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2 **City of Washington Terrace**

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5 Minutes of a Regular City Council meeting
6 held on October 15, 2013
7 City Hall, 5249 South 400 East, Washington Terrace City,
8 County of Weber, State of Utah

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

10 Mayor Mark C. Allen
11 Council Member Mary Johnston
12 Council Member Blair Brown
13 Council Member Robert Jensen
14 Council Member Scott Monsen
15 Council Member Val Shupe
16 City Manager Tom Hanson
17 City Recorder Amy Rodriguez
18 Public Works Director Steve Harris
19 Finance Director Shari' Garrett
20 Fire Chief Kasey Bush

21
22 **Others Present**

23 Charles and Reba Allen, Craig Bielik, Ulis Gardiner, Robyn Christensen
24

25 **1. ROLL CALL**

6:00 P.M

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27 **2. PLEDGE OF ALLEGIANCE**

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29 **3. WELCOME**

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31 **4. CONSENT ITEMS**

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33 **4.1 APPROVAL OF AGENDA**

34 Items 8.5 "Sheriff Office Monthly Report" and 8.6 "Approval of Policy and Procedures
35 Manual" has been removed from the agenda.

36
37 **4.2 APPROVAL OF OCTOBER 1, 2013, MEETING MINUTES**

38 Items 4.1 and 4.2 were approved by general consent.
39

40 **4.3 PROCLAMTION 2013-01: HONORING THE SISTERS OF THE ORDER OF**
41 **ST. BENEDICT AND OGDEN REGIONAL MEDICAL CENTER HOSPITAL**
42 **VOLUNTEERS**

43 Hanson introduced Craig Beilik. Beilik explained that the Sisters of the Order of St. Benedict
44 have contributed immensely to the operations at the hospital. He stated that earlier this year, the
45 Sisters were called back to Minnesota. He explained that the Sisters will be returning this week

46 to be honored by the St. Benedict's foundation. He stated that they will be honored with a
47 monument and a fundraiser dinner for their charities.
48 Council Member Johnston read the Proclamation. Mayor Allen proclaimed that the city of
49 Washington Terrace salutes the Sisters of St. Benedict in their mission of compassionate care in
50 the past, present, and future. He also proclaimed that the city supports the mission for Ogden
51 Regional Medical Center's hospital volunteer services as initiated by the Sisters of St. Benedict.

52
53 Item 4.3 was approved by general consent.

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55 **5. SPECIAL ORDER**

56 Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by
57 Council, Chair opens public hearing, citizen input; Chair closes public hearing, then Council final
58 discussion.

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60 **5.1 PUBLIC HEARING: TO AMEND THE FISCAL YEAR 2014 BUDGET**

61 Hanson stated his appreciation to Garrett for her professionalism and effort with the budget.
62 Garrett stated that the adjustment accomplishes two things; rolling over unexpended funds from
63 last year that relate to capital funds and budget for the residual funds that are expected to be
64 received from the STAG grant.

65
66 **Mayor Allen opened the public hearing at 6:16 p.m.**

67 There were no citizen comments.

68 **Mayor Allen closed the public hearing at 6:17 p.m.**

69

70 **6. CITIZEN COMMENTS**

71 There were no citizen comments.

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

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

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77 **8. NEW BUSINESS**

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79 **8.1 PRESENTATION: FISCAL YEAR ENDED JUNE 30, 2013, AUDIT REPORT**
80 **PRESENTED BY LITZ & COMPANY**

81 Brent Litz presented the annual audit report to Council. He expressed thanks to the city
82 staff for their assistance in the audit process.

83 He stated that the numbers presented in the financial statements present fairly the activity of the
84 organization for the year.

85 Litz stated that the city is in compliance with internal controls and grant compliance. He
86 stated that the State Compliance report shows no deficiencies.

87 He stated that the general fund stayed within its budgets for each category and is sound
88 and stable and commends the city for their fiscal responsibility. He also noted that utilities have
89 come in at surplus.

