



Regular City Council Meeting
Tuesday, July 21, 2020
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

*** Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen comments through the City's Facebook live stream.**

1. WORK SESSION : BUSINESS LICENSE FEE STUDY 5:00 P.M.
To present and discuss the results of the business license fee study performed by Zions Public Finance.

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 JUNE 30, 2020 SPECIAL 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

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.

8.1 PRESENTATION: SHERIFF’S OFFICE QUARTERLY REPORT

Report on activity occurring from April-June 2020

8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT

Report on activity occurring from April-June 2020

8.3 PRESENTATION: BUILDING AND PLANNING DEPARTMENT QUARTERLY REPORT

Report on activity occurring from April-June 2020

8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

Report on activity occurring from April-June 2020

8.5 PRESENTATION: ADJUSTMENT OF EXCAVATION RIGHT-OF-WAY-PERMIT FEES

A discussion on the review of the right-of-way permit fees.

8.6 MOTION/RESOLUTION20-09: APPROVAL OF THE EASEMENT AGREEMENT BETWEEN THE CITY AND THE WEBER COUNTY LIBRARY DEVELOPMENT FUND

An easement agreement for easement access to Pleasant Valley Library.

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

July 24th: City offices closed: Pioneer Day

July 30TH: Planning Commission Meeting 6:00 p.m.

August 4th: City Council Meeting 6:00 p.m.

August 18th: City Council Meeting 6:00 p.m.

August 27th: Planning Commission Meeting (Tentative)

12. ADJOURN THE MEETING: MAYOR ALLEN

13. REDEVELOPMENT AGENCY MEETING (The RDA meeting will begin Immediately following the regular meeting)

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

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CITY OF WASHINGTON TERRACE



BUSINESS LICENSE FEE STUDY





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Executive Summary

Zions Public Finance, Inc. (“ZPFI”) was retained by the City of Washington Terrace (“Washington Terrace” or the “City”) to complete an analysis of business licensing costs to meet the requirements of Utah law as established by Utah Code Annotated §10-1-203. Utah law allows municipalities to license businesses for the purpose of regulation and revenue but places a maximum on the business license fees charged equal to the cost of services provided by the City.

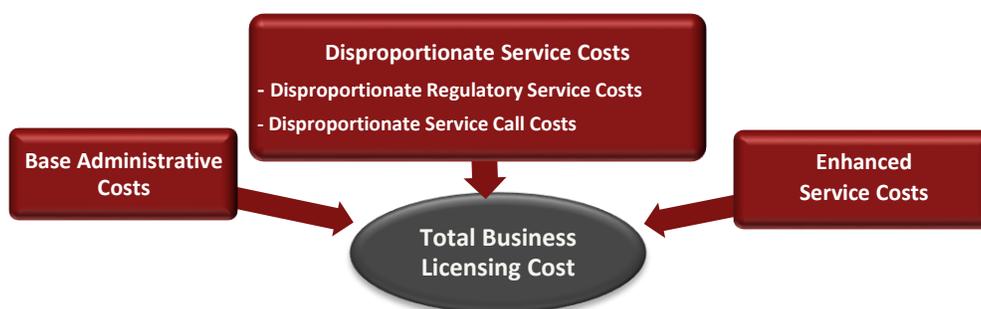
This study calculates the maximum business license fees allowable in Washington Terrace under current State law. The City Council may choose a fee lower than the maximum fee. If less than the maximum allowable fees are charged, the difference between the fee and the cost to the City must be covered through other revenue sources.

Factors the City may want to consider as it establishes new business license fees include:

- Percentage change to current fees;
- Dollar amount of change in fees;
- Correlation between proposed fees and the actual cost of services contained in this study;
- Recognition of other revenues generated by some business types (such as sales tax, real property tax, personal property tax, municipal energy tax, transient room tax, etc.); and
- The comparative/competitive fees in neighboring cities.

Business Licensing Costs

This study considers base administrative and disproportionate service costs. Although allowable by law, Washington Terrace has chosen not to charge any fees for enhanced services. When base costs and disproportionate costs are added together, they represent the maximum amount the City may charge for business licenses.



Base Administrative Costs

Base administrative costs include the common costs incurred by all types of businesses to register, oversee, maintain records and regulate licensed businesses within the City such as application, registration, issuance, etc. The base administrative costs are shown in Table 1.

TABLE 1: BASE ADMINISTRATIVE CURRENT FEES AND BASE COST OF SERVICE

Business Licenses	Current Fee	Base Cost of Service
New Business Licenses	\$100.00	\$124.47
Renewed Business License	\$100.00	\$102.31

Based on legislation passed in 2017, license fees for home occupation businesses may only be charged when the “combined offsite impact of the home-based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone.”¹ This means that most home occupation businesses cannot be charged a license fee. However, the City may require a business license (without a fee) for home occupation businesses and can charge a fee to home occupations that request a license when they otherwise would not be required to obtain one.²

Disproportionate Service Costs

There are two types of disproportionate service costs: disproportionate regulatory costs and disproportionate service call costs.

Disproportionate Regulatory Service Costs

All businesses in Washington Terrace currently incur **additional** regulatory costs (beyond the base costs) for inspections. These costs are in addition to the base administrative costs shown in the table above.

The City inspects each business either annually or bi-annually and there are some business classes which have a mix of differing inspection frequencies. Therefore, this study has taken a weighted average of inspection frequencies within each class to correctly allocate the disproportionate regulatory cost to the City.

TABLE 2: DISPROPORTIONATE REGULATORY SERVICE COSTS

Business Class	Disproportionate Regulatory Cost
Automotive	\$21.05
Car Wash	\$32.74
Contracted Services	\$32.74
Convenience Stores	\$16.37
Dialysis	\$32.74
Entertainment	\$32.74
Family Services – Commercial	\$94.52
Family Services – Residential	\$94.52
General Services	\$30.01
Group Homes	\$32.74
Hospital	\$126.29
Long-Term Care	\$60.81
Personal Services	\$16.37
Professional/Business Services	\$28.24
Sales	\$32.74
Storage Units	\$16.37
Toll	\$16.37

¹ Utah Code §10-1-203(7)

² SB-158, effective May 8, 2018

Disproportionate Service Call Costs

Disproportionate service call costs include the cost of services for police and fire calls above the base level of service multiplied by the cost per call. The base level of service is defined as the average annual³ level of service provided to single-family⁴ owner-occupied residences. Disproportionate service call costs are in addition to the base administrative and disproportionate regulatory costs for each business class.

The base level of services is calculated by taking calls for service for owner-occupied residences for the past three years, averaging them, and dividing by the total number of residential units during that time period.

TABLE 3: BASE LEVEL OF SERVICE CALL COSTS

	Police	Fire/EMS
Calls for Service – 3-year annual average	1,405	317
Residential Units	2,418	2,418
Base Calls per Residential Unit	0.58133	0.13110

Washington Terrace contracts police services through the Weber County Sherriff's Department. Police costs per call were determined by taking the contracted amount for police services and dividing that number by the total number of police calls for service within the City (traffic calls included). The Weber County Sherriff's Department has confirmed that all costs included in the contract amount are directly related to service calls, so the full contract amount was used in determining the cost per call.

TABLE 4: POLICE COST PER CALL FOR SERVICE

	Amount
Police Calls (all calls, including traffic calls)	5,163
Police Budget (budget lines regarding calls for service)	\$530,495
Estimated Percentage of Time Spent on Responding to Police Calls	100%
Cost per Police Call	\$102.76

The fire/EMS costs per call were determined by taking the fire and EMS FY2019 budget and analyzing each line item so that only the costs associated with providing and supporting service calls were included in the total. This figure was provided and confirmed by the City.

TABLE 5: FIRE/EMS COST PER CALL FOR SERVICE

	Amount
Fire/EMS Calls	1,118
Combined Fire/EMS Budget attributable to calls for service	\$469,749
Cost per Fire/EMS Call	\$420.29

³ Police and fire call data was averaged over a three-year period, 2017-2019.

⁴ Includes single-family detached homes and single-family attached homes such as condominiums and townhomes.

Table 6 summarizes the disproportionate police service call costs for businesses in Washington Terrace.

TABLE 6: DISPROPORTIONATE POLICE AND FIRE CALLS FOR SERVICE

Business Class	Police Calls per Business	Fire/EMS Calls per Business	Disproportionate Police Calls	Disproportionate Fire/EMS Calls	Disproportionate Cost per Business
Automotive	2.33	0.11	1.76	0.00	\$181
Car Wash	4.44	0.11	3.87	0.00	\$398
Contracted Services	0.00	0.00	0.00	0.00	\$0
Convenience Stores	32.11	3.78	31.54	3.65	\$4,773
Dialysis	5.67	17.67	5.09	17.54	\$7,893
Entertainment	8.67	0.33	8.09	0.20	\$917
Family Services – Commercial	2.67	0.25	2.09	0.12	\$265
Family Services – Residential	0.83	0.17	0.26	0.04	\$42
General Services	1.38	0.05	0.81	0.00	\$83
Group Homes	1.67	2.00	1.09	1.87	\$898
Hospital (per Room)	0.71	0.09	0.13	0.00	\$14
Long-Term Care (per Room)	0.81	1.82	0.24	1.69	\$733
Personal Services	0.89	0.22	0.31	0.09	\$71
Professional/Business Services	1.18	0.29	0.61	0.16	\$130
Sales	0.22	0.00	0.00	0.00	\$0
Storage Units (per Unit)	0.02	0.00	0.00	0.00	\$0
Toll	1.33	0.00	0.76	0.00	\$78

Rental complexes were also analyzed for any disproportionate costs associated with different-sized complexes. This disproportionate analysis categorized rental complexes by number of units. The disproportionate cost associated with each rental category is shown in the table below.

