



**South Salt Lake City Council
REGULAR MEETING AGENDA**

Public notice is hereby given that the South Salt Lake City Council will hold a Regular Meeting on **Wednesday, July 14, 2021** in the City Council Chambers, 220 East Morris Avenue, Suite 200, commencing at **7:00 p.m.**, or as soon thereafter as possible. The meeting can be viewed on Ustream. The link can be found on the City Council page on the City's website sslc.com/city-government/council-meetings

Conducting: LeAnne Huff, District 1
Council Chair: Sharla Bynum
Sergeant at Arms: Sgt. Cody Coggle

CITY COUNCIL

MEMBERS:

LEANNE HUFF
COREY THOMAS
SHARLA BYNUM
PORTIA MILA
SHANE SIWIK
NATALIE PINKNEY
RAY DEWOLFE

Opening Ceremonies

- | | |
|---|--------------|
| 1. Welcome/Introductions | LeAnne Huff |
| 2. Serious Moment of Reflection/ Pledge of Allegiance | Corey Thomas |
| 3. Special Recognition – Law Enforcement Appreciation | Sharla Bynum |

Approval of Minutes

April 28, 2021 Regular Meeting
April 28, 2021 Work Meeting
May 12, 2021 Regular Meeting
May 12, 2021 Work Meeting
May 26, 2021 Regular Meeting
May 26, 2021 Work Meeting

No Action Comments

- | | |
|---|---------------|
| 1. Scheduling | City Recorder |
| 2. Information | |
| a. Water Update | Jason Taylor |
| b. Jordan Valley Water Property Tax Increase | Dennis Pay |
| 3. Citizen Comments/Questions | |
| a. Response to Comments/Questions
(at the discretion of the conducting Council Member) | |
| 4. Mayor Comments | |
| 5. City Attorney Comments | |
| 6. City Council Comments | |

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Action Items

Appointments by the Mayor

Sharen Hauri – Neighborhood's Department Director

New Business

- | | |
|---|--------------|
| 1. A Resolution of the City of South Salt Lake approving the 2021 Financial Auditing services agreement between the City and Squire and Company, PC | Kyle Kershaw |
|---|--------------|

See page two for continuation of Agenda

2. A Resolution in support of Equipment Financing
for the Lease of a Fire Department Tiller

Mayor Wood

Motion for Closed Meeting

Adjourn

Posted July 9, 2021

Those needing auxiliary communicative aids or other services for this meeting should contact Craig Burton at 801-483-6027, giving at least 24 hours' notice.

Citizen Comments/Question Policy

Time is made available for anyone in the audience to address the Council and/or Mayor concerning matters pertaining to City business. When a member of the audience addresses the Council and/or Mayor, he or she will come to the podium and state his or her name and address. Citizens will be asked to limit their remarks/questions to five (5) minutes each. In meetings during which numerous individuals wish to comment, the time for all citizen comments may be limited to three (3) minutes each, at the discretion of the conducting Council Member. The conducting Council Member shall have discretion as to who will respond to a comment/question. In all cases the criteria for response will be that comments/questions must be pertinent to City business, that there are no argumentative questions and no personal attacks. Some comments/questions may have to wait for a response until the next regular council meeting. The conducting Council Member will inform a citizen when he or she has used the allotted time. Grievances by City employees must be processed in accordance with adopted personnel rules.

CITY OF SOUTH SALT LAKE
CITY COUNCIL MEETING

COUNCIL MEETING Wednesday, July 14, 2021
7:00 p.m.

CITY OFFICES 220 East Morris Avenue
South Salt Lake, Utah 84115

PRESIDING Council Chair Sharla Bynum

CONDUCTING: LeAnne Huff

SERIOUS MOMENT OF REFLECTION/
PLEDGE OF ALLEGIANCE Sharla Bynum

COUNCIL MEMBERS PRESENT:

Sharla Bynum, Ray deWolfe, LeAnne Huff, Portia Mila, Natalie Pinkney,
Shane Siwik and Corey Thomas

STAFF PRESENT:

Mayor Wood
Charee Peck, Chief of Staff
Josh Collins, City Attorney
Terry Addison, Fire Chief
Jack Carruth, Police Chief
Kyle Kershaw, Finance Director
Dennis Pay, City Engineer
Sharen Hauri, Department of Neighborhoods Director
Lindsey Hampton, Homeless Outreach and Strategies Director
Lisa Forrester, Court Administrator
Sean Lewis, Deputy Community Development Director
Danielle Croyle, Public Information Officer
Julie Taylor, Communications Coordinator
Edward Lopez, Promise Community Engagement Coordinator
Craig Burton, City Recorder
Ariel Andrus, Deputy City Recorder

