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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on April 21, 2015
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen
Council Member Mary Johnston
Council Member Blair Brown
Council Member Robert Jensen
Council Member Scott Monsen - excused
Council Member Val Shupe
City Recorder Amy Rodriguez
City Manager Tom Hanson
Finance Director Shari' Garrett

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1. WORK SESSION:

5:00 p.m.

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Hanson briefed the Council concerning the proposed South Ogden Annexation Plan. He stated that the Public Hearing is scheduled for May 5, 2015. The Mayor is recommending holding the work session at 4:30 that night so that he and Hanson can attend the public hearing.

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Hanson presented the tentative budget plan to Council. The plan is based on Council priorities as was discussed in Council Retreat. The session tonight focused on the budget overview and executive summary.

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Hanson stated that some of the budget priorities include Fire, Public Works Facilities, Parks, Streets and Road maintenance, and employees. He noted that challenges include keeping taxes and rates as low as possible while maintaining a high level of services. Hanson briefed Council on the economic assumptions in Utah, as well as in the City. Garrett stated that Utah is leading the nation in economic growth. Hanson stated that the City receives 21% of property taxes.

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Hanson highlighted major budget issues:

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1. New Meter Reading System. Hanson stated that the new system is more efficient. He stated that level of service will increase. It is estimated that the new system will be in place within a year and a half.
 2. Construction of Public Works Facility. Hanson stated that the shops have many deficiencies. He stated that the financing and timing are still being worked out. Garrett stated that this budget year entails \$15,000 being estimated for planning and designs. She outlined future fiscal year estimates for the project. She stated that this is the major budget issue for the next five years.
 3. Utility Rates. Hanson stated that there will be no change on water and sewer; however there is a proposed increase in refuse and storm drain. The proposed increase will be .95 cents. The increase will go towards capital and operating expenses. Garrett stated that there will be a zero percent increase in operating costs for water and sewer. She noted that the capital plan for water and sewer is not in need of an increase. Garrett stated that billed usage in the last three years has

- 49 stayed relatively flat. She stated that the model assumptions going into the rates are based on
50 these estimates.
- 51 4. Storm Water Management Regulations.
 - 52 5. Public Safety Services. Hanson noted that calls for service have dropped and so has our overall
53 rate.
 - 54 6. Personnel. Hanson stated that the increase for Tier 1 retirement is at zero.
 - 55 7. Community Development and Renewal Agency (RDA). Hanson stated that he is still working on
56 the extension.

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58 Hanson briefly spoke on the Transportation Infrastructure Funding. Garrett spoke on the newly
59 established debt for the City, noting that the Public Works Facility is impending debt.
60 Hanson stated that there is new language allowing the Finance Director to transfer funds from
61 the General fund to Capital funds to remain under the 25 percent limit established by the state.
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63 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

64 Mayor Mark C. Allen
65 Council Member Mary Johnston
66 Council Member Blair Brown
67 Council Member Robert Jensen
68 Council Member Scott Monsen
69 Council Member Val Shupe
70 City Recorder Amy Rodriguez
71 City Manager Tom Hanson
72 Finance Director Shari' Garrett
73 Fire Chief Kasey Bush
74 Recreation Director Aaron Solomon
75 Weber County Sheriff Lt. Jason Talbot
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77 **Others Present**

78 Charles and Reba Allen, Del Kraaima, Troop 274
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80 **2. ROLL CALL**

6:00 p.m.

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82 **3. PLEDGE OF ALLEGIANCE**

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84 **4. WELCOME**

85 Mayor Allen welcomed Cub Scout troop 274.
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87 **5. CONSENT ITEMS**

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89 **5.1 APPROVAL OF AGENDA**

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91 **5.2 APPROVAL OF MARCH 17, 2015, MEETING MINUTES**

92 Items 5.1 and 5.2 were approved by general consent.
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95 **6. CITIZEN COMMENTS**

96 There were no citizen comments.
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98 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
99 **COMMENTS**

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

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102 **8. NEW BUSINESS**

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104 **8.1 PRESENTATION: FY 2015 AMENDED BUDGET, FY 2016 TENTATIVE BUDGET,**
105 **AND FY 2017-2020 BUDGET PLAN**

106 Garrett highlighted key points from the previous work session. She explained that the work session
107 focused on the overview and executive summary. She stated that the full tentative budget will be
108 available for review by the May 5, 2015 meeting. She also noted that the budget public hearing will be
109 held on May 19, 2015. Garrett stated that the theme of the budget is matching the services that we offer
110 to the revenue and reality of the City.

111 She highlighted major budget items that have been identified: New meter system, Construction of Public
112 Works Facility, Utility rates, Personnel, Storm Water Management, Public Safety Services, and the
113 renewal of the RDA Southeast Project Area.

114 Garrett noted that the gas tax was passed by the legislature and the City will receive a portion of that tax.
115 The local option is still to be determined.

116 Garrett spoke about current and impending debt.

117 Garrett stated that some of the budget strengths include the growing economy, matching levels of
118 services with revenue realities, multi-year budget planning tools, and the City has been successful in
119 procuring outside funding sources through grants.

120 Garrett stated that some challenges are funding ongoing projects with a limited tax base, continuing to
121 secure outside funding sources (such as roads), and sustaining high level of service while keeping taxes
122 low.

123

124 **8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

125 Chief Bush reported that the numbers have been consistent with prior years. He stated that training is
126 continuing on operations and driving of the new truck. Bush noted that the City conducted emergency
127 training during the Utah Shake Out last week. Mayor Allen thanked Chief Bush for his leadership during
128 the Shake Out.

