

City of
WASHINGTON TERRACE
Utah

Regular City Council Meeting

Tuesday, June 4, 2024

5249 South 400 East

Washington Terrace, UT 84405

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 MAY 21, 2024 , COUNCIL MEETING MINUTES**
5. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions/comments by Council, Chair opens public hearing and invites citizens to comment on hearing; Chair closes hearing, final Council discussion.

 - 5.1 **PUBLIC HEARING: TO HEAR COMMENTS IN SUPPORT AND OPPOSITION TO AMENDING THE FISCAL YEAR 2023-24 BUDGET**
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. **NEW BUSINESS**
 - 7.1 **MOTION/RESOLUTION 24-04: A RESOLUTION AMENDING THE 2023-24 FISCAL YEAR BUDGET**

The resolution will amend the Fiscal Year 2023- 24 budget before the new fiscal year begins.
 - 7.2 **PRESENTATION/DISCUSSION: CHANGES TO THE FISCAL YEAR 2024-25 TENTATIVE BUDGET IN PREPARATION FOR FINAL BUDGET ADOPTION**

Presentation on changes to the Fiscal Year 2024-25 Tentative Budget that was tentatively approved on May 7, 2024. The final budget adoption will be held on June 18,2024.

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.

7.3 PRESENTATION: FRAUD RISK ASSESSMENT

The Council will receive the annual Fraud Risk Assessment developed by the State Auditor.

7.4 MOTION/RESOLUTION 24-08: A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL

Amendment to the manual adds clarifying language to URS participation eligibility.

7.5 DISCUSSION/ACTION: FIRE DISTRICT CREATION FEASIBILITY STUDY

A study by LRB evaluating the possibility of combining Riverdale, Roy, South Ogden, and Washington Terrace.

8. COUNCIL COMMUNICATION WITH STAFF

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

9. ADMINISTRATION REPORTS

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

10. UPCOMING EVENTS

June 7th and 8th : TERRACE DAYS!!

June 17th: City Offices Closed for National Freedom Day

June 18th: City Council Meeting 6:00 p.m.

11. MOTION: ADJOURN INTO CLOSED SESSION

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation
- Discussion regarding deployment of security personnel, devices, or systems
- Strategy sessions to discuss the purchase, exchange, or lease of real property when public discussion of the transaction would disclose the appraisal or estimate value of the property under consideration or prevent the public body from completing the transaction on the best possible terms.

12. ADJOURN THE MEETING

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3 **City of Washington Terrace**
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5 **Minutes of a Regular City Council meeting**
6 **Held on May 21, 2024**
7 **City Hall, 5249 South 400 East, Washington Terrace City, Utah**
8

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

10 Mayor Mark C. Allen
11 Council Member Jill Christiansen
12 Council Member Zunayid Z. Zishan
13 Council Member Cheryl Parkinson
14 Council Member Jeff West
15 Council Member Michael Thomas - excused
16 Finance Director Shari' Garrett
17 City Manager Tom Hanson
18 City Recorder Amy Rodriguez
19

20 **Others Present**

21
22 **1. WORK SESSION 4:30 P.M.**

23
24 **1.1 PRESENTATION/DISCUSSION: FY 2025 TENTATIVE BUDGET AND**
25 **FY 2026-29 BUDGET PLAN**
26

27 Garrett continued budget discussions on Governmental Funds from the May 7, 2024 Work Session.
28 She stated that the Fire Department is estimated to spend 3.1 million during the five year plan outlook to
29 fund equipment. Garrett explained that nothing is anticipated that we would need long or short term debt.
30 She stated that we have funds in capital to be able to make the required purchases over time. She stated
31 that we rely on residual from the general fund to be pushed over for one time capital purchases. Garrett
32 stated that the 3.1 million in capital does not include compensation for the Fire Department.
33

34 Garrett stated that Governmental Funds fund IT technology, fleet, equipment, compensation, as well as
35 other governmental supported areas. She stated that compensation comes from the General Fund.
36

37 **Parks**

38 Garrett stated that no capital parks projects are in the five year plans at this time, as the park plans are not
39 completed. She stated that she will bring the capital parks plan to Council to have it prioritized once the
40 engineers have completed the five year plan. She stated that once the projects are prioritized by Council as
41 to what they want to fund, and when, she will begin work on the funding process. Hanson stated that we
42 are working on estimates on Phase 3 of Rohmer Park Project. Once the estimates are final, the project will
43 be funded. Hanson stated that the planning and the goals are in place in the form of the Parks TCIP,
44 however, the funding plan is not started until the engineer's estimates are completed so that we can be
45 more accurate with the funding numbers. Garrett outlined the process: 1. The TCIP Parks Master Plan is
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46 completed. 2. City engineers will begin work on designing the projects and costs. 3. The projects and the
47 estimates will be put into the Capital Projects plan. 4. Council will prioritize the projects as to what they
48 would like to see funded first based on what they would like done with the parks. 5. It will go through the
49 financing process on how to fund the projects. based on priority.

50
51 Council Member West clarified that we would be able to fund a smaller project from the general fund if
52 there was a need for the project. Garrett stated that we can have a conversation as to what will be able to be
53 funded once we have the plans and engineer estimates. Garrett stated that people need to be cautious while
54 looking at fund balances. Some are restricted, unrestricted, designated, or committed. She stated that there
55 are nuances to the monies. She stated that there are no restrictions to the tax-based fund to which Parks
56 belongs. She stated there currently is \$90,000 in the parks fund balance. She stated that park impact fees
57 are fairly minimal and are only collected on new residential buildings.

58
59 Garrett stated that we rely on excess in the general fund to help support tax supported parks projects. She
60 stated that grants make a great dent in the funding element, and over time, we may get to the amount
61 needed. She stated that the Parks and Recreation is the fastest growing department in the general fund.

62
63 Council Member Zishan asked for a follow up on the ladder truck purchase, and wanted to know if we
64 really needed one, as there is ladder support from automatic aid. Hanson stated that he spoke to Chief
65 Peterson as to whether or not we put the City at risk insurance-wise if we do not purchase a reliable ladder
66 truck. He stated that relying on automatic aid could put us at risk for our ISO rating. Council Member
67 Zishan stated that 1.3 million is a lot of money. He would like to have Hanson look into whether it is
68 necessary to purchase a new truck when we have aid from other cities. Hanson stated that the purchase is
69 five years out, however, we would need to order a ladder two years out.

