



**NOTICE AND AGENDA  
SOUTH OGDEN CITY COUNCIL  
WORK SESSION**

**TUESDAY, JULY 2, 2024, 5PM**

Notice is hereby given that the South Ogden City Council will hold their regularly scheduled work session at 5 pm Tuesday, July 2, 2024. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the EOC. The meeting is open to the public; anyone interested is welcome to attend. No action will be taken on any items discussed during the pre-council work session. Discussion of agenda items is for clarification only. Some members of the council may be attending the meeting electronically.

## **WORK SESSION AGENDA**

**I. CALL TO ORDER – Mayor Russell Porter**

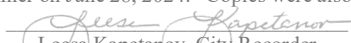
**II. REVIEW OF COUNCIL MEETING AGENDA**

**III. DISCUSSION ITEMS**

- A. Fraud Risk Assessment**
- B. FY2025 Budget**

**IV. ADJOURN**

The undersigned, duly appointed City Recorder, does hereby certify that a copy of the above notice and agenda was posted to the State of Utah Public Notice Website, on the City's website (southogdencity.gov) and emailed to the Standard Examiner on June 28, 2024. Copies were also delivered to each member of the governing body.

  
Leesa Kapetanov, City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should notify the City Recorder at 801-622-2709 at least 24 hours in advance.

# STAFF REPORT



**SUBJECT:** FY 2024 Fraud Risk Assessment  
**AUTHOR:** Steve Liebersbach  
**DEPARTMENT:** Finance  
**DATE:** 7/02/2024

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## RECOMMENDATION

There is no recommendation at this time, this is only a discussion item

## BACKGROUND

This is an item that is now required by the State Auditor's Office as part of the state compliance items that are part of the City's annual audit. It requires that the attached Fraud Risk Assessment be presented to council by the end of June.

## ANALYSIS

There are a number of areas to look at within the assessment that I will touch on and make comments as this item is discussed. The City has the same score as last year, a 370. This may change in future years as the City deals with and adjusts to administrative staffing changes that currently perform a number of the reported functions. As time progresses all of the potential bumps should be smoothed out.

## SIGNIFICANT IMPACTS

There are no financial impacts of this discussion

## ATTACHMENTS

The Fraud Risk Assessment and Implementation Guide are attached

# Fraud Risk Assessment

Continued

\*Total Points Earned: 370/395 \*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
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?		5
b. Procurement?		5
c. Ethical behavior?		5
d. Reporting fraud and abuse?		5
e. Travel?		5
f. Credit/Purchasing cards (where applicable)?		5
g. Personal use of entity assets?		5
h. IT and computer security?		5
i. Cash receipting and deposits?		5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team? <span style="color: red;">CPFA</span>		20
a. Do any members of the management team have at least a bachelor's degree in accounting?		10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		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 ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?		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? <span style="color: red;">Partial = 30 hours</span>	<span style="color: red;">15</span>	20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

\*Entity Name: South Ogden City

\*Completed for Fiscal Year Ending: 6/30/2024 \*Completion Date: 7/02/2024

City Manager

\*Name: Matt Dixon

Finance Director

\*Name: Steve Liebersbach

City Manager

\*Signature: [Signature]

Finance Director

\*Signature: [Signature]

\*Required



# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?	✓			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?			✓	
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

\* MC = Mitigating Control

# Basic Separation of Duties

## Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.





## Fraud Risk Assessment

### INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked "Yes" and enter the total on the "Total Points Earned" line.
- Based on the points earned, circle/highlight the risk level on the "Risk Level" line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.



## Fraud Risk Assessment

### Background

The Office of the State Auditor (Office) regularly receives complaints of fraud or abuse by local government officials. The Office is also aware of internal investigations performed by local governments of their own officials and employees. Some of these situations receive significant media coverage, while others are resolved with less publicity. In either case, the level of concern by the public and local and state officials is significant. Many have asked the Office for more direction on how to prevent such occurrences in the future. The program outlined in this guide is designed to help measure and reduce the risk of undetected fraud, abuse, and noncompliance in local governments of all types and sizes. This assessment is a starting point, it is the hope of the Office that local governments will add to and adapt this form to improve how they manage their internal controls and the risk of fraud, waste and abuse.

### Internal Controls as a Discipline

Professional literature, as well as our own experience, indicates that the solution to the reduction of fraud risk lies in effective internal controls. Internal controls are the policies, practices, and processes that ensure the operations of an organization are performed effectively and efficiently. Internal Controls are also intended to deter or prevent the misuse of public funds. Since internal controls require time and resources, entities should seek to reduce risk to an acceptable level, not eliminate risk altogether. In other words, a lock should never cost more than the item it is intended to protect.

The Committee of Sponsoring Organizations of the Treadway Commission (COSO) is a group of organizations dedicated to providing frameworks and guidance on risk management, internal control, and fraud deterrence. COSO publishes a document "Internal Control – Integrated Framework" (the COSO Framework). The COSO Framework is noted as the gold standard for designing and implementing an entity-wide internal control program for all organizations including governments. The Government Accountability Office (GAO) publishes its own guidance for proper internal controls in government entities known as the Green Book. The Green Book follows the COSO Framework, but adds some specific context that is unique to the government environment. We used both of these publications as resources for this project.

The COSO Framework includes five principles:

- Tone at the Top
- Risk Assessment
- Control Activities
- Communication



- **Monitoring**

Incorporating these five principles into an organization is a recommended but complex endeavor. Most accountants and auditors have been trained on these principles, but full implementation requires additional training and a commitment throughout the organization to be effective. We recommend every organization with the resources use COSO, GAO, GFOA, or any other reputable source as an aid to implementing a comprehensive internal control program.

Due to the expense, most local governments in Utah lack the resources necessary to completely implement the COSO Framework. Our goal is to take the concepts of the COSO Framework and boil them down to specific measures that every local government can incorporate at minimal cost. If properly implemented, we believe these measures will reduce the risk of undetected fraud, abuse, and noncompliance. We have also developed a risk assessment model that provides a basic evaluation of an entity's fraud risk, based upon required separation of duties and our recommended measures.

## **Recommended Measures**

### **1. Separate Duties over Cash Accounts (Crucial)**

Widely recognized as a crucial internal control, separation of duties includes separating the powers of the treasurer and clerk (the person who performs the accounting function, regardless of title), as required by state law. If the roles and responsibilities of treasurer and clerk are *not* 1) separate, 2) independent, and 3) monitored by the governing board, the risk of financial fraud and abuse increases.

In general, the treasurer is responsible for the collection and custody of funds while the clerk validates payment requests, ensures compliance with policy and budgetary restrictions, prepares checks, and records all financial transactions. In situations where proper separation of duties are not maintained, mitigating controls must be implemented. Because of the extreme importance of this control, we have developed a separate questionnaire (see attached) to help determine if basic separation of duties or mitigating controls are in place.

### **2. Require a Commitment of Ethical Behavior**

#### **Purpose**

A critical, fundamental, and far-reaching problem facing government today is the lack of public trust and confidence. Government officials are expected to perform their government duties without using their position for personal benefit. A written statement on ethical behavior will provide clarity and serve as a physical reminder of the aspirations of the organization.

#### **Overview**

Maintaining an ethical environment requires setting an example and communicating proper expectations at every level of the organization. Training and re-enforcement of



ethical standards must be continuous and applicable. Expectations must point to the highest standards and not excuse bad behavior by anyone for any reason.

## **Implementation**

We recommend the entity set clear expectations and exercise consistent enforcement. We recommend instilling a culture rewarding high ethical standards, rather than rewarding cutting corners or engaging in questionable or self-serving behavior. We recommend that every entity have a written policy and strong practices that address a standard of ethical behavior, including prohibited activities, required disclosures, and clear directions on how and to whom disclosures should be submitted and reviewed. We also recommend that the entity require elected or appointed officials and employees to annually commit in writing to abide by the entity's standards of ethical behavior. This practice will provide an opportunity to review the policy and identify any potential or actual conflicts of interest. Requiring periodic confirmation will deter individuals from acting unethically and identify issues before they become problematic.

### **3. Adopt and Put Into Practice Written Policies**

#### **Overview**

The governing body should evaluate policies to make sure they establish proper oversight and direct the organization toward the desired outcomes. The following are key policies along with certain elements that we have identified that are either required by law or best practices to improve the internal control system. As a matter of practical implementation, template policies that contain these elements are available on the Office's website at [resources.auditor.utah.gov](https://resources.auditor.utah.gov).

#### **a. Conflict of Interest**

1. Specifies who is required to declare conflicts.
2. States that if a new conflict arises during course of business it must be reported.
3. Requires each public official/employee to complete a disclosure form on an at least an annual basis.
4. Identifies the individual/position responsible to gather disclosure forms.
5. Disclosure forms provide the user a way to disclose conflicts or indicate that they have no conflicts.
6. Disclosure forms must list the name and position of the public official/employee.
7. Disclosure forms must list the name of the business entity and ownership interest or position for a business regulated by the entity for which there is a conflict.
8. Disclosure forms must list the name of the business entity and ownership interest or position for businesses doing business with the entity.
9. Disclosure forms must list any investments that may create a conflict with the entity.
10. The disclosure shall be made in a sworn statement filed with the entity's governing body.

b. Procurement

Seek the best value for the entity and promote a competitive purchasing process.

1. Specifies a small item threshold allowing employee or department discretion.
2. Specifies documentation required for each level of purchasing (e.g. small purchases, medium purchases and purchases requiring competitive bid).
3. Specifies purchasing procedures (e.g. advertising methods and time frames, rejection of bids, appeals) for items requiring competitive bid.
4. Lists exemptions and documentation needed for not following regular bidding requirements (e.g. sole source provider, emergency purchases etc.).
5. Addresses improper or illegal conduct:
  - a) Prohibits dividing a procurement to avoid following policy (Utah Code 63G-6a-2404.3)
  - b) Prohibits kickbacks (Utah Code 63G-6a-2404)
  - c) Requires disclosure of conflicts of interest (Utah Code 63G-6a-2406)
  - d) Prohibits cost-plus-a-percentage-of-cost contracts (Utah Code 63G-6a-1205)
  - e) Lists other specific activities that are not allowed (Utah Code 67-16 applies to the state and all political subdivisions)
6. Designates a purchasing agent, specify who may sign contracts including requirement for contracts that must go before the governing body.
7. Has an ethics provision and/or reference Utah Code 67-16.
8. Documents consequences of violating the policy (e.g. formal reprimand, suspension, termination or criminal prosecution).

c. Ethical Behavior

1. Prohibits participation in decisions or actions in which the employee or official has real or reasonably perceived conflict (see conflict of interest policy).
2. Prohibits use of authority for personal gain or that of close friends, family, or business associates.
3. Prohibits receiving gifts, loans or bribes.
4. Requires confidentiality regarding any information not subject to GRAMA.
5. Prohibits violation of nepotism laws (Utah Code 52-3).
6. Prohibits misuse of public resources or property (Utah Code 76-8-4).
7. References the Utah Public Officer and Employee Ethics Act (Utah Code 67-16).
8. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination).

d. Reporting Fraud and Abuse

1. Requires the reporting of inappropriate actions or behavior.
2. Provides reporting structure, including alternatives if the employee's normal supervisor is involved.
3. Provides guidance on the type of actions and behaviors which must be reported.
4. Provides guidance on the information to be provided (e.g. names, dates, times, descriptions, effects) when reporting fraud or abuse.
5. Provides whistleblower protection or referrers to Utah Code 67-21-3.
6. Provides for the evaluation, investigation and possible consequences of the alleged action or behavior.



7. Provides for feedback to the employee reporting the action and the governing body.

e. Travel

1. Establishes a process to authorize travel expenditures (i.e. preauthorization).
2. Defines what constitutes allowable and unallowable travel and clearly establishes reasonable limits.
3. Establishes a reporting structure with senior management reporting to the governing body.
4. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds, inability to travel).
5. Requires adequate record keeping (documentation of time, place, business purpose, and authorization).
6. Communicates the public nature of purchase records.
7. Ensures enough information is gathered and communicated to maintain accountability and measure performance.
8. Has a provision to comply with external reporting requirements (e.g. IRS, Utah Public Finance Website reporting).

f. Credit/Purchasing Cards

1. Credit/purchase card issuance should be approved by governing body.
2. Establishes procedures for independent review and reconciliation of each card.
3. Establishes card holder accountability including consequences for noncompliance (e.g. suspension, termination, recovery of funds, or loss of card privileges).
4. Establishes required practices to ensure the security of the card (e.g. signing, storing, and who can use the card).
5. Establishes procedures for card use (e.g. documentation required, timelines, reconciliations, restrictions).

g. Personal Use of Entity Assets

1. Establishes allowable uses, or disallows use, of entity assets and rates if applicable (e.g. making photocopies, use of heavy equipment).
2. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds or loss of privileges).

h. IT & Computer Security

1. Establishes allowable uses of information systems, computer equipment, and the internet.
2. Discloses to the user that the entity has the right to monitor and limit the activities on entity IT systems.
3. Establishes individual accountability, including consequences for noncompliance (e.g. suspension, termination, recovery of funds, or loss of privileges).

i. Cash Receipting and Deposit

1. Establishes a timeline for entering receipts into the accounting system.
2. Establishes a timeline for depositing funds in the bank that complies with the Utah Money Management Act (3 days).

3. Establishes security measures for holding funds before deposit (e.g. safe, vault).
4. Establishes a receipting process for giving the customer documentation of the transaction and also provide sufficient information to understand the purpose of the transaction for management review or audit.
5. Establishes a procedure for entering credit card and ACH transactions into the accounting system.
6. Establishes a separation of duties between the person receiving payments and the person making deposits (smaller entities may require dual sign-off on deposits).
7. Establishes required documentation for voiding or altering a cash receipt, including that it be reviewed by someone that didn't make the correction.
8. Requires system-generated or sequentially-numbered receipts to allow for a review of completeness.
9. Requires cash deposits and receipts to be reconciled and/or reviewed by someone not receiving cash.

## **4. Hire and Train Qualified Staff**

### **Purpose**

In order to ensure the effective and efficient delivery of government services, each entity should identify the knowledge, skills, and abilities (KSA) needed by its management and employees. In technical areas, KSA often align with formal credentials, such as a degree or license. Accounting is an area where degrees and professional designations usually indicate a level of proficiency.

### **Overview**

A licensed Certified Public Accountant (CPA) is the most common designation of a person who possesses the KSA needed to oversee the day-to-day financial operations of an entity. There are several other designations that may indicate similar KSA, such as Certified Government Financial Manager (CGFM), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Government Auditing Professional (CGAP), and Certified Public Finance Officer (CPFO). At a minimum, we recommend that every entity have someone with a bachelor's degree in accounting as part of its staff.

### **Implementation**

While not every local government entity needs a full-time CPA, every entity should utilize a qualified accountant to ensure that its finances are protected and accurately reported. Most accounting firms and professional bookkeeping services provide a variety of services on an as-needed basis. We recommend every local government evaluate the level of KSA possessed by its accounting staff and consider contracting with an accounting professional. The accounting professional could perform some or all of the accounting and ensure that the entity has effectively implemented internal controls and meets reporting requirements.



To aid local government entities in identifying and procuring the services of qualified accounting professionals, the Office maintains a qualified vendor list included on the Office's website at [resources.auditor.utah.gov](https://resources.auditor.utah.gov). The firms on this list have met the requirements set forth by the Office to provide bookkeeping, compliance reporting, or financial statement preparation for local governments.

## 5. Provide Effective Training

### Overview

Training is vital to any organization, especially governments, where services are essential to economic prosperity and basic human needs. Public officials and key employees need to possess at least a basic understanding of the legal requirements of their entity. We encourage entities to consider the KSA needed to support the services provided by their entity, then determine the appropriate level of training that is needed to maintain those KSA. The entity should provide resources to attend sufficient and appropriate training on an ongoing basis.

### Implementation

The Office provides comprehensive but basic training on financial topics for local government board members and finance officers. However, this training serves only as an introduction for those who are new or previously untrained in local government financial matters. We recommend board members and finance officers identify and participate in organizations that provide more advanced training. These organizations may be specific to the government type (e.g. counties, charter schools), a specific type of operation (e.g. sewer, water), or a specific job within the organization (e.g. treasurer, finance officer).

At a minimum, board members should view our online basic but comprehensive training every four years (see [training.auditor.utah.gov](https://training.auditor.utah.gov)). Also, at least one member of the finance team, preferably the chief finance officer, should have 40 hours of financial training each year. Financial training includes: auditing, accounting, budgeting, reporting, internal controls, fraud prevention and detection, software, and any other topic that is related to the management of finances.

## 6. Implement a Hotline

### Definition

A hotline is a means by which the public and employees can anonymously report concerns about improper behavior of an entity's officers or employees or concerning practices of the entity.

## Overview

Fraud losses are 50% smaller at organizations with hotlines than those without hotlines. According to the Association of Certified Fraud Examiners, 40% of reported instances of fraud are discovered through a tip. More than half of these tips were provided by an employee of the organization and 46% of fraud cases detected by tip were reported through a hotline.

## Implementation

An effective hotline can be implemented at virtually no cost and can be as simple as providing an email address or phone number. Hotline submissions should be sent directly to a person who has the resources and objectivity to evaluate the concern and investigate if warranted. All complaints and the results of investigations should be presented to the audit committee of the entity in a timely fashion.

Hotlines should be promoted and easy to access (most entities put a link to their hotline on the main page of their website). Every entity should have a written policy that includes the following:

1. Methods for receiving complaints (e.g. email, phone number).
2. A provision for anonymous complaints.
3. Sufficient direction to ensure complaints are given adequate treatment as follows:
  - a. An initial screening of complaints to be performed by an office not involved in the complaint (this could be accomplished by having it performed by more than one office if an independent internal audit function does not exist or it could be sent directly to the audit committee).
  - b. Audit committee:
    - i. Reviews available evidence.
    - ii. Determines if further investigation is merited. If so;
      - Sets the scope of audit
      - Sets a budget
      - Sets a timeline
      - Provides resources
  - c. Audit results are reported to the audit committee.
  - d. Audit committee approves findings and recommendations.
  - e. Audit committee ensures that findings and recommendations are addressed by the appropriate officers or employees.
  - f. Feedback provided to the complainant, if requested.

## 7. Implement an Internal Audit Function

### Definition

An internal audit function is an organizational initiative to monitor and analyze the entity's own operations in order to determine how well it conforms to a set of specific criteria, such as laws, policies, or best practices. Internal auditors are independent of the work they audit, but are very familiar with it so as to allow them to determine compliance with the requirements for that work.



