



Regular City Council Meeting
Tuesday, November 6, 2018
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 OCTOBER 16, 2018, MEETING 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 2019

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.

8. **NEW BUSINESS**

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.

8.1 PRESENTATION: FINANCE DEPARTMENT QUARTERLY REPORT

9. COUNCIL COMMUNICATION WITH STAFF

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

10. ADMINISTRATION REPORTS

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

11. UPCOMING EVENTS

November 12th: City Offices closed for Veteran's Day

November 17th: City Council Retreat- Public Works Shop

November 20th: City Council Meeting 6:00 p.m.

November 22-23: City Offices closed for Thanksgiving

November 29th: Planning Commission Meeting 6:00 p.m.

12. ADJOURN THE MEETING: MAYOR ALLEN

13. RDA MEETING (The City Council will adjourn into an RDA meeting immediately Following the regular meeting.)

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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on October 16, 2018
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

- Mayor Mark C. Allen
- Council Member Scott Monsen
- Council Member Blair Brown
- Council Member Larry Weir – excused
- Council Member Barker
- Council Member Jeff West
- City Manager Tom Hanson
- Public Works Director Steve Harris
- Finance Director Shari’ Garrett
- City Recorder Amy Rodriguez
- Lt. Jeff Pledger, Weber County Sheriff

Others present

Charles and Reba Allen, Amy Miller, Steve Jacobson, Bill Nelson, Andrea Nelson, Kathy McKay

1. ROLL CALL 6:00 P.M.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. CONSENT ITEMS

- 4.1 APPROVAL OF AGENDA**
- 4.2 APPROVAL OF OCTOBER 2, 2018, MEETING MINUTES**

Items 4.1 and 4.2 were approved by general consent.

5. SPECIAL ORDER

**5.1 PUBLIC HEARING: TO HEAR COMMENT ON THE FISCAL YEAR 2019
AMENDED BUDGET**

Garrett stated that the general fund adjustments is due to an accounting standard. She stated that it is a neutral effect. She stated that there will be rolling over of capital project funds from last year, noting that the projects have not yet been completed. She stated that there is one new project included; the 5350 South repair for the waterline will be adjusted in the water fund. She stated that the road repair portion will be adjusted in the RDA section.

Hanson stated that there will be an adjustment to the parks fund regarding installation of a camera

47 system. He stated that staff is proposing installing a wireless internet system to capture the camera
48 images at city hall. He stated that extra cameras will be installed in various locations in the parks. Garrett
49 stated that the project is estimated at \$20,000. She stated that there are no ongoing costs related to the
50 project.

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52 **Mayor Allen opened the public hearing at 6:14 p.m.**

53 There were no citizen comments.

54 **Mayor Allen closed the public hearing at 6:15 p.m.**

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56 **6. CITIZEN COMMENTS**

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58 Resident Kathy McKay- 109 W 5150 S- Ms. McKay stated that the state of Utah does not have the Adam
59 Walsh law or Megan law. She stated that a child predator lives next door to her, close to the school. She
60 stated that she wanted Mayor and Council to know that the laws are not enforced in Utah.

61

62 Resident Steve Jacobson -5520 S 225 E- encouraged Council to spend some money on the infields at the
63 parks. He also stated that the lights in front of City Hall are not working.

64

65 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
66 **COMMENTS**

67 Hanson stated that a work order has been put in for the lights. He stated that some of the lights on Adams
68 Avenue will need new electrical system. Harris stated that some of the lights at City Hall are completely
69 out. He stated that new bulbs will be installed.

70 Hanson stated that he feels that the efforts maintaining the baseball fields this year have been outstanding
71 and did not realize there was a problem.

72 Mayor Allen stated that his son has managed some leagues and has maintained the fields this summer. He
73 stated the landscaper will be leveling the fields this spring and suggested a solution to the weeds and sod
74 issues. Hanson stated that it is very expensive to “skin” an infield and takes a lot of effort for the city to
75 maintain.

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77 **8. NEW BUSINESS**

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79 **8.1 MOTION/RESOLUTION 18-10: AMENDMENT TO THE FISCAL YEAR**
80 **18-19 BUDGET**

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**Motion by Council Member Monsen
82 Secoded by Council Member Barker**

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**To approve resolution 18-19 to
84 Amend the fiscal year 19 budget**

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Approved unanimously (4-0)

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Roll Call Vote

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88 **9. ADJOURN INTO RDA MEETING**

89 Mayor and Council adjourned into RDA at 6:31 p.m.

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93 **8. NEW BUSINESS (CONTINUED)**

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8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT

Hanson reported that the Ogden Battalion Chief will be coming out to the Terrace during any fire event.

8.3 PRESENTATION: SHERIFF’S OFFICE QUARTERLY REPORT

Lt. Pledger stated that there are a group of deputies that are required to follow up on sex offenders.
Pledger stated that there was a shooting in the Terrace in which the offender plead guilty.
Mayor Allen stated that the City has 3 solar powered traffic speed lights and has received “thank you’s” from residents concerning the lights. Hanson stated that another unit has been ordered.
Lt. Pledger stated that a new sheriff will be taking over in January and has named his chief deputies. He will be introduced to Council in an upcoming meeting.
Lt. Jeff Pledger reported on the GEOTAB System. He explained that the system uses GPS to track vehicles. This tracking allows accurate accounting for where the deputies are and how many hours that they are spending in the city. He stated that the system will allow him to shift deputies in real time and notate where they are. Lt. Pledger stated that times and speeds are also tracked and is a viable tool. He cautioned that it is possible to get a falsely high accounting of numbers. He stated that it is possible to get a falsely negative accounting of numbers. He stated that it is a good guideline and is very useful. Mayor Allen stated that he does not feel like it is a billing tool, but rather a management tool because there are too many variables.
Lt. Pledger explained some of the issues concerning body cams.

