

WORK SESSION: A work session will be held at 6:00 p.m. in Conference Room #3, Second Floor, of the Farmington City Hall, 160 South Main Street. The work session will be to receive an update on the budget and to answer any questions the City Council may have on agenda items. The public is welcome to attend.

FARMINGTON CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of **Farmington City** will hold a regular City Council meeting on **Tuesday, October 16, 2018, at 7:00 p.m.** The meeting will be held at the Farmington City Hall, 160 South Main Street, Farmington, Utah.

Meetings of the City Council of Farmington City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

The agenda for the meeting shall be as follows:

CALL TO ORDER:

7:00 Roll Call (Opening Comments/Invocation) Pledge of Allegiance

NEW BUSINESS:

7:00 Ordinance Amending Section 3-5-020 of the Farmington City Code and Enacting a Retention and Classification Schedule related to Government Records Access Management

SUMMARY ACTION:

(Items listed are considered routine in nature and will be voted on in mass unless pulled for separate discussion)

7:05 Minute Motion Approving Summary Action List

1. Approval of Minutes from October 2, 2018
2. Resolution Approving Interlocal Agreement with Davis County regarding Prop One Funding
3. Dead-end Street Exception Request – Mountain View Subdivision/PUD
4. Ambulance Write Offs for FY2018

OLD BUSINESS:

7:10 Brookside Hollow Preliminary PUD Master Plan – Brighton Homes (411 South 200 West)

GOVERNING BODY REPORTS:

7:20 City Manager Report

1. Fire Monthly Activity Report for September

7:25 Mayor Talbot & City Council Reports

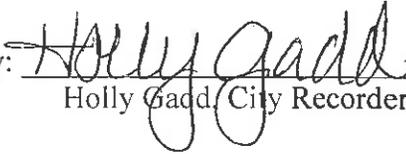
ADJOURN

CLOSED SESSION

Minute motion adjourning to closed session, if necessary, for reasons permitted by law.

DATED this 11th day of October, 2018.

FARMINGTON CITY CORPORATION

By: 
Holly Gadd, City Recorder

***PLEASE NOTE:** Times listed for each agenda item are estimates only and should not be construed to be binding on the City Council.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting, should notify Holly Gadd, City Recorder, 451-2383 x 205, at least 24 hours prior to the meeting.

Posted 10/11/2018

CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

S U B J E C T: Roll Call (Opening Comments/Invocation) Pledge of Allegiance

ACTION TO BE CONSIDERED:

It is requested the City Councilmember Brett Anderson give the invocation to the Meeting and it is requested that City Councilmember Alex Leeman lead the audience In the Pledge of Allegiance.

NOTE: Appointments must be scheduled 14 days prior to Council Meetings; discussion items should be submitted 7 days prior to Council meeting.

CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

S U B J E C T: Ordinance Amending Section 3-5-020 of the Farmington City Code and Enacting a Retention and Classification Schedule related to Government Records Access Management

ACTION TO BE CONSIDERED:

Amend Section 3-5-020 of the Farmington City Code and enact "Appendix A" Retention and Classification Schedule as it pertains to Government Records Access and Management.

GENERAL INFORMATION:

See enclosed staff report prepared by Holly Gadd, City Recorder.

NOTE: Appointments must be scheduled 14 days prior to Council Meetings; discussion items should be submitted 7 days prior to Council meeting.

FARMINGTON CITY



H. JAMES TALBOT
MAYOR

BRETT ANDERSON
DOUG ANDERSON
ALEX LEEMAN
CORY RITZ
REBECCA WAYMENT
CITY COUNCIL

DAVE MILLHEIM
CITY MANAGER

City Council Staff Report

To: Mayor and City Council

From: Holly Gadd

Date: October 9, 2018

SUBJECT: **ORDINANCE AMENDING SECTION 3-5-020 OF THE FARMINGTON CITY CODE AND ENACTING A RETENTION AND CLASSIFICATION SCHEDULE RELATED TO GOVERNMENT RECORDS ACCESS MANAGEMENT**

RECOMMENDATION

Amend Section 3-5-020 of the Farmington City Code and Enact "Appendix A" Retention and Classification Schedule as it pertains to Government Records access and management.

BACKGROUND

Social media records in Utah are subject to the Government Access and Records Management Act (GRAMA) which classifies records as, "a book, letter, document, paper, map, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics that is prepared, owned, received, or retained by a governmental entity or political subdivision."

Utah State Archives has released guidance for local governments and state agencies outlining the potential risks of social media and recommendations for records retention to help mitigate those risks.

Due to an increased number of Government Records requests involving social media, electronic mail and cell phone data, a retention and classification schedule specific to Farmington City would be extremely helpful in retaining such documents and making sure all departments are using the same retention and classification.

Respectfully Submitted

Holly Gadd
City Recorder

Review & Concur

Dave Millheim
City Manager

FARMINGTON, UTAH

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 3-5-020 OF THE FARMINGTON CITY CODE AND ENACTING A RETENTION AND CLASSIFICATION SCHEDULE RELATED TO GOVERNMENT RECORDS ACCESS AND MANAGEMENT

WHEREAS, the City of Farmington has determined that it is in the best interest of the City and the residents thereof to amend section 3-5-020 of the City code and enact a Retention and Classification Schedule as it pertains to Government Records access and management;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF FARMINGTON CITY, STATE OF UTAH:

Section 1. Amend. Section 3-5-020 of the Farmington City code is hereby amended as set forth in "Exhibit A" attached hereto and by this referenced made a part hereof.

Section 2. Enact. "Appendix A" Retention and Classification Schedule is hereby enacted and attached hereto and by this referenced made a part hereof.

Section 3. Severability. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

Section 4. Effective Date. This ordinance shall take effect immediately upon publication or posting or 30 days after passage by the City Council, whichever comes first.

PASSED AND ADOPTED by the City Council of Farmington City, State of Utah, on this 16th day of October, 2018.

FARMINGTON CITY

H. James Talbot
Mayor

ATTEST:

Holly Gadd, City Recorder

“Exhibit A”

3-5-020: RETENTION SCHEDULE:

All government records of the city shall be retained in accordance with the **Retention and Classification Schedule approved and adopted by the Farmington City Council on October 16, 2018.** ~~Utah municipal general records retention schedule, as created and retained by the Utah division of archives and records service, which is hereby adopted by reference as the Farmington City records retention schedule.~~ The city may classify or reclassify a particular record, record series or information in a record at any time, in accordance with applicable provisions of Utah Code Annotated section 63G-2-307, as amended. (Ord. 2012-18, 5-15-2012)

Appendix A

Retention and Classification Schedule



This schedule was adopted
and approved by the
Farmington City Council on
October 16, 2018

Schedule 1

Administrative Records



Schedule 1

Administrative Records

ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES AND REPORTS

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

RETENTION

Retain for 5 years after completion of all applicable audits and then destroy.

ADMINISTRATIVE CORRESPONDENCE

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule.

RETENTION

Retain for 1 year and then destroy.

AGENCY HISTORY RECORDS

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

RETENTION

Permanent. May be transferred to the State Archives.

CITY SCRAPBOOKS

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION

Permanent. May be transferred to the State Archives.

CONSTITUTION AND BYLAWS

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION

Permanent. May be transferred to the State Archives.

Schedule 1

Administrative Records

EXECUTIVE CORRESPONDENCE

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the City Manager, Department Head, or other internal administrators as identified by the executive office.

RETENTION

Retain for 7 years and then destroy

FEASIBILITY STUDIES

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION

Retain for 5 years after completion of study and then destroy.

GRANT FILES ORIGINAL APPLICATIONS

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION

Retain for 10 years and then destroy.

NOTARY BOND FILES

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

Retain for 1 year after expiration or renewal of bond and then destroy.

PUBLIC RELATIONS RECORDS

These written records are created for distribution to the news media or public. Records include speeches, press releases, public announcements and similar records.

RETENTION

Permanent. May be transferred to State Archives.

PUBLICATIONS

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity, includes Annual Reports and Policies and Procedures Manuals.

RETENTION

Permanent. May be transferred to State Archives.

Schedule 1 Administrative Records

SYSTEM STUDIES FINAL REPORTS

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies

RETENTION

Permanent.

TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence, regardless of format or mode of transmission, including any posting to social media sites, text messages, voicemail, or other audio or video recordings, related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

RETENTION

Retain until administrative need ends and then destroy.

Schedule 2

Bonds & Bonding Records



Schedule 2 Bonds and Bonding Records

BOND ANTICIPATION NOTES

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality.

RETENTION

Retain for 1 year after being redeemed and then destroy.

BOND ISSUE FILES

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements and destruction certificates.

RETENTION

Permanent. May be transferred to the State Archives.

BOND REDEMPTION AND DESTRUCTION CERTIFICATES

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION

Retain for 3 years after expiration of bonds and then file in Bond Issue Files.

BONDS, NOTES AND COUPONS PAID FILES

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION

Retain for 1 year after being redeemed and then destroy.

EMPLOYEE BONDS

These are bonds with good and sufficient sureties, payable to the municipality to guarantee faithful performance of the duties of the respective officers. Bonds are placed at such amounts as may be determined by the governing body.

RETENTION

Retain for 3 years after expiration of bond and then destroy.

FIDELITY BONDS

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and may be set by resolution or ordinance in any amount, not less than that established by the state money management council.

RETENTION

Retain for 3 years after expiration and then destroy.

Schedule 2 Bonds and Bonding Records

GENERAL OBLIGATION BONDS

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body.

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

MUNICIPAL REVENUE BONDS

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities.

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

NOTARY BONDS

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years.

RETENTION

Retain for 3 years after expiration of bond and then destroy.

SPECIAL IMPROVEMENT BONDS

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION

Retain until "paid or cancelled" and then destroy.

Schedule 3

Budget Records



Schedule 3 Budget Records

ANNUAL BUDGET

The budget is a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor after adoption.

RETENTION

Permanent.

BUDGET INFORMATION FILES

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget. Files may also contain budget amendments and any other actions affecting budget.

RETENTION

Retain for 2 years after budget has been adopted and then destroy.

REGULAR BUDGET REPORTS

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION

Retain for 3 years and then destroy.

Schedule 4

General Accounting Records



Schedule 4 General Accounting Records

ACCOUNTS PAYABLE

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Retain for 4 years and then destroy.

ACCOUNTS RECEIVABLE

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION

Retain for 4 years and then destroy.

ACCOUNTS RECEIVABLE INVOICES

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION

Retain for 4 years and then destroy.

ANNUAL FINANCIAL REPORTS

These are statistical reports on the financial affairs of the entire municipality. Copies of the annual financial report shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder.

RETENTION

Permanent. May be transferred to the State Archives.

AUDIT REPORTS

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year.

RETENTION

Permanent. May be transferred to the State Archives.

BANK DEPOSIT (PASS) BOOKS

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION

Retain for 4 years and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 4 General Accounting Records

BANK STATEMENTS

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION

Retain for 4 years and then destroy.

BILLING ADJUSTMENT RECORDS

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION

Retain for 4 years and then destroy.

BILLING RECORDS

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

RETENTION

Retain for 4 years and then destroy.

BILLING REGISTER

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION

Retain for 4 years and then destroy.

CHECK REGISTER REPORT

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION

Retain for 7 years and then destroy.

Schedule 4 General Accounting Records

CUSTOMER APPLICATION RECORDS

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION

Retain for 4 years and then destroy.

DAILY CASH REPORTS

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION

Retain for 3 years and then destroy.

DEPOSIT SLIPS

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION

Retain for 4 years and then destroy.

GENERAL LEDGERS

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

Retain for 10 years and then destroy.

INVESTMENT ACCOUNTING MONTHLY REPORTS

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION

Retain for 5 years and then destroy.

RECEIPT BOOKS

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION

Retain for 3 years and then destroy.

Schedule 4 General Accounting Records

SALES AND USE TAX RETURN FORMS

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state.

RETENTION

Retain for 4 years and then destroy.

TRAVEL/PASSENGER REIMBURSEMENT FILES

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION

Retain for 4 years and then destroy.

Schedule 5

Licensing Records



Schedule 5

Licensing Records

LICENSE REGISTERS

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION

Permanent.

PERMIT & LICENSING RECORDS

These records authorize an entity to conduct business within the consenting government's jurisdiction. Records include applications, certificate, registrations, permits, licenses, and related records.

RETENTION

Retain until renewed or 3 years after expired and then destroy.

Schedule 6

Maintenance Records



Schedule 6 Maintenance Records

AMERICANS WITH DISABILITIES ACT RECORDS

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION

Retain for 15 years and then destroy.

BUILDINGS AND GROUNDS MAINTENANCE LOG

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION

Retain for 3 years after completion of repairs and then destroy.

EQUIPMENT MAINTENANCE AND REPAIR RECORDS

These are records of service repair and maintenance of municipal equipment.

RETENTION

Retain for 2 years and then destroy.

FUEL RECORDS

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION

Retain for 2 years and then destroy.

MILEAGE CERTIFICATES

These are certificates issued by the dealer/manufacturee certifying the mileage is accurate on each municipally purchased vehicle.

RETENTION

Retain for 3 years and then destroy.

VEHICLE MAINTENANCE RECORDS

These records document the inspection, repair and maintenance of government-owned vehicles. Information includes vehicle identification, usage, and related records.

RETENTION

Retain 3 years after disposition of asset and then destroy.

VEHICLE REGISTRATION CERTIFICATES

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION

Retain until vehicle is transferred or sold and then transfer with vehicle.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 7

Payroll Records



Schedule 7 Payroll Records

BUDGET AUTHORIZATION REFERENCE FILES

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION

Retain until superseded and then destroy.

EMPLOYEE WAGE HISTORY RECORDS

These records document employee cumulative salary for employees needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records.

RETENTION

Retain for 65 years and then destroy.

PAYROLL POST PROCESSING RECORDS

This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports.

RETENTION

Retain for 7 years and then destroy.

PAYROLL PROCESSING RECORDS

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

RETENTION

Retain for 3 years and then destroy.

TIMEKEEPING RECORDS

Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, personal time, vacation, or other reasons as outlined by policy are included in this schedule.

RETENTION

Retain for 3 years and then destroy.

WAGE SURVEY FILES

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

Schedule 8

Personnel Records



Schedule 8 Personnel Records

COMPLAINT INVESTIGATION FILES

Initial documentation of complaints that result in an investigation but do not result in disciplinary action.

RETENTION

Retain for 7 years after end of employment or case closed, whichever is greater, and then destroy.

DRUG TEST NEGATIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

Retain by office for 1 year and then destroy.

DRUG TEST POSITIVE RESULTS

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION

Retain by office for 5 years and then destroy provided it is transferred to personnel file if disciplinary action is taken.

EMERGENCY AND OTHER PERSONAL LEAVE FILES

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION

Retain for 4 years and then destroy.

EMPLOYEE HEALTH AND MEDICAL RECORDS

These records document an employee's fitness for duty. Documentation for health-related leave is included.

RETENTION

Retain 3 years after end of employment.

Schedule 8 Personnel Records

EMPLOYMENT HISTORY RECORDS

Employment history documents a person's application, correspondence, credential files, letters of recommendation, pay and leave history, work performance, training certificates, evaluation forms, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action or grievances are included in this schedule.

RETENTION

Retain 65 years from date of employment or 7 years after retirement or death and then destroy

EMPLOYEE TRAINING FILES

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION

Retain for 6 years and then destroy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION

Retain for 3 years and then destroy.

GRIEVANCE RECORDS

Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.

RETENTION

Retain for 3 years and then destroy.

PERFORMANCE PLANS AND EVALUATIONS

This information documents an employee's performance, including awards, performance plans, personnel action forms, and evaluations.

RETENTION

Retain 7 years after end of employment and then destroy.

PROMOTIONAL TESTS

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION

Retain for 2 years and then destroy.

Schedule 8 Personnel Records

QUARTERLY WAGE LIST REPORTS

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form).

RETENTION

Retain for 3 years and then destroy.

SALARY SURVEYS

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION

Retain for 3 years and then destroy.

STAFF ACQUISITION RECORDS

Records related to the recruiting and hiring of employees, including candidates not hired. The resume and application of hired individuals are part of the Employee History Records.

RETENTION

Retain 2 years from application and then destroy.

WORKER'S COMPENSATION CASE FILES

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Refer to State Code for Worker's Compensation Act.

RETENTION

Retain by agency for 75 years from date of incident and then destroy

Schedule 9

Purchasing Records



Schedule 9 Purchasing Records

CONTRACT PURCHASING FILES

These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.

RETENTION

Retain for 7 years after the project completed and warranties expire, and then destroy.

INVOICES

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION

Retain for 4 years and then destroy.

PURCHASE ORDERS

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

PURCHASE REQUISITION FILES

These files contain requisitions for supplies and equipment for current inventory.

RETENTION

Retain for 4 years and then destroy.

REAL ESTATE ACQUISITION FILES

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION

Retain for 7 years after unconditional sale of property and then destroy.

REQUEST FOR PROPOSAL RECORDS

These records are bids and proposals to provide products or services for a governmental entity. Information includes preliminary requirements for procurement of a commodity or service. These records also include unsuccessful bids and proposal files.

RETENTION

Retain 4 years after project complete and warranties have run and then destroy.

Schedule 9 Purchasing Records

TAX EXEMPTION RECORDS

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

Retain for 3 years after period covered by related account and then destroy.

VENDOR LIST

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION

Retain until updated or superseded and then destroy.

VOUCHERS

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

Schedule 10

Risk Management Records



Schedule 10 Risk Management Records

DISASTER PLAN RECORDS

Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.

RETENTION

Retain until superseded by a new plan and then destroy.

INSURANCE POLICY FILES

These are insurance policy contracts between the municipality and private insurers.

RETENTION

Retain for 15 years after expiration of policy and settlement of all claims and then destroy.

INSURANCE REPORTS

These reports are used for the reference and generation of claim files.

RETENTION

Retain for 12 years and then destroy.

LIABILITY RISK MANAGEMENT CASE FILES

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION

Retain for 20 years after case closed and then destroy.

LOSS CONTROL INSPECTION REPORTS

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION

Retain for 12 years and then destroy.

Schedule 11

Building Inspection Records



Schedule 11

Building Inspection Records

BUILDING PERMIT FILES

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent. May be transferred to the State Archives.

CONSTRUCTION REPORTS

These reports are a summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION

Retain for 2 years and then destroy.

DEMOLITION CASE FILES

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes.

RETENTION

Permanent.

ENFORCEMENT CASE FILES

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes.

RETENTION

Retain for 5 years and then destroy.

NONRESIDENTIAL BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 7 years and then destroy. *For historical reasons, agencies must contact the Archives before the destruction of any building plans.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 11 Building Inspection Records

PERMIT INDEX

These reference card files record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION

Permanent. May be transferred to the State Archives.

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION

Permanent. May be transferred to the State Archives.

RESIDENTIAL BUILDING PLANS

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 1 year after completion of construction and final inspection and then destroy.

Schedule 12

Clerk's Records



Schedule 12 Clerk's Records

ANNEXATION AND BOUNDARY ADJUSTMENT FILES

These files document the annexation and boundary adjustments of property into and out of municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council.

RETENTION

Permanent. May be transferred to the State Archives.

APPOINTMENT FILES

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives.

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES

These are financial statements required by law to be completed by each municipal candidate.

RETENTION

Permanent.

CLOSED MEETING RECORDS

Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting.

RETENTION

Permanent. May be transferred to the State Archives.

EASEMENT FILES

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION

Permanent.

ELECTION BALLOTS

These are packets of official ballots of municipal elections cast by voters. Election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest. If the election is not contested, after that time, destroy them without opening or examining them.

RETENTION

Retain for 22 months after the election or until time has expired during which the ballots could be used in an election contest and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 12 Clerk's Records

ELECTION CANVASSES

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION

Permanent.

ELECTION RECORDS

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

RETENTION

Retain for 22 months after the election and then destroy.

ELECTION RETURNS

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION

Retain for 22 months after the election and then destroy.

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) APPEALS CASE FILES

These files document all appeals submitted to records appeals boards. These case files include requests, denials, appeals, decisions, and any other documentation concerning the appeals process.

RETENTION

Permanent. May be transferred to the State Archives.

HEARINGS FILES

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the Mayor or City Council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION

Permanent.

LEASE FILES

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION

Retain for 4 years after contract expires and then destroy.

OATHS

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

RETENTION

Permanent. May be transferred to the State Archives.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 12 Clerk's Records

OPEN MEETING MINUTES AND PUBLIC MATERIALS

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken. This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION

Permanent. May be transferred to the State Archives.

OPEN MEETING RECORDINGS

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved.

RETENTION

Retain 3 years after official written minutes are approved and then destroy.

ORDINANCES

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by Utah Code. An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of Mayor or acting Mayor, and municipal seal.

RETENTION

Permanent. May be transferred to the State Archives.

PETITIONS

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION

Retain for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives.

PROOF OF PUBLICATION RECORDS

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

RETENTION

Retain for 6 years and then destroy.

RESOLUTIONS

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

RETENTION

Permanent. May be transferred to the State Archives.

Schedule 13

Parks and Recreation Records



Schedule 13 Parks and Recreation Records

CLASS ROLLS

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

RETENTION

Retain for 1 year and then destroy.

