City of Washington Terrace

Minutes of a Regular City Council meeting
Held on June 4 , 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 - Excused
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
Finance Director Shari' Garrett
City Manager Tom Hanson

Others Present
Amy Miller, Ulis Gardiner, Jerry Taylor, Anna Davidson. Mike Lawrence

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

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. CONSENT ITEMS
4.1 APPROVAL OF AGENDA
4.2 APPROVAL OF MAY 21, 2024 , COUNCIL MEETING MINUTES
Items 4.1 and 4.2 were approved by general consent.

5. SPECIAL ORDER

5.1 PUBLIC HEARING: TO HEAR COMMENTS IN SUPPORT AND OPPOSITION TO AMENDING THE FISCAL YEAR 2023-2024 BUDGET

Garrett stated that the adjustment is the final amendment to the current fiscal year budget. She stated that the adjustments look typical for end of year adjustments, noting however, that one adjustment on investment earnings are a little unusual, as the investment returns have come in better than expected. The adjustment to the anticipated returns was adjusted upwards by close to 5 percent. She stated that the general fund was adjusted $435,000. She stated that some of the funds have different adjustments. Council Member Parkinson stated that she would like to take the time to thank Garrett and Hanson for taking the time to clarify some of the questions that she had, noting that adjustments are time sensitive and happen along the timeframe that they occur. She stated that the budget is a continuous working

document. She encourages any resident to reach out to staff if they have any questions on the budget.

Mayor Allen opened the public hearing at 6:08 p.m.
There were no citizen comments.
Mayor Allen closed the public hearing at 6:09 p.m.

6. CITIZEN COMMENTS

Anna Davidson addressed her concerns with the traffic coming out of Rohmer Park, noting that there are no traffic signs, or speed limit signs. She stated that she is open to the conversation to give up some of her property that borders the park in order to have a sidewalk or signs placed. She stated that she is open to solutions to slow people down when leaving the park.

Amy Miller, from the United Methodist Church, updated Council on events happening in June. The New school supply campaign has started and will run through July. She stated that the free treat Fridays (11:00a.m.-12:00 p.m.) will begin this month, as well as Funday Mondays. She stated that the events are listed in the distributed newsletter.

Mike Lawrence stated that he wanted to thank and recognize Weber County Commissioners Harvey, Froerer, and Bolos, and the Department of Weber Human Services for finding the funding to keep our Senior Center Open and keep the promise to our seniors in the community for one more year. Mayor Allen stated that he received a notice last night regarding the senior center, noting that the funding is ever-changing.

Ulis Gardiner inquired if the entire street will be shut down during the 300 West Road Maintenance Project, or will it be done in sections.

7. NEW BUSINESS

7.1 MOTION/RESOLUTION 24-04: A RESOLUTION AMENDING THE 2023-2024 FISCAL YEAR BUDGET

Motion by Council Member West
Seconded by Council Member Thomas
To approved the
Amendment to the 2023-2024 fiscal year budget
As discussed
Approved unanimously (4-0)
Roll Call Vote

7.2 PRESENTATION/DISCUSSION: CHANGES TO THE FISCAL YEAR 2024-25 TENTATIVE BUDGET IN PREPARATION FOR FINAL BUDGET ADOPTION

Garrett stated that we are nearing the end of the budget cycle. She stated that she will present the wrap up to the budget and discuss changes that have been made to the tentative budget since it was distributed to Council in May. She highlighted several line item changes. She stated that there are two changes to the tentative budget. Garrett stated that the final column is the change that will be enacted during the final budget adoption at the next meeting. Garrett stated that there will be budget adjustments throughout the year as needed. She stated that that there was an adjustment to the Judge's salary and URS benefit. She

stated that the salary and URS benefit is dictated by the Administrative Office of the Courts. Garrett stated that there is another adjustment concerning the video equipment to be installed in the Council Chambers for streaming live meetings.

Garrett stated that she did not receive any comments or concerns from Council concerning the tentative budget. She stated that the budget document is alive and changing. She stated that the budget will be adopted at the next meeting. She asked if there are any changes needed before the adoption. She noted that this would be the time for items to be addressed so that she can come back with changes before the final acting budget is approved. Garrett stated that she expects the tax rates to come in this week. Garrett stated that the only item that Council has not been presented is the tax rate. Hanson stated that the tax rate will not change the budget as discussed. Garrett stated that she does not expect it to be a significant change to any of the budget items that she anticipated. Mayor Allen asked Garrett to send the tax rate to Council when she receives it and note any possible significant consequences.

7.3 PRESENTATION: FRAUD RISK ASSESSMENT

Garrett stated that we are required to present the Fraud Risk Assessment to the governing body annually. She stated that the assessment was developed in 2020 by the Utah State Auditor as an assessment to help local governments understand best practices in fraud detection and prevention. She stated that it is a point system. She stated that the best practices are highly recommended, but not required.

Garrett stated that the report shows the maximum point system, along with the points that she has assigned to our city. She stated that the scaling spans very low risk to very high risk for fraud.
Garrett stated that our scoring is 355 points over the 395 points, which gives us a low fraud risk.
Garrett highlighted numbers 8 and 9, noting that we have not fully implemented the practices recommended by the State Auditor. She stated that we do meet the standards in some of the elements, but because we do not meet all the elements noted by the State Auditor as best practice, we did not receive points. She explained some of the reasons as to the nuances of the requirements.

