

# City of Washington Terrace

## Minutes of a Regular City Council meeting

Held on June 17, 2025

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

### **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

Mayor Mark C. Allen  
Council Member Jill Christiansen – arrived 6:22 p.m.  
Council Member Zunayid Z. Zishan  
Council Member Cheryl Parkinson  
Council Member Jeff West – Excused  
Council Member Michael Thomas  
Finance Director Shari' Garrett  
City Recorder Amy Rodriguez  
City Manager Tom Hanson  
Lt. Sean Endsley, Weber County Sheriff Office

### **OTHERS PRESENT:**

None

### **1. ROLL CALL**

**6:00 P.M.**

### **2. PLEDGE OF ALLEGIANCE**

### **3. WELCOME**

### **4. CONSENT ITEMS**

#### **4.1 APPROVAL OF AGENDA AND JUNE 3, 2025, COUNCIL MEETING**

Item 4.1 was approved by general consent.

### **5. SPECIAL ORDER**

#### **5.1 PUBLIC HEARING: FISCAL YEAR 2024-25 BUDGET AMENDMENT**

Hanson stated that the amendment to the 2025 Fiscal Year budget is for the city portion of the radio encryption system for law enforcement. He stated that our portion is \$22,695, which will need to be adjusted within the budget to close out the year.

**Mayor Allen opened the public hearing at 6:04 p.m.**

There were no citizen comments.

**Mayor Allen closed the public hearing at 6:04 p.m.**

46 **6. CITIZEN COMMENTS**

47 There were no citizen comments.  
48

49 **7. NEW BUSINESS**

50 **7.1 MOTION/RESOLUTION 25-11: FISCAL YEAR 2024-2025 BUDGET AMENDMENT**

51  
52 **Motion by Council Member Parkinson**  
53 **Seconded by Council Member Thomas**  
54 **To approve Resolution 25-11 approving the**  
55 **Fiscal year 2024-2025 Budget Amendment**  
56 **Approved unanimously (3-0)**  
57 **Roll Call Vote**  
58

59 **7.2 MOTION/RESOLUTION 25-12: TO APPROVE THE BUDGET DOCUMENT FOR**  
60 **FISCAL YEAR 2025-26 FINAL BUDGET, FEE SCHEDULE; AND ADOPT THE**  
61 **COUNTY AUDITOR'S CERTIFIED PROPERTY TAX**

62 Garrett stated that the Certified Tax Rate was received this morning from the county. Garrett stated that the  
63 tax rate is a little bit lower than anticipated. She stated that the budgeted revenue increased by 1.5 percent  
64 (\$20,000) from new growth. Council Member Parkinson thanked Garrett for her insights and guidance  
65 during the months of work on the budget and the budget process. Garrett stated that the final budget will  
66 be compiled and put online for residents. She stated that there will be a QR code on the notice to guide  
67 residents to the podcast summary.  
68

69 **Motion by Council Member Zishan**  
70 **Seconded by Council Member Thomas**  
71 **To approve Resolution 25-12 to approve**  
72 **the budget document for Fiscal Year 2025-26 Final Budget**  
73 **Fee Schedule and adopt the County Auditor's Certified Property Tax**  
74 **Approved unanimously (3-0)**  
75 **Roll Call Vote**  
76

77 **7.3 PRESENTATION: FRAUD RISK ASSESSMENT**

78 Garrett presented the annual Fraud Risk Assessment developed by the State Auditor. Garrett stated that  
79 it is required by the State Auditor's Office to review every year, noting that the assessment and scoring are  
80 still the same. She stated that the city is maintaining a low fraud risk score. Garrett stated that the two items  
81 that the city is not implementing have never been an issue for audit control. She stated that we are not  
82 required to have an internal audit function. She stated that the cost benefit does not support implementing the  
83 formal audit committee. Garrett stated that we have done mitigating controls within the audit function instead  
84 of a formal committee. One of the controls is that Council can address concerns directly with the auditor  
85 during work sessions, whereas concerns would normally be taken to the formal committee only.  
86

87 **7.4 MOTION: APPROVAL OF ADDENDUM TO CITY PROSECUTOR CONTRACT**

88 Hanson stated that there is a modest increase in the contract with the Prosecuting Attorney. Hanson noted  
89 that there has not been any increases to the cost of services for some time.

