



Regular City Council Meeting
Tuesday, February 2, 2016
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1. **ROLL CALL**

6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **CONSENT ITEMS**

4.1 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.

4.2 APPROVAL OF JANUARY 19, 2016, MEETING MINUTES

5. **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.

6. **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.

7. **NEW BUSINESS**

7.1 PRESENTATION: FINANCE QUARTERLY REPORT

A report on activities during October- December 2015.

7.2 MOTION: APPOINTMENT AND RE-APPOINTMENT OF PLANNING COMMISSIONERS

7.3 MOTION: APPROVAL OF THE VICTORY PARK RESTROOM CONSTRUCTION CONTRACT

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

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.

To approve the construction contract for the Victory Park Restroom Project funded in part by Community Development Block Grants (CDBG).

7.4 MOTION: APPROVAL OF THE CONTRACT FOR JANITORIAL SERVICES FOR CITY HALL AND THE SENIOR/CIVIC CENTER

To approve the contract for janitorial services in City Buildings.

7.5 PRESENTATION: WASATCH FRONT REGIONAL COUNCIL PRESENTATION ON TRANSPORTATION MEASURES

A presentation highlighting efforts made by the WFRC in regards to transportation issues.

8. COUNCIL COMMUNICATION WITH STAFF

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

9. ADMINISTRATION REPORTS

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

10. UPCOMING EVENTS

February 15th: City offices closed in observance of President's Day

February 16th : City Council Meeting 6:00 p.m. (Work session at 5:00 p.m.)

February 25th: Planning Commission meeting 6:00 p.m.

11. ADJOURN THE MEETING: MAYOR ALLEN

12. ARTS AND CULTURE COUNCIL MEETING (The Council will adjourn into the Arts and Culture Council immediately following the regular meeting)

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on January 19, 2016

City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen

Council Member Scott Monsen

Council Member Blair Brown

Council Member Robert Jensen

Council Member Scott Barker

Council Member Val Shupe - excused

Public Works Director Steve Harris

Finance Director Shari' Garrett

City Manager Tom Hanson

City Recorder Amy Rodriguez

Others Present

Chris Wilkinson

1. WORK SESSION

5:00 P.M.

Topics to include, but are not limited to: Discussion of the Water Conservation Plan, Landscaping Contract, and Victory Park Restroom Design

Victory Park Restroom Design: Hanson explained that the bids for the restroom have been opened. The City will be applying for RAMP grants to make up the City's match on the CDBG funds. Harris stated that the lowest bidder was Kevin Nelson Construction at \$155,590. Nelson is also the contractor on the bowery construction. Harris explained the plans and layout of the building. Harris stated that it will be painted cinderblock. He stated that the park is very popular with families in the area. Harris stated that there will be power in the bowery. Harris stated that the parks close at 10:00 p.m. and the Sheriff's Office will check to make sure the restroom is locked.

Landscaping Contract: Harris stated that Chris Wilkinson has taken care of the grounds for many years. Harris explained the proposal that was given to him by Wilkinson. Harris explained the process for the new contract, stating that costs and provisions were reviewed. Harris stated that the contract is not finalized as of yet because he was waiting on provision approval from Council tonight. Harris stated that the current contract has around a 2 percent increase each year. Harris stated that instead of an automatic yearly increase, any increases in the contract will follow the Western region CPI, not to exceed 3 percent. Harris stated that there will be an increase in the starting pay of around 18 percent to cover costs and employee cost. Harris stated that the contract was compared to other comparable contracts and also other proposals. Council Member Brown asked Wilkinson to justify the \$21000.00 increase. Wilkinson stated that he knew he would have to increase his bid to stay in business in the City. He stated that he does a lot of the work himself, rather than hiring out services. He stated that he had to increase the cost to cover a few more employees and feels that he needed to increase his price to cover other costs. Wilkinson stated

48 that when the contract was bid 8 years ago, his company came in \$30,000 lower than the next bidder.
49 Mayor Allen stated that he has worked with Wilkinson for years and noted that Wilkinson takes care of
50 even the small issues, like a broken sprinkler head, and does not charge the City. Harris stated that
51 another firm bid at \$139,000, but had a list of various add-ons that would be charged separately. Harris
52 noted that these types of add-ons are covered by Wilkinson at no cost. Wilkinson stated that he would
53 consider any upgrades as add-ons (tree replacement, flower bed replacement). Council Member Brown
54 stated that he feels that Wilkinson does a great job and feels that in this case the increase amount is
55 warranted. Council Member Jensen agreed, stating that he feels that the City is lucky to have Wilkinson
56 and appreciates his work. Council Member Monsen stated that he is happy with the service; however, he
57 asked if there are other firms that the City could talk to for a lower price.
58

59 **Water Management Plan:** Harris explained that the adoption of the Water Conservation Plan is required
60 by state law. Harris stated that the plan has been reviewed by Hanson and changes have been made to
61 reflect what is happening in the City. Harris highlighted the water supply plan and water rights. He stated
62 that the Plan specifies what the City is planning to do to conserve water. He stated that the Plan will be
63 reviewed by the water board. Harris stated that the City has gone above and beyond many of the goals
64 stated in the 2010 Plan. Harris stated that the new plan will follow the 2010 plan goals. Harris stated that
65 a new goal will be to replace a broken water line on 5150 South. Council Member Brown asked how
66 much water we are losing through leaks. Harris stated that the City reviews the water that is coming into
67 the City. It is compared to the amount that is being billed out to the residents. He stated that the
68 difference is part of the loss to the City. Harris stated that the changes to be made will close up the losses.
69 Harris stated that it has been found that the City does not have any major leaks. This has been found
70 through water modeling. Mayor Allen stated that the Plan is very interesting and spent an hour with
71 Harris about some of the goals of the Plan. Council Member Jensen stated that it seems that this issue has
72 come up at every ULCT conference. Harris stated that the state is continuing to grow in population, and
73 water will be the limiting factor. Harris stated that the state will be continuing to pressure cities to
74 conserve. Harris stated that the goals in the Plan are just that: goals. His understanding is that if it is not
75 accomplished, there are no penalties. The state would like to see cities progressing towards conservation.
76

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

78 Mayor Mark C. Allen
79 Council Member Scott Monsen
80 Council Member Blair Brown
81 Council Member Robert Jensen
82 Council Member Scott Barker
83 Council Member Val Shupe - excused
84 Public Works Director Steve Harris
85 City Manager Tom Hanson
86 Fire Department Chief Kasey Bush
87 City Recorder Amy Rodriguez
88 Lt. Jason Talbot, Weber County Sheriff Office
89

90 **Others Present**

91 Charles and Reba Allen, Brian Binnion, Lewis Cooper, Reley Midgley, Tom Cloward, George Garcia,
92 Katee Hughes, Amanda Memmott, Ben Hayes, Dani Baur, Heather Crofts, Bob Seaver, Abby Nichols,
93 Chris Earrot, Bodnicren, Abbey Daniels, Tanner Heaton, Bailey Premb, Lukas Fisher, Sesni Tardan
94
95

6:00 P.M.

96 2. ROLL CALL

97
98 3. PLEDGE OF ALLEGIANCE

99
100 4. WELCOME

101
102 5. CONSENT ITEMS

103
104 5.1 APPROVAL OF AGENDA

105 Item 9.8 has been deleted from the agenda.

106 5.2 APPROVAL OF JANUARY 5, 2016 MEETING MINUTES

107 Items 5.1 and 5.2 approved by general consent.

108
109 6. SPECIAL ORDER

110 6.1 PUBLIC HEARING: A PUBLIC HEARING TO HEAR COMMENT ON THE
111 ADOPTION OF A WATER CONSERVATION PLAN

112 Harris explained that the Water Conservation Plan is a requirement from the state. He stated that the Plan
113 includes a summary as to where the water comes from for the City and if it will be adequate for the City.
114 Harris stated that the City has already decreased water consumption. Harris stated that the Plan outlines
115 what the City is doing to conserve water. He stated that the City has exceeded almost all the goals set in
116 the last five year Plan. Harris stated that new goals consist of replacing a water line with a leak, find other
117 leaks, and manage water as efficiently as possible. Harris explained the AMI system, noting that it
118 requires that all the meters have a transmitting radio so that Public Works can drive around the City and
119 collect data, without having to open meters by hand and manually read water usage. Harris stated that
120 homes with unusual high usage are normally contacted to alert the resident of possible leaks. Council
121 Member Jensen suggested using the monthly newsletter to inform residents of water issues and explain
122 why water usage is high and possible remedies.