CONSTRUCTION PROJECT FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

Permanent. May be transferred to the State Archives after park closure.

MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

Retain for 2 years after resolution of complaint and then destroy.

PARKS FILES

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION

Permanent. May be transferred to the State Archives.

RECREATION PROGRAM FILES

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION

Retain for 2 years and then destroy.

RECREATIONAL ACTIVITY RELEASE RECORDS

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

Retain for 2 years or until all litigation is resolved and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 13 Parks and Recreation Records

RECREATIONAL EQUIPMENT RECORDS

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They may include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

Retain for 1 year after equipment returned and then destroy.

RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION

Permanent. May be transferred to the State Archives after closure of park.

RECREATIONAL FACILITY MAPS

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION

Permanent. May be transferred to the State Archives.

REGISTRATION RECORDS

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION

Retain for 2 years and then destroy.

RESERVATION RECORDS

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION

Retain for 1 year and then destroy.

SPECIAL EVENTS PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION

Retain for 1 year after event and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 14

Planning and Zoning Records



Schedule 14 Planning and Zoning Records

ADOPTED MASTER PLANS

These are comprehensive plans for municipal development adopted by the city commission. The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include the planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate. The plan may also include maps, plats, and charts.

RETENTION

Permanent. May be transferred to the State Archives.

BOARD OF ADJUSTMENT CASE FILES

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent.

CONDITIONAL USE PERMIT RECORDS AND INDEXES

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION

Permanent.

NONCONFORMING USE CERTIFICATE RECORDS

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the planning commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with planning commission decision regarding such.

RETENTION

Permanent.

PLANNED UNIT DEVELOPMENT CASE FILES

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the planning commission.

RETENTION

Permanent.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 14

Planning and Zoning Records

PLANNING STUDY REPORTS

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May be transferred to the State Archives.

REZONING RECORDS AND INDEXES

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION

Permanent.

SITE REVIEW PLANNING RECORDS

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION

Permanent.

STREET/ALLEY VACATING RECORDS

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, planning commission minutes, the report from planning commission to city council, city council minutes, ordinances, and legal description.

RETENTION

Permanent.

SUBDIVISION REVIEW CASE FILES

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION

Permanent.

ZONING MAPS

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION

Permanent.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 14 Planning and Zoning Records

ZONING ORDINANCES

These land use and development ordinances provide standards for development for land use and development within the municipality. They have been approved by both the planning commission and the city council.

RETENTION

Permanent. May be transferred to the State Archives.

Schedule 15

Public Utilities Records

(Water)



Schedule 15 Public Utilities Records

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS

Final plans and specifications for approved and constructed buildings, facilities, road and bridges. Documents construction of new buildings or facilities as well as renovation of owned buildings and rented buildings.

RETENTION

Permanent. May be transferred to the State Archives.

BACKFLOW PREVENTION TEST REPORTS

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION

Retain for 3 years after subsequent test and then destroy.

BACTERIOLOGICAL QUALITY ANALYSES REPORTS

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

Retain for 5 years after subsequent test and then destroy.

CHEMICAL/RADIOLOGICAL ANALYSES

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

Retain for 10 years after subsequent test and then destroy.

CROSS CONNECTION CONTROL SURVEY FILES

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION

Retain for 3 years after destruction of premise and then destroy.

DAILY FILTER LOG

This log records a daily instrument table of information regarding filter operations required by Utah code.

RETENTION

Retain for 5 years and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 15 Public Utilities Records

DAILY OPERATIONAL LOG

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION

DAILY PUMP STATION WELL REPORTS

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report is usually created from these daily reports.

RETENTION

Retain for 2 years provided summary report is compiled and then destroy.

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

RETENTION

Retain for 3 years after final audit and then destroy.

METER BOOKS

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, and reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION

METER REPAIR AND TESTING FILES

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION

Retain for 1 year after disposal of meter and then destroy.

PUMP STATION WELL SUMMARY REPORTS

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped.

RETENTION

Schedule 15 Public Utilities Records

SEWER MAIN LOCATION PLATS

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION

Retain for 3 years or until updated or superseded and then destroy.

TELEVISION INSPECTION REPORTS

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION

Retain for 3 years or until updated or superseded and then destroy.

WATER CONSUMPTION MONTHLY REPORTS

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

Retain for 1 year provided annual report is compiled and then destroy.

WATER FLOW ANNUAL RECORDER CHARTS

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION

Permanent.

WATER FLOW WEEKLY RECORDER CHARTS

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION

Retain for 3 years provided annual chart is compiled and then destroy.

WATER MAIN CHARTS AND INDEXES

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION

Permanent.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 15 Public Utilities Records

WATER STOCK PURCHASE FILES

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION

Retain for 10 years after sale of stock and then destroy.

WORK ORDERS

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION

Retain for 3 years after date of resolution and then destroy.

Schedule 16

Public Works Records

(Engineering, sanitation, street maintenance,
and traffic engineering)



Schedule 16

Public Works Records

CLASS "C" ROAD FUNDING PROJECT FILES

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund. The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

Retain for 3 years after claim, audit, or litigation settled and then destroy.

CONCRETE MAINTENANCE RECORDS

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They may include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION

Retain for 7 years and then destroy.

CONSTRUCTION CONTRACT RECORDS

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION

Retain for 6 years after expiration of contract and then destroy.

CONSTRUCTION PROJECT FILES

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION

Permanent. May be transferred to the State Archives.

DRAINAGE MAINTENANCE AGREEMENTS

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION

Permanent.

DRAINAGE SYSTEM REPAIR LIST

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 16 Public Works Records

DRAWINGS AND DIAGRAMS

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION

Permanent. May be transferred to the State Archives.

ENCROACHMENT AGREEMENTS

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION

Permanent.

EXCAVATION PERMIT APPLICATIONS

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION

Retain for 1 year after expiration and then destroy.

EXCAVATION PERMIT BILLINGS

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

Retain for 3 years and then destroy.

FLOOD CONTROL PERMIT APPLICATIONS

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipal-wide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. May be transferred to the State Archives.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 16 Public Works Records

INTERLOCAL AGREEMENTS

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION

Permanent.

INTERSECTION CASE FILES

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION

Retain for 7 years and then destroy.

MAPS AND PLATS

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded and then destroy.

MATERIALS TEST RESULTS

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

Retain for 5 years after project completed and then destroy.

PERMITS TO WORK IN A PUBLIC WAY

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION

Retain for 1 year after bond expires and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

Schedule 16 Public Works Records

RESURFACING BILLINGS

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION

Retain for 4 years and then destroy.

REVIEW FILES

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION

Retain for 3 years after completion of project and then destroy.

SIGNALIZED INTERSECTION RECORDS

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION

Retain for 2 years after signal device removed and then destroy.

SPECIAL ASSESSMENT PLATS

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

Retain for 5 years after district is completed.

STREET CLEANING RECORDS

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION

Retain for 1 year and then destroy.

STREET MAINTENANCE RECORDS

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION

Retain for 3 years and then destroy.

Schedule 16 Public Works Records

STREET NAME AND HOUSE NUMBER FILES

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION

Permanent.

TRAFFIC DRAWINGS

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION

Retain for 4 years after revised and then destroy.

TRAFFIC SIGNAL CONFLICT MONITOR LOG

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION

Retain for 7 years and then destroy.

TROUBLE CONTROL REPORT

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION

Retain for 7 years or until litigation completed and then destroy.

WORK ORDER LOG

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

Retain for 3 years and then destroy.

WORK ORDERS

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures. These files may also contain customer complaints concerning utility problems which require research and a resolution. They may include complaint results of investigation, meter sheets, and method of resolution. These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

Retain for 3 years or until resolution of any litigation, whichever occurs later and then destroy.

FARMINGTON CITY RETENTION AND CLASSIFICATION SCHEDULE

Primary Designation is public unless otherwise stated in the schedule.

CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

SUBJECT: Minute Motion Approving Summary Action List

1. Approval of Minutes from October 2, 2018
2. Resolution Approving Interlocal Agreement with Davis County regarding Prop One Funding
3. Dead-end Street Exception Request – Mountain View Subdivision/PUD
4. Ambulance Write Offs for FY2018

NOTE: Appointments must be scheduled 14 days prior to Council Meetings; discussion items should be submitted 7 days prior to Council meeting.

FARMINGTON CITY COUNCIL MEETING

October 2, 2018

WORK SESSION

Present: Mayor Jim Talbot; Councilmembers Doug Anderson, Rebecca Wayment, Brett Anderson, Alex Leeman; City Manager Dave Millheim, City Development Director David Petersen, City Economic Development Director Brigham Mellor, City Recorder Holly Gadd, and Recording Secretary Tarra McFadden

Excused: Councilmember Cory Ritz

Alternative Mode of Transportation

Economic Development Director **Brigham Mellor** presented information related to shared mobility devices such as bikes, electric bikes, and electric scooters. Daniel Franklin, Operations Manager for Lime Bikes in Salt Lake City was present and available to answer questions.

Brigham Mellor said that the City could develop an agreement with multiple companies. The City would be released from liability as the riders assume the liability as part of the rental agreement.

Brigham Mellor suggested that the scope of the agreement would be a 12 month term, limiting the number of devices in the City from between 100 and 200 with locations in West Farmington near Station Park. There would be no cost to the City and a small revenue benefit from business licenses and space rental. Mayor **Jim Talbot** and **Brigham Mellor** met with representatives from CenterCal who may be interested, but would like to limit where the devices can be ridden and stored. **Jim Talbot** suggested that Lime, and other shared mobility device companies, should work directly with CenterCal to gain their support.

The Mayor and Councilmembers discussed potential demand for the devices at Station Park and near the Frontrunner Station. They noted that it may encourage cross-shopping at Station Park and that this could be an economic development tool. They noted that there is not currently a safe way to get across Park Lane and so they would plan to limit them to West Farmington in the initial rollout. **Brigham Mellor** noted that as part of the agreement with a shared mobility device companies the City would receive data about where and when the devices are being used, so future plans can be adjusted.

Brigham Mellor committed to presenting a proposal at a future City Council meeting for a formal vote.

REGULAR SESSION

Present: Mayor Jim Talbot; Councilmembers Doug Anderson, Rebecca Wayment, Brett Anderson, Alex Leeman; City Manager Dave Millheim, City Development Director David Petersen, City Economic Development Director Brigham Mellor, City Recorder Holly Gadd, and Recording Secretary Tarra McFadden

Excused: Councilmember Cory Ritz

CALL TO ORDER:

Mayor **Jim Talbot** called the meeting to order at 7:02 p.m.

Roll Call (Opening Comments/Invocation/Pledge of Allegiance)

The invocation was offered by **Dave Millheim** and the Pledge of Allegiance was led by Mayor **Jim Talbot**.

PRESENTATIONS:

Recognition of Dave Quinley for 15 Years of Dedicated Service to the Police Department

Chief **Wayne Hansen** presented Dave Quinley with a ring to commemorate his service of 15 years with the Farmington Police Department. Dave Quinley shared that this was a wonderful place to live and work and that he loves the citizens of Farmington.

Introduction of 2 New Police Officers and the Administration of Oath of Office

Chief **Wayne Hansen** presented two new officers and **Holly Gadd** administered the Oath of Office. Spencer Peterson just finished field training and is looking forward to serving the city of Farmington. Brian Ives previously worked for the city and is now returning after a brief retirement. Chief **Wayne Hansen** thanked the Mayor and Council for their support of the growing Police Department and noted that six new officers have joined in the last 15 months. He also thanked the women and men he serves with who make the community a great place to live and work.

PUBLIC HEARINGS:

Rezone and Schematic Plan for Kirkham Subdivision located at 975 N Compton Road

David Petersen presented information related to the subdivision and noted that the master plan has this property as low-density residential. A portion of the property is zoned A-F which has affected the yield plan. The applicant is seeking a rezone to LR which would allow for 4 lots including an existing home. The applicant has worked with City Staff for storm drainage plans and one lot will have an onsite retention basin. The Planning Commission unanimously recommended the rezone and schematic plan for approval.

The applicant, Justin Atwater (1170 Gold Spur Lane, Fruit Heights) stated that he met with the Noorda's to discuss the project's impact on their home. He said that they indicated they were planning to stay in the area while caring for an aging family member but plan to move to St. George in the future. He said that the City Engineer and staff from Public Works came to an agreement about storm drainage and manhole covers.

Mayor Jim Talbot opened the public hearing at 7:23 p.m.; with no one signed up to address the Council on the issue, he immediately closed the public hearing.

Motion:

Doug Anderson moved that the City Council approve the enclosed enabling ordinance amending the zoning map from A-F to LR-F for approximately .31 acres of property located at 975 N. Compton Road as identified by parcel identification number 080520206, subject to all applicable Farmington City ordinances and development standards and the following condition: the approval is subject to an approved preliminary plat, and Findings for Approval 1-3.

Alex Leeman seconded the motion which was approved unanimously.

Findings for Approval:

1. The proposed rezone is consistent with General Plan designation of LDR.
2. The proposed rezone is consistent with surrounding neighborhoods, including the remaining 2 acres of the subject property.
3. Making the rezone contingent on the approval of a preliminary plat ensures that vesting does not occur without the approval of the subdivision, protecting the city in the event that the applicant does not move forward with the subdivision.

Motion:

Brett Anderson moved that the City Council approve the schematic plan for the Kirkham Subdivision, subject to all applicable Farmington City ordinances and development standards and Conditions 1-4 and Findings for Approval 1-3.

Rebecca Wayment seconded the motion which was approved unanimously

Conditions for Approval

1. The applicant shall provide the additional foothill overlay zone plans and development standards as set forth in Section 11-30-050 of the Zoning Ordinance prior to or concurrent with final plat;
2. The applicant shall amend the right-of-way to include park-strip and sidewalk on preliminary plat;
3. The applicant shall amend the alignment of the storm drain line on preliminary plat and subject to City Engineer approval;
4. All outstanding comments from the DRC for schematic plan shall be addressed on preliminary plat.

Findings for Approval:

1. The proposed plan meets the requirements of the subdivision and zoning ordinances of an LR-F zone, if the rezone does occur.
2. Schematic plan does not vest the property, and will be null-and-void if the rezone is not passed.
3. The proposed plan is for a conventional subdivision in the LR-F zone, and is an administrative act, if the rezone does occur.

Amendment to Hughes Farms Subdivision Conservation Easement

Rebecca Wayment noted that her property abuts this subdivision, but is not impacted by this amendment and does not impact her decision on the item.

David Petersen said that the subdivision was approved as a conservation easement and contained a number of conservancy lots which restricted building on individual lots. Owners of the lots have unknowingly constructed walls, backyard amenities and fences in violation of the easement. The residents are working with the City and hope that the Council will amend the conservation easements to bring them into compliance. He noted that the flood control berms have not been compromised.

Brett Anderson asked why certain things were prohibited on conservation easements. **David Petersen** answered that it was to protect the area in perpetuity and noted that the amendment process has tight criteria for approval so that the original intent is acknowledged.

Mayor Jim Talbot opened the public hearing at 7:45 p.m.

Darrick Katsilas, 1012 Water Turn Drive, said residents have improved their property with grass, gardens, and fences for dogs and kids. They hope that the City Council will look at their subdivision as if it had normal residential zoning.

Mayor Jim Talbot closed the public hearing at 7:47 p.m.

Brett Anderson asked about the source of the amendment policy, and **David Petersen** responded that it was free standing ordinance. **Brett Anderson** said that he understands the action before the Council and that the residents were not aware of the building restrictions but he is not sure if it meets Mandatory Criteria part 8h. of the ordinance which states "The amendment does not provide a private benefit to the landowner or any private party." **Alex Leeman** said that the fence violated the conservation easement and an amendment would be a benefit to the property owners. **David Petersen** said that Finding 9 addressed this concern. **Alex Leeman** and **Brett Anderson** suggested clarifying the conservation easement amendment policy to define "private benefit." **David Petersen** said that a resident had built a shed in the Conservation Easement and that with this amendment the shed would still be non-conforming. The staff recommends enforcing the code violation and requiring that the shed be moved out of the conservation easement.

Motion:

Alex Leeman moved that the City Council approve the petition by the owners of Lots 7, 8, 9, 10, 11, 15, and 16 of the Hughes Farm Subdivision to modify the conservation easement as set forth in the enclosed "Conservation Easement Amendment No. 1" with a correction to Amendment to Permitted Uses 4(d) reading "Landscaping improvements and activities such as landscaping, lawns, fences and retaining walls as approved by Farmington City and Davis County...", and direct staff to provide a clean copy (without red-lines) of the amendment for signatures with Findings for Approval 1-9. **Doug Anderson** seconded the motion which was approved unanimously.

Findings for Approval:

The amendments to the Conservation Easement attached hereto are--

1. Minor or incidental changes which are not inconsistent with the conservation values or purposes of the Conservation Easement and/or provide clarification to aid in the interpretation of the document;
2. Consistent with the overall purpose of the Conservation Easement and will not be detrimental to or compromise the protection of the stated conservation values of the Property;
3. Substantially equivalent to or enhance the conservation values of the Property;
4. Consistent with the City's goals for conservation of land under the Farmington City Conservation Subdivision Ordinance and will not undermine the City's obligation to preserve and enforce other conservation easements it has accepted;
5. Minimum change necessary to achieve the desired and acceptable purpose;
6. Clearly warranted and in the best interest of the public and the subject Property; and
7. The granting of the amendments will not set an unfavorable precedent for future amendment requests; and
8. The amendments do not adversely affect the City's qualification as a holder of conservation easements or any claimed deduction for donation of the conservation easement; and
9. The amendments do not provide a private benefit for the landowner or any private party or parties no greater than found elsewhere in the Hughes Farm Subdivision.

Councilmember Doug Anderson was excused from the meeting at 8:08 p.m.

NEW BUSINESS:

Resolution Amending the Consolidated Fee Schedule related to Application Fees

David Petersen said that in an effort to manage increasing costs related to engineering and other consultants, the City enacted a professional service deposit fee for some parts of the development

application process. Since the City has hired a full-time engineer, this deposit is no longer needed. The staff is recommending an increase to the City's base application fee to cover outside consulting costs. The City has not raised the base fee in approximately 20+ years. **David Petersen** noted that the special exception application fee will be added to the consolidated fee schedule as part of the resolution.

Motion:

Brett Anderson moved that the City Council approve the resolution contained in the staff report which updates the consolidated fee schedule by: 1) eliminating the professional service deposit fee related to certain development applications, 2) increasing specified subdivision, site plan, and other application fees, 3) enacting another fee for development applications which make necessary multiple reviews, and 4) memorializing a fee for special exceptions.

Rebecca Wayment seconded the motion which was approved unanimously.

Ordinance Amending City Code Regarding On-Street Parking

David Petersen presented a proposed ordinance which would amend the on street parking standards. He noted that the current rules are ambiguous and that after a study of neighboring city's ordinances, staff has proposed that the ordinance indicate that a motor vehicle should not be on the street for more than a continuous 48 hour period and that other types of vehicles be restricted to loading and unloading and never longer than a continuous 24 hour period. He said that the City handles code enforcement on a complaint basis because it would be too expensive to be constantly looking for and enforcing violations. **Rebecca Wayment** said that she prefers the winter policy that restricts overnight parking and said that it seems that anything goes in the summer which can lead to vehicles impeding traffic, causing congestion or otherwise creating safety hazards. **Dave Millheim** cautioned against drastic changes in behavior and that incrementalism is appropriate, he also noted that if there was a safety concern, other sections of the municipal code could be used to mitigate.

Motion:

Alex Leeman moved that the City Council approve the ordinance contained in the staff report amending Chapter 5 of Title 14 of the Farmington City Municipal Code regarding storing vehicles on street and parking of large vehicles.

Brett Anderson seconded the motion which was approved unanimously.

SUMMARY ACTION:

1. Approval of Minutes from September 18, 2018

Rebecca Wayment moved, with a second from **Brett Anderson**, to approve summary action item 1 as contained in the staff report.

The motion was approved unanimously.

Motion:

At 8:31 p.m., **Alex Leeman** moved to adjourn to the Redevelopment Agency Meeting. **Rebecca Wayment** seconded the motion which was approved unanimously.

Motion:

At 8:36 p.m., **Brett Anderson** moved to reconvene to the City Council Meeting. **Rebecca Wayment** seconded the motion which was approved unanimously.

GOVERNING BODY REPORTS:

City Manager Report

1. Fire Monthly Activity Report for August
2. Building Activity Report for August
3. City Manager Recruitment Update-closed meeting

Dave Millheim referred to the reports contained in the meeting packet and noted that item 3 would be discussed in the closed session.

Mayor Talbot & City Council Reports

Councilmember Doug Anderson

Excused

Councilmember Cory Ritz

Excused

Councilmember Brett Anderson

Brett Anderson said that he has clients that have someone that can remove the Makin house from the property but have interpreted the city ordinance as requiring preliminary plat approval prior to removal. **David Petersen** clarified that preliminary plat approval is needed prior to demolition, but removal could be done any time.

Councilmember Alex Leeman

No updates to report.

Councilmember Rebecca Wayment

No updates to report.

Mayor Jim Talbot

Mayor **Jim Talbot** provided an update about new retail ventures that will soon be located in Station Park. He noted that big shopping centers change and evolve and that the turnover seen in Station Park is normal and should not be alarming.