90 Litz stated that they have found 3 items that may be reviewed to improve or enhance
91 performance. Litz stated that he feels that staff is taking appropriate action to deal with the

92 recommendations.
93 Litz explained that the largest consumer of the city resources is public safety, and then general
94 government.
95 Mayor Allen asked for an updated version of the General Fund Revenue and Expense
96 Analysis City Comparison chart when it is available.
97

98 **8.2 MOTION/ RESOLUTION 13-19: A RESOLUTION AMENDING THE**
99 **FISCAL YEAR 2014 BUDGET**

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101 **Motion by Council Member Mosen**
102 **Seconded by Council Member Jensen**
103 **To approve Resolution 13-19 to**
104 **Amend the Fiscal Year 2014 Budget**
105 **Approved unanimously (5-0)**
106 **Roll Call Vote**
107

108 **8.3 PRESENTATION: FINANCE DEPARTMENT QUARTERLY REPORT**

109 Garrett presented the report to Council, stating that total tax revenue has increased 2 percent in
110 the first quarter. She noted that sales tax for the first reporting period (July) saw a 16 percent
111 increase, with direct sales up 22 percent. She stated that the numbers will be watched as the year
112 goes on. Garrett stated that licenses and permits are up over 800 percent, which is attributed to
113 one permit. She stated that there will be a budget adjustment for licenses and permits. She noted
114 that revenues and expenditures are up, meeting projections.

115 Garrett stated that given the current national political climate creates uncertainty in the future.
116 She noted that the City will be watching the economy and the effects of may be noticed in the
117 elastic revenue sources.

118 Garrett stated that the refuse utility funds are meeting projections. She stated that water usage is
119 coming in as projected as well. She noted that operating expenses are coming in at 15.4 percent,
120 but are as expected. Garrett stated that the surpluses and deficits in water, sewer, and storm funds
121 are contributed to a timing issue as to when capital projects are being completed

122 Garrett stated that the sewer fund and storm fund are also meeting projections as anticipated.
123 Council Member Jensen asked if Garrett needed any other technology to support her efforts.

124 Garrett stated that she believes that all the resources are there and she has the tools that she needs
125 to make her projections.

126 Garrett stated that she will send out a financial health report with financial health indicators to
127 Mayor and Council now that the audit is completed. Council Member Monson stated that he is
128 impressed with Garrett's knowledge and passion for her work.
129

130 **8.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

131 Chief Bush stated that fire calls have decreased but they have had three or four structure fires
132 within the last year. He stated that medical calls are holding steady. He stated that the department
133 is working on the FEMA grant and they should be applying soon for grants for equipment. He
134 stated that he is also working on the Emergency Preparedness Plan.

135 Chief Bush stated that there were no major fire incidents over the summer holidays. Mayor Allen
136 stated that he has heard from a resident who was very impressed with the Department and how

137 they handled a situation concerning a gas line.

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139 **9. COUNCIL COMMUNICATION WITH STAFF**

140 *Mayor Allen stated that he has heard from a small business owner who was happy with
141 the service he received from the Business License Department.

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143 **10. ADMINISTRATION REPORTS**

144 * Hanson stated that the city has been doing analysis on our impact fees and it has been found
145 that the level of fees that we have been charging is appropriate and sustainable.

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147 **11. UPCOMING EVENTS**

148 **October 24th: Planning Commission Meeting 6:00 p.m.**

149 **November 5th: Municipal General Election- No Council Meeting Scheduled**

150 **November 19th: City Council Meeting 6:00 p.m.**

151 **November 23rd: City Council Annual Retreat held at Utah Local Governments**
152 **Trust Building in North Salt Lake**

153 **November 21st: Planning Commission Meeting 6:00 p.m.**

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

156 Mayor Allen adjourned the meeting at 6:57 p.m.

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Date Approved

City Recorder

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