

1 **City of Washington Terrace**

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3 Minutes of a Regular City Council meeting
4 Held on February 4, 2020
5 City Hall, 5249 South 400 East, Washington Terrace City,
6 County of Weber, State of Utah
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8 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 9 Mayor Mark C. Allen
10 Council Member F. Carey Seal
11 Council Member Blair Brown
12 Council Member Larry Weir
13 Council Member Scott Barker - Excused
14 Council Member Jeff West
15 Public Works Director Jake Meibos
16 Public Works Supervisor Denzil Remington
17 Finance Director Shari' Garrett
18 City Treasurer Heidi Gerritsen
19 City Recorder Amy Rodriguez
20 City Manager Tom Hanson
21 Lt. Butler, Weber County Sheriff

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23 **Others Present**

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25 None

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27 **1. WORK SESSION 5:00 P.M.**

28 **Topics to include, but are not limited to:**
29 **Electronic Payment Services**

30 Garrett explained some of the challenges that the Utility Billing Department is having with the online bill
31 pay provider. She stated that one major problem with our current provider is that they do not speak the
32 same language as our current software provider. Our current provider is not updating or improving as
33 quickly as our software provider. She stated that our current merchant provider is not developing or
34 enhancing their product, which is causing failures in the system. Some of the failures for taking payments
35 have lasted hours, and some have taken weeks. She stated that the gaps are becoming more profound over
36 time. Garrett stated that the trend is to do business online and the current provider is not keeping up with
37 the changes. She stated that we are experiencing more frequent failures.

38 Garrett stated that staff has done research on Express Billpay, who is the preferred provider with our
39 software provider. She stated that they have a relationship with Caselle in which their software interfaces
40 with each other.

41 She stated that their gateway fee is higher and per transaction fee is higher than intellipay. She stated that
42 the more we process electronically, the higher the fee will be. Garrett stated that the fees are offset by the
43 merchant fee. Garrett stated that Express Billpay can guarantee a much lower merchant fee rate than we
44 can get on our own, and that is where the savings will happen.

45 Gerritsen stated that internet payments have increased by 220 regular electronic payments a month since
46 the transaction fee has been dropped. She stated that we had over 1,000 electronic transactions in
47 December for utilities.

48 Garrett stated that she expects that once we have a reliable product, these numbers will grow.

49 Garrett stated that the failures are so significant now, that if something isn't changed soon, we may not be
50 able to offer electronic services much longer.

51 Garrett stated that savings will be dependent on volume. Garrett stated that she is expecting that fees will
52 not increase to pay for this, as she believes that it can be built into the current rate structure and offset
53 with the savings because we will have more efficiency and reliability. She stated that the merchant fee
54 will make up "the wash". The customer will not have to pay for this service.

55 Hanson stated that we will have to make customers aware of the switch because they will need to re-input
56 their information for automatic payments. Garrett stated that she and her team are strategizing on how to
57 make the switch, but is confident that the transition will go well.

58 Council Member West stated that this is a good opportunity to take advantage of this transition and the
59 sooner we have it, the quicker we will see a good return on investment.

60 Council would like to know the commitment of the contract, but feels it is a direction that we need to go
61 to. Council Member Brown stated that he is concerned that this is separate, reviewable, and accountable
62 so that we do not need to raise fees to cover this change. He does not want it blended into the utility rates.
63 He wants to review it again next year to see what it is actually costing us.
64

65 **Staffing Update**

66 Rodriguez updated Council on the current state of the job opening, stating that the announcement has
67 been re-worked and will be re-posted in the morning. It was suggested that the wage range be changed to
68 next year's proposed budget change, in the hopes that this may drum up more interest in the position.

69 One of the job duties has been given to the Recreation Director.

70 Hanson explained how we are bridging the gap until we hire an inspector. Meibos will be filling in as
71 building inspector and take care of basic permits. The position requires license and certifications to
72 complete four way and final inspections. Hanson explained several options for completing this, including
73 contracting that task out to a licensed inspector. Hanson stated that he will be handling code
74 enforcement in the interim.

75 Hanson stated to Council that we are thinking of hiring a part time building maintenance and custodian to
76 help with building maintenance and park restrooms. He stated that the new position would be under the
77 direction of Public Works. This position is budgeted under the current custodial contract, which would
78 need to be terminated.
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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

100 Mayor Mark C. Allen
101 Council Member F. Carey Seal
102 Council Member Blair Brown
103 Council Member Larry Weir
104 Council Member Scott Barker - absent
105 Council Member Jeff West
106 Public Works Director Jake Meibos
107 Finance Director Shari' Garrett
108 Chief Clay Peterson
109 Deputy Chief Dallas Davies
110 City Recorder Amy Rodriguez
111 City Manager Tom Hanson
112 Lt. Butler, Weber County Sheriff

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114 **Others Present**

115 Ulis Gardiner, Jeff Montague, Sam LeCain

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117 **2. ROLL CALL**

6:00 P.M.