CLOSED SESSION

Motion:

At 8:49 p.m., **Rebecca Wayment** made a motion to go into a closed meeting for purpose of land acquisition and to discuss the character and competency of an employee. **Alex Leeman** seconded the motion which was unanimously approved.

Sworn Statement

I, **Jim Talbot**, Mayor of Farmington City, do hereby affirm that the items discussed in the closed meeting were as stated in the motion to go into closed session and that no other business was conducted while the Council was so convened in a closed meeting.

Jim Talbot, Mayor

Motion:

At 9:50 p.m., a motion to reconvene into an open meeting was made by **Alex Leeman**. The motion was seconded by **Rebecca Wayment** which was unanimously approved.

ADJOURNMENT

Motion:

At 9:51 p.m., **Brett Anderson** moved to adjourn the meeting.

Holly Gadd, Recorder

FARMINGTON CITY



H. JAMES TALBOT

MAYOR

BRETT ANDERSON

DOUG ANDERSON

ALEX LEEMAN

CORY RITZ

REBECCA WAYMENT

CITY COUNCIL

DAVE MILLHEIM

CITY MANAGER

City Council Staff Report

To: Honorable Mayor and City Council

From: David E. Petersen, Community Development Director

Date: October 18, 2018

SUBJECT: **RESOLUTION APPROVING INTERLOCAL AGREEMENT WITH DAVIS COUNTY REGARDING PROP ONE FUNDING**

RECOMMENDATION

Approve the enclosed resolution authorizing the Mayor to sign the enclosed interlocal agreement with Davis County regarding Prop 1 funds related to the design of the major collector road connecting the WDC to I-15.

BACKGROUND

Several months ago the City, applied for, and recieved approval from Davis County for the use of some of their Prop 1 monies to fund, in part, the design of the connector road linking the WDC with the I-15. Most often such interlocal agreement have been approved by minute motion in the past; however, the County is recommending that the City adopt the enclosed resolution authorizing the same.

Respectively Submitted

David Petersen
Community Development Director

Review and Concur

Dave Millheim
City Manager

FARMINGTON CITY
RESOLUTION NO. 2018 -

**A RESOLUTION APPROVING AN INTERLOCAL COOPERATION
TRANSPORTATION PROJECT REIMBURSEMENT AGREEMENT BETWEEN
FARMINGTON CITY AND DAVIS COUNTY**

- A. WHEREAS, Davis County, on or about June 22, 2017, requested the cities located within the county, the Utah Department of Transportation (UDOT), and the Utah Transit Authority (UTA) to submit applications for a limited portion of the County's 2017 transportation sales tax revenue to be used for qualifying transportation projects; and
- B. WHEREAS, the City, on or about September 9, 2017, submitted a Davis County Prop One Funding Application to the County for the design of a major collector road connecting a proposed interchange on the West Davis Corridor at approximately 950 North to the proposed Shepard Lane Interchange on I-15; and
- C. WHEREAS, the City desires to commence and complete the Project in a manner consistent with the Application and as further set forth in the Interlocal Agreement: and
- D. WHEREAS, the County desires to grant the Application and partially reimburse the City for the permitted or authorized costs, expenses, or otherwise incurred by the City in connection with the Project in a manner consistent with the terms and provisions of the Agreement; and
- E. WHEREAS, the City and County, pursuant to Utah's Interlocal Cooperation Act, which is codified at Title 11, Chapter 13, Utah Code Annotated (the "Act"), are authorized to enter into in this Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Farmington City, Utah, as follows:

Section 1. Agreement Approved. The Farmington City Council hereby approves the attached Interlocal Cooperation Transportation Project Reimbursement Agreement.

Section 2. Mayor Authorized to Execute. The Mayor of Farmington City is authorized to sign and execute the attached Interlocal Cooperation Transportation Project Reimbursement Agreement and any other documents necessary to implement the Agreement.

Section 3. Severability Clause. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 4. Effective Date. This Resolution shall become effective immediately upon its passage. The Agreement shall take effect as described therein.

**APPROVED, PASSED AND ADOPTED BY THE FARMINGTON CITY COUNCIL THIS ____ DAY OF
____, 2018.**

Mayor

ATTEST:

City Recorder

**INTERLOCAL COOPERATION TRANSPORTATION
PROJECT REIMBURSEMENT AGREEMENT**

This Interlocal Cooperation Transportation Project Reimbursement Agreement (this “Agreement”) is made and entered into by and between Davis County, a political subdivision of the state of Utah (the “County”), and Farmington City, a municipal corporation of the state of Utah (the “City”). The County and the City may be collectively referred to as the “Parties” herein or may be solely referred to as a “Party” herein.

Recitals

A. WHEREAS, the Parties, pursuant to Utah’s Interlocal Cooperation Act, which is codified at Title 11, Chapter 13, Utah Code Annotated (the “Act”), are authorized to enter into in this Agreement; and

B. WHEREAS, the County, on or about June 22, 2017, requested the cities located within Davis County, the Utah Department of Transportation (“UDOT”), and the Utah Transit Authority (“UTA”) to submit applications for a limited portion of the County’s 2017 transportation sales tax revenue to be used for qualifying transportation projects; and

C. WHEREAS, the City, on or about September 9, 2017, submitted a *Davis County Prop One Funding Application* (the “Application”) to the County for the 950 North Road Design (the “Project”), a copy of the Application is attached as Exhibit A to this Agreement, incorporated into this Agreement by this reference, and made a part of this Agreement; and

D. WHEREAS, the City desires to commence and complete the Project in a manner consistent with the Application and as further set forth in this Agreement; and

E. WHEREAS, the County desires to grant the Application and partially reimburse the City for the permitted or authorized costs, expenses, or otherwise incurred by the City in connection with the Project in a manner consistent with the terms and provisions of this Agreement.

NOW, for and in consideration of the mutual promises, obligations, and/or covenants contained herein, and for other good and valuable consideration, the receipt, fairness, and sufficiency of which are hereby acknowledged, and the Parties intending to be legally bound, the Parties do hereby mutually agree as follows:

1. The City’s Duties, Obligations, Responsibilities, or Otherwise.
 - a. The City shall commence and complete all material aspects of the Project in a manner consistent with the Application within two years from the date that this Agreement is executed by the City and the County; and
 - b. The City shall be fully and solely responsible for all costs, expenses, or otherwise related to the Project; and
 - c. The City shall be solely responsible for operating and maintaining the Project including, but not limited to, all costs, expenses, or otherwise related to the operation and/or maintenance of the Project; and
 - d. The City shall ensure that the Project complies with the American Public Works Association (“APWA”) standards and all other federal, state, or local laws, regulations, rules, requirements, codes or otherwise that are applicable to the Project; and
 - e. The City shall comply with all parameters outlined in the letter from the Davis County Commission dated June 23rd, 2017, incorporated herein by reference, and attached as Exhibit B.

2. The County's Duties, Obligations, Responsibilities, or Otherwise. The County shall reimburse the City in an amount up to 70% of the total permitted or authorized costs and/or expenses of the Project as identified in the Application, incorporated herein by this reference, and made a part of this Agreement, not to exceed \$101,255, only upon all of the following being timely and completely satisfied by the City:

a. The City commences and completes the Project in a manner consistent with the Application within two years from the date that this Agreement is executed by the City and the County; and

b. The City notifies the County of its timely completion of the Project and provides the County with a detailed breakdown of all expenses, costs, or other approved match payments paid by the City in connection with the Project.

3. Effective Date of this Agreement. The Effective Date of this Agreement shall be on the earliest date after this Agreement satisfies the requirements of Title 11, Chapter 13, Utah Code Annotated (the "Effective Date").

4. Term of Agreement. The term of this Agreement shall begin upon the Effective Date of this Agreement and shall, subject to the termination and other provisions set forth herein, terminate fifty years from the Effective Date of this Agreement.

5. Termination of Agreement. This Agreement may be terminated prior to the completion of the Term by any of the following actions:

a. The mutual written agreement of the Parties;

b. By either party:

1) After any material breach of this Agreement; and

2) Thirty calendar days after the nonbreaching party sends a demand to the breaching party to cure such material breach, and the breaching party fails to timely cure such material breach; provided however, the cure period shall be extended as may be required beyond the thirty calendar days, if the nature of the cure is such that it reasonably requires more than thirty calendar days to cure the breach, and the breaching party commences the cure within the thirty calendar day period and thereafter continuously and diligently pursues the cure to completion; and

3) After the notice to terminate this Agreement, which the non-breaching party shall provide to the breaching party, is effective pursuant to the notice provisions of this Agreement; and

c. As otherwise set forth in this Agreement or as permitted by law, ordinance, rule, regulation, or otherwise.

6. Notices. Any notices that may or must be sent under the terms and/or provisions of this Agreement should be delivered, by hand delivery or by United States mail, postage prepaid, as follows, or as subsequently amended in writing:

<u>To the City:</u> Farmington City Attention: City Manager 160 South Main Street Farmington, UT 84025	<u>To the County:</u> Davis County Attn: Chair, Davis County Board of Commissioners P.O. Box 618 Farmington, UT 84025
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7. Damages. The Parties acknowledge, understand, and agree that, during the Term of this Agreement, the Parties are fully and solely responsible for their own actions, activities, or business sponsored or conducted.

8. Indemnification and Hold Harmless. The City, for itself, and on behalf of its officers, officials, employees, agents, representatives, contractors, volunteers, and/or any person or persons under the supervision, direction, or control of the City (collectively, the "City Representatives"), agrees and promises to indemnify, save and hold harmless the County, as well as the County's officers, officials, employees, agents, representatives, contractors, and volunteers (collectively, the "County Representatives"), from and against any loss, damage, injury, liability, claim, action, cause of action, demand, expense, cost, including defense costs, fee, or otherwise (collectively, the "Claims") that may arise from, may be in connection with, or may relate in any way to this Agreement, the Project, and/or the negligent acts or omissions of the City and/or the City Representatives, whether or not the Claims are known or unknown, or are in law, equity, or otherwise. The City, for itself, and on behalf of the City Representatives, agrees and promises that all costs, including defense costs, expenses, or otherwise relating to the Claims and incurred by County or the County Representatives or which the County or the County Representatives would otherwise be obligated to pay, shall be paid in full by the City within thirty (30) calendar days after the County provides the City with documents evidencing such costs, including, if applicable, defense costs, expenses, or otherwise. No term or condition of this Agreement, including, but not limited to, insurance that may be required under this Agreement, shall limit or waive any liability that the City may have arising from, in connection with, or relating in any way to this Contract, the Project, and/or the negligent acts or omissions of the City or the City Representatives.

9. Governmental Immunity. The Parties recognize and acknowledge that each Party is covered by the *Governmental Immunity Act of Utah*, codified at Section 63G-7-101, et seq., *Utah Code Annotated*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed officers and employees of the Party employing their services, even if performing functions outside of the territorial limits of such party and shall be deemed officers and employees of such Party under the provisions of the *Utah Governmental Immunity Act*.

10. No Separate Legal Entity. No separate legal entity is created by this Agreement.

11. Approval. This Agreement shall be submitted to the authorized attorney for each Party for review and approval as to form in accordance with applicable provisions of Section 11-13-202.5, *Utah Code Annotated*, as amended. This Agreement shall be authorized and approved by resolution or ordinance of the legislative body of each Party in accordance with Section 11-13-202.5, *Utah Code Annotated*, as amended, and a duly executed original counterpart of this Agreement shall be filed with the keeper of records of each Party in accordance with Section 11-13-209, *Utah Code Annotated*, as amended.

12. Survival after Termination. Termination of this Agreement shall not extinguish or prejudice either Party's right to enforce this Agreement, or any term, provision, or promise under this Agreement, regarding insurance, indemnification, defense, save or hold harmless, or damages, with respect to any uncured breach or default of or under this Agreement.

13. Benefits. The Parties acknowledge, understand, and agree that the respective representatives, agents, contractors, officers, officials, members, employees, volunteers, and/or any person or persons under the supervision, direction, or control of a Party are not in any manner or degree employees of the other Party and shall have no right to and shall not be provided with any benefits from the other Party. County employees, while providing or performing services under or in connection with this Agreement, shall be deemed employees of the County for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits. City employees, while providing or

performing services under or in connection with this Agreement, shall be deemed employees of the City for all purposes, including, but not limited to, workers compensation, withholding, salary, insurance, and benefits.

14. Waivers or Modification. No waiver or failure to enforce one or more parts or provisions of this Agreement shall be construed as a continuing waiver of any part or provision of this Agreement, which shall preclude the Parties from receiving the full, bargained for benefit under the terms and provisions of this Agreement. A waiver or modification of any of the provisions of this Agreement or of any breach thereof shall not constitute a waiver or modification of any other provision or breach, whether or not similar, and any such waiver or modification shall not constitute a continuing waiver. The rights of and available to each of the Parties under this Agreement cannot be waived or released verbally, and may be waived or released only by an instrument in writing, signed by the Party whose rights will be diminished or adversely affected by the waiver.

15. Binding Effect; Entire Agreement; Amendment. This Agreement is binding upon the Parties and their officers, directors, employees, agents, representatives and to all persons or entities claiming by, through or under them. This Agreement, including all attachments, if any, constitutes and/or represents the entire agreement and understanding between the Parties with respect to the subject matter herein. There are no other written or oral agreements, understandings, or promises between the Parties that are not set forth herein. Unless otherwise set forth herein, this Agreement supersedes and cancels all prior agreements, negotiations, and understandings between the Parties regarding the subject matter herein, whether written or oral, which are void, nullified and of no legal effect if they are not recited or addressed in this Agreement. Neither this Agreement nor any provisions hereof may be supplemented, amended, modified, changed, discharged, or terminated verbally. Rather, this Agreement and all provisions hereof may only be supplemented, amended, modified, changed, discharged, or terminated by an instrument in writing, signed by the Parties.

16. Force Majeure. In the event that either Party shall be delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of acts of God, acts of the United States Government, the State of Utah Government, fires, floods, strikes, lock-outs, labor troubles, inability to procure materials, failure of power, inclement weather, restrictive governmental laws, ordinances, rules, regulations or otherwise, delays in or refusals to issue necessary governmental permits or licenses, riots, insurrection, wars, or other reasons of a like nature not the fault of the Party delayed in performing work or doing acts required under the terms of this Agreement, then performance of such act(s) shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, without any liability to the delayed Party.

17. Assignment Restricted. The Parties agree that neither this Agreement nor the duties, obligations, responsibilities, or privileges herein may be assigned, transferred, or delegated, in whole or in part, without the prior written consent of both of the Parties.

18. Choice of Law; Jurisdiction; Venue. This Agreement and all matters, disputes, and/or claims arising out of, in connection with, or relating to this Agreement or its subject matter, formation or validity (including non-contractual matters, disputes, and/or claims) shall be governed by, construed, and interpreted in accordance with the laws of the state of Utah, without reference to conflict of law principals. The Parties irrevocably agree that the courts located in Davis County, State of Utah (or Salt Lake City, State of Utah, for claims that may only be litigated or resolved in the federal courts) shall have exclusive jurisdiction and be the exclusive venue with respect to any suit, action, proceeding, matter, dispute, and/or claim arising out of, in connection with, or relating to this Agreement, or its formation or validity. The Parties irrevocably submit to the exclusive jurisdiction and exclusive venue of the courts located in the State of Utah as set forth directly above. Anyone who unsuccessfully

challenges the enforceability of this clause shall reimburse the prevailing Party for its attorneys' fees, and the Party prevailing in any such dispute shall be awarded its attorneys' fees.

19. Severability. If any part or provision of this Agreement is found to be invalid, prohibited, or unenforceable in any jurisdiction, such part or provision of this Agreement shall, as to such jurisdiction only, be inoperative, null and void to the extent of such invalidity, prohibition, or unenforceability without invalidating the remaining parts or provisions hereof, and any such invalidity, prohibition, or unenforceability in any jurisdiction shall not invalidate or render inoperative, null or void such part or provision in any other jurisdiction. Those parts or provisions of this Agreement, which are not invalid, prohibited, or unenforceable, shall remain in full force and effect.

20. Rights and Remedies Cumulative. The rights and remedies of the Parties under this Agreement shall be construed cumulatively, and none of the rights and/or remedies under this Agreement shall be exclusive of, or in lieu or limitation of, any other right, remedy or priority allowed by law, unless specifically set forth herein.

21. No Third-Party Beneficiaries. This Agreement is entered into by the Parties for the exclusive benefit of the Parties and their respective successors, assigns and affiliated persons referred to herein. Except and only to the extent provided by applicable statute, no creditor or other third party shall have any rights or interests or receive any benefits under this Agreement. Notwithstanding anything herein to the contrary, the County is expressly authorized by the City to enter into similar agreements with any or all of the other cities, or other governmental or quasi-governmental entities, located within Davis County.

22. Recitals Incorporated. The Recitals to this Agreement are incorporated herein by reference and made contractual in nature.

23. Headings. Headings contained in this Agreement are intended for convenience only and are in no way to be used to construe or limit the text herein.

24. Authorization. The persons executing this Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such Party.

25. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered, shall be deemed an original, and all such counterparts taken together shall constitute one and the same Agreement.

[This space is left blank intentionally. The signature page follows.]

WHEREFORE, the Parties have signed this Agreement on the dates set forth below.

FARMINGTON CITY

Mayor
Dated: _____

ATTEST:

Farmington City Recorder
Dated: _____

APPROVED AS TO FORM AND LEGALITY:

Farmington City Attorney
Dated: _____

DAVIS COUNTY

Chair, Davis County Board of Commissioners
Dated: _____

ATTEST:

Davis County Clerk/Auditor
Dated: _____

APPROVED AS TO FORM AND LEGALITY:

Davis County Attorney's Office, Civil Division
Dated: _____

EXHIBIT A

EXHIBIT B

FARMINGTON CITY



H. JAMES TALBOT
MAYOR

BRETT ANDERSON
DOUG ANDERSON
ALEX LEEMAN
CORY RITZ
REBECCA WAYMENT
CITY COUNCIL

DAVE MILLHEIM
CITY MANAGER

City Council Staff Report

To: Honorable Mayor and City Council

From: David E. Petersen, Community Development Director

Date: October 18, 2018

SUBJECT: **DEAD-END STREET EXCEPTION REQUEST-MOUNTAIN VIEW
SUBDIVISION/PUD**

RECOMMENDATION

Approve an exception to enable the developer of the Mountain View PUD to extend a dead-end street in Phase 1 approximately 150 to 200 feet (as recommended by the Planning Commission) beyond the 1,000 foot threshold established by ordinance.

Findings:

1. A local street connecting the subdivision to 250 South was included as part of the original conceptual layout for the development and would have provided the access necessary to meet the City's dead-end street standards. Nevertheless, the Planning Commission and the City Council directed the developer to eliminate such access and design all vehicular ingress and egress to the project via 650 West Street. Because of this, the Planning Commission determined that "other physical conditions of the development site" exist which "make it impossible to provide a second access which complies with street design standards established by the city" (Section 12-7-040 D 3 c of the Subdivision Ordinance). [Note: the developer offered to provide a temporary second point of access by way of a street constructed of road base connecting to 250 South until such time as Phase 2 is constructed north of Phase 1 in order to overcome the 1,000 foot limit; however, the Planning Commission recommended against this solution].
2. The increased street length and/or density will not unreasonably impact the ability to provide emergency and other public services; moreover, the City's Public Works, Fire, and Community Development departments are recommending the approximately 1,200 foot long street as shown on the proposed final plat for Phase 1.

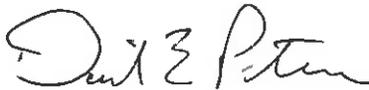
BACKGROUND

Paragraphs 12-7-040 D 3 a, b, and c of the City’s Subdivision Ordinance regarding dead end streets state:

- a. Dead end streets shall serve as access for not more than twenty four (24) dwelling units and shall not exceed one thousand feet (1,000') in length. (Ord. 2006-63, 9-19-2006)
- b. When a dead end street reaches its maximum length and/or maximum number of lots, it shall not be extended except to connect to another street which provides a second point of independent access.
- c. Exceptions to the requirement for a second point of independent access may be granted by the city council, after receiving a recommendation from the planning commission, upon a finding that the topography or other physical conditions of the development site make it impossible to provide a second access which complies with street design standards established by the city and that an increased street length and/or density will not unreasonably impact the ability to provide emergency and other public services;

The proposed Phase 1 of the Mountain View subdivision consists of 18 lots. However, the last four lots on the dead-end street in this phase (Lots 6,7,8,and 9) are further than a 1,000 feet from 650 West Street. The developer is requesting that the City Council approve an extension of the street as illustrated on the proposed final plat as per 12-7-040 D 3 c of the code.

Respectively Submitted



David Petersen
Community Development Director

Review and Concur



Dave Millheim
City Manager

FARMINGTON CITY



H. JAMES TALBOT
MAYOR

BRETT ANDERSON
DOUG ANDERSON
ALEX LEEMAN
CORY RITZ
REBECCA WAYMENT
CITY COUNCIL

DAVE MILLHEIM
CITY MANAGER

City Council Staff Report

To: Mayor and City Council
From: Keith Johnson, Assistant City Manager
Date: October 10, 2018
Subject: **AMBULANCE WRITE OFFS FOR FY 2018.**

RECOMMENDATIONS

Approve \$85,796.74 as the ambulance write off for fiscal year 2018. Every year the City writes off some of the ambulance receivables.

