



**Regular City Council Meeting**  
**Tuesday, December 3, 2019**  
**City Hall Council Chambers**  
**5249 South 400 East, Washington Terrace City**  
**801-393-8681**  
[www.washingtonterracecity.com](http://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 19, 2019, MEETING MINUTES**

6. **CITIZEN COMMENTS**

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

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

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

8. **NEW BUSINESS**

**8.1 PRESENTATION: RECOGNITION OF COUNCIL MEMBER SCOTT MONSEN FOR HIS SERVICE AS COUNCIL MEMBER**

Recognition of Council Member Scott Monsen for his service to the community. Council Member Monsen Served as a Planning Commissioner for 6 years before joining the Council and serving 12 years as a Council Member.

**8.2 PRESENTATION: THE COMPREHENSIVE ANNUAL FINANCIAL REPORT**

For more information on these agenda items, please visit our website at [www.washingtonterracecity.com](http://www.washingtonterracecity.com)

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In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

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

**FOR FISCAL YEAR ENDING JUNE 30, 2019**

A Presentation of the Comprehensive Annual Financial Report that includes the independent audit report issued by the firm of Keddington & Christensen.

**8.3 PRESENTATION: A PRESENTATION BY WEBER COUNTY SHERIFF RYAN ARBON**

**8.4 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)

**8.5 DISCUSSION/MOTION: APPROVAL TO MOVE FORWARD WITH SERVICE LINE WARRANTY OF AMERICA (SLWA)**

Service Line Warranty of America is a Lateral Insurance Company

**8.6 MOTION: APPROVAL OF THE 2020 ANNUAL MEETING SCHEDULE**

**9. COUNCIL COMMUNICATION WITH STAFF**

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

**10. ADMINISTRATION REPORTS**

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

**11. UPCOMING EVENTS**

**December 7<sup>th</sup>: City Council Retreat**

**December 9<sup>th</sup>: Christmas Concert 7:00 p.m.**

**December 25<sup>th</sup>: Christmas Holiday- City Offices Closed**

**December Planning Commission Meeting cancelled**

**12. ADJOURN THE MEETING: MAYOR ALLEN**

**13. ADJOURN INTO REDEVELOPMENT AGENCY MEETING (immediately following the Council Meeting)**

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# City of Washington Terrace

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Minutes of a Regular City Council meeting  
Held on November 19, 2019  
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 - excused  
Council Member Blair Brown - excused  
Council Member Larry Weir  
Council Member Scott Barker  
Council Member Jeff West  
Public Works Director Jake Meibos  
Maintenance Operations Supervisor Denzil Remington  
City Recorder Amy Rodriguez  
City Manager Tom Hanson  
Weber County Sheriff Lt. Jeff Pledger

## **Others Present**

Charles and Reba Allen, Carey Seal, T. Carter Musgrave, Ulis Gardiner, Dan Musgrave, Mechel Musgrave

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 NOVEMBER 5, 2019, MEETING MINUTES**

Council Member Weir noted that the motion was not complete in item 8.2. This will be corrected before the minutes are posted.  
Items 4.1 and 4.2 were approved by general consent.
5. **SPECIAL ORDER**
  - 5.1 **PUBLIC HEARING: A PUBLIC HEARING TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SMALL CITIES PROGRAM FOR PROGRAM YEAR 2020**

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 2020 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 \$871,500 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 8 CDBG grants which were used to purchase Fire Department Equipment to include a slide in pump unit for the brush truck, thermal imaging equipment, and breathing apparatus, Seismic upgrades to two Water Tanks, a restroom and bowery at Victory Park, the 4525 Sewer Main Replacement, construction of the Civic/Senior and Fire Station, and currently water main feeds to the upgraded tank. The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community.

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

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

The hearing was opened at 6:08 p.m.

The Mayor asked if there were any suggestions.

He stated that staff has suggestions, but Council is open to hearing any suggestions from residents.

Resident Carey Seal asked how the generator proposed by staff would be fueled. Hanson stated that it would be diesel fuel.

The hearing was adjourned at 6:15 p.m.

## **6. CITIZEN COMMENTS**

Resident Jeff Montegue- 249 W 5000 S- spoke on the HB 411 renewable energy bill. He stated that it requires a municipality to adopt a resolution by December 31<sup>st</sup> if they are willing to adopt renewable energy. He stated that our City should consider getting our energy from renewable power.

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

## **COMMENTS**

Council Member West wanted clarification if it is for City buildings or residents. Mayor Allen stated that it is for all residents. He stated that Ogden City is considering the subject at their meeting tonight. Mayor Allen stated that at first glance it looked as if it would cost more money to go to renewable energy. Hanson stated that once a city is engaged in renewable energy, prices will go up. Hanson stated that there may be some hesitancy to increase utility bills. Hanson stated that we do encourage residents to do individual things to their home that they feel is necessary for them. Hanson stated that he appreciates Mr. Montegue's presentation and staff will give it consideration, however, at this time, we do not want to put an undue burden onto the residents. Hanson stated that anyone can research HB411 online.