Garrett stated that we have a low fraud risk. She stated that Council should reach out to our Independent Auditors is they have any questions about our controls or practices. She stated that they will provide an independent assessment .

7.4 MOTION/RESOLUTION 24-08: A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL

Hanson stated that we had an URS audit. He stated that it was required that we include specific language in our Policy Manual, that Tier II elected officials are not considered eligible for URS benefits.
Council Member Parkinson asked about the Recorder and Treasurer Tier II status. Hanson stated that the appointed positions can fall under Tier I or II, depending on when they joined the URS system.

Motion by Council Member Parkinson
Seconded by Council Member Thomas
To approved Resolution 24-08
Amending the Policy and Procedures Manual
Approved unanimously (4-0)
Roll Call Vote

7.5 DISCUSSION/ACTION: FIRE DISTRICT CREATION FEASIBILITY STUDY

Hanson stated that the City Managers of Roy, South Ogden, and Riverdale want to take another look at consolidation of fire services. Hanson stated that South Ogden has an approval of a feasibility study to be completed by LRB on their agenda tonight. The study will show how it will affect departments, budgets, and other concerns. The cities have invited Washington Terrace to be a part of the discussions because we have a strategic location in the middle. Hanson stated that there was a discussion several years ago concerning the consolidation of South Ogden, Riverdale, and Washington Terrace Fire Departments. It was determined at that time that we did not want to participate. We increased our staffing levels to be more robust and increase our responding levels. Hanson stated that we are still in a volunteer Fire Department status, which helps our overhead and management costs. Hanson stated that we are at the "wait and see" stage right now to take a look at the study. He stated that the other cities will cover the cost of the study, however, we will provide data that they need for the study. Hanson stated that we have confidence that we are providing a service level and cost that is the best benefit to the residents.

Council Member West noted that we are making no commitments to participating the district, however, we want to know what the study is saying. Hanson stated that we would still be set up for automatic aid with the cities involved.

Motion by Council Member Parkinson
Seconded by Council Member Thomas
To participate in the Fire District Feasibility Study
By providing data from our City and be part of the conversation
Approved unanimously (4-0)

8. COUNCIL COMMUNICATION WITH STAFF

Council Member Zishan asked about the "honey bucket" suggestion for parks that do not have restrooms. Hanson stated that we did not budget for them. Council Member Zishan asked if it is too late to have it added to the budget if Council believes it to be important. Mayor Allen stated that he had a discussion with Ogden City and they said that they had to buy all the honey buckets because of all the damage that was done to them in their parks. Council Member Zishan stated that there may be risk, but the goal is to serve our citizens and make their life easier. Hanson stated that he does not know the cost benefit, but knows that they can become rather expensive. Council Member Zishan asked if we could look into the cost and gather more information. Hanson stated that one of the bigger challenges is kids tipping over the honey buckets. Hanson stated that there will be daily maintenance to manage the honey buckets. Hanson will look into options and impacts.

Council Member Parkinson asked if Golden West will be able to display Terrace Days on their marquee. Hanson will contact them.

Council Member West inquired about the timeframe for the live stream equipment. Hanson stated that it will be after the fiscal year. He stated that he does not have an exact date. Hanson stated that there should not be a subscription fee for the You Tube channel. He does not expect any ongoing costs.

Council Member Thomas agrees with Council Member Zishan on the honey bucket suggestions, noting

restrooms would be nice in the other parks.
Council Member Thomas asked if there was any new information on working with North Ogden on the Tri-City Food Pantry. Hanson stated that it would be a great volunteer opportunity for Council to put that together. Hanson stated that he has signed up with Healthy Utah for help in funding the Senior Services, however, he has not heard back from them.

Mayor Allen reminded Council to drive to Ogden Country Club and meet around 3:30 p.m. for Terrace Days. Hanson asked that Council be at the parade site by 4:00 p.m.

9. ADMINISTRATION REPORTS

Hanson stated that the park and the pickleball courts will be shut down for the Terrace Days event.
Hanson stated that Grava is working on contacting the Port-a-Potties for Terrace Days.
Hanson stated that our website has a great link for the construction project which will begin on June 10th. He stated that there will be access for local residents during the project, with sectional shut offs during the project.
Hanson stated that he had a discussion with the lateral service line protection program, stating that 7% of the residents participate. He stated that it has been successful.

10. UPCOMING EVENTS

June 7th and 8th : TERRACE DAYS!!
June 17th: City Offices Closed for National Freedom Day
June 18th: City Council Meeting 6:00 p.m.

11. MOTION: ADJOURN INTO CLOSED SESSION

Council Adjourned into closed session to discuss:

- To discuss the character, professional competence, or physical or mental health of an individual.

Motion by Council Member Thomas
Seconded by Council Member Parkinson
To adjourn into a closed session
Approved unanimously (4-0)
ROLL CALL VOTE
Time: 7:14 p.m.

12. ADJOURN THE MEETING

Mayor Allen adjourned the closed session and regular meeting at 8:56 p.m.

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Date Approved **City Recorder**