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119 **3. PLEDGE OF ALLEGIANCE**

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121 **4. WELCOME**

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123 **5. CONSENT ITEMS**

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125 **5.1 APPROVAL OF AGENDA**

126 **5.2 APPROVAL OF JANUARY 21, 2020 MEETING MINUTES**

127 Items 5.1 and 5.2 were approved by general consent.

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129 **6. CITIZEN COMMENTS**

130 Resident Jeffrey Montague- 249 W 5000 S- stated that he addressed the Council in November concerning
131 HB 411 concerning a renewable energy Resolution and was told by Council that they were interested
132 and would look into the issue. Montague explained that that he has studied geography and has learned
133 about harmful weather conditions that are effecting our state, stating decreasing snow packs effecting
134 water supply and how 40 percent of particles contributing to air pollution is contributed to buildings. He
135 stated that he supported our city making renewable energy available to all our residents. He stated that he
136 organized a petition that was signed by 109 people asking to hold a special City Council meeting to
137 discuss the issue before the December 31st deadline. He stated that he was very disappointed that the
138 Council did not hold a special meeting. He stated that he was upset that we missed an opportunity to
139 discuss the issue as a community. He noted that he should have began work on the issue 8 months ago
140 when the bill was passed.

141 He asked three questions that he would like answers to: 1. How is the City Council going to develop a
142 greater awareness of new state laws and programs that affect our City going forward? 2. How is the
143 Council going to respond more effectively to citizen comments and petitions in the future? 3. What is the
144 City government doing to mitigate the harmful impacts of Utah's warming climate and poor air quality
145 that our residents face moving forward with more people and more development?

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148 7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
149 **COMMENTS**

150 Hanson stated that he feels that it would be a disservice to Mr. Montague to respond without researching
151 the topics brought forward. He will reach out to Mr. Montague for a discussion before the next Council
152 meeting. He stated that the City works with Utah Leagues of Cities and Towns on legislation. Hanson
153 stated that when the item was brought forward after last session, it was described as a “boutique” tax
154 instead of something that would make a difference. He stated that staff will work more closely with the
155 League during legislation sessions.

156 Mayor Allen stated that Council attends a large conference after the session closes where they discuss
157 bills that impact cities. He stated that he had not heard of the House Bill until Mr. Montague approached
158 Council.

159 Council Member West stated that the impending deadline was one of the issues. Mayor Allen stated that
160 Council did reach out to the Bill Sponsors concerning the drop deadline and there was no response.
161 Council Member Seal asked Hanson for a date on answers to the questions. Hanson stated that he will
162 have an answer prepared by the next Council meeting. Council Member Brown stated that the
163 government works slowly and things need to be put on the agenda. He stated that Council is interested in
164 looking into the idea, however, it takes time and research and many people need to be invested in the
165 topic before Council will take a large action.

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167 8. **NEW BUSINESS**
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169 **8.1 PRESENTATION- FINANCE DEPARTMENT QUARTERLY REPORT**

170 Garrett presented the highlights to Council on the quarterly report. She stated that there is a two month
171 distribution lag in sales tax.

172 Tax Revenues: Garrett stated that tax revenues look strong and we are starting to see the tax from the
173 property tax increase.

174 Garrett stated that sales tax is coming in strong with a six percent increase. Garrett stated that there are
175 remote sales (online sales), Physical locations, Utility Telecom and Cable sales tax. She stated that
176 remote sales have really grown in the last 10 years. She stated that 32 percent of our sales tax are from
177 remote sales. Garrett stated that half of the physical location point of sale tax stays in the City. The other
178 half is redistributed based on population.

179 Licenses and Permits: Garrett stated that we are expecting the permit numbers to pick up momentum
180 once spring and summer arrives and projections should be met.

181 Court Fines: Garrett stated that court fines ebb and flow, however, fines are showing a significant
182 decrease of 40 percent.

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184 Utility Funds: Garrett stated that refuse services are meeting projections.

185 Garrett stated that the water fund is hitting projections, noting that we have made a lot of capital
186 investments in water in 2018, mainly for the Public Works facility and it is leveraging off now.