## **8. NEW BUSINESS**

### **8.1 MOTION/ORDINANCE 19-11: AN ORDINANCE ADOPTING CHAPTERS 5.16 AND 17.84 IN THE MUNICIPAL CODE ESTABLISHING CANNABUS REGULATIONS**

Hanson stated that legislation has enacted a legislation allowing cannabis to be used for medical purposes. Hanson stated that it must be dispensed through a pharmacy. Hanson stated that the city has been approached by a pharmacy that will be applying for a license with the state. Hanson stated that by state law, the city must enact an ordinance establishing cannabis regulations and establishing where a pharmacy can be located.

Hanson stated that the pharmacy will be highly regulated. Only patients with a prescription card will be allowed into the pharmacy.

Dr. Carter Musgrave stated that he has been able to see the benefits of medical marijuana. He stated that he wants to be on the frontlines to help patients who need help. He stated that pharmacy is one of the most regulated professions. He stated that every patient has to have a medical cannabis card prescribed by a medical doctor. The patient will come to the pharmacy and show their medical card while in a barrier. After approval, the patient will be able to have access to the pharmacy and will speak with the pharmacist. He stated that he is not allowed to market. Council Member Barker asked questions about Dr. Musgrave's practice so that he can inform residents who may ask why we allowed the pharmacy into the City. Dr. Musgrave stated that the state will only allow 14 licensing in the state. He stated that only 3 licenses will be allowed in our region. He stated that the state wants a good spread to be able to give good access to patients. Region one will be Weber County north through the state.

Dr. Musgrave stated that they need to have a location ready for his application.

He stated that the main form of medical cannabis will be topical, gel, and capsules. He stated that it is against the law to smoke medical cannabis. He stated this type of treatment helps epileptic patients, and cancer patients. He stated that medical cannabis is not the first form of treatment option for patients. He stated that if there is no improvement after various treatment options, the doctors may prescribe medical cannabis. Dr. Musgrave stated that cancer patients on radiation may lose their appetite and start to lose body mass. He stated that cannabis may help with appetite and also pain management, and help cut down on opioid use. Dr. Musgrave stated that insurance does not cover medical cannabis. Council Member Barker stated that he sees the need, but wonders if it will get out of hand. Dr. Musgrave stated that he will be highly regulated and that he will be the pharmacist in charge and on site. He stated that if he has to leave, he will need to have a pharmacist to work his hours or he will have to close.

Dr. Musgrave stated that his one big focus will be on security. He stated that it is very highly regulated. Council Member Weir asked the changes of addition.

Dr. Musgrave stated that he does not have the numbers on addiction rate, however, it is much less than opioid addiction. He stated that medical cannabis is very mild. He stated that if anyone overdoses on

medical cannabis, they would get sick. There will not be breathing failure as with opioids. Dr. Musgrave stated that the only sign he is allowed to put on the building is a green cross to symbolize medical cannabis. Council Member Barker asked where he could read more information on the subject. Dr. Musgrave stated that a good site would be: International society of medical cannabis pharmacies. Hanson stated that the location would be down the street by Dingman Printing. Council Member West stated that the state prohibits the city from applying any additional restrictions, as this type of business is governed by the state. He stated that he does not believe that there will be any residential buildout in the area. Hanson stated that we are required to pass an ordinance that allows for this type of business in the city if there is room. Hanson noted that it is a taxable business. Dr. Musgrave stated he appreciated staff's effort in getting the ordinance in place.

**Motion by Council Member Barker  
Seconded by Council Member Weir  
To adopt Ordinance 19-11 establishing  
Cannabis Regulations  
Approved unanimously (3-0)  
Roll Call Vote**

## **8.2 MOTION: APPROVAL TO AWARD CONTRACT FOR THE ADAMS AVENUE LIGHTING PROJECT**

Meibos stated that the project consists of repairing the conduit and lights to eight lights on Adams Avenue. Meibos stated that the bids were opened on November 8<sup>th</sup>. He stated that there was only one bid to repair the conduits and replace the lights with LED lighting. Meibos stated that the wires used in this area have gone bad. Hanson stated that the funding for this project will come out of the RDA. He stated that it directly impacts the RDA area. Hanson stated that he will check to see if we need to also approve the funding through the RDA. Meibos stated that new conduits and wires will be run to each light.

**Motion by Council Member West  
Seconded by Council Member Barker  
To award the contract for the Adams Avenue Lighting Project  
To Cache Valley Electric for \$ 60,169.12  
Approved unanimously (3-0)**

## **8.3 MOTION: BOARD OF CANVASS TO APPROVE THE 2019 MUNICIPAL ELECTION CANVASS RESULTS**

Rodriguez read the official results provided by the county: Total votes cast: 3837 (38.88 % voter turnout) Twenty Five Ballots were not counted due to missed deadlines, returned unsigned, and several signatures did not match voter registration. The results read: Scott L. Barker: 944 (25.66%) Blair Brown: 769 (20.66%) F. Carey Seal: 743 (19.96%) Scott Mosen: 618 (16.60%) Brett DeGroot 649 (17.43%). The three highest candidates will serve a 4 year term beginning in January 2020. The Council serves as the Board of Canvass.