8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

There was no officer present for the report.

10. COUNCIL COMMUNICATION WITH STAFF

Council Member Barker asked about the fleet sales. Hanson stated that two vehicles have been sold.
Council Member Barker stated that he noticed that a walking path has been made by the hospital through the trees.

11. ADMINISTRATION REPORTS

Hanson suggested that the Council could meet with local legislatures before the new session begins.
Hanson stated that there are many benefits for URS for the Firefighters Retirement.
Hanson stated that the public works crew finished the asphalt on 5600 South.
Hanson stated that the City has been served from Riverdale residents on the landside incident. Hanson stated that we will hold firm that we maintain our infrastructure. Hanson stated that any questions concerning our water infrastructure should be referred to him.

12. UPCOMING EVENTS

- October 25th: Planning Commission Meeting 6:00 p.m.**
- November 6th: ELECTION**
- November 6th: City Council Meeting 6:00 p.m.**
- November 12th: City Offices closed for Veteran’s Day**
- November 17th: City Council Retreat- Public Works Shop**
- November 20th: City Council Meeting 6:00 p.m.**

137 **November 22-23: City Offices closed for Thanksgiving**
138 **November 29th: Planning Commission Meeting 6:00 p.m.**

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140 **13. ADJOURN THE MEETING: MAYOR ALLEN**

141 Mayor Allen adjourned the meeting at 7:34 p.m.

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_____ **Date Approved**

_____ **City Recorder**

City Council Staff Report



Author: Amy Rodriguez
Subject: CDBG FIRST PUBLIC HEARING
Date: 11-06-18
Type of Item: Public Hearing

Finance Dept.

Description:

A. Topic: CDBG FIRST PUBLIC HEARING

B. Background:

The City will be applying for a Community Development Block Grant (CDBG) for the 2019 grant period. CDBG requires that a public hearing be held to receive comments and suggestions from the community concerning eligible projects to be considered for application.

CDBG Funds must be spent on projects benefitting primarily low and moderate income persons. The results of a city wide survey completed in 2014 show that the city has a LMI of 63% .

C. Analysis:

CDBG further requires that the first public hearing being conducted as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING

Mayor Allen opened the public hearing for the CDBG program and stated that the purpose of the hearing is to provide citizens with pertinent information about the Community Development Block Grant Program and allow for discussion of possible applications for the 2019 funding cycle. It was explained that the grant money must be spent on projects benefitting primarily low and moderate-income persons. The Wasatch Regional Front, in which Washington Terrace is a member, is expected to receive approximately \$870,000 in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time.

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

Mayor Allen indicated that in the past Washington Terrace has received 6 CDBG grants which were used to purchase Fire Department Equipment, Seismic upgrades to two Water Tanks, a restroom and bowery at Victory Park, the 4525 Sewer Main Replacement, and construction of the Civic/Senior and Fire Station. The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community.

It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your

names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

The Mayor asked if there were any suggestions. The hearing was adjourned at _____.

City Council Staff Report

Author: Shari' Garrett
Subject: 1Q19 Financial Summary
Date: November 6, 2018
Type of Item: Informational Presentation

FINANCE DEPARTMENT

Summary Recommendations: The governing body receives a first quarter financial summary update for period ending September 30, 2018.

Description:

A. Topic: First 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 from 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. First quarter represents 25% of the fiscal year has elapsed. References in this report to “prior periods” or “pri YTD” (year to date) in the attached financials refer to comparisons of first quarters for prior years. All years are represented as fiscal years (July 1 – June 30).