123
124 Mayor Allen opened the public hearing at 6:15 p.m.

125 There were no citizen comments.

126 Mayor Allen closed the meeting at 6:16 p.m.

127
128 7. CITIZEN COMMENTS

129 There were no citizen comments.

130
131 8. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN
132 COMMENTS

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

134
135 9. NEW BUSINESS

136 9.1 MOTION/RESOLUTION 16-01: ADOPTION OF THE WATER CONSERVATION
137 PLAN

138 Motion by Council Member Jensen
139 Seconded by Council Member Barker
140 To approve Resolution 16-01
141 To adopt the Water Conservation Plan
142 Approved unanimously (4-0)

143 **Roll Call Vote**

144
145
146 **9.2 PRESENTATION: SHOP WITH A COP (SHOP WITH A HERO)**

147 School Resource Officer Chad Allen presented the Program to Council. He explained that the Program
148 would fail without the Bonneville Student Program support. He presented a video highlighting the “Shop
149 with a Hero Program”, where under privileged children in the community can shop with law enforcement
150 around Christmas time. Officer Allen stated that he would like the Council to know what the students are
151 doing in the Community. Officer Allen stated that each child receives a gift card to buy whatever they
152 would like at the local Walmart. The Bonneville High School student body wrap the gifts and also raise
153 money for the Program. Officer Allen stated that the school raises between \$10,000 to \$12,000 in
154 donations. Mayor Allen commented that the kids involved will remember this for the rest of their lives
155 and appreciates the work that the student body has put into the Program. Council Member Monsen stated
156 that it is very touching to see the “best of the best” in the student body. Lt. Talbot wanted to Council to
157 know how impressed he is by the kids. The kids introduced themselves and received thanks from Council
158 and the audience.

159
160 **9.3 MOTION: CONTRACT APPROVAL FOR CITY LANDSCAPING SERVICES**

161 Hanson stated that the contract can be bundled together for formal approval at the next meeting.
162 Council Member Monsen stated that he is ready to approve tonight based on staff reports and
163 Meeting work session.

164 **Motion by Council Member Monsen**

165 **Seconded by Council Member Brown**

166 **To approve the contract for City Landscaping Services and**

167 **Let staff proceed once the final contract is completed**

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

169
170 **9.4 PRESENTATION: WEBER MORGAN HEALTH DEPARTMENT**

171 Brian Bennion presented to Council, stating that there are 13 Health Departments in the state. He
172 explained that Public Health matters all of the time. He stated that Public Health entails clean water,
173 smoke free buildings, seat belts and no texting laws, immunizations, restaurant inspections, safer work
174 places, among other programs. Bennion stated that the average life expectancy in Utah is around 80.3
175 years. He stated that there are challenges, but overall the community is healthy. He stated that the
176 Department is working to improve health in the Community.

177 Lewis Cooper stated that the Department will be happy to speak to Council about any questions that they
178 have concerning Programs in the community. He stated that the Division would like to regulate less and
179 educate more and asked Council for any suggestions on outreach.

180 Council Member Monsen asked what the government is doing to solve the problems other than blaming
181 the citizens. He stated that he believes that the government could be doing more to decrease car idling as
182 well as other issues. Cooper stated that the Department is hearing from legislatures that personal
183 responsibility is the key to the problems, but he will bring up the suggestions concerning UDOT at his
184 next meeting.

185
186 **9.5 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

187 Chief Bush presented the report to Council noting that fire calls are down from last year at this time. He
188 noted medical has risen. Chief Bush stated that the Department has completed pumper and aerial
189 training. He stated that he is working with the county to send several Council Members and staff to
190 FEMA training for a county wide exercise. Bush stated that he is working on an emergency mitigation

191 grant to receive funding for the new public works building.
192
193

194 **9.6 MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT FOR COMMUNITY**
195 **DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION**

196 Chief Bush stated that the City is looking to replace 13 SCBA (Self Contained Breathing Apparatus)
197 packs, a charging/refill station , and a thermal imaging camera. The City will be applying for emergency
198 equipment funding through CDBG. Bush stated that the City match for the funding will be around
199 \$60,000. Staff is looking for a commitment from Council to authorize the grant amount. Council Member
200 Monsen stated that he is in favor of authorizing the commitment of funds. Bush noted that the SCBA is
201 used in every fire. Hanson noted that the funds is not available in the budget as of now, but staff is
202 confident that the funds can be found.
203

204 **Motion by Council Member Monsen**
205 **Seconded by Council Member Brown**
206 **To approve the matching funds for the CDBG application**
207 **Approved unanimously (4-0)**
208

209 **9.7 PRESENTATION: SHERIFF'S OFFICE MONTHLY REPORT**

210 Lt Talbot presented to Council, highlighting closed cases and open investigations. Lt. Talbot stated that
211 call volume was high in December, noting that many calls may be from accidents due to snow. Lt.
212 Talbot stated that he will resume daily pass-alongs to Mayor and Council. Lt. Talbot stated that there is a
213 lot of discussion in the state concerning weapons charges and parole.
214

215 **9.8 MOTION: CONTRACT APPROVAL FOR CITY JANITORIAL SERVICES**

216 Item has been deleted from the agenda.
217

218 **9.9 MOTION: APPROVAL OF THE PORTABLE ELECTRONIC DEVICES POLICY**
219 **FOR ELECTED OFFICIALS**

220 Hanson stated that the policy states that the Council can receive a new portable device every four years or
221 when needed and the device will remain with the Council Member after their 4 year term. He stated that
222 the based the policy on previous Council discussions.
223

224 **Motion by Council Member Jensen**
225 **Seconded by Council Member Monsen**
226 **To approve the Portable Electronic Devices Policy**
227 **For elected officials as presented**
228 **Approved unanimously (4-0)**
229
230

231 **10. COUNCIL COMMUNICATION WITH STAFF**

232 * Council Member Monsen stated that he received a call from Bob Garside concerning trash cans on the
233 curb for more than 24 hours before or after pick up. Council Member Monsen stated that he has noticed
234 many cans out on the curb in violation of the ordinance. He suggested that the city could make up notices
235 as a reminder of the ordinance to put on the cans.
236

237 * Mayor Allen stated that he has had discussions with Hanson on laws that are considered little and if
238 they are still needed. He stated that the laws are important to stay on the books because little rules can

239 turn into big issues if not enforced. Hanson stated that he has spoken to Monroe on the issues, but noted
240 that there is only one code inspector. He will speak with Monroe about the issue. Lt Talbot stated that he
241 would be happy to help with enforcement.
242

243 **11. ADMINISTRATION REPORTS**

244 Hanson stated that he would be happy to do a ride along tour with Council.
245

246 **12. UPCOMING EVENTS**

247 January 28th: Planning Commission Meeting 6:00 p.m.- Cancelled

248 February 2nd : City Council Meeting 6:00 p.m.

249 February 15th: City Offices closed for President's day

250 February 16th: City Council Meeting 6:00 p.m.
251

252 **13. MOTION: ADJOURN INTO CLOSED SESSION**

253
254 **Motion by Council Member Barker**
255 **Seconded by Council Member Jensen**
256 **To adjourn into closed session**
257 **Approved unanimously (4-0)**
258 **Roll Call Vote**
259 **Time: 7:50 p.m.**
260

261 Council Adjourned into closed session to discuss:

- 262 ○ Discussion regarding deployment of security personnel, devices, or systems
263

264 **14. ADJOURN THE MEETING: MAYOR ALLEN**

265 Mayor Allen adjourned the closed session and regular meeting at 8:16 p.m.
266
267

268 _____
269 **Date Approved**

_____ **City Recorder**

City Council Staff Report

Author: Shari' Garrett
Subject: 2Q16 Financials
Date: January 27, 2016
Type of Item: Informational

FINANCE DEPT.

Summary Recommendations: The governing body receives a second quarter financial update ended December 31, 2015, for Fiscal Year ended June 30, 2016.

Description:

A. Topic: Second Quarter Financial Update

B. Analysis: Although the following figures represented in this report are preliminary, they are substantially complete. Please be aware that timing of revenue receipts and expenditures can slightly change between periods, therefore, showing higher or lower numbers when compared to the prior period. This report focuses on the funds with the highest levels of operating activity—General Fund and Utility Funds.

The attached financial report is an important part of this report and includes fund summaries for all active city funds. Second quarter represents 50% of the fiscal year has elapsed. References in this report to “prior periods” or “pri YTD” or prior year-to-date) in the attached financials refer to comparisons of second quarters for prior years. All years are represented as fiscal years (July 1 – June 30).

