



Regular City Council Meeting

Tuesday, May 21, 2024

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

www.washingtonterracecity.com

1. **WORK SESSION**

4:30 P.M.

1.1 PRESENTATION/DISCUSSION: FY 2025 TENTATIVE BUDGET AND FY 2026-29 BUDGET PLAN

A presentation of the FY 2024-25 Tentative Budget and FY 2026-289 Budget Plan. Topics to include, but are not limited to: Major Budget Issues, Governmental Services (to include utilities) Operations & Capital, Fee Schedule (to include utilities).

2. **ROLL CALL**

6:00 P.M.

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

Any point of order or issue regarding items on the agenda or the order of the agenda need to be addressed here prior to the approval of the agenda

5.2 APPROVAL OF MAY 7, 2024 , COUNCIL MEETING MINUTES

6. **CITIZEN COMMENTS**

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

7. **NEW BUSINESS**

7.1 PRESENTATION/ACTION: TERRACE DAYS PREVIEW

A preview of the upcoming Terrace Days event to be held on June 7th and 8th .

7.2 MOTION: APPROVAL TO AWARD CONTRACT FOR CITY HALL ROOF

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

MAINTENANCE REPAIRS

Maintenance has been included in the current budget, however, city policy requires Council approval when a purchase exceeds \$25,000.

7.3 MOTION: APPROVAL OF AWARD OF CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT ENGINEER SERVICES

In accordance with federal guidelines, the city went out to bid for General Engineer services for City CDBG projects. The sealed bids were opened and tabulated by the evaluation team.

8. SPECIAL ORDER

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions/comments by Council, Chair opens public hearing and invites citizens to comment on hearing; Chair closes hearing, final Council discussion.

8.1 PUBLIC HEARING: FISCAL YEAR 2024-25 TENTATIVE BUDGET AND FISCAL YEARS 2026-29 BUDGET PLAN

To receive and consider comment on the City's proposed tentative budget for Fiscal Year 2024-25 and Fiscal Years 2026-29 Budget Plan.

8.2 PUBLIC HEARING: ENTERPRISE UTILITY FUND TRANSFER

To receive and consider comment on the City's practice of not charging itself for water, sewer, storm water, and refuse fees that are used in the delivery of City operated services

8.3 PUBLIC HEARING: TO HEAR COMMENT ON ENACTING AN ORDINANCE AMENDING A COMPENSATION SCHEDULE APPLICABLE TO ELECTED OFFICIAL AND ANY OFFICIAL OR OFFICER

In accordance with S.B. 91, the City must hold a public hearing when there will be a change to the compensation To elected officials, Executive Managers, and City Attorney.

9. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

10. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

11. UPCOMING EVENTS

May 27th: City Offices Closed for Memorial Day Observance

May 30TH: Planning Commission Meeting (tentative)

June 4th: City Council Work Session (5:00 p.m.) City Council Meeting 6:00 p.m.

June 7th and 8th : TERRACE DAYS!!

June 17th: City Offices Closed for National Freedom Day

June 18th: City Council Meeting 6:00 p.m.

12. ADJOURN THE MEETING

13. REDEVELOPMENT AGENCY MEETING: (following immediately after the regular meeting)

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on May 7, 2024

City Hall, 5249 South 400 East, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen

Council Member Jill Christiansen

Council Member Zunayid Z. Zishan

Council Member Cheryl Parkinson

Council Member Jeff West - excused

Council Member Michael Thomas

Finance Director Shari' Garrett

City Manager Tom Hanson

City Recorder Amy Rodriguez

Others Present

none

1. WORK SESSION

5:00 P.M.

1.1 PRESENTATION/DISCUSSION: FY 2025 TENTATIVE BUDGET AND FY 2026-29 BUDGET PLAN

A presentation of the FY 2024-25 Tentative Budget and FY 2026-289 Budget Plan. Topics to include, but are not limited to: Major Budget Issues, Governmental Services (non-utility) Operations & Capital, Fee Schedule (non-utility).

Hanson and Garrett presented the tentative budget document to Council. Garrett clarified that this work session will focus on Governmental Services, noting that Governmental Services are tax supported services. She stated that this budget does not anticipate truth and taxation. She stated that the tentative budget is available on our website. The work session will focus on the foundation of the budget plan. She stated that resources will be covered and she will highlight the major issues.

Hanson stated that Council policy and priorities are used to guide the staff to come up with revenues and resources to accomplish these goals. Garrett stated that the policy and priorities, along with ordinances are our internal guiding principles. There are external demands that also shape the budget.

Economic Outlook

Garrett highlighted some of the 2023 economic themes, including the Federal Reserve increases, labor market softened but is resilient, and the U.S. economy avoided a recession.

Garrett stated that inflation has slowed, it is still increasing, just not as steep.

She stated that the 2024 economic outlook shows that economics applies to all aspects of the city.

45 She stated that we are not anticipating going out to market within the next five years to borrow to complete
46 any of our plans. She stated that our investment rates and returns follow the same cycle as the federal
47 reserve rates. She stated that we are seeing substantial investment returns that we haven't seen in many
48 years. Hanson stated that where we invest our monies must go through the PTIF, and is governed and
49 regulated by the state treasurer. Garrett stated that the investments is one-time money and on-going money.
50 She stated that over time, economist project that the rates will soften over time. She stated that we will see
51 the softening of our investment returns over time.