BACKGROUND

Every year the City writes off some of the ambulance receivables to ensure that the City is recording an appropriate amount that will be received. For the fiscal year 2018, the City has written off all those accounts still open from the year 2015 for a total of \$85,796.74. (See enclosed list). The City writes these off, but Iris Medical, who does the billing and collecting for the City does not write them off, but continues to try and collect on these receivables. So we may receive some payments from these accounts in the future.

Respectfully Submitted,


Keith Johnson,
Assistant City Manager

Review and Concur,


Dave Millheim,
City Manager

AMBULANCE WRITE OFFS 2018

NUMBER	DATE	NAME	AMOUNT
100516161100		WAGONER, CAMILLE	-\$ 60.00
110208145400		COZZENS, DIANE	-\$ 195.00
110729150200		BODDY, RICHARD	-\$ 4.00
120628093900		NEGRETE, GABRIEL	-\$ 100.00
121004002700		HARRISON, TRICIA	-\$ 200.00
130616213400		LEE, BRADFORD	-\$ 50.00
130922131800		TURLEY, SANDRA	-\$ 15.00
131003091300		HOWELL, JULIE	-\$ 50.00
131025034400		DAVIDS, JOHN	-\$ 148.21
140110132300		BOWEN, BRAXTON	-\$ 212.45
140225201700		ZAFIRATOS, JULIA	-\$ 353.38
140712015200		ILBA, DAVID	-\$ 25.00
140715045800		PARKIN, JARED	-\$ 125.00
140731010900		CHRISTENSEN, COURTNEY	-\$ 120.00
140812163400		RIOS, JULIE	-\$ 110.00
140821171800		PLANTZ, DREW	-\$ 1,387.25
141014103200		RUGAMAS, ELIZABETH	-\$ 96.25
141024204600		BLACK, JAYSON	-\$ 60.00
141121165300		RUPE, SHAWN	-\$ 75.00
150115221900	01/15/15	ELKINS, ANNIE	\$ 993.02
150118133100	01/18/15	BEATSE, TODD	\$ 1,781.50
150118174600	01/18/15	WILLIS, MEAGHAN	\$ 100.00
150123101000	01/23/15	DUNLAP, BARBARA	\$ 1,730.17
150125000200	01/25/15	WELLMAN, CORY	\$ 1,123.89
150207212600	02/07/15	CORLEY, JUSTIN	\$ 1,276.50
150208025300	02/08/15	MARTY, HAYDEN	-\$ 5.00
150217094400		LEWIS, KATHERINE	-\$ 1,676.34
150302191100	03/02/15	MOUNTEER, CAMILLE	\$ 233.89
150303092900	03/03/15	MONK, SHARI	\$ 1,179.80
150303105800	03/03/15	WALKER, STEVEN	\$ 250.00
150307114000	03/07/15	WALKER, STEVEN	\$ 250.00
150307182500	03/07/15	SMALL, BROOKE	\$ 1,386.51
150307184300	03/07/15	SMALL, JAY	\$ 81.48
150314001800	03/14/15	BOWERS, EDITH	\$ 94.30
150314011200	03/14/15	ZARCO, MIGUEL	\$ 340.97
150316053200	03/16/15	BOWERS, EDITH	\$ 95.75
150318125400	03/18/15	WILCOX, DARRELL	-\$ 17.84
150318211200	03/18/15	SHOEMAKER, THOMAS	\$ 662.94
150319130400	03/19/15	GARDNER, GARY	\$ 250.00
150320135800	03/20/15	WALKER, STEVEN	\$ 250.00
150322051200	03/22/15	PHILLIPS, RONALD	-\$ 1,320.52
150325090400	03/25/15	STEVENSON, KENDALL	\$ 150.00
150325142000		CARRINGTON, MADISYN	-\$ 429.59
150328122100	03/28/15	CANNON, BELLA	\$ 200.00
150331012700	03/31/15	WEATHERS, CHRISTOPHER	\$ 1,336.50
150405132000	04/05/15	CAMPBELL, ROGER	\$ 1,539.75
150406004400	04/06/15	CHAMBERS, CAMERON	\$ 951.87
150415191100	04/15/15	TOONE, WARREN	\$ 1,199.85
150423205700	04/23/15	WILLIAMS, EVERETT	\$ 213.72
150427211400	04/27/15	EVANS, AIDEN	\$ 1,593.00
150430103100	04/30/15	PICENO, ELICEO	\$ 2,098.00
150503015700	05/03/15	DELIGHT, CHELSEY	\$ 852.76
150507221900	05/07/15	ASHBURY, RICHARD	\$ 1,203.02

150513163600	05/13/15 JORGENSEN, JON	\$ 1,473.05
150514223700	05/14/15 BOWERS, EDITH	\$ 94.30
150516073100	05/16/15 JORGENSEN, JON	\$ 1,583.90
150516135800	05/16/15 SMITH, SHANE	\$ 271.62
150517022400	05/17/15 CLARK, LETICIA	\$ 3,535.15
150518112700	05/18/15 DOYLE, LINDA	\$ 250.00
150520202200	05/20/15 CARLSEN, JAY	\$ 2.18
150522012000	05/22/15 ABBEY, STEPHANIE	\$ 100.00
150523164900	05/23/15 ZIPPRO, STEVEN	\$ 1,771.23
150528154100	05/28/15 LOERSCHER, CARLIE	\$ 1,453.50
150605185100	06/05/15 CHRISTENSEN, MICHAEL	\$ 1,673.34
150605212400	06/05/15 LAVIZZO, SHELBI	\$ 1,018.34
150606160800	06/06/15 DAY, KEVIN	\$ 1,736.50
150610181200	06/10/15 DOYLE, LINDA	\$ 250.00
150614140500	06/14/15 BRIDGES, JAMES	\$ 504.65
150617172100	06/17/15 BUTTERFIELD, JORDAN	\$ 1,034.02
150619013200	06/19/15 DOYLE, LINDA	\$ 250.00
150621161200	06/21/15 SCHOONMAKER, APRIL	\$ 1,330.50
150622082500	06/22/15 ROBERTS, SIBRYNN	\$ 100.00
150623203700	06/23/15 ROBERTS, GLENNA	\$ 1.16
150625190100	06/25/15 HAMBLIN, PARKER	\$ 45.42
150627213800	06/27/15 HUGHES, AARON	\$ 1,107.37
150628061500	06/28/15 HOUGHTON, LORENA	\$ 3.64
150701230000	07/01/15 STEVENSON, KENDALL	-\$ 863.77
150702173200	07/02/15 SINGLETON, WILLY	\$ 41.51
150704211200	07/04/15 HAYNIE, REBECCA	\$ 250.00
150706173800	07/06/15 FARNSWORTH, SARAH	\$ 166.54
150706184500	07/06/15 DENNIS, VICTORIA	\$ 264.81
150711060200	07/11/15 MARTIN, JAYCI	\$ 1,235.50
150711181200	07/11/15 HOLT, SHAUNA	-\$ 110.00
150712122400	07/12/15 THOMAS, MAX	\$ 1,815.50
150712155200	07/12/15 BISHOP, BROCK	\$ 1,632.34
150713111300	07/13/15 SAPP, DAVID	-\$ 1.02
150717192400	07/17/15 LUNA, JOSEPH	\$ 1,238.03
150720223500	07/20/15 STOKES, ROGER	\$ 1,339.36
150721215300	07/21/15 LOVATO, GILBERT	\$ 111.74
150724225500	07/24/15 LELOUX, JENNIE	\$ 149.00
150727085500	07/27/15 ROBERTS, KAROLINE	\$ 1,925.05
150730072401	07/30/15 SMITH, NATHAN	-\$ 252.73
150802201800	08/02/15 QUINOEZ, VERONICA	\$ 1,847.20
150808200300	08/08/15 HUTCHINSON, KELSEY	\$ 126.05
150814225800	08/14/15 POTTER, JASON	-\$ 7.80
150819170600	08/19/15 BOWERS, EDITH	\$ 92.84
150820185000	08/20/15 ODD, DENISE	-\$ 1,887.10
150827142500	08/27/15 MADRID, MOSES	\$ 1,253.90
150901201000	GUEST, BRIAN	-\$ 25.00
150904193200	09/04/15 KOOGLE, MARTIN	\$ 1,381.93
150909213500	09/09/15 CLARK, JEREMIAH	\$ 1,712.00
150913153900	WOLCOTT, BRANDI	\$ 29.24
150914220000	09/14/15 CARBRIDGE, CARTER	\$ 1,158.90
150922181800	09/22/15 STEADMAN, RHODA	\$ 1,863.50
150923223700	09/23/15 YUAN, GUOXIANG	\$ 1.16
150926195000	09/26/15 HUGHES, AARON	\$ 1,238.03
150926213700	09/26/15 MALMSTORM, LILLIAN	\$ 1,818.28
150930203300	09/30/15 GARDNER, GARY	\$ 250.00

151002155600	10/02/15 CAZIER, ANNA	\$ 1,657.34
151009100800	10/09/15 TAYLOR, CORINTHIUS	\$ 1,248.85
151011071200	10/11/15 DOYLE, LINDA	\$ 250.00
151013190600	10/13/15 PORTER, CINDY	\$ 251.87
151019152400	10/19/15 SHERRELL, GLENDA	\$ 1,229.17
151023151700	10/23/15 THOMAS, BRETT	\$ 1,508.60
151026231700	10/26/15 SHELTON, MARILYN	\$ 84.38
151031205800	OSCARON, JOANN	-\$ 1,749.04
151105112300	11/05/15 MOWREY, HOWARD	\$ 2,373.20
151108233400	11/08/15 SMALL, BROOKE	\$ 1,285.50
151109235400	11/09/15 GUIITERREZ, SACRAMENTO	\$ 1,238.03
151112144400	11/12/15 CONGER, KOLEEN	\$ 250.00
151117202600	11/17/15 SCHOONMAKER, MICHAEL	\$ 1,828.85
151119052200	REICHE, JACQUELINE	-\$ 415.60
151120195600	11/20/15 RICHINS, CLINT	\$ 1,860.50
151124084700	11/24/15 REYES, SOTO GREGORIO	\$ 1,250.69
151127000100	11/27/15 BELLISTON, BLAKE	\$ 2,047.10
151202074300	12/02/15 BARLOW, KERRY	-\$ 70.04
151205185000	12/05/15 CLARK, JILL	\$ 1,665.50
151205213300	12/05/15 HOLLIDAY, ROBERT	\$ 1,860.50
151208091700	12/08/15 BACA, RAYMOND	\$ 1,612.05
151213111600	12/13/15 GIBSON, WESLEY	\$ 1,253.85
151213152000	12/13/15 SMITH, LYNISI	\$ 1,830.25
151214124200	12/14/15 LYONS, MICHAEL	\$ 1,690.10
151217203600	12/17/15 SCHNEIDER, JOSHUA	\$ 1,222.20
151219212100	12/19/15 ANDERSEN, PATRICIA	\$ 120.27
151225103500	12/25/15 NIELSON, MATTHEW	\$ 1,158.90
151226201400	12/26/15 KEITH, CURTIS	\$ 1,285.50
		\$ 85,796.74

CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

S U B J E C T: Brookside Hollow Preliminary PUD Master Plan – Brighton Homes

ACTION TO BE CONSIDERED:

See enclosed staff report for recommendation.

GENERAL INFORMATION:

See enclosed staff report prepared by David Petersen, Community Development Director.

NOTE: Appointments must be scheduled 14 days prior to Council Meetings; discussion items should be submitted 7 days prior to Council meeting.



F A R M I N G T O N C I T Y

H. JAMES TALBOT
MAYOR

BRETT ANDERSON
DOUG ANDERSON
ALEX LEEMAN
CORY RITZ
REBECCA WAYMENT
CITY COUNCIL

DAVE MILLHEIM
CITY MANAGER

City Council Staff Report

To: Honorable Mayor and City Council

From: David Petersen, Community Development Director

Date: October 16, 2018

SUBJECT: **BROOKSIDE HOLLOW PRELIMINARY PUD MASTER PLAN**
Applicant: Taylor Spendlove – Brighton Homes (#S-11-18)

RECOMMENDATION

Move that the City Council approve the preliminary PUD master plan for the Brookside Hollow PUD Subdivision subject to all applicable Farmington City ordinances and development standards and the following conditions:

1. The applicant shall follow the recommendations of Tim Taylor, the City's Traffic Engineer, regarding the submitted transportation/traffic study for the project.
2. The applicant shall obtain a Davis County Flood Control permit to build near Steed Creek;
3. The applicant shall provide a proposal for a trail or trail access around the assisted living facility at preliminary plat;
4. All outstanding comments from the DRC for schematic plan shall be addressed on preliminary plat.

Findings for Approval:

1. The proposed plans meet the requirements of the subdivision and zoning ordinances for the BP zone.
2. The proposed development will provide single-family residential developments similar to those of surrounding neighborhoods.
3. The elevations provided are of a high design quality and meet the intent of Sections 11-27-010 and 11-27-120 of the Zoning Ordinance.
4. The landscape plan provided is of a high design quality and meet the intent of Sections 11-27-010 and 11-27-120 of the Zoning Ordinance.
5. Although single-family residential is not a listed permitted or conditional use in the BP zone, it is a much preferable use to many of the permitted and conditional uses that are currently allowed in the underlying zone.
6. The traffic impact study by Reeve & Associates, Inc. dated September 13, 2018, with recommendations/stipulations thereto as set forth in the WCEC Technical Memorandum dated October 3, 2018, adequately address traffic issues related to the project if followed by the applicant.
7. The letter from UDOT dated May 29, 2018 provides that the access to the frontage road is controlled by Farmington City.

8. The proposed Tree Preservation Plan, which is not part of the Preliminary (PUD) Master Plan, preserves as many mature trees as possible and is consistent with such plans submitted by others in the past.

BACKGROUND

The City Council tabled the preliminary PUD master plan for the Brookside Hollow PUD Subdivision on September 4, 2018. The motion to table included the eight conditions listed below. A response in italics is included after each item explaining what the applicant has done and/or what may be necessary as per the direction of the Council to enable its consideration of the motion set forth above.

1. The applicant shall provide a transportation/traffic study for the project;
Reeve & Associates, Inc. completed a Traffic Impact Study, dated September 13, 2018 (see enclosure (without the appendix)) the Executive Summary of which provides, among other things, that "There was a suspicion that queue lengths would be an issue at the access of the subdivision. These issues were realized in our studies". For reasons stated in the report, the Reeve's study recommends against a raised median to mitigate problems which may arise because of queue lengths. Staff agrees. However, Reeves also recommends "that a pork chop be installed at the access to force right-in/right-out movements". Staff does not agree. It is the opinion of Staff that motorists often ignore "pork chops" and such an improvement will not ameliorate the situation. Therefore, staff is proposing the recommendations from WCEC in the enclosed Technical Memorandum dated 10/3/2018 to augment the Reeve's study. The applicant concurs with this memorandum.
2. The applicant shall obtain UDOT approval for the access point on the Frontage Road;
UDOT deferred approval for the access to the City as per the attached letter dated May 29, 2018. This condition no longer applies.
3. The applicant shall obtain a Davis County Flood Control permit to build near Steed Creek;
The applicant applied for a permit, but Davis County Flood Control, will not consider approval of the same until the City has approved final plans for the project (see attached letter). In the meantime, it is recommended that this item remain as a condition of Preliminary (PUD) Master Plan Approval.
4. The applicant shall provide a proposal for a trail or trail access around the assisted living facility at preliminary plat;
The developer presented draft concept plans related to trail and trail access improvements, but has nothing to officially show regarding this item because it is a condition related to a possible future preliminary plat application. Nevertheless, it should remain as a condition of Preliminary (PUD) Master Plan Approval.
5. All outstanding comments from the DRC for schematic plan shall be addressed on preliminary plat;
This should remain as a condition of Preliminary (PUD) Master Plan Approval.

6. An expanded traffic study with proposed solutions from Glovers Lane to the Frontage Road;

It is unclear if the Reeves study expanded their traffic study to meet this condition, but the WCEC report clarifies that the data considers present and future 2040 traffic projects from Glovers Lane to the Frontage Rd. This condition is met.

7. The applicant shall provide a tree preservation plan;

The developer now included a tree preservation plan as part of the overall Preliminary (PUD) Master Plan for the project (see attached)

8. Staff shall provide a report from Benchland regarding the water pressure in the area.

As approved, this condition, which appears to be an off-site issue related to the Kestrel Bay Subdivision/PUD and probably not germane to the subject application, is not a developer responsibility, and it is recommended that the Council remove it as a condition of approval. City Ordinances already dictate that developers must have adequate secondary water to service their sites, and Benchland must approve the project and sign the plat. Notwithstanding this, staff (with input from Benchland) will present information about secondary water pressure in the area.

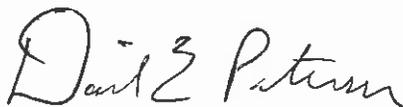
Supplemental Information

1. Vicinity Plan
2. Preliminary PUD Master Plan, including landscape plan, elevations/photos, tree preservation plan, etc.
3. Traffic Impact Study, September 13, 2018, Reeve & Associates, Inc. (without appendix)
4. WCEC Technical Memorandum, 10/3/2018
5. UDOT Letter, May 29, 2018
6. Davis County Flood Control letter,

Applicable Ordinances

1. Title 11, Chapter 13 – Multiple Family Residential Zones
2. Title 11, Chapter 14 – Business Park Zone
3. Title 11, Chapter 27 – Planned Unit Developments (PUD)
4. Title 12, Chapter 6 – Major Subdivisions
5. Title 12, Chapter 7 – General Requirements for All Subdivisions

Respectfully Submitted

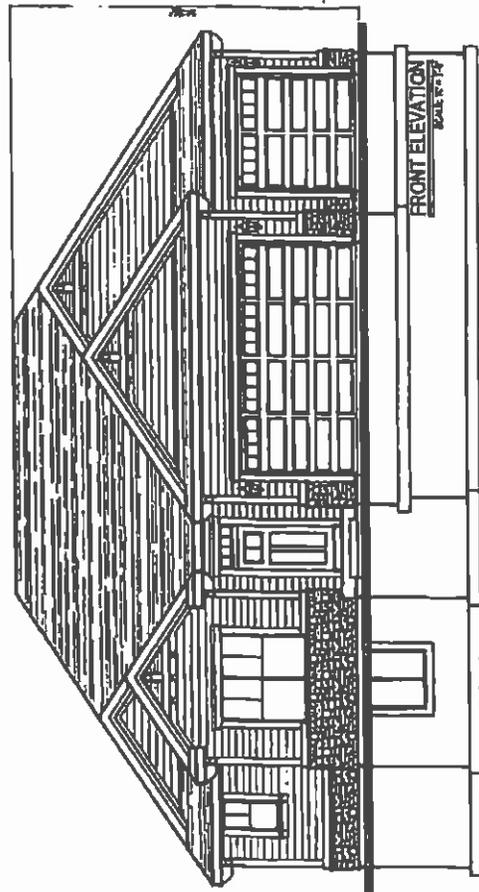
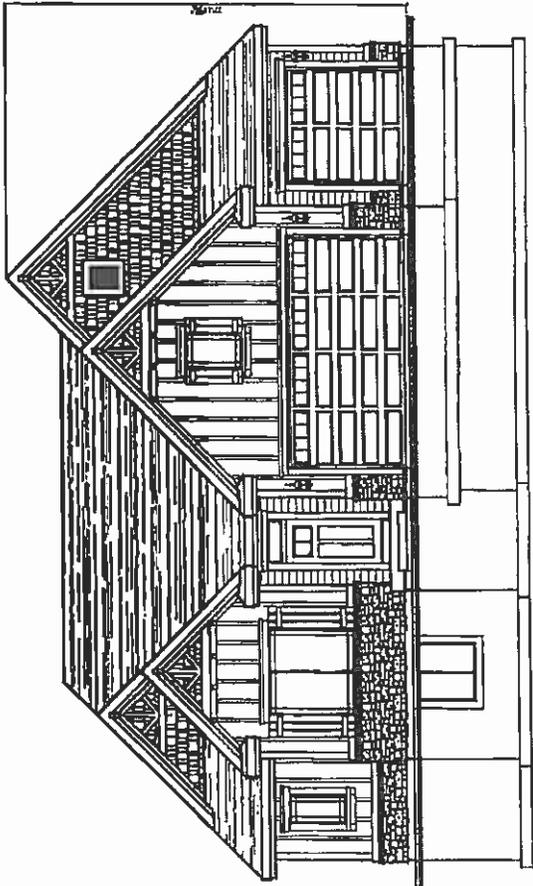
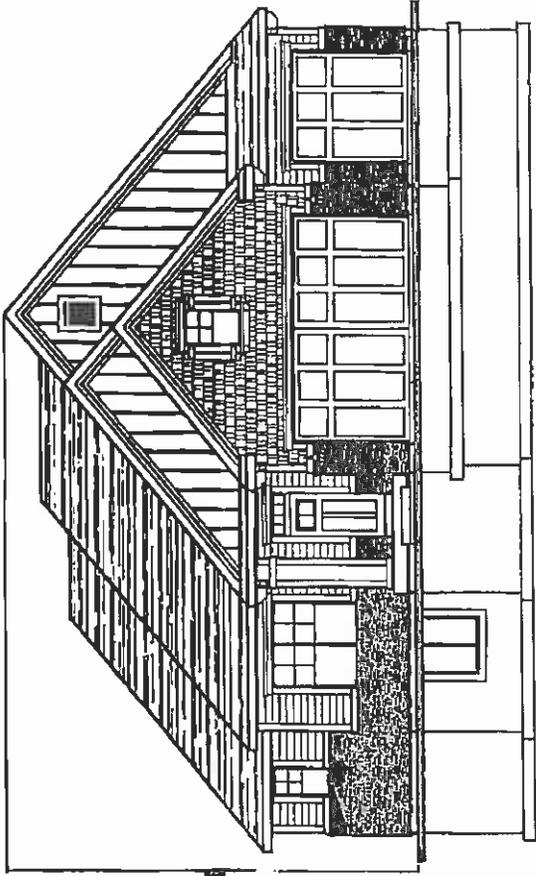


