



## Regular City Council Meeting

Tuesday, April 16, 2019

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: FY 2019 AMENDED BUDGET, FY 2020 TENTATIVE BUDGET, AND 2021-24 BUDGET PLAN**  
**TOPIC TO INCLUDE; BUT NOT LIMITED TO ; Executive Summary and Overview, Major Budget issues and Assumptions, and Financial Policies and Objectives**
  
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 APRIL 2, 2019, MEETING MINUTES**
  
6. **SPECIAL PRESENTATION**
  - 6.1 **PRESENTATION OF THE “ COURT CLERK OF THE YEAR” AWARD TO JEAN BLAIR**
  
7. **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.

  - 7.1 **PUBLIC HEARING: TO HEAR COMMENT ON THE FISCAL YEAR 2019 AMENDED BUDGET**
  
  - 7.2 **PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

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

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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.

**SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE PROJECTS THAT WERE AWARDED UNDER THE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**8. 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.

**9. 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.

**10. NEW BUSINESS**

**10.1 PRESENTATION: SHERIFF'S OFFICE QUARTERLY REPORT**

A presentation on activity from January-March 2019.

**10.2 PRESENTATION: VOLUNTEER AND POLICE SERVICES PROGRAM (VIP)**

**10.3 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT**

A presentation on activity from January-March 2019.

**10.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

A presentation on activity from January-March 2019.

**10.5 DISCUSSION/MOTION: APPROVAL OF ESTABLISHING THE FIRE DEPARTMENT INTERIM FIRE CHIEF AND DEPUTY CHIEF**

**10.6 MOTION/RESOLUTION 19-04: A RESOLUTION ADAPTING THE SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN (SECAP) INTO THE WASHINGTON TERRACE CITY SEWER SYSTEM MANAGEMENT PLAN**

**10.7 MOTION/RESOLUTION 19-06: A RESOLUTION APPROVING THE 2017 AND 2018 MUNICIPAL WASTEWATER PLANNING PROGRAM (MWPP) ANNUAL REPORTS FOR SUBMISSION TO THE UTAH DIVISION OF WATER QUALITY**

**10.8 PRESENTATION: FY 2019 AMENDED BUDGET, FY 2020 TENTATIVE BUDGET, AND FY 2021-24 BUDGET PLAN**

Executive Summary and Overview, Major Budget issues and Assumptions, and Financial Policies and Objectives

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**10.9 MOTION/RESOLUTION 19-07: A RESOLUTION AMENDING THE FISCAL YEAR 2019 BUDGET**

**10.10 MOTION/RESOLUTION 19-05: A RESOLUTION AMENDING THE CITY POLICY AND PROCEDURES MANUAL**

A resolution adopting an amendment to the Policy and Procedures manual  
Regarding extended leave benefits.

**10.11 DISCUSSION: ACTIVE TRANSPORTATION PLANNING GRANT**

Discussion on a joint grant application with Riverdale and South Ogden City.

**11. COUNCIL COMMUNICATION WITH STAFF**

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

**12. ADMINISTRATION REPORTS**

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

**13. UPCOMING EVENTS**

**April 24-26<sup>th</sup> ULCT**

**April 25<sup>th</sup>: Planning Commission Meeting (tentative) 6:00 p.m.**

**May 7<sup>th</sup>: City Council work session 5:00 p.m.**

**May 7<sup>th</sup>: City Council Meeting 6:00 p.m.**

**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 April 2, 2019  
City Hall, 5249 South 400 East, Washington Terrace City,  
County of Weber, State of Utah

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10

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

- 11 Mayor Mark C. Allen  
12 Council Member Scott Monsen - Excused  
13 Council Member Blair Brown  
14 Council Member Larry Weir  
15 Council Member Scott Barker  
16 Council Member Jeff West - Excused  
17 Finance Director Shari' Garrett  
18 Public Works Director Steve Harris  
19 City Recorder Amy Rodriguez  
20 City Manager Tom Hanson  
21 Lt. Jeff Pledger

22

**Others Present**

23 Charles and Reba Allen, Amy Miller, Col. Jon Eberlan, Chief Maison, Tye and Skylar Ellison

24  
25 1. **“MEET AND GREET” WITH HILL AIR BASE COLONEL JON A. EBERLAN 5:30 P.M.**

26  
27 2. **ROLL CALL 6:00 P.M.**

28  
29 3. **PLEDGE OF ALLEGIANCE**

30 Tye and Skylar Ellison from troop 282 led the pledge of allegiance.

31  
32 4. **WELCOME**

33 Mayor Allen introduced Colonel Jon Eberlan and Chief Maison. He stated that they were on a tour of the  
34 City and participated in a meet and greet with staff and residents earlier in the meeting.

35  
36 5. **CONSENT ITEMS**

37  
38 5.1 **APPROVAL OF AGENDA**

39 5.2 **APPROVAL OF MARCH 19, 2019, MEETING MINUTES**

40 Items 5.1 and 5.2 were approved by general consent.

41  
42 6. **CITIZEN COMMENTS**

43 There were no citizen comments.

44  
45 7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**  
46 **COMMENTS**

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

49 **8. NEW BUSINESS**

50  
51 **8.1 PRESENTATION: HILL AFB COLONEL JON A. EBERLAN**

52 Col. Eberlan thanked the Mayor, Council, staff, and residents for their support of the base, stating that the  
53 support from this state has been unmatched with any other community in which he has been stated.

54 Col. Eberlan stated that the runway is being reconstructed and this is affecting the noise patterns of the  
55 flights.

56 He stated that the 388<sup>th</sup> has been practicing night flying, which has been contributing to the change in  
57 noise patterns as well.

58 Col. Eberlan handed out the Hill Air Force Base Economic Impact Statement for 2018. He stated that Hill  
59 Air Base is the single largest employer in the state of Utah. He stated that the economic impact went up  
60 roughly 170 million dollars last year. He stated that they estimate an additional 406,000 jobs within the  
61 next 5-6 years. He stated that every aircraft, except for the F-15, is refurbished at Hill. He stated that the  
62 biggest growth will be in software.

63 Col. Eberlan stated that there is a depot line for the minuteman 3 missile system at Hill. He stated that the  
64 ground base deterrent system will also be stationed at Hill Air Force Base.

65 He stated that the F-35 depot is continuing to grow.

66 Col. Eberlan stated that the main thing that they are trying to do as a base is have the security and support  
67 systems for the growth that is coming its way.

68 Col. Eberlan thanked Council for their support of the Air Base and Armed Forces.

69  
70 **8.2 DISCUSSION/MOTION: APPROVAL OF CONTRACT FOR CITY AUDIT**  
71 **SERVICES**

72 Garrett stated that the firm of Keddington and Christenson have been conducting our audits for  
73 the past 5 years. She stated that the contract completed at the end of last year's audit. She stated  
74 that they are highly competent and fair and staff is in agreement with their fee.

75 She stated that the engagement letter is the accounting terms and details of the audit. Garrett  
76 stated that base amount proposed is the typical amount, stating that there are certain  
77 situations that may warrant a negotiation of terms (such as a single audit).

78  
79 **Motion by Council Member Barker**  
80 **Seconded by Council Member Brown**  
81 **To approve entering into a contract with the firm of Keddington and Christensen**  
82 **For City Audit Services**  
83 **Approved unanimously (3-0)**  
84

85 **8.3 PRESENTATION/DISCUSSION: MAJOR BUDGET ITEMS FOR FISCAL YEAR**  
86 **2020 AND FISCAL YEARS 2021-2025 BUDGET PLAN**

87 Hanson presented the major budget items to Council. He noted that staff has been working with Council  
88 since November to put together a budget for the upcoming Fiscal Year.

89 Hanson stated that there should not be any surprises in the budget.

90 Hanson stated that this year the staffing level for the Fire Department will change from 2 firefighters to 3  
91 per shift. He stated that this would be an increase of \$256,000 this year. He stated that staff is  
92 anticipating an annual \$16,000 to maintain that change.

93 Hanson spoke about OTIS II and it will be an ongoing discussion item. Hanson stated that the funding  
94 will be expiring in the next couple of years and the City is looking to recapture the funds.

95 Hanson stated that we are working through Truth and Taxation to capture funds to fund the staffing for  
96 the Fire Department. Hanson stated that it is anticipated that the tax increase will yield a \$93 increase in

97 property taxes for a house valuing \$232,000. Hanson stated that he spoke to the Taxpayers Association  
98 and they stated that they will support the raise in taxes for the purposes specified.

99 Hanson stated that the personnel plan includes several pay adjustments to some of the positions this year  
100 based on market value changes. Hanson explained that the position is budgeted for what the employee is  
101 anticipated to advance to within their range. He stated that we anticipated a 6 percent increase in health  
102 care, however, it came in at 5 percent. Hanson stated that our broker compared the PEHP plan to other  
103 health care options, and PEHP came in significantly lower.

104  
105 Hanson spoke on utility rates, stating that the rate that we are paying for our wholesale water has  
106 increased and will continue to rise. He stated that the cost of chemicals has increased, causing the most  
107 recent increase in water utility rates. Staff is proposing a base increase of .66 ,sewer .39 , storm water at  
108 .40, and refuse will see an increase of .50. Hanson stated that the total increase to the base is 1.95.

109 Hanson stated that the increase in refuse is based on contract, maintenance, and tipping fees and does not  
110 have anything to do with recycling.

111  
112 Council Member Brown stated that the increases in utility and property taxes is a lot of money and we do  
113 not have an increase in the capacity to pay. Hanson stated that we provide basic services.

114 Hanson stated that 2.7 million dollars was secured by Steve Harris as part as a STPP grant. Hanson stated  
115 that we try to receive money wherever we can to help mitigate the impact to residents. Council Member  
116 Brown would like another discussion on the water increase to understand it better. He stated that he feels  
117 that no one seems to care about the poor residents on a fixed income.

118 Mayor Allen questioned if we need to raise the refuse .50 per month if the tipping fee has only increased  
119 \$1.00.