52
53 Garrett stated that the Fed target rate on inflation is 2 percent. She stated that inflation has come down,
54 however housing is really high, along with the service industry. She stated that there are still some sectors
55 that are causing "stickiness" within inflation. She stated that prices are not coming down, they are just not
56 increasing at a high rate.

57
58 Garrett stated that unemployment is dropping. She stated that nationally we are under the healthy full
59 employment level. Garrett stated that this shows that there is not enough job seekers in the market. It is
60 hard to fill positions. People are competing for the same labor force and drives the market.
61 She stated that the wage growth is trending down, but is still above average.

62
63 Garrett stated that we are not overly-reliant on building permit growth, however, we do use it as one-time
64 money to fund one-time needs.

65
66 Garrett stated that the economic projections will show up in the budget.

67 68 Major Budget Issues

69
70 Pickleball Complex Garrett stated that phases one and two are completed. She stated that the city invested
71 around \$801,017, and RAMP grants funded \$1,147,790. She stated that the project is not fully complete.
72 She stated that we need to get the planning phases completed so that we know how to fund other park
73 projects. Garrett stated that we have been very successful in RAMP grants.

74
75 Public Safety- Public Safety is our largest general fund. She stated that our contract is going down this
76 year by \$106,000 because the county changed the way that the departments presented their budgets. They
77 changed to tighten to budget to show their realistic budgets. She stated that the cost allocation for the
78 contract entities went down as well. Garrett stated that the plan last year anticipated an increase of
79 \$100,000. We now have an unanticipated \$200,000 that we can use within the general fund. She stated that
80 we can expect to go back to a normal increase of 7% within the 5 years.

81 82 Personnel

83 Garrett stated that some of our positions are paid with utility fees, and some with tax dollars.
84 She stated that changes brought to Council will concern organizational changes, or additions or deletions
85 of positions.

86 87 Fire

88 Garrett stated that equipment issues is the large cost driver, anticipating 3.1 million needed within the next
89 five years for funding.

90 General fund

91
92 Garrett stated that sales tax is the highest revenue source in the general fund. It is higher than property
93 taxes. Garrett stated that sales tax is experiencing a bit of hiccup. She stated that the stimulus money is
94 going away, personal debt is going up, inflation is increasing, and it affects our sales tax growth. She
95 stated that she anticipates a flat rate next year, but is optimistic that it will grow in a modest growth in
96 further years. She stated that there is a lot of uncertainty in the market, making projections hard. She stated
97 that she is approaching her projections very conservatively. Hanson stated that we have a modest way that
98 we apply revenue. He stated that we take a “smoothing effect”.
99

100 Garrett stated that our rates of return have been very low historically, however, our 2023 actual for
101 investment earnings were at a high rate. She stated that we are always behind on the budget projections.
102 She stated that we have surpassed our 2024 projections enormously. She stated that the investment
103 earnings are helping up with the sales tax softening. She stated that we may be dipping into our reserves
104 for projects, and have less money to invest in future years.
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106 Garrett stated that tentatively adopting the tentative budget is a state requirement. She stated that approval
107 tonight does not commit or bind the Council to the presented budget.
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140 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

141 Mayor Mark C. Allen
142 Council Member Jill Christiansen
143 Council Member Zunayid Z. Zishan
144 Council Member Cheryl Parkinson
145 Council Member Jeff West -excused
146 Council Member Michael Thomas
147 Finance Director Shari' Garrett
148 Recreation Director Carlos Grava
149 Public Works Director Jake Meibos
150 City Manager Tom Hanson
151 City Recorder Amy Rodriguez
152 Weber County Sherrif Office- Lt. Garth Cowley

153
154 **Others Present**

155 Amy Miller, Ulis Gardiner
156

157 **2. ROLL CALL** **6:00 P.M.**
158

159 **3. PLEDGE OF ALLEGIANCE**
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161 **4. WELCOME**
162

163 **5. CONSENT ITEMS**

164 **5.1 APPROVAL OF AGENDA**

165 Hanson asked that Grava give an update on Terrace Days to Council.

166 **5.2 APPROVAL OF APRIL 2, 2024 , COUNCIL MEETING MINUTES**

167 Items 5.1 and 5.2 were approved by general consent.
168

169 Recreation Director Carlos Grava stated that the movie in the park will be "Wonka". He stated that Larry
170 Weir has been chosen as Gran Marshal. He stated that there will be 26 vendors. He stated that he will
171 discuss logistics of Terrace Days on May 21, 2024. He stated that the route of the parade has not changed.
172 He stated that there is a flyer insert with the utility bills. Grava stated that he is still awaiting word on the
173 classic cars for the parade.

