Regular City Council Meeting

Tuesday, December 1, 2020
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

*** Note:** The Centers for Disease Control and Utah Department of Health have declared a national and state pandemic for COVID-19 where social distancing and other requirements are in place to prevent the spread of this infectious disease. Members of the Public may view the meeting via the City's Facebook page at: Washingtonterracecity.com. Comments on appropriate agenda items may be emailed to: amy@washingtonterracecity.org, or typed into the Facebook live stream at the citizen's comments agenda item.

1. WORK SESSION: 5:00 P.M.

Topics to include; but are not limited to:

- **Weber County Sheriff Contract discussion**

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 NOVEMBER 17, 2020 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. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS

Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

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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.

8. NEW BUSINESS

8.1 PRESENTATION/DISCUSSION: COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020

To present and discuss the Comprehensive Annual Financial Report, including the independent audit Report issued by Keddington & Christensen

8.2 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN – CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION

A five-year Capital Investment Plan ranking the top priority projects that are eligible for the Community Development Block Grant (CDBG)

8.3 MOTION: APPROVAL TO REINSTATE THE FLEET PROGRAM

The Program was discontinued as part of the Recession Shortfall Plan during COVID 19 response. The Plan is to be reinstated to maximize Rate of Investment on existing fleet.

8.4 MOTION: APPROVAL OF THE 2020 ANNUAL MEETING SCHEDULE

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

December 15th Council Work Session 5:00 p.m.
December 15th Council Meeting 6:00 p.m.
December 19th Planning Commission Meeting 6:00 p.m.
December 25th : City Offices closed for Christmas Holiday
January 1st : City Offices closed for New Years Holiday
January 5th : City Council Meeting 6:00 p.m.

12 MOTION: ADJOURN INTO CLOSED SESSION

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- 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.

13. ADJOURN THE MEETING: MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on November 17, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

*** Note:** The Centers for Disease Control and Utah Department of Health have declared a national and state pandemic for COVID-19 where social distancing and other requirements are in place to prevent the spread of this infectious disease. Members of the Public may view the meeting via the City's Facebook page at: Washingtonterracecity.com. Comments on appropriate agenda items may be emailed to: amy@washingtonterracecity.org, or typed into the Facebook live stream at the citizen's comments agenda item.

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION
Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Blair Brown
Council Member Larry Weir
Council Member Scott Barker- excused
Council Member Jeff West
Assistant Public Works Director Denzil Remington
Public Works Director Jake Meibos
City Manager Tom Hanson

Others Present

1. WORK SESSION (Field Trip) 5:00 P.M.

Mayor and Council met with Hanson and Meibos on a walking field trip to the site of Water Tank #1, located at 5295 South and 500 West, to discuss CDBG funding projects associated with the upgrades to the tank.

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT
Mayor Mark C. Allen
Council Member F. Carey Seal
Council Member Blair Brown
Council Member Larry Weir arrived 6:14 p.m.
Council Member Scott Barker- excused
Council Member Jeff West
General Planner Tyler Seaman
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others Present

2. ROLL CALL 6:00 P.M.

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA
5.2 APPROVAL OF NOVEMBER 3, 2020 MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. SPECIAL ORDER

6.1 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SMALL CITIES PROGRAM FOR PROGRAM YEAR 2021

Mayor Allen opened the Public Hearing at 6:09 p.m.

Mayor Allen opened the public hearing for the CDBG program and stated that the purpose of the hearing is to provide citizens with pertinent information about the Community Development Block Grant Program and allow for discussion of possible applications for the 2021 funding cycle. It was explained that the grant money must be spent on projects benefitting primarily low and moderate-income persons. The Wasatch Regional Front, in which Washington Terrace is a member, is expected to receive approximately $978,000 in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time.

Mayor Allen read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters.

Mayor Allen indicated that in the past Washington Terrace has received 9 CDBG grants which were used to purchase Fire Department Equipment to include a skid loader for the brush truck, thermal imaging equipment, and breathing apparatus, Seismic upgrades to two Water Tanks, a restroom and bowery at Victory Park, the 4525 Sewer Main Replacement, construction of the Civic/Senior and Fire Station, Water Main Feeds, and currently painting and completion of the Water Tank Project. The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community.