GENERAL FUND

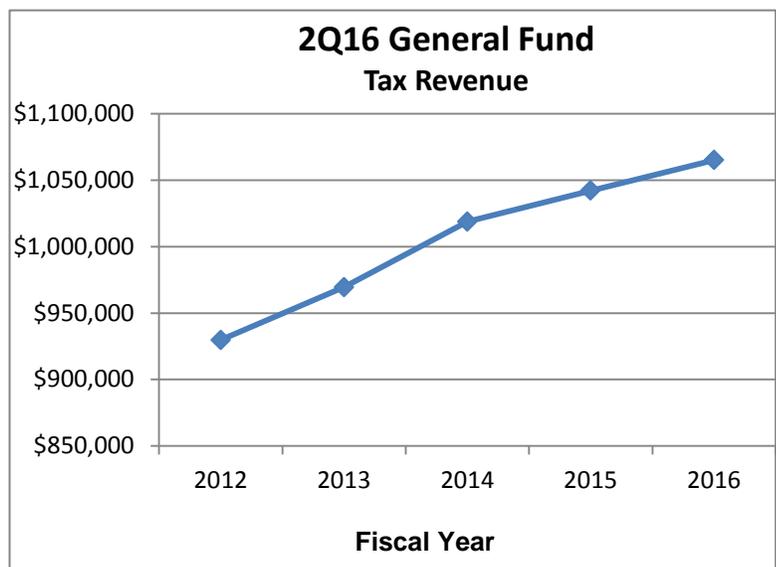
(refer to pages 1-12 of the attached 2Q16 Budget Worksheet)

REVENUE

Tax Revenue

Total tax revenue represents 62% of budgeted General Fund revenue (excluding interfund transfers and use of beginning fund balance). Tax Revenue is up 2.2% or \$22,891 from the prior period.

Local Sales Tax and Use Tax and RAMP Tax combined are the largest revenue and tax source reporting a 7.5% or \$24,153 increase from the prior YTD. Of said amount, \$13,000 is attributed to recognizing RAMP Tax funds used for improvements at Lion's Park.



Direct point-of-sale tax collections or sales tax generated from purchases made within the City limits, increased by 15.5% or from \$99,794 to \$115,254 from the prior period. Statewide local point-of-sale collections increased by 4.7% from the prior period.

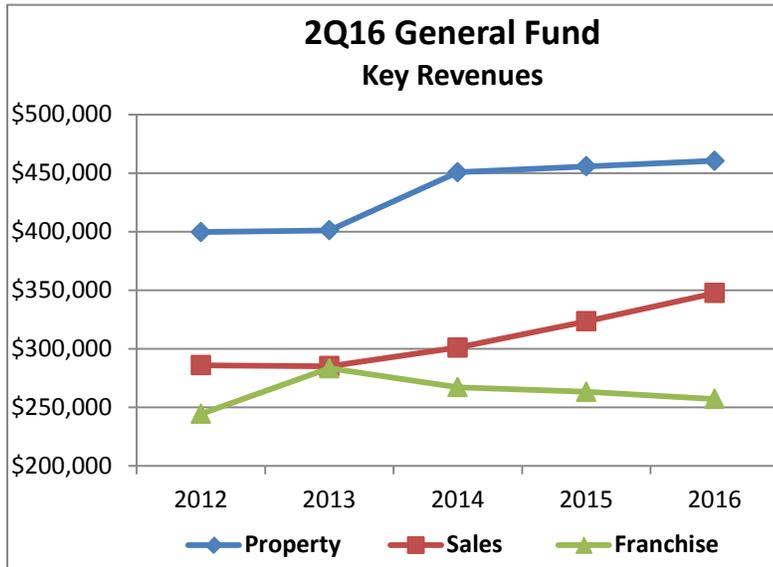
Sales Tax is distributed to cities based on a 1% local sales and use tax. Each city receives their distribution based on 50% of their direct point-of-sale and 50% of statewide sales (proportionate to population). Sales

Tax revenue is 33% collected at 33% of collecting months reported.

Local Sales Tax revenue collections are up 5.3% or \$16,794 from the prior YTD. Sales Tax collections are expected to meet budget projects.

It is important to note that the second quarter sales tax collections include taxable sales for July-October. Sales tax receipts are received two months after the month for which the sale occurred.

Property Tax collections have increased by 1% or \$4,782 from prior YTD. The bulk of property tax collections are received in December, after the November 30th deadline.



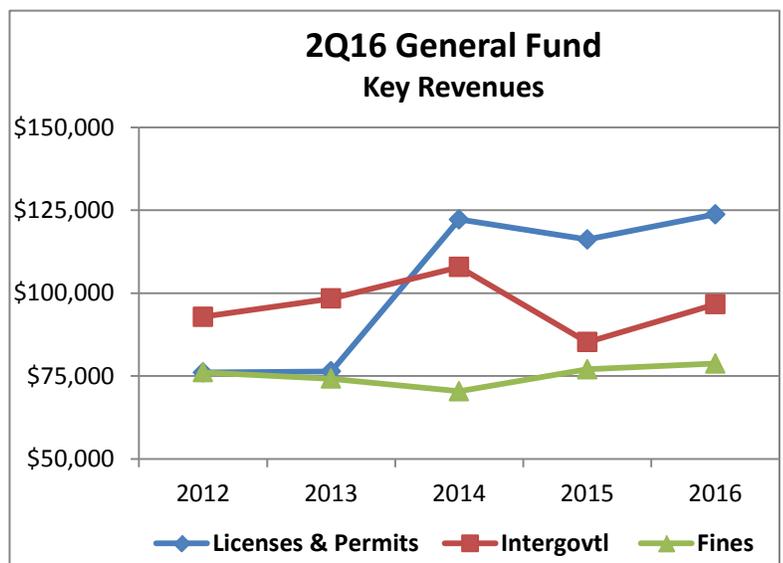
Franchise Taxes, the second largest tax revenue source, are down 2.3% or \$6,044 from the prior YTD and are coming in slightly below projections at 35.9% earned. Franchise tax collections are determined by a vendor's gross sales (i.e. power, gas, cable, etc.). As a vendor's gross sales increase, for example, more franchise tax will be remitted to the City. Gross sales change as rates and/or usage changes. Unseasonably warm or cold months will affect franchise tax collections. These collections will continue to be closely monitored to determine if a budget adjustment will be necessary.

Licenses & Permits

Licenses and Permits are up by 6.6% or \$7,614 from the prior YTD.

Building Permit revenue is up \$23,478 from the prior YTD and Planning Fees are also up by \$13,166 from the prior YTD. Said change is attributed to one-time renovation permits issued.

Business License renewals are due December 31st of each year. Renewals received after the deadlines are subject to late fees. License fee collections are 75.5% earned. License collections are down 27.8% or \$29,045 from the prior YTD. Said decrease is attributed to delinquent collections reported in rather than new business applications. Additional renewal fees will be collected from delinquent businesses during the months of January and February. A budget adjustment increasing projected revenues for business licensing will be necessary.



Intergovernmental

Intergovernmental Revenues are up 13.4% or \$11,427.

Intergovernmental revenues primarily reflect the receipts of Class C and operating grant monies from other governmental units.

The largest revenue source within Intergovernmental revenues is Class C road funds. These funds are distributed bimonthly by the State based on the City’s eligible surface type (paved, graveled, dirt) and eligible miles in each surface type. The mileage and allocation is weighted based on county and statewide distribution. The use of these funds is restricted for the purpose of construction and maintenance of eligible roads as defined by Utah Code.

Class C revenues increased by 16.8% or \$11,989 from the prior YTD. Changes to the fuel tax, addressed below, will be reflected beginning in the 3Q16. Budget impacts are estimated to be an additional \$25,000 for FY2016 and \$50,000 for FY2017.

