



## Regular City Council Meeting

Tuesday, February 4, 2020

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

[www.washingtonterracecity.com](http://www.washingtonterracecity.com)

1. **WORK SESSION** **5:00 P.M.**  
**Topics to include, but are not limited to:**  
**Electronic Payment Services**  
Staff will present and discuss the current challenges and solutions to accepting electronic payment.  
**Staffing Update**  
Staff will update Council on recent developments concerning staffing of the Building Official position.
2. **ROLL CALL** **6:00 P.M.**
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME**
5. **CONSENT ITEMS**  
  
**5.1 APPROVAL OF AGENDA**  
Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.  
  
**5.2 APPROVAL OF JANUARY 21, 2020 MEETING MINUTES**
6. **CITIZEN COMMENTS**  
This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.
7. **COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS**  
Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda.
8. **NEW BUSINESS**

For more information on these agenda items, please visit our website at [www.washingtonterracecity.com](http://www.washingtonterracecity.com)

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In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

#### CERTIFICATE OF POSTING

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

**8.1 PRESENTATION- FINANCE DEPARTMENT QUARTERLY REPORT**

Presentation on the activities occurring within the City from October-December 2019.

**8.2 PRESENTATION- FIRE DEPARTMENT QUARTERLY REPORT**

Presentation on the activities occurring within the City from October-December 2019.

**8.3 PRESENTATION- SHERIFF'S OFFICE QUARTERLY REPORT**

Presentation on the activities occurring within the City from October-December 2019.

**8.4 PRESENTATION- ANIMAL CONTROL QUARTERLY REPORT**

Presentation on the activities occurring within the City from October-December 2019.

**8.5 MOTION/RESOLUTION 20-02: AMENDMENT TO THE CITY  
POLICY AND PROCEDURES MANUAL**

An addition to the City Policy and Procedures Manual to add a cell phone policy, which will set the guidelines and expectations if an approved employee chooses to use their personal phone for City business.

**9. COUNCIL COMMUNICATION WITH STAFF**

This is a discussion item only. No final action will be taken.

**10. ADMINISTRATION REPORTS**

This is an opportunity for staff to address the Council pertaining to administrative items.

**11. UPCOMING EVENTS**

February 17<sup>th</sup>: City Offices closed for President's day  
February 18<sup>th</sup>: Council Work Session 5:00 p.m. (TENTATIVE)  
February 18<sup>th</sup>: Council Meeting 6:00 p.m.  
February 28<sup>th</sup>: Planning Commission (TENTATIVE)

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

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

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# City Council Staff Report

**Author:** Shari' Garrett  
**Subject:** Electronic Payment Services  
**Date:** February 4, 2020  
**Type of Item:** Informational Presentation

**FINANCE DEPARTMENT**

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**Summary Recommendations:** That the City Council receive a presentation from the Finance Department addressing the ongoing and current challenges and solutions to accepting electronic payments.

## **Description:**

### **A. Topic: Electronic Payment Service Providers**

### **B. Background:**

Two years ago the Finance Department reorganized resulting in Treasury and Utility Billing being included in the Finance umbrella. Since this time, the Department has been focused on 3 main goals:

- 1) Staff Training
- 2) Re-Evaluate Current Processes/Operations - Identifying Inefficiencies & System Failures
- 3) Eliminate/Reduce Inefficiencies & Failures

It was quickly brought to my attention that a major contributor to department inefficiencies & system failures was our online payment service provider. After 2 years of closely monitoring, researching, and studying the issue at hand, the following analysis was discovered.

### **C. Analysis:**

#### *Current and Ongoing Challenges:*

- **Frequent System Shutdowns** – The Cities current online payment provider is not keeping up with the ongoing developments and software improvements associated with our accounting software provider. Therefore, this lack of software development linked to our payment provider is creating frequent system shutdowns—all systems are not speaking the same computer language. These frequent system shutdowns result in our inability to take some or all electronic payments. These shutdowns can last hours, or in a recent case, weeks and result in the fundamental failure of our payment and associated accounting systems.

- **Poor Product Development & Design Failures** – These challenges continue to highlight the inefficiencies with our current online payment service provider. Unnecessary time, effort, and frustration with payment reconciliation, resolving payment problems (duplicate), payment adjustments, manually fixing payment problems, etc.
- **Poor Customer Service (from online payment provider)** – The ease of timely working through issues as they arise has not met expectations. The online payment provider has expressed little to no interest in developing products that respond to the City’s needs, nor developing a closer working relationship with the City’s accounting software company to remedy these failures/deficiencies in the future.
- **Not Meeting Customer Service Expectations (for City customers)** – Keeping up with the trends and customer expectations in payment technology continues to prompt the need for solutions that continue to meet higher expectations of convenience, speed, flexibility and intelligence. Failure to keep up with these trends and expectations results in obsolete service offerings that cost more than benefit the organization.
- **Excessive Staff Time** – To our best estimates, addressing the challenges described above unnecessarily cost the City staff and contract staff an estimated average of 40 hours per month.

***Solutions:***

Staff has worked diligently to find a viable and cost-effective electronic payment provider that can eliminate/mitigate the challenges addressed above. Staff has chosen the best viable electronic payment provider that also serves as a preferred payment provider with the City accounting software. Meaning, Xpress Bill Pay and Caselle proactively and regularly work together to develop their products simultaneously to ensure seamless technology at the highest customer service standards. Staff has verified its product and service delivery by testimonials from other cities using Xpress.

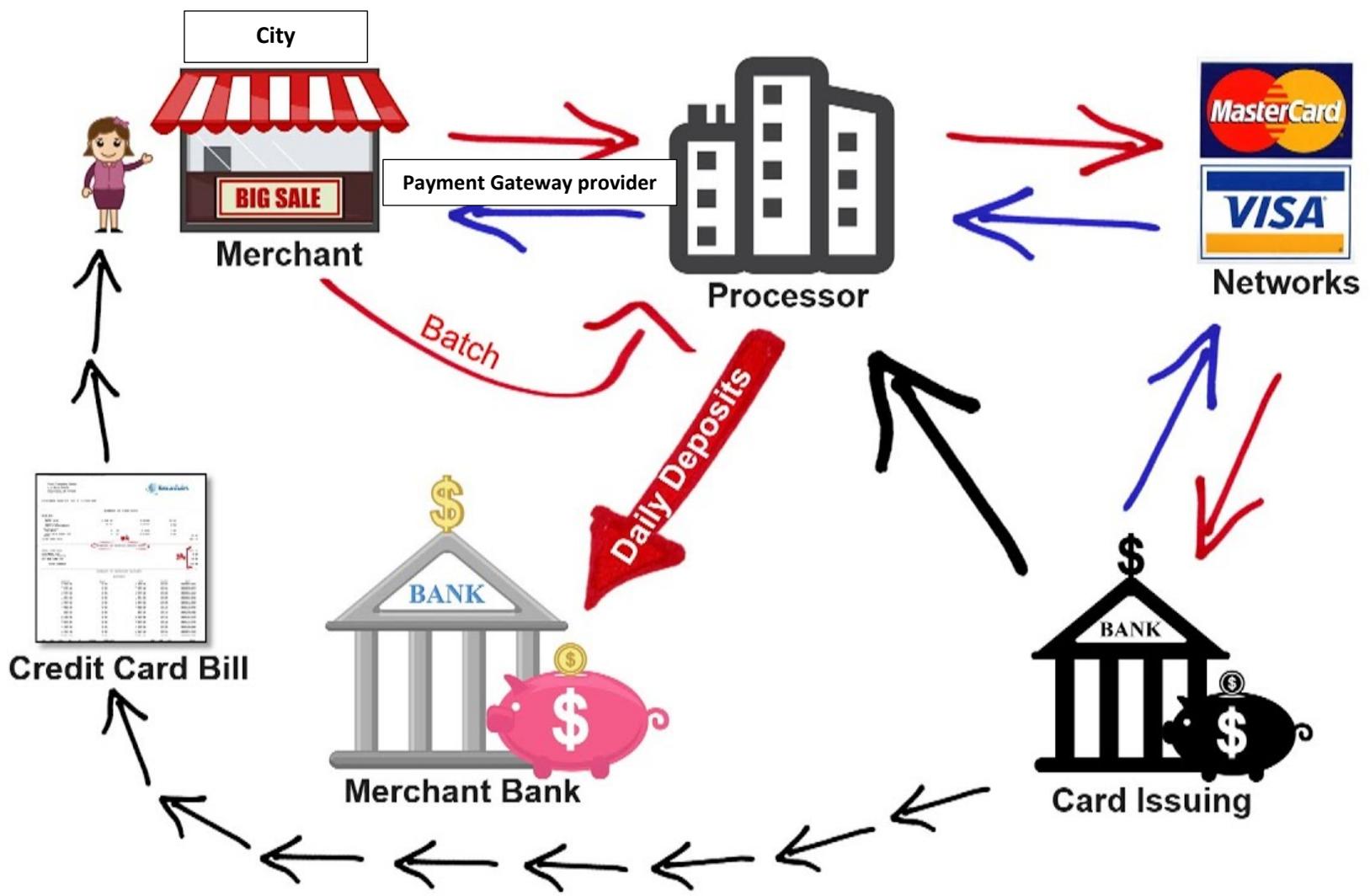
**D. Cost:**

One-Time Setup - \$1,500

Ongoing – Sample of Nov. 2019 fees and charges would result in an estimated monthly *savings of \$131.72.*

Although XBP's fees are higher than the current provider, we are confident that they will offer swift solutions to resolve the ongoing service failures we current face. XBP's fee will be offset by receiving lowest possible card interchange rates—lower than what we are currently paying. Note - The monthly savings or charges will dependent on payment volume.