174 Grava stated that the Bonneville Lacrosse team and several other students showed up for the spring
175 cleaning event last weekend.
176

177 **6. SPECIAL ORDER**
178

179 **6.1 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
180 **SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE**
181 **PROJECT THAT WAS AWARDED UNDER THE 2024 COMMUNITY**
182 **DEVELOPMENT BLOCK GRANT PROGRAM**
183

184 **COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING**

185 Mayor Allen opened the second public hearing for the CDBG program . Mayor Allen stated that
186 this hearing was called to allow all citizens to provide input concerning the projects that were
187 awarded under the 2024 Grant Year Community Development Block Grant Program.
188

189 The City has amended its capital investment plan and decided to apply for funds on behalf of the
190 Rohmer Park -Parking Lot Improvements Project located at 650 West 5100 South.
191

192 The Mayor introduced Amy Rodriguez as Grant Manager, and stated that Jake Meibos was the
193 Project Manager.
194

195 The Mayor explained that the application was successful in the regional rating and ranking process
196 and The Rohmer Park -Parking Lot Improvements and was awarded \$248,988 of the total project
197 cost of \$404,875.
198

199 The Mayor explained the project to those in attendance.
200

201 The Mayor then asked for any comments, questions and concerns from the audience.
202

203 There were no comments from citizens or Council.
204

205 The Mayor stated that copies of the capital investment plan are available if anyone would like a
206 copy.
207

208 There were no more comments and the hearing was adjourned at 6:11 p.m..
209

210 **7. CITIZEN COMMENTS**

211 Amy Miller , from the United Methodist Church, stated that the spring boutique was held last week. She
212 stated that Polar Star has finished up their charter school. She distributed copies of the May calendar. She
213 stated that she will advertise the free children events in June, as well as the school supply campaign.
214

215 **8. NEW BUSINESS**

216 **8.1 PRESENTATION: SHERIFF'S OFFICE QUARTERLY REPORT**

217 Hanson introduced Lt. Garth Cowley to Council. He is the new Lt. assigned to Washington Terrace.
218

219 Lt. Cowley briefed Council on his background and presented the quarterly report.
220

221 Lt. Cowley stated that there were 1530 calls for service during the quarter, which is fairly average. He
222 highlighted the traffic stops in the city. He spoke about a few items of interest.
223

224 He stated that there was an aggravated assault in February. He stated that there was a handgun involved
225 and a search warrant was obtained and he was charged appropriately.
226

227 Lt. Cowley stated that a teenage runaway took a fire arm from her home and it is still under investigation.
228

229 He stated that there was a missing elderly person who was found the next day in Salt Lake City.
230

231 Lt. Cowley stated that another offense seized a half pound of meth, along with fentanyl.
232

233 Lt. Cowley reported that there is a new Sgt. in street crimes. Lt. Cowley is over street crimes as well as
234 investigations.
235

236 Council Member Parkinson asked if K-9 officers are a normal component in the City or do they have to be
237 called in for service. He stated that we have several k-9 officers available in the area, noting that if there is
238 suspicion of drug activity during a traffic stop, the k-9 officers may be called to do a k-9 sniff. Council
239 Member Parkinson stated that this is just another example of the level of service that the Sheriff Office

provides. She thanked Lt. Cowley and the department for having the services available for protecting our city. Mayor Allen stated that calls for service are down. He stated that traffic stops were not added into the calls for service billing until recently. The Mayor stated that the traffic stops are proactive policing. The Mayor stated that we appreciate the Sheriff Department and noted that the cost for services actually went down this year.

8.2 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

Hanson stated that the South Ogden Animal Control Officer was unable to attend the meeting.

8.3 DISCUSSION/MOTION: APPROVAL TO AWARD THE CONSTRUCTION CONTRACT FOR 2024 STREET MAINTENANCE PROJECTS

Meibos stated that the 2024 Street Maintenance Projects consists of asphalt repair, seal coats, and striping throughout the city.

He stated that there were two bids submitted. He stated that Morgan Pavement submitted the low bid and with contingency it would be a project of \$240,764. He stated that he is confident in their ability and noted that they have done great work for the city in the past. Meibos stated that there is a pre-qualification packet submitted for the project. He stated that experience is a big factor in selection. He stated that the city reserves the right to reject the lowest bidder based on experience and reputation.

Meibos stated that the project amount numbers came in within the projected budget and no additional funds will be needed.

**Motion by Council Member Christiansen
Seconded by Council Member Thomas
To approve the award of the construction contract
To the selected contractors
For the 2024 Street Maintenance Projects
For the total bid and the engineer's estimate and contingency
For a total of \$240,764
Approved unanimously (4-0)**

8.4 DISCUSSION/ACTION: FUTURE OF WEBER HUMAN SERVICES SENIOR SERVICES PROGRAMMING

Mayor Allen stated that the city received a letter a few days ago from Weber Morgan Health Department concerning senior services programs in the county. Mayor Allen stated that he and Hanson met with Karen, the director of the Senior Center, last week and explained the situation. She understood the situation and would like to stay on as the director. Mayor Allen stated that we would like for her to stay on as director as well. He stated that that more than half of the people at the senior center are not from Washington Terrace City. He stated that anyone can attend our senior center. Mayor Allen stated that he and Hanson, as do many cities in the county, believe that this service is a county program and should be ran as such. He stated that the County Commissioners have given notice that there will only be three regional sites for the county, which he feels puts a burden on the elderly for travel.

Hanson stated that this issue has been in front of Council before, and stated that we do not take this challenge lightly. Hanson stated that we have challenges funding and administering the senior services programming.

