

**WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022**

The minutes of the Woods Cross City Council meeting held June 21, 2022, at Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**CONDUCTING:**

Ryan Westergard, Mayor

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor  
Julie Checketts  
Jessica Kelemen

Wally Larrabee  
Gary Sharp  
Matt Terry

**STAFF PRESENT:**

Bryce Haderlie, City Administrator  
Sam Christiansen, Public Works Director  
LaCee Bartholomew, Community Services Coordinator

Chad Soffe, Chief of Police  
Annette Hanson, City Recorder

**PUBLIC ATTENDANCE:**

LeGrande Blackley  
Bryan Peters  
Tori Simmons

Curtis Barnett  
Sharon Peters  
Don Schrader

Marly Ferrin  
Margie Schenck  
Barbara Barnett

**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

Wally Larrabee  
Bryce Haderlie

**AWARDING OF 2022 YOUTH CITY COUNCIL SCHOLARSHIPS**

The Mayor noted two Youth City Council members had applied for scholarships for this year. The Mayor said he had a chance to review their applications and he was proud of their accomplishments. He said the recipients of the scholarships were graduating seniors, Bryan Peters and Victoria Simmons. He asked them to come forward and the Mayor and Council offered their congratulations on their great accomplishments and thanked them for their many hours of service to the community.

**CONSIDERATION TO APPROVE MINUTES**

Mayor Westergard called for the review of the minutes for the City Council meeting held 6/7/22.

Following the review of the minutes, Council Member Checketts made a motion to approve the minutes for 6/7/22 with Council Member Larrabee seconding the motion and all voted in favor of the motion through a roll call vote.

**FINANCIAL REPORT**

The City Administrator then went over the financial report for May 2022 with the City Council.

**RATIFY CASH DISBURSEMENTS**

The Mayor then called for the ratification of the cash disbursements for the time period of 6-14-2022-6/16/2022.

Following the review of the cash disbursements, Council Member Sharp made a motion to ratify the cash disbursements as presented with Council Member Checketts seconding the motion and all voted in favor of the motion through a roll call vote.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 2**

**PUBLIC COMMENT**

The Mayor then opened the meeting for public comment:

Resident Ms. Barbara Barnett addressed the Council and said there were some unwanted trees that were starting to come up along the frontage road by Woods Cross High School and some dead wood along the freeway that could be a fire hazard. She also mentioned a tree on the freeway side of that area that is leaning over and might fall.

The Public Works Director said he would investigate those matters. He also suggested Ms. Barnett reach out to UDOT to address the problems on the freeway side.

Ms. Barnett added there is a building being built on 580 West that may not be following rules outlined by city code. She said there are also issues with the homeowner parking business vehicles along the road. This causes problems with other cars trying to move along this road.

The City Administrator said the owner of the property in question had recently gotten the correct permits for the building and modifications were made to the building to bring it into compliance, so it is being built according to city code at this time. The City Administrator said if there were still questions on this project, to contact the Community Development Director and he could address any questions.

There was discussion on this project and that a home business may be causing problems for the neighborhood. The Mayor and City Administrator said they would investigate the matter further and see what might be done to mitigate the problems. They also asked Chief Soffe to pursue possible code enforcement to assure this business is operating legally.

**COMMUNITY CONNECTIONS REPORT**

The Mayor gave the floor to Community Services Coordinator, Ms. LaCee Bartholomew who reported on the activities of the Community of Promise Committee.

She reported a Cops and Cookies activity with 165 kids attending from the summer recreation program. About 35 families from the community were able to visit with several officers. She said people thought it was a great activity and would like to see it happen again next year.

She also noted that summer recreation was sold out.

She also said they had a good turnout for June Summer Literacy and there were 200 children in attendance on June 10 and there were 175 children in attendance on June 17. She said there was a local author who had come to read stories to the kids and each child was given a new book.

She said there were several upcoming events to look for which include:

6/23—Hogan Park Players, 1<sup>st</sup> Summer Recreation Play and Concession Stand  
6/27—YCC End of Year Party—5:30—City Hall MP  
7/15—Summer Literacy—10:00 A.M.-11:00 A.M. at Hogan Park  
7/29—Summer Literacy—10:00 A.M.-11:00 A.M. at Hogan Park  
8/1—Night Out Against Crime—5:30 P.M.-8:30 P.M.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 3**

She said Woods Cross City was awarded a Healthy Utah Grant for \$1500. She also noted there would be a new program called Marathon Kids and Memorial Day Race Series.