SPECIAL RECOGNITION – LAW ENFORCEMENT APPRCIATION

APPROVAL OF MINUTES

April 28, 2021 Regular Meeting.
April 28, 2021 Work Meeting
May 12, 2021 Regular Meeting
May 12, 2021 Work Meeting
May 26, 2021 Regular Meeting
May 26, 2021 Work Meeting

Council Member Siwik made a motion to approval all the minutes listed

MOTION: Shane Siwik

SECOND: Portia Mila

Roll Call Vote:

- Bynum: Yes
- deWolfe: Yes
- Huff: Yes
- Mila: Yes
- Pinkney: Yes
- Siwik: Yes
- Thomas: Yes

NO ACTION COMMENTS

1. **SCHEDULING.** The City Recorder informed those at the meeting of upcoming events, meetings, activities, etc.
2. **INFORMATION**
 - a. **Water Update.** Water Division Manager, Jason Taylor, gave an update on the City’s water system health advisory that was issued on July 1, 2021.
 - b. **Jordan Valley Water Property Tax Increase.** Representatives from Jordan Valley Water gave a short presentation on the property tax increase. Information is attached and incorporated by this reference.

Council Member deWolfe asked what percentage the increase is and when was the last time it was increased.

The increase is 9.4% and it was last increased three years ago.

3. **CITIZEN COMMENTS/QUESTIONS.** Carlos Nelson, Resident of South Salt Lake. He had questions about changing the minimum lot requirements for single family homes in South Salt Lake. City Code requires 6000sqft at the minimum and he would like to build a new home on his property but his lot size is smaller than 6000sqft.

Deputy Community Development Director, Sean Lewis, gave a brief explanation as to what City Code states for redeveloping a single family home regarding lot size.

Council Member Siwik said after discussions that were had in the work meeting this evening that perhaps the Council should look at lowering the minimum lot requirement.

Rachel Hoang, Property Owner in South Salt Lake. She has owned and operated a small hair salon in Salt Lake County for ten years. She has recently purchased a piece of property in South Salt Lake and is having trouble with zoning due to the footage size of parking stalls.

Council Member Pinkney said she has been working with Ms. Hoang and she would need to apply for a variance but has been told that is very difficult thing to be approved for.

Mr. Lewis explained what a variance is and what would be required for a variance to be granted.

Council Member Pinkney suggested the Council have further discussion about parking in the area of Ms. Hoang's property.

James Brown, Resident of South Salt Lake. He is a producer of a show called "Living and Aging with Pride". This show focuses on seniors in the community and is based in South Salt Lake. He went onto say how proud he is to live in this community and have a relationship with the policy makers. He believes that if we all work together in a non-confrontational manner we can make big changes.

4. **MAYOR COMMENTS.** Mayor Wood gave the Council an update on the where they are on the Civilian Review Board process. The City is currently securing the selection committee and working on the public information campaign. There will be a Civilian Review Board info session on August 30 at 6:00 p.m. Anyone that is interested in applying for the Civilian Review Board is encouraged to attend that session.

Mayor Wood recognized a few individuals that were traveling during State of the City. Those individuals are Lisa Price, Laurie Hopkins, and Edward Lopez.

5. **CITY ATTORNEY COMMENTS.** City Attorney, Josh Collins, said that he hired new Assistant City Attorney, Amy Jones.
6. **CITY COUNCIL COMMENTS.** Council Member Pinkney recognized what a great Fourth of July Parade it was this year and thanked everyone who complimented her performers.

Council Chair Bynum thanked staff and volunteers that helped with the parade.

Council Member deWolfe said the parade and events afterwards were really great.

Council Member Thomas thanked City staff and everyone that coordinated the

parade. She had a great time. It was really nice to see all the residents that came out to join in the fun especially after missing last year.

Council Member Mila thanked everyone that made the parade a successful event. She also thanked all the law enforcement that attended this meeting tonight.

Council Member Huff agreed that the parade was great and it was so wonderful to have this event again after last year.

ACTION ITEMS

APPOINTMENTS BY THE MAYOR

Sharen Hauri – Neighborhoods Department Director

Council Chair Bynum made a motion for advice and consent to approve Sharen Hauri as Neighborhoods Department Director

MOTION: Sharla Bynum

SECOND: Portia Mila

Roll Call Vote:

- Bynum: Yes
- deWolfe: Yes
- Huff: Yes
- Mila: Yes
- Pinkney: Yes
- Siwik: Yes
- Thomas: Yes

NEW BUSINESS

1. **A Resolution of the City of South Salt Lake approving the 2021 Financial Auditing services agreement between the City and Squire and Company, PC.** Finance Director, Kyle Kershaw, presented this Resolution to the Council. A copy is attached and incorporated by this reference. In 2019 the City did a Request for Qualifications (RFQ) for financial auditing services. Squire and Company was picked after review by a selection committee. The engagement is set for three to five years.