NEW – 2016 Fuel Tax Rates

The 2015 Utah Legislature passed House Bill 362, *Transportation Infrastructure Funding*, increasing the motor fuel and special fuel tax rate from 24.5 cents per gallon to 12 percent of the statewide average motor fuel rack price for the previous fiscal year. *Beginning Jan. 1, 2016*, motor fuel tax rates will increase to 29.4 cents per gallon effective for fuels sold, used or received for use in Utah

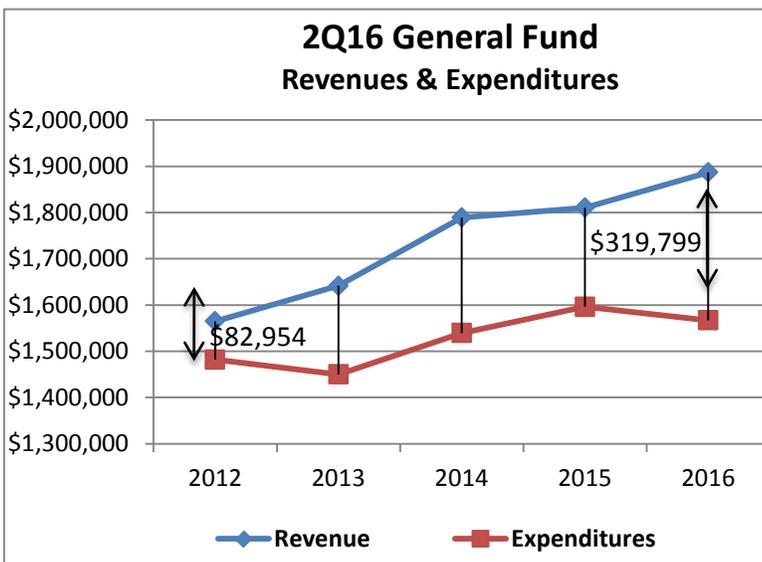
Fines

Fine collections are up 2.2% or approximately \$1,724 from the prior YTD. Fines attributed to Marriott-Slaterville have decreased by 3.1% or approximately \$1,097 Fines attributed to the City have increased by approximately 7.3% or \$2,816 from the prior YTD.

EXPENDITURES

Public Works

The greatest change from prior YTD occurred in the Public Works Department. Departmental requirements decreased by 10.5% or \$32,994. Said change is attributed to a decrease in personnel requirements due to staffing turnover changes.



Summary

Second quarter General Fund revenues of \$1,886,761 are up 4.2% or \$76,228 from the prior YTD and are 48% earned (excluding interfund transfers and use of fund balance).

Expenditures of \$1,566,962 are down 1.8% or \$29,083 from the prior period YTD and are 38.6% spent.

Revenues exceed expenditures by \$319,796, up 49.1% or \$105,311 from prior YTD.

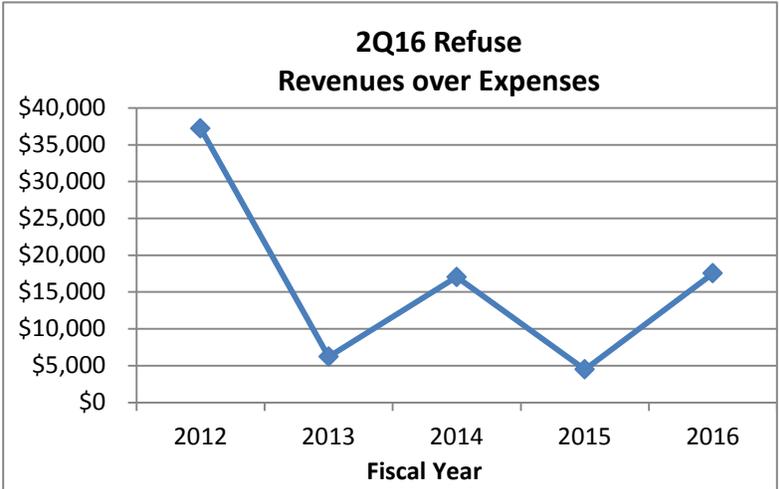
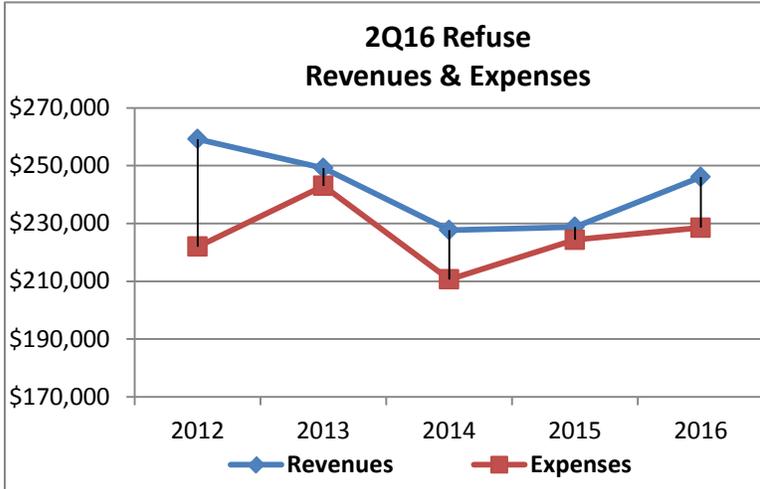
Utility Funds

Refuse, Water, Sewer, and Storm Water Services

(refer to pages 15-32 of the attached 2Q16 Budget Worksheet)

REFUSE

Budgeted revenues are meeting projections at 51.2% earned or \$246,087. Expenses are meeting projections at 47.5% expended or \$228,557. Second quarter revenues exceeded expenses by \$17,530.



WATER

ALERT – REVENUE SHORTAGE

The largest revenue source, Water Service Charges, representing 71% of total revenues (excluding interfund transfers and use of beginning balance) are *falling short* of budget projections at 47.7% earned or \$554,398 for the 2Q16. With Water Service Charges budgeted at \$1,162,500, revenues should be at approximately 51% earned or \$593,000 for the 2Q16, thereby, resulting in a 2Q16 estimated revenue shortfall of \$38,000 and year end shortfall of \$86,000.

Staff has been diligently working to determining the cause of said shortfall. We will be meeting in a work session on February 16th to discuss the trends, potential causes, and response plan options.

Expenses

Operating expenses are meeting budget projections at 61.6% expended.

Debt

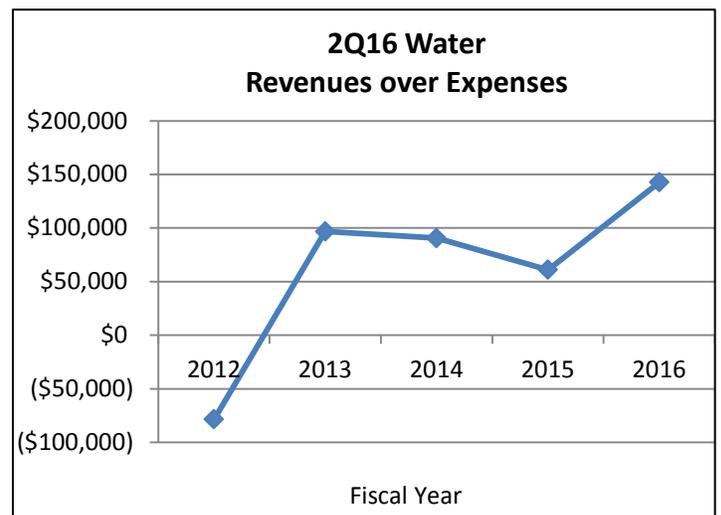
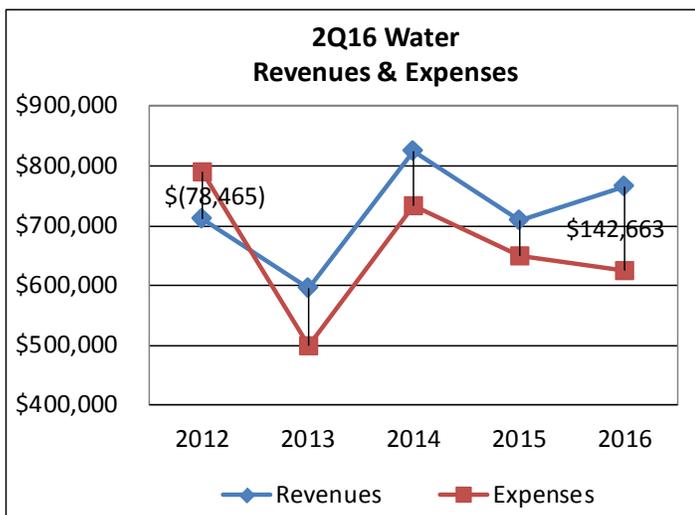
The timing of when debt service payments are expensed on the books has changed. Historically, monthly debt service disbursements made to the Trustee for holding were expensed on the books at that time. Beginning in FY 2015, debt service requirements will be expensed at the time payment is made to the bond holders rather than to the Trustee, thus delaying the report expense from monthly to annually or semi-annually. This approach is consistent with generally accepted accounting principles.