David Petersen
City Planner

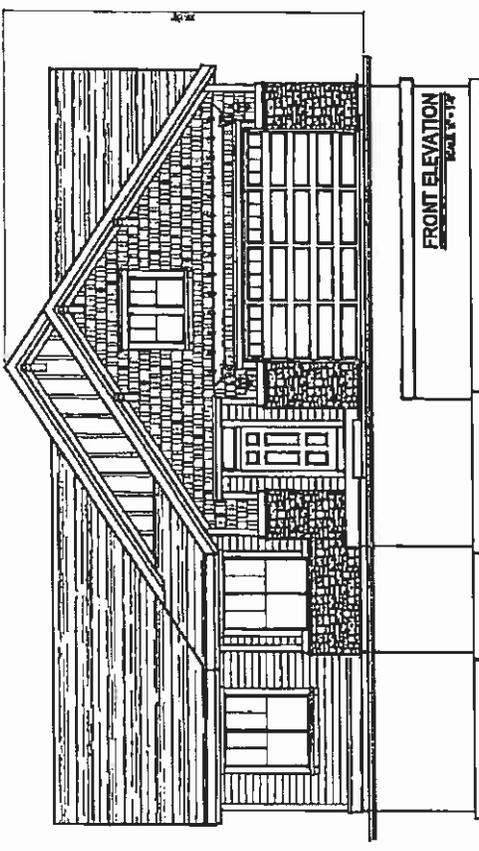
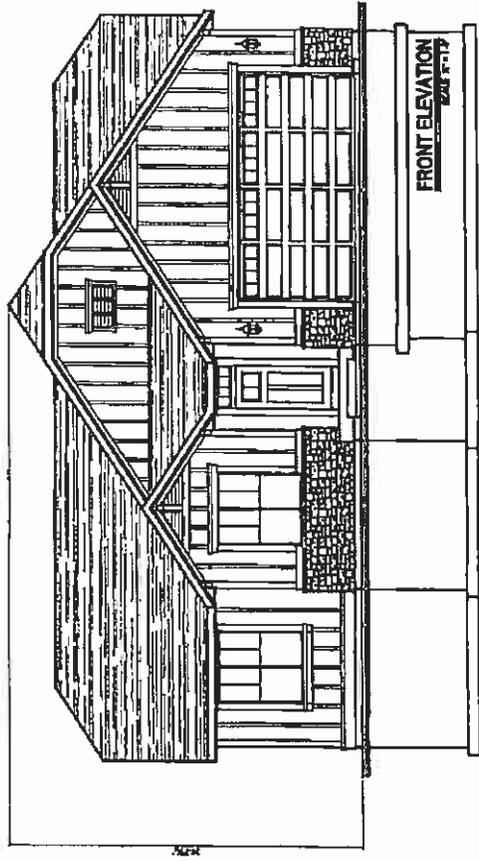
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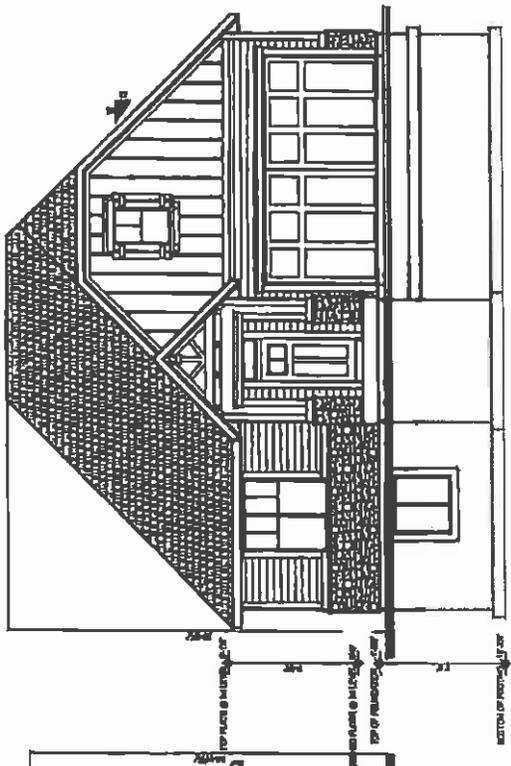


Dave Millheim
City Manager

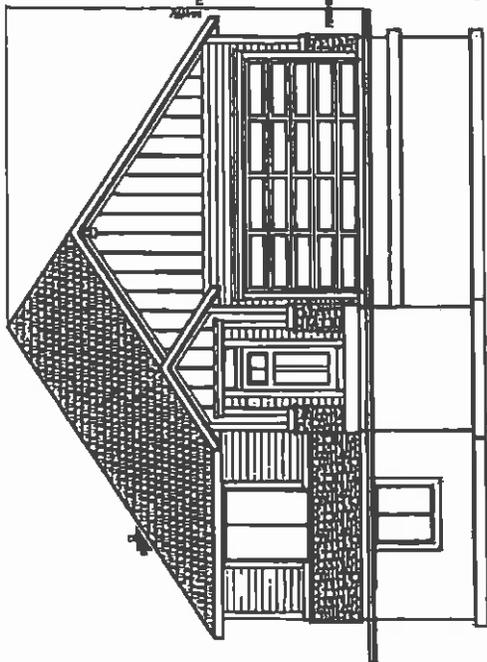


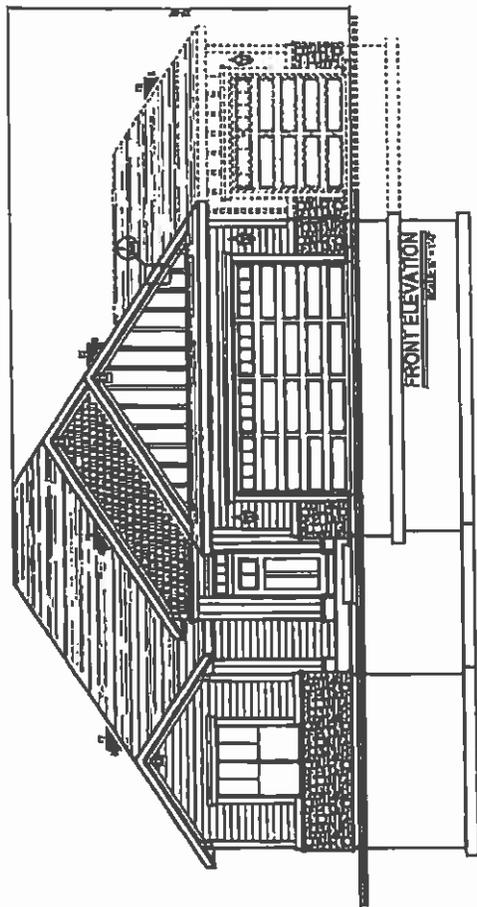
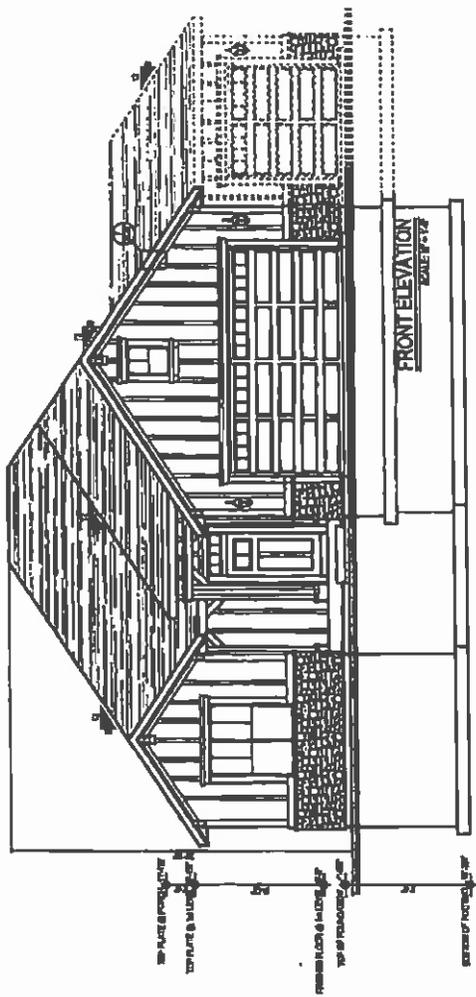
FRONT ELEVATION
SCALE 1/4" = 1'-0"

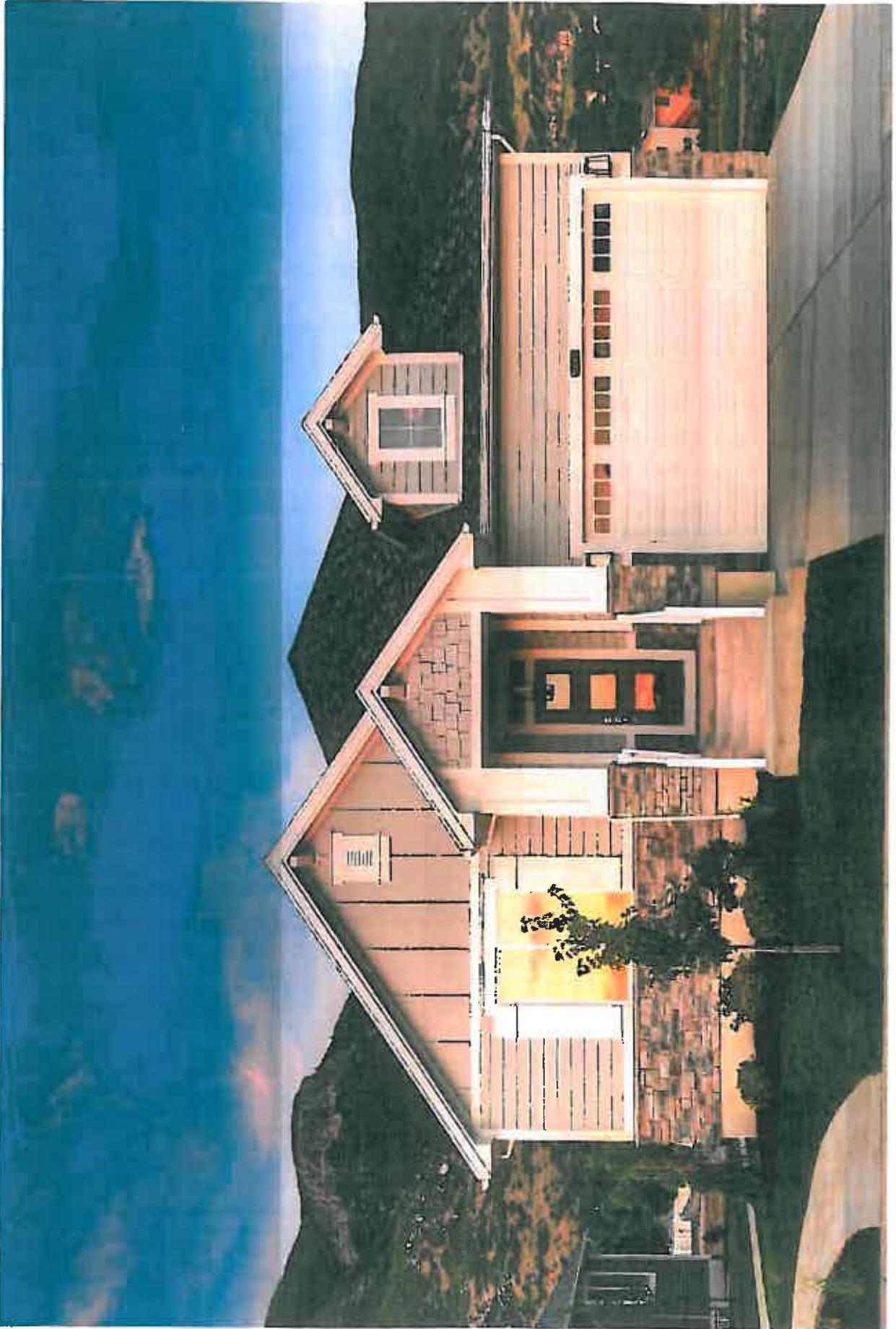




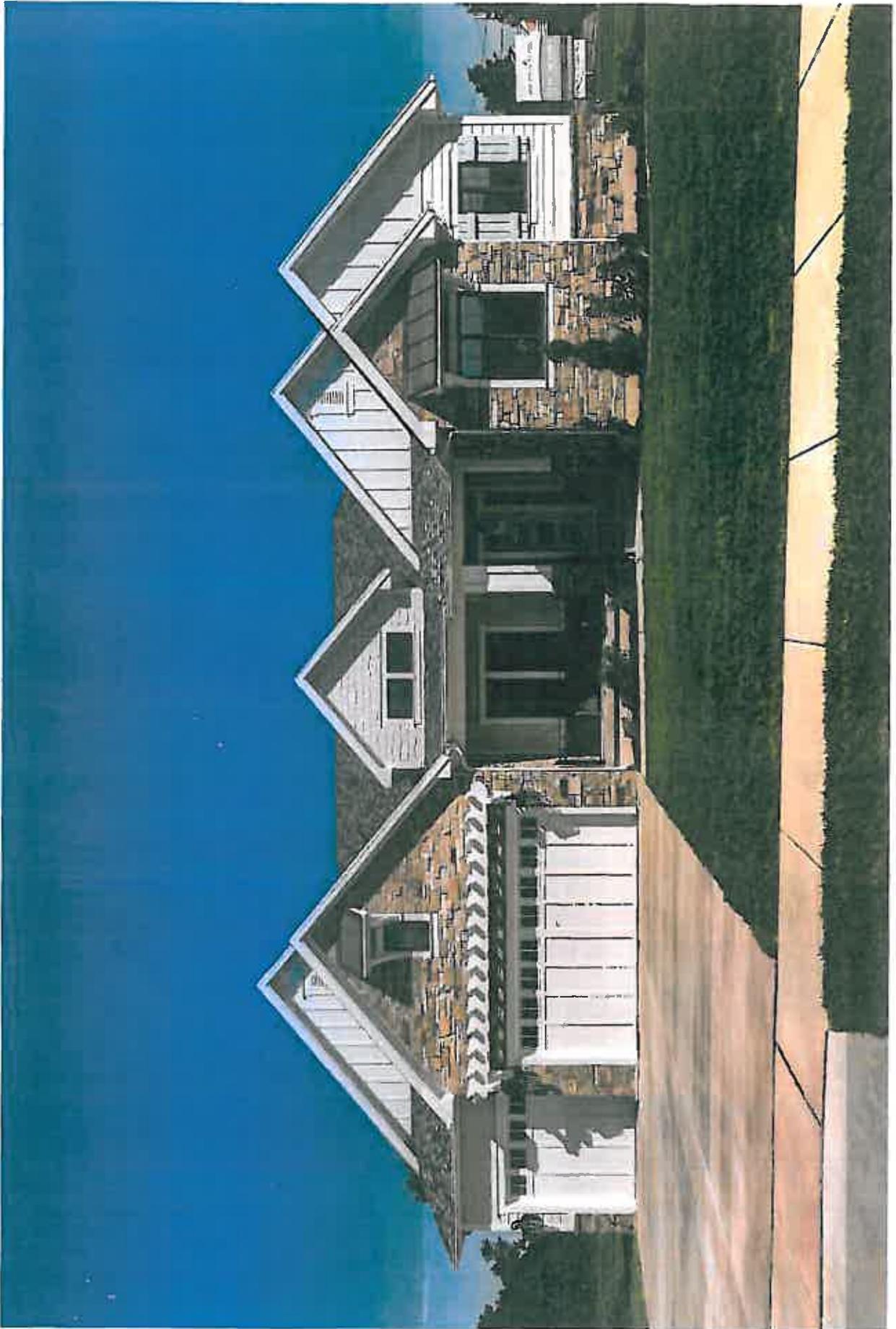
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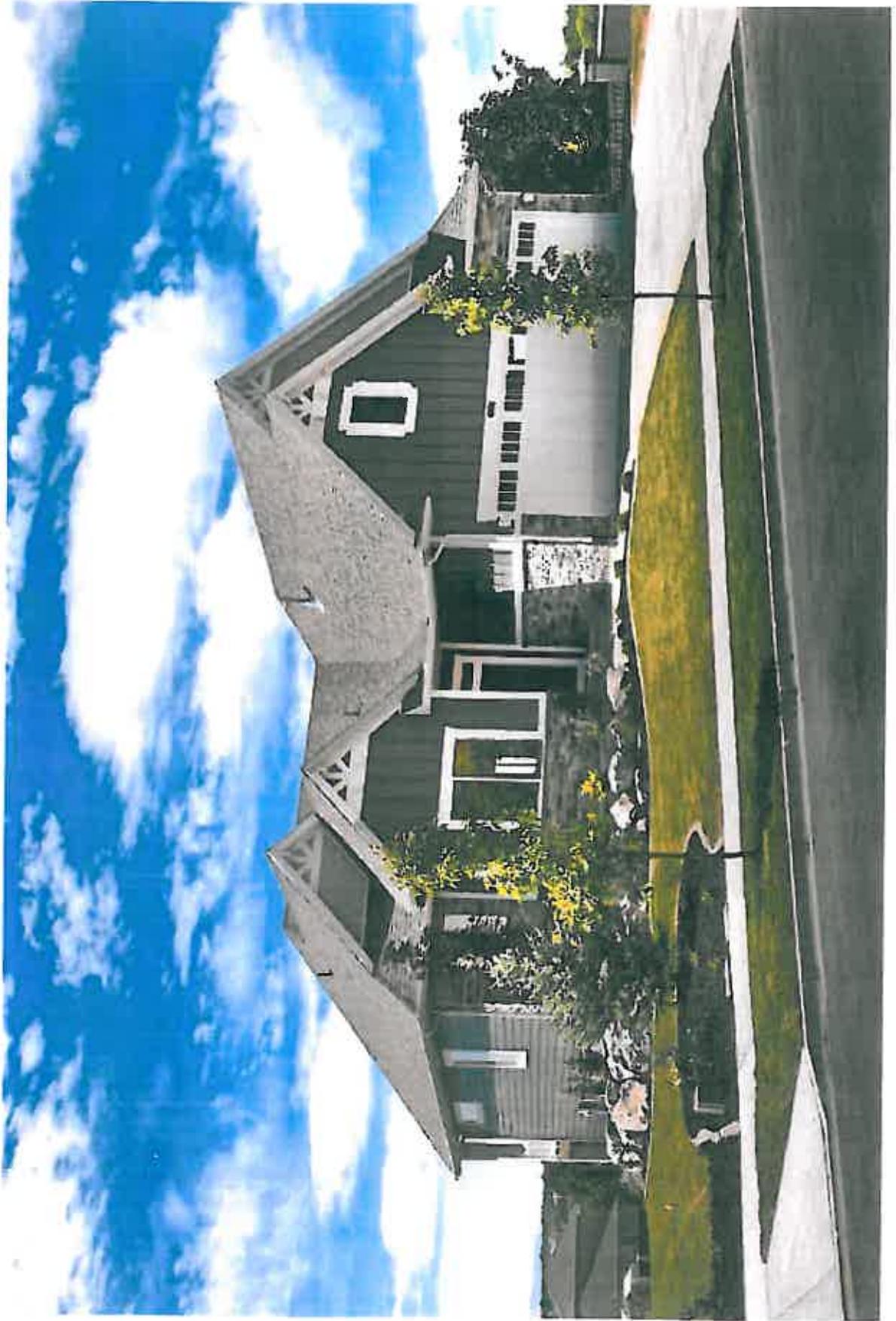


















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Traffic Impact Study

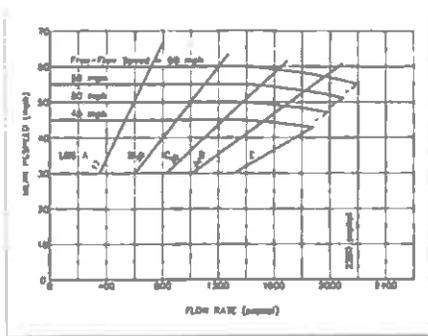
200 West & I-15 Frontage Road - Farmington, UT

Right: Impact Study
Zoning: 1.7

Submitted to:

Farmington City
160 South Main
Farmington, UT 84025
(801) 451-2383

FIGURE #2
Site Layout



Prepared by:
Reeve & Associates, Inc.
5160 South 1500 West
Riverdale, UT 84405
801.621.3100
www.reeve-assoc.com

September 13, 2018

Job No.: 6440-13

Reeve & Associates, Inc.