TABLE 7: DISPROPORTIONATE POLICE AND FIRE CALLS FOR SERVICE – RENTAL COMPLEXES

	Disproportionate Police Calls per Unit	Disproportionate Fire Calls per Unit	Disproportionate Police Cost per Unit	Disproportionate Fire Cost per Unit	Total Cost per Unit
1 Unit	0.60	0.11	\$61.24	\$46.15	\$107.39
2-4 Units	0.19	0.00	\$19.15	\$0.00	\$19.15
5-9 Units	0.21	0.00	\$21.17	\$0.00	\$21.17
10-29 Units	0.19	0.00	\$19.95	\$0.00	\$19.95
30-49 Units	0.00	0.13	\$0.00	\$56.19	\$56.19
50+ Units	0.40	0.06	\$41.33	\$25.37	\$66.70
All Rentals	0.34	0.04	\$34.72	\$16.87	\$51.58

Enhanced Service Costs

Enhanced service levels reflect a higher level of service provided by the City for a specific portion of the business community, whether it is a business class, business location, etc. Examples of enhanced service levels include more landscaping, hanging baskets, more or higher quality signage, increased police patrols (i.e., visible police presence), more frequent snow removal, etc. Generally, these types of services are increased in a particular geographic section of the City, such as downtown or the town center of a resort community, but they may also be specific to a particular type of business class, the number of employees in a company, etc.

Washington Terrace does not have any geographic areas or business classes for which the City provides enhanced service levels.

Total Licensing Costs

The total annual cost for a business license in Washington Terrace includes the base administrative and disproportionate review and service call costs. The total business license cost identified in this business license fee study is the *maximum amount* the City may charge for a business license. The disproportionate service call costs for police and fire are the same regardless of whether the license is a renewal or a new application and may be charged annually. The base fees for new applications, however, are higher in order to account for the one-time costs associated with processing new businesses.

Background

Zions Public Finance, Inc. (“ZPFI”) was retained by Washington Terrace to complete an analysis of business licensing costs to meet the requirements of Utah law as established by Utah Code Annotated §10-1-203. The law states that “...the legislative body of a municipality may license for the purpose of regulation and revenue any business within the limits of the municipality and may regulate that business by ordinance.”⁵ Additionally, the law states that “the amount of a fee shall be reasonably related to the costs of the municipal services provided by the municipality.”⁶ In other words, business licensing fees charged may not exceed the amount necessary to reasonably regulate business activity, including the costs of disproportionate and enhanced levels of municipal services required by some business classes, geographic locations, number of business employees, etc.

Based on legislation passed in 2017, license fees for home occupation businesses may only be charged when the “combined offsite impact of the home-based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone.”⁷ This generally means that most home occupation businesses cannot be charged a license fee. The Legislature further amended the Code in 2018 to allow municipalities to charge a business license fee to home occupations that request a license when they otherwise would not be required to obtain one.⁸

While this study calculates the maximum business license fees allowable under current State law, the City Council may choose a lesser fee. If less than the maximum allowable fees are charged, the difference between the fee and the cost to the City is made up through other revenue sources.

⁵ Utah Code Annotated §10-1-203(2)

⁶ Utah Code Annotated §10-1-203(5)(c)(ii)

⁷ Utah Code §10-1-203(7)

⁸ SB-158, effective May 8, 2018

Business Licensing Costs

Washington Terrace currently requires all commercial businesses to obtain a business license. This study considers the three categories of business licensing which, when added together, equal the maximum amount the City may charge for business licenses. Specifically, these three categories include Base Administrative Costs, Disproportionate Costs (regulatory costs and services call costs); and Enhanced Service Costs. Each of these categories is explained in greater detail below.

Base Administrative Costs

Base administrative costs include the following standard labor costs: (i) business license application and registration process; (ii) issuance of license; (iii) collection of fees; (iv) maintenance of records; and (v) preparation of business reports and required verifications.

In order to estimate the base administrative costs of a business license, ZPFI's source of information has been the City. Costs have been evaluated based on time spent by employees, wages and benefits for these employees, and department overhead such as supplies, computers, etc.. Based on discussions with the City, indirect costs have not been included in this analysis. Indirect costs include administration, human resources, legal, etc.

The *base administrative costs* associated with licensing a business is determined by analyzing both employee costs and the time spent by each employee on business licensing procedures. Considering these two factors, a cost for each step in obtaining a business license can be determined. Added together, these costs equal the *base administrative costs* to the City for issuing a new application and renewal business license.

Employee Costs for Business Licensing

Direct business licensing costs include labor (wages & benefits) and department overhead costs (supplies, computers, etc.) for all personnel involved in issuing and overseeing business licenses.

The following Washington Terrace employee positions are directly involved in business licensing:

- Business License Official
- Fire Inspector
- Building Official
- Mayor
- Cash Receipting

A direct cost per minute was calculated for each employee involved in the business licensing process using the following method:

TABLE 8: DIRECT COST PER MINUTE CALCULATION

Per Minute Cost	Calculation
Employee Labor Cost per Minute	$(Salary + benefits) / \text{employee total annual minutes worked}$
Department Overhead Cost per Minute (e.g., supplies, computers, etc.)	$\text{Department operations costs} / \text{total annual minutes worked}$
Direct Business License Cost per Minute	$\text{Employee labor cost per minute} + \text{department operations cost per minute}$

Table 9 shows the direct labor cost per minute for all employees involved in business licensing. All figures used in calculating direct costs were provided by the City.

TABLE 9: DIRECT LABOR COST PER MINUTE

Employees by Department	Direct Cost per Hour	Direct Cost per Minute
Business License Official	\$42.51	\$0.71
Fire Inspector	\$46.41	\$0.77
Building Official	\$57.50	\$0.96
Mayor	\$4.43	\$0.07
Cash Receipting	\$23.16	\$0.39

The City has identified pertinent supplies such as new license and renewal forms, mailing expenditures, and certificate costs to be included in the City's direct costs. A breakdown of the total supply cost per minute can be found in the table below.

TABLE 10: SUPPLY COST PER LICENSE

Total Supply Cost	\$1,075
Total Number of Business Licenses	340
Cost per License	\$3.16

Department Operational Costs

There are additional costs associated with the operational support needed to handle the business licensing process. These additional costs include a portion of staff time spent on setting up new software and fees associated with business licensing software. These additional costs are combined with the direct labor and supply costs described above. A breakdown of these operational costs is found below.

TABLE 11: ADDITIONAL COST PER MINUTE – OPERATIONAL COSTS

	Annual Cost
Cost of Software	\$400
Software System Setup	\$3,853
Cost per Minute	\$0.13

Employee Training Costs

Both the Business License Official and the Fire Inspector receive annual training specifically related to business licensing services. The training costs are divided across all businesses based on the amount of time each employee spends on that business. A breakdown of this cost per minute for city employees who participate in trainings directly associated with business licensing is given below.

TABLE 12: ADDITIONAL COST PER MINUTE – TRAINING COSTS

	Business License Official	Fire Inspector
Annual Training Cost	\$977.73	\$1,229.87
Training Cost per Minute	\$0.03	\$0.14

Study Costs

The cost to conduct this business license fee study can also be included in the business licensing costs. Assuming the business license costs are updated every five years, the annual cost is \$1,100. This cost of \$1,100 is then divided by the annual minutes worked that are directly related to business licensing (42,983 minutes) to arrive at an additional cost per minute of \$0.03.

Summary of Direct Costs per Minute

TABLE 13: SUMMARY OF TOTAL COSTS PER MINUTE

Total Costs per Minute	Business License Official	Fire Inspector	Building Official	Mayor	Cash Receipting
Direct Cost	\$0.71	\$0.77	\$0.96	\$0.07	\$0.39
Operational Costs	\$0.13	\$0.00	\$0.00	\$0.00	\$0.00
Training Costs	\$0.03	\$0.14	\$0.00	\$0.00	\$0.00
Study Cost	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
Total	\$0.90	\$0.94	\$0.98	\$0.10	\$0.41

Employee Time for Business Licensing

Each employee has a different role when reviewing business license applications, and their involvement may vary based on the type of business class. The following table summarizes each person's involvement based on the type of business class per minute.

TABLE 14: EMPLOYEE TIME PER LICENSE

	Business License Official	Fire Inspector	Building Official	Mayor	Cash Receipting
New Business Licenses	123	6	5	2	2
Renewed Business License	94	15	-	1	3

Base Administrative Costs

The following table outlines the total time and cost associated with each base administrative license.

TABLE 15: BASE ADMINISTRATIVE COSTS

	Total Time	Maximum Fee
New Business Licenses	138	\$124.47
Renewed Business License	113	\$102.31

Disproportionate Costs

Disproportionate service costs include the additional costs which some businesses incur because of: 1) additional regulatory services provided, such as inspections; and 2) responses to service calls compared to the base level of service. There are two types of disproportionate service costs: 1) disproportionate regulatory service costs; and 2) disproportionate service call costs.

