

City of Washington Terrace

Minutes of a Regular City Council meeting
Held on February 5, 2019
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen
Council Member Scott Monsen - Excused
Council Member Blair Brown –Excused
Council Member Larry Weir
Council Member Scott Barker
Council Member Jeff West
Finance Director Shari’ Garrett
Public Works Director Steve Harris
Fire Chief Kasey Bush
City Recorder Amy Rodriguez

Others present

Beth Bush

1 WORK SESSION

5:00 P.M.

Topics to include, but are not limited to:

* Fire/EMS services and proposed increased staffing levels.

Mayor Allen stated that resident Mrs. McKay sent 5 pizza over the Fire Department this past weekend. Chief Bush stated that he will send a thank you note from the Department.

Bush presented on staffing levels for the Fire Department. He explained that the reasoning to go to 3-person shifts as 3=5. He explained that 3 of shift will effect medical calls by having a quicker speed of care, help with fallen residents, and cardiac arrests. He stated that having 3 people on a fallen resident call will relieve back injuries for the responders. He stated that two responders can take care of the patient, while the third is taking down information for a quicker hand off to the ambulance crew. Bush stated that after two minutes of CPR, the quality of chest compressions goes down. He stated that having more help on a call will help lesson those issues.

Bush stated that the two extra fire fighters are the ambulance crew from Ogden.

Bush stated that with automatic aid, there can be up to 16 people on the crew. This helps with the xto the city if there is a full 15 man crew on scene. Bush stated that if there are 2 people in a fire, 2 people must be waiting outside. This allows firefighters to come out of the fire for rehab (cool down, get water, rest).

Bush stated that there are new county protocols for rehab. Bush stated that cancer is the number one cause of death for firefighters, and then heart attack.

Bush stated that the city would receive automatic aid from neighboring communities when there is a staff of 5. This will allow 16 fire fighters to come in on fire calls. The remaining fighters will automatically be

dispatched to the call, cutting down on time that is wasted waiting outside for the other firefighters to arrive.

Bush stated that the goals of the Department is to offer competitive pay, which will help with recruitment and retention. Bush stated that there are a lot of fire jobs out there and it is hard to recruit new firefighters. Bush believes that the increase in pay will help with retention. He stated that if we do not have shift coverage, we do not have an apartment. Bush stated that he has received firefighters from Layton other areas since the increase in stipend in June. Hanson stated that the pay increase will help fill the schedule. He stated that there has been improvement, but there is still a way to go. Hanson stated that our goal is to maintain volunteer status. Hanson stated that he has sent a notice to Riverdale and South Ogden informing them that we do not have plans to join the consolidation.

Hanson stated that there will be tax maintenance to secure a GO bond if Council chooses to go into this direction. He stated that there will need to be a lot of education to the public if taxes are raised. Hanson stated that people may come to the correct conclusion if they understand the reasoning.

Bush stated that there would be a \$93.00 tax rate increase for the three man option.

He stated that there would be a yearly 5-7 dollar increase. Bush stated that we can ask other cities to back fill our department once we have a 3 man crew. He stated that there should not be any increases to equipment or turn out gear with more manpower.

Bush also gave an option if we keep it at two fire fighters with increase in stipend. He stated that it is cost effective, however, we would not receive the automatic aid. He stated that the tax increase would be \$37 a year. He stated that the level of service would remain the same. He stated that the increase may help with recruitment and retention, but service levels will remain the same. Bush stated that we are not guaranteed help from other departments unless we have the automatic aid.

Council Member West asked if we had statistical data showing an aging population, and aging structures. He stated that it would be nice to have the data showing the need for increased levels of service and why we would need more manpower.

Hanson stated that the question is “can we respond to our residents and stakeholders in the most efficient manner”. Council Member West stated that it is an education process so that people understand that it is not just fire service, but medical calls as well. Hanson stated that we have to use this opportunity to educate the public.

Hanson stated that there must be Truth in Taxation specifically for Fire. He stated that even though it would be a wash, it may not be perceived that way. He stated that the thought is to finance the 3 firefighters now and then have maintenance going forward.

