

City of Washington Terrace

Minutes of a Regular City Council meeting

Held on February 20, 2018

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

Council Member Blair Brown

Council Member Larry Weir

Council Member Scott Barker- excused

Council Member Jeff West

City Manager Tom Hanson

Finance Director Shari' Garrett

Public Works Director Steve Harris

1. WORK SESSION: PERSONNEL COMPENSATION PLAN

Hanson explained the pay plan philosophy, stating that the city uses benchmarking practices to come up with market prices for positions. The rate is then taken down to -10% of the average compensation. He stated that the biggest component is recruitment and retention. He stated that the reduction is taken to work within our ability to pay. It is a consistent measure we use throughout all of the systems. Hanson stated that we match the job descriptions as best we can with the benchmark groups.

Hanson stated that we use the average range of the position as well as the actual wage. The pay plan analysis comes along with some budget changes. The changes are determined by the market. Hanson detailed the proposed changes in the administration group. Hanson stated that the Building position market has been flat for several years, however, this year there is a change due to a few changes in his job position. Hanson stated that internal equity and job load are used for the Recreation Director position.

Hanson then moved on to the other departments (court, utility billing, recorder, public works, etc), detailing any proposed changes. Hanson stated that Department Manager decides when an employee will receive any pay increases throughout their process. Hanson stated that the potential is there for the employee to move through the range throughout the year. Hanson stated that the organization is growing into a streamlined organization.

Hanson stated that the crossing guard position has been very hard to fill. Hanson stated that he proposed that the pay be increased by .50 as a good gesture to the employees.

Hanson stated that the construction sector has zero unemployment in Utah right now. He stated that Public Works falls into that sector and historically has been hard to recruit. He stated that at 10 percent, there is not a change for the employees. Hanson stated that by adjusting the baseline to 5% for this sector this year, it would help retain the valuable employees that we have now. He stated that the language could be changed in policy that allows for this adjustment to any sector of our employee force that has

49 the same parameters. He stated that Council could allow the City Manager to change the parameters with
50 certain triggers. He stated that that the Service Workers III positions are fully certified. He stated that this
51 would give them an increase in their range.

52 Hanson explained that the Service Worker I position would not see a change in range this year because
53 these positions are usually filled by new workers who test out of the position and therefore into a higher
54 range of compensation. Hanson stated that it was likely that two employees may test out of the SWI
55 position.

56
57 Council Member Brown stated that he is not advocating, but noted that Council pay increases are never
58 talked about. Hanson stated that he asks Council each year if they would like to change compensation.
59 Hanson stated that the Mayor has several boards that he works on. Hanson asked that it be considered to
60 raise the Mayor's pay a hundred each month to cover phone expenses and incidentals for his travel and
61 work on the Boards. Council Member West asked if it would be a reimbursable expense or part of his
62 taxable wage. Hanson stated that it would be more streamline to have it as a taxable wage. The Mayor
63 stated that he tries to tax the city Equinox whenever possible and encourages Council to do the same for
64 city business. Garrett stated that we do not offer an accountability plan where expenses would be
65 reconciled each month.

66
67 Council Member Brown stated that there is little time for discussion at the work sessions. He stated that
68 he is bothered by the procedure for pay compensation. He stated that the Building Department has not
69 increased as rapidly as other Department Heads. Council Member Brown stated that the city has a median
70 income of \$47,000.

71 Council Member Brown stated that Monroe has been mistreated with this procedure and he feels that he
72 has been taken advantage of. Council Member Brown stated that the cost of living increase is at zero. He
73 stated that he would like to talk to the compensation committee of the Mayor and Council Member
74 Monsen. He stated that the city is not growing, however, we keep trying to match cities with twice the
75 budget of our own. He stated that he is not in favor of summarily giving increases. He would like to see
76 things tweaked in the procedure. Council Member Brown stated that he is not in the agreement with the
77 cities we compare against.

78 Hanson stated that he takes the blame for not getting the committee together and welcomes an off
79 Tuesday work session to speak about the issues. Council Member Monsen stated that he agrees that we
80 are limited on funds, but there is also a standard that we have to pay to get good people, as in the case in
81 public works.

82
83
84
85
86
87
88
89
90
91
92
93
94
95
96

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

98 Mayor Mark C. Allen
99 Council Member Scott Monsen
100 Council Member Blair Brown
101 Council Member Larry Weir
102 Council Member Scott Barker- excused
103 Council Member Jeff West
104 City Manager Tom Hanson
105 Finance Director Shari' Garrett
106 Public Works Director Steve Harris

107
108 **Others Present**

109 Charles and Reba Allen, Trevor Morris, Hayden Morris, Zach Morris, Bob Seele

110
111 **2. ROLL CALL** **6:00 P.M.**

112
113 **3. PLEDGE OF ALLEGIANCE**

114
115 **4. WELCOME**

116
117 **5. CONSENT ITEMS**

118
119 **5.1 APPROVAL OF AGENDA**

120 **5.2 APPROVAL OF FEBRUARY 6, 2018, MEETING MINUTES**

121 Items 5.1 and 5.2 were approved by general consent.

122
123 **6. CITIZEN COMMENTS**

124 Resident Bob Seele-5151 S 600 W- asked why the City Council does not make people clean up their
125 yards because parts of the City is starting to look like a slum.