**Motion by Council Member West  
Seconded by Council Member Weir  
To approve the Canvass Results for the  
2019 Municipal Election  
Approved unanimously (3-0)**

**9. COUNCIL COMMUNICATION WITH STAFF**

Council Member Weir stated that he received calls from parents who are concerned that basketball games are starting for elementary children at 9:00 p.m. He would like to see something done on that for next year.

Mayor Allen thanked Meibos and Remington for their work on getting projects completed that have been outstanding over the years. He stated that he likes seeing the trip hazards being fixed.

Mayor Allen stated that as an appreciation to staff, the Council has given staff a holiday coupon for one day off during the holiday season in lieu of a holiday party. He stated that it is a good soft cost for the city. Council agreed to proceed with that this year. Hanson stated that staff appreciates the gesture.

**10. ADMINISTRATION REPORTS**

Hanson stated that the next agenda will have the formal consideration and vote on the Lateral Protection Program. He stated that he has spoken to several cities who have the plan and received good suggestions on how to manage the plan. He stated that he has met with legal on the contract.

Hanson stated the annual Waffelpalooza will be held in December.

Hanson asked if Council had any specific topics that Council would like to discuss at the Council retreat in December.

**11. UPCOMING EVENTS**

- November 28<sup>th</sup>-29<sup>th</sup>: City Offices closed for Thanksgiving**
- December 3<sup>rd</sup>: City Council Meeting**
- December 7<sup>th</sup>: City Council Retreat**
- December 9<sup>th</sup>: Christmas Concert 7:00 p.m.**

**12. ADJOURN THE MEETING: MAYOR ALLEN**

Mayor Allen adjourned the meeting at 7:20 p.m.

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Date Approved

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City Recorder

## City Council Staff Report

**Author:** SHARI GARRETT, FINANCE

**Subject:** FINANCIAL AUDIT REPORT FOR FY ENDED JUNE 30, 2019

**Date:** DECEMBER 3, 2019

**Type of Item:** PRESENTATION

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**Summary Recommendations:** That the Mayor and Council receive the annual independent auditor's financial report issued by Keddington & Christensen.

### Description:

**A. Topic:** Financial Audit Report for the fiscal year ended June 30, 2019

**B. Background:** By law, the City is required to have an annual independent financial audit.

The scope of the audit addresses 3 primary areas:

- Expresses an opinion as to whether the *financial statements* are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.
- Report on *internal controls* related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements with which could have a material effect on the financial statements are also required.
- Issue an opinion on applicable *State fiscal laws and compliance* requirements as required by the State of Utah Compliance Audit Guide.

For additional information on the scope of the audit including audit objectives, procedures, and management's responsibilities, please refer to the *attached* audit engagement letter dated August 26, 2019, and reports described below.

**C. Analysis:** The conclusion and opinion of the audit is detailed in the Comprehensive Annual Financial Report:

- Independent Auditor's Report (page 18-19),
- Report on Internal Control over Financial Reporting and Compliance (page 115-116)
- Report on State Compliance (page 117)

**D. Recommended Council Action:** None. Presentation only.

this signed engagement letter was also sent to Mayor Mark Allen  
on August 31, 2019



**Keddington & Christensen, LLC**  
Certified Public Accountants

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Gary K. Keddington, CPA  
Phyl R. Warnock, CPA  
Marcus K. Arbuckle, CPA

August 26, 2019

Washington Terrace City  
5249 South 400 East  
Washington Terrace City, Utah 84405

We are pleased to confirm our understanding of the services we are to provide Washington Terrace City (the City) for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise Washington Terrace City's basic financial statements as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Washington Terrace City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Washington Terrace City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies Washington Terrace City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of Revenues, Expenditures, and Changes in Fund Balances -- Budget to Actual
  - a. General Fund
  - b. Capital Projects Fund
  - c. Debt Service Fund
  - d. Redevelopment Agency

**Audit objectives**

The objective of our audit is the expression of an opinion as to whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing

standards generally accepted in the United States of America and the standards for financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of Washington Terrace City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Washington Terrace City's financial statements. Our report will be addressed to the Mayor and Members of the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Washington Terrace City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit will include procedures that are required by the *State of Utah Compliance Audit Guide* concerning compliance with State fiscal laws identified by the State Auditor. We use the audit programs of the *State of Utah Compliance Audit Guide* to perform our audit procedures. We will issue an opinion on applicable State fiscal laws and compliance requirements, and identify any weaknesses in internal control or instances of non-compliance that we discover relating to State fiscal laws or other financial issues related to the expenditure of funds received from State sources.

#### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will

inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures-Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Washington Terrace City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of Washington Terrace City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and

properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information, on which we have been engage to report, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonattest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonattest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that the Washington Terrace City's employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.

