



Regular City Council Meeting

Tuesday, December 1, 2015

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 NOVEMBER 17, 2015 MEETING MINUTES AND NOVEMBER 21, 2015 COUNCIL RETREAT MINUTES

5. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by Council, Chair opens public hearing, citizen input; Chair closes public hearing, then Council final discussion.

5.1 PUBLIC HEARING: A PUBLIC HEARING TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE CDBG SMALL CITIES PROGRAM FOR PROGRAM YEAR 2016

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

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: RECOGNITION OF COUNCIL MEMBER MARY JOHNSTON FOR HER SERVICE AS COUNCIL MEMBER

Recognition of Council Member Mary Johnston for her service to the community as Council Member. Council Member Johnston has served on the Council for 12 years.

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 OF THE 2016 ANNUAL MEETING SCHEDULE

8.4 DISCUSSION/DIRECTION: DISPOSITION AND POLICY OF CITY COUNCIL ELECTRONIC DEVICES

Council policy regarding the purchase, use, and surplus disposition of electronic devices (Ipads, etc).

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. ADJOURN INTO RDA MEETING

12. UPCOMING EVENTS

December 7th : Washington Terrace Community Christmas Choir (to be held at the Library) 7:00 p.m. .

December 17th: Planning Commission Meeting 6:00 p.m.

December 25th: City offices closed in observance of Christmas

January 1st : City offices closed for New Year's Day

January 5th: Oath of Office for newly elected and re-elected officials 5:30 p.m.

January 5th : City Council Meeting 6:00 p.m.

13. 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.

14. ADJOURN THE MEETING: MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on November 17, 2015

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 Mary Johnston- Excused

Council Member Blair Brown – Excused

Council Member Robert Jensen – Arrived 5:20 p.m.

Council Member Scott Monsen

Council Member Shupe

Finance Director Shari' Garrett

Public Works Director Steve Harris

City Manager Tom Hanson

City Recorder Amy Rodriguez

Others Present

Scott Barker

1. WORK SESSION 5:00 p.m.

Presentation and overview on the Comprehensive Annual Financial Report (CAFR)

Garrett stated that the CAFR shows that the City is responding well in regards to financial conditions, however, staff recognizes that there are still some challenges.

Garrett stated that the CAFR works from June 30, 2015 and looks back on the previous year in regards to accounting, budgeting, and financial matters.

Garrett explained the budget and accounting cycle, noting that staff is beginning the budget plan phase.

Budget priorities will be discussed at the Council Retreat on Saturday.

Hanson explained the factors affecting financial conditions, noting that the budget priorities and legislative policies take many factors into consideration.

1. What is a CAFR?

The CAFR provides information as to how well the City performed last fiscal year.

2. Why is it important?

The CAFR communicates how the funds were collected and how they were used. She stated that it is a financial report. It also assesses health and fiscal sustainability. It provides economic and demographic information. It offers a 10 year historical perspective which is important to monitor trending.

3. CAFR Structure

The CAFR has an introductory section which has a transmittal letter as well as a profile of the City.

The CAFR has a financial section that contains the independent auditor's report, basic financial statements and a management discussion and analysis. Garrett stated that the auditor will report on city compliance and if reporting was in compliance with GAP- General Accounting Procedures.

The CAFR has a statistical section which addresses trending and assesses the economic condition of the city finances.

4. Analyzing data

Hanson stated that the city is driven by service delivery rather than profit motive. Garrett stated that debt adequacy is dependent on the revenue source and the commitments we have towards the revenue source.

49 She stated that current debt is being managed appropriately and future debt will have to be reviewed on a
50 case by case basis.

51 **5. Focal Points for Analysis**

52 Near term financial position: Garrett stated that regular operating revenues are sufficient to cover regular
53 expenditures plus regular contributions to fund capital requirements. Garrett stated that access to
54 resources for unanticipated events is adequate but limited. Hanson stated that staff and Council realize
55 that there are needs in the City that are unable to be met.