276 Hanson stated that we have received a request for proposal from the county to Washington Terrace to
277 provide programming for the Senior Center, with Weber Human Services will provide up to \$78,000 a
278 year for three years. Services would need to be provided five days a week, including lunch services
279 provided by Weber Human Services in which we would have to pick up daily and take back the trays.
280 Hanson stated that we would be happy to provide the building and happy to have them manage their own
281 people. He stated that they are allowing the city to choose whether we would like to manage the employees
282 or have Weber Human Services manage the employees. He stated that we would like to send a proposal
283 that would reflect what they are offering, for them to manage their people at their rate with their funds for
284 their operations. The city will continue to support them with the building and have them consolidate in our
285 building. He stated that we recognize that they would like to consolidate the lower end of the county to be
286 housed at Riverdale, Roy, or Washington Terrace. He stated that Ogden and North Ogden will most likely
287 have the north and central areas.

288 Mayor Allen stated that we will present our proposal to them following all the items listed on the bottom
289 of the letter. He stated that there is one item of concern, which entails the item that the City transport the
290 lunches back. He suggests that we state that the meals should be delivered as they currently are. He stated
291 that they deliver the meals currently and suggests we keep it as it is. Mayor Allen stated that everything is
292 donated and the county does not pay for any supplies.

293

294 Mayor Allen stated that it costs around \$75,000 a year to maintain the building. He stated that that has
295 been our donation to Weber County for the program. Hanson stated that Weber County is only having to
296 pay for the programming and services. He stated that they do not have to pay for the facility centers.

297

298 Mayor Allen stated that Weber County does not pay Riverdale for their services. He stated that \$241,000 is
299 spent yearly on the remaining operating centers. Mayor Allen stated that the county is now allowing
300 Riverdale into the mix.

301

302 Hanson stated that there is a newsletter in the current utility bill explaining the issue. He stated that we
303 have left the door open for the County Commissioners, by acknowledging their efforts with senior
304 programming. He stated that if county leadership and Weber Human Service directors would reconsider
305 their decision to continue serving the seniors in this region , we would be eager to welcome their services.
306 Mayor Allen stated that the proposal is for a 3 year contract. Mayor Allen stated that it is a county product
307 and the county should step up and pay for it.

308

309 Council Member Thomas suggested that we could join the Healthy Utah Community to promote the
310 services for the lunches and promoting healthy social interaction for vulnerable demographics. He stated
311 that we could state that we are pursuing a partnership with Healthy Utah Community. He stated that
312 Healthy Utah provides grants. Mayor Allen stated that we can put down that we are looking at a
313 partnership with Healthy Utah. Council Member Parkinson stated that the group only provides grant
314 opportunities and is a promotional type of activity. She stated that it is a great opportunity.

315

316 Hanson stated that our proposal will be that we will keep everything as it is currently being run. We will
317 not be supervising an employee. He stated that Karen would remain as a Weber Human Service employee.
318 Mayor Allen stated that they will not be cooking or serving the lunches. Food would be brought in by
319 Meals on Wheels. Hanson stated that it will be interesting to see if any of the centers can take on the extra
320 capacity.

321

Mayor Allen stated that he cannot in good conscience take on this program and then somewhere down the road have to tax our residents to continue a county program.

**Motion by Council Member Parkinson
Seconded by Council Member Christiansen**

**To allow the Mayor and Hanson
To continue the putting forward a proposal to Weber Human Services
For partnering with Weber Human Services for the Senior Services Programming
Within our city as has been outlined
As currently being served
Approved unanimously (4-0)**

**8.5 MOTION: APPROVAL TO AWARD THE CONTRACT FOR PROFESSIONAL
AUDIT SERVICES**

Garret stated that our former Independent Auditor is the firm of Keddington and Christiansen. She stated that the contract came up for bid this year. She stated that she put out a proposal for Independent Audit services and that an evaluation team was created to review the bid. She stated that there were two proposals received. Garrett stated that the criteria for evaluation was based on mandatory and general elements, firm experience, staff qualification, audit approach, references, and fee. She stated that the scoring was provided through the evaluation team review. She stated that Council may approve the term of the contract up to five years beginning at the end of the current fiscal year 6/30/24 through 6/30/28. Council Member Zishan noted that there were only two bids and asked if there is anything we can do to solicit more bids. Garrett stated that the proposal was sent to the State Management site for procurement, and it was on there for 30 days. She stated that it was also sent out as direct solicitation to at least 6 firms. She stated that auditing services for governmental audits are becoming more onerous and she is not sure if that is limiting the pool to auditors entering into the market. She stated that the city did our due diligence. Garret explained that we can reject any bid and not accept bids if there are any concerns, but stated that in this case the proposal was completely reasonable based off of what the audit entails. She stated that the auditing requirements and standards have gone up quite a bit. She stated that she was not surprised that the pricing increased.

**Motion by Council Member Christiansen
Seconded by Council Member Parkinson
To approve entering into a contract with Keddington and Christiansen
for Professional Audit Consulting Services
for a term of up to five years
beginning fiscal year ending June 30, 2024 through June 30, 2028
Approved unanimously (4-0)**

8.6 MOTION: TENTATIVELY APPROVE THE TENTATIVE BUDGET

Garrett stated that this approval is a formality required by State law, and serves as an acknowledgement and acceptance of the tentative budget that meets the State standard.

Garrett stated that it does not bind the Council in any way and that any changes or additions to the

tentative budget will be brought to Council in June. Garrett reviewed the budget work session calendar with Council. The tentative budget is available for public viewing on the City website.