120 Garrett stated that there are general waste tipping fees may go up to \$41.00 a ton. She stated that the  
121 recycling tipping fee may also increase to \$41.00. She stated that we entered into a new agreement with  
122 our waste hauler last year that puts the burden on the city to supply the waste cans. Garrett noted that we  
123 had left over cans last year, however, we are now seeing the burden this year. Garrett stated that the  
124 waste hauler contract has a cap of a 3 percent CPI increase so that is what we budget. The CPI index will  
125 come out in December. Garrett stated that we are not seeing one time annual increases anymore, noting  
126 that we have seen several a year. She stated that a little “wiggle room” has been built into the budget in  
127 anticipation of those costs.

128 Mayor Allen asked if the increase to water part of the “pass along” that Weber Basin spoke of a few years  
129 ago. Hanson stated that the increase is due to chemical increases, as well as a “pass along” from the  
130 District. Hanson stated that Weber Basin is ramping up their infrastructure and we incur part of the cost.  
131 Hanson stated that if we do not increase the water rate, we will need to determine what will need to stop  
132 doing within the water system to pay for it. He stated that the amount of water we purchase is not  
133 negotiable, neither is the rate in which we pay. Garrett stated that the projections are going to be  
134 increasing. She stated that we are anticipating state mandates to come in to the Districts and the cost will  
135 be passed along to the City.

136 Council Member Brown asked to see a graph on the ability to pay. He stated that he does not want the  
137 city run on what we need for services. He stated that no one cares what the annual income is for residents  
138 so we can understand what people can pay. He stated that we doubled the fire budget. He stated that we  
139 need to be a little more careful. He stated that he wants to see the graphs and statistics on what people can  
140 pay. Garrett stated that she can pull income, but would like to know what would be helpful to the Council  
141 and what they would like to see.

142 Council Member Brown stated that we are second lowest in income in the area. He stated that we have a  
143 new building and new vehicles and is against the water increase, stating that the spending has to stop.  
144 Hanson stated that 60 percent of our residents are LMI (low to moderate income). He stated that the city

145 did a door to door survey to determine ability to pay. Hanson stated that staff applies for grants to offset  
146 costs that the residents would have to pay. Hanson stated that without the work of staff to procure the  
147 grants, the cost would fall on the backs of the residents. Hanson stated that we do not have a high dollar  
148 residential area, or a sales taxable base. Hanson stated that staff does as much possible to minimize the  
149 impact. Council Member Brown stated that he realizes that prices go up, however, he stated that we need  
150 to be careful on how we spend. Hanson stated that as a result of the resident survey, we have been offered  
151 the opportunities to apply for grants specifically for LMI persons. Hanson stated that staff works hard on  
152 grants, with Council support, to procure funding to support the residents and mitigate the impact on  
153 residents. He stated that we manage the way that we spend and how to control our appetite. He stated  
154 that we have a slim margin to manage. He stated that staff works diligently to manage our expectations  
155 with the budget based on considerations of ability to pay.  
156 Council Member Brown stated that he never heard “capacity to pay” until he brought it up a year and a  
157 half ago. He stated that he would like demographics on people’s ability to pay and would like to revisit  
158 the water rates.  
159 Mayor Allen stated that he does not believe that staff comes to Council to ask for just what they want. He  
160 stated that staff asks for what we need to pay our bills for what we need (water, sewer, refuse etc.). He  
161 stated that we have to collect that money to pay our bills and bills are increasing every year. Mayor Allen  
162 stated that we need to collect what we need so that residents can receive their service. Mayor Allen stated  
163 that he realizes the water is increasing, and he would like the other 3 utilities looked at to see if they  
164 could be cut back.

165  
166  
167 **8.4 DISCUSSION/ACTION: CITY RECYCLING COST INCREASE AND POSSIBLE**  
168 **RESOLUTIONS**

169 Hanson stated that he has met with Republic Service and Recycled Earth to determine where  
170 recycling may be headed. Hanson stated that he spoke with Recycled Earth this morning and it  
171 appears that if we were to enter into a longer term agreement with them and their tipping fees  
172 increase over the amount of the transfer station tipping fees, we would have the opportunity to  
173 bring our recycling to the transfer station.  
174 Hanson stated that we have been paying \$36.80 a ton, which is around \$3.00 less than the transfer station  
175 amount. Hanson stated that there are options moving forward if we chose to stop recycling.  
176 Hanson stated that if we stop the recycling plan, we would have to pull in all blue cans.  
177 Hanson stated that we can stay the status quo and pay the amount of tipping fees.  
178 He stated that another option would be to discontinue recycling altogether.  
179 He stated that we could go to a market based recycling plan, with an increase to the recycling rate.  
180 Hanson stated that we will continue to divert recyclables to the Transfer Station until he sees a contract.  
181 Council agreed to stay as is until a contract is in place.

182  
183 **Motion by Council Member Weir**  
184 **Seconded by Council Member Barker**  
185 **To direct Tom Hanson to continue to work on the contract with Recycled Earth**  
186 **Approved unanimously (3-0)**  
187

188  
189 **9. MOTION: ADJOURN INTO RDA MEETING**  
190 **Motion by Council Member Barker**  
191 **Seconded by Council Member Weir**  
192 **To adjourn into an RDA meeting**  
193 **Approved unanimously (3-0)**

194 **Time: 7:45 p.m.**

195  
196 **10. COUNCIL COMMUNICATION WITH STAFF**

197 Mayor Allen stated that the City received a 2.7 Million dollar grant for the 300 West Project. Mayor  
198 Allen thanked Steve Harris for his work on this grant.

199 Mayor Allen handed out a list of grants that we have received since 2001. He stated that the total received  
200 has been over \$15 million dollars. He stated that we are eligible for a lot of grants due to our LMI  
201 bedroom community. He stated that these are funds that we do not need to charge the residents for.

202 Mayor Allen asked if there was a plan to restripe the roads.

203 Hanson stated that it is in the plans for this summer.  
204

205 **11. ADMINISTRATION REPORTS**

206 Hanson stated that the Rohmer Park Project should be ready for bid around April 7<sup>th</sup>.

207 Hanson stated that the Easter eggs for the Easter Egg hunt will be filled by a church group.  
208

209 **12. UPCOMING EVENTS**

210 **April 16<sup>th</sup>: Work Session 5:00 p.m.**

211 **April 16<sup>th</sup>: City Council Meeting 6:00 p.m.**

212 **April 24-26<sup>th</sup> ULCT**

213 **April 25<sup>th</sup>: Planning Commission Meeting (tentative) 6:00 p.m.**  
214

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

216  
217 **Motion by Council Member Weir**  
218 **Seconded by Council Member Brown**  
219 **To adjourn into a closed session**  
220 **Approved unanimously (3-0)**  
221 **Roll Call Vote**  
222

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

- 224 ○ To discuss the character, professional competence, or physical or mental health of an  
225 individual.
- 226  
227

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

229 **Mayor Allen adjourned the closed session and regular meeting at 8:47 p.m.**  
230  
231  
232

233 \_\_\_\_\_  
**Date Approved**

\_\_\_\_\_ **City Recorder**



## City Council Staff Report

**Author:** Amy Rodriguez  
**Subject:** CDBG SECOND PUBLIC HEARING  
**Date:** 4-16-19 **Admin Dept.**  
**Type of Item:** Public Hearing

**Summary Recommendations:** The City Council will hear public comment on the Water Main Feeds to Tank#1 Project, and the Fire Equipment: Brush Truck Pump Unit.

Questions from the audience need to be responded to (particularly those who may be immediately impacted by the project).

### Description:

#### A. Topic: CDBG SECOND PUBLIC HEARING

#### B. Background:

CDBG requires that a second public hearing be held after an applicant has been notified that their application has been funded by the Rating and Ranking committee (RRC) but before the final application is due in May. The City was notified in March that the proposed Projects were recommended for a combined funding of \$250,000.

#### C. Analysis:

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

#### **COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING**

Mayor Allen opened the second public hearing for the CDBG program. **Mayor Allen stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the 2019 Grant Year Community Development Block Grant Program.**

The City has amended its capital investment plan and decided to apply for funds on behalf of the Water Main Feeds to Tank #1, located at 5295 South 500 West, and the Fire Equipment Project to purchase A Brush Truck Pump Unit . **The Mayor introduced Amy Rodriguez as Grant Manager, and Steve Harris as the Project Manager of the Water Main Feed to Tank #1 Project. The Project Manager for the Fire Equipment will be the Interim Chief for the Fire Department. The Mayor explained that the application was successful in the regional rating and ranking process and the Water Main Feeds to Tank #1 was awarded \$220,000. The Fire Equipment Project for the Brush Truck Pump Unit was awarded \$30,000.**

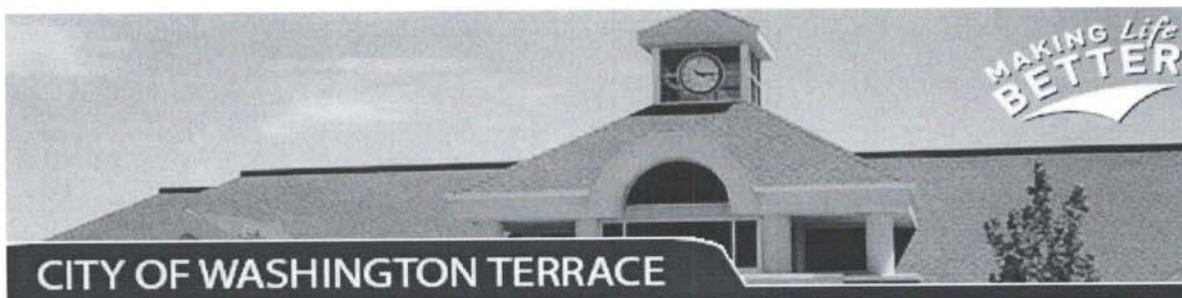
The Mayor explained the project to those in attendance.