Council Member Weir stated that we would need the right training and education for the residents. Hanson stated that this change would not take effect until August when the final budget is adopted.

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Council Member Blair Brown - Excused
Council Member Larry Weir
Council Member Scott Barker
Council Member Jeff West
Finance Director Shari' Garrett
Public Works Director Steve Harris
Fire Chief Kasey Bush
City Recorder Amy Rodriguez
Lt. Jeff Pledger, Weber County Sheriff

Others present

Charles and Reba Allen, Amy Miller,

2. **ROLL CALL** **6:00 P.M.**

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF JANUARY 15, 2019, MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. **CITIZEN COMMENTS**

South Ogden resident Amy Miller stated that the Methodist Church held an event called "Following" in October, and a "Make it and Take it" event in November, which had great turnout.

She stated that their group is in the early planning stages of children programs. She wanted Council to know that the church is very active in the Community. She asked if the City does an Easter Egg hunt. She stated that the church is looking into having a health fair. She stated that they are interested into partnering with the City on events if the City is interested.

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

Hanson stated that the Easter Egg Hunt will be held on April 20th at Rohmer Park. He stated that Terrace Days will be June 8th.

Mayor Allen stated that he would like to visit the facility with Council. Hanson will work with Miller on setting up a date for a tour, possibly after a Council meeting.

Harris stated that the fire hydrant painting is a long process, but he is trying to work it out so that the church can help.

8. **NEW BUSINESS**

8.1 PRESENTATION: FINANCE QUARTERLY REPORT

Garrett presented to Council, highlighting that the Utility Funds are showing their typical trends. She stated that the Public Works facility project is wrapping up. Garrett stated that Sales tax is coming in strong, but anticipates a slowing of the sales tax. She identified point of sale, point of delivery, and phone sales tax. She stated that point of delivery (internet sales) is roughly 32 percent of the sales tax base. She stated that it is fastly growing.

Hanson stated that he spoke with some of the sponsors of sales tax distribution. He stated that no one knows what is going to happen to the system, but municipalities need to be at the table discussions. Garrett highlighted consistent growth in building permits. She stated that there is more residential Growth that has not been seen in the last few years.

Garrett stated that our investment earnings are doing well. She stated that we are at 2.9 percent returns on our investments. This is up from 1.3 percent from last year at this time.

Mayor Allen stated that the county has approved an .11cent increase in tipping fees.

8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT

Chief Bush presented to Council, stating that he does not have dispatch numbers due to turnovers at dispatch. He stated that he believes we are at over 1000 calls this year.

Bush stated that there have not been any major fires, mostly medical calls.

8.3 PRESENTATION: SHERIFF QUARTERLY REPORT

Lt. Pledger addressed Council, stating that Council will be receiving quarterly reports.

Pledger stated that the radar speeds signs have been having a positive influence in the City.

Pledger stated that Sgt. Streicher has been working in the office if Council would like to speak to him on any issues.

Lt. Pledger stated that they were able to close a child abuse case. He stated that there was a forcible Sex assault at the Jr. High that has been closed. He stated that these types of cases take an extensive amount of time to investigate. Pledger stated the they are currently monitoring 15 sex offenders living in the City.

Lt. Pledger updated Council on a stolen vehicle case out of South Ogden. He stated that the individuals in question involve a 16 year old that has many charges against him.

Pledger stated that crime crosses over between cities and what happens in this community affects what happens in neighboring cities. Pledger noted that many of the juveniles involved in the crimes he spoke of are involved in gangs in the community. He stated that the drug units and K-9 units are on top of the issue. He stated the gang activity is happening at the Jr. High and more prevalent at the High School.

Lt. Pledger stated that trained City employees on active shooter protocol in January.

He stated that he is also working with Staff on the Good Landlord Program.

8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

South Ogden Animal Control officer stated that there have not been any problems recently. She stated that her staff has been working on animal licenses. She stated that they are making a bigger effort to be in Rohmer Park. She stated that she would like residents to call the South Ogden Dispatch for reporting since she is not always in the office.