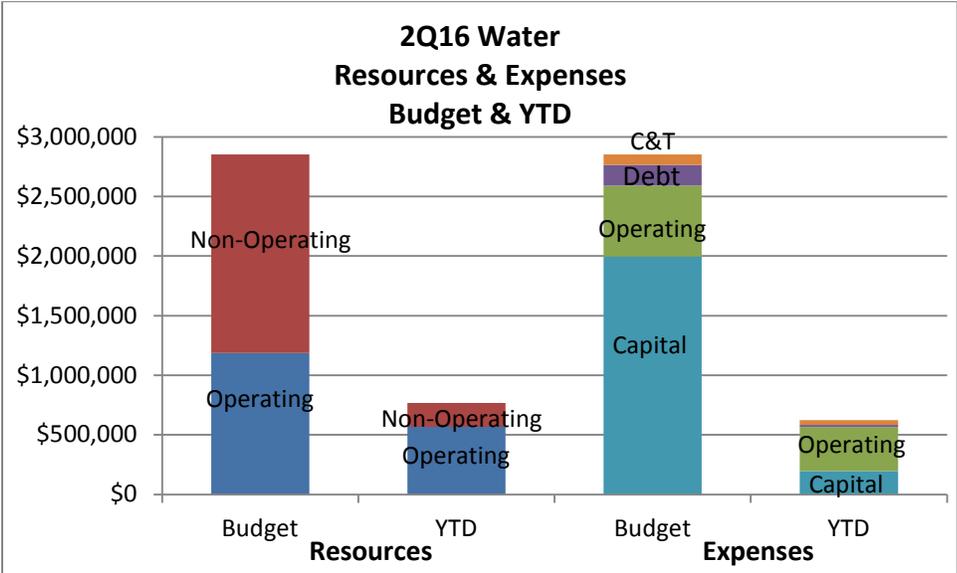
Please also note that this reporting approach will distort the historical expense trends as shown in the attached Budget Worksheet 2Q16.

Summary of Revenues over Expenses

Total revenues exceed expenses by \$142,663. Despite the revenue shortage challenge for water service charges, said surplus exists primarily from outstanding capital projects and equipment budgeted but not yet expended and impending debt service obligations.

While this surplus is positive, we are able to adequately cover current operating obligations, the revenue shortfall results in fewer funds available to address budgeted capital equipment and projects.





SEWER

ALERT – REVENUE SHORTAGE

The largest revenue source, Sewer Service Charges, representing 91% of total revenues (excluding interfund transfers and use of beginning balance) are *falling short* of budget projections at 47.8% earned or \$538,591 for the 2Q16. With Sewer Service Charges budgeted at \$1,126,000, revenues should *be at* approximately 51% earned or \$574,000 for the 2Q16, thereby, resulting in a 2Q16 estimated revenue shortfall of \$36,000 and year end shortfall of \$75,000.

Staff has been diligently working to determining the cause of said shortfall. We will be meeting in a work session on February 16th to discuss the trends, potential causes, and response plan options.

Expenses

Operating expenses are meeting budget projections at 48.1% expended.

Debt

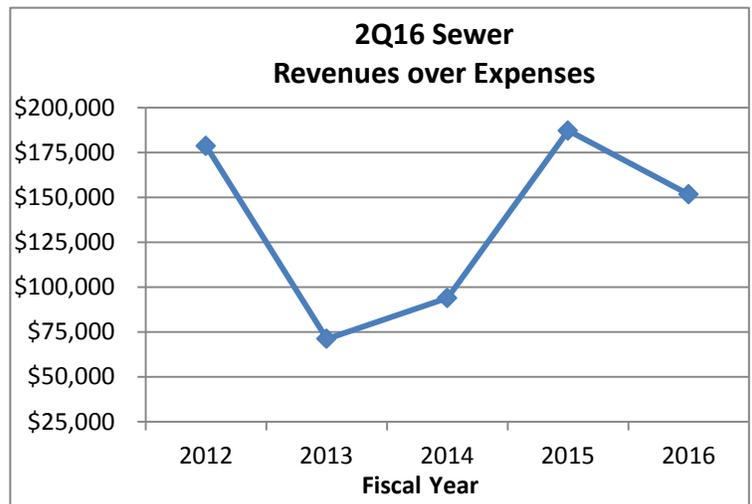
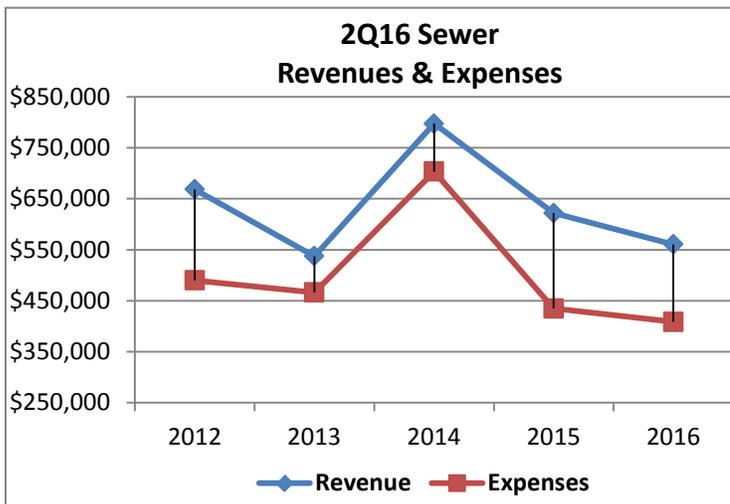
The timing of when debt service payments are expensed on the books has changed. Historically, monthly debt service disbursements made to the Trustee for holding were expensed on the books at that time. Beginning in FY 2015, debt service requirements will be expensed at the time payment is made to the bond holders rather than to the Trustee, thus delaying the report expense from monthly to annually or semi-annually. This approach is consistent with generally accepted accounting principles.

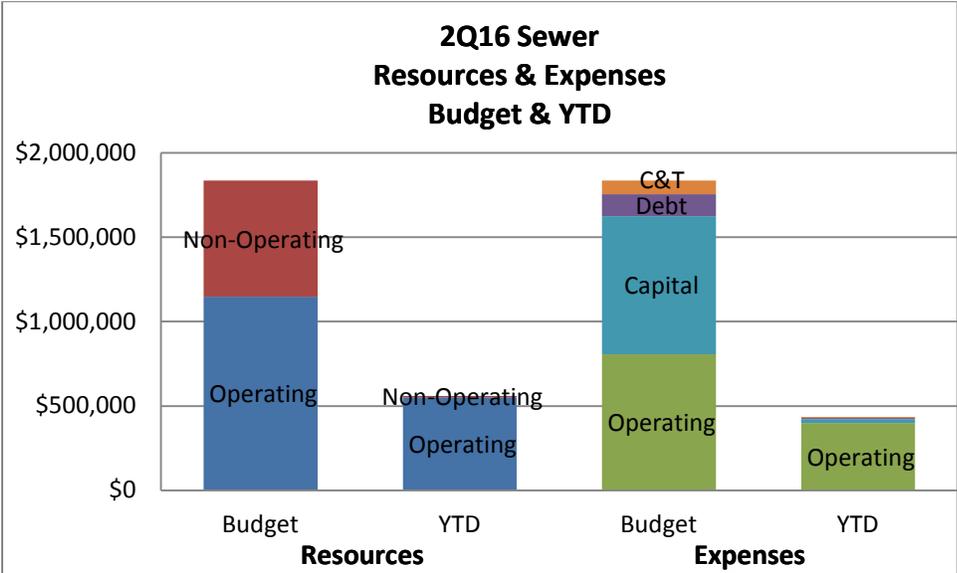
Please also note that this reporting approach will distort the historical expense trends as shown in the attached Budget Worksheet 2Q16.

Summary of Revenues over Expenses

Total revenues exceed expenses by \$151,663. Despite the revenue shortage challenge for sewer service charges, said surplus primarily exists from outstanding capital projects and equipment budgeted but not yet expended and impending debt service obligations.

While this surplus is positive, we are able to adequately cover current operating obligations, the revenue shortfall results in fewer funds available to address budgeted capital equipment and projects.



