



Regular City Council Meeting
Tuesday, March 17, 2020
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
Topics to include, but are not limited to:
Discussion and review of 2021 Budget Issues.

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 MARCH 3, 2020 MEETING MINUTES**

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

7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS**
Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda.

8. **NEW BUSINESS**
 - 8.1 **MOTION: APPROVAL TO APPOINT STEVE JACOBSON AND TO RE-APPOINT CHARLES ALLEN TO SERVE AS PLANNING COMMISSIONERS**
Planning Commissioners are appointed by the Mayor with Council consent. They serve a four year term.

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

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

CERTIFICATE OF POSTING

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

8.2 DISCUSSION: TERRACE DAYS 2020 PLANNING AND UPDATE

8.3 DISCUSSION/MOTION: APPROVAL OF MATCH FUNDING FOR R.A.M.P. GRANT “ROHMER PARK FENCE” PROJECT

8.4 DISCUSSION/MOTIN: APPROVAL OF MATCH FUNDING FOR R.A.M.P. GRANT “LION’S PARK TODDLER PLAYGROUND” PROJECT

8.5 MOTION: APPROVAL TO RENEW AGREEMENT WITH THE DIVISION OF FLEET OPERATIONS FOR ELECTRONIC FUEL DISPENSING AND FLEET CARD PROCESSING

The State is releasing a new fuel card program. The new user agreement must be approved by Council.

8.6 DISCUSSION/MOTION: APPROVAL OF TITLE AND RESPONSIBILITY CHANGES REGARDING THE CHIEF BUILDING OFFICIAL POSITION

Staff is proposing a change in the job description for the vacant Chief Building Official Position.

8.7 DISCUSSION/ACTION: CITY RESPONSE TO CORONAVIRUS EMERGENCY EVENT

9. COUNCIL COMMUNICATION WITH STAFF

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

10. ADMINISTRATION REPORTS

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

11. UPCOMING EVENTS

March 26th: Planning Commission Meeting (Tentative)

April 7th: City Council Work Session 5:00 p.m.

April 7th City Council Meeting 6:00 p.m.

April 21st : City Council Meeting Cancelled

April 22-25th: ULCT Annual Conference

12. ADJOURN THE MEETING: MAYOR ALLEN

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1 **City of Washington Terrace**

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3 Minutes of a Regular City Council meeting

4 Held on March 3, 2020

5 City Hall, 5249 South 400 East, Washington Terrace City,
6 County of Weber, State of Utah
7

8 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 9 Mayor Mark C. Allen
- 10 Council Member F. Carey Seal
- 11 Council Member Blair Brown
- 12 Council Member Larry Weir
- 13 Council Member Scott Barker
- 14 Council Member Jeff West
- 15 Finance Director Shari Garret
- 16 City Recorder Amy Rodriguez
- 17 City Manager Tom Hanson
- 18 Lt. Butler, Weber County Sheriff

19
20 **Others Present**

21 Weber County Sheriff Charles Arbon, Chief Rouny,

22
23 **1. WORK SESSION**

5:00 P.M.

24 Topics to include, but are not limited to:

25 **Law Enforcement Services Contract**

26 Hanson stated that the law enforcement services contract is a major budget issue. He stated that it is our
27 largest general fund expenditures in the City.

28 Sheriff Arbon stated that he feels this is a partnership and would like Council to feel free to ask any
29 questions. He stated that the office values the partnership.

30 Chief Rouny stated that the two primary concerns are public safety and officer safety.

31 He stated that they have tried to remain cost effective. He stated that they are focusing on recruitment,
32 retention and 6 additional FTE's. He stated that this is for officer safety, stating that they need more back
33 up on calls.

34 Sheriff Arbon stated that uniforms, bodycams, and equipment prices have increased over the years from
35 20 years ago. He noted that safety, lawsuits, and laws are driving costs to skyrocket. He stated that they
36 are trying to minimize these costs.

37 Chief outlined some of the cost saving measures, noting that they are trying to remain as conservative as
38 possible without compromising public safety and officer safety.