## **Overview**

An internal audit may focus on financial operations, systems, processes, or compliance. As part of the internal audit plan, auditors try to find discrepancies between operational design and operational reality. Internal audits also help uncover evidence of fraud, waste, or abuse. If internal auditors find discrepancies or inappropriate activities, they document and report them to entity leadership who can prioritize and direct corrective action.

The frequency of internal audits will depend on the department or process being examined. Some types of operations may require daily audits for quality control, others may require only an annual audit of records.

Internal audit plans act as a pre-emptive step in maintaining operational efficiency and financial reliability, as well as safeguarding assets.

## **Implementation**

An internal audit function should be formalized by the adoption of an Internal Audit Charter which identifies who is responsible to oversee the internal audit function and who will perform the internal audits.

Those responsible for internal audits should adopt an audit plan which identifies what will be audited and when it will be audited. The audit plan should be reviewed regularly, usually once per year.

## **Adaptation for small entities**

Only the largest of our local governments can justify a full-time internal auditor. Most local governments can execute an effective internal audit program by contracting with an audit professional to work a few days a year. To eliminate added costs entirely, some entities may coordinate with peer entities and utilize each other's financial staff to act as internal auditors. Keep in mind, internal auditors need a solid understanding of audit principles and should use work programs that are designed to effectively identify violations of the laws or policies they are auditing.

# **8. Use an Audit Committee**

## **Purpose**

An audit committee assists the governing body in its financial oversight responsibilities.

## **Membership**

We recommend that members of the audit committee are a subset of the governing body. An audit committee should have a financial expert who is not a member of management. This can be achieved by having a governing body member who is a financial expert, or acquiring the assistance of a volunteer or paid professional financial expert. Finance officers from other local governments should be considered when looking for a financial expert, as they are independent and have a working knowledge of government accounting issues.

## Functions

An audit committee must ensure the following:

1. Management develops and enforces systems that ensure the entity accomplishes its mission effectively and efficiently while complying with laws and regulations.
2. The internal audit function objectively assesses the effectiveness of management's internal control program.
3. Financial statement audits are performed by a qualified, independent accounting firm and issues identified during those audits are reviewed and resolved as appropriate.
4. Hotline complaints are investigated and findings are addressed by the governing body.

## Risk Score

We have 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 some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. 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.



## **NOTICE OF PROPOSED TAX INCREASE SOUTH OGDEN CITY**

The SOUTH OGDEN CITY is proposing to increase its property tax revenue.

- The SOUTH OGDEN CITY tax on a \$473,000 residence would increase from \$633.21 to \$652.20, which is \$18.99 per year.

- The SOUTH OGDEN CITY tax on a \$473,000 business would increase from \$1,151.28 to \$1,185.81, which is \$34.53 per year.

- If the proposed budget is approved, SOUTH OGDEN CITY would increase its property tax budgeted revenue by 3.12% above last year's property tax budgeted revenue excluding eligible new growth.

All concerned citizens are invited to a public hearing on the tax increase.

### **PUBLIC HEARING**

Date/Time: 8/6/2024 6:00 pm

Location: South Ogden City Hall Council Chambers  
3950 Adams Avenue  
South Ogden

To obtain more information regarding the tax increase, citizens may contact SOUTH OGDEN CITY at 801-622-2702.

**Money paid to Landmark Design**

2023	\$108,532.50
2022	\$98,226.12
2021	\$102,710.50
2020	\$116,958.25
2019	\$207,856.94

**Average                    \$126,856.86**

If remove 2019            **\$106,606.84**

**Cost to hire a Full time Planer**

\$37.32 per hour	\$77,625.60
Benefits	\$42,921.40 ( Assumes family coverage)

**Total                    \$120,547.00**

**Benefits to the City**

Familiar with City Code  
Can be proactive rather than reactive  
In house planning files  
Can handle walk in questions about zoning/development  
Can prepare Planning Commission Agendas  
Can develop long range planning



## Project requests provided by Jon:

					Current Budget	YTD Spent	\$\$ Needed For Completion	New Monies
<b>Water:</b>	\$2,546,119.87 as of 7/31/2024							
	Ben Lomond & Sunset	\$625,000	51-40-709	Ben Lomond & Sunset	\$1,120,000	(\$134,967)	\$985,033	\$0
	Chimes (Riverdale East to 345 Chimes)	\$900,000	51-40-710	40th & Chimes	\$963,240	(\$55,850)	\$907,390	\$0
	Porter (42nd to 44th, Adams to Jefferson)	\$601,000	NEW				\$601,000	\$601,000
	44th to 46th & PRV	\$591,560	NEW				\$591,560	\$591,560
	40th (Riverdale Road to Washington Blvd)	\$900,000	NEW				\$900,000	\$900,000
	Radio Antennas for Water Meters	\$115,000	NEW				\$115,000	\$115,000
		<u>\$3,732,560</u>	51-40-711	Brier Point Loop	\$1,120,000	(\$613,600)	\$506,400	\$0
			51-40-712	38th Grant & Kiesel Loop	\$346,610	(\$669,111)	(\$322,501)	\$322,501
							<u>\$4,283,882</u>	<u>\$2,530,061</u>
<b>Sewer:</b>	\$2,413,127.51 as of 7/31/2024							
	1300 E Manhole	\$25,200	52-40-650	Manhole Replacement	\$45,200	\$0	\$45,200	\$0
	40th & Burch Creek Lining	\$246,731	52-40-704	Lining 40th to Country Club	\$246,731	\$0	\$246,731	\$0
	700 E relocation	\$461,700	52-40-705	Replace 700 E/H Guy Child	\$461,700	(\$20,843)	\$440,857	\$0
		<u>\$733,631</u>					<u>\$732,788</u>	<u>\$0</u>
<b>Storm Drain:</b>	\$2,350,915.77 as of 7/31/2024							
	Burch Creek Re-line	\$90,000	53-40-701	Burch Creek Hollow Re-line	\$90,000	\$0	\$90,000	\$0
	42nd Adams to 40th	\$903,200	NEW				\$903,200	\$903,200
	42nd Liberty to Adams	\$779,100	53-40-702	Replace 42nd St/Lib to Adams	\$779,100	(\$10,862)	\$768,238	\$0
	Ben Lomond Research (Chambers to 875 E)	\$100,000	53-40-703	Replace 40th/Wash & Burch Cr	\$298,800	\$0	\$298,800	\$0
		<u>\$1,872,300</u>					<u>\$2,060,238</u>	<u>\$903,200</u>
<b>Gargage:</b>	\$251,376.02 as of 7/31/2024							
	Grand Totals	\$6,338,491					\$7,076,908	\$3,433,261

<b>Water Fund:</b>				FY 2025
Cash balance 8/31/2023 -		\$2,368,615		Budgets
Fiscal Year 2023 water revenues:		\$1,948,461		\$1,948,461
FY Operational Expenses				
Wages & Benefits	\$399,150			\$450,034
Operational Costs	<u>\$1,139,607</u>			\$1,356,712
		<u>\$1,538,757</u>		
<b>Ben Lomond &amp; Sunset FY 2024 over budget by \$350,000</b>				<b>(\$350,000)</b>
	Residual	<u>\$409,704</u>		<u>\$491,715</u>
Total potential availability:			<b>\$2,778,319</b>	Needed <b>\$2,530,061</b>
<b>Sewer Fund:</b>				
Cash balance 8/31/2023 -		\$2,466,661		
Fiscal Year 2023 sewer revenues:		\$2,249,417		\$2,249,417
FY Operational Expenses				
Wages & Benefits	\$357,553			\$453,259
CWSID Fees	\$1,171,792			\$1,214,856
Operational Costs	<u>\$619,530</u>			\$673,676
		<u>\$2,148,875</u>		
	Residual	<u>\$100,542</u>		<b>(\$92,374)</b>
Total potential availability:			<b>\$2,567,203</b>	Needed <b>\$0</b>
<b>Storm Drain Fund:</b>				
Cash balance 8/31/2023 -		\$2,414,362		
Fiscal Year 2023 storm drain revenues:		\$1,266,894		\$1,266,894
FY Operational Expenses				
Wages & Benefits	\$407,630			\$514,225
Operational Costs	<u>\$505,179</u>			\$446,376
		<u>\$912,809</u>		
	Residual	<u>\$354,085</u>		\$306,293
Total potential availability:			<b>\$2,768,447</b>	Needed <b>\$903,200</b>
<b>Garbage Fund:</b>				
Cash balance 8/31/2023 -		\$255,632		
Fiscal Year 2023 garbage fees:	\$805,082			
Fiscal Year 2023 recycling fees:	<u>\$242,182</u>			
		<u>\$1,047,264</u>		\$1,047,264
FY Operational Expenses				
Operational Costs	\$221,392			\$218,970
Republic Services	\$519,093			\$625,200
Wasatch Integrated	\$36,981			\$35,872
Tipping Fees	<u>\$257,890</u>			\$273,600
		<u>\$1,035,356</u>		
	Residual	<u>\$11,908</u>		<b>(\$106,378)</b>
Total potential availability:			<b>\$267,540</b>	Needed <b>???</b>



# SOUTH OGDEN CITY FY 2024 UTILITY RATES

	WATER USAGE PRICE RATE PER LEVEL	NEW USAGE RATES		SEWER USAGE PRICE RATE PER LEVEL	WATER BASE FEE	NEW WATER BASE FEE	SEWER BASE FEE	GARBAGE RATE PER CAN	RECYCLIN G RATE PER CAN	RESIDENTIAL STORM DRAIN FEE
	Rate per 1000 Gallons	Rate per 1000 Gallons	SEWER USAGE LEVELS	Rate per 1000 Gallons	\$11.47	\$14.33	\$16.05	\$11.56	\$4.09	\$11.93
1 0- 3,999 GALLONS	\$1.43	\$1.43	0- 3,999 GALLONS	\$1.14						
2 4,000 - 7,999 GALLONS	\$3.15	\$3.50	4,000 - + GALLONS	\$4.77						
3 8,000 - 10,999 GALLONS	\$3.73	\$4.14								
4 11,000 - 15,999 GALLONS	\$4.29	\$4.76								
5 16,000 - + GALLONS	\$4.59	\$5.09								

**Water increase =**

Base fee from \$11.47 to \$14.33

Tiers 2 - 5 have 11% increase

DUPLEX STORM DRAIN FEE	4- PLEX STORM DRAIN FEE	COMMERCIAL STORM DRAIN PER ERU
\$17.88	\$23.83	\$11.93

# STAFF REPORT



**SUBJECT:** FY 2025 Acting Budget  
**AUTHOR:** Steve Liebersbach  
**DEPARTMENT:** Finance  
**DATE:** 7/2/2024

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## BACKGROUND

The Acting Budget was adopted at the June 18 meeting. This report is just to remind you about the format of the various columns as described below.

## ANALYSIS

This document gives you important information in a columnar format as such:

- \* Prior Year actual data - FY 2023
- \* Current Year Budget - FY 2024
- \* Current Year To Date Actuals - for both revenues & expenditures (as of 6/13/2024)
- \* Future Year Budget - FY 2025 - numbers as they have been worked out thus far

## SIGNIFICANT IMPACTS

This will serve as the City's Budget until the Final Budget is adopted in August, 2024.

## ATTACHMENTS

The FY 2025 Acting Budget is attached



*South Ogden City*

*FY 2025*

*Acting Budget*

*June 18, 2024*

Resolution – 24-19

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>GENERAL FUND</b>					
<b>TAX REVENUE</b>					
10-31-100	Property Tax Collections CY	4,183,551	4,379,859	2,189,794	<u>4,548,255</u>
	Budget notes:				
	~2025 * current certified tax rate = .002500				
	* new growth = \$37,000				
	* 3% property tax increase = \$168,396				
10-31-105	Prop 1 Tax Increment	444,360	455,073	260,642	<u>453,356</u>
10-31-200	Property Tax - Delinquent	57,553	44,801	29,245	<u>57,280</u>
10-31-250	Motor Vehicle & Personal Prop.	219,163	219,951	120,421	<u>208,992</u>
10-31-300	General Sales and Use Taxes	5,546,310	5,846,029	3,330,501	<u>5,582,412</u>
	Budget notes:				
	~2025 *c/y 9 mo + p/y 3 mo = \$5,577,054				
	* 1% growth = \$55,771				
	* \$213,204 less than FY 2024 budget				
	* current year-to-date = .77% over last year-to-date				
10-31-400	Utility Franchise Fee	384,201	197,055	67,662	<u>197,055</u>
	Budget notes:				
	~2025 * 3% all goes to parks capital = \$197,055 if there are no utility increases				
	* water - \$59,666				
	* sewer - \$69,240				
	* storm - \$37,761				
	* garbage - \$23,176				
	* recycling - \$7,212				
10-31-500	Franchise Tax	240,996	242,625	84,694	<u>216,979</u>
10-31-550	Municipal Energy Use Tax	1,113,787	1,020,093	1,007,300	<u>1,135,533</u>
	Total TAX REVENUE:	<u>12,189,922</u>	<u>12,405,486</u>	<u>7,090,258</u>	<u>12,399,862</u>
<b>LICENSES &amp; PERMITS</b>					
10-32-100	Business Licenses	146,077	110,385	138,332	<u>140,346</u>
10-32-200	Building Permits	240,903	171,080	146,187	<u>171,080</u>
10-32-300	Animal Licenses	7,929	10,334	6,755	<u>7,753</u>
10-32-325	Micro-Chipping Fees	5,270	100	380	<u>450</u>
10-32-350	Animal Adoptions	26,450	26,123	31,955	<u>30,013</u>
10-32-375	Animal Shelter Fees	605	653	4,295	<u>5,144</u>
	Total LICENSES & PERMITS:	<u>427,233</u>	<u>318,675</u>	<u>327,904</u>	<u>354,786</u>
<b>INTERGOVERNMENTAL REVENUE</b>					
10-33-150	State Liquor Fund Allotment	23,859	23,860	13,988	<u>25,988</u>
10-33-200	ARPA - American Rescue Plan	.00	.00	.00	<u>2,035,512</u>
	Budget notes:				
	~2025 * \$2,035,512 = total received				
	* \$1,924,453 - encumbered for new fire truck				
	* \$111,059 - remaining balance transferred to CPF for skate park (part of 10-80-230 = \$1,500,000)				
10-33-600	State/Local Grants	698,508	488,423	75,289	<u>867,716</u>
	Budget notes:				
	~2025 * RAMP population grant - \$17,716 : corresponds with line item #10-70-450				
	* RAMP skate park grant - \$650,000				
	* Outdoor Recreation grant - \$200,000 for the skate park				
10-33-610	Federal FEMA Awards	55,737	.00	.00	<u>.00</u>
10-33-900	Class "C" Road Fund Allotment	747,926	751,075	357,262	<u>803,663</u>

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-33-925	Resource Officer Contract	46,875	50,250	59,500	71,400
Budget notes:					
~2025 * per contract Darin negotiated last year - \$71,400					
Total INTERGOVERNMENTAL REVENUE:		1,572,905	1,313,608	506,040	3,804,279
<b>RECREATION &amp; PLANNING FEES</b>					
10-34-200	Baseball Revenue	13,893	16,315	17,983	16,315
10-34-250	Soccer	6,320	7,400	8,015	7,400
10-34-300	Spike/Kickball Fees	360-	315	760	315
10-34-350	Basketball Fees	19,413	22,945	52,142	22,945
10-34-352	Comp Youth Basketball	98,800	95,000	85,880	95,000
10-34-354	Comp Adult Basketball	12,620	13,500	12,970	13,500
10-34-360	Ultimate Frisbee Fees	.00	.00	1,415	.00
10-34-375	Flag Football	3,235	4,360	3,900	4,360
10-34-450	Volleyball Registration	5,615	4,537	6,734	4,537
10-34-500	Football	15,821	18,900	12,746	18,900
10-34-505	Football Apparel	960	3,100	3,605	3,100
10-34-550	Tennis / Pickleball	.00	280	1,383	280
10-34-575	Concession Revenues	.00	.00	1,085	.00
10-34-700	Plan Check Fee	124,206	34,400	81,404	34,400
10-34-725	Engineering Review Fees	8,239	15,947	6,758	15,947
10-34-726	Zoning/Subdivision Fees	4,490	2,400	3,640	2,400
10-34-750	Street Cut Fee	5,592	4,400	26,352	4,400
10-34-850	Bowery Rental	3,100	1,800	2,175	1,800
10-34-875	Sex Offender Registration Fee	550	500	800	500
10-34-900	Public Safety Reports	21,235	14,100	22,945	14,100
Total RECREATION & PLANNING FEES:		343,728	260,199	352,692	260,199
<b>FINES &amp; FORFEITURES</b>					
10-35-200	Fines- Regular	397,836	416,960	427,085	415,855
10-35-300	Alarm Fines/Permits	5,000	3,750	3,850	3,750
Total FINES & FORFEITURES:		402,836	420,710	430,935	419,605
<b>MISCELLANEOUS REVENUE</b>					
10-36-100	Interest	424,726	358,630	299,098	355,208
Budget notes:					
~2025 * April 2024 PTIF rate = 5.4469%					
* only a percentage goes to the g/f, approx 45%					
10-36-105	Cash Over/Short	45-	.00	13	.00
10-36-400	Sales of Fixed Assets	56,948	.00	724,647	.00
10-36-500	75th Anniversary Sales	40	.00	.00	.00
10-36-601	Donations to South Ogden City	14,728	.00	6,618	.00
10-36-700	Contractual Agreement Reven	172,408	160,283	159,211	164,722
Budget notes:					
~2025 * WTC a/c = \$49,821 - Riverdale a/c = \$22,109					
* Verizon = \$17,612 - T-Mobile = \$15,129 - SBA = \$43,251					
* AT & T = \$14,400 - NetMotion = \$2,400					
10-36-900	Misc. Revenue	190,213	67,803	168,073	25,000
Total MISCELLANEOUS REVENUE:		859,017	586,716	1,357,659	544,930
<b>CHARGE FOR SERVICE &amp; TRANSFERS</b>					
10-39-150	Lease Financing	.00	.00	915,286	.00



