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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on May 5, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

9 * **Note: Due to COVID19 restrictions, the meeting was available for viewing and citizen comments through the City’s Facebook live stream.**

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13 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 14 Mayor Mark C. Allen
15 Council Member F. Carey Seal
16 Council Member Blair Brown - excused
17 Council Member Larry Weir
18 Council Member Scott Barker
19 Council Member Jeff West
20 Finance Director Shari Garret
21 City Recorder Amy Rodriguez
22 City Manager Tom Hanson

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24 **Others Present**

25 The meeting was held via zoom, live streamed on the Washington Terrace City facebook page.
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28 **1. WORK SESSION 5:00 P.M.**

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30 Garrett stated that the budget document is being re-vamped to accomplish two things: 1. Condense it
31 down, 2. Make it a smoother read. She stated that it is not the final document, stating that the final
32 document will be completed. She stated that there is not a five year plan in the tentative budget due to the
33 crisis that we are in. She stated that it will take time to prioritize for the five year plan. She stated that the
34 figures will change before the final budget. She stated that sales tax numbers have not come in as of yet.
35 Garrett stated that this year’s budget is unique because we have not faced this much uncertainty with the
36 budget since the recession in 2009.
37 Garrett stated that the Manager’s Message deals with revenue shortfalls due to the COVID 19 response.
38 Garrett highlighted a few adjustments to the projections. She stated that our property tax revenue rate is
39 the highest second rated in the county, due to our debt levy of the repayment of the General Obligation
40 bond.
41 Hanson stated that one of the important components is to take note of our resident’s and stakeholders. He
42 stated that it is important to note that we will be capturing the GO funds moving forward. He stated that
43 we are pulling back on fees and tax increases. He stated that he is working with Weber Basin Water to
44 see if they could pull back on increases this year. He noted that the Sheriff’s Office is also working on
45 putting off any increases this year. He stated that we have been very conservative during this time.
46 Hanson noted that the City will be completing projects that are one time expenditures with restricted
47 funds. He stated that we are trying to minimize General Fund expenditures.

48 Garrett stated that there are two more calendar years with the GO levy attached. She stated that we would
49 be able to capture it in 2021. Council Member Barker cautioned not capturing the taxes when we can. He
50 does not want taxes to be low once we lose the GO bond and then have to raise taxes again. Hanson
51 stated that the plan is to capture the GO bond next year, stating that it is critical. He stated that the
52 challenge we have in capturing it this year is that people will struggle with an increase during this crisis,
53 even though it is a wash. Hanson stated that if Mayor and Council would like to have a truth and taxation
54 this year, it is an option. Council Member Barker stated that he does not want to have to go back and
55 capture the funds. Hanson stated that this year is minor compared to next year, noting it is critical to
56 capture it next year.

57 Council Member Seal stated that he agrees that it is easier to maintain now instead of increasing to get
58 the tax back up. Mayor Allen asked if we could do a Truth in Taxation. Hanson stated that it would give
59 the impression that we do not care about the capacity of our stakeholders and how that is perceived
60 during this time. He stated that there is some concern that it may go poorly.

61 Mayor Allen stated that he assumes that if things look up, it will be better to have the Truth in Taxation
62 next year and be able to make that “catch up” without too much impact.

63 Council Member Barker stated that it is a gamble, and we are hoping that things get back to normal next
64 year. Mayor Allen stated that he would like to give the residents a chance to catch up and give everyone
65 the opportunity to become stable. Council Member Barker stated he knows that this crisis has affected
66 people. He stated that he is happy to hold off this year, but will be visiting with residents to see what is
67 happening out there.

68 Garrett stated that it is a \$70,000 difference if we do not capture the GO bond this year. She stated that it
69 would be \$317,000 next year. Hanson stated that we can weather the impact this year, however, we
70 would like to have a shortfall plan to come back around to capturing the bond.

71
72 Council Member Seal would like to know what the increase would be per household. Garrett stated that
73 she will send the information to Council. Mayor Allen stated that we do not know if the value of homes
74 will decrease by the county’s valuations. Garrett stated that the final valuations come out at the end of
75 June. Mayor Allen stated that the perception of holding a Truth in Taxation now will be tough.
76 Hanson reiterated that we run really lean in the City.

77
78 Garrett stated that a major budget item is FIRE/EMS. Hanson stated that we will be keeping that item
79 flat. He stated that we have been extremely successful with the plan put in place with last year’s Truth in
80 Taxation, noting that we have been able to work with our 3 person staffing levels and are just a few
81 firefighters down from our goal of 30 firefighters.