Council Member Siwik made a motion to move this item to Unfinished Business for the July 28, 2021 Regular Meeting

MOTION: Shane Siwik

SECOND: Natalie Pinkney

Voice Vote:

Bynum: Yes
 deWolfe: Yes
 Huff: Yes
 Mila: Yes
 Pinkney: Yes
 Siwik: Yes
 Thomas: Yes

- 2. A Resolution in Support of Equipment Financing for the Lease of a Fire Department Tiller.** Mayor Wood said they would like to get started on the process for leasing this fire truck as it takes eighteen months to build. The leasing company has asked for a Resolution be approved by the Council.

Fire Chief, Terry Addison, asked that the Council consider suspending the rules in order to get this Resolution passed at tonight’s meeting as the City is under a deadline on getting this leasing process started.

Council Member Thomas made a motion to suspend the rules in order to pass this Resolution tonight

MOTION: Corey Thomas

SECOND: Portia Mila

Voice Vote:

Bynum: Yes
 deWolfe: Yes
 Huff: Yes
 Mila: Yes
 Pinkney: Yes
 Siwik: Yes
 Thomas: Yes

Council Member Mila made a motion to approve this Resolution

MOTION: Portia Mila

SECOND: Ray deWolfe

Roll Call Vote:

Bynum: Yes
 deWolfe: Yes
 Huff: Yes
 Mila: Yes
 Pinkney: Yes
 Siwik: Yes
 Thomas: Yes

Council Member Siwik made a motion to adjourn.

MOTION: Shane Siwik
SECOND: Ray deWolfe

Voice Vote:

Bynum: Yes
deWolfe: Yes
Huff: Yes
Mila: Yes
Pinkney: Yes
Siwik: Yes
Thomas: Yes

The meeting adjourned at 8:01 p.m.



Sharla Bynum, Council Chair



Craig D. Burton, City Recorder

July 14, 2021

CITY COUNCIL REGULAR MEETING
LIST OF ATTENDEES

<u>NAME</u>	<u>CITY/TOWN</u>	<u>REPRESENTING</u>
Charee Peep	SSL, VT	Staff
Dennis Pay	SSL, VT	Staff
Shazelle Terry	Atwood Riverton, VT	JVWCD
Barbara Townsend	SL VT	JVWCD
Edward Lopez	SSL	staff
Lindsay Hampton	SSL	Staff
Senfull	SSL	staff
Julie Taylor	SSL	Staff
Monnie Cooke	SSL	citizens
Rachel Hoang	SSL	citizens
Laurie Hopkins	SSL	Shelter The Homeless
Jacob Christensen	SSL	citizen
OPRIN Colby	SSL	Hon. Col.
Lisa Price	SSL	James E Moss Elem
Bette Taylor	SLC, VT	Hon. Col.
Jerry Blackburn	SLC VT	Hon col.
Sean Marchant	SLC, VT	Hon. Colonel
GAN LEWIS	SSL	STAFF
Carlos Nelson	SLC	Citizen
Lusar Torrestes	SSL VT	Conct
Dusant Harris	SSL/SSL	citizen



SHAREN HAURI
 Urban Design Director
 City of South Salt Lake



Profession:

Leader and project manager for a wide range of planning and design projects for both public and private sectors:

- Architecture and Landscape Architecture project management from start to finish (planning, design, fundraising, bidding, contracting and construction).
- Planning efforts, including community visioning, main street and downtown planning, transit-oriented development plans, branding, strategic planning.
- Public outreach and leading complex planning projects with multiple (often conflicting) stakeholders.
- Partnering to collaborate on projects and programs, including Arts Council, Promise SSL, Recreation.

