REDEVELOPMENT AGENCY OF CENTERVILLE CITY AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS REDEVELOPMENT AGENCY OF CENTERVILLE MEETING AT 7:35 PM ON JUNE 20, 2017 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Centerville City Assistant to the City Manager, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting. Upon request, a citizen may obtain (without charge) the City Manager's memo summarizing the agenda business, **or may read this memo on the City's website: http://centerville.novusagenda.com/agendapublic.**

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

A. NEW BUSINESS

1. Minutes Review and Acceptance

   June 6, 2017 RDA/ACB meeting minutes; June 6, 2017 RDA meeting minutes

2. FY 2017 RDA Budget

   a. Financial Report for 11-month period ending May 31, 2017
   b. Public hearing re proposed amendments to FY 2017 RDA Budget
   c. Consider RDA Resolution No. 2017-01 amending FY 2017 RDA Budget of Funds

3. FY 2018 RDA Budget

   Consider RDA Resolution No. 2017-02 adopting the FY 2018 RDA Budget of Funds

B. ADJOURNMENT

Steve H. Thacker
Executive Director

CENTERVILLE
RDA MEETING
Staff Backup Report
6/20/2017

Item No. 1.

Short Title: Minutes Review and Acceptance

Initiated By:

Scheduled Time:

SUBJECT

June 6, 2017 RDA/ACB meeting minutes; June 6, 2017 RDA meeting minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- June 6, 2017 RDA/ACB meeting minutes
- June 6, 2017 RDA meeting minutes

Minutes of the **Redevelopment Agency of Centerville** City/Davis Center for the Performing Arts Administrative Control Board meeting held Tuesday, June 6, 2017 at 5:00 p.m. in the Centerville City Council Chambers, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Paul Cutler, RDA of Centerville City Chair, ACB Chair, Centerville Mayor
Tamilyn Fillmore, RDA of Centerville City, ACB Board member
William Ince, RDA of Centerville City, ACB Board member
Stephanie Ivie, RDA of Centerville City, ACB Board member
George McEwan, RDA of Centerville City
Robyn Mecham, RDA of Centerville City
John Pitt, ACB Board Member, Bountiful City Council (arrived at 5:30 p.m.)

MEMBERS ABSENT

John Marc Knight, ACB Board Member, Bountiful City Council

STAFF PRESENT

Steve Thacker, RDA Executive Director
Jacob Smith, Assistant to the City Manager
Lisa Romney, Centerville City Attorney (arrived at 5:17 p.m.)
Jansen Davis, CPT Executive Director
Marcus Arbuckle, Keddington & Christensen
Katie Rust, Recording Secretary

VISITORS

Kelly Gibbons, FEA Engineering Associates, LLC

HVAC SYSTEM IN THE PERFORMING ARTS CENTER

Chair Cutler announced that Bruce Cox, Centerville Parks and Recreation Director, has been assigned as City staff liaison with the Performing Arts Center for facility issues. Kelly Gibbons with FEA Engineering explained the practice of commissioning an HVAC system after installation, and recommissioning after 8-10 years. He reported that no evidence has been found of an original commission report for the HVAC system at the Performing Arts Center. Mr. Gibbons suggested an hourly approach for these HVAC services at this time, and provided budget estimates for commissioning design and implementation fees pertaining to controls commissioning (attached). He also provided a spreadsheet of Theater Controls Commissioning Proposed Scope of Work and Budget (attached). The proposed budget includes estimates for time that would be spent by both FEA Engineering and Harris Services (technician).

Director McEwan asked if the HVAC system is able to provide historical data. Mr. Gibbons responded that the system can be set up to capture trending data. He added that utility bills can be tracked over time as well. Director Fillmore asked if it is common for the engineering group conducting an audit to continue with implementing the changes needed. Mr. Gibbons responded that he would conduct the audit and supervise Harris Services in providing the maintenance. He commented it can be more efficient to have the maintenance contractor present when problems are found and resolutions agreed on. Mr. Gibbons said he could submit a proposed joint contract for FEA Engineering and Harris Services. Director McEwan said he is in favor of completing a commissioning study, and overlapping it against what is in the existing maintenance agreement with Harris Services. Mr. Gibbons agreed that would be a more traditional approach. The Board discussed the type of contract they would prefer. John Pitt, ACB Director, arrived at 5:30 p.m.