She gave an update for the Youth City Council. YCC will be doing the Hand Cart Days Parade and bounce balls have been ordered for this activity. Applications are beginning to come in for next year's City Council.

Council Member Checketts said she would like to have the City investigate the When I Work App to help LaCee with keeping track of the timecards for the youth workers for city recreation. The City Administrator said he would get the details and look into the matter.

**POLICE REPORT**

The Chief of Police reported on the activities of the police department as follows:

**DISPATCHED CALLS**

<u>2022</u>	<u>2021</u>	<u>YEARLY</u>
Jan—761	Jan--704	2021—9,106
Feb—794	Feb—674	2020—10,473
March—995	March—796	2019—11.368
April—837	April—821	2018—11,600
May—804	May—854	2017—11,411
June—	June—700	2016—12,393
July—	July—775	2015—12,819
Aug—	Aug—754	2014 — 9,495
Sept—	Sept—767	2013—8979
Oct—	Oct—682	2012 -7347
Nov—	Nov—748	
Dec—	Dec—831	
Total—4191	Total—9,106	

**ACTIVITY REPORT**

Mar-Apr-May Traffic Citations

	<u>Mar</u>	<u>Apr</u>	<u>May</u>
Total Citations	274	179	210
Total Violations	388	261	294

436 New Cases opened in May 2022

**USE OF FORCE REVIEWS**

5/12/2022—Assist Bountiful PD on stabbing, gunpoint, and ACT.

5/28/2022—911 Hang-up/Foot Pursuit, ACT.

**DEPARTMENT ACTIVITY**

- WX Elementary Lunch with Chief
- DCSO Law Enforcement Memorial Ceremony
- WXPd Police Week breakfast and lunch

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 4**

- Police Week thank you messages
- WXPB Awards Banquet

WOODS CROSS HIGH SCHOOL ACTIVITIES

Administration Assist—8	Assist Other PD—1
Juvenile Problem—3	Lockout—0
Trespassing—1	Citizen Assist—12
Drug Offense—0	Dances—2
Vehicle Burglary—0	

K-9 ACTIVITY

Ranger

- Assist Farmington PD on burglary pursuit with vehicle crash
- Assist Davis County on a stolen vehicle suspect track

Rex

- Rex is ready to be deployed on traffic stops, after his graduation from drug school. Officer Strong reports that he has a strong nose and is very good at locating controlled substances.

Flash

- This month, Detective Burton and K-9 Flash assisted the Internet Crimes Against Children Task Force of the Utah Attorney General's Office on two search warrants which led to the arrest of one individual who was a hands-on offender. They also performed demonstrations for the students at Woods Cross Elementary School during lunch with the Chief, Officer Jones' NOVA lessons, the Attorney General's Office Youth Advisory Committee, and the employees of Operation Underground Railroad during their employee retreat.

DETECTIVE DIVISION

25 Persons Crimes/Sexual Assault/Active/C.A.N.R. cases (child abuse neglect report)  
31 Active Theft/Property/Fraud/Assault/Death cases for the month of May

ORDINANCE ENFORCEMENT

4 New cases were received and opened from the public  
2 Cases resolved/closed successfully  
2 Ongoing cases during May

COMMERCIAL VEHICLE ENFORCEMENT (CVSA)

1—Commercial Inspections completed  
14—Violations  
1—Vehicle placed out of service

Semi accident in West Bountiful. Damaged 7 cars on 400 North. Sgt. Schultz assisted with the inspection.

US MARSHALS ACTIVITY

VFAST: Salt Lake, Weber, and Davis county teams had 10 felony arrests during April.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 5**

**CRIME SPOTLIGHT**

Two juveniles at Benchmark Behavioral Health Hospital were arrested for Forcible Sexual Abuse, Unlawful Detention, and Attempted Rape after they planned and attempted to rape a staff member. After criminal cases are adjudicated, the juveniles will be sent back to the state they lived in before coming to Benchmark.

Another Juvenile at Benchmark Behavioral Health Hospital was arrested and charged with Aggravated Assault after he attacked a staff member. The juvenile obtained a stool and threw the stool at her twice. The juvenile also punched the staff member in the face, and she was transported to the hospital for medical care. After the juvenile's criminal case is adjudicated, he will be sent back to the state he lived in before coming to Benchmark.