Highlights

General Fund

Sales Tax Revenue +20% or \$16K

Court Fine Revenue -21% or \$10K

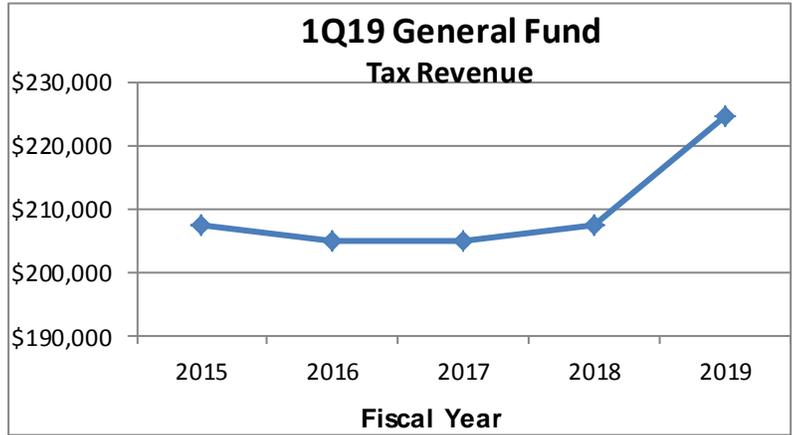
Interest Earned +60% or \$11K

Expenses exceeded Revenues by \$289K

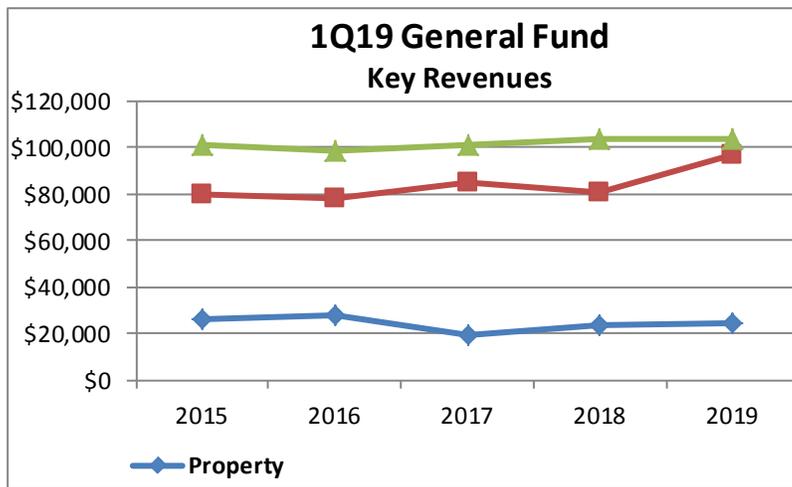
Total tax revenue has increased by 8% or \$17K from the prior period reaching \$225K in the 1QFY2019.

Sales & Use Tax, the largest revenue and tax source, is reporting a 20% or \$16K *increase* from prior YTD moving to \$97K collected in the 1Q19.

Note - Prior periods have reported sales and use taxes *net* of collection and distribution fees imposed by the state. Beginning in 2017, sales & use tax revenues have been reported *gross* of these fees. The corresponding fees will be reported as an expense.



Direct point-of-sale collections (September distribution only), or purchases made within the City limits, are up



50% or from \$22K to \$33K from the prior YTD. Statewide local point-of-sale tax collections have also increased by 18% reaching taxable sales of \$54,656,790 from the prior period. Each city receives a distribution based on 50% of total point-of-sale and 50% of statewide population factor. The City's population factor continues to steadily decline as a result of state-wide population growth outpacing the City's relatively flat growth. The

local population factor dropped from 0.00301179 in September 2017 to 0.00295051 percent in September 2018.

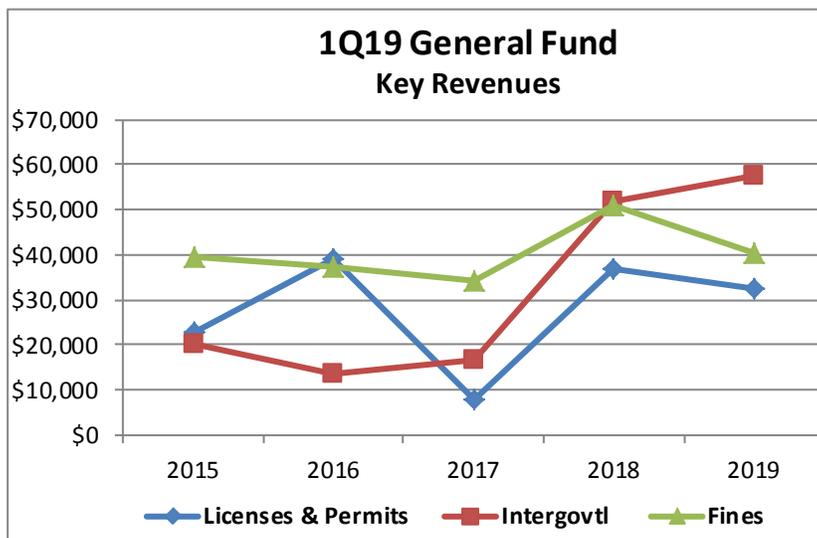
Sales and use tax revenue is meeting budget projections at 8.8% earned with one or 8.3% of collecting months reported.

It is important to note that the first quarter sales tax collections include taxable sales for only July. In general, sales tax receipts are received two months after the month the sale occurred.

Property Tax collections of \$24K are up 5.5% or \$1K from prior period. Property tax collections for the first quarter are largely vehicle taxes representing 64% or \$16K.

Real property tax collections are largely received in December after the November 30th tax deadline.

Franchise Tax, the second largest tax revenue source, collections of \$103K have held constant from prior YTD. Franchise tax collections are determined by a vendor's gross sales (i.e. power, gas, cable, etc.). As gross sales increase, for example, more franchise tax will be remitted to the City. Gross sales change as rates and/or usage changes.



Licenses and Permits are down by 12% or \$4K from prior YTD.

Business License renewals are due December 31st of each year. Renewals received after the deadlines are subject to late fees. YTD Business License Fee collections of \$1,126 are consistent with normal collections for the first quarter. Prior year 1Q16 collections of \$17K

were anomaly high due to delinquent license collected.

