILL BE AVAILABLE TO SERVE LOTS DEPICTED ON ANY PLAT. ANY LAND USE APPLICANT MAY BE REQUIRED BY THE CITY OF WASHINGTON TO PROVIDE A GUARANTEE OF WATER AVAILABILITY OR PROVIDE PROOF OF GUARANTEED AND SUFFICIENT SOURCE OF WATER FOR PROPOSED USES. IF THERE IS ANY APPROVAL WITHOUT A WATER GUARANTEE, THE APPLICANT ASSUMES THE ENTIRE RISK OF WATER AVAILABILITY FOR A PLATTED LOT.
7. NO DRIVEWAYS ARE ALLOWED WITHIN 25 FEET OF CORNER RADIUS ON CORNER LOTS IN ACCORDANCE WITH WASHINGTON CITY ACCESS MANAGEMENT PLAN SECTION 1.3.4 "CORNER CLEARANCE".
8. "LOT OWNER SHALL NOT ALTER GRADING WITHOUT WASHINGTON CITY NOTIFICATION AND APPROVAL".

**FINAL PLAT  
MAJESTIC FIELDS  
PARTIAL AMENDMENT A  
LOTS 12, 13, 14, 15 AND 16**

A RESIDENTIAL SUBDIVISION LOCATED IN THE  
SOUTHEAST QUARTER OF SECTION 35,  
TOWNSHIP 42 SOUTH, RANGE 15 WEST, SLB&M

**R&B SURVEYING, INC.**  
862 CAMINO PICO, WASHINGTON, UT 84780  
PH: (435) 632-3540

Parcel Number: W-5-2-35-2114

OWNER INFO

AUSTIN CHRISTENSEN

PO BOX 912105

SAINT GEORGE, UT 84791-2105

NARRATIVE

The current owner, Austin Christensen, purchased the subject parcel (W-5-2-35-2114) from R&K Staheli Farms in October 2021. Concurrently, he purchased Lot 14 of Majestic Fields to the north. The south property line of Lot 14 (Majestic Fields) is shared by the north line of Parcel W-5-2-35-2114. The owner proceeded to construct a house on Majestic Fields Lot 14 and a barn/agricultural facilities on the Parcel W-5-2-35-2114. The barn is served by utilities from the Majestic Fields Lot 14 which currently cross the boundary between the two parcels. A recent zone change on Parcel W-5-2-35-2114 removed the split zoning in favor of a uniform RA-1 on the entire parcel. This Plat Amendment will incorporate W-5-2-35-2114 into the Majestic Fields subdivision as part of Lot 14.



**PROJECT FLOW CARD  
MEETING DATE**

**FP-23-0010 Majestic Fields Partial Final Plat Amendment A  
June 21, 2023 PC June 28, 2023 CC**

Planning	Reviewed. Ready to move forward. This is not creating a separate lot. Lot 14 will become much bigger by adding this parcel to the existing subdivision	
Hillside	NA	
Public Works	Reviewed and ok to move forward. (storm drain easement added to plat)	
Engineer	Reviewed plans and have no concerns	
Fire Dept.	NA	
Parks/Trails	Reviewed, no concerns.	
Building dept	Reviewed plans and have no concerns	
Washington Power	NA	
Dixie Power	No concerns	
Economic Dev.	Reviewed. No concerns. Residential rooftops in this area help support and stimulate planned commercial development for the nearby general planned business development.	

Additional Comments:

No.	Item	Quantity	Unit	Engineer's Estimate		JP Excavating		Interstate Rock		Quality Excavation		Harward & Rees		Whitaker Construction		Sunroc	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	LS	\$ 342,933.50	\$ 342,933.50	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 265,000.00	\$ 265,000.00	\$ 400,000.00	\$ 400,000.00	\$ 408,000.00	\$ 408,000.00	\$ 165,000.00	\$ 165,000.00
2	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 7,100.00	\$ 7,100.00	\$ 4,800.00	\$ 4,800.00	\$ 10,000.00	\$ 10,000.00	\$ 13,400.00	\$ 13,400.00	\$ 13,500.00	\$ 13,500.00
3	SWPPP COMPLIANCE AND EROSION CONTROL	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 12,000.00	\$ 12,000.00	\$ 16,780.00	\$ 16,780.00	\$ 17,000.00	\$ 17,000.00	\$ 45,000.00	\$ 45,000.00	\$ 16,000.00	\$ 16,000.00	\$ 26,500.00	\$ 26,500.00
4	DUST CONTROL & WATERING	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 7,000.00	\$ 7,000.00	\$ 36,565.00	\$ 36,565.00	\$ 33,480.00	\$ 33,480.00	\$ 65,000.00	\$ 65,000.00	\$ 124,500.00	\$ 124,500.00	\$ 5,000.00	\$ 5,000.00
5	SUBSURFACE INVESTIGATION	4	HR	\$ 250.00	\$ 1,000.00	\$ 800.00	\$ 3,200.00	\$ 171.00	\$ 684.00	\$ 350.00	\$ 1,400.00	\$ 500.00	\$ 2,000.00	\$ 740.00	\$ 2,960.00	\$ 575.00	\$ 2,300.00
6	CLEARING, GRUBBING, EXCAVATION, DEMOLITION, & RESTORATION	1	LS	\$ 60,000.00	\$ 60,000.00	\$ 2,000.00	\$ 2,000.00	\$ 13,250.00	\$ 13,250.00	\$ 22,500.00	\$ 22,500.00	\$ 26,000.00	\$ 26,000.00	\$ 17,700.00	\$ 17,700.00	\$ 49,000.00	\$ 49,000.00
7	CONSTRUCTION STAKING	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 21,000.00	\$ 21,000.00	\$ 26,150.00	\$ 26,150.00	\$ 43,200.00	\$ 43,200.00	\$ 35,000.00	\$ 35,000.00	\$ 27,500.00	\$ 27,500.00	\$ 40,000.00	\$ 40,000.00
8	EXCAVATION, EARTH WORK, AND GRADING	1	LS	\$ 200,000.00	\$ 200,000.00	\$ 383,492.00	\$ 383,492.00	\$ 637,602.00	\$ 637,602.00	\$ 527,593.25	\$ 527,593.25	\$ 620,000.00	\$ 620,000.00	\$ 670,481.00	\$ 670,481.00	\$ 1,030,000.00	\$ 1,030,000.00
9	6" BITUMINOUS SURFACE COURSE (CATEGORY I, "NON-RUT")	401.000	SF	\$ 5.25	\$ 2,105,250.00	\$ 3.72	\$ 1,491,720.00	\$ 4.60	\$ 1,844,600.00	\$ 3.73	\$ 1,495,730.00	\$ 3.90	\$ 1,563,900.00	\$ 4.00	\$ 1,604,000.00	\$ 3.55	\$ 1,423,550.00
10	12" UNTREATED BASE COURSE	432.122	SF	\$ 2.10	\$ 907,456.20	\$ 1.15	\$ 496,940.30	\$ 1.40	\$ 604,970.80	\$ 1.20	\$ 518,546.40	\$ 1.35	\$ 583,364.70	\$ 1.40	\$ 604,970.80	\$ 1.40	\$ 604,970.80
11	4" SOLID WHITE LINE STRIPING	25,176	LF	\$ 1.55	\$ 39,022.80	\$ 0.21	\$ 5,286.96	\$ 0.25	\$ 6,294.00	\$ 0.24	\$ 6,042.24	\$ 0.23	\$ 5,790.48	\$ 0.20	\$ 5,035.20	\$ 0.25	\$ 6,294.00
12	4" BROKEN WHITE LINE W/ 10" LINE SEGMENT & 30" GAP STRIPING	426	LF	\$ 1.55	\$ 660.30	\$ 0.21	\$ 89.46	\$ 0.25	\$ 106.50	\$ 0.24	\$ 102.24	\$ 0.23	\$ 97.98	\$ 0.20	\$ 85.20	\$ 0.25	\$ 106.50
13	8" SOLID WHITE LINE STRIPING	410	LF	\$ 3.25	\$ 1,332.50	\$ 0.41	\$ 168.10	\$ 0.50	\$ 205.00	\$ 0.48	\$ 196.80	\$ 0.47	\$ 192.70	\$ 0.45	\$ 184.50	\$ 0.50	\$ 205.00
14	8" DASHED WHITE LINE W/ 2" LINE SEGMENT & 4" GAP STRIPING	208	LF	\$ 3.25	\$ 676.00	\$ 0.41	\$ 85.28	\$ 0.50	\$ 104.00	\$ 0.48	\$ 99.84	\$ 0.47	\$ 97.76	\$ 0.45	\$ 93.60	\$ 0.50	\$ 104.00
15	4" DOUBLE YELLOW LINE W/ 4" SEPARATION STRIPING	13,365	LF	\$ 1.55	\$ 20,715.75	\$ 0.41	\$ 5,479.65	\$ 0.50	\$ 6,682.50	\$ 0.48	\$ 6,415.20	\$ 0.47	\$ 6,281.55	\$ 0.45	\$ 6,014.25	\$ 0.50	\$ 6,682.50
16	12" SOLID WHITE STOP LINE STRIPING	24	LF	\$ 4.50	\$ 108.00	\$ 15.50	\$ 372.00	\$ 17.50	\$ 420.00	\$ 18.00	\$ 432.00	\$ 18.00	\$ 432.00	\$ 16.50	\$ 396.00	\$ 18.00	\$ 432.00
17	PAVEMENT MARKING	8	EA	\$ 75.00	\$ 600.00	\$ 88.00	\$ 704.00	\$ 98.50	\$ 788.00	\$ 102.00	\$ 816.00	\$ 100.00	\$ 800.00	\$ 94.50	\$ 756.00	\$ 105.00	\$ 840.00
18	ROAD SIGNS	10	EA	\$ 300.00	\$ 3,000.00	\$ 600.00	\$ 6,000.00	\$ 640.00	\$ 6,400.00	\$ 660.00	\$ 6,600.00	\$ 665.00	\$ 6,650.00	\$ 615.00	\$ 6,150.00	\$ 665.00	\$ 6,650.00
19	8" PVC LINE, FITTINGS, TRACER WIRE, BEDDING, BACKFILL, & INSTALLATION (C900 DR-18)	190	LF	\$ 90.00	\$ 17,100.00	\$ 71.00	\$ 13,490.00	\$ 76.00	\$ 14,440.00	\$ 68.55	\$ 13,024.50	\$ 88.00	\$ 16,720.00	\$ 81.00	\$ 15,390.00	\$ 57.50	\$ 10,925.00
20	12" PVC LINE, FITTINGS, TRACER WIRE, BEDDING, BACKFILL, & INSTALLATION (C900 DR-18)	90	LF	\$ 125.00	\$ 11,250.00	\$ 117.00	\$ 10,530.00	\$ 120.00	\$ 10,800.00	\$ 122.40	\$ 11,016.00	\$ 169.00	\$ 15,210.00	\$ 190.00	\$ 17,100.00	\$ 96.00	\$ 8,640.00
21	16" PVC LINE, FITTINGS, TRACER WIRE, BEDDING, BACKFILL, & INSTALLATION (C900 DR-18)	11,880	LF	\$ 140.00	\$ 1,663,200.00	\$ 118.00	\$ 1,401,840.00	\$ 130.00	\$ 1,544,400.00	\$ 115.80	\$ 1,375,704.00	\$ 125.00	\$ 1,485,000.00	\$ 115.00	\$ 1,366,200.00	\$ 121.00	\$ 1,437,480.00
22	8" GATE VALVE ASSEMBLY	6	EA	\$ 4,000.00	\$ 24,000.00	\$ 3,100.00	\$ 18,600.00	\$ 3,100.00	\$ 18,600.00	\$ 3,117.30	\$ 18,703.80	\$ 3,400.00	\$ 20,400.00	\$ 2,860.00	\$ 17,160.00	\$ 3,800.00	\$ 22,800.00
23	12" GATE VALVE ASSEMBLY	3	EA	\$ 7,500.00	\$ 22,500.00	\$ 5,100.00	\$ 15,300.00	\$ 5,150.00	\$ 15,450.00	\$ 5,136.25	\$ 15,408.75	\$ 5,400.00	\$ 16,200.00	\$ 4,950.00	\$ 14,850.00	\$ 6,550.00	\$ 19,650.00
24	16" BUTTERFLY VALVE ASSEMBLY	15	EA	\$ 9,000.00	\$ 135,000.00	\$ 6,100.00	\$ 91,500.00	\$ 7,550.00	\$ 113,250.00	\$ 6,631.20	\$ 99,468.00	\$ 7,500.00	\$ 112,500.00	\$ 6,940.00	\$ 104,100.00	\$ 15,000.00	\$ 225,000.00
25	3" AIR VALVE ASSEMBLY	1	EA	\$ 18,500.00	\$ 18,500.00	\$ 12,000.00	\$ 12,000.00	\$ 13,200.00	\$ 13,200.00	\$ 14,197.80	\$ 14,197.80	\$ 15,500.00	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,000.00	\$ 16,000.00
26	4" AIR VALVE ASSEMBLY	1	EA	\$ 25,000.00	\$ 25,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,100.00	\$ 14,100.00	\$ 15,613.25	\$ 15,613.25	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00	\$ 17,000.00	\$ 17,000.00
27	FIRE HYDRANT ASSEMBLY	9	EA	\$ 11,500.00	\$ 103,500.00	\$ 8,500.00	\$ 76,500.00	\$ 8,350.00	\$ 75,150.00	\$ 11,183.90	\$ 100,655.10	\$ 7,745.00	\$ 69,705.00	\$ 9,290.00	\$ 83,610.00	\$ 9,275.00	\$ 83,475.00
28	MISC. WATER CONNECTIONS, APPURTENANCES, FITTINGS, CAPS, DISCONNECTS, AND TIE-INS	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00	\$ 10,900.00	\$ 10,900.00	\$ 39,637.00	\$ 39,637.00	\$ 42,000.00	\$ 42,000.00	\$ 10,300.00	\$ 10,300.00	\$ 60,000.00	\$ 60,000.00
29	8" SEWER PIPE	6,834	LF	\$ 65.00	\$ 444,210.00	\$ 54.00	\$ 369,036.00	\$ 71.00	\$ 485,214.00	\$ 49.90	\$ 341,016.60	\$ 57.50	\$ 392,955.00	\$ 92.50	\$ 632,145.00	\$ 78.50	\$ 536,469.00
30	10" SEWER PIPE	3,527	LF	\$ 70.00	\$ 246,890.00	\$ 68.00	\$ 239,836.00	\$ 78.00	\$ 275,106.00	\$ 59.81	\$ 210,949.87	\$ 67.45	\$ 237,896.15	\$ 74.50	\$ 262,761.50	\$ 72.00	\$ 253,944.00
31	12" SEWER PIPE	1,362	LF	\$ 85.00	\$ 115,770.00	\$ 69.50	\$ 94,659.00	\$ 86.50	\$ 117,813.00	\$ 70.60	\$ 96,157.20	\$ 78.25	\$ 106,576.50	\$ 87.00	\$ 118,494.00	\$ 75.00	\$ 102,150.00
32	48" CONCRETE SEWER MANHOLE	15	EA	\$ 9,000.00	\$ 135,000.00	\$ 5,500.00	\$ 82,500.00	\$ 6,150.00	\$ 92,250.00	\$ 5,773.10	\$ 86,596.50	\$ 10,950.00	\$ 164,250.00	\$ 7,160.00	\$ 107,400.00	\$ 5,700.00	\$ 85,500.00
33	48" CONCRETE SEWER MANHOLE W/ FLAT BOTTOM	1	EA	\$ 9,000.00	\$ 9,000.00	\$ 5,900.00	\$ 5,900.00	\$ 6,700.00	\$ 6,700.00	\$ 5,773.10	\$ 5,773.10	\$ 10,445.00	\$ 10,445.00	\$ 6,930.00	\$ 6,930.00	\$ 5,700.00	\$ 5,700.00
34	60" CONCRETE SEWER MANHOLE	21	EA	\$ 11,000.00	\$ 231,000.00	\$ 6,200.00	\$ 130,200.00	\$ 7,150.00	\$ 150,150.00	\$ 6,642.90	\$ 139,500.90	\$ 12,015.00	\$ 252,315.00	\$ 7,890.00	\$ 165,690.00	\$ 6,600.00	\$ 138,600.00
35	MISC. SEWER CONNECTIONS, FITTINGS, CAPS, DISCONNECTS AND TIE-INS	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 730.00	\$ 730.00	\$ 5,000.00	\$ 5,000.00	\$ 32,500.00	\$ 32,500.00	\$ 4,910.00	\$ 4,910.00	\$ 2,800.00	\$ 2,800.00
36	STORM DRAIN BOX W/ BEEHIVE GRATE COVER	1	EA	\$ 12,000.00	\$ 12,000.00	\$ 11,500.00	\$ 11,500.00	\$ 10,300.00	\$ 10,300.00	\$ 11,426.20	\$ 11,426.20	\$ 13,064.00	\$ 13,064.00	\$ 11,500.00	\$ 11,500.00	\$ 10,800.00	\$ 10,800.00
37	SET AND COLLAR CLASS I SURVEY MONUMENTS	3	EA	\$ 1,800.00	\$ 5,400.00	\$ 1,033.00	\$ 3,099.00	\$ 930.00	\$ 2,790.00	\$ 780.00	\$ 2,340.00	\$ 800.00	\$ 2,400.00	\$ 780.00	\$ 2,340.00	\$ 850.00	\$ 2,550.00
38	24" CORRUGATED HDPE SD PIPE	114	LF	\$ 375.00	\$ 42,750.00	\$ 75.00	\$ 8,550.00	\$ 87.00	\$ 9,918.00	\$ 77.45	\$ 8,829.30	\$ 122.00	\$ 13,908.00	\$ 125.00	\$ 14,250.00	\$ 88.00	\$ 10,032.00
39	4'X4' CONCRETE SD CATCH BASIN W/ GRATED LID	2	EA	\$ 10,000.00	\$ 20,000.00	\$ 7,000.00	\$ 14,000.00	\$ 7,150.00	\$ 14,300.00	\$ 7,559.00	\$ 15,118.00	\$ 11,736.00	\$ 23,472.00	\$ 8,340.00	\$ 16,680.00	\$ 7,800.00	\$ 15,600.00
40	6" RIP RAP	100	SF	\$ 6.00	\$ 600.00	\$ 10.00	\$ 1,000.00	\$ 5.95	\$ 595.00	\$ 3.70	\$ 370.00	\$ 35.00	\$ 3,500.00	\$ 5.10	\$ 510.00	\$ 5.50	\$ 550.00
41	FIVE STRAN BARB WIRED FENCE	8265	LF	\$ 12.50	\$ 103,312.50	\$ 6.20	\$ 51,243.00	\$ 6.90	\$ 57,028.50	\$ 7.14	\$ 59,012.10	\$ 7.20	\$ 59,508.00	\$ 6.60	\$ 54,549.00	\$ 7.20	\$ 59,508.00
42	GATE FOR BARBED WIRED FENCE	2	EA	\$ 500.00	\$ 1,000.00	\$ 650.00	\$ 1,300.00	\$ 690.00	\$ 1,380.00	\$ 720.00	\$ 1,440.00	\$ 1,985.00	\$ 3,970.00	\$ 670.00	\$ 1,340.00	\$ 725.00	\$ 1,450.00
43	STREET LIGHT CONDUIT	270	LF	\$ 18.00	\$ 4,860.00	\$ 18.00	\$ 4,860.00	\$ 64.00	\$ 17,280.00	\$ 45.52	\$ 12,290.40	\$ 10.00	\$ 2,700.00	\$ 62.00	\$ 16,740.00	\$ 95.00	\$ 25,650.00
	<b>TOTAL</b>			<b>\$ 7,201,597.55</b>		<b>\$ 5,177,980.75</b>		<b>\$ 6,380,546.30</b>		<b>\$ 5,649,202.34</b>		<b>\$ 6,500,001.82</b>		<b>\$ 6,586,576.05</b>		<b>\$ 6,533,407.80</b>	

Blaine Worrell  
 Engineer, P.E.



# Washington Fields Rd Extension

## Briefing Document

**Description:**

On June 9th, the bid opening for this project was read at the Public Works Building. There were 6 bidders that bid on the project. JP Excavation was the low bidder in the amount of \$5,177,980.75

**Presenter:**

Paul Mogle, City Engineer

**Submitted by:**

Paul Mogle, City Engineer

**Recommendation:**

Staff recommends approval of the low bid to JP Excavating for the amount of \$5,177,980.75.

**Background Information:**

As development (commercial and residential) increases around the airport and south of Warner Valley Rd, this project will extend Washington Fields Rd to the south to accommodate future growth.

This project features 401,000 sq ft of asphalt, 11,723 ft of sewer pipe, 11,880 ft of water pipe, and other miscellaneous features that go along with installing a new road.

On June 9th at 10 am, bids were opened publicly and read aloud at the Public Works building. We received 6 bids that were all lower than the Engineer's Estimate and very competitive. The low bid being JP Excavating in the amount of \$5,177,980.75.

**FISCAL IMPACT:**

The cost (\$5,177,980.75) for the project will come from the streets, sewer, and water budgets.

**IMPACTED FUND:**

Capital Projects for Streets, Sewer, and Water



11 North 300 West, Washington, Utah 84780  
TEL 435.652.8450 | FAX 435.652.8416

June 28, 2023

Paul Mogle, City Engineer  
Washington City  
1305 E Washington Dam Rd  
Washington, Utah 84780

RE: Letter of Recommendation – Washington Fields Road from Warner Valley South

Dear Paul,

After evaluating the bids received on June 9, 2023, we have found JP Excavating, Inc. to be the lowest responsible bidder. We recommend that JP Excavating be awarded the Washington Fields Road From Warner Valley South Project, based on their bid amount of \$5,177,980.75.

Our office has worked with JP Excavating in the past and feel they are qualified for the project.