Education:

- Bachelors of Architectural Studies with emphasis in Historic Preservation , University of Utah, 1995
- Masters of Landscape Architecture with Certificate in in Environmental Policy, Utah State University, 2000

Experience:

10 years with the City of South Salt Lake: Urban Design Director

13 years experience in architecture, landscape architecture, civil engineering and community planning consulting (Prescott Muir Architects, Swaner Design, Utah State of Utah Office of Planning and Budget, MGB+A, Psomas)

South Salt Lake Project Experience (sample):

- Bickley Park and Playground for All at Columbus Center (2020)
- Fitts Park Expansion and Millcreek Bridge and Trail (2019-2020)
- Promise Park Design and Construction (2019)
- Best Buy Teen Tech Center at Columbus Center (2019)
- Central Park Community Center Construction, Outdoor Restrooms, Pavilion and Park (2013-17)
- Columbus Center Alianza School Remodel (2014)
- Central Park Community Center Master Plan, Design, Construction and Partnerships (2009 to present)
- Historic Scott School Community Center Master Plan, Design, Construction, Partnerships (2011 to present)
- S-Line Streetcar and Greenway Master Plans (SSL-SLC Joint planning effort) (2012-13)
- S-Line Streetcar Design and Construction (2011-13)
- SSL East Streetcar Master Plan and Zoning (2014)
- SSL Downtown Master Plan and Zoning (2015)
- SSL Parks, Trails, Open Space and Community Facilities Master Plan (2015)
- SSL Creative Industries Zone Master Plan and Arts Hub Study (2016)
- Granite High Master Plan (2010-11)
- South Salt Lake Community Facilities Inventory and Programming (2011, 2021)
- South Salt Lake Gateways (branding, signage + landscaping) (2011 to present)

South Salt Lake Responsibilities:

- Manager of facilities, parks, community engagement, arts, events and neighborhood improvement
- Urban Design (architecture, landscape architecture, community visioning, public art, branding, streetscape, forestry)
- Design, Design Review and Project Management for multiple city departments
- Leadership in Public Relations and Public Engagement and Arts Council
- Capital Improvements planning for facilities and properties
- Strategic Planning and Visioning
- Grant writing, fundraising, partnership building

My Story:

South Salt Lake works every single day to protect and enhance the health and happiness of our residents. People are affected by the things in their neighborhood – streets, parks, trees, transit, community centers, shopping, quality development, and so on. Our residents deserve safe, vibrant community spaces and high-quality new development. Research shows the benefits of a positive physical environment to people’s physical and mental health, to a city’s bottom line (economic development), and to a community’s image. I help our city deliver on the many promises made to make South Salt Lake a better community.

I first came to the City of South Salt Lake as a consultant to help with several community projects, including gateway signage, branding, Granite High School property visioning, and repurposing Woodrow Wilson Elementary. After seeing the city’s potential and getting a deeper understanding of its challenges, I felt the best way to help was to dedicate my career to this city.

I was inspired to help this community put down roots (literally and figuratively) that can help us grow into a bold new future. So many people see the opportunities in South Salt Lake and want to invest their lives and work here. I am grateful I can help bring people together to build the projects that make our future brighter. I am inspired by the city’s goals for greater equity, grassroots participation, revitalizing and preserving neighborhoods, and creating urban villages around transit.

I was born in St. Louis, Missouri and moved to Utah to finish college and spend more time outdoors. I put my roots down in Salt Lake City and now live 2 miles from SSL city hall with my husband and 3 children. For fun, I visit lots of city parks, national parks, rivers and mountains and bring my family and friends to SSL every chance I get.



REPORT TO SOUTH SALT LAKE CITY COUNCIL REGARDING A PROPOSED PROPERTY TAX RATE INCREASE FOR 2021

July 14, 2021

Jordan Valley Water Conservancy District is proposing a property tax increase for its fiscal year 2021/2022 budget.

A public hearing is scheduled for August 11, 2021, at 6:00 p.m., where citizens will be able to attend and ask questions or make comments.

A growing service area and increasing water demands require additional water supplies and infrastructure, costing millions of dollars.

Summary information regarding Jordan Valley's proposed property tax increase:

FROM JORDAN VALLEY'S 2021/2022 TENTATIVE BUDGET:

Total budgeted revenue	\$84.5 million
Property tax revenue as a percentage of total budgeted revenue	27%
Amount of additional revenue from the proposed property tax increase	\$1.8 million
Percent increase in property tax revenue	9.4%
Percent increase in property tax revenue to the total annual cost of water (average residence)	1.3%



PROPERTY TAX INCREASE BASED ON A HOME OR BUSINESS VALUE OF \$465,000:

	Home	Business
Current annual property tax	\$86.19	\$156.71
New annual property tax	\$94.37	\$171.59
Annual property tax increase	\$8.18	\$14.88

PURPOSE FOR ADDITIONAL PROPERTY TAX REVENUE:

Major capital projects and debt needs over the next five years, which property tax helps support.

Treatment plant expansion	\$65.3 million
New storage reservoir	\$23.4 million
New booster pump station	\$10.5 million
New debt/bonds to be issued	\$180 million



June 11, 2021

To the City Council and Management
City of South Salt Lake
220 East Morris Avenue
South Salt Lake City, UT 84115

We are pleased to confirm our understanding of the services we are to provide City of South Salt Lake (the City).