**SAFETY REPORT**

The Mayor gave the floor to the City Administrator who went over the Safety Report with the City Council. He said there had been no incidents for the past month. He also noted the draft for the new safety teams had taken place at the past safety meeting.

**CITY ADMINISTRATOR REPORT/ACTION ITEM REPORT**

The City Administrator continued with the floor and went over his report with the City Council as follows:

1. Preliminary Bond Discussions—Jessica and I have met with Mark Anderson with Zions Bank to discuss future bonding options for road projects. JUB is updating the project estimates to ensure that we are planning enough money to cover the projects with inflationary buffers in them.
2. Budget preparation—Ongoing work for FY 2023 budget and wrapping up FY 2022 Budget.
3. 1960 S Special Assessment Area—The road is now open for public access. Ongoing work to start collecting the assessments while we resolve the pending legal issues.
4. Fee Schedule—A revised version will be brought to the City Council at a future meeting.

The City Administrator also mentioned that Waste Management has indicated that they will be increasing their costs by 10% because of inflation so that will need to be addressed.

**Action Item Report**

Date	Item	Assigned to	Status
10/5/21	Include mow strip provisions in zoning ordinance	Tim Stephens	Ordinance updated to allow citizens to access money.
1/19/21	Have attorney provide legal remedies for drug houses	Bryce Haderlie	Will continue to review in the next couple of weeks
3/12/21	Work with UDOT to widen Redwood Road	Sam Christiansen	Sam has emailed UDOT regarding the striping this spring but has not had a response.
7/6/21	Review zoning ordinance requirements for home occupancy.	Tim Stephens	Will review ordinances to see if changes can be made.
4/5/22	Junk Home Code Enforcement Review	Chief Soffe	Review code enforcement activity for 1613 S 1200 W

**PUBLIC HEARING AMENDING FY2022 BUDGET FOR ALL CITY FUNDS**

The City Administrator continued with the floor and noted the following for the City Council:  
 “Given to the Council is a spreadsheet that identifies the proposed amendments to the FY2022 budgets. Aside from the Mills Park land purchase of the Deluna property, the general fund expenses increased by \$426,000 over the original budget. Some of these expenses were related to one-time projects or expenses related to the retirement of the former City Administrator.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 6**

“Other budget lines were increased due to historic expenses and the 2023 budget has been modified to show those ongoing expenses. The RAP (Recreation, Arts & Parks) Tax Fund 2023 budget is being amended to reflect the projects happening in the parks around the city.

“Overall, I am pleased with the outcome of the budget and projects that have been completed this year. We are awaiting reimbursements for half of the CDBG subsidence loans for one foundation, and two trails projects that we were awarded grant funding for this year. While this revenue may not be in before the end of the year, we have sufficient reserve to cover the expenses in the meantime.

“A public hearing for the budget amendment will be held during the meeting with the anticipated approval by the Council so that we will close out the 2021-2022 budget year with a balanced budget.”

Council Member Checketts asked about the overtime for the police department and wondered if vacation time could be bought out and also if there is the possibility of hiring another officer. The Public Works Director said he thought buying out vacation would be a good idea, but the cost of hiring another officer would be two or three times the cost than what the overtime would cost with all of the other costs associated with a new officer.