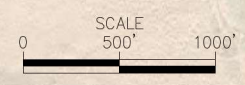
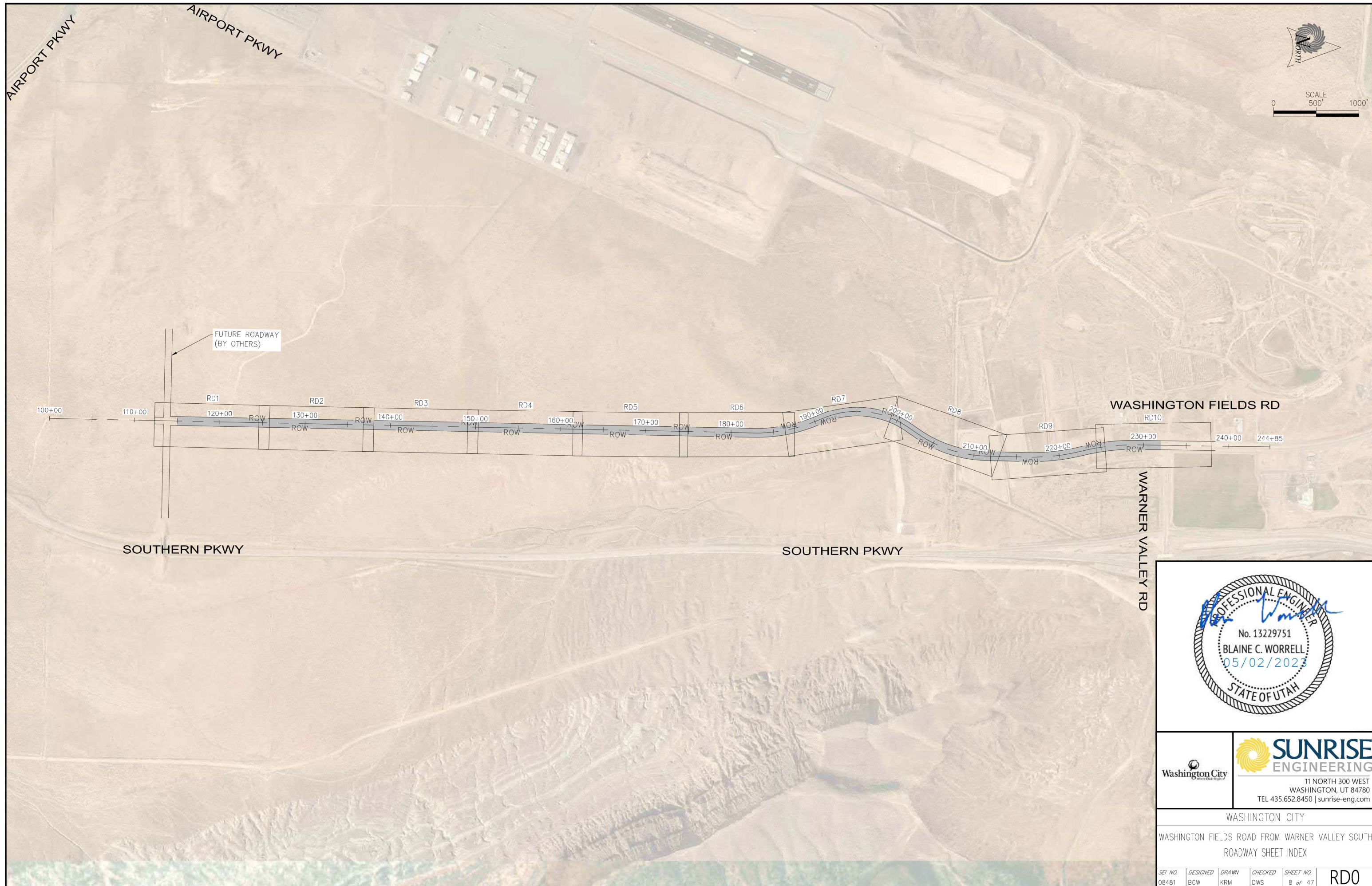
Attached herewith is a digital copy of the Notice of Award. If Washington City chooses to accept this recommendation, please sign where indicated and return to our office. We will then forward the Notice of Award to JP Excavating.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blaine Worrell".

Blaine Worrell, P.E.  
Project Engineer

enclosure(s)



FUTURE ROADWAY  
(BY OTHERS)

WASHINGTON FIELDS RD

WARNER VALLEY RD

SOUTHERN PKWY

SOUTHERN PKWY



Washington City

**SUNRISE**  
ENGINEERING

11 NORTH 300 WEST  
WASHINGTON, UT 84780  
TEL 435.652.8450 | sunrise-eng.com

WASHINGTON CITY  
WASHINGTON FIELDS ROAD FROM WARNER VALLEY SOUTH  
ROADWAY SHEET INDEX

SEI NO. 08481	DESIGNED BCW	DRAWN KRM	CHECKED DWS	SHEET NO. 8 of 47	RDO
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CONSTRUCTION DRAWINGS

MAY 2023

WASHINGTON CITY  
CITY COUNCIL MEETING  
STAFF REVIEW

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<b>HEARING DATE:</b>	June 28, 2023
<b>ACTION REQUESTED:</b>	Preliminary Plat approval for the Cottam Industrial Subdivision, located at approximately 1300 East Washington Dam Road
<b>APPLICANT:</b>	AJ Construction
<b>OWNER:</b>	Little Dove LLC
<b>ENGINEER:</b>	Rosenberg Associates
<b>REVIEWED BY:</b>	Eldon Gibb, City Planner
<b>RECOMMENDATION:</b>	Recommend approval with conditions

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### **Background**

The applicant is requesting approval of a Preliminary plat for the Cottam Industrial subdivision, located at approximately 1300 East Washington Dam Road. This particular subdivision is proposing 7 lots on an area covering 14.10 acres. The zoning designation at this location is Industrial-1 and Industrial-2 (I-1, I-2). The surrounding zoning is Industrial-2 (I-2) to the north and east and Industrial-1 (I-1) to the south and west. The grading and drainage (LID requirements) will be completed by the end user with the improvements to their specific parcel.

The proposed subdivision conforms to the approved zoning. The request meets the subdivision requirements and other city ordinances as it relates to this location. Staff has reviewed the request and recommends approval, with conditions, of the preliminary plat as outlined.

### **Recommendation**

The Planning Commission reviewed this request on June 21, 2023 and recommended approval of the Preliminary plat for the Cottam Industrial subdivision onto the City Council, based on the following findings and subject to the following conditions:

### **Findings**

1. The preliminary plat meets the land use designation as outlined in the General Plan for the proposed area.

2. That the preliminary plat conforms to the Washington City Zoning Ordinance and Subdivision Ordinance as outlined.

### **Conditions**

1. A preliminary and final drainage study and grading and drainage plan shall be submitted for review and approval prior to moving dirt. Development of the site shall comply with the recommendations of the geotechnical study and drainage study, and improvements for drainage and detention shall be approved by the Public Works Department.

2. A preliminary and final geotechnical study shall be submitted to the City for review and approval prior to submitting the final plat. All recommendations of the geotechnical study shall be adhered to.

3. Construction drawing for the subdivision and its infrastructure shall be submitted to the City for review and approval prior to the submittal for final plat.

4. The construction drawings shall adequately address prevention of nuisance storm water drainage across lots. If retaining walls are utilized to prevent cross-lot drainage, the developer shall be responsible for installing said retaining walls.

5. At the time of final plat submittal, the following documents shall also be submitted:

A. A title report

B. A copy of any deed restrictions, other restrictions, restrictive covenants, architectural controls, or other requirements that may apply to the development (CC&Rs).

6. All detention areas shall be landscaped and all detention and landscaped areas shall be maintained by the property owners and/or homeowners association. A note shall be placed on the plat stating that the City has the right to assess the property owners and/or homeowners association for failing to maintain the detention and landscaped areas.

7. A final landscape plan and fencing plan shall be submitted for review and approval prior to the submittal of the final plat. Landscaping and fencing shall be installed prior to the occupancy of the buildings that will be constructed along the landscaped and fenced areas.

8. All landscaping, walls and other structures shall meet sight distance requirements. A note shall be placed on the final plat stating that the City has the right to assess the property owners and/or homeowners association for failing to maintain sight distance requirements.

9. Driveway locations are to be approved by the Public Works Department.

10. Any proposed blasting for the development of the subdivision requires the submittal of a

blasting plan with the construction drawings and issuance of a blasting permit.

11. That a Post Construction Maintenance Agreement be recorded prior to the recording of the final plat.

12. An LID Stormwater Quality Report needs to be submitted for review and approval to the Public Works Department before any final plat application can be submitted.

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June 21, 2023 Planning Commission Minutes

<https://youtube.com/live/afW5GNBqDiA?t=1149>

City Planner Eldon Gibb reviewed the Preliminary Plat Application.

Commissioner Hansen opened the public hearing.

No public comments were made.

Commissioner Hansen closed the public hearing.

Dylan Hall with Rosenberg and Associates was invited to the podium to speak on the application.

Project Development Manager John Hehnke came to the podium and spoke on the matter.

*Commissioner Bulloch made a motion to recommend approval to the City Council for Cottam Industrial Subdivision Preliminary Plat, located at approximately 1300 E. Washington Dam Rd. Commissioner Tupou seconded the motion; which passed with the following roll call:*

<i>Commissioner Anderson</i>	<i>Nay</i>
<i>Commissioner Bulloch</i>	<i>Aye</i>
<i>Commissioner Hansen</i>	<i>Aye</i>
<i>Commissioner Scheel</i>	<i>Nay</i>
<i>Commissioner Tupou</i>	<i>Aye</i>

## Cottam Industrial Subdivision

This project takes 4 existing parcels (W-COBE-1, W-COBE-1-A, W-5-2-25-4151, AND W-5-2-25-142) and splits them into a 7-lot industrial subdivision. Along with that this project will finish 1300 East so that it adds a 10' asphalt trail (1,151 L.F.) to the west side of the road and connects Black Brush Drive to Washington Dam Road (497 L.F.). The grading and drainage for each individual lot will not be part of this project as that will be done by the end user of the parcel.

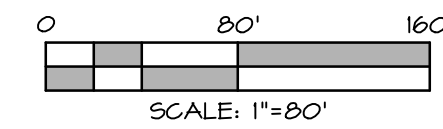
# COTTAM INDUSTRIAL SUBDIVISION

LOCATED IN SECTION 25, TOWNSHIP 42 SOUTH, RANGE 15 WEST OF THE SALT LAKE BASE AND MERIDIAN  
CITY OF WASHINGTON, WASHINGTON COUNTY, UTAH.

PROJECT OWNER/ DEVELOPER  
MCC B PROPERTIES LLC  
636 E LOST RIDGE DR  
WASHINGTON, UT 84180  
AUSTIN ANDERSON  
(435) 224-1143

PROJECT ENGINEER  
ROSENBERG ASSOCIATES  
352 EAST RIVERSIDE DRIVE, SUITE A-2  
ST. GEORGE, UT 84140  
CONTACT: JARED BATES, PE  
(435) 673-8586

DATE: 6/23  
JOB NO.: 12044-22-001  
DESIGNED BY: DMH  
CHECKED BY: JWB  
DWG: PRE PLAT

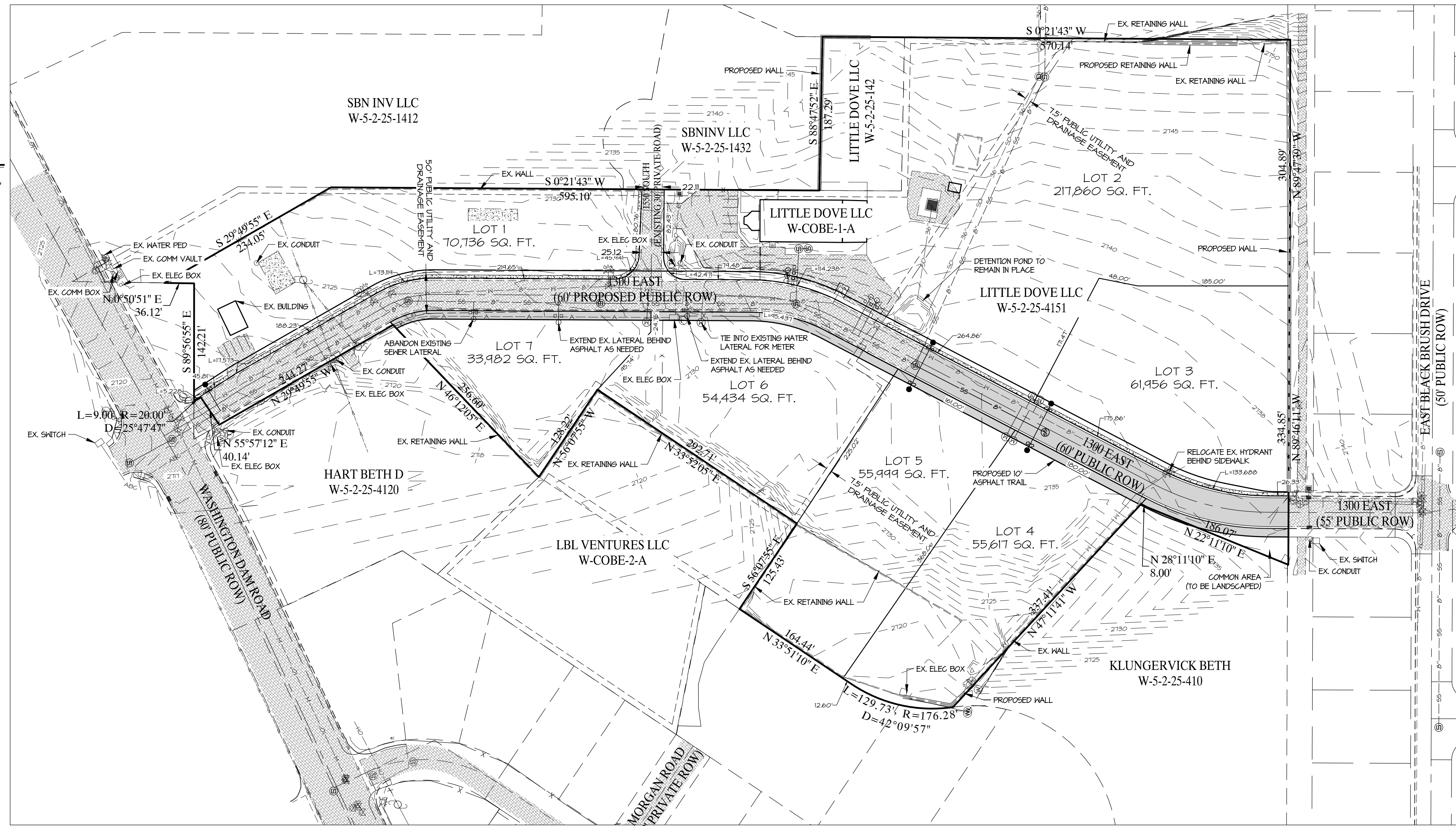


### SITE DEVELOPMENT DATA

PARCEL NUMBERS: W-COBE-1, W-COBE-1-A,  
W-5-2-25-4151, W-5-2-25-142  
ACRES: 14.10  
NUMBER OF LOTS: 7  
DENSITY: 50 UNITS PER ACRE  
50' PUBLIC STREET ROW  
ZONING: I-1, I-2  
GENERAL PLAN: IND

### NOTE:

UTILITIES SHOWN ON THE PLANS ARE SCHEMATIC AND NOT TO SCALE TO SHOW DETAIL. ACTUAL LOCATION OF UTILITIES TO BE WITHIN THE PUBLIC UTILITIES EASEMENT OR DEDICATED RIGHT-OF-WAY.



### LEGEND

	EXISTING CONT-MJR
	EXISTING CONT-MIR
	EXISTING WALL
	PROPOSED WALL
	EXISTING PROPERTY LINE
	EXISTING FENCE

### UTILITY LEGEND

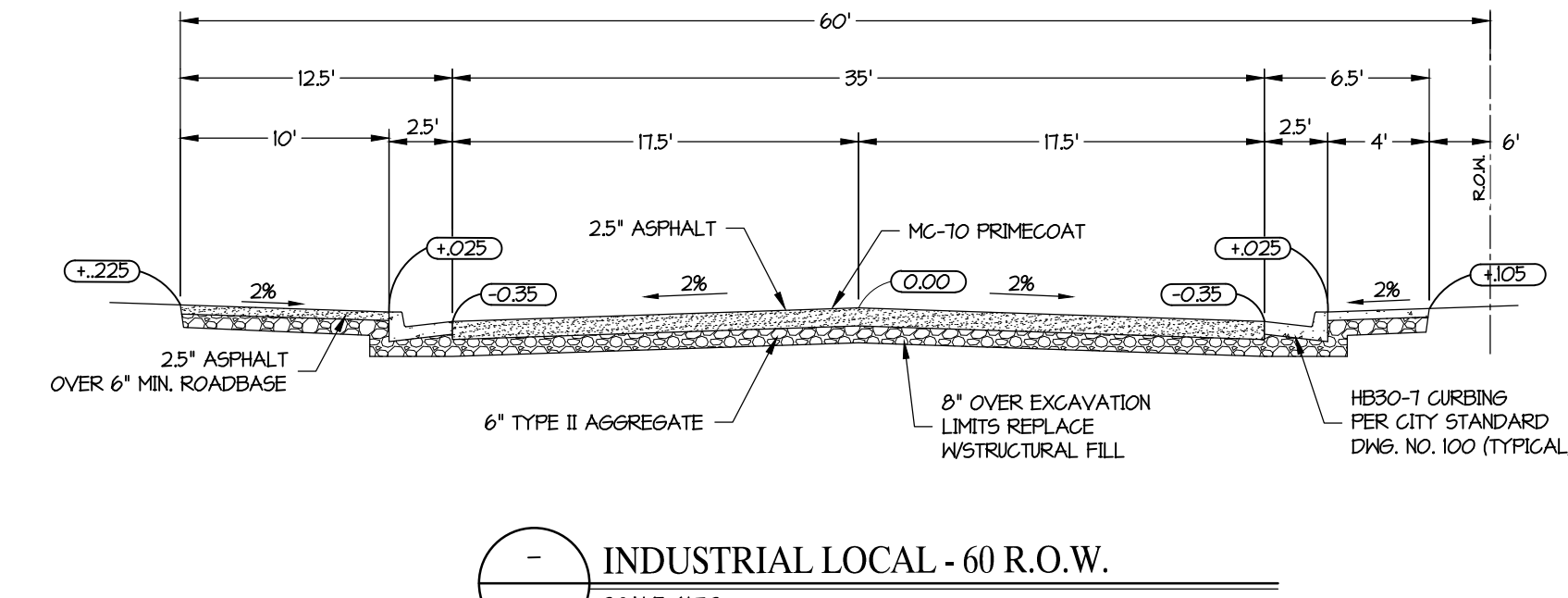
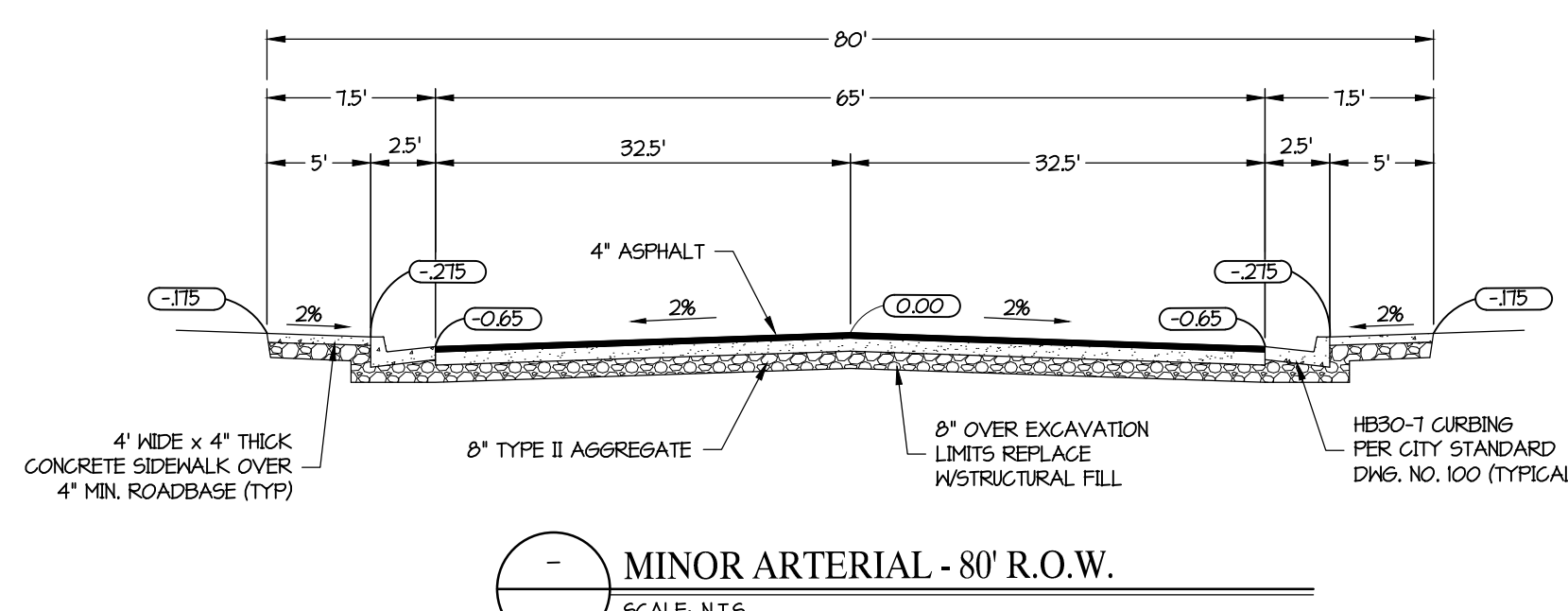
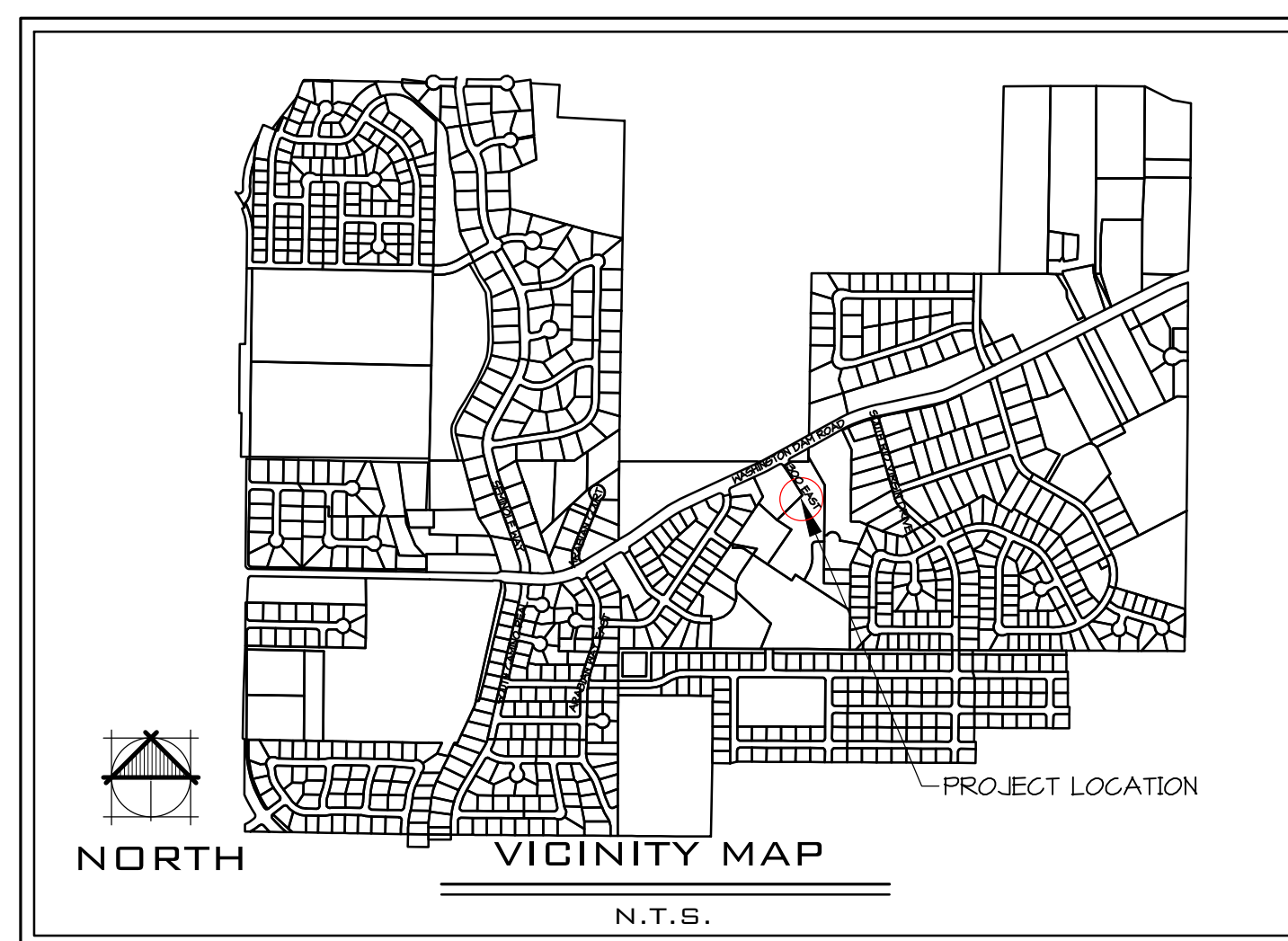
	EXISTING WATER LINE		EXISTING FIRE HYDRANT
	PROPOSED WATER LINE		EXISTING WATER VALVE
	EXISTING SEWER LINE		EXISTING IRRIGATION VALVE
	PROPOSED SEWER LINE		EXISTING WATER METER
	EXISTING STORM DRAIN LINE		PROPOSED WATER METER
	EXISTING 3-PHASE POWER		PROPOSED FIRE HYDRANT
	EXISTING SINGLE PHASE POWER		PROPOSED WATER VALVE
	EXISTING SECONDARY POWER		EXISTING SEWER MANHOLE
			PROPOSED SEWER MANHOLE
			PROPOSED SEWER CLEANOUT
			EXISTING CATCH BASIN
			EXISTING CURB INLET
			EXISTING POWER POLE
			EXISTING TELEPHONE PEDESTAL