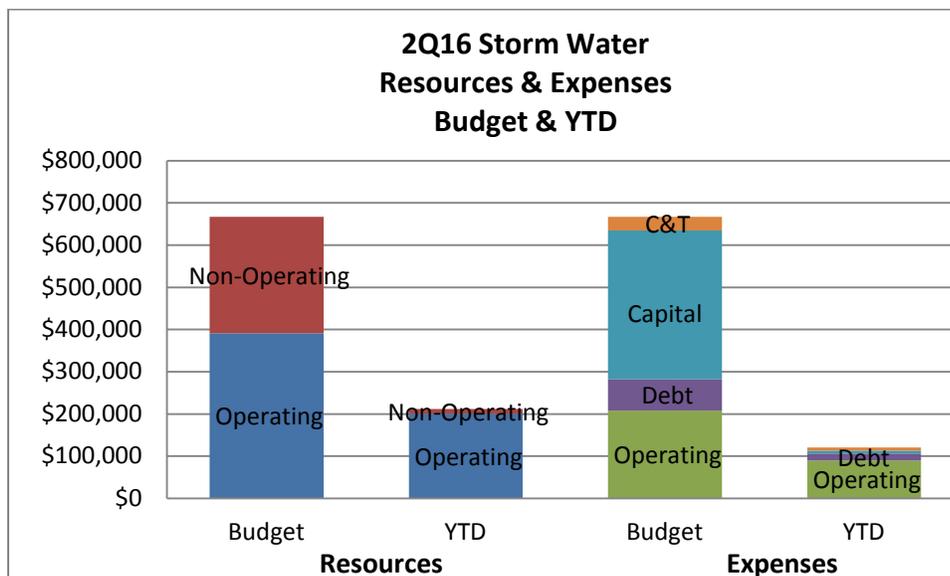
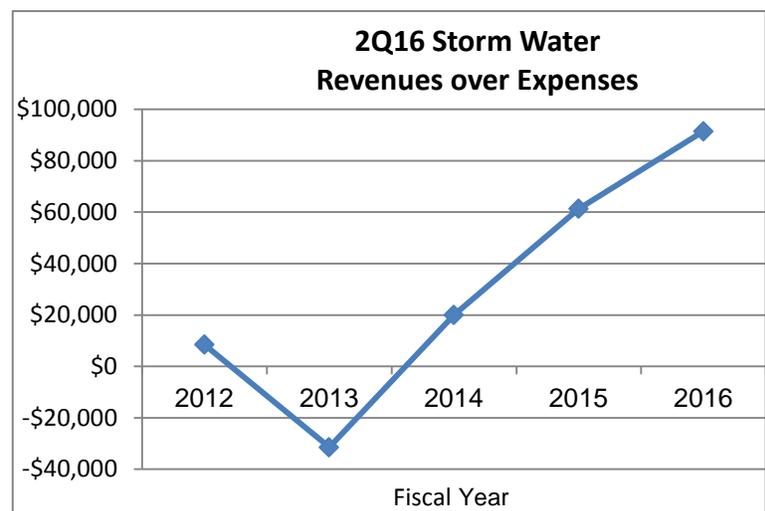
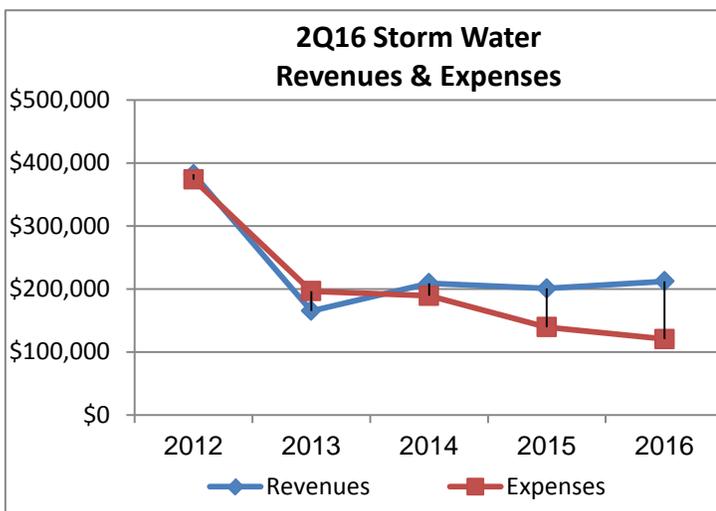


STORM WATER

Operating revenues are meeting projections at 50.9% earned; operating expenses are also meeting projections at 43.1% spent. Total revenues exceed expenditures by \$91,483. Said surplus exists largely from outstanding capital projects and equipment scheduled but not yet expended and impending debt service obligations.

The timing of when debt service payments are expensed on the books has changed. Historically, monthly debt service disbursements made to the Trustee for holding were expensed on the books at that time. Beginning in FY 2015, debt service requirements will be expensed at the time payment is made to the bond holders rather than to the Trustee, thus delaying the report expense from monthly to annually or semi-annually. This approach is consistent with generally accepted accounting principles.

Please also note that this reporting approach will distort the historical expense trends as shown in the attached Budget Worksheet 2Q16.



City Council Staff Report

Author: Amy Rodriguez

Subject: Planning Commissioner Appointment

Date: 1-28-16

Type of Item: Informational



Description:

- A. **Topic:** Two Planning Commission terms are due for appointment. Commissioner Charles Allen has expressed interest in being re-appointed to a 4 year term. A new seat on the Commission was made vacant when Council Member Barker became a Council Member. Two applications for this seat were received and distributed to Council for review. Mayor Allen met with both applicants, and has chosen Darren Williams to be appointed as a Commissioner. With Council consent, the Mayor will re-appoint Charles Allen and appoint Darren Williams to a 4 year term.



Planning Commission & Board Application

Confidential

Application for appointment to City Planning Commission or Boards

1) Application for: [X] Planning Commission [] Board (Please check next to desired appointment)

2) Name: Darren Williams
Residence Address: 350 E 4450 S
Mailing Address: Same
Telephone Numbers: Home: 801-627-3209 Work: 801-778-6129
Other:
Email Address: dlwjwilliams@hotmail.com

3) Do you live within the City limits? yes How long? 22 yrs.
4) Are you a registered voter? yes
5) Occupation: Law enforcement
6) Business Address: 721 W 12th St., Ogden, UT 84404
7) Education History: Ogden High School, Weber State Law Enforcement Academy

8) General Employment Experience: 23 yrs with Weber County Sheriff's Office

9) Organization and Community activity experience: Over 20 yrs working with youth through the Boy Scouts as a Scout Master & Charter Organization Rep. Serving with & over seeing religious youth groups. Jr Jazz coach

10) State your understanding of the Planning Commission / Board. A group of citizens who review proposed ordinances, land development & zoning issues. Which will then be brought before elected officials for final approval.

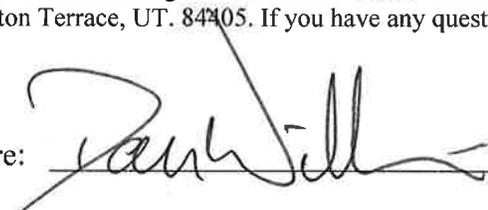
- 11) Please give a brief discourse on why you are qualified for this position and why you wish to serve on this Commission / Board. Use the back side of this application or attach a separate sheet of paper if necessary.

Not sure of any specific qualifications other than I'm a 22yr resident of Washington Terrace & love this city. I have been a benefactor of those who have served this community & figure it's my turn to give a little. I have no personal agenda but I have a vested interest in this city it's future success.

I was made aware of this position by a current commission member, after talking it over with my wife I have decided to apply.

You may submit additional or supplemental information along with this form. Please return application to the City office at 5249 South 400 E, Washington Terrace, UT. 84405. If you have any questions please contact the City at (801) 395-8288.

Date: 11-30-15

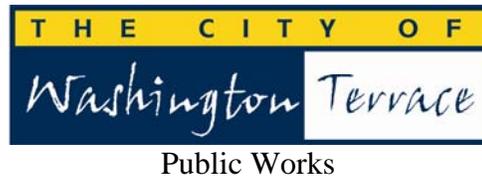
Signature: 

NOTE: Applications will be forwarded to the Mayor and City Manager for evaluation.

If appointed, you will be required to comply with the City's Administrative Amendments, attending at least 70 percent of the meetings, and attend any training that become available.

City Council Staff Report

Author: Steve Harris
Subject: Award Victory Park Restroom Contract
Date: February 2, 2016
Type of Item: Discussion and Action



Summary Recommendation: Award a contract for the construction of a restroom at Victory Park to Kevin Nelson Construction, Inc. for \$155,678.00, the lowest responsive/responsible bidder for the work. Authorize the Mayor and Staff to execute all agreements for construction of the project.

Description:

- A. Topic:** City Council approval is required to award a construction contract for a restroom at Victory Park. The contract would be with Kevin Nelson Construction, Inc. for the bid price of \$155,678.00. The firm is the low bidder for doing the work and is the same firm that is erecting the bowery at Victory Park. Award of a construction contract to accomplish the work as soon as possible will be very beneficial to the City.
- B. Background:** Master Planning for the parks in Washington Terrace City has included a bowery and restroom at Victory Park since its construction in 2006. Heavy usage of the park has shown an immediate need for those facilities to accommodate families—especially mothers with young children. A Community Development Block Grant (CDBG) was applied for and awarded to the City for construction of both the bowery and restroom in fiscal year 2016.