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130 **8.3 PRESENTATION: TERRACE DAY PLANNING UPDATE**

131 Hanson stated that the City has signed the band "No Limits". Solomon stated that the date for Terrace
132 Days is June 13, 2015. He stated that Terrace Days will always be held the second Saturday in June.
133 Solomon stated that there will be a car show added to the event list. Solomon stated that the movie in the
134 park will be held the Friday before Terrace Days. Mayor Allen stated that the Lion's Club will sponsor
135 the movie. Solomon stated that he has applied for three EZ grants that will be applied for Terrace Days
136 if received. Solomon noted that many of the entries in the parade do not fill out registrations and just
137 show up the day of the parade. Solomon stated that the vendors will arrive earlier this year to set up their
138 booths.

139

140 **8.4 PRESENTATION/MOTION: TO APPROVE THE PLAYGROUND DESIGN AND**
141 **EQUIPMENT FEATURES AT LION'S PARK**

142 Hanson stated that Lion's Park has had older equipment removed for safety reasons. He displayed some
143 of the new equipment that will be purchased with the RAMP grants received. Solomon noted that there is
144 new fencing being replaced. He stated that the approval tonight is the new design of Lion's Park
145 equipment. He stated that the new equipment meets current safety standards.

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**Motion by Council Member Brown
Seconded by Council Member Johnston
To approve the playground design and equipment
Features at Lions Park
Approved unanimously (5-0)**

8.5 PRESENTATION: WEBER COUNTY SHERIFF’S OFFICE MONTHLY REPORT

Lt. Talbot clarified which roads need to be opened for Terrace Days. He suggested vendor passes may help speed the process along. Lt. Talbot noted that he has been out of the office for training. He noted that half the department has been issued body cams and the remaining will be issued during the year. Talbot noted that the recordings can be labeled and saved in the vehicles for future use. Talbot noted that the Office is working on Suicide tip lines and education. He also noted that the tip line has also been beneficial for crime reporting. Council Member Jensen suggested advertising the tip line number in upcoming newsletters.

8.6 MOTION/RESOLUTION 15-04: TO APPROVE AN INTERLOCAL AGREEMENT WITH WEBER COUNTY ELECTIONS OFFICE FOR 2015 MUNICIPAL ELECTION SERVICES

Rodriguez stated that the interlocal agreement is for contract services for the election which include ballot preparation and mailing, as well as result tabulations. She noted that Weber County will be sharing the cost of the November election due to the transportation funding on the ballot.

**Motion by Council Member Shupe
Seconded by Council Member Monsen
To approve Resolution 15-04 to
Approve the interlocal agreement with Weber County elections office
For the 2015 Municipal Election
Approved unanimously (5-0)
Roll call vote**

8.7 MOTION: TO APPROVE STREET NAME CHANGES

Hanson stated that the heritage of Washington Terrace started as support for the Armed Services during WWII. Hanson stated that there are streets in the City named for several Armed Services, such as Marine Drive, Army Drive, Navy Way, and Victory Lane. He stated that staff would like to add “Air Force Way” on 300 West from Laker Way to Victory Way. He stated that it would still have the 300 West official branding, but would add the name “Air Force Way” as a second designation.. Hanson also noted that staff would like to make a stronger designation on Marine Way, as it is sometimes confusing due to changing numerical names on the diagonal. He stated that the street would still be designated as “Marine Way”, however, numerical street names will be added underneath. Hanson also noted that Ridgeline Drive also shares several numerical names. He stated that staff would like to stay with the “Ridgeline Drive” dedication as the main identifier, with the secondary numbers underneath. He stated that staff is proposing that the designation of “500 West” as the main identifier once Ridgeline turns into 500 West with “Ridgeline” underneath to help clarify the locations. Hanson stated that there are some areas in the South end of the City that are confusing as well, and noted that there may be some changes with 5700 South and 5650 South in the future. Hanson stated that due to state mandated upgrades, street signs would need to be changed to add retro-reflectivity and the street designations will be changed during the new signage posting. Mayor Allen clarified that the approval will allow Harris to research how to

194 change the designations in relation to utility billing, post office designations, and county issues. Hanson
195 stated that the City is not changing legal description of the properties.

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197 **Motion by Council Member Shupe**
198 **Seconded by Council Member Johnston**
199 **To approve the street name changes as presented**
200 **In regards to recommendations by Steve Harris and Tom Hanson**
201 **Approved unanimously (5-0)**
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203 **9. COUNCIL COMMUNICATION WITH STAFF**

204 * Council Member Shupe requested a report with animal control. Hanson stated it will be scheduled for
205 the second meeting in May.

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207 **10. ADMINISTRATION REPORTS**

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209 *Hanson stated that he attended the Economic Summit Meeting last week.

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211 **11. UPCOMING EVENTS**

212 May 5th: Work Session- Budget Discussions 5:00 p.m.
213 May 5th: City Council Meeting- 6:00 p.m.
214 May 5th: RDA Meeting
215 May 19th: Work Session- Budget Discussions 5:00 p.m.
216 May 19th: City Council Meeting- 6:00 p.m.
217 May 25th: Memorial Day Observance- City Offices Closed
218 May 28th: Planning Commission Meeting- 6:00 p.m.

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220 **12. ADJOURN THE MEETING: MAYOR ALLEN**

221 **Mayor Allen adjourned the meeting at 7:21 p.m.**
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Date Approved

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City Recorder

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