Disproportionate regulatory service costs include the cost of services for business-related paperwork, administrative oversight, special regulations, and inspections that are in addition to the services common to all businesses included in the base administrative cost. For example, additional regulatory services are required by some classes of businesses such as day-cares, assisted living, and other special care facilities.

Disproportionate service call costs include the cost of services for police and fire service calls above the base level of service provided by these departments. In order to identify disproportionate service levels, ZPFI has interviewed City officials and service providers and has obtained data regarding 911 calls for service from the City.

According to Utah Code Annotated §10-1-203(5)(c)(i), “Before the governing body of a municipality imposes a license fee on a business that causes disproportionate costs of municipal services under Subsection (5)(a)(i)(C)(I), the legislative body of the municipality shall adopt an ordinance defining for purposes of the [fee] tax under Subsection (5)(a)(i)(C)(I) the costs that constitute disproportionate costs and the amounts that are reasonably related to the costs of the municipal services provided by the municipality.”

Cities are allowed under Utah Code to collect disproportionate business licensing fees for the following municipal services:

- Police
- Fire/EMS
- Storm Water Runoff
- Traffic Control
- Parking
- Transportation
- Beautification
- Snow Removal

Washington Terrace has chosen to only consider disproportionate police and fire/EMS municipal services in this study. Therefore, disproportionate services rendered may include police, fire, and 911 calls for service and business-related paperwork, administrative oversight, special regulations, fire inspections, calls for service, and other services performed for specific types of businesses. To calculate disproportionate costs, the *base level* of service for police and fire/EMS must first be established. There are two types of disproportionate costs appropriate to this study – disproportionate regulatory costs and disproportionate 911 police and fire call costs.

Disproportionate Regulatory Costs

In addition to the base administrative costs for business licenses, each business is inspected once every one to two years by the fire inspector. To determine the additional cost that these inspections create for the City, the average number of annual inspections has been calculated for each business class. There are classes which have a mix of businesses with differing inspection schedules. For example, the Automotive business class contains five Auto Sales businesses which are inspected once every two years and two Auto Repair businesses which are inspected every year. This business class averages 0.64 inspections per year

and the disproportionate service cost is calculated as such. The City estimates that an inspection takes 35 minutes.

There are three business classes which the City has identified as having additional requirements above a normal inspection. These classes are Group Homes, Long-Term Care, and Hospital. A full breakdown of the disproportionate services in minutes and cost can be found in the following table.

TABLE 16: DISPROPORTIONATE SERVICE MINUTES

Business Class	Annual Inspection Time in Minutes	Total Disproportionate Regulatory Cost per Business
Automotive	22.5	\$21.05
Car Wash	35	\$32.74
Contracted Services	35	\$32.74
Convenience Stores	17.5	\$16.37
Dialysis	35	\$32.74
Entertainment	35	\$32.74
Family Services – Commercial*	100	\$94.52
Family Services – Residential*	100	\$94.52
General Services	32.1	\$30.01
Group Homes	35	\$32.74
Hospital*	135	\$126.29
Long-Term Care*	65	\$60.81
Personal Services	17.5	\$16.37
Professional/Business Services	30.2	\$28.24
Sales	35	\$32.74
Storage Units	17.5	\$16.37
Toll	17.5	\$16.37

*These classes have additional inspection requirements which result in inspection times which are higher than the average 35-minute inspection time used for all other classes.

Disproportionate Service Call Costs

Disproportionate service call costs include the cost of services for police and fire/EMS calls above the base level of service provided by police and fire.⁹ The *base level* of service is the average level of 911 service calls to owner-occupied residences.¹⁰ Calls for police and fire/EMS services were obtained from the Weber County Sheriff's Department and Washington Terrace Fire Department for the 3-year period from 2017 to 2019. The call data was then mapped and analyzed to calculate the number of calls to owner-occupied residential units. The number of calls to owner-occupied single-family residential units was averaged over the 3-year period.¹¹ The average annual number of calls to owner-occupied single-family residential units was then divided by the total number of owner-occupied single-family residential units to determine the *base level* of service calls for police and fire/EMS. This per unit base level of service is referred to as the

⁹ This study does not include any traffic-related calls. Only calls where police and fire were dispatched to the site are included in the study.

¹⁰ Calls are matched to the address where the incident took place, not the address of call origination.

¹¹ A 3-year average minimizes the effect of a call volume spike that could occur over a one-year period.

base level service call ratio. The disproportionate service call costs are calculated by multiplying the average level of police and fire service calls for each commercial business and residential rental type above the base level service call ratios by the cost per call for police and fire services.

The annual *base level service call ratio* for police calls was determined to be an average of 0.58133 calls per owner-occupied single-family residence per year. The annual *base level service call ratio* of service calls in Washington Terrace for fire/EMS service calls is approximately 0.13110 per owner-occupied residence per year.

TABLE 17: RESIDENTIAL CALL DATA – BASE LEVEL OF SERVICE CALL RATIO FOR POLICE AND FIRE/EMS

	Police	Fire/EMS
Calls for Service – 3-year average	1,405	317
Residential Units	2,418	2,418
Base Calls per Unit	0.58133	0.13110

The average annual police and fire/EMS service call ratio per business in each business class was calculated by dividing the average annual number of calls in each business class by the total number of businesses in the business class. Service call ratios for commercial businesses that are higher than the *base level* of service call ratio are considered disproportionate. To calculate the disproportionate service call ratio, the base level of service ratio was subtracted from the average calls per commercial business class.

Washington Terrace contracts police services through the Weber County Sherriff's Department. Police costs per call were determined by taking the contracted amount for police services and dividing that number by the total number of police calls for service within the City (traffic calls included). The Weber County Sherriff's Department has confirmed that all costs included in the contract amount are directly related to service calls, so the full contract amount was used in determining the cost per call.

TABLE 18: POLICE COST PER CALL FOR SERVICE

	Amount
Police Calls (all calls, including traffic calls)	5,163
Police Budget (budget lines regarding calls for service)	\$530,495
Estimated Percentage of Time Spent on Responding to Police Calls	100%
Cost per Police Call	\$102.76

The fire/EMS costs per call were determined by taking the fire and EMS FY2021 budget and analyzing each line item so that only the costs associated with providing and supporting service calls were included in the total. This figure was provided and confirmed by the City.

TABLE 19: FIRE/EMS COST PER CALL FOR SERVICE

	Amount
Fire/EMS Calls	1,118
Combined Fire/EMS Budget attributable to calls for service	\$469,749
Cost per Fire/EMS Call	\$420.29

Table 20 summarizes the disproportionate police and fire/EMS service call costs by business class in Washington Terrace.

TABLE 20: DISPROPORTIONATE POLICE AND FIRE CALLS FOR SERVICE

Business Class	Police Calls per Business	Fire/EMS Calls per Business	Disproportionate Police Calls	Disproportionate Fire/EMS Calls	Disproportionate Cost per Business
Automotive	2.33	0.11	1.76	0.00	\$181
Car Wash	4.44	0.11	3.87	0.00	\$398
Contracted Services	0.00	0.00	0.00	0.00	\$0
Convenience Stores	32.11	3.78	31.54	3.65	\$4,773
Dialysis	5.67	17.67	5.09	17.54	\$7,893
Entertainment	8.67	0.33	8.09	0.20	\$917
Family Services – Commercial	2.67	0.25	2.09	0.12	\$265
Family Services – Residential	0.83	0.17	0.26	0.04	\$42
General Services	1.38	0.05	0.81	0.00	\$83
Group Homes	1.67	2.00	1.09	1.87	\$898
Hospital (per Room)	0.71	0.09	0.13	0.00	\$14
Long-Term Care (per Room)	0.81	1.82	0.24	1.69	\$733
Personal Services	0.89	0.22	0.31	0.09	\$71
Professional/Business Services	1.18	0.29	0.61	0.16	\$130
Sales	0.22	0.00	0.00	0.00	\$0
Storage Units (per Unit)	0.02	0.00	0.00	0.00	\$0
Toll	1.33	0.00	0.76	0.00	\$78

The table above shows the maximum disproportionate fee per service class that the City could impose based on the disproportionate cost associated with each business class. The City may choose not to impose the maximum fee for disproportionate police and fire/EMS service calls shown in Table 20.

Rental complexes were also analyzed for any disproportionate costs associated with different-sized complexes. This disproportionate analysis categorized rental complexes by number of units. The disproportionate cost associated with each rental category is shown in the table below.

TABLE 21: DISPROPORTIONATE POLICE AND FIRE CALLS FOR SERVICE – RENTAL COMPLEXES

	Disproportionate Police Calls per Unit	Disproportionate Fire Calls per Unit	Disproportionate Police Cost per Unit	Disproportionate Fire Cost per Unit	Total Cost per Unit
1 Unit	0.60	0.11	\$61.24	\$46.15	\$107.39
2-4 Units	0.19	0.00	\$19.15	\$0.00	\$19.15
5-9 Units	0.21	0.00	\$21.17	\$0.00	\$21.17
10-29 Units	0.19	0.00	\$19.95	\$0.00	\$19.95
30-49 Units	0.00	0.13	\$0.00	\$56.19	\$56.19
50+ Units	0.40	0.06	\$41.33	\$25.37	\$66.70
All Rentals	0.34	0.04	\$34.72	\$16.87	\$51.58

Enhanced Service Costs

Enhanced service levels reflect a higher level of service for a specific portion of the business community, whether it is a business class, business location, etc. Examples of enhanced service levels include more landscaping, hanging baskets, more or higher quality signage, increased police patrols (i.e., visible police presence), more frequent snow removal, etc. Generally, these types of services are increased in a particular geographic section of the City, such as downtown or the town center of a resort community, but they may also be specific to a particular type of business class, the number of employees in a company, etc.