126
127 Resident Kathy McKay- 109 W 5150 S- stated that people are not cleaning up after their dogs at TH Bell
128 and stated that people are not controlling their dogs with leashes, noting that she and her family have
129 been bitten by dogs in the area behind TH Bell. She also noted that many of the dogs are not licensed.

130
131 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
132 **COMMENTS**

133
134 Hanson stated that there are some code enforcement challenges, noting that the process is cumbersome.
135 He stated that we are restricted to only the front of the houses by code. He stated that he will have the
136 Code Enforcement officer will follow through with Mr. Seele. Hanson stated that we are proactive with
137 code enforcement. Hanson stated that he is working with Monroe on timeline challenges.

138
139 Hanson stated that he will address the dog issue in the next newsletter. He is working on an article on
140 leash laws. Hanson stated that dispatch should be called when someone sees a dog off leash. Hanson
141 stated that animal control spends a lot of time in parks. Hanson stated that we do not have any parks or
142 off leash environments, other than private property.

143 Mayor Allen suggested a work session with the Animal Control officers. Hanson stated that it would be
144 arranged.

145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193

8. NEW BUSINESS

**8.1 MOTION: RE-APPOINTMENT OF PLANNING COMMISSIONERS
WALLACE REYNOLDS AND DAN JOHNSON**

Mayor Allen re-appointed Wally Reynolds and Dan Johnson to serve as Planning Commissioners With Council Consent.

**Motion by Council Member West
Seconded by Council Member Weir
To approve the Re-appointment of Planning Commissioners
Reynolds and Johnson
Approved unanimously (4-0)**

8.2 MOTION: APPOINTMENT OF NEW PLANNING COMMISSIONER

Mayor Allen recommended the appointment of Dwight Henderson to serve on the Planning Commission in Council Member Weir's place. Council Member Monsen stated that he was excited to see his application and feels he will be an outstanding addition to the Commission.

**Motion by Council Member Brown
Seconded by Council Member Monsen
To approve the appointment of Dwight Henderson to serve
As Planning Commissioner
Approved unanimously (4-0)**

**8.3 MOTION/RESOLUTION 18-02: A RESOLUTION ADOPTING AN AMENDED
CIVIC CENTER/SENIOR CENTER FACILITY USAGE POLICY**

Hanson stated that some changes were made to the policy. He stated that someone would be able to use the Civic Center only if they have direct benefit to the City. He stated that due to past damage, the facility will not be rented to the general public. Council Member Monsen stated that it is a public building and would like to make it a little more accessible to the public. Hanson stated that the goal is to protect it for public use.

**Motion by Council Member Monsen
Seconded by Council Member Weir
To adopt Resolution 18-02 to amend the
Civic Center/Senior Center Facility Usage Policy
Approved Unanimously (4-0)
Roll Call Vote**

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Brown stated that he is very impressed with Gina in the front office.

Council Member Weir stated that he noticed some lights out on 300 West and 4900. Harris stated that he is working on a newsletter article concerning lighting issues and response.

194 Mayor Allen thanked the Sheriff's Office for their work in the City. He stated that they held a lock down
195 drill at Bonneville last week and two more are scheduled this week. He stated that he also appreciated
196 their work on the winter parking ordinance.

197 Mayor Allen stated that the street lights in front of City Hall are pretty dark at night. Harris stated that
198 they are solar and have been a problem. He stated that they are looking to change to LCD lights.

199 Mayor Allen announced that the City has ranked number one in the CDBG grant funding process. We
200 will receive our full funding for the tank upgrade.

201

202 **10. ADMINISTRATION REPORTS**

203 Hanson stated that there will be a work session on Tuesday, February 27th to discuss pay compensation.

204

205 **11. UPCOMING EVENTS**

206 Feb 22nd: Planning Commission Meeting 6:00 p.m.

207 Mar 6th : City Council Work Session 5:00 p.m.

208 Mar 6th: City Council Meeting 6:00 p.m.

209 Mar 20th : City Council Work Session 5:00p.m.

210 Mar 20th: City Council Meeting 6:00 p.m.

211 Mar 29th: Planning Commission 6:00 p.m.

212

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

214 Mayor Allen adjourned the meeting at 6:49 p.m.

215

216

217

218 _____
Date approved

City Recorder