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-39-242	Transfer in from Sewer Fund	11,595	12,059	12,059	12,059
10-39-244	Transfer in from Storm Drain	16,748	17,418	17,418	17,418
10-39-250	Transfer in from Water Fund	60,551	62,974	62,974	62,974
10-39-300	Transfer In From CPF	.00	.00	.00	2,086,723
10-39-350	Charge for Service - CDRA	16,926	22,375	11,190	22,375
Budget notes:					
~2025 * Mazda Automall - \$1,625					
* City Center - \$20,750					
10-39-400	Charge for Service - Water Fnd	270,256	359,912	179,952	359,912
10-39-410	Charge for Service - Sewer Fnd	261,388	244,764	122,382	244,764
10-39-420	Charge for Svc - Storm Drn Fnd	202,251	119,630	59,814	119,630
10-39-430	Charge for Service - Grbge Fnd	109,902	88,409	44,202	88,409
10-39-440	Charge for Service - Amb Fnd	70,742	74,761	37,380	74,761
10-39-700	Appropriated Fund Bal-Class C	.00	50,000	.00	48,500
10-39-800	Appropriated Fund Balance	.00	77,733	.00	.00
Total CHARGE FOR SERVICE & TRANSFERS:		1,020,359	1,130,035	1,462,657	3,137,525
Total Revenue:		16,816,000	16,435,429	11,528,145	20,921,186
<b>COUNCIL</b>					
10-41-110	Salaries and Wages	71,877	77,519	71,819	79,845
10-41-130	Employee Benefits	8,673	9,254	10,275	9,347
10-41-210	Books, Subscrip. & Memberships	12,483	12,484	13,682	14,172
Budget notes:					
~2025 * ULCT membership fees					
10-41-230	Travel & Training	6,839	6,890	6,089	6,683
10-41-240	Supplies	214	174	33	514
10-41-700	Small Equipment	755	1,152	1,152	772
Total COUNCIL:		100,841	107,473	103,050	111,333
<b>LEGAL DEPARTMENT</b>					
10-42-110	Salaries and Wages	15,425	37,052	22,018	39,163
10-42-130	Employee Benefits	1,217	2,835	1,726	2,996
10-42-230	Travel & Training	1,234	1,530	520	1,484
10-42-240	Supplies	.00	530	.00	514
10-42-310	Outside Legal Counsel	83,969	107,880	60,364	104,644
Budget notes:					
~2025 * ETJ Law FY 2024 approx \$8,990 per month - fees are going up 17% in FY 2025					
10-42-320	Prosecutorial Fees	30,000	30,000	27,500	29,100
Total LEGAL DEPARTMENT:		131,845	179,827	112,129	177,901
<b>Court Department</b>					
10-43-110	Salaries & Wages	204,276	235,456	218,326	250,374
10-43-112	Overtime	.00	.00	.00	2,500
10-43-130	Employee Benefits	66,848	81,974	73,315	77,399
10-43-210	Books, Subscriptions, & Mbrshp	216	530	307	514
10-43-230	Travel & Training	1,374	3,727	3,727	1,542
10-43-240	Office Supplies	7,212	3,152	437	3,057
10-43-275	State Surcharge	100,150	108,368	104,977	105,117
10-43-280	Telephone	275	319	300	309
10-43-300	Public Defender Fees	13,000	15,898	12,400	15,421
10-43-305	Wasatch Constable Contract	14,931	22,556	14,374	21,879
10-43-310	Professional & Technical	1,854	1,573	2,497	3,599

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-43-329	Computer Repairs	.00	265	.00	257
10-43-330	Witness Fees	.00	1,100	.00	1,067
10-43-700	Small Equipment	188	319	.00	309
10-43-750	Capital Outlay	7,126	.00	.00	.00
Total Court Department:		417,449	475,237	430,659	483,344
<b>ADMINISTRATION</b>					
10-44-110	Salaries and Wages	699,210	811,448	775,369	851,791
10-44-112	Overtime	.00	.00	.00	5,000
10-44-130	Employee Benefits	258,372	309,409	299,420	301,667
10-44-210	Books, Subscriptions & Member	3,793	4,239	4,215	4,112
10-44-230	Travel & Training	15,768	19,608	13,250	19,020
10-44-240	Office Supplies & Miscell	4,193	6,890	2,813	6,683
10-44-247	Car Allowance	6,237	6,804	6,804	6,600
10-44-248	Vehicle Maintenance	246	530	69	514
10-44-280	Telephone	4,706	5,279	5,141	5,121
10-44-300	Gas	150-	796	370	772
10-44-310	Professional & Technical	15,992	23,500	16,447	22,795
10-44-329	Computer Repairs	.00	265	.00	257
10-44-600	Service Charges	53,473	59,514	55,984	63,202
10-44-650	Lease Payments	.00	3,200	.00	3,104
10-44-700	Small Equipment	879	2,610	224	2,532
10-44-750	Capital Outlay	3,769	8,764	8,764	.00
Total ADMINISTRATION:		1,066,488	1,262,856	1,188,870	1,293,170
<b>NON-DEPARTMENTAL</b>					
10-49-130	Retirement Benefits	62,192	86,306	80,571	66,906
Budget notes:					
~2025 * Jeff Barfuss - \$9,826					
* David Labbe - \$29,653					
* Dwight Ruth - \$27,428					
10-49-220	Public Notices	2,309	3,000	2,501	2,910
10-49-250	Unemployment	5,728	620	488	2,056
10-49-255	Ogden Weber Chamber Fees	3,000	3,180	3,000	3,085
10-49-260	Workers Compensation	84,721	98,221	78,780	95,274
10-49-290	City Postage	10,000	50,000	30,932	48,500
Budget notes:					
~2025 * Data Center - utility billing & postage - 1st year estimate					
10-49-291	Newsletter Printing	8,112	8,585	7,620	8,327
10-49-310	Auditors	13,250	16,373	9,990	20,940
Budget notes:					
~2025 * New contract = \$17,000 - 3% increase for future years					
* \$2,500 if a single audit is needed					
* TCS - actuarial services = \$1,440					
10-49-320	Professional & Technical	67,941	104,036	63,055	100,915
Budget notes:					
~2025 * TecServe = Qualtrics = Zions Public Finance = Lewis Young = Tech Net = CivicPlus					
10-49-321	I/T Supplies	114	3,180	300	3,085
10-49-322	Computer Contracts	76,891	74,612	67,694	72,374
Budget notes:					
~2025 * Caselle = Ramsys Storage = Zoho = Virtual Grafitti = CDW-G					
* Archive Social = Revize = Mellennial Vision In					
10-49-323	City-wide Telephone	9,741	11,220	11,428	9,428
10-49-324	City-wide Internet	6,677	6,741	3,935	6,539

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-49-329	Server Repairs	.00	11,472	.00	.00
10-49-400	Unreserved	.00	76,376	.00	77,600
10-49-430	Sales Tax Admin Fee	36,409	37,567	21,701	36,440
10-49-450	Homeless Shelter State Fee	43,138	45,469	31,802	66,585
10-49-500	City Safety/Wellness Program	3,689	6,500	2,331	6,305
10-49-510	Insurance	186,077	196,075	97,785	206,075
10-49-515	City Donations	4,100	72,455	71,955	4,600
Budget notes:					
~2025 * BCTC = \$3,600					
* Bonneville High PTA - \$1,000					
10-49-520	Employee Assistance Plan	4,080	4,080	3,400	3,958
10-49-596	Holiday Dinner	5,525	5,830	5,414	5,655
10-49-597	Employee Recognition Prog	7,568	8,500	8,312	8,245
10-49-598	OFFH	4,022	6,516	6,327	6,321
10-49-599	Easter Egg Hunt	2,750	3,180	2,630	3,085
10-49-600	Community Programs	7,014	6,407	4,698	6,215
10-49-601	Community Brand	2,000	4,428	4,428	.00
10-49-605	Continuing Education	4,180	7,000	3,851	6,790
10-49-610	Government Immunity	2,975	6,000	.00	5,820
10-49-700	Small Equipment	.00	4,120	4,064	2,056
10-49-750	Capital Outlay	62,424	41,352	9,926	41,352
Budget notes:					
~2025 * cameras at Friendship, Glasmann & Nature Park					
Total NON-DEPARTMENTAL:		726,626	1,009,401	638,918	927,441
<b>ELECTIONS</b>					
10-50-240	Supplies	.00	19,276	9,974	.00
Total ELECTIONS:		.00	19,276	9,974	.00
<b>BUILDING AND GROUNDS</b>					
10-51-263	Fire Station #82 Utilities	9,884	8,479	9,924	8,225
10-51-264	Station #82 Maintenance	7,422	5,470	19,968	2,056
10-51-265	Cleaning Contract	18,555	22,350	18,983	21,680
10-51-266	Elevator Maintenance	7,087	12,454	7,345	12,080
10-51-270	New City Hall Maintenance	99,632	88,796	57,545	66,132
10-51-275	New City Hall Utilities	114,345	122,235	123,151	118,568
10-51-280	City Building Upgrades	.00	196,000	.00	196,000
Budget notes:					
~2025 * City Hall upgrades					
* carpet = \$22,500					
* painting = \$21,000					
* landscaping = \$92,000					
* St. #81 concrete = \$60,500					
10-51-750	Capital Outlay	61,743	98,607	98,603	60,081
Budget notes:					
~2025 * school district pymt #8					
* Club Heights = \$29,015					
* Marlon Hills = \$31,067					
Total BUILDING AND GROUNDS:		318,668	554,391	335,520	484,822
<b>PLANNING &amp; ZONING</b>					
10-52-120	Commission Allowance	4,775	6,300	2,225	6,111
10-52-210	Books, Subscrip, Memberships	15	265	52	257



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-52-230	Travel & Training	89	530	.00	514
10-52-310	Professional & Technical Servi	118,997	79,490	112,135	132,548
Budget notes:					
~2025 * full-time planner = \$120,547 @ \$37.32/hr					
* \$12,000 for transition					
10-52-330	General Plan Revision	41,463	4,200	.00	.00
Total PLANNING & ZONING:		165,338	90,785	114,413	139,430

**POLICE SERVICES**

10-55-110	Full time wages - Police	2,098,366	2,304,708	2,200,546	2,380,519
Budget notes:					
~2025 * Current staffing : 19 FTE's plus 3 management					
* Requested :					
* full-time code enforcement/zoning officer - approx cost = \$102,900 @ \$30/hr without vehicle					
* move Toni Painter from part-time to full-time - approx cost = \$45,500					
* 2 new full-time officers - approx cost = \$233,600 plus vehicles & equipment approx cost = \$170,000					
10-55-111	Part time wages - Police	26,182	31,111	22,710	33,101
10-55-112	Overtime wages - Police	53,074	65,074	63,214	48,168
10-55-115	Animal Control Wages	56,408	61,999	49,377	77,588
10-55-116	Crossing Guards	12,865	15,013	15,012	29,895

Budget notes:

~2025 \* currently have 4 @ 2 hours per day for 180 days @ \$13.84/hr

\*Requested:

\* increase pay to \$20.00 per hour

\* go from 4 to 5 positions

\* potential cost = \$17,300

10-55-130	Benefits - Police	1,209,228	1,305,744	1,256,234	1,316,251
10-55-131	WTC - A/C Contract	79,563	73,081	74,300	60,726

Budget notes:

~2025 \* Sarah Hayes - designated WTC a/c office @80% - formula no longer used

10-55-132	Liquor Funds Expenditures	22,586	23,860	23,860	25,988
10-55-150	Death Benefit Ins. - Police	311	400	291	388
10-55-151	Mental Health Services	7,838	26,853	20,310	30,000
10-55-210	Mbrshps, Bks & Sub - Police	7,135	7,253	7,050	7,035
10-55-230	Travel & Training - Police	15,726	15,519	12,779	18,933
10-55-240	Office Supplies - Police	3,959	6,359	4,100	6,168
10-55-245	Clothing Contract - Police	10,756	11,050	10,407	12,659
10-55-246	Special Dept Supplies - Police	9,471	12,100	7,855	11,737
10-55-247	Animal Control Costs	61,325	60,938	44,542	59,110
10-55-248	Vehicle Maintenance - Police	42,006	42,137	30,795	19,533
10-55-250	Equipment Maintenance - Police	.00	2,120	.00	2,056
10-55-280	Telephone/Internet - Police	23,060	23,847	21,223	23,132
10-55-300	Gas	85,374	88,215	63,720	87,791
10-55-310	Professional & Tech - Police	22,225	29,862	28,243	28,966
10-55-323	MDT/Radio Repairs	2,135	869	666	3,171
10-55-329	Computer Repairs - Police	20	1,484	799	1,439
10-55-350	Crime Scene Investigations	37,935	43,560	43,560	46,004
10-55-400	Weber/Morgan Strike Force	17,488	18,172	17,541	17,678
10-55-450	K-9	396	2,120	.00	2,056
10-55-470	Community Education/Programs	199	600	.00	582
10-55-649	Lease Interest/Taxes	6,099	.00	6,472	.00
10-55-650	Lease Payments - Police	225,005	83,940	275,894	67,056

Budget notes:

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
	~2025 * Axon tasers - \$18,000 final pymt				
	* Axon body cams - \$17,334 pymt 2/5				
	* Axon car cams - \$31,722 pymt 2/5 - these are currently not being used				
10-55-700	Small Equipment - Police	26,766	165,951	156,811	8,473
10-55-750	Capital Outlay - Police	72,773	57,700	905,472	.00
	Total POLICE SERVICES:	4,236,274	4,581,639	5,363,785	4,426,203
<b>FIRE PROTECTION</b>					
10-57-110	Salaries & Wages	1,418,793	1,657,393	1,543,182	1,723,506
	Budget notes:				
	~2025 * Current staffing 20 FTE's plus 2 mgmt				
10-57-111	Part Time Wages	167,783	219,403	179,347	205,254
10-57-112	Overtime	232,567	138,369	263,226	126,433
	Budget notes:				
	~2025 * ((20 x 5 x 30) + 300) x \$42.57 x 90% = \$126,433				
10-57-130	Employee Benefits	665,734	747,816	754,575	727,718
10-57-210	Memberships, Books & Subscrip	2,846	3,596	3,595	2,842
10-57-230	Travel & Training	13,361	10,743	9,820	13,230
10-57-240	Office Supplies & Expense	1,590	1,620	947	2,056
10-57-245	Clothing Contract	36,150	23,991	21,165	23,646
10-57-246	Special Department Supplies	11,966	15,148	14,138	16,706
10-57-250	Vehicle Maintenance	76,826	40,000	59,983	38,800
10-57-255	Other Equipment Maintenance	8,123	11,252	11,547	9,959
10-57-280	Telephone/Internet	11,147	9,845	10,099	9,550
10-57-300	Gas	30,801	30,930	23,188	30,002
10-57-310	Professional & Technical	11,650	12,934	9,617	12,546
10-57-330	Fire Prevention/ Community Edu	3,126	2,001	2,001	1,542
10-57-400	Emergency Management Planning	5,314	2,918	2,592	2,191
10-57-649	Lease Interest/Taxes	12,935	7,695	2,765	7,464
	Budget notes:				
	~2025 * pumpulance pymt #7 = \$3,901				
	* water fund = \$2,167				
	* sewer fund = \$1,734				
10-57-650	Lease Payments	53,980	141,590	58,902	137,342
	Budget notes:				
	~2025 * pumpulance pymt #7 = \$139,453				
	* water fund = \$77,474				
	* sewer fund = \$61,979				
10-57-690	PPE - Personal Protection Equip	.00	29,136	26,973	25,220
10-57-700	Small Equipment	10,479	89,956	89,955	4,850
10-57-750	Capital Outlay	105,706	59,402	288,388	1,924,453
	Budget notes:				
	~2025 * new fire truck will be FY 2026 = \$1,924,453 provided by ARPA monies				
	Total FIRE PROTECTION:	2,880,875	3,255,738	3,376,007	5,045,310
<b>INSPECTION SERVICES</b>					
10-58-110	Salaries and Wages	93,894	102,996	96,759	108,462
10-58-130	Employee Benefits	45,865	49,564	49,468	49,306
10-58-210	Books, Subscrip. & Memberships	2,073	689	64	668
10-58-230	Travel & Training	1,963	2,270	134	2,202
10-58-240	SUPPLIES	317	530	.00	514
10-58-245	Clothing Allowance	588	319	366	309
10-58-248	Vehicle Maintenance	50	530	104	514
10-58-280	CELLULAR PHONE	550	600	600	582

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-58-300	Gas	1,408	2,202	1,240	2,136
10-58-315	PROFESSIONAL & TECHNICAL	27,082	24,006	41,920	23,286
10-58-649	Lease Interest/Taxes	59	.00	2,439	.00
10-58-650	Lease Payments	6,507	6,000	24,492	.00
10-58-700	Small Equipment	.00	.00	10	.00
10-58-750	CAPITAL OUTLAY	2,086	.00	126,494	.00
Total INSPECTION SERVICES:		182,443	189,706	344,091	187,979

**STREETS**

10-60-110	Salaries and Wages	266,252	309,599	295,435	326,229
Budget notes:					
~2025 * 3 1/4 approved FTE's					
10-60-112	Overtime	1,956	6,195	8,615	6,381
10-60-130	Employee Benefits	98,860	124,855	128,020	125,373
10-60-210	Books, Subscrip. Memberships	1,296	1,590	886	1,542
10-60-230	Travel & Training	2,087	5,000	6,334	4,850
10-60-240	Office Supplies & Expense	901	1,060	778	1,028
10-60-245	Clothing/Uniform/Equip. Allow.	1,721	3,000	1,506	2,910
10-60-248	Vehicle Maintenance	27,560	26,497	30,377	25,702
10-60-260	Building & Grounds Maintenance	5,962	10,599	3,429	10,281
10-60-270	Utilities	47,752	46,000	44,665	44,620
10-60-280	Telephone	2,923	4,190	2,571	4,064
10-60-300	Gas	31,404	23,028	25,209	22,337
10-60-310	Professional	16,931	16,624	28,944	16,125
10-60-325	GIS - Service & Equipment	.00	6,000	.00	5,820
10-60-329	Computer Repairs	.00	530	.00	514
10-60-400	Class C Maintenance	161,289	100,000	117,200	140,000
10-60-480	Special Department Supplies	14,646	23,317	14,952	22,617
10-60-600	Siemens Streetlight Lease	11,844	.00	.00	.00
10-60-649	Lease Interest/Taxes	17,185	.00	7,060	.00
10-60-650	Lease Payments	494,326	20,000	152,103	.00
10-60-700	Small Equipment	1,646	7,419	292	7,196
10-60-725	Sidewalk Replacements	7,916	50,000	38,966	48,500
10-60-730	Street Light Maintenance	9,390	26,784	29,761	25,980
10-60-750	Capital Outlay	127,721	7,600	604,196	.00
Total STREETS:		1,351,567	819,887	1,541,299	842,069