**Reviewed by: City Manager**



# Washington Terrace City

Cost Analysis for November 2019

## CURRENT RATES

Total Sales: \$85,001.67  
 Total Fees: \$1,298.55  
 Net Effective Rate: 1.53%

### PLAN SUMMARY

Description	Count	\$ Sales	\$ Avg.	Rate	Interchange		Assessment		Association Dues		Sales Discount		Authorization Fees		TOTAL
					Per Item	Subtotal	Rate	Subtotal	Per Item	Subtotal	Rate	Subtotal	Per Item	Subtotal	
MC BUS SPEND LEVEL 3 UTILITIES	1	\$783.23	\$783.23		\$1.50	\$1.50									\$1.50
MC BUS SPEND LEVEL 4 UTILITIES	1	\$384.53	\$384.53		\$1.50	\$1.50									\$1.50
MC COMM DATA RATE 1 LG MARKET FLEET	4	\$282.42	\$70.61	2.70%	\$0.10	\$8.03									\$8.03
MC COMM DATA RATE 1 LG MARKET PURCH	2	\$461.29	\$230.65	2.70%	\$0.10	\$12.65									\$12.65
MC COMM UTILITIES BUS DEBIT	2	\$280.80	\$140.40		\$1.50	\$3.00									\$3.00
MC ENHANCED UTILITIES	3	\$214.90	\$71.63		\$0.65	\$1.95									\$1.95
MC REG POS DEBIT WITH FRAUD ADJ	6	\$1,036.89	\$172.82	0.05%	\$0.22	\$1.84									\$1.84
MC UTILITIES CREDIT	2	\$185.10	\$92.55		\$0.65	\$1.30									\$1.30
MC UTILITIES DEBIT	9	\$713.66	\$79.30		\$0.65	\$5.85									\$5.85
MC UTILITIES PREPAID	8	\$581.13	\$72.64		\$0.65	\$5.20									\$5.20
MC UTILITY BUSINESS CARD	1	\$2,526.51	\$2,526.51		\$1.50	\$1.50									\$1.50
MC WORLD ELITE UTILITIES	13	\$1,367.12	\$105.16		\$0.75	\$9.75									\$9.75
MC WORLD UTILITIES CREDIT	3	\$411.00	\$137.00		\$0.65	\$1.95									\$1.95
VISA BUS DEBIT - CARD PRESENT	3	\$158.57	\$52.86	1.70%	\$0.10	\$3.00									\$3.00
VISA BUSINESS TIER 1 - RETAIL	3	\$381.08	\$127.03	2.20%	\$0.10	\$8.68									\$8.68
VISA BUSINESS TIER 2 - RETAIL	7	\$1,149.44	\$164.21	2.30%	\$0.10	\$27.14									\$27.14
VISA BUSINESS TIER 3 - RETAIL	22	\$1,320.84	\$60.04	2.40%	\$0.10	\$33.90									\$33.90
VISA BUSINESS TIER 4 - RETAIL	12	\$1,690.41	\$140.87	2.50%	\$0.10	\$43.46									\$43.46
VISA CPS RETAIL CREDIT CARD	1	\$51.00	\$51.00	1.51%	\$0.10	\$0.87									\$0.87
VISA CPS RETAIL DEBIT	7	\$377.40	\$53.91	0.80%	\$0.15	\$4.07									\$4.07
VISA CPS RETAIL KEY ENTRY DEBIT	159	\$14,215.23		1.65%	\$0.15	\$258.40									\$258.40
VISA CPS RETAIL KEY ENTRY PREPAID	7	\$568.57	\$81.22	1.75%	\$0.20	\$11.35									\$11.35
VISA CPS RETAIL KEY-ENTRY	37	\$2,903.75	\$78.48	1.80%	\$0.10	\$55.97									\$55.97
VISA CPS REWARDS 1	2	\$297.41		1.65%	\$0.10	\$5.11									\$5.11
VISA CPS REWARDS 2	64	\$5,110.83	\$79.86	1.95%	\$0.10	\$106.06									\$106.06
VISA CPS SMALL TICKET DEBIT & PREPAID REG	3	\$38.76	\$12.92	0.05%	\$0.22	\$0.68									\$0.68
VISA DEBIT & PREPAID REGULATED	271	\$24,430.83		0.05%	\$0.22	\$71.84									\$71.84
VISA EIRF	21	\$2,277.29		2.30%	\$0.10	\$54.48									\$54.48
VISA EIRF DEBIT	41	\$3,182.47		1.75%	\$0.20	\$63.89									\$63.89
VISA EIRF PREPAID	6	\$1,096.50		1.80%	\$0.20	\$20.94									\$20.94
VISA INFINITE RETAIL CREDIT	4	\$250.80	\$62.70	2.10%	\$0.10	\$5.67									\$5.67
VISA NON-CPS DEBIT & PREPD REG	77	\$6,868.87	\$89.21	0.05%	\$0.22	\$20.37									\$20.37
VISA SIGNATURE PREFERRED RETAIL	53	\$6,850.51	\$129.25	2.10%	\$0.10	\$149.16									\$149.16
VISA SIGNATURE PREFERRED STANDARD	10	\$2,552.53		2.95%	\$0.10	\$76.30									\$76.30
MC AVS AUTH FEE	63												\$0.05	\$3.15	\$3.15
MC INTERNET GATEWAY	63												\$0.03	\$1.89	\$1.89
VISA AVS AUTH FEE	850												\$0.05	\$42.50	\$42.50
VISA INTERNET GATEWAY	850												\$0.03	\$25.50	\$25.50
MC ACQUIRING LICENSE FEE	25	\$7,058.91					0.004%	\$0.28							\$0.28
MC ASSESSMENT		\$6,702.07					0.13%	\$8.71							\$8.71
MC ASSESSMENT		\$2,526.51					0.14%	\$3.54							\$3.54
MC AVS CARD NOT PRESENT FEE	63								\$0.01	\$0.63					\$0.63
MC NABU FEE	63								\$0.0195	\$1.23					\$1.23
VISA ASSESSMENT		\$50,937.20					0.13%	\$66.22							\$66.22
VISA ASSESSMENT		\$24,835.89					0.14%	\$34.77							\$34.77
VISA CREDIT TRANS INTEGRITY FEE	31								\$0.10	\$3.10					\$3.10
VISA FINANCIAL TRANSACTION FEE	629								\$0.0018	\$1.13					\$1.13
VISA FIX ACQ NTWK FEE 1B	1								\$2.00	\$2.00					\$2.00
VISA TRANSACTION INTEGRITY FEE	124								\$0.10	\$12.40					\$12.40
VISA VI DOM REFUND TRX APF DEBIT	1								\$0.0155	\$0.02					\$0.02
VISA VI DOM SALES AUTH APF CREDIT	240								\$0.0195	\$4.68					\$4.68
VISA VI DOM SALES AUTH APF DEBIT	610								\$0.0155	\$9.46					\$9.46
<b>TOTALS:</b>	<b>865</b>	<b>\$ 85,001.67</b>	<b>\$98.27</b>												<b>TOTAL MERCHANT FEES: \$1,298.55</b>

### INTELLIPAY GATEWAY FEES (AUGUST)

Description	Count	Rate	Total	
Credit/Debit Transactions (Approved)	840	\$0.15	\$126.00	CURRENT MERCHANT FEES: \$1,298.55
Credit/Debit Transactions (Declined)	95	\$0.15	\$14.25	INTELLIPAY FEES: \$259.70
eChecks	338	\$0.25	\$84.50	<b>TOTAL CURRENT FEES: \$1,558.25</b>
eCheck Returns	5	\$0.99	\$4.95	
Monthly Gateway Fee	1	\$30.00	\$30.00	
<b>TOTAL INTELLIPAY FEES:</b>			<b>\$259.70</b>	

# Washington Terrace City

Cost Analysis for November 2019

ESTIMATED RATES

Total Sales: \$85,001.67  
 Total Fees: \$796.41  
 Net Effective Rate: 0.94%

**PLAN SUMMARY**

Description	Count	\$ Sales	\$ Avg.	Interchange		Assessment		Association Dues		Sales Discount		Authorization Fees		TOTAL
				Rate	Per Item	Subtotal	Rate	Subtotal	Per Item	Subtotal	Rate	Subtotal	Per Item	
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VISA TRANSACTION INTEGRITY FEE	124								\$0.10	\$12.40				\$12.40
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VISA VI DOM SALES AUTH APF CREDIT	240								\$0.0195	\$4.68				\$4.68
VISA VI DOM SALES AUTH APF DEBIT	610								\$0.0155	\$9.46				\$9.46
<b>TOTALS:</b>	<b>865</b>	<b>\$ 85,001.67</b>	<b>\$98.27</b>											<b>\$796.41</b>

**XPRESS BILL PAY GATEWAY FEES (AUGUST)**

Description	Count	Rate	Total
Credit/Debit Transactions (Approved)	840	\$0.34	\$285.60
Credit/Debit Transactions (Declined)	95	\$0.44	\$41.80
eChecks	338	\$0.44	\$148.72
eCheck Returns	5	\$12.00	\$60.00
Online Banking Consolidations		\$0.20	\$0.00
Hosting/Support Fee	1	\$75.00	\$75.00
Monthly Service Fee	1	\$19.00	\$19.00
<b>TOTAL XBP FEES:</b>			<b>\$630.12</b>

Utility Rates

Processor markup

ESTIMATED MERCHANT FEES: \$796.41  
 ESTIMATED XBP FEES: \$630.12  
**TOTAL ESTIMATED FEES: \$1,426.53**

**ESTIMATED SAVINGS: \$131.72**

**TOTAL MERCHANT FEES: \$796.41**



## Setup Charges

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	<b>Initial Setup, Configuration, and Development</b> Price includes: Online Payment, Auto Pay, and Card Swipe Modules. You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays.	<b>\$1,000.00</b>
1	<b>On-site Training</b> Price includes: one 8 hour day of training. <i>NOTE: You shall reimburse roundtrip mileage.</i> <i>Typically only one 8 hour day of training is necessary.</i>	<b>\$500.00</b> + mileage
<b>TOTAL:</b>		<b>\$1,500.00</b> + mileage

1  
2  
3 **City of Washington Terrace**  
4

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5 Minutes of a Regular City Council meeting  
6 Held on January 21, 2020  
7 City Hall, 5249 South 400 East, Washington Terrace City,  
8 County of Weber, State of Utah  
9

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

- 11 Mayor Mark C. Allen  
12 Council Member F. Carey Seal  
13 Council Member Blair Brown  
14 Council Member Larry Weir  
15 Council Member Scott Barker  
16 Council Member Jeff West  
17 Public Works Director Jake Meibos  
18 City Recorder Amy Rodriguez  
19 City Manager Tom Hanson  
20 Lt. Butler, Weber County Sheriff  
21

22 **Others Present**

23 Amy Miller, Ulis Gardiner  
24

- 25 1. **ROLL CALL** 6:00 P.M.  
26  
27 2. **PLEDGE OF ALLEGIANCE**  
28  
29 3. **WELCOME**  
30  
31 4. **CONSENT ITEMS**

32  
33 **4.1 APPROVAL OF AGENDA**

34 The Redevelopment Meeting will be postponed until February 2020.  
35

36 **4.2 APPROVAL OF JANUARY 7, 2020 MEETING MINUTES**

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

39 **5. CITIZEN COMMENTS**

40 Amy Miller-representing the United Methodist Church- stated that they are starting a new series at the  
41 Church called "Finding Common Ground". She updated Council on the summer activities with the  
42 children, stating that the programs have been continued throughout the school year. She spoke about a  
43 homeless program that the Church is compiling and will distribute the information to the schools, starting  
44 with the Terrace. She stated that they are working on school supplies for the elementary schools. Ms.  
45 Miller stated that they have the opportunity to apply for a \$5,000 grant for their community service  
46 programs.  
47

48 Jeff Pledger stated that he has official retired from the Weber County Sheriff's Office. He stated that he

49 appreciated and valued the relationship that he had working with the Council. He stated that Lt. Butler  
50 will be acting Lt. for the time being. Mayor and Council expressed their appreciation to Lt. Pledger.

51

52 **6. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**  
53 **COMMENTS**

54 Mayor Allen welcomed Lt. Butler to the Terrace and stated that he looks forward to working with him.  
55 Mayor Allen thanked Ms. Miller for all the good work that her organization is involved with.  
56 Hanson stated that either he or the Mayor have been asked to sit in on the interview process for Lt.

57

58 **7. RECURRING BUSINESS**

59 **7.1 MOTION/RESOLUTION 20-01: RESOLUTION AMENDING COUNCIL**  
60 **RULES AND PROCEDURES OF ORDER**

61 Rodriguez stated that the item was tabled at the last meeting. She has spoken to legal and he has stated  
62 that he does not see any issues with handling absences in this manner. Changes have been made in  
63 accordance with Mayor and Council suggestions. Rodriguez stated that the changes include \$50.00 per  
64 missed meeting penalty. The meeting will now include a regular meeting, RDA meeting, and a work  
65 session. The maximum amount charged would be \$50.00 per night. Rodriguez stated that illness is  
66 included in excused absences.

67

**Motion by Council Member Barker**  
**Seconded by Council Member Seal**  
**To approve Resolution 20-01 amending the**  
**Council Rule and Procedures of Order**  
**Approved unanimously (5-0)**  
**Roll Call Vote**

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74 **8. NEW BUSINESS**

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76 **8.1 PRESENTATION/DISCUSSION: SERVICE LINE WARRANTEES OF AMERICA**  
77 **PROGRAM UPDATE**

78 Hanson stated that the service is ready to go live in February. Hanson stated that some residents have  
79 been receiving flyers concerning the insurance. He stated that he does not know where the flyers are  
80 coming from. Hanson included the language that will be sent out to residents in the packet and asked if  
81 anyone had any concerns. The Mayor stated that a lot of people will be happy to take advantage of the  
82 service, noting that the City does not receive any money from the service. Council Member Barker  
83 asked if legal has reviewed the letter, noting that it says “partnership”. Hanson stated that it is a  
84 partnership in the sense that we are endorsing the project and encourages residents to take advantage of  
85 the service. Council Member Barker stated that the word “partnership” may give the wrong impression  
86 that we are part of the service and are in business with the company. Hanson stated that he will check  
87 with legal on the wording. Hanson stated that he will have a line put in the letter that Washington Terrace  
88 is not receiving any money from this service. Council Member Brown stated that instead of the word  
89 “encourage”, we can use “invite residents to read the information and consider the option”. He  
90 suggested a possible disclaimer on the bottom that makes it clear that the City is not involved with the  
91 company in as much as we are not liable for any gaps that are missed.