39 Chief stated that call volumes are going down, however, violent crimes are rising.

40 Chief stated that they are budgeted for 72 positions. He stated that the minimum amount of officers on
41 the road is 6 per shift. He stated that the additional officers will target enforce specific areas in the City.

42 They will also be on hand to be called in for back-up for other officers. Sheriff Arbon stated that they will
43 be able to hit a specific area and be a problem area policing unit. They will not be tied to a radio. They

44 will serve as more police present. Chief Rouny stated that people are more open to challenging police
45 authority than ever before. He stated that he feels that there gang problems in the city. He stated that he

46 feels that gang members live here, but some are bleed over from Ogden City.

47 Chief stated that a good measurement of service is the absence of crime stats.

48 Chief Rouny stated that they have lost money by training officers who leave to go to other agencies. He
49 stated that they would like to focus on recruitment and retaining. He stated that he would like to keep
50 officers for at least 10 years. He stated that they need to be competitive in the market to recruit and retain
51 officers.

52 Sheriff Arbon stated that the cost of officers has been increasing. He stated that paperwork demands have
53 doubled within the last 20 years. He stated that the population has grown, and officers have decreased 30
54 percent. He stated that the new FTE's will spend more time in the community and one-on-one contact
55 within the City because they will not be tied to a radio worried about the next call.

56 Chief Rouny stated that radio communications have been changed and UHP has been brought into the
57 loop. He stated that they have been increasing service by bringing in partnerships that were not there
58 before. He stated that they are staffing the positions that they have now, however, they cannot staff it fast
59 enough, noting that they cannot be in a car alone until 9 months.

60 He stated that they staff in accordance with call volumes. He stated that they are not trying to lead the
61 market, but stay competitive in their wage analysis. Right now their studies show that they are 7% below
62 the average wage of the cities that they would be competing with for officers.

63 He stated that they would like to recruit laterally, hiring experienced officers from other departments. He
64 stated that each recruit is evaluated and wages are based on their qualifications.

65
66 Sheriff Arbon stated that they are doing everything that they can to free up the officers. Chief Rouny
67 stated that he believes that if staffing levels do not increase, an officer may die. He would like to see the
68 increase to help with officer safety. Sheriff Arbon stated that they will not lower their standards just to
69 hire officers. They have raised their standards.

70
71 Sheriff Arbon stated that response times may be slow because there are 6 to 7 officers throughout the
72 county and response times may be held up depending on the calls that the officers are on at the time the
73 call is received. Chief Rouny stated that two calls ties up a third of the officers on duty.

74
75 Council Member Brown asked why an officer would service a city that they do not live close to. Sheriff
76 Arbon stated that many officers do not want to misuse the trust that they have within their own
77 community and chose to work in communities separately from where they live. He stated that they need
78 to maintain down time within their community.

79
80 Hanson stated that the \$88,000 increase (\$838,000 to \$927,342) would be needed to fund the direction in
81 which the Sheriff's Office would like to go. Hanson stated that this is the amount that we were paying ten
82 years ago. He stated that we need the community policing and ability to respond to calls. Hanson stated
83 that we have evolved a lot on the sheriff contracts. Hanson stated that we have been holding steadfast
84 with the population numbers. Hanson stated that we receive a rebate when the office is not fully staffed.
85 Hanson stated that the city would like accountability to move forward and receive what we are paying
86 for. Hanson stated that the city feels there are some service lacking.

87
88 Chief Arbon stated that they feel that they will see things stabilize with the POP unit. He stated that 15
89 years ago, they had 105 officers, as compared to 72 now. He stated that the cutting of positions is now
90 down to the bone and they cannot cut anymore.

91 Garrett stated that she is still completing the analysis, factoring in the rebates that we have received.
92 Hanson stated that operations for the TNT includes this type of work. Hanson stated that we are hoping
93 for a net zero tax increase, even though there will be an increase.