**The Mayor then asked for any comments, questions and concerns from the audience.**

**The Mayor stated that copies of the capital investment plan are available if anyone would like a copy.**

**There were no more comments and the hearing was adjourned at \_\_\_\_\_.**

# WEBER COUNTY SHERIFF'S OFFICE WASHINGTON TERRACE MONTHLY STATISTICS



## 1ST QUARTER 2019

**OFFENSE CODES FROM INCIDENTS GENERATING A CASE REPORT  
SOME CASES HAVE MULTIPLE OFFENSE CODES**



# Weber County Sheriff's Office

## Law Total Incident Report, by Offense Codes

Agency: Weber County Sheriff's Office

<u>Offense Code</u>	<u>Total Incidents</u>
RUNAWAY (0001)	2
KIDNAP-CUSTODIAL INTERFERENC (1052)	1
SEX OFF-SEX ASSAULT FREE TEX (1199)	2
ALARM-ROBB FALSE ALRM-USER (1296)	1
ASSLT-AGG FAMILY ID WEAP (1302)	1
ASSLT-SIMPLE ASSAULT (1313)	10
ASSLT-SIMPLE ASSLT-CHILD ABUS (1319)	1
EXTORT-THREAT INJ REPUTATION (2103)	1
BURG-FORCED ENTRY RESIDENCE (2202)	1
BURG-FORCED ENTRY NON RESID (2203)	1
BURG-NO FORCED ENTRY RESID (2204)	2
ALARM-BURG ALARM FALSE USER (2253)	3
ALARM-BURG ALARM CAUSE UNK (2254)	1
BURG-FREE TEXT (2299)	1
THEFT-NO FORCE PURSE SNATCH (2302)	1
THEFT-FROM MOTOR VEH (PROWL) (2305)	4
THEFT-FROM BUILDING (2308)	6
THEFT-FROM YARDS (2309)	1
THEFT-FROM MAILS (2310)	2
THEFT-BICYCLE (2320)	2
THEFT-LOST/MISDELVIERED (2326)	2
THEFT-THEFT OF SERVICES (2332)	1
THEFT-FREE TEXT (2399)	4
STOL VEH-PASSENGER VEHICLE (2404)	3
STOL VEH-RECEIVE STOLEN VEH (2406)	1
STOL VEH-POSS STOLEN VEHICLE (2408)	2
STOL VEH-OTH NONMOTORIZED VEH (2416)	1

<u>Offense Code</u>	<u>Total Incidents</u>
REC STOLEN VEHICLE OJ (2417)	1
RECOVERED STOLEN VEH (LOCAL) (2418)	2
FRAUD-MAIL (2603)	1
FRAUD-IMPERSONATION (2604)	1
FRAUD-FRAUD-BY WIRE (2608)	1
FRAUD-IDENTIFY THEFT (2611)	1
FRAUD-FALSE PRETENSE/DECIEVE (2612)	1
FRAUD-FREE TEXT (2699)	1
CRIMINAL MISCH-BUSINESS (2901)	1
CRIMINAL MISCH-PRIVATE (2902)	8
CRIMINAL MISCH-GRAFFITI (2959)	1
CRIMINAL MISCH-NON CRIMINAL (2998)	2
DRUG-HEROIN POSSESS (3512)	1
DRUG-PARAPHERNALIA/NARC EQUIP (3550)	5
DRUG-MARIJUANA POSSESS (3562)	6
DRUG-PRESCRIPTION-POSSESS (3587)	1
DRUG-FOUND PARAPH. NARC EQUIP (3591)	1
DRUG-FOUND/SURRENDERED DRUGS (3592)	2
DRUG-MISUSE NON-PRESCRIPTION (3595)	1
SEX OFF-HOMOSEXUAL ACT W/MAN (3610)	1
SEX OFF-SEX OFFENSE FREE TEXT (3699)	2
PORN-CHILD PORN POSSESS (3711)	1
PORN-OBSCENE MATERA FREE TEXT (3799)	1
FAM OFF-CHLD/ABUSE NON VIOLEN (3802)	25
FAM OFF-DV IN PRESE OF CHILD (3814)	2
FAM OFF-DV CRIMINAL NATURE (3850)	4
FAM OFF-DV NON CRIMINAL (3851)	17
FAM OFF-DOMESTIC VIOL ALARM (3853)	1
FAM OFF-ENDANG OF CHILD/ADULT (3854)	3
FAM OFF-VIO OF PROTECT ORDER (3857)	7
LIQUOR ILL CONSUMPTION (4105)	1
OBSTRUCT-FAILURE STOP FOR LEO (4850)	1

<u>Offense Code</u>	<u>Total Incidents</u>
ESCAPE-EVADING BY VEH/FOOT (4920)	1
WARRANT-FAIL TO APPEAR-LOCAL (5015)	1
WARRANT-FAILURE TO APPEAR-OJ (5017)	5
PUB PEACE-HARASSING COMMUNICAT (5309)	11
PUB PEACE-DISORDERLY CONDUCT (5311)	4
PUB PEACE-NOISE ORDI VIOLATION (5349)	3
PUB PEACE-NEIGHBORHOOD PROBLEM (5350)	3
PUB PEACE-DIST THE PEACE (5352)	12
PUB PEACE-THREATS (5354)	5
PUB PEACE-MENTAL PSYCHO (5356)	4
PUB PEACE-SELL TOBACCO TO MINR (5358)	2
PUB PEACE-SUSPICIOUS ACTIVITY (5359)	44
PUB PEACE-LOUD PARTY (5362)	1
PUB PEACE-SERVE SEARCH WARRANT (5364)	1
ANIMAL-BARKING DOG (5365)	2
ANIMAL-ANIMAL NUISANCE (5368)	2
ANIMAL-ANIMAL PROBLEMS (5369)	1
PUB PEACE-SEX OFFENDER HM CHEK (5376)	6
ANIMAL-ANIMAL AT LARGE (5382)	1
PUB PEACE-FREE TEXT (5399)	2
ACCIDENT-HIT AND RUN (5401)	3
TRAF-DUI CLASS B (5404)	1
TRAF-OPEN CONTAINER (5405)	1
IMPOUND ABANDONED VEHICLE (5407)	2
TRAF-MOVING TRAFFIC VIOLATION (5416)	1
TRAF-RECKLESS/CARELESS DRIVING (5420)	2
TRAF-NON MOVING VIOLATION (5421)	1
TRAF-SPEEDING (5422)	8
TRAF-FAILE YIELD RIGHT OF WAY (5426)	1
TRAF-IMPROPER PASSING (5428)	1
TRAF-IMP BACKING/START (5432)	1
ACCIDENT-REPORTABLE (5435)	19
ACCIDENT-NON REPORTABLE (5436)	4

<u>Offense Code</u>	<u>Total Incidents</u>
TRAF-VEHICL DAMAGE ONLY NO ACC (5438)	2
TRAF-FLEEING (5442)	1
TRAF-TRAFFIC STOP NO CITATION (5445)	2
TRAF-NO SEAT BELT (5447)	1
TRAF-NO PROOF OF INSURANCE (5448)	1
TRAF-PARKING VIOLATION (5450)	2
TRAF-REVOKED/SUSPENDED LICENSE (5451)	1
TRAF-NO DRIVERS LICENSE (5452)	3
TRAF-REGISTRATION VIOL (5455)	7
TRAF-VIN INSPECTION (5464)	3
TRAF-LEAVING SCENE OF AN ACC (5479)	1
TRAF-TRAFFIC STOP (5480)	10
TRAF-ABANDONED VEHICLE (5482)	3
PRIVACY-TRESPASS (5707)	6
PRIVACY-SCHOOL TRESPASS (5710)	3
JUVENILE-MISSING (7305)	1
COP CITIZEN CONTACTS (7313)	1
DEATH ATTENDED (7314)	5
DEATH UNATTENDED (7315)	1
PUB PEACE-PUBLIC INTOXICATION (7316)	6
PUB PEACE-INTOX PRIVATE PLACE (7319)	4
ASSIST-CITIZEN (7327)	42
CITY ORDINANCE VIOLATION (7328)	1
FOUND PERSON (7329)	1
FOUND PROPERTY (7331)	5
LOST PROPERTY (7333)	2
PREMISE CHECK (7337)	2
SUICIDE ATTEMPT (7340)	3
SUICIDE THREATENED (7341)	24
PAPER SERVICE (7349)	2
OVERDOSE (7353)	2
MISSING PERSON/ADULT (7357)	2
INVOLUNTARY COMMITMENT (7358)	1
FOLLOW UP (7362)	3
Civil Dispute (7363)	5
PUBLIC ORDER FREE TEXT (7399)	1
ASSIST-OTHER JURISDICTION (8003)	9
ASSIST-MEDICAL (8004)	15
EXTRA PATROL (8008)	8
KEEP THE PEACE (8011)	16
WELFARE CHECK (8013)	12
911 HANGUP (8024)	2
ASSIST-SCHOOL (8025)	3

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<u>Offense Code</u>	<u>Total Incidents</u>
School Threats To (8026)	2
JUVENILE-UNGOVERNABLE (8104)	10
JUVENILE-TRUANCY (8105)	1
COMMUNITY POLICING (8409)	46
POSS TOBACCO UNDER 19 (9001)	4
JAIL TRANSPORT (9602)	1
<b>Total Incidents for This Agency</b>	<b>607</b>

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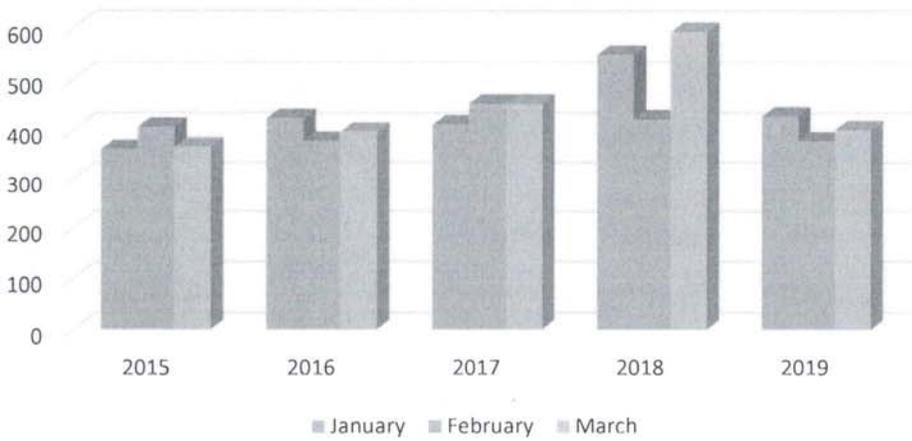
**Report Includes:**