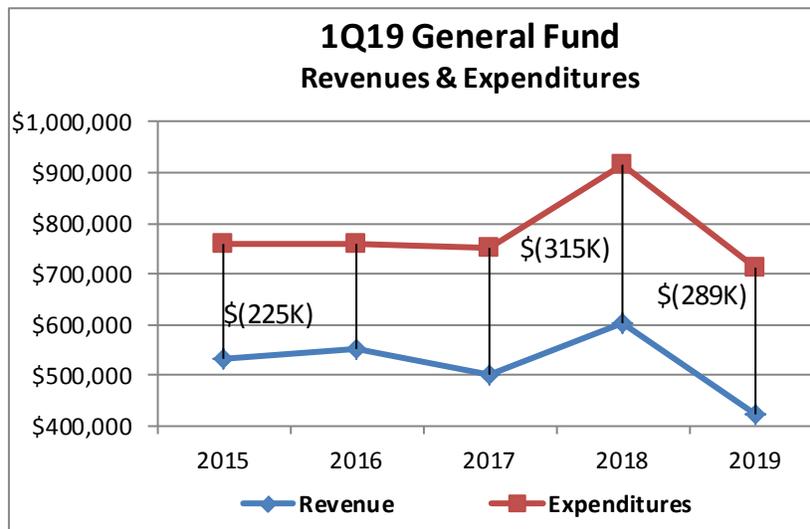
Building Permit & Planning Fee collections of \$23K are down \$4K from prior YTD. Building permit and planning fees for FY2018 are expected to come in strong, exceeding budget projections as permits continued to be pulled for single family residences at the Fieldcrest Estates development. Of the 27 developable permits, 7 have not been issued as of 1QFY19.

Intergovernmental revenues for the 1Q19 reflect the receipts restricted road funds distributed bimonthly. Class C monies are distributed by the State based on 50% population and 50% weighted eligible road miles and type (paved, graveled, dirt). The mileage and allocation is weighted based on county and statewide distribution. Historical data will show that the Class C road distributions for 1Q16 and 1Q17 were delayed thereby showing a greater change in 1Q18. Intergovernmental revenues are up 11% or \$6k from the prior YTD. Said increase is attributed to Class C road funds and the county local option sales tax for transportation.

Fines & Forfeitures collections have decreased from \$51K in 1Q18 to \$40K in 1Q19 or a *decrease* of approximately 21% or \$10K. Fines attributed to Marriott-Slaterville have *decreased* by 15% or \$2,979. Fines attributed to the City have decreased by approximately 23% or \$8K.

Summary

Due to accounting changes on how the City reports interfund charges for services, General Fund total revenues and expenditures are showing significant decreases when compared to prior YTD. However, when comparing period revenues over expenditures or bottom line performance expenditures exceeded revenues by \$289K in 1QFY19 compared to \$315K in 1QFY18.



Utility Funds

Refuse, Water, Sewer, and Storm Water Services

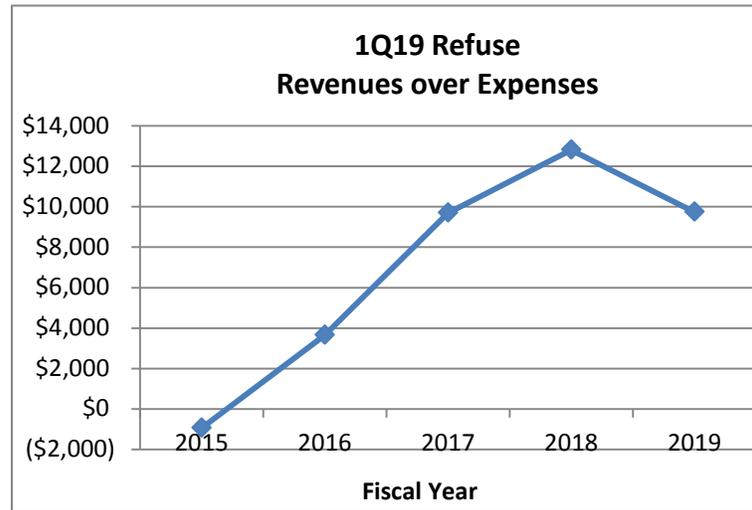
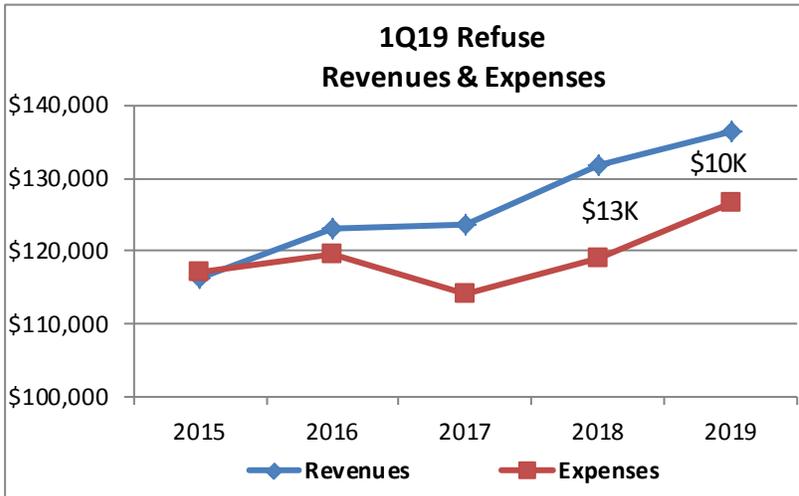
(refer to pages 11-21 of the attached Budget Worksheet – Quarterly Report)

Refuse Services

Highlights

Refuse Services

Operating *revenue* meeting projections \$136K or 25% earned
Operating *expenses* meeting projections \$127K or 24% expended
New Recycling Disposal Costs \$3K/Qtr. (fees imposed 10/2017)
Revenues exceeded Expenses by \$10K



