

1 **City of Washington Terrace**

2  
3 Minutes of a Regular City Council meeting

4 Held on June 2, 2020

5 City Hall, 5249 South 400 East, Washington Terrace City,  
6 County of Weber, State of Utah  
7

8  
9 **\* Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**  
10 **comments through the City’s Facebook live stream.**

11  
12 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

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

22  
23 **Others Present**

24  
25  
26 **\* Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**  
27 **comments through the City’s Facebook live stream.**

28  
29 **1. WORK SESSION 5:00 P.M.**

30  
31 Hanson stated that the work session will address the fee schedule.  
32 Garrett stated that there are some areas of the fee schedule that is proposed to be changed. She  
33 highlighted the water meter impact fee, stating that it is not a new fee, however it has not been updated  
34 since 2008. She stated that the transmitter cost was not previously included in the fee. She stated that it is  
35 proposed to include a \$50.00 installation fee for new developments. She stated that it take about an hour  
36 of staff time to install each meter. She stated that the fees are subject to change based off of vendor  
37 pricing. She stated that she envisions re-addressing the pricing each year to allow the Council to approve  
38 the pricing. She stated that staff would like to have the flexibility to change the price throughout the year  
39 as meter pricing changes. These fees would be charged through the building license prices. Garrett stated  
40 that we have the justification for the system impacts to justify the impact fee change.  
41

42 Garrett stated that he refuse carts is a new impact fee that is being proposed. She stated that the impact on  
43 buying new cans for the new developments has been unexpected. She stated that this would be the initial  
44 impact (start up) cost to new developments who receive refuse services. She stated that a few years ago,  
45 the full burden of buying new cans was put onto the City. She stated that it has become quite costly. She

46 stated that the impact fee includes the recycle cart and the shipping of the cart. She stated that it is a  
47 one-time fee that allows the can to go into service.  
48 She stated that the fee is proposed to be adjusted if the prices increase during the year.  
49

50 Garrett stated that there are no other fees proposing to be changed at this time, however, she noted that  
51 the business license analysis will be brought back to Council for review within the next few months.  
52

53 Garrett stated that there may be recommended changes to the building permits at a later date.  
54

55 Garrett noted that there will not be a five year plan, as the COVID-19 response has changed that this  
56 year. The five year plan will need to be rebuilt.  
57

58 Garrett highlighted some assumptions on the budget document:  
59

#### 60 General Fund Revenue

61 Garrett stated that the preliminaries numbers giving for March for sales tax were higher than expected  
62 (\$112,000). She stated that we are expecting sales tax to drop \$290,000 over the next twelve months,  
63 stating that the numbers will be adjusted as we go along if the numbers come in stronger.  
64

65 Garrett stated that the building permits have a lot of fluctuation. She is proposing budgeting at a normal  
66 level. She stated that if it exceeds assumptions, the budget will be opened up to include the permits as a  
67 one-time source.  
68

69 Garrett stated that court fines and forfeitures are expected to stay low moving in to the next fiscal year.  
70

71 Garrett stated that our investment returns have plummeted and she is not confident in seeing any stronger  
72 returns that we are seeing now.  
73

74 She stated that we are not looking at any substantial hits to our revenue sources, noting that the revenues  
75 are coming in \$423,000 below last year.  
76

#### 77 General Fund Expenditures

78  
79 Garrett stated that we are showing a decrease of \$376,000. She stated that this is mostly due to money  
80 transferred out as one-time inter-fund transfers to other departments. Without these transfers, she stated  
81 that it is basically a flat budget.  
82

83 Garrett stated that she is hoping not to dip into any reserves.

84 Hanson stated that the courts are not back in session at this time.  
85

86 Council Member Barker asked if we are caught up with utilities users who we allowed to hold a balance.  
87 Garrett shared a graph of delinquent users. She stated that there has been a lot of effort on contracts with  
88 delinquent users and is not sure why there is a small increase in May. She stated that she believes that the  
89 trending would have continued to grow had the efforts not been made to reconcile the accounts.  
90