92

93 **9. COUNCIL COMMUNICATION WITH STAFF**

94 Council Member Brown stated that he encourages Hanson and the Mayor to communicate before any  
95 offers are given to Jeff Monroe’s replacement.

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97 Council Member Weir stated that he noticed that our flagpole was not lit and asked if that could be fixed.

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Council Member Barker stated that he heard about a woman coming home and she was on 600 West and there were kids in the street and they pointed a gun at her. Lt. Butler stated that a report came in and officers saturated the area and could not find anyone matching the description. Lt. Butler stated that he did not hear about a second report. Council Member West stated that he heard about people going door to door checking to see if doors were locked. Lt. Butler stated that deputies made contact with the males and one of the males was taken into custody.

Council Member West stating that there is a blinking light on the corner of Adams Ave. Meibos has made note of the issue.

Mayor Allen handed out a flyer from Ogden Regional Hospital, stating that they are good neighbors to the City. He stated that the relationship with them is very good. He stated that the Hospital said that the City is very good to work with. Mayor Allen stated that the handout has information concerning taxes and their future plans. Mayor Allen stated that he spoke to the hospital concerning the run off of water onto several homes. The hospital will work with Meibos to gather information on those who were affected last spring.

Mayor Allen stated that he would like a speed limit sign on 5700 South and Adams Avenue.

**10. ADMINISTRATION REPORTS**

The Sheriff meeting will be held on January 30<sup>th</sup> at 6:00 p.m. He stated that it would be advantageous for Council Members to attend. It will be held at the Weber County Sheriff Office.

Hanson stated that he is working on getting city emails for the Council.

Hanson stated that staff is focused on budget. He stated that he is working on the landslide court case.

**11. UPCOMING EVENTS**

- January 30<sup>th</sup>: Planning Commission Meeting 6:00 p.m.
- February 4<sup>th</sup>: Council Work Session 5:00 p.m. (TENTATIVE)
- February 4<sup>th</sup>: Council Meeting 6:00 p.m.
- February 17<sup>th</sup>: City Offices closed for President’s day
- February 18<sup>th</sup>: Council Work Session 5:00 p.m. (TENTATIVE)
- February 18<sup>th</sup>: Council Meeting 6:00 p.m.
- February 28<sup>th</sup>: Planning Commission (TENTATIVE)

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

Mayor Allen adjourned the meeting at 6:54 p.m.

\_\_\_\_\_  
Date Approved City Recorder

# City Council Staff Report

**Author:** Shari' Garrett

**Subject:** 2QFY20 Financial Update

**Date:** February 4, 2020

**FINANCE DEPT.**

**Type of Item:** Informational

**Summary Recommendations:** The governing body receives a second quarter financial update ended December 31, 2019, for Fiscal Year ended June 30, 2020.

## **Description:**

### **A. Topic: Second Quarter Financial Update**

**B. Analysis:** Please be aware that timing of revenue receipts and expenditures can slightly change between periods, therefore, showing higher or lower numbers when compared to the prior period. This report focuses on the funds with the greatest operating activity—General Fund and Utility Funds.

The attached financial report is an important part of this report and includes fund summaries for all active City funds. Second quarter represents 50% of the fiscal year has elapsed. References in this report to “prior periods” or “pri YTD” or prior year-to-date) in the attached financials refer to comparisons of second quarters for prior years. All years are represented as fiscal years (July 1 – June 30).

## ***Highlights***

### **General Fund**

Building Permit & Planning Fees 19% or -\$26K

Court Fines -40% or \$19K

Property Tax +28% or \$161K

Revenues exceeded Expenses by \$470K

**GENERAL FUND**

(Refer to pages 1-8 of the attached 2Q20 Budget Worksheet)

## REVENUE

### Tax Revenue

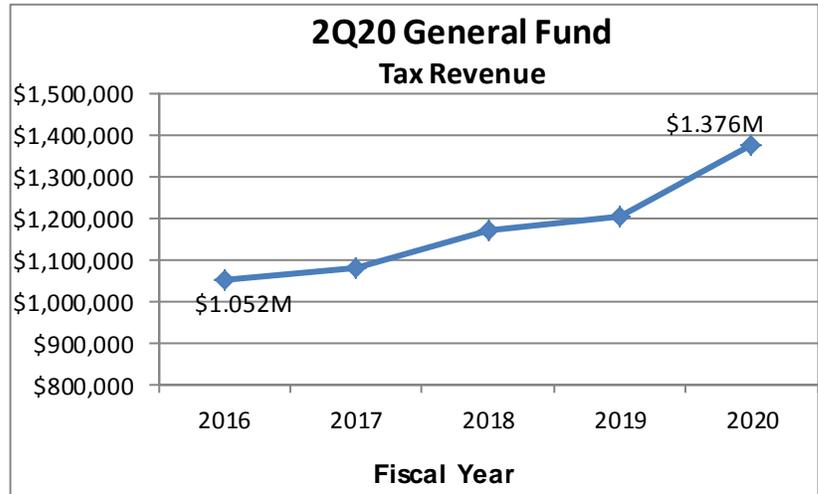
Total tax revenue represents 72% or \$2,785,753 of budgeted General Fund revenues (excluding interfund contributions & transfers).

Tax Revenue is up 14% or \$173K from the prior period.

The greatest change in Tax Revenue was reported in **Property Tax** (property, delinquent, vehicle fee-in-lieu) collections. Property Tax collections increased 28% or \$161K.

Said increase is largely attributed to the 2019 property tax increase to

fund increased levels of service for fire/ems services. The bulk of real property tax collections are received in December, after the November 30<sup>th</sup> deadline.



**Sales Tax** collections of \$396K are up 6% or \$23K from the prior YTD. Sales Tax collections are on track to meeting budget projects. Sales Tax revenue is 35% collected at 33% of collecting months reported.

Sales Tax is distributed to cities based on a 1% local sales and use tax. Each city receives their distribution based on 50% of their direct point-of-sale and 50% of statewide sales (proportionate to population). It is important to note that the second quarter sales tax collections include taxable sales that occurred between July-October. Sales tax receipts are received two months after the month for which the sale occurred.

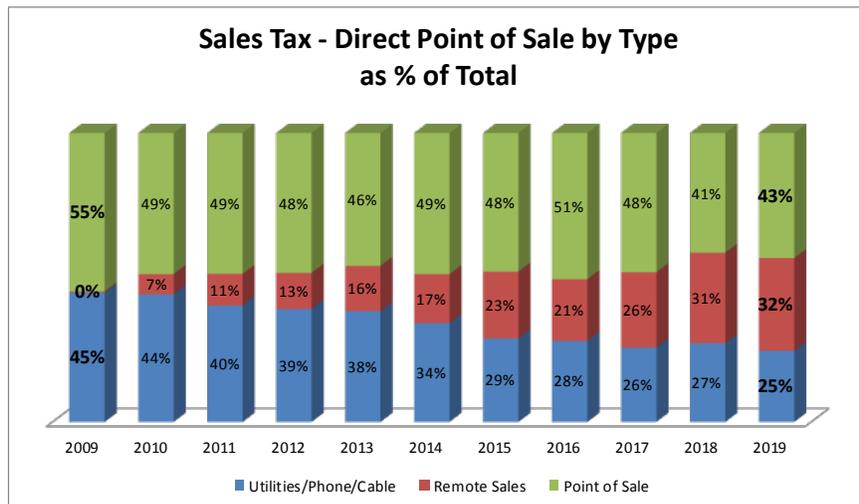
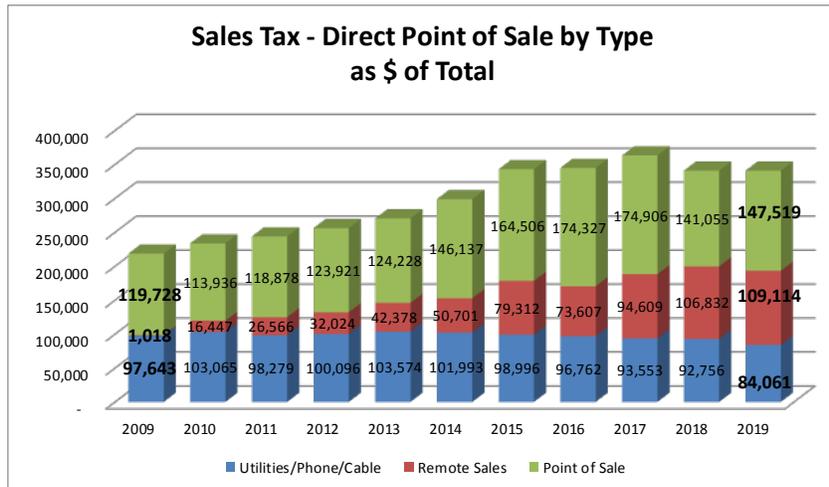
The City's share of the statewide local population factor continues to decrease due to flat City population and point-of-sale growth being outpaced by growing communities (and the state as a whole).

In December 2018 the City's share of the population factor was 0.00295051 compared to 0.00290626 in 2019 or a 1.5% decline.

### Sales Tax – Direct Point of Sale – Outlet Type

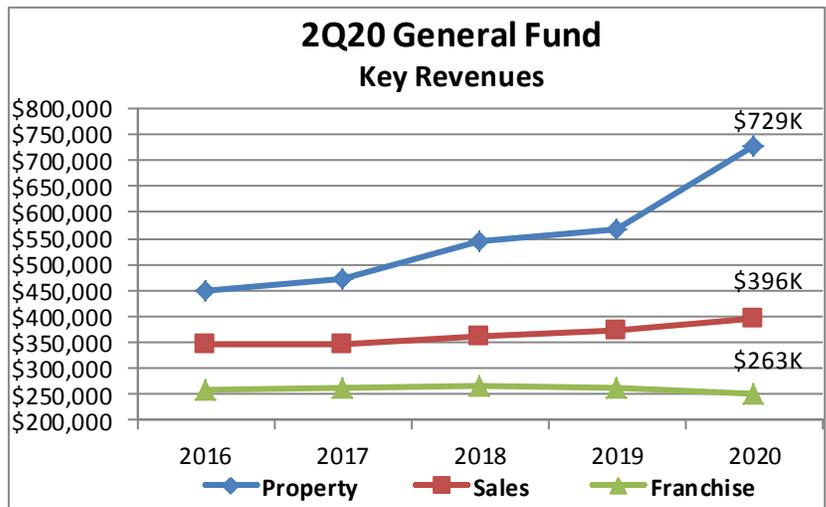
The following graphs represent taxable sales generated within the City between calendar year 2009 and 2019. There are several points of interest depict in these graphs such as the trends associated with the 3 main sale types: Remote, Physical Location, and Utility/Telecom/Cable.

- **Remote Sales** or commonly referred to as online sales.
- **Physical Location** or sales generated within the City that have a physical location.
- **Utility/Telecom/Cable** or sales specific to this group.



**Franchise Taxes**, the second largest tax revenue source, is down 4% or \$11K from the prior YTD

Franchise tax collections are determined by a vendor's gross sales (i.e. power, gas, cable, etc.). As a vendor's gross sales increase, for example, the City will experience an increase in franchise tax remittance. Gross sales change as rates and/or usage changes. Unseasonably warm or cold months will affect franchise tax receipts.



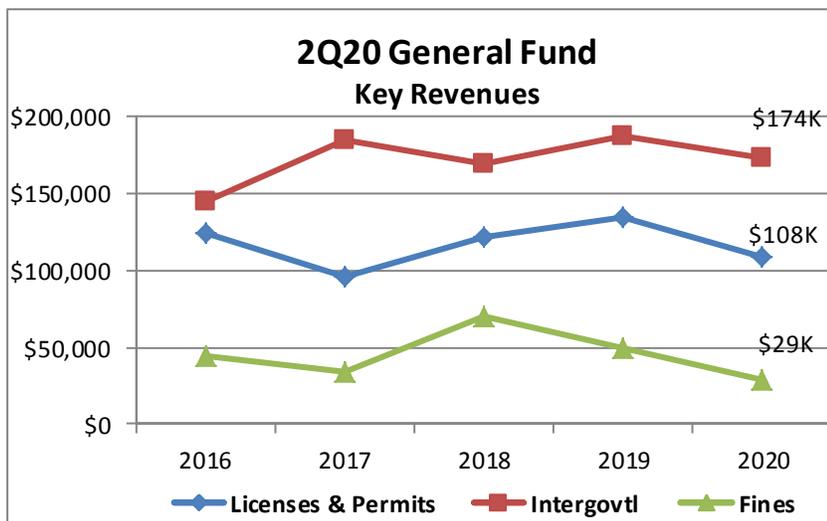
**Licenses & Permits**

Licenses and Permits are down by 19% or \$26K from the prior YTD.