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Blair Brown
Council Member Larry Weir
Council Member Scott Barker
Council Member Jeff West
City Recorder Amy Rodriguez
City Manager Tom Hanson
Lt. Butler, Weber County Sheriff

Others Present

Chief Rouny, Sheriff Arbon, Mike Lawrence

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

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF FEBRUARY 18, 2020 MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. **CITIZEN COMMENTS**

There were no citizen comments.

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

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

8. **NEW BUSINESS**

8.1 DISCUSSION/ACTION: LAW ENFORCEMENT SERVICES CONTRACT

Hanson stated that the work session focused on community needs and police safety needs. Hanson stated that the increase of officers county wide would raise our obligations by \$88,000.

Mayor Allen asked how the other contract cities reacting to the proposal. Chief Rouny stated that they have not met with other councils and have not received much feedback. He stated that the feedback that they have received is that it is still cheaper to contract for services than to run their own department.

Council Member West clarified that we have the full time equivalent of 3 officers in overtime costs. He asked how this would change if the department went to 10 hour shifts instead of 12. Chief Rouny explained that the overlap time would be used for training or event staffing. He stated that it would create a lot of overtime. He stated that it would create a lot of flex time. Council Member West stated that he does labor optimization. He stated that in the long run companies save money by increasing staff members. He stated that it is attributed by reducing overtime pay.

146 Council Member Seal stated that there is a cross point there where benefits take over the cost savings of
147 the overtime.
148 Council Member Barker asked if there was some way to reduce the amount of time doing paperwork.
149 Chief Rouny stated that there are requirements in the documents that have increased. He stated that the
150 general report form is computerized, but some of the report must be handwritten. He stated that they have
151 to take field notes and write citations. Chief Rouny stated that they have seen success with the VIP
152 program for the mere fact that behavior changes when people think they are being watched.
153 He stated that there is value in the program as extra eyes and ears in the city. He stated that they
154 receive training straight from the office. He stated that there is valuable relationships built between
155 the officers and residents.

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158 **8.2 DISCUSSION/MOTION: APPROVAL OF CITY COUNCIL DONATION TO**
159 **BONNEVILLE HIGH SCHOOL**

160 Bonneville High School PTSA has asked for a donation for the Class of 2020 graduation party.
161 This item has been budgeted in the City budget documents under public relations. Mayor Allen noted that
162 the school president came to the City for the request over the summer.

163
164 **Motion by Council Member Weir**
165 **Seconded by Council Member Barker**
166 **To approve the donation of \$500.00**
167 **To Bonneville High School for their graduation party**
168 **Approved unanimously (5-0)**

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171 **8.3 MOTION: MOTION TO CANCEL THE APRIL 21, 2020 COUNCIL MEETING**

172 Mayor and Council will be attending the annual Utah League of Cities and Towns Conference. The
173 City Manager will be at the conference as well.

174 **Motion by Council Member Barker**
175 **Seconded by Council Member West**
176 **To cancel the April 21, 2020 Council Meeting**
177 **Approved unanimously (5-0)**

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179 **9. COUNCIL COMMUNICATION WITH STAFF**

180 Council Member Brown thanked Meibos and Hanson for their work on a neighbor's home where her
181 power grid was knocked out due to a flood.

182
183 Council Member Barker asked if we will be running the ad Bonneville High School submitted. Hanson
184 stated that we will be able to make it fit in the newsletter.
185 He inquired about the trails that were mentioned in the paper. Hanson stated that we are working on an
186 alternative trail for the tri-cities. He stated that we are working on a study with a consultant that will help
187 show the need so that we can receive grant funding. Hanson stated that he did not know where the
188 Standard Examiner is receiving their information.

189
190 Council Member West asked who is managing our social media presence. Hanson stated that is managed
191 as needed, however, he takes the lead managing the social media. Council Member West asked if we
192 could step up the tasks and advertise the VIP program and other information that we could be relaying in
193 between newsletters.