### LEGEND:

	EXISTING ASPHALT
	PROPOSED ASPHALT
	EXISTING CONCRETE
	PROPOSED CONCRETE

\*INDIVIDUAL LOT GRADING AND DRAINAGE TO BE DETERMINED BY END USER OF PARCEL

\*L.I.D. PLAN TO BE PROVIDED BY END USER OF PARCEL



**ROSENBERG ASSOCIATES**  
 CIVIL ENGINEERS • LAND SURVEYORS

352 East Riverside Drive, Suite A-2 St. George, Utah 84798  
Ph (435) 673-8586 Fax (435) 673-8397  
www.rosen.com

PRELIMINARY PLAT FOR COTTAM INDUSTRIAL SUBDIVISION  
 WASHINGTON UTAH

JARED W. BATES  
 LICENSED PROFESSIONAL ENGINEER  
 STATE OF UTAH

# COTTAM INDUSTRIAL SUBDIVISION

LOCATED IN SECTION 25, TOWNSHIP 42 SOUTH, RANGE 15 WEST OF THE  
SALT LAKE BASE AND MERIDIAN  
CITY OF WASHINGTON, WASHINGTON COUNTY, UTAH.

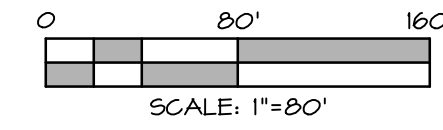
PROJECT OWNER/ DEVELOPER  
MCC & PROPERTIES LLC  
636 E LOST RIDGE DR  
WASHINGTON, UT 84180

AUSTIN ANDERSON  
(435) 224-1143

PROJECT ENGINEER  
ROSENBERG ASSOCIATES  
352 EAST RIVERSIDE DRIVE, SUITE A2  
ST. GEORGE, UT 84140

CONTACT: JARED BATES, PE  
(435) 673-8566

DATE:	5/31/23
JOB NO.:	12044-22-001
DESIGNED BY:	DMH
CHECKED BY:	JWB
DWG.:	PRE PLAT
DATE:	
REVISIONS:	

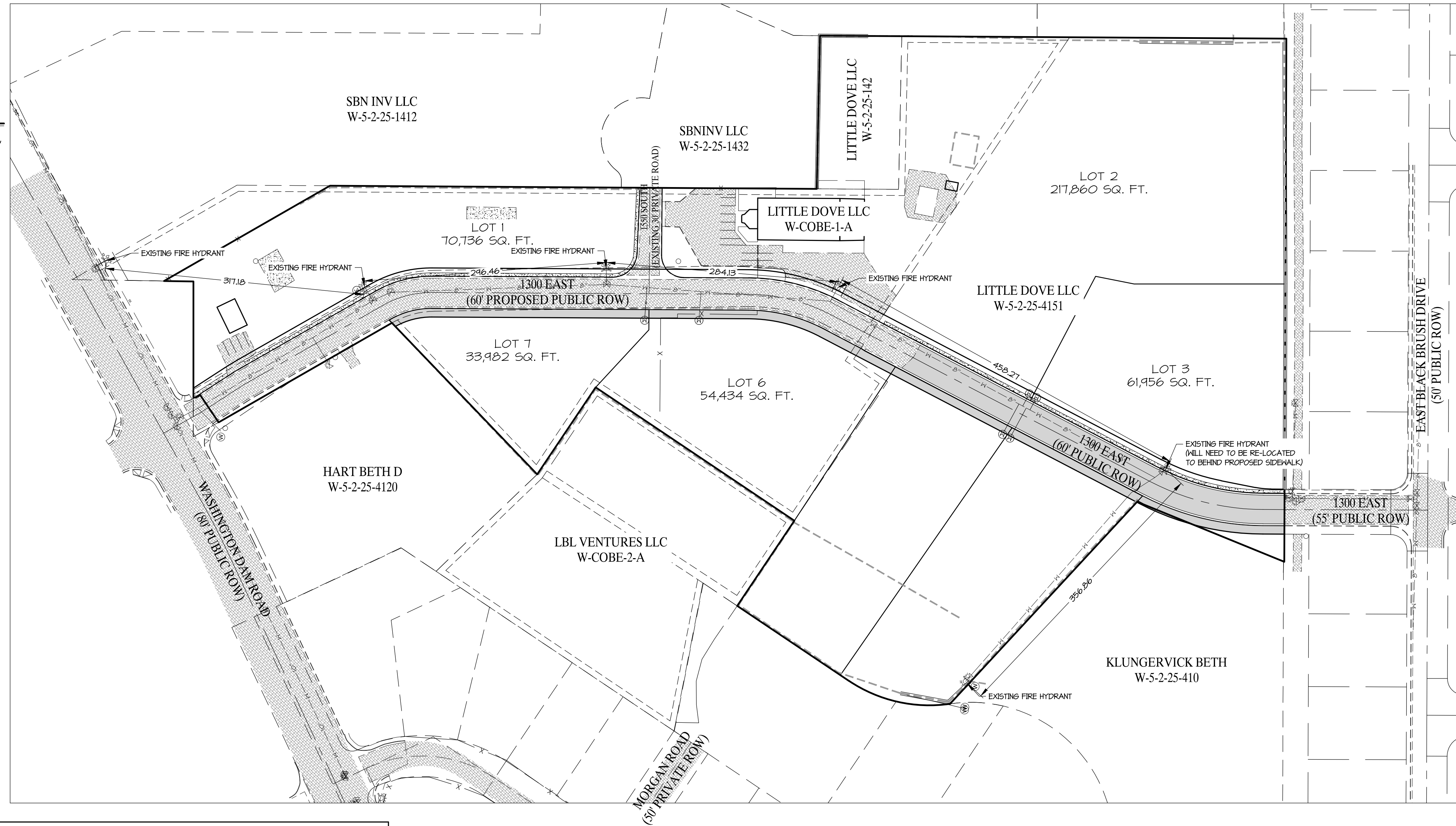


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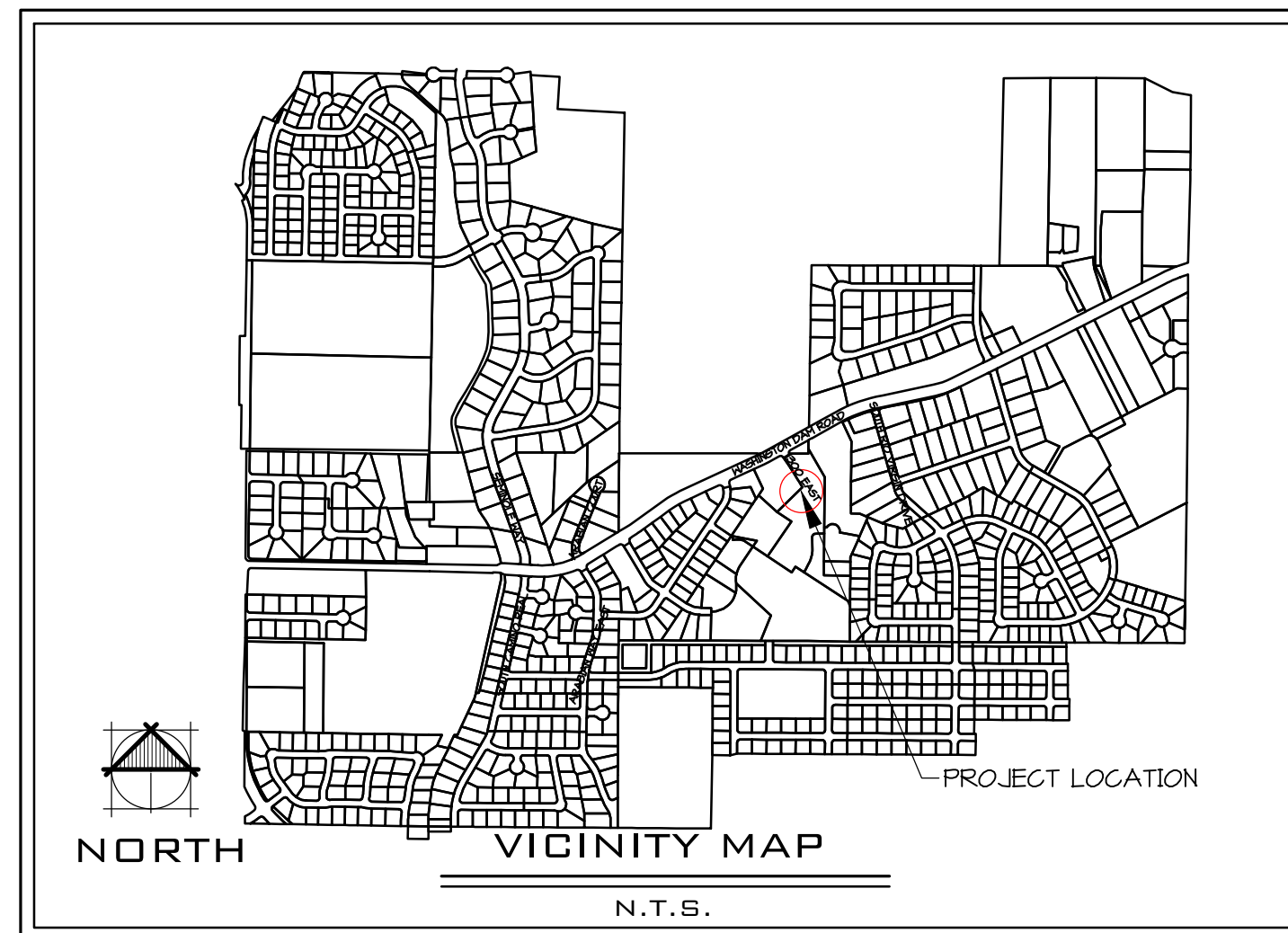
### NOTE:

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UTILITIES EASEMENT OR DEDICATED  
RIGHT-OF-WAY.



### LEGEND:

- EXISTING ASPHALT
- PROPOSED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE



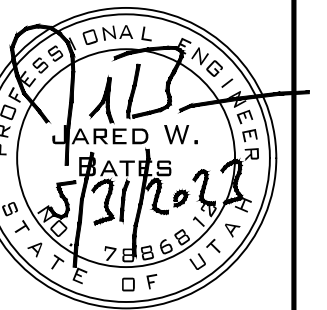
### NOTES:

- A 3 FOOT CLEAR SPACE SHALL BE MAINTAINED AROUND THE CIRCUMFERENCE OF FIRE HYDRANTS, EXCEPT AS OTHERWISE REQUIRED OR APPROVED.
- UNOBSTRUCTED ACCESS TO FIRE HYDRANTS SHALL BE MAINTAINED AT ALL TIMES. THE FIRE DEPARTMENT SHALL NOT BE DETERRED OR HINDERED FROM GAINING IMMEDIATE ACCESS TO FIRE PROTECTION EQUIPMENT OR FIRE HYDRANTS.
- A FIRE WATER SUPPLY FLOW RATE OF 1500 GALLONS PER MINUTE (GPM), MEASURED AT 15 POUNDS PER SQUARE INCH (PSI) RESIDUAL PRESSURE, FOR A 2 HOUR TIME DURATION MUST BE MAINTAINED AT ALL TIMES.

**ROSENBERG**  
A S S O C I A T E S  
CIVIL ENGINEERS • LAND SURVEYORS

352 East Riverside Drive, Suite A-2 St.  
George, Utah 84798  
Ph (435) 673-8566, Fax (435) 673-8597  
www.racivil.com

FIRE & LIFE SAFETY PLAN  
FOR  
COTTAM INDUSTRIAL SUBDIVISION  
WASHINGTON  
UTAH



SHEET

1

1 OF 1 SHEETS



**PROJECT FLOW CARD**  
**MEETING DATE**

**PP-23-0004- Cottam Industrial Preliminary Plat**  
**6/21/23- PC 6/28/23 CC**

Planning	Reviewed and worked with the applicant. Ready to move forward	
Hillside	NA	
Public Works	Reviewed with no concerns	
Engineer	Reviewed with no concerns	
Fire Dept.	No concerns	
Parks/Trails	No concerns. Contains 10' sidewalks that connect to existing trails.	
Building dept	Plan reviewed and there are no comments at this time	
Washington Power	NA	
Dixie Power	Approved with the applicant knowing they will be required to provide the tentative loads and will pad elevations on construction drawings as well as grade on site plan. Driveway access to also be shown and new construction application will need to be sent into Dixie Power prior to approval	
Economic Dev.	Reviewed. This project meets the City's priorities for economic development. Improved land for <b>industrial</b> development is in high demand with less than 1% current available inventory in Washington County.	

Additional Comments:

# Briefing Document

**Description:** Budget Amendment for Fiscal Year 2023/2024 (FY2023)

**Presenter:** Brian Brown

**Submitted By:** Brian Brown, Finance Department

**Recommendation:** Staff proposes a Budget Amendment for the Fiscal Year 2022/2023 (FY2023).

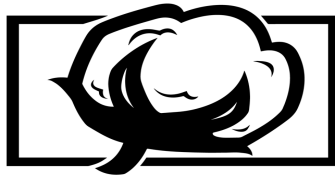
**Background Information:** This is the final budget opening for the 7/1/22 to 6/30/23 budget. Any budget amendments require a public hearing. All budget amendments for this fiscal year must be made before 6/30/23. See the summary of budget amendments below:

<b>Fund</b>	<b>Current Budget</b>	<b>Budget Amend 6/28/2023</b>
General Fund	31,591,981	33,483,275
RAP Tax Special Revenue Foundation	520,000	520,000
Municipal Building Authority	4,000	46,000
Coral Canyon S.S.D.	10,747,379	1,868,871
Capital Projects	834,174	834,174
Water	16,140,720	19,888,849
Sewer	19,724,486	19,724,486
Power	10,257,493	10,257,493
Storm Drain	21,841,240	28,210,240
<b>Total Budget</b>	<b>123,775,808</b>	<b>126,950,723</b>
Increase/(Decrease)		3,174,915

This budget opening increases the budget from \$123,775,808 to \$126,950,723. This budget amendment includes vehicles that were ordered in FY2022. Due to supply chain issues, we received them in FY2023. An adjustment in the budget is also required to cover the increase in power costs, which rose by approximately 50% compared to last year. The city also recently made several land purchases. We have also reviewed the finished and ongoing projects and have concluded that these adjustments are necessary.

The increases will be funded by the increase in sales tax collections, the increase in earned interest, and Fund Balance.

Attached is the Fiscal Year 2022/2023 (FY2023) Budget Amendment proposed for the 6-28-2023 budget opening.



Washington City  
Where Dixie Began

## Fiscal Year 2022-2023 Budget Amendment

<u>Funds</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>Inc/Dec</u>
General Fund	31,591,981	33,483,275	1,891,294
RAP Tax Special Revenue	520,000	520,000	-
Washington City Foundation	4,000	46,000	42,000
Municipal Building Authority	10,747,379	1,868,871 -	8,878,508
Coral Canyon S.S.D.	834,174	834,174	-
Capital Projects	16,140,720	19,888,849	3,748,129
Water	19,724,486	19,724,486	-
Sewer	10,257,493	10,257,493	-
Power	21,841,240	28,210,240	6,369,000
Storm Drain	12,114,334	12,114,334	-
<b>Total Budget</b>	<b>123,775,808</b>	<b>126,950,723</b>	<b>3,174,915</b>

## Budget Amendment 6-28-2023

<u>Fund</u>	<u>Description</u>	<u>Amount</u>	
General Fund	URS Retirement	67,000	1
	Community Center Natural Gas Increase	152,000	2
	Community Center Pool UV System	12,000	3
	Cost Allocation	276,294	4
	Golf Course Merchandise	39,000	5
	Golf Course Washout Pad	70,000	6
	Vehicles-Parks & Maintenance	65,000	7
	Sunrise Valley Park Secondary Water Design	110,000	8
	Transfer to General Capital Projects	1,100,000	9
Washington City Foundation	K-9 Training	27,000	10
	Covington Statue	15,000	11
Debt Service Fund	Bond Trustee Fees	3,000	12
MBA	Wheels Park moved from FY23 to FY24	- 9,700,000	13
	Wheels Park Debt Service	1,642,984	14
General Capital Projects	City Hall Remodel	36,900	15
	Land Purchases	2,889,737	16
General Capital Projects	Power adjustments	6,369,000	17
<b>Budget Amendment Total</b>		<b>3,174,915</b>	

### Notes

- 1 URS retirement service credit
- 2 Community Center natural gas increases
- 3 Swimming pool is required by the state to update the UV system
- 4 Reviewed the Fleet and Maintenance cost allocations and made adjustments
- 5 Golf Course merchandise purchases
- 6 Washout pad is required by the state
- 7 Parks placed an order for a truck in FY2022. However, we were uncertain whether it would arrive this year. The maintenance department also placed an order for a truck with a utility box and ladder rack, but unfortunately, the vendor cancelled it due to supply chain issues. When they reordered the truck, the price had increased.
- 8 Sunrise Valley Park Secondary Water Design
- 9 Transfer to General Capital Projects for land purchases
- 10 Foundation received contributions for K-9 training
- 11 Foundation received contributions for the Malinda Covington Statue
- 12 Bond Trustee Fees
- 13 Moved the Wheels Park budget from FY 2023 to FY 2024. Left \$300,000 in FY2023 for design.
- 14 Wheels Park Debt Service semi-annual payments-not included in the original budget
- 15 Additional Remodel Costs: table, chairs, glass and counters
- 16 Land purchases
- 17 Power adjustments due to increased costs

**General Ledger**  
**Budget Amendment 6-28-23**  
**Fiscal Year 2023**

Account Number	Description	Original Budget	Current Budget	Amended Budget	Amendment Amount	Notes
<b>10</b>	<b>General Fund</b>					
<b>3410</b>	<b>General Government Revenue</b>					
10-34-3410-3413	Zoning/Subdivision/Dev Fees	172,235	172,235	690,000	<b>517,765</b>	Zoning/Subdivision/Development Revenue
<b>3610</b>	<b>Interest Earnings</b>					
10-36-3610-3610	Interest Earnings	18,000	18,000	78,510	<b>60,510</b>	
10-36-3610-3616	WFB Investment Interest	85,000	85,000	242,740	<b>157,740</b>	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
10-38-3800-3890	Use Of Prior Year Fund Balance	(1,606,040)	1,404,919	2,560,198	<b>1,155,279</b>	
<b>4140</b>	<b>Fleet</b>					
10-41-4140-4346	Administrative Costs	(345,352)	(345,352)	(288,157)	<b>57,195</b>	Cost Allocation
<b>4160</b>	<b>Governmental Bldgs</b>					
10-41-4160-4346	Administrative Costs	(427,371)	(427,371)	(208,272)	<b>219,099</b>	Cost Allocation
10-41-4160-4740	Capital Equipment Purchase	81,000	81,000	101,000	<b>20,000</b>	Ford 250 with utility box and ladder rack price increase
<b>4510</b>	<b>Parks</b>					
10-45-4510-4740	Capital Equipment Purchase	269,800	269,800	314,800	<b>45,000</b>	Ford F350-budgeted in FY2022
10-45-4510-4790	Other Projects	130,000	130,000	240,000	<b>110,000</b>	Sunrise Valley Park Secondary Water Design
<b>4558</b>	<b>Golf Course Maintenance</b>					
10-45-4558-4790	Other Projects	50,960	74,960	144,960	<b>70,000</b>	Golf Course washout pad
<b>4559</b>	<b>Golf Course Club House</b>					
10-45-4559-4692	Merchandise Purchase	93,000	93,000	132,000	<b>39,000</b>	Merchandise for sale at Club House
<b>4560</b>	<b>Community Center</b>					
10-45-4560-4280	Utilities	370,000	370,000	522,000	<b>152,000</b>	Natural gas increases
<b>4562</b>	<b>Community Center Aquatics</b>					
10-45-4562-4310	Professional & Technical	1,350	1,350	13,350	<b>12,000</b>	Pool UV system
<b>4830</b>	<b>Contr To Other Funds</b>					
10-48-4830-4931	Contribution CP 44 Property	-	1,000,000	2,100,000	<b>1,100,000</b>	Transfer to General Capital Projects for land purchases
<b>21</b>	<b>RAP Tax Special Revenue Fund</b>					
<b>3610</b>	<b>Interest Earnings</b>					
21-36-3610-3610	Interest Earnings	3,700	3,700	62,340	<b>58,640</b>	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
21-38-3800-3890	Use Of Prior Year Fund Balance	(245,554)	(245,554)	(304,194)	<b>(58,640)</b>	
<b>22</b>	<b>Washington City Foundation</b>					
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
22-38-3800-3890	Use Of Prior Year Fund Balance	(2,000)	(2,000)	19,000	<b>21,000</b>	
<b>3870</b>	<b>Contr From Prvt Source</b>					
22-38-3870-3870	Contributions Private Sources	6,000	6,000	27,000	<b>21,000</b>	Contributions to the Foundation
<b>4100</b>	<b>General Government</b>					
22-41-4100-4310	Professional & Technical	4,000	4,000	19,000	<b>15,000</b>	Malinda Covington Statue
<b>4200</b>	<b>Public Safety</b>					
22-42-4200-4260	Small Tools & Minor Equipment	-	-	27,000	<b>27,000</b>	K-9 training
<b>36</b>	<b>Debt Service Fund</b>					
<b>3610</b>	<b>Interest Earnings</b>					
36-36-3610-3610	Interest Earnings	-	-	5	<b>5</b>	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
36-38-3800-3890	Use Of Prior Year Fund Balance	-	-	2,995	<b>2,995</b>	
<b>4700</b>	<b>Debt Service</b>					
36-83-4700-4550	Fees & Charges	-	-	3,000	<b>3,000</b>	Bond Trustee Fees
<b>37</b>	<b>Municipal Building Authority</b>					
<b>3610</b>	<b>Interest Earnings</b>					
37-36-3610-3610	Interest Earnings	150	150	356,130	<b>355,980</b>	
<b>3670</b>	<b>Debt Issuance</b>					
37-36-3670-3670	Debt Issuance	10,000,000	10,000,000	-	<b>(10,000,000)</b>	Budgeted in FY 2023. Debt issued in FY 2022 before rates increased
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
37-38-3800-3890	Use Of Prior Year Fund Balance	4,952	7,952	(48,028)	<b>(55,980)</b>	
<b>3810</b>	<b>Transf From Other Funds</b>					
37-38-3810-3817	Transfer from Leisure Srvc 43	508,502	508,502	1,329,994	<b>821,492</b>	Transfer from CP Leisure Srvc for Wheels Park Debt Service payment
<b>4700</b>	<b>Debt Service</b>					
37-81-4700-4795	Capital Projects	10,000,000	10,000,000	300,000	<b>(9,700,000)</b>	Moved the Wheels Park budget from FY 2023 to FY 2024. Left \$300,000 in FY2023 for design.
37-81-4700-4810	Principal On Bonds	635,000	635,000	1,213,000	<b>578,000</b>	Wheels Park Debt Service payments
37-81-4700-4820	Interest On Bonds	104,269	104,269	347,761	<b>243,492</b>	Wheels Park Debt Service payments
<b>38</b>	<b>Coral Canyon SSD</b>					
<b>3610</b>	<b>Interest Earnings</b>					
38-36-3610-3610	Interest Earnings	4,350	4,350	35,160	<b>30,810</b>	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
38-38-3800-3890	Use Of Prior Year Fund Balance	19,824	19,824	(10,986)	<b>(30,810)</b>	
<b>41</b>	<b>Capital Project Streets</b>					
<b>3610</b>	<b>Interest Earnings</b>					
41-36-3610-3610	Interest Earnings	8,500	8,500	166,350	<b>157,850</b>	
41-36-3610-3616	WFB Investment Interest	11,000	11,000	14,810	<b>3,810</b>	
41-36-3610-3617	WFB Impact Fee Interest	47,000	47,000	121,610	<b>74,610</b>	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
41-38-3800-3890	Use Of Prior Year Fund Balance	7,973,067	7,178,067	6,904,461	<b>(273,606)</b>	
<b>3610</b>	<b>Interest Earnings</b>					

Account Number	Description	Original Budget	Current Budget	Amended Budget	Amendment Amount	Notes
41-39-3610-3911	Interest Earnings Impact Fees	-	-	37,336	37,336	
<b>42</b>	<b>Capital Project Public Safety</b>					
<b>3610</b>	<b>Interest Earnings</b>					
42-36-3610-3610	Interest Earnings	100	100	14,930	14,830	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
42-38-3800-3890	Use Of Prior Year Fund Balance	(48,638)	(48,638)	(104,308)	(55,670)	
<b>3610</b>	<b>Interest Earnings</b>					
42-39-3610-3911	Interest Earnings Impact Fees	-	-	40,840	40,840	
<b>43</b>	<b>Capital Project Leisure Srvc</b>					
<b>3610</b>	<b>Interest Earnings</b>					
43-36-3610-3610	Interest Earnings	450	450	42,430	41,980	
43-36-3610-3616	WFB Investment Interest	3,000	3,000	23,350	20,350	
43-36-3610-3617	WFB Impact Fee Interest	17,000	17,000	154,410	137,410	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
43-38-3800-3890	Use Of Prior Year Fund Balance	107,381	107,381	667,413	560,032	
<b>3610</b>	<b>Interest Earnings</b>					
43-39-3610-3911	Interest Earnings Impact Fees	-	-	61,720	61,720	
<b>4810</b>	<b>Trnsfr To Other Funds</b>					
43-48-4810-4911	Transfer to MBA	508,502	508,502	1,329,994	821,492	Transfer to MBA for Wheels Park Debt Service payments
<b>45</b>	<b>Capital Project General</b>					
<b>3610</b>	<b>Interest Earnings</b>					
45-36-3610-3610	Interest Earnings	50	50	5,360	5,310	
45-36-3610-3616	WFB Investment Interest	2,500	2,500	9,660	7,160	
<b>3800</b>	<b>Contributions &amp; Transfers</b>					
45-38-3800-3890	Use Of Prior Year Fund Balance	147,450	(852,550)	961,617	1,814,167	
<b>3810</b>	<b>Transf From Other Funds</b>					
45-38-3810-3813	Transfer From General Fund	-	1,000,000	2,100,000	1,100,000	
<b>4100</b>	<b>General Government</b>					
45-75-4100-4707	General Fund Capital Projects	150,000	150,000	3,076,637	2,926,637	
<b>51</b>	<b>Water</b>					
<b>3610</b>	<b>Interest Earnings</b>					
51-36-3610-3610	Interest Earnings	41,600	41,600	50,520	8,920	
51-36-3610-3616	WFB Investment Interest	133,113	133,113	270,293	137,180	
51-36-3610-3617	WFB Impact Fee Interest	10,338	10,338	33,868	23,530	
<b>3715</b>	<b>Water Non-operating Rev</b>					
51-38-3715-3890	Use Of Prior Year Fund Balance	8,460,680	8,565,782	8,363,607	(202,175)	
<b>3610</b>	<b>Interest Earnings</b>					
51-39-3610-3911	Interest Earnings Impact Fees	-	-	32,545	32,545	
<b>52</b>	<b>Sewer</b>					
<b>3610</b>	<b>Interest Earnings</b>					
52-36-3610-3616	WFB Investment Interest	100,360	100,360	153,800	53,440	
52-36-3610-3617	WFB Impact Fee Interest	36,579	36,579	44,129	7,550	
<b>3725</b>	<b>Sewer Non-operating Rev</b>					
52-38-3725-3890	Use Of Prior Year Fund Balance	7,113,742	7,141,016	7,075,609	(65,407)	
<b>3610</b>	<b>Interest Earnings</b>					
52-39-3610-3911	Interest Earnings Impact Fees	-	-	4,417	4,417	
<b>53</b>	<b>Electric</b>					
<b>3610</b>	<b>Interest Earnings</b>					
53-36-3610-3610	Interest Earnings	12,500	12,500	35,870	23,370	
53-36-3610-3616	WFB Investment Interest	90,000	90,000	228,640	138,640	
<b>3735</b>	<b>Elec. Non-operating Rev</b>					
53-36-3735-3640	Sale Of Fixed Assets	10,000	10,000	95,000	85,000	
<b>3730</b>	<b>Elec. Operating Rev</b>					
53-37-3730-3735	Connection Fees	175,000	175,000	260,000	85,000	
<b>3731</b>	<b>Electric Sales Taxable</b>					
53-37-3731-3731	Taxable Usage Residential	10,075,000	10,075,000	12,930,000	2,855,000	
53-37-3731-3732	Taxable Base Residential	1,975,000	1,975,000	2,123,000	148,000	
53-37-3731-3741	Taxable Usage Commercial	2,400,000	2,400,000	3,250,000	850,000	
53-37-3731-3744	Taxable Demand Commercial	1,025,000	1,025,000	1,087,000	62,000	
<b>3732</b>	<b>Electric Sales Non Taxable</b>					
53-37-3732-3741	Usage Commercial	850,000	850,000	1,200,000	350,000	
53-37-3732-3742	Base Commercial	70,000	70,000	74,000	4,000	
53-37-3732-3744	Demand Commercial	430,000	430,000	452,000	22,000	
<b>3735</b>	<b>Elec. Non-operating Rev</b>					
53-38-3735-3890	Use Of Prior Year Fund Balance	2,910,393	2,992,740	4,622,978	1,630,238	
<b>3610</b>	<b>Interest Earnings</b>					
53-39-3610-3911	Interest Earnings Impact Fees	-	-	15,752	15,752	
<b>3735</b>	<b>Elec. Non-operating Rev</b>					
53-39-3735-3910	Impact Fee Revenue	750,000	750,000	850,000	100,000	
<b>5310</b>	<b>Elec. Operating Exp</b>					
53-53-5310-4001	System Maintenance	225,000	225,000	175,000	(50,000)	
53-53-5310-4002	New Construction Expense	30,000	30,000	20,000	(10,000)	
53-53-5310-4003	Pool Project	1,400,000	1,400,000	3,330,000	1,930,000	
53-53-5310-4004	Central/St. George Project	615,000	615,000	630,000	15,000	
53-53-5310-4005	Resource	27,500	27,500	15,000	(12,500)	
53-53-5310-4006	CRSP Power	85,000	85,000	75,000	(10,000)	
53-53-5310-4007	PX/Contract Purchases	3,900,000	3,900,000	8,500,000	4,600,000	
53-53-5310-4008	Transmission	935,000	935,000	1,050,000	115,000	
53-53-5310-4010	Horse Butte Wind	225,000	225,000	210,000	(15,000)	
53-53-5310-4011	Payson Project-Production	1,975,000	1,975,000	3,250,000	1,275,000	
53-53-5310-4014	Payson Project-Fixed	900,000	900,000	935,000	35,000	
53-53-5310-4015	All In Pool	260,000	260,000	175,000	(85,000)	
53-53-5310-4016	Government And Public Affairs	16,500	16,500	16,000	(500)	

Account Number	Description	Original Budget	Current Budget	Amended Budget	Amendment Amount	Notes
53-53-5310-4021	Natural Gas Project	185,000	185,000	340,000	155,000	
53-53-5310-4023	Veyo Waste Heat-Fixed	460,000	460,000	450,000	(10,000)	
53-53-5310-4024	Veyo Waste Heat-Production	80,000	80,000	65,000	(15,000)	
53-53-5310-4026	Red Mesa	45,000	45,000	50,000	5,000	
53-53-5310-4027	Steel Solar	50,000	50,000	-	(50,000)	
53-53-5310-4028	Enchant	725,000	725,000	-	(725,000)	
53-53-5310-4140	Overtime	60,000	60,000	75,000	15,000	
53-53-5310-4211	Software Subscriptions	51,500	51,500	55,000	3,500	
53-53-5310-4230	Training & Travel	24,000	24,000	31,500	7,500	
53-53-5310-4270	Building & Grounds	8,500	8,500	12,000	3,500	
53-53-5310-4280	Utilities	72,500	72,500	85,000	12,500	
<b>5350</b>	<b>Elec. Non-oper Exp</b>					
53-53-5350-4740	Capital Equipment Purchase	319,000	319,000	94,000	(225,000)	
53-53-5350-4795	Capital Projects	3,075,000	3,075,000	2,480,000	(595,000)	
<b>57</b>	<b>Storm Drain</b>					
<b>3610</b>	<b>Interest Earnings</b>					
57-36-3610-3610	Interest Earnings	915	915	21,195	20,280	
57-36-3610-3616	WFB Investment Interest	32,937	32,937	12,587	(20,350)	
57-36-3610-3617	WFB Impact Fee Interest	23,387	23,387	39,527	16,140	
<b>3775</b>	<b>Storm Non-operating Rev</b>					
57-38-3775-3890	Use Of Prior Year Fund Balance	4,120,237	4,138,972	4,105,229	(33,743)	
<b>3610</b>	<b>Interest Earnings</b>					
57-39-3610-3911	Interest Earnings Impact Fees	-	-	17,673	17,673	

**RESOLUTION R2023-XX**

**A RESOLUTION AMENDING THE WASHINGTON CITY  
2022/2023 FISCAL YEAR BUDGET**

**WHEREAS**, the City Council of Washington City, Utah, has adopted a budget for the 2022/2023 Fiscal Year; and

**WHEREAS**, the City Council has found it necessary to adjust revenues and expenditures for the fiscal year 2022/2023; and

**WHEREAS**, The Washington City Council held a duly noticed Public Hearing on June 28, 2023 to amend the 2022/2023 Budgets for the funds of Washington City; and

**WHEREAS**, the City Council has approved the changes to the Budgets.

**THEREFORE, BE IT RESOLVED** by the City Council of Washington City, Washington, Utah that the following Budgets for the Fiscal Year 2022/2023 were adopted:

<b>FUNDS</b>	<b>BUDGET</b>
General Fund	\$ 33,483,275
RAP Tax Special Revenue	\$ 520,000
Foundation	\$ 46,000
Municipal Building Authority	\$ 1,868,871
Coral Canyon S.S.D.	\$ 834,174
Capital Projects	\$ 19,888,849
Water	\$ 19,724,486
Sewer	\$ 10,257,493
Power	\$ 28,210,240
Storm Drain	\$ 12,114,334
<b>TOTAL BUDGET</b>	<b>\$ 126,950,723</b>

This Resolution shall be effective upon passage.

**PASSED AND APPROVED** this 28th day of June, 2023.

Washington City

Attest:

\_\_\_\_\_  
Kress Staheli, Mayor

\_\_\_\_\_  
Tara Pentz, City Recorder

# Briefing Document

**Description:** Washington City Records Management and Retention Plan.

**Presenter:** Lexi Ruesch

**Recommendation:** Pass a resolution approving the Washington City Records Management and Retention Plan.

**Background Information:**

The Recorder's Office has previously implemented a shared records drive, digital minutes, and other measures to increase staff and public access to public records. The City is also held to the record access requirements of Utah code section [63G-2](#).

This record management plan contains a comprehensive record policy that will enable all city staff to receive consistent training and instruction regarding the creation, labeling, storage, release, and disposition of city records.

This plan will encourage transparency and increase staff efficiency by ensuring that all Washington City records can be located and accessed quickly and accurately.



Washington City

# RECORDS MANAGEMENT POLICY PLAN

**ADOPTED:**  
City Council  
Regular Meeting  
[DATE]



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## Records Management Plan

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## **SECTION 1: PURPOSE**

The Government Records Access and Management Act (“GRAMA;” Utah Code 63G-2) and the Public Records Management Act (“PRMA;” Utah Code 63A-12) impose obligations to retain and dispose of records. The Washington City Records Management Plan (the “Plan”) fulfills those obligations and identifies all of Washington’s records, their location of storage, retention, and disposition for efficient and effective records management; and establishes policies for all employees to successfully perform these functions. The Plan should be reviewed and updated by the Records Administrator each time a change is made that affects the Plan.

## **SECTION 2: RETENTION CUSTODIANS**

The Recorder’s Office is responsible for the management of the Plan. Each department will have a staff member trained to uphold the goals of and to carry out the intent of the Plan. These staff members will be designated by the individual department heads and a list of all record retention staff will be maintained by the Recorder’s Office. The departmental record custodians will ensure that their department’s records are correctly filed and organized according to the Plan and individual department’s standards.

The Recorder’s Office will check in with each department annually to ensure that all records are being retained according to the Plan, and collect information on any new records that may need to be classified in the retention schedule. The Recorder’s Office will annually remind departments to destroy any records that have exceeded the listed retention period.

## **SECTION 3: TRAINING**

All new staff hired will receive a brief records management training as part of department specific onboarding training to ensure that clear expectations are set before commencing regularly assigned duties. The Recorder’s Office shall provide annual training on GRAMA processes. Each employee is expected to know the retention and proper storage for their department’s records. Employees shall follow the City’s Information Services team (“IS”) recommendations for computer protocol including but not limited to naming conventions, saving documents, updating computers, and phishing/hacking prevention.

## **SECTION 4: STORAGE**

All records, where able, should be created and maintained in an electronic format that can be easily convertible to keep with industry standards. All active and long-term electronic records shall be stored and functionally organized on the City's shared network drive or other designated location for ease of access and use for all employees. Other designated locations include separate secured network drives for restricted records and internal process software. Employees that desire to utilize other cloud-based platforms for storing working documents may do so with the approval of IS and the Recorder, however the records shall be transferred to the shared network drive once they are complete/final to serve its designated retention. Employees shall not retain any records that are identified in the Index Spreadsheet on their computer desktop. Personal network drives may be used for some working documents as approved by the Department Director. However, only documents stored on a network drive are backed up. The electronic record shall serve as the designated record copy unless otherwise indicated on the Index Spreadsheet.

If records need to be preserved in hardcopy form, they should also be saved electronically, if possible, for easier reference. Hard copy inactive records removed from active file space shall be stored until their retention has been met or transferred to the Utah State Records Center. The inactive files will be stored in a records box with the contents and retention schedule clearly identified on the exterior as well as an inventory of the contents on the inside of the box. Records with permanent retention may be transferred to the Utah State Archives once deemed unnecessary by the Recorder to be stored at City offices.

## **SECTION 5: RETENTION AND DESTRUCTION**

All records will follow the General Retention Schedule (GRS) governed by the Utah Division of Archives and Records Service and the adopted Washington City Retention Schedule (Appendix 5). Retention shall be based on the content of the record and its value to Washington City, not on its format or storage medium. The Department in which the record is created or maintained is the custodian of said record. They are responsible for related record requests and oversight of the retention of associated records. Departments may organize their retained records in a manner that best suits the function, but all departments must disclose the location of all retained records on the Index Spreadsheet. Each department shall also assist the Recorder with the destruction of records.

Records whose retention has been met shall be destroyed unless the record is necessary for litigation purposes. This includes all copies of a record(s). The Recorder's Office will provide an annual record destruction day for all staff every January. The records to be destroyed should be logged with the Recorder before destruction occurs. The Recorder will, with the assistance of the department to whom the records are created or maintained by, hire a shredding company, or utilize IS to ensure the appropriate destruction of the records. The data destruction day(s) will be scheduled in advance with IS to allow for appropriate preparation for deletion and purge of all records that have met or exceeded their assigned retention schedule. This will include removing files from all city backups.

The destruction log shall include a list of record(s) destroyed including the type of record and relevant date, the name of the custodial department, and their signature as a witness to the destruction, how the record was destroyed, the date of destruction, and the authorization of the Recorder. The log(s) and affidavit(s) (Appendix 4) shall be retained by the Recorder.

## **SECTION 6: RECORD REQUESTS**

GRAMA governs the disclosure of certain records. If there is a request for information that does not involve a record or that is publicly available, it does not need to go through the GRAMA process. Likewise, if the record does not exist, the City does not have to create one (UCA 63G-2-201(8)). The City can charge fees for record requests if the request will take longer than 30 minutes to process and/or if the requestor would like physical copies of the record(s). The fee for time to search and compile is based on the lowest salary of the person able to do the work. If it is anticipated that the fee will be more than \$50, the City can charge in advance of doing the work to ensure just compensation.

Each City department shall designate a custodial contact person who will be the respondent for GRAMA requests to communicate with the Recorder's Office. Any time a record is requested, the process for the request will be in accordance with GRAMA and the established City procedure as follows:

Record requests can be submitted through the GRAMA form available on the City website. Each request must contain: the requestor's name, mailing address, email address, daytime telephone number, and a description of the record requested that identifies the record with reasonable specificity (UCA 63G-2-204). If it is missing information, it is not a valid request.

Any requests sent to individual departments must be immediately given to the Recorder's Office for processing. The City has 10 business days (regular request) or 5 business days (expedited request) to respond to the request (UCA 63G-2-204). This time starts when the request is accepted by the Recorder's Office. The Recorder's Office will track the request and send it to the relevant department who is the custodian of the record(s) requested.

The custodian will supply the Recorder's Office with the record(s) within 5 business days for regular requests and within 3 business days for expedited requests unless instructed or negotiated otherwise (Recorder's policy) with any known special knowledge about the record(s) such as why it should not be public and the amount of time it took to compile, search, and provide the record.

If it is anticipated that the request will take a long time to process, the department should inform the Recorder's Office of an estimation of time before performing the work. If there is no record, then the custodian will report such to the Recorder's Office and state where they think the record may be (ex. Washington County, Southwest Health Department) with the entity's address (if known).

The Recorder's Office will then classify the received record(s) as public, protected, private, or controlled and tailor the record(s) until it is public. If the record is not tailorable, then the request may be denied per state statute (UCA 63G-2-205). The Recorder's Office will respond to the requestor in accordance with GRAMA before the required deadline. Responses to requests may be approvals, approvals in part, or denials.

## **SECTION 7: EMERGENCIES**

During times of emergency, the Recorder's Office will work together with the City's IS and Emergency Management Staff to ensure the safety, retrieval, and recovery as necessary of the City's records. Each department will be responsible to ensure protection of their records so regular operations can continue after the emergency. Documentation during a disaster (bookkeeping and accounting methods to track and maintain records of expenditures and obligations, narrative, and written log records of response actions, etc.) will be kept by each department in coordination with the Emergency Manager. Logs and records will form the basis for status reports to the County and State. It is the department's responsibility to keep files clean, organized, and accessible to City staff.

All electronic records are stored on physical hardware at the city hall premises. These records and other associated data are also backed up to the cloud daily to provide an offsite copy should an emergency arise that necessitates accessing city hall data from another location either temporarily or permanently based on the severity of the emergency. All data can be downloaded to a local copy at any given time from the cloud. Potential protective methods that should be used for hardcopy records include onsite fire-rated storage equipment or transfer of records to offsite storage.

# SECTION 8: APPENDICES

**APPENDIX 1 - Definitions:**

**APPENDIX 2 - Naming Conventions Key**

**APPENDIX 3 - Electronic Communication Management Policy:**

**APPENDIX 4 - Record Resources:**

A. Destruction Log Forms

**APPENDIX 5 - Washington City Retention Schedule (WCRS) Index:**

The City's Master Drive (M Drive) is functionally organized (not by department) and serves as an index of the City's records, storage location, and the assigned retention schedule. The WCRS serves as a comprehensive retention schedule for City records that fills the gaps from the [State's General Retention Schedule](#).

# APPENDIX 1: DEFINITIONS:

**Active Records** - Records that are required for day-to-day business and are subject to frequent use; generally referred to more than once per month.

**Archives** -

1. The noncurrent historical records of an organization or institution, preserved because of their enduring value.
2. The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value.
3. The building in which an archival repository is located. The Utah State Archives is a division within the Department of Administrative Services. The division name encompasses both the main offices on Capitol Hill and the Records Center in West Valley City.

**Classification** - "Classify" and their derivative forms means determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under UCA 63G-2-201(3)(b).

**Conversion of Records Formats** -The process of transferring records from one physical format to another. Conversion includes changing paper to an electronic format or one electronic format to another.

**Copy** - A reproduction of the contents of an original document which is not the official file copy of the agency. In most instances, copies will have a shorter retention than the official file copy (see Record Copy) of a record series.

**Custody/Custodian** -The guardianship of records which may include both physical possession (protective responsibility) and legal title (legal responsibility).

**Disposition** - The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival repository, retain permanently in the agency, or destruction, are among possible disposition actions.

**Electronic Records** - Records consisting of data and information which is input, created, manipulated and/or stored on electronic media which show evidence of actions and decisions occurring during transactions of government business.

**Inactive Records** - A series of records with a reference rate of less than one search per month.

**Permanent Records** - Indicates a disposition other than "destroy." Specifically, records would either be transferred to the State Archives or maintained permanently in office. These records need continued retention due to their long-term administrative, legal, fiscal, or historical value.

**Record Copy** - The original file copy of a record series maintained by the creating agency.

**Record Series** - A group of identical or related records, files, documents and/or other media created by one agency that are normally used, indexed, or filed together, and that permit evaluation as a unit for retention and disposition purposes.

**Records** - All books, papers, letters, documents, maps, plans, photographs, sound recordings, management information systems, or other documentary materials, regardless of physical form or characteristics, made or received, and retained by any public office under state law or in connection with the transaction of public business by the offices, agencies, and institutions of the state and its counties, municipalities, and other political subdivisions.

**Records Center** - A facility especially designed and constructed to provide low-cost, efficient storage and retrieval service on inactive records, pending ultimate disposition. The Utah State Archives Records Center is located at Building C-6 5th St & C St, in Clearfield, Utah. Their phone number is 801-525-3020 and FAX is 801-825-3293. This facility is not open to the general public.

**Records Officer** - In Utah, an agency-appointed person whose responsibilities include the development and oversight of Records and Information Management

(RIM) programs and who serves as the agency's contact person with the State Archives. An annual certification through the State Archives is required.

**Retention Period** -The period of time during which records are kept in the custody of the creating agency (including Records Center storage) before disposition occurs; usually in terms of years or contingent upon an event, such as an audit.

**Retention Schedule** - A list or other instrument describing record series and their minimum retention periods.

**Vital Records** - Records essential to the continued functioning or reconstitution of an organization during and after an emergency and those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Sometimes called essential records. Recommended that there be duplicates located off-site.

# APPENDIX 2: NAMING CONVENTIONS

## KEY

This list is not exhaustive. Please consult with the City Recorder or IS departments for any record labeling questions.

All records will be functionally organized, stored, and maintained in the M Drive unless otherwise noted.

### Finance:

<b>AP</b>	Accounts Payable
<b>AR</b>	Accounts Receivable
<b>CDBG</b>	Community Development Block Grant
<b>CY</b>	Calendar Year
<b>FA</b>	Fixed Assets
<b>FY</b>	Fiscal Year
<b>PO</b>	Purchase Order
<b>PPE</b>	Pay Period Ending
<b>PR</b>	Payroll

### Human Resource:

<b>COLA</b>	Cost of Living Adjustment
<b>DB</b>	Defined Benefit
<b>DC</b>	Defined Contribution
<b>DWS</b>	Department of Workforce Services
<b>EAP</b>	Employee Assistance Fund
<b>FLSA</b>	Fair Labor Standards Act
<b>FMLA</b>	Family Medical Leave Act
<b>FSA</b>	Flex Spending Account
<b>HSA</b>	Health Savings Account
<b>LTD</b>	Long Term Disability
<b>OT</b>	Overtime
<b>PAF</b>	Personnel Action Form
<b>PTO</b>	Personal Time Off
<b>URS</b>	Utah Retirement Systems

### Legislative Management:

<b>CC</b>	City Council
<b>GRAMA</b>	Government Records Access and Management Act
<b>HPC</b>	Historical Preservation Commission
<b>PB</b>	Power Board
<b>PC</b>	Planning Commission
<b>RA</b>	Redevelopment Agency
<b>WC</b>	Washington City

### Community Development:

<b>CUP</b>	Conditional Use Permit
<b>FP</b>	Final Plat
<b>G</b>	General Plan Amendment
<b>HP</b>	Hillside Protection
<b>LLA</b>	Lot Line Adjustment
<b>LUHO</b>	Land Use Hearing Officer
<b>PCD</b>	Planned Community Development
<b>PP</b>	Preliminary Plat
<b>PUD</b>	Planned Unit Development
<b>RD</b>	Road Dedication
<b>S</b>	Sign Permit
<b>SA</b>	Street Abandonment
<b>SPR</b>	Site Plan Review
<b>TUP</b>	Temporary Use Permit
<b>Z</b>	Zone Change

### Public Works:

<b>ID</b>	Illicit Discharge
<b>PW</b>	Public Works
<b>SWMA</b>	Stormwater Maintenance Agreement
<b>SWMP</b>	Stormwater Management Plan
<b>SWPPP</b>	Stormwater Pollution Prevention Plan

# APPENDIX 3: ELECTRONIC COMMUNICATIONS MANAGEMENT POLICY

## **Purpose and Definitions:**

The Government Records Access and Management Act (GRAMA; Utah Code 63G-2) and the Public Records Management Act (PRMA; Utah Code 63A-12) impose obligations to retain records. Electronic communications, including but not limited to emails, messages via messengers, chats, and texts, may be considered a record per GRAMA, depending upon content as the General Retention Schedule dictates below:

## **Personal Use:**

Personal correspondence sent or received on City technology regardless of the type of technology may be reviewed by City staff. Communications made as an individual without reference to City position on non-City technology are not governed by this procedure. However, communications made in an official capacity are covered by this procedure.

## **Privacy**

Employees are not entitled to any expectation of privacy associated with the use of any communications technology used to conduct City business. All City owned computers, third party servers, cell phones, tablets, or other technology; as well as any personal devices used for City business may be subject to Human Resources personnel matters, litigation disclosure, forensic analysis and information requests under GRAMA. Any devices used to conduct City business and owned by employees may not be searched, analyzed or examined for any purpose other than Human Resources personnel matters, litigation disclosure of information requests under GRAMA. Written authorization from the Attorney's Office must be obtained prior to conducting any research or analysis of employee owned computers or computing devices.

## **Standards of Conduct:**

Employees are reminded of the requirement to conduct themselves appropriately in all City correspondence as outlined in the Employee Standards of Conduct Policy chapter of the Employee Handbook. Employees are required to be respectful of all individuals and groups in their communications related to City business. The use of profane, vulgar, inflammatory, disrespectful or derogatory language is unprofessional and is not appropriate in any City correspondence.

## **Management Tools**

Employees are responsible for proper management of their electronic communications, including email, chat, text, and social media posts. This includes messages sent and received. The most common tools for records management are the built-in features of the email system itself. Features usually include

labels, folders, tags, and multiple inboxes, along with more advanced features. Transitory emails should be deleted to the system's "Trash" folder with the understanding that records placed there are obsolete and purged after 30 days.

## **Training**

City staff members are to receive training on an annual basis to ensure employees know and understand their responsibilities and the legal requirements when using electronic communications technologies.

Employees are responsible and accountable for the way they use electronic communications technologies and for proper management of those communications. Employees should also know and understand the associated policies and procedures.

Department Directors are responsible and accountable for ensuring employees are properly trained and understand the policies and procedures surrounding the use of electronic communications technologies. Department Directors are also responsible and accountable to ensure compliance with this policy.

IS is responsible and accountable for ensuring employees are able to communicate using the appropriate technologies in an effective, secure method by deploying the appropriate safeguards in the appropriate way.

## **Legal Search**

There is no expectation of privacy related to the use of City technology in the sending or receiving of any electronic communications. This includes personal communications sent or received from any City owned technology.

This policy and related procedures apply to technology not owned by the City but used for the performance of City business whether sending or receiving electronic communications.

## **Storage and Retention**

Employees are reminded that all electronic communication messages are governmental records and are subject to the same statutes, ordinances, policies and procedures as their printed counterparts.

Employees are required to appropriately manage the retention and disposition of electronic communications records for which they are responsible. Records deleted or altered which are required to be retained must be restored. Employees needing assistance may contact the IS Department. Documents attached to electronic messages sent or received in the course of conducting city business must be retained in accordance with the records management procedures and retention schedules applicable to such attachments. The retention and storage for specific electronic records will be as follows:

## Email

### *Transitory or 5 years after resolution of issue*

---

Employees are encouraged to use e-mail where appropriate in the conduct of City business. Email accounts on City servers are provided for City employees. Email is the primary way the City will communicate important information and employees are responsible to check for new e-mail messages.

Documents attached to e-mail messages sent or received in the course of conducting City business must be retained in accordance with the records management procedures and retention schedules applicable to such attachments. **All sent and received City business emails are to be retained for the full 5 year retention**, with the following exceptions, which can be deleted upon resolution of the issue:

1. Unsolicited e-mail advertisements, etc. (spam).
2. Routine and transitory correspondence which are only required for a limited period of time for the completion of an action. These include internal meeting notices, announcements, newsletters, press releases, etc. This category of emails is used for routine communication, but not for the documentation of specific agency actions, decisions, or projects.
3. System generated messages from software or calendar programs.

Employees are responsible for proper management of their email. This includes messages sent and received. All items deleted from email inboxes remain in the trash tab for 30 days before being permanently deleted. Employees are responsible to place retained emails within date folders in the inbox and dispose of emails after the 5 year retention is met.

### **Instant Messaging (Chat):**

#### *Transitory retention*

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Employees may use instant messaging technologies in the conduct of City business where informal communication is appropriate. Instant messaging should be considered as similar to a telephone conversation. No record of the correspondence is retained once the instant message thread is deleted.

However, employees are responsible for capturing information contained in an instant message where, in the employee's best judgment, the information should be retained. Employees are responsible for the appropriate use of instant messaging. If the employee saves the communications conducted in an instant message thread in any format digital or printed, a record series is created and the records management procedures and retention schedules for e-mail are applicable.

## **Text Messages (SMS and MMS)**

### *Transitory retention*

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Employees may use text messaging technologies where informal communication is appropriate in the conduct of City business. Text messaging must be treated in the same manner as a telephone conversation or an instant message. No record of the correspondence is retained once the text message has been deleted from the sending or receiving device. Employees are responsible for the appropriate use of text messaging when conducting City business. Employees are responsible for capturing information contained in a text message where that message is pertinent to City business and where, in the employee's best judgment, the information should be retained.

Text messages retained on the sending or receiving device may be reviewed as part of investigations into work related misconduct or non investigatory work related searches, including, but not limited to, Human Resources personnel matters, litigation disclosure, forensic analysis and information requests under GRAMA whether or not legal action may be required to obtain those records not contained on City devices.



# APPENDIX 5: WASHINGTON CITY RETENTION SCHEDULE

# Washington City Specific Retention Definitions and Code Key

<b>KEY</b>	
<b>CART</b>	CARTEGRAPH
<b>CI</b>	CITY INSPECT
<b>CP</b>	COMPLETION DATE
<b>CR</b>	CIVIC REVIEW
<b>CY</b>	END OF CURRENT YEAR
<b>DOH</b>	DATE OF HIRE
<b>DS</b>	DISPOSITION OF ASSET
<b>EXP</b>	EXPIRATION DATE
<b>FA</b>	FINAL ACTION
<b>FAS</b>	FINAL ACTION UNTIL SUPERSEDED
<b>FY</b>	FISCAL YEAR
<b>GRS</b>	GENERAL RETENTION SCHEDULE
<b>M DRIVE</b>	MASTER DRIVE
<b>MO</b>	MONTHS
<b>PM</b>	PERMANENT
<b>PS</b>	PERMANENT UNTIL SUPERSEDED
<b>RS</b>	RESOLUTION OF ISSUE
<b>SEP</b>	SEPARATION
<b>TERM</b>	TERM DATE
<b>TRANSFER</b>	STATE ARCHIVES
<b>WCRS</b>	WASHINGTON RETENTION SCHEDULE
<b>Y</b>	YEAR

## WCRS Record Descriptions

FUNCTION	ACTIVITY	RECORD GROUP	RETENTION	DESCRIPTION OF RECORD
ADMINISTRATION AND LEGISLATIVE	Admin	Employee ID's	FA	Employee ID badges.
	Legal Appeals			Records of hearings held for various reasons including to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.
		Appeal Authorities	PM	
	Legal Contract Management	Franchise	PM	A franchise agreement is a specific contractual document which formalizes the legal relationship between a franchisor and franchisee. As with any contract, it sets out the rights and obligations of each party. It includes date, City's name, provisions of agreement, payments to be made, and signatures.
		Other	CY+7Y	These records document contractual agreements. Records may include requirements, terms, and signatures
	Other	Subpoenas	FA-6Y	Records compiled to fulfill court issued subpoenas.
	Risk Management	Forms	PS	A clean copy of each form created by the City with related instructions and documentation showing the scope and purpose of the form.
	Legislation	Audio and Video	PM	Audio and video recordings from public meetings.
		Code Draft Amendment	CY+3Y	These are proposed ordinance amendments to be adopted by a local legislative body.
	Programs, Committees, and Boards	Royalty Pageant		
		Adjudication	CY+2Y	All records showing the adjudication process and results for the Royalty Pageant
		Scholarships	CY+5Y	Scholarship award and awardee information for Royalty participants.
		Youth Council		
		Oaths of Office	PM	Oaths of Office for Youth Council members
		Scholarships	CY+5Y	Scholarship award and awardee information for Youth Council participants.
BUSINESS	Business Licensing	Forms	PS	A clean copy of each form created by the city with related instructions and documentation showing scope and purpose of the form
	Economic Development	CRA	PM	Community Reinvestment Area records, documentation, interlocal agreements signed, and related records that are historically significant.
		PID	PM	Public Infrastructure District records, documentation, interlocal agreements, and related records that are historically significant.
		General Resources	FAS	Contact information for developers, business owners, etc, documents related to Economic Development.

		Project Reporting	PM	Documents and reports related to projects.
COMMUNITY DEVELOPMENT	Building	Building Codes	PS	Physical and digital copies of local and general building codes.
		Checklists	PS	A clean copy of each checklist created by the city with related instructions and documentation showing the scope and purpose of the form.
		Determinations	PM	Building code determinations based on individual project
		Flood Hazard	PM	
		Forms	PS	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Handouts	PS	A clean copy of each handout created by the city with related documentation showing specific building code requirements.
		Licenses	FA + 1Y	Proof of contractor license.
		Noncompliances	PM	All records demonstrating the process of identifying, notifying, and citing cases of noncompliance.
		Permit Fees	PS	A complete list of all community development related fees.
		Inspections	FA+1Y	Inspections recorded by building inspectors regarding permitted commercial and residential buildings.
		Stop Work Orders	PM	These are stop work orders issued to projects that started construction without obtaining the proper permits.
	Planning and Zoning	Forms	CP+3Y	A clean copy of each form created by the city with related instructions and documentation showing the scope and purpose of the form.
		Land Use Hearing Officer Permits	PM	Land Use Hearings are required for requests to expand a non complying structure or a structure occupied by a nonconforming use. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.
		Project Reviews	PM	Reviews consist of development committee reviews and technical reviews associated with subdivisions and conditional use permits.
		Property Files	FA+3Y	These are miscellaneous information relating to properties. These could be local copies of address affidavits, easements, title reports, accessory and internal dwelling unit deeds, or old county records such as building permits, photographs, etc.
		Variances	PM	Variances are requests for relief from ordinance requirements on the basis of hardship. Variances can include exceptions to retaining wall, sidewalk, easement, or landscape requirements. Variances require a public hearing.

	Subdivision	Bonds		Project Bonds are typically obtained by the City from a Contractor for the estimated costs prior to construction for engineering, landscaping, and excavation projects. This is to ensure the projects are constructed in a timely manner and consistent with approved plans. Pending final inspections, the bonds are released back to the Contractor. The City may also use the bond money to complete projects that have been neglected or abandoned.
		Engineering Bonds	FA+1Y	
		Excavation Bonds	FA+1Y	
		Landscaping Bonds	FA+1Y	
		Encroachment Permits	CY+5Y	These permits are required for any work done in the public right-of-way to ensure the work is completed per Public Works standards.
		Land Disturbance Permit	CY-5Y	These permits are required for any work disturbing equal to or greater than 1 acre of land OR if the work is being done on or near sensitive lands (for example - adjacent to a water body).
		Standards	PM	These are City standards for roadways, storm drain facilities, and developments.
INFRASTRUCTURE AND RESOURCES	Cemetery	Cemetery Index	PM	Cemetery index of all burial plot owner and occupant information.
		Cemetery Reports	PM	Monthly burial reports for the city cemetery.
	Community Center	Membership	CP	Community Center membership records.
	Fleet	Driver Forms	CY+5Y	Lists and indexes of drivers permitted to drive city vehicles.
	Information Services	Equipment Inventory	DS	Annual inventory of equipment, supplies, or other items owned or administered by the government entity
		Equipment Disposal Log	DS+3Y	Records which document the destruction of IS equipment
		User Info	SEP+1Y	All digital resources associated with separated employees. These include email and digital storage files.
	Parks	Standard Inspection	CY	Standard daily and monthly inspections of recreation equipment and facilities.
		Special Inspection	CY+3Y	Quarterly equipment and facility inspections, or inspections by outside entities.
		Installation Orders	PM	Work orders for installation of new equipment or inventory
Maintenance Orders		CY+3Y	Maintenance orders for existing equipment.	
HUMAN RESOURCE	Personnel	Non-Successful Applications	CY+2Y	Applications from applicants not selected for the position.
		Successful Applications	DOH+65Y	Applications from the selected applicant.