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of South Salt Lake as of June 30, 2021 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements.

We will also audit the City's compliance over major federal award programs and state compliance requirements for the period ended June 30, 2021.

Our audits will be conducted with the objective of our expressing an opinion on each opinion unit and opinions on compliance regarding the City's compliance over major federal award programs and state compliance requirements.

Accounting standards generally accepted in the United States of America expect that required supplementary information (RSI) be presented to supplement the 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 the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- Schedules of the City's proportionate share of the net pension liability – Utah Retirement Systems
- Schedules of City pension contributions – Utah Retirement Systems

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling such information 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. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards
- Combining nonmajor fund financial statements
- Budgetary comparison information for nonmajor and capital project funds

Also, the following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory section
- Statistical section

As part of the financial audit, we will also provide the following nonaudit services:

- Propose adjustments and reclassifications
- Assist with the preparation of financial statements and related note disclosures
- Upload the Data Collection Form and financial reporting package to the Federal Audit Clearinghouse
- Upload the Transparency Compliance Reporting Form to the Utah Public Finance Website

Engagement Administration and Fees

The timing of our audit will be scheduled for performance on approximately September 20, 2021. We plan to issue our reports no later than November 30, 2021. Also, the Data Collection Form is required to be submitted to the Federal Audit Clearinghouse within 30 days of the issuance of our reports.

Daniel T. Barlow, CPA is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising our services performed as part of this engagement and signing the audit reports.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$37,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audits. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Finance charges of 1½ percent per month will be assessed on unpaid balances over 30 days old.

Events that might affect our fee include *changes* in the following areas:

- City accounting procedures, policies, or principles;
- City personnel and assignments;
- City operations or level of activities;
- Degree of assistance from City management and accounting personnel;
- Accounting, auditing, and reporting standards;
- Regulatory or industry requirements, including federal and state audit requirements; and/or
- Expected risk of material misstatement due to fraud.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If any difference arises between the City and our firm related to services performed by us that cannot be resolved, you and we agree first to try in good faith to settle the difference by mediation. Costs of any mediation proceeding shall be shared equally by all parties.

Audit of the Financial Statements

We will conduct our audit of the financial statements in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

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. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audits of Federal and State Compliance

Our audit of the City's compliance over major federal award programs will be conducted in accordance with the requirements of the Single Audit Act, as amended, and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance), and will include tests of accounting records, a determination of major federal programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express an opinion on compliance over federal award programs and to render the required reports. Our audit of the City's compliance over state compliance requirements will be conducted in accordance with the requirements of the *State Compliance Audit Guide* issued by the Office of the Utah State Auditor and will consist of performing the applicable procedures described in the *State Compliance Audit Guide* to enable us to express an opinion on compliance over state compliance requirements and to render the required reports. We cannot provide assurance that unmodified opinions on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major federal award programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major federal programs in our reports on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. Also, as required by the *State Compliance Audit Guide*, we will obtain an understanding of the Company's internal control over applicable state compliance requirements. However, our tests will be less in scope than would be necessary to render opinions on these controls and, accordingly, no opinion will be expressed in our report.

We will issue reports on compliance that will include opinions or disclaimers of opinion regarding the City's compliance over major federal award programs and applicable state compliance requirements and reports on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such reports will not express opinions on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility for:

- The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;

- The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- Maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- Taking reasonable measures to safeguard protected personally identifiable and other sensitive information;
- Identifying, in its accounts, all awards received and expended during the period and the programs under which they were received;
- Preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
- The design, implementation, and maintenance of internal control over compliance;
- Identifying and ensuring that the City complies with laws, regulations, and the terms and conditions of award programs and implementing systems designed to achieve compliance with applicable laws, regulations, and the terms and conditions of award programs;
- Resolving and taking corrective actions on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- Resolving and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- Submitting the financial reports, schedules, and forms to the appropriate parties;
- Making us aware of any significant contractor relationships where the contractor is responsible for program compliance;
- Adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- Informing us of any known or suspected fraud affecting the City involving management, employees with significant role in internal control, and others where fraud could have a material effect on compliance;
- The accuracy and completeness of all information provided; and
- Providing us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal programs, such as records, documentation, and other matters;
 - Additional information that we may request from management for the audit; and
 - Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Regarding the supplementary information referred to above, you acknowledge and understand your responsibility for:

- Preparing the supplementary information in accordance with the applicable criteria;
- Providing us with the appropriate written representations regarding supplementary information;
- Including our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and
- Presenting the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

With respect to any nonaudit services we perform, management is responsible for:

- Assuming all management responsibilities;
- Designating an individual who possesses suitable skill, knowledge, and/or experience by overseeing the services;
- Evaluating the adequacy and results of the services performed; and
- Accepting responsibility for the results of the services.