Washington Terrace does not have any geographic areas or business classes for which the City provides enhanced service levels.

Total Licensing Costs

The total annual cost for a business license in Washington Terrace includes the base administrative and disproportionate review and service call costs. The total business license cost identified in this business license fee study is the *maximum amount* the City may charge for a business license. The disproportionate service call costs for police and fire are the same regardless of whether the license is a renewal or a new application and may be charged annually. The base fees for new applications, however, are higher in order to account for the one-time costs associated with processing new businesses.

A breakdown of these fees can be found in Appendix B.

Appendix A – Business Classifications

The City reserves the right to change these classifications or add new classifications at any time to better meet the changing economic environment within the City.

BUSINESS CLASS	BUSINESS TYPE
AUTOMOTIVE	Auto Sales Auto Repair
CAR WASH	Car Wash
CONTRACTED SERVICES	Contractors Landscaping/Yard Care Towing
CONVENIENCE STORE	Convenience Store
DIALYSIS	Dialysis Services
ENTERTAINMENT	Theatre
FAMILY SERVICES - COMMERCIAL	Daycare Child Education & Development Fine Arts
FAMILY SERVICES - RESIDENTIAL	Daycare Child Education & Development
GENERAL SERVICES	Animal Care/Vet Dry Cleaning/Laundry IT/Computer Services Printing
GROUP HOME	Group Home
HOSPITAL	Hospital
LONG-TERM CARE	Nursing Home Assisted Living Continuing Care Retirement Communities
PERSONAL SERVICES	Beauty/Barber Shop Message Therapy

BUSINESS CLASS	BUSINESS TYPE
	Spa Valet
PROFESSIONAL/BUSINESS SERVICES	Health & Mental Care General Business Real Estate/Property Management Office Services Financial Services
RENTALS	Residential Rentals Apartments
SALES	Retail Sales Restaurants
STORAGE	Storage Units
TOLL	Toll Road

Appendix B – Maximum Fee Calculation

NEW BUSINESS LICENSE

Business Class	New License Base Fee	Disproportionate Regulatory Fee	Disproportionate Service Fee	Maximum Fee for New License
Automotive	\$124.47	\$21.05	\$180.71	\$326.23
Car Wash	\$124.47	\$32.74	\$397.64	\$554.85
Contracted Services	\$124.47	\$32.74	\$0.00	\$157.21
Convenience Stores	\$124.47	\$16.37	\$4,773.27	\$4,914.11
Dialysis	\$124.47	\$32.74	\$7,893.37	\$8,050.58
Entertainment	\$124.47	\$32.74	\$916.53	\$1,073.74
Family Services – Commercial	\$124.47	\$94.52	\$264.97	\$483.96
Family Services – Residential	\$124.47	\$94.52	\$41.56	\$260.55
General Services	\$124.47	\$30.01	\$0.00	\$154.48
Group Homes	\$124.47	\$32.74	\$897.73	\$1,054.94
Hospital	\$124.47	\$126.29	\$13.73/Room	\$264.49*
Long-Term Care	\$124.47	\$60.81	\$733.15/Room	\$918.43*
Personal Services	\$124.47	\$16.37	\$70.62	\$211.46
Professional/Business Services	\$124.47	\$28.24	\$130.21	\$282.92
Sales	\$124.47	\$32.74	\$0.00	\$157.21
Storage Units	\$124.47	\$16.37	\$0.00/Unit	\$140.84
Toll	\$124.47	\$16.37	\$77.96	\$218.79

*The maximum fee for this class will vary depending on the number of rooms. The fee shown is assuming one room.

Rental Category	New License Base Fee	Disproportionate Regulatory Fee	Disproportionate Service Fee	Maximum Fee for New License
1 Unit Apt	\$124.47	\$0.00	\$107.39	\$231.86
2-4 Unit Apt	\$124.47	\$0.00	\$19.15	\$162.77 - \$201.07
5-9 Unit Apt	\$124.47	\$0.00	\$21.17	\$230.32 - \$315.00
10-29 Unit Apt	\$124.47	\$0.00	\$19.95	\$323.97 - \$703.02
30-49 Unit Apt	\$124.47	\$0.00	\$56.19	\$1,810.17 - 2,877.78
50+ Unit Apt	\$124.47	\$0.00	\$66.70	\$3,459.47+
Overall*	\$124.47	\$0.00	\$51.58	\$176.05**

*This line indicates the City's option to charge all rental complexes the same fee regardless of complex size and uses the average disproportionated service fee for all rental complexes.
**The maximum fee for this class will vary depending on the number of units. The fee shown is assuming one unit.

RENEWAL BUSINESS LICENSE

Business Class	Renewal Base Fee	Disproportionate Regulatory Fee	Disproportionate Service Fee	Maximum Fee for Renewal
Automotive	\$102.31	\$21.05	\$180.71	\$304.07
Car Wash	\$102.31	\$32.74	\$397.64	\$532.69
Contracted Services	\$102.31	\$32.74	\$0.00	\$135.05
Convenience Stores	\$102.31	\$16.37	\$4,773.27	\$4,891.95
Dialysis	\$102.31	\$32.74	\$7,893.37	\$8,028.42
Entertainment	\$102.31	\$32.74	\$916.53	\$1,051.58
Family Services – Commercial	\$102.31	\$94.52	\$264.97	\$461.79
Family Services – Residential	\$102.31	\$94.52	\$41.56	\$238.38
General Services	\$102.31	\$30.01	\$0.00	\$132.32
Group Homes	\$102.31	\$32.74	\$897.73	\$1,032.78
Hospital	\$102.31	\$126.29	\$13.73/Room	\$242.33*
Long-Term Care	\$102.31	\$60.81	\$733.15/Room	\$896.26*
Personal Services	\$102.31	\$16.37	\$70.62	\$189.30
Professional/Business Services	\$102.31	\$28.24	\$130.21	\$260.76
Sales	\$102.31	\$32.74	\$0.00	\$135.05
Storage Units	\$102.31	\$16.37	\$0.00/Unit	\$118.68
Toll	\$102.31	\$16.37	\$77.96	\$196.63

*The maximum fee for this class will vary depending on the number of rooms. The fee shown is assuming one room.

Rental Category	Renewal Base Fee	Disproportionate Regulatory Fee	Disproportionate Service Fee	Maximum Fee for Renewal
1 Unit Apt	\$102.31	\$0.00	\$107.39	\$209.70
2-4 Unit Apt	\$102.31	\$0.00	\$19.15	\$140.61 - \$178.91
5-9 Unit Apt	\$102.31	\$0.00	\$21.17	\$208.16 - \$292.84
10-29 Unit Apt	\$102.31	\$0.00	\$19.95	\$301.81 - \$680.86
30-49 Unit Apt	\$102.31	\$0.00	\$56.19	\$1,788.01 - \$2,855.62
50+ Unit Apt	\$102.31	\$0.00	\$66.70	\$3,437.31+
Overall*	\$102.31	\$0.00	\$51.58	\$153.89**

*This line indicates the City's option to charge all rental complexes the same fee regardless of complex size and uses the average disproportionate service fee for all rental complexes.

**The maximum fee for this class will vary depending on the number of units. The fee shown is assuming one unit.

City Council Staff Report

Author: Shari' Garrett
Subject: BUSINESS LICENSE FEE STUDY
Date: June 21, 2020 FINANCE DEPT
Type of Item: PRESENTATION/DISCUSSION

Summary Recommendations: That the Mayor and City Council receive and discuss the business license fee study presented by Zions Public Finance.

Description:

A. Topic: Analysis of Business License Fees

B. Background:

In January 2020, the City contracted with Zions Bank Public Finance to complete an updated analysis of business licensing costs (previous analysis completed in 2008) to meet the requirements of Utah laws in establishing fees to regulate business activity and appropriate distribution of costs. Additionally, business licensing plays an integral part of the Good Landlord Tenant Program.

Utah law places a maximum on the business license fees charged equal to the cost of services provided by the City.

C. Analysis:

In establishing these fees, State law allows cities to include the cost of Basic Administrative Costs, Disproportionate Service Costs, and Enhanced Service Level Costs.

The analysis considers:

Basic Administrative or costs incurred by all business types to register, maintain records, and regulate licensed businesses.

Disproportional Service Costs or additional regulatory costs for inspections AND disproportionate service call costs for police and fire/ems above the base level.

The City has *no* Enhanced Services.

Please refer to the attached Zions Public Finance *Business License Fee Study July 2020* for the complete analysis.