Gary Keddington will be the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We will provide copies of our reports to Washington Terrace City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for the engagement is the property of Keddington & Christensen, LLC. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to certain governmental agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Keddington & Christensen personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other government agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditors' report is issued or for any additional period requested by the oversight agency for the audit. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services for the year ended June 30, 2019 will be \$9,000. The above fee is based on anticipated cooperation from the City's personnel and the assumption that unexpected circumstances will not be encountered during the audit and the City's records will be ready to be audited by October 14, 2019. The above fee is also based on the current finance director and other key accounting personnel being available to assist in the audit process. If the finance director, chief accountant, and/or other key accounting people are not available to assist with the audit process, and we anticipate that this circumstance will result in significant additional time, we will stop our audit procedures and will discuss it with the City and arrive at a new fee estimate before we incur the additional costs. Additional services for which we may be asked to perform will be billed at our standard rates.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the City's account becomes overdue and may not be resumed until the City's account is paid in full. If we elect to terminate our services for nonpayment, the City will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We understand that the City is responsible for preparing the Management Discussion and Analysis (MD&A) section of the audit report, as required by GASB No. 34. If the City would like us to help in the gathering of information for the MD&A section, our fees would be billed at our standard rates.

This engagement does not include responding to inquiries by any governmental or regulatory agency or authority related to the financial statements or other documents that are associated with this engagement.

If the City requires assistance with any inquiries related to the aforementioned reports or documents, we would be pleased to assist the City under the terms of a separate engagement.

If during the course of our engagement we encounter circumstances which we believe may create a conflict of interest or conflict with the ethical standards of our profession, we will inform the City of our concerns. If these concerns cannot be adequately addressed to our satisfaction, or we are compelled to do so by the professional standards of our profession, we may withdraw from the engagement with a written notice.

We appreciate the opportunity to be of service to Washington Terrace City and believe this letter accurately summarizes the significant terms of our engagement. Please date and sign the enclosed copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement. If you have any questions, please let us know.

Very truly yours,

*Keddington & Christensen*

Keddington & Christensen



RESPONSE:

This letter correctly sets forth the understanding of Washington Terrace City.

By:   
Title: City Manager  
Date: Aug 27, 2019

# City Council Staff Report

**Author:** Administration/Public Works  
**Subject:** CAPITAL INVESTMENT PLAN PROJECT PRIORTIZATION  
**Date:** December 3, 2019  
**Type of Item:** MOTION

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

## Description:

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

#### **BACKGROUND:**

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

#### CDBG Rating & Ranking

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

The proposed CIP ranks the projects to be submitted for consideration as City priorities #1 for the first project (a continuation of 2019's project). It is unknown how the project submittals will be ranked as a county and regional priority. There is a \$250,000 cap on the amount we can receive for projects per entity.

#### Projects to be Applied For

Staff is proposing to submit applications for the following Projects:

- 1. CW 5- Water Main lines from Tank #1. This will be a continuation of 2019's project to extend the water line feeds from Tank # 1 so that it can become operational. The second part of the project CW6 will include the painting and equipment for the tank. The engineer's estimate is \$370,000. The City will apply for the full \$250,000. In order to meet a 38.5% match, the City will contribute \$142,450.*

**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 for 2020

### CDBG High Priority Projects

| PRIORITY RANKING | PROJECT NAME IDENTIFYER | PROJECT LOCATION               | PROJECT DESCRIPTION                               | ESTIMATED COST |
|------------------|-------------------------|--------------------------------|---|----------------|
|                  | <b>CULINARY WATER</b>   |                                |   |                |
| 1                | CW5                     | 500 W - 5295 S to 4800 S       | 10" Water main from Tank #1                       | \$ 290,750.00  |
| 1                | CW6                     | Water Tank #1 500 West         | Painting and equipment                            | \$ 70,000.00   |
| 8                | CW7                     | Well #1 on 500 West            | Well evaluation                                   | \$ 39,000.00   |
| 10               | CW17                    | 300 E - 5050 S to 5100 S       | Construct 8" water main for looping               | \$ 30,485.00   |
| 2                | CW54                    | City Wide                      | Water Valve Replacement                           | \$ 102,700.00  |
|                  | <b>SANITARY SEWER</b>   |                                |   |                |
| 12               | SS8                     | 4850 - 4800 S outfall          | Replace existing slipline 8" line with a 10" line | \$ 179,920.00  |
| 11               | SS18                    | 500 W                          | Replace existing 12" & 10" line with 12" line     | \$ 271,700.00  |
| 9                | SS20                    | 250 E - 4575 S to 4450 S       | Relocate existing line                            | \$ 132,555.00  |
| 7                | SS21                    | Railroad crossing              | Repair sewer main under railroad                  | \$ 39,000.00   |
| 6                | SS22                    | 4750 S - 300 W to 370 W        | Upgrade existing line along back yards            | \$ 78,078.00   |
| 5                | SS9                     | 300West                        | Replace 8" to 10" Slipline                        | combine SS9    |
|                  | <b>STORM WATER</b>      |                                |   |                |
| 4                | SD16                    | 300 W - 4800 S to 4850 S       | Storm water relief line                           | \$ 62,400.00   |
| 3                | SD6                     | TH Bell                        | Regional Detention Basin                          | \$ 746,850.00  |
| 2                | SD21                    | Road Intersections             | Replace broken waterways                          | \$ 174,915.00  |
| 4                | SD26                    | 300West                        | Upsize 36" to 42"                                 | \$ 84,500.00   |
|                  | <b>Fire Dept</b>        |                                |   |                |
| 1 (fire)         | TBD                     | Fire Station/Civic Center/Evac | Generator   | \$ 60,000.00   |