**Motion by Council Member Parkinson
Seconded by Council Member Thomas
To tentatively approve the tentative budget
As presented
Approved unanimously (4-0)**

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Christiansen thanked Grava for the awesome job organizing the spring clean up event. She stated that she was impressed that the Lacrosse team was there and stated that she and her son had a wonderful time. She stated that it is a great direction that the city is moving toward. She stated that she appreciates his efforts making Council Priorities a reality

Council Member Christiansen read an email from Council Member West concerning his take-aways from the ULCT conference. He stated that he was able to talk with other cities and learn from them and hear ideas that help with some of our issues and make our city more sustainable.

He wrote that he spoke with Roy City about the challenges that they have enforcing ordinances and specifically mentioned the licensing and enforcement of farm animals in the city.

He wrote that he spoke with South Ogden on the issue of multi family housing units that they have, noting that they feel very pressured by state mandates to build the high density housing.

He wrote that Riverdale is dealing with traffic within their city, specifically Riverdale Road. He mentioned that Chuck E Cheese is coming to fill the spot left by John Paras furniture.

He wrote that all cities are different and have different challenges, but what struck him was how well our city is run. He wrote that we have the best staff that genuinely care about the city and their passion shows. He stated that he heard many compliments on our city and about our city manager, noting that Tom is well respected. He is proud to represent Washington Terrace City.

Council Member Zishan stated that the streaming project has been included in the budget and asked if we are doing the streaming project in house or going out to bid. Hanson stated that we have received bids and will be using Pro-Edge for their services. Hanson stated that we will need to have hardwiring for the system. He stated that they are a local vendor and have experience with other cities.

Council Member Zishan stated that we talked about updating one of our city codes regarding the allowance of farm animals and asked if there was any progress. Hanson stated that we will finish the budget and hold a work session to discuss the possible ordinance and procedures .

Council Member Parkinson stated that she was contacted by a resident concerning water running through the neighborhood area asked about city code regarding someone emptying their swimming pools into the gutters and street. She stated that someone from the city came out to inspect. Hanson stated that de-chlorinated water is allowed to go through the gutter. She stated that it was running down the street for days. She wanted to know if it was legal. Hanson said that it is allowed as long as it is de-chlorinated. Council Member Parkinson stated that she believes it was at 151 off of 5100 by the church.

Council Member Park wanted to say “Hats Off” to staff. She stated that she attended the ribbon cutting and the activities at Rohmer Park, noting that it was well presented and everything looked wonderful. She expressed kudos to Grava for organizing the events. She stated that it was nice to see staff interacting with each other in a positive way. She stated that she appreciates what staff has done putting the area together, noting that it was very clean and very nice. She stated that it was nice to visit with the builders of our playground area and hear their continued support in working with our city. She stated that we have found great people to work with for the improvements for our city. She stated that she was impressed with the county commissioners, state representative, senator, and RAMP commissioners that attended the ribbon cutting. She stated that she is pleased with the things that are bringing good attention to our city.

Council Member Parkinson spoke about the fantastic opportunity at the ULCT conference. She stated that the networking is fantastic. She stated that she sat and spoke with all different people from all over the state and heard about their concerns from their cities, and noted how their concerns are important to all of us over the state. She stated that data is used to drive city decision making and loves how graphs are used in our city budget, providing a snapshot of information. Council Member Parkinson thanked staff for looking into ways for our city to grow beyond our own little world.

Council Member Thomas stated that he has heard concerns from citizens regarding the apartments on 5000 South and Washington blvd. He stated that there is a broken tree branch hanging and asked if the city do something so that it doesn’t fall on pedestrians. Hanson made note of the apartments.

Council Member Thomas spoke about an opportunity he learned through the ULCT conference and the Community that Cares summit. He stated that they go hand in hand with the Healthy Utah Community. He stated that one of the things that we have to do to join the community is to have a coalition involved. The coalition would be comprised of City leadership, school district, business district, local hospital representative, and someone from the local health commission. He stated that we only have to complete three things. He named some of the things we would need to do to join the group: offer free or low cost fitness, (Council Member Parkinson noted that the Goldenwest 5k run could qualify), develop or add to a walking trail, update zoning for land use to promote fitness, add more bike lanes that can add more bikes on the road. Other things we can do: involve farmers markets that include snap benefits, have more citizens involved in VIPS program, and get healthy eating exchanges. He stated that if we apply, start a coalition, and do three of the mentioned items, membership is good for three years and will help the community get closer and healthier.

Mayor Allen stated that he appreciates the training that was had at the ULCT conference and appreciates that Council went down there and worked hard. He stated that they attended the workshops and asked a lot of questions after every class. He stated that he appreciates the note taking and taking time out of their schedule to attend. Mayor Allen stated that it is a great opportunity to sit with different people and learn from their communities and he appreciates the efforts put in. Council Member Parkinson stated that she appreciates that they promote transparency first and efficiency second. She stated that she loves our transparency and noted that efficiency will follow.

10. ADMINISTRATION REPORTS

Hanson asked if Council would be able to attend budget work sessions starting at 4:30 p.m.. Council Member Thomas stated that he wont be able to attend. Council Member Zishan stated that he will be there at 5:00 p.m., and possibly earlier. Hanson stated that we will plan on 4:30 so that there is time for all the

items and discussion.