As reviewed with the Council earlier, the City can apply for additional CDBG grants for FY2017 since over half of the grant monies were spent before December 31, 2015 (on both the water tank seismic project and the bowery project). Keven Nelson Construction completed more than half of the bowery contract before winter settled in. This enabled the City to apply for a CDBG grant to purchase new Self Contained Breathing Apparatuses (SCBAs) and a cascade compressed air tank filling system for the Washington Terrace Fire Department.

Bidding the restroom project early secured a firm construction cost to apply for a R.A.M.P. grant covering the required match for the CDBG Victory Park project. Both the Victory Park restroom and the bowery are scheduled for completion by the end of June, 2016. (The concrete slab for the bowery will be formed and poured and the roof/lighting/power will be completed this spring.)

- C. Analysis:** The engineering estimate for construction of the Victory Park restroom was \$170,412.50. As stated, the actual bid price for completing the project is \$155,678.00.

Six bids were received for completing the project. Very good contractors were included in that group. Bids ran from \$155,678.00 to \$189,500.00 with the lowest four bidders being within \$13,821.00 of each other—a very good design and bid. In addition, from Staff experience working with Kevin Nelson Construction, Inc. on similar projects, the work will be well done, it will be completed in the time frame, and there will be few, if any, change orders. The contractor works steadily and completes quality projects.

Contractor Eligibility had to be verified by the CDBG administrators before any agreements could be entered into using federal grant funds. The City received written authorization on January 12, 2016 allowing us to contract with Kevin Nelson Construction, Inc. to complete the work.

D. Department Review: City Manager, Finance, Public Works, and Jones & Associates.

Alternatives:

A. Approve the Request: Allow award of the Construction Contract to Kevin Nelson Construction, Inc. for \$155,678.00 and authorize Staff and the Mayor to execute all applicable contract documents. This is staff recommendation.

B. Deny the Request: By denying or delaying all or part of this request the award time frame of 30 days will not be met and the contractor could withdraw his proposal. The contractor is responsive and responsible and he does excellent work. Other bidders were very close to the same amount, but their bids were higher by over \$8,000.00 and the City is approved by CDBG for entering into a contract with the contractor.

C. Continue the Item or Do Nothing: Same as Deny the request.

Significant Impacts: A restroom at Victory Park will benefit the regular patrons of the park as well as others from within and without Washington Terrace City. Awarding the contract will assist in completing the bathroom before June 30, 2016—the day specified in the bid/contract documents.

Consequences of not taking the recommended action: Not awarding the contract in this Council meeting may delay the project for a later start this spring. In addition, if Kevin Nelson Construction, Inc. chooses not to enter into the contract after the 30 days specified, the City will need to clear another contractor with CDBG, the next lowest bidder is \$8,000.00 more, other contractors also would not be required to honor their bid amounts, and another contractor may or may not complete the job as well.

Recommendation: It is recommended that Council authorize the Mayor and Staff to award the Victory Park Restroom contract to Kevin Nelson Construction, Inc. for \$155,678.00 and to enter into all contracts/agreements required to complete the project.

NOTICE OF AWARD

TO: **KEVIN NELSON CONSTRUCTION, INC.**
4570 Jefferson Avenue
South Ogden, UT 84403

PROJECT DESCRIPTION: **WASHINGTON TERRACE CITY VICTORY PARK RESTROOM PROJECT**

The owner has considered the bid submitted by you for the above-described work in response to its Notice Inviting Bids dated **January 12, 2016** and information for Bidders.

You are hereby notified that your bid has been accepted for construction of the work in the amount of: **\$155,678.00.**

You are required under the terms of the Notice Inviting Bids and the Information for Bidders to execute the Contract Agreement, furnish the required bonds and certificates of insurance, and provide documentation of participation in the Federal and State Status Verification System within 10 calendar days from the date of this Notice to you. If you fail to execute said Agreement and furnish bonds and certificates of insurance within 10 days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance to your bid to be abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

Dated this _____ day of **February, 2016.**

BY: _____

TITLE: _____

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice of Award is hereby acknowledged

BY: KEVIN NELSON CONSTRUCTION, INC.

This _____ day of **February, 2016.**

BY: _____

TITLE: _____

City Council Staff Report

Date: February 2, 2016

Author: Building & Planning Dept.
Subject: Building Cleaning and Maintenance Contract for City Hall & Civic/Senior Center/Fire Station

Type of Item: Council Motion

Summary Recommendation: Staff would recommend approving the Cleaning and Maintenance Agreement for the City Hall and Civic Center / Fire Station with Todd Smith Enterprises for a 5-year period, starting January 1, 2016, ending December 31, 2021.

Description:

A. Topic: Building Cleaning and Maintenance Services.

The City received three bids for the Building Cleaning and Maintenance services; Todd Smith Enterprise provided the lowest bid.

Todd Smith Enterprise	\$1,930.30	window cleaning twice a year
Vanguard Cleaning Systems	\$2,186.15	window cleaning twice a year
Janitorial Cleaning Service	\$2,578.71	window cleaning once a year

B. Background: Building custodial services for the Community/Senior Center and Fire Station have been provided by Todd Smith Enterprises for the past (7) Seven years. The signed contract, dated November 2009, was for a three (3) year period with three possible one-year extensions if both parties were in agreement at the end of each period. In 2015 the contract was given an additional extension that ended on December 31, 2015.

This request is for approval of a new contract agreement, which will run through the calendar year January 1, 2016 to December 31, 2021. The Agreement shall be for a term of five (5) years, with a renewable clause for an additional three (3) one year extension, by consent.

The 2016 cost for the monthly custodial services shall be equal to the current contract price of \$1930.00. At the beginning of each calendar year Todd Smith Enterprises will be eligible for an annual adjustment to their contract equal to the West Region CPA not to exceed 3%.

Todd Smith Enterprises is a family business based in Washington Terrace City. They have provided custodial services at the old City Office Building and are currently providing services at City Hall; they are also providing the maintenance service cleaning for the Civic/Senior Center and Fire Station Building.

Smith Enterprise is reliable, consistent, and professional company with many years of dedicated service and a can-do attitude. In addition to a self-motivated work ethic they conduct their work autonomously and do not require continual monitoring to accomplish the job. Todd Smith Enterprises are flexible in their scheduling and are willing to work around various city sponsored activities that may conflict with their regular cleaning timetable.

Analysis: Remuneration for the (5) five-year contract is based on: **1)** Current Contract price, **2)** 2nd year with an increase per year based off the West Region current CPI rating, CPI shall not exceed three (3) percent per year. **3)** Todd Smith Enterprise shall perform the Cleaning and maintenance services at the City Hall, Civic/Senior Center and Fire Station as provided in the Terms of the agreement. **4)** The contract shall expire on December 31, 2021.

C. Department Review: City Manager, Finance and Building & Planning: Give a favorable recommendation for the submission of a new contract.

Alternatives:

A. Approve the Request: Council may approve the Cleaning and Maintenance Agreement for the Civic/Senior Center and Fire Station with Todd Smith Enterprises for a period of five-years with attendant cost increases.

B. Deny the Request: With direction

CLEANING AND MAINTENANCE AGREEMENT

This Cleaning and Maintenance Agreement (hereafter the “AGREEMENT”) entered into on this ____ day of _____ 2016, by and between the CITY OF WASHINGTON TERRACE (hereafter the “CITY”), County of Weber, State of Utah, and TODD SMITH ENTERPRISES, (hereafter the “CUSTODIANS”).

WHEREAS, the CITY desires to employ the services of Todd Smith Enterprises to perform cleaning and maintenance duties; and

WHEREAS, it is the desire of the CITY and CUSTODIANS to enter into a cleaning and maintenance agreement; and

WHEREAS, the CUSTODIANS agree to clean and maintain the facilities provided herein; and

WHEREAS, the CUSTODIANS shall perform and complete the duties described herein

NOW THEREFORE, in consideration of the mutual covenants contained herein, both the CITY and the CUSTODIANS agree to the terms and duties as outlined in Exhibit A attached hereto and incorporated herein by this reference and as follows:

1. **CLEANING ACTIVITIES.** Exhibit A incorporates Daily, Weekly, Monthly, Quarterly, and Annual cleaning activities that identify the scope of this contract. Cleaning shall occur:Facilities. CUSTODIANS are responsible to clean and maintain City Hall located at 5249 S. South Pointe Drive, Washington Terrace City, Utah, and the Community Center located at 4601 S. 300 W. Washington Terrace City, Utah, (hereafter the FACILITIES”).
2. **Cleaning Times.** Cleaning shall only occur between the hours of 5:00 p.m. and 8:00 a.m. Monday through Friday and anytime on Saturdays, (hereafter the “CLEANING TIMES”).