Highlights

Water Services

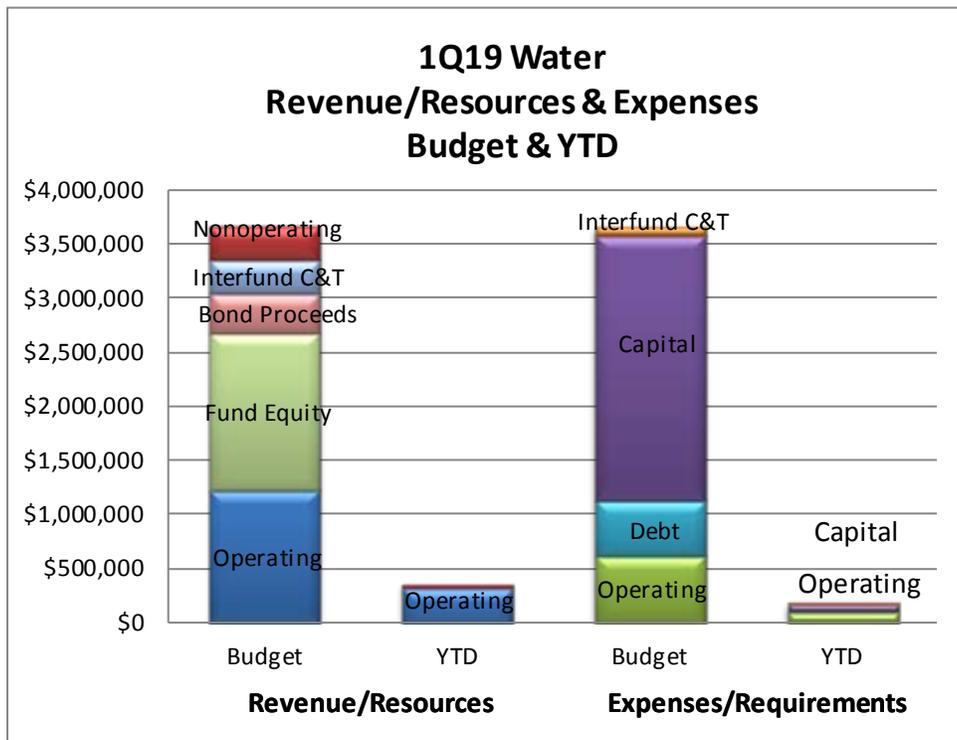
Operating revenues are meeting projections at \$328K or 27% earned

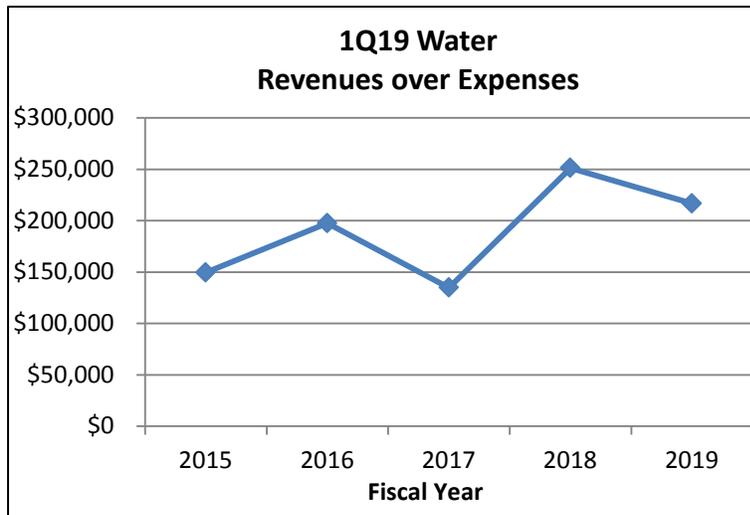
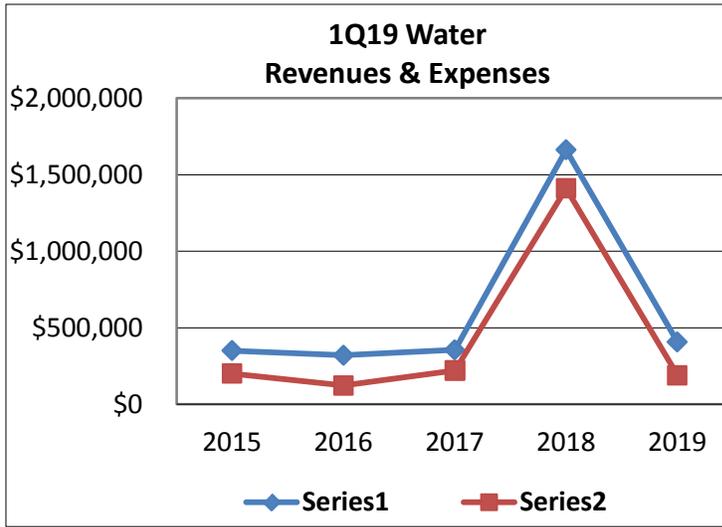
Operating expenses are meeting projections at \$98K or 16% expended

Total revenues exceeded expenses by \$240K (excluding Public Works Facility expense)

Water Services

The reported first quarter surplus is largely attributed to outstanding capital projects & equipment and debt service requirements scheduled but not yet expended.