September 13, 2018

Farmington City
160 South Main
Farmington, UT 84025
(801) 451-2383

RE: Brighton Homes – Farmington, UT – Traffic Impact Study

As per your request, we are submitting to you this report of the traffic impact study for the proposed Brighton Homes development located on the Northeast Corner of 200 West and I-15 Frontage Road in Farmington, UT. This land is currently undeveloped. It is proposed that a subdivision containing an assisted living center (30 beds) and 15 single family detached houses be built in this location. A traffic study was performed at this intersection and the proposed accesses to determine the impact the development would have on the existing roadway and traffic patterns.

Traffic counts were obtained manually by Reeve and Associates, Inc. Based on this information, we analyzed the existing intersections impacted during this time. This analysis showed that the LOS was not impacted negatively as a result of the Brighton Homes development.

Therefore, it is our professional opinion that upon completion of the Brighton Homes subdivision, this project will not significantly alter the existing traffic patterns, and should be permitted per the traffic data contained within this report.

If you have any questions, or we can be of further assistance, please let us know.

Sincerely,

Nate Reeve, P.E.
Principal Engineer
Reeve & Associates, Inc.
nreeve@reeve-assoc.com



Dallan James Child, E.I.T.
Project Engineer
Reeve & Associates, Inc.
dchild@reeve-assoc.com

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Table of Contents

200 West & I-15 Frontage Road - Farmington, UT

Item	Section
Introduction and Summary	1
Area Conditions	2
Study Area Level of Service	3
Projected Traffic	4
Results	5
Conclusions and Recommendations	6
Appendix	7





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List of Figures

200 West & I-15 Frontage Road - Farmington, UT

Name	Figure
Vicinity Map	1
Site Layout	2
Existing Traffic Conditions	3
Trip Distribution Assumptions	4
Trip Distribution Assumptions (With Median)	5
Projected Traffic Only	6
Projected Traffic Only (With Median)	7
Total Projected Traffic	8
Total Projected Traffic (With Median).	9





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List of Tables

200 West & I-15 Frontage Road - Farmington, UT

Table	Number
Signalized Intersection Level of Service	1
Unsignalized Intersection Level of Service	2
Existing Level of Service for Study Area	3
Assisted Living Center Trip Generation	4
Single-Family Detached Housing Trip Generation	5
Total Trip Generation	6
Queue Lengths [I-15 F.R. & Off Ramp (NB)]	7
Queue Lengths [I-15 F.R. NB w/Raised Median]	8
Existing and Proposed Level of Service	9



1.0 Introduction and Summary

1.1 Purpose of report and study objectives

At the request of Farmington City, Reeve & Associates was asked to perform a traffic impact analysis involving the proposed Brighton Homes development located on the northeast corner of 200 West & I-15 Frontage Road in Farmington, Utah. The purpose of this study was to determine the impact the Brighton Homes development would have on the existing traffic flow. The proposed subdivision will have a 30-unit assisted living center with an additional 15 detached single-family homes. It is proposed the development will have two full movement accesses from I-15 Frontage Road. (See Figure #2)

This report describes the traffic contribution to the existing roadway. The objective of this study was to: assess the existing traffic flow and distribution, forecast the additional traffic generated from the development, and determine the projected Level of Service (LOS) to the existing roadway and surrounding area.

1.2 Executive Summary

The location of the proposed Brighton Homes Subdivision is on the northeast corner of 200 West & I-15 Frontage Road Farmington, Utah. Figure #1 contains a vicinity map showing the area of the proposed development. The traffic study area was determined by analyzing the roadways to be influenced by the development, which was determined to be the two intersections of 200 West, involving the on and off to and from I-15, respectively; and I-15 Frontage Road. Also, the Glover Lane & I-15 Frontage Road was analyzed as well as the proposed access. Manual traffic counts were performed and the highest volumes were found during the AM peak hour. The analysis we performed includes both AM and PM peak hours.

Our principal findings from our traffic impact analysis have determined the following results. During the peak hours, the 200 West/I-15 On Ramp intersection is operating at a LOS C. With the completion of the project, the intersection maintains a LOS C. Furthermore, during the peak hours, the 200 West/I-15 Off Ramp intersection is operating at a LOS C. With the completion of the project, the intersection also maintains a LOS C. Finally, the proposed access operates at a LOS B. It is possible that a raised median be placed in the roadway to inhibit left turns in and out of the development.

There was suspicion that queue lengths would be an issue at the access of the subdivision. These issues were realized in our studies. A raised median would help to mitigate the issues; however, a large number of dump trucks and buses were witnessed traveling near the access of the subdivision. A raised median may cause problems for buses and dump trucks pulling trailers as they may drive over the median with the turn being relatively small. Observed queue lengths were nearly consistent with this analysis. We recommend that a pork chop be installed at the access to force right-in/right-out movements. This promotes the same movements, yet allows freedom of turning for large trucks and buses. Also, it is a more economical option. Finally, adding a median changes the level of service by a negligible amount. However, the queues are positively affected by the insertion of a right-in/right-out movement.

Finally, U-turn movements depend on lane width and median geometry as two main factors for making the turns. Neither of these factors encourages u-turn movements at the site location. It is our recommendation that u-turns be prohibited at this juncture.

Therefore, it is our professional opinion upon completion of the subdivision this project will not significantly alter the existing traffic patterns and should be permitted per the traffic data contained within this report.



2.0 Area Conditions

2.1 Site Accessibility

The proposed Brighton Homes subdivision development will be accessible from one full-movement access at I-15 Frontage Road (See Figure #2). A traffic impact analysis was performed at both the 200 West/I-15 Frontage Road accesses & Glover Lane/I-15 Frontage Road intersections along with the proposed access to determine any impact the proposed development will have on the existing LOS.

2.2 Existing Traffic Conditions

The 200 West (On-ramp)/I-15 Frontage Road intersection is a one-way stop intersection. This intersection has one dedicated left-turn lane in the westbound direction and a shared left-turn/through lane in the southbound direction. Southbound 200 West is posted at 40 mph. The 200 West (Off-ramp)/I-15 Frontage Road intersection has one eastbound, shared left-turn/through lane; one westbound, shared right-turn/through; and one northbound, shared left-right-through lane. Northbound 200 West is posted at 40 mph.

The Glover Lane/I-15 Frontage Road intersection is a four-way stop intersection. At this intersection, there are no dedicated left or right-turn lanes. I-15 Frontage Road has a speed limit of 40 mph while Glover Lane has a speed limit of 25 mph.

2.3 Existing Traffic Volumes

Manual traffic counts were obtained by Reeve & Associates during the peak hours. The peak hour for traffic on the roadways is the PM peak hour. Peak traffic generation for the proposed subdivision is also the PM peak hour. Both AM and PM peak hour calculations are included in this analysis. The existing traffic volumes assisted in determining the existing LOS and studying future impact. (See Figure #3)

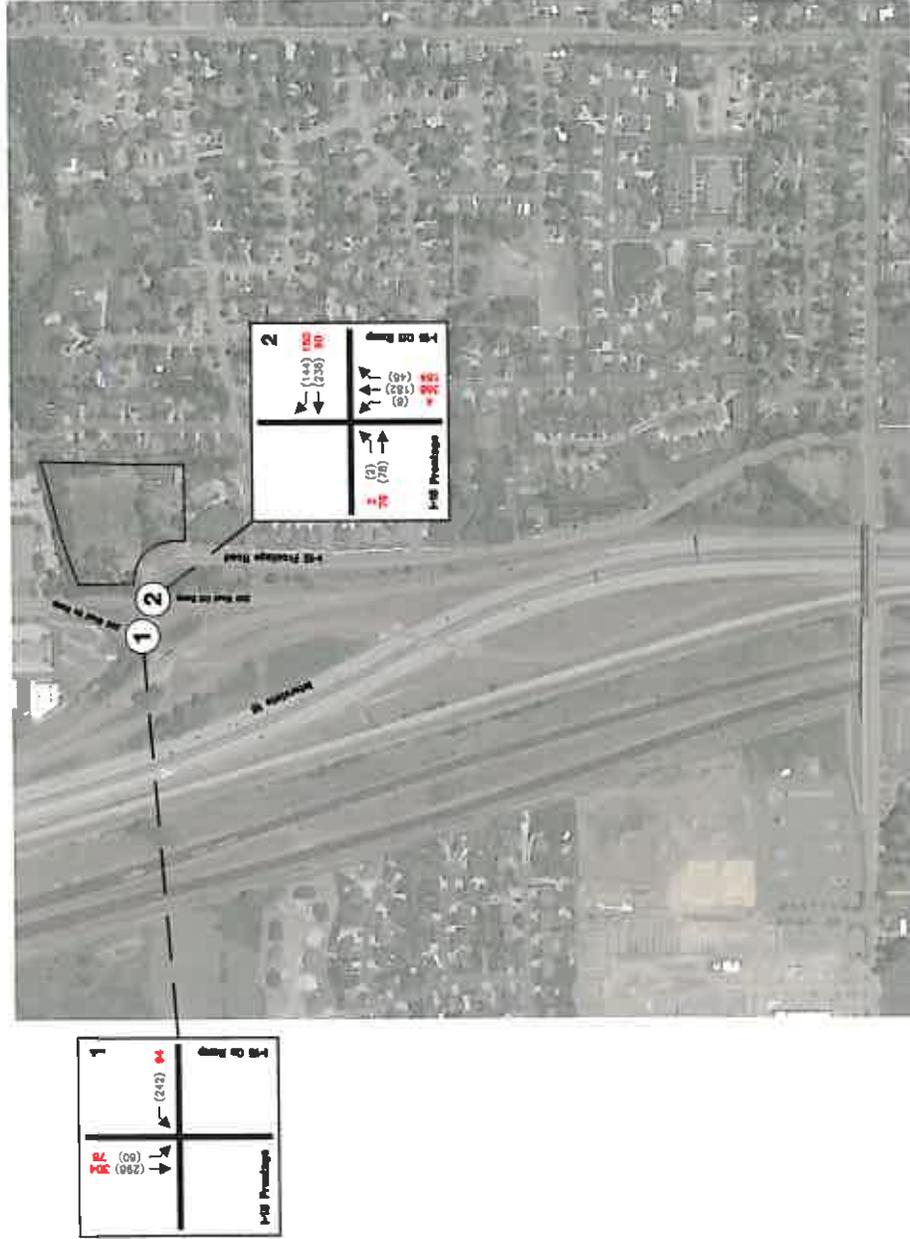


FIGURE #2
Site Layout



FIGURE #3
Existing Peak Hour Traffic Volumes

Legend: (-) AM Peak
 (-) PM Peak



3.0 Study Area Level of Service

3.1 Level of Service Analysis

For this traffic impact study, the LOS was determined by calculating the average delay time per vehicle in seconds using McTrans HCS7. Each LOS is associated with a designated range of delay times in seconds per vehicle.

The following table, Table 1, is used to determine the LOS for a signalized intersection based on the delay in seconds per vehicle.

Table 1 - Signalized Intersections Level of Service

<i>LOS</i>	<i>Intersection Delay per Vehicle (sec/veh)</i>
<i>A</i>	≤ 10
<i>B</i>	> 10 - 20
<i>C</i>	> 20 - 35
<i>D</i>	> 35 - 55
<i>E</i>	> 55 - 80
<i>F</i>	> 80

Source: Highway Capacity Manual (HCM) 2000, Transportation Research Board National Research Council Washington D.C. 2000.

The following table, Table 2, is used to determine the LOS for an unsignalized intersection based on the delay in seconds per vehicle.

Table 2 - Unsignalized Intersections Level of Service

<i>LOS</i>	<i>Intersection Delay per Vehicle (sec/veh)</i>
<i>A</i>	≤ 10
<i>B</i>	> 10 - 15
<i>C</i>	> 15 - 25
<i>D</i>	> 25 - 35
<i>E</i>	> 35 - 50
<i>F</i>	> 50

Source: Highway Capacity Manual (HCM) 2000, Transportation Research Board National Research Council Washington D.C. 2000.

According to the Highway Capacity Manual, most facilities are designed for a service flow rate at LOS D or better to ensure acceptable operating conditions to users.

3.2 Study Area Level of Service

Given the existing conditions of the studied intersection the existing operating LOS was determined using McTrans HCS7. The results are shown below in Table 3.



Table 3 – Existing Level of Service for Study Area

<i>Peak Hour</i>	<i>Studied Intersections</i>	<i>Delay (sec/veh)</i>	<i>LOS</i>
<i>AM</i>	<i>On Ramp & I-15 Frontage Road</i>	19.8	C
<i>PM</i>		14.0	B
<i>AM</i>	<i>Off Ramp & I-15 Frontage Road</i>	16.9	C
<i>PM</i>		18.5	C

Source: Delay times and LOS determined using McTrans HCS7.



4.0 Projected Traffic

4.1 Trip Generation

The number of new trips generated for the proposed developments were determined using trip generation figures obtained from ITE Trip Generation Manual 9th Edition.

Passenger Vehicles –

Assisted Living (254) was the figure used for the assisted living center. Based on the manual, the trips generated per bed were 0.18 for AM peak hours and 0.35 for PM peak hours. Single-Family Detached Housing (210) was the figure used for the single-family detached houses. Based on the manual, the trips generated per house were 0.77 for AM peak hours and 1.02 for PM peak hours.

The proposed development will eventually have 15 single-family detached houses and a 30-bed assisted living center. For the assisted living center, the proposed trip generation based on 30 beds is five trips per hour during the AM peak hour and 11 trips per hour during the PM peak hour. Of the generated traffic 67% will be entering the site, and 33% leaving the site during the AM peak hours. During the PM peak hours, 47% will be entering and 53% will be exiting. For the single-family detached houses, the proposed trip generation based on 15 houses is 12 trips per hour during the AM peak hour and 15 trips per hour during the PM peak hour. Of the generated traffic 26% will be entering the site, and 74% will be exiting the site during the AM peak hours. During the PM peak hours, 64% will be entering the site and 36% will be exiting the site. It was concluded the assisted living center will generate four trips per hour entering and two trips per hour exiting the site during the AM peak hour and five trips per hour entering and six trips per hour exiting during the PM peak hour. Finally, the single-family detached houses will generate three trips per hour entering and nine trips per hour exiting during the AM peak hour. For the PM peak hour, 10 trips will be generated entering and six trips will be generated exiting. See Appendix – Trip Generation (See Tables 4-6).

Table 4 – Assisted Living Center Trip Generation

<i>Peak Hour</i>	<i>Generated Trips</i>	<i>Trips Entering</i>	<i>Trips Exiting</i>
<i>AM Peak</i>	<i>5</i>	<i>4</i>	<i>2</i>
<i>PM Peak</i>	<i>11</i>	<i>5</i>	<i>6</i>

Table 5 – Single-Family Detached Housing Trip Generation

<i>Peak Hour</i>	<i>Generated Trips</i>	<i>Trips Entering</i>	<i>Trips Exiting</i>
<i>AM Peak</i>	<i>12</i>	<i>3</i>	<i>9</i>
<i>PM Peak</i>	<i>15</i>	<i>10</i>	<i>6</i>



Table 6 – Combination of Assisted Living and Houses Trip Generation (Total)

<i>Peak Hour</i>	<i>Generated Trips</i>	<i>Trips Entering</i>	<i>Trips Exiting</i>
<i>AM Peak</i>	17	7	11
<i>PM Peak</i>	26	15	12

4.2 Trip Distribution

Trip distributions were assumed based on existing traffic patterns obtained from manual traffic counts and the proposed uses. Figure #4 shows trip distribution of the new generated trips for the proposed development.

4.3 Trip Assignment

The number of trips assigned into the existing traffic network was calculated based off the trip distributions assumptions using the new trips generated. The results are shown in Figure #5.

4.4 Total Traffic

Figure #6 shows the total traffic for the new proposed development. Projected total traffic conditions include existing traffic volumes plus the new trip generation and assignments described above.

4.5 Queue Analysis

Queue lengths Northbound on Frontage Road, with and without a raised median, were analyzed to ensure storage is sufficient and access will not be blocked. The queue lengths are shown in Tables 7 & 8 below.

Table 7 – Queue Lengths – Northbound on I-15 Frontage Road

<i>Peak Hour</i>	<i>Lane</i>	<i>Storage Length (ft)</i>	<i>Existing Queue Length (ft)</i>	<i>Proposed Queue Length (ft)</i>
<i>AM Peak</i>	<i>NB</i>	85	95	100
<i>PM Peak</i>	<i>NB</i>	85	70	75

Table 8 – Queue Lengths – NB on I-15 Frontage Road (Right-in/Right-out)

<i>Peak Hour</i>	<i>Lane</i>	<i>Storage Length (ft)</i>	<i>Existing Queue Length (ft)</i>	<i>Proposed Queue Length (ft)</i>
<i>AM Peak</i>	<i>NB</i>	85	95	100
<i>PM Peak</i>	<i>NB</i>	85	70	75



Currently, there is already a queue issue with I-15 Frontage Road northbound movement. . With the Brighton Homes development, there is not enough change in the queue lengths to raise concern. In fact, the queue lengths are identical whether there is a raised median or not (See Table 8 for raised median data). Therefore, it is our professional opinion that this development will not cause a concerning impact to the existing queue lengths at this intersection.



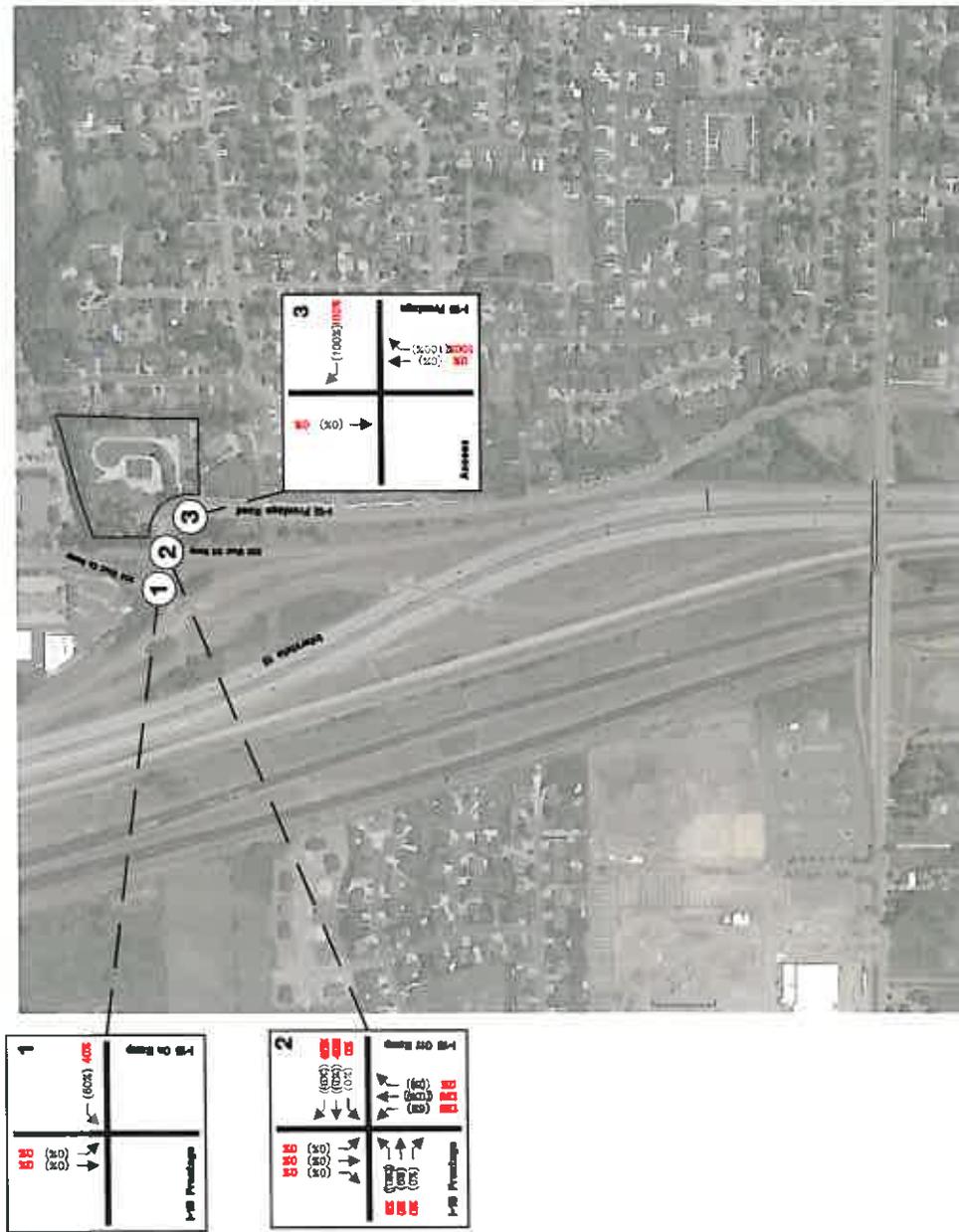
FIGURE #4
Assumed Vehicle Trip Distribution

Legend: (-) AM Peak
 (-) PM Peak



Legend: (◐) AM Peak
(◑) PM Peak

FIGURE #5
Assumed Vehicle Trip Distribution (With Raised Median)