It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

Mayor Allen stated that any grievances or complaints may be given to the City Recorder located at 5249 South 400 East (City Hall) or at 801-395-8283 between the hours of 7:00am to 6:00pm. They may also contact the City Manager at 801-395-8282.

The Mayor asked if there were any suggestions. There were no citizen suggestions or comments. The hearing was adjourned at 6:14 p.m.

7. CITIZEN COMMENTS

There were no citizen comments.

8. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS

Due to lack of citizen comments in item 7, item 8 is unnecessary.

9. RETURNING BUSINESS

9.1 MOTION/RESOLUTION 20-19: A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE TRANSFER OF REAL PROPERTY TO THE REDEVELOPMENT AGENCY

Hanson stated that the Council held a public hearing in September to hear comments on the transfer of ownership of the property on 5580 South Adams Ave to the Redevelopment Agency so that the RDA can process the development and facilitate the sale of the property. The RDA will accept the agreement and authorize the payback agreement stipulating that the RDA will give all proceeds from the sale of the property back to the City.

Motion by Council Member Weir
Seconded by Council Member Seal
To approve Resolution 20-19
Authorizing the transfer of real property to the
Redevelopment Agency (RDA)
Approved unanimously (4-0)
Roll Call Vote

10. NEW BUSINESS

10.1 MOTION/RESOLUTION 20-20: RESOLUTION TO AMEND THE CITY'S POLICY AND PROCEDURES MANUAL FOR EMPLOYEES

Hanson stated policies are always being reviewed and updated when warranted. Rodriguez stated that events this year have propelled us to re-examine some policies and add some policies to the manual. Rodriguez highlighted the changes and additions:

Comp Time- The change in the policy limits the amount of comp time that can be accrued within a given year back down to 120 hours, as it has been in the past. The Department of Labor allows up to 240 hours, however, this had been proven challenging to manage and sometimes results in people taking off large chunks of time at the end of the year before they lose their hours. Staff would like to change it back to 120 hours, with 40 hours allowed to be carried over until the next year.

Bereavement Policy- This policy was re-examined this year. Our old policy allowed for 5 days off to

travel for funerals and was categorized as "funeral leave". It was recognized that people who don't have to travel for funerals may still need time off for work for deaths of immediate family. Staff is proposing to change the funeral leave to Bereavment leave and allow employees 3 days paid leave to attend to matters, or help with adjustments to the loss of an immediate family member. If additional time is needed, the employee may request time, but leave will be used.

Electronic Policy- This policy mirrors the policy that Council signed when they received their Ipads. This policy will outline the employee's responsibilities with portable equipment, and allows us to keep track of equipment, especially if an employee leaves the City.

Telecommunting Policy- Following state guidelines and recommendations, Council allowed staff that are able to work from home to do so to help limit COVID19 exposures. Rodriguez stated that the policy explains what is expected of employees that telework, and is a reminder of work product confidentiality and protection of equipment and work product.

Social Media Policy- This is a new policy that covers social media. Social media is everywhere and is expanding. While we cannot infringe on an employee's freedom of speech, we can have a policy that prohibits them from representing the city while doing so, unless it is an official site where they have authorization to represent the city.

Motion by Council Member Brown
Seconded by Council Member West
To approve resolution 20-20
To amend the City's Policy and Procedures Manual for employees
Approved unanimously (4-0)
Roll Call Vote

11. COUNCIL COMMUNICATION WITH STAFF

Council Member Seal inquired on the Rocky Mountain Power light that is out and asked for follow up from Meibos on the progress. He noted that the sidewalks on 5700 South are covered up by sticker bushes, and residents are walking on the street to avoid them.

Council Member Weir asked if sports are still in session or are we on hold. Hanson stated that his understanding is that we are on hold at this time. He stated that when they are open, we are diligent on restrictions. Mayor Allen asked that Solomon send the guidelines to Council.

Council Member West asked if the city wide clean up includes street cleaning. Hanson stated that street sweeping is done on a quarterly basis. The clean up is strictly for the yard waste. He noted that there is a hanging branch over the road on 300 West south of the 5000 South intersection. Seaman stated that he has notice the branch as well and it will be taken care of.

