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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on May 1, 2018
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

- 11 Mayor Mark C. Allen
12 Council Member Scott Monsen
13 Council Member Blair Brown
14 Council Member Larry Weir
15 Council Member Scott Barker
16 Council Member Jeff West
17 Finance Director Shari' Garrett
18 City Manager Tom Hanson
19 Public Works Director Steve Harris
20 City Recorder Amy Rodriguez

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

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**PRESENTATION: FY 2018 AMENDED BUDGET, FY 2019 TENTATIVE BUDGET,
AND FY 2020-2023 BUDGET PLAN**

25 Garrett stated that there is no need for Truth in Taxation this year.
26 Garrett stated that all the indicators are telling us that the economy is looking stable for the next few
27 years. She stated that there are some economic uncertainty around year 3. Garrett stated that the city is
28 not aggressive on revenue projections or expenditures. She stated that the city is fairly conservative.
29 Garrett stated that inflation will be a major cost driver. She noted that federal and state mandates are
30 another unknown cost driver. She stated that low to no growth is also an issue.

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Refuse Services

33 Garrett stated that the city is going to continue recycling services. She stated that year 1-3 should remain
34 consistent. She stated that the contract with Republic Services has inflationary CPI index not to exceed 3
35 percent. Garrett stated that Weber Transfer and Recycled Earth have become a big unknown, stating that
36 the costs have changed and we can expect rate increases. She stated that level of service will stay the
37 same, however, the costs will increase. Mayor Allen suggested that a plan be developed to help us save
38 on carts and cut the new cart costs in half. Hanson stated that he working with Republic Services on
39 trying to figure out if damage is covered under warranty, or if damage is caused by the hauling trucks.
40 Garrett stated that there is a .15 increase to the refuse fee.

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Culinary Services.

43 Garrett stated that the level of service will remain the same. She stated that she does not know of any
44 stated mandates that could affect water. She stated that it will be business as usually, except when it
45 comes to capital. She stated that capital increases are due to maintaining levels of service, not raising it.
46 Hanson stated that due to stated mandates, Weber Basin Water will be conducting system improvements
47 that will be passed down to us. He stated that they will be speaking to Council in June concerning the

48 increases. He stated that the water system infrastructure is very old. He stated that he does not know how
49 much of an increase we will have, however, it will be a considerable amount. Garrett stated that contract
50 will increase by 7 percent annually. She stated that there will be no increase in water this year. Garrett
51 shared projections on billable gallons of water. She stated that we are about 18 months behind on our
52 projections for 2018, noting that there is always a lag. She stated that she feels that 2018 Fiscal Year is
53 coming in stronger than projected historically. She stated that the estimates for 2019 are conservative.
54 She stated that she will be cautious while moving forward with the estimates.

55
56 Sanitary Sewer

57 Garrett stated that levels of service will not change this year. She stated that capital will be a major cost
58 driver. She stated that the budget is anticipating 150,000 contribution towards capital improvements
59 equipment and infrastructure. She stated that we have deferred our own needs for operational needs due
60 to state mandates. She stated that we are behind on sewer capital infrastructure. She stated that the budget
61 is anticipating a .75 increase to sewer so it could go back solely to fund infrastructure. She stated that
62 there is no need to raise for operations, however there is a dire need to raise resources for infrastructure
63 and capital. She stated that the \$120,000 is still underfunded.

64 Hanson stated that due to the increases from Central Weber Sewer, the city has not raised rates for our
65 own capital improvements. Council Member West asked if our risk is increasing by not improving
66 infrastructure. Hanson stated that we are not at catastrophic failure, however, some things have not been
67 completed as intended. Hanson stated that the City has been focusing on getting ready for OTIS II.

68 Garrett stated that .75 to the base will generate around \$32,000 a year, however, it is not enough to keep
69 up on capital plans. Harris stated that there are several problems with the sewer system, with the biggest
70 problem being roots. Harris stated that bellies in the line creates opportunities for overflows, noting that
71 we have not had many in a while. Harris stated that several backups could increase our rates with our
72 insurance company.

73 Garrett stated that we can expect Central Weber Sewer to increase by over 2 percent annual. Garrett
74 stated that we are responding to costs that are being put upon us and passing along the costs.

75 Garrett stated that we are way below what other cities are charging for sewer because we rely on overage
76 costs. She stated that there is risk there if we do not meet estimates and cover costs. Garrett explained the
77 pros and cons with going with a flat rate fee. She stated that if we continue the tiered options, there is risk
78 to service and revenue risks. Garrett stated that she believes that 40 percent of residents use over the base
79 amount. She stated that we have seen fewer people going over with the cost of overage increases. She
80 stated that water will remain in the tier system.