TERMS. This AGREEMENT shall become effective immediately upon the date of approval executed by both parties as indicated first above. This AGREEMENT may be terminated by the CITY or CUSTODIANS by providing a written ninety (90) day notice to the other party. This AGREEMENT shall be for a term of five (5) years. Thereafter, at the written consent of both parties, the cleaning and maintenance agreement may be renewed for an additional one (1) year terms as needed at the sole discretion of the CITY.

PERFORMANCE EVALUATION. The CITY shall review, evaluate, and provide timely feedback to CUSTODIANS, at least once per year, relating to the performance of the CUSTODIANS. Said review and evaluation shall be conducted in accordance with the criteria

developed jointly by the CITY and the CUSTODIANS. Failure to review, evaluate, and provide feedback does not affect the validity of this AGREEMENT.

PERFORMANCE AUDITS. The CITY shall perform audits and provide timely feedback to CUSTODIANS regarding their performance under this contract. On a monthly basis and by the 15th of each month the CITY shall meet with the CUSTODIANS and conduct an on-site inspection. At this time the CITY shall identify any issues that may exist and determine with CUSTODIANTS a corrective plan.

BUILDING USAGE, SCHEDULE, AND NIGHT MEETINGS. The CITY has night and weekend meetings that vary on a monthly basis that may affect CLEANING TIMES. The CITY may at times use certain rooms only a few days per week. Rooms that are used infrequently are identified in Attachment "A" attached hereto and incorporated herein by this reference, and have been identified as having less frequent cleaning requirements. CUSTODIANS agree to inspect and clean all rooms nightly and provide the required daily cleaning tasks. In the event that a room, area, or office has not been used the CITY and CUSTODIANS agree that an abbreviated cleaning regiment is appropriate for that day that includes a spot cleaning and emptying of trash.

LICENSE, WORKERS COMPENSATION, AND BOND. The CUSTODIANS shall maintain a license, workers compensation, and be bonded for a minimum of ten thousand dollars (\$10,000). Proof of said license, workers compensation coverage, and bond shall be provided to the City Recorder by January 1 of each year.

LOCAL, STATE, AND FEDERAL WORK REQUIREMENTS. The CUSTODIANS shall maintain and insure that their employees are trained and compliant with all applicable Local, State, and Federal work regulations and safety requirements. The CUSTODIANS shall indemnify, defend, and hold CITY harmless for any infractions caused by CUSTODIANS employment practices. CUSTODIANS shall provide a criminal background report on each owners, agent, or employee of the CUSTODIANS who enters any FACILITIES from the Utah Bureau of Criminal Investigations. All owners, employees, agents, shall be free of any felonies or crimes of moral turpitude.

LISCENSING AND LIABILITY COVERAGE. CUSTODIANS shall notify CITY within 72 hours if the license, bond, or workers compensation coverage related to this contract expires, is revoked, or in any way changes resulting in a lack of coverage for this contract. Failure to notify the CITY will constitute a breach of this agreement and may result in the immediate termination of this AGREEMENT.

COMPENSATION. The CITY shall pay compensation to the CUSTODIANS at a rate of one thousand nine hundred and thirty dollars (\$1,930.00) per month. This rate shall increase automatically based on the West Region CPI not to exceed three percent per year for each year of this contract term. If the CPI drops below zero, the contract will not be reduced. If the CITY

and CUSTODIANS decide to execute any one (1) year extensions of the contract, these prices shall be negotiated on a year-to-year basis.

PAYMENT TERMS. CUSTODIANS shall submit a signed and dated monthly invoice by the 2nd of each month or the second business day thereafter. The CITY shall pay invoices no later than 15 business days after the receipt of invoice.

CUSTOMER SERVICE. As a public service entity it is important that all inquires, comments, and questions from the public be addressed in a caring a sensitive manner. CUTODIANS agree to be helpful, courteous, and respectful when interacting with the public and City staff. Questions, comments, or concerns that the CUSTODIANS are unable to help with should be referred to the Public Works Director. CUSTODIANS are not permitted to allow any unauthorized access to the building during non business hours. Business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday excluding Holidays.

VACATION SCHEDULEING. CUSTODIANS are responsible to notify the CITY 14 days prior to a vacation or scheduled absence. CUSTODIANS agree to identify and train a competent REPLACEMENT during any scheduled absences or when they will be unable to perform the terms of this contract. CUSTODIANS shall identify in writing to the CITY 14 days prior to a vacation the REPLACEMENT that will be providing services in their absence. The REPLACEMENT is required to have the same licensing and liability coverage as CUSTODIANS. CUSTODIANS will, defend, indemnify, and protect the CITY form any and all expenses, liabilities, attorney’s fees, costs, or replacement items that may arise because of the REPLACEMENT. The CITY has the right to refuse the proposed REPLACEMENT with or without cause. In the event that a REPLACEMENT is rejected by the CITY the CUSTODIANS shall be responsible to identify approved coverage through the same process. The CITY shall in no way be responsible to compensate the identified REPLACEMENT for work, materials, or services.

TRAINING. CUSTODIAN assumes all liability associated with training and maintaining the most current certifications and education, as they deem necessary for their field.

CLEANING AND MAINTENANCE SUPPLIES. The CITY agrees to provide the CUSTODIANS with the following cleaning and maintenance supplies: vacuums, buffer, waste receptacle liners, toilet paper, hand soap, and hand towels. CUSTODIAN shall keep CITY equipment in good repair, and timely report any damage or need for replacement to the CITY. CUSTODIANS shall be responsible for supplying all other cleaning, protective equipment such as gloves and protective eyewear, and maintenance supplies necessary to perform the duties described herein.

DATED this ____ day of _____ 2016.

CITY OF WASHINGTON TERRACE

TODD SMITH ENTERPRISES

Mark C. Allen, Mayor

Todd Smith, Contractor

Attest:

City Recorder

Building and Planning Director

Reviewed by:

City Attorney



Arts and Culture Council Meeting

Tuesday, February 2, 2016

To begin immediately following the regular scheduled

City Council meeting

City Hall Council Chambers

5249 South 400 East, Washington Terrace City

801-393-8681

www.washingtonterracecity.com

1. ROLL CALL

2. WELCOME

3. CONSENT ITEMS

3.1 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.

4. MOTION: NOMINATION AND APPOINTMENT OF ARTS AND CULTURE COUNCIL CHAIR

Nomination and appointment of Chairperson for the Arts and Culture Council. The position was previously held By former Council Member Mary Johnston

5. DISCUSSION/MOTION: RECREATION, ARTS, MUSEUM, AND PARKS (R.A.M.P.) GRANT APPLICATIONS GOALS AND DIRECTION

6. ADJOURN THE MEETING: MAYOR ALLEN

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

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.

City Council Staff Report

Author: Aaron Solomon

Subject: Arts Council Chair Member Assignment

Date: 01/26/16

Type of Item: Informative to Council



Summary: The City Arts Council needs to elect a new chair person in order to conform to Arts Council organizational structure. Having an Arts Council provides the City with eligibility for applying and receiving R.A.M.P grant funding in the Arts category under Weber County R.A.M.P guidelines.

Description:

- A. **Topic:** The City Arts Council needs to elect a new chair to be head of the Arts Council. By ordinance new members are automatically assigned to the arts council when an individual becomes a member of the City Council.
- B. **Background:** In 2014 the City created an Arts council to be eligible for Weber County R.A.M.P Grants. Because of a change in City Council members; a new chairperson must be elected to head the Arts Council.
- C. **Analysis:** The R.A.M.P funds will help improve the Cities Arts activities. Having an Arts Council will give the City eligibility in receiving assistance from Weber County R.A.M.P grants. The Arts category in the grant section helps the City fund Terrace Days activities such as the Terrace Days Band.
- D. **Department Review:** R.A.M.P funds new and existing facilities for recreation, arts, museums and parks, qualified funds can also be applied to cultural organizations and events. Staff has been involved with the applications for arts funding and have found available arts funding only if there is an active Arts Council and would recommend approving the assignment of a new Chairperson.

Significant Impacts:

Having an Arts Council will positively impact the City by maintaining eligibility for Weber County R.A.M.P grant assistants for Art related events, activities and associated infrastructure.