**PARKS**

10-70-110	Salaries and Wages	320,465	376,541	352,113	397,226
Budget notes:					
~2025 * 7 approved FTE's					
10-70-112	Overtime	7,306	6,145	6,710	6,330
10-70-120	Temporary - Parks	8,164	7,884	8,411	8,121
10-70-130	Employee Benefits	189,893	217,062	215,535	215,103
10-70-210	Books, Subscriptions & Mbrshps	770	1,272	732	1,234
10-70-230	Travel & Training	3,940	6,100	3,312	5,917
10-70-240	Special Dept. Supplies - Parks	40,804	49,000	26,912	62,530
10-70-244	Office Supplies Expense	20	1,060	97	1,028
10-70-245	Clothing/Uniform/Equip. Allow.	3,364	5,500	2,749	5,335
10-70-248	Vehicle Maintenance	12,006	12,718	24,612	12,336
10-70-260	Building Maintenance	2,669	14,000	934	13,580
10-70-270	Utilities	71,473	67,226	74,170	65,209
10-70-275	Off Leash Dog Area	1,138	2,300	.00	2,231
10-70-280	Telephone/Internet	5,894	8,759	6,555	8,496



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-70-300	Gas	15,423	17,118	11,601	16,604
10-70-310	Professional & Technical	17,617	11,659	14,079	11,309
10-70-320	Urban Forestry Commission	189	250	3,419	1,500
10-70-450	RAMP Grant Projects	.00	17,541	.00	17,716
10-70-550	Burch Creek Park Constr	1,020	.00	.00	.00
10-70-551	Club Heights lights (AT&T)	193,287	.00	.00	.00
10-70-552	Construction Mgmt - Club Heights	1,381	.00	.00	.00
10-70-553	Club Heights Park Constr	138,307	.00	.00	.00
10-70-600	Secondary Water Fees	31,819	33,648	33,889	32,639
10-70-649	Lease Interest/Taxes	6,837	.00	2,035	.00
10-70-650	Lease Payments	183,024	7,000	67,680	.00
10-70-700	Small Equipment	2,006	28,299	349	29,000

Budget notes:

~2025 \* carry-over from FY 2022 - \$23,000 for park signage

\* \$6,000 for 2 new snow blowers

10-70-750	Capital Outlay- Parks	107,055	177,716	769,209	197,055
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Budget notes:

~2025 \* 3% from the utility franchise fee

Total PARKS:

1,365,872	1,068,798	1,625,103	1,110,499
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**RECREATION**

10-71-110	Salaries & Wages	106,645	132,350	135,087	140,943
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Budget notes:

~2025 \* 1 approved full-time FTE &amp; 2 part-time permanent

10-71-125	Temporary - Recreation	88,960	38,236	79,601	39,383
10-71-130	Employee Benefits	48,746	49,544	55,512	49,609
10-71-210	Books, Subscriptions & Memberships	475	1,100	5,505	1,067
10-71-225	Concession Expenses	.00	.00	509	.00
10-71-230	Travel & Training	2,070	2,120	2,304	2,056
10-71-240	Office Supplies Expense	299	1,272	442	1,234
10-71-241	Comp League Expenses	18,663	7,308	20,635	7,089
10-71-242	Special Dept. Supplies	2,769	9,539	10,562	9,253
10-71-248	Vehicle Maintenance	30	1,060	35	1,028
10-71-250	Gym Facility Utilities/Operations	10,897	6,783	99	6,580
10-71-280	Telephone/Internet	1,086	2,000	865	1,940
10-71-300	Gas	470	1,060	125	1,028
10-71-310	Professional & Technical	8,299	9,539	6,735	9,253
10-71-329	Computer Repairs	.00	530	.00	514
10-71-350	Officials Fees	26,334	30,160	36,440	29,255
10-71-649	Lease Interest/Taxes	529	.00	426	.00
10-71-650	Lease Payments	7,034	.00	7,137	.00
10-71-700	Small Equipment	349	2,650	.00	2,571

Total RECREATION:

322,715	295,251	362,019	302,803
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**TRANSFERS**

10-80-080	Unreserved - Fund Balance	.00	131,255	.00	1,381,678
10-80-160	Reserve for Fund Balance	.00	176,054	.00	466,478

Budget notes:

~2025 \* General Fund lease pymt to Zions for the following = \$176,054

\* FY 2021 lease - 5th pymt = \$68,247

\* FY 2022 lease - 3rd pymt = \$109,580

\* FY 2024 lease - 2nd pymt = \$288,650 - most of this is general fund

10-80-170	Transfer Prop 1 to CPF	444,360	455,073	227,532	453,356
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Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
10-80-190	Trans Utility F/F to CPF	192,100	.00	17,182	.00
10-80-230	Trans to Capital Improv Fund	.00	.00	.00	1,500,000
Budget notes:					
~2025 * to fund the skate park project					
* \$650,000 from RAMP					
* \$200,000 from Outdoor Recreation					
* \$111,059 from residual ARPA					
* 538,941 from General Fund					
10-80-235	Trans to CPF - Class 'C'	592,423	651,075	325,538	663,663
Budget notes:					
~2025 * \$803,663 - \$140,000 (10-60-400) = \$663,663					
10-80-250	Transfer to Debt Service Fund	1,047,707	1,050,707	525,359	861,707
Budget notes:					
~2025 * Series 2019 Bonds = expire in 2039					
* principal = \$630,000					
* interest = \$231,707					
10-80-275	Trnfr to South Ogden Days Fund	68,000	50,000	36,000	50,000
10-80-330	Transfer CDRA Sales Tax	11,026	11,000	5,640	12,000
Total TRANSFERS:		2,355,616	2,525,164	1,137,251	5,388,882
Total Expenditure:		15,622,616	16,435,429	16,683,085	20,921,186
GENERAL FUND Revenue Total:		16,816,000	16,435,429	11,528,145	20,921,186
GENERAL FUND Expenditure Total:		15,622,616	16,435,429	16,683,085	20,921,186
Net Total GENERAL FUND:		1,193,384	.00	5,154,939-	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>South Ogden Days Fund</b>					
<b>Revenue</b>					
12-30-200	Sponsor Donations	27,750	.00	4,000	.00
12-30-225	Vendor Booth Rentals	2,350	.00	3,825	.00
12-30-260	Pickleball Registration Fees	910	.00	.00	.00
12-30-325	Miscellaneous Sales & Fees	15	.00	15	.00
12-30-400	Transfer in from General Fund	68,000	50,000	36,000	50,000
Total Revenue:		99,025	50,000	43,840	50,000
Total Revenue:		99,025	50,000	43,840	50,000
<b>Expenditures</b>					
12-40-112	S/O Days Overtime	14,449	.00	.00	.00
12-40-300	Entertainment	13,721	.00	11,935	.00
12-40-325	Fireworks	10,000	.00	.00	.00
12-40-350	Printing & Banners	1,785	.00	1,944	.00
12-40-375	Equipment Rentals	31,250	.00	9,600	.00
12-40-400	T-shirt Printing	2,498	.00	.00	.00
12-40-410	Awards	1,715	.00	750	.00
12-40-475	Miscellaneous Expenses	9,433	50,000	5,762	50,000
Total Expenditures:		84,851	50,000	29,991	50,000
Total Expenditure:		84,851	50,000	29,991	50,000
South Ogden Days Fund Revenue Total:		99,025	50,000	43,840	50,000
South Ogden Days Fund Expenditure Total:		84,851	50,000	29,991	50,000
Net Total South Ogden Days Fund:		14,174	.00	13,849	.00



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>DEBT SERVICE FUND</b>					
<b>REVENUE</b>					
31-30-100	Transfer in - Park Impact Fees	850,000	350,000	.00	.00
31-30-300	Transfer From General Fund	1,047,707	1,050,707	525,359	861,707
31-30-455	Interest Earned - Trustee Acct	1,959	250	2,415	250
31-30-800	Appropriated Fund Balance	.00	1,250	.00	1,250
Total REVENUE:		1,899,666	1,402,207	527,774	863,207
Total Revenue:		1,899,666	1,402,207	527,774	863,207
<b>EXPENDITURES</b>					
31-40-100	Administrative & Professional	1,500	1,500	1,500	1,500
31-40-150	Bond Payment - Principal	740,000	780,000	780,000	630,000
31-40-200	Interest on Bond	307,706	270,707	270,706	231,707
31-40-980	Retained Earnings	.00	350,000	.00	.00
Total EXPENDITURES:		1,049,206	1,402,207	1,052,206	863,207
Total Expenditure:		1,049,206	1,402,207	1,052,206	863,207
DEBT SERVICE FUND Revenue Total:		1,899,666	1,402,207	527,774	863,207
DEBT SERVICE FUND Expenditure Total:		1,049,206	1,402,207	1,052,206	863,207
Net Total DEBT SERVICE FUND:		850,460	.00	524,433-	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>CAPITAL IMPROVEMENTS</b>					
<b>REVENUE</b>					
40-30-100	WACOG/CDBG Grants	229,940	487,816	426,108	.00
40-30-110	Traffic Impact Fees	153,157	47,000	56,071	12,000
40-30-120	Park Impact Fees	219,200	400,000	12,330	24,000
40-30-200	Interest	101,155	17,000	87,703	40,000
40-30-205	Interest Earned - Traffic I/F	5,269	3,000	7,471	1,000
40-30-210	Interest Earned - Park I/Fees	6,413	4,000	1,105	2,000
40-30-300	Transfer In G/F - Prop 1	444,360	455,073	227,532	453,356
40-30-400	Transfer In From General Fund	.00	.00	.00	1,500,000
40-30-450	Trans From G/F- Class 'C' Rev	592,423	651,075	325,538	663,663
40-30-500	Transfer in Util F/F - G/F	192,100	.00	17,182	.00
40-30-600	Transfer in RIF	602,821	569,360	153,000	602,821
40-30-798	Appropriate Parks I/F F/B	.00	350,000	.00	.00
40-30-800	Appropriate Fund Balance	.00	30,250	.00	2,086,723
40-30-805	Appropriate F/B - Class 'c'	.00	2,120,500	.00	.00
Total REVENUE:		2,546,839	5,135,074	1,314,040	5,385,563
Total Revenue:		2,546,839	5,135,074	1,314,040	5,385,563
<b>EXPENDITURES</b>					
40-40-121	FY 2024 Road Projects	.00	3,701,228	2,103,168	.00
40-40-122	40th St & Chimes View Dr.	347,924	599,596	485,437	.00
40-40-124	FY 2023 Road/Sidewalk Projects	1,328,599	.00	.00	.00
40-40-127	FY 2025 Road Projects	.00	.00	.00	1,759,840
Budget notes:					
~2025 * Class 'c' monies = \$663,663					
* Prop 1 monies = \$453,356					
* RIF monies = \$602,821					
* Interest earnings = \$40,000					
40-40-475	Skatepark Seed Money	6,552	30,250	1,656	1,500,000
Budget notes:					
~2025 * Spohn = \$1,394,254					
* Other - engineering & const mgmt = \$105,746					
40-40-480	Transfer to General Fund	.00	.00	.00	2,086,723
40-40-500	Transfer to DSF - Park Imp/Fee	850,000	350,000	.00	.00
40-40-550	Park Impact Fee Projects	.00	404,000	.00	26,000
40-40-700	Traffic Impact Fee Projects	.00	50,000	.00	13,000
Total EXPENDITURES:		2,533,076	5,135,074	2,590,261	5,385,563
Total Expenditure:		2,533,076	5,135,074	2,590,261	5,385,563
CAPITAL IMPROVEMENTS Revenue Total:		2,546,839	5,135,074	1,314,040	5,385,563
CAPITAL IMPROVEMENTS Expenditure Total:		2,533,076	5,135,074	2,590,261	5,385,563
Net Total CAPITAL IMPROVEMENTS:		13,764	.00	1,276,221-	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>WATER FUND</b>					
<b>REVENUE</b>					
51-30-100	Interest	101,845	32,000	61,292	15,000
51-30-105	Interest Earned I/Fees	6,319	2,500	5,314	1,000
51-30-150	Hydrant Rentals	700	800	.00	700
51-30-200	Water Sales	1,948,461	1,988,848	1,828,008	1,988,848
51-30-210	Connection Fees Water	13,385	4,500	1,080	2,000
51-30-220	Water Impact Fees	39,828	42,000	117,618	10,000
51-30-225	Late Fees	25,215	22,500	21,510	22,500
51-30-800	Lease Financing	.00	.00	64,494	.00
51-30-850	Sale of Fixed Assets	10,395	.00	52,000	.00
51-30-860	Transfer In - City Center CRA	.00	166,064	.00	.00
51-30-875	Transfer in from Storm Drain	.00	8,521	.00	8,521
51-30-890	Appropriation of Fund Balance	.00	2,933,515	.00	3,403,663
51-30-925	Misc. Revenue	935	82,915	14,866	87,074
Budget notes:					
~2025 * Pumpulance pymt #7 = \$77,474					
* WTC Wheeling Agreement = \$9,600					
Total REVENUE:		2,147,083	5,284,163	2,166,182	5,539,306
Total Revenue:		2,147,083	5,284,163	2,166,182	5,539,306
<b>EXPENDITURES</b>					
51-40-110	Salaries and Wages	261,236	278,538	237,499	291,524
Budget notes:					
~2025 * 4 1/4 approved FTE's					
51-40-112	Overtime	20,002	14,748	10,106	15,191
51-40-130	Employee Benefits	117,912	141,526	134,275	143,319
51-40-140	Franchise Fee	112,637	59,666	22,184	59,666
51-40-210	Books, Subscript. & Membership	5,234	9,180	10,689	8,905
51-40-230	Travel & Training	4,495	10,479	3,323	10,165
51-40-240	Office Supplies	1,475	2,650	206	571
51-40-245	Clothing/Uniform/Equip. Allow.	2,805	5,088	1,449	4,936
51-40-248	Vehicle Maintenance	10,092	10,599	17,790	10,282
51-40-270	Utilities	.00	.00	18	.00
51-40-280	Telephone	6,669	6,259	2,750	6,072
51-40-290	Building Maintenance	1,188	7,950	.00	7,712
51-40-300	Gas	13,493	12,030	10,092	11,670
51-40-310	Professional & Technical Servi	24,029	17,317	19,095	16,798
51-40-311	Bad Debts Expense	571	.00	.00	.00
51-40-320	Blue Stake Service	2,899	2,120	3,106	3,557
51-40-325	GIS - Service & Equipment	.00	6,000	6,820	5,820
51-40-329	Computer Repairs	.00	530	.00	515
51-40-330	Valve Repair	22,589	35,000	18,702	33,950
51-40-400	PRV Maintenance	2,448	20,000	3,127	19,400
51-40-480	Special Department Supplies	38,206	42,395	36,130	41,124
51-40-490	Water Sample Testing	8,586	13,479	7,450	13,075
51-40-550	Weber Basin Exchange Water	181,646	336,725	188,334	336,725
51-40-560	Power and Pumping	5,745	10,000	6,090	9,700
51-40-610	h2o Tank Inspection/Maint	.00	10,000	2,400	9,700
51-40-649	Lease Interest/Taxes	4,662	3,822	3,232	2,788
51-40-650	Lease Payments	676	56,797	82,265	57,830
51-40-667	Radio Read Maintenance	24,342	44,000	35,865	50,000

Account Number	Account Title	2022-23	2023-24	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual	Future year Budget
51-40-680	Charge for Services - G/F	270,256	270,256	179,952	359,912
51-40-709	Ben Lomond & Sunset	.00	1,120,000	135,343	.00
51-40-710	40th & Chimes - FY 2023	.00	963,240	55,850	.00
51-40-711	Brier Point Loop	.00	1,120,000	613,600	.00
51-40-712	38th Grant & Kiesel Loop	.00	346,610	669,111	.00
51-40-749	Small Equipment	664	8,108	6,291	7,865
51-40-750	Capital Outlay	.00	.00	140,919	.00
51-40-770	Water Impact Fee Projects	47	44,500	.00	11,000
51-40-790	Transfer to General Fund	60,551	60,551	62,974	62,974
51-40-970	Depreciation	302,603	194,000	112,229	194,000
51-40-980	Contingency	31,000	.00	31,095	3,732,560
Total EXPENDITURES:		1,538,757	5,284,163	2,870,359	5,539,306
Total Expenditure:		1,538,757	5,284,163	2,870,359	5,539,306
WATER FUND Revenue Total:		2,147,083	5,284,163	2,166,182	5,539,306
WATER FUND Expenditure Total:		1,538,757	5,284,163	2,870,359	5,539,306
Net Total WATER FUND:		608,326	.00	704,177-	.00