Chair Cutler said it appears everyone on the Board is in favor of commissioning the system – the question is when, if ever, the RDA/ACB needs a further report. Director Ivie commented it is painful to add another HVAC cost to the amount already spent on the HVAC maintenance contract with Harris. Director Ince asked if a group was ever held accountable for the fact that the HVAC system has never worked properly. Chair Cutler responded that staff tried, but was unable to pinpoint responsibility. Mr. Thacker stated the commissioning study could be funded by the RDA Fund or the Theatre Reserve Fund (TRF). Chair Cutler said he feels this is the type of expense for which the TRF was created. Mr. Thacker added that the TRF could be reimbursed by the RDA Fund at a later time if desired.

Director McEwan said he would like to take the more traditional approach and obtain a commission report first before making commitments for maintenance. He commented that, in his experience, projects always cost more than expected. Ms. Romney advised that the RDA/ACB should review and approve the final contract. Director Fillmore asked if the traditional approach would cost more, and Mr. Gibbons responded it would. He said he has done it both ways, and he is confident working with Harris Services. He estimated the traditional approach would cost within 10% of what he already proposed. Director McEwan said he is fine with FEA Engineering managing the work done by Harris, but he would prefer the RDA/ACB to prioritize and authorize the different phases of work. Mr. Gibbons said he would be able to provide updates every two weeks when work begins. Chair Cutler stated he is not willing to micromanage the project, but he would be willing to authorize funds up to a certain amount with direction to complete a certain scope of work and report back. Responding to Director Fillmore, Mr. Gibbons confirmed he could crosscheck the work needed with the existing maintenance agreement.

Mr. Gibbons stated he would be able to begin the proposed work submitted to the RDA/ACB today in one or two weeks, and would be able to complete the scope of work in about a month. He said the timetable would be similar with the more traditional approach. Director McEwan stated he has two objectives – cost control, and not getting in too deep to get back out. Jan Davis, CPT Executive Director, said he is most concerned about the dampers and communication of the HVAC system. The exact problem will not be known until the analysis is complete. Mr. Gibbons responded that he will communicate with Mr. Thacker and Mr. Davis when red flags are found. Director Mecham commented that when she buys new carpet for her home, she doesn't need to have it cleaned that year. Comparing the HVAC situation to buying new carpet, she asked if money will be saved on maintenance for the rest of the year if everything is working properly. Mr. Gibbons responded by comparing the situation to buying a new car – the oil still needs to be changed and belts checked regularly. Routine servicing is the type of work covered by the existing HVAC maintenance contract.

Director McEwan asked if the engineering work will be covered by warranty. Mr. Gibbons responded he has never been asked to warranty his work. He stated he is willing to stand behind the work unless changes are made to the system outside his recommendations.

Director Ince made a **motion** to authorize moving forward with the proposed contract, not to exceed $30,000. Director Ivie seconded the motion, which passed by unanimous vote of the ACB (5-0). Chair Cutler will review and sign the contract when submitted. Director Ivie made a **motion** for the ACB to recommend funding the contract from the Theatre Reserve Fund, with the idea that the amount may be refunded in the future by the RDA Fund. Director Fillmore seconded the motion, which passed by unanimous vote of the ACB (5-0). Director Ivie made a **motion** for the RDA to authorize funding not to exceed $30,000 from the TRF, with reimbursement in the future from the RDA Fund if possible. Director Fillmore seconded the motion, which passed by unanimous vote of the RDA (6-0). Mr. Gibbons left the work session at 6:00 p.m.