90 **Motion by Council Member Thomas**  
91 **Seconded by Council Member Parkinson**  
92 **To Approve the Addendum to the City Prosecutor Contract**  
93 **Approved unanimously (3-0)**

94  
95  
96 **7.5 MOTION/RESOLUTION 25-14: ADOPTION AND IMPLEMENTATION OF THE**  
97 **CITY PRIVACY PROGRAM POLICY**

98 Hanson stated that we are required by the state to have a policy to protect private information of residents  
99 and employees. Hanson stated that our contractors must follow the same guidelines and keep information  
100 they obtain from our residents secure. Hanson stated that we have tightened our policy to protect people  
101 from risk when they share sensitive information. Hanson stated that we limit the personal information that  
102 we gather. Hanson stated that this policy is state mandated to be implemented by July 1, 2025.  
103 Parkinson inquired as to who is our dedicated IT Technician and Information Security Officer who  
104 controls our back up and firewalls to secure our information. Hanson stated that we have a contracted IT  
105 representative through our Tech Serve Contract that works with Hanson on security measures. Hanson will  
106 serve as the Overall Program Manager (Privacy Officer).  
107 Rodriguez explained the GRAMA component to the policy, noting that the two laws contradict each other  
108 at times, but that is being worked out this year through legislation. Council Member Thomas stated that  
109 Council receives information from different platforms. He asked what the city will do to make sure that the  
110 data is coming from the same place to stay in compliance. He stated that there should be a single vendor  
111 for the relay of information. Hanson stated that he will be researching platforms and will update our  
112 system when he finds that best platform for the disbursal and keeping of information.  
113

114 **Motion by Council Member Christiansen**

115 **Seconded by Council Member Zishan**

116 **To approve Resolution 25-14 adopting the City Privacy Program Policy**

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

118 **Roll Call Vote**  
119

120 **8. COUNCIL COMMUNICATION WITH STAFF**

121 Council Member Parkinson stated that Recreation Director Grava and the Public Works  
122 Department put on a terrific Terrace Days this year and thanked all the staff who worked on the  
123 event. She stated that she spoke with one of the Terrace Days sponsors, Colby Sherman with Auto  
124 Booth Direct, stating that he made a comment to her that he is so pleased to work with the city and  
125 is appreciated of our city support.

126 Council Member Parkinson stated that there is an issue with the sidewalk raising on the north side  
127 of 5600 South between 228 East and 232 East and wasn't sure if was city property or an HOA  
128 issue. Hanson stated that the best way to find out is for someone to submit a work request on the  
129 online city platform. He stated that Public Works will determine if it is our property or property of  
130 the HOA. He will pass along the information to Public Works.

131 Hanson stated that there will be a work session in July to debrief and discuss Terrace Days.  
132

133 **9. ADMINISTRATION REPORTS**

134 Hanson stated that he appreciates the effort of the team and Council in getting the budget  
135 documents to the finish line.

136 Hanson stated that he met with the team today to debrief on Terrace Days, stating that Recreation  
137 Director Grava does a great job organizing the event. He stated that Public Works did a fantastic  
138 job cleaning throughout the event. Hanson stated that the hillside was dry, however, the area was  
139 sprayed down and there were no fires due to fireworks, and that the event went smoothly.

140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164

**10. UPCOMING EVENTS**

June 26<sup>th</sup>: Planning Commission Meeting (6:00p.m.)  
July 1<sup>st</sup>: City Council Meeting (6:00 p.m.)  
July 1<sup>st</sup> : RDA Meeting  
July 4<sup>th</sup>: City Offices Closed for Independence Day  
July 15<sup>th</sup>: City Council Meeting (6:00p.m.)  
July 24<sup>th</sup> : City Offices Closed for Observance of Pioneer Day  
July 31<sup>st</sup> : Planning Commission Meeting (Tentative)

**11. ADJOURN THE MEETING**

**Motion by Council Member Parkinson  
Seconded by Council Member Christiansen  
To adjourn the meeting  
Approved unanimously (4-0)  
Time: 6:37 p.m.**

**12. REDEVELOPMENT AGENCY MEETING**

The City Council adjourned into an RDA meeting immediately following the regular meeting.

---

**Date Approved**

---

**City Recorder**