56
57 Net position: Garrett stated that the city's net worth government wide is increasing and is showing
58 greater indicators of financial health and sustainability.

59
60 Economic condition: Garrett stated that economic condition reviews trending. She stated that there are
61 indicators in demographics that present their own challenges.

62
63 Garrett stated that factors that affect financial conditions are environmental and organizational. She stated
64 that the CAFR is a tool but not all inclusive.

65
66 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

67 Mayor Mark C. Allen
68 Council Member Mary Johnston
69 Council Member Blair Brown - Excused
70 Council Member Robert Jensen
71 Council Member Scott Monsen
72 Council Member Shupe
73 Finance Director Shari' Garrett
74 Public Works Director Steve Harris
75 City Manager Tom Hanson
76 City Recorder Amy Rodriguez

77
78 **Others Present**

79 Charles and Reba Allen, Scott Barker, John Kraiima, Garry Keddington,

80

81 **2. ROLL CALL 6:00 p.m.**

82

83 **3. PLEDGE OF ALLEGIANCE**

84

85 **4. WELCOME**

86 Mayor Allen welcomed Scout Troop 75. Scout David Witherspoon led the pledge of allegiance.

87

88 **5. CONSENT ITEMS**

89 **5.1 APPROVAL OF AGENDA**

90 Item 14 "adjourn into closed session" has been deleted.

91 **5.2 APPROVAL OF OCTOBER 20, 2015 MEETING MINUTES**

92 Items 5.1 and 5.2 approved by general consent.

93

94 **6. CITIZEN COMMENTS**

95 There were no citizen comments.

96

97 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**

98 **COMMENTS**

99 Due to lack of citizen comments in item 6, item 7 is unnecessary.

100
101 **8. NEW BUSINESS**

102 **8.1 PRESENTATION: THE COMPREHENSIVE ANNUAL FINANCIAL REPORT**
103 **(CAFR) FOR FISCAL YEAR ENDING JUNE 30, 2015**

104 Hanson introduced Gary Keddington from the auditing firm of Keddington and Christensen.
105 Keddington reported that the firm tests internal controls for the City as part of the audit. They
106 review payroll, checks, and fraud procedures, among other controls. Keddington stated that his staff did
107 not see anything that was fraud related. He stated that the auditors also test for compliance. He
108 stated that there were no disputes between his staff and management. He stated there were no matters or
109 issues that came up during the audit. He stated that it went smoothly. Keddington stated that there are
110 some opinions that the auditors need to give to Council. He stated that there were no internal control
111 findings in regards to federal requirements.

112 Keddington stated that the audit found one issue concerning a Deposit Investment Report that needs to be
113 filed twice a year with the State Treasurer. He stated that there was a misunderstanding as to what was
114 needed to go on the form and a bond account was left off. He stated that it was resolved and does not
115 believe that the account will be left off again.

116 Keddington stated that there was a new requirement this year regarding GASB 68, which relates to
117 pensions. He stated that the State of Utah is not fully funded. He stated that the City's portion of the
118 unfunded balance had to be put on the books. He stated that the liability is a new number on the books.
119 He stated that we will not need to change anything in the budget to make up the difference.

120 Keddington stated that the contribution rate plan is already set by the state. He stated that it is estimated
121 that the fund will be fully funded within 5 years. Keddington stated that unused vacation is kept on the
122 books as a liability and is reviewed during the audit. Hanson noted that the city has a limit on how much
123 vacation can be accrued and carried over.

124
125 **8.2 PRESENTATION: SHERIFF'S OFFICE MONTHLY REPORT**

126 Sgt. Stephanie Patton reported to Council that there were three incidents of death in October and several
127 medical assists. She stated that the Office responds to residences as well as the living facilities in the
128 City. She stated that calls to the living facilities remain fairly consistent. Sgt. Patton stated that the Fire
129 Department will always respond to medical calls. Hanson stated that there was an active shooter training
130 at the schools today. Council Member Shupe stated that he would like to receive investigative reports as
131 to how the cases are closed and what cases are active. He also noted that the reports show how many
132 times the City is assisted by other jurisdictions and the types of calls they are assisting with.