All dates between '00:00:00 01/01/19' and '23:59:59 03/31/19', All agencies matching 'WC', All natures, All locations matching 'WT', All responsible officers, All dispositions, All clearance codes not matching 'NR', All observed offenses, All reported offenses, All offense codes, All circumstance codes

**WASHINGTON TERRACE CALLS FOR SERVICE  
INCLUDES TRAFFIC STOPS**

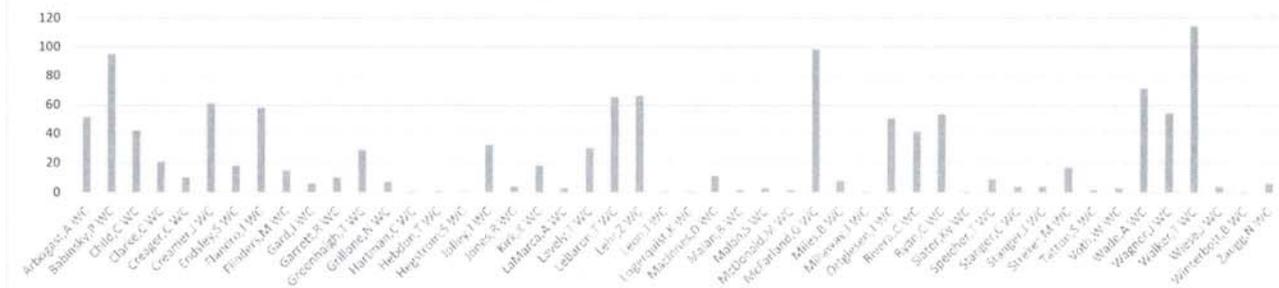
	2015	2016	2017	2018	2019
January	361	423	410	548	427
February	406	378	452	421	378
March	366	396	452	593	400
<b>TOTAL</b>	<b>1133</b>	<b>1197</b>	<b>1314</b>	<b>1562</b>	<b>1205</b>

**CALLS FOR SERVICE 5 YEAR COMPARISON**



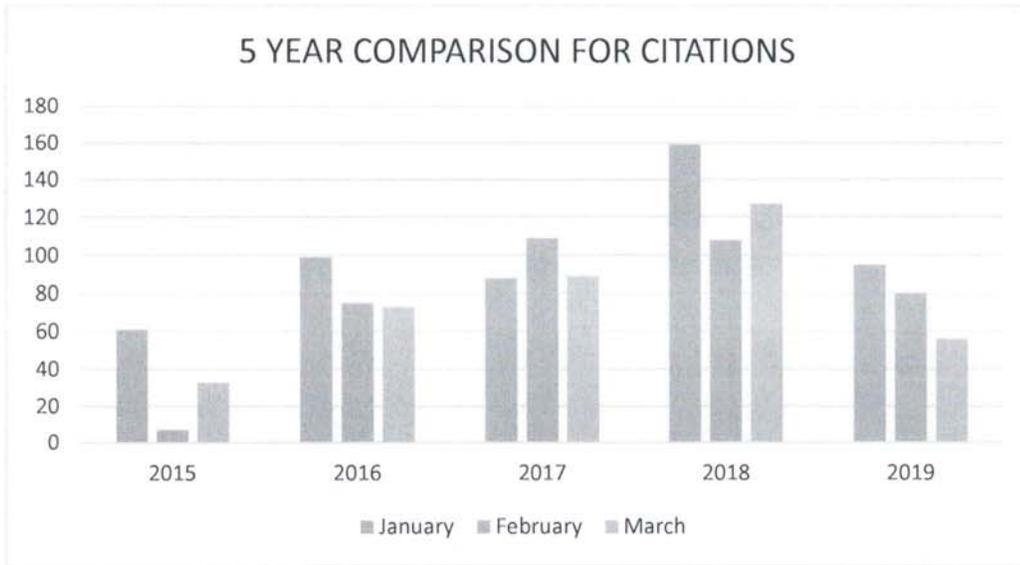
Officers	# Calls
Arbogast, A WC	51
Babinsky, P WC	95
Child, C WC	42
Clarke, C WC	21
Creager, C WC	10
Creamer, J WC	61
Endsley, S WC	18
Flandro, J WC	58
Flinders, M WC	15
Gard, J WC	6
Garrett, R WC	10
Greenhalgh, T WC	29
Grillone, N WC	7
Hartman, C WC	1
Hebdon, T WC	1
Hegstrom, S WC	1
Jolley, J WC	32
Jones, R WC	4
Kirk, K WC	18
LaMarca, A WC	3
Lavelly, T WC	30
LeBaron, T WC	65
Lehr, Z WC	66
Leon, J WC	1
Logerquist, K WC	1
MacInnes, D WC	11
Malan, B WC	2
Malan, S WC	3
McDonald, M WC	2
McFarland, G WC	98
Miles, B WC	8
Millaway, J WC	1
Ortgiesen, J WC	50
Rivera, C WC	41
Ryan, C WC	53
Slater, Ky WC	1
Speicher, T WC	9
Stanger, C WC	4
Stanger, J WC	4
Streker, M WC	17
Tatton, S WC	2
Voth, W WC	3
Wade, A WC	71
Wagner, J WC	54
Walker, T WC	114
Wiese, J WC	4
Winterbott, B WC	1
Zaugg, N WC	6

CALLS FOR SERVICE BY DEPUTY



**WASHINGTON TERRACE CITATION  
5 YEAR COMPARISON**

	2015	2016	2017	2018	2019
January	61	99	88	159	95
February	7	75	109	108	80
March	33	73	89	127	56
<b>TOTAL</b>	<b>101</b>	<b>247</b>	<b>286</b>	<b>394</b>	<b>231</b>



# WASHINGTON TERRACE CRIME CALENDAR 4TH QUARTER 2018



ASSAULT One occurred every 2.6 days

THEFT One occurred every 1.4 days

BURGLARY One occurred every 6.2 days

19SO2303	EXTRA PATROL 625 W 5100 S; ROHMER PARK	15:03:55 03/04/19	WASHINGTON TERR
19SO2327	DEAD ANIMAL 5000 S 300 E	08:21:00 03/05/19	WASHINGTON TERR
19SO2361	ANIMAL COMF 297 W 5600 S	08:27:17 03/06/19	WASHINGTON TERR
19SO2368	ANIMAL COMF 5474 S 100 W	11:40:23 03/06/19	WASHINGTON TERR
19SO2381	EXTRA PATROL 625 W 5100 S; ROHMER PARK	15:34:38 03/06/19	WASHINGTON TERR
19SO2401	ANIMAL COMF 5475 S ADAMS AVE PKWY; 500 E;	09:45:04 03/07/19	WASHINGTON TERR

19SO2525	ANIMAL COMF 134 E 5350 S	07:39:15 03/11/19	WASHINGTON TERR
19SO2530	ANIMAL COMF 5109 S 550 W	11:10:11 03/11/19	WASHINGTON TERR
19SO2534	ANIMAL COMF 355 W COMBE WAY; 5700 S	13:20:17 03/11/19	WASHINGTON TERR
19SO2546	ANIMAL COMF 350 E RIDGELINE DR; 5450 S	16:01:53 03/11/19	WASHINGTON TERR
19SO2569	EXTRA PATROL 625 W 5100 S; ROHMER PARK	09:18:28 03/12/19	WASHINGTON TERR
19SO2589	ANIMAL COMF 147 W 4700 S	16:12:25 03/12/19	WASHINGTON TERR
19SO2664	EXTRA PATROL 625 W 5100 S; ROHMER PARK	16:08:16 03/14/19	WASHINGTON TERR
19SO2809	EXTRA PATROL 625 W 5100 S; ROHMER PARK	08:10:03 03/19/19	WASHINGTON TERR
19SO3010	ANIMAL COMF 469 W COMBE WAY; 5700 S	12:35:17 03/25/19	WASHINGTON TERR
19SO3039	ANIMAL COMF 5462 S 125 E	08:33:03 03/26/19	WASHINGTON TERR
19SO3041	DEAD ANIMAL 175 E RIDGELINE DR; 5500 S	09:02:28 03/26/19	WASHINGTON TERR
19SO3057	BARKING DOG 205 E 5200 S	16:16:56 03/26/19	WASHINGTON TERR
19SO3078	ANIMAL COMF 5098 S 550 W	09:03:34 03/27/19	WASHINGTON TERR
19SO3087	CRUELTY ANIV 5315 S ADAMS AVE PKWY; 500 E;	12:59:17 03/27/19	WASHINGTON TERR
19SO3089	ANIMAL COMF 312 W 5650 S	13:44:11 03/27/19	WASHINGTON TERR
19SO3092	ANIMAL COMF 362 W 5650 S	14:07:43 03/27/19	WASHINGTON TERR

19SO2226	CRUELTY ANIMALS 4665 S 250 W	14:55:08 03/01/19	WASHINGTON TERR
19SO2379	ANIMAL COMPLAIN 360 W 4800 S	14:26:27 03/06/19	WASHINGTON TERR

19SO1336	ANIMAL COMPLAIN	165 W 5100 S; T H BELL JUN	08:05:54	02/04/19	WASHINGTON TERR
19SO1356	ANIMAL COMPLAIN	5028 S 240 E	13:38:41	02/04/19	WASHINGTON TERR
19SO1427	ANIMAL COMPLAIN	5526 S ADAMS AVE PKWY; 5	09:55:40	02/06/19	WASHINGTON TERR
19SO1436	EXTRA PATROL	625 W 5100 S; ROHMER PAF	13:13:30	02/06/19	WASHINGTON TERR
19SO1466	EXTRA PATROL	625 W 5100 S; ROHMER PAF	08:53:10	02/07/19	WASHINGTON TERR
19SO1607	ANIMAL COMPLAIN	138 W 4625 S; 4FAC1	11:18:37	02/11/19	WASHINGTON TERR
19SO1647	EXTRA PATROL	625 W 5100 S; ROHMER PAF	08:24:55	02/12/19	WASHINGTON TERR
19SO1726	EXTRA PATROL	625 W 5100 S; ROHMER PAF	09:00:25	02/14/19	WASHINGTON TERR
19SO1878	EXTRA PATROL	625 W 5100 S; ROHMER PAF	12:43:03	02/19/19	WASHINGTON TERR
19SO1880	CRUELTY ANIMALS	4759 S 325 E	13:19:30	02/19/19	WASHINGTON TERR
19SO1891	ANIMAL COMPLAIN	4759 S 325 E	16:57:49	02/19/19	WASHINGTON TERR
19SO2068	ANIMAL COMPLAIN	367 W 4900 S; apt 2	14:19:59	02/25/19	WASHINGTON TERR
19SO2069	ANIMAL COMPLAIN	5528 S 225 E	15:00:25	02/25/19	WASHINGTON TERR
19SO2072	NEIGHBOR DISTUR	367 W 4900 S;2	15:23:35	02/25/19	WASHINGTON TERR
19SO2075	ANIMAL COMPLAIN	367 W 4900 S;1	15:36:32	02/25/19	WASHINGTON TERR
19SO2167	ANIMAL COMPLAIN	345 W RIDGELINE DR; 5500	08:59:46	02/28/19	WASHINGTON TERR
19SO2182	EXTRA PATROL	625 W 5100 S; ROHMER PAF	15:15:55	02/28/19	WASHINGTON TERR