82
83 Hanson stated that infrastructure improvements will be utilizing one time restricted funds, such as
84 grants and Class C Funds.

85
86 Hanson stated that we have frozen all of the personnel wages going into next year. Hanson stated that we
87 have hired a new Chief Building Official/Community Development Director.
88 Hanson noted that we will not have a utility rate increase this year. Mayor Allen stated that there will be a
89 slight increase on service fees from the Sewer District. He stated that they have decided not to hold a
90 Truth in Taxation to raise sewer fees. He noted that the sewer fees will increase by less than a percent.
91 Hanson stated that he has not heard back from the Water District on increases for this year. He stated that
92 they are considering raising fees three percent this year, and 11 percent next year, as opposed to the
93 projected increase of 11 percent this year.

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95 Garrett stated that all of the actions in the shortfall revenue plan will need a corrective action plan.

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Blair Brown - excused
Council Member Larry Weir
Council Member Scott Barker
Council Member Jeff West
Finance Director Shari Garret
City Recorder Amy Rodriguez
City Manager Tom Hanson

Others Present

The meeting was held via zoom, live streamed on the Washington Terrace City facebook page.

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

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3. **PLEDGE OF ALLEGIANCE**

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4. **WELCOME**

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5. **CONSENT ITEMS**

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5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF APRIL 21, 2020 MEETING MINUTES

Items 5.1 and 5.2 are approved by general consent.

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6. **CITIZEN COMMENTS**

There was a written comment asking for control over speeding vehicles on 5000 South. The comment was written on facebook by Amy Compton.

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

COMMENTS

Mayor Allen noted that 5000 South is a 30 mph road. Hanson stated that 5000 West is one of the faster speeding areas. Hanson noted that our Lt. is on the meeting. Lt. Butler stated that he has asked patrol to run some radar in that area to cut down on some of the speeders.

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8. **NEW BUSINESS**

8.1 PRESENTATION: FY 2020 AMENDED BUDGET, FY 2021 TENTATIVE

BUDGET, AND FY 2022-25 BUDGET PLAN

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Hanson stated that we are designing our budget around the Revenue Shortfall Plan and holding Back. He stated that we are freezing wages, fees, and cutting back on projects. He stated that We have a very lean budget. He stated that the budget is centered around “Coping in Crisis”.

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Garrett stated that the details of the tentative budget will be available online in the Budget and Finance Section. Council Member Barker asked if staff or Council have received calls from residents on

144 Concerns on the actions that the City is taking. Hanson stated that he has not received feedback, however,
145 he has heard from the Utility Billing staff that they have received feedback on notes of appreciation.
146 Mayor Allen stated that he has not heard much feedback. He stated that we have done a good job
147 In keeping services as normal as possible. Hanson stated that staff does a great job with the newsletter
148 And getting the information out there to the public.

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150 **8.2 MOTION: TO TENTATIVELY APPROVE THE TENTATIVE BUDGET**

151 Garrett stated that this motion does not bind Council to the budget, it is state mandated that
152 The Council receives the tentative budget by the first meeting in May. Garrett stated that if we do not
153 hold a Truth in Taxation, the final budget will be approved in June.

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155 **Motion by Council Member West**
156 **Seconded by Council Member Barker**
157 **To tentatively approve the tentative budget**
158 **Approved unanimously (4-0)**
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161 **8.3 PRESENTATION: INTRODUCTION OF CHIEF BUILDING OFFICIAL/
162 COMMUNITY DEVELOPMENT DIRECTOR**

163 Hanson introduced Tyler D. Seaman as the new Chief Building Official/Community Development
164 Director. Hanson stated that he is fully certified in Inspection, and has a Code Enforcement background
165 as well. Hanson stated that Seaman has hit the ground running.
166 Seaman introduced himself to Council, noting that he appreciates the opportunity to work with the City.
167 He stated that he has been a building official for six years and is excited to begin his opportunity
168 to learn as a Community Development Director. He stated that he believes the skills that he brings
169 from Clearfield will help further code enforcement and follow on Monroe's work.