133
134 **9. ADJOURN INTO RDA MEETING**

135 Council adjourned into RDA meeting at 6:33 p.m.

136
137 **10. CONTINUATION OF NEW BUSINESS**

138
139 **10.1 MOTION/ORDINANCE 15-09: AN ORDINANCE ADOPTING THE URBAN**
140 **RENEWAL PROJECT AREA PLAN**

141 Hanson stated that the Council will need to approve the RDA Development Plan that was approved by
142 the Redevelopment Agency. The Plan is renewed for the extension of the RDA.

143
144 **Motion by Council Member Monsen**
145 **Seconded by Council Member Shupe**
146 **To approve ordinance 15-09 adopting**
147 **The Urban Renewal Project Area Plan**

148 **Approved unanimously (4-0)**
149 **Roll Call Vote**

150
151 **10.2 MOTION/ORDINANCE 15-08: AN ORDINANCE AMENDING SECTION 17.48.010**
152 **OF THE MUNICIPAL CODE RELATING TO SWIMMING POOLS**

153 Hanson stated that the amendment will change the setback from 10 feet to 5 feet. He stated that the
154 change has gone through the Planning Commission process.

155 **Motion by Council Member Johnston**
156 **Seconded by Council Member Mosen**
157 **To approve ordinance 15-08**
158 **Amending section 17.48.010 relating to swimming pools**
159 **Approved unanimously (4-0)**
160 **Roll Call Vote**

161
162 **11. COUNCIL COMMUNICATION WITH STAFF**

163 * Council Member Mosen stated that he is confused on the transportation tax proposed by the
164 county. Hanson stated that the initiative passed in Weber County and the additional sales tax will go
165 into effect in Weber County. Hanson stated that the tax will essentially double the city's funding for
166 roads and transportation. He clarified that that includes both transportation and sales tax. Council
167 Member Mosen commented that the roads on the north end is looking very nice and thanked Harris
168 on his efforts.

169 * Mayor Allen stated that 10 counties have passed the initiative. Mayor Allen stated that he received
170 a letter from the Bonneville PTSA thanking Council for their donation for the 2015 Graduation Party.

171
172 **12. ADMINISTRATION REPORTS**

173 Hanson stated that the yard waste clean-up is occurring. He stressed that residents need to bundle and bag
174 the items. The items must remain under 70 lbs.

175 Hanson stated that the Council Retreat will be this Saturday at the Utah Local Governments Trust Offices
176 in North Salt Lake.

177 Hanson stated that the seismic upgrade project has begun this week. He stated that the Victory Park
178 project had to be re-engineered and is moving forward.

179 Hanson stated manhole and collaring is continuing. He stated that road striping has been completed.

180 Hanson asked if it was possible to hold a gratitude dinner for Planning Commission. Council agreed that
181 it was a valuable dinner to hold to show appreciation to the volunteer Commission.

182
183 **13. UPCOMING EVENTS**

184 November 21st: City Council Retreat 8:00 a.m. to be held at the Utah Local Governments Trust Offices in North Salt
185 Lake

186 November 26-27: City Offices closed for Thanksgiving Holiday

187 December 1st: City Council Meeting 6:00 p.m.

188 December 17th: Planning Commission Meeting 6:00 p.m.

189
190 **14. ADJOURN INTO CLOSED SESSION**

191 Item 14 has been deleted from the agenda.

192
193 **15. ADJOURN THE MEETING: MAYOR ALLEN**

194 Mayor Allen adjourned the meeting at 6:57 p.m.

195
196 _____
197 **Date Approved**

195
196 _____
197 **City Recorder**

WASHINGTON TERRACE CITY

Minutes of the City Council retreat held on
Saturday, November 21, 2015
Utah Local Governments Trust Offices
55 S. Highway 89, North Salt Lake, UT