We will also assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and the related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and the related notes and that you have reviewed and approve the financial statements and the related notes prior to their issuance and have accepted responsibility for them.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audits.

The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. In view of the foregoing, you agree to release our firm and its personnel from any liability and costs relating to our services under this letter resulting from false or misleading representations made to us by any member of your management.

Other Audit Matters

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that you will assemble or prepare the following items for the audits:

- A trial balance and a detailed general ledger;
- An organizational chart and a list of those charged with governance and management;
- A chart of accounts;
- Minutes of meetings of those charged with governance held during the period under audit;
- The annual budget and amendments;
- All contracts and agreements entered by the City, including loans, leases, and amendments to entity documents;
- Related party transactions;
- List of bank accounts, including bank reconciliations and related bank statements at the end of the period;
- List of investments, including purchases, sales, gains, and losses for the period;
- Schedule of insurance policies;
- Schedule of inventories held at the end of the period;
- Schedule of prepaid items and deposits at the end of the period;
- List of capital assets, including acquisitions and dispositions for the period and allocation of depreciation by function;
- An accounts receivable aging schedule and an unearned/unavailable revenue schedule at the end of the period;

- Schedule of deferred outflows of resources and deferred inflows of resources at the end of the period;
- List of outstanding accounts payable and accrued expenditures/expenses at the end of the period;
- Payroll summaries, including quarterly and annual reports filed with the IRS and state agencies during the period;
- Schedule of outstanding long-term liabilities (bonds, notes, capital lease obligations, compensated absence obligations, other employee benefit obligations, etc.) for the period;
- Names and addresses of attorneys;
- Cash, investment, accounts receivable, debt, and other confirmations we request;
- Documents selected by us for testing;
- Summary of restricted net position and nonspendable, restricted, committed, assigned, and unassigned fund balances at the end of the period;
- Schedule of expenditures of federal awards;
- Correspondence with, or reports to, grantor and cognizant or oversight agencies;
- Audit guides of grantor and regulatory agencies; and
- Allocation of program revenues by function for statement of activities.

The audit documentation for this engagement is the property of Squire & Company, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, the Office of the Utah State Auditor, and the U.S. Government Accountability Office pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Squire & Company, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

If you intend to publish or otherwise reproduce the financial statements and refer to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for seven years from the date of our report.

At the end of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the City's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;

- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, our most recent external peer review report can be viewed in the public file at www.aicpa.com.

Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audits of the financial statements and compliance over major federal award programs and state compliance requirements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your personnel.

Respectfully,



Squire & Company, PC

RESPONSE:

This letter correctly sets forth our understanding. Acknowledged and agreed on behalf of City of South Salt Lake by:

Signature: _____

Title: _____

Date: _____



220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6000 Fax (801) 483-6001

**City of South Salt Lake
Request For Proposal
Annual Audit Services**

BACKGROUND INFORMATION

The City of South Salt Lake is seeking proposals to provide an audit of the city's financial statements and an independent auditor's report. The city provides a variety of services to its residents and businesses with the financial transactions being recorded as Governmental and Business-Type activities. The city utilizes the following funds: General, Capital Improvements, Debt Service, Enterprise Funds (3), and an Internal Service Fund. In addition to the funds mentioned, the Redevelopment Agency of South Salt Lake is a component unit reporting entity included in the governmental funds. Total expenditures for all funds and component units was approximately \$38,880,000 for the fiscal year ended June 30, 2018. The City of South Salt Lake uses Caselle Clarity software for its accounting applications which is supported on a Windows platform and an SQL database.

The City of South Salt Lake is required by State law to provide an annual audit of its financial statements by a certified public accountant in accordance with generally accepted auditing standards. This audit must be submitted to the Office of the Utah State Auditor and reported to the South Salt Lake City Council within 180 days after the end of the fiscal year.

OBJECTIVE AND SCOPE

The City of South Salt is requesting audit services which include a financial audit, as well as an audit of federal funds for the fiscal year ending June 30, 2019. The audit shall be performed in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the *AICPA Audits of State and Local Governmental Units* audit and accounting guide; and the *Government Auditing Standards*, published by the U.S. General Accounting Office. Federal compliance test work will be done in accordance with Office of Management and Budget Uniform Guidance 2 CFR 200.