194

195 Mayor Allen handed out a pamphlet on the 2020 Census for Council information in the event
196 that they receive questions from residents. Hanson stated that it is really important that people fill out
197 their census. He stated that staff is going to be working on getting the word out. Census numbers help our
198 city receive funding. Mayor Allen stated that there will be two Planning Commission re-appointments at
199 the next meeting. He has handed out information on his suggestions.
200 Council Member Brown stated that most of the Council Member live in the South Side. He stated that
201 going forward, he would like geographic representation from around the city. He stated that there are no
202 representatives on the north side. He stated that he supports the Mayor's recommendation, however, he
203 would like greater representation moving forward. The Mayor stated that he agrees with Council Member
204 Brown. The Mayor stated that two years ago we received two applications, and he chose an applicant
205 from the north side. He stated that at that time he told the other applicant that he would consider him at
206 the next opening.

207
208 **10. ADMINISTRATION REPORTS**

209 Hanson stated that two RAMP grant opportunities have been applied for this year. He stated that we were
210 able to receive funding to replace the fence at Rohmer Park. He stated that the toddler playground has
211 been approved as well.

212
213 Hanson stated that the surrounding cities around Hill AFB are impacted by the base. He stated that were
214 participating in a Compatible Use Plan with the base. He stated that we receive an impact from the base
215 (sound, flight patterns). Hanson stated that we need to keep our environments clean and compatible so
216 that the base can complete their missions. Hanson stated that our participation costs less than \$1000.00.
217 He stated that the CUP is not a mandate, however, they will supply guidelines that the communities and
218 the base can use to work with each other as they move forward.

219 Hanson stated that Layton City is taking the lead and working with consultants at Hill AFB.

220
221 Hanson stated that we have received the information on how to change the time on the City clock tower.
222 Hanson stated that he will work on getting the passwords to Council.

223
224 **11. UPCOMING EVENTS**

225 March 17th: City Council Work Session 5:00 p.m.
226 March 17th: City Council Meeting 6:00 p.m.
227 March 26th: Planning Commission Meeting (Tentative)
228 April 7th: City Council Work Session 5:00 p.m.
229 April 7th City Council Meeting 6:00 p.m.
230 April 21st : City Council Meeting Cancelled
231 April 22-24th: ULCT Annual Conference
232

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

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

- 236 ○ To discuss the character, professional competence, or physical or mental health of an
237 individual.
238 ○ Strategy session to discuss pending or reasonably imminent litigation

239 **Motion by Council Member Brown**

240 **Seconded by Council Member Barker**

241 **To adjourn into a closed session**

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

243 **Roll Call Vote Taken**

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246 **13. ADJOURN THE MEETING: MAYOR ALLEN**
247 **Mayor Allen Adjourned the meeting and closed session at 7:45 p.m.**
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Date Approved

City Recorder

City Council



Author: Aaron Solomon
Subject: RAMP Grant Applications
Date: 03-12-20
Type of Item: Motion

Summary Recommendations: Staff is requesting formal approval from Council to commit to the City contribution match for the 2020 RAMP application for the Rohmer Park hillside fencing project and the application for the new toddlers playground at Lions Park off of Washington Blvd.

Description:

A. **Background:** The City has been awarded funding for two RAMP grant projects that were submitted by application in January of 2020. The first awarded project is the new hillside fencing at Rohmer Park. The fencing project was awarded \$10,830.00 of a total project cost of \$18,050.00. The second RAMP grant project awarded was the new toddler playground at Lions Park. The playground project was awarded \$16,125.00 of a total cost project of \$26,877.00. Both projects submitted were to be funded 60% matching funds from RAMP and 40% matching funds from the City.

B. Project Descriptions:

Rohmer Park hillside fencing: The fencing along the hillside of Rohmer Park is in terrible shape, its falling down sticking out and creating a huge safety issue and liability for the City. This project will provide the City with a 6 ft. chain link safety fence along the entire hillside protecting the community from danger.

Lions Park Toddler Playground: The toddler playground at Lions Park is very old and outdated. A lot of kids from the Community use the park and this will create a fun new exciting look for the Community right off of Washington Boulevard.