70
71 Garrett stated that anything in the Capital Plans can be found in the budget documents with the funding
72 source. She stated that the city will not be going out for truth and taxation this year.

73
74 Garrett asked for input from Council on any feedback before June 4, 2024, so that she can make any
75 adjustments needed so that Council will feel comfortable approving the budget.

76
77 Garrett stated that the certified tax rate is based off of the budgeted revenue. She stated that we receive
78 the same amount in tax revenue as the year before plus new growth. She stated that the county assessor
79 determines the taxable value of the city as a whole. She stated that they take the total assessed value of the
80 city divided by the previous year's budgeted revenue plus new growth to determine our tax rate. She
81 stated that the county determines the tax rate, noting that the city does not have a say in the formula. She
82 stated that the emphasis for us is on revenue.

83
84 Garret stated that the city can raise the rate for additional revenue, but not the assessed calculations based
85 on new growth. Hanson stated that the goal is that the revenue will remain flat. Garrett stated that the
86 certified rate is determined by the county and they will send it to us to be certified. The city will accept it
87 or ask for more property taxes to be collected. If we are considering wanting to raise the amount of taxes, a
88 truth and taxation process will begin. She stated that we are not raising taxes this year for city collection.
89 She stated that the county assess the value of the city as a whole. She stated that some people may have an
90 assessed value greater, or lesser than the City tax rate. Garrett stated that she receives the assessed value

91 of the city by the second week in June. She stated that it is a very small window. She stated that she looks
92 at what we received last year, plus what we capture through new growth.

93
94 AMI Metering Project

95 Garrett stated that it is a great project, however, there is an ongoing \$20,000 O&M cost. Mayor Allen
96 stated that we may be able to make up that cost in manpower hours, stating that the employees will be able
97 to spend time doing other projects instead of meter reads and associated issues. Garrett stated that once the
98 meters are installed, maintenance is minimal because they are new. She stated that we utilize Weber Basin
99 towers to collect the data. Hanson stated that access to Weber Basin data makes up most of the costs.
100 Garrett stated that the software is the top reason for the ongoing cost, second to the AMI portal, followed
101 by the tower.

102
103 Refuse Fund

104 Garrett stated that the cost driver for refuse is tied to the CPI garbage index. She stated that Weber
105 Transfer Station and Wasatch Integrated are remaining flat. She stated that a cost driver will include
106 personnel overhead costs are due to market pressures.

107
108 Culinary Water

109 Garrett stated that the main cost drivers are what we are “buying into”. She stated that we are buying into
110 the system all the way from the water shed through the pipes, to treatment, and then into the city. She
111 stated that is important to keep in mind. Garrett stated that economic factors are putting pressure, but
112 expects it to lessen over the five year period. Garrett stated that Weber Basin Water has a lot going on
113 within their system, pressures with conservation, and supply issues. She stated that we will see double digit
114 increases for a while. She stated that we will see those same pressures come through with our water rates,
115 in which we will have to pass through the utility bills. Council Member Zishan clarified that we cannot
116 take money out of the water fund because its fixed. He asked if we have excess money in other funds, can
117 we put it into the utility fund so that we do not have increases. Garrett stated that we can use other funding
118 sources to support the utility fund. She stated that we would be using one time money for an ongoing cost.
119 She stated that would be a band-aid approach. She stated that theoretically we could do that, however, the
120 following year, the rate would double unless we find an ongoing funding source. She stated that Council
121 did not raise utility rates during the first year of Covid, and the next year, the rates doubled.
122 Hanson stated that the tax base will go to support someone who is a non-taxing entity.

123
124 Utility Rates

125 Garrett stated that every city has their own fee structure. She highlighted how we compare to other cities’
126 utility rates. She stated that we are positioned towards the lower end of the chart based off of the
127 minimum. She stated that based on what we are proposing, our position changes to the mid-point of
128 neighboring citizens. She stated that our position may change based on what the neighboring cities
129 propose.

130 Garrett stated that 64 percent of our users stay within the 4,000 gallons. Garrett stated that we are
131 encouraging people to conserve water. She stated that 3 percent of the residents use 10,000 gallons of
132 water a month. Garrett stated that some cities bring in extra fees (transportation, streetlight fee) and bring it
133 into their utility fees. Mayor Allen stated that we have to keep up on our utility fees. He stated that we
134 cannot kick the costs down the road because the costs do not go away. Garrett stated that there are a lot of
135 mandates. Garrett stated that there will be a \$4.85 increase to the utility rate. She stated that she has to

136 make sure that we are moving forward and not going backward. She stated that it is a 6 percent increase,
137 which is in line with what we are seeing in inflation. She stated that the overage fees are remaining the
138 same, as it is risky to rely on overage costs. Garrett stated that a mailer will be sent out to residents
139 explaining the rate change and how to receive information on the increases.
140

141 Garrett stated that economic signs are pointing to a softening within the next few years.
142

143 Council Member Christiansen asked if there was a possibility to ask residents to round up if they would
144 like to help contribute to families who may struggle with this increase. Garrett stated that we do not have a
145 utility assistance program. She stated that there may be a cost /benefit to running the program. She stated
146 that the administration of the program may cost more than what we collect. She stated that we currently
147 channel residents to proper resources to help with utility assistance.

148 Garrett stated that we have received funding from CDBG that helps offset money that we would need for
149 our systems from being charged in our rates. Hanson stated that CDBG grants are only given to entities
150 that have low-to -moderate income.
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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

- Mayor Mark C. Allen
- Council Member Jill Christiansen
- Council Member Zunayid Z. Zishan
- Council Member Cheryl Parkinson
- Council Member Jeff West
- Council Member Michael Thomas - excused
- Finance Director Shari' Garrett
- Recreation Director Carlos Grava
- Public Works Director Jake Meibos
- City Manager Tom Hanson
- City Recorder Amy Rodriguez

Others Present

Ulis Gardiner, Mike Lawrence

2. ROLL CALL

6:00 P.M.

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF MAY 7, 2024 , COUNCIL MEETING MINUTES

Council Member Parkinson noted some technical changes to be made. The corrections will be made before final publication of minutes.

Items 5.1 and 5.2 were approved by general consent.

6. CITIZEN COMMENTS

There were no citizen comments.

7. NEW BUSINESS

7.1 PRESENTATION/ACTION: TERRACE DAYS PREVIEW

Grava stated that the movie in the park on June 7th will be "Wonka".