FY2021-22 Budget Amendments for June 21, 2022					
Account #	Account Title	Old Amount	New Amount	Difference	Explanation
10-41-230	Schools and Seminars	\$8,000	\$13,000	-\$5,000	Increase for city council training to reflect actual costs.
10-41-620	Misc Services	\$10,000	\$18,000	-\$8,000	Increase in city council fund for ongoing expenses for Gary's retirement.
10-46-310	Computer Systems Support	\$58,000	\$92,000	-\$34,000	Increased to reflect actual expenses that have increased due to more services and licensing over the past three years.
10-46-312	Support - Police System	\$0	\$7,000	-\$7,000	Increase in PD IT support for work not previously budget for.
10-47-250	Street Light Maint	\$4,000	\$18,000	-\$14,000	Increase for more street light maintenance during FY22.
10-47-310	City Engineer	\$75,000	\$148,000	-\$73,000	Increase for City Engineer to reflect actual workload during this and previous years.
10-47-625	Sick Leave Conversion	\$0	\$32,000	-\$32,000	Sick leave buyout for Gary Uresk
10-49-310	Legal General	\$65,000	\$94,000	-\$29,000	Increased legal workload associated with Zoning Ord. re-write.
10-49-312	Public Defender	\$5,600	\$6,600	-\$1,000	Increased workload expenses.
10-51-250	Equipment Supplies and Maint	\$7,000	\$18,000	-\$11,000	New AED device and ice/water machine in Admin kitchen.
10-51-260	Buildings Grounds and Maint	\$8,600	\$18,600	-\$10,000	Sound system repairs, lighting repairs and water/ice machine hookup in Admin kitchen.
10-51-280	Telephone	\$30,000	\$42,000	-\$12,000	Increased to reflect current and prior year costs.
10-51-740	Equip over \$500	\$15,000	\$28,000	-\$13,000	Increased for security camera install.
10-60-112	Overtime	\$65,000	\$115,000	-\$50,000	Increase to account for actual use of PD overtime.
10-60-130	Retirement	\$360,000	\$364,000	-\$4,000	Increased costs in PD retirement account.
10-60-251	Equip Maint & Repairs	\$20,000	\$47,000	-\$27,000	Increased to reflect actual expenses over the past three years for PD vehicles.
10-60-455	Special Dept. Supplies	\$20,000	\$35,000	-\$15,000	One year increase for special supplies and equipment.
10-60-460	K9 Program Exp	\$0	\$14,000	-\$14,000	This line has not been included in the budget in prior years.
10-63-310	Building Inspections	\$180,000	\$205,000	-\$25,000	Increase due to increased permit submissions.
10-71-130	Retirement	\$27,000	\$32,000	-\$5,000	Increased to reflect actual cost in Streets Dept.
10-71-410	Special Dept. Supplies	\$11,000	\$16,000	-\$5,000	Street signs, paint and tree replacement
10-79-260	Bldgs & Grounds - Supplis and Maint	\$18,000	\$38,000	-\$20,000	Multiple building repairs, wind damage, etc. at shop.
10-79-270	Utilities	\$18,000	\$19,000	-\$1,000	Increased utility costs.
10-86-610	Rec Program Supplies	\$0	\$5,000	-\$5,000	Not budgeted in the past
10-86-611	Memorial Day Celebration	\$12,000	\$22,000	-\$10,000	Actual cost of Memorial Day
10-86-621	Rec Program Staffing Costs	\$12,000	\$22,000	-\$10,000	Increased labor costs for summer rec
10-89-830	Pub Wks Facility Other Costs	\$3,000	\$5,000	-\$2,000	Increase cost in bond payment administration.
10-90-910	Transfer out to other funds	\$138,000	\$153,000	-\$15,000	Increase cost for Comm. Of Promise and Youth City Council.
23-39-900	Fund Balance Appropriation	\$1,000,000	\$1,900,000	-\$900,000	To include the full \$1.9 Million for the purchase of property.
23-40-730	Park Improvements	\$432,000	\$80,000	\$352,000	Move funds to individual projects.
23-40-731	Mills Park Cap Improvement	\$0	\$1,900,000	-\$1,900,000	To reflect the Deluna land purchase at Mills Park.
23-40-733	Hogan Park Reconst	\$0	\$40,000	-\$40,000	To reflect the plan preparation at Hogan Park.
23-40-736	Mills Park Trail Overlay	\$0	\$220,000	-\$220,000	To reflect the cost of the project.
23-40-738	Morningside Playground Replace	\$0	\$45,000	-\$45,000	To reflect the cost of the project.
23-40-739	Turnaround Park Playground Replace	\$0	\$47,000	-\$47,000	To reflect the cost of the project.
24-40-731	Wildcat Park	\$0	\$33,113	-\$33,113	To move money from Fund Balance Increase/Decrease to the project
24-40-733	West Legacy Trail	\$0	\$196,882	-\$196,882	To move money from Fund Balance Increase/Decrease to the project
24-40-990	Fund Balance-Increase/Decrease	\$252,000	\$21,985	\$230,015	Reducing this line by the two projects- leave money in fund balance for other expenses that may come in before June 30.
25-33-550	CDBG - Revenue in From CDBG	\$75,000	\$85,000	\$10,000	To reflect that the grant award was for \$85,000.
51-33-200	ARPA Revenue	\$0	\$676,433	\$676,433	Revenue from ARPA Grant
51-40-734	15005 WTRLINE 675-840W (ARPA)	\$0	\$1,121,336	\$1,121,336	Waterline Improvements

The Mayor then opened the public hearing for any public comments from those in attendance.