7:30 **Breakfast**

Council Members and Staff Present

Mayor Allen
Council Member Shupe
Council Member Jensen
Council Member Elect Scott Barker
Council Member Brown
Council Member Monsen
Public Works Director Steve Harris
Fire Chief Kasey Bush
Finance Director Shari' Garrett
Recreation Director Aaron Solomon
Chief Building Inspector Jeff Monroe
Treasurer Laura Gamon
City Manager Tom Hanson
City Recorder Amy Rodriguez

8:00 **Welcome and Procedural Justice**

Mayor Allen welcomed Council and Staff.

Mayor Allen presented training on Procedural Justice explaining how fair decision making cultivates satisfaction and compliance. The Mayor stated that everyone in the room has clients and the presentation is a way to help those clients understand the reasons for the decisions that are made every day. He highlighted decision criteria, noting that the outcome may not be what the client wanted; however, the important step is to make sure the decision was come to in a fair manner. He stated that decision makers need to be neutral, respectful, considerate, and fair. Council Member Monsen noted that it is important for residents to know that they are being heard and that their concerns are followed up by Council or staff. He stated that it is important that they come to Council and speak their concerns, but they must be aware that no action or decisions can be made that night. The Mayor stated that it is difficult to make on the spot decisions because Council is not always aware of all the issues concerning the problem. Council Member Shupe stated that it is key that residents understand the procedure for speaking on issues. He stated that it is important for residents to be given the time to speak, and suggested a newsletter article explaining the times and formal procedures to do so.

Mayor Allen highlighted some examples of follow through on recent issues, noting that honesty and trustworthiness is very important while dealing with residents. He stated that issues need to be

addressed on a personal level with the residents. Council Member Brown stated that he appreciates the Council is given the information in a timely matter. Harris stated that there are always two sides to a story and he will try to solve a problem by getting both sides of the issue to resolve the problem reasonably.

Mayor Allen stated that the presentation was compiled by Jennifer Yim.

8:30 Property Tax...answering the taxing questions. Guest: Neil Abercrombie

Hanson introduced Neil Abercrombie, the Utah State Governor's Director, who presented training on property training. Abercrombie stated that it is important for residents to understand how property taxes work. He stated that education can go a long way. Abercrombie explained that there are only so many revenue sources available to city governments. He stated that it is important to find a balance on reliance of the sources of revenue. He stated that it is important to understand the principles of good tax policy. He stated that a good tax policy must balance efficiency, sufficiency, equitable, simplicity, and politically responsible. Abercrombie highlighted the advantages of property tax: stable revenue source, exporting of burden, distribution of burden, local government autonomy, a proven reliable source, visibility. He also spoke on disadvantages of property tax, noting that it appears regressive, can appear complex, issues with the assessment process, and disparity between fiscal affluence.

Abercrombie explained that the rate x base = tax revenue, noting that many residents have issue with the base amount. Council Member Shupe stated that most people base their decisions about taxes on how they feel about the service. Abercrombie stated that city officials have no control over the base amount and that it is determined by a mass appraisal system. Abercrombie stated that officials have control over the rate amount.

Abercrombie stated that there are 5 reasons for the decline in property tax reliance: Politically unpopular, statutory and constitutional limitations, exemption increases, tax relief efforts, and school district reliance has relied more on property tax.

Abercrombie explained the truth-in-taxation process. He spoke about policy concerns, highlighting the inflation component and economic development.

The Mayor noted that Utah is the only state where 100 percent of income tax is dedicated to public school education.

Break

9:50 In short; where does the money come from and where does it go?