Grava stated that the parade on June 8th will begin at 4:30 p.m. The parade will start at Bonneville and lead into Rohmer Park. There will be several events, vendors, food vendors, and prize give-a- ways. He stated that the Metro Music Club band will perform before the fireworks.

Grava stated that he recommends that the Council Members pick up their golf carts for the parade at Ogden Golf and Country Club at 3:30 p.m.. There is a golf cart for each Council Member. The staging area for the parade is the west side of Bonneville. Mayor Allen stated that Council can bring an extra person to CC Meeting Minutes 05-21-24

227 help toss the candy during the parade. Hanson will check into getting double-seaters.
228 Grava stated that Jason Allen will serve as our P.A. He stated that the fireworks will start at 10:00 p.m.
229 Mayor Allen will procure the convertible for the Grand Marshal.
230 Mayor Allen asked Meibos to bring the portable lights to the movie in the park. Grava stated that we will
231 have the same lighting as last year.
232 Meibos stated that the road on 300 West will be maintained before the parade. He stated that it still may
233 have some dirt from the road project, but they will clean up as much as possible.
234
235 Hanson stated that Connex supplied banners in the park promoting our partnership. Hanson stated that
236 there will be a ribbon cutting ceremony with Connex at 5:00 p.m. on May 28, 2024 at City Hall. He stated
237 that residents can come and ask questions and speak with the representatives.
238
239 Grava stated that the shades at the playground will remain up, as it is labor intensive to take down for a
240 day. He stated that the shades will be watered before the fireworks for precautions.
241
242 Garrett stated that our budget will be proposed at \$32,000. She noted that donations may be up to \$10,000.
243

244 **7.2 MOTION: APPROVAL TO AWARD CONTRACT FOR CITY HALL ROOF**
245 **MAINTENANCE REPAIRS**

246 Meibos stated that the TPO roof on the mezzanine at City Hall needs repairing, noting that it has
247 experience a few leaks. He stated that we have been able to maintain it over the last several years without
248 damage, however, the life expectancy is 20 years and we are approaching that life span. He stated that he
249 followed the purchasing policy and received three bids. The lowest bidder was Stuart Roofing for \$32,280.
250

251 **Motion by Council Member West**
252 **Seconded by Council Member Christiansen**
253 **To award the contract to**
254 **To Stuart Roofing Company**
255 **For \$ 32,280**
256 **To fix the city hall roof**
257 **Approved unanimously (4-0)**
258

259 **7.3 MOTION/RESOLUTION 23-07: RESOLUTION APPROVING ENTERING INTO A**
260 **COUNTY WIDE MUTUAL AID AND FIRE PROTECTION INTERLOCAL**
261 **AGREEMENT**

262 Hanson stated that this is a renewal for automatic aid throughout the county for fire services.
263 Hanson stated that if there is a fire event, our department would not have to call other entities for help. The
264 departments also receive the notification and they cue up ready to help. We would cancel the call if they
265 are not needed. This helps our response time. Hanson wanted to recognize our Fire Team for doing a great
266 job and being invited to participate in automatic aid.
267

268 **Motion by Council Member Parkinson**
269 **Seconded by Council Member Zishan**
270 **To approve Resolution 23-07 approving**
271 **Entering into a County Wide Mutual Aid and Fire Protection Interlocal Agreement**
272 **Approved unanimously (4-0)**

273 **Roll Call Vote**

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275
276 **7.4 MOTION: APPROVAL OF AWARD OF CONTRACT FOR COMMUNITY**
277 **DEVELOPMENT BLOCK GRANT ENGINEER SERVICES**
278

279 Rodriguez stated that CDBG and HUD regulations require that engineers must be procured through
280 an open bid process within the last five years of a project application. The City held an RFP for
281 engineer services related to CDBG projects. We received three respondents.
282 The evaluation team reviewed and ranked the bid documents and held interviews with the firms.
283 Rodriguez stated that it was concluded that it would be in the City's best interest to award the
284 Contract For Community Development Block Grant General Engineering Services to
285 Jones and Associates Consulting, due to their experience with completion of successful
286 CDBG grants, their institutional knowledge of the city and our infrastructure, along with their historical
287 data and work on city Capital Investment Plans.
288

289 **Motion by Council Member West**
290 **Seconded by Council Member Parkinson**
291 **To award the contract for Community Development Block Grant**
292 **Engineer Services to Jones and Associates Consulting**
293 **Approved unanimously (4-0)**
294
295

296 **8. SPECIAL ORDER**
297

298 **8.1 PUBLIC HEARING: FISCAL YEAR 2024-25 TENTATIVE BUDGET AND FISCAL**
299 **YEARS 2026-29 BUDGET PLAN**

300 Hanson stated that the tentative budget has been online for review. Hanson stated that we entertain
301 any comments or questions on the budget or the process. Hanson stated that the budget is focused on
302 Council Policy and Priorities.

303 Mayor Allen thanked staff and Council for all the efforts that they have put into the budget.
304 Council Member Parkinson stated that it has been amazing to see the budget process, and complimented
305 Garrett on her ability to talk through the issues. She also thanked the residents who have come to several
306 of our work sessions, and hopes that citizens are taking advantage of the opportunities to see the
307 information and ask questions for clarification if needed.
308

309 **Mayor Allen opened the Public Hearing at 6:32 p.m.**

310 There were no citizen comments.

311 **Mayor Allen closed the Public hearing at 6:33 p.m.**
312

313 **8.2 PUBLIC HEARING: ENTERPRISE UTILITY FUND TRANSFER**

314 Garrett stated that the public hearing is a state requirement to declare and state how much we are utilizing
315 in water, sewer, and refuse services while providing city services. She stated that we utilize those utilities,
316 however, we do not charge ourselves for those services.
317 She stated that we need to estimate the value of the utilities that we utilize. She noted that the values are in
318 the staff report, itemized by utility.

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Mayor Allen opened the Public Hearing at 6:34 p.m.

Mike Lawrence stated that he wanted to know the amount of money that will be transferred from the enterprise fund to the general fund. He stated that he wanted to make everyone very aware that once it goes into the general fund there is no longer funds being used for water services, refuse service, recycling service, sewer service, or storm drain.

Garrett stated that the estimated values are in the staff report available online. She stated that each city owned property has a utility account set up that is billed and tracked. She clarified that while we bill these properties, we do not charge the general fund for the services. She stated that refuse services is estimated at around \$11,000 annually. She stated that culinary water is around \$83,000 annually, noting that the bulk of water is for irrigating parks that cannot be set up with secondary water. She stated that sewer is \$12,000 annually, and storm water is around \$27,000 annually.