There were no public comments for the public hearing and the Mayor closed the public hearing.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 7**

**CONSIDERATION TO APPROVE RESOLUTION 2022-772 AMENDING FY2022 BUDGET FOR ALL CITY FUNDS**

Following the information given, Council Member Checketts made a motion to approve resolution 2022-772, a resolution amending the FY2022 budget for all city funds. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**PUBLIC HEARING FY2023 TENTATIVE BUDGET FOR ALL CITY FUNDS**

The City Administrator continued with the floor and noted the following for the City Council regarding the tentative FY2023 tentative budget:

"In keeping with State Code 10-6-111, as the Woods Cross budget officer, I present to you the fiscal year 2023 (FY23) tentative budget for your consideration.

**Public Hearing**—A public hearing will be held at the regularly scheduled City Council meeting on June 21, 2022, during the meeting which starts at 6:30 P.M. in the Woods Cross City Council chambers, located at 1555 South 800 West in Woods Cross, Utah.

**Budget Creation**—The FY 2023 budget has been created much like previous budgets by working with department heads to determine what adjustments are needed in individual funds to operate the department with consistent performance measures as established in prior years.

**Revenue**—Revenues have been projected using prior year trends and forecasting models. While sales tax increased 23.5% in FY2021 and is anticipated to increase approximately 11.5% in FY2022, inflation continues to be a concern with retail sales. For this reason, the budget reflects a 11% increase in sales tax revenue for FY2023.

Property taxes only increase year over year through any "new growth" which has averaged \$23,000 over the past two years. As projections were made in March of this year, we projected for \$20,000 in new property taxes, the Certified Tax Rate of .000811 was projected by the State Tax Commission to net the city \$847,059 In FY2022 compared to \$823,937 in FY2021.

"The State Tax Commission released data on June 6, showing that without any tax increase, Woods Cross would receive an anticipated \$890,104 with a tax rate of .000668. This \$43,045 increase is related to new growth only. The tax laws are written that when property values increase, the tax rate goes down to keep the annual revenue to the city equal with the prior year. The only way that the city can increase this revenue other than through "new growth" is to go through Truth in Taxation (TNT). The city has done this in 2010, 2012, and 2015. The 2015 TNT corresponded with the South Davis Fire District creation as a taxing entity.

**Wages**—It must be noted that due to record high inflation and ongoing personnel and wage pressures in the market, greater demand has been placed on the budget to meet those increased costs. A wage study was conducted in 2022 that determined a need for wage increases for several positions and the need to advance merit and cost of living adjustments (COLA) to keep up with the market. These adjustments have been provided for in the tentative budget. They include a 22% increase in police wages (\$255,194) over FY2022, an 11% increase in non-public safety wages (\$150,132) for a total of \$405,326 in wage increases (not including benefit costs) in one year. These increases include a 5% cost of living adjustment (COLA) for all positions.

**Public Safety**—In addition to the police wages, other department expenses have risen by \$233,444 over last year. The city has incurred increased costs for several services provided by outside agencies. The city's payment to the South Davis Fire District has increased over \$49,000 over FY2022, the payment for animal control has increased by \$12,000, and \$11,000 for dispatch. This combined increase of \$560,638 for public safety related expenses alone is more than the current and projected revenue the city can bear.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 8**

**Road Maintenance and Improvements**—In addition to the regular road maintenance demands, the city has been fortunate to be awarded \$4,684,000 in grants towards road improvement projects in the city. Matching funds are required for these projects and the timing of those expenses along with major road repairs such as 800 West, will require far more money than the incoming revenue. For this reason, it is proposed that the city bond for those expenses in 2023 to allow for the projects to continue. It is anticipated that an annual bond payment of approximately \$281,000 for 10 years will meet these needs. While the incoming revenue can bear about half of this expense, at least \$150,000 in additional revenue to the city is needed to meet these expenses.

**Fleet Fund**—Providing for a reliable, safe, and fuel-efficient fleet of vehicles has continued to be a challenge. This year, the budget provides for a fleet fund where each department will make a payment into the fund to purchase vehicles and equipment consistently and on a regular basis. