



## Regular City Council Meeting

Tuesday, January 19, 2016

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

[www.washingtonterracecity.com](http://www.washingtonterracecity.com)

1. **WORK SESSION** **5:00 P.M.**  
Topics to include, but are not limited to: Discussion of the Water Conservation Plan, Landscaping Contract, and Victory Park Restroom Design

2. **ROLL CALL** **6:00 P.M.**

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

### **5.1 APPROVAL OF AGENDA**

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

### **5.2 APPROVAL OF JANUARY 5, 2016 MEETING MINUTES**

6. **SPECIAL ORDER**

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

### **6.1 PUBLIC HEARING: A PUBLIC HEARING TO HEAR COMMENT ON THE ADOPTION OF A WATER CONSERVATION PLAN**

7. **CITIZEN COMMENTS**

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

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

For more information on these agenda items, please visit our website at [www.washingtonterracecity.com](http://www.washingtonterracecity.com)

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#### CERTIFICATE OF POSTING

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

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

**9. NEW BUSINESS**

**9.1 MOTION/RESOLUTION 16-01: ADOPTION OF THE WATER CONSERVATION PLAN**

A Resolution adopting a city Water Conservation Plan.

**9.2 PRESENTATION: SHOP WITH A COP**

The Weber County Sheriff's Office will present on the Shop with a Cop Program along with Members of the Bonenville High School Student Body.

**9.3 MOTION: CONTRACT APPROVAL FOR CITY LANDSCAPING SERVICES**

Approval of the contract for landscaping services for City offices and property.

**9.4 PRESENTATION: WEBER MORGAN HEALTH DEPARTMENT**

A presentation by the Weber Morgan Health Department outlying various projects and resources that May be helpful to the City.

**9.5 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

A Report on activity during the months of Oct- Dec. 2015

**9.6 MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION**

Approval from Council to commit to funding the grant match required for a CDBG grant application for Fire Equipment for the 2016 grant year.

**9.7 PRESENTATION: SHERIFF'S OFFICE MONTHLY REPORT**

A report on activity during the month of December 2015.

**9.8 MOTION: CONTRACT APPROVAL FOR CITY JANITORIAL SERVICES**

Approval of the contract for janitorial services at the City Offices and Civic/Senior Center.

**9.9 MOTION: APPROVAL OF THE PORTABLE ELECTRONIC DEVICES POLICY FOR ELECTED OFFICIALS**

Approval of the policy regarding electronic devices for elected officials.

**10. COUNCIL COMMUNICATION WITH STAFF**

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

**11. ADMINISTRATION REPORTS**

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

**12. UPCOMING EVENTS**

January 28<sup>th</sup>: Planning Commission Meeting 6:00 p.m.- Cancelled

February 2<sup>nd</sup>: City Council Meeting 6:00 p.m.

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February 15<sup>th</sup>: City Offices closed for President's day

February 16<sup>th</sup>: City Council Meeting 6:00 p.m.

**13. MOTION: ADJOURN INTO CLOSED SESSION**

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

**14. ADJOURN THE MEETING: MAYOR ALLEN**

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# City of Washington Terrace

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Minutes of a Regular City Council meeting  
Held on January 5, 2016  
City Hall, 5249 South 400 East, Washington Terrace City,  
County of Weber, State of

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

11 Mayor Mark C. Allen  
12 Council Member Scott Monsen  
13 Council Member Blair Brown  
14 Council Member Robert Jensen  
15 Council Member Val Shupe  
16 Council Member Scott Barker  
17 Public Works Director Steve Harris  
18 City Manager Tom Hanson  
19 City Recorder Amy Rodriguez  
20 Lt. Jason Talbot, Weber County Sheriff Office

21

## **Others Present**

22 Charles and Reba Allen, Brad Larson, Ulis Gardiner, Bob Beleek, Ashley Scarff

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## **1. OATH OF OFFICE: THE OATH OF OFFICE WILL BE ADMINISTERED TO NEWLEY ELECTED RE-ELECTED OFFICIALS 5:30 P.M.**

26 Rodriguez administered the oath of office to Council Members Brown, Monsen, and Barker for a four  
27 year term.

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## **2. ROLL CALL** **6:00 P.M.**

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## **3. PLEDGE OF ALLEGIANCE**

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## **4. WELCOME**

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## **5. CONSENT ITEMS**

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### **5.1 APPROVAL OF AGENDA**

38 The previous agenda items of a Public Hearing on the adoption of a Water Conservation Plan, and  
39 Ordinance to adopt the Water Conservation Plan have been postponed and removed from the amended  
40 agenda.

41

### **5.2 APPROVAL OF DECEMBER 1, 2015 MEETING MINUTES**

42 Items 5.1 and 5.2 were approved by general consent.

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## **6. CITIZEN COMMENTS**

45 There were no citizen comments.

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

49 Due to lack of citizen comments in item 6, item 7 is unnecessary.

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**8. NEW BUSINESS**

**8.1 PRESENTATION/ACTION: WASHINGTON TERRACE/RIVERDALE WEBER RIVER PARKWAY TRAIL**

Hanson stated the City is working with Riverdale City on a conceptual plan to connect trails between the cities. Ashley Scarff, with the National Park Service, presented the plan to Council. She stated that Weber River Pathways, the National Park Service, Riverdale City, and Washington Terrace City worked together on the plan to connect the cities through trails and transport roads to help access both areas through foot or bicycles. She presented several options demonstrating the proposed alignments between the cities and the weber pathway trails. Hanson stated that he has hiked several of the plans, noting that there are two that are a little steep and probably not an idea route. Scarff noted that the bridge structure is the most feasible option for crossing the railroad tracks. Scarff noted that the proposed conceptual plan is consistent with the trail plans for Riverdale City. Hanson stated that Washington Terrace City has a trail plan which needs to be updated. Hanson stated that there are several options and grants available for the project, including RAMP grants and Transportation grants. Council Member Monsen asked if any of the landowners have been approached. Hanson stated that discussions have been held with landowners, noting that nothing has been concrete because the plan needs more processing. Council Member Monsen stated that he feels that the City needs to work on a trail plan that runs through Washington Terrace so that the trail has somewhere to link through. Hanson stated that the National Park Service and Weber Pathways are involved in the project. Council Member Shupe asked if the trails can be developed in the master plan so that future developers can incorporate the trail into their plans. Hanson stated that the City can work with developers to use the trail as open green space in their developments.

**8.2 MOTION/ORDINANCE 16-01: MOTION TO APPROVE ORDINANCE 16-01 AMENDING THE ZONING MAP FOR A CERTAIN PARCEL WHERE A ZONING MAP AMENDMENT APPLICATION WAS FILED.**

Hanson stated that the property is south of where the new Public Works shop may be erected. He stated that the Development Review Committee has worked with the developers on the layout of the development. He stated that the developers have been cooperative with the City on easements between the proposed development and the new shops. Hanson stated that the proposed development will have full width streets and fits into the City Standards. Developer Brad Larson stated that the plan consists of 27 lots and is 6 acres. Larson stated that there will be an access road off of 5700 South and a second access road out of a cul-de-sac. Hanson stated that there will not be any homes with driveways with access to 5700 South. Larson stated that a geo-tech study will be completed as development progresses. Larson stated that he does not foresee any siding and would like to appeal to a higher end market. Council Member Shupe stated that he is concerned that the area may be rezoned to R-1 when the Council has not discussed the Master Plan issue as to what the Council would like to do in the area. He would like the Council to have discussions as to what the Master Plan is for the area before it is rezoned to R-1. Hanson stated that the property is across the street from the recently annexed area. Council Member Monsen agreed with Council Member Shupe for discussions on the area, but also feels that it would be nice to diversify the area and feels that there is room for new homes as well as commercial property. Larson stated that the City Shops have been addressed and the developers are comfortable with having the Shops as neighbors. Larson stated that the detention pond is designed to accommodate water from the surface roads.

99 Mayor Allen stated that he agrees that there should be a plan as to where the City would like to go in that  
100 area.

101  
102 **Motion by Council Member Monsen**  
103 **Seconded by Council Member Barker**  
104 **To approve Ordinance 16-01 to**  
105 **Amend the zoning map for a certain parcel**  
106 **Where a zoning map amendment application was filed**  
107 **Contingent on easements, access, and discussions as described in the**  
108 **Development Review Meetings.**  
109 **Approved (4-1)**  
110 **Roll Call Vote**  
111 **Council Member Monsen- Aye**  
112 **Council Member Brown – Aye**  
113 **Council Member Jensen- Aye**  
114 **Council Member Shupe- Nay**  
115 **Council Member Barker- Aye**  
116

117 **8.3 MOTION: NOMINATION AND ELECTION OF MAYOR PRO TEMPE**

118 Mayor Allen explained that the Mayor pro tempore presides over meetings and functions when the  
119 Mayor is absent, unable, or refuses to act in the capacity of Mayor. The election must be in open meeting  
120 and notated in minutes.

121  
122 **Motion by Council Member Jensen**  
123 **Seconded by Council Member Brown**  
124 **To nominate and elect Council Member Shupe**  
125 **To serve as Mayor Pro Tempe**  
126 **Approved unanimously (5-0)**  
127 **Roll Call Vote**  
128

129 **9. COUNCIL COMMUNICATION WITH STAFF**

130 \*Council Member Monsen stated that he received complaints about thick ice on the streets. He stated  
131 that he informed residents there was only so much that ice melt can do, but he wanted to pass along  
132 the statements.

133  
134 \*Council Member Jensen stated that the roads were well kept and the cul-de-sacs were cleaned out.  
135 He wanted to compliment staff on their good work.

136  
137 \*Council Member Shupe noted that there are some side streets that have lumps of ice and would like  
138 the side streets to be cared for. Hanson stated that Public Works will be using several different types  
139 of salt to help melt the areas.

140  
141 \*Council Member Barker asked if there has been any scheduling of a Planning Commission dinner  
142 event. Mayor Allen would like it scheduled soon. Hanson will work with the Commission on dates.

143  
144 \*Mayor Allen thanked Harris and the Public Works on the road clearing. He noted that Harris has  
145 deflected many of the calls and has taken care of many residents' concerns.

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149 **10. ADMINISTRATION REPORTS**  
150 Hanson showed Council a rendering of the plans for the Realtors Association building.  
151 Hanson stated that preliminary budget plan is being worked on with the Department Heads.  
152 Hanson stated that the RAMP grant application is being completed as a match to the CDBG funds for the  
153 Victory Park Restroom Project.  
154 Hanson stated that the bowery structure has been constructed. Hanson stated that the Tank Project is  
155 almost completed.  
156 Hanson expressed staff thanks to Council for the holiday gift.  
157

158 **11. UPCOMING EVENTS**  
159 January 18<sup>th</sup> : City offices closed for the Martin Luther King Jr. Holiday  
160 January 19<sup>th</sup>: City Council meeting 6:00 p.m.  
161 January 28<sup>th</sup>: Planning Commission Meeting 6:00 p.m.  
162

163 **12. MOTION: ADJOURN INTO CLOSED SESSION**

164  
165 **Motion by Council Member Shupe**  
166 **Seconded by Council Member Jensen**  
167 **To adjourn into closed session**  
168 **Approved unanimously**  
169 **Roll Call Vote**  
170 **Time: 7:04 p.m.**  
171

172 **Council Adjourned into closed session to discuss:**

- 173 ○ Strategy sessions to discuss the purchase, exchange, or lease of real property when public
- 174 discussion of the transaction would disclose the appraisal or estimate value of the property
- 175 under consideration or prevent the public body from completing the transaction on the best
- 176 possible terms.
- 177
- 178

179 **14. ADJOURN THE MEETING: MAYOR ALLEN**  
180 Mayor Allen Adjourned the meeting and Closed Session at 7:35 p.m.  
181  
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184 \_\_\_\_\_  
185 **Date Approved**

184 \_\_\_\_\_  
185 **City Recorder**

## City Council Staff Report

**Author:** Steve Harris  
**Subject:** Water Conservation Plan  
Resolution  
**Date:** January 19, 2016  
**Type of Item:** Discussion and Adoption



**Summary Recommendation:** Adopt by resolution the Water Conservation Plan developed for compliance to the Utah Division of Water Resources Water Conservation Plan Act (73-10-32). The required plan and final resolution shall be submitted to the Division of Water Resources.

### Description:

**A. Topic:** Adoption by resolution of the Water Conservation Plan for Washington Terrace City as required by the Water Conservation Plan Act (73-10-32) administered by the Division of Water Resources, Utah State Department of Natural Resources.

**B. Background:** The Utah State Division of Water Resources has been given the responsibility of administering the Water Conservation Plan Act for the State of Utah. The amended act requires that included cities (those with 500 or more water service connections) submit their updated Water Conservation Plan every five (5) years. Washington Terrace City's updated plan must be submitted as soon as possible to meet this requirement. The document was originally prepared by Jones & Associates, but was updated for the coming five years by Staff. It will be submitted under the Mayor's signature after it is adopted by resolution by the Washington Terrace City Council.

A copy of the completed 2015 Water Conservation Plan for Washington Terrace City is attached for review by the City Council. Following adoption, a copy of the plan will be forwarded to the Division of Water Resources. A copy will also be sent to the local news media and an electronic copy will be posted on the City web site. A third hard copy will be made available for public review at City Hall—as required under the law.

**C. Analysis:** The Water Conservation Plan is updated every five years, adopted by resolution, and submitted to the Division of Water Resources. The plan itself has minimal changes to meet current state law requirements. Its basic purpose is to encourage water conservation in the second driest state in the union

Required contents of the Water Conservation Plan include a description of the system, with the number of residents served, water sources and quantities, usage patterns, and projected water needs. Water-related problems are listed and goals to resolve them are stated. The plan also lists current conservation practices, water use rates, and additional conservation measures that will be implemented. Costs to achieve the goals and projected savings in water and costs are listed. Lastly, plans for implementing the goals and procedures for updating the plan are stated

The Water Conservation Plan is designed to encourage a realistic system analysis, identify needs, evaluate options for improving and sustaining the system, and work toward reduced water usage. The attached plan for Washington Terrace City accomplishes those ends.

A key element of the plan is adequate financing; to remain solvent, to fund required improvements, to secure future water needs, and to reduce losses. The attached plan formalizes goals that have been identified for a period of several years. Most of the goals and objectives presented in the 2010 Plan were reached and exceeded. Replacement of the water meter system was a major goal that the City will complete in 2016—affording more accurate metering of water usage in the City (comparable to water metered into the City from Weber Basin Water Conservancy District). The City should seriously consider achievement of the revised goals because they will help insure a viable water distribution system into the future.

#### **D. Department Review: City Manager, Public Works, Finance, and City Engineer**

##### **Alternatives:**

**A. Approve the Request:** Approve by resolution the Water Conservation Plan for Washington Terrace City. This will allow the City to remain in compliance with state law and is the Staff recommendation.

**B. Deny the Request:** By denying or delaying all or part of this request the City will not be in compliance with the Water Conservation Plan Act. The resolution could be approved at a future Council meeting after making any modification deemed necessary by the Council; but delay is not recommended, revisions would likely be minimal and could be made as amended, and delay will not change the requirement.

**C. Continue the Item or Do Nothing:** Same as Deny the request.

**Significant Impacts:** The most significant impact in not passing the resolution is being out-of-compliance with state law. Non-compliance could result in the City being put on a non-compliance list and possibly be restricted from receiving state funds for water development. That will not have any immediate effect on the City because both drinking (primary or potable) and irrigation (secondary) water is supplied to Washington Terrace through water districts. It is preferable to remain in compliance.

**Consequences of not taking the recommended action:** Not adopting the requested resolution could result in the impacts listed above. The updated Water Conservation Plan will still be required.

**Recommendation:** Council should approve adoption of the completed Water Conservation Plan by resolution, as required by the Utah State Water Conservation Plan Law, and authorize the Mayor and Staff to finalize the document and publish it as directed.

# WATER CONSERVATION PLAN

for the

**CITY OF WASHINGTON TERRACE**



**December 2015**

prepared by

WASHINGTON TERRACE CITY

and

JONES AND ASSOCIATES  
Consulting Engineers

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**CITY OF WASHINGTON TERRACE**

**WATER CONSERVATION PLAN**

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## **1.0 - INTRODUCTION**

The City of Washington Terrace, its leaders, and citizens are concerned for the future cost and availability of the water supply. A similar concern has been demonstrated by the state legislature in the Water Conservation Plan Act (House Bill 71) passed and revised (Section 73-10-32 Utah Code Annotated). This Water Conservation Plan is written to address the concerns of leaders and citizens of both the City of Washington Terrace and the State of Utah.

## **2.0 - DESCRIPTION OF WASHINGTON TERRACE AND ITS WATER SYSTEM**

The City of Washington Terrace currently provides culinary water to approximately 9,350 people (City estimate) within the corporate boundaries of the City through 2,886 connections. This water is intended for indoor or sanitary uses. The water system provides water to approximately 2,757 residential and 129 commercial connections at this time. Secondary water is supplied to the City's residents by South Ogden Conservation District (Pineview Water) for the service area roughly north of 5200 South and Weber Basin Water Conservation District for the service area roughly south of 5200 South. This water is intended for outdoor or landscaping needs.

The City of Washington Terrace was founded and developed in 1948 from a war-time housing project and occupies an area of approximately 1.9 square miles. The water system consists of pipes, reservoirs, pressure reducing stations, and wells. Data collected for the *Culinary Water Master Plan & Impact Fee Study* completed October 2010 by Jones and Associates, Consulting Engineers showed that the City has sufficient water supply for its current needs and has the ability to meet existing water demand on the highest day of peak use (peak day demand).

### **2.1 - Inventory of Water Resources**

The City of Washington Terrace receives its potable water supply from Weber Basin Water Conservancy District via two separate metering stations. In order to provide the necessary fire flow and pressure to the upper pressure zone, a higher pressure water connection was needed. South Ogden City provided the needed pressure and fire flow/storage through a wheeling agreement via a third metering station. Currently, Weber Basin provides 1,000 acre-feet per year, a portion of which is wheeled through South Ogden City.

Two wells located in Washington Terrace were used to provide the City's water in the past. They were taken off-line due to excessive costs of running the wells versus purchasing water from Weber Basin. Water quality and quantity in the wells are excellent and the City has negotiated an agreement with Weber Basin for use of the water in their area-wide distribution system.

Culinary water for future City residents will continue to come from the Weber Basin Water Conservancy District. The amount of water contracted from Weber Basin (1,000 acre-feet

annually) is a safe yield and in past years the City has not used all of the allotment.

The following Table 1 shows a summary of the culinary water available to the City.

**Table 1**

<b>Water Source Summary</b>		
<b>Name of Source</b>	<b>Nature of Use</b>	<b>Acre-Feet per Year</b>
500 West Well	Municipal	1,711.49
Adams Ave. Well	Municipal	2,171.94
Weber Basin	Yearly Contracted	1,000.00
<b>TOTAL</b>		<b>4,883.43</b>

**2.2 - Water Budgets**

Table 2 shows how much contracted water was put into the culinary water system for years 2000 through 2015. As can be seen, the City has been very successful in reducing overall water usage (a current reduction of 29% from 16% in 2010) while supporting an expanding population. This has been accomplished mainly through public education.

An analysis of the water budget and the efficiency of the water distribution system show some areas of concern. Water-in verses water-out percentages vary from one season to another. Efficiencies range from 76% to 93% on a monthly basis. The City’s goal is 90-95%, is long-term, and will depend on accurately evaluating the system for leaks. Four reasons have been identified for the unaccounted system losses: 1) Minor system leaks and losses inevitable in 34+ miles of water mains with attendant laterals, 2) Fire flows, system flushing, and major breaks, 3) Unmetered irrigation at some City-owned landscaped areas, and 4) Old, worn water meters. The City is working to reduce the first three causes and to eliminate the last cause of unaccounted system losses.

**2.3 - Present Water Use and Future Water Needs**

With data gathered from the *Culinary Water Master Plan & Impact Fee Study*, the 2010 Census, and current demographic estimates it is calculated that residents living in the City of Washington Terrace in 2015 used approximately 68 gallons of water per capita per day (gpcd), down from 86 gpcd in 2009. This is mainly indoor use since secondary water is available. The amount

**Table 2**

<b>System Inflow (AF)</b>		
<b>Year</b>	<b>Contracted W.B. Water</b>	<b>Metered Inflow Use</b>
2000	1,000	941
2001	1,000	953
2002	1,000	979
2003	1,000	934
2004	1,000	920
2005	1,000	868
2006	1,000	910
2007	1,000	910
2008	1,000	912
2009	1,000	842
2010	1,000	820
2011	1,000	769
2012	1,000	765
2013	1,000	763
2014	1,000	758
2015	1,000	710

includes losses in transmission lines, etc. Due to a lack of confirmable data from end water users, actual per capita water use cannot be calculated. If a distribution system loss of 8% was assumed, the per capita water use would then be approximately 63 gpcd. This is compared to the statewide average of 240 gpcd and 184 gpcd nationally. The daily water use for Washington Terrace City is well below the state and national averages. Three reasons may account for these discrepancies, even after allowing for unmetered water “uses”. They include:

1) State and National numbers take into account agricultural, industrial, and commercial water use. Although there are significant institutional uses in Washington Terrace City (regional hospital,

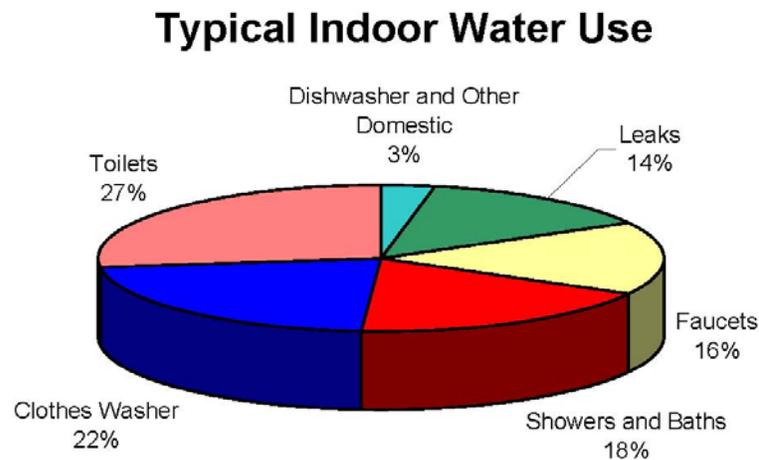
area high school, area junior high school, and two elementary schools) there are few retail and commercial and no industrial facilities in the City,

- 2) Most landscaping irrigation water use is not included in the total use quantities, and
- 3) Agricultural water use is not included in the total use quantities.

The State Rules recommend a source supply of approximately 150 gpcd, excluding landscape irrigation water. This number will be used to be more conservative in making estimates in this report.

Figure 1 shows the breakdown of typical water use inside the home for Utah residents.

**Figure 1**



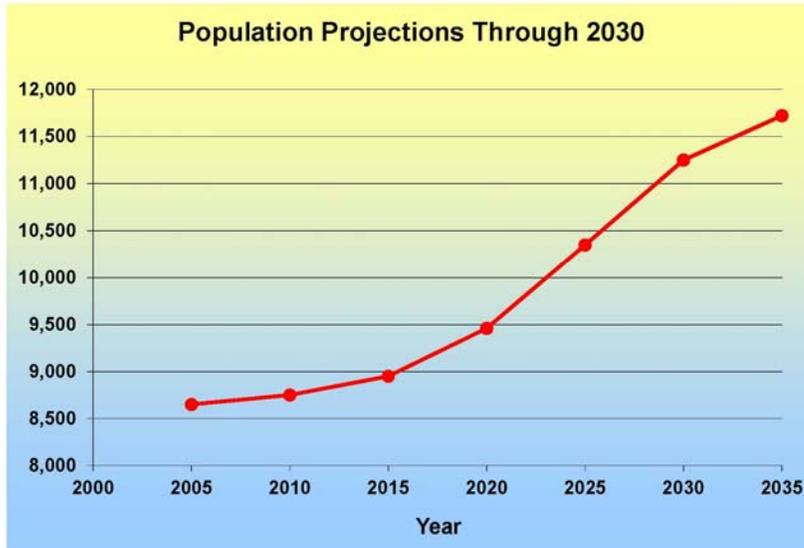
*From Mayer, Peter W. et. al., Residential End Uses of Water, [AWWA Research Foundation, 1999], xxvi.)*

This breakdown is probably very similar to the actual indoor water use for residents in the City of Washington Terrace. However, it is important to realize a large portion of homes in the City were built prior to 1960. Therefore, adjustments to in-home allocations may be needed due to large volume flush toilets, leaks, and inefficient showers and faucets; changing the typical percentages shown above.

The expected population growth for Washington Terrace City through the year 2030 is shown in Figure 2. With the recent down-turn in the economy it has become more difficult to estimate future populations. Many factors can influence this projection and the estimates shown may vary substantially from the actual population experienced.

Population projections are based on Wasatch Front Regional Council data, modified to reflect actual growth. They show the same future growth estimates listed in the 2010 Water Conservation Plan, estimating the 2030 population of Washington Terrace City will be approximately 11,250 residents.

**Figure 2**



If population projections are accurate and the conservative (state directed) water consumption rate of 150 gpcd is used for inside-the-home usage, the City of Washington Terrace will need approximately 1,890 acre-feet of water by 2030. Assuming the current contracts and agreements with Weber Basin for 1,000 acre-feet remain the same, the City may not have adequate water supply to meet the future needs. (For a more detailed analysis of the City’s current water supply and future needs refer to *Culinary Water Master Plan & Impact Fee Study* completed October, 2010 by Jones and Associates). Without implementing any water conservation measures the City may be required to develop or purchase additional water supply to serve the City’s culinary water needs.

### **3.0 - WATER PROBLEMS, CONSERVATION MEASURES, AND GOALS**

#### **3.1 - Challenges Identified**

The City of Washington Terrace does not have a residents’ committee that specifically addresses water conservation issues. However, in order to identify current water problems, conservation measures, and goals; the Public Works Department and the City Engineer have taken this responsibility and have compiled the listed items in this section. The following is a list of issues currently being addressed in the water system.

1. From 2001-2002, all of the residential manual-read meters were upgraded with new radio-read devices in Washington Terrace City. Those radio-read devices and subsequent upgrades failed and the original water meters now exceed their expected life (1 MG measured or 10 years usage). Installation of new lead-free Badger Water Meters began in 2013. Approximately one-half (1435 residential and several commercial) of the City water meters were replaced by mid-2015. The remaining residential water meters, approximately 35 commercial water meters, and an Advanced Metering Infrastructure (AMI) system are scheduled for installation in 2016—completing the transition from manual reads to real-time office reads. The meters need replacement in order to more accurately account for all water used in the system and identify leaks as they occur.
2. The Adams Avenue water tank in Washington Terrace is a floating tank. Weber Basin's single supply line was connected directly into the distribution system and only filled the reservoir occasionally. A new metering station was constructed for direct feed into the Adams Avenue water tank. A SCADA system was also installed to monitor tank water levels and level control equipment is in place. Tank water levels can now be controlled to meet diurnal water demands, but some system modifications must be installed before the tank can effectively feed the lower pressure zones in the City. The tank no longer wastes water because of overflows.
3. The City does not have the means to accurately determine the amount of water loss in the culinary water system. Not all connections to the system are metered, including water used on some City parks and other property. The City is actively pursuing reducing water losses by repair and replacement of failing infrastructure. Please see the water conservation goals.
4. The current water pricing and updated billing system now have more incentives for residents and businesses to use water more efficiently. Utility rates are generally adjusted annually to cover the cost of operations and maintenance. As the cost of water becomes more expensive and availability more limited, utility rates will need to be adjusted and possibly include reverse-use incentives. The City has a water rate structure that encourages conservation.
5. Information has been distributed to residents through the City News Letter, the City web site, and social media for better understanding of efficient water-use habits and practices. Tips have also been published to encourage self-evaluation of leaks and reduce waste. In addition, the City has initiated a program to evaluate individual water usage and identify water leaks through the radio read system, personal phone calls, and on-site visits—reducing wasteful water use and water loss. Unfortunately, some water users do not take advantage of the information and services provided and chose to not conserve/save water.
6. While secondary water is provided through the summer months, some residents supplement irrigation needs with culinary water for a variety of reasons, including low pressures. Some residents also supplement irrigation needs with culinary water before secondary water is available in the spring and after it is shut off in the fall.

The above issues represent opportunities to make changes and continue conservation measures

### **3.2 - Water Conservation Goals**

The following goals to reduce water usage and water losses have been identified:

#### **GOAL #1 - Continue replacing and up-dating commercial and residential culinary water meters.**

By the end of 2016 all commercial and residential water meters will be replaced with new radio-read meters. In addition, an Advanced Metering Infrastructure system will be installed to provide real-time meter readings at City Hall and illuminate canvassing the City to pick up radio-read signals. This will allow the City to obtain automated meter readings whenever needed and monitor water usage more accurately. The City will then need to maintain the new system as required.

#### **GOAL #2 - Convert landscape irrigation from culinary to secondary water.**

The City identified three (3) parks that were candidates for conversion from culinary water use to secondary irrigation. Negotiations were completed with Weber Basin Water Conservancy District in 2011 to allow secondary water connections at the three parks. Two of the parks were successfully converted. The conversion certainly added to the reduction the City experienced in culinary water use over the past two years. However, conversion of the remaining park has not taken place. The cost is prohibitive and cannot be justified from the standpoint of treated-to-untreated water-use costs.

#### **GOAL #3 - Leak detection and reduction of leak-prone water mains.**

Modeling of the City water system was completed in 2013. The dynamic model was successfully calibrated and revealed significant information about the system. No major leaks were identified when the model was run repeatedly.

Goal #3 was not fully met over the past five years; however, we found some chronic system leaks such as valves, mains, and laterals during that period and repaired them. Further analysis and investigation is still needed. By 2018 the City will finish investigating the feasibility for and implement a system leak detection program. This will include researching technologies/methodologies for detecting system leaks, determining commercial/consultant capabilities, estimating costs, budgeting resources, and contracting for the service where/if feasible. Identified system leaks would be prioritized and repaired as funding allowed.

Additional steps will be taken to reduce water losses as they are formulated.

#### **GOAL #4 - Convert from floating reservoir to in/out set-up.**

A construction project was completed in 2013 that routed a Weber Basin supply line directly into the Adams Avenue reservoir. An automated valve is connected to a level sensing device along with a new SCADA system that shuts off the supply before the water level in the reservoir reaches the overflow drain pipe. This has eliminated any water being wasted and will keep, as far as practical, reservoir levels at maximum fire flow reserves. However, the 2013 project identified a water supply line that must be modified before the tank can operate correctly. The water line modification is projected to take place as soon as funding allows.

#### **GOAL #5 – Periodically update water rates as wholesale rates increase over time.**

This goal is being met annually as part of the budget process analysis.

#### **GOAL #6 - Public education.**

Continue to publish articles in the City News Letter concerning water saving tips, in-home leak detection/elimination, and conservative usage of secondary water. Work with water suppliers in educating the public. Continue to teach individual homeowners about water use and conservation.

A significant amount of culinary water will, and has been, saved by applying these conservation goals. Gross uses are being monitored on a monthly basis via the water meters supplying the City's culinary water. The data is used for flagging potential education needs.

#### **4.0 - CURRENT CONSERVATION PRACTICES**

The City of Washington Terrace currently has a Water Conservation Plan adopted in 2010. The City is continuing to implement water conservation measures. Between 2013 and 2016 all of the residential and commercial water meters will be replaced with new radio-read, lead-free water meters. This will allow the City to install an AMI system that will read the meters in real time and obtain an accurate account of water usage. Cost of the meter upgrade is over \$750K. In addition, the City is currently taking an active role in educating residents about efficient water use. Educational newsletters about water conservation are sent out with water bills on a regular basis. This updated Water Conservation Plan will continue to give the City a structured method for the conservation of valuable water.

#### **5.0 - CURRENT WATER RATES**

Table 3 outlines the current water rates.

**Table 3**

<b>Minimum Usage Allowance</b>			
<b>Connection</b>	<b>Base Allotment</b>	<b>\$ Base Rate / Month</b>	<b>\$ Overage Rate /1000 Gallons</b>
3/4"	4,000 gallons	\$20.00	\$5.71
1"	7,500 gallons	\$37.50	\$5.71
1-1/2"	15,000 gallons	\$75.00	\$5.71
2"	22,500 gallons	\$112.50	\$5.71
2-1/2"			
3"	37,500 gallons	\$187.50	\$5.71
4"	75,000 gallons	\$375.00	\$5.71
6"	1,000,000 gallons	\$3,500.00	\$4.01
Single	4,000 gallons	\$17.80	\$5.10
Duplex	8,000 gallons	\$35.60	\$5.10
Triplex	12,000 gallons	\$53.40	\$5.10

## **6.0 - ADDITIONAL CONSERVATION MEASURES**

The current Washington Terrace water conservation program is directed primarily at managing the distribution system, accurately measuring usage, encouraging conservation through the rate structure, and providing educational materials to assist residents to use water more efficiently. Additional conservation measures may be needed during aberrant periods. Several measures are listed below.

### **Water Conservation Contingency Plan**

The City will consider implementing a “Water Conservation Contingency Plan”, which spells out climate and political realities related to water use during drought or other water supply shortages. A sample plan follows:

Level 1 - Normal Years

- Initiate voluntary public conservation measures
- Issue information to all customers on conservation procedures each can accomplish around their homes and properties.
- Eliminate watering on City property from 8 a.m. to 6 p.m. if using culinary water.

Level 2 - 75% of Normal

- Reduce watering of City property.
- Educate the public on the water supply shortages.
- Initiate mandatory public conservation measures.
- Enforce outside watering restrictions; including watering times and non-use of culinary water.

Level 3 - 50% of Normal

- Strictly enforce all conservation policies with significant fines for non-compliance.
- Physically restrict water supplies where possible at non-essential areas such as parks.

Additional non-emergency water conservation measures are listed below.

**Water Education Program**

The following information on efficient outdoor and indoor water use is available to water users within the City through county libraries, the Weber Basin Water Conservancy District, and dissemination in the City News Letter included with the monthly water bill as appropriate.

Outdoor Water Use:

- Water landscape only as much as required by the type of landscape and the specific weather patterns of your area, including cutting back on watering times in the spring and fall. We encourage our customers to utilize the weekly lawn watering guide located at [www.conservewater.utah.gov](http://www.conservewater.utah.gov).
- Group plants in terms of water need, and zone sprinkler systems accordingly.
- Encourage customers to alter parking strips by allowing more water-wise plantings.
- Do not water on hot, sunny, and/or windy days. You may actually end up doing more harm than good to your landscape, as well as wasting a significant amount of water.
- Sweep sidewalks and driveways instead of using the hose to clean them off.
- Wash your car from a bucket of soapy (biodegradable) water and rinse while parked on or near the grass or landscape so that all the water running off goes to beneficial use instead of running down the gutter.

- Check for and repair leaks in all pipes, hoses, faucets, couplings, valves, etc. Verify there are no leaks by turning everything off and checking your water meter to see if it is still running. Some underground leaks may not be visible due to draining off into storm drains, ditches, or traveling outside your property.
- Use mulch around trees and shrubs, as well as in your garden to retain as much moisture as possible. Areas with drip systems will use much less water; particularly during hot, dry, and windy conditions.
- Keep your lawn well-trimmed and all other landscaped areas free of weeds to reduce overall water needs of your yard.

#### Indoor Water Use:

Over half of the total water use in a household is used in the bathroom, as shown in Figure 1. Concentrate on reducing your bathroom use. The following are water conservation suggestions for indoor areas:

- Do not use your toilet as a wastebasket. Put all tissues, wrappers, diapers, cigarette butts, etc. in the trash can.
- Check the toilet for leaks. Is the water level too high? Put a few drops of food coloring in the tank. If the bowl water becomes colored without flushing, there is a leak.
- If you do not have a low volume flush toilet, put a plastic bottle full of sand and water to reduce the amount of water used per flush. However, be careful not to over conserve to the point of having to flush twice to make the toilet work. Also, be sure the containers used do not interfere with the flushing mechanism.
- Take short showers with the water turned up only as much as necessary. Turn the shower off while soaping up or shampooing. Install low flow showerheads and/or other flow restriction devices.
- Do not let the water run while shaving or brushing your teeth. Fill the sink or a glass instead.
- When doing laundry, make sure you always wash a full load and/or adjust the water level appropriately if your machine has adjustable water levels. Many machines use 40 gallons or more for each load, whether it is two socks or a week's worth of clothes.
- Repair any leak within the household. Even a minor slow drip can waste up to 15 to 20 gallons of water a day.
- Know where your main shutoff valve is and make sure that it works. Shutting the water off yourself when a pipe breaks or a leak occurs will not only save water, but will also eliminate or minimize damage to your personal property.
- Keep a jar of water in the refrigerator for a cold drink instead of running water from the tap until it gets cold. You are putting several glasses of water down the drain for one cold drink.
- Plug the sink when rinsing vegetables, dishes, or anything else. Use a sink full of water instead of continually running water down the drain.

## **7.0 - COST ANALYSIS**

### **GOAL #1 - Continue replacing and up-dating commercial and residential water meters.**

There are approximately 27 commercial and 1435 residential water meters that are scheduled for replacement in 2016, along with the installation of an AMI meter reading/monitoring system. Cost for these improvements is estimated at \$438,000. These upgrades should register several thousand additional gallons of culinary water a month. User fees collected from the more accurate readings could cover 10-20% of the new operating costs each year.

More accurate meter readings and attendant billing accuracy are not projected to offset capital investment significantly.

### **GOAL #2 - Convert landscape irrigation from culinary to secondary water.**

The City goal of converting park areas from culinary to secondary water irrigation has been met from an economically feasible standpoint. However, the possibility of converting one additional area to 2<sup>nd</sup> water will continue to be evaluated. At this time, accomplishment of this goal will net a negative savings, in that 1,000 acre-feet of culinary water is paid for each year whether or not it is used. Secondary water will be charged on an acreage basis. Savings in culinary water use are projected to be approximately 2.1 acre-feet/year if the one remaining park were converted to 2<sup>nd</sup> irrigation water.

### **GOAL #3 - Leak detection and elimination.**

There are no projected cost figures for this goal at this time. Implementation steps include cost determination and prioritization.

### **GOAL #4 - Convert from floating reservoir to in/out set-up.**

Cost projections for completion of this goal are estimated to be \$35,000 (CW-51) and include switching three commercial water meter feeds from one main to another—allowing more efficient operation of the Adams Avenue water tank. Cost savings will be minimal for this improvement in that monitoring and manual adjustments have essentially eliminated overflow water wastage from the tank. There will be a savings in overtime pay of approximately \$6,000/year when this goal is accomplished. More importantly, the tank will improve water distribution to the lower two pressure zones in the City.

### **GOAL #5 - Periodically update water rates as wholesale rates increase over time.**

This goal will be cost-neutral. Evaluate and update rates as required for system operations and maintenance. The goal will help conserve water.

## **GOAL #6 - Public education.**

This goal will require minimal funding, in that much of the information will be distributed on the City web site, in the monthly News Letter, and one-on-one with residents. Even so, this goal is projected to have the greatest impact on water conservation—especially on landscape irrigation water usage.

## **GOAL #7 – Replace leak-prone water main.**

This goal will replace a 6” ductile iron pipe with a 8” PVC main to eliminate frequent line breaks along 5150 South, 150 East to 300 East (CW-47) at an estimated cost of \$90,000. The project will include replacement of the pipe, two valves, rebuilding the road. The project will eliminate 1-2 line breaks each year and will save several thousand gallons of water. The largest benefit will be labor savings and more reliable service.

## **8.0 - IMPLEMENTING AND UPDATING THE WATER CONSERVATION PLAN**

To ensure the goals outlined above are reached, appropriate tasks must be determined, responsibility fixed with the logical person or department, and a time line set for completion of each task. In order to do this the Public Works Department and City Engineer will review and update the Water Conservation Plan every five years. The Public Works Department and City Engineer will ensure that the measures listed in this updated plan are addressed.

### **8.1 - Notification Procedure**

The adopted Water Conservation Plan will be on record at the City of Washington Terrace offices and available to anyone who desires to have a copy for the cost of production. All residents will be notified of the newly adopted plan with their water bill and the plan will be posted on the City’s website at: [www.washingtonterracecity.com](http://www.washingtonterracecity.com).

### **8.2 - Implementation**

The following are items that will be addressed and a plan established to accomplish the goals stated in Section 3.2.

#### **Goal #1 - Continue replacing and up-dating commercial and residential water meters.**

- Identify meters to be replaced - accomplished.
- Estimate costs for replacement - accomplished.
- Identify sources and budget for water meter/AMI system acquisition – accomplished.
- Schedule water meter replacement and AMI installation – 2016.

**Goal #2- Convert landscape irrigation from culinary to secondary water.**

- Identify park areas to be converted - accomplished.
- Estimate costs for conversion - accomplished.
- Secure secondary water source - accomplished.
- Identify sources of funding and budget for piping, pumps, electrical power, filters, pumps, etc. - accomplished.
- Schedule installation – accomplished, summer 2013.

**Goal #3 - Leak detection, reduction, and elimination.**

- Research technologies/methodologies for detecting system leaks - accomplished.
- Identify capable firms for project completion - spring 2017.
- Obtain rough cost estimates - spring 2017.
- Identify sources of funding project - 2018 or 2019 budget.
- Budget needed funds for repairing highest priority leak sites - 2018 or 2019.
- Develop RFP, advertise, award contract - 2019 or 2020.
- Identify leaks sites and prioritize repairs. Make repairs – as funding allows.

**Goal #4 - Convert from floating reservoir to in/out set-up.**

- Estimate costs for project - accomplished.
- Identify sources of funding for facility installation - during budgeting process.
- Budget needed funds for completing project - during budgeting process.
- Design facility and bid project – as funding allows.

**Goal #5 - Up-date water billing rates as water suppliers increase rates.**

- Determine funds needed to cover all costs associated with water distribution system operations and maintenance - in-process.
- Budget for capital improvements and acquisitions – ongoing budget cycle.

**Goal #6 - Public education.**

- Continue present program - in-progress.
- Stress secondary water conservation - periodic News Letter articles.
- Coordinate effort for water conservation with water suppliers – continuing process.

**Goal #7 – Replace leak-prone water main.**

- Determine funds needed for project – accomplished.
- Schedule project on Capital Improvement Plan – accomplished.
- Budget for project – in process.
- Design, bid, build project – as funding allows.

### **8.3 – Updating**

As the implementation of this Water Conservation Plan progresses there will be some measures that will work well and others that may not. The Public Works Department and City Engineer will have the assignment of evaluating the success and effectiveness of the measures taken and documenting the results. When the time comes to again update the Water Conservation Plan the results will be assessed and reported. This will be done every five years and an up-dated Water Conservation Plan will then be created.

**APPENDIX A**

**WASHINGTON TERRACE CITY  
PARK/LANDSCAPE INVENTORY**

## Yearly Potable Water Usage\* Washington Terrace City Parks

	Park/Property Name	Type	Park Size (Acres)	City Water	Gallons/Year (Million)
1	Rohmer Park	Park	19.15		
2	Van Leeuwen Park	Park	5.33	X	5.21
3	Victory Park (Old City Building)	Park	1.53	X	1.50
4	Recreation Center Park	Park	1.38	X	1.35
5	Lions Park	Park	1.44		
6	Wright Park	Park	0.71	X	0.69
7	Detention Basin Park (5405 S 300 W)	Park	0.77		
8	Johnson Entrance (300 West)	Open Space	0.30		
9	East Entrance (Washington Blvd)	Open Space	1.19	X	1.16
10	5000 South 300 West Detention Basin	Storm Drain	0.44	X	0.43
11	Fire Station Detention Basin	Storm Drain	0.75	X	0.73
12	500 West Water Storage Tank	Water Tank	1.55		
13	Adams Ave. Water Storage Tank	Water Tank	1.26		
14	City Hall	City Building	0.60		
15	5600 South Adams Ave.	Library Lot	0.73		
16	4700 South 150 East Garden Area	Garden	0.01		
	<b>Total</b>		<b>37.14</b>		<b>11.08</b>

\* Assumes 36 inches/year application rate estimate.

Note: 11.08 Million gallons = 33.99 acre-feet

**APPENDIX B**

**WATER CONSERVATION PLAN RESOLUTION**

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 16-01**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,  
ADOPTING THE UPDATED WATER CONSERVATION PLAN DATED  
JANUARY 2016 AND AS REQUIRED BY STATE LAW.**

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

**WHEREAS**, the City is a retail provider of culinary water as defined by *Utah Code Annotated* §73-10-32

**WHEREAS**, *Utah Code Annotated* §73-10-32 requires the City, while operating as a retail water provider of culinary water, to adopt a Water Conservation Plan;

**WHEREAS**, the City adopted its prior Water Conservation Plan (hereafter “Plan”) on January 18, 2011, after advance public notice and a public hearing on the same and now desires to update said Plan;

**WHEREAS**, after the requisite notice, the City Council held a public hearing on the adoption of this Plan at its meeting on January 19, 2016;

**WHEREAS**, the City recognizes the critical need to use our limited water resources in an efficient manner to allow for future sustained growth of the community and preserve water as a precious resource;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council as follows:

- Section 1: Adoption.** The Water Conservation Plan dated January 2016 as identified in the attached Exhibit “A” and incorporated herein by this reference is hereby approved and adopted.
- Section 2: Updates.** The Water Conservation Plan Prepared dated January 2016 adopted herein shall be updated at least every five (5) years or as may otherwise be prescribed by state law.
- Section 3: Compliance.** In order to more fully comply with state law, City staff is hereby delegated administrative authority to update or modify the Plan as necessary to implement the Plan and to conform to state law.

**Section 4: Severability.** If a court of competent jurisdiction determines that any part of this Resolution is unconstitutional or invalid, then such portion of this Resolution, or specific application of this Resolution, shall be severed from the remainder, which remainder shall continue in full force and effect.

**Section 5: Effective Date.** This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the City Council on this 19<sup>th</sup> day of January 2016.

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MARK ALLEN, Mayor  
City of Washington Terrace

ATTEST:

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AMY RODRIGUEZ, City Recorder

ROLL CALL VOTE	Aye	Nay
Council Member Barker	—	—
Council Member Monsen	—	—
Council Member Jensen	—	—
Council Member Brown	—	—
Council Member Shupe	—	—

# City Council Staff Report

**Author:** Chief Kasey Bush  
**Subject:** FIRE DEPT. Q3 2015  
**Date:** January 19, 2016  
**Type of Item:** Informational



FIRE DEPARTMENT

**Summary Recommendations:** This report is for informational purposes as part of the Fire Departments quarterly report.

## Description:

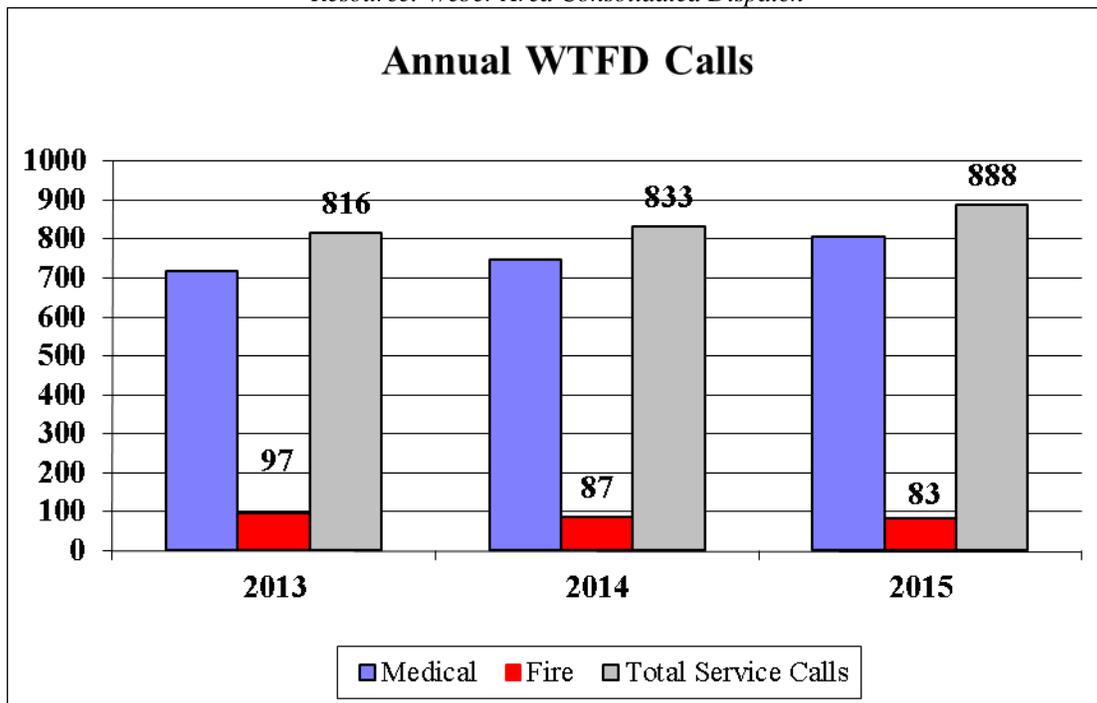
**A. Topic:** Fire Department Quarterly Update.

**B. Background/ History:** On October 26, 2004 the Fire Department presented a comprehensive fire services analysis and identified several statistical summaries that represented the primary functions of our fire service. At that time the Council directed staff to begin providing quarterly reports regarding the departments operations.

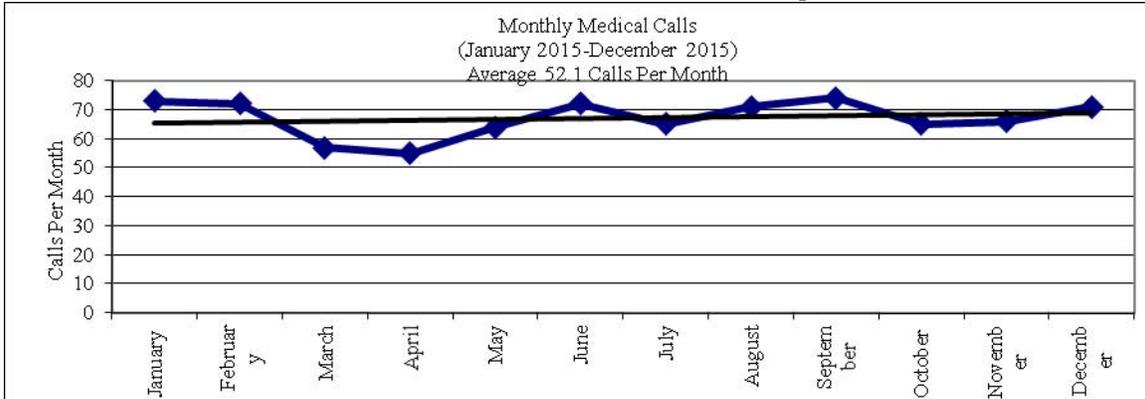
**C. Analysis:** Figure 1 shows the total calls for service for 2013 and 2014. Please note that 2015 is the call volume for January through September of this calendar year.

**Figure 1: Fire Department Calls for Service**

*Resource: Weber Area Consolidated Dispatch*



**Figure 2: Monthly Medical Calls Longitudinal**  
*Resource: Weber Area Consolidated Dispatch*



The trend indicated in Figure 2 shows Call volume since January of 2015. EMS related incidents pose an unreliable variable for future statistical planning.

**Figure 3: Monthly Medical Calls**  
*Resource: Weber Area Consolidated Dispatch*

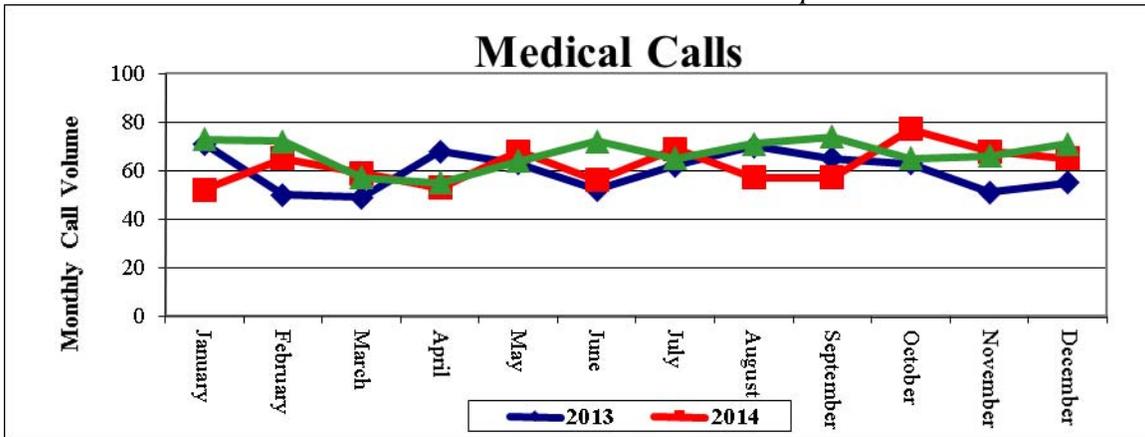
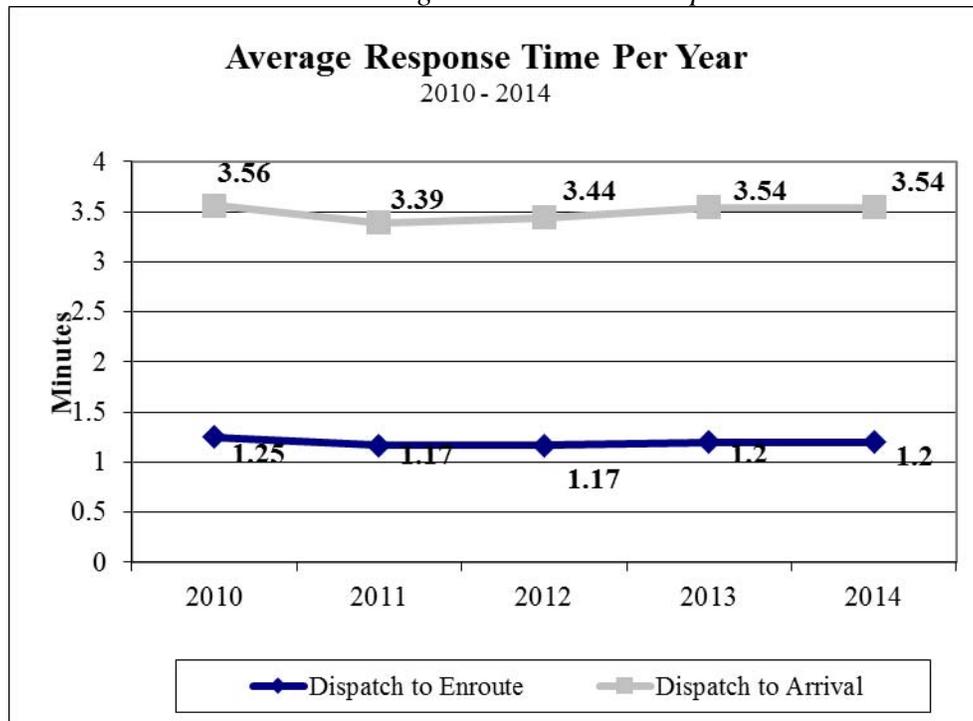


Figure 3 Monthly EMS calls 2013, 2014 and January through December 2015

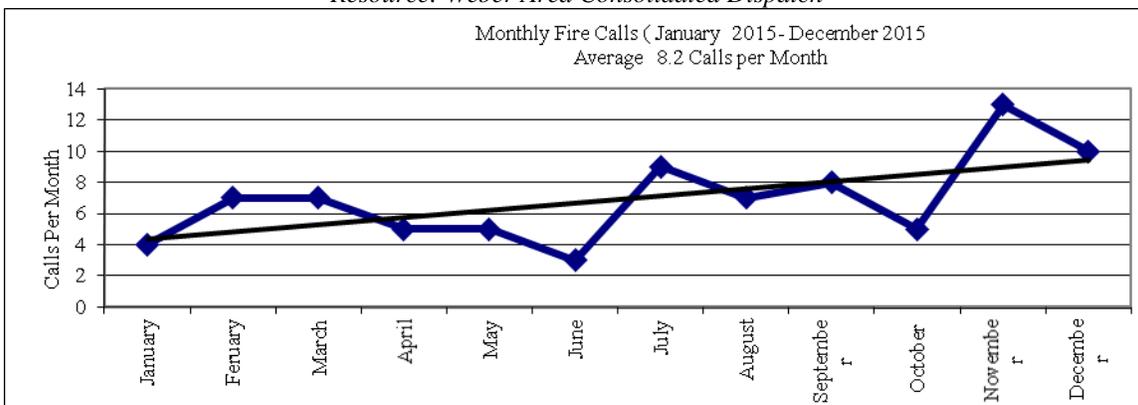
**Figure 4: Average Annual Response Time**  
*Resource: Washington Terrace Fire Department*



The response time includes both EMS and Fire Response times. Fire Response times are greater as the fire units cannot leave the station until 3 firefighters are present. In most cases the EMS response times are approximately 2 – 3 minutes after the EMS responders are enroute.

**Figure 5: Monthly Fire Call Trend**

*Resource: Weber Area Consolidated Dispatch*



The trend indicated in Figure 5 shows Call volume since January of 2015. Fire related incidents pose an unreliable variable for future statistical planning.

**Figure 6: Fire Calls by Month**

*Resource: Weber Area Consolidated Dispatch*

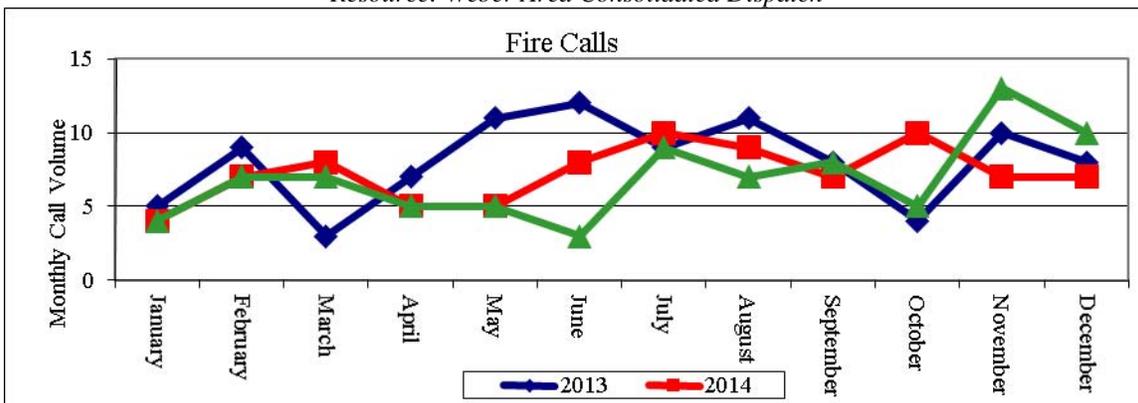


Figure 6 Monthly fire calls 2013, 2014, January through December 2015

**Department Review:** Fire Department

**Significant Impacts:** This report is for informational purposes only. If Council has specific questions or concerns that are not addressed in this report please contact Chief Bush at 801-628-5347.