Alternatives:

A. **Approve the Request:** Council may approve the request.

B. **Deny the Request:** Council may deny the request.

C. **Consequences of not taking the recommended action:** The City may lose funding if awarded the grant, or may need to change the scope of the project to accommodate any changes to the match if awarded.

City Council Staff Report

Author: Amy Rodriguez
Subject: Building Official Position change
Date: 3-17-20
Type of Item: Discussion/Action



Background: The Chief Building Inspector/Code Enforcement position has been open since January 7, 2020. Applications have been sparse. As discussed in previous meetings, the reasoning for this has been that the position entails many moving parts. Qualified candidates may already be working in the field and do not want to leave their job to come to our city for less or equal pay, with more responsibilities. We have heard this reasoning from individuals in the field, as well as from the president of the Utah Chapter of Building Inspectors.

The position entails: Building Inspection, Plan review, set up fees, Tracking of inspections, Updates of codes, New Development processes, Community Outreach, Promote vision, Liason to the Planning Commission, update the General Plan. While reviewing the position, it was discussed that these attributes can also belong to a Community Development Planner. The City Manager would like to update the position from Building Inspector/Code Enforcement to a Chief Building Inspector/Community Development Planner.

Additional responsibilities have been added to the new position, which include, but are not limited to Redevelopment and Economic planning responsibilities.

The Compensation Committee met on March 5th to discuss the new position, along with a new benchmark wage. The wage will be made up of the average of the three positions that the new title will entail: Chief Building Official, Community Development Director, and City Planner.

The current benchmark range approved is \$51,768-\$72,473 (DOQ). With benefits (using a family insurance plan, as we do not know the needs of the new employee), the position is budgeted for \$113,820. The new position, if approved, will be budgeted at the max rate with a family plan at \$125,206. This is a difference of \$11,380.

Staff is asking for Council approval to move forward with the change in position title, responsibilities, and wage range.



City of Washington Terrace Job Description

Title: Chief Building Official/Community Development
Department: Building and Planning
FLSA Status: Exempt
Date: 03.2020

POSITION SUMMARY:

Under the general direction of the City Manager, this position is an “at-will” exempt position. The Chief Building Official assists in vision planning, both current and long range, and establishing Building and Zoning Ordinances and assures compliance with those Ordinances. Examines plans, issues business licenses and building permits, inspects all construction for compliance with State and International Building codes. Provides warnings & citation for nuisances and violations against the city Municipal codes and may need to appear in court and testify on violations. Assists City Manager with Redevelopment Agency implementations and actively works in planning and functions of economic development. Will also be used by the court as a liaison to insure that the violations have been corrected and complied with. Actively researches and applies for grant funding within their field. Other duties as assigned.

ACCOUNTABILITY/RESPONSIBILITIES:

- Over sees all construction and planning of the city and zoning to ensure compliance with the zoning and building codes. Examines building plans for conformance to applicable codes.
- Oversees and develops the budget for the Building/Planning Department.
- Reviews subdivisions and commercial site plans for conformance with construction standards and zoning ordinances.
- Prepares written reports, issues “stop work” orders, handles all code enforcement.
- Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to planning commission and/or city elected body; prepares written reports in response to public requests for zoning applications and various ordinance changes. Acts as staff liaison to planning Commission and the Land use appeal authority. Performs all functions as zoning administrator.
- Prepares proposals in draft form for amendments to zoning ordinances or policy governing local planning, zoning, and development.
- Meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; follows up with public to apprise of policy and decisions.
- Participates in project review meetings with various department and developer representatives and identifies problem areas related to zoning and negotiates options for compliance
- Sets fees and issues permits for construction.
- Assists in Community Development Vision Planning and compiles and updates the General Plan.
- Ensures compliance of zoning and nuisance ordinances.
- Administers citation and warnings for municipal code violation and international building codes and city standard for nuisances and construction violations. Appears in court to testify as witness/liaison. May prepare reports and statements for court.
- Assists in grant application and administration procedures.
- Assists City Manager with Redevelopment Agency implementation to help acquire a sustainable tax base. Assists City Manager in economic development opportunities.
- Works with the Public, Contractors, Developers, other employees, and the City Manager and Mayor.