19SO1948	BARKING DOG	362 W 5650 S	16:31:35	02/21/19	WASHINGTON TERR
19SO1973	ANIMAL COMPLAIN	536 W 5000 S	11:37:18	02/22/19	WASHINGTON TERR

	Attack/Bite	Barking	Stray/Roam	Carcass Rem	Citizen Assis	Followup	Injured anim	Citations	Cruelty	Calls For Ser	Extra Patrol
Feb-19		1	8		1	2		4	1	23	6
19-Jan	2	3	9	1	4	1	1	0	2	23	0
18-Dec	0	0	6	0	2	1	1	0	3	13	0
Nov-18	1	7	12	0	1	2	0	2	2	31	4
Oct-18	1	4	8	0	1	3	0	1	1	23	4
Sep-18	2	4	13	0	6	4	1	0	2	34	2
Aug-18	0	3	9	1	4	3	0	0	1	23	2
Jul-18	0	1	8	0	2	4	0	0	2	17	0
18-Jun	3	0	18	0	1	0	0	0	2	28	4
May-18	0	4	10	1	0	0	1	21	2	41	3
18-Apr	0	6	2	0	2	1	1	0	1	26	13
Mar-18	2	7	8	1	2	3	0	2	1	26	0
Feb-18	1	2	6	2	0	1	0	0	3	15	0
18-Jan	2	2	5	1	0	3	0	7	1	22	1
17-Dec	0	0	4	0	0	3	1	2	5	15	0
17-Nov	0	4	18	0	1	7	0	5	4	40	0
Oct-17	2	2	11	2	3	1	1	6	0	23	1
Sep-17	0	1	16	1	0	1	0	3	1	26	3
Aug-17	2	0	13	1	3	2	1	5	0	30	3
17-Jul	2	1	11	1	6	3	0	6	2	33	1
17-Jun	1	2	5	0	3	2	0	9	2	25	1
May-17	2	0	19	0	5	0	1	10	2	44	5
Apr-17	4	3	16	0	2	2	1	17	1	48	11
Mar-17	0	1	13	0	2	14	0	0	1	33	4
Feb-17	0	0	16	0	0	1	0	0	0	22	5
Jan-17 1	7	9	0	4	11	1	4	3	40	0	
Dec-16 4	1	22	2	7	2	1	0	3	43	1	
Nov-16 1	1	10	0	2	5	0		1	25	5	
Oct-16	2	11		3	8			2	29	3	

Sep-16	4	2	18	4		5	1	0	0	35	3
Aug-16	1	2	8	0	3	9	2	0	2	27	6
Jul-16	2	1	8	0	2	1	0	4	0	23	9
Jun-16	4	1	11		4	4			2	32	6
May-16	2	5	16	0	2	10	2	5	5	59	18
Apr-16	1	1	13	1	4	6			4	54	23
Mar-16	0	1	5	0	2	12	0	0	2	24	7
Feb-16	1	4	10	1	3	1	0	5	3	23	1
Jan-16	3	3	13	0	5	7	2	2	1	30	0
Dec-15	0	1	16	0	2	1	0	2	1	21	0
Nov-15	1	3	7	1	1	1	1	0	1	17	1
Oct-15	2	9	14	2	1	0	1	3	0	28	2
Sep-15	2	4	17	1	0	5	2	9	0	32	0
15-Aug	3	12	10	1	5	8	0	0	5	44	1
Jul-15	4	2	11	0	1	3	1	3	1	26	0
Jun-15	1	7	7	1	2	13	0	4	3	34	0
15-May	2	3	16	1	0	14	1	0	2	39	0
15-Apr	3	1	15	0	2	4	0	2	2	21	3
15-Mar	2	1	8	0	0	2	0	2	2	18	1
Feb-15	1	5	10	0	0	2	0	4	1	24	5
Jan-15	1	2	7	1	0	4	0	2	2	21	3
14-Dec	1	3	7	0	4	7		1	2	24	1
14-Nov	1	6	6	0	2	0	0	0	5	22	2
Oct-14	2	1	27	0	2	1	2	1	1	38	1
14-Sep	3	6	8	0	3	3	0	4	1	26	3
14-Aug	1	2	11	5	1	1	1	2	1	35	13
14-Jul	1	6	11	0	0	11	2	11	2	33	10
Jun-14	0	5	12	0	0	1	1	4	2	23	
May-14	0	3	14	0	4	0	1	6	0	20	
14-Apr	2	3	19	1	3	2	0	25	0	34	
Mar-14	1	9	13	2	0	2	4	1	0	31	
Feb-14	2	1	7	1	1	1	1	0	2	16	
Jan-14	1	2	10	2		2	1		3	19	
Dec-13	1	1	0	0	0	2	0	1		1	

Nov-13	2	0	11	1	0	3	0	2	19
Oct-13	2	3	14	0	8	1	1	2	32
Sep-13	4	1	16	0	5	1	0	0	30
Aug-13	4	0	7	0	7	1	2	17	26
Jul-13	1	0	11	0	8	3	1	5	24
Jun-13	2	4	12	0	5	2	0	1	25
May-13	1	1	10	0	4	16	4	4	29
Apr-13	3	1	6	2	3	8	1	5	24
Mar-13	0	3	16	0	2	8	0	1	29
Feb-13	0	3	12	1	1	2	1	0	20
Jan-13	1	3	6	0	0	0	0	0	19
Dec-12	1	5	4	0	2	2	1	1	16
Nov-12	2	6	10	1	0	3	0	3	19
Oct-12	2	7	11	1	3	2	2	6	28
Sep-12	1	6	15	2	2	0	2	1	27
Aug-12	1	4	9	1	3	0	0	1	16
Jul-12	1	3	3	1	4	1	1	1	23



## City Council Staff Report

**Author:** Administration

**Subject:** Interim Fire Chief and Deputy Chief

**Date:** April 16, 2019

**Type of Item:** Motion



### **Description:**

- A. **Topic:** The Washington Terrace City Fire Department will be without their Fire Chief for several weeks, and possibly months. Until the situation can be evaluated, staff is recommending that an Interim Fire Chief and an Interim Deputy Fire Chief be assigned.

The department has two Captains currently, who help with scheduling and trainings. Both Captains have full time jobs at this time, but have stated that they would be willing to increase their hours and rearrange their schedules to be available to fill in for the Fire Chief during this time.

Staff is recommending that the Captain Clay Peterson be assigned as the Interim Fire Chief And Captain Dallas Davies be assigned as the Interim Deputy Fire Chief. Due to a higher increase in responsibilities and time, staff is recommending increasing their stipend pay from \$500 a month to \$800 a month while they are facilitating their new roles.

The positions will have the full authorization of the Fire Chief to include; but are not limited to: Hiring employees, terminating employees, reprimanding employees, authorization powers to expend budget (sign invoices, order supplies and equipment), grant submittals, scheduling, and administration functions (staff meetings, Council reports, etc.).

They will also function as Fire Chief on site during events.

It is expected that this would be a short term solution, and once the Department has A permanent Fire Chief on duty, they would return to their captain duties and stipend.

**CITY OF WASHINGTON TERRACE  
RESOLUTION 19-04**

**SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,  
APPROVING THE SYSTEM EVALUATION AND CAPACITY ASSURANCE  
PLAN (SECAP) FOR INCLUSION INTO THE WASHINGTON TERRACE CITY  
SEWER SYSTEM MANAGEMENT PLAN.**

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

**WHEREAS**, the City Council is the legislative body of the City;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) adopted Rule 317-801 in 2012 which requires the City to implement the Utah Sewer Management Program in accordance with state law;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) enforces the Utah Pollutant Discharge Elimination System (UPDES) and provides the City a permit for the same;

**WHEREAS**, the City Council adopted the City’s Sewer System Management Plan on October 6, 2015;

**WHEREAS**, the City desires to conform to the requirements of state law which requires that the City incorporate the System Evaluation and Capacity Assurance Plan (SECAP) into the Sewer System Management Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Review and Adoption.**

The City Council has reviewed and hereby approves the System Evaluation and Capacity Assurance Plan attached hereto as Exhibit “A” and incorporated herein by this reference.

**Section 2. Effective Date**

This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the Washington Terrace City Council this \_\_\_\_ day of April, 2019.