8.5 DISCUSSION/MOTION: APPROVAL OF CITY COUNCIL DONATION TO BONNEVILLE HIGH SCHOOL

Hanson stated that the donation given to the School has been requested by the PTSA to help with an alcohol free safe environment graduation party. The students have helped with the Easter egg hunt and other projects in past years.

**Motion by Council Member Weir
Seconded by Council Member Barker
To approve the donation of \$500
To Bonneville High School
For the graduation party
Approved unanimously (3-0)**

8.7 MOTION: APPROVAL OF THE POLICY AND PROCEDURE MANUAL FOR THE EMPLOYEES OF WASHINGTON TERRACE

Hanson stated that this is an important document to help manage staff. Hanson stated some of the policy language has been clarified and revised

Hanson highlighted a few of the revisions: a clarification to the salary planning language concerning market pay, the classification of full time and part time employees, clarification on the use and accrual of compensatory time rather than overtime pay.

Hanson stated that several new policies were added: Credit Card Use Policy, Fraudulent Activity Policy, Driving while conducting City Business, and the Safety Incentive Program.

Hanson explained a new addition to the document concerning Workers' Compensation and the use of sick leave, vacation leave, or comp time to fill the gap where Workers' Compensation leaves off.

Council Member Barker asked where the framework of the manual comes from. Rodriguez stated that the framework for the document originally came from Human Resource Association templates and has gone through legal review. Rodriguez stated that each section has been checked to ensure that state and federal laws are still current. Rodriguez stated that each employee is given the policies to review and that they sign that they have read the policy. Council Member West stated that it becomes a binding agreement between the City and the employee. If there were ever a court case, the City can show that the employee acknowledge that they were aware of practices and policies in the City.

Rodriguez stated that the manual is a guide to behavior, disciplinary issues, benefits, policies, and best Practices.

Rodriguez noted that the manual has not been approved in its entirety since 2013. As regulations and Requirements evolve, sections of the manual will be brought back to Council for review and approval.

Mayor Allen noted that one of the Boards in which he is a member is thinking about a whistle blower section in their manual. Rodriguez stated that retaliation is covered in the manual, there is not a specific section on whistle blowing. She will research and bring back to Council with any other changes.

**Motion by Council Member West
Seconded by Council Member Weir
To approve the policy and procedures
Manual for 2019
Approved unanimously (3-0)**

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Barker asked if there are any other infill properties coming in. Hanson stated that three property owners have been through the process and two subdivisions will be on the Next agenda.

Hanson stated that the City lights issue is still being reviewed.

Mayor Allen stated that there is one more speed sign on order.

Mayor Allen thanked Hanson and his staff for their hard work. Mayor Allen noted that the Storm Water Coalition resolution was signed last month. He stated that it was brought up at a WACOG meeting last night and was able to inform several county members who did not know about the Coalition.

Mayor Allen thanked Harris for keeping the City up to date and on the leading edge of issues.

10. ADMINISTRATION REPORTS

Hanson stated that he went to the legislative session yesterday and stated that there is legislation concerning impact fees and affordable housing. He stated that he will keep an eye on the legislation. He stated that the ULCT is putting together information that shows the work the cities are doing for affordable housing. Hanson stated that he will give the ULCT the information on our infill property ordinance and how it helps with affordable land use.

Hanson stated that land use is another issue that he will be watching closely. Hanson stated that the state is wanting to dictate how the cities will manage land use within their cities.

Hanson stated that there are 6 different bills on how to manage RDA's.

Hanson stated that he attended a meeting with the Sheriff's Office and other contract cities. He stated that he felt that it was a productive meeting. He stated that it is critical to smooth the budget so that we don't see any spikes. Hanson stated that he stressed that the distribution on the elevated service is still at 50/50.

Hanson stated that he had a meeting with a solid waste -to -energy without a tipping fee company. However, Hanson stated that the committee is not convinced at this time on the numbers needed to make the program work.

Hanson stated that Sgt. Streicher has been doing a great job on calling on warrants.

Hanson stated that staff is in the middle of the budget season.

11. UPCOMING EVENTS

February 18th: City Offices closed in observance of President's Day

12. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen Adjourned the meeting at 7:44 p.m.

Date Approved

City Recorder