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>SANITARY SEWER</b>					
<b>REVENUE</b>					
52-30-100	Interest Earned	88,190	30,000	57,662	17,000
52-30-200	Sewer Sales	2,249,417	2,307,973	1,932,500	2,307,973
52-30-250	Connection Fees Sewer	7,400	2,000	400	1,000
52-30-880	Transfer In - City Center CRA	.00	112,548	.00	.00
52-30-890	Appropriation of Fund Balance	.00	578,544	.00	679,470
52-30-925	Misc. Revenue	6,000	66,652	6,000	69,979
Budget notes:					
~2025 * Pumpulance pymt #7 = \$61,979					
* Uintah Highlands = \$8,000					
Total REVENUE:		2,351,007	3,097,717	1,996,562	3,075,422
Total Revenue:		2,351,007	3,097,717	1,996,562	3,075,422
<b>EXPENDITURES</b>					
52-40-110	Salaries and Wages	242,543	279,932	260,374	295,913
Budget notes:					
~2025 * 4 1/4 approved FTE's					
52-40-112	Overtime	13,072	15,363	14,043	15,824
52-40-130	Employee Benefits	101,938	147,990	149,255	141,522
52-40-140	Franchise Fee	134,222	69,240	22,364	69,240
52-40-210	Memberships	1,025	742	709	720
52-40-230	Traveling & Training	4,997	7,299	6,711	7,081
52-40-240	Office Supplies	782	4,239	97	1,612
52-40-245	Clothing/Uniform/Equip. Allow.	2,753	5,088	2,222	4,936
52-40-248	Vehicle Maintenance	2,971	5,299	4,478	5,141
52-40-280	Telephone	1,727	5,679	2,420	5,509
52-40-290	Building Maintenance	1,188	5,299	.00	5,141
52-40-300	Gas	2,612	4,398	3,187	4,267
52-40-310	Professional & Technical	10,607	10,599	2,517	10,282
52-40-311	Bad Debts Expense	670	.00	.00	.00
52-40-315	Sewer Lines Cleaning Service	54,210	50,000	44,692	53,500
52-40-320	Blue Stake Service	.00	848	.00	2,823
52-40-325	GIS - Service & Equipment	.00	6,000	1,322	5,820
52-40-400	Transfer to General Fund	11,595	11,595	12,059	12,059
52-40-480	Maintenance Supplies	6,475	16,004	3,263	15,524
52-40-550	Central Weber Sewer Pre-Trea	13,249	13,249	13,774	23,272
52-40-610	Central Weber Sewer Fees	1,171,792	1,265,536	1,214,132	1,214,856
Budget notes:					
~2025 * \$303,714 x 4 pymts					
52-40-650	Manhole Replacement	4,570	45,200	.00	43,844
52-40-665	Video & Fix Trouble Spots	13,831	25,000	6,595	25,000
52-40-680	Charge for Services - G/F	261,388	261,388	122,382	244,764
52-40-700	Small Equipment	1,074	5,299	.00	5,141
52-40-704	Lining 40th to Country Club	.00	246,731	.00	.00
52-40-705	Replace 700 E/H Guy Child	.00	461,700	20,843	.00
52-40-750	Capital Outlay	300-	.00	.00	.00
52-40-970	Depreciation	89,883	128,000	55,697	128,000
52-40-980	Sewer Contingency	.00	.00	.00	733,631
Total EXPENDITURES:		2,148,875	3,097,717	1,963,136	3,075,422

Account Number	Account Title	2022-23	2023-24	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual	Future year Budget
	Total Expenditure:	2,148,875	3,097,717	1,963,136	3,075,422
	SANITARY SEWER Revenue Total:	2,351,007	3,097,717	1,996,562	3,075,422
	SANITARY SEWER Expenditure Total:	2,148,875	3,097,717	1,963,136	3,075,422
	Net Total SANITARY SEWER:	202,132	.00	33,426	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>STORM DRAIN FUND</b>					
<b>REVENUE</b>					
53-30-100	Interest	63,578	20,500	48,665	17,500
53-30-105	Interest Earned I/Fees	5,889	2,200	9,365	3,000
53-30-200	Storm Drain Revenue	1,266,894	1,258,675	1,090,484	1,258,675
53-30-220	Storm Drain Impact Fees	213,599	70,000	164,117	10,000
53-30-880	Transfer In - City Center CRA	.00	122,848	.00	.00
53-30-890	Appropriation of Fund Balance	.00	791,114	.00	1,543,726
53-30-925	Misc. Revenue	48	.00	.00	.00
Total REVENUE:		1,550,008	2,265,337	1,312,631	2,832,901
Total Revenue:		1,550,008	2,265,337	1,312,631	2,832,901
<b>EXPENDITURES</b>					
53-40-110	Salaries and Wages	288,325	340,890	323,414	357,844
Budget notes:					
~2025 * 5 1/4 approved FTE's					
53-40-112	Overtime	14,726	13,519	17,533	13,925
53-40-130	Employee Benefits	104,579	150,692	151,610	142,456
53-40-140	Franchise Fee	74,506	37,761	12,541	37,761
53-40-210	BOOKS,SUBSCRIPT. & MEMBERSHIP	5,434	6,000	3,759	5,820
53-40-230	Travel & Training	6,997	7,830	2,864	7,596
53-40-240	Office Supplies	605	1,590	107	543
53-40-245	Clothing/Uniform/Equip. Allow.	2,720	6,359	1,869	6,169
53-40-248	Vehicle Maintenance	8,684	6,359	8,539	6,169
53-40-280	Telephone	1,133	3,610	2,667	3,502
53-40-290	Building Maintence	1,188	8,479	.00	8,225
53-40-300	Gas	9,004	6,228	6,249	6,042
53-40-310	Prof & Tech Services	6,065	26,043	4,271	25,262
53-40-311	Bad Debts Expense	255-	.00	.00	.00
53-40-320	Blue Stake Serivce	.00	742	.00	720
53-40-325	GIS - Service & Equipment	.00	6,000	4,048	5,820
53-40-400	System Maintenance Program	35,756	40,000	33,571	38,800
53-40-480	Special Department Supplies	3,694	6,359	5,461	6,169
53-40-649	Lease Interest/Taxes	2,358	1,655	1,333	1,007
53-40-650	Lease Payments	317-	22,011	22,332	22,659
53-40-655	Transfer to Water Fund	.00	8,521	.00	8,521
53-40-660	42ns St - Liberty to Adams	.00	.00	11,430	.00
53-40-670	Transfer to General Fund	16,748	16,748	17,418	17,418
53-40-680	Charge for Services - G/F	202,251	202,251	59,814	119,630
53-40-700	Small Equipment	873	1,590	103	1,543
53-40-701	Burch Creek Hollow Rel-line	.00	90,000	.00	.00
53-40-702	Replace 42nd St / Lib & Adams	.00	779,100	10,862	.00
53-40-703	Replace 40th / Wash & Burch Cr	.00	298,800	.00	.00
53-40-970	Depreciation	127,735	104,000	55,105	104,000
53-40-980	Contingency	.00	.00	.00	1,872,300
53-40-981	Impact Fee Projects	.00	72,200	.00	13,000
Total EXPENDITURES:		912,809	2,265,337	756,901	2,832,901
Total Expenditure:		912,809	2,265,337	756,901	2,832,901
STORM DRAIN FUND Revenue Total:		1,550,008	2,265,337	1,312,631	2,832,901
STORM DRAIN FUND Expenditure Total:		912,809	2,265,337	756,901	2,832,901

Account Number	Account Title	2022-23	2023-24	2023-24	2024-25
		Prior year Actual	Current year Budget	Current year Actual	Future year Budget
	Net Total STORM DRAIN FUND:	637,199	.00	555,730	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>GARBAGE FUND</b>					
<b>REVENUE</b>					
54-30-100	Interest Earned	8,955	3,500	6,734	3,000
54-30-200	Garbage Fees	805,082	772,526	678,891	772,526
54-30-205	Recycling Fees	242,182	240,383	202,655	240,383
54-30-850	Misc. Rental	1,395	1,000	2,385	800
54-30-890	Appropriate Fund Balance	.00	41,684	.00	136,933
54-30-925	Misc. Revenue	100	.00	100	.00
Total REVENUE:		1,057,715	1,059,093	890,766	1,153,642
Total Revenue:		1,057,715	1,059,093	890,766	1,153,642
<b>EXPENDITURES</b>					
54-40-140	Franchise Fee	62,836	30,388	10,573	30,388
54-40-230	Traveling & Training	.00	.00	1,350	.00
54-40-240	Office Supplies	591	2,650	.00	571
54-40-248	Vehicle Maintenance	6,700	3,180	6,359	3,081
54-40-280	Telephone	.00	1,590	.00	1,543
54-40-290	Building Maintenance	.00	5,299	.00	5,141
54-40-300	Gas	4,337	2,526	3,203	2,451
54-40-310	Prof & Teach Services	208	1,060	587	1,029
54-40-311	Bad Debts Expense	188-	.00	.00	.00
54-40-420	Republic Services - Contract	519,093	541,454	573,416	625,200
Budget notes:					
~2025 * Republic Services approx. \$52,100 per month					
54-40-425	Wasatch Integrated Recycling	10,716	36,981	10,939	35,872
Budget notes:					
~2025 * Wasatch Integrated Recycling - approx. \$2,990 per month					
54-40-430	Tipping Fees	257,890	251,761	240,468	273,600
Budget notes:					
~2025 * Weber Transfer Station approx. \$22,800 per month					
54-40-440	Additional Cleanups	9,735	7,843	20,484	10,000
54-40-450	Construction Materials Tipping	299	6,359	2,236	6,166
54-40-520	Tree Removal	12,080	15,898	1,940	30,000
54-40-615	Junk Ordinance Enforcement	.00	7,950	.00	7,712
54-40-649	Lease Interest/Taxes	1,496	1,207	1,126	1,124
54-40-650	Lease Payments	1,673-	22,045	22,125	20,355
54-40-680	Charge for Services - G/F	109,902	109,902	44,202	88,409
54-40-970	Depreciation	15,069	11,000	6,009	11,000
Total EXPENDITURES:		1,009,091	1,059,093	945,017	1,153,642
Total Expenditure:		1,009,091	1,059,093	945,017	1,153,642
GARBAGE FUND Revenue Total:		1,057,715	1,059,093	890,766	1,153,642
GARBAGE FUND Expenditure Total:		1,009,091	1,059,093	945,017	1,153,642
Net Total GARBAGE FUND:		48,624	.00	54,251-	.00



Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>ROAD IMPROVEMENT FEE FUND</b>					
<b>REVENUE</b>					
55-30-200	Road Improvement Fees	602,821	569,360	516,857	602,821
Total REVENUE:		602,821	569,360	516,857	602,821
Total Revenue:		602,821	569,360	516,857	602,821
<b>EXPENDITURES</b>					
55-40-311	Bad Debt Expense	37-	.00	.00	.00
55-40-550	Transfer RIF to CPF	602,821	569,360	153,000	602,821
Total EXPENDITURES:		602,784	569,360	153,000	602,821
Total Expenditure:		602,784	569,360	153,000	602,821
ROAD IMPROVEMENT FEE FUND Revenue Total:		602,821	569,360	516,857	602,821
ROAD IMPROVEMENT FEE FUND Expenditure Total:		602,784	569,360	153,000	602,821
Net Total ROAD IMPROVEMENT FEE FUND:		37	.00	363,857	.00

Account Number	Account Title	2022-23 Prior year Actual	2023-24 Current year Budget	2023-24 Current year Actual	2024-25 Future year Budget
<b>AMBULANCE FUND</b>					
<b>REVENUE</b>					
58-30-100	Interest Earned	75	25	2,338	3,200
58-30-201	Ambulance Fees - S/O - DPS	957,031	902,304	918,622	957,031
58-30-210	Miscellaneous Revenue	16,494	.00	8,363	8,500
58-30-850	State/Local Grants	.00	7,000	.00	.00
58-30-890	Appropriate Fund Balance	.00	186,989	.00	.00
58-30-925	Sale of Fixed Assets	.00	.00	250	.00
Total REVENUE:		973,600	1,096,318	929,573	968,731
Total Revenue:		973,600	1,096,318	929,573	968,731
<b>EXPENDITURES</b>					
58-40-110	Salaries and Wages	157,643	185,517	170,888	191,446
58-40-111	Part Time Wages	18,643	26,541	19,928	27,337
58-40-112	Overtime	26,372	13,903	29,248	14,320
58-40-130	Employee Benefits	67,682	83,555	82,590	81,473
58-40-210	Memberships	2,184	162	.00	536
58-40-230	Travel & Training	.00	3,250	3,150	3,153
58-40-240	Office Supplies	692	401	400	385
58-40-245	Uniform Allowance	2,824	5,195	5,194	5,040
58-40-248	Vehicle Maintenance	16,191	7,636	2,710	9,253
58-40-250	Equipment Maintenance	6,159	5,776	1,714	5,603
58-40-270	GoldCross Billing Fees	52,811	49,627	44,528	48,139
58-40-280	Telephone	38	796	.00	773
58-40-300	Gas	6,340	5,538	4,349	5,372
58-40-310	Professional & Technical	73,374	28,606	28,909	26,178
58-40-311	SecurLift Fees	14,960	16,320	13,600	15,831
58-40-312	PMA Fees	91,836	85,000	102,674	82,450
58-40-320	State Assessment Fee	.00	35,400	38,172	34,338
58-40-330	EMS Education	1,363	2,199	2,199	1,417
58-40-480	Special Department Supplies	3,600	1,551	866	1,573
58-40-490	Disposable Medical Supplies	27,471	28,616	30,924	27,758
58-40-680	Charge for Services - G/F	70,742	70,742	37,380	74,761
58-40-700	Small Equipment	449	4,371	4,370	4,240
58-40-750	Capital Outlay	.00	407,616	407,615	.00
58-40-970	Depreciation	19,832	28,000	12,690	28,000
58-40-980	Retained Earnings	.00	.00	.00	279,355
Total EXPENDITURES:		661,206	1,096,318	1,044,097	968,731
Total Expenditure:		661,206	1,096,318	1,044,097	968,731
AMBULANCE FUND Revenue Total:		973,600	1,096,318	929,573	968,731
AMBULANCE FUND Expenditure Total:		661,206	1,096,318	1,044,097	968,731
Net Total AMBULANCE FUND:		312,394	.00	114,523-	.00
Net Grand Totals:		3,880,494	.00	6,861,683-	.00

## PLANNER DUTIES

### Manage Development Applications

- Verify and accept all development applications and plans
- Distribute plans and review forms to Staff Review Committee (SRC)
- If exceptions are requested, forward to City Manager for his approval/denial
- If denial is appealed, forward appeal to Hearing Officer and City Attorney
- Return reviews to developer
- Receive revised plans from developer and re-distribute to SRC
- Repeat two bullet points above until all reviewers have approved project
- Forward final reviews to City Manager for his final approval
- Send letter of approval to developer and Cc Building Official
- Get final stamped approved plans from engineer and file in Laserfiche
- Report approved developments to Planning Commission

Review Sign Permits for Compliance to Code

Review Land Use Permits for Compliance to Code

Prepare Monthly Planning Commission Agendas, Staff Reports, and Packets and send to Commissioners

Communicate with City Recorder so all meeting and public hearing notices can be posted to the Public Notice Website

Track Planning Commissioner terms and inform mayor when they are ready to expire

Create and submit to state the annual Moderate Income Housing Report

Amend General Plan to correspond with Moderate Income Housing Report

Fulfill requests for zoning verification letters

Take phone calls/walk-in questions about zoning/development

Communicate with City Recorder about needed amendments to the zoning code

Respond to zoning violation complaints

Inspect developments for compliance to approved site plans/landscape plans

Inform about or provide land use training to Planning Commissioners to comply with state requirements

Develop long range planning

Maintain all planning files in Laserfiche



## NOTICE AND AGENDA SOUTH OGDEN CITY COUNCIL MEETING

TUESDAY, JULY 2, 2024, 6 PM

Notice is hereby given that the South Ogden City Council will hold their regularly scheduled council meeting at 6 pm Tuesday, July 2, 2024. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the city council chambers. The meeting is open to the public; anyone interested is welcome to attend. Some members of the council may be attending the meeting electronically. The meeting will also be streamed live over [www.youtube.com/@southogdencity](https://www.youtube.com/@southogdencity).

### CITY COUNCIL MEETING AGENDA

#### I. OPENING CEREMONY

- A. **Call to Order** – Mayor Russell Porter
- B. **Prayer/Moment of Silence** -
- C. **Pledge of Allegiance** – Council Member Doug Stephens

#### II. PRESENTATION

Kirsten Stewart, American Red Cross – Presentation of Outstanding Community Partner Award

- III. **PUBLIC COMMENTS** – This is an opportunity to address the mayor and council with any concerns, suggestions, or praise. No action can or will be taken at this meeting on comments made.  
Please limit your comments to three minutes.

#### IV. RESPONSE TO PUBLIC COMMENT

#### V. CONSENT AGENDA

- A. Approval of June 18, 2024 Council Minutes
- B. Set Date for Public Hearings (July 16, 2024 at 6 pm or as soon as the agenda permits) To Receive and Consider Comments on the Following Items:
  - 1. City's Intent to Continue Not Charging Itself for Water, Sewer, and Storm Drain Used For Normal City Operations During FY2025
  - 2. Proposed Utility Franchise Fee Transfers from the Enterprise Funds to the General Fund

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*"South Ogden City is dedicated to preserving and enhancing quality of life and professionally meeting the expectations of all residents, businesses, employees, and visitors."*

## VI. PUBLIC HEARING

To Receive and Consider Comments on the Proposed Addition of Fire Regulations to the South Ogden City Code

## VII. DISCUSSION / ACTION ITEMS

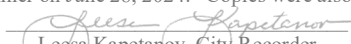
- A. Consideration of **Resolution 24-18** – Ratifying Approval of Amendments to the FY2024 Budget
- B. Consideration of **Resolution 24-22** – Approving an Agreement With \_\_\_\_\_ For 2024 Street Maintenance
- C. Consideration of **Resolution 24-23** – Approving an Agreement with TecServ Inc. for Computer Network Maintenance
- D. Consideration of **Ordinance 24-05** – Adding Fire Regulations to the South Ogden City Code

## VIII. REPORTS/DIRECTION TO CITY MANAGER

- A. City Council Members
- B. City Manager
- C. Mayor

## IX. ADJOURN

The undersigned, duly appointed City Recorder, does hereby certify that a copy of the above notice and agenda was posted to the State of Utah Public Notice Website, on the City's website (southogdencity.gov) and emailed to the Standard Examiner on June 28, 2024. Copies were also delivered to each member of the governing body.

  
Leesa Kapetanov, City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should notify the City Recorder at 801-622-2709 at least 24 hours in advance.





# MINUTES OF THE SOUTH OGDEN CITY COUNCIL WORK SESSION AND CITY COUNCIL MEETING

TUESDAY, JUNE 18, 2024

WORK SESSION – 5 PM IN EOC ROOM

COUNCIL MEETING – 6 PM IN COUNCIL ROOM

## WORK SESSION MINUTES

### COUNCIL MEMBERS PRESENT

Mayor Russell Porter, Council Members Susan Stewart, Mike Howard, Jeanette Smyth, Doug Stephens, and Jeremy Howe

### STAFF MEMBERS PRESENT

City Manager Matt Dixon, Assistant City Manager Doug Gailey, Finance Director Steve Liebersbach, Parks and Public Works Director Jon Andersen, Police Chief Darin Parke, Fire Chief Cameron West, and Recorder Leesa Kapetanov

### OTHERS PRESENT

No one else was present

**Note: The time stamps indicated in blue correspond to the audio recording of this meeting, which can be found by clicking the link:**

[https://cms7files.revize.com/southogden/document\\_center/Sound%20Files/2024/CC240618\\_1701.mp3](https://cms7files.revize.com/southogden/document_center/Sound%20Files/2024/CC240618_1701.mp3)

**or by requesting a copy from the office of the South Ogden City Recorder.**

## I. CALL TO ORDER

- Mayor Porter called the work session to order at 5:02 pm and entertained a motion to begin  
00:00:00

Council Member Howard so moved, followed by a second from Council Member Smyth. Council Members Stewart, Howard, Smyth, Stephens, and Howe all voted aye.