187 Garrett stated that we will have a few capital projects coming up.
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189 **8.2 PRESENTATION- FIRE DEPARTMENT QUARTERLY REPORT**

190 Deputy Chief Davies presented the report to Council, reporting the fire related calls and the medical
191 related call volume. He stated that there were 22 fire related calls last quarter, with two of them being
192 structure related. He presented a heat map showing where the density of calls are coming from. Davies
193 noted that we are up to 25 firefighters.

194 Davies stated that there will be a joint demonstration on April 23rd to simulate pulling children out of cars
195 to promote “don’t drink and Drive”. The demonstration will be held at the High School. Notice will be

196 given to residents.
197 Mayor Allen stated that we are getting great response for the firefighter positons. Davies noted that there
198 has been a complete change in culture and the firefighters are excited to work here and get out and train.
199 Mayor Allen thanked Chief Peterson and Deputy Chief Davies for their leadership.
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202 **8.3 PRESENTATION- SHERIFF'S OFFICE QUARTERLY REPORT**

203 Lt. Butler stated that 1042 incidents were handled during the quarter. He highlighted multiple vehicle
204 burglaries in December. He stated that most of them were unlocked vehicles and not "smash and grabs".
205 Lt. Butler stated that there were 20 cases of sex offenses at Bonneville High School in December. He
206 stated that over 100 hours were spent dealing with the cases, with 6 charges filed against one juvenile.
207 Lt. Butler stated that while the deputies were out giving tickets for parking violations at one end of the
208 city, there were juveniles spray painting cars and driving a stolen car on the other end of the city.
209 Lt. Butler stated that the deputies are aware of several homes that are in violation of code, however, there
210 are other things going on in the homes (drug violations, gang activity) that take precedence over the code
211 violations. He stated that the homes are being watched.
212 Mayor Allen proposed raising the parking tickets from \$10.00 to make it worth the officer's time for
213 writing the tickets. Lt. Butler stated that he will ask around and see what other cities are charging,
214 cautioning that we wouldn't want to increase it by too much.
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216 **8.4 PRESENTATION- ANIMAL CONTROL QUARTERLY REPORT**

217 South Ogden Animal Control Officer Karen Disney reported to Council, stating that there is nothing
218 surprising stands out on the report. She stated that they have extra patrol and have made more of an effort
219 to be in the parks. She stated that citations are down since 2018, however, she noted that they are trying
220 to talk to residents first rather than issue citations. Disney stated that if an officer does not see a
221 violation in person, the complainant must come forward and sign the citation. The officers cannot write a
222 citation based on an anonymous complaint.
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224 **8.5 MOTION/RESOLUTION 20-02: AMENDMENT TO THE CITY 225 POLICY AND PROCEDURES MANUAL**

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227 Hanson stated that the City provides phones to employees who use regular communication. He stated that
228 some of our employees are carrying two or more devices around. Hanson would like to present an
229 opportunity to employees who wish to use their personal phone with a modest stipend. He stated that they
230 would have to sign a liability waiver noting that their phone would be subject to GRAMA records.
231 Hanson stated that there would be a modest savings to the City. Staff sees a benefit to the employee as
232 well as the City in allowing personal cell phones to be used. Hanson is asking for a policy change to
233 allow for employees to use their personal cell phone. Hanson noted that it would be strictly voluntary.
234 Council Member West stated that he feels we are covered because we have an alternative for employees
235 who do not want to use their personal phone. Hanson stated that the duty phone will still be used for
236 those employees on weekend duty.

237 **Motion by Council Member West**
238 **Seconded by Council Member Weir**
239 **To approve Resolution 20-02 to**
240 **Amend the Policy and Procedures Manual**
241 **In regards to the cell phone policy**
242 **Approved unanimously (4-0)**
243 **Roll Call Vote**

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9. COUNCIL COMMUNICATION WITH STAFF

Council Member Seal inquired about the clock tower. Hanson stated that staff was in the tower, but could not change the clock. Staff will reach out to Steve Harris to learn the procedure.

Mayor Allen stated that the speed limit signs have been put up and thanked Meibos and his staff.

10. ADMINISTRATION REPORTS

Hanson stated that the next work session will focus on law enforcement if the sheriff is able to attend.

Hanson stated that he would like to have a field trip to the Public Works facility after the next Council meeting to look at fleet issues.

Hanson asked Council to reach out to him concerning email set ups.

11. UPCOMING EVENTS

February 17th: City Offices closed for President’s day

February 18th: Council Work Session 5:00 p.m. (TENTATIVE)

February 18th: Council Meeting 6:00 p.m.

February 28th: Planning Commission (TENTATIVE)

12. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen adjourned the meeting at 7:19 p.m.

13. ADJOURN INTO RDA MEETING (RDA meeting to immediately follow regular meeting)

Date Approved

City Recorder