Garrett stated that the “transfer” is a book value, and clarified that we are not moving funds around. She stated that we show that we are utilizing the utilities and not charging ourselves. She stated that the General Fund is consuming the utilities, but it is not being charged back to the fund. Garrett stated that if we change practice and begin to charge ourselves, we would then have to find a funding source, which would be tax revenue.. She stated that the transfer is net neutral, noting that we are getting something without paying for something. She stated that this practice is not unusual and in accounting it is called a transfer. She stated that we are required to make the declaration of this practice.

Garrett stated that city owned property that uses culinary water are charged the same rate structure as we do with all our customers.

Mayor Allen closed the Public Hearing at 6:38 p.m.

8.3 PUBLIC HEARING: TO HEAR COMMENT ON ENACTING AN ORDINANCE AMENDING A COMPENSATION SCHEDULE APPLICABLE TO ELECTED OFFICIAL AND ANY OFFICIAL OR OFFICER

Rodriguez stated that there is a new state law this year that requires that a public hearing be held before passing a budget that includes compensation increases for elected officials, statutory officials, or executive managers. She stated that the ordinance will be on the agenda for approval at the final budget meeting in June so that we will be in compliance with state law. Council Member Zishan asked if the bracket ranges are on the ordinance because we are required to show a range, not necessarily that someone is making the maximum amount. Rodriguez stated that he was correct. The ranges shown are ranges that would trigger another public hearing. If any official exceeds the amount on the ordinance, a public hearing will be held. Rodriguez stated that the actual budget is set by the Council through the budget process. The numbers on the ordinance are a guide.

Mayor Allen opened the Public Hearing at 6:40 p.m.

There were no citizen comments.

Mayor Allen closed the Public Hearing at 6:41p.m.

364 **9. COUNCIL COMMUNICATION WITH STAFF**

365
366 Council Member Zishan asked how someone can advertise or have a booth at Terrace Days.
367 Hanson stated that it is a standard rate of \$40.00 for the booths. Council Member Zishan stated that
368 a resident commented to him last year that residents or businesses in the City should have a lower
369 rate than someone coming into the city. Hanson stated that a resident rate can be looked into for
370 next year. Hanson stated that we do not charge city business Washtails, as they sponsor an event.
371 Council Member Zishan stated that he realizes that it wouldn't be much money on either side,
372 however, it might be nice to have a reduced rate for residents. Hanson stated that Council can
373 amend the rate schedule throughout the year to accommodate a rate decrease for residents. Council
374 Member Parkinson stated that we shouldn't be turning people away and asked if we have locations
375 for extra booths. Hanson stated that functional capacity is 50 booths. Hanson stated that we can
376 evaluate the set up this year for possibilities for next year. Council Member West stated that he
377 likes the idea to expand the area and allow for a reduced rate for residents.

378
379 Council Member West asked when we can turn on Connex. Hanson stated that there is a test home
380 that Connex is working with to have things stabilized. Hanson stated that Connex is working with
381 Rocky Mountain Power on a section of the City. Hanson stated that Connex is ready to start
382 services. Council Member Parkinson stated that she received a door hangar today to be set up with
383 Connex. Hanson stated that he has heard comments from residents that they are very excited for
384 this project to go live.

385
386 Council Member West asked what our intent is in revitalizing some of our grass at our parks that
387 died out last year. He asked if there would be a cost to do so. He stated that we were very
388 conservative last year with water use. Hanson stated that Wilkinson is working on revitalizing the
389 dead areas with fertilizing and other measures. He stated that there should be no extra costs.

390
391 Mayor Allen asked if anyone received a flyer from a company that is spraying for beetles in their
392 yard. He said that someone left a flyer stating that they would be coming to spray yards for beetles.
393 Mayor Allen stated that there is a date for the spraying and that there is no charge.

394
395 **10. ADMINISTRATION REPORTS**

396 Hanson stated that we have received a lot of responses from landlords concerning the rental audit. Hanson
397 stated that Gerritsen is doing a great job working with property owners. Hanson stated that there will be a
398 lot of follow up with property owners.

399
400 Hanson stated that the City has completed the information needed for the grant from Blake Moore's office.
401 The grant is for purchase of pumper equipment.

402
403 Hanson stated that he is working with the Public Works team to install a light pole to receive the hardware
404 for the camera information for the pickleball playground area.

405
406 Hanson stated that there was some vandalism to one of our trees at the park.

407
408 **11. UPCOMING EVENTS**

409 May 27th; City Offices Closed for Memorial Day Observance

410 May 30TH: Planning Commission Meeting (tentative)
411 June 4th: City Council Work Session (5:00 p.m.) City Council Meeting 6:00 p.m.
412 June 7th and 8th : TERRACE DAYS!!
413 June 17th: City Offices Closed for National Freedom Day
414 June 18th: City Council Meeting 6:00 p.m.

415
416 **12. ADJOURN THE MEETING**

417
418 **Motion by Council Member Christiansen**
419 **Seconded by Council Member West**
420 **To adjourn the meeting**
421 **Approved unanimously (4-0)**
422 **Time: 7:04 p.m.**
423

424
425
426 _____
427 **Date Approved**

428 _____
429 **City Recorder**

430
431 **13. REDEVELOPMENT AGENCY MEETING:**

432 Council adjourned into an RDA meeting immediately after the regular meeting.
433
434

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 24-04

A RESOLUTION AMENDING THE FISCAL YEAR 2023-24 BUDGET

WHEREAS, it is the desire of the City Council of the City of Washington Terrace to continue to function in an efficient and cost efficient manner in providing the citizens with a safe and healthy environment; and

WHEREAS, the Washington Terrace City Council deems it necessary to amend the Fiscal Year 2023- 24 Budget in the following funds: General Fund 10, Recreation Fund 12, Water Fund 50, Storm Water Fund 52, Parks Capital Fund 53, Governmental Services Capital Fund 55 and Roads Capital Fund 56. See attached budget worksheet for details.

NOW THEREFORE BE IT RESOLVED by the City Council of Washington Terrace City to amend the Fiscal Year 2023- 24 budget as attached hereto.