		New Hire Registry Report	DOH+65Y	Initial new hire report including name, SSN, address, date of hire, job title, and employment status
FINANCE	Utilities	Check Stubs	CY+1Y	Check stubs retained from utility payments.
PUBLIC SAFETY	Police	Expunged Records	Original Retention	All records ordered to be expunged by courts. Records are to be kept for the original retention but not disclosed.
		Pawn Shop Receipts	FA+10Y	Records used to track the procurement and disposal of evidence.
		Robbery Bulletin Records	FA or 4Y	These files contain information to be distributed to other law enforcement agencies concerning robberies.
		Wrecking Service	CY+1Y	These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call.
PUBLIC WORKS	Operations	Pavement - Asphalt	CY+3Y	Pavement related Capital Improvement Project records.
	Plans	Capital Improvement Projects	FA+7Y	PW Project Files
		Contracts	FA+7Y	These records document contractual agreements. Records may include requirements, terms, and signed contracts.
	Stormwater Management	Floodplain	5Y or CP	Floodplain permits
		Stormwater	5Y	These records ensure compliance with Washington City's stormwater requirements.
		Construction Inspections	5Y or CP	Inspections of incoming stormwater maintenance systems.
		Compliance Records	PM	All records demonstrating the process of identifying, notifying, and citing cases of noncompliance.
		Stormwater Maintenance Agreement	PM	Agreements demonstrating that property owners agree to construct and maintain stormwater systems within their development.

## ADMINISTRATION AND LEGISLATION

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
Administration	<i>Employee ID's</i>	Recorder Drive	FA	WCRS
	<i>Studies and Plans</i>	M Drive	PM	<a href="#">GRS-653</a>
	<i>Venues and Maps</i>	M Drive	PM	<a href="#">GRS-1747</a>
Appeals	<b>Appeal Authority</b>			
	<i>Business License</i>	M Drive	PM	WCRS
	<i>Code Enforcement</i>	M Drive	PM	WCRS
	<i>Dangerous Building</i>	M Drive	PM	WCRS
	<i>Employee</i>	M Drive	PM	WCRS
	<i>Land Use</i>	M Drive	PM	WCRS
Communications	<b>Administrative / Executive</b>	Personal Drives	CY+3Y	<a href="#">GRS-1760</a>
	<b>Program / Policy Development</b>	Personal Drives	FA+3Y	<a href="#">GRS-1717</a>
	<b>Transitory</b>	Personal Drives	RS	<a href="#">GRS-1759</a>
Contract Management	<b>Deferral</b>	M Drive	EXP+7Y	<a href="#">GRS-1731</a>
	<b>Development</b>	M Drive	PM	<a href="#">GRS-661</a>
	<b>Encroachment</b>	M Drive	EXP+7Y	<a href="#">GRS-680</a>
	<b>Employment</b>	M Drive	EXP+7Y	<a href="#">GRS-1731</a>
	<b>Franchise</b>	M Drive	PM	WCRS
	<b>Interlocal</b>	M Drive	EXP+7Y	<a href="#">GRS-686</a>
	<b>Other</b>	M Drive	EXP+7Y	WCRS
	<b>Services/Consultants</b>	M Drive	EXP+7Y	<a href="#">GRS-1731</a>
Elections	<b>Initiatives</b>			
	<i>Application</i>	M Drive	PM	<a href="#">GRS-1730</a>
	<i>Materials</i>	M Drive	PM	<a href="#">GRS-1730</a>
	<b>Municipal</b>			
	<i>Ballot</i>	Physical	CY+22MO	<a href="#">GRS-1020</a>
	<i>Canvass Results</i>	Physical	PM	<a href="#">GRS-284</a>
	<i>Declarations</i>	M Drive	CY+22MO	<a href="#">GRS-1019</a>
	<i>Financial Disclosures</i>	M Drive	PM	<a href="#">GRS-282</a>
	<i>Petitions</i>	M Drive	CY+22MO	<a href="#">GRS-1729</a>
	<i>Returns</i>	M Drive	CY+22MO	<a href="#">GRS-1020</a>
	<b>Referendum</b>			
	<i>Application</i>		PM	<a href="#">GRS-1730</a>
	<i>Materials</i>		PM	<a href="#">GRS-1730</a>
Legislation	<b>Code</b>	M Drive	PM	<a href="#">GRS-49</a>
	<i>Draft Amendments</i>	R Drive	CY+3Y	WCRS

	<b>Disclosures</b>			
	<i>Gifts</i>	M Drive	SEP+7Y	<a href="#">GRS-1911</a>
	<i>Donations</i>	M Drive	SEP+7Y	<a href="#">GRS-1911</a>
	<b>Ordinances</b>	M Drive	PM	<a href="#">GRS-49</a>
	<b>Proclamations / Directives</b>	M Drive	PM	<a href="#">GRS-49</a>
	<b>Resolutions</b>	M Drive	PM	<a href="#">GRS-50</a>
Open and Public Meetings	<b>City Council, Planning Commission, Redevelopment Agency</b>			
	<i>Agendas</i>	M Drive	PM	<a href="#">GRS-1709</a>
	<i>Audio &amp; Video</i>	M Drive	PM	WCRS
	<b>Closed Meetings</b>	M Drive		
	<i>Affidavits</i>	M Drive	PM	<a href="#">GRS-1710</a>
	<i>Audio</i>	M Drive	PM	<a href="#">GRS-1710</a>
	<b>Minutes</b>	M Drive	PM	<a href="#">GRS-1709</a>
	<b>Notices</b>	M Drive	PM	<a href="#">GRS-1655</a>
	<b>Mayor's Meetings</b>	M Drive	PM	<a href="#">GRS-1709</a>
	<b>Packets</b>	M Drive	PM	<a href="#">GRS-1709</a>
Programs, Committees, and Boards	<b>Committees and Boards</b>			
	<i>Notices</i>	M Drive	PM	<a href="#">GRS-1726</a>
	<i>Agendas</i>	M Drive	PM	<a href="#">GRS-1726</a>
	<i>Minutes</i>	M Drive	PM	<a href="#">GRS-1726</a>
	<i>Supplemental Material</i>	M Drive	PM	<a href="#">GRS-1726</a>
	<b>Royalty Pageant</b>			
	<i>Adjudication</i>	M Drive	CY+2Y	WCRS
	<i>Scholarships</i>	M Drive	CY+5Y	WCRS
	<b>Youth Council</b>			
	<i>Oaths of Office</i>	M Drive	PM	WCRS
	<i>Scholarships</i>	M Drive	CY+5Y	WCRS
Property Management	<b>Annexation</b>	M Drive		
	<i>Maps</i>	M Drive	PM	<a href="#">GRS-291</a>
	<i>Notices</i>	M Drive	PM	<a href="#">GRS-291</a>
	<i>Petitions</i>	M Drive	PM	<a href="#">GRS-291</a>
	<b>Boundary Adjustments</b>	M Drive	PM	<a href="#">GRS-291</a>
	<b>Deeds</b>	M Drive	PM	<a href="#">GRS-735</a>
	<b>Easements</b>	M Drive	PM	<a href="#">GRS-1016</a>
	<b>Leases</b>	M Drive	EXP+7Y	<a href="#">GRS-1731</a>
	<b>Real Property Files</b>	M Drive	PM	<a href="#">GRS-1403</a>

Public Relations	<b>Public Relation Records</b>			
	<i>Newsletter</i>	M Drive	PM	<a href="#">GRS-1678</a>
	<i>Press Releases</i>	M Drive	PM	<a href="#">GRS-1716</a>
	<i>Public Announcements</i>	M Drive	PM	<a href="#">GRS-1716</a>
	<i>Speeches</i>	M Drive	PM	<a href="#">GRS-1716</a>
	<i>Social Media</i>	M Drive	PM	<a href="#">GRS-1678</a>
	<i>Website Content</i>	IS Drive	PM	<a href="#">GRS-1678</a>
Records Governance	<b>Proof of Publication</b>	M Drive	CY+6Y	<a href="#">GRS-46</a>
	<b>GRAMA Appeals Board Files</b>	M Drive	PM	<a href="#">GRS-1715</a>
	<b>GRAMA Requests</b>	CR	FA+2Y	<a href="#">GRS-1711</a>
	<b>Record Destruction</b>	M Drive	FA+7Y	<a href="#">GRS-1689</a>
Risk Management	<b>Forms</b>	M Drive	PS	WCRS
	<b>Emergency Management</b>			
	<i>Plans</i>	M Drive	PM	<a href="#">GRS-720</a>
	<i>Training Aids</i>	M Drive	PM	<a href="#">GRS-1951</a>
	<i>Training/Outreach</i>	M Drive	CY+6Y	<a href="#">GRS-150</a>
	<b>Insurance</b>	M Drive		
	<i>Claims</i>	M Drive	CY+12Y	<a href="#">GRS-2010</a>
	<i>Policies</i>	M Drive	EXP+15Y	<a href="#">GRS-942</a>
Other	<b>Formal Opinion</b>	Legal Drive	PM	<a href="#">GRS-1722</a>
	<b>Legal Counsel</b>	Legal Drive	PM	<a href="#">GRS-1722</a>
	<b>Oaths of Office</b>	M Drive	PM	<a href="#">GRS-1023</a>
	<b>Subpoenas</b>	M Drive	FA+3Y	<a href="#">GRS-323</a>
Working Files		Personal Drives	FA+1Y	<a href="#">GRS-1684</a>

# COMMUNITY DEVELOPMENT

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
Building	<b>Documents</b>			
	<i>Building Codes</i>	Physical / M Drive	PS	WCRS
	<i>Checklists</i>	CI	PS	WCRS
	<i>Determinations</i>	CI / M Drive	PM	WCRS
	<i>Flood Hazard</i>	CI / M Drive	PM	WCRS
	<i>Forms</i>	CI	PS	WCRS
	<i>Handouts</i>	CI / M Drive	PS	WCRS
	<i>Noncompliances</i>	CI / M Drive	PM	WCRS
	<i>Permit Fees</i>	CI	PS	WCRS
	<i>Position Forms</i>	CI / M Drive	PS	WCRS
	<b>Permits</b>			
	<i>Certificate of Occupancy</i>	CI / M Drive	PM	<a href="#">GRS-439</a>
	<i>Demolition - Hazardous</i>	CI	PM	<a href="#">GRS-445</a>
	<i>Inspections</i>	CI	PM	WCRS
	<i>Permit Index</i>	CI / M Drive	PM	<a href="#">GRS-439</a>
	<i>Permit</i>	CI / M Drive	PM	<a href="#">GRS-439</a>
	<b>Plans</b>			
	<i>Government Construction</i>	CI / M Drive	PM	<a href="#">GRS-1789</a>
	<i>Non-Residential</i>	CI	FA+7Y	<a href="#">GRS-442</a>
	<i>Residential</i>	CI	FA+1Y	<a href="#">GRS-441</a>
<b>Stop Work Orders</b>	CI	PM	WCRS	
Business Licensing	<b>Forms</b>	CR	PS	WCRS
	<b>License Applications</b>	CR	EXP + 3Y	<a href="#">GRS-1724</a>
	<b>Indexes</b>	M Drive	PM	<a href="#">GRS-289</a>
Econ Development	<b>CRA</b>	M Drive	PM	WCRS
	<b>PID</b>	M Drive	PM	WCRS
	<b>General Resources</b>	Local Drive	FAS	WCRS
Maps	<b>GIS</b>	M Drive	PM	<a href="#">GRS-1747</a>
	<b>Zoning</b>	M Drive	PM	<a href="#">GRS-1747</a>
Planning and Zoning	<b>Addressing</b>	M Drive	PM	<a href="#">GRS-1167</a>
	<b>CDBG</b>			
	<i>Administrative Records</i>	M Drive	FA+3Y	<a href="#">GRS-666</a>
	<i>Historical Records</i>	M Drive	PM	<a href="#">GRS-667</a>
	<b>Code Amendments</b>			
	<i>Applications</i>	M Drive	PM	WCRS
	<i>Drafts</i>	M Drive	FA+1Y	WCRS

	<b>Code Enforcement</b>			
	<i>Case Files</i>	CI / M Drive	CY+5Y	<a href="#">GRS-446</a>
	<b>Conditional Use Permits</b>	M Drive		
	<i>Applications</i>	M Drive	PM	<a href="#">GRS-1044</a>
	<i>Memorandum</i>	M Drive	PM	<a href="#">GRS-1044</a>
	<b>Deeds</b>	M Drive	PM	<a href="#">GRS-735</a>
	<b>Easement Files</b>	M Drive	PM	<a href="#">GRS-1016</a>
	<b>Forms</b>	M Drive	PS	WCRS
	<b>Land Use Hearing Officer Permits</b>	M Drive	PM	WCRS
	<b>Non-Approved Plans</b>	M Drive	CY+2Y	<a href="#">GRS-1196</a>
	<b>Plans</b>	M Drive		
	<i>General Plan</i>	M Drive	PM	<a href="#">GRS-653</a>
	<b>Project Reviews</b>	M Drive	PM	<a href="#">GRS-662</a>
	<b>Property Files</b>	M Drive	PM	<a href="#">GRS-1403</a>
	<b>Site Plan Reviews</b>	M Drive	PM	<a href="#">GRS-662</a>
	<b>Vacations</b>	M Drive	PM	<a href="#">GRS-1058</a>
	<b>Variances</b>	M Drive	PM	WCRS
	<b>Zone Changes</b>			
	<i>Applications</i>	M Drive	PM	<a href="#">GRS-661</a>
	<i>Development Agreements</i>	M Drive	PM	<a href="#">GRS-661</a>
	<i>Notices</i>	M Drive	PM	<a href="#">GRS-661</a>
	<i>PC Minutes</i>	M Drive	PM	<a href="#">GRS-661</a>
	<i>Reviews/Reports</i>	M Drive	PM	<a href="#">GRS-661</a>
Public Notices	<b>Land Acquisition and Surplus</b>	M Drive	PM	<a href="#">GRS-1996</a>
	<b>Notice of Bid</b>		FA + 6Y	<a href="#">GRS-1991</a>
	<b>Notice of Intent</b>			

	<b>Notice of Intent</b>			
	<i>Improvement Assessments</i>	M Drive	FA+2Y	<a href="#">GRS-948</a>
Subdivision Projects	<b>Permits</b>			
	<i>Encroachments</i>	M Drive	CY+5Y	WCRS
	<i>Land Disturbance</i>	M Drive	CY+5Y	WCRS
	<b>Projects</b>			
	<i>Not Final</i>	M Drive	PM	<a href="#">GRS-21</a>
	<i>Final</i>	M Drive	PM	<a href="#">GRS-663</a>
	<b>Project Bonds</b>			
	<i>Deposits</i>	Hard Copy - Finance	CY+4Y	<a href="#">GRS-106</a>
	<i>Engineering</i>	M Drive	FA+1Y	WCRS
	<i>Excavation</i>	M Drive	FA+1Y	WCRS

	<i>Landscaping</i>	M Drive	FA+1Y	WCRS
	<i>Releases</i>	Hard Copy - Finance	CY+4Y	<a href="#">GRS-106</a>
	<b>Reviews</b>	M Drive	See planning	
	<b>Standards</b>	M Drive	PM	WCRS
Working Files		M Drive	FA+1Y	<a href="#">GRS-1684</a>

# FINANCE

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
Accounting	<b>Accounts Payable</b>			
	<i>Bank Statements</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Expense Reports</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Reimbursement Files</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Invoices</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Deposits</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Credit Card Statements</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Vendor Payments</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Vendor W-9</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Grant Records</i>	Finance Drive	FA + 7Y	<a href="#">GRS-1859</a>
	<i>Void Checks</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<b>Accounts Receivable</b>			
	<i>City Services Receipts</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<i>Outstanding Invoices</i>	Finance Drive	CY + 4Y	<a href="#">GRS-106</a>
	<b>Fixed Assets</b>	Finance Drive	DS + 10Y	<a href="#">GRS-73</a>
	<b>Payroll</b>			
	<i>Employee Wage History Records</i>	Finance Drive	CY + 7Y	<a href="#">GRS-1904</a>
	<i>Payroll Processing Records</i>	Finance Drive	CY + 3Y	<a href="#">GRS-1903</a>
	<b>Reimbursement Files</b>	Finance Drive	CY+3Y	<a href="#">GRS-1833</a>
	<b>Property Tax Collection Reports</b>	Local Drive	CY + 2Y	<a href="#">GRS-216</a>
<b>Sales and Use Tax Records</b>	Local Drive	CY + 4Y	<a href="#">GRS-193</a>	
Budget	<b>Approved Budget</b>	M Drive	PM	<a href="#">GRS-1857</a>
	<b>Appropriations</b>			
	<i>Fee Schedules</i>	Finance Drive	CY + 4Y	<a href="#">GRS-1856</a>
	<i>Fee Studies</i>	Finance Drive	CY + 4Y	<a href="#">GRS-1856</a>
	<b>Audits</b>	M Drive	PM	<a href="#">GRS-1727</a>
	<b>Development and Preparation</b>	Finance Drive	FA+1Y	<a href="#">GRS-1684</a>
	<b>Strategic Planning</b>	M Drive	PM	<a href="#">GRS-1717</a>
City Bonds	<b>Anticipation Notes</b>	Finance Drive	RS+1Y	<a href="#">GRS-782</a>
	<b>Bond Notes</b>	Finance Drive	FA+3Y	<a href="#">GRS-1801</a>
	<b>General Obligation</b>	Finance Drive	RS+1Y	<a href="#">GRS-57</a>
	<b>Issue Files</b>	Finance Drive	PM	<a href="#">GRS-783</a>
	<b>Municipal Surety</b>	Finance Drive	FA+4Y	<a href="#">GRS-789</a>
	<b>Notarial</b>	Finance Drive	RS+3Y	<a href="#">GRS-792</a>
	<b>Official Transcripts</b>	M Drive	PM	<a href="#">GRS-1799</a>
	<b>Revenue</b>	Physical	FA+1Y	<a href="#">GRS-791</a>

Procurement Admin	<b>Agreements and Contracts</b>	Finance Drive	EXP+7Y	<a href="#">GRS-1731</a>
	<b>Grants</b>			
	<i>Applications</i>	Finance Drive	FA+7Y	<a href="#">GRS-1859</a>
	<i>Awards</i>	Finance Drive	FA+7Y	<a href="#">GRS-1859</a>
	<i>Community Development</i>	Finance Drive	CY+3Y	<a href="#">GRS-666</a>
	<i>Community Development Historical</i>	Finance Drive	PM	<a href="#">GRS-667</a>
	<i>Unsuccessful Applications</i>	Finance Drive	RS+1Y	<a href="#">GRS-1746</a>
	<b>Purchase Orders</b>	Finance Drive	CY+4Y	<a href="#">GRS-1544</a>
	<b>Tax Exemptions</b>	Finance Drive	CY+4Y	<a href="#">GRS-193</a>
Utilities	<b>Check Stubs</b>	Physical	60 Days	WCRS
	<b>Disconnect Notice</b>	Springbrook	RS	WCRS
	<b>Utility Applications</b>	Springbrook	FA+3Y	<a href="#">GRS-1119</a>
	<b>Renewable Resource Agreement</b>	M Drive	PM	WCRS
	<b>Shut-off Notices</b>	Utility Drive	CY+3Y	<a href="#">GRS-1130</a>

# HUMAN RESOURCES

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
<b>Disclosures</b>	<b>Business Interests</b>	HR Drive	SEP+7Y	<a href="#">GRS-1911</a>
<b>Personnel</b>	<b>Appointment Files</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Background Check</b>	HR Drive	DOH+3Y	<a href="#">GRS-1970</a>
	<b>Benefit Buyout</b>	HR Drive	DOH+3Y	<a href="#">GRS-1965</a>
	<b>Drug Test</b>			
	<i>Positive Drug Test</i>	HR Drive	CY+5Y	<a href="#">GRS-1958</a>
	<i>Negative Drug Test</i>	HR Drive	CY+1Y	<a href="#">GRS-1959</a>
	<b>Emergency Leaves (FMLA)</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Employee Handbook</b>	HR Drive	PM	<a href="#">GRS-1678</a>
	<b>Employee Health and Medical Files</b>	HR Drive	CY+7Y	<a href="#">GRS-1968</a>
	<b>Employee Resources</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Employment History Records</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Grievance Records</b>	HR Drive	CY+3Y	<a href="#">GRS-1967</a>
	<b>New Hire Registry Report</b>	HR Drive	DOH+65Y	WCRS
	<b>Performance Evaluations</b>			
	<i>Exempt Employees</i>	HR Drive	SEP+3Y	<a href="#">GRS-1966</a>
	<i>Non-Exempt</i>	HR Drive	SEP+3Y	<a href="#">GRS-1966</a>
	<b>Personnel Action</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Surveys</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Temporary Employee</b>	HR Drive	SEP+1Y	<a href="#">GRS-172</a>
	<b>Training Aids</b>	HR Drive	PS+4Y	<a href="#">GRS-1732</a>
	<b>Travel Files</b>	HR Drive	CY+3Y	<a href="#">GRS-1965</a>
	<b>Volunteer Files</b>	HR Drive	SEP+5Y	<a href="#">GRS-1963</a>
	<b>W-4 Income Tax Withholding Certificates</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Worker's Comp Case Files</b>	HR Drive	DOH+65Y	<a href="#">GRS-1965</a>
	<b>Job Descriptions</b>	HR Drive	PS+3Y	<a href="#">GRS-167</a>
	<b>Staff Acquisition Records</b>	HR Drive	PS+3Y	<a href="#">GRS-167</a>
	<b>Applications</b>	HR Drive		
	<i>Non-Successful</i>	HR Drive	CY+2Y	WCRS
	<i>Successful</i>	HR Drive	DOH+65Y	WCRS