\_\_\_\_\_  
MARK ALLEN, Mayor  
City of Washington Terrace

ATTEST:

\_\_\_\_\_  
AMY RODRIGUEZ, City Recorder

Roll Call Vote  
Council Member Scott Barker  
Council Member Blair Brown  
Council Member Larry Weir  
Council Member Scott Monsen  
Council Member Jeff West

## Washington Terrace City

# System Evaluation and Capacity Assurance Plan

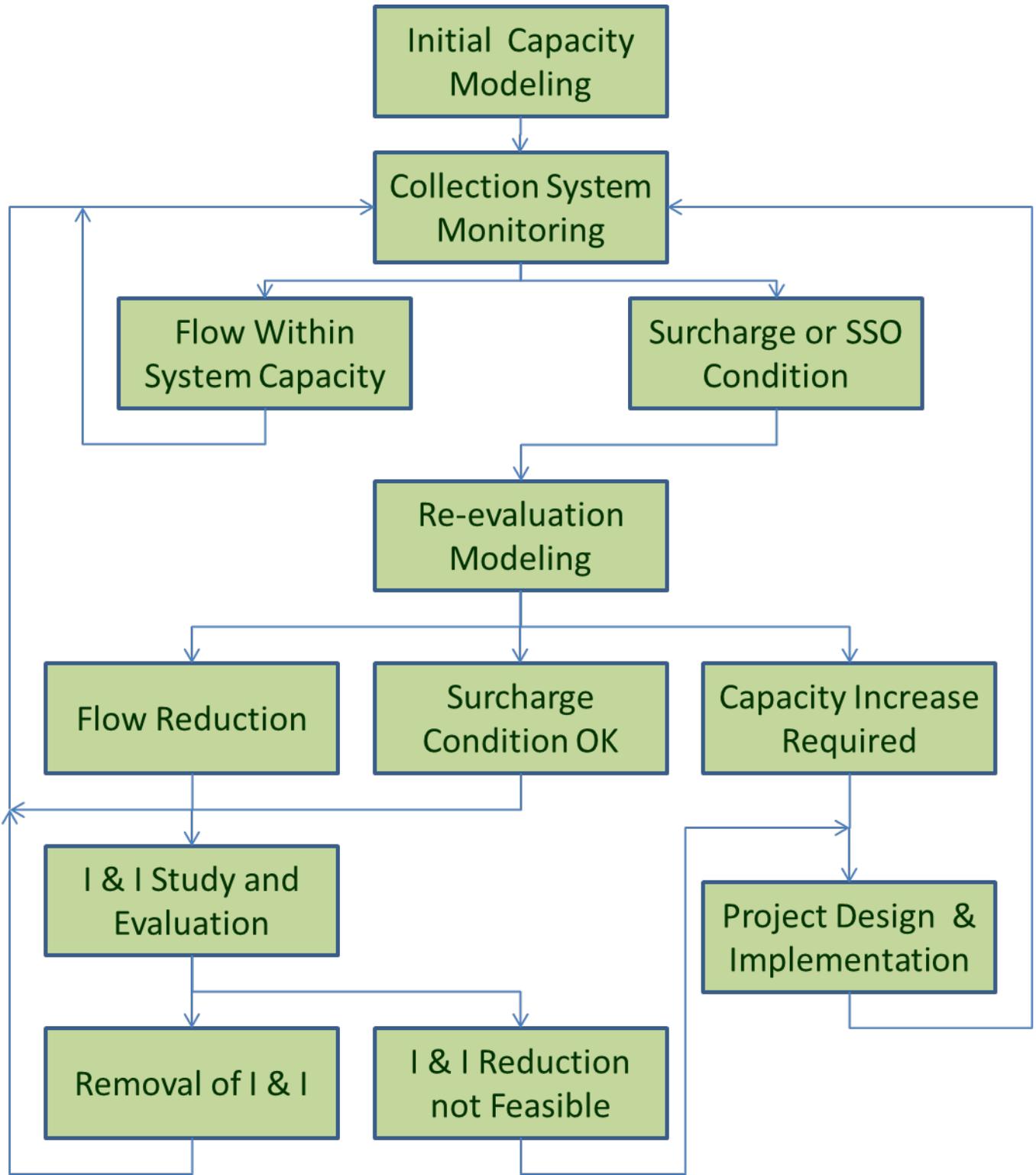
Washington Terrace City believes that one of the keys to preventing sanitary sewer overflows (SSOs) is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. Should a collection subsystem exceed the capacity of the pipes, the system will be immediately re-evaluated and corrective action taken. The following elements are all part of the Washington Terrace City SECAP program.

1. Initial Capacity Modeling and Master Planning
2. Flow Monitoring
3. Surcharge Flow Analysis
4. Re-evaluation Modeling and Analysis
5. Flow Reduction Evaluation and Implementation
6. Capacity Increase Evaluation and Implementation

The actual implementation process associated with each of the elements above is shown in figure on the next page. This flow chart process forms the backbone of the SECAP.

### 1. Initial Capacity Evaluation

Washington Terrace City has evaluated and performed an analysis of, and will model, each critical subsystem contained within its collection system. Subsystems are segregated based on the branching of the collection system. Trunk lines and collector lines are evaluated until the system reaches a point where less than 400 residential dwelling unit equivalents (RE) are upstream of that point in the system. The 400 RE point was chosen based on the minimum slope requirements of the State of Utah. An 8-inch pipe constructed on minimum slope will carry the flow from 400 RE based on 3.2 persons per dwelling unit, 75 gpc/d and a peaking factor of 4. The RE equivalent is based on typical Utah water usage information and assumes the peaking factor will account for a reasonable amount of inflow and infiltration. If an area is known to have, or flow metering identifies, a significant amount of inflow and infiltration, additional evaluation will be needed. In these areas the capacity of an 8-inch pipe system may be significantly reduced below 400 RE.



**SECAP Flow Chart**

In addition to developing an equivalent flow for a residential unit, consideration should also be given to time of concentration in the collection system. Based on typical diurnal flow patterns, if the transit time in the branch system is less than 2 hours, time of concentration can be ignored.

## 2. Flow Monitoring

Washington Terrace City has not conducted any wastewater flow metering to this date and, under normal conditions, does not anticipate the need to meter any section of the wastewater collection system, except to calibrate the system model. Several factors lead to this conclusion:

- Every manhole in the City is inspected annually. Observation records are kept and, when called for, are compared to the current state of a manhole. The condition of each manhole is noted, wastewater levels measured, signs of surcharging are listed, high water level marks are measured, debris deposits are described and removed, and surcharging evidence upstream/downstream is investigated.
- One-fourth to one-third of older sewer mains in the City have been videoed one or more times over the last 15 years. Only one Infiltration and Inflow (I & I) has been noted during those investigations. A sewer main/series of manholes was discovered along a section of road in Washington Terrace City some years ago that collected foundation drain water. A parallel storm water line was installed along the same road section to collect the inflow water and properly dispose of it. The sewer main sections and manholes were also replaced.
- Sewer mains are cleaned by certified City wastewater collection system employees every three years—more often in problem areas such as root intrusion areas, bellies, historical FOG issues, potential concrete pipe corrosion, etc. Surcharging has only been an issue during SSO events.
- The City of Washington Terrace is nearing build-out. There are some limited areas that can be developed, but none are large enough to warrant larger mains.
- Storm drain cross connections are not allowed by City Ordinance. Dig permits are issued for all excavation involving sewer laterals/mains and storm drain lines and the City inspects those sites regularly during construction.
- Water from foundation drains and surface connections are not allowed by City Ordinance and are not legal. Smoke testing is conducted periodically and on an as-needed basis to detect suspected illicit discharges.
- The City is working to develop a model of our sanitary sewer system. A detailed map of the system is in place with GPS location of manholes, pipe material, size,

length, and slope of each pipe section. The model will be calibrated via flow metering at key locations during finalization.

### 3. Surcharge Flow Analysis

If any collection subsystem is identified as having any of the following problems the system will be evaluated to determine future action. These problems are:

1. Sanitary Sewer Overflow to the Environment
2. Sanitary Sewer Break Remaining in the Trench
3. Basement Backup
4. Observed Subsystem Surcharging.

The flow evaluation may result in multiple conclusions, some of which may require further action. Possible conclusions and their further action are listed below. This list is not inclusive nor does it require the specific action detailed. These are given as possible examples and will be used by the Public Works Director and Public Works Maintenance Supervisor (DRC) to determine correct future action.

#### **Flow Reduction Evaluation – (See 5. Below)**

#### **Foreign Objects or Obstructions**

There are multiple foreign objects which may be found in sewers. These may include objects knocked into sewers during construction, illegally placed in sewer manholes, roots, grease and soaps, bellies in piping systems, etc. Each of these problems should be found during the backup investigation and a plan developed to insure the problem does not reoccur. Types of action may include increased cleaning frequency, spot repairs, greater pretreatment activity, lining of pipes, and other corrective actions which resolve the problem.

#### **Allowable Surcharging**

Some piping systems may be able to accept surcharges without creating problems. Such systems may be deep and surcharging occurs below the level of basements or manhole rims, or they may be in areas where there are no connections. In such cases the resolution of the observed surcharge may just be additional monitoring.

## **Revised System Modeling**

Where piping system problems cannot be resolved in a less expensive way, the system may be further modeled to determine upgrade needs. Modeling should include known flow information and future projections. Since the system has been shown to have problems, further modeling should be more conservative in flow projections. Revised modeling should follow the guides given next.

### 4. Re-evaluation Modeling and Analysis

When a subsystem needs demonstrate unresolvable problems by less costly means, the subsystem should be re-modeled and required action determined. Revised modeling may show that flow reduction may still be viable or it may show that the system can allow current surcharge conditions. Most likely, however, the modeling will normally form the basis for construction to enlarge the subsystem capacity. Modeling should be done either by:

1. Washington Terrace staff/City Engineer using commercially available software,
2. Washington Terrace staff/City Engineer using spreadsheet models,
3. Engineering firms using available software or spreadsheets.

It is important to insure the modeling is comprehensive and includes all the potential flow sources. While the current area zoning and land use planning should be used in the model development, care should be taken to discuss possible changes with appropriate City officials. Where possible zoning changes appear likely, the model should be re-run with the revised zoning alternatives. Once a resolution has been selected, the resulting project should be placed on the capital improvement plan (CIP).

### 5. Flow Reduction Evaluation and Implementation

Should excessive flows be identified during the surcharge analysis, solutions may be to proceed with an inflow and infiltration study with the ultimate goal of reducing flows. These flow reductions may be achieved by reconstruction of specific areas, internal spot repairs, removing illegal storm water or sump pump connections from homes or storm water systems, and system grouting. Tools used in flow reduction may include extensive in-line camera inspection, smoke testing, dye testing, and increased inspection or flow monitoring.

## 6. Capacity Increase Evaluation and Implementation

The capacity evaluation should be expedited based on the impact of the problem on the environment and the possible repeat of the overflow/backup/surcharging. Details on prioritization are given in the next section.