APPROVED this 4th day of June 2024

City of Washington Terrace

Mark C. Allen, Mayor

ATTEST:

(SEAL)

Amy Rodriguez, City Recorder

Roll Call Vote:

Council Member Christiansen

Council Member Parkinson

Council Member Thomas

Council Member West

Council Member Zishan

Attachment
WTC Resolution No 24-04

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
GENERAL FUND 10					
GENERAL FUND 10					
10-31-15	Motor Vehicle Tax	90,000	-10,000	80,000	
10-31-30	Sales Tax	1,787,508	-45,508	1,742,000	Adj to estimated actual.
10-31-35	Municipal Energy Tax	20,000	-5,000	15,000	
Total GENERAL FUND 10:		1,897,508	-60,508	1,837,000	
GENERAL FUND 10					
10-32-20	Excavation Permits	0	27,500	27,500	
10-32-21	Building Permits	30,000	43,000	73,000	Adj to estimated actual.
10-32-22	Planning Fees	9,000	26,000	35,000	
Total GENERAL FUND 10:		39,000	96,500	135,500	
GENERAL FUND 10					
10-33-58	Beer Tax	7,000	931	7,931	
10-33-62	Grant Revenue	0	8,000	8,000	Adj to estimated actual.
10-33-71	Contract Services - MS City	75,000	15,000	90,000	
Total GENERAL FUND 10:		82,000	23,931	105,931	
GENERAL FUND 10					
10-35-11	WTC Fines	75,000	15,000	90,000	Adj to estimated actual.
Total GENERAL FUND 10:		75,000	15,000	90,000	
GENERAL FUND 10					
10-36-10	Interest Earned	103,366	435,000	538,366	
10-36-90	Miscellaneous Revenue	7,000	-5,000	2,000	Adj to estimated actual.
Total GENERAL FUND 10:		110,366	430,000	540,366	
GENERAL FUND 10					
10-39-44	Use of Beginning Fund Balance	0	500,000	500,000	10-39-44 If necessary at year end, transfer excess fund balance above the 35% limit to the general Capital Projects Fund 55. This determination is made near the conclusion of the annual audit. \$500K
Total GENERAL FUND 10:		0	500,000	500,000	
GENERAL FUND 10					
10-42-13	Employee benefits	51,016	14,288	65,304	10-43-13 Dept Justification: Increase for Utah Retirement System adjustment for City Judge. Clarification from URS and the AOC deems the Judge eligible for URS retirement benefits under Tier I regulations. Adjustment to cover back owed retirement benefits since mid-2022.\$17K. Additional budget requirements \$14K.
Total GENERAL FUND 10:		51,016	14,288	65,304	
GENERAL FUND 10					
10-44-40	Communities That Care Program	2,500	8,000	10,500	10-44-40 Dept Justification: Received funding to support the promotion of drug use avoidance.
Total GENERAL FUND 10:		2,500	8,000	10,500	
GENERAL FUND 10					
10-45-26	Bank & Pymt Processing Fees	42,790	6,000	48,790	10-45-26 Dept Justification: Increase due to increase in dollar amount processed that are subject to third party processing fees in addition to increases to third party processing fee rates.
Total GENERAL FUND 10:		42,790	6,000	48,790	
GENERAL FUND 10					