Mayor Allen stated that there is debris in the detention basin at the four way stop that looks like it is a metal bracket from a streetlight and would like Seaman to pick up the debris when he gets a chance.
Mayor Allen stated that a tour has been set up for Council to tour the Tactical Unit with the Sheriff's Office.
Mayor Allen stated that the holiday season is upon us. He stated that instead of throwing a Christmas Party or dinner, Council has traditionally given employees a "Holiday Coupon" to be used to give a day off to the employees. Hanson stated that staff would be able to use it from Thanksgiving until the first period in January. Mayor Allen stated that this is a great gift of appreciation to staff at a soft cost to the

City.

12. ADMINISTRATION REPORTS

Hanson stated that we may be holding a second meeting in December to focus on Capital Projects and Public Works strategies.

Seaman stated that he has completed the traffic study on 5700 South and has turned the study over to the engineers to calculate whether a light is warranted. Hanson stated that whether a painted crosswalk will be put in will be taken under advisement and will be reviewed.

13. UPCOMING EVENTS

November 17th: Council Meeting 6:00 p.m.
November 19th: Planning Commission Meeting (CANCELLED)
November 26-27: City Offices closed for the Thanksgiving holiday
December 1st: City Council work session 5:00 p.m.
December 1st: City Council Meeting 6:00 p.m.
December 17th: Planning Commission Meeting 6:00 p.m.
December 25th: City offices closed for Christmas Holiday

14. ADJOURN THE MEETING: MAYOR ALLEN

Motion by Council Member Seal,
Seconded by Council Member Weir
To adjourn the meeting
Approved unanimously (4-0)
Time: 6:52 p.m.

_____ _____

Date Approved **City Recorder**

15. ADJOURN INTO RDA MEETING (THE REDEVELOPMENT MEETING WILL BEGIN IMMEDIATELY FOLLOWING THE REUGLAR MEETING)

City Council
Staff Report

Author: Administration/Public Works
Subject: CAPITAL INVESTMENT PLAN PROJECT PRIORTIZATION
Date: December 1, 2020
Type of Item: MOTION

Summary Recommendations: The City Council, by motion, approve the capital investment plan project prioritization for the Community Development Block Grant

Description:

A. **Topic: CAPITAL INVESTMENT PLAN (CIP) PROJECT PRIORTIZATION**

BACKGROUND:

Every CDBG applicant is required to document that the project(s) they are applying for are consistent with the City and region's consolidated plan. These projects must be high priority and help fulfill the long-term goals of both the regional and local plans. These plans are reviewed and updated annually to ensure they meet the City's goals and priorities.

CDBG Rating & Ranking

The City's application will be rated and ranked on several criteria including project priority—local, county, and region. The higher the priority in each jurisdiction to more points assigned to the application.

The proposed CIP ranks the projects to be submitted for consideration as City priorities #1 for the proposed project, which is updating and replacing water valves throughout the City. It is unknown how the project submittals will be ranked as a county and regional priority. There is a $250,000 cap on the amount we can receive for projects per entity.

Projects to be Applied For

Staff is proposing to submit applications for the following Project:

1. *CW 54- Replacement and upgrades to Water valves throughout the City and installation of 2 PRV stations. Estimated cost is $400,000*
   The City will be applying for a $250,000 grant

Recommendation: The City Council, by motion, approve the Capital Investment Plan and project prioritization for CDBG eligible projects.