- Maintains an open, cooperative and responsive attitude when dealing with stakeholders, and employees of the city.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of drafting and blueprint reading.
- Skilled in the use of a computer and its various programs.
- Ability to communicate in writing and verbally.
- Good Math skills.
- Basic knowledge of engineering and architectural functions
- Knowledge of state code and it pertains to building.
- Knowledge of City resolutions and ordinances.
- Experience with Planning and Development
- Ability to work with the general public and able to resolve conflicts.
- Provide excellent customer service to external and internal customers.

EDUCATION AND EXPERIENCE

Required:

- Graduation from a high school plus two years of specialized training or an associate degree and five years of experience in one or more of the construction trades.
- Experience with Development and Planning
- Any equivalent combination of education and experience
- Must be ICBO certified.
- Licensed and certified in State and National Building codes (Electrical, Plumbing, Mechanical, and Plans examiner)

Preferred:

- BS Degree or four years of specialized training and five years of experience in a government, municipal setting.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Prepare, compose, assemble and type correspondence, reports and other documents using computers and other office equipment.
- Occasional walking, and lifting (50lbs. or less).
- Ability to work in a high stress environment
- Provide information and assistance to others by telephone or in person.
- Make oral and written presentations to various groups.
- Operate a computer and its various programs.

The physical demands are representative of those that would be typically encountered in an office environment. Reasonable accommodations may be made to enable an individual to perform the essential functions.

DISCLAIMER:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some

requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Pre-employment drug screen and/or physical may be required.
The City of Washington Terrace is an Equal Opportunity Employer and ADA**

Fuel Network User Agreement

Attachment B



1. PARTIES TO THE AGREEMENT: Between the State of Utah, Department of Administrative Services, Division of Fleet Operations referred to as the STATE and the following USER:

USER Name: CITY OF WASHINGTON TERNACE Fed Tax ID: 87-6113226
User Billing Address: 5249 S. 400E.

WASHINGTON TERNACE UT 84405

Contact Person: TOM HANSON Phone: (801) 395 8282

Contact Email: TOM@WASHINGTONTERNACE.CITY.UT.UK

2. PURPOSE OF AGREEMENT: The purpose of this agreement is to provide electronic fuel dispensing and fleet card processing services to the USER at State Consolidated Network sites.

3. PERIOD OF AGREEMENT: Effective 3-17-20 and will continue until canceled by either party by giving the other party fifteen (15) days prior written notice. On termination of this agreement all payments will be processed for purchases made by USER through the date of termination.

4. PAYMENT PROCEDURES: USER will be billed monthly directly from the State of Utah. The monthly billing and "Fuel Management Report" are the same document. USER agrees to pay the billing within thirty (30) days of billing closing date. Non-payment after 30 days will be assessed a 5% late fee of past due balance; at 60 days a 10% late fee of past due balance; at 90 days a 15% late fee of the past due balance; at 120 days past due the account will be locked and the past due balance will be sent to the Office of Debt Collections where additional charges will be applied.

5. USER ACCESS CARDS: Access cards for fuel purchases will be issued to USER for agency staff use.

6. COSTS TO BE BILLED USER: The cost of fuel at "State managed" locations will be at "rack" plus delivery and administrative fee". This fee is established through public rate hearings and is based on the costs of managing the Network. The costs and rates are Public Information and will be made public.

7. OPERATING PROCEDURES: USER will advise staff to use the NETWORK facilities in a responsible and safe manner and shall indemnify the STATE for damages caused by USER'S at a State Consolidated Network site.

IN WITNESS WHEREOF, the parties sign and cause this agreement to be executed between the USER and the STATE on this date 3-17-20.

USER [Signature]
Authorized Representative

STATE _____
Division of Fleet Operations

TOM HANSON, CITY MANAGER
Type Name and title of authorized

Name and Title of Representative