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
10-50-69	Transfer to CIP 55	68,734	964,535	1,033,269	10-50-69 If necessary at year end, transfer excess fund balance above the 35% limit to the general Capital Investment Fund 55. This determination is made near the conclusion of the annual audit. \$500K
10-50-71	Transfer to Recreation Fund 12	74,472	9,600	84,072	
Total GENERAL FUND 10:		143,206	974,135	1,117,341	
General Buildings					
10-51-26	Buildings & Grounds - O & M	4,500	4,000	8,500	10-50-71 Dept Justification: Due to inflation and financial changes, the expenses for the Terrace Days increased in almost every service, contract, or product that is used to organize the event and offer to the community. This adjustment is necessary to fund and finalize the offering of this year's event. \$9,600
10-51-28	Telecommunications	20,900	-7,400	13,500	
10-51-29	IT Software & Subscriptions	4,100	900	5,000	
10-51-43	Building Security	7,000	-2,000	5,000	
10-51-46	Services and Supplies	14,950	7,000	21,950	
Total GENERAL FUND 10:		51,450	2,500	53,950	
GENERAL FUND 10 Revenue Total:		2,203,874	1,004,923	3,208,797	10-51 General Buildings: Adjust to estimated actual.
GENERAL FUND 10 Expenditure Total:		290,962	1,004,923	1,295,885	
Total GENERAL FUND 10:		1,912,912	0	1,912,912	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
RECREATION FUND 12					
RECREATION FUND 12					
12-31-40	Transfer in from General Fund	74,472	9,600	84,072	12-31-40 Additional contribution from the General Fund10 to fund additional Terrace Day requirements.
Total RECREATION FUND 12:		74,472	9,600	84,072	
RECREATION FUND 12					
12-40-58	Terrace Days	22,400	9,600	32,000	12-40-58 Dept Justification: Due to inflation and financial changes, the expenses for the Terrace Days increased in almost every service, contract, or product that is used to organize the event and offer to the community. This adjustment is necessary to fund and finalize the offering of this year's event.,600
Total RECREATION FUND 12:		22,400	9,600	32,000	
RECREATION FUND 12 Revenue Total:		74,472	9,600	84,072	
RECREATION FUND 12 Expenditure Total:		22,400	9,600	32,000	
Total RECREATION FUND 12:		52,072	0	52,072	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
WATER ENTERPRISE FUND 50					
WATER ENTERPRISE FUND 50					
50-33-20	CDBG Grant	164,814	123,291	288,105	50-33-20 Recognize final grant proceeds for the AMI Project.
Total WATER ENTERPRISE FUND 50:		164,814	123,291	288,105	
WATER ENTERPRISE FUND 50					
50-36-10	Interest Earned	150,000	88,922	238,922	50-36-10 Adj to estimated actual.
50-36-40	Disposition of Fixed Assets	0	56,844	56,844	50-36-40 Recognize proceeds from fleet sales.
Total WATER ENTERPRISE FUND 50:		150,000	145,766	295,766	
WATER ENTERPRISE FUND 50					
50-39-30	Use of Retained Earnings	1,671,397	-210,713	1,460,684	50-39-30 Net Budget Adj revenues over expenses therefore reducing use of retained earnings.
Total WATER ENTERPRISE FUND 50:		1,671,397	-210,713	1,460,684	
WATER ENTERPRISE FUND 50					
50-70-31	Professional and Technical	10,000	-1,000	9,000	
50-70-37	Valve Maintenance & Repair	5,500	10,000	15,500	
50-70-39	Water Sampling & Testing	6,000	1,000	7,000	50-70 Adjust to estimated actual.
50-70-50	Impact Fee Projects	10,000	-10,000	0	
50-70-52	Fleet Insurance	2,000	1,500	3,500	
Total WATER ENTERPRISE FUND 50:		33,500	1,500	35,000	
WATER ENTERPRISE FUND 50					
50-73-03	Fleet Replacements	131,941	56,844	188,785	50-73-03 Appropriate proceeds from fleet sales.
Total WATER ENTERPRISE FUND 50:		131,941	56,844	188,785	
WATER ENTERPRISE FUND 50 Revenue Total:		1,986,211	58,344	2,044,555	
WATER ENTERPRISE FUND 50 Expenditure Total:		165,441	58,344	223,785	
Total WATER ENTERPRISE FUND 50:		1,820,770	0	1,820,770	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
STORM WATER ENTERPRISE FUND 52					
STORM WATER ENTERPRISE FUND 52					
52-36-10	Interest Earned	25,000	116,000	141,000	52-36-10 Adj to estimated actual.
52-36-40	Disposition of fixed assets	41,280	0	41,280	52-36-40 Proceeds from fleet sales
Total STORM WATER ENTERPRISE FUND 52:		66,280	116,000	182,280	
STORM WATER ENTERPRISE FUND 52					
52-39-30	Use of Retained Earnings	805,805	-116,000	689,805	52-39-30 Net decrease to use of retained earnings
Total STORM WATER ENTERPRISE FUND 52:		805,805	-116,000	689,805	
STORM WATER ENTERPRISE FUND 52					
52-73-03	Fleet Replacements	119,237	0	119,237	
Total STORM WATER ENTERPRISE FUND 52:		119,237	0	119,237	
STORM WATER ENTERPRISE FUND 52 Revenue Total:		872,085	0	872,085	
STORM WATER ENTERPRISE FUND 52 Expenditure Total:		119,237	0	119,237	
Total STORM WATER ENTERPRISE FUND 52:		752,848	0	752,848	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
PARKS & OPEN SPACE CIP FUND 53					
PARKS & OPEN SPACE CIP FUND 53					
53-36-90	Use of beginning fund balance	323,908	108,715	432,623	53-36-90 Net increase in Use of Fund Balance
Total PARKS & OPEN SPACE CIP FUND 53:		323,908	108,715	432,623	53-70-04 Rollover unexpended funds from prior fiscal year.
PARKS & OPEN SPACE CIP FUND 53					
53-70-04	Parking Lot & Sidewalk O&M	15,000	79,242	94,242	53-70-28 Dept Justification: The department needs a Capital Improvement Plan / Terrace Capital Investment Projects book to plan accordingly and provide other departments with the information necessary on the whole planning process of projects. The department needs funds to work with engineers to receive accurate information on projects the city plans to work on.
53-70-28	Capital Facilities Plan	0	10,000	10,000	
53-70-29	Water Conservation Projects	25,000	19,473	44,473	
Total PARKS & OPEN SPACE CIP FUND 53:		40,000	108,715	148,715	53-70-29 Rollover unexpended funds from prior fiscal year.
PARKS & OPEN SPACE CIP FUND 53					
53-71-28	PK28 Pickleball Complex Phasel	311,000	-160,000	151,000	53-71-28, 53-71-29 Reallocate Phase I & II project budget.
53-71-29	PK28 Pickleball Complex PhasII	1,017,348	160,000	1,177,348	
Total PARKS & OPEN SPACE CIP FUND 53:		1,328,348	0	1,328,348	
PARKS & OPEN SPACE CIP FUND 53 Revenue Total:		323,908	108,715	432,623	
PARKS & OPEN SPACE CIP FUND 53 Expenditure Total:		1,368,348	108,715	1,477,063	
Total PARKS & OPEN SPACE CIP FUND 53:		-1,044,440	0	-1,044,440	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
CAPITAL PROJECTS FUND 55					
CAPITAL PROJECTS FUND 55					
55-39-25	Transfer in General Fund 10	68,734	964,535	1,033,269	(10-50-69) If necessary at year end, transfer excess fund balance above the 35% limit to the general Capital Investment Fund 55. This determination is made near the conclusion of the annual audit. \$500K
Total CAPITAL PROJECTS FUND 55:		68,734	964,535	1,033,269	
CAPITAL PROJECTS FUND 55					
55-40-60	Budgeted Increase Fund Balance	0	964,535	964,535	General Fund 10 Net Budget Adj revenues over expenditures to be transferred to the general Capital Investment Fund 55. \$464,535
Total CAPITAL PROJECTS FUND 55:		0	964,535	964,535	
CAPITAL PROJECTS FUND 55 Revenue Total:		68,734	964,535	1,033,269	
CAPITAL PROJECTS FUND 55 Expenditure Total:		0	964,535	964,535	
Total CAPITAL PROJECTS FUND 55:		68,734	0	68,734	

Account Number	Account Title	2023-24 Current year Budget	2023-24 Budget Adj (+/-)	2023-24 Current year Final Adj Budget	Budget Adj Justification
CAPITAL PROJECTS FUND ROADS 56					
CAPITAL PROJECTS FUND ROADS 56					
56-36-10	Interest Earned	51,639	64,833	116,472	56-36-10 Adj to estimated actual.
Total CAPITAL PROJECTS FUND ROADS 56:		51,639	64,833	116,472	
CAPITAL PROJECTS FUND ROADS 56					
56-39-43	Use of Fund Balance - Roads	967,005	-129,472	837,533	56-39-43 Net revenues over expenditures therefore reducing the use of fund balance.
Total CAPITAL PROJECTS FUND ROADS 56:		967,005	-129,472	837,533	
CAPITAL PROJECTS FUND ROADS 56					
56-40-25	Equipment O&M	43,600	22,000	65,600	56-40-25 Dept Justification: The traffic signal cabinet is out dated and is required to be replaced. Replacing the cabinet now will prevent a emergency from the cabinet failing.
56-40-60	Budgeted Increase Fund Balance	100,000	-100,000	0	
Total CAPITAL PROJECTS FUND ROADS 56:		143,600	-78,000	65,600	Traffic signal maintenance.
CAPITAL PROJECTS FUND ROADS 56					
56-43-20	Sidewalks & Pedestrian Ramps	25,000	13,361	38,361	56-40-60 Net change in fund balance.
Total CAPITAL PROJECTS FUND ROADS 56:		25,000	13,361	38,361	56-43-20 Rollover unexpended funds from the prior fiscal year.
CAPITAL PROJECTS FUND ROADS 56 Revenue Total:		1,018,644	-64,639	954,005	
CAPITAL PROJECTS FUND ROADS 56 Expenditure Total:		168,600	-64,639	103,961	
Total CAPITAL PROJECTS FUND ROADS 56:		850,044	0	850,044	
Grand Totals:		4,412,940	0	4,412,940	