Hanson explained where the governmental activities funds come from. He stated that the funds come from taxes, licenses and permits, fines, charges for services, and other government activities (site leases, interest earned etc.). Garrett stated that the largest amount of our revenue comes from sales tax and then property tax. Hanson stated that governmental funds go towards streets and sidewalks, parks and open spaces, public safety, public facilities, and legislative and administrative services. Hanson explained that user fees pay for utility services (water, sewer, refuse, and storm water). Hanson stated that the utility services are fully self-sufficient. Garrett stated that there are no subsidies from general funds to utility management and stressed that they are self-sufficient. Hanson clarified that infrastructure repairs to specific utility accounts are paid within the account funds. Hanson stated that overages in the restricted funds do not impact the General Fund cap of 25%. Hanson stated the city relies heavily on grants for utility services.

10:25 Council Discussion and Direction

Hanson stated that the city strives to serve at a high level of services. He noted that in order to say yes to some priorities you have to be able to say no to something else. Council discussed priorities for the upcoming budget session.

▪ Fiscal Responsibility

Council Member Brown stated that automatic pay increases in contracts that the city writes is problematic for him. Hanson stated that the increases are now tied to yearly CPI changes. Council Member Monsen noted that most multi-year contracts have the provision for changes. Council Members Brown and Monsen agreed that the city should go out to bid for refuse services. Council Member Brown suggested that the city should look into back-charging the road company for the issues on the Adams Avenue Road Project. Hanson stated that the city is determining what can legally be done on the issue.

Mayor Allen stated that he appreciates the efforts of staff to apply for grants.

▪ Open and Responsive Government

Hanson stated that staff will be reviewing their areas of the website on a regular basis to keep the information current.

Hanson stated that the staff is doing a great job collaborating with local, regional and stakeholders to develop cooperative services, programs, and facilities.

Mayor Allen stated that he has received great feedback on the new recreation signs throughout the city. Council Member-elect Barker stated that he appreciates the newsletter information.

Mayor Allen noted that rental properties do not receive the newsletter and would like suggestions on how to make them more a part of the information process. Gamon noted that the newsletter is also available on the webpage.

▪ Public Safety and Health

Hanson stated that the ISO rating is now at 4, which is a huge change from the previous 6.9 rating. Hanson stated that the lower rating also helps residents with their insurance as well.

Hanson stated that he added a component concerning more training for Emergency Preparedness procedures.

Hanson stated that he adjusted the wording for code enforcement issues to update and streamline and judiciously conduct code enforcement processes.

Council Member Shupe stated that he has never seen the animal control truck in the city and asked how many hours the truck has to be in the city. Hanson stated that he will need to manage the Animal Control hours more carefully. Council would like to have the animal control unit to report to Council on a quarterly basis.

Chief Bush noted that the larger businesses are inspected every year and the smaller businesses are randomly checked. He noted that the self- inspection form helps with the ISO rating. This language will be changed on the inspection forms for next year's renewal season.

▪ Family Oriented Community

Mayor Allen stated that Mitch Kraaima (Maverick Store) would like to have their truck in the parade this year and suggested that Solomon speak with him concerning dates and parade plans.

- **Infrastructure and Public Facilities**

Hanson stated that the intent of the city is to work with regional entities in the community to share resources. Hanson noted that inspection processes have been included to city construction standards based on best practices. Hanson noted that the new Public Works facility is a high priority.

- **Sustainable Growth through Vision, Planning and Economic Development. (Land Use)**

Hanson stated that he will be going to Economic Development training in December. He stated that the city will need to focus on promoting economic development and the RDA extension as its next step. Hanson stated that RDA funds must stay within the RDA development area.

Hanson spoke about EDC Utah and would like to have discussions concerning joining the association. The Mayor agreed that it would be helpful to the city. Hanson stated that he will speak on the subject in depth at the RDA meeting in December. Mayor Allen noted that the EDC Utah stated that part of the city dues will help cover the cost of the hotel study that was approved a few months ago. Mayor Allen stated that the city would have representation on the board.

Monroe stated that the road extension of 5700 South has been approved and designed, however, Mr. Stephens has not acted on the extension as of yet.