Systems requiring additional capacity should be engineered for expansion by qualified staff and/or engineering consultants. Project design shall be based on adopted City Standards and should comply with State of Utah regulations found in R317-3. Easements should be obtained, where needed, and the design should include an analysis of other utilities in the vicinity. Design review should be done by the applicable regulatory agency, as appropriate. A design report should be prepared for each project. Where appropriate, the subsystem modeling may be substituted for the design report.

Finalized projects will be placed on the CIP.

### System Improvement Prioritization

The priority for improvement should adhere to the following general guidelines:

#### **High Priority Projects**

When there is significant potential for sanitary sewer overflows, or frequent basement backups, the improvement should be considered a high priority and any available budget should be allocated to the project.

#### **Medium Priority Projects**

Where the problem is infrequent and the possibility exists that it may not repeat in the near future, the priority for correction is medium. Medium priority projects may be delayed until appropriate budget is available or the priority is adjusted to high priority. Should an SSO or basement backup repeat in the same area, the improvement/solution should be assigned a higher priority.

#### **Low Priority Projects**

If the observed problem is infrequent, there is possibility that it may not repeat in the near future and the possibility that increased flow in the subsystem is low, the correct priority is low. Low priority projects will be placed in the budget process and evaluated against other needs. These projects will eventually be completed,

but the work is not prioritized above plant and equipment needs.

Capital Improvement Plan

The Wastewater CIP is part of the Washington Terrace budgeting process to insure sufficient revenue to address identified weaknesses in the sanitary sewer system. Items which have been identified as needing a structural fix are placed on the CIP list, a cost estimate is formulated that includes all major construction elements, and the project is assigned a priority for completion in the 0-5 Year, 5-10 Year, or 10-20 Year horizon. Priorities and projects are reviewed/revised yearly. Sources of funding are identified for all high priority projects so that SSO's or other failures do not re-occur. Forecasts of available funding for medium and low priority projects are made to facilitate future revenue requirements.

**CITY OF WASHINGTON TERRACE  
RESOLUTION 19-06**

**MUNICIPAL WASTEWATER PLANNING PROGRAM**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE, UTAH,  
APPROVING THE MUNICIPAL WASTEWATER PLANNING PROGRAM  
SELF-ASSESSMENT REPORT FOR 2017 .**

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

**WHEREAS**, the City Council is the legislative body of the City;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) adopted Rule 317-801 in 2012 which requires the City to implement the Utah Sewer Management Program in accordance with state law;

**WHEREAS**, the Utah Department of Environmental Quality (DEQ) enforces the Utah Pollutant Discharge Elimination System (UPDES) and provides the City a permit for the same;

**WHEREAS**, the City Council desires to approve the Municipal Wastewater Planning Program Self- Assessment Report for 2017 ;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Review and Adoption.**

The City Council has reviewed and hereby approves the Municipal Wastewater Planning Program Self-Assessment Report for 2017 which is attached hereto as Exhibit “A” and incorporated herein by this reference.

**Section 2. UPDES Compliance.**

That to the best knowledge of the City Council, the City has taken all appropriate actions necessary to maintain collection system operation effluent requirements stipulated in the City UPDES Permit No. UTG580110.

**Section 3. Effective Date**

This Resolution is effective immediately upon passage and approval.

PASSED AND APPROVED by the Washington Terrace City Council this \_\_\_\_ day of April, 2019.

\_\_\_\_\_  
MARK ALLEN, Mayor  
City of Washington Terrace

ATTEST:

\_\_\_\_\_  
AMY RODRIGUEZ, City Recorder

Roll Call Vote  
Council Member Scott Barker  
Council Member Blair Brown  
Council Member Larry Weir  
Council Member Scott Monsen  
Council Member Jeff West



# Municipal Wastewater Planning Program (MWPP) Annual Report 2017

*Please Select the Appropriate Facility from the Dropdown Menu*

Facility Name:	<b>WASHINGTON TERRACE</b>
Facility Class and Grade	<b>COLLECTION II - -</b>
Owner Name:	<b>Washington Terrace</b>
Name and Title of Contact Person:	<b>Steven E. Harris</b> <b>Public Works Director</b>
Phone:	<b>801-395-8289</b>
E-mail:	<b>steveh@washingtonterracecity.org</b>

SUBMIT BY APRIL 16, 2018

Electronic Submittal:  
<https://deq.utah.gov/ProgramsServices/services/submissions/index.htm>

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call Beth or Judy, Utah Division of Water Quality: (801) 536-4300.

## Definitions

I. Definitions: The following terms and definitions will help you complete the worksheets and questionnaire:

<sup>1</sup>**Asset Management** – Any combination of management tools applied to physical assets of the sewer system with the objective of providing the required level of service in the most cost-effective manner. It incorporates asset lifecycle management tools, including depreciation, with the accountant's cost allocation process.

<sup>2</sup>**Capital Facility Plan** – An engineering report detailing the planning procedures including a comprehensive analysis to establish the need, scope, basis, viability and implementation schedule of proposed sewer system projects.

<sup>3</sup>**Capital Improvements** - Addition of a permanent structural change or the restoration of a property that renews or improves its value, increases its useful life, or adapts it to new uses.

<sup>4</sup>**Capital Improvement Reserve Fund** - A fund or account established for capital improvement projects.

<sup>5</sup>**Debt Service** – A payment of interest and principal, usually due annually, made in repayment of a loan or bond obligation.

<sup>6</sup>**Debt Service Reserve Fund** - A fund or account established for use in making up deficiencies in bond repayment funds.

<sup>7</sup>**Equivalent Residential Connection (ERC)** - A unit of wastewater that incurs the same cost for operations and maintenance as the average volume of domestic waste discharged from a single family residence in the sewer system service area

<sup>8</sup>**Impact Fee** – A fee established by ordinance to be imposed on new development for payment of capital costs associated with providing public services to the new development.

<sup>9</sup>**Operation and Maintenance Costs** - The total annual cost for management, operations and maintenance of sewer systems including labor and benefits, general and administrative overhead, materials, supplies, utilities, fuel, tools, etc. These costs do not include capital improvements costs or debt service. Repair and replacement costs for fixed assets may be included.

<sup>10</sup>**Plan of Operations** – A plan summarizing the operational and financial requirements that the sewer system must meet to achieve its goals and purpose. The minimum requirements are established I UAC R137-3-1.8

<sup>11</sup>**Rate Study** – A study that establishes the user charge(s) of a sewer system based on the required level of service and its cost.

<sup>12</sup>**Repair and Replacement Costs** - The annual cost to renew or replace fixed assets of the sewer system. Fixed assets are generally land, buildings and equipment. These are often major major costs not included in operations and maintenance budgets.

<sup>13</sup>**Repair and Replacement Sinking Fund** - A fund or account established for renewal or replacement of fixed assets.

<sup>14</sup>**Sewer Revenues** - Income from user charges and other fees or taxes collected to pay the cost of sewer systems.

<sup>15</sup>**Sewer System** - The collective of sewerage systems and treatment works operated by the public utility or sponsor.

<sup>16</sup>**User Charge** - A fee established by ordinance and used to pay the cost of sewer systems. Different fees may be established for one or more classes of users. For purposes of this survey, user charge means the annual average fee charges per sewer connection.

## Instructions

Save this file to your local computer. The digital MWPP form is built in Microsoft excel. Please contact Beth or Judy if you cannot find your facility name or having trouble downloading your digital MWPP form.

You will need to fill all the yellow boxes with the appropriate information. Several of the questions are Yes/No questions that require you to select the yellow cell and then click the small arrow drop down button to be able to select the appropriate answer. You may move through the worksheet by simply pressing tab to move from box to box. Hitting Enter within the form may cause you to skip over questions. Please be sure to verify that all yellow boxes have been filled with the appropriate information. Begin filling out the form by selecting the name of your facility from the dropdown menu. Please be sure to select the correct facility from the dropdown menu. DWQ will only accept one form from each facility. Once you have entered all the appropriate information in all the yellow boxes the MWPP form is complete and you are ready to submit the completed MWPP package back to DWQ. Please be sure to save your completed form. Please do not submit your form until you have the date the MWPP was presented to your Board or Council completed. You may not submit a second form with the date at a later time. DWQ will only accept one form from each facility. If you experience any trouble or have any questions please contact DWQ Engineering Section Staff.

## Financial Evaluation Section

Form completed by:

**Steven E. Harris**

May Receive Continuing Education /units (CEUs)

Complete the following table:

WASHINGTON TERRACE

Part I: OPERATION AND MAINTENANCE	
Question	Answer
	Amount
What was the User Charge <sup>16</sup> for 2017?	\$ 395.58
	Yes/No
Are property taxes or other assessments applied to the sewer systems <sup>15</sup> ?	No
Are sewer revenues <sup>14</sup> sufficient to cover operations & maintenance costs <sup>9</sup> , and repair & replacement costs <sup>12</sup> (OM&R) <b><u>at this time</u></b> ?	Yes
Are projected sewer revenues sufficient to cover OM&R costs for the <b><u>next five years</u></b> ?	Yes
Does the sewer system have sufficient staff to provide proper OM&R?	Yes
Has a repair and replacement sinking fund <sup>13</sup> been established for the sewer system?	Yes
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	Yes

Complete the following table:

WASHINGTON TERRACE

Part II: CAPITAL IMPROVEMENTS	
Question	Answer
	YES/NO
Are sewer revenues sufficient to cover all costs of current capital improvements <sup>3</sup> projects?	Yes
Has a Capital Improvements Reserve Fund <sup>4</sup> been established to provide for anticipated capital improvement projects?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <b><u>next five years</u></b> ?	Yes
Are projected Capital Improvements Reserve Funds sufficient for the <b><u>next ten years</u></b> ?	No
Are projected Capital Improvements Reserve Funds sufficient for the <b><u>next twenty years</u></b> ?	No

Complete the following table:

WASHINGTON TERRACE

Part III: GENERAL QUESTIONS	
Question	Answer
	YES/NO
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	Yes
Are you collecting 95% or more of your anticipated sewer revenue?	Yes

Are Debt Service Reserve Fund <sup>6</sup> requirements being met?	Yes
Do you have a written emergency response plan for sewer systems?	Yes
Do you have a written safety plan for sewer systems?	Yes

Complete the following table:

**WASHINGTON TERRACE**

**Part IV: FISCAL SUSTAINABILITY REVIEW**

Question	Answer
	YES/NO
Have you completed a Rate Study <sup>11</sup> within the last five years?	Yes
Do you charge Impact fees <sup>8</sup> ?	Yes
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	No
Do you maintain a Plan of Operations <sup>10</sup> ?	Yes
Have you updated your Capital Facility Plan <sup>2</sup> within the last five years?	Yes
Do you use an Asset Management <sup>1</sup> system for your sewer systems?	Yes
Do you know the total replacement cost of your sewer system capital assets?	Yes
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	Yes
Please enter the date that this MWPP package was presented to your Board or Council	4/16/2019

Provide your best estimate of the following costs:

**Part IV: PROJECTED NEEDS**

Cost of projected capital improvements	2018	2019	2020	2021
	\$120,000	\$120,000	\$120,000	\$120,000
	2022	2023		
	\$120,000	\$120,000		

**FINANCIAL EVALUATION SECTION END**

## Collection System Section

Form completed by:

**Steven E. Harris**

May Receive Continuing Education /units (CEUs)

*Complete the following table:*

**WASHINGTON TERRACE**

**Part I: SYSTEM AGE**

Question	Answer
What year was your collection system first constructed (approximately)?	1943
What year was the the oldest part of your collection system constructed, replaced, or renewed?	2001

Complete the following table:

**WASHINGTON TERRACE**

**Part II: DISCHARGES**

Question	Answer Number
How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?	0
How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?	0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

**Class 1** - a Significant SSO means a SSO or backup that is not caused by a private lateral

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

**Class 2** - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral

Below include the number of SSOs that occurred in year: 2017

Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	0

**Please indicate what caused the SSO(s) in the previous question.**

<b>NA</b>
-----------

**Please specify whether the SSOs were caused by contract or tributary community, etc.**

<b>NA</b>
-----------

Complete the following table:

**WASHINGTON TERRACE**

<b>Part III: NEW DEVELOPMENT</b>	
<b>Question</b>	<b>Answer</b>
	Yes/No
Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?	No
Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD <sub>5</sub> loadings to the sewerage system by 25% or more?	No
Number of new residential sewer connections added in the last year	16
Number of new commercial/industrial connections in the last year	0
Equivalent residential connections <sup>7</sup> served	3,549

Complete the following table:

**WASHINGTON TERRACE**

<b>Part IV: OPERATOR CERTIFICATION</b>							
<b>Question</b>	<b>Answer</b>						
How many collection system operators do you employ?	7						
Approximate population served	9310						
<i>State of Utah Administrative Rules requires all public system operators considered to be in Direct-Responsible-Charge (DRC) to be appropriately certified at least at the Facility's Grade.</i>							
What is the current grade of the collection system DRC operator(s)?							
Denzil Remington	IV						
Curtis J. Gerritsen	II						
Jordan Briggs	II						
Hayden Clements	II						
[Names]	[Grade]						
[Names]	[Grade]						
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Facility Class &amp; Grade</th> </tr> </thead> <tbody> <tr> <td>COLLECTION</td> <td>II</td> </tr> <tr> <td>-</td> <td>-</td> </tr> </tbody> </table>		Facility Class & Grade		COLLECTION	II	-	-
Facility Class & Grade							
COLLECTION	II						
-	-						
List all other collection operators in your system by their certification.							
<i>Note: Enter all names even if the list isn't visible within the cell.</i>							
Not Certified	ad Bennington, Dillon Tay						
Small Lagoons	[Names]						
Collection I	Scott Ricketts						

Collection II	itsen, Jordan Briggs, Hay		
Collection III			[Names]
Collection IV			emington, Steven Harris-F
		<b>Yes/No</b>	
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?		Yes	

Complete the following table:

**WASHINGTON TERRACE**

<b>Part V: FACILITY MAINTENANCE</b>	
Question	Answer
	Yes/No
Have you implemented a preventative maintenance program for your collection system?	Yes
Have you updated the collection system operations and maintenance manual within the past 5 years?	Yes

Complete the following table:

**WASHINGTON TERRACE**

<b>Part VI: SSMP EVALUATION</b>	
Question	Answer
	Yes/No
Has your system completed a Sewer System Management Plan (SSMP)?	Yes
Has the completed SSMP been public noticed?	Yes
Date of Public Notice	10/1/15
Has the SSMP been adopted by the permittee's governing body at a public meeting?	Yes
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	No
If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?	

**NA**

Yes/No	
During 2017, was any part of the SSMP audited as part of the five year audit?	No
If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?	
NA	
Yes/No	
Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?	No

Complete the following table:

This section should be completed with the system operators.

**WASHINGTON TERRACE**

**Part VII: NARRATIVE EVALUATION**

Question	
Describe the physical condition of the sewerage system: (lift stations, etc. included)	
<b>No lift stations. Good overall condition with areas containing bellied, tree root entry, inaccessibility, and minor size limitations. Approximately 1/3 of the collection system mains have been installed/replaced since 2001. 1/4 mile of main will be slip lined in 2018.</b>	
What sewerage system capital improvements <sup>3</sup> does the utility need to implement in the next 10 years?	
<b>A 1/4 mile overflow bypass line was installed in 2017 in concert with 1/4 mile of main to be slip lined in 2018, realign sewer main from under sidewalk to street, replace/slip line 2 backyard lines, slip line sewer mains along 4 streets, replace several manholes on 3 streets, replace sewer lines in 3 streets, and install HDPE line under railroad.</b>	
What sewerage system problems, other than plugging, have you had over the last year?	
<b>Tree root intrusion, limited areas of FOG, inaccessible mains in back yards.</b>	
Is your utility currently preparing or updating its capital facility plan <sup>2</sup> ?	
<b>Yes, as listed in B. above. Washington Terrace City has a Capital Improvement Plan for the Sewer Collection System that covers 0-5 years, 5-10 years, 10-20 years. Planning and funding efforts are based on those horizons.</b>	
<b>Select Answer</b>	
Does the municipality/district pay for the continuing education expenses of operators?	<b>100% covered</b>
Is there a written policy regarding continuing education and training for wastewater operators?	
<b>Yes. Continuing education and training is tied directly to Public Works Department wages and promotion. Employees are trained in all aspects of sewer maintenance and safety during weekly safety meetings and on the job. Employees are also sent to collection system certification classes and testing--all paid for by the City. Employees are expected to keep up CEUs to maintain their certifications and to earn at least Grade</b>	

Any additional comments?

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**The Financial Evaluation Section cannot be properly completed with a yes or no answer. Most of the questions require explanations to describe the situation.**

**COLLECTION SYSTEM SECTION END**

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 19-05**

**POLICY AND PROCEDURES MANUAL**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,  
UTAH, ADOPTING AMENDMENTS TO THE CITY POLICY AND  
PROCEDURES MANUAL**

**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**, it is the policy of the City to establish reasonable rules of conduct for employees and remain in compliance with safety, health and insurance laws applicable to the City;

**WHEREAS**, the City Council Adopted the Policy and Procedures Manual in open meeting held on February 5, 2019;

**WHEREAS**, the City Council would like to amend a section of the Manual;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Rules of Procedure and Order.**

The changes to the Policy and Procedure Manual attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this \_\_\_ day of \_\_\_\_\_, 2019.

---

MARK C. ALLEN, Mayor  
Washington Terrace City

ATTEST:

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AMY RODRIGUEZ, City Recorder

ROLL CALL VOTE

Council Member Brown	_____
Council Member Monsen	_____
Council Member Barker	_____
Council Member Weir	_____
Council Member West	_____

12. LEAVE WITHOUT PAY.

- A. The City Manager or designee may grant an employee leave without pay for a specified period of time, not to exceed one (1) year. At the expiration of the leave without pay, the employee shall return to the same position, where feasible, or to a similar position. Failure of the employee to return to work at the expiration of leave without pay shall be considered a voluntary resignation of their position and employment without notice.
- B. A leave without pay shall not constitute a break in service. However, during a leave without pay period an employee's annual vacation leave, sick leave, and time toward their performance evaluation, if applicable, shall not accrue.
- C. Leave without pay shall be granted:
  - (1) For education purposes when the employee's course of study will be of direct benefit to the City, their absence will not be a hardship for their department, and the employee agrees to return to work at the end of the leave without pay.
  - (2) To attend funerals not covered by the funeral leave policy.
  - (3) To attend to an ill or injured member of the employee's immediate family when the absence is not covered by sick leave.
- D. Employees are expected to apply for leave without pay in advance and in writing,( unless incapacitated ), providing as much detail about the absence as possible so that the City Manager or designee may decide when the leave without pay is warranted. The information included shall include the reason for the request, the date of return and the reason for the request with documentation.
  - (1) The employee will not continue to accrue vacation or sick leave.
  - (2) Health Insurance will be terminated and may be reinstated upon return if the employee's status is eligible for insurance. The employee may request to continue insurance and will be responsible for the full amount of the full premium.

- E. An employee may request to continue receiving employer paid medical benefits:
  - (1) The employee has been employed by the City for a minimum of 5 years and is in good standing and
  - (2) Has applied for Long Term Disability through the City provided plan. Documentation will be required.
  
- F. The City Manager may approve a maximum of ninety (90) days. If Long Term Disability is not approved the employee may be responsible for paying back the full health insurance premium.
  
- G. . If employee has filed a fraudulent claim the employee will be terminated immediately and will be responsible for paying back the full health insurance premium.
  
- H. Extended long-term benefits may be provided on limited circumstances by The City Manager, subject to approval from the City Council, for an Employee that has been employed by the City for at least ten (10) years. Such extended long-term benefits are limited to full or partial medical and insurance benefits resulting from a life threatening major catastrophic medical condition where the employee has exhausted all accrued sick leave, vacation leave, and other leave options. This benefit may be extended to the family for COBRA use if the medical condition results in death of the employee. This benefit is limited in duration as determined by the City Manager based upon medical circumstances and subject to City Council approval.

13. DOCUMENTATION OF LEAVE. A copy of the official paperwork causing the absence must support the above absences. Such paperwork must be submitted to the City Manager or designee, or their designated representative, as soon as possible. In some cases where official paperwork is not available, the City Manager or designee, or their designate representative, may request that the employee supply additional information in writing to support the absence