City Council Staff Report



Author: Sharí Garrett
Department: Budget & Finance
Subject: Fraud Risk Assessment
Date: June 4, 2024
Type of Item: Presentation

Summary Recommendations:

That the governing body receive the annual Fraud Risk Assessment developed by the State Auditor's Office.

Description:

A. Topic: FRAUD RISK ASSESSMENT

B. Background: In 2020, the State Auditor's Office (SAO) developed a fraud risk assessment stating that the Assessment was designed to help local governing bodies to understand best practices in fraud detection and prevention. The Assessment assigns an overall risk level of undetected fraud based upon points earned for the implementation of the identified best practices.

The best practices identified in the Assessment are *not required* but are highly recommended.

The Assessment is required to be completed and presented to the governing body annually.

C. Analysis:

The SAO has developed a five-level assessment score that is intended to communicate the entity's risk of undetected fraud, abuse, or noncompliance. The levels are based upon points assigned to each of the recommended measures. Since the SAO believe that some measures are more effective than others, the most effective measures are assigned the most points. The higher the score, the lower the risk.

The scale and corresponding levels are as follows: • Very Low • Low • Moderate • High • Very High

See the *Fraud Risk Assessment Questionnaire* (attached) for specific points assigned to each measure and how point totals correspond to the risk scale.

The results of the assessment and related scoring show the City maintaining a *Low Fraud Risk*, scoring 355 / 395 points (up 20 points from the prior year by now offering a Fraud Hotline).

See attached Fraud Risk Assessment.

D. Department Review: Finance & City Manager

Fraud Risk Assessment

Continued

*Total Points Earned: 355 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

*Entity Name: WASHINGTON TERRACE CITY

*Completed for Fiscal Year Ending: JUNE 30, 2024 *Completion Date: JUNE 20, 2024

*CAO Name: TOM HANSON *CFO Name: SHARI GARRETT

*CAO Signature: Tom Hanson *CFO Signature: Shari Garrett

*Required

City Council Staff Report

Author: Amy Rodriguez

Subject: Policy and Procedures Manual

Date: June 4, 2024

Type of Item: Motion

Summary Recommendations: Council may review the proposed addition and changes to the manual and approve the policy to be added to the manual by resolution.

Description:

A. Topic:

Council approved the Policy and Procedures manual in its entirety in February 2019. As regulations change, or city practices change, sections of the manual may be brought back before Council for approval.

The attached revision is proposed to be made to the Policy and Procedures manual.

B. Background

The amendment to the Policy and Procedure manual has been requested by the Utah Retirement System (URS) Auditor during the city's recent URS audit. The additional language clarifies that elected officials in the Tier II retirement system are not eligible for participation in the Utah Retirement System. Utah Title 49, which governs the Utah Retirement System, requires that a municipality have a written policy statement specifically for Tier II elected officials. Anyone entering the system after July 1, 2011, is considered Tier II.

The City is required to certify all employees and elected officials in the URS system and designate them as eligible or ineligible for retirement. The additional language does not impact or change existing policy. It only adds the clarifying language required from the URS.

C. Fiscal Impact: There are no fiscal impacts associated with this change.

D. Department Review: Human Resource, City Manager,

**CITY OF WASHINGTON TERRACE
RESOLUTION NO. 24-08**

POLICY AND PROCEDURES

**A RESOLUTION OF THE CITY OF WASHINGTON TERRACE CITY,
UTAH, ADOPTING AMENDMENTS TO THE CITY POLICY AND
PROCEDURES MANUAL**

WHEREAS, the City of Washington Terrace (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, it is the policy of the City to establish reasonable rules of conduct for employees and remain in compliance with safety, health and insurance laws applicable to the City;

WHEREAS, the City Council Adopted the Policy and Procedures Manual in open meeting held on February 5, 2019;

WHEREAS, the City Council would like to amend sections of the Manual;

WHEREAS, the City Council would like to establish Departmental Policies to be approved as written policies;

NOW, THEREFORE, be it resolved by the City Council of the City of Washington Terrace, Utah, as follows:

Section 1. Rules of Procedure and Order.

The changes to the Policy and Procedure Manual attached as Exhibit “A” are hereby adopted and incorporated herein by this reference.

Section 2. Effective Date.

This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by the City Council this ___ day of _____, 2024.

MARK C. ALLEN, Mayor
Washington Terrace City

ATTEST:

TOM HANSON, City Manager

Roll Call Vote
Council Member Christiansen ____
Council Member Parkinson ____
Council Member Zishan ____
Council Member West ____
Council Member Thomas ____

A. . AMENDMENT TO SECTION XVIII BENEFITS

4. RETIREMENT SYSTEM. The City participates in the Utah Retirement Systems (URS). Each employee will be classified as eligible or ineligible for retirement benefits as determined by the URS policies. Employees shall notify the Human Resource Department at least ninety days prior to their anticipated retirement date to make arrangements for commencement of applicable retirement plan benefits and to allow for replacement of the retiring employee.

Elected officials are considered part time employees for retirement purposes. Once they have met the salary requirement outlined in the URS Employer's guide, they may participate in the defined benefit plan or exempt from retirement coverage.

At this time, the City does not have any positions that are exempt. Employees qualify for membership and must be certified eligible if they meet **one** of the following:

- (1) Their employment, contemplated to continue during a fiscal or calendar year, normally requires an average of 20 hours or more per week and they receive at least one of the benefits approved by the Retirement Board.
- (2) They are Tier 1 elected or appointed officials who earn the minimum salary required by law beginning their first full month in office and continuing throughout their term of office.
- (3) They are Tier 2 elected officials or appointed officers whose positions have been declared full time by their employers.
 - (a) The City considers Tier 2 elected officials (Council Members and Mayor) as ineligible to participate in the Utah Retirement System.
 - (b) The City considers appointed officials (City Recorder and City Treasurer) as eligible to participate in the Utah Retirement System.
- (4) They are in a probationary status and meet eligibility requirements. (Probationary employees who meet eligibility requirements must be certified immediately.)