D. Department Review: Finance and City Manager

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City of Washington Terrace

Minutes of a Special City Council meeting
Held on June 30, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

9 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
10 **comments through the City’s Facebook live stream.**

11
12 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

- 13 Mayor Mark C. Allen
- 14 Council Member F. Carey Seal
- 15 Council Member Blair Brown
- 16 Council Member Larry Weir
- 17 Council Member Scott Barker
- 18 Council Member Jeff West
- 19 City Recorder Amy Rodriguez
- 20 City Manager Tom Hanson

21
22 **Others Present**

23
24 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
25 **comments through the City’s Facebook live stream.**

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

28
29 2. **PLEDGE OF ALLEGIANCE**

30
31 3. **WELCOME**

32
33 4. **CONSENT ITEMS**
34 **4.1 APPROVAL OF AGENDA**
35 **4.2 APPROVAL OF MINTUES FROM THE JUNE 16, 2020 MEETING**

36 Items 4.1 and 4.2 were approved by general consent.

37
38 5. **NEW BUSINESS**

39
40 **5.1 MOTION/RESOLUTION 20-10: INTERLOCAL FOR THE DISTRIBUTION OF**
41 **CARES ACT FUNDING**

42 Hanson stated that the interlocal is a streamlined plan for the CARES Act, explaining that the Federal
43 Government funds the states, and the state disburses the funds to the Cities and Towns. Hanon stated that
44 Washington Terrace City businesses can receive \$2000-\$ 35,000 for COVID19 impacts to their
45 businesses. Washington Terrace City is allotted \$ 820,000. Any unused funds are expected to go back
46 into the county pool.

47 Hanson stated that there is a website set up to help answer questions that businesses may have. Hanson
48 stated that the application period starts on July 6th through July 2020. He stated that the information for
49 application is available at webercares.com.

50
51 Hanson stated that businesses must have documentation that there has been a 50 percent loss of revenue
52 since March of 2020, are current on their business taxes, and the business plans to reopen on their
53 submittal date, or is already open.

54
55 Hanson stated that the resolution is to authorize the county to do the process work for the CARES Act
56 funds. Hanson stated that most of the cities in Weber County will be signing the interlocal.

57 Hanson stated that information is available on our website as well. Hanson stated that most questions
58 should be able to be answered on the webpage.

59 Hanson stated that there is a 90/10 split of the funds. 90 percent is for the businesses and 10 percent of
60 the funds is reserved for local government.

61 Hanson stated that we are trying hard to get the word out to the businesses so that they can take
62 advantage of this program.

63 The city is looking into governmental options to determine what our eligibility for funding is.

64 Hanson stated that we will be calling businesses to inform them of the program. The county will be
65 contacting the businesses directly as well with their promotional items.

66
67

68 **Motion by Council Member Barker**

69 **Seconded by Council Member West**

70 **To approve Resolution 20-10**

71 **Interlocal for the distribution of CARES Act funding**

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

73 **Roll Call Vote**

74

75 **5.2 DISCUSSION/ACTION: DISCUSSION AND RECOMMENDATION REGARDING**
76 **A MANDATORY WEBER COUNTY MASK REGULATION**

77 Mayor Allen stated that he has been asked by the Commissioners to have a discussion with the legislative
78 bodies concerning mandatory masks in Weber County.

79 Mayor Allen stated that he was not one for mask wearing until about a week ago. He stated that he is now
80 wearing a mask in public to be considerate of other people. He stated that it is hard to force mandatory
81 mask wearing. He stated that if the Governor gave the choice to go back into Orange, or stay in Yellow
82 and mandate masks. He stated that things may change. Council Member Brown stated that we are in
83 bigger trouble than we realize and supports wearing masks, stating that it is a show of respect. He stated
84 that for the good of community, masks should be worn.

85 Council Member Weir stated that he is required to wear a mask at work and has no problem wearing
86 them. He stated that he has been out many times and has seen too many people without masks coughing
87 and sneezing. Council Member West stated that he supports mask wearing, however, he is not in favor of
88 a mandate across the board. He stated that it is an individual choice by business and individual. Council
89 Member Barker stated that it would not support a mandate across the board. He stated that people should
90 take self- responsibility. He would like to know the details of when masks should be worn.

91 Council Member Seal stated that his work requires them to wear masks, and face shields at some
92 instances. He stated that he would also like details on when mandatory would come into effect.

93 Mayor Allen stated that it seems that we are in agreement to be respectful of others. Council Member
94 West stated that we should not be less restrictive than the state and county.

95
96 Hanson stated that we have re-doubled our efforts at City Hall in regards to mask wearing. Hanson stated
97 that he does not want to be the one who shares it with someone else.

98 Hanson stated that the county did not want a formal vote on this, but rather a discussion on the topic.

99

100 **6. COUNCIL COMMUNICATION WITH STAFF**

101 Council Member Barker stated that the sales tax income report is great news and encourages Council to
102 review the email that was sent out by Shari' Garrett.

103

104 **7. ADMINISTRATION REPORTS**

105 Hanson stated that Republic Services Corporate sent out a survey to residents. He stated that it is a
106 legitimate survey. Council Member Weir stated that he received the survey by email.

107

108 Hanson stated that we received a rebate of \$59,000 on our Sheriff Contract, which will go directly back
109 into Sheriff Contract Services.

110

111 Council agreed to spend \$1000 more to replace the broken fence at Lion's Park. Added to the insurance
112 money received, the entire fence can be upgraded and replaced.

113

114 **8. UPCOMING EVENTS**

- 115 July 3rd : City Offices closed for Independence Day
- 116 July 7th: City Council Meeting 6:00 p.m. (Cancelled)
- 117 July 21st: City Council Work Session 5:00 p.m.
- 118 July 21st City Council Meeting 6:00 p.m.
- 119 July 24th: City offices closed: Pioneer Day

120

121 **9. ADJOURN THE MEETING: MAYOR ALLEN**

122

123 **Motion by Council Member Seal**
124 **Seconded by Council Member Weir**
125 **To adjourn the meeting**
126 **Approved unanimously (5-0)**
127 **Time: 6:41 p.m.**

128

129

130 _____
Date Approved

130 _____
City Recorder

131

WEBER COUNTY SHERIFF'S OFFICE WASHINGTON TERRACE MONTHLY STATISTICS



2ND QUARTER 2020

**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)	7
KIDNAP-UNLAWFUL DETENTION (1051)	2
SEX OFF-RAPE STRONGARM (1103)	1
SEX OFF-UNLAWFUL SEX INTERCO (1124)	1
SEX OFF-RAPE FREE TEXT (1198)	1
SEX OFF-SEX ASSAULT FREE TEX (1199)	1
ASSLT-AGG FAMILY ID WEAP (1302)	2
ASSLT-AGG FAMILY STRONGARM (1303)	2
ASSLT-SIMPLE ASSAULT (1313)	8
ASSLT-SIMPLE ASSLT-CHILD ABUS (1319)	4
ASSLT-INTIMIDATION/STALKING (1356)	2
BURG-FORCED ENTRY RESIDENCE (2202)	1
BURG-NO FORCED ENTRY RESID (2204)	2
ALARM-BURG ALARM FALSE USER (2253)	1
BURG-FREE TEXT (2299)	2
THEFT-NO FORCE PURSE SNATCH (2302)	1
THEFT-FROM MOTOR VEH (PROWL) (2305)	8
THEFT-FROM BUILDING (2308)	2
THEFT-FROM YARDS (2309)	1
THEFT-BICYCLE (2320)	3
THEFT-BY DECEPTION (2325)	2
THEFT-FREE TEXT (2399)	2
STOL VEH-THEFT & SALE VEHICLE (2401)	1
STOL VEH-PASSENGER VEHICLE (2404)	5
STOL VEH-RECREATIONAL VEHICLE (2415)	1
STOL VEH-BREACH OF TRUST (2419)	2
FRAUD-SWINDLE (2602)	1
FRAUD-ILLEG USE CREDIT CARDS (2605)	3

<u>Offense Code</u>	<u>Total Incidents</u>
FRAUD-INSUF CHECK/BAD CHECK (2606)	1
FRAUD-IDENTIFY THEFT (2611)	1
FRAUD-FALSE PRETENSE/DECIEVE (2612)	1
CRIMINAL MISCH-BUSINESS (2901)	1
CRIMINAL MISCH-PRIVATE (2902)	12
CRIMINAL MISCH-PUBLIC PROP (2903)	1
CRIMINAL MISCH-GRAFFITI (2959)	2
CRIMINAL MISCH-PRIVATE/VEH (2960)	1
CRIMINAL MISCH-FREE TEXT (2999)	1
DRUG-POSS OF C/S IN JAIL (3508)	1
DRUG-HEROIN POSSESS (3512)	3
DRUG-PARAPHERNALIA/NARC EQUIP (3550)	8
DRUG-MARIJUANA POSSESS (3562)	4
DRUG-AMPHETAMINE POSSESS (3572)	4
DRUG-HEROIN POSS WITH INTENT (3575)	1
DRUG-FOUND PARAPH. NARC EQUIP (3591)	2
DRUG-FOUND/SURRENDERED DRUGS (3592)	2
SEX OFF-INDECENT EXPOSUR/MINOR (3614)	1
PORN-CHILD PORN POSSESS (3711)	1
FAM OFF-CHLD/ABUSE NON VIOLEN (3802)	10
FAM OFF-NEG CHILD/NON SUPPORT (3806)	1
FAM OFF-NEGLECT ELDERLY (3811)	1
FAM OFF-DV IN PRESE OF CHILD (3814)	9
FAM OFF-INTERRUPT OF COMM DEV (3815)	4
FAM OFF-DV CRIMINAL NATURE (3850)	9
FAM OFF-DV NON CRIMINAL (3851)	21
FAM OFF-DOMESTIC VIOL ALARM (3853)	5
FAM OFF-ENDANG OF CHILD/ADULT (3854)	1
FAM OFF-VIO OF PROTECT ORDER (3857)	5
FAM OFF-FAMILY OFF FREE TEXT (3899)	2