combined  
project

## City Council Staff Report

**Author:** Tom Hanson  
**Subject:** Service Line Warrantee of America  
**Date:** December 3, 2019  
**Type of Item:** Discussion / Motion



**Summary:** Staff and Council met with Service Line Warrantee of America (SLWA) to consider the promotion and endorsement of an insurance program that will insure water and sewer laterals for residential properties. Following the presentation and work session Council requested the active investigation of the program to verify the presentation claims of successful program implementation. Staff reviewed the proposal, verified functionality of the program with several cities, and is in the process of editing the contract with legal team. After careful review of their proposal, staff would recommend approving the implementation of the SLWA insurance program. Critical notes: No limit for claims, opt-in program, 30 day waiting period for claim.

Important note: The City will work directly with SLWA in promoting the service program. The city will endorse the offering and have identifiable branding on the promotional literature.

### **Description:**

- A. **Topic:** Service Line Warrantee of America
- B. **Background:** Please see attachments. Information intend to educate the Mayor, Council and public.
- C. **Analysis:** Staff has found SLWA to be a reputable company with a stellar track record as it relates claim processing, work completed and resolution of matters associated with the customer and the company. We have found the company to be a terrific partner in resolving the burden of failed sewer and water laterals. Following several inquires with participating cities we have found the partnerships to be a valuable resource to the cities and the residents participating in the program. As a result of our research, staff would recommend the approval to join with SLWA in providing a lateral line insurance program to the residents.

### **Department Review: Alternatives:**

- A. **Approve the Request: Move forward to implement the program.**
- B. **Deny the Request: Stop the process and eliminate the opportunity for insurance coverage.**

**C. Continue the Item: Postpone the process until questions are answered. Possible implement at a later date.**

**Attachments:**

As Washington Terrace City and communities across the country work to improve public water and sewer lines, the lines on a homeowner's property are subjected to the same elements that cause public lines in the City of Washington Terrace to eventually need replacing due to pipe failure - root invasion, ground shifting, fluctuating temperatures, age and more. Repair costs for broken, leaking lines can be between \$1,300 to upwards of \$8,500 - an unexpected cost that can be hard to budget.

Washington Terrace City is please to introduce the Service Line Warranties of America (SLWA) Service Line Warranty Program, a viable optional and affordable solution that provides warranty coverage that covers the cost to repair private water and sewer lines when they fail. This program though affordable, has no cap to its responsibility to compensate for pipe repairs.

SLWA's Warranty programs offer generous coverage at a low cost. SLWA is a BBB Accredited Business with an A+ rating, and has helped more than 100,000 homeowners across the U.S. save more than \$64 million dollars in repair costs.

If you have questions regarding eligibility please refer to the Frequently Asked Questions below or call 1-866-922-9006.

Pricing is as follows:

- Sewer line: \$7.25 monthly
- Water line: \$5.25 monthly

**Why did the City get involved in endorsing a warranty company?**

As of 2017, state law ([click here to see the law](#)) requires cities to notify homeowners in their community about public vs. private ownership of water

and sewer lines. It was the intent of the Washington Terrace City Council not only to notify residents of their responsibility but to also let citizens know what options they have to protect themselves from potential loss.

In addition to the City's legal requirements, the City of Washington Terrace regularly receives calls from homeowners who have had a break in their water or sewer lines connecting their home to the water/sewer main in the road or at the meter. Most of these homeowners don't realize they are responsible for their lateral sewer and water line repairs. Homeowners often believe those breaks are the city's responsibility, but that's not the case. In an effort to remedy the problem facing residents, the City is proactively working with SLWA to provide an insurance plan to help mitigate the high expense of lateral pipe repair or replacement.

Prior to SLWA, the city received proposals for similar plan implementation but none of the prior plans offered the flexibility and reliability of SLWA. Based on our research, we discovered that claim denial rates are very low, in the case of Service Line Warranties of America (SLWA), denial rates are less than 1%, and the price is much cheaper than those offered outside of a city sponsored partnership.

We agree at first glance it seems out of place or odd for a City to be involved with an insurance company. However, we continue to get calls from residents that are being blindsided by expensive line repairs, and we want to do our best to educate, and offer a remedy before a line break happens.

This partnership does not prevent other companies from marketing their service to residents however, this is the only insurance plan the city is sponsoring.

## **Questions and Answers:**

### **Does the City make any money on this program?**

No. There is no “kick-back” to the City. In fact, they offered the City a commission and the city asked that the company reduce the price to the residents by the equivalent amount. SLWA agreed.