Council Member Brown would like to get a list of property owners that own infill property and start a discussion with the city as to what they would like to see happen with the property and with zoning. Monroe stated that this has been discussed in Planning Commission. Council Member Brown would like a date and timeline so that the properties do not continue to stay vacant.

Adjourned

Mayor Allen adjourned the meeting at 11:43 p.m.

Date Approved

City Recorder

City Council Staff Report

Author: Administration
Subject: CAPITAL INVESTMENT PLAN PROJECT PRIORTIZATION
Date: December 1, 2015
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 applied for as City priority #1(Land acquisition for the new Public Works Facility). It is unknown how this project will be ranked as a county and regional priority.

Projects to be Applied For

Staff will be submitting an application for the following project:

1. Land Acquisition for the new Public Works Facility (Multi-Year)

B. Department Review: City Recorder, Finance

Recommendation: The City Council, by motion, approve the capital investment plan and project prioritization for CDBG eligible projects.

City of Washington Terrace
Five- Year Consolidated Plan- Capital Investment Plan

CDBG High Priority Projects

| PRIORITY RANKING | PROJECT NAME IDENTIFYER | PROJECT LOCATION | PROJECT DESCRIPTION | ESTIMATED COST |
|-------------------------|--------------------------------|-----------------------------------------|------------------------------------------------------|-----------------------|
| | CULINARY WATER | | | |
| 1 | LAND | 650 East 5600 South (TENTATIVE) | Land Aquisition for Public Works Facility | 500,000 |
| 17 | CW12 | 5050 S - 400 W to 500 W | Construct 8" water main for looping | 30,000 |
| 19 | CW17 | 300 E - 5050 S to 5100 S | Construct 8" water main for looping | 25,000 |
| 4 | CW37 | 5350 S from 300 W to 5600 S & Ridgeline | Loop line for zone B | 170,000 |
| 5 | CW46 | 5050 S & 150 W | Construct 10" water line | 100,000 |
| 6 | CW47 | 5150 S, 150 E - 300 E | New line | 100,000 |
| 3 | CW48 | Tank | Meter & auto valve vault | 200,000 |
| 20 | CW49 | 5350 - 5300 S & Ridgeline | Replace ext 8" line | 25,000 |
| 16 | CW51 | Southpointe Dr. | Business lateral replacement | 35,000 |
| 8 | CW6 | Tank #1 on 500 West | Rehabilitate storage tank | 375,000 |
| 9 | CW7 | Tank #1 on 500 West | Well improvements | 195,000 |
| | PUBLIC SAFETY | | | |
| 2 | PUBLIC SAFETY | Fire Department | Fire personal protection equipment | 150,000 |
| | SANITARY SEWER | | | |
| 11 | SS8 | 4850 - 4800 S outfall | Replace existing 8" line with a 10" line | 85,000 |
| 12 | SS17 | 4525 S and from 500 W to 300 W | Replace 12" line w/trenchless method | 75,000 |
| 13 | SS18 | 500 W | Replace existing 12" & 10" line with 12" line | 75,000 |
| 14 | SS20 | 250 E 4575 S to 4450 S | Relocate existing line | 75,000 |
| 15 | SS22 | 4750 S & 300 W - 350 W | Relocate existing line | 70,000 |
| | STORM WATER | | | |
| 10 | SD16 | 4850 S to 300 W to 4800 S | Storm water relief line | 110,000 |
| 18 | SD18 | Relief Line Extension 300 W to 4800 S | Storm water relief line | 30,000 |
| | PARK | | | |
| 7 | PK25 | Little Rohmer Park | Regrade and drain parking lot with valley gutter & c | 150,000 |

City Council Staff Report

Author: Amy Rodriguez
Subject: 2016 Meeting schedule
Date: December 1, 2015
Type of Item: Discussion and Action



Summary Recommendations: Council may review and adopt the 2016 annual meeting schedule

Description:

A. Topic: 2016 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 2016. 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 2016 meeting schedule and meet on the first and third Tuesday of each month, with the exception of November and December, where there will be only one regular scheduled meeting due to election and holiday schedules.