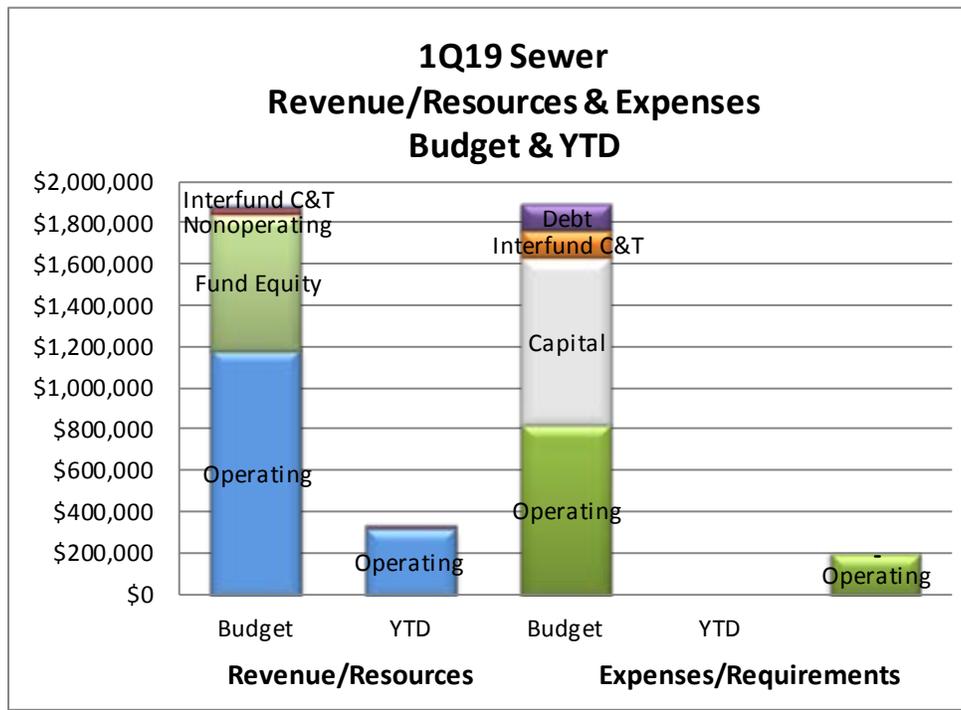
Highlights

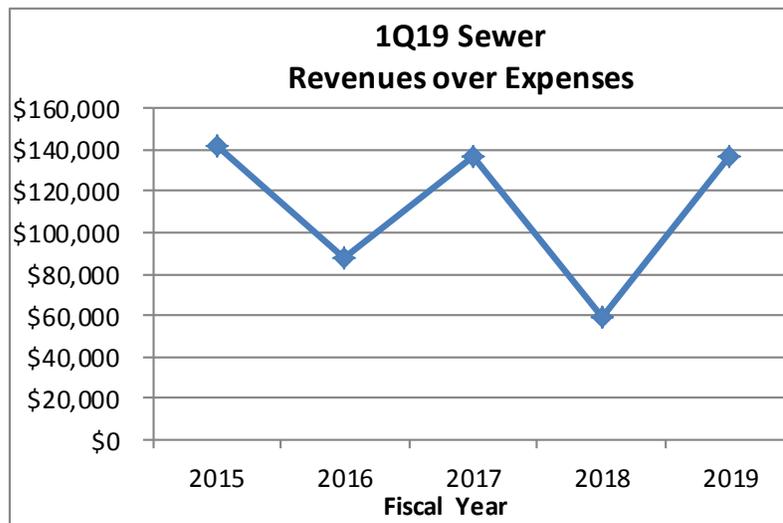
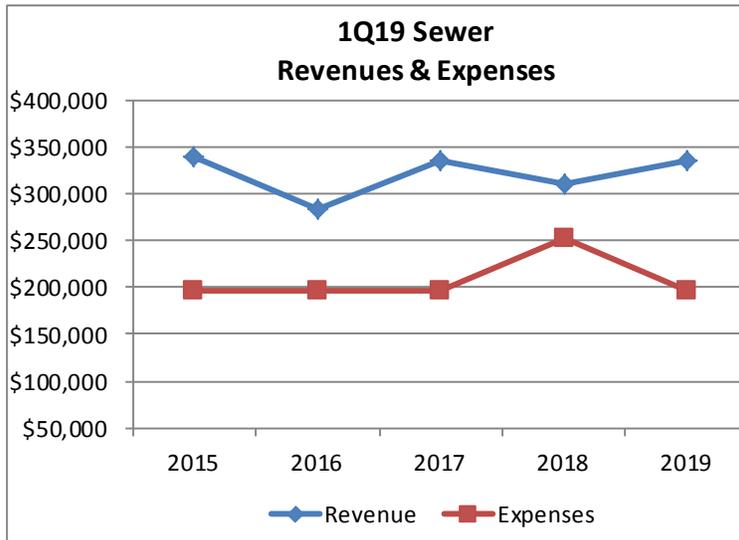
Sewer Services

Operating revenues are meeting projections at \$322K or 27% earned
Operating expenses are meeting projections at \$197K or 24% expended
Total revenues exceeded expenses by \$137K

Sewer Services

The reported first quarter surplus is largely attributed to outstanding capital projects & equipment and debt service requirements scheduled but not yet expended.