## II. REVIEW OF AGENDA

- There were no requests for review of agenda items
- Mayor Porter and City Manager Dixon explained about a news article concerning the City's recreation program  
00:00:29

36  
37

38 **III. DISCUSSION ITEMS**

39 **A. FY2025 Budget**

- 40
- 41 • Finance Director Steve Liebersbach informed the council he had received the certified tax  
42 rate from the county. They then spent some time discussing the tax rate and the Truth in  
Taxation process. 00:05:38
  - 43 • Mr. Liebersbach had visuals during the discussion. See Attachment A.
  - 44 • Discussion on employee positions  
45 00:23:54
- 46  
47  
48

49 **IV. ADJOURN**

- 50
- 51 • At 5:59 pm, Mayor Porter called for a motion to adjourn the work session  
00:57:52
- 52

53 **Council Member Howe so moved, followed by a second from Council Member Howard. All**  
54 **present voted aye.**

## COUNCIL MEETING MINUTES

### COUNCIL MEMBERS PRESENT

Mayor Russell Porter, Council Members Susan Stewart, Mike Howard, Jeanette Smyth, Doug Stephens, and Jeremy Howe

### STAFF MEMBERS PRESENT

City Manager Matt Dixon, Assistant City Manager Doug Gailey, Finance Director Steve Liebersbach, Parks and Public Works Director Jon Andersen, Fire Chief Cameron West, Deputy Fire Chief Brandon Storey, Firefighters Ryan Johnson, Darin Ryan, Jonathan Giles, and TJ Stoker, and Recorder Leesa Kapetanov

### MEMBERS OF THE PUBLIC PRESENT

Leonard Nicholas, Pete Caldwell, Peter Anjewierden

**Note:** The time stamps indicated in **blue** correspond to the audio recording of this meeting, which can be found by clicking this link:

[https://cms7files.revize.com/southogden/document\\_center/Sound%20Files/2024/CC240618\\_1803.mp3](https://cms7files.revize.com/southogden/document_center/Sound%20Files/2024/CC240618_1803.mp3)

or by requesting a copy from the office of the South Ogden City Recorder.

## I. OPENING CEREMONY

### A. Call To Order

- Mayor Porter called the meeting to order at 6:03 pm and entertained a motion to begin  
00:00:00

**Council Member Stephens so moved. The motion was seconded by Council Member Smyth. In a voice vote Council Members Stewart, Howard, Smyth, Stephens, and Howe all voted aye.**

### B. Prayer/Moment of Silence

- The mayor led those present in a moment of silence

### C. Pledge Of Allegiance

- Council Member Smyth led everyone in the Pledge of Allegiance

## II. RECOGNITION OF EMPLOYEES

### A. Recognition of Chance Byers, Brian Macleod, and Mike Payne for a Special Delivery on December 25, 2023

- The employees were unable to be present, so the mayor skipped to item B

96 **B. Recognition of Ryan Johnson, Darin Ryan, Jonathan Giles, and TJ Stoker for a Special Delivery**  
97 **on March 1, 2024**

- 98 • Comments by Deputy Fire Chief Brandon Storey

99 00:01:01

- 100 • A photo was taken of the employees with Chief West, Deputy Chief Storey, and Mayor  
101 Porter. See Attachment B.

102  
103  
104 **III. PUBLIC COMMENT**

105 Leonard Nicholas

00:03:38

Complained about neighbor who  
106 parked work truck on the street

107  
108  
109 **IV. RESPONSE TO PUBLIC COMMENT**

- 110 • The mayor responded to Mr. Nicholas' comments

111 00:08:49

- 112 • Mr. Nicholas commented further

00:09:42

- 113  
114 • Assistant City Manager Doug Gailey introduced Danielle Bendinelli who was the new  
115 Communications and Events Specialist 00:11:54

116  
117  
118 **V. CONSENT AGENDA**

119 **A. Approval of May 21, 2024 Council Minutes**

120 **B. Ratification of Class C Beer License for Windy's Suki-yaki Located at 3809 Riverdale Road**

121 **C. Advice and Consent of Appointment of Pete Caldwell to the Planning Commission**

122 **D. Advice and Consent of Appointment of Peter Anjeweirden as Director of Finance**

- 123 • The mayor read through the consent agenda

124 00:13:44

- 125 • Mayor Porter invited Mr. Caldwell to come forward and introduce himself

126 00:14:29

- 127 • Mr. Anjeweirden introduced himself

128 00:15:35

- 129 • The mayor called for a motion to approve the consent agenda

130 00:17:47

131  
132 **Council Member Smyth so moved. The motion was seconded by Council Member Howard.**  
133 **The voice vote was unanimous in favor of the motion.**

- 134  
135 • Mayor Porter announced there had been no online public comments submitted

136 00:17:57

137 **VI. PUBLIC HEARING**

138 To Receive and Consider Comments on Proposed Compensation Increases for Executive Municipal  
139 Officers

- 140 • City Finance Director Steve Liebersbach gave an overview of this item  
141 00:17:59
- 142 • Questions by Council 00:23:00
- 143 • The mayor called for a motion to enter a public hearing to receive and consider comments on  
144 proposed compensation increases for executive municipal officers  
145 00:24:22

146  
147 **Council Member Stewart so moved. The motion was seconded by Council Member Howard.**  
148 **The voice vote was unanimous in favor of the motion.**

- 149  
150 • The mayor explained that if those online wished to comment they could do so until 6:33 pm and  
151 invited anyone present to come forward to comment. No one came forward.  
152 00:24:34
- 153  
154 • Mayor Porter called for a motion to close the public hearing  
155 00:24:53

156  
157 **Council Member Smyth so moved. Council Member Howe seconded the motion. All present**  
158 **voted aye.**

159  
160  
161 **VII. PUBLIC HEARINGS**

162 To Receive and Consider Comments on the Following Items:

- 163 **A. Amendments to the FY2024 Budget**
- 164 **B. Proposed FY2025 Acting Budget**

- 165  
166 • The mayor called for a motion to open a public hearing to receive and consider comments on  
167 Amendments to the FY2024 Budget and Proposed FY2025 Acting Budget  
168 00:25:12

169  
170 **Council Member Smyth so moved, followed by a second from Council Member Howard. The**  
171 **vote to open the public hearing was unanimous.**

- 172  
173 • City Finance Director Steve Liebersbach gave an overview of these items  
174 00:26:00
- 175 • There were no online or in person comments on either of the public hearing items
- 176  
177 • Mayor Porter called for a motion to close the public hearings for the FY2024 Budget  
178 Amendments and the proposed FY2025 Acting Budget  
179 00:33:49



**III. DISCUSSION/ACTION ITEMS**

**A. Consideration of Ordinance 24-04 – Adopting Compensation for Executive Municipal Officers for FY2025**

- There was no discussion on this item
- Mayor Porter called for a motion to approve Ordinance 24-04

00:34:00

**Council Member Howard so moved. Council Member Stephens seconded the motion. The mayor asked if there was further discussion and seeing none, made a roll call vote.**

Council Member Stewart-	Yes
Council Member Howard-	Yes
Council Member Smyth-	Yes
Council Member Stephens-	Yes
Council Member Howe-	Yes

**Ordinance 24-04 was approved.**

**B. Consideration of Resolution 24-17 – Approving an Agreement With LRB Public Finance Advisors for Feasibility Study for Fire District**

- Staff overview 00:35:03
- Discussion 00:37:26
- Mayor Porter called for a motion to approve Resolution 24-17. Council Member Stewart reminded him the dates on the resolution needed to be corrected. The mayor then called for a motion to approve the resolutions with the dates corrected.

00:38:00

**Council Member Howe so moved, followed by a second from Council Member Smyth. After determining there was no further discussion, the mayor made a roll call vote:**

Council Member Howe -	Yes
Council Member Stephens -	Yes
Council Member Smyth -	Yes
Council Member Howard -	Yes
Council Member Stewart -	Yes

**Resolution 24-17 was adopted.**

**C. Consideration of Resolution 24-18 – Amending the FY2024 Budget**

- Staff overview 00:39:00
- Discussion 00:43:52

- The mayor called for a motion to approve Resolution 24-19, approving the FY2025 Acting Budget 00:51:08

Note: Neither the mayor nor staff recognized that the mayor inadvertently skipped approval of Resolution 24-18; however, his call for a motion “to approve Resolution 24-19, approving the FY2025 Acting Budget” was clear. Staff will resolve the error by placing Resolution 24-18 on the agenda for ratification at the July 2, 2024 council meeting.

**Council Member Howard so moved. Council Member Smyth seconded the motion. There were no more questions. Mayor Porter called the vote:**

Council Member Stephens -	Yes
Council Member Howard -	Yes
Council Member Stewart -	Yes
Council Member Smyth -	Yes
Council Member Howe -	Yes

**Resolution 24-19, approving the FY2025 Acting Budget, was approved.**

**E. Consideration of Resolution 24-20 – Approving an Agreement With Staker Parsons for 2024 Chip and Crack Seal Project**

- Staff overview 00:52:18
- Discussion 00:53:21
- Mayor Porter called for a motion to approve Resolution 24-20 00:54:36

**Council Member Howe so moved. The motion was seconded by Council Member Smyth. There was no further discussion. The mayor made a roll call vote:**

Council Member Stewart -	Yes
Council Member Howard -	Yes
Council Member Smyth -	Yes
Council Member Howe -	Yes
Council Member Stephens -	Yes

**The agreement with Staker Parson was approved.**

**F. Consideration of Resolution 24-21 – Approving a Fire Protection Mutual Aid Interlocal Agreement**

- Staff overview 00:55:54
- Discussion There was no discussion on this item
- The mayor called for a motion to approve Resolution 24-21 00:57:10

Council Member Smyth so moved, followed by a second from Council Member Howard.  
Mayor Porter called the vote:

Council Member Smyth -	Yes
Council Member Howe -	Yes
Council Member Stephens -	Yes
Council Member Stewart-	Yes
Council Member Howard -	Yes

The mutual aid agreement was approved.

**G. Approval of Amended Top Priority Catalytic Project**

- Staff overview 00:57:28
- Discussion 01:01:44
- After discussion it was determined that the word “Active” should be added to the second bullet point right before the word “Transportation”

**H. Approval of Language for Heritage Trail Monuments**

- Staff overview 01:07:25
- Discussion 01:13:31
- The majority of the Council decided that the word “Mormon” should remain as shown in the examples. They also decided that the time designations of “BC” and “AD” should also be used rather than “BCE” and “CE”

**IX. DISCUSSION ITEMS**

**Adding Fire Regulations to the City Code**

- Staff overview 01:22:33
- Questions/Discussion 01:25:44
- Staff was directed to place the fire code on the next agenda for consideration of adoption

**X. RECESS INTO COMMUNITY DEVELOPMENT AND RENEWAL AGENCY BOARD MEETING**

- At 7:35 pm, Mayor Porter called for a motion to recess into a Community Development and Renewal Agency Board meeting

01:31:31

Council Member Smyth moved to enter into a CDRA Board meeting. Council Member Stephens seconded the motion. The voice vote was unanimous in favor of the motion.

- See separate minutes

**XI. RECONVENE CITY COUNCIL MEETING**

- Motion from CDRA meeting 01:34:11

At 7:37 pm, Board Member Howard moved to adjourn the CDRA meeting and return to City Council meeting. Board Member Smyth seconded the motion. All present voted aye.

**XII. REPORTS/DIRECTION TO CITY MANAGER**

**A. City Council Members**

- Council Member Howard - Nothing to report
- Council Member Stewart - Nothing to report
- Council Member Howe - 01:34:47
- Council Member Stephens- Nothing to report
- Council Member Smyth - Nothing to report

**B. City Manager-**

01:35:38

- Additional comments by Council Member Stephens

01:36:59

**C. Mayor-**

01:38:05

**VI. RECESS INTO CLOSED EXECUTIVE SESSION**

To Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual

- At 7:45 pm, Mayor Porter called for a motion to leave City Council Meeting and recess into a closed executive session to discuss the character, professional competence, or physical or mental health of an individual 01:41:33

Council Member Howard so moved. The motion was seconded by Council Member Howe. The voice vote was unanimous in favor of the motion.

Note: The recording of the meeting ends here. The mayor and council remained in the council room and everyone else left. Mayor Porter made a note of the following time and motions.

**VII. RECONVENE CITY COUNCIL MEETING**

- At 8:03 pm, Mayor Porter called for a motion to leave the closed executive session and resume City Council meeting

Council Member myth so moved. The motion was seconded by Council Member Stewart. The voice vote was unanimous in favor of the motion.

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**VIII. ADJOURN**

- The mayor then called for a motion to adjourn City Council meeting

**Council Member Howe so moved, followed by a second from Council Member Howard. All present voted aye.**

The meeting concluded at 8:03 pm.

I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Work Session and Council Meeting held Tuesday, June 18, 2024.

  
Leesa Kapetanov, City Recorder

\_\_\_\_\_  
Date Approved by the City Council



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## ATTACHMENT A

Visuals Used by Mr. Liebersbach

# South Ogden City Property Tax Analysis FY 2024

**FY 2025**

**FY 2024 Tax Rate Information:**

Certified tax rate: 0.002500  
Proposed tax rate value \$1,751,943,544  
Budgeted revenues: \$4,379,859

**County's  
FY 2025 Proposed Rate**

0.002434  
\$1,822,329,761  
\$4,435,551

Change  
**-2.64%**  
\$70,386,217  
\$55,692

**City's  
FY 2025 Proposed Rate**

0.002507  
4.0176%  
\$4,568,618  
\$188,759  
\$133,067

Avg in SOC = \$473,000

Taxes paid to the City on residential property:

Value of home	55% Taxable value	FY 2024 Annual tax amount	Last Year Monthly tax amount	New Rate 0.002507 amount	Monthly amount	Annual increase	Monthly increase
\$473,000.00	\$260,150.00	\$650.38	\$54.20	\$652.20	54.35	\$1.83	\$0.15
\$350,000.00	\$192,500.00	\$481.25	\$40.10	\$482.60	40.22	\$1.35	\$0.11
\$400,000.00	\$220,000.00	\$550.00	\$45.83	\$551.54	45.96	\$1.54	\$0.13
\$500,000.00	\$275,000.00	\$687.50	\$57.29	\$689.43	57.45	\$1.93	\$0.16
\$600,000.00	\$330,000.00	\$825.00	\$68.75	\$827.32	68.94	\$2.32	\$0.19
\$1,000,000.00	\$550,000.00	\$1,375.00	\$114.58	\$1,378.86	114.91	\$3.86	\$0.32

# **FY 2025 Acting Budget Notes 6/18/2024**

## **ACTIVE BUDGET HIGHLIGHTS:**

### Staffing Requests:

- General Government:
  - Planner – approx. cost = \$120,548 @ \$37.32/hour
    - Currently pay Landmark Design \$7,000 – \$12,000+ per month
- Police Dept.
  - Crossing guard – currently 4 @ 2 hrs/day for 180 days/year @\$13.84/hr = 21,455
    - Increase pay to \$20.00 per hour
    - Add another guard
      - Additional cost = \$17,300
  - Make Office Specialist III (Toni Painter) full-time (afraid of losing her)
    - Additional cost = \$45,500
  - Full-time code enforcement/zoning officer; approx. \$30/hr.
    - Additional cost = \$102,900 w/out a vehicle
  - 2 full-time officers; approx. \$32.85/hr
    - Additional cost = \$233,600 w/out vehicles
- Fire Dept.
  - 1 full-time firefighter; approx. \$21.18/hr
    - Additional cost = \$95,760
  - Extra over-time
    - Additional cost = \$140,000
- Tier II URS contributions – currently is employee paid
  - Non-public safety going from 0% to .7% - - increase of .7% (loss of .18%)
  - Public safety going from 2.59% to 4.73% - - increase of 2.14%
    - Public safety cost approx. = \$78,400
    - City-wide equitable contribution (4.73%) = approx. \$329,500

### Other items:

- Fire truck is back in = \$1,924,453 - - ARPA Funds

### Enterprise Funds:

## ATTACHMENT B

Firefighter Photo



First responders Darin Ryan, 2nd from left; Ryan Johnson, 3rd from right; and Jonathan Giles, 2nd from right, receiving recognition for assisting in the delivery of a baby. Also pictured are Fire Deputy Chief Brandon Storey, far left, Fire Chief Cameron West, center front, and Mayor Porter, far right.

## **RESOLUTION NO. 24-18**

### **A RESOLUTION OF SOUTH OGDEN CITY, UTAH, RATIFYING AMENDMENTS TO THE CITY'S FISCAL YEAR 2023-2024 BUDGET, INCLUDING CHANGES TO SEVERAL OF THE CITY'S FUNDS; ACCOUNTING FOR REVENUE AND EXPENDITURE CHANGES; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of SOUTH OGDEN City ("City") is a municipal corporation duly organized and existing under the laws of Utah; and,

**WHEREAS**, the City Council finds that in conformance with Utah Code (UC") §10-3-717, the governing body of the city may exercise all administrative powers by resolution; and,

**WHEREAS**, the City Council finds that in conformance with UC §10-3-702, the governing body of the city may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition authorized by State law or any other provision of law; and,

**WHEREAS**, the City Council finds that certain exigencies of city governmental operations require amendments be made to the current city budget and related documents; and,

**WHEREAS**, the City Council finds that UC §10-6-119 provides authority for amending the City's budget as necessary; and,

**WHEREAS**, the adoption of this Resolution was inadvertently missed at the June 18, 2024 City Council meeting; and,

**WHEREAS**, a majority of the City Council voted via email to approve Resolution 24-18 and the amendments therein; and

**WHEREAS**, the City Council now wishes to make known their decision and solidify the approval of the budget amendments;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SOUTH OGDEN TO RATIFY APPROVAL OF AMENDMENTS TO THE SOUTH OGDEN CITY BUDGET AND STAFFING DOCUMENT FOR FISCAL YEAR 2023-2024.**

#### **SECTION 2 - CHANGES TO BUDGET**

Those changes set out in **Attachment "A"**, dated the 18<sup>th</sup> day of June, 2024 and attached hereto, and incorporated as if fully set out, as those changes affect and adjust the previously authorized budgets and staffing provisions, including the

funds represented, ought to be, and the same are, amended, re-adopted and enacted as amendments to the fiscal year 2023- 2024 Budget for South Ogden City.