## City Council Staff Report

**Author:** Chief Kasey Bush  
**Subject:** CDBG Grant  
**Date:** January, 19 2016  
**Type of Item:** Motion Approval



FIRE DEPARTMENT

### **Description:**

**A. Topic:** CDBG Grant funding Approval.

**Background/ History:** The City is requesting to purchase 13 SCBA Air Packs to replace the current air packs purchased in 2004. The City is also requesting replacement of the outdated low-pressure SCBA refill station with a new high-pressure refill station to accommodate new SCBA's. These new SCBA packs will upgrade the Department from low pressure 30- minute air packs to high pressure 45-60-minute air packs. In conjunction with proper training, this will greatly increase safety for firefighters and allow for greater efficacy within Immediately Dangerous to Life or Health (IDLH) atmospheres over the outdated 30- minute air pack that are currently being used. The current SCBA's that are used by the department do not meet the current safety standards set by NFPA 1802.

The Department's current SCBA refill station/ equipment is set to refill 2216 PSI low pressure SCBA air packs making it difficult to refill 4500 PSI air packs. The refill station was purchased in 1997 and has had to be repaired numerous times over its service. Repair parts are becoming increasingly difficult to find due to the equipment's age.

The Department is requesting funding to replace our current Thermal Imaging Camera, which was manufactured in 2002 and purchased in 2006 as a refurbished thermal imaging camera. The Department would like to replace this camera with a Scott Eagle Thermal Imaging Camera that will enhance their ability to locate trapped occupants in burning and smoke filled buildings, as well as help locate any fire or hot ember that may be located inside walls and ceilings that may not be visible to the naked eye. The equipment will help reduce damage and loss of life due to the vastly enhanced imaging through current technology.

**B.** A current estimate for the SCBA equipment and Refill Station shows the cost to be \$150,227.16. A current estimate for the Thermal Imaging Camera shows the cost to be \$7533.00. The City will be applying for \$97,022.50 in CDBG funds, with a City contribution match of 38.5 % \$60,737.66.

**Summary Recommendations:** We are asking the council to approve Funding of 60,275.66 of which would be our match for grant funds.

**WEBER COUNTY SHERIFF'S OFFICE  
WASHINGTON TERRACE  
MONTHLY STATISTICS**



**DECEMBER 2015**

Calls for Service that generated a police report

## REPORTS GENERATED FOR WASHINGTON TERRACE FOR THE MONTH OF DECEMBER 2015

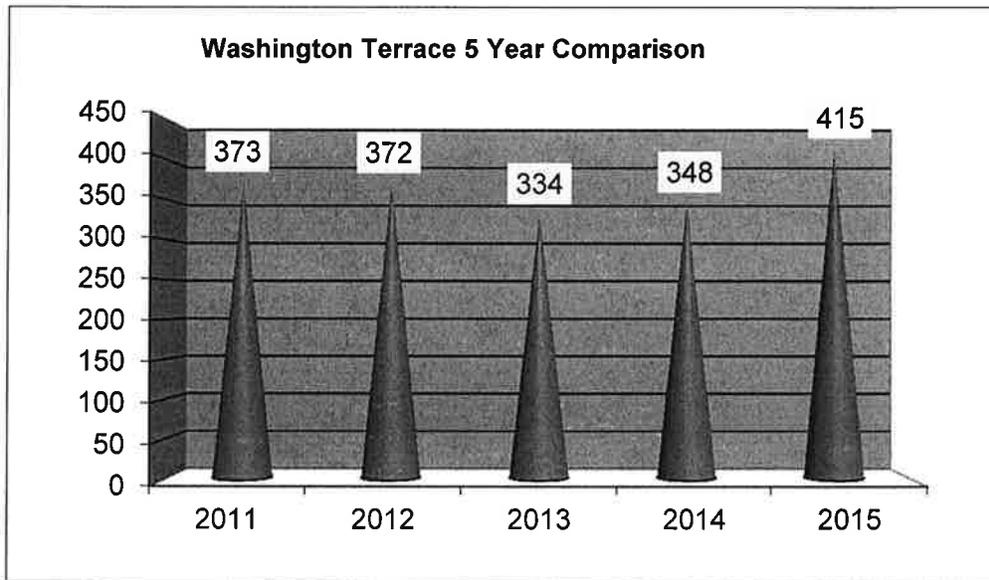
ASLT-SIMPLE ASSAULT	3
BURG ALARM FALSE-USER ERROR	1
BURG-NO FORCE ENTRY RESIDENCE	1
CRIM MISCHIE-PRIVATE	3
DRUG-AMPHETAMINE POSSESS	4
DRUG-FOUND NARCOTIC EQUIP	1
DRUG-HEROIN POSSESS	1
DRUG-MARIJUANA POSSESS	2
ESCAPE-WARRANT (FELONY)	2
ESCAPE-WARRANT (MISDEMEANOR)	3
FAM OFF-CRUELTY TO CHILD/ABUSE	3
FAM OFF-DOM VIOL NON CRIMINAL	12
FAM OFF-DOMESTIC CRIMINAL NATU	2
FAM OFF-FREE TEXT	1
FAM OFF-NEGLECT CHILD/NON SUPP	1
FAM OFF-PROTECTIVE ORDER SERVI	1
FAM OFF-VIOL OF NO CONTACT ORD	1
FRAUD-INSUF CHECK/BAD CHECK	1
JUV OFFENDERS-JUVENILE CURFEW	4
JUV OFFENDERS-PICK UP ORDERS	1
JUV OFFENDERS-RUNAWAY	6
JUV OFFENDERS-UNGOVERNABLE JUV	2
KIDNAP-CUSTODY DISPUTE	2
LARC-FREE TEXT	1
LARC-FROM BUILDING	2
LARC-FROM MAILS	1
LARC-FROM MOTOR VEH (PROWL)	1
LARC-PARTS/ACCESS/FROM VEHICLE	1
OBST JUD-FAIL TO APPEAR/PERJUR	5
PRIV-TRESPASS	1
PUB ORD-CITIZEN ASSIST	2
PUB ORD-CIVIL CASES/DISPUTES	3
PUB ORD-FOUND PROPERTY	1
PUB ORD-INTOX IN PRIVATE PLACE	1
PUB ORD-MISSING JUVENILE	1
PUB ORD-POLICE ASSISTANCE	1
PUB ORD-PROPERTY CHECK	7
PUB ORD-PUBLIC INTOXICATION	1
PUB ORD-SUICIDE	1
PUB ORD-SUICIDE ATTEMPT	1
PUB ORD-SUICIDE THREATENED	4
PUB PEACE-ANIMAL BITES	1
PUB PEACE-ANIMAL CRUELTY	3
PUB PEACE-ANIMAL PROBLEMS	2
PUB PEACE-DAMAGE PROPERTY ONLY	1
PUB PEACE-DISORDERLY CONDUCT	1
PUB PEACE-DIST THE PEACE	5

PUB PEACE-HARASSING COMMUNICAT	1
PUB PEACE-MENTAL PSYCHO	6
PUB PEACE-NEIGHBORHOOD PROBLEM	2
PUB PEACE-SUSP ACTIVITY	15
PUB RELA - BUSINESS SECU CHECK	2
PUB RELA - COMMUNITY POLICING	16
PUB RELA - LECTURES	1
SERVICE-911 CALL - UNKNOWN	6
SERVICE-ASSIST OJ	4
SERVICE-ASST FIRE DEPT	1
SERVICE-EXTRA PATROL	6
SERVICE-INFORMATION	1
SERVICE-KEEP THE PEACE	10
SERVICE-MEDICAL ASSIST	13
SERVICE-WELFARE CHECK	6
SEX ASLT-RAPE STRONGARM	1
STOLEN VEH-PASSENGER VEHICLE	1
TERRORISTIC - STATE OFFENSES	1
TRAF OFF-ABANDONED VEHICLE	2
TRAF OFF-MOTORIST ASSIST	2
TRAF OFF-PARKING VIOLATION	1
TRAF OFF-RECKLES/CARELES DRIVI	1
TRAF OFF-SAFEKEEP IMPOUND	1
TRAF OFF-TRAFFIC HAZARD	1
TRAF-BOAT ACCIDENT REPORTABLE	1
TRAF-HIT AND RUN	1
TRAF-NON-REPORTABLE ACCIDENT	2
TRAF-REPORTABLE ACCIDENT	5
WEAP-FIREWORKS	1
WEAP-GUN HOAX	1
<b>TOTAL</b>	<b>218</b>

# WASHINGTON TERRACE \*CALLS FOR SERVICE FOR THE MONTH OF DECEMBER 2015

\*Calls that were received at our dispatch center and officers were dispatched on