Highlights

Storm Water Services

Operating revenues are meeting projections at \$119K or 25% earned

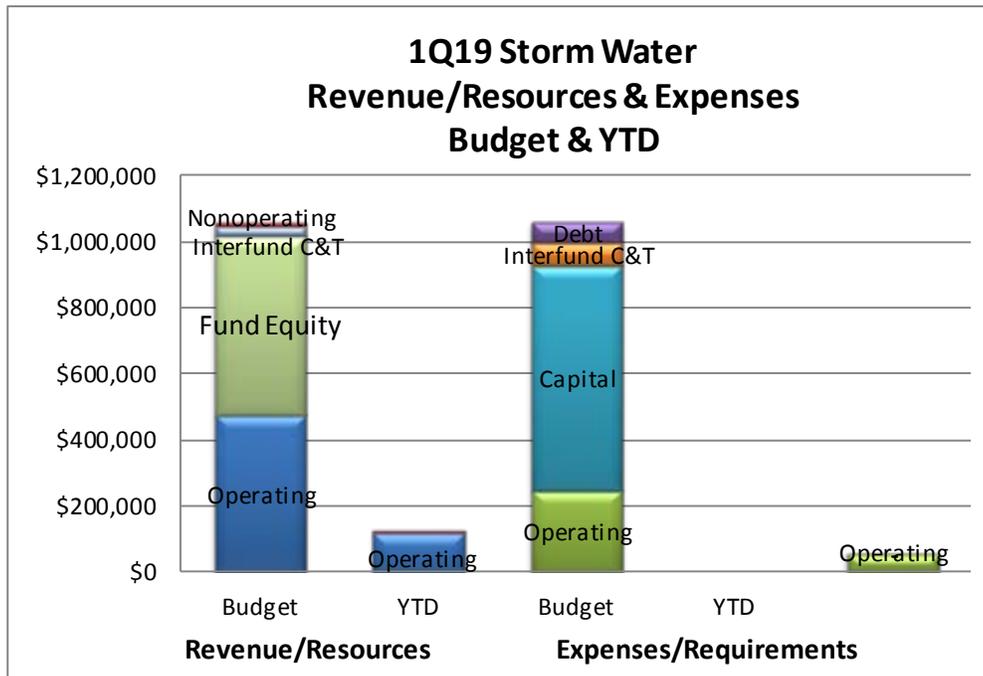
Operating expenses are slightly below projections at \$56K or 22% expended

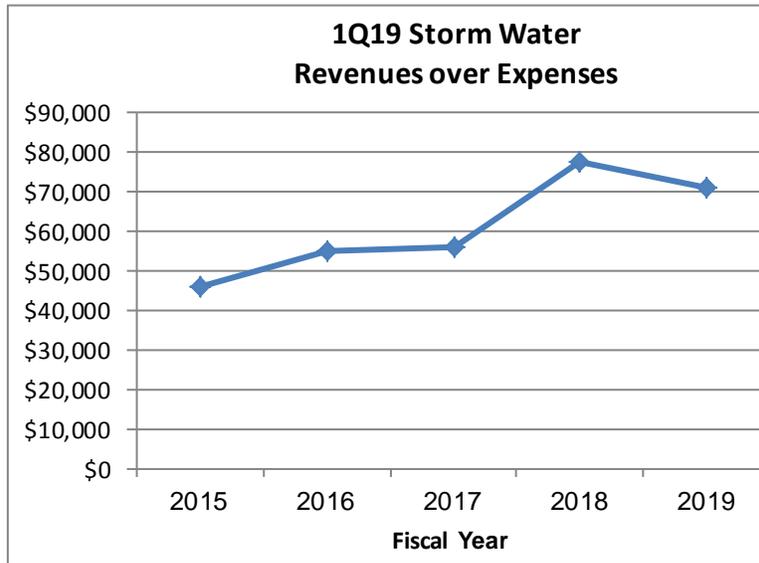
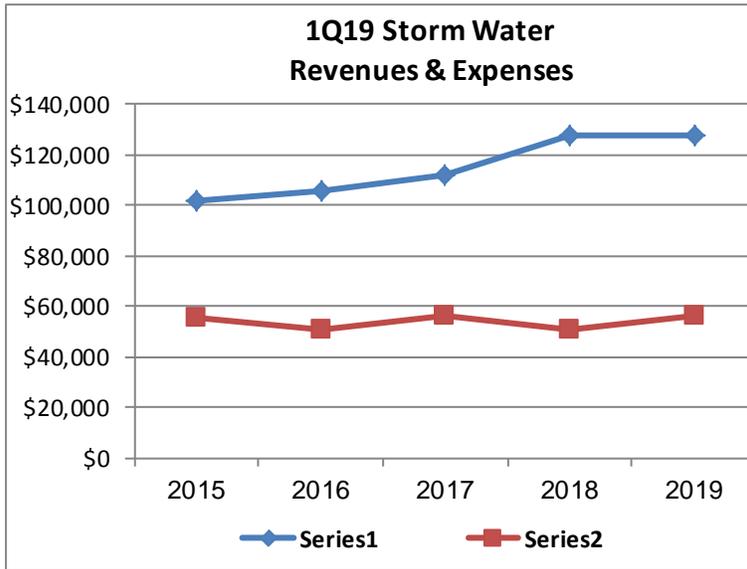
Total revenues exceeded expenses by \$71K

The reported first quarter surplus is largely attributed to outstanding capital projects & equipment and debt service requirements scheduled but not yet expended.

Storm Water Service

The reported first quarter surplus is largely attributed to outstanding capital projects & equipment and debt service requirements scheduled but not yet expended.