RESTRICTED AND UNRESTRICTED BALANCES IN THE RDA FUND

Mr. Thacker gave a brief history of the current RDA financial situation, and explained the proposed fund transfers to improve the unrestricted RDA Fund balance. A few years ago the RDA/ACB chose to put CenterPoint facility-construction donations in the amount of $177,457 in the restricted TRF, on the assumption that the RDA account had a healthy cash balance. Subsequent donations of $11,500 were also deposited in the TRF. Both sums could have gone into the RDA account. A debt service payment was later made from the TRF in the amount of $100,693, with a net impact on the TRF of $88,264. Under the current Lease Agreement, the TRF may not be used for debt service payments. Ms. Romney stated that the only improper transfer was the debt service payment. Putting the $177,457 into the TRF was a knowing decision made by the RDA/ACB, and Ms. Romney said it is her opinion that once funds are placed in the TRF they are subject to TRF provisions. The argument could be made that the $177,457 was not base rent and was not required to have been put in the TRF.

Director Ince made a **motion** for the ACB to recommend adjustments to the restricted TRF in the amounts of $177,457 and $11,500 because those amounts were put in the TRF without fully understanding the impact on future expenditures, and at the same time reverse the $100,693 paid on debt service which should not have been paid on debt service, and record the payment in the unrestricted RDA Fund. Director Ivie seconded the motion, which passed by unanimous vote of the ACB (5-0).

Director Ince made a **motion** for the RDA to authorize adjustments to the restricted TRF in the amounts of $177,457 and $11,500 because those amounts were put in the TRF without fully understanding the impact on future expenditures, and at the same time reverse the $100,693 paid on debt service which should not have been paid on debt service, and record the payment in the unrestricted RDA Fund. Director Ivie seconded the motion, which passed by unanimous vote of the RDA (6-0).

The Board reviewed proposed transfers of expenditures from the RDA Fund to the TRF and the Centerville Drainage Utility Fund. Chair Cutler made a **motion** for the ACB to recommend the transfer of $89,311 in expenses from the unrestricted portion of the RDA Fund to the TRF (restricted). Director Pitt seconded the motion, which passed by unanimous vote of the ACB (5-0). Chair Cutler made a **motion** for the RDA to transfer $89,311 in expenses from unrestricted funds to the TRF. Director Ince seconded the motion, which passed by unanimous vote (6-0). Chair Cutler made a **motion** for the RDA to transfer $69,175.93 from the RDA Fund to the Drainage Utility Fund. Director Ivie seconded the motion, which passed by unanimous vote of the RDA (6-0).

Mr. Thacker suggested that some of the expenses transferred should be part of the regular maintenance portion of the CPT Budget moving forward. For the remainder of the CPT fiscal year, the expenses will be paid from the RDA Fund.

ADJOURNMENT

At 6:18 p.m., Director McEwan made a **motion** to adjourn the meeting. Director Ivie seconded the motion, which passed by unanimous vote (6-0).

Steve Thacker, RDA Executive Director

Date Approved

Katie Rust, Recording Secretary

Minutes of the **Redevelopment Agency of Centerville** meeting held Tuesday, June 6, 2017 at 9:00 p.m. in the Centerville City Hall Council Chambers, 250 North Main Street, Centerville, Utah.

DIRECTORS PRESENT	Paul A. Cutler, Chair Tamilyn Fillmore William Ince Stephanie Ivie George McEwan Robyn Mecham
STAFF PRESENT	Steve Thacker, RDA Executive Director Lisa Romney, City Attorney Jacob Smith, Assistant to the City Manager Katie Rust, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE

Minutes of the May 16, 2017 RDA meeting were reviewed. Chair Cutler made a **motion** to accept the minutes. Director Ince seconded the motion, which passed by unanimous vote (6-0).

The RDA Board took a short break at 9:01 p.m., returning at 9:18 p.m.

FY 2018 RDA TENTATIVE BUDGET

Mr. Thacker updated the Board on the FY 2018 RDA Tentative Budget. Mayor Cutler opened a public hearing at 9:26 p.m., and closed the public hearing seeing that no one wished to comment.

ADJOURNMENT

At 9:27 p.m., Director Fillmore made a **motion** to adjourn the RDA meeting and return to regular meeting. Director Ivie seconded the motion, which passed by unanimous vote (6-0).

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Steve Thacker, RDA Executive Director Date Approved

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Katie Rust, Recording Secretary

CENTERVILLE
RDA MEETING
Staff Backup Report
6/20/2017

Item No. 2.

Short Title: FY2017 RDA Budget

Initiated By:

Scheduled Time:

SUBJECT

a. Financial Report for 11-month period ending May 31, 2017
b. Public hearing re proposed amendments to FY 2017 RDA Budget
c. Consider RDA Resolution No. 2017-01 amending FY 2017 RDA Budget of Funds

RECOMMENDATION

Adopt RDA Resolution No. 2017-01

BACKGROUND

a. The RDA financial report is on pages 29-31 of the financial report attached to item #3 on the regular city council meeting agenda.

b. The City Manager/Interim Finance Director has determined that no public hearing is required because the total budgeted expenditures for the RDA FY 2017 Budget will not increase due to the recommended revisions. In other words, the proposed revisions (second attachment) involve internal adjustments within the RDA Fund that do not increase the total budgeted expenditures. However, since a public hearing was advertised, the RDA Board may want to allow public comment.

c. RDA Resolution No. 2017-01 is the first attachment. The second attachment will become an exhibit to the Resolution if approved by the RDA Board.

ATTACHMENTS:

Description

- RDA Resolution No. 2017-01 amending FY2017 RDA Budget
- RDA FY2017 Budget Amendments

RDA RESOLUTION NO. 2017-01

A RESOLUTION AMENDING THE FY 2016-2017 BUDGET OF FUNDS AND ACCOUNTS FOR THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY AND GIVING AN EFFECTIVE DATE.

WHEREAS, in order to conform with the Utah State Code and Accounting Procedures as outlined in the Uniform Accounting Manual, it is necessary to amend the RDA budget which states revenues and expenditures for the Fiscal Year ending June 30, 2017.

NOW THEREFORE, be it resolved by the Redevelopment Agency of Centerville City, Utah, as follows:

Section 1. Amendment. That the Fiscal Year 2016-2017 RDA Budget be amended, including all funds and accounts, as shown in the Budget format attached and dated June 20, 2017

Section 2. Effective Date. This Resolution shall become effective June 20, 2017.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY, STATE OF UTAH, on this 20th day of June, 2017.

By:______________________________
Paul A. Cutler, Chair

____
Steve H. Thacker, Executive Director

ATTEST:

I hereby certify that the above-mentioned Resolution, entitled "A Resolution Amending the FY 2016-2017 Budget of Funds and Accounts for The Redevelopment Agency of Centerville City and Giving an Effective Date,@ is a true and accurate copy, including all attachments of the Resolution passed on Tuesday, the 20th of June, 2017.

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Steve H. Thacker, Executive Director

RDA Fund 20

20-4710-830 - $155,520 transfer to Utopia/Capital Projects Fund 49 – the transfer in is already budgeted in the Utopia/Capital Project Fund 49 (p.31)

20-4710-840 - $593,012 transfer to Debt Service Fund 35 – the transfer in is already budgeted in the Debt Service Fund 35 (p.31)

20-4000-421 Reduce from $300,000 to $0

20-5000-150 Reduce from $663,012 to $214,480

CENTERVILLE
RDA MEETING
Staff Backup Report
6/20/2017

Item No. 3.

Short Title: FY2018 RDA Budget

Initiated By:

Scheduled Time:

SUBJECT

Consider RDA Resolution No. 2017-02 adopting the FY2018 RDA Budget of Funds

RECOMMENDATION

Approve RDA Resolution No. 2017-02 adopting the FY2018 RDA Budget of Funds.

BACKGROUND

The RDA Executive Director (City Manager) recommends revisions to the RDA Tentative Budget for FY2018, as shown in the second attachment. Assuming the RDA Board agrees with this revised budget (see numbers in the "Adopted" column), this document will become an exhibit to RDA Resolution No. 2017-02 (first attachment), and the adopted budget numbers will be entered into the appropriate accounts within the City's accounting system for budget control purposes.