The foregoing recitals are fully incorporated herein.

### **SECTION 3 - PRIOR ORDINANCES AND RESOLUTIONS**

The body and substance of all prior Ordinances and Resolutions, together with their provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

### **SECTION 4 - REPEALER OF CONFLICTING ENACTMENTS**

All orders, ordinances and resolutions regarding the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which conflict with any of this Ordinance Amendment, are, to the extent of such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

### **SECTION 5 - SAVINGS CLAUSE**

If any provision of this Ordinance shall be held or deemed to be or shall be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other invalid, inoperative or unenforceable to any extent whatever, this Ordinance being deemed to be the separate independent and severable act of the City Council of South Ogden City.

### **SECTION VI - DATE OF EFFECT**

This Resolution shall be effective on 18<sup>th</sup> day of June, 2024, and after publication or posting as required by law.

DATED this 2<sup>nd</sup> day of July, 2024.

SOUTH OGDEN, a municipal corporation

---

Russell L. Porter  
Mayor

Attested and recorded

---

Leesa Kapetanov, MMC  
City Recorder



## **ATTACHMENT "A"**

### **RESOLUTION NO. 24-18**

A Resolution Of South Ogden City, Utah, Ratifying Amendments To The City's Fiscal Year 2023-2024 Budget, Including Changes To Several Of The City's Funds; Accounting For Revenue And Expenditure Changes; And Establishing An Effective Date.

02 Jul 24

# South Ogden City

June 18, 2024

Fiscal Year 2024

## Budget Amendment

		Current Budget	New Budget	Difference +/-
12-30-200	SOD - Sponsor Donations	\$0	\$41,000	\$41,000
12-30-225	SOD - Vendor Booth Rentals	\$0	\$5,100	\$5,100
12-30-260	SOD - Pickleball Registration Fees	\$0	\$900	\$900
12-30-400	Transfer in from General Fund	\$50,000	\$65,000	\$15,000
12-39-800	Appropriation of Fund Balance	\$0	\$30,000	\$30,000
12-40-112	SOD - Overtime	\$0	\$20,000	\$20,000
12-40-300	SOD - Entertainment	\$0	\$45,000	\$45,000
12-40-325	SOD - Fireworks	\$0	\$10,000	\$10,000
12-40-350	SOD - Printing & Banners	\$0	\$5,000	\$5,000
12-40-375	SOD - Equipment Rentals	\$0	\$25,000	\$25,000
12-40-400	SOD - T-shirt Printing	\$0	\$3,000	\$3,000
12-40-410	SOD - Awards	\$0	\$2,000	\$2,000
12-40-475	SOD - Miscellaneous Expenses	\$50,000	\$32,000	(\$18,000)
	* Clean-up & re-allocate SOD's budgeted monies			
10-39-150	Lease Financing - General Fund	\$0	\$1,079,556	\$1,079,556
10-36-400	Sale of Fixed Assets - General Fund	\$0	\$723,000	\$723,000
10-36-900	Miscellaneous Revenue - General Fund	\$67,803	\$168,075	\$100,272
10-34-200	Baseball Revenues	\$16,315	\$17,980	\$1,665
10-34-350	Basketball Fees	\$22,945	\$52,140	\$29,195
10-34-360	Ultimate Frisbee Fees	\$0	\$1,415	\$1,415
10-34-450	Volleyball Registration	\$4,537	\$6,730	\$2,193
10-34-700	Plan Check Fees	\$34,400	\$81,400	\$47,000
10-34-750	Street Cut Fees	\$4,400	\$26,350	\$21,950
10-34-900	Public Safety Reports	\$14,100	\$22,900	\$8,800
10-33-600	State & Local Grants	\$488,423	\$503,423	\$15,000
	* Incorporate new revenues into the FY General Fund			
10-41-210	Books, Subscriptions & Memberships - Council	\$12,484	\$14,984	\$2,500
10-52-310	Professional & Technical - Planning & Zoning	\$79,490	\$122,500	\$43,010
10-57-112	Over-time - Fire Department	\$138,369	\$274,904	\$136,535
10-57-250	Vehicle Maintenance - Fire Department	\$40,000	\$66,225	\$26,225
10-71-125	Temporary Wages - Recreation	\$38,236	\$83,236	\$45,000
10-71-210	Books, Subscriptions & Memberships - Recreation	\$1,100	\$1,605	\$505
10-71-241	Comp League Expenses - Recreation	\$7,308	\$27,508	\$20,200
10-71-242	Special Department Supplies - Recreation	\$9,539	\$11,039	\$1,500
10-71-350	Officials Fees - Recreation	\$30,160	\$40,160	\$10,000
10-51-264	Station #82 Maintenance - General Fund	\$5,470	\$19,970	\$14,500
10-58-315	Professional & Technical - Inspection	\$24,006	\$44,006	\$20,000
xx 10-60-400	Class 'c' Maintenance - Streets Dept.	\$100,000	\$165,000	\$65,000
10-60-248	Vehicle Maintenance - Streets Dept	\$26,497	\$33,497	\$7,000
10-60-300	Gas - Streets Dept	\$23,028	\$30,028	\$7,000
10-60-310	Professional & Technical - Streets Dept	\$16,624	\$36,624	\$20,000
10-60-730	Street Light Maintenance - Streets Dept	\$26,784	\$31,784	\$5,000
10-70-248	Vehicle Maintenance - Parks Dept	\$12,718	\$27,718	\$15,000
10-70-310	Professional & Technical - Parks Dept	\$11,659	\$15,159	\$3,500
10-70-320	Urban Forestry Commission - Parks Dept	\$250	\$3,450	\$3,200
10-80-190	Transfer Utility F/F to CPF	\$0	\$17,183	\$17,183
10-80-275	Transfer to South Ogden Days Fund	\$50,000	\$65,000	\$15,000
	* Allocated monies for operational expenses			

10-55-750	Capital Outlay - Police Dept	\$57,700	\$1,257,700	\$1,200,000
10-57-750	Capital Outlay - Fire Dept.	\$59,402	\$359,402	\$300,000
10-58-750	Capital Outlay - Inspection Dept	\$0	\$150,000	\$150,000
10-60-750	Capital Outlay - Streets Dept	\$7,600	\$757,600	\$750,000
10-70-750	Capital Outlay - Parks Dept	\$177,716	\$852,716	\$675,000
10-39-800	Appropriation of Fund Balance - General Fund	\$77,733	\$1,600,545	\$1,522,812
	* Allocate fund balance mainly for vehicle clean up and balance the budget			
54-40-420	Republic Services Contract	\$541,454	\$684,800	\$143,346
54-30-890	Appropriation of Fund Balance - Garbage Fund	\$41,684	\$185,030	\$143,346
	* Account for increase and 6/2023 error			
55-40-112	Over-time - Ambulance Fund	\$13,903.00	\$30,548.00	\$16,645.00
58-40-312	PMA Fees - Ambulance Fund	\$85,000.00	\$106,670.00	\$21,670.00
58-40-320	State Assessment Fee - Ambulance Fund	\$35,400.00	\$51,175.00	\$15,775.00
58-40-490	Disposable Medical Supplies - Ambulance Fund	\$28,616.00	\$32,926.00	\$4,310.00
58-30-201	Ambulance Fees	\$902,304.00	\$960,704.00	\$58,400.00
	* New revenue & expenses in the Ambulance Fund			
40-30-500	Transfer in Utility F/F G/F - CPF	\$0.00	\$17,183.00	\$17,183.00
40-40-121	FY 2024 Road Projects - CPF	\$3,701,228	\$3,718,411	\$17,183.00
	* Allocate 1 month of utility franchise fee			

**Resolution No. 24-22**

**A RESOLUTION OF SOUTH OGDEN CITY APPROVING AN  
AGREEMENT WITH \_\_\_\_\_ FOR THE 2024 STREET  
MAINTENANCE PROJECT, AND PROVIDING THAT THIS  
RESOLUTION SHALL BECOME EFFECTIVE IMMEDIATELY UPON  
POSTING AND FINAL PASSAGE**

**WHEREAS**, the City Council finds that the City of South Ogden ("City") is a municipal corporation duly organized and existing under the laws of Utah; and,

**WHEREAS**, the City Council finds that in conformance with Utah Code ("UC") § 10-3-717 the governing body of the city may exercise all administrative powers by resolution including, but not limited to regulating the use and operation of municipal property and programs; and,

**WHEREAS**, the City Council finds it necessary to address certain 2024 Street Maintenance Project needs within the city; and,

**WHEREAS**, the City Council finds that the city staff recommends that the city contract with \_\_\_\_\_ for the completion of 2024 Street Maintenance Project; and,

**WHEREAS**, the City Council finds that \_\_\_\_\_ has the professional ability to provide for these services to meet the city's needs; and,

**WHEREAS**, the City Council finds that City now desires to further those ends by contracting with \_\_\_\_\_ to provide such services; and,

**WHEREAS**, the City Council finds that the public convenience and necessity requires the actions contemplated,

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF SOUTH OGDEN AS FOLLOWS:**

**SECTION 2 - CONTRACT AUTHORIZED**

That The "**Contract Agreement**" For The 2024 Street Maintenance Project, Attached Hereto As **Attachment "A"** And By This Reference Fully Incorporated Herein, Is Hereby Approved And Adopted; And That The City Manager Is Authorized To More Fully Negotiate Any Remaining Details Under The Agreement On Behalf Of The City And Then To Sign, And The City Recorder

Authorized To Attest, Any And All Documents Necessary To Effect This Authorization And Approval.

The foregoing Recitals are fully incorporated herein.

### **SECTION 3 - PRIOR ORDINANCES AND RESOLUTIONS**

The body and substance of all prior Resolutions, with their provisions, where not otherwise in conflict with this Resolution, are reaffirmed and readopted.

### **SECTION 4 - REPEALER OF CONFLICTING ENACTMENTS**

All orders, and Resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts, which conflict with this Resolution, are, for such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or part repealed.

### **SECTION 5 - SAVINGS CLAUSE**

If any provision of this Resolution shall be held or deemed or shall be invalid, inoperative or unenforceable such shall not have the effect of rendering any other provision or provisions invalid, inoperative or unenforceable to any extent whatever, this Resolution being deemed the separate independent and severable act of the City Council of South Ogden City.

### **SECTION 6 - DATE OF EFFECT**

This Resolution shall be effective on the 2<sup>nd</sup> day of July, 2024, and after publication or posting as required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SOUTH OGDEN CITY, STATE OF UTAH,** on this 2<sup>nd</sup> day of July, 2024.

### **SOUTH OGDEN CITY**

---

Russell Porter  
Mayor

### **ATTEST:**

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Leesa Kapetanov, MMC  
City Recorder

## **ATTACHMENT "A"**

A Resolution Of South Ogden City Approving An Agreement With  
\_\_\_\_\_ For The 2024 Street Maintenance Project, And  
Providing That This Resolution Shall Become Effective Immediately Upon  
Posting And Final Passage

02 Jul 24

# CONTRACT AGREEMENT

**THIS AGREEMENT** is by and between **SOUTH OGDEN CITY CORPORATION** (hereinafter called OWNER) and \_\_\_\_\_ (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

## ARTICLE 1- WORK

1.01 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The work consists of the following work in existing City Streets: Asphalt overlay and leveling course for \_\_\_\_\_ S.Y. of the existing pavement. The work also includes edge milling, pre-lowering, and raising existing manholes and valves and all other related appurtenances and associated work as indicated in the Contract Document.

## ARTICLE 2-THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

### **2024 Street Maintenance Project**

## ARTICLE 3- ENGINEER

3.01 The Project has been designed by Wasatch Civil Consulting Engineering, who is hereinafter called ENGINEER and who is to act as OWNER's representative, assume all duties and responsibilities, and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

## ARTICLE 4- CONTRACT TIMES

4.01 *Time of the Essence:* All time limits for completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Dates for Completion and Final Payment:* The Work specified in the Contract Documents shall be completed prior to November 1<sup>st</sup>, 2023.

4.03 *Liquidated Damages:* CONTRACTOR and OWNER recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof,

OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay OWNER \$200.00 for each day that expires after the time specified in paragraph 4.02 for Completion until the Work is accepted.



## **ARTICLE 5- CONTRACT PRICE**

5.01 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to the paragraph below:

For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item as measured in the field.

### **UNIT PRICE WORK**

TOTAL OF ALL UNIT: \_\_\_\_\_

As provided in paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by ENGINEER as provided in paragraph 9.08 of the General Conditions. Unit prices have been computed as provided in paragraph 11.03 of the General Conditions.

## **ARTICLE 6- PAYMENT PROCEDURES**

6.01 *Submittal and Processing of Payments:* CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

6.02 *Progress Payments; Retainage:* OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about the 15th day of each month during performance of the Work as provided in paragraphs 6.02.A. 1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established in paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work, based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as ENGINEER may determine or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions:

A. 95% of Work completed (with the balance being retained). If the Work has been 50% completed as determined by ENGINEER, and if the character and progress of the Work have been satisfactory to OWNER and ENGINEER, OWNER, on recommendation of ENGINEER, may determine that as long as the character and progress of the Work remain satisfactory to them, there will be no retainage on account of Work subsequently completed, in which case the remaining progress payments prior to Substantial Completion will be in an amount equal to 100% of the Work completed less the aggregate of payments previously made; and

B. 25% of cost of materials and equipment not incorporated in the Work (with the balance being retained).

2. Upon Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 100% of the Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02.B.5 of the General Conditions.

6.03 *Final Payment:* Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07

## **ARTICLE 7- INTEREST**

7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 1% per annum.

## **ARTICLE 8- CONTRACTOR'S REPRESENTATIONS**

8.01 In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

B. CONTRACTOR has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. CONTRACTOR has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions and (2) reports and drawings of a Hazardous Environmental Condition, if any, at the Site which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions.

E. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by CONTRACTOR, including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by CONTRACTOR, and safety precautions and programs incident thereto

F. CONTRACTOR does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

G. CONTRACTOR is aware of the general nature of Work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.

H. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

I. CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

J. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## **ARTICLE 9- CONTRACT DOCUMENTS**

### **9.01 Contents:**

A. The Contract Documents consist of the following:

1. This Agreement;
2. Performance Bond;
3. Payment Bond;
4. General Conditions;
5. Supplementary Conditions;
6. Specifications as listed in the table of contents of the Project Manual;
7. Drawings as listed in the table of contents of the Project Manual;
8. Exhibits this Agreements;
  1. Notice to Proceed;

2. CONTRACTOR's Bid;
3. Documentation submitted by CONTRACTOR prior to Notice of Award;

9. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

Written Amendments;  
Work Change Directives;  
Change Order(s).

- B. The documents listed in paragraph 9.01 A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in paragraph 3.05 of the General Conditions.

## **ARTICLE 10- MISCELLANEOUS**

10.01 *Terms*: Terms used in this Agreement will have the meanings indicated in the General Conditions.

10.02 *Assignment of Contract*: Assignment by a party hereto of any rights under or interests in the Contract will not be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*: OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*: Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

This Agreement will be effective on \_\_\_\_\_, 2024, (which is the Effective Date of the Agreement).

**OWNER:**

**CONTRACTOR:**

**SOUTH OGDEN CITY CORPORATION**

**Staker & Parson Companies**

By: \_\_\_\_\_

By: \_\_\_\_\_

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If CONTRACTOR is a corporation or a partnership, attach evidence of authority to sign)

Designated Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

# STAFF REPORT



**SUBJECT:** Contract with TecServ  
**AUTHOR:** Doug Gailey  
**DEPARTMENT:** Administration  
**DATE:** 07-02-2024

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## RECOMMENDATION

Approve the contract with TecServ

## BACKGROUND

TecServ has been providing advanced technical support to south Ogden. We have a part time employee who does the day to day tasks that are required. TecServ handles the server maintenance and keeps South Ogden up to date against cyber attacks.

## ANALYSIS

TecServ has done a great job with South Ogden, but the current contract with them has expired. This contract is identical to the last one, with the exception of it being for three years rather than for only one year.

## SIGNIFICANT IMPACTS

The monthly rate is unchanged at \$4,030 per month.

## ATTACHMENTS

updated proposed contract



**Resolution No. 24-23**

**RESOLUTION OF SOUTH OGDEN CITY APPROVING AN AGREEMENT WITH TECSERV INC. FOR COMPUTER NETWORK MAINTENANCE; AUTHORIZING THE CITY MANAGER TO SIGN THE NECESSARY DOCUMENTS ON BEHALF OF THE CITY TO GIVE EFFECT TO THE INTENT HEREOF; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds that the City of South Ogden ("City") is a municipal corporation duly organized and existing under the laws of Utah; and,

**WHEREAS**, the City Council finds that in conformance with Utah Code ("UC") § 10-3-717 the governing body of the city may exercise all administrative powers by resolution including, but not limited to regulating the use and operation of municipal property and programs; and,

**WHEREAS**, the City Council finds it necessary to address certain network maintenance needs within the city; and,

**WHEREAS**, the City Council finds that TecServ Inc. has been providing professional network maintenance services for the City during the past three years; and,

**WHEREAS**, the City Council finds it that would like to continue using TecServ Inc. for network maintenance services; and,

**WHEREAS**, the City Council finds that the public convenience and necessity requires the actions contemplated,

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF SOUTH OGDEN AS FOLLOWS:**

**SECTION 2 - CONTRACT AUTHORIZED**

That The "TecServ Inc. Monthly Network Services Agreement" For Network Maintenance, Attached Hereto As **Attachment "A"** And By This Reference Fully Incorporated Herein, Is Hereby Approved And Adopted; And That The City Manager Is Authorized To More Fully Negotiate Any Remaining Details Under The Agreement On Behalf Of The City And Then To Sign, And The City Recorder Authorized To Attest, Any And All Documents Necessary To Effect This Authorization And Approval.

That the foregoing recitals are incorporated herein.

### **SECTION 3 - PRIOR ORDINANCES AND RESOLUTIONS**

The body and substance of all prior Resolutions, with their provisions, where not otherwise in conflict with this Resolution, are reaffirmed and readopted.

### **SECTION 4 - REPEALER OF CONFLICTING ENACTMENTS**

All orders, and Resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts, which conflict with this Resolution, are, for such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or part repealed.