The audit must be completed and the report issued prior to December 10, 2019. The auditor must deliver an electronic copy (pdf format) of the report to the City of South Salt Lake along with twenty printed copies. The auditor will be required to report its findings to the City Council in a regularly scheduled council meeting prior to December 20, 2019. This same requirement is in effect for all subsequent years of the audit engagement with the report dates being mutually agreed upon.

The auditor will write the report which will include all the compilation of financial statements, reconciliations, schedules, footnotes, and other information in accordance with requirements

prescribed by the Governmental Accounting Standards Board (GASB). The auditor will also assist the city in submitting annual information to the Federal Audit Clearinghouse.

REPORT REQUIREMENTS

The auditor shall examine the financial statements and records of South Salt Lake and shall issue an auditor's opinion on the entity's financial statements with an in-relation-to opinion on combining and supplementary information. The auditor shall issue an "Independent Auditors' Report" which includes an opinion on the financial statements of the City of South Salt Lake based upon an audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable in *Government Auditing Standards* issued by the Comptroller of the United States.

The auditor shall issue an "Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*."

In accordance with the Federal Office of Management and Budget, the auditor shall examine the financial systems and records as they relate to the various federal grants and agreements and shall issue a "Independent Auditors' Report On Compliance For Each Major Program And On Internal Control Over Compliance Required By The Uniform Guidance."

The auditor will prepare and include an "Independent Auditors' Report On Compliance And Internal Control Over Compliance As Required By *The State Compliance Guide*" and if appropriate, expressing positive assurance of compliance with state fiscal laws identified by the state auditor. The auditor shall include the written responses from the City of South Salt Lake for each recommendation included in the state compliance letter and the management letter required by the *State Compliance Audit Guide*.

The auditor will prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

The auditor will be required to assist the city in implementing any new reporting standards as mandated by the Governmental Accounting Standards Board (GASB).

AUDIT TERM

If mutually agreeable, it is anticipated that the same firm will be engaged to perform the audit for three to five years subject to an annual evaluation and South Salt Lake City Council budget appropriation and approval. At the end of five years it is anticipated that the City of South Salt Lake will commence another RFP process for audit services.

PROPOSAL QUALIFICATION REQUIREMENTS

Interested certified public accounting firms should include the following information in their proposal to perform the audit, and issue a report, for the fiscal year ending June 30, 2019:

A. Profile of the Independent Auditor

The profile of the audit firm should provide general background information. This should include:

1. The organization and size of the auditing firm. Also explain whether it is local, regional, national or international in operations.
2. The locations of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.
3. A statement regarding the proposer's capability, and methods used, to audit computerized systems.
4. A positive statement that the following mandatory criteria are satisfied:
 - (a) An affirmation that the proposer is properly licensed for practice as a certified public accountant in the State of Utah.
 - (b) An affirmation that the proposer meets the independence requirements of the American Institute of Certified Public Accountants and the *Government Auditing Standards*, 2018 revision, published by the U.S. General Accounting Office.
 - (c) An affirmation that the firm meets the professional judgment, competence, and quality control & assurance requirements contained in the *Government Auditing Standards*, 2018 revision, published by the U.S. General Accounting Office.

B. Proposer's Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Résumés including relevant experience and continuing education for the staff auditors up to the individual with final responsibility for the engagement should be included.
2. Describe the recent local office auditing experience similar to the type of audit requested. Also, provide a schedule of audits completed and types of reports written for public entities in the past three years. In addition, state the firm's experience in auditing and reporting on the expenditure of federal funds and reviewing federal programs.
3. If other auditors are to participate in the audit, those auditors should be required to provide similar information.
4. Provide a copy of the most recent peer review opinion.

C. Proposer's Approach to the Examination

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate that the proposer understands the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours by staff level. The planned use of specialists should also be specified.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Fees

Supply the billing rates, estimated number of billable hours, other billable expenses and a “not-to-exceed” fee, on an annual basis, for the audit, inclusive of travel, per diem and all other out-of-pocket expenses. The fees should also include the costs to occasionally provide technical assistance to city staff as requested throughout the year. As noted in section IV, if mutually agreeable, it is expected that the selected certified public accounting firm will be engaged to perform the audit for three to five years. Therefore, the not-to-exceed fee information requested above should be provided on an annual basis for the first three years.

F. Non-discrimination Clause

Affirm that the responding CPA firm does not discriminate against any individual because of race, religion, sex, color, age, disability, sexual orientation, or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

CONTRACTUAL ARRANGEMENTS

- A. Audit programs, work papers and reports must be retained for a period of three years after the completion of the audit and made available for inspection by the City of South Salt Lake or other interested parties if requested.
- B. The city will make one progress payment for fifty percent of the annual “not to exceed” fee at the conclusion of field work. A final payment for billed services will be remitted upon completion and presentation of the audit report.
- C. The City of South Salt Lake staff will prepare schedules, trial balances, and provide documentation and information to assist the auditor during the course of the audit. City staff will prepare and provide the “Management’s Discussion and Analysis” City staff will also prepare a “Schedule of Expenditures of Federal Awards” in preparation of the single audit portion of the engagement.

EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

- Responsiveness of the proposal in clearly stating an understanding of the audit services to be performed.
 - (a) Appropriateness and adequacy of proposed procedures.
 - (b) Reasonableness of time estimates and total audit hours.
 - (c) Appropriateness of assigned staff levels.
- Technical experience of the firm.

- Qualifications of staff.
- Size and structure of firm, considering the scope of the audit.
- Geographic location of key personnel and responsible office.

B. Cost of the audit

C. Right to Reject

The City of South Salt Lake reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any engagement awarded will be made to the independent certified public accounting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the audit.

SUBMISSION OF PROPOSALS

Three printed copies of the proposal must be submitted to Craig Burton, South Salt Lake City Recorder, 220 E Morris Avenue, #200, South Salt Lake, UT, 84115, no later than 3:00 p.m. on May 30th, 2019. One electronic copy of the proposal (pdf format) must be submitted no later than 3:00 p.m. on May 30th, 2019 via cburton@southsaltlakecity.com. Printed and electronic copies received after that date and time will be considered late and ineligible for consideration.

After 3:00 p.m. on May 30th, 2019 the city reserves the right to distribute printed and electronic responses to city representatives in order to begin the evaluation process. Selection of the CPA firm will be made on or before June 21st, 2019. All firms submitting proposals will be notified as soon as possible of the selection results.

SOURCES OF INFORMATION

There will be an optional pre-proposal meeting held on May 22nd, 2019 @ 3:00 p.m. at the South Salt Lake City Hall Council Chambers, 220 E Morris Ave, 2nd Floor, South Salt Lake, UT, to allow for questions and clarifications.

RESOLUTION NO. 2021 08

A RESOLUTION IN SUPPORT OF EQUIPMENT FINANCING
FOR THE LEASE OF A FIRE DEPARTMENT TILLER

WHEREAS, the South Salt Lake City Council acts as the legislative body of the City of South Salt Lake ("City") and is duly organized and existing pursuant to the Constitution and laws of the State.

WHEREAS, pursuant to applicable law, the City Council has the power to appropriate funds, review municipal administration and pass resolutions and ordinances concerning the City budget and is authorized to provide for the manner in which the City acquires, disposes of and encumbers real and personal property, including, rights and interest in property, and leases and easements necessary to the functions or operations of the City.

WHEREAS, the City Council hereby finds and determines that the execution of one or more Master Lease-Purchase Agreements ("Leases") for the purpose of acquiring equipment for the South Salt Lake City Fire Department, to be described in the Leases is appropriate and necessary to the functions and operations of the City.

WHEREAS, PNC Equipment Finance, LLC ("Lessor") shall act as Lessor under said Leases.

Now, therefore, BE IT RESOLVED, by the South Salt Lake City Council that:

1. The Mayor acting on behalf of the City, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the City Council, which document is available for public inspection at the office of the Mayor. The Mayor acting on behalf of the City is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Mayor deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

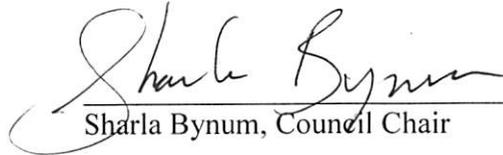
2. By a written instrument signed by the Mayor, the Mayor may designate specifically identified officers or employees of the City to execute and deliver agreements and documents relating to the Leases on behalf of the City.

3. The City's obligations under the Leases shall be subject to annual appropriation or renewal by the City Council as set forth in each Lease and the City's obligations under the Leases shall not constitute general obligations of the City or indebtedness under the Constitution or laws of the State.

(signatures appear on separate page)

APPROVED AND ADOPTED by the City Council of the City of South Salt Lake, Utah, on this 14th day of July, 2021.

BY THE CITY COUNCIL:

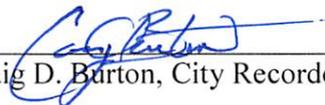

Sharla Bynum, Council Chair

Council vote as recorded:

Bynum	<u>YES</u>
deWolfe	<u>YES</u>
Huff	<u>YES</u>
Mila	<u>YES</u>
Pinkney	<u>YES</u>
Siwik	<u>YES</u>
Thomas	<u>YES</u>



ATTEST:


Craig D. Burton, City Recorder