- B. The cost of this program is paid for by the City and the employee in the percentages set by action of the City Manager or designee and the City Council and comply with Utah State Retirement rules and regulations.

The City will follow all requirements of the Utah State Retirement and Insurance Benefit Act Title 49. This includes eligibility

requirements, contribution reporting, and designating positions to exempt from retirement. The Human Resource Department will maintain a list designating those positions eligible for exemption in the retirement system. An employee may not exempt from URS unless the employee is in a position which is eligible for exemption.



PUBLIC
FINANCE
ADVISORS



RIVERDALE, ROY,
SOUTH OGDEN, &
WASHINGTON
TERRACE UTAH

MAY 2024

PROPOSAL FOR:
FIRE DISTRICT CREATION
FEASIBILITY STUDY

PREPARED BY:



PUBLIC
FINANCE
ADVISORS

PROJECT UNDERSTANDING


LRB understands the cities of Riverdale, Roy, South Ogden and Washington Terrace desire to evaluate the feasibility of a combined Fire District serving these areas. There are currently six fire stations in the study area - one in Riverdale, two in Roy, two in South Ogden, and one in Washington Terrace. Riverdale, Roy, and South Ogden have full-time firefighter staff, whereas Washington Terrace service is based on a full-time and part-time model.

FIRM DISCRPTION

LRB Public Finance Advisors (formerly Lewis Young Robertson & Burningham, inc.) was founded in 1995 to specifically address local governments' unmet needs for unbiased, professional project financing advice. We are an independent municipal financial advisory firm dedicated to providing local governments throughout Utah with innovative, cost-effective financial and consulting solutions for local governments. LRB has engaged in approximately 1,200 different consulting projects over the last ten years and is a registered broker-dealer, a registered Municipal Advisor and is a member of FINRA, MSRB and SIPC.

LRB TEAM

The Consulting Team includes the following LRB team members.

	LRB Focus: <ul style="list-style-type: none">▪ Economic Development▪ Land Use Analysis▪ Demographic Analysis▪ Feasibility Analysis	Fred Philpot COO/Vice President	Project Lead/Management (E) Fred@lrbfinance.com
		Logan Loftis Analyst	Analytical Support (E) Logan@lrbfinance.com



PROPOSED APPROACH & FEE

DETAILED WORK PLAN

TASK 1: PROJECT INITIATION & KICK-OFF MEETING

The project initiation or “kick-off” meeting provides an opportunity for LRB to understand, in detail, all relevant issues & establish the appropriate lines of communication. This meeting also **establishes consensus** around the key issues that affect the Service Area. LRB staff will utilize this meeting to help City staff begin the process of gathering and reviewing data. It is important that **policies and goals** be defined at the start of the project to guide the work and ensure that the final document meets the needs of each City.

TASK 2: ESTABLISH GOVERNANCE AND FUNDING OPTIONS

LRB will establish potential governance and funding options, including the formation of a special service district or local service district. LRB will also evaluate the feasibility and impact of merging with Weber Fire District. This task will include a review of applicable legislative requirements, including tax limitations.

TASK 3: EVALUATE FEASIBILITY OF GOVERNANCE OPTIONS

LRB will review the proposed governance options with the Cities to determine the strengths and weakness of each approach and evaluate options that may not be feasible based on current conditions.

TASK 4: EVALUATION OF GOVERNANCE AND FUNDING OPTIONS

Based on Task 3, LRB will evaluate legislative requirements, timeline, tax limitations, etc. for each governance and funding option.

TASK 5: FISCAL ANALYSIS

LRB will quantify the fiscal impacts of each governance scenario relative to tax/revenue limitations. This will include an evaluation of revised operating expenses compared to operating revenues, capital infrastructure and equipment/vehicles, debt service, and new operations and maintenance. This evaluation will also include an evaluation of level of service, cost consolidation, and staffing changes due to consolidation.

TASK 6: REVIEW FINDINGS

After preparing the preliminary analysis, LRB will meet with key staff to review and receive comments. During this meeting LRB will:

- ☞ Review a summary of the model inputs and assumptions,
- ☞ Review the impact of all model inputs,
- ☞ Review needed revenues, tax impacts, legislative requirements, etc., and,
- ☞ Evaluate the next steps and establish consensus regarding project finalization.

TASK 7: UPDATE/ADDITIONAL SCENARIOS

After receiving feedback in Task 6, LRB will update the model and prepare additional scenarios for review. LRB will also provide a cost/benefit analysis of governance options.

TASK 8 & 9: DOCUMENTATION AND PRESENTATION

Based upon the needs and desires of each City, LRB will prepare a report that documents the methodology, assumptions and findings of this analysis. LRB will prepare an informational presentation for staff, elected officials and/or the public. LRB’s scope includes two (2) formal presentations of all findings and recommendations.



PROPOSED FEES

The total combined price for the services provided as defined in this Scope of Work is shown below. Due to the ambiguity inherent in projects of this nature, LRB will provide any cost adjustments in writing to the City and identify the cause of any added expense. Costs that exceed the proposed scope will not be assessed until mutually agreed upon.

	DESCRIPTION	PRINCIPAL/SR. VP	SR. ANALYST	TOTAL
	HOURLY RATE	\$200	\$180	
Task 1	Kick-Off Meeting	2.00	2.00	\$760
Task 2	Establish potential governance and funding options, including the formation of a special service district.	4.00	5.00	\$1,700
Task 3	Evaluate feasibility of governance options with Cities	4.00	8.00	\$2,240
Task 4	Evaluate legislative requirements, timeline, tax limitations, etc. for each governance and funding option.	6.00	12.00	\$3,360
Task 5	Quantify fiscal impacts of each governance scenario relative to tax/revenue limitations.	4.00	12.00	\$2,960
Task 6	Preliminary review with City Staff	2.00	3.00	\$940
Task 7	Provide Revised cost/benefit analysis of governance options.	2.00	8.00	\$1,840
Task 8	Prepare Report	2.00	8.00	\$1,840
Task 9	Present Findings to City Staff	2.00	4.00	\$1,120
Totals		28.00	62.00	\$16,760