<u>Offense Code</u>	<u>Total Incidents</u>
OBSTRUCT-RESISTING OFFICER (4801)	1
OBSTRUCT-FALSE NAME/ADD/P.O. (4823)	1
OBSTRUCT-FAILURE STOP FOR LEO (4850)	2
OBSTRUCT-PAROLE VIOLATION (5011)	1
OBSTRUCT-PROBATION VIOLATION (5012)	1
WARRANT-FAIL TO APPEAR-LOCAL (5015)	7
OBSTRUCT-VIOL OF COURT ORDER (5016)	1
WARRANT-FAILURE TO APPEAR-OJ (5017)	6
WEAPON-SHOOTING IN CITY/COUNTY (5220)	1
PUB PEACE-HARASSING COMMUNICAT (5309)	5
PUB PEACE-DISORDERLY CONDUCT (5311)	14
PUB PEACE-NEIGHBORHOOD PROBLEM (5350)	9
PUB PEACE-DIST THE PEACE (5352)	17
PUB PEACE-LITTERING (5355)	1
PUB PEACE-MENTAL PSYCHO (5356)	11
PUB PEACE-SUSPICIOUS ACTIVITY (5359)	75
PUB PEACE-LOUD PARTY (5362)	1
ANIMAL-BARKING DOG (5365)	1
ANIMAL-ANIMAL BITES (5366)	3
ANIMAL-ANIMAL NUISANCE (5368)	1
ANIMAL-ANIMAL PROBLEMS (5369)	1
PUB PEACE-SEX OFFENDER HM CHEK (5376)	10
PUB PEACE-DAMG PROP NO INTENT (5377)	1
ACCIDENT-HIT AND RUN (5401)	2
TRAF-OPEN CONTAINER (5405)	1
TRAF-MOVING TRAFFIC VIOLATION (5416)	2
TRAF-RECKLESS/CARELESS DRIVING (5420)	2
TRAF-NON MOVING VIOLATION (5421)	2
TRAF-SPEEDING (5422)	8
TRAF-STOP SIGN (5423)	1
TRAF-FAILE YIELD RIGHT OF WAY (5426)	3

<u>Offense Code</u>	<u>Total Incidents</u>
TRAF-FOLLOWING TOO CLOSE (5429)	2
ACCIDENT-REPORTABLE (5435)	10
ACCIDENT-NON REPORTABLE (5436)	1
TRAF-VEHICL DAMAGE ONLY NO ACC (5438)	1
TRAF-TRAFFIC STOP NO CITATION (5445)	1
TRAF-NO PROOF OF INSURANCE (5448)	1
TRAF-VIOL OF DRIVERS LICENSE (5449)	2
TRAF-PARKING VIOLATION (5450)	1
TRAF-REVOKED/SUSPENDED LICENSE (5451)	4
TRAF-REGISTRATION VIOL (5455)	3
ASSIST-MOTORIST (5463)	2
TRAF-TRAFFIC STOP (5480)	17
TRAF-ABANDONED VEHICLE (5482)	3
IMPOUND SAFEKEEP (5483)	1
TRAF-OPERATE VEHICLE W/NO INSU (5488)	5
TRAF-EXPIRED DRIVERS LICENSE (5491)	1
PRIVACY-TRESPASS (5707)	14
PRIVACY-SCHOOL TRESPASS (5710)	1
ACCIDENT-W/INJURY PEDESTRIAN (6502)	1
ACCIDENT-PROPERTY DAMAGE ONLY (6508)	3
JUVENILE-MISSING (7305)	1
FOUND BIKE (7307)	1
COP CITIZEN CONTACTS (7313)	1
DEATH ATTENDED (7314)	7
DEATH UNATTENDED (7315)	1
PUB PEACE-PUBLIC INTOXICATION (7316)	3
PUB PEACE-INTOX PRIVATE PLACE (7319)	2
CUSTODY DISPUTE (7320)	4
ASSIST-CITIZEN (7327)	15
FOUND PERSON (7329)	2
FOUND PROPERTY (7331)	5
PREMISE CHECK (7337)	6
ASSIST-K9 (7339)	1
SUICIDE ATTEMPT (7340)	4
SUICIDE THREATENED (7341)	12
PAPER SERVICE (7349)	2
ABANDONED VEHICLE PRIVATE (7352)	7
OVERDOSE (7353)	1

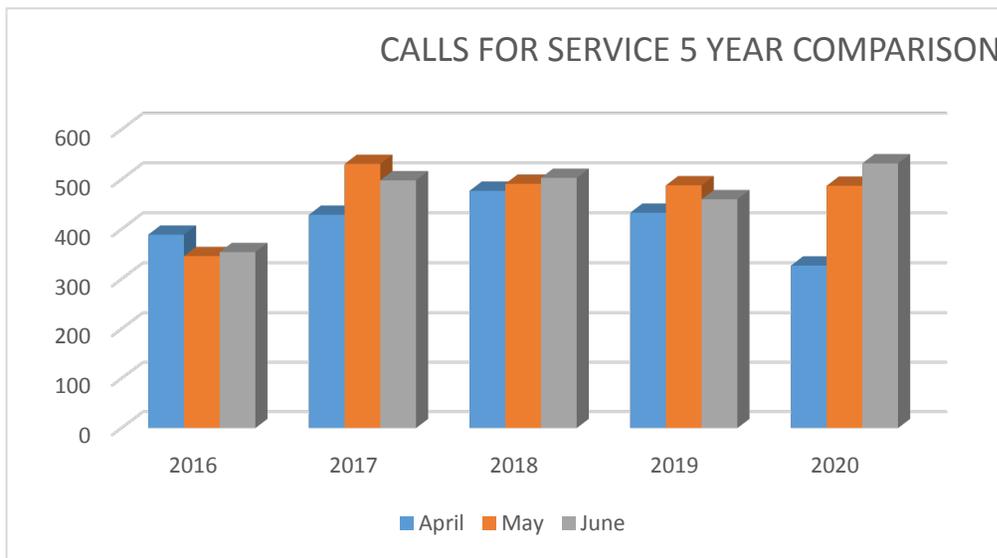
<u>Offense Code</u>	<u>Total Incidents</u>
OVERDOSE ACCIDENTAL (7354)	1
MISSING PERSON/ADULT (7357)	1
FOLLOW UP (7362)	5
Civil Dispute (7363)	5
OPEN DOOR (7364)	1
ASSIST-OTHER JURISDICTION (8003)	3
ASSIST-MEDICAL (8004)	7
ASSIST-FIRE DEPT (8005)	3
EXTRA PATROL (8008)	7
KEEP THE PEACE (8011)	19
WELFARE CHECK (8013)	13
INFORMATION (8016)	2
JUVENILE-UNGOVERNABLE (8104)	6
JUVENILE-CURFEW (8106)	2
JUVENILE-PICK UP ORDER (8107)	2
JUVENILE-NCIC HIT/RUNAWAY (8109)	2
COMMUNITY POLICING (8409)	3
POSS TOBACCO UNDER 19 (9001)	1
Total Incidents for This Agency	609

Report Includes:

All dates between '00:00:00 04/01/20' and '23:59:59 06/30/20', 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

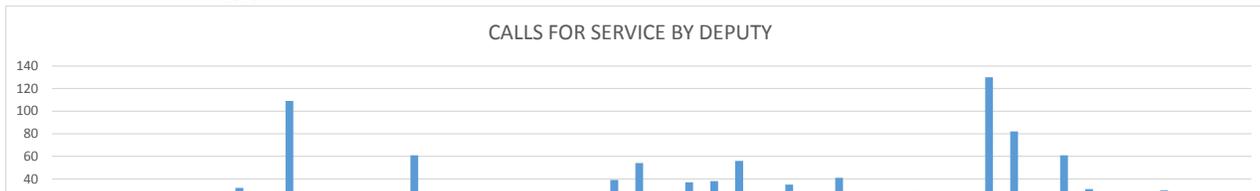
**WASHINGTON TERRACE CALLS FOR SERVICE
INCLUDES TRAFFIC STOPS**

	2016	2017	2018	2019	2020
April	389	429	477	433	327
May	346	531	491	488	487
June	354	498	503	460	532
TOTAL	1089	1458	1471	1381	1346