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

Recommendation: Staff recommends that Council adopt the 2016 annual meeting schedule as outlined in report.

CALENDAR OF EVENTS - Tentative

JANUARY 2016

- Fri. 1st New Year's Day- City Offices closed**
Tues. 5th SWEARING IN CEREMONY (OATH OF OFFICE) 5:30 p.m.
Tues. 5th City Council Meeting 6:00 p.m.
 - Nominate and elect Mayor Pro Tempore**Mon. 18th Martin Luther King Jr. Day- City Offices closed**
Tues. 19th City Council meeting 6:00 p.m.
 - Sheriff's office monthly report
 - Finance Dept. quarterly report
 - Fire Department quarterly report
 - Appointment of Planning Commissioner**Thur. 28th Planning Commission Meeting 6:00 p.m.**
 - Appointment of Planning Commissioner
 - Nominate and elect Chair and Vice Chair

FEBRUARY 2016

- Tues. 2nd City Council Meeting 6:00 p.m.**
Mon. 15th President's Day- City Offices closed
Tues. 16th City Council Meeting 6:00 p.m.
 - Sheriff's office monthly report**Thur. 25th Planning Commission meeting 6:00 p.m.**
Mon. 29th LEAP YEAR!

MARCH 2016

- Tues. 1st Terrace Days Planning 5:00 p.m.**
Tues. 1st City Council Meeting 6:00 p.m.
Tues. 15th City Council Meeting 6:00 p.m.
 - Sheriff's office monthly report**Thur. 31st Planning Commission meeting 6:00 p.m.**

APRIL 2016

- Tues. 5th Budget meeting 5:00 p.m.**
Tues. 5th City Council Meeting 6:00 p.m.
13-15th ULCT Conference (Tentative)
Tues. 19th City Council Meeting 6:00 p.m.
 - Sheriff's office monthly report
 - Fire Department quarterly report
 - Finance Department quarterly report**Thur. 28th Planning Commission meeting 6:00 p.m.**

MAY 2016

- Tues. 3rd Budget Meeting 5:00 p.m.**
Tues. 3rd City Council Meeting 6:00 p.m.
Tues. 17th Budget Meeting 5:00 p.m.
Tues. 17th City Council Meeting 6:00 p.m.
 - Sheriff's office monthly report**Thur. 26th Planning Commission meeting 6:00 p.m.**
Mon. 30th Memorial Day- City offices closed

JUNE 2016

- Tues. 7th Terrace Days meeting 5:00 p.m.**
Tues. 7th Budget Meeting 5:30 p.m.
Tues. 7th City Council Meeting 6:00 p.m.
Sat. 11th TERRACE DAYS
Tues. 21st City Council Meeting 6:00 p.m.
 - Sheriff's office monthly report
 - Fire Department quarterly report
 - Finance Department quarterly report**Thur. 30th Planning Commission meeting 6:00p.m.**

JULY 2016

- Mon. 4th City Offices closed in observance of Independence Day**

Tues. 5th City Council Meeting 6:00 p.m.
Tues. 19th City Council Meeting 6:00 p.m.
- Sheriff's office monthly report
Mon. 25th Pioneer Day Observed – City offices closed
Thurs. 28th Planning Commission meeting 6:00 p.m.

AUGUST 2016

Tues. 2nd City Council Meeting 6:00 p.m.
Tues. 16th City Council Meeting 6:00 p.m.
- Sheriff's office monthly report
Thurs. 25th Planning Commission Meeting 6:00 p.m.

SEPTEMBER 2016

Mon. 5th Labor Day- City offices closed
Tues. 6th City Council Meeting 6:00 p.m.
14-16th ULCT Conference (Tentative)
Tues. 20th City Council Meeting 6:00 p.m.
- Sheriff's monthly office report
Thur. 29th Planning Commission meeting 6:00 p.m.