# Infrastructure and Resources

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
Community Center	<b>Incidents</b>			
	<i>Staff Incident Reports</i>	Dash	CY+7Y	<a href="#">GRS-1386</a>
	<i>Surveillance Video</i>	Dash	RS	<a href="#">GRS-2021</a>
	<b>Inspections</b>			
	<i>Bacteriological Report</i>	Dash	CY+4Y	<a href="#">GRS-604</a>
	<i>Pool Inspection Report</i>	Dash	CY+4Y	<a href="#">GRS-605</a>
	<b>Membership</b>	Dash/Physical	SEP+7Y	WCRS
	<b>Preschool Registration Application</b>	Dash	CY+4Y	<a href="#">GRS-1501</a>
	<b>Sport Registration and Release</b>	Dash	CY + 2Y	<a href="#">GRS-644</a>
Facilities	<b>ADA</b>			
	<i>Inspections</i>	M Drive	CY+15Y	<a href="#">GRS-122</a>
	<b>New Facilities</b>			
	<i>Budgetary</i>	M Drive	PM	<a href="#">GRS-1789</a>
	<i>Construction Bond Calculations</i>	Local Drive	FA+3Y	<a href="#">GRS-1801</a>
	<i>Design Committee</i>	M Drive	PM	<a href="#">GRS-1789</a>
	<i>Draft Plans</i>	M Drive	PM	<a href="#">GRS-1789</a>
	<i>Engineering Reports Studies</i>	M Drive	PM	<a href="#">GRS-1789</a>
	<i>Final Plans</i>	M Drive	PM	<a href="#">GRS-1789</a>
Fleet	<b>Fuel</b>	Local Drive	CY+2Y	<a href="#">GRS-112</a>
	<b>Driver Forms</b>	M Drive	CY+5Y	WCRS
	<b>Inspections</b>	Local Drive	CY+1Y	<a href="#">GRS-111</a>
	<b>Registration</b>	Local Drive	FA	<a href="#">GRS-16558</a>
	<b>Service</b>	Local Drive	DS+3Y	<a href="#">GRS-1873</a>
	<b>Title</b>	Physical	FA	<a href="#">GRS-16558</a>
	<b>Usage</b>	Local Drive	CY+3Y	<a href="#">GRS-109</a>
Information Services	<b>Hardware</b>			
	<i>Equipment Inventory</i>	M Drive	DS	WCRS
	<i>Equipment Disposal</i>	M Drive	DS+3Y	WCRS
	<b>Surveillance</b>	M Drive	RS	<a href="#">GRS-2021</a>
	<b>User Info</b>	M Drive	SEP+5Y	WCRS
Operations	<b>Public Works</b>			
	<i>Complaints / Work Orders</i>	CART	CY+3Y	<a href="#">GRS-1783</a>
	<i>Meter Reading Records</i>	CART	CY+3Y	<a href="#">GRS-1130</a>
	<i>Street Maintenance</i>	CART	CY+3Y	WCRS
	<i>City Tank Records</i>	Local Drive	FA	WCRS

Parks	<b>Cemetery</b>			
	<i>Cemetery Records</i>	CART	FAS	<a href="#">GRS-286</a>
	<i>Cemetery Index</i>	M Drive	PM	WCRS
	<i>Management Records</i>	CART	CY+1Y	<a href="#">GRS-287</a>
	<i>Maps</i>	CART	PM	<a href="#">GRS-1747</a>
	<i>Reports</i>	M Drive	PM	WCRS
	<b>Inspections</b>			
	<i>Standard (Daily, Monthly)</i>	CART	CY	WCRS
	<i>Special (Quarterly, External)</i>	CART	CY+3Y	WCRS
	<b>Park Rental Contracts</b>	CR	CY+1Y	<a href="#">GRS-648</a>
	<b>Parks Work Orders</b>	CART	CY+2Y	<a href="#">GRS-111</a>
	<i>Installation and Inventory</i>	CART	PM	WCRS
	<i>Maintenance</i>	CART	CY+3Y	WCRS
Plans	<b>Capital Improvement Projects</b>			
	<i>Contracts</i>	M Drive	FA+7Y	WCRS
	<b>Request for Bid Proposal</b>	M Drive	FA+6Y	<a href="#">GRS-1991</a>
Special Events	<b>Permit Applications</b>	CR	CY+1Y	<a href="#">GRS-692</a>
Stormwater Management	<b>Floodplain</b>	M Drive	5Y or CP	WCRS
	<b>Stormwater</b>			
	<i>Construction Inspections</i>	CART	FA+5Y	WCRS
	<i>Compliance Records</i>	CART	FA+5Y	WCRS
	<i>Stormwater Maintenance Agreements</i>	M Drive	PM	WCRS
	<i>Stormwater Inspections</i>	CART	CY+3	WCRS
	<i>UPDES MS4 Permits</i>	CART	PM	<a href="#">GRS-1133</a>

# Public Safety

ACTIVITY	RECORD GROUP	LOCATION	RETENTION	
Animal Control	Activity Reports	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Animal Adoption Agreements	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Animal Citations	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Bite Reports	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Complaint Records	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Controlled Substance Eθανasia License Records	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Controlled Substance Euthanasia Log	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Daily Field Reports	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Dog License Records	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
	Master Logs	Police Drive	FA+5Y	<a href="#">GRS-1714</a>
Police	Accident Reports	Spillman	CY+3Y	<a href="#">GRS-317</a>
	Arrest Reports	Spillman	CY+10Y	<a href="#">GRS-2028</a>
	Bicycle Registrations	Police Drive	CY+3Y	<a href="#">GRS-448</a>
	Bodycam	Spillman	RS	<a href="#">GRS-2027</a>
	Case Reports	Spillman	CY+75Y	<a href="#">GRS-2030</a>
	Chemical Analysis Records	Police Drive	CY+2Y	<a href="#">GRS-332</a>
	Civil Process Records	Police Drive	CY+5Y	<a href="#">GRS-323</a>
	Court Summons	Police Drive	CY+2Y	<a href="#">GRS-323</a>
	Crime Analysis Files	Police Drive	CY+2Y	<a href="#">GRS-326</a>
	Criminal History Dissemination Log	Police Drive	CY+1Y	<a href="#">GRS-327</a>
	Daily Activity Report	Police Drive	CY+2Y	<a href="#">GRS-2025</a>
	DUI Reports	Police Drive	CY+2Y	<a href="#">GRS-332</a>
	Evidence Disposition Records	Police Drive	FA+10	<a href="#">GRS-374</a>
	Evidence Log	Police Drive	FA+10	<a href="#">GRS-374</a>
	Expunged Records	Police Drive	Keep for original retention	WCRS
	Felony Investigation Case Files	Police Drive	FA+5Y	<a href="#">GRS-2023</a>
	Field Interrogation Reports	Police Drive	CY+2Y	<a href="#">GRS-2025</a>
	Firearm Qualification Records	Police Drive	SEP+2Y	<a href="#">GRS-341</a>
	Firearms Disposal Records	Police Drive	PM	<a href="#">GRS-1080</a>
	Firearms Inventory Cards	Police Drive	FA+2Y	<a href="#">GRS-1081</a>
Homicide, Violent Felonies, and Sex Crime Files	Police Drive	PM	<a href="#">GRS-2024</a>	

	<b>Impounded Vehicles Reports</b>	Spillman	CY+3Y	<a href="#">GRS-362</a>
	<b>Initial Contact Reports</b>	Spillman	CY+5Y	<a href="#">GRS-1107</a>
	<b>Internal Affairs Summary Report</b>	Police Drive	PM	<a href="#">GRS-3</a>
	<b>Internal Affairs Unsubstantiated Case Files</b>	Police Drive	FA+7Y	<a href="#">GRS-1969</a>
	<b>Master Name Index</b>	Spillman	PS	<a href="#">GRS-352</a>
	<b>Misdemeanor Case Files</b>	Police Drive	FA+5Y	<a href="#">GRS-2023</a>
	<b>National Crime Information Center (NCIC) Records</b>	Police Drive	FA	<a href="#">GRS-355</a>
	<b>Pawn Shop Receipts</b>	Spillman	FA+10Y	WCRS
	<b>Police In-Car Video Recordings</b>	Police Drive	RS	<a href="#">GRS-2027</a>
	<b>Questionable Cases Dispatch Recordings</b>	Spillman	RS+2Y	<a href="#">GRS-467</a>
	<b>Robbery Bulletin Records</b>	Police Drive	FA or 4Y	WCRS
	<b>Sex Offender Files</b>	Police Drive	SEP+10Y	<a href="#">GRS-360</a>
	<b>Stolen / Recovered Property Records</b>	Spillman	CY+4Y	<a href="#">GRS-358</a>
	<b>Traffic Citations</b>	Spillman	CY+2Y	<a href="#">GRS-365</a>
	<b>Uniform Crime Report Files</b>	Police Drive	CY+1Y	<a href="#">GRS-1684</a>
	<b>Wrecking Service Records</b>	Spillman	CY+1Y	WCRS
	<b>Fire</b>	<b>Activity Report</b>	Local Drive	CY+2Y
<b>Burning Permits</b>		Local Drive	CY+3Y	<a href="#">GRS-1724</a>
<b>Business Inspection Records</b>		Local Drive	CY+4Y	<a href="#">GRS-1220</a>
<b>Emergency Medical Equipment Maintenance Records</b>		Local Drive	SEP+1Y	<a href="#">GRS-1302</a>
<b>Emergency Services Billings</b>		Local Drive	CY+4Y	<a href="#">GRS-468</a>
<b>Equipment Run Logs</b>		Local Drive	CY+2Y	<a href="#">GRS-452</a>
<b>Evidence Log</b>		Local Drive	FA+10Y	<a href="#">GRS-374</a>
<b>Exposure Reports</b>		Local Drive	SEP+30Y	<a href="#">GRS-454</a>
<b>Fatal Fire Investigation Case Files</b>		Local Drive	PM	<a href="#">GRS-469</a>
<b>Fire Run Reports</b>		Local Drive	CY+6Y	<a href="#">GRS-455</a>
<b>Hose Test Reports</b>		Local Drive	CY+2Y	<a href="#">GRS-456</a>
<b>Hydrant Maintenance Inventories</b>		Local Drive	FA+1Y	<a href="#">GRS-457</a>
<b>Investigation Case Files</b>		Local Drive	FA+10Y	<a href="#">GRS-459</a>
<b>Investigation Reports</b>		Local Drive	FA+6Y	<a href="#">GRS-1234</a>
<b>Pump Test Records</b>		Local Drive	RS+2Y	<a href="#">GRS-461</a>
<b>Questionable Cases Dispatch Recordings</b>		Local Drive	RS+2Y	<a href="#">GRS-467</a>
<b>Supervised Fire Drill Report</b>		Local Drive	FA+2Y	<a href="#">GRS-462</a>
<b>Tank Applications and Permit Records</b>		Local Drive	FA+6Y	<a href="#">GRS-463</a>
<b>Unapproved Tank Applications</b>		Local Drive	CY+2Y	<a href="#">GRS-464</a>
<b>Utah Emergency Medical Services (EMS) Incident Report</b>		Local Drive	CY+7Y	<a href="#">GRS-465</a>
<b>Utah Fire Incident Reporting System (UFIRS) Forms</b>	Local Drive	CY+6Y	<a href="#">GRS-1234</a>	

**RESOLUTION R2023-XX**

**A RESOLUTION ADOPTING THE WASHINGTON CITY RECORDS MANAGEMENT AND RETENTION PLAN**

**WHEREAS**, the Government Records Access and Management Act in Utah Code 63G-2-and the Public Records Management Act in Utah Code 63A-12 impose obligations to properly retain and dispose records; and

**WHEREAS**, a Records Management and Retention Plan (“Plan”) has been created to fulfill all legal obligations and identify Washington City records, their location of storage, retention for efficient records management, and establishes policies for all employees to perform those functions; and

**WHEREAS**, this Plan consolidates all applicable retention information from the Utah State Archives into one document, in addition to providing specific retention instructions for Washington City specific records, and

**WHEREAS**, the Plan will be reviewed as needed and updated each time a change is made that affects the plan; and

**WHEREAS**, the Council finds that this plan will assist with the efficiency and transparency of record access.

**NOW, THEREFORE, BE IT RESOLVED** by the Council that the Washington City Records Management and Retention Plan is hereby adopted.

**PASSED AND APPROVED** this 28th day of June, 2023.

Washington City

Attest:

\_\_\_\_\_  
Kress Staheli, Mayor

\_\_\_\_\_  
Tara Pentz, City Recorder

# Briefing Document

**Description:** Certified Tax Rate - 2022 Calendar Year

**Presenter:** Jeremy Redd

**Submitted By:** Jeremy Redd

**Recommendation:** Approve the 2023 Certified Tax Rate for Washington City and the Coral Canyon SSD

**Background Information:**

Washington County establishes a proposed certified tax rate for Washington City for the year. It is based on a three-year rolling average of property tax revenues. The certified tax rate is revenue-neutral, meaning that as property values go up, the rate goes down so Washington City collects the same amount of property tax and not more. Any increase in property tax value is from new growth in the community.

The Coral Canyon SSD rate is based on the debt service the City collects to repay the bonds for the district.

**Fiscal Impact:** Property tax collection as approved in the 2023/2024 FY Budget.

**Impacted Fund:** General Fund



Washington City  
Feels Like Home

# Property Tax Discussion

June 2023

# Certified Tax Rate (59-2-924)

- A tax rate that will provide the same ad valorem property tax revenues for a taxing entity as were budgeted by that taxing entity for the prior tax year.
- This rate usually changes every year. Values never stay the same.

Increased values = lower rate

Decreased values = increased rate

# Tax Rate Formula

$$\frac{\text{Last Year Budgeted Revenue}}{\text{Current Year Taxable Property Values}} = \text{TAX RATE}$$

**2022 Rate - .000753**

**2023 Rate - .000740**

\*\* 2021 Rate .001001

# Calculation with New Growth - 2023

Revenue = \$3,950,685

\_\_\_\_\_ — .000740

TV = \$5,338,764,148

New Growth = \$476,654,895 (X) .000740 = New Growth Revenue \$352,725

(Plus or Minus changes due to reappraisal, value change, legislative mandate or court order.)

**Total Property Tax Revenue 2023 = \$4,303,410**

# What Does My Property Tax Fund?

2022 Rates - \$550,000 Home Value

55% Taxable Value - \$302,500 (Comm. 100%)

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Washington County	\$239.57
School District	\$1,542.15
Water Conservancy	\$125.54
<b>Washington City</b>	<b>\$227.78</b>
Mosquito Abatement	\$6.96
Total	<u>\$2,142.00</u>

\*\* Coral Canyon SID - Add \$447.70

**RESOLUTION R2023-XX**

**A RESOLUTION SETTING THE PROPERTY TAX LEVY FOR  
WASHINGTON CITY FOR TAX YEAR 2023**

**WHEREAS**, Washington City is required to establish the real and personal property tax levy for various municipal purposes, pursuant to § 10-6-133, Utah Code; and

**WHEREAS**, the City Council of Washington City desires to establish the property tax levy for the tax year 2023.

**THEREFORE**, it is hereby resolved by the City Council of Washington City, Utah, that:

1. Set Tax Levy. The property tax levy for real and personal property is hereby set at 0.000740 for the Tax Year 2023.
2. Effective Date. This Resolution shall take effect immediately.

**PASSED AND APPROVED** on this 28th day of June, 2023.

Washington City

---

Kress Staheli, Mayor

Attest:

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Tara Pentz, City Recorder

**RESOLUTION R2023-XX**

**A RESOLUTION SETTING THE PROPERTY TAX LEVY FOR  
CORAL CANYON SPECIAL SERVICE DISTRICT FOR TAX YEAR 2023**

**WHEREAS**, Washington City is required to establish the real and personal property tax levy for various municipal purposes, pursuant to § 10-6-133, Utah Code; and

**WHEREAS**, the City Council of Washington City desires to establish the property tax levy for the tax year 2023.

**THEREFORE**, it is hereby resolved by the City Council of Washington City, Utah, that:

1. Set Tax Levy. The property tax levy for real and personal property is hereby set at 0.001224 for the Tax Year 2023.
2. Effective Date. This Resolution shall take effect immediately.

**PASSED AND APPROVED** on this 28th day of June, 2023.

Washington City

---

Kress Staheli, Mayor

Attest:

---

Tara Pentz, MMC  
City Recorder

WASHINGTON CITY  
CITY COUNCIL MEETING  
STAFF REVIEW

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**HEARING DATE:** June 28, 2023

**ACTION REQUESTED:** Z-23-08 - A request to remove stop signs located at the intersections of Country Way and Palm Cove Avenue, Oak Creek Drive, Fork Creek Drive and Tributary Drive.

**APPLICANT:** Kurtis Larsen - Sunrise Valley resident

**REVIEWED BY:** Eldon Gibb - City Planner

**RECOMMENDATION:** Discuss the noted concerns while keeping in mind the safety of the community and surrounding residents with a recommendation onto the City Council

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### Background

On August 28, 2019, Zone Change request (Z-19-08) for the Sunrise Valley Planned Unit Development (532 units) was approved by the City Council. During this approval, City Council added the condition that four-way stop signs be added along Country Way at all of the intersections (4 intersections) in this residential development. During this zone change, public comments were received and which expressed concern with traffic. The City Council discussed options (raised sidewalk crossings, speed humps, roundabouts and stop signs) and the condition of adding stop signs along Country Way was approved.

Kurtis Larsen, who lives in Sunrise Valley, has gathered videos of the area and noted 3 safety concerns along with environmental reasons why the stop signs should be removed. Attached is a link to the you-tube videos Mr. Larsen has put together. The last video (11 minutes and 35 seconds) titled *Why I think the stop signs should be removed* is a very good summary and overview of Mr. Larsen's concerns.

<https://youtube.com/playlist?list=PLSStCozJYkTwWgnqFQjgyJ70VuNCGdivX>

### Safety Concerns:

1. Overuse of stop signs causes drivers to ignore the stop signs.
2. Drivers tend to find the path of least resistance forcing traffic through the neighborhoods which do not have stop signs.
3. Stop signs are not effective for speed control and can actually increase vehicle speed.

#### Environmental Concerns:

1. Noise and Pollution.
2. Vehicular wear/tear and unnecessary use of fuel.
3. Federal Manual on uniform travel control devices state there should be a minimum of 300 counts (vehicle, bicycle, pedestrian) per hour on the major roads. Mr Larsen observed Country Way for 30 minutes and counted 71 trips which equates to 142 counts per hour.
4. There should be a minimum of 200 counts (vehicle, bicycle, pedestrian) per hour for minor roads. Mr Larsen observed Palm Cove for 30 minutes and counted 14 trips which equates to 28 counts per hour.

With this being said, staff supports City Councils condition of adding stop signs along Country Way and is always open to discuss options that may increase safety for the public and general well being of the neighborhood and community. When discussing, please keep in mind that the amenity area for the entire Sunrise Valley subdivision is the park area which also serves as a trailhead connection point for the larger trail system that follows the river and connects many miles of public trail.

#### **Recommendation**

The Planning Commission reviewed this request on June 21, 2023 and made the recommendation to approve Z-23-08 removing the stop sign condition, onto the City Council, with the condition that the City will review the stop sign requirements and have a technical review looking at adding crosswalks, striping, flashing pedestrian signage, speed bumps, engineer brake signs and to manage traffic enforcement in the area and to not remove the stop signs located along Country Way at this time.

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June 21, 2023 Planning Commission Minutes

<https://youtube.com/live/afW5GNBqDiA?t=2263>

City Planner Eldon Gibb reviewed the Zone Change Application.

Commissioner Hansen opened the public hearing.

The following people came to the podium and spoke on the matter:

- Greg Savage
- Kimberly Monson
- Larry Stepp
- Anthony Shump

- Macall Janis
- Thuy Medina
- Lionel Caeton
- Jaylene Pincock
- Kurtis Larsen, applicant
- Greg McCombs

Commissioner Hansen closed the public hearing.

*Commissioner Anderson made a motion to recommend approval to remove the stop sign condition onto City Council for Zone Change Request Z-23-08, Red Waters Subdivision, Country Way, Palm Cove Avenue, Oak Creek Drive, and Tributary Drive with the following condition that the City will review the stop sign requirements and have a technical review looking at adding crosswalks, striping, flashing pedestrian signage, speed bumps, engineer brake signs. Also to manage traffic enforcement in the area and to not remove the stop signs located along Country Way at this time. Commissioner Bulloch seconded the motion; which passed with the following role call:*

<i>Commissioner Anderson</i>	<i>Aye</i>
<i>Commissioner Bulloch</i>	<i>Aye</i>
<i>Commissioner Hansen</i>	<i>Aye</i>
<i>Commissioner Scheel</i>	<i>Aye</i>
<i>Commissioner Tupou</i>	<i>Aye</i>



Palm Cove Avenue

Oak Creek Drive

Fork Creek Drive

Tributary Drive

Country Way

Washington Dam Rd

Long Valley Rd

**Parking lot to park / trailhead access to trailsystem**

10,019,859.041 Feet

Washington City GIS



**PROJECT FLOW CARD**  
**MEETING DATE**

**Z-23-08 Red Waters Zone Change for stop signs**  
**June 21, 2023 PC June 28, 2023 CC**

Planning	<p>The stop signs were an added condition by the City Council during the zone change of Z-19-08 on 8/28/19. During this meeting, City Council felt these stop signs would be a benefit to the surrounding residential homes as public comment expressed concern.</p> <p>If the city is inclined to remove stop signs along Country Way, Staff feels the need to keep two of the four stop signs particularly the intersections of Palm cove and Fork Creek Dr.</p>	
Hillside	NA	
Public Works	Reviewed and ok to move forward for consideration. Public Works staff is conducting traffic counts to help provide further guidance on what stop signs to remove and/or keep.	
Engineer	Reviewed and ok to move forward for consideration. Public Works staff is conducting traffic counts to help provide further guidance on what stop signs to remove and/or keep.	
Fire Dept.	NA	
Parks/Trails	NA	
Building dept	NA	
Washington Power	NA	
Dixie Power	NA	
Economic Dev.	NA	

Additional Comments:

January 28th, 2023

Dear City Council,

We have some concerns regarding the stops signs along Country Way. We reached out to Washington City, fall of last year, regarding safety concerns surrounding the stops signs. We received an email (Addendum #1) from Drew Ellerman in August 2022, regarding those concerns and we learned that the stop signs were put in to “help slow down the traffic causing the concerns”.