Although **Building Permit & Planning Fee** collections of \$32K are down \$25K from prior YTD, the collection of these fees are expected to pickup pace in the following 5-6 months as new residential building permits are issued. In the next 5-6 months it is anticipated that 15 new residential building permits will be issued.

**Business License** renewals are due December 31<sup>st</sup> of each year. Renewals received after the deadlines are

subject to late fees. License fee collections are 93% earned. License collections of \$74K are relatively flat from the prior YTD. In 2017, the state legislature enrolled SB 81 Local Government Licensing Amendments which limits cities ability to charge a fee for home-based businesses. The fiscal impacts of said bill can be seen beginning in FY 2018 with an estimated fiscal



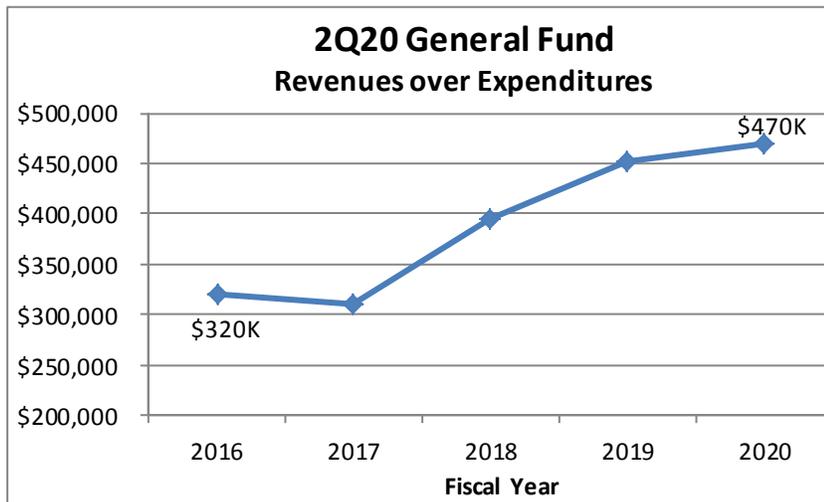
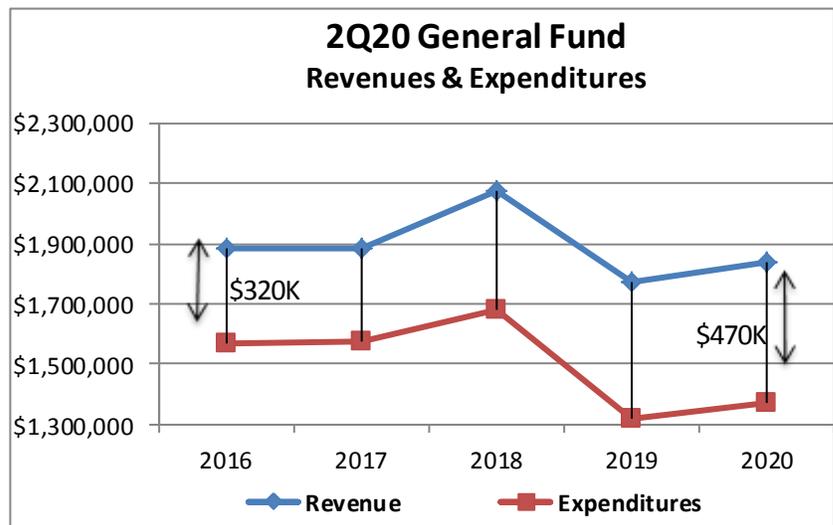
impact of \$10-12K annually.

**Intergovernmental** revenues is down 7% or \$13K from the prior YTD.

Intergovernmental revenues primarily reflect the receipts of Class C road funds, local option county sales tax, operating grants, and contract service proceeds from other governmental units.

The largest revenue source within Intergovernmental revenues is Class

C road funds. These funds are distributed bimonthly by the State based on the City’s eligible surface type (paved, graveled, dirt) and eligible miles in each surface type. The mileage and allocation is weighted based on county and statewide distribution. The use of these funds is restricted for the purpose of construction and maintenance of eligible roads as defined by Utah Code. Class C revenues of \$111K has remained relatively flat from the prior YTD.



The 2017 newly imposed Local County Option Transportation Sales Tax has also increased by 26% or \$7K from the prior YTD. Like other sales and use taxes, these receipts are received by the City two months in arrears to allow for point-of-sale business tax reporting, tax collection, and state

disbursement.

**Court Fine** collections of \$29K are down 40% or approximately \$17K from the prior YTD.

**Summary**

Second quarter General Fund revenues of \$1.841M are meeting budget expectations at 47% earned. Expenditures of \$1.371M are meeting budget expectations at 35% expended. Revenues exceed expenditures by \$470K, up 4% or \$18K from prior YTD.

## Utility Funds

### Refuse, Water, Sewer, and Storm Water Services

(refer to pages 11-21 of the attached Budget Worksheet – Quarterly Report)

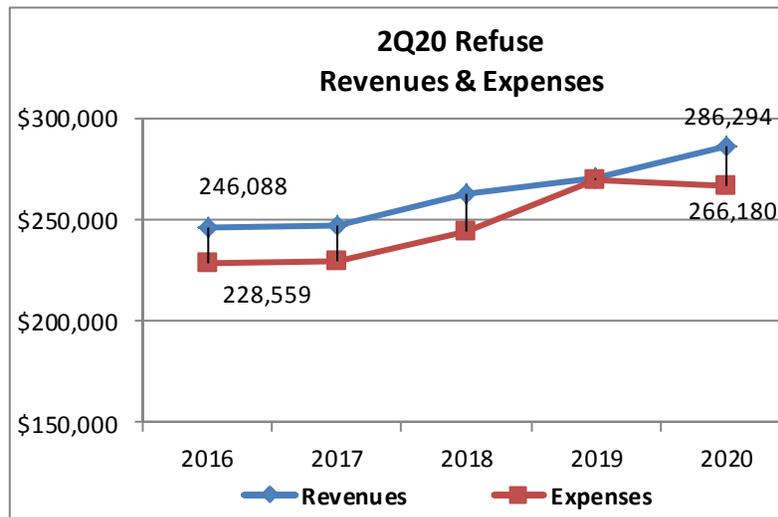
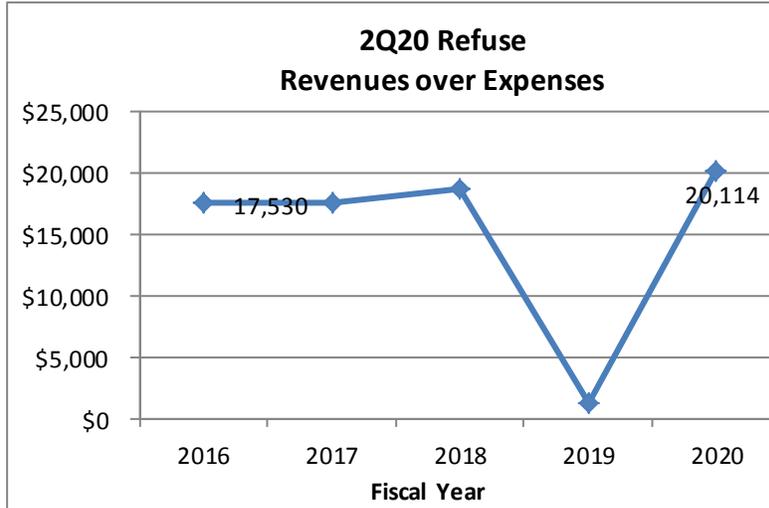
#### *Highlights*

##### Refuse Services

Operating *revenue* meeting projections \$277K or 52% earned

Operating *expenses* are meeting budget projections at \$266K or 47% expended

Total Revenues exceeded Expenses by \$20K



## Highlights

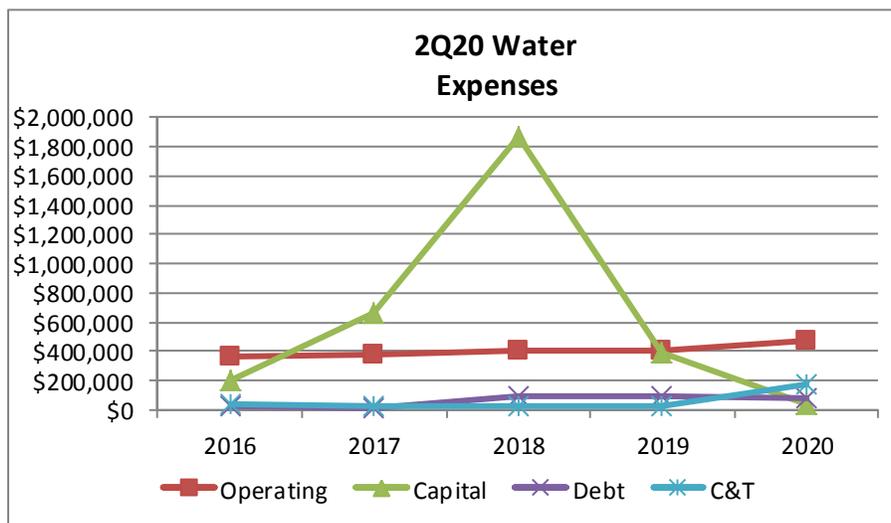
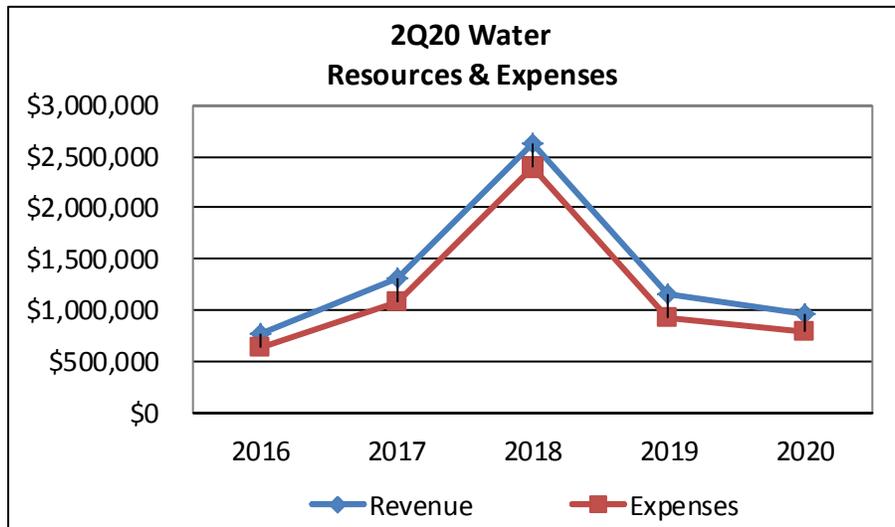
### Water Services

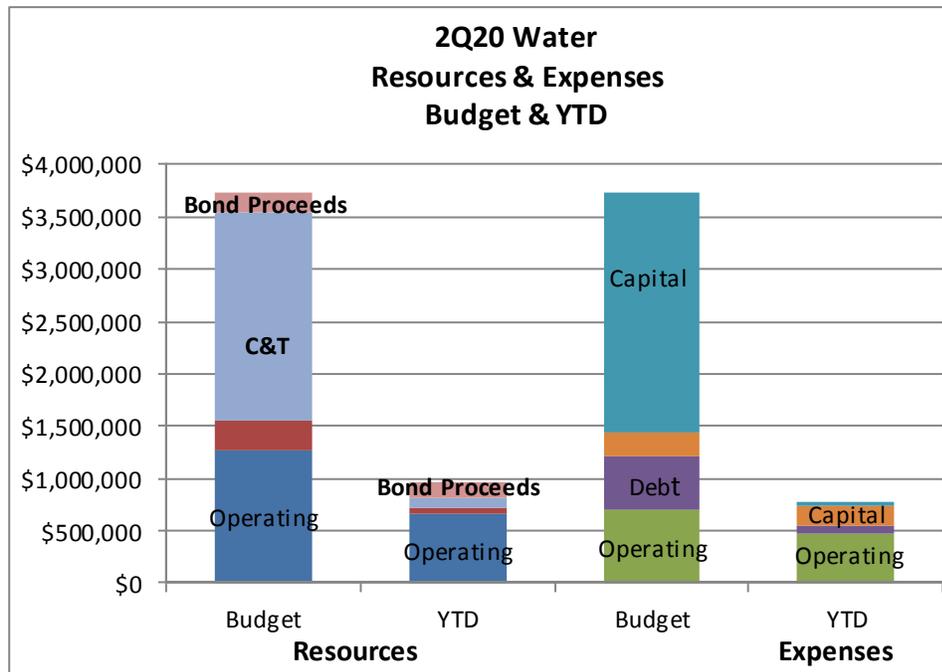
*Operating revenues* are meeting projections at \$662K or 52% earned

*Operating expenses* are meeting projections at \$468K or 67% expended

*Total revenues exceeded expenses* by \$188K (excluding Public Works Facility expense)

The following graphs include *all* current revenues and expenses *including* the use of bond proceeds for the construction of the Public Works Facility.