### **Can I get my name removed from the mailing list?**

Yes. If you would like to be removed, a resident can call 1-844-257-8795. This number is listed on the back of the letter in the FAQs.

### **How did they get my address?**

SLWA used a third party to get the land records of properties in Washington Terrace, the same way other companies soliciting their services do.

### **Is this fair to other warranty or insurance companies?**

There are only a few companies in the Country that enter into these types of partnerships. Local agents that we spoke with said that they were not able to enter into this type of a partnership.

The City went through a public notice process so that any company interested in this type of partnership could compete. Ultimately, SLWA offered the lowest price, best coverage, extremely low claim-denial rates, and had extensive experience with this type of partnership. SLWA currently have this same arrangement with 300+ other communities around North America.

This product does not negate any other company from marketing their service to residents.

### **Are ALL housing units eligible for this service?**

No. This product does not cover sewer laterals or water lines that are shared by multiple units. If you do not live in a single-family home, please determine if your sewer lateral or water line is shared with other units before enrolling. If someone does enroll and is determined later to be ineligible, all premiums paid will be reimbursed to the homeowner.

### **Do I pay the City directly for this service?**

No. If a homeowner chooses to get this service, they enter into an agreement directly with SLWA, not the City of Washington Terrace.

### **Is my money staying local?**

SLWA has created a list of local-area qualified contractors that complete all of the work. Although the premiums are paid to an out-of-state company, the work is performed by companies that are in our community.

### **Should I call the city directly for more information?**

No. For the best and most accurate information regarding the plan we would recommend calling SLWA directly.

What's Right Washington Terrace City?  
Sewage in the Basement...*Are You Kidding Me?*

Frantic, a young couple went into their newly finished basement to confirm their worst suspicions, their basement was flooded with the smell and obvious debris of raw sewage. Not only did they not know how to stop the toilet from running backwards, their children unknowingly added to the deluge while they continued to flush and shower in the home above.

The flooding did stop when the flushing stopped, but not before much of the carpet and flooring were saturated and the homeowners had the certain feeling that this is going to be a bad day. Knowing only the basics, the young couple began to clean up the mess with towels, mops, and a dry vac. Unfortunately, the cleanup was too little, too late for the flooring; carpet and padding had to be removed and the hardwood floor began to buckle from the water damage. Their basement looked like a mini disaster area. Oh yes, it was a very bad day.

Not knowing what to do next, the young couple began the search for remedies to their predicament. Friends and neighbors quickly jumped in to help; one neighbor suggested they hire a roofer service to clear the pipes and see what caused the backup. It was no surprise to the responding plumber to learn that this backup was caused by a common issue, tree roots had grown through a crack in the lateral pipe line restricting the free flow that should have existed. Quite simply, roots were the "root of the problem." This situation was simple to diagnose but not so simple to repair. The family bought some time by having their lateral cleaned; but that did not address the real issue, the costly replacement of their old sewer lateral.

The looming \$8,000.00 cost to repair the sewer lateral stressed the family resources and relationship to the limit. The family searched any and all options to help cover the cost to make the lateral repair, to no avail. With the anxiety of an exhausted bank account, the family turned to their homeowner's insurance, only to learn that sewer and water laterals are not covered under the standard homeowner's plan. In desperation the family finally turned to the city to fund the lateral repairs, but discovered that sewer and water laterals running from the city main to the home are the homeowner's responsibility. UGH!

Nearing their breaking-point, the family then called a local TV news crew to investigate, certain the city was negligent. The investigative reporter visited my office to ask some probing questions to determine fault. This same reporter quickly came to the conclusion that the city held no accountability for the damages to the basement or the repair of the sewer line as it is the homeowner's responsibility to maintain their own laterals. With a friendly smile and an apology, the TV crew packed up their gear and headed back to Salt Lake, finding the city blameless-there was no story.

Fortunately, in the intervening time we found a way that may offer relief in these situations in the future. After careful research and evaluation, Washington Terrace City is now endorsing Service Line Warrantees of America (SLWA) to provide a service line insurance option to protect you in the event of similar situations. While standard homeowner's insurance does not cover sewer or water laterals, SLWA offers a specialty insurance plan that specifically covers damage to lateral lines. SLWA is endorsed by the National League of Cities and Towns, Utah League of Cities and Towns and numerous other cities throughout the nation. I personally called several Utah cities that have endorsed SLWA. I found a clear consensus that the program has worked and is a viable solution to a very frustrating problem.

Sometime in January or February there will be a Service Line Warrantees of America mailing sent to you with our endorsement and city logo. To be clear, the city receives nothing in return for this endorsement; our intent is simply to introduce the option to you. This is an offer that you

are free to accept or reject as you wish. If you elect to enlist in the program, you will contact SLWA directly in order to learn more about this service plan.

Your wellbeing is important to us. Every year at least a few families in our city will face a similar unfortunate situation. As a city, we truly care and we want you to have resources you need to protect you and your family. If this service is of interest to you, you may also visit our web page to find more information and a question and answer section that will help you understand our decision to endorse this insurance.