Hanson stated that the letters have been sent out for the apartment rental audits. He stated that we have received several calls. Hanson stated that we explained we need a clarification of what is happening on their properties. We have been clear on what we want to accomplish and how they can be compliant. Hanson noted that the audit was suggested to help find out what is happening with rentals within the city regarding concerns of parking issues, illegal up down duplexes ,and how rentals affect the community and peaceful enjoyment of their residents. Hanson stated that the audit is now live. He stated that Gerritsen, Seaman, and our attorney put the audit letter together and made it clear what landlords need to do to answer the questionnaire. Hanson stated that he will send the letter to Council if residents contact them with questions.. Hanson stated that we will have the results of the audit presented to Council along with what we are learning.

11. UPCOMING EVENTS

May 21st : City Council Work Session (5:00 p.m) and Meeting (6:00p.m).
May 27th: City Offices Closed for Memorial Day Observance
May 30th: Planning Commission Meeting (tentative) 6:00 p.m.

12. ADJOURN THE MEETING

**Motion by Council Member Parkinson
Seconded by Council Member Christiansen
To adjourn the meeting
Approved unanimously (4-0)
Time: 7:38 p.m.**

Date Approved

City Recorder

13. REDEVELOPMENT AGENCY MEETING

Council will adjourned and entered into an RDA meeting immediately following the Council meeting.

City Council Staff Report



Author: Jake Meibos

Subject: City Hall Roof Maintenance

Date: May 21st, 2024

Type of Item: Council Discussion / Motion

Summary Recommendation: Award the contract to selected Contractor for the City Hall Roof Maintenance for the estimate amount of \$32,280.

Description:

- A. Topic:** City Council approval is requested for awarding the City Hall Roof Repairs to the low qualified bid to Stuart Roofing Inc. for the bid amount of \$32,280.
- B. Background:** The TPO (thermoplastic polyolefin) membrane section of the roof has experienced a few leaks due to weather conditions, age, and the life of the material. TPO life expectancy is 20 years.
- C. Analysis:** Due to the recent repairs and the condition of the TPO it has been determined by roofing professionals that the TPO has reached its service life and recommended to be replaced.
- D. Fiscal Impact:** Staff received 3 competitive bids to replace the TPO membrane. The funding for the repairs has been budgeted within the current budget.
- E. Department Review:** Public Works Dir., Finance, City Manager.

Alternatives:

- A. Approve the Request:** Staff is requesting the Council to award the TPO membrane replacement to Stuart Roofing Inc. for the estimated cost of \$32,280.00.
- B. Deny The Request:** Deny the request will prolong the needed replacement and new estimates may need to be received.

City Council Staff Report



Author: Amy Rodriguez

Subject: Contract for CDBG engineering Services

Date: 5/21/24

Type of Item: Motion

Summary Recommendation: Council may approve the contract for General Engineering Services for Community Development Block Grant (CDBG) projects or Federal Grants that require engineer procurement.

Description:

- A. **Topic:** In order to be compliant with Community Development Block Grants (CDBG) applications, the City must have an engineer on staff, or on contract. The engineer on retainer through contract must have been procured by open and fair bidding within the last five years. The City put out an Request for Proposal for Engineer Services for CDBG projects. The sealed bids were opened and evaluated on May 13, 2024, with follow up interviews to the firms. City Policy does not require that Professional Engineer Services go out to bid, however, Federal law supersedes city policies.
- B. **Background:** Historically, the Department of Urban Housing and Community Development has allowed the City to use our contracted City Engineer firm of Jones and Associates for the design planning and estimates for our CDBG grant applications. Before the initial start of our application for 2024, the city was told that we would be able to use our engineer on retainer for the estimate for our project. Recently, the Directory of Community Development informed the city that we would need to show procurement measures taken within the last five years for our engineer for our project. Because of their initial error, they allowed us to go out to bid for engineering services and resubmit a new estimate before the final application. The sealed bids were opened and reviewed by the evaluation team of Tom Hanson, Jake Meibos, Amy Rodriguez, and City Attorney Bill Morris.

Evaluation criteria included: General Elements, Relevant experience, Ability of staff to complete projects, References, Schedules of completion, and Fees.

- C. **Analysis:** The proposals were tabulated and interviews were held with the bidders. There were 3 firms who submitted. The evaluation team concluded that due to their experience with completion of successful CDBG grants, their institutional knowledge of Washington Terrace City and city infrastructure, along with their historical data and work on city Capital Investment Plans, that it would be in the best interest of the City to award the contract for Community Development Block Grant General Engineering Services to the firm of Jones and Associates. The contract will not have a set term, with the option to terminate at any time. The contract will serve as required procurement for up to five years. After five years, the city must go out to bid for any CDBG projects.

Alternatives:

- A. **Approve the Request:** Council may approve the contract for Community Development Block Grant projects Engineering Services to Jones and Associates.
- B. **Deny The Request:** Council may deny the request and the City will need to re-bid the contract.
- C. **Continue the item/Impact:** The city may not apply for any CDBG grants if the design engineer has not been procured through open bidding within the last five years.

City Council Staff Report



Author: Shari Garrett
Department: Budget & Finance
Subject: Interfund Budget Transfer
Date: May 21, 2024
Type of Item: Public Hearing

Summary Recommendations: The City Council receive and consider public comment on the City's practice of not charging itself for City operated utility services (water, sewer, storm water, and garbage) used for the normal operations of delivering City services.