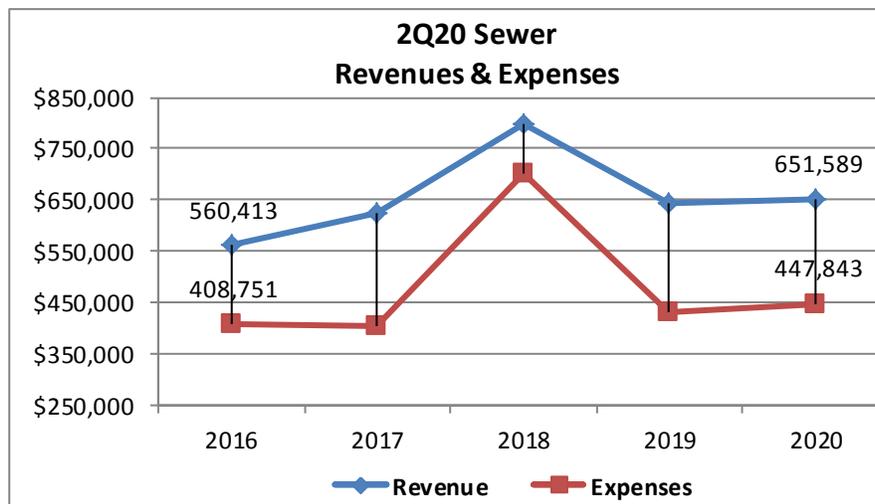


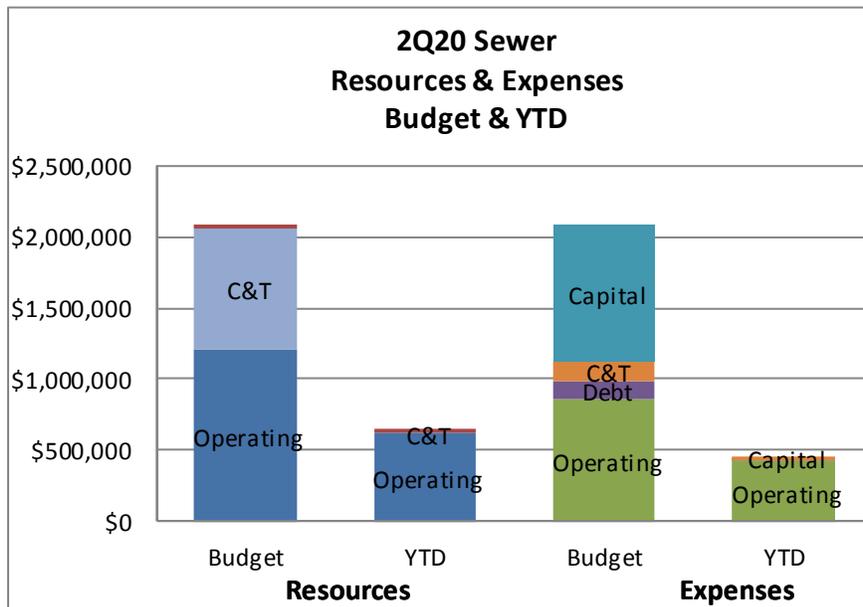
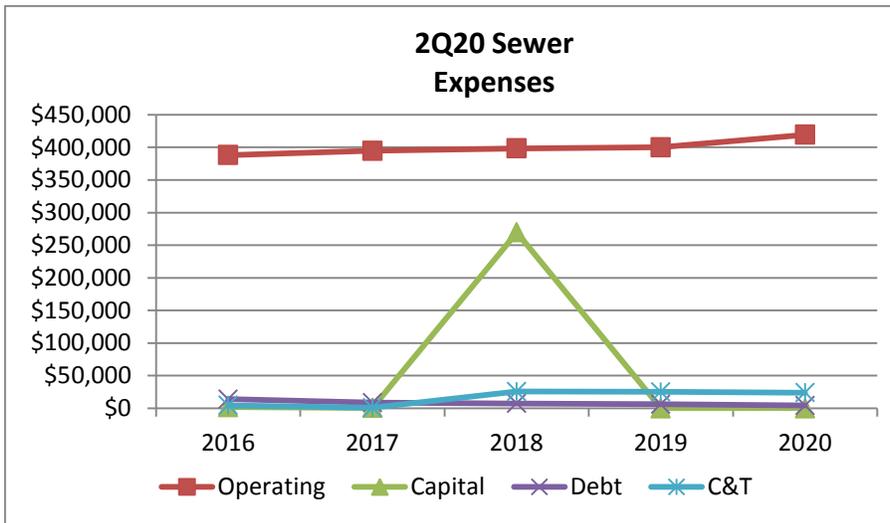


## *Highlights*

### Sewer Services

*Operating revenues are meeting projections at \$616K or 51% earned*  
*Operating expenses are meeting projections at \$419K or 49% expended*  
*Total revenues exceeded expenses by \$204K*





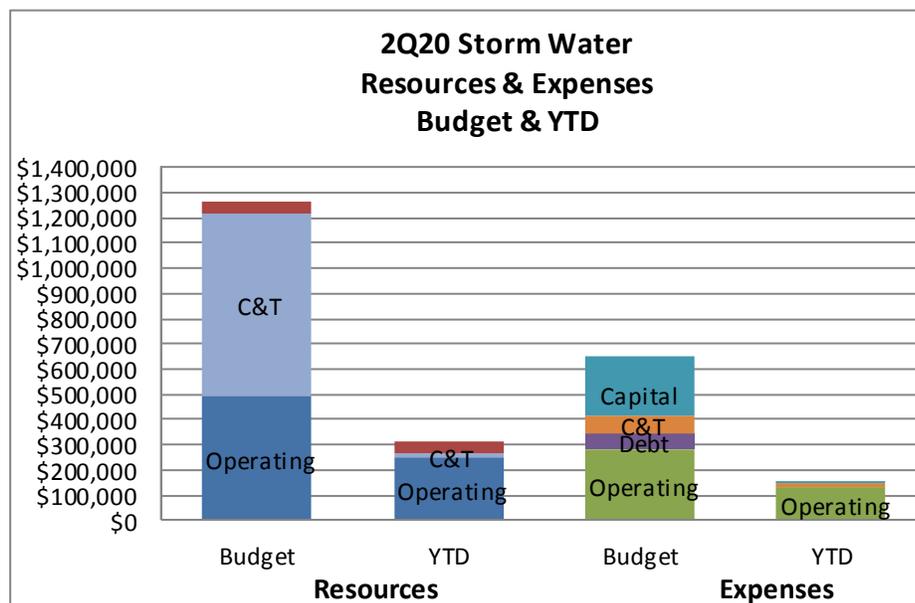
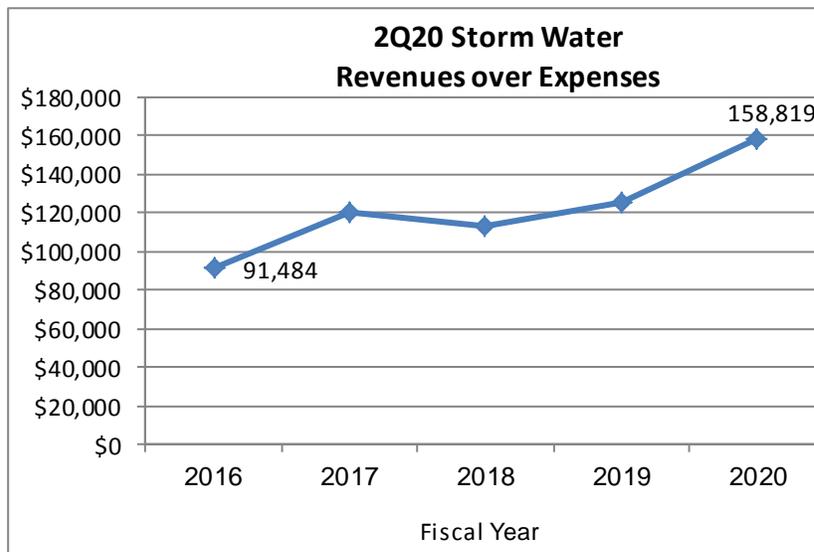
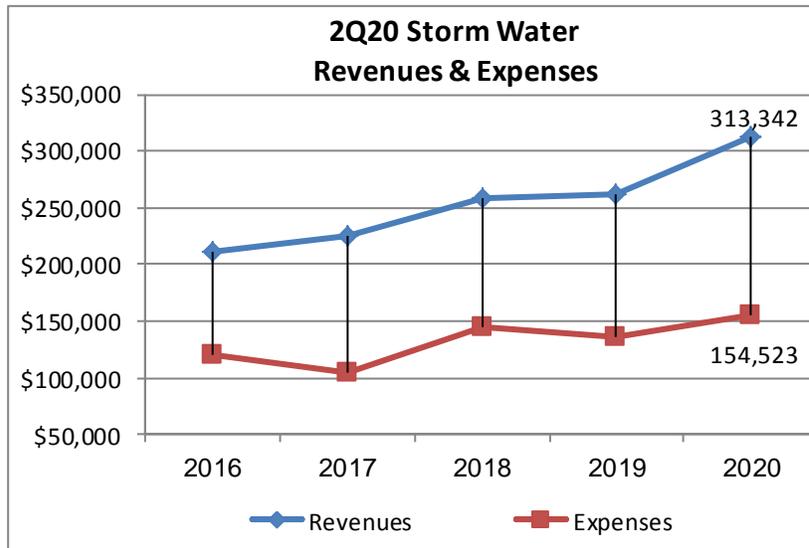
## ***Highlights***

### ***Storm Water Services***

*Operating revenues are meeting projections at \$250K or 50% earned*

*Operating expenses meeting projections at \$131K or 46% expended*

*Total revenues exceeded expenses by \$159K*



# WEBER COUNTY SHERIFF'S OFFICE WASHINGTON TERRACE MONTHLY STATISTICS



## 4TH QUARTER 2019

**OFFENSE CODES FROM INCIDENTS GENERATING A CASE REPORT  
SOME CASES HAVE MULTIPLE OFFENSE CODES**



**Weber County Sheriff's Office**

Law Total Incident Report, by Offense Codes

Agency: Weber County Sheriff's Office

<u>Offense Code</u>	<u>Total Incidents</u>
[No code entered] ()	1
RUNAWAY (0001)	5
SEX OFF-RAPE STRONGARM (1103)	1
SEX OFF-SEX ASSAULT FREE TEX (1199)	7
ROBB-FORCIBLE PURSE SNATCH (1210)	1
ASSLT-AGG FAMLY ID WEAP (1302)	1
ASSLT-SIMPLE ASSAULT (1313)	11
ASSLT-AGG ASSSLT-GUN (1314)	1
ASSLT-AGG ASSSLT-CHILD ABUSE (1318)	1
ASSLT-SIMPLE ASSSLT-CHILD ABUS (1319)	2
ASSLT-AGG ASSSLT-FREE TEXT (1399)	1
BURG-NO FORCED ENTRY RESID (2204)	1
ALARM-BURG ALARM CAUSE UNK (2254)	1
THEFT-NO FORCE PURSE SNATCH (2302)	1
THEFT-PARTS/ACCESS/FROM VEH (2304)	1
THEFT-FROM MOTOR VEH (PROWL) (2305)	13
THEFT-FROM BUILDING (2308)	6
THEFT-FROM YARDS (2309)	1
THEFT-FIREARM (2323)	1
THEFT-BY DECEPTION (2325)	1
THEFT-FREE TEXT (2399)	3
STOL VEH-PASSENGER VEHICLE (2404)	2
STOL VEH-OTHER MOTOR VEHICLE (2414)	1
STOL VEH-BREACH OF TRUST (2419)	2
FORG-FORG/COUNTERF FREE TEXT (2599)	1
FRAUD-SWINDLE (2602)	1
FRAUD-IMPERSONATION (2604)	1
FRAUD-ILLEG USE CREDIT CARDS (2605)	3
FRAUD- ABUSE/COMPUTER/WELFARE (2609)	1