Any day that brings a flood or backup to your home is indeed a bad day, but when properly prepared you can rest assured that your sewer and water laterals are protected. Finding solutions to a messy situation...it's what's right with Washington Terrace City.

Tom Hanson: City Manager

## City Council Staff Report

**Author:** Amy Rodriguez  
**Subject:** 2020 Meeting schedule  
**Date:** December 3, 2019  
**Type of Item:** Discussion and Action



**Summary Recommendations:** Council may review and adopt the 2020 annual meeting schedule

### Description:

**A. Topic: 2020 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 2020. 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 2020 meeting schedule and meet on the first and third Tuesday of each month, with the exception of December, where there will be only one regular scheduled meeting due to holiday schedules.

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

**Recommendation:** Staff recommends that Council adopt the 2020 annual meeting schedule as outlined in report.

## CALENDAR OF EVENTS - Tentative

### JANUARY 2020

**Tues. 1<sup>ST</sup> New Year's Observance- City Offices closed**

**Tues 7<sup>th</sup>: Swearing in Ceremony 5:30 p.m.**

**Tues. 7<sup>th</sup> City Council Meeting 6:00p.m.**

- Mayor pro-tempe
- Council Training Open Meetings

**Mon. 20th Martin Luther King JR. Day- City Offices closed**

**Tues. 21<sup>st</sup> – City Council Meeting 6:00 p.m.**

**Thur. 30<sup>th</sup> Planning Commission Meeting 6:00 p.m.**

- Nominate and elect Chair and Vice Chair

### FEBRUARY 2020

**Tues. 4<sup>th</sup> City Council Meeting 6:00 p.m.**

Sheriff office quarterly report

- Fire Dept Quarterly
- Finance Quarterly
- Animal Control Quarterly

**Mon. 17<sup>th</sup> President's Day- City Offices closed**

**Tues. 18<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 28th Planning Commission meeting 6:00 p.m.**

### MARCH 2020

**Tues 3<sup>rd</sup> Terrace Days Planning 5:00 p.m.**

**Tues. 3<sup>rd</sup> City Council Meeting 6:00 p.m.**

**Tues. 17<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 26<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### APRIL 2019

**Tues. 7<sup>th</sup> Budget meeting 5:00 p.m.**

**Tues. 7<sup>th</sup> City Council Meeting 6:00 p.m.**

**Tues. 21<sup>st</sup> City Council Meeting 6:00 p.m.**

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

**Wed. April 22<sup>nd</sup> – 24<sup>th</sup> – ULCT (tentative)**

**Thur. 30<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### MAY 2020

**Tues.5<sup>th</sup> Budget Meeting 5:00 p.m.**

**Tues. 5<sup>th</sup> City Council Meeting 6:00 p.m.**

**Tues. 19<sup>th</sup> Budget Meeting 5:00 p.m.**

**Tues. 19<sup>st</sup> City Council Meeting 6:00 p.m.**

**Mon. 25<sup>th</sup> Memorial Day- City offices closed**

**Thur. 28<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### JUNE 2020

**Tues. 2<sup>nd</sup> Budget Meeting 5:00 p.m.**

**Tues. 2<sup>nd</sup> City Council Meeting 6:00 p.m.**

**Sat. 13<sup>th</sup> TERRARCE DAYS**

**Tues.16<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 25<sup>th</sup> Planning Commission meeting 6:00p.m.**

### JULY 2020

**Friday July 3<sup>rd</sup> : City Offices closed in observance of Independence DAY**

**Tues 7<sup>th</sup> : City Council Meeting 6:00 p.m.**

**Tues.21<sup>st</sup> City Council Meeting**

- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly

**Friday 24<sup>th</sup> Pioneer Day Observed – City offices closed**

**Thurs. 30<sup>th</sup> Planning Commission meeting 6:00 p.m.**

**AUGUST 2020**

**Tues. 4<sup>th</sup> City Council Meeting 6:00 p.m.**

**Tues. 18<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thurs. 27<sup>th</sup> Planning Commission Meeting 6:00 p.m.**