ATTACHMENTS:

Description

- RDA Resolution No. 2017-02 adopting FY2018 RDA Budget
- FY2018 RDA Budget

RDA RESOLUTION NO. 2017-02

A RESOLUTION ADOPTING THE FY 2017-2018 BUDGET OF FUNDS AND ACCOUNTS FOR THE REDEVELOPMENT AGENCY OF CENTERVILLE CITY AND GIVING AN EFFECTIVE DATE.

WHEREAS, in order to conform with the Utah State Code and Accounting Procedures as outlined in the Uniform Accounting Manual, it is necessary to adopt the Redevelopment Agency Budget which states revenues and expenditures for the Fiscal Year ending June 30, 2018.

NOW THEREFORE, be it resolved by the Redevelopment Agency of Centerville City, Utah, as follows:

Section 1. **Adoption.** That the FY 2017-2018 Budget be adopted as shown in the budget format attached and dated June 20, 2017.

Section 2. **Effective Date**. This Resolution shall become effective July 1, 2017.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE REDEVELPOMENT AGENCY OF CENTERVILLE CITY, STATE OF UTAH, on this 20th day of June, 2017.

By: ______________________________
Chair

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Steve H. Thacker, Executive Director

ATTEST:

I hereby certify that the above-mentioned Resolution, entitled "A Resolution Adopting the FY 2017-2018 Budget of Funds and Accounts for the Redevelopment Agency of Centerville City and Giving an Effective Date," is a true and accurate copy, including all attachments of the Resolution passed on Tuesday, June 20, 2017.

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Steve H. Thacker, Executive Director

CERTIFICATE OF PASSAGE AND EFFECTIVE DATE

According to the provisions of the U.C.A. 910-3-719, as amended, resolutions may become effective without publication or posting and may take effect on passage or at a later date as the governing body may determine; provided, resolutions may not become effective more than three months from the date of passage. I, the municipal recorder of Centerville City, hereby certify that foregoing resolution was duly passed by the RDA Board and became effective upon passage or a later date as the governing body directed as more particularly set forth below.

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MARSHA L. MORROW, City Recorder

DATE: ________________

EFFECTIVE DATE: _______ day of __________, 20____.

Centerville Redevelopment Agency
6/20/2017

Revenue		2017-18 Budget Tentative	Adopted	
Tax Increment - Parrish Lane Gateway (PLG)		942,685	945,513	PLG
Additional Tax Increment - PLG		206,842	206,842	PLG
Tax Increment - Legacy Crossing (LC)		250,000	260,118	LC
Tax Increment - Barnard Creek (BC)		100,897	95,123	BC
CPT Lease Payments		76,800	77,400	PLG
Unanticipated Tax Increment		0	100,000	
	Total	1,577,224	1,684,996	

Expenditures		Tentative	Adopted	
Public Notices		100	100	
Professional and Technical - Misc.		15,000	15,000	
Engineering		7,500	7,500	
Transfer-Debt Payment (DCPA)		590,688	590,688	PLG
Payment of Increment		315,000		
Parrish Lane Gateway				
Dayton-West			84,639	PLG
Land Rover			26,302	PLG
Legacy Crossing				
Legacy Crossing Theatre, LLC			170,000	LC
Tueller/Wright			5,769	LC
Barnard Creek			23,442	BC
Supplies & Materials		5,000	5,000	
Deposit into TRF		76,800	77,400	PLG
Insurance - Property & Liability (DCPA)		12,450	14,000	PLG
Board Compensation		8,200	8,200	
Admin. Services		163,200	163,200	
Additional Tax Increment - Transfer to UTOPIA (Fund 49)		206,842	206,842	PLG
Maverik Trailhead Costshare		0	45,000	LC
Other Obligations		176,444	241,914 *	
	Total	1,577,224	1,684,996 **	

*NOTE: $100,000 of this is due to "unanticipated" tax increment and, therefore, should not be expended unless these revenues are realized.

**Comparison of revenue and expenditures directly related to each project area:

PLG Revenue - 1,229,755
PLG Expenditures - 999,871

LC Revenue - 260,118
LC Expenditures - 220,769

BC Revenue - 95,123
BC Expenditures - 23,442