Description:

A. Topic: Enterprise Fund Budget Transfers

B. Background:

Utah state law requires the governing body notice its users and hold a public hearing to hear public comment on transferring up to all fees for services provided by the utility funds to City owned and operated facilities.

The City Council adopted Resolution 14-05 on May 20, 2014, that authorizes the waiving up to all fees imposed by or otherwise related to any utility fund so that such fees remain in the General Fund.

The Fiscal Year 2025 (July 1, 2024 – June 30, 2025) tentative budget includes the City's continued practice of not charging itself for utility services used in the normal operations of delivering City services. *The primary use of these utility services include: use of culinary water, sanitary sewer, storm water, and refuse services at City owned public buildings & facilities and for irrigation purposes at certain parks and open spaces throughout the City where secondary water connections are not available.*

The value of the utility services consumed has been estimated and calculated at the same rates as other similar customers and connections in the system.

Any resources (cash, goods, services, etc.) that are transferred out of a utility enterprise fund without equivalent resources being given in return (cash or overhead allocations), requires the City to publish notice and hold a public hearing on said transfer.

The public hearing for said transfer is scheduled for May 21, 2024, at 6 pm. Said notice was noticed to all utility customers on the 5/1/2024 utility bill statement.

C. Analysis:

A reasonable calculation or estimation is used to determine the amount of these services provided. The following is an *estimated* dollar amount of the non-charged services and the percentage of total fund expenses for which they represent.

From the Refuse/Garbage Fund to the General Fund	\$11,257 or 1.5%
From the Culinary Water Fund to the General Fund	\$83,875 or 3.8%
From the Sanitary Sewer Fund to the General Fund	\$11,600 or 0.7%
From the Storm Water Fund to the General Fund	\$27,070 or 3.3%

D. Department Review By: Finance

City Council Staff Report



Author: Amy Rodriguez

Subject: Public Hearing for Ordinance approval for Compensation Schedule

Date: 5-21-24

Type of Item: Public Hearing

Summary Recommendations: Hold a public hearing to hear comment on approving the proposed Compensation Schedule for Elected officials, Executive Management, per new state law.

Description:

- A. **Topic:** In accordance with state law, compensation for elected officers are fixed by adopting a compensation schedule by ordinance. A public hearing must be set before the ordinance can be adopted. In May 2024, S.B. 91 amended the law to include City Managers and Executive Managers (Department Heads) to the compensation schedule.
- B. **Background:** With the adoption of S.B. 91, the City must hold a public hearing when there is a compensation change to Elected officials, City Manager, City Attorney and Department Heads. The compensation includes wages, and any additional compensation (ie. phone stipend, car allowance). The tentative budget document includes proposed increases, however, they cannot go into effect until a public hearing is held and the ordinance for compensation schedules is adopted.

Please keep in mind that the actual compensation for the employees will be set by their managers, as per pay plan policy. Actual wage numbers will not be available or implemented until after the budget has been adopted in June.

The compensation schedule adopted will reflect **only** the brackets set for the required positions with the final approved of the budget controlled through the budget process by Mayor and Council.

If compensation is proposed to exceed the adopted schedule at any time, another public hearing will be held.

The Ordinance will be brought before Council for adoption consideration before the final budget adoption in June.

- C. **Analysis:** The City will need to adopt the ordinance to be in compliance with state law if the compensation ranges for Elected officials, City Manager, City Attorney, or Department Heads are changed.

Please keep in mind that the ranges do not have to reflect what is actually in the budget plan. It is more of a guide as to when Council will feel comfortable on triggering a public hearing and ordinance change.

Actual ranges for each Department Head, City Manager, and job positions are available in the tentative budget plan in the Compensation Matrix, based on the wage analysis conducted in December 2023. This can be found in the supplemental section of the budget documentation. The City has always openly included the salary ranges for each position in the budget documents.

- D. **Fiscal Impact** : Fiscal impact to the overall budget is unknown at this time, as any proposed wage increases to employees have not been determined. Overall fiscal impact to the proposed budget will be considered during the tentative budget process.

The ordinance serves as state compliance. The range brackets given will serve as a guide as to when a new public hearing will be held for compensation increases.

Compensation information is detailed in the tentative and final budget plans and can be discussed by any member of the public as part of the tentative and final budget plan public hearings that are held every May.

- E. **Department Review:** City Recorder, City Manager, Legal

**WASHINGTON TERRACE CITY
ORDINANCE 2024-__**

COMPENSATION SCHEDULE

**AN ORDINANCE OF THE CITY OF WASHINGTON TERRACE, UTAH,
AMENDING THE COMPENSATION SCHEDULE TO COMPLY WITH STATE
LAW**

WHEREAS, Washington Terrace City (hereafter “City”) is a municipal corporation, duly organized and existing under the laws of the state of Utah;

WHEREAS, *Utah Code Annotated* §10-3-818, 1953 as amended, enables municipalities to adopt a compensation schedule by ordinance;

WHEREAS, the City Council previously adopted various ordinance provides for a Compensation Schedule and now desires to amend the same only as provided herein;

WHEREAS, after publication of the required notice, the City Council held its public hearing on May 21, 2024 to accept public comment;

WHEREAS, in 2024 the State Legislature adopted S.B. 91 that required the City to adopt a Compensation Schedule after a public hearing for the same;

WHEREAS, the City Council desires to adopt a Compensation Schedule to comply with state law;

WHEREAS, it is the position of the City that elected officials and applicable appointees are excluded from the Federal Fair Labor Standards Act in accordance with 29 CFR Ch. V §553.11 entitled “Exclusion for elected officials and their appointees”;

NOW, THEREFORE, be it ordained by the City Council of the City of Washington Terrace, Utah, as follows:

Section 1: Repealer. Any ordinance or compensation schedule adopted by the City is hereby repealed in its entirety.