**SEPTEMBER 2020**

**Tues. 1<sup>st</sup> City Council Meeting 6:00 p.m.**

**Mon. 7<sup>th</sup> Labor Day- City offices closed**

**ULCT Conference TBD**

**Tues. 15<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 24<sup>th</sup> Planning Commission meeting 6:00 p.m.**

**OCTOBER 2020**

**Tues. 6<sup>th</sup> City Council Meeting 6:00 p.m.**

**Mon. 12<sup>th</sup> Columbus Day- City offices closed**

**Tues. 20<sup>th</sup> City Council Meeting 6:00 p.m.**

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

**Thur. 29<sup>th</sup> Planning Commission meeting 6:00 p.m.**

**NOVEMBER 2020**

**Tues. 3<sup>rd</sup> ; Election Night**

**Tues. 3<sup>rd</sup> City Council Meeting 6:00 p.m.**

**Wed. 11<sup>th</sup> Veteran's Day observed- City offices closed**

**Tues. 17<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 19<sup>th</sup> Planning Commission Meeting 6:00 p.m.**

**Thur- Fri. 26-27 Thanksgiving Holiday- City Offices closed**

**DECEMBER 2020**

**Tues. 1<sup>st</sup> City Council Meeting 6:00 p.m.**

- Annual Meeting Schedule

**Thurs. 17<sup>th</sup> \_ Planning Commission 6:00 p.m.**

**Frid. 25<sup>th</sup> Christmas Holiday- City Offices closed**



**City of Washington Terrace  
Redevelopment Agency Meeting  
Tuesday, December 3, 2019  
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 5, 2019**
4. **RECURRING BUSINESS**
  - 5.2 **DISCUSSION/ACTION: SALE OF COMMERCIAL PROPERTY ON ADAMS AVENUE**
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](http://www.washingtonterracecity.org)

1 City of Washington Terrace

2  
3 Minutes of a Redevelopment Meeting  
4 Held on November 5, 2019  
5 following the Regular City Council Meeting  
6 City Hall, 5249 South 400 East, Washington Terrace City,  
7 County of Weber, State of Utah  
8

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

- 10 Chair Allen  
11 Board Member Monsen  
12 Board Member Brown  
13 Board Member Weir  
14 Vice- Chair Barker  
15 Board Member West – excused  
16 Finance Director Shari’ Garrett  
17 Public Works Director Jake Meibos  
18 Operations Supervisor Denzil Remington  
19 City Manager Tom Hanson  
20 City Recorder Amy Rodriguez

21 **Others Present**

22 Charles and Reba Allen  
23

24 **1. ROLL CALL**

25  
26 **2. INTRODUCTION OF GUESTS**

27  
28 **3. CONSENT ITEMS**

29  
30 **3.1 APPROVAL OF AGENDA**

31 **3.2 APPROVAL OF MEETING MINUTES FROM OCTOBER 15, 2019**

32 Items 3.1 and 3.2 were approved by general consent  
33

34 **4. SPECIAL ORDER**

35 **4.1 PUBLIC HEARING: TO HEAR COMMENT ON AMENDING THE**  
36 **FISCAL YEAR 2020 BUDGET**

37 Garrett stated that part of the adjustment includes the rolling over of funds from last fiscal year  
38 so that project may get completed. Garrett stated that a new project that will be funded is the  
39 Adams Avenue Lighting Project and the Reconstruction Project.

40 Garrett stated that we have received 2.6 million dollars to further the effort with the Southeast  
41 RDA are. She stated that the Central Business area has an investment of \$300,000.

42 Garrett stated that the investment proceeds come from all our taxing entities.

43 Hanson stated that he is working with the Playhouse on trying to update the Central Business  
44 Area.

45 **Chair Allen opened the public hearing at 6:57 p.m.**

46 There were no citizen comments.

47 **Chair Allen closed the public hearing at 6:58 p.m.**

48

49 **5. NEW BUSINESS**

50 **5.1 RESOLUTION 19-31: RESOLUTION ADOPTING THE FISCAL YEAR**  
51 **2020 AMENDED BUDGET**

52 **Motion by Board Member Barker**

53 **Seconded by Board Member Mosen**

54 **To approve Resolution 19-31**

55 **Adopting the FY 2020 Amended Budget**

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

57 **Roll Call Vote**

58

59 **5.2 DISCUSSION/ACTION: SALE OF COMMERCIAL PROPERTY ON**  
60 **ADAMS AVENUE**

61 Hanson stated that the RDA will be wrapping up in 2025. He stated that the property south of the  
62 library is owned by the City. He stated that it was always slated to be sold as a retail property.

63 Hanson stated that staff has recognized that multi-story business offices are a great component  
64 for growth. He stated that he would like to pursue on getting an appraisal of the land and some  
65 marketing to incentivize the purchasing of the property. He stated that it would have be  
66 purchased with the agreement that it would have to be built on within a certain amount of time.  
67 The goal is to get the area generating a tax base.

68

69 Hanson stated that the area also includes the “L” shape land behind the library. The land would  
70 also include the parking lot. Hanson stated that the land is 1.1 acres.

71 He stated that he will ask the appraiser to separate out the parcels to see the valuation on the  
72 property behind the library.

73 Garrett stated that the proceeds from the sale of the land would go back into the General Fund.

74 Hanson stated that the library does not pay property tax, and therefore we would probably not  
75 want to sell the land to the library. He stated that he is checking into legal constraints with the  
76 property. He stated that there are no legal encumbrances on the land behind the library, but he is  
77 still researching on the parking lot.

78 Hanson stated that he is researching the document with the library.

79 **Motion by Board Member Weir**

80 **Seconded by Board Member Brown**

81 **To allow staff to do an appraisal on the land**

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

83

84 **6. COMMENTS CONSIDERED**

85 There were no comments considered.

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

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88 **Chair Allen adjourned the meeting at 7:17 p.m.**

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**Date Approved**

\_\_\_\_\_ **City Recorder**

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