Highlights

Public Works Facility Project

Project budget \$5,000,000

Project costs through 1QFY19 \$4,848,492

Amounts remaining on *open contracts* \$15,000

Construction change orders YTD \$112,989

Project Balance to be assigned \$136,508

Public Works Facility (through September 2018)

Row Labels	2015	2016	2017	2018	2019	Expenses Total
ARCH - ENGINEER	4,992	3,468	112,296	23,373	250	144,378
CONSTRUCTION			223,059	2,904,887		3,127,946
FURNISHINGS & EQUIP				40,254	79,669	119,923
IMPROVEMENTS - GENERATOR				65,470		65,470
IMPROVEMENTS--ASPHALT				135,431		135,431
IMPROVEMENTS--EXCAVATION				269,572		269,572
IMPROVEMENTS--FENCE			36,705	16,402		53,106
IMPROVEMENTS--LANDSCAPE				22,505		22,505
IMPROVEMENTS--SITE CONCRETE				76,605		76,605
IMPROVEMENTS--SITE UTILITIES		1,798	66,471	180,762		249,031
LAND		1,011	513,006			514,017
LAND IMPROVEMENTS - EXCAVATION			85,128			85,128
OLD SITE RESTORE		12,673	(12,673)		380	380
Expenses Total	\$ 4,992	\$ 18,949	\$ 1,023,991	\$ 3,735,261	\$ 80,299	\$ 4,863,492

Contracts Open	\$ 15,000
Expenses Incurred	\$ 4,848,492
Total Incumbered	\$ 4,863,492
Project Budget	\$ 5,000,000
Total Project Budget	\$ 5,000,000
Unexpended	\$ 136,508



**City of Washington Terrace
Redevelopment Agency Meeting
Tuesday, November 6, 2018
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 OCTOBER 16, 2018**
4. **NEW BUSINESS**
 - 4.1 **PRESENTATION: 2018 REDEVELOPEMENT AGENCY ANNUAL REPORT**
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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City of Washington Terrace

Minutes of a Redevelopment Meeting
Held on October 16, 2018
Immediately following the Regular City Council Meeting
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of

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

11 Chair Allen
12 Board Member Monsen
13 Board Member Brown
14 Board Member Weir- excused
15 Vice- Chair Barker
16 Board Member West
17 Public Works Director Steve Harris
18 Finance Director Shari' Garrett
19 City Manager Tom Hanson
20 Secretary Amy Rodriguez

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22 **Others Present**

23 Charles and Reba Allen,
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25 **1. ROLL CALL**

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27 **2. INTRODUCTION OF GUESTS**

28
29 **3. CONSENT ITEMS**

30 **3.1 APPROVAL OF AGENDA**

31 **3.2 APPROVAL OF MEETING MINUTES FROM SEPTEMBER 18, 2018**

32 Items 3.1 and 3.2 were approved by general consent.
33

34 **4 SPECIAL ORDER**

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36 **4.1 PUBLIC HEARING: TO HEAR COMMENT ON AMENDING THE**
37 **FISCAL YEAR 2019 BUDGET**

38 Garrett pointed out that the Reconstruction of Adams Avenue is still showing on the books. She
39 stated that the project has not been closed out. He stated that there are still around \$325,000 of
40 unexpended funds for the project to be expended. She stated that the STP grant appropriated
41 money for the project and the grant proceeds will need to be drawn as the project closes out.
42 Hanson stated that he believed that there were minimal items that needed to be cleared before the
43 project could be closed out. He stated that there was a gap in the inspector's reports to remedy
44 the issues. Hanson stated that he is working with UDOT to get the inspections completed. He
45 stated that the work has been completed. The City is working on getting the inspections

46 completed. Hanson stated that the inspection company dropped the ball and has put us at risk. He
47 stated that he does not know what the ramifications will be. Hanson stated that UDOT audited
48 that project and found the errors.

49 Garrett stated that there is \$257,000 in the Central Business project area that have not been
50 designated for a project as of yet. She stated that the monies must be spent before the project area
51 has matured.

52 Garrett stated that there is 1.9 million of RDA monies in the Southeast Area. She stated that we
53 are around 4 years in to the 10 year window to use the funds.

54 Hanson stated that staff has been working on recouping the funds from the boring company to
55 repair the 5350 South damage caused by the accident. Harris stated that the approximate cost to
56 repair the road is close to \$55,000. He stated that how much material needed is unknown at this
57 time. Hanson stated that the reconstruction of the road will help improve viability towards the
58 hospital project and help with transportation to the medical plaza. Garrett clarified that the
59 reimbursement would show on the water side, not the RDA side.

60

61 **Chair Allen opened the public hearing at 6:58 p.m.**

62 There were no citizen comments.

63 **Chair Allen closed the public hearing at 6:59 p.m.**

64

65 **5. NEW BUSINESS**

66

67 **4.2 MOTION/RESOLUTION 18-11: AMENDMENT TO THE FISCAL YEAR**
68 **2019 BUDGET**

69

70 **Motion by Board Member Brown**
71 **Seconded by Board Member West**
72 **To approve Resolution 18-11 to**
73 **Amend the Fiscal Year 2019 Budget**
74 **Approved unanimously (4-0)**
75 **Roll Call Vote**

76

77 **6. COMMENTS CONSIDERED**

78 There were no comments considered.

79

80 **7. ADJOURNMENT OF MEETING: CHAIR ALLEN**

81 Chair Allen adjourned the meeting at 7:00 p.m.

82

83

84

85 _____
Date Approved

_____ **City Recorder**