<b><u>Offense Code</u></b>	<b><u>Total Incidents</u></b>
FRAUD-IDENTIFY THEFT (2611)	3
FRAUD-FREE TEXT (2699)	2
STOLEN PROP-POSSESSION (2804)	1
CRIMINAL MISCH-BUSINESS (2901)	1
CRIMINAL MISCH-PRIVATE (2902)	6
CRIMINAL MISCH-PUBLIC PROP (2903)	2
CRIMINAL MISCH-SCHOOL (2954)	1
CRIMINAL MISCH-GRAFFITI (2959)	3
CRIMINAL MISCH-NON CRIMINAL (2998)	1
DRUG-HALLUCIN PSYCHOTOX CHEM (3506)	1
DRUG-PARAPHERNALIA/NARC EQUIP (3550)	11
DRUG-MARIJUANA POSSESS (3562)	12
DRUG-MARIJUANA PRODUCING (3563)	1
DRUG-AMPHETAMINE POSSESS (3572)	2
DRUG-MARIJUANA POSS W/INTENT (3579)	1
DRUG-FOUND PARAPH. NARC EQUIP (3591)	3
DRUG-FOUND/SURRENDERED DRUGS (3592)	1
SEX OFF-CHILD FONDLING/ABUSE (3601)	2
SEX OFF-FREE TEXT CHILD (3627)	2
FAM OFF-CHLD/ABUSE NON VIOLEN (3802)	17
FAM OFF-DV IN PRESE OF CHILD (3814)	2
FAM OFF-DV CRIMINAL NATURE (3850)	7
FAM OFF-DV NON CRIMINAL (3851)	18
FAM OFF-VIOL NO CONTACT ORDER (3852)	1
FAM OFF-ENDANG OF CHILD/ADULT (3854)	2
FAM OFF-PROTECT ORDER SERVICE (3855)	1
FAM OFF-VIO OF PROTECT ORDER (3857)	2
FAM OFF-FAMILY OFF FREE TEXT (3899)	3
OBSTRUCT-RESISTING OFFICER (4801)	1
OBSTRUCT-FAILURE STOP FOR LEO (4850)	1

<u>Offense Code</u>	<u>Total Incidents</u>
WARRANT-FAIL TO APPEAR-LOCAL (5015)	8
OBSTRUCT-VIOL OF COURT ORDER (5016)	1
WARRANT-FAILURE TO APPEAR-OJ (5017)	4
WEAPON-POSSESSION OF WEAPON (5212)	1
WEAPON-ACCIDENTIAL SHOOTING (5250)	1
WEAPON-WEAPON FREE TEXT (5299)	1
PUB PEACE-INTERFERE OFFICER (5305)	1
PUB PEACE-HARASSING COMMUNICAT (5309)	8
PUB PEACE-DISORDERLY CONDUCT (5311)	5
PUB PEACE-NEIGHBORHOOD PROBLEM (5350)	2
PUB PEACE-DIST THE PEACE (5352)	22
PUB PEACE-THREATS (5354)	3
PUB PEACE-MENTAL PSYCHO (5356)	5
PUB PEACE-SELL TOBACCO TO MINR (5358)	1
PUB PEACE-SUSPICIOUS ACTIVITY (5359)	47
PUB PEACE-PROWLER (5360)	1
PUB PEACE-LOUD PARTY (5362)	1
ANIMAL-ANIMAL BITES (5366)	1
ANIMAL-ANIMAL NUISANCE (5368)	1
PUB PEACE-SEX OFFENDER HM CHEK (5376)	5
ANIMAL-ANIMAL AT LARGE (5382)	1
ANIMAL-DANGEROUS/VICIOUS (5383)	1
ACCIDENT-HIT AND RUN (5401)	2
TRAF-DUI CLASS B (5404)	5
TRAF-OPEN CONTAINER (5405)	1
TRAF-MOVING TRAFFIC VIOLATION (5416)	2
TRAF-RECKLESS/CARELESS DRIVING (5420)	2
TRAF-NON MOVING VIOLATION (5421)	1
TRAF-SPEEDING (5422)	1
TRAF-FAILE YIELD RIGHT OF WAY (5426)	3
TRAF-IMPROPER TURN (5427)	1
TRAF-IMPROPER LOOKOUT (5431)	1
ACCIDENT-REPORTABLE (5435)	14

<u>Offense Code</u>	<u>Total Incidents</u>
ACCIDENT-NON REPORTABLE (5436)	2
TRAF-VEHICL DAMAGE ONLY NO ACC (5438)	1
TRAF-TRAFFIC STOP NO CITATION (5445)	7
TRAF-NO PROOF OF INSURANCE (5448)	1
TRAF-VIOL OF DRIVERS LICENSE (5449)	2
TRAF-PARKING VIOLATION (5450)	8
TRAF-REVOKED/SUSPENDED LICENSE (5451)	1
TRAF-REGISTRATION VIOL (5455)	2
ASSIST-MOTORIST (5463)	1
ACCIDENT-PERSONAL INJURY (5472)	2
TRAF-TRAFFIC STOP (5480)	12
TRAF-ABANDONED VEHICLE (5482)	4
TRAF-OPERATE VEHICLE W/NO INSU (5488)	1
TRAF-OPERATING ON REVOKED REG (5490)	1
TRAF-TRAFFIC HAZARD (5497)	1
TRAF-FREE TEXT (5499)	1
PRIVACY-TRESPASS (5707)	12
PRIVACY-TRESPASS INSIDE A VEII (5709)	1
PRIVACY-SCHOOL TRESPASS (5710)	1
WILDLIFE-ANIMALS (6201)	1
ACCIDENT-PROPERTY DAMAGE ONLY (6508)	2
PUB PEACE-OBSCENE CONDUCT/LEWD (7298)	1
JUVENILE-MISSING (7305)	1
FOUND BIKE (7307)	1
COP CITIZEN CONTACTS (7313)	3
DEATH ATTENDED (7314)	3
DEATH UNATTENDED (7315)	1
PUB PEACE-PUBLIC INTOXICATION (7316)	5
PUB PEACE-INTOX PRIVATE PLACE (7319)	4
CUSTODY DISPUTE (7320)	1
ASSIST-CITIZEN (7327)	19
CITY ORDINANCE VIOLATION (7328)	2
COUNTY ORDINANCE VIOLATION (7330)	1
FOUND PROPERTY (7331)	9
LOST PROPERTY (7333)	2
PARK VIOLATION (7334)	1
SUICIDE ATTEMPT (7340)	8

Officers	# Calls
Arbogast,A WC	1
Babinsky,P WC	37
Child,C WC	83
Clarke,C WC	2
Cowley,G WC	2
Creager,C WC	3
Creamer,J WC	52
Dallof,K WC	11
Endsley,S WC	7
Flandro,J WC	50
Gard,J WC	9
Garrett,R WC	5
Green,M WC	40
Greenhalgh,T WC	13
Grillone,N WC	12
Hartman,C WC	1
Hirschi,M WC	8
Jacobs,B WC	1
Jolley,J WC	2
Jones,R WC	55
King,J WC	52
LaMarca,A WC	5
Larson,L WC	4
LeBaron,T WC	8
Lehr,Z WC	56
Leon,J WC	52
Lewis,R WC	39
Logerquist,K WC	1
Malan,B WC	34
Malan,S WC	1
McAfee,B WC	41
McFarland,G WC	75
Miles,B WC	23
Millaway,J WC	7
Nixon,S SO	1
Ortgiesen,J WC	47
Rivera,C WC	23
Rosett,E WC	2
Ryan,C WC	5
Slater,Ky WC	4
Smith,Wi WC	26
Speicher,T WC	13
Stanger,C WC	1
Stone,W WC	5
Tatton,S WC	7
Toone,R WC	2
Voth,W WC	1
Wade,A WC	50
Wagner,J WC	39
Walker,C WC	2
Walker,T WC	2
Wilson,J WC	113
Winterbott,B WC	15
Zaugg,N WC	6
<b>TOTAL</b>	<b>1156</b>



Officers	# Calls
Arbogast,A WC	1
Babinsky,P WC	37
Child,C WC	83
Clarke,C WC	2
Cowley,G WC	2
Creager,C WC	3
Creamer,J WC	52
Dallof,K WC	11
Endsley,S WC	7
Flandro,J WC	50
Gard,J WC	9
Garrett,R WC	5
Green,M WC	40
Greenhalgh,T WC	13
Grillone,N WC	12
Hartman,C WC	1
Hirschi,M WC	8
Jacobs,B WC	1
Jolley,J WC	2
Jones,R WC	55
King,J WC	52
LaMarca,A WC	5
Larson,L WC	4
LeBaron,T WC	8
Lehr,Z WC	56
Leon,J WC	52
Lewis,R WC	39
Logerquist,K WC	1
Malan,B WC	34
Malan,S WC	1
McAfee,B WC	41
McFarland,G WC	75
Miles,B WC	23
Millaway,J WC	7
Nixon,S SO	1
Ortgiesen,J WC	47
Rivera,C WC	23
Rosett,E WC	2
Ryan,C WC	5
Slater,Ky WC	4
Smith,Wi WC	26
Speicher,T WC	13
Stanger,C WC	1
Stone,W WC	5
Tatton,S WC	7
Toone,R WC	2
Voth,W WC	1
Wade,A WC	50
Wagner,J WC	39
Walker,C WC	2
Walker,T WC	2
Wilson,J WC	113
Winterbott,B WC	15
Zaugg,N WC	6
<b>TOTAL</b>	<b>1156</b>



# WASHINGTON TERRACE CRIME CALENDAR 4TH QUARTER 2019



**ASSAULT** One occurred every 65.4 days

**THEFT** One occurred every 3.4 days

**BURGLARY** One occurred every 92 days

## City Council Staff Report

**Author:** Fire Dept  
**Subject:** Quarterly Report  
**Date:** 2-4-20  
**Type of Item:** Motion



In the fourth quarter of 2019 Washington Terrace Fire Department responded on a total of 216 emergency 911 calls.

Of those calls, 194 were medical. Of those calls 72 of those were to healthcare facilities within the city. Those calls have been broken down by facility below, with the percentage of our medical call going to that facility.

Mt. Ogden 29 calls, 14.95%

Stonehenge 12 calls, 6.19%

Legacy House 16 calls, 8.25%

Washington Terrace Nursing Home 12 calls, 6.9% Bonneville Dialysis 3 calls, 1.56%

Washington Terrace Fire Department also responded on 22 fire calls, those calls have broken those down by call type below.