1

88	(60x) 405
88	88

I-15 Privetage Road

2

88	(60x) 405
88	88

I-15 Privetage Road

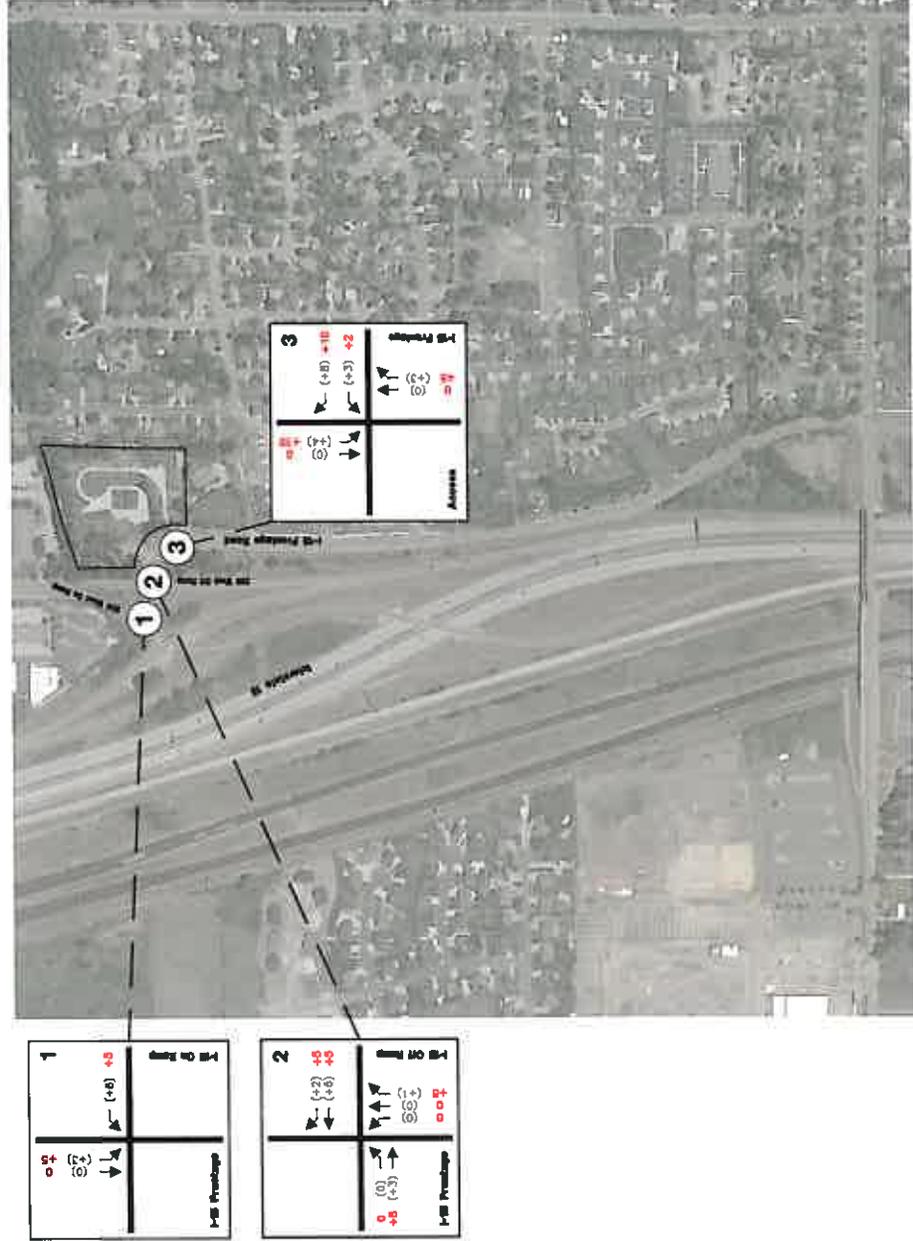
3

(60x) 405	88
88	88

I-15 Privetage Road

Legend: (-) AM Peak
 (+) PM Peak

FIGURE #6
Projected Trip Assignment



Legend: (-) AM Peak
(-) PM Peak

FIGURE #7
Projected Trip Assignment (With Raised Median)

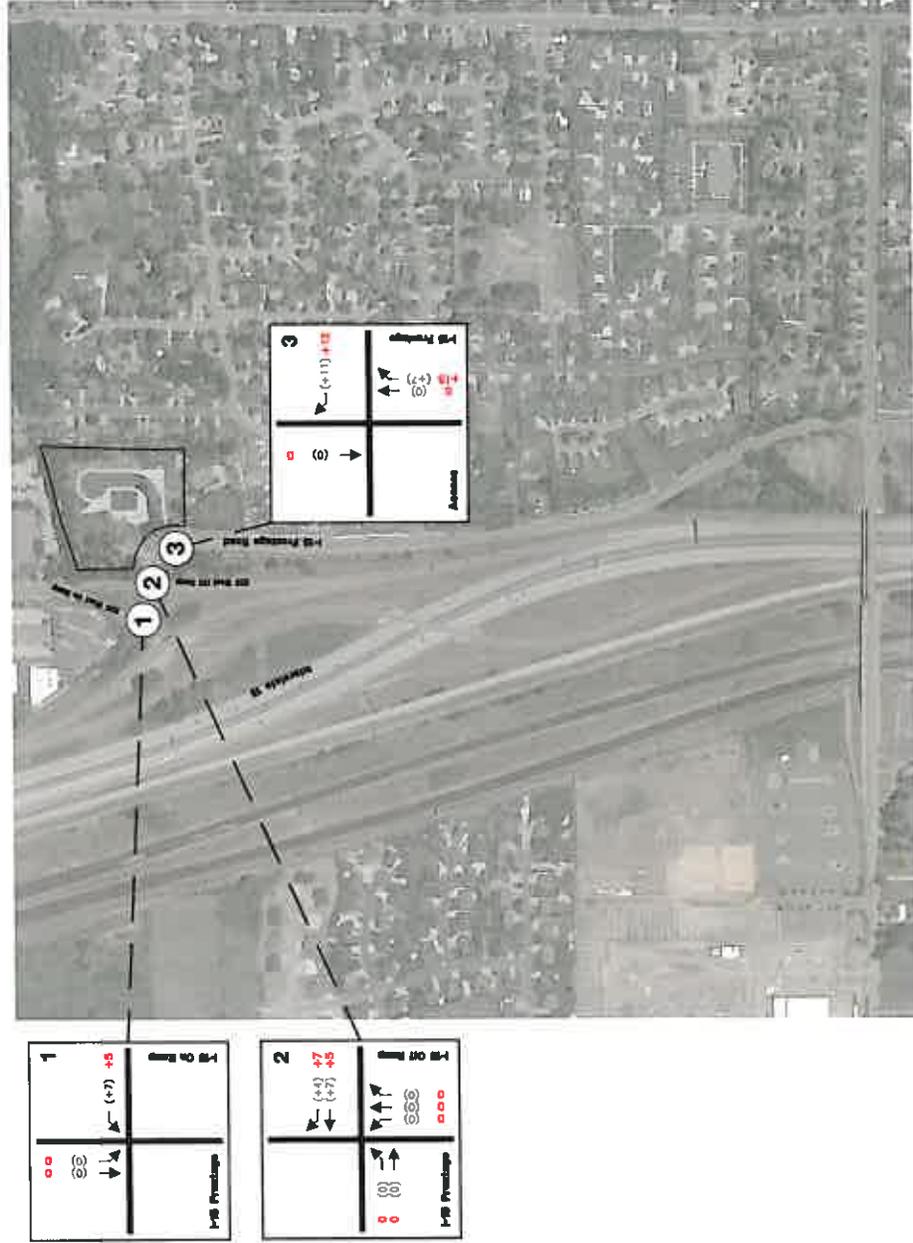
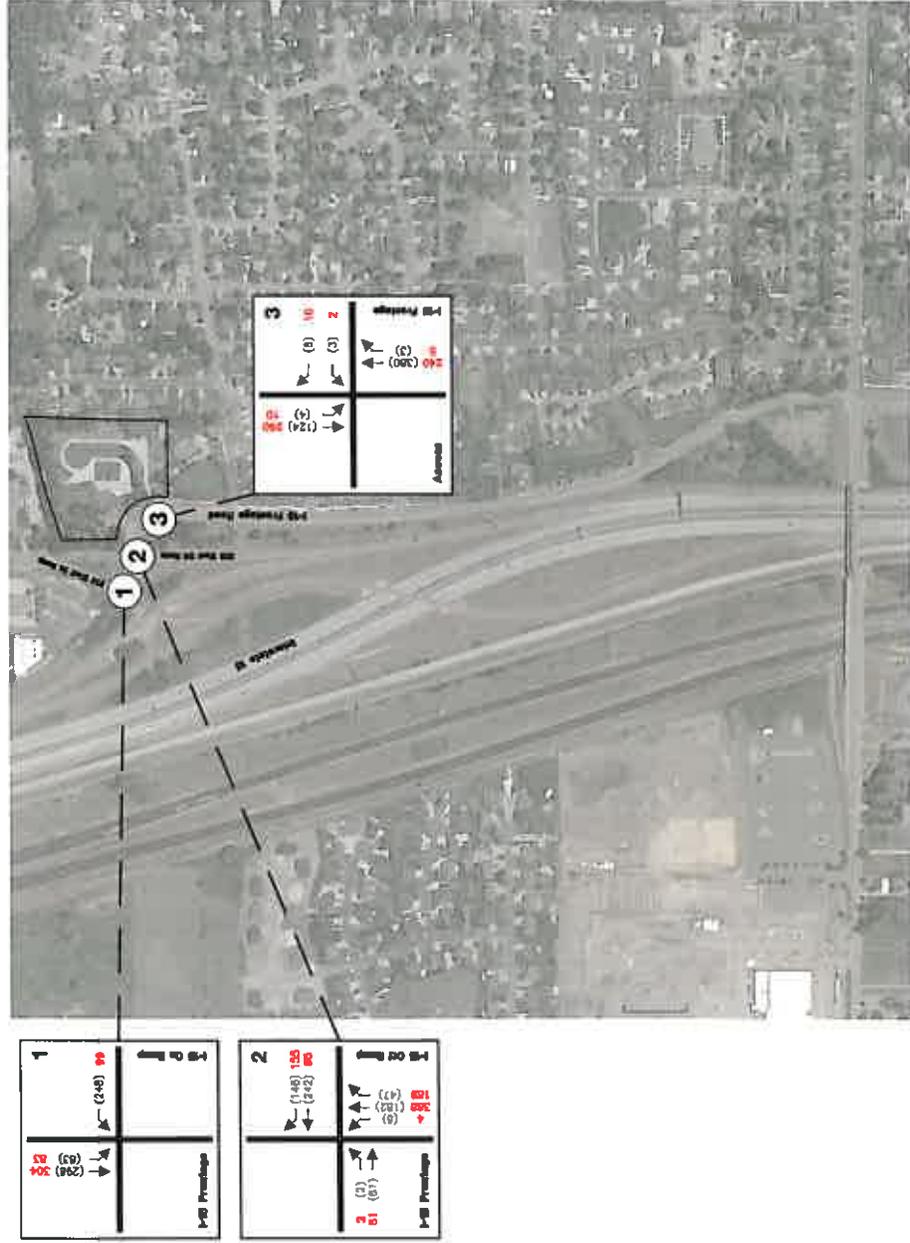


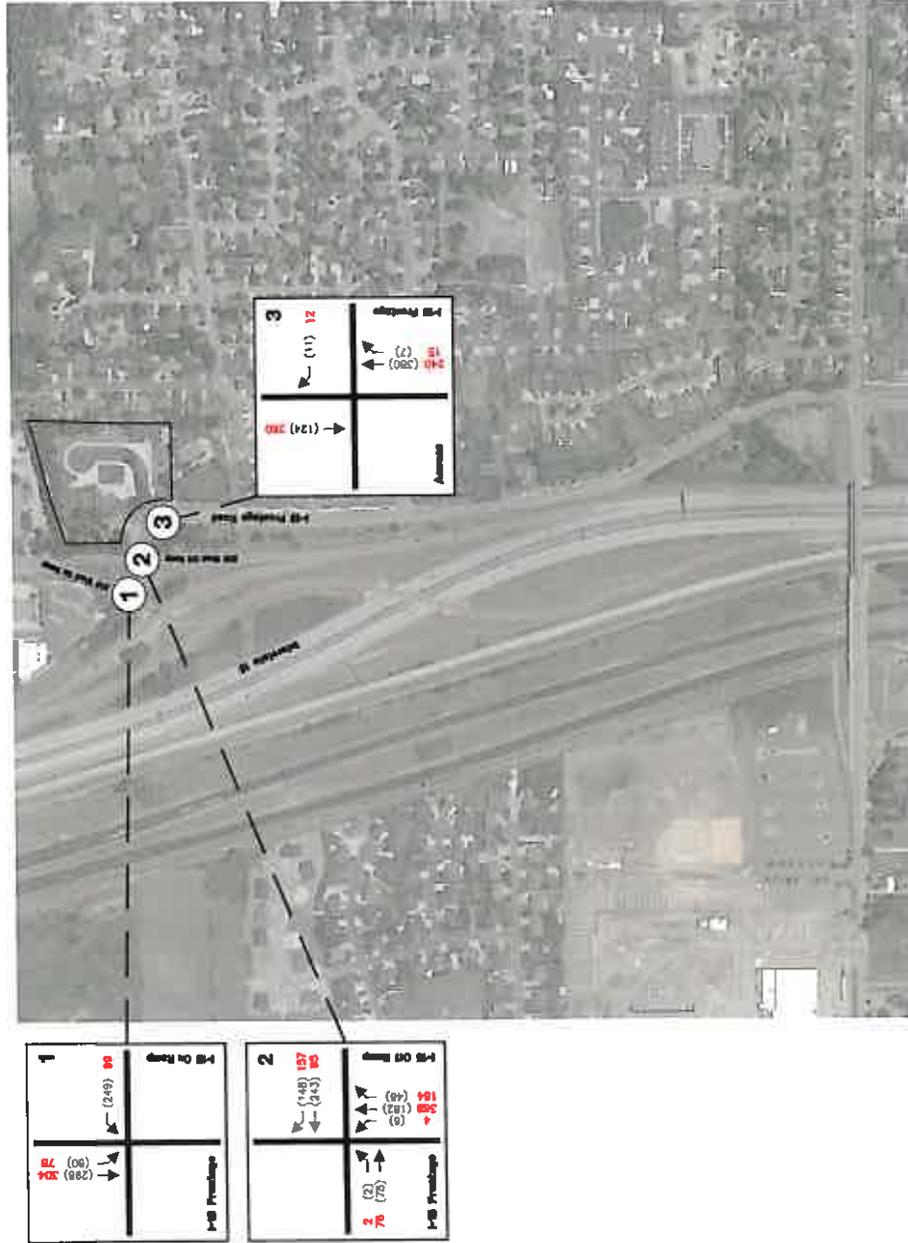
FIGURE #8
Total Projected Peak Hour Traffic Volumes

Legend: (C) AM Peak
 (P) PM Peak



Legend: (-) AM Peak
- PM Peak

FIGURE #9
Total Projected Peak Hour Traffic Volumes (With Raised Median)



5.0 Results

Based on current conditions, combined with the projected traffic flows from the proposed Brighton Homes Subdivision, we have prepared a study of the intersections of interest. The results of the study are shown in Table 9.

Table 9 – Existing and Proposed Level of Service for Study Area

<i>Peak Hour</i>	<i>Studied Intersection</i>	<i>Existing</i>		<i>Proposed</i>	
		<i>Delay</i>	<i>LOS</i>	<i>Delay</i>	<i>LOS</i>
<i>AM Peak</i>	<i>200 W. (On-Ramp) & I-15 Front.</i>	19.8	C	20.6	C
	<i>200 W. (On-Ramp) & I-15 Front. [With Raised Median]</i>	-	-	23.7	C
	<i>200 W. (Off-Ramp) & I-15 Front.</i>	16.9	C	17.3	C
	<i>200 W. (Off-Ramp) & I-15 Front. [With Raised Median]</i>	-	-	17.4	C
	<i>Subdivision Access</i>	-	-	11.4	B
	<i>Subdivision Access (Median)</i>	-	-	10.8	B
<i>PM Peak</i>	<i>200 W. (On-Ramp) & I-15 Front.</i>	14.0	B	14.4	B
	<i>200 W. (On-Ramp) & I-15 Front. [With Raised Median]</i>	-	-	15.3	C
	<i>200 W. (Off-Ramp) & I-15 Front.</i>	18.5	C	19.1	C
	<i>200 W. (Off-Ramp) & I-15 Front. [With Raised Median]</i>	-	-	19.1	C
	<i>Subdivision Access</i>	-	-	10.3	B
	<i>Subdivision Access (Median)</i>	-	-	9.8	A

Source: Delay times and LOS determined using McTrans HCS7.

Our principal findings from our traffic impact analysis have determined the following results. During the peak hours, the 200 West (On Ramp)/I-15 Frontage Road intersection currently is operating at a LOS C and with the completion of the project, the intersection operates at a LOS C. Furthermore, during the peak hours, the 200 West (Off Ramp)/I-15 Frontage Road intersection currently is operating at a LOS C and with the completion of the project, the intersection operates at a LOS C. The proposed access operates at a LOS B.



6.0 Conclusions & Recommendations

Our principal findings from our traffic impact analysis have determined the following results. During the peak hours, the 200 West (On Ramp)/I-15 Frontage Road intersection currently is operating at a LOS C and with the completion of the project, the intersection operates at a LOS C. Furthermore, during the peak hours, the 200 West (Off Ramp)/I-15 Frontage Road intersection currently is operating at a LOS C and with the completion of the project, the intersection operates at a LOS C.

Additionally, the proposed access operated at a LOS B. There are possible off-site improvements needed to mitigate traffic issues. There was an insignificant change in the level of service with or without a raised median. It is our opinion that a raised median is not needed. No auxiliary lanes are required at the access.

Queue lengths were presented to Reeve and Associates as a worry for the studied development. The observed queue lengths were nearly consistent with those that were calculated using Mctrans. As a result, the development would impact the queue lengths very little.

U-turns have been shown to depend on two main variables: 1) the geometry of the median is imperative to the smooth movement of vehicles making u-turns. 2) The width of the lanes, or the amount of space required to turn, determines the ability to move around a median without issue. At the proposed site location, not enough room exists to justify u-turn movements. This is because of the tight turn, the pedestrian walkway parallel to Frontage Road, and the large number of trucks and buses traveling through the area. It is recommended that u-turn movements not be allowed in this area as a result of a potential raised median.

Therefore, it is our professional opinion upon completion of the Brighton Homes Subdivision this project will not significantly alter the existing traffic patterns and should be permitted per the traffic data contained within this report.



9980 SOUTH 300 WEST STE. #200
SANDY, UT 84070
PHONE: 801-456-3847
FAX: 801-618-4157

TECHNICAL MEMORANDUM

DATE: 10/3/2018
TO: Dave Petersen – Farmington City Community Development Director
Chad Boshell, PE – Farmington City Engineer
FROM: Timothy Taylor, PE, PTOE
RE: **Brookside Hollow Traffic Impact Study Review & Recommendations**

We were asked to review the Traffic Impact Study for the proposed Brookside Hollow development prepared by Reeve & Associates, Inc. dated September 13, 2018.

The proposed development is located in the northeast quadrant of the 200 West (SR-227)/I-15 Frontage Road intersection. Access will be provided from a single location along the I-15 Frontage Road that is located approximately 150' east and south of 200 West.

We concur with the methodology and assumptions in the traffic study including the project trip generation, distribution and assignment.

We agree with the conclusions and recommendations with the following exceptions:

- 1) The Executive Summary states a recommendation (3rd paragraph) that a "pork chop" raised island be installed at the proposed access to limit turning movements to right-in/right-out only.
- 2) The Conclusions & Recommendations section states that the proposed project will not significantly alter the existing traffic patterns.

Both of our exceptions are addressed in the following sections.

Primary Concern

The primary concern with this parcel of land is how to appropriately accommodate access. Direct access along 200 West (SR-227) is limited and controlled by the Utah Department of Transportation (UDOT). Access along the I-15 Frontage Road is challenging because of the tight horizontal curve immediately east of 200 West. The I-15 Frontage Road transitions from a north/south to east/west orientation as you approach 200 West.

Adding the full-movement project access along the east side of this curve with the current I-15 Frontage Road configuration is problematic for two reasons. First, the I-15 Frontage Road has only a single lane in each direction and any southbound vehicle that is impeded or delayed from turning left into the proposed access (due to oncoming or queued traffic),

will block the southbound lane (See Figure 1, p.3). Second, this blocking creates an unsafe condition due to the proximity of 200 West and the limited sight distance for vehicles turning onto the I-15 Frontage Road from 200 West. The blockage will increase the likelihood of front to rear crashes at the access and could result in queueing that backs into the 200 West intersection (See Figure 1, p.3). We consider these issues as significant alterations to the existing traffic pattern.

To address this concern, we recommend that the City require the developer to improve the section of the Frontage Road between their proposed access and 200 West (SR-227) like the improvements they are providing south of their proposed access (approximately 48' of asphalt width) and consistent with improvements made along other segments of the Frontage Road to the south.

This will allow the developer to restripe this short section of the I-15 Frontage Road to a 3-lane cross-section and incorporate a separate left-turn ingress lane (See Figure 2, p.4). This improvement concept will provide ± 100 feet of left-turn ingress movement storage and removes the conflict between southbound left-turn ingress and through vehicles. It also allows for full-turn movements at the proposed access and eliminates the need for any raised island features that could be problematic from a drainage and maintenance standpoint.