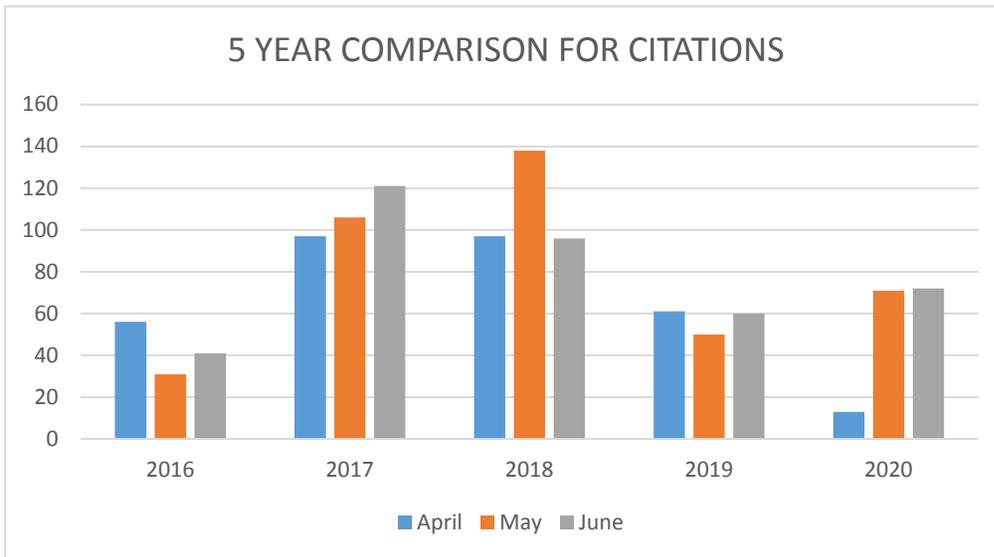
Officers	# Calls
Arbogast,A WC	27
Babinsky,P WC	5
Campbell,S WC	1
Chatelain,M WC	11
Child,C WC	14
Clarke,C WC	6
Cowley,G WC	3
Creamer,J WC	32
Dallof,K WC	6
Daughetee,A WC	109
Edwards,C WC	11
Endsley,S WC	7
Flandro,J WC	26
Gard,J WC	1
Garrett,R WC	61
Green,M WC	15
Greenhalgh,T WC	3
Grillone,N WC	6
Hartman,C WC	1
Hegstrom,S WC	1
Hirschi,M WC	11
Jolley,J WC	1
Jones,R WC	39
King,J WC	54
LaMarca,A WC	9
Larsen, B WC	37
LeBaron,T WC	38
Lehr,Z WC	56
Leon,J WC	15
Lewis,R WC	35
Logerquist,K WC	2
Malan,B WC	41
Malan,S WC	5
McAfee,B WC	1
McFarland,G WC	28
Miles,B WC	9
Millaway,J WC	1
Nielson,C WC	130
Nosler,D WC	82
Ortgiesen,J WC	25
Rivera,C WC	61
Roche,M WC	31
Ryan,C WC	4
Shears,N WC	13
Slater,Ky WC	30
Tatton,S WC	8
Toone,R WC	1
Trimble,T WC	25
Voth,W WC	1
Wade,A WC	64
Wagner,J WC	53
Walker,C WC	1
Wilson,J WC	44
Zaugg,N WC	34
Zimmerman,J WC	11

1346



WASHINGTON TERRACE CITATION 5 YEAR COMPARISON

	2016	2017	2018	2019	2020
April	56	97	97	61	13
May	31	106	138	50	71
June	41	121	96	60	72
TOTAL	128	324	331	171	156



WASHINGTON TERRACE CRIME CALENDAR 2ND QUARTER 2020



ASSAULT One occurred every 5.1 days

THEFT One occurred every 4.8 days

BURGLARY One occurred every 18.2 days

City Council Staff Report

Author: Jake Meibos

Subject: Right of way Encroachment / Excavation fee

Date:

Type of Item: Information/ Discussion



Summary Recommendation:

Description:

- A. **Topic:** Utility work and/or construction work within the City right of way can cause damage to the City's infrastructure and property. To ensure that the City's assets are protected, only a licensed contractor may work in the right of way. Each contractor shall obtain a Right of Way Encroachment / Excavation permit from Washington Terrace City. Permit requirements include construction drawings, traffic control plans, and fee payment.
- B. **Background:** The current fee schedule includes the permit fee of \$47.47 and a \$1,000 security bond. The permit fee is set to cover administration costs, reviews, and site inspections. The security bond is set to cover the quality of work performed. To cover the impact from utility work and construction work, Staff has reviewed the current fee schedule with the current employee rates and construction costs and it has been found that the current fees do not secure the impact from construction.
- C. **Analysis:** The current fees do not cover the current costs for administration, plan reviews, or field inspections. A permit fee of \$100 will cover the average time spent for each permit.

The City does not currently charge a "Road Cut Fee". This fee is based on the road area that is being disturbed. According to the LTAP study guide, a utility cut can reduce the service life of the road by 5-7 years. Roads throughout the City currently average a 12 year service life. To achieve the 12 year service life, several recommended preservation strategies and treatments are applied. As different applications are necessary, and product prices fluctuate from year to year, Staff recommends a minimum fee of \$4.00 per sq. ft.

The Security Bond is necessary to ensure the quality of the contractor's performance. Staff recommends the Security Bond to be increased to \$2,000. The bond will be released after the 1 year guarantee period.

There is currently no penalty for working in the City Right of Way without a permit. Staff recommends a \$200 fine for working in the City Right of Way without a permit. That is double the cost of the initial permit.

- D. **Department Review:** City Manager, Public Works Director

Alternatives:

- A. **Approve the Request:** Staff recommends establishing a cost effective Excavation/Right of Way Encroachment permit fee to protect the City's assets.

City Council Staff Report

Author: Tom Hanson
Subject: Library / City Easement Agreement
Date: July 21, 2020
Type of Item: Resolution



(This item was tabled at the 6/16/20 Council Meeting)

Summary:

Several years ago, the City and the Library entered into some agreements that vaguely defined responsibilities for shared easement property south and east of the library. These agreements as defined on the property plat were vague and lacked clear guidance for any future ownership. This new Easement Agreement will define future responsibilities, allow for the transfer of responsibilities from the City to the future land owner. This agreement should allow for a clean transfer of ownership when we come to the point when we are ready to execute the sale of the property.

Description:

A. **Topic: Library/City Easement Agreement**

B. **Background:**

The agreements as defined on the recorded plat were vague and poorly defined. This agreement as presented is intended to allow for the clean transfer of ownership along with future obligations for the new property owner and the library. Each entity will have maintenance obligations and unobstructed use of shared easement properties. Staff and our legal team have reviewed the agreement and feel that the agreement fairly represents the intent of the original agreement as submitted on the plat.

C. **Analysis:**

The execution of this agreement will help solidify the sale of the 5580 South property and protect future owners from ambiguous language and ambiguous responsibilities for both parties.

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 20-09

**A RESOLUTION AUTHORIZING AN EASEMENT AGREEMENT BETWEEN THE
CITY OF WASHINGTON TERRACE (“GRANTOR”) AND WEBER COUNTY
LIBRARY DEVELOPMENT FUND (“GRANTEE”)**

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, in 2004, the Douglas B. Stephens Trust granted parcel number 07-037-0031 to Grantor;

WHEREAS, in 2006, the Douglas B. Stephens Trust granted the neighboring parcel, parcel number 07-699-0003, to Grantee for the purpose of constructing a library on the property;

WHEREAS, on the 23rd of March 2007, in anticipation of the construction of the Pleasant Valley Library on the Grantee’s property and in order to provide additional parking and green space for the library, Grantor granted an easement to the Grantee for the construction of parking facilities, a landscaping area, and related improvements (the boundaries of the easement are depicted in Exhibit A and a legal description of the easement is provided within the agreement);

WHEREAS, at the time the easement was established, Grantor agreed to provide snow removal (i.e. plowing), lawn mowing/trimming, and the lawn sprinkler/watering of the easement area, and Grantor agreed to provide all other general maintenance of the easement area;

WHEREAS, shortly after the easement area was established, Grantee took on the responsibilities of lawn mowing/trimming and the lawn sprinkling/watering of the easement area; while Grantor has continued to provide the snow removal; and

WHEREAS; Grantor and Grantee hereby agree and covenant as outlined in the attached easement agreement;

NOW THEREFORE, the City Council of Washington Terrace hereby resolves to enter into the *attached Easement Agreement* with Weber County is hereby approved and incorporated by this reference. The City Council authorizes and directs the Mayor to execute the Easement Agreement for and on behalf of the City of Washington Terrace.

PASSED AND ADOPTED by the City Council of Washington Terrace this ____ day of _____ 2020.

DATED this ___ day of _____ 2020.

CITY OF WASHINGTON TERRACE

Mark C. Allen, Mayor

ATTEST:

Amy Rodriguez , City Recorder

Roll Call Vote

Council Member Blair Brown ___
Council Member Larry Weir ___
Council Member Scott Barker ___
Council Member Carey Seal ___
Council Member Jeff West ___

EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT (“Agreement”) is entered into and made this _____ day of _____, 2020 by and between Washington Terrace (“Grantor”) and the Weber County Library Development Fund (“Grantee”) sometimes referred to individually as “Party” and collectively as “Parties.”

RECITALS:

WHEREAS, in 2004, the Douglas B. Stephens Trust granted parcel number 07-037-0031 to Grantor;

WHEREAS, in 2006, the Douglas B. Stephens Trust granted the neighboring parcel, parcel number 07-699-0003, to Grantee for the purpose of constructing a library on the property;

WHEREAS, on the 23rd of March 2007, in anticipation of the construction of the Pleasant Valley Library on Grantee’s property and in order to provide additional parking and green space for the library, Grantor granted an easement to Grantee for the construction of parking facilities, a landscaping area, and related improvements (the boundaries of the easement are depicted in Exhibit A and a legal description of the easement is provided within the agreement);

WHEREAS, at the time the easement was established, Grantor agreed to provide snow removal (i.e. plowing), lawn moving/trimming, and the lawn sprinkling/watering of the easement area, and Grantor agreed to provide all other general maintenance of the easement area;

WHEREAS, shortly after the easement area was established, Grantee took on the responsibilities of lawn mowing/trimming and the lawn sprinkling/watering of the easement area; while Grantor has continued to provide the snow removal; and

WHEREAS, Grantor and Grantee now desire to clarify the changes in maintaining the easement area writing;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein and other good and valuable consideration, Grantor and Grantee hereby agree and covenant as follows:

1. Agreement for Easement. Grantor does hereby grant to Grantee and Grantee's respective agents, employees, contractors, and invitees (collectively “Grantee Parties”), subject to all of the terms and conditions of this Agreement, perpetual easement (“Easement”) over and upon the Grantor's property as designated in Exhibit A and Exhibit B for the purpose of constructing and maintaining parking facilities, a landscaping area, and related improvements.