373	372	334	348	415
2011	2012	2013	2014	2015



Self Initiated Agency Assists	
Total	0

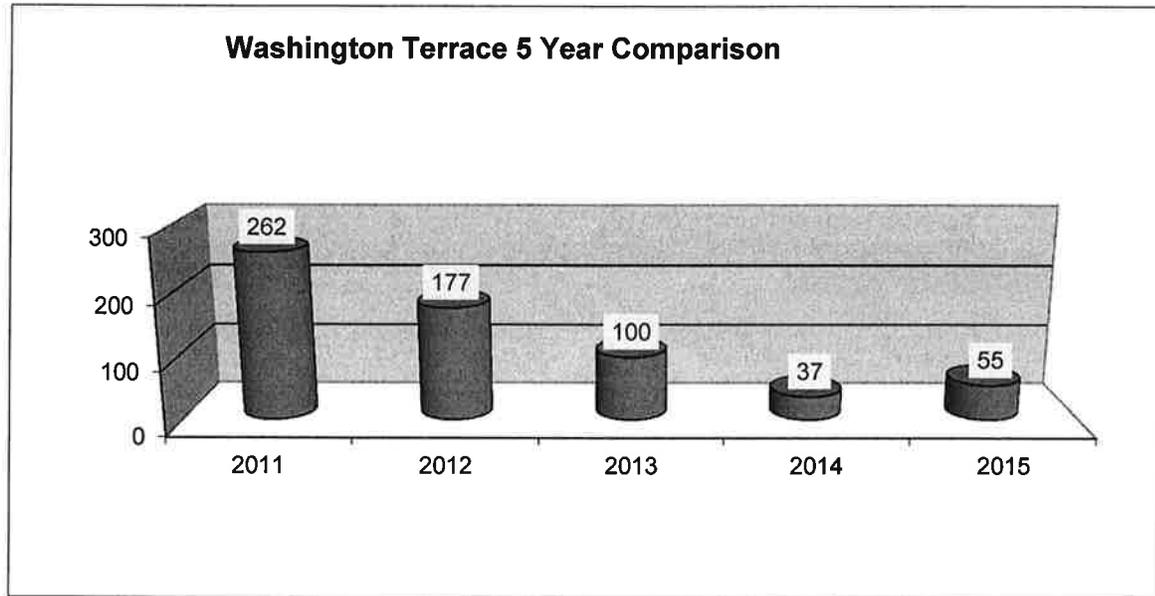
Agency Assists	
ROYPD	2
OJ	10
SF	1
RIVPD	1
NOPD	1
MCSO	0
HVPD	2
OPD	4
SOPD	3
UHP	1
WSU	0
PVPD	3
<b>Total</b>	<b>28</b>

<b>REPORTS PER DEPUTY FOR WASHINGTON TERRACE FOR THE MONTH OF DECEMBER 2015</b>
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Deputy	Total	Assign.
Allen Andrew	21	Days
Allen Chad	6	SRO
Aschinger Michael	5	Days
Dalton Tyrel	1	Nights
Endsley Sean	4	Days
Freestone Alisha	15	Days
Frost Randie	6	Days
Green Joel	33	Nights
Greenhalgh Tyler	7	SRO
Hawes Aaron	3	Days
Jacobs Brian	9	Days
Jensen Matthew	4	Days
Johanson Brian	1	Nights
Johnson Jakob	1	Nights
Johnson Robert	1	Nights
Logerquist Kevin	2	Days
Millaway John	3	Nights
Ney Douglas	14	Nights
Ortgiesen Jared	2	SRO
Phillips Matthew	4	Days
Rock Jeremy	26	Nights
Ryan Cortney	3	Det
Tatton Stephanie	5	Days
Ulm Matthew	2	Nights
Voth Weston	9	Nights
Wiese Jacob	5	Days
Zisumbo Daniel	26	Days
<b>TOTAL</b>	<b>218</b>	

# WASHINGTON TERRACE CITATION 5 YEAR COMPARISON FOR THE MONTH OF DECEMBER 2015

262	177	100	37	55
2011	2012	2013	2014	2015



# WASHINGTON TERRACE CRIME CALENDAR

2015



**ASSAULT** One occurred every 10.3 days

**THEFT** One occurred every 5.2 days

**BURGLARY** One occurred every 31 days



# City Council Staff Report

Date: January 19, 2016

**Author:** Building & Planning Dept.  
**Subject:** Building Cleaning and Maintenance Contract for City Hall & Civic Center/Fire Dept  
**Type of Item:** Council Discussion and to Approve

**Summary Recommendation:** Approve the Cleaning and Maintenance Agreement for the City Hall and Civic Center and Fire Station with Todd Smith Enterprises for a 5-year period, starting January 1, 2016, ending December 31, 2021.

## Description:

### A. Topic: Building Cleaning and Maintenance Services

**B. Background:** Building custodial services for the Community/Senior Center and Fire Station have been provided by Todd Smith Enterprises for the past three years since the building was new. The signed contract, dated November 2009, was for a three (3) year period with three possible one-year extensions if both parties were in agreement at the end of each period. This request is for approval of a new contract, which will run through calendar year January 1, 2016 to December 31, 2021.

Todd Smith Enterprises is a family business based in Washington Terrace City. They have provided custodial services at the old City Office Building and currently at the new/slightly used City Office Building, they are also currently under contract and are providing the maintenance service cleaning the Civic/Senior Center and Fire Station.

Smith Enterprise is reliable, consistent, and professional and are noteworthy strengths of their firm. In addition, they work autonomously and do not require continual monitoring to accomplish the job. They are flexible in providing the cleaning services and whereas, they also will work around the schedule of the different activities of the City that may arise.

**Analysis:** Remuneration for the (5) five-year contract is based on: 1) Current Contract price and 2) With an increase per year based off the BOL and the current CPI rating. 3) Todd Smith Enterprise shall perform the Cleaning and maintenance services at the Civic/Senior Center and Fire Station as provided in the Terms of the agreement.

The 2016 Base cost is the cost for the monthly custodial services to be equal to the current contract price of \$1929.90.

Hereafter, the increase shall increase automatically based off the CPI, but the rate will not exceed 3 Percent. The contract shall expire on December 31, 2021.

**C. Department Review: City Manager, Finance and Building & Planning:** Give a favorable approval

## Alternatives:

**A. Approve the Request:** Approve the Cleaning and Maintenance Agreement for the Civic/Senior Center and Fire Station with Todd Smith Enterprises for a period of five-years with attendant cost increases.

## City Council Staff Report

**Author:** Tom Hanson  
**Subject:** Policy for E-Property  
**Date:** January 19, 2015  
**Type of Item:** Motion to approve PED Policy



**Summary:** Over the past few years we have gone to a paperless council packet system that by and large has been a success. In order to maintain the paperless system and maintain the use of the Council Personal Electronic Devices (PED) staff has created a policy to purchase, use and dispose of PED's.

### **Description:**

- A. **Topic:** Purchase, use and disposal of PED's.
- B. **Background:** Approximately three and a half years ago the Council voted to go paperless in regards to packets and other correspondence. In order to make this system a success Council determined that I-pads or PED's would be the most effective way to access packets during council meetings. This process has worked out well for the management of paper and has proven to be a very efficient way to disseminate information.  
  
A disposition and use policy has been created to help maintain functional management of PED's for current and future council members and to start off new Council Members with an up to date device.
- C. **Analysis:** In order to maintain best practices regarding the purchase, use and disposition of Council Member PED's staff has created this policy for your consideration.
- D. **Department Review:** Staff has reviewed other entities and has found various policies that seem to make sense. Some cities allow for an optional 4 year replacement for electronic devices if needed. They also allow the retiring Mayor or Council Member take their device with them at the completion of a four year term. The Council Member is required to protect and replace the device if it is damaged or lost during their term.

Council could also determine that the I-pad or device could realistically be considered fully depreciated at the end of a four year term.

# ADMINISTRATIVE POLICY: PORTABLE ELECTRONIC DEVICES

**Policy Title:** Portable Electronic Device Policy for Mayor and Council.

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**Brief Description:** The purpose of this policy is to set parameters for the purchase, use and disposal of Portable Electronic Devices.

**Effective:** January 1, 2016

**Approved by:** Mayor and Council

**Responsible Department:** Administration

**Policy Contact:** City Manager

**Applies to:** Mayor and Council

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**Reason for Policy:** To define the purchase, use and disposition of Portable Electronic Devices (PED).

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- I. **INTRODUCTION:** In an effort to maximize efficiencies in communication with the Mayor, Council and Administrative staff and to streamline and maximize efficiencies in the administrative affairs of the City; it was determined that Portable Electronic Devices would be purchased for use by the Mayor and Council. This policy has been drafted in order to clearly define the purchase, use and disposition of PED's.
- II. **POLICY STATEMENT:** The intended use of PED's is to streamline communication between staff and the Mayor and Council and to allow for efficiencies in preparing packets and communication for council related meetings and events.
- III. **DEFINITIONS:** Personal Electronic Devices are defined as tablets or I-pads or similarly defined devices and does not necessarily include laptop computers.
- IV. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**
  - A. **Purchase:** At the discretion of the Mayor and Council, a PED may be purchased for the Mayor and Council Members at the beginning of their respective term. The PED may be replaced at the time of reelection following a four year term if the device is deemed to be functionally obsolete for its intended use or inherently dysfunctional. In order to adhere to purchasing policies and receive value pricing, staff will purchase PED's in behalf of the Mayor and Council.
  - B. **Responsibility:** A PED is the property of the City until otherwise disposed of. Therefore; it is the responsibility of the PED user to protect the device from damage, loss or neglect. If the device is lost or damaged during the term of service it is generally the responsibility of the user to replace the device at his or her expense. Rare and extenuating circumstances may arise that may allow for a waiver of this responsibility. An exception to this responsibility will be handled on a case by case basis by the Mayor and Council.
  - C. **Use:** It is the responsibility of the user to protect the integrity of the data that is being uploaded or downloaded on the device. It is prohibited to use this device in any manner that is considered illegal, immoral, or otherwise restricted in the cities policy and procedure manual. The device may be used for personal use as deemed appropriate by the Mayor and Council but should not be the intended purpose for acquiring the device.
  - D. **Disposition of PED's:** At the conclusion of a four year term, the Mayor or Council member may elect to keep the PED as the device has been fully depreciated. If the Mayor or Council member terminates their term within a three year window the PED shall be returned to the City for use.

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Mayor Mark C. Allen

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Attest, City Recorder Amy Rodriguez