Other Considerations

It has been suggested that consideration be given to constructing a separate right-turn lane on the Northbound I-15 Off-Ramp to turn onto the I-15 Frontage Road. We do not recommend this improvement for the following reasons:

- A separate right-turn lane would create a sight distance problem for westbound I-15 Frontage Road vehicles that are attempting to cross through the Off-Ramp/200 West intersection. Vehicles slowing in the right-turn lane regularly "shadow" trailing through vehicles from the view of I-15 Frontage Road motorists (See Figure 3, p.5), limiting their ability to properly determine/assess if it is safe for them to cross. The frequency and severity of angle crashes is likely to increase with the addition of a separate right-turn lane.
- The I-15 Off-Ramp is under the jurisdiction of the UDOT and would require their approval and be subject to their processes and design standards. The time, effort and expense would be considerable and considering the sight distance problem, UDOT would not allow a separate right-turn lane at this location.

It is also important to note that the I-15 Frontage Road is owned by UDOT and within their right-of-way. It is our understanding that UDOT allows Farmington City to oversee improvement, maintenance and access projects for this facility. However, if any of these projects are found to degrade the overall performance of adjacent UDOT facilities, especially I-15, UDOT will require that the City involve them in any key discussions/decisions. UDOT will ultimately have the final say on any significant changes to the I-15 Frontage Road.

The two-way traffic volume on the I-15 Frontage Road between 200 West (SR-227) and Glovers Lane is approximately 4,000-5,000 vehicles per day. This is not expected to change substantially within our current planning horizon (2040).

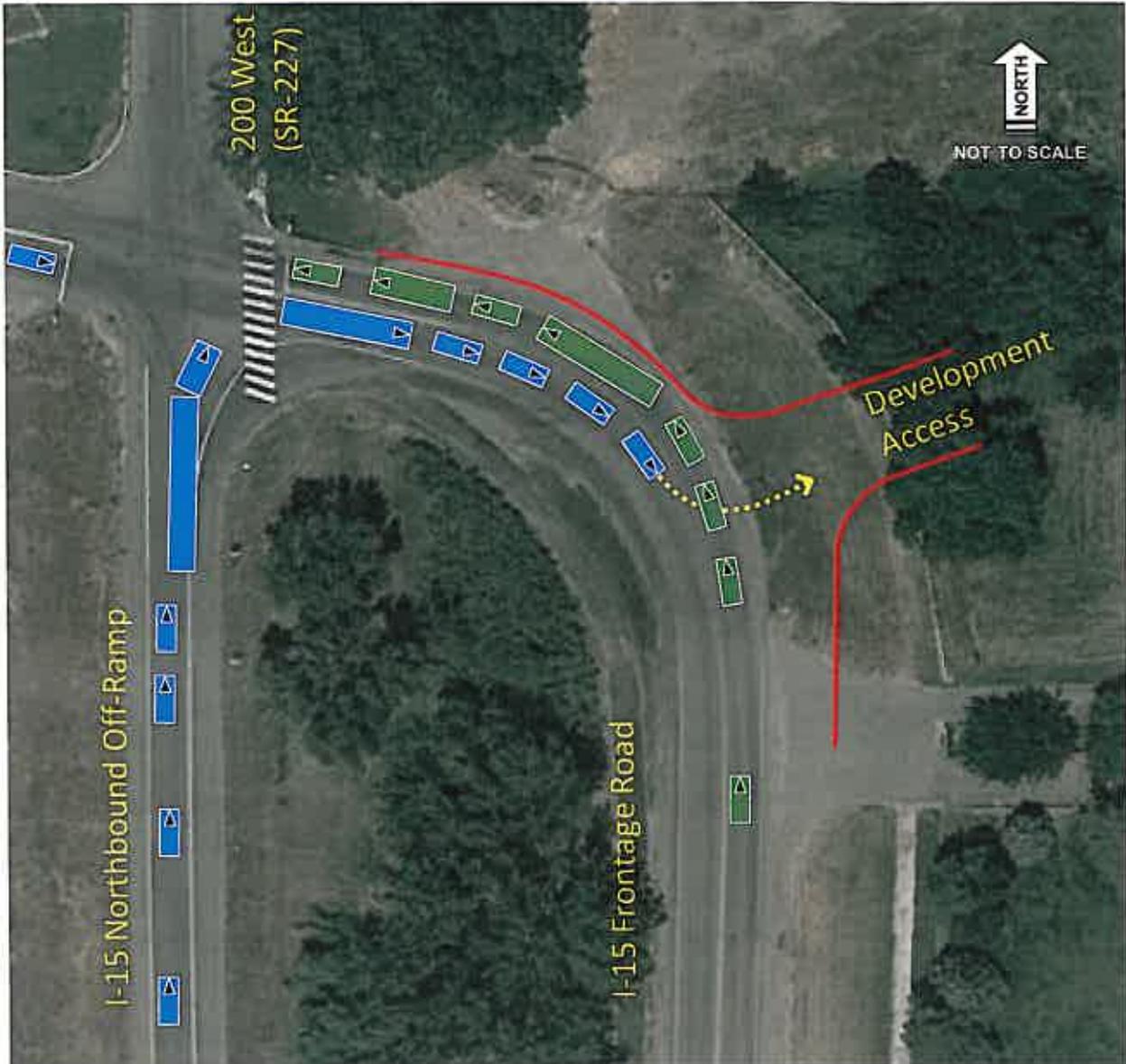


Figure 1: Southbound Left-Turn Ingress Conflict

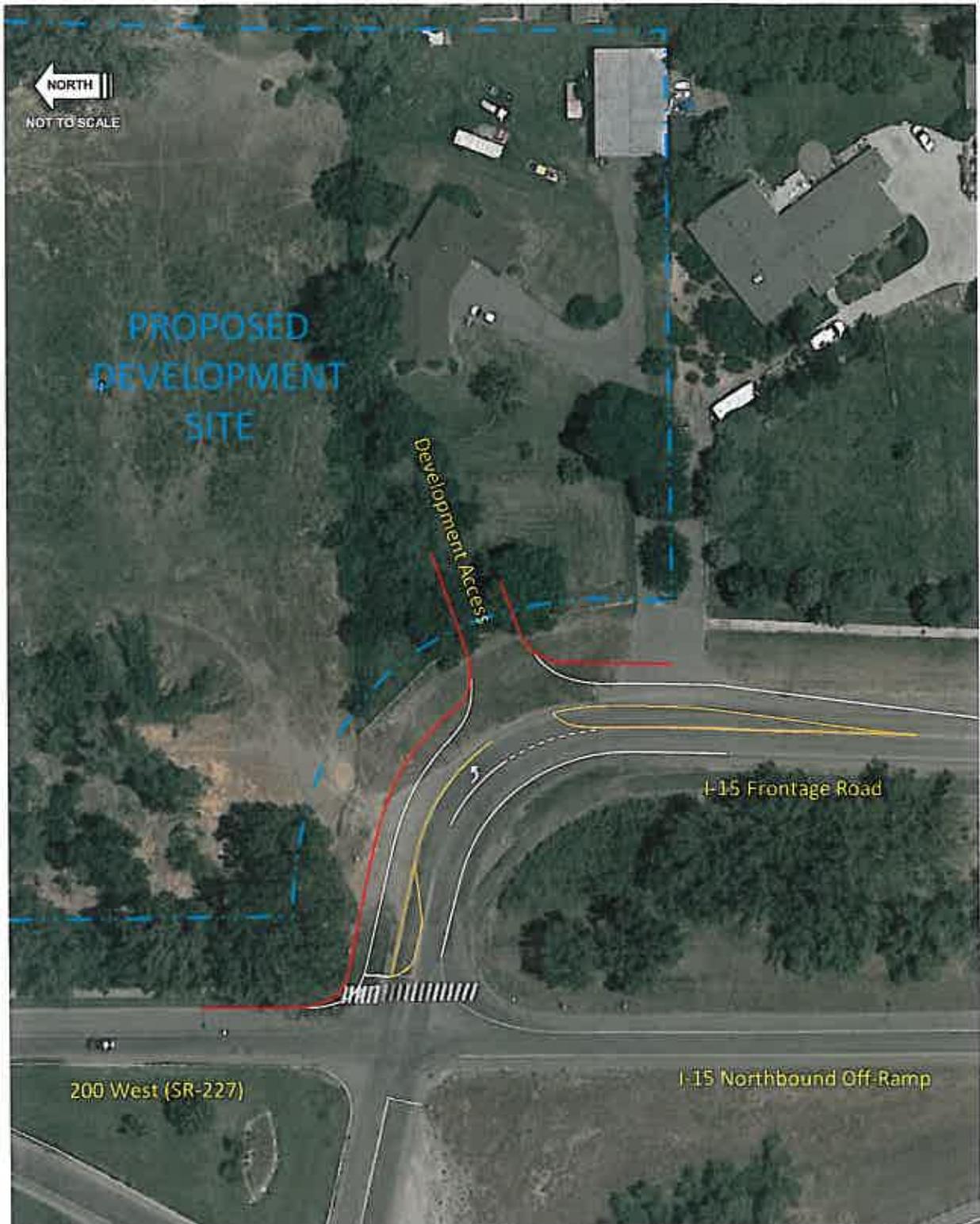


Figure 2: I-15 Frontage Road Widening and Left-Turn Ingress Improvement Concept

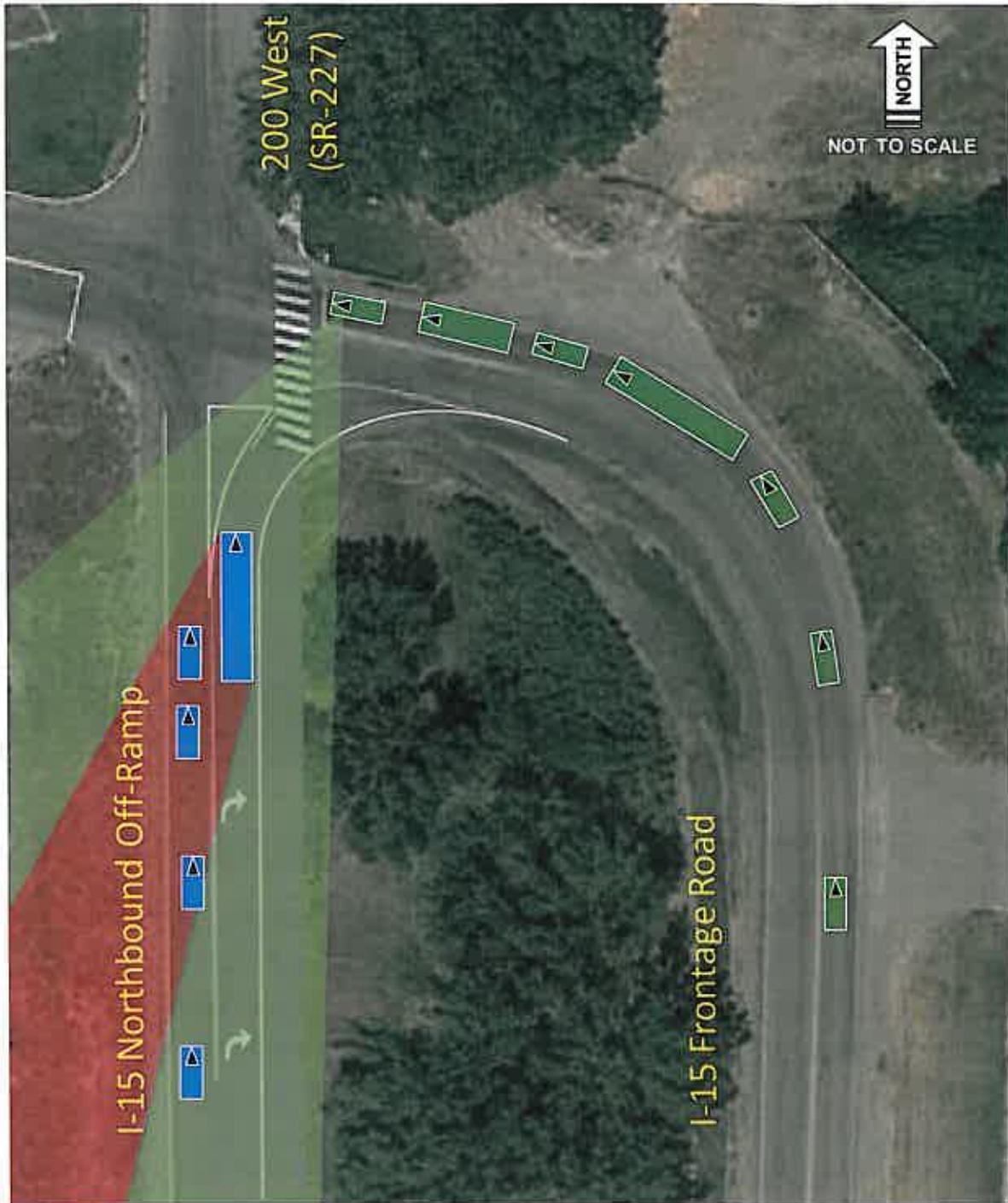


Figure 3: Sight Distance Obstruction Caused by a Vehicle in a Right-Turn Lane



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.
Executive Director

SHANE M. MARSHALL, P.E.
Deputy Director of Engineering and Operations

TERIANNE S. NEWELL, P.E.
Deputy Director of Planning and Investment

May 29, 2018

Taylor Spendlove
215 North Redwood Road Suite 8
North Salt Lake, Utah 84054

Dear Mr. Spendlove,

The UDOT Region One Permits division has reviewed your request for an access to the I-15 frontage road located at 411 South 200 West in Farmington. At this time, access to this frontage road is controlled by the local municipality. UDOT has ownership of the roadway, but maintenance and access management remains with the local municipality, in this case Farmington City. Please contact Farmington City regarding your request for an access to the frontage road.

If you have any questions or comments please contact me at 801-620-1604.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodger Genereux", with a long horizontal flourish extending to the right.

Rodger (Jay) Genereux
Right-of Way Control Coordinator

RJG/jfb

CC: Darin Frstrup, P.E.

CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

S U B J E C T: City Manager Report

1. Fire Monthly Activity Report for September

NOTE: Appointments must be scheduled 14 days prior to Council Meetings; discussion items should be submitted 7 days prior to Council meeting.



Farmington City Fire Department

Monthly Activity Report

September 2018



Emergency Services

Fire / Rescue Related Calls: 37

All Fires, Rescues, Haz-Mat, Vehicle Accidents, CO Calls, False Alarms, Brush Fires, EMS Scene Support, etc.

Ambulance / EMS Related Calls: 66 / Transported 36 (55%)

Medicals, Traumatic Incidents, Transfers, CO Calls w/ Symptomatic Patients, Medical Alarms, etc.

Calls Missed / Unable to Adequately Staff: 8 (7%) Note: 19 (17%) Overlapping Calls

On-Duty Crew / Shift Dynamic Data / September 1st – 30th

Emergent / On-Scene Hours / Month Total: 29 Hrs. (Approximate 117 Man Hours)

EMS Transport / Turn-Around Hours / Month Total: 72 Hrs. (Approximate 144 Man Hours)

Urgent EMS Related Response Times (avg): 5.29 Min/Sec GOAL 5 minutes or less (+.29)

Urgent Fire Related Response Times (avg): 07:56 Min/Sec GOAL 5 minutes or less (+2.56)

(Note: Fire Related Mutual-Aid / Outside Farmington Included)

Part-Time Man-Hours (based on the following 24-day / two pay periods September 14th and 28th)

Part-Time Shift Coverage / Staffing:	1,339	Budgeted 1,344	Variance + 4
Training & Drill Hours:	94	396 (FY19)	
Emergency Calls/ Station Staffing:	15	FIRE 3 Hrs. / EMS 12 Hrs. 221 (FY19)	
Special Event Hours:	0	6 (FY19)	
Part-Time Fire Marshal:	0*	Budgeted 80	Variance - 80
Part-Time Fire Inspector	12	Budgeted 60	Variance - 48
Full-Time Fire Chief:	N/A	Salary Exempt	Overtime N/A
Full-Time Administrative Asst. x 1	N/A	40 Hour Reg.	Overtime + 0
Full-Time Captains & Engineers x 6	N/A	48/96 Hour Rotation	Overtime +72
Total PT Staffing Hours:	1,460	5,235 (FY19)	

* No Part-time FM utilized / Todd Smith covered duties while working regular FT engineer position

Monthly Revenues & Grant Activity YTD

Ambulance Revenues / August 2018:

	Month	Calendar Year	FY 2019
Ambulance Services Billed	\$78,455.08	\$589,484.97	\$159,011.77
Ambulance Billing Collected	\$50,313.26	\$332,156.74	\$110,208.97
Variiances:	\$28,141.82	\$257,328.23	\$48,802.80
Collection Percentages	64%	56%	69%

Grants / Assistance / Donations

Grants Applied for SEPTEMBER:

None

\$0

\$33,500 YTD

Grants / Funds Received / Donations / Awarded:

None

\$0

\$21,900 YTD

Department Training & Man Hours

Monthly Staff Meeting & Department Training	15
Shift Drill #1 – EMS – Crush Injuries	24
Shift Drill #2 – FIRE – Forcible Entry	24
Shift Drill #3 – EMS – Pregnancy & Trauma	24
Shift Drill #4 – FIRE – Home Safety Survey	24
Shift Drill #5 – EMS – Chest Trauma	24

Training / Actual Hours Attended:

135

1857 HRS YTD

Fire Prevention & Inspection Activities

QTY

New Business Inspections:

Existing Business Inspections:

Re-Inspections:

Fire Plan Reviews & Related:

Consultations & Construction Meetings:

Station Tours & Public Education Sessions:

15

161 YTD

Health, Wellness & Safety Activities

QTY

Reportable Injuries:

0

0 YTD

Physical Fitness / Gym Membership Participation %

100%

Chaplaincy Events:

1

FFD Committees & Other Internal Group Status

Process Improvement Program (PIP) Submittals:

0

3 YTD

Additional Narrative:

Another productive month for FFD. Emergent response times averaged just under 5.5 minutes for EMS and under 8 minutes for Fire responses. Note: Emergent fire response data includes out of area / mutual-aid response times. September activities included medical responses, vehicle extrication, structure fire, brush fires, canyon rescue and various stand-by events to include the annual Flag Rock Memorial service and hike. Seven percent of calls resulted in "no-staffing" or "short-staffing" of apparatus (on-duty crew attending to other calls and/or part-time staffing not available due to lack of availability). This percentage was attributed (in part) by crews attending to at least 19 overlapping calls which overwhelms our existing staffing model. 55% of all Ambulance calls resulted in transporting patients to local hospitals. Collections of Ambulance & Transport revenues continue with little predictability due to collection & mandated billing variables. FFD has tentatively filled four part-time vacancies and is still working toward filling the part-time Fire Marshall position - interviews scheduled early October. As identified within previous reports, Todd Smith will continue cover Fire Marshal duties until a qualified candidate is awarded the position. Our part-time Fire Inspector also received deployment orders by his employer.

Level 5 "EXTREME" fire conditions and multiple / continuous "RED FLAG" notifications once again required mandatory overtime hours from our full-time personnel to compensate for lack of part-time availability (most part-time personnel required to work overtime for their respective career fire jobs). It appears this is a record breaking year in Utah for RED FLAG conditions that may have exceeded California numbers (data currently being validated by the National Weather Service). It is without question that future planning of additional full-time staffing (1 full-time firefighter, per-shift) will greatly reduce the reliance on our part-time workforce. This recommendation will require additional planning and discussions to include evaluating federal grant opportunities, such as the SAFER grant. Cooler weather is expected to engage early October which should put an end to our extreme fire conditions. FFD achieved another benchmark toward the completion of the multi-purpose Mass Casualty Incident (MCI) & Event Support trailer. The interior of the trailer received finish work and inventory capable for treating 30 non-ambulatory victims and/or 60 ambulatory victims during a medium size incident. Most of the equipment placed in this trailer was accumulated over a seven-year period with this project in mind. This heavy duty military trailer, itself, was acquired through the FEPP grant process at no cost. The exterior of the trailer is scheduled for paint in December through UAW. Note: FFD is actively pursuing additional grant funding towards this project. We may receive additional funding providing this asset be made available to other communities during MCI events (if not already committed in Farmington).

Reminder of our Annual "Life Safety Open House" Monday October 15th 6PM-8PM!

Department training encompassed a variety of Fire & EMS topics to include: Monthly Officer & Leadership Training, Treatment of Crush Injuries, Forcible Entry Operations, Treatment of Pregnancy w/ Trauma, Performing Home Safety Surveys and Treatment of Chest Trauma. Both fire station washing and drying machines used for bio-hazard linen and EMS clothing needed replacing after 8 years of heavy use. Also, both frontline Ambulance and Engine received various mechanical servicing to include brakes, A/C, electrical and pneumatic repairs.

Please feel free to contact myself at your convenience with questions, comments or concerns: Office (801) 939-9260 or email gsmith@farmington.utah.gov

Guido Smith
Fire Chief

September 2018 Photos: Brush Fires, 9/11
Flag Rock Memorial, Record RED FLAG
Conditions, Canyon Rescue, Various Public
Events Support, MCI / Support Trailer Update,
Vehicle Repairs, Replacement Washer & Dryer.



- PRIDE IN FARMINGTON -

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CITY COUNCIL AGENDA

For Council Meeting:
October 16, 2018

S U B J E C T: Mayor Talbot & City Council Reports

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