

2024 Council Retreat Minutes

November 22-23, 2024

PUBLIC WORKS SHOP
575 East 5600 South
Washington Terrace, UT 84405

Friday: November 22, 2024

7:30 a.m. Breakfast

MAYOR, COUNCIL AND STAFF PRESENT

Mayor Allen

Council Member Jill Christiansen

Council Member Cheryl Parkinson

Council Member Jeff West

Council Member Mike Thomas

Council Member Zunayid Zishan- excused

Tom Hanson, City Manager

Shari' Garrett, Finance Director

Jake Meibos, Public Works Director

Tyler Seaman, Community Development

Martin Nish, Code Enforcement

Jean Blair, Court Supervisor

Clay Peterson, Fire Chief

Amy Rodriguez, City Recorder

8:00 a.m. Welcome:

- Pledge of allegiance
- Welcome
- Overview of schedule – Hanson explained the agenda and planning process that will take place over the two-day session.

8:15 a.m. Department Highlights ... linked to Council Policy Priorities.

- Department Highlights...presentations by department heads.

Public Works: Jake Meibos

- 300 West Project. Big improvements to one of the most travelled roads in the City. Completed on time, excellent work, no complaints from residents. Meibos stated that there was great communication with the residents.
- AMI Radios. Over three thousand antennae were installed within 6 months. The system has helped with utility billing, allowing monitoring and detections of water leaks. Weber Basin has asked the city to develop a test group for the customer portal before it launches citywide. Meibos asked if Council would be willing to be part of the test group, and ask neighbors to be a part of the group.
- Fully staffed crew. Certifications , training, and payscale all contribute.

Community Development: Tyler Seaman

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- Gaining a part time code enforcement officer will help immensely with issues down the road. He stated that due to budget restraints, code enforcement sometimes gets swept under the rug. He stated that code enforcement is challenging due to time restraints and commends the whole group for pushing through a position.
- Building Inspections. State law mandates that inspections must be conducted within 3 days. He stated that they are often answered same or next day. Seaman spoke about new law concerning plan review time processes. He stated that the team has been able to complete the requirements, often before the deadlines.
- 329 Building permits. Seaman stated that the permits have generated around \$245,000, which is trending lower this year due to various issues.
- Business Licensing. Working on standardizing a process for business license reviews for around 500 licenses. Team effort with Heidi Gerritsen and Clay Peterson.
- Golden West Credit Union. Seaman stated that there was a lot of effort on this project, from RDA issues, construction and re-routing of a new road, and the construction of the building.

Fire Department: Clay Peterson

- Grants to be able to purchase the brush truck. Grants were also used to purchase the new fire truck. Peterson stated that it is a morale booster.
- Staffing.

Justice Court: Jean Blair

- Mandated by court and local law. Sharing of knowledge between the clerks.

Law Enforcement- Garth Cowley

- Parking issues. Working on new ordinance to address the uniqueness of the Terrace. Cowley stated that they are working on reflecting what the Council would like for the Terrace and making sure they are in line with state statute.
- School and park issues. Working on issues installing cameras in the parks.

Recorder/Human Resources: Amy Rodriguez

- Staffing. Working on compensation plan for continued competitiveness. Salary, culture, training attributing to retention.
- CDBG grant navigation and grant management.

Code Enforcement: Martin Nish

- Transportation code and parking ordinance.
- Urban Chickens Ordinance is closer to completion.
- Will address the issues with unsightly lots. Nish stated that it is an ongoing process. Efforts through communication with residents and working the cases through the court process.
- Soft surface parking. Ongoing efforts to help see a drastic effort on lots in the spring.

Finance: Shari' Garrett. Hanson read Garrett's report.

- AMI installation system and process. Team effort to integrate system. Customer portal coming in 2025.
- Success in water shut off and reporting systems.

9:00 a.m. Visioning exercise:

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- Visioning exercise: homework... What does our future look like...what do we want to become?
TRUST
SAFE
RELIABLE
COMMUNIVATION: COMMUNITY AND INNOVATION

NEW VISION STATEMENT:

An innovative community embracing trust, safety, and respect.

NEW MISSION STATEMENT:

Making life better in our community: We pledge to provide essential and progressive services in a timely manner through openness and reliability.

9:30 a.m. SWOT exercise

- SWOT Exercise: Homework...What are our Strengths, Weaknesses, Opportunities and Threats? Homework Teams worked on the SWOT exercise to compile strengths, weaknesses, opportunities and threats within the city. Discussion on how to mitigate threats and maximize strengths.

11:30 P.m. Working lunch Friday and Saturday

12:00 a.m. Survey review and takeaways.

- Survey results review

Discussion on the city wide survey which was completed in November, 2024.

Highlights:

- Future surveys to have more characters for response from residents.
- Results show that 83 percent of respondents marked that they have a good quality of life in the Terrace.
- Paperless billing is available currently, with the newsletter distributed by email.
- Communication satisfaction has increased since the last survey.
- Results show that 74 percent of respondents marked that they are satisfied with the communication with Utility Billing and Public Works if they have received communication concerning utilities (shut offs, construction, etc.)

2:00 p.m. Adjourn

The Training for the day adjourned at 1:20 p.m.

Saturday November 23, 2024

MAYOR, COUNCIL AND STAFF PRESENT

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7:30 a.m. Breakfast

8:00 a.m. Welcome

8:10 a.m. Policy Priority

- Continue Policy priority work

Identify Strategic priorities. Council and staff worked in teams and collaboratively to identify the main priorities of the Mayor and Council for the upcoming year, as well as future planning.
The brainstorm notes will be compiled into budget priorities.

FISCAL RESPONSIBILITY

COMMUNITY ENGAGEMENT (POSSIBLY JUST COMMUNITY)

SAFETY AND WELL-BEING

COMMUNITY AND ECONOMIC GROWTH

OPERATIONAL EXCELLENCE

LUNCH 11:45

TOP THREE PRIORITIES

Council reviewed the Policy/Priority headings and rated the top three priorities in those categories.
The results will be compiled into statements. The Council will review and refine the policies during a work session.

Adjourn

The training adjourned at 12:48 p.m.

This retreat is for information, discussions, and planning considerations. No motions were made at this meeting.