2 Structure Fires

13 Fire Alarms

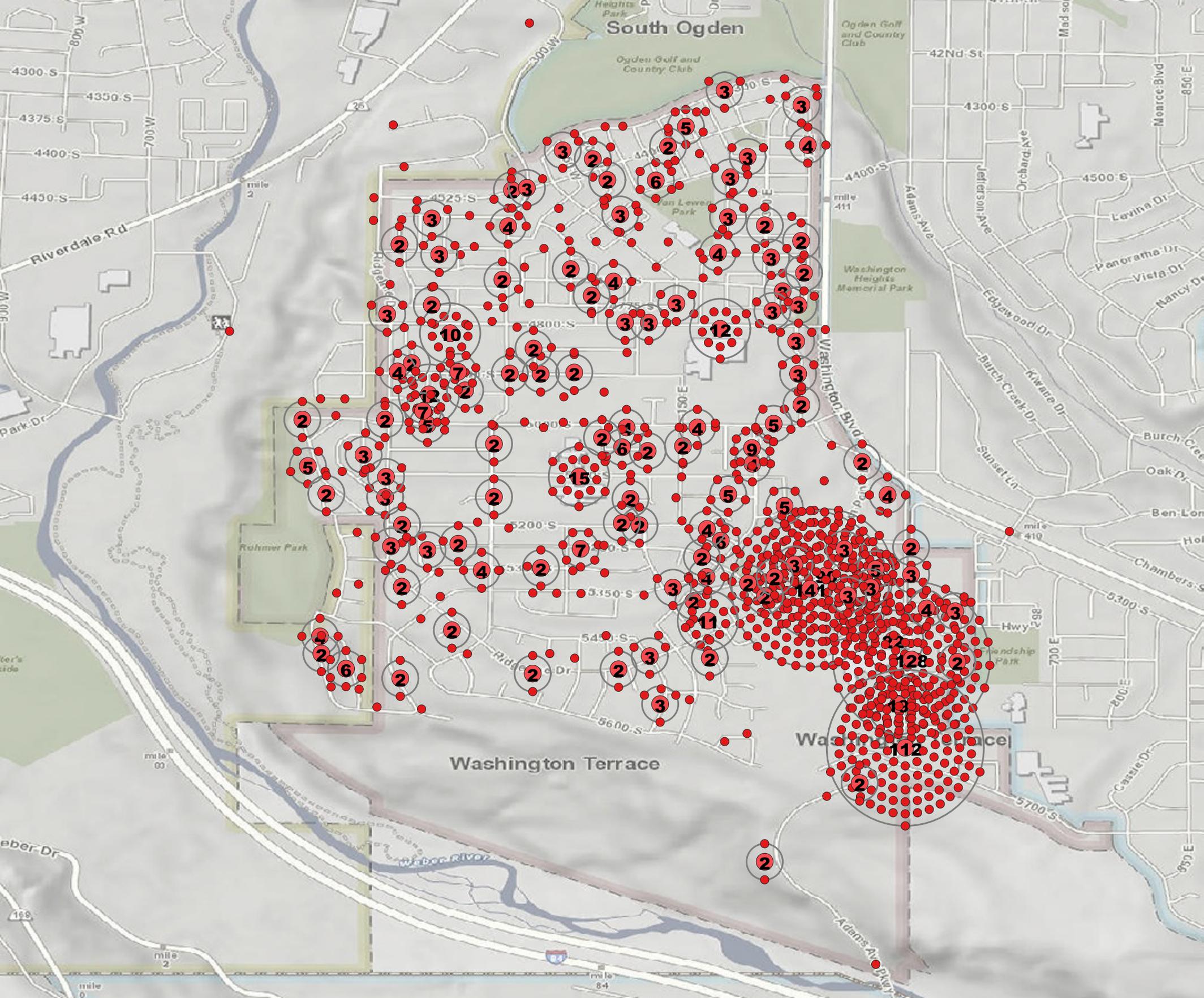
1 CO Alarm

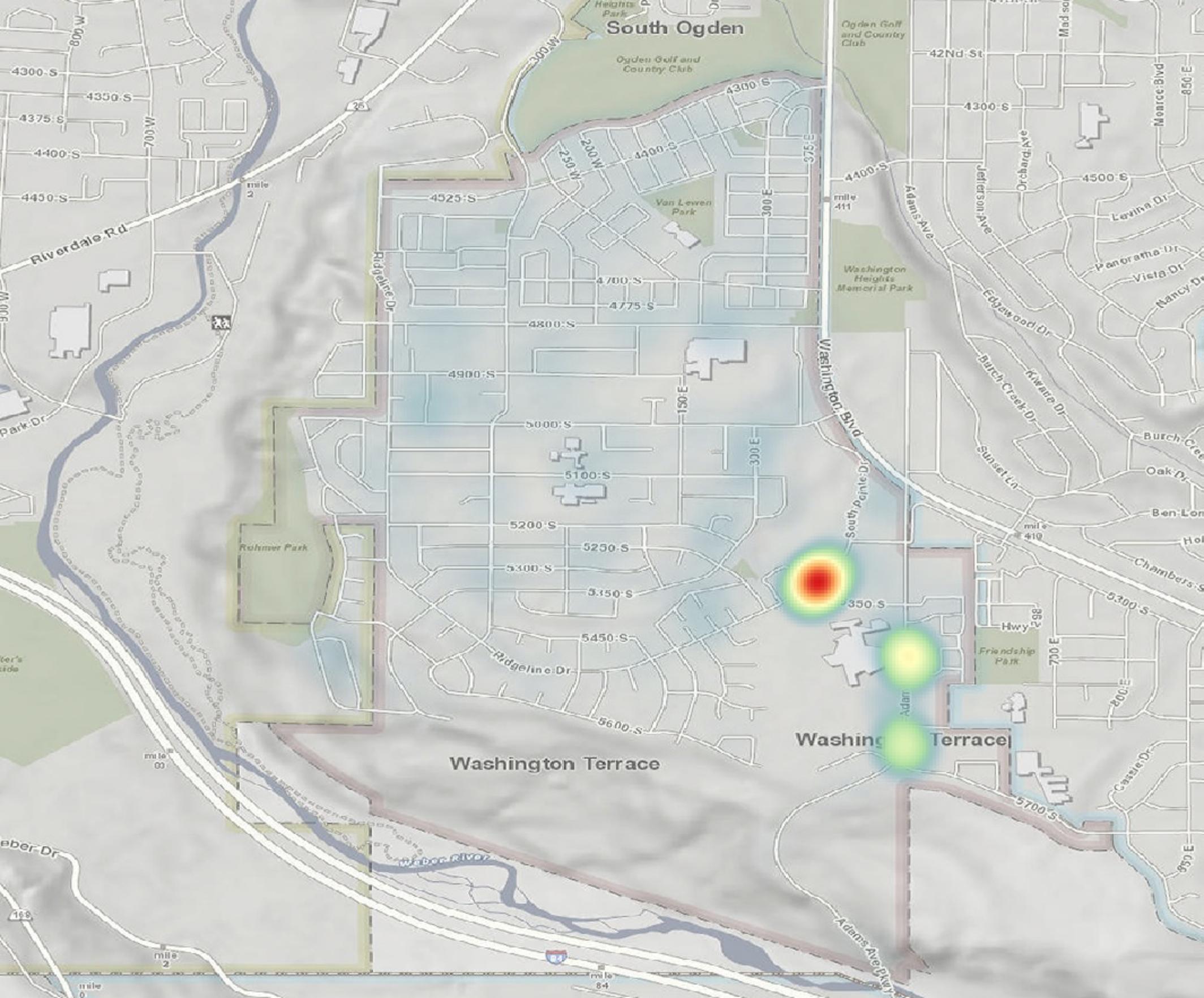
2 Natural Gas Leaks

4 Miscellaneous Fire Calls

We are currently staffed with 25 personnel. There have been 4 shifts in the quarter that were staffed with 2 personnel, all others have been staffed with 3.

Attached is a Heat Map of call density in any given area as well as a plot map of calls throughout the city last year. This map shows how many of our calls are in the south east of the city around the nursing homes and doctors' offices.



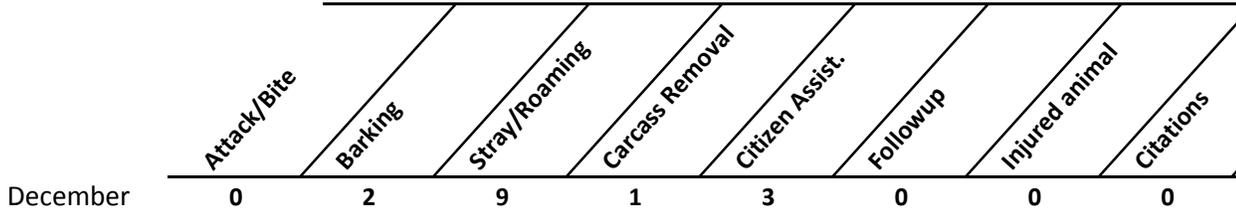


# South Ogden

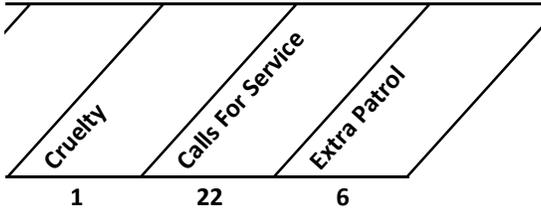
## Washington Terrace

## Washington Terrace

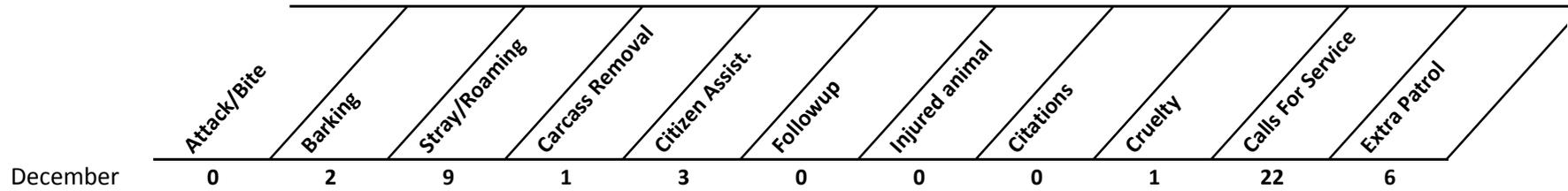
# Washington Terrace Animal Control Statistics D



December 2019



# Washington Terrace Animal Control Statistics December 2019



## Washington Terrace Animal Control Statistics 2019

	Attack/Bite	Barking	Stray/Roaming	Carcass Removal	Citizen Assist.	Followup	Injured animal	Citations	Cruelty	Calls For Service	Extra Patrol
January	2	3	9	1	4	1	1	0	2	23	0
February	0	1	8	0	1	2	0	4	1	23	6
March	0	1	10	2	3	1	0	0	3	25	5
April	0	5	18	0	1	4	0	0	1	32	3
May	3	6	8	0	1	1	1	1	3	29	5
June	2	10	9	0	2	2	0	0	2	29	1
July	3	1	6	1	2	4	3	0	1	24	3
August	2	4	11	0	1	0	1	1	1	21	0
September	1	1	7	1	0	3	0	3	2	19	1
October	1	5	8	1	0	4	1	0	1	29	8
November	2	5	5	1	2	4	0	0	3	30	8
December	0	2	9	1	3	0	0	0	1	22	6
Totals	16	44	108	8	20	26	7	9	21	306	46

## City Council Staff Report

**Author:** Amy Rodriguez  
**Subject:** Policy and Procedures Manual  
**Date:** February 4, 2020  
**Type of Item:** Motion



**Summary Recommendations:** Council may review the proposed addition to the manual and approve the policy to be added to the manual by resolution.

### **Description:**

#### **A. Topic:**

Council approved the Policy and Procedures manual in its entirety in February 2019. As regulations change, or city practices change, sections of the manual may be brought back before Council for approval. Several positions in our organization require that a mobile device be used to conduct City business. These positions are largely Public Works employees who are out on the “field” and need communications to annotate jobsite issues, and be able to keep in communication with the front office, Director, and each other on the various jobsites.

The City has been providing mobile phones for departmental use and paying for the cell phone plan appropriate to the required use of each position. Carrying two cell phones as well as an electronic notebook has become cumbersome for the crew. In an effort to streamline communications and make it less cumbersome for the employees, the City would like to offer the option for eligible employees to use their personal cell phone in lieu of the City provided phone, and in doing so, receive a stipend for this use. The employee would need to sign an agreement, (similar to the electronic devices agreement that Council has signed for their iPads), making them aware of the responsibilities of using their personal phone, as well as any GRAMA exposure that they may have.

The telecommunications budget for the existing lines would be re-allocated to the payment of any stipends. The suggested stipend amount is 90 percent of what the required plan would cost the City. For instance, if the plan amount is \$22.56, the employee would receive \$20.00. The plan rates will be periodically reviewed by the City Manager.