OCTOBER 2016

Tues. 4th City Council Meeting 6:00 p.m.
Mon. 10th Columbus Day- City offices closed
Tues. 18th City Council Meeting 6:00 p.m.
- Sheriff's office monthly report
- Fire Department Quarterly report
- Finance Department Quarterly report
Thur. 27th Planning Commission meeting 6:00 p.m.

NOVEMBER 2016

Tues. 1st ELECTION DAY(state)- City Council meeting Cancelled
Fri. 11th Veteran's Day- City offices closed
Tues. 15th City Council Meeting 6:00 p.m.
- Sheriff's office monthly report
Thur. 17th Planning Commission Meeting 6:00 p.m.
Thur- Fri. 24th-25th Thanksgiving Holiday- City Offices closed

DECEMBER 2016

Tues. 6th City Council Meeting 6:00 p.m.
Mon. 26th Christmas Holiday- City Offices closed
Thurs. 29th Planning Commission Meeting 6:00 p.m.



**City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, December 1, 2015
following the Regular City Council Meeting
City Hall Council Chambers
5249 South 400 East, Washington Terrace City**

1. ROLL CALL

2. INTRODUCTION OF GUESTS

3. CONSENT ITEMS

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.

3.1 APPROVAL OF AGENDA

3.2 APPROVAL OF MEETING MINUTES FROM NOVEMBER 17, 2015

4. NEW BUSINESS

**4.1 PRESENTATION/DISCUSSION/DIRECTION: ECONOMIC
DEVELOPMENT CORPORATION OF UTAH**

A Presentation by Scott Harbertson from the EDCU. Direction to be given by Board Members as to whether to pursue participation in the EDCU.

5. COMMENTS CONSIDERED

6. ADJOURNMENT OF MEETING: CHAIR ALLEN

CERTIFICATE OF POSTING

I, Amy Rodriguez, The undersigned duly appointed City Recorder of the City of Washington Terrace do hereby certify that the above agenda was posted in three public places within the City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting.

For Packet Information, please visit our website at www.washingtonterracecity.org

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3 **City of Washington Terrace**

4 **Minutes of a Redevelopment Agency Meeting Held on Tuesday, November 17, 2015**
5 **at City Hall, 5249 South 400 East, Washington Terrace City,**
6 **County of Weber, State of Utah**
7

8 **CHAIR, BOARD, AND STAFF MEMBERS PRESENT**

9 Chair Mark C. Allen
10 Board Member Blair Brown - Excused
11 Board Member Mary Johnston
12 Board Member Robert Jensen
13 Board Member Scott Monsen
14 Vice-Chair Val Shupe
15 Public Works Director Steve Harris
16 City Manager Tom Hanson
17 Secretary Amy Rodriguez
18

19 **OTHERS PRESENT**

20 **Scott Barker, Charles and Reba Allen,**
21

22 **1. ROLL CALL**

23
24 **2. INTRODUCTION OF GUESTS**

25
26 **3. CONSENT ITEMS**

27
28 **3.1 APPROVAL OF AGENDA**

29 **3.2 APPROVAL OF MEETING MINUTES FROM OCTOBER 20, 2015**

30 Items 3.1 and 3.2 were approved by general consent.
31

32 **4. NEW BUSINESS**

33
34 **4.1 MOTION/RESOLUTION 15-20: A RESOLUTION APPROVING THE**
35 **URBAN RENEWAL PLAN**

36 Hanson explained that the resolution will approve the RDA Redevelopment Plan for the
37 extension of the RDA. The extension was approved in a prior meeting.

38 **Motion by Board Member Shupe**

39 **Seconded by Board Member Monsen**

40 **To approve Resolution 15-20 approving**

41 **The Urban Renewal Plan**

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

43 **Roll Call Vote**
44

45 **5. COMMENTS CONSIDERED**

46 There were no comments.

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6. ADJOURNMENT OF MEETING: CHAIR ALLEN

Chair Allen adjourned the meeting at 6:37 p.m.

Date Approved

Secretary