2. Terms and Conditions Specific to the Easement. The Easement shall be subject to the

following terms and conditions:

- (a) Grantee, the Grantee Parties, Grantor, and any subsequent purchaser or assignee shall have the right to use the Easement at all times required by Grantor and or Grantee, without any prior notice to Grantor, and Grantor shall not prevent Grantee or Grantee Parties from utilizing the Easement at any time.
- (b) Grantor and Grantee shall not allow any walls, fences, gates or barriers of any sort or kind to be constructed or erected on the Easement, or any portion thereof, which shall prevent or impair the use or the free access and movement on the Easement by both Parties.
- (c) Grantee shall be responsible for the construction and general maintenance of the Easement except that Grantor or subsequent purchaser or assignee shall be responsible for snow removal in the parking lot. Grantee shall make timely repair of any damage caused by the Grantee Parties to the Easement. Any improvements Grantee wishes to make to the Easement must be maintained by the Grantee.
- (d) Grantor or subsequent purchaser or assignee shall have free, open, unencumbered, and uninhibited access across the Easement created by this Agreement to the adjoining parcel, in whole or part, identified as Weber County Parcel Number 070370031 (or successor number or numbers) and presently legally described as: PART OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY: AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER SECTION; RUNNING THENCE SOUTH 89D30' EAST 390.00 FEET ALONG THE SOUTH LINE OF SAID QUARTER SECTION, THENCE NORTH 0D26' EAST ALONG THE WESTERLY LINE OF SOUTH OGDEN CITY PROPERTY, 335.90 FEET, THENCE NORTH 89D30' WEST 131 FEET, MORE OR LESS, THENCE SOUTH 0D45'24" WEST, 170.00 FEET; THENCE NORTH 89D10'36" WEST 256.24 FEET TO THE WEST LINE OF SAID QUARTER SECTION, THENCE SOUTH 0D26' WEST ALONG SAID WEST LINE 165.91 FEET TO THE POINT OF BEGINNING. EXCEPTING THEREFROM THAT PORTION ADAMS AVENUE ROAD DEDICATION PLAT (75-75). SUBJECT TO A 30 FOOT WIDE EASEMENT 15 FEET WIDE ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTER LINE: BEGINNING AT A POINT WHICH IS NORTH 0D26' EAST 32.0 FEET FROM THE SOUTHWEST CORNER OF SECTION 16, TOWNSHIP 5 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY: RUNNING THENCE SOUTH 89D30' EAST 100 FEET, THENCE RIGHT ALONG THE ARC OF A 200.0 FOOT RADIUS CURVE A DISTANCE OF 36.04 FEET (CHORD BEARS SOUTH 75D50'13" EAST 35.99 FEET), THENCE LEFT ALONG THE ARC OF A 200.0 FOOT RADIUS CURVE A DISTANCE OF 36.04 FEET (CHORD BEARS SOUTH 75D50'13" EAST 35.99 FEET), THENCE SOUTH 89D30' EAST 220 FEET, MORE OR LESS, TO THE EXISTING PROPERTY LINE OF

SOUTHOGDEN CITY

- (e) Grantee shall defend, indemnify and hold harmless Grantor, its agents, affiliates, partners, or other entities controlling, controlled by or under common control with Grantor, from and against any claims or liabilities, including paying all reasonable costs, expenses and attorneys' fees incurred or paid by Grantor in connection with litigation arising from; (i) Grantee's and/or the Grantee Parties use or occupancy of the Easement, including those arising from accident, injury, or damage, however and by whomsoever caused (except to the extent of any claim arising out of Grantor's negligence or willful misconduct), (ii) the conduct of Grantee's business or anything else permitted by Grantee, or (iii) from any negligent act or willful misconduct of Grantee and/or the Grantee Parties.

4. Assignment. All rights, title, and privileges herein granted shall run with the land and shall be binding upon and inure to the benefit of the parties, and their successors in interest.

5. General. This Agreement shall be governed by the laws of the State of Utah, and shall not be amended or modified unless by an instrument in writing executed by Grantor and Grantee, or their successors or permitted assigns, and shall be enforceable, at law or by injunctive relief, the remedy at law being inadequate, without the necessity of posting any bond or other security. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

6. Severability. If any clause, sentence, or any other portion of this Agreement becomes illegal, null, or void for any reason, or are held by any court of competent jurisdiction to be so, the remaining portions will remain in full force and effect. In lieu of such illegal, null, or void provision, the Parties shall use commercially reasonable efforts to negotiate in good faith a substitute legal, valid, and enforceable provision that most nearly effects the Parties' intent in entering into this Agreement.

IN WITNESS WHEREOF the undersigned have executed this Agreement the day and year first above written.

GRANTOR: Washington Terrace

By: _____
Name: _____ ; Title:

Attest:

By: _____
Name: _____ ; Title:

GRANTEE: Weber County Library Development Fund

By: _____
Name: _____ ; Title:

Attest:

By: _____
Name: _____ ; Title:



Enhanced Search

By Shape | By Value | By Spatial | Results

Features selected: 1

070370031

Owner: WASHINGTON TERRACE CITY
WASHINGTON TERRACE CITY

Property Address:

City:

Tax Unit: 255

Mailing Address: 5249 S 400 E

Mailing City: WASHINGTON TERRACE UT

Mailing Zip: 844057194

Approx Land Acres: 0.160308

[More Parcel Info...](#)

Search Results: Parcels

Options Filter by Map Extent Zoom to Clear Selection Refresh

Parcel ID	Tax Unit	Owner	Mailing Address	Mailing City	Mailing Zip	Property Address	City	Approx Land Acres
070370031	255	WASHINGTON TERRACE CITY WASHINGTON TERRACE CITY	5249 S 400 E	WASHINGTON TERRACE UT	844057194			0.160308



City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, July 21, 2020
following the Regular City Council Meeting
City Hall Council Chambers
5249 South 400 East, Washington Terrace City

1. **ROLL CALL**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**

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

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM JUNE 16, 2020

4. **NEW BUSINESS**

4.1 DISCUSSION: CENTRAL BUSINESS DISTRICT OPPORTUNITIES

5. **COMMENTS CONSIDERED**

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

CERTIFICATE OF POSTING

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

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

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City of Washington Terrace

Minutes of a Redevelopment Meeting
Held on June 16, 2020
following the Regular City Council Meeting
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

10 **CHAIR, BOARD, AND STAFF MEMBERS PRESENT**

11 Chair Allen
12 Board Member Seal
13 Board Member Brown
14 Board Member Weir
15 Vice- Chair Barker
16 Board Member West
17 Public Works Director Jake Meibos
18 Finance Director Shari' Garrett
19 City Manager Tom Hanson
20 City Recorder Amy Rodriguez

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22 **Others Present**

23 **Due to COVID 19 Restrictions, the meeting was held via zoom and live streamed on**
24 **facebook**

25
26
27 **1. ROLL CALL**

28
29 **2. INTRODUCTION OF GUESTS**

30
31 **3. CONSENT ITEMS**

32
33 **3.1 APPROVAL OF AGENDA**

34 **3.2 APPROVAL OF MEETING MINUTES FROM MAY 19, 2020**

35 Items 3.1 and 3.2 were approved by general consent.
36

37 **4. NEW BUSINESS**

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39 **4.1 MOTION/RESOLUTION 20-08: A RESOLUTION TO ADOPT THE**
40 **FISCAL YEAR 2021 BUDGET**

41 **Motion by Board Member Weir**
42 **Seconded by Board Member Seal**
43 **To approve Resolution 20-08 to adopt the**
44 **Fiscal year 2021 Budget**
45 **Approved unanimously (5-0)**
46 **Role Call Vote**

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**4.2 MOTION: APPROVAL OF THE CONSTRUCTION CONTRACT FOR
THE ADAMS AVENUE UTILITY EXTENSION PROJECT**

Meibos stated that we accepted five bids, and the lowest was \$60,008.00 by Regency Excavation. He stated that with engineering and contingency costs added, the total is \$69,010 for the project.

Meibos stated that the sewer will need to be extended to the road and the water main is in front of the property near the library.

Meibos stated that he has worked with this company before at Harrisville City. Meibos stated that they will begin work by the end of the month and will only take a couple of weeks to complete.

**Motion by Board Member West
Seconded by Board Member Weir
To approve the construction contract for the
Adams Avenue Utility Extension Project to Regency Excavation
In the amount of \$69,010
Approved unanimously (5-0)**

5. COMMENTS CONSIDERED

No comments were considered.

6. ADJOURNMENT OF MEETING: CHAIR ALLEN

**Motion by Board Member Seal
Seconded by Board Member Barker
To adjourn the meeting
Time: 7:42 p.m.**

Date Approved

City Recorder