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171 **8.4 MOTION/ORDINANCE 20-02: LAND USE ADMINISTRATION AND SIGN
172 AMENDED TO REGULATE REAL ESTATE SIGNS AND VEHICULAR ADS**

173 Hanson stated that the City has challenges with people parking delivery trucks around the City
174 that are used for advertising. He stated that there are residential areas with large signs.
175 Seaman stated that safety is one of the major issues with this ordinance. He stated that
176 this is a great way to introduce another level of safety to the City. He stated that this ordinance
177 will not allow advertising on a vehicle unless it is a work truck. He stated that it will control the size
178 and amount of signs on residential property for sale of the property.
179 Seaman stated that as long as someone has a temporary sign permit they can post temporary signs
180 for 14 days.
181 Mayor Allen confirmed that the advertising on someone's personal work truck is not enforced.
182 Mayor Allen asked if the generic "For Rent" sign is allowed. Seaman stated that City code allows
183 for a maximum of four directional signs for open houses, with the stipulation that realtor or seller
184 is present. Mayor Allen stated that someone can put up a "For Rent" sign in their yard, but not
185 all over the city as a directional sign. Seaman stated that we can allow for those types of signs
186 if they apply for a temporary sign permit.
187 Hanson stated that the intent of the ordinance is to eliminate discrimination against any type of
188 business. Hanson stated that the temporary sign permit is at no cost.
189 Council Member Barker asked if the Planning Commission has reviewed this new ordinance.
190 Hanson stated that their direction and change suggestions were incorporated into the ordinance.
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192 **Motion by Council Member Barker**
193 **Seconded by Council Member Seal**
194 **To approve Ordinance 20-02**
195 **Land Use Administration and Signs Amended**
196 **To regulate Real Estate Signs and Vehicular Ads**
197 **Approved unanimously (4-0)**
198 **Roll Call Vote**
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201 **9. COUNCIL COMMUNICATION WITH STAFF**

202 Council Member Seal asked about the intersection issue on 5700 South. Hanson stated that the trees have
203 been trimmed and he is following through with Golden West Credit Union concerning their real estate
204 sign. Council Member Seal asked for the project plan on the sidewalk repairs in the City.
205

206 Council Member Weir stated that there are two little signs on 300 West by the child care facility and
207 would like them taken down, as the business has closed.

208 He stated that he has had complaints from residents concerning the speeding on 4200 South (south of the
209 golf course). He stated that cars have been speeding at 40-50 miles an hour down the back road. He stated
210 that there are children who play in that area. Hanson has made a note and will speak with Lt. Butler.

211 Council Member Weir stated that there are divets in the road that need to be filled at 5250 South between
212 200 and 300 West. He stated that they look City projects.
213

214 Council Member Barker inquired about a food pantry issue. Hanson stated that he has asked the owners
215 to take the sign down. Hanson stated that this Friday is the last day for our janitorial contract. Hanson
216 stated that we are using recreation capacity to fill in while there is some down time.
217 Hanson stated that he reached out to legal concerning the pipe issue by the hospital. He noted that we are
218 still pushing forward with that issue.
219

220 Council Member West asked if we know if the Pine View Water break has been fixed. Hanson stated that
221 we have had a few calls on Pine View and Weber Basin Water. He stated that we have been directing
222 residents to speak to them directly. Council Member West asked for an update on the property south of
223 the library. Hanson stated that he met with developers to work on a proposal so that we can sell the
224 property and receive the best tax value and best product for the City.
225

226 Mayor Allen stated that we received a RAMP E-Z grant for \$2000.00 for some items in the park.

227 Mayor Allen stated that he heard that Weber County has been approved by Weber Morgan Health to host
228 their Adult Softball League. He stated that there are a lot of restrictions involved. Mayor Allen stated that
229 we are not ready to open up our recreation programs at this time.
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232 **10. ADMINISTRATION REPORTS**

233 Hanson stated that he has been sending out week in reviews to Council. Council agreed that they have
234 been helpful and provide good information.
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236 Hanson stated that the idea was brought to him that every member of our team has done a great job
237 during this crisis in regards to maintaining levels of service. He stated that he would like to hold an
238 appreciation lunch for the employees at a later date when the timing and health considerations are
239 appropriate.

240 Mayor Allen stated that the staff has remained positive and upbeat while through the crisis and
241 appreciates their hard work in maintaining health restrictions and taking care of the residents.
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243 **11. UPCOMING EVENTS**

244 May 19th: City Council Work Session 5:00 p.m.(tentative)

245 May 19th: City Council Meeting 6:00 p.m.

246 May 28th: Planning Commission Meeting 6:00 p.m.
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249 **12. ADJOURN THE MEETING: MAYOR ALLEN**

250 **Motion by Council Member Weir**

251 **Seconded by Council Member West**

252 **To adjourn the meeting**

253 **Approved unanimously (4-0)**

254 **Time: 6:57 p.m.**
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259 **Date Approved**

City Recorder