### **SECTION 5 - SAVINGS CLAUSE**

If any provision of this Resolution shall be held or deemed or shall be invalid, inoperative or unenforceable such shall not render any other provision or provisions invalid, inoperative or unenforceable to any extent whatever, this Resolution being deemed the separate independent and severable act of the City Council of South Ogden City.

### **SECTION 6 - DATE OF EFFECT**

This Resolution shall be effective on the 2<sup>nd</sup> day of July, 2024, and after publication or posting as required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SOUTH OGDEN CITY,  
STATE OF UTAH, on this 2nd day of July, 2024.**

**SOUTH OGDEN CITY**

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Russell Porter Mayor

**ATTEST:**

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Leesa Kapetanov, MMC

# **ATTACHMENT "A"**

## **Resolution No. 24-23**

Resolution Of South Ogden City Approving An Agreement With TecServ Inc.  
For Computer Network Maintenance; Authorizing The City Manager To Sign  
The Necessary Documents On Behalf Of The City To Give Effect To The Intent  
Hereof; And, Providing For An Effective Date.

02 Jul 24

## Monthly Network Services Agreement

This agreement dated 06/05/2024 is made by and between South Ogden City (Client) whose address is 3950 Adams Ave. Suite 1, South Ogden, UT 84403\_ and TecServ, Inc (Consultant) whose corporate address 193 W 2100 S STE 200, South Salt Lake City, Utah 84115

1. *Consultation Services.* Client hereby employs the Consultant to perform the following services in accordance with the terms and conditions set forth in this agreement. The Consultant will perform computer network maintenance activities for Client, and will consult with the offices and employees of Client concerning matters relating to the management of Client's computer network. The Scope of Work to be performed by Consultant is defined in Attachment A.
2. *Terms of Agreement.* This agreement will be in effect from July 1, 2024, to June 30, 2027. At the end of this initial term, the contract will automatically renew for an additional three-year period, extending from July 1, 2027, to June 30, 2030, unless either party provides written notice of their intent to terminate the agreement prior to the expiration of the current term. Upon Term renewal, the prices for services provided under this Agreement may be adjusted to reflect the current standard pricing structure.
3. *Time Devoted by Consultant.* The term of this contract is based upon Consultant committing to perform activities to maintain Client computer network and handle computer network emergencies. Consultant will spend 6 hours every week of consulting services on Client's behalf for computer network maintenance activities.
4. *Schedule.* The work performed by Consultant will be for on-site services at Client's facilities and may occasionally include remote connectivity to Client's network. Remote hours will be TBD. Schedule may be altered with mutual agreement from both parties.
5. *Additional Time.* Consultant will respond to Client emergencies and spend sufficient time to resolve such emergencies. Emergencies are defined as computer network issues that directly prevent the operation of business by Client. Computer network issues that do not prevent business operations shall be handled during the on-site maintenance service schedule. If Client requests maintenance services outside the maintenance schedule, and these services are clearly not emergencies, Consultant will bill Client for these hours at the standard client rate. This includes computer network projects that cannot be completed within the regularly scheduled time.
6. *Payment to Consultant.* The amount paid to Consultant for this contract shall be \$4030.00 per month. Consultant will invoice Client the first of each month. Payment is due upon receipt of invoice and no later than the last day of the month in which the client received the invoice. The first invoice under this contract will be generated July 1, 2024.

Additional project work is not covered within this scheduled maintenance contract. This additional time will be billed at \$175 per hour. Product purchases are not considered part of monthly contracts or other consulting services. Terms on Product Sales are considered "due upon receipt".
7. *Independent Consultant.* Both Client and the Consultant agree that the Consultant will act as an independent agency in the performance of its duties under this contract. Accordingly, the Consultant shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Consultants activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment.
8. *Confidential Information.* The Consultant agrees that any information received by the Consultant during this contract, which concerns the personal, financial or other affairs of Client and its agents and employees will be treated by the Consultant in full confidence and will not be revealed to any other persons, firms or organizations.

9. *Employment of Others.* Client may from time to time request that the Consultant arrange for the services of others outside of the employ of TecServ. All costs to the Consultant for those services will be paid by Client, but in no event shall the Consultant employ others without the prior authorization of Client.
10. *Non-Solicitation of Employees.* Client agrees that it will not solicit TecServ's employees to seek full or part time employment or other contractual arrangement with its company during the term of this Agreement or for twelve (12) months after the last invoice date from TecServ to Client. Client agrees that TecServ employees are not "contract for hire". Client shall not attempt to engage, contract or hire TecServ employees, independently of this Agreement without prior written consent from TecServ.

Client may be released from such restriction under the following terms and with written approval from TecServ:

- The payment of 50,000.00 to TecServ for each employee hired by Client, and
- Each TecServ employee hired by Client has performed services for Client under this Agreement for twelve (12) consecutive months or more.

\_\_\_\_\_ Initial of Client demonstrating that Client understands and fully accepts the Non-Solicitation Covenant and terms and agrees to such terms should Client seek to hire or directly contract TecServ employees.

11. *Liability.* With regard to the services to be performed by the Consultant pursuant to the terms of this agreement, the Consultant shall not be liable to Client, or to anyone who may claim any right due to any relationship with the Corporation, for any acts or omissions in the performance of services on the part of the Consultant or on the part of the agents or employees of the Consultant, except when said acts of omissions of the Consultant are due to willful misconduct or gross negligence. Client shall hold the Consultant free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and Client pursuant to the terms of this agreement or in any way connected with the rendering of services, except when the same shall arise due to the willful misconduct or gross negligence of the Consultant and the Consultant is adjudged to be guilty of willful misconduct or gross negligence by a court of competent jurisdiction.
12. *Venue.* This agreement and its performances there under shall be governed by the laws of the state of Utah. In the event that litigation results from or arises out of this Agreement or the performance thereof, the parties agree to reimburse the prevailing party's reasonable attorney's fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled.
13. *Hardware and Software.* Under the terms of this agreement all hardware and software must be purchased through TecServ, Inc. TecServ, Inc. may not charge markups for software purchased through them.

*IN WITNESS WHEREOF*, the parties have hereunto executed this Agreement.

TecServ, Inc.

Client

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attachment A**  
**Scope of Work**

**Program Definition:**

- 6 hours onsite maintenance every week for applying software patches, checking backups, updating virus definitions, and troubleshooting problems.
- Remote monitoring of servers and routers 24 hours a day 7 days a week..
- Guaranteed response time of thirty minutes for remote work.
- Access to TecServ's extensive knowledge base and technical staff.
- Additional projects and emergency work beyond the allotted hours will be billed at a discounted rate of \$175 per hour with a one hour minimum for onsite work. Emergency work performed between 6:00 PM and 7:00 AM weekdays or anytime on weekends will be billed at \$262.50 an hour. After hours help desk support is available 24 hours a day, 7 days a week.

## **ORDINANCE NO. 24-05**

### **AN ORDINANCE OF SOUTH OGDEN CITY, UTAH, AMENDING THE SOUTH OGDEN CITY CODE BY ADDING FIRE REGULATIONS AS TITLE 2 OF THE CODE; MAKING NECESSARY LANGUAGE CHANGES TO THE CITY CODE TO EFFECT THOSE CHANGES; AND ESTABLISHING AN EFFECTIVE DATE FOR THOSE CHANGES.**

#### **SECTION I - RECITALS:**

**WHEREAS**, South Ogden City ("City") is a municipal corporation duly organized and existing under the laws of Utah; and,

**WHEREAS**, the City Council finds that in conformance with Utah Code ("UC") §10-3-717, and UC §10-3-701, the governing body of the city may exercise all administrative and legislative powers by resolution or ordinance; and,

**WHEREAS**, the City Council finds that in conformance with UC § 10-3-702, the City may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition authorized by State law or any other provision of law; and,

**WHEREAS**, the City Council finds that under UC §10-3-707, the City is "empowered to revise, codify and compile from time to time and to publish in book, pamphlet or loose leaf form all ordinances of the municipality of a general and permanent character and to make such changes, alterations, modifications, additions, and substitutions therein as it may deem best to the end that a complete simplified code of the ordinances then enforced shall be presented, but with errors, inconsistencies, repetitions, and ambiguities therein eliminated"; and,

**WHEREAS**, the City Council finds that for the safety and protection of South Ogden residents and businesses it now wishes to add fire regulations to the South Ogden City Code;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SOUTH OGDEN CITY, UTAH** that the City Code be changed and amended as follows:

#### **AMENDED SECTION:**

Upon the adoption of this Ordinance, "Title 2" of the South Ogden City Code, which was previously "reserved" and contained no sections, is now readopted as "Title 2: Fire Regulations", along with the corresponding sections as set out in **Attachment "A"**, which is incorporated herein, to read as indicated.

The foregoing recitals are fully incorporated herein.

**SECTION II - REPEALER OF CONFLICTING ENACTMENTS:**

All orders, ordinances and resolutions regarding the changes enacted and adopted which have been adopted by the City, or parts, which conflict with this Ordinance, are, for such conflict, repealed, except this repeal shall not be construed to revive any act, order or resolution, or palt, repealed.

**SECTION III - PRIOR ORDINANCES AND RESOLUTIONS:**

The body and substance of any and all prior Ordinances and Resolutions, with their specific provisions, where not otherwise in conflict with this Ordinance, are reaffirmed and readopted.

**SECTION IV - SAVINGS CLAUSE:**

If any provision of this Ordinance shall be held or deemed or shall be invalid, inoperative or unenforceable such reason shall not have the effect of rendering any other provision or provisions invalid, inoperative or unenforceable to any extent whatever, this Ordinance being deemed the separate independent and severable act of the City Council of South Ogden City.

**SECTION V - DATE OF EFFECT**

This Ordinance shall be effective on the 2<sup>nd</sup> day of July, 2024, and after publication or posting as required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SOUTH OGDEN CITY, STATE OF UTAH**, on this 2<sup>nd</sup> day of July, 2024.

**SOUTH OGDEN CITY**, a municipal corporation

\_\_\_\_\_  
Mayor Russell L. Porter

ATTESTED:

\_\_\_\_\_  
Leesa Kapetanov, MMC  
City Recorder



# **ATTACHMENT “A”**

## **ORDINANCE NO. 24-05**

An Ordinance Of South Ogden City, Utah, Amending The South Ogden City Code By Adding Fire Regulations As Title 2 Of The Code; Making Necessary Language Changes To The City Code To Effect Those Changes; And Establishing An Effective Date For Those Changes.

02 Jul 24

## **TITLE 2 FIRE DEPARTMENT REGULATIONS**

### **CHAPTER 1 Fire Code**

### **CHAPTER 2 Knox Box Regulations**

### **CHAPTER 3 Open Burning**

#### **CHAPTER 1 FIRE CODE**

**3-1-1.** Be it enacted by the City Council of South Ogden City that the International Fire Code version adopted by the State of Utah Fire Marshal's Office for the respective year, along with any subsequent amendments or revisions set forth by the State of Utah Fire Marshal's Office, shall be automatically adopted and incorporated by reference as the Fire Code of South Ogden City. All provisions, regulations, and standards contained therein shall be enforced within the jurisdictional boundaries of South Ogden City effective immediately upon adoption by the State of Utah Fire Marshal's Office.

#### **CHAPTER 2 KNOX BOX REGULATIONS**

##### **3-2-1: Uses Requiring a Knox Box**

- A.** The businesses and residential operations listed in this section may be required to install and maintain one or more of the following access control devices:
  - 1.** Knox Box
  - 2.** Knox Fire Department Connection Caps (FDC)
  - 3.** Knox Key Switches; and/or,
  - 4.** Knox padlock
- B.** The determination as to which of the forgoing access control devices shall be installed shall be made by the Fire Chief by balancing the need for access to the facilities or communities for the protection of life and property with the cost to the property owner.
- C.** The businesses and residential operations that are required to install and maintain one or more of the above referenced access control devices are as follows:
  - 1.** All commercial occupancies with a sprinkler system;
  - 2.** All commercial occupancies with a fire alarm panel;
  - 3.** All occupancies handling any hazardous materials;
  - 4.** Any gated community whether they are commercial or residential;
  - 5.** All commercial food preparation facilities with hood systems;
  - 6.** All access gates other than the main entrance shall require a Knox Pad Lock; and
  - 7.** Any commercial building containing three or more occupant businesses in the same building or structure.

##### **3-2-2: Installation Requirements**

The Knox box shall be installed in a location approved by the Fire Department. Typically, this will be near the main entrance to the building. In cases where the building has a fire suppression sprinkler

system, the Knox box may also be required to be located next to the external entry to the riser room for that system. In no case shall the Knox Box be located at a height of less than four (4) feet from the ground or more than six (6) feet from the ground; all other locations for the Knox Box shall be approved by the Fire Chief.

### **3-2-3: Contents of the Box**

Each Knox Box shall contain keys clearly labeled for the following uses:

- A. A master key that will open all doors including mechanical rooms and sprinkler control rooms;
- B. Keys to alarm panels; and
- C. Keys to elevators and all other rooms as specified during planned review by the Fire Chief or designee

### **3-2-4: Automatic Sprinkler Systems**

When a building is protected by an automatic sprinkler system, the Fire Departments' water connection (FDC) shall be protected with a Knox Fire Department connection security cap to be installed at the owner's expense.

### **3-2-5: Access to the Knox System**

All properties required to install a Knox security key system shall contact the Fire Chief or designee to be secured into the Knox box.

### **3-2-6: Access to Security Keys**

- A. Access and use of the security keys shall be governed by the Fire Chief. A Knox key will be secured in each fire apparatus and shall be protected in a Key Secure device that requires a pin code to access the key. The device shall also track the use of the key.
- B. The Fire Department will follow internal standard operating and audit procedures to ensure no misuse of this program.

### **3-2-7: Installation by Existing Entities**

All entities that are in existence as of the date of the passage of this Ordinance shall be required to install a Knox Box within eighteen (18) months. The installation and maintenance of the Knox Box shall be the sole responsibility of the business or residential entity.

### **3-2-8: Exempt Buildings**

Buildings in a commercial or industrial area that are to be manned twenty-four hours a day, seven days a week, need not install a Knox box. However, if the use of the building changes so that it is not going to be occupied twenty-four hours a day, seven days a week, a Knox box shall be installed.

## **CHAPTER 3 OPEN BURNING**

### **3-3-1: Open Burning Definitions**

**APPROVED FIRE RING/PIT**- A device made of rock, metal, concrete or any other noncombustible material and shall not be more than thirty-six inches in diameter and twenty-four inches high.

**FIRE EXTINGUISHING EQUIPMENT** - a minimum of one portable fire extinguisher with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, water, garden hose or water truck, shall be available for immediate utilization.

**HOUSEHOLD WASTE** - any solid or liquid material normally generated by a family in a residence in the course of ordinary day-to-day living; including, but not limited to, garbage, paper products, and rags.

**NUISANCE** - Open burning that will be offensive or objectionable because of smoke or odor emissions when atmospheric conditions or local circumstances make such fire hazardous shall be prohibited. The Fire Department is authorized to order the extinguishment of a fire which creates or adds to a hazardous or objectionable situation. Furthermore, any nuisance as defined shall be applicable to this definition.

**OPEN BURNING** - The burning of material wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning is any fire or smoldering (burning with or without visible flames) where any material is burned in the outdoor air, or receptacle other than a furnace or fireplace connected to a stack or chimney.

**OPEN BURNING WINDOW**- an open burning window that is provided by the state Department of Environment Quality for the purposes of residential clean-up activities of clippings, bushes, plants, and tree pruning's.

**OUT-OF-CONTROL FIRE** - A fire which under this ordinance is not under the management or control of the person who ignited the fire which causes the fire to burn in an uncontrolled state or to burn wild without direction. The failure to keep a fire in check. Allowing a fire to flourish and spread quickly in an uncontrolled way.

**TRASH** - solids not considered to be highly flammable or explosive; including, but not limited to, clothing, rags, leather, plastic, rubber, floor coverings, excelsior, and other similar materials.

**WASTE** - All solid, liquid or gaseous material, including, but not limited to, garbage, trash, household waste, construction or demolition debris, or other refuse, including that resulting from the prosecution of any business, trade or industry.

### **3-3-2: Open Burning of Trash, Household Waste, and Waste**

Open burning of trash, waste material, construction waste and yard waste material within the limits of South Ogden City is hereby prohibited. Any individual who violates this section shall be deemed guilty of a Class B misdemeanor.

### **3-3-3: Open Burning for Recreational Purposes**

- A.** Open burning for the purpose of cooking food or campfires used solely for recreational purposes is permitted if the following conditions are met:
  - 1. The fire is not within 25 feet of a structure and has a clear space in all directions of three (3) feet;
  - 2. The fire must be small and kept under control;
  - 3. The fire shall be contained to an approved fire ring, or pit no larger than three (3) feet in diameter
  - 4. Fire extinguishing equipment shall be immediately available and sufficient to extinguish the fire
  - 5. The fire must be attended until the fire is completely extinguished and under the control of a person (18) eighteen years of age or older.
- B.** At any time the fire becomes a nuisance to your neighbors the responsible party may be asked to extinguish the fire. The fire department also has authority to extinguish any fire that creates or adds to a hazardous or objectionable situation. If the fire results in an out- of-control fire, the responsible party will be responsible for all costs and for the losses associated from said fire.
- C.** Non-commercial barbeques designed for the purpose of cooking food are exempt from this ordinance.
- D.** Indoor fireplaces and residential solid fuel burning devices are exempt from this rule.

### **3-3-4: Open Burning - Large Recreational Fires**

Open burning for special circumstances such as religious or group activities that require a larger fire (roasting a pig, burning of Christmas trees, bonfires, etc.) shall obtain a permit from the fire department; at no time will these types of fires be permitted outside of the general recreational burning and sizing guidelines set out in 3-3-3(A), without first obtaining a permit and inspection of the area by the Fire Department. Those who have been issued a large recreational fire permit shall adhere to the following rules:

- A.** The larger fires will require 100 feet of clearance in all directions from a structure
- B.** Fire extinguishing equipment shall be provided sufficient to extinguish the fire
- C.** The fire must be attended by a person (18) eighteen years of age or older until the fire is completely extinguished and under the control.
- D.** At any time the fire becomes a nuisance to your neighbors, the responsible party may be asked to extinguish the fire. The fire department also has authority to extinguish any fire that creates or adds to a hazardous or objectionable situation. If the fire results in an out-of-control fire, the responsible party will be responsible for all costs associated from said fire.