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

95 Mayor Mark C. Allen

96 Council Member Scott Monsen
97 Council Member Blair Brown
98 Council Member Larry Weir
99 Council Member Scott Barker
100 Council Member Jeff West
101 Finance Director Shari' Garrett
102 City Manager Tom Hanson
103 Public Works Director Steve Harris
104 Chief Building Inspector Jeff Monroe
105 Fire Chief Kasey Bush
106 City Recorder Amy Rodriguez

107
108 **Others Present**

109 Charles and Reba Allen, Dell Kraaima, Russell Langford, Ulis Gardiner

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111 **2. ROLL CALL**

6:00 P.M.

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113 **3. PLEDGE OF ALLEGIANCE**

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115 **4. WELCOME**

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117 **5. CONSENT ITEMS**

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119 **5.1 APPROVAL OF AGENDA**

120 **5.2 APPROVAL OF APRIL 17, 2018, MEETING MINUTES**

121 Items 5.1 and 5.2 approved by general consent.

122
123 **6. CITIZEN COMMENTS**

124 There were no citizen comments.

125
126 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
127 **COMMENTS**

128 Due to Lack of citizen comments in item 6, item 7 is unnecessary.

129
130 **8. NEW BUSINESS**

131 **8.1 PRESENTATION: FY 18 AMENDED BUDGET, FY 2019 TENTATIVE BUDGET,**
132 **AND FY 2020-2023 BUDGET PLAN**

133 Garrett stated that the tentative budget is available online.

134 Garrett stated that the work session entailed Utility Funds. She reviewed some of the items discussed in
135 the work session. She stated that levels of service should remain the same for refuse within in the 5 year
136 plan, while noting that there are some uncertainties with the recycling program. She stated that the refuse
137 fund is anticipated to increase by .15.

138 She stated that the levels of services for culinary water will remain the same and there will not be any
139 increases expected this year. She stated that the major cost drivers for years 2-5 include capital and OTIS
140 II and there will be increases addressed annually.

141 Garrett stated that she anticipates that mandates will land within the next 5 years.

142 Garrett stated that there is not much change operationally with Sewer, however, there will be changes
143 with capital. She stated that the budget plan anticipates a 2 percent annual increase to Central Weber

144 Sewer. She stated that she anticipates that there will be heavy mandates that will affect our plan within
145 the next 5 years.

146 Garrett stated that there have been mandates concerning storm water, including storm water mandates
147 which required us to raise our level of service. She stated that we will be doing business as usual for the
148 next year. She stated that there are going to be demands on our capital improvements, however, they will
149 not increase our levels of service, rather just maintain our infrastructure.

150 Council Member Brown stated that if we stay with the tiered system, there will be a .90 increase to
151 utilities. Garrett stated that she is open to changing the system to a flat rate system for sewer if Council
152 would like that option.

153 Garrett stated that the tentative budget does not address OTIS II, however, it will be included in the 5
154 year plan once the numbers are worked out. She stated that the project cost is 11.5 million based on 2018
155 prices. She stated that it could be more, or less, depending on the economy within the next 4 years. She
156 stated that the funding period is 2018-2023. She stated that staff will be working with Council as to
157 funding sources. Garrett stated that there are opportunities for long term financing of the OTIS II project.
158 Garrett stated that the current proposal would look at a base fee increasing by .90 (.15 to refuse, .75 to
159 sewer). Garrett stated that there will be a lot of capital needs that will be discussed within the next five
160 years. She stated that unknowns include mandates. Mayor Allen stated that Council participated in a
161 training meeting last week concerning capital needs and infrastructure and stated that he appreciates
162 Garrett and Harris on the work that they do on the infrastructure. Garrett stated that it helps that Council
163 is willing to participate in seeing the bigger picture and the plan for the future.

164
165 **8.2 MOTION: TO TENTATIVELY APPROVE THE TENTATIVE BUDGET**

166 Hanson stated that the Council is receiving the tentative budget and tentatively approving the
167 budget based on the Council priorities. He stated that the final adoption will be on June 19th and
168 that the budget may change during that time.

169
170 **Motion by Council Member Monsen**
171 **Seconded by Council Member West**
172 **To tentatively approve the tentative budget**
173 **Approved unanimously (5-0)**
174

175 **8.3 MOTION: FINAL APPROVAL OF LANGFORD SUBDIVISION TO BE LOCATED**
176 **AT 4940 SOUTH 300 WEST SUBJECT TO CITY ENGINEER APPROVAL,**
177 **MUNICIPAL CODE REGULATIONS COMPLIANCE, AND A COMPLETED**
178 **DEVELOPMENT AGREEMENT SATISFACTORY TO THE CITY ATTORNEY**

179 Hanson stated that this is the first official in-fill subdivision. Hanson stated that the in-fill
180 ordinance has been approved within the last year to help clean up those areas. Monroe stated that
181 the in-fill ordinance is beneficial to the city as well as the developers. Monroe stated that the in-fill
182 ordinance has taken 6 years to be passed.