Section 2: Compensation Schedule. The Compensation Schedule for the City is hereby amended to read as follows:

1. Elected Officials. The following Compensation Schedule applies to elected officials:

Annual Salary	
Mayor: \$ 12000 per annum	Council Member: \$ 4800 per annum

2. Appointed Officials. The following Compensation Schedule applies to appointed officials:

Annual Salary

Planning Commissioner: \$0.00 per annum	Appeal Authority: \$200.00 per hour
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3. **Scheduled Employees.** The following Compensation Schedule applies to scheduled employees:

Position	Entry	Maximum
City Manager	75,000	250,000
Department Head	70,000	200,000
Other Scheduled Employee	40,000	125,000

Section 3. **Unscheduled Officials.** Unscheduled officials include all other employees and official not otherwise indicated as a Scheduled Employee. These employees are merit, retained for specific projects, or stipend officials. Compensation for such officials shall be not less than the federally affixed minimum hourly wage, and may be set at a higher hourly amount as determined by the City Manager based upon availability of funds, training, experience, length of service, quality of work, and equity.

Section 4. **Compensation Adjustment.** Upon recommendation of the City Manager as part of the Annual Budget, the City Council may authorized funds for compensation adjustments and increases as part of the Annual Budget and in conjunction with the City’s Personnel Policies and Procedures Manual.

Section 5. **Effective Date.** This Ordinance shall be effective immediately after posting or publication.

PASSED AND ADOPTED by the City Council on this ____ day of _____, 2024.

Mayor

ATTEST:

City Recorder

RECORDED this ____ day of _____, 2024.

PUBLISHED OR POSTED this ____ day of _____, 2024.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

In accordance with Utah Code Annotated §10-3-713, 1953 as amended, I, the City Recorder, hereby certify that foregoing Ordinance was duly passed and published or posted at: 1) _____, 2) _____, and 3) _____ on the referenced date.

City Recorder

DATE: _____



City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, May 21, 2024
following the Regular City Council Meeting
City Hall Council Chambers
5249 South 400 East, Washington Terrace City

1. **ROLL CALL**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**

Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

3.1 **APPROVAL OF AGENDA**

3.2 **APPROVAL OF MEETING MINUTES FROM MAY 7, 2024**

4 **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff presentations, Questions by Board, Chair opens public hearing, citizen input; Chair closes public hearing, then Board final discussion

**4.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND OPPOSITION
REGARDING THE FISCAL YEAR 2025 TENTATIVE BUDGET AND FISCAL
YEAR 2026-2029**

5. **COMMENTS CONSIDERED**

6. **ADJOURNMENT OF MEETING: CHAIR ALLEN**

CERTIFICATE OF POSTING

I, Amy Rodriguez, The undersigned duly appointed City Recorder of the City of Washington Terrace do hereby certify that the above agenda was posted in three public places within the City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting.

For Packet Information, please visit our website at www.washingtonterracecity.org

City of Washington Terrace
Minutes of a Redevelopment Meeting
Held on May 7, 2024
Following the Regular City Council Meeting
City Hall, 5249 South 400 East, Washington Terrace City, Utah

BOARD MEMBERS AND STAFF MEMBERS PRESENT

Chair Mark C. Allen
Board Member Jill Christiansen
Board Member Zunayid Z. Zishan
Board Member Cheryl Parkinson
Vice Chair West- Excused
Board Member Michael Thomas
Finance Director Shari' Garrett
City Recorder Amy Rodriguez
City Manager Tom Hanson

Others Present

None

1. ROLL CALL

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM JANUARY 2, 2024

Items 3.1 and 3.2 were approved by general consent.

4. NEW BUSINESS

**4.1 DISCUSSION/MOTION: TENTATIVELY APPROVE THE TENTATIVE
BUDGET FOR FISCAL YEAR 2025**

Hanson stated that the budget entails the revenue and basic operational parameters for the budget, noting that are no expenditures budgeted for any specific project. Garrett stated that a project will be put into the budget as an adjustment once a project comes along. She stated that the RDA section of the budget can be found on pages 81-86. She stated that there are no projects or incentives for consideration at this time.

**Motion by Board Member Parkinson
Seconded by Board Member Zishan
To tentatively approve the Tentative
Budget for Fiscal Year 2025
Approved unanimously (4-0)**

46 **5. COMMENTS CONSIDERED**

47 There were no comments considered.

48
49 **6. ADJOURNMENT OF MEETING: CHAIR ALLEN**

50 **Motion by Board Member Parkinson**

51 **Seconded by Board Member Thomas**

52 **To adjourn the meeting**

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

54 **Time: 7:42 p.m.**

55
56
57
58
59 _____
60 **Date Approved**

City Recorder