CITY OF WASHINGTON TERRACE

5- YEAR CONSOLIDATED PLAN- CAPITAL PLAN

2021

CDBG HIGH PRIORITY PROJECTS

PRIORITY RANKING	PROJECT IDENTIFYER	PROJECT LOCATION	PROJECT DESCRIPTION	PROJECT DESIGNATION	ESTIMATED COST	Project Year
	CULINARY WATER					
8	CW7	Well #1 on 500 West	Well evaluation	City wide	$ 39,000.00	2023
9	CW17	300 E - 5050 S to 5100 S	Construct 8" water main for looping	City wide	$ 30,485.00	2023
1	CW54	City Wide	Water Valve Replacement and PRV stations	City wide	$ 400,000.00	2021
2	CW 30	300 West	Reconnect to Pressure zone (OTIS II)	City wide		2022
2	CW 14	10" water main loop on 300 w				2022
	SANITARY SEWER					
12	SS8	4850 - 4800 S outfall	Replace existing slipline 8" line with a 10" line	Site Specific	$ 179,920.00	2025
11	SS18	500 W	Replace existing 12" & 10" line with 12" line	City wide	$ 271,700.00	2025
10	SS20	250 E - 4575 S to 4450 S	Relocate existing line	Site Specific	$ 132,555.00	2024
4	SS21	Railroad crossing	Repair sewer main under railroad	City wide	$ 39,000.00	2023
5	SS22	4750 S - 300 W to 370 W	Upgrade existing line along back yards	Site Specific	$ 78,078.00	2023
3	SS9	300West	Replace 8" to 10" Slipline	Site Specific	combine SS9	2022
	STORM WATER					
7	SD16	300 W - 4800 S to 4850 S	Storm water relief line	City wide	$ 62,400.00	2024
6	SD6	TH Bell	Regional Detention Basin	Site Specific	$ 746,850.00	2023
4	SD21	Road Intersections	Replace broken waterways	City wide	$ 174,915.00	2023
6	SD26	300West	Upsize 36" to 42"	City wide	$ 84,500.00	
	Fire Dept					
1	TBD	6301 S 300 W Fire Station	Turn out equipment	City wide	$ 50,000.00	2022
1	TBD	6301 S 300 W Fire Station	Radios	City wide	$ 54,000.00	2022
2	TBD	6301 S 300 W Fire Station	Replacement of Fire Engine	City wide		2023

City Council
Staff Report

Author: **Tom Hanson**
Subject: **Fleet Program Reinstatement**
Date: **December 1, 2020**
Type of Item: **Action Item**

THE CITY OF Washington Terrace
ADMINISTRATION

Summary:
Reinstatement of the Fleet Program. As a result of the COVID-19 recession we put the fleet program on hold in order to gave us the time needed to determine the market and the sustainability of truck sales. Fortunately, truck sales are brisk and the need for trucks is exceeding demand. As a result of the market and our success with the program I would like to reinstate the program immediately. Reinstating the program will allow us to make the orders necessary for the next round of trucks.

Description:

A. **Topic:** Reinstatement of the fleet program.

B. **Background:** The COVID-19 pandemic and the resulting recession gave us pause in many or our capital expenses. The fleet program was one of the programs that was sidelined as a result of this cutback. The Fleet Program was put on hold in order to make sure that we were not ordering fleet that would struggle being sold.

C. **Analysis:** Interestingly the market has remained extremely strong for the fleet vehicles we are attempting to sell. At the time of the recession scare we were perhaps a little to conservative on our predictions for the downturn in our fleet program. The market has remined strong and the demand for our fleet vehicles has proven to be strong as well possibly as strong as it ever was. One key component in our fleet program is to avoid spending money on maintenance items like breaks and tires. Unfortunately going past the two-year mark requires us to purchase tires and thus diminishing the ROI for the fleet vehicles.

   Staff has determined that it would be in the best interest of the city to reinstate the fleet program in order to maximize the ROI on the program as a whole.

Department Review: Alternatives:

A. **Approve the Request:** Reinstate the program in order to maximize the ROI for the fleet purchasing and sales.

B. **Deny the Request:** Hold off on future purchases until the time that the council is comfortable with renewed implementation.

City Council
Staff Report

Author: **Amy Rodriguez**
Subject: **2021 Meeting schedule**
Date: **December 1, 2020**
Type of Item: Discussion and Action

ADMINISTRATION

Summary Recommendations: Council may review and adopt the 2021 annual meeting schedule

Description:

A. **Topic: 2021 Annual meeting Schedule**
State law mandates that if regular meetings are held throughout the course of a year, a meeting schedule must be adopted and posted at least once during the year.

B. **Analysis:** It is recommended that Council adopt a meeting schedule for 2021. The proposed meeting schedule would include regular city council meetings on the first and third Tuesday of every month. Additional meetings, such as work sessions or retreats, can be added with proper noticing requirements. If time or dates change, notice will be given accordingly.

Attached is a tentative calendar with meeting dates, tentative topics and other important dates in the city.

C. **Department Review:** City Recorder

Alternatives:

A. **Approve the Request:** Council can approve the proposed 2021 meeting schedule and meet on the first and third Tuesday of each month, with the exception of December, where there will be only one regular scheduled meeting due to holiday schedules.

B. **Amend the Request:** Council can decide to amend the meeting schedule.

Recommendation: Staff recommends that Council adopt the 2021 annual meeting schedule as outlined in report.