183 Monroe stated that the Planning Commission gave a favorable recommendation and made sure
184 that that subdivision meets city standards. Monroe stated that the Fire Department has worked
185 with Mr. Langford on the fire access. He stated that this will be of value to the city in terms of
186 taxes, as well as increasing property values. Mayor Allen thanked Mr. Langford for his patience
187 with this process. Mayor Allen clarified that there are 15 lots.

188 Monroe stated that lot 1 is the existing lot that will be incorporated into the subdivision. Monroe stated
189 that there will not be access from 4950 South. Monroe stated that the subdivision will be comprised of all
190 single family homes. Council Member Monsen stated that he is excited to see the new development and
191 appreciates the zoning flexibility in order to get these projects accomplished. Monroe stated that he is

192 currently working on two infill properties.
193 Council Member Brown thanked Monroe and Mr. Langford for getting the project accomplished and is
194 looking forward to improving the weed patches in the city.

195
196 **Motion by Council Member Weir**
197 **Seconded by Council Member Barker**
198 **To approve the Langford Subdivision to be located at**
199 **4940 S 300 W subject to City Engineer Approval,**
200 **Municipal Code Regulations Compliance, and a completed development**
201 **Agreement satisfactory to the City Attorney.**
202 **Approved unanimously (5-0)**
203

204 **8.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY UPDATE**

205 Chief Bush presented the quarterly report to Council, stating that they have been fairly busy and the
206 numbers have remained the same. Bush stated that there have been two cooking fires within the last
207 month.
208 Chief Bush stated that he spoke with Ogden Fire Department and stated that they have negotiated
209 \$55,000 for leasing our building this year, and \$60,000 for next year. He stated that they are working on a
210 new agreement. It would be a lease on the building with the first responder fee. Bush stated that the
211 agreement would be for 3 years, with a possible transition to our own ambulance service.
212 Bush stated that Ogden is looking at sending out their battalion chief to structure fires so that there is
213 a good command structure.
214 Chief Bush stated that the contract would have a 6 month out clause if we choose to go to a district
215 or change our structure.

216
217 **8.5 DISCUSSION/MOTION: APPROVAL OF BENCHMARK CITIES TO BE**
218 **USED FOR EMPLOYEE COMPENSATION COMPARISONS IN ACCORDANCE**
219 **WITH THE PAY PLAN PHILOSOPHY**

220 Hanson stated that staff has been working with the Council, particularly the Mayor and Council Member
221 West, on the comparison cities for the pay plan.
222 Mayor Allen stated that the benchmark cities have been changed for next year's budget.
223 Council Member Brown stated that he disagreed with the 16 cities that we started with and for the first
224 time ever, the Council discussed ability to pay and median income.
225 He stated that he feels good that we pushed the Council to look at these factors, however, his vote is no
226 because he feels that there is a mis-match and unfair comparisons.
227 Council Member Brown stated that he would like to see the city live stream Council meetings and works
228 sessions. He stated that he feels good that the Council looked at ability to pay.

229
230 **Motion by Council Member Barker**
231 **Seconded by Council Member Monsen**
232 **To approve the benchmark cities to be**
233 **Used in the Employee Comparisons in accordance**
234 **With the pay plan philosophy**
235 **Approved (4-1)**
236 **Council Member Brown- nay**

237 **8.6 DISCUSSION/MOTION: DIRECTION TO STAFF REGARDING THE YCC**
238 **FAMILY CRISIS CENTER REQUEST FOR SPONSORSHIP**

239 Hanson stated the YCC came to Council and requested a contribution of \$4000.00 for their service

240 organization. Hanson stated that one option is to use some sky miles that are expiring to obtain a
241 gift card to help as a gesture. He stated that at this time we do not have the capacity to fund the
242 full amount requested. Mayor Allen stated that less than half of the county donate their share to
243 the program. Mayor Allen stated that it is a great cause and although we cannot fund the full
244 amount, he believes that the sky mile idea is a great idea.
245 Hanson stated that the sky miles are used for travel and training, but feels that there
246 is some capacity to use the miles. Council Member Barker stated that he was concerned
247 that they did not explain how they lost their funding and is concerned about the \$4000.00 amount
248 that was suggested by the Crisis Center. Council Member Weir agreed that we cannot afford
249 \$4000, however, he would like us to be able to donate to the cause.
250 Mayor Allen stated that they do receive some government funding. He stated that the cost is
251 considerable less per bed than the YCC in Salt Lake County. Council Member Brown stated that
252 he is in favor of donating funds obtained through sky miles. Hanson stated that Gina Kochendorfer
253 suggested the plan.