- B. Analysis:** Many of the eligible employees are in favor of this plan, as it will lessen the amount of devices that they will need to carry with them. It will also save the City money on paying for the cell phone plans for those employees. The two way monitoring system on the existing phones has been proven to be underutilized.

The option to use their personal phone for city business is voluntary. Those who chose not to use their personal phone will remain on the city plan with city equipment.

- C. Department Review:** Human Resource, City Manager

**CITY OF WASHINGTON TERRACE  
RESOLUTION NO. 20-02**

**POLICY AND PROCEDURES MANUAL**

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,  
UTAH, ADOPTING AMENDMENTS TO THE CITY POLICY AND  
PROCEDURES MANUAL**

**WHEREAS**, the City of Washington Terrace (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the State of Utah;

**WHEREAS**, it is the policy of the City to establish reasonable rules of conduct for employees and remain in compliance with safety, health and insurance laws applicable to the City;

**WHEREAS**, the City Council Adopted the Policy and Procedures Manual in open meeting held on February 5, 2019;

**WHEREAS**, the City Council would like to amend a section of the Manual;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows:

**Section 1. Rules of Procedure and Order.**

The changes to the Policy and Procedure Manual attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this \_\_\_ day of \_\_\_\_\_, 2020.

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MARK C. ALLEN, Mayor  
Washington Terrace City

ATTEST:

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AMY RODRIGUEZ, City Recorder

ROLL CALL VOTE

Council Member Brown

—

Council Member Seal

—

Council Member Barker

—

Council Member Weir

—

Council Member West

—

## 11 CELLULAR PHONE POLICY

The City recognizes that some positions require the use of a mobile phone to conduct City business and maintain communication between co-workers and the City offices. These positions typically include employees who regularly work outside of the office and conduct “field” work or inspections. The use of the mobile phone is to streamline communications, and to annotate and document issues on the jobsite or within the City. The City Manager, or designee, shall determine which positions require the use of a mobile phone as an integral component of their job position. The City will provide mobile phones to such employees for departmental use.

It is the responsibility of the employee to protect the devices from damage, loss or neglect. If the device is lost or damaged it is the responsibility of the user to replace the device at his or her expense.

While conducting City business, it is prohibited to use the cellular phone in any manner that is considered illegal, immoral, or otherwise restricted in the Cities Policy and Procedures Manual. If an employee is using a City owned phone, Personal business may be conducted on a limited basis, with the above Prohibited restrictions.

Employees who are provided mobile phones for department use, may have the option to use their personal cell phone in lieu of the City provided phone. The phone must have, at the very least, the same capabilities as the City provided phone. If they chose to use their personal phone, the City phone must be given back to the department and the accompanying phone number will be discontinued.

Employees who chose to use their personal cellular phone may be provided a monthly stipend for use of the phone. The stipend amount will be calculated in the following: The stipend amount will be 90% of the City approved phone plan cost required for the position, rounded to the nearest dollar. Example, if the approved plan would normally cost the City \$22.00, the employee would receive \$20.00 per month. The City Manager, or designee, will periodically review phone plan costs to authorize stipend amounts. It is the expectation that the personal phone will be used for all departmental functions as the City supplied phone, (meaning after hour calls, weekend calls, etc.)

It must be the understanding of the employee that their cellular device may be Subject to Government Records Management Act (GRAMA) exposure. Any City business records, text, email, pictures, or phone calls may be subject to Review and dissemination under the GRAMA law and may be made public. The employee will read and sign an Administrative Policy form explaining this Policy before they are issued their phone or elect to use their personal device.



City of Washington Terrace  
Redevelopment Agency Meeting  
Tuesday, February 4, 2020  
following the Regular City Council Meeting  
City Hall Council Chambers  
5249 South 400 East, Washington Terrace City

1. **ROLL CALL**
2. **INTRODUCTION OF GUESTS**
3. **CONSENT ITEMS**  
*Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.*
  - 3.1 **APPROVAL OF AGENDA**
  - 3.2 **APPROVAL OF MEETING MINUTES FROM JANUARY 7, 2020**
4. **NEW BUSINESS**
  - 4.1 **PRESENTATION: REDEVELOPMENT AGENCY ANNUAL REPORT**
  - 4.2 **DISCUSSION/ACTION: APPROVAL OF EXPENDITURES FOR SEWER LINE EXTENSION FOR SALE OF ADAMS AVENUE PROPERTY LOCATED APPROXIMATELY AT 5590 S. ADAMS AVENUE**
5. **COMMENTS CONSIDERED**
6. **ADJOURNMENT OF MEETING: CHAIR ALLEN**

CERTIFICATE OF POSTING

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

For Packet Information, please visit our website at [www.washingtonterracecity.org](http://www.washingtonterracecity.org)

1 City of Washington Terrace

2  
3 Minutes of a Redevelopment Meeting  
4 Held on January 7, 2020  
5 following the Regular City Council Meeting  
6 City Hall, 5249 South 400 East, Washington Terrace City,  
7 County of Weber, State of Utah  
8

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

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

21 **Others Present**

22 Mike Lawrence, Amy Miller  
23

24 **1. ROLL CALL**

25  
26 **2. INTRODUCTION OF GUESTS**

27  
28 **3. CONSENT ITEMS**

29 **3.1 APPROVAL OF AGENDA**

30 **3.2 APPROVAL OF MEETING MINUTES FROM DECEMBER 3, 2019**

31 Items 3.1 and 3.2 were approved by general consent.  
32

33 **4. RECURRING BUSINESS**

34  
35 **4.1 DISCUSSION/ACTION: CONSIDERATION OF INCENTIVE OFFER FOR**  
36 **GOLDENWEST CREDIT UNION PROPERTY DEVELOPMENT**

37 Hanson explained that the Credit Union is in the Southeast Area RDA  
38 He stated that half of the property tax that the taxing entities in that area receives comes to the  
39 City to fund the RDA. He stated that the City uses these funds to help support the area and bring  
40 in other projects. He stated that there are funds used in the RDA to help projects come along  
41 within that area.

42 Hanson stated that Golden West Credit Union bought the property south of the water tank. He  
43 stated that they would like to build a complex on that property. They would like to bring their  
44 construction date forward. Hanson stated that the new buildings will help bring up the tax base.

45 Hanson stated that a legal team reviewed the project. They stated that the project is one of the  
46 cleanest projects to build. Hanson stated that a performa was performed to establish the jobs that  
47 this project will bring in, the improvements it will bring to the area, and the tax base.

48  
49 Hanson stated that once the building is built, the taxes paid back to the taxing entities in the RDA  
50 area will be \$335,000 a year. Hanson stated that when we consider our incentive, we need to  
51 consider what they are paying all entities because the city is representing all taxing entities in the  
52 RDA area. Hanson stated that the Board must look at what it is worth to the City to get the  
53 project moving quickly.

54 Hanson stated that the numbers show that there will be a five million dollar return on this  
55 investment at 15 years. The property currently is paying \$12,000 a year.

56  
57 Hanson stated that he believes that an incentive of no less than a million dollar is reasonable.  
58 Council Member Brown stated that this opportunity is one of the best things that has come along  
59 in a long time and that we should do whatever we need to do to help move them along. He stated  
60 that it is money that is well spent. Hanson stated that Golden West is very intentional in keeping  
61 their headquarters local and here in the Terrace. Board Member Seal stated that one of the  
62 reasons that they are not going to Salt Lake is because it will cost them a lot more. He cautioned  
63 that we don't rush into anything. Hanson stated that the incentive will not be paid out until after  
64 the project is built. He stated that our attorney will set up the legal document that binds them to  
65 stay in the future. He stated that we do not pay anything up front because too many projects have  
66 gone bad throughout the state.

67  
68 Hanson stated that the strategy is to keep some of our 2.3 million available in case another  
69 project comes into the area in which we would like to incentivize. Hanson stated that the  
70 investment amount from Goldenwest is 26 million. Hanson stated that he is comfortable giving a  
71 million dollars in incentives with a cap of \$200,000 for infrastructure and items of the like.  
72 Board Member West stated that if we could get an incremental increase of \$100,000 each year,  
73 the 1.2 incentive would be fair. Hanson stated that the 1.2 would include "incidentals". Hanson  
74 will work with our legal team on the document. He would like that the motion be authorization  
75 of an incentive of 1.2 million to be paid out of the completion of the construction of the project.

76  
77 **Motion by Board Member Barker**  
78 **Seconded by Board Member West**  
79 **To authorize an incentive of 1.2 million to Golden West Credit Union to be paid**  
80 **Out of the completion of the construction of the project**  
81 **Approved unanimously (5-0)**

82  
83 **5. COMMENTS CONSIDERED**  
84 There were no other comments to consider.

85  
86 **6. ADJOURNMENT OF MEETING: CHAIR ALLEN**  
87 **Chair Allen adjourned the meeting at 8:12 p.m.**

88  
89  
90  
91 

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**Date Approved** 

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**City Recorder**

## City Council Staff Report

**Author:** Tom Hanson  
**Subject:** RDA Water/Sewer Line Project  
**Date:** February 4, 2020  
**Type of Item:** Discussion / Action



**Summary:** The property located at 5590 S. Adams Avenue (city owned land directly south of the library) has no sewer main accessible to the property and no water line stubbed into the property. In order to properly market and eventually sell the property, the sewer main needs to be extended south in front of the property and stubbed into the property. The water line also needs to be stubbed into the property for accessibility. This item/request is to approve the expenditure of approximately \$36,000 to \$40,000 to extend the sewer line and stub in the water line into the 5590 S. property.

### **Description:**

- A. **Topic:** Sewer line main extension and water line stub.
- B. **Background:** Over the past few months it was determined that the city sewer main needs to be extended in front of 5590 S. Unfortunately, when the sewer line was installed several years ago, the sewer line was terminated on the south end of the library property leaving a gap between the library and the 5590 South property. In order to sell and develop the 5900 S property correctly, the city is required to prepare the sewer and water lines for appropriate accessibility into the property. This extension will allow access for a sewer connection and the needed culinary water stub to the 5590 S. property.
- C. **Analysis:** After careful analysis, it is determined that the sewer line should be extended approximately 70 feet to the south from its current location. This extension will consist of tapping into the current manhole, installing the pipe to an additional manhole and stubbing the line into the property. In addition to the sewer line, the existing water line located adjacent to the property needs to be stubbed into the property, thus allowing for the culinary water line connection. This project will cost approximately \$36,000 to \$40,000 to complete. Staff is requesting the approval to move forward with design and bidding of the project in order to complete the project in the spring. Final approval for construction will take place following the bid process when we have a firm cost for the project. Staff is requesting the approval of the project, approval to move forward immediately with the design, bidding and ultimately the execution of the project this spring. Once bids have been accepted, staff will request final approval and award of the project to the approved contractor.

# City Owned Parcel #070370031

## Offsite Improvements

Date: January 9, 2020

### Concept Cost Estimate

Location:

Adams Ave and 5600 South



Item	Description	Qty	Unit	Unit Price	Total
1	UPDES Storm Water Compliance (Under One Acre)	1	ls	\$750.00	\$750.00
2	Traffic Control	1	ls	\$1,000.00	\$1,000.00
3	Clear and Grub	1	ls	\$750.00	\$750.00
4	Remove Existing Concrete Flatwork	60	sf	\$5.00	\$300.00
5	Remove Existing Asphalt	200	sf	\$1.00	\$200.00
6	Furnish and Install New 8" Sewer Line	130	lf	\$95.00	\$12,350.00
7	Furnish and Install new 4' Dia Manhole	1	ea	\$4,500.00	\$4,500.00
8	Connct to Existing Sewer Manhole	1	ea	\$5,000.00	\$5,000.00
9	Furnish and Install New Water Service	1	ea	\$2,000.00	\$2,000.00
10	Construct Driveway	1	ea	\$1,500.00	\$1,500.00
11	Landscape Restoration	1	ls	\$3,000.00	\$3,000.00
				<b>SUBTOTAL =</b>	<b>\$31,350.00</b>
				<b>15%± Contingency &amp; Engineering =</b>	<b>\$4,702.50</b>
				<b>TOTAL =</b>	<b>\$36,052.50</b>