We appreciated Drew’s thorough response. However, we have not gone through the lengthy rezoning process as we feel like the issue is a public safety issue and should be address directly by the city council. Please review the safety issues we have listed below, as well as the supporting evidence. In addition, we ask you to please review the video footage that we have gathered. It shows just a small portion of the dangerous situations that have occurred because of the stops signs.

**Safety issue #1: People are consistently driving through the stop signs without stopping.**

According to Shasta County, *“...overuse of stop signs will cause many drivers to ignore them, creating a more hazardous situation, especially in low volume areas, such as residential neighborhoods. Because a stop sign causes a substantial inconvenience to motorists, it should be used only where needed.”* (Addendum #2). There are currently four stops signs within a half a mile stretch along Country Way (Addendum #3). We can see how this would be an inconvenience to many drivers, especially since this is a low-volume, residential area.

**Safety issue #2: People are driving through the neighborhoods to avoid the stop signs.** The City of Fort Collins states, *“Local neighborhood traffic generally finds the path of least resistance. If there are alternative routes to get from Point A to Point B and if these alternate routes have fewer traffic controls, local drivers will take them. In many cases, this significantly increases the traffic volume on other local streets - thus relocating the problem.”* (Addendum #4) We have seen many cars drive the full length of Deep Creek Drive and exit at intersection A (Addendum #3) to avoid the stop signs. Additionally, we have seen cars drive through the Red Waters neighborhood to exit at intersection A (Addendum #3) to avoid the stop signs. Because kids are more likely to be out on the streets within the neighborhood, kids are more likely to be hit by the increased traffic within the neighborhood.

**Safety issue #3: People are confused by the stop signs and who has the right-of-way.**

According to the City of Fort Collins, *“A stop sign is one of our most valuable and effective control devices when used at the right place and under the right conditions. It is intended to help drivers and pedestrians at an intersection decide who has the right-of-way.”* (Addendum #4) Our experience is that the stop signs have NOT helped drivers know who has the right-of-way and has actually done the opposite. Drivers are frequently confused when approaching intersections A. People, who are familiar with the area, regularly see people running the stop signs, so they stop even when they don’t need to. People who aren’t familiar with the area don’t expect to have stop signs, for through traffic and are often confused as to who has the right-of-way. For quite some time, there was just a two-way stop at intersection A, but people exiting the park and from the neighborhood would stop even when they

didn't need to. Now it is a three-way stop, and it is causing even more confusion. We see this confusion often, and are concerned that one of these days, the confusion will result in an accident.

In addition to safety issues, the stop signs contribute to other issues such as noise, pollution, increased vehicle operating costs, speeding, enforcement costs, etc. (Addendums #4, #5 and #6).

It is also important to note that stop signs do not comply with the Federal Manual on Uniform Traffic Controls (MUTCD). The City of Huntington cites the MUTCD which says, "***The MUTCD warrants for ALL-WAY stops (4-way and 3-way at T-intersections) are typically not met in residential areas because traffic volumes must be roughly equal on both streets and exceed 500 vehicles per hour for at least eight hours of the day. These conditions are typically only found where two major streets intersect and a traffic signal is not warranted.***" (Addendum #5 and <https://mutcd.fhwa.dot.gov/htm/2009/part4/part4c.htm>) We are confident that the number of vehicles coming from the neighborhoods are not "roughly equal" to the number of vehicles that are driving on Country Road. We are additionally confident that there aren't 500 vehicles per hour for at least eight hours a day exiting the neighborhoods.

We understand that some kids in the area need to cross Country Way in order to catch the bus in the morning. Some safer alternatives to the stop signs include the following:

1. A pedestrian sign and crosswalk
2. A button that triggers flashing lights, indicating to drivers that the speed limit is reduced while lights are flashing
3. Pedestrian flags
4. A request to the school asking for one pick up in the Red Waters neighborhood and one pick up in the River Bend neighborhood

We ask the city council to please read through the attached addendum and MUTCD recommendations. Additionally, we ask you to watch the videos on a full screen and with captioning on (Addendum #7). We would then ask you to please discuss the stop signs at your city council meeting and consider removing the stop signs that line Country Way.

Please feel free to reach out to us if you have any questions or concerns. We look forward to hearing from you.

Kurtis and Shara Larsen  
512 S Mirage Drive  
801-755-2430

## **Addendum #1 – Email from Drew Ellerman**

August 29<sup>th</sup>, 2022

“I am not sure if anyone has explained the circumstances under which the Stop signs you are trying to have removed came about. Let me try to do so and also let you know what the full process would be to try and have them taken down. A few years back the previous developers of the area in which you live, went through a rezoning process to be able to build the entire project area. The zone they applied for, and granted is called Planned Unit Development (PUD). PUD's always have "conditions of approval" attached to them. One of those conditions attached (by the city council) was to have two locations along Country Way that had four-way stops. This was a result of public input from surrounding property owners during the zoning public hearings. The residents of Country Way Estates complained about the volume of traffic and the speed of that traffic along Country Way from the land fill area all the way to Washington Dam Road. The City Council imposed those two four-way stops to help slow down the traffic causing the concerns.

I am not to argue whether that was the right or wrong decision, only that it is what the city council did at that time. It was made part of the zoning approval of your entire development (all five projects). The only way to possibly have that reversed is for you to go through the zoning amendment process (in essence apply for a zone change) yourselves. This would include filling out an application, paying the application fee, being put on the planning commission's agenda (a public hearing), and then lastly, being put on the city council agenda (another public hearing) asking for the previous condition of approval (two four-way stops) be removed off of the list.

The application can be found online on our web site. Go to [washingtoncity.org](http://washingtoncity.org), in the search box at the top of the page type in "application submittal process" in the next page supplied, under "page results" you will see Application Submittal Process Help (colored in blue), click it and follow the instructions. If you have any problems, feel free to contact Melodie in the Zoning Department and she will walk you through the process. Her number is 435-656-6325

Hope that answers your questions and gives the direction you need to go.

Sincerely,  
Drew Ellerman  
Community Development Director”

## Addendum #2 – Shasta County

<https://www.shastacounty.gov/public-works/page/stop-signs>

### Stop Signs

Public understanding of the function of stop signs is one of the most critical elements in reducing speeding and traffic accidents. The following information explains the County of Shasta's policy on intersection traffic controls and the correct use of stop signs:

#### What is the purpose of stop signs?

The stop sign is used to assign right of way at an intersection and to make sure that traffic flows smoothly and predictably.

#### Will a stop sign reduce speeding in my neighborhood?

Because a stop sign is used to assign right of way at an intersection, it is not an effective means to control speeding. Research shows that where stop signs are installed as deterrents or speed breakers, there are high incidences of intentional violations resulting in accidents.

#### Will increasing the use of stop signs in my neighborhood, better control traffic?

As with any traffic control device, **overuse of stop signs will cause many drivers to ignore them, creating a more hazardous situation, especially in low volume areas, such as residential neighborhoods.**

**Because a stop sign causes a substantial inconvenience to motorists, it should be used only where needed.** Studies have shown that, sometimes, after installing a stop sign there is an increase in rear-end collisions. Also, the stop sign may cause such an inconvenience that traffic detours through residential streets, parking lots, etc.

A little known fact is that the stop and go traffic resulting from the placement of stop signs will increase carbon dioxide emissions, thereby further impacting the air quality in your area.

#### How can I get a stop sign on my street?

The County's Traffic Division evaluates an intersection, following State and Federal guidelines, to ensure uniformity in traffic control. The survey includes reviewing the following criteria:

- Vehicle and pedestrian volumes
- Traffic speeds
- Visibility (sight distance) at the intersection, i.e., trees, shrubbery, hills, and curves
- Accident history

Experience has shown that improving the intersection visibility by prohibiting parking near the intersection or removing other sight distance obstructions, is often more effective in reducing traffic accidents.

**What are the uses for multi-way and two-way stop signs?**

Ordinarily, a multi-way stop sign should be used only where the volume of traffic is nearly equal on both intersecting roads. In situations where the volume is extremely heavy, a traffic light is more effective. Also, a multi-way stop sign is often used at an intersection where signals are urgently needed, but have not yet been installed. The multi-way sign can be installed quickly to control traffic while arrangements are being made for the signal installations.

Two-way stop control is used in areas where one street has a much higher traffic volume than the street it intersects.

### Addendum #3 – Map of Area

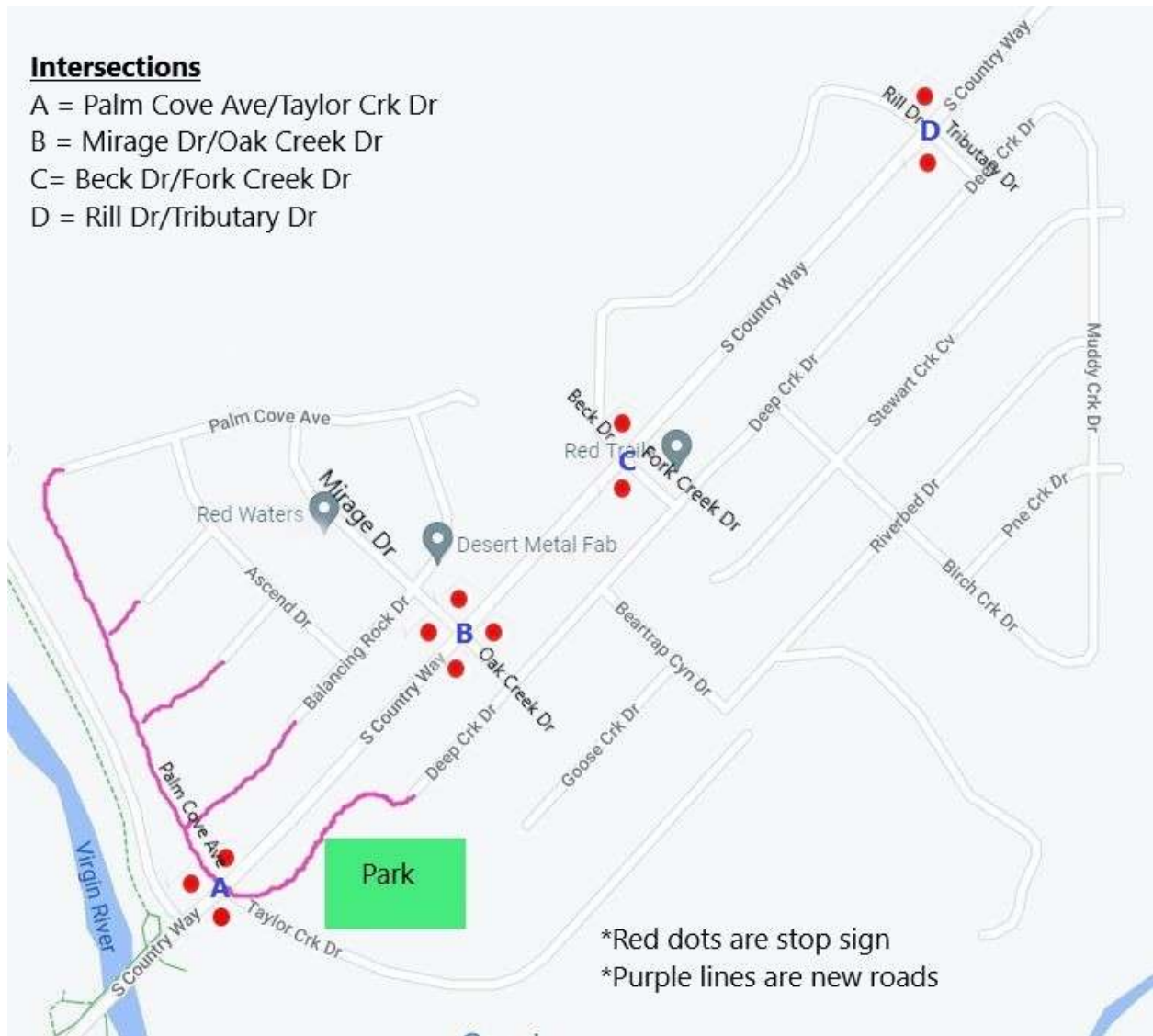
#### Intersections

A = Palm Cove Ave/Taylor Crk Dr

B = Mirage Dr/Oak Creek Dr

C = Beck Dr/Fork Creek Dr

D = Rill Dr/Tributary Dr



didn't need to. Now it is a three-way stop, and it is causing even more confusion. We see this confusion often, and are concerned that one of these days, the confusion will result in an accident.

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Two-way stop control is used in areas where one street has a much higher traffic volume than the street it intersects.

<https://www.youtube.com/playlist?list=PLSStCozJYkTwWgnqFQigyJ70VuNCGdivX>

The last video “Why I think the stop signs should be removed” is a summary of the concerns noted in the staff report.

**ORDINANCE NO. 2023-XX**  
**AN ORDINANCE AMENDING THE ZONING**  
**DESIGNATION WITHIN WASHINGTON CITY, UTAH**

WHEREAS, the Washington City Community Development Department has recommended the following Zone Change be adopted; and

WHEREAS, the Planning Commission, pursuant to applicable notice requirements, conducted a public hearing on June 21, 2023, which public hearing was closed, for the purpose of considering the proposed Zone Change and the making of formal recommendation to the City Council; and

WHEREAS, the City Council, pursuant to applicable notice requirement, conducted a public meeting on June 28, 2023; and

WHEREAS, the City Council has reviewed this amendment and determined that it is in the best interest of the public and promotes the health, safety and general welfare of the community; and

WHEREAS, the City Council of Washington City, Utah, desires to amend the Official Zoning Map of Washington City by removing the stop signs that were added as conditions during the original Zone Change approval, and

BE IT ORDAINED BY THE CITY COUNCIL OF WASHINGTON CITY, UTAH, that the following described property is hereby amended by Zone Change request **Z-23-08**, to remove stated stop signs in the existing Planned Unit Development - zoning designation, located at the intersections of Country Way and Palm Cove Avenue, Oak Creek Drive, Fork Creek Drive and Tributary Drive and more particularly described as seen in Exhibit A:

PASSED AND ORDERED POSTED on this 28th day of June, 2023.

Washington City

Attest:

\_\_\_\_\_  
Kress Staheli, Mayor

\_\_\_\_\_  
Tara Pentz, City Recorder

# Exhibit A



WHEN RECORDED, MAIL TO:

WASHINGTON CITY RECORDER  
111 NORTH 100 EAST  
WASHINGTON, UT 84780

Tax Parcel ID Number: W-168-A-1-D

### NON-EXCLUSIVE PUBLIC UTILITY AND DRAINAGE EASEMENTS

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of the sum One and no/100ths Dollars (\$1.00) and other and good consideration paid by the **Washington City**, a Utah Municipality, hereinafter referred to as "**Grantee**", to **Washington City** a Utah Municipality, hereinafter referred to as "**Grantor**", the receipt of which is hereby acknowledged, Grantor does hereby grant, transfer and convey to Grantee public utility and drainage easements to improve, operate, repair and maintain municipal utilities and drainage on real property which said easements are more particularly described on Exhibit A (hereinafter "Easement Property") attached hereto and incorporated herein. All of said easements are depicted on Exhibit B, which Record of Survey for Future Easements map is attached hereto and incorporated herein.

Grantor reserves and retains the right to use of the Easement Property for utilities and drainage purposes as it deems necessary in its sole discretion. Grantor reserves and retains the right to grant other easements for utilities or drainage over or under the Easement Property.

Each right and obligation in this Easement shall constitute a covenant running with the land and shall inure to and be binding upon Grantor and Grantee and to their successors and assigns.

IN WITNESS WHEREOF, the Grantor has executed this Easement effective the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**GRANTOR**

WASHINGTON CITY,  
A Utah Municipality,

By: \_\_\_\_\_  
Kress Staheli, Mayor

Attest:

\_\_\_\_\_  
Tara Pentz, Recorder

STATE OF UTAH                    )  
  ss.  
COUNTY OF WASHINGTON        )

On this \_\_\_ day of \_\_\_\_\_ 2023, before me personally appeared KRESS STAHELI and TARA PENTZ whose identities are personally known to or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn (or affirmed), did say that they are respectively the Mayor and Recorder of Washington City, and that the foregoing document was signed by them by authority, and they acknowledged before me that Washington City executed the document and the document was the act of Washington City for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

EXHIBIT A

Legal Descriptions for Public Utility and Drainage Easements

15' PUBLIC UTILITY AND DRAINAGE EASEMENT

(FRONTING BUENA VISTA BLVD):

BEGINNING AT A POINT S1°06'09"W, 362.72 FEET ALONG THE SECTION LINE AND EAST, 17.63 FEET FROM THE NORTHWEST CORNER OF SECTION 14, T42S, R15W, SLB&M, SAID POINT BEING ON THE SOUTHERLY RIGHT OF WAY LINE OF BUENA VISTA BOULEVARD, AS SHOWN ON THE BUENA VISTA BOULEVARD ROADWAY DEDICATION PLAT FILED AS ENTRY NO. 00634748 IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER, RUNNING THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE THE FOLLOWING TWO (2) COURSES: N37°51'04"E, 15.13 FEET TO THE POINT OF CURVATURE OF A 760.00 FOOT RADIUS CURVE TO THE RIGHT; THENCE NORTHEASTERLY 696.54 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 52°30'42" TO A POINT ON THE BOUNDARY OF A PARCEL DESCRIBED IN A QUIT CLAIM DEED, CONTAINED IN DOCUMENT NO. 20230007009 FILED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER, PREPARED BY THE UTAH DEPARTMENT OF TRANSPORTATION FOR HIGHWAY PROJECT NO. S-I15-1 (135) 11, IDENTIFIED AS "PARCEL NO. I15-1:194:C; THENCE ALONG THE BOUNDARY OF SAID PARCEL THE FOLLOWING TWO (2) COURSES: S83°33'36"E, 227.93 FEET; THENCE S89°00'17"E, 57.00 FEET TO A POINT ON THE BOUNDARY OF A PARCEL DESCRIBED IN A QUIT CLAIM DEED, CONTAINED IN DOCUMENT NO. 20230007009 FILED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER, PREPARED BY THE UTAH DEPARTMENT OF TRANSPORTATION FOR HIGHWAY PROJECT NO. S-I15-1 (135) 11, IDENTIFIED AS "PARCEL NO. I15-6:194:A; THENCE S7°57'29"W, 15.11 ALONG THE BOUNDARY OF SAID PARCEL; THENCE N89°00'17"W, 55.88 FEET; THENCE N83°33'36"W, 227.84 FEET TO THE POINT OF CURVATURE OF A 745.00 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT, RADIAL LINE BEARS S0°18'07"W; THENCE SOUTHWESTERLY 682.13 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 52°27'38"; THENCE S37°51'04"W, 15.00 FEET TO THE BOUNDARY OF THAT CERTAIN PARCEL DESCRIBED IN DOCUMENT NO. 20200010083 FILED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE N52°08'56"W, 15.00 FEET ALONG SAID BOUNDARY TO THE POINT OF BEGINNING.

15' PUBLIC UTILITY AND DRAINAGE EASEMENT

(ALONG WESTERLY BOUNDARY):

BEGINNING AT A POINT S1°06'09"W, 371.92 FEET ALONG THE SECTION LINE AND EAST, 29.65 FEET FROM THE NORTHWEST CORNER OF SECTION 14, T42S, R15W, SLB&M, RUNNING THENCE N37°51'04"E, 15.00 FEET; THENCE S52°08'56"E, 145.80 FEET; THENCE S1°01'55"W, 78.78 FEET; THENCE S37°51'04"W, 103.38 FEET; THENCE S70°04'05"W, 21.39 FEET; THENCE S35°11'21"E, 366.89 FEET; THENCE S54°48'39"W,

15.00 FEET; THENCE N35°11'21"W, 386.53 FEET TO THE BOUNDARY OF THAT CERTAIN PARCEL DESCRIBED IN DOCUMENT NO. 20200010083 FILED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER; THENCE ALONG SAID BOUNDARY THE FOLLOWING FOUR (4) COURSES: N70°04'05"E, 36.69 FEET; THENCE N37°51'04"E, 94.06 FEET; THENCE N1°01'55"E, 66.28 FEET; THENCE N52°08'56"W, 138.29 FEET TO THE POINT OF BEGINNING.

30' PUBLIC UTILITY AND DRAINAGE EASEMENT:

BEGINNING AT A POINT S1°06'09"W, 895.27 FEET ALONG THE SECTION LINE AND EAST, 373.64 FEET FROM THE NORTHWEST CORNER OF SECTION 14, T42S, R15W, SLB&M, SAID POINT BEING ON THE BOUNDARY OF THAT CERTAIN PARCEL DESCRIBED IN DOCUMENT NO. 00826318 FILED IN THE OFFICE OF THE WASHINGTON COUNTY RECORDER, RUNNING THENCE ALONG SAID BOUNDARY THE FOLLOWING TWO (2) COURSES: S54°48'39"W, 95.55 FEET; THENCE N35°11'21"W, 30.00 FEET; THENCE N54°48'39"E, 94.22 FEET; THENCE N49°47'36"E, 314.29 FEET; THENCE N54°19'42"E, 298.57 FEET; THENCE N7°57'30"E, 400.15 FEET; THENCE S89°00'17"E, 30.22 FEET TO THE BOUNDARY OF OF A PARCEL DESCRIBED IN A QUIT CLAIM DEED CONTAINED IN DOCUMENT NO. 20230007009, PREPARED BY THE UTAH DEPARTMENT OF TRANSPORTATION FOR HIGHWAY PROJECT NO. S-I15-1 (135) 11, IDENTIFIED AS "PARCEL NO. I15-6:194:A; THENCE ALONG THE BOUNDARY OF SAID PARCEL THE FOLLOWING THREE (3) COURSES: S7°57'30"W, 416.66 FEET; THENCE S54°19'42"W, 310.23 FEET; THENCE S49°47'36"W, 314.40 FEET TO THE POINT OF BEGINNING.

EXHIBIT B

Record of Survey for Future Easements