#### 91 92 Utility Accounts

93  
94 Garrett stated that usage and residential overage has increased, stating that this is expected given the  
95 COVID response. She stated that the residential consumption and overage consumption has come way  
96 down. She stated that the revenue side looked flat, without much decrease. She stated that she would  
97 have expected a 4 percent increase if things were normal. She stated that if consumption bounces back on  
98 the revenue side, we should be in good shape. She stated that the revenue assumption for next year  
99 remain flat, as fees are not being increased.  
100 Garrett stated that there is new growth expected, however, it will not be substantial.  
101 Garrett stated that we will have to dip into reserves for about \$26,000 next year, as our operating costs  
102 will increase.  
103  
104 Garrett stated that we invest about \$18,000 in new cans each year. Garrett stated that our contract with  
105 Republic Services is contractually obligated to increase 3 percent.  
106  
107 Garrett projected flat charges for water services. Garrett stated that we will only be addressing critical  
108 capital projects. Garrett stated that it is estimated that we will need to dip into reserves for around  
109 \$20,000 for the water and sewer accounts.  
110 She stated that \$82,000 in reserves is estimated for next year.  
111  
112 Garrett stated that there is an easier time to weather the storm in the Utility Fund as opposed to the  
113 Revenue Fund.  
114  
115 Garrett stated that the final payment on the Fire Truck was made in January of this year.  
116  
117 Mayor Allen stated that we started the budget discussions in November, however, everything changed in  
118 March with the COVID 19 response.  
119  
120 Hanson stated that because of the financial situation and challenges that we are having this year, a five  
121 year plan has not been projected as it usually is presented.  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139 **MAYOR, COUNCIL, AND STAFF MEMBERS**

140 Mayor Mark C. Allen  
141 Council Member F. Carey Seal  
142 Council Member Blair Brown  
143 Council Member Larry Weir  
144 Council Member Scott Barker  
145 Council Member Jeff West  
146 Finance Director Shari Garret  
147 Chief Building Official Tyler Seaman  
148 City Recorder Amy Rodriguez  
149 City Manager Tom Hanson

150

151 **Others Present**

152

153 **2. ROLL CALL**

**6:00 P.M.**

154

155 **3. PLEDGE OF ALLEGIANCE**

156

157 **4. WELCOME**

158

159 **5. CONSENT ITEMS**

160

161 **5.1 APPROVAL OF AGENDA**

162 **5.2 APPROVAL OF MAY 15, 2020 MEETING MINUTES**

163 Items 5.1 and 5.2 were approved by general consent.

164

165 **6. CITIZEN COMMENTS**

166 There were no citizen comments.

167

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

170 Due to lack of citizen comments, item 7 is unnecessary.

171

172 **8. NEW BUSINESS**

173

174 **8.1 PRESENTATION: FISCAL YEAR 2021 BUDGET OUTSTANDING ISSUES**

175 Hanson stated that the budget has been being prepared since November, to include a 5 year budget  
176 plan. Due to COVID19 responses, the City has had to change to the Recession Shortfall Plan and it  
177 changed the trajectory of the budget. Hanson stated that we are looking to use some reserves in the  
178 general fund and utility fund. He stated that as a reflection of our concern for the resident's, we  
179 will not be holding a truth in taxation, or increase any utility fees.

180 Hanson stated that our expenditures and revenues will remain mostly flat.

181

182 Garrett stated that our budget reflects the state of the economy today. She noted that if the  
183 economy gets better, then we may not have to dip into use of reserves as much as we are  
184 anticipating. She stated that sales tax for March have come in stronger than expected and puts us  
185 in a good position. Garrett stated that April returns will be a good gage on what to expect in the  
186 coming months.

187 Garrett stated that we will see the impacts of the economy in the utility funds, however, it is not as  
188 dire as the General Fund. The General Fund is far more influenced by economic changes. Garrett stated  
189 that the General Fund expected to use around \$376,000 in reserves. She stated that we are anticipating  
190 using \$82,000 in reserves in utility funds, along with pulling back on capital projects. She noted that the  
191 water consumption trends for the past few months shows a rise in residential usage, and a decrease in  
192 commercial consumption.