CALENDAR OF EVENTS - Tentative

JANUARY 2021

Friday. 1ST New Year's Observance- City Offices closed
Tues. 5th City Council Meeting 6:00p.m.
- **Council Training Open Meetings**

Mon. 18th Martin Luther King JR. Day- City Offices closed
Tues. 19th – City Council Meeting 6:00 p.m.
Thur.28th Planning Commission Meeting 6:00 p.m.
- Nominate and elect Chair and Vice Chair

FEBRUARY 2021

Tues. 2nd City Council Meeting 6:00 p.m.
Sheriff office quarterly report
- Fire Dept Quarterly
- Finance Quarterly
- Animal Control Quarterly

Mon. 15th President's Day- City Offices closed
Tues. 16th City Council Meeting 6:00 p.m.
Thur. 25th Planning Commission meeting 6:00 p.m.

MARCH 2021

Tues 2nd Terrace Days Planning 5:00 p.m.
Tues.2nd City Council Meeting 6:00 p.m.
Tues. 16th City Council Meeting 6:00 p.m.
Thur. 25th Planning Commission meeting 6:00 p.m.

APRIL 2021

Tues. 6th Budget meeting 5:00 p.m.
Tues. 6th City Council Meeting 6:00 p.m.
Tues. 20th City Council Meeting 6:00 p.m.
- Sheriff's office quarterly report
- Fire Department quarterly report
- Finance Department quarterly report
- Animal Control quarterly report

Wed. April 21st-23rd – ULCT (tentative)
Thur. 29th Planning Commission meeting 6:00 p.m.

MAY 2021

Tues.4th Budget Meeting 5:00 p.m.
Tues. 4th City Council Meeting 6:00 p.m.
Tues. 18th Budget Meeting 5:00 p.m.
Tues. 18th City Council Meeting 6:00 p.m.
Mon. 31st Memorial Day- City offices closed
Thur. 27th Planning Commission meeting 6:00 p.m.

JUNE 2021

Tues. 1st Budget Meeting 5:00 p.m.
Tues. 1st City Council Meeting 6:00 p.m.
Sat. 12th TERRARCE DAYS
Tues.15th City Council Meeting 6:00 p.m.
Thur. 2th Planning Commission meeting 6:00p.m.

JULY 2021

Monday July 5th : City Offices closed in observance of Independence Day
Tues 6th : City Council Meeting 6:00 p.m.
Tues 20th City Council Meeting
- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly

Friday 23rd Pioneer Day Observed – City offices closed
Thurs.29th Planning Commission meeting 6:00 p.m.

AUGUST 2021

Tues. 3rd City Council Meeting 6:00 p.m.
Tues. 10th PRIMARY Election (if needed)
Tues. 17th City Council Meeting 6:00 p.m.
Tues. 24th : Special Council Meeting (Board of Canvass) if needed
Thurs. 26th Planning Commission Meeting 6:00 p.m.

SEPTEMBER 2021

Mon. 6th Labor Day- City offices closed
Tues. 7th City Council Meeting 6:00 p.m.
ULCT Conference TBD
Tues. 21st City Council Meeting 6:00 p.m.
Thur.30th Planning Commission meeting 6:00 p.m.

OCTOBER 2021

Tues.5th City Council Meeting 6:00 p.m.
Mon. 11th Columbus Day- City offices closed
Tues. 19th City Council Meeting 6:00 p.m.

- Sheriff's office Quarterly report
- Fire Department Quarterly report
- Finance Department Quarterly report
- Animal Control Quarterly report

Thur 28TH Planning Commission meeting 6:00 p.m.

NOVEMBER 2021

Tues.2nd ; Election Night
Tues. 2nd City Council Meeting 6:00 p.m.
Thurs. 11th Veteran's Day observed- City offices closed
Tues. 16th City Council Meeting 6:00 p.m
Thur. 18th Planning Commission Meeting 6:00 p.m.
Thur- Fri. 25-26 Thanksgiving Holiday- City Offices closed

DECEMBER 2021

Tues. 7th City Council Meeting 6:00 p.m.

- Annual Meeting Schedule

Frid. 24th Christmas Holiday- City Offices closed
Thurs. 30th Planning Commission 6:00 p.m.