254
255 **Motion by Council Member Brown**
256 **Seconded by Council Member barker**
257 **To use sky miles to donate up to/not to exceed \$800.00**
258 **To the YCC Family Crisis Center**
259 **Approve unanimously (5-0)**
260

261 **8.7 DISCUSSION/ACTION: DIRECTION ON ALLOWING FULL PAGE ADS AND**
262 **INSERTS IN THE CITY NEWSLETTER**

263 Hanson stated that the intent of advertising is to fill up space in the newsletter that is available. Hanson
264 stated that staff is concerned that we would be turning our newsletter into another piece of
265 junk mail if we have extra flyers in the newsletter. He stated that he wants to maintain the
266 integrity of the newsletter. He stated that if someone like Weber Basin Water or one of our partners in the
267 city would need to place a flyer, they would be allowed to do so.
268 Council Member Monsen stated that he is concerned at where to draw the line (as far as what business we
269 would take it from, how big the ad would be, and where it would be placed.) He stated that maybe we
270 should not be involved in ads at all. Council Member Brown stated that he agrees with Hanson and feels
271 that self-promoting waters down the newsletter. He stated that less is better and only on occasion where it
272 serves the public. Hanson stated that the ads are used now only as a filler. The funds go back into the
273 general fund. Council Member West stated that it should be limited to things that contribute to our
274 community. He stated that we can encourage people to view the local business website. Council Member
275 Monsen stated that we would like to support local business. He stated that ads should only be a direct
276 benefit to the city rather than a business.
277 Council Member Monsen stated that school productions would not be able to place an ad, however, the
278 playground donation request from Roosevelt is a direct benefit to the city.

279
280 Hanson clarified the direction from Council is to not allow private businesses full page inserts, allow
281 white fill inserts as needed, and allow full page inserts to partners that support city functions and align
282 with city objectives.

283 Council Member Monsen made the motion to agree with Hanson's description, minus the commercial
284 white fill ads. Council Member Barker stated that we should allow the opportunity for local businesses to
285 place ads. Council Member Monsen then amended his motion to the following:

286 **Motion by Council Member Monsen**
287 **Seconded by Council Member Barker**

288 **To allow white space ads, do not allow commercial full page ads,**
289 **And allow full page ads from community partners for informational purposes only**
290 **Approved unanimously (5-0)**
291

292 **9. COUNCIL COMMUNICATION WITH STAFF**

293 Council Member Monsen asked why there is not secondary water at the north end. Council Member
294 Brown stated that he spoke to Pine View Water and there is a major leak and that it could be up to a week
295 before it is fixed.

296 Council Member Barker inquired if the auto issue with employees moved forward. Hanson stated that the
297 employees were told that we would cover up to \$500 deductibles on their damaged vehicles, but not to
298 set a precedence. He suggested that Council give Solomon names for Terrace Days Grand Marshall
299

300 **10. ADMINISTRATION REPORTS**

301 Hanson stated that there were good opportunities at the ULCT training last week and appreciates the
302 attention to detail that staff and Council have toward projects. He thanked Council for supporting what
303 we do as a city.

304 Hanson stated that the city received rebate money on the sheriff's contract and he would like to
305 recommend using some of the funding for speed feedback signs on 300, Ridgeline, and 500 West
306 Northbound. He stated that he would like to update the camera system and put it down at lower Rohmer.
307 Hanson clarified that we would not exceed the rebate money on these projects.

308 Hanson stated that the speed signs would be in an environment that is minimally obtrusive to the
309 neighborhood. He stated that they could be portable and brought to other areas in the city. Hanson stated
310 that they would be solar powered.

311 Hanson stated that the boy scouts helped with a project at little Rohmer by demolishing the fence and
312 cleaning up the area. Hanson stated that the Public Works Crew supported the project.

313 Hanson stated that staff is looking at ways for an Open House for the Public Works facility and
314 recommends merging that with an Emergency Prep fair in September. Council Member Monsen
315 suggested reaching out to organizations that are involved in Emergency Preparedness Programs.

316 Hanson stated that Hanson is finalizing the invoice for the water main break.

317 Hanson stated that there will be more police training in the medical building and should be demolished
318 sometime this summer.

319 Hanson stated that we will be receiving a permanent drop box from Weber County Election office.
320

321 **11. UPCOMING EVENTS**

322 May 3rd: Central Weber Sewer District facility tour 4:00 p.m.

323 May 15th: City Council Work Session 5:00 p.m.

324 May 15th: City Council Meeting 6:00 p.m.
325

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

327 **Mayor Allen adjourned the meeting at 7:57 p.m.**
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330 _____
Date Approved

City Recorder