193  
194  
195 **8.2 MOTION: SUBDIVISION APPROVAL FOR PLEASANT VALLEY MEDICAL**  
196 **PLAZA TO BE LOCATED AT 300 EAST TO ADAMS AVENUE ON 5600 SOUTH**

197 Seaman stated that this is a six-lot commercial subdivision along the new road on 5600 South/5700  
198 South. He stated that the name is Pleasant Valley Medical Plaza, however, there may be some office  
199 buildings that are not medically related. Seaman stated that no one has brought in any building design  
200 plans.

201 Mayor Allen stated that the area has been cleaned of weeds and looks very nice.

202  
203 **Motion by Council Member Barker**  
204 **Seconded by Council Member West**  
205 **To approve the Pleasant Valley Medical Plaza**  
206 **Approved unanimously (5-0)**  
207

208  
209 **9. COUNCIL COMMUNICATION WITH STAFF**

210 Council Member Seal agreed that the intersection on 5700 has been cleaned up and looks good.

211  
212 Council Member Brown asked on an update on the boring lawsuit. Hanson stated that it will be talked  
213 about in closed session.

214  
215 Council Member West stated that there are some vacant lots on 5600 South that have weeds, noting that  
216 the windstorm has blown the debris and weeds into the homes at the cottages. Seaman stated that the  
217 house on the East has had a permit approved and construction may start soon.

218  
219 Mayor Allen stated that there were about 15 youth baseball games last weekend and he did not receive  
220 any complaints about the crowds. He stated that social distancing rules were enforced and it turned out  
221 well.

222  
223 Mayor Allen stated that the Commission is talking about a “smart green” phase concerning COVID 19,  
224 but reminds everyone to continue to social distance.

225  
226 Mayor Allen stated that he has not seen any new signs in the parks concerning dog clean up and leash  
227 laws.

228  
229 Mayor Allen stated that there has been a black truck parked in the Civic Center parking lot for a few days  
230 and is now parked on the road south of the parking lot and is blocking line of sight. Lt. Butler took note  
231 and will be proactive, noting that it could be a ticket depending on where they are parked.

232  
233 Mayor Allen noted that it has been a hard week for the Sheriff’s Department and expressed his

234 appreciation to all law enforcement in Weber County.

235

236 **10. ADMINISTRATION REPORTS**

237

238 Hanson stated that the crew is catching up on park signs as well as street signs. Hanson stated that he will  
239 work on getting dog clean up signs, as well as smoking and vaping signs.

240

241 Hanson stated that animal control has been focusing on the dogs in the Park. Hanson stated that he  
242 understands wanting an off-leash experience with dogs, however, that is not allowed in our parks.

243 Hanson stated that the slurry seal has been applied at Rohmer Park. Hanson stated that the portion will be  
244 re-stripped.

245

246 Hanson stated that the soccer program will begin tomorrow.

247

248 Hanson stated that Recreation Coordinator Aaron Morris has resigned from the City. Hanson expressed  
249 his appreciation to Aaron and all the years that he has helped the City.

250

251 **11. UPCOMING EVENTS**

252

June 16<sup>th</sup>: City Council Meeting 6:00 p.m.

253

June 25<sup>th</sup>: Planning Commission Meeting 6:00 p.m. (TENTATIVE)

254

July 3<sup>rd</sup>: City Offices closed in observation of Independence Day

255

July 7<sup>th</sup>: City Council Meeting 6:00 p.m. (TENTATIVE)

256

July 21<sup>st</sup>: City Council Meeting 6:00 p.m.

257

July 24<sup>th</sup>: City offices closed: Pioneer Day

258

259

260 **12. MOTION: ADJOURN INTO CLOSED SESSION**

261

262 **Council adjourned into closed session to discuss:**

263

- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

264

265

266

267

- Imminent or occurring litigation discussions

268

269

270

271

272

273

274

275

276

277

278

279

280

281

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

**Motion by Council Member Weir  
Seconded by Council Member Barker  
To adjourn into closed session  
Approved unanimously (5-0)  
Roll Call Vote  
Time: 6:43 p.m.**

278

279

280

281

282

283

284

285

282  
283  
284  
285  
286  
287  
288

**Time: 7:58 p.m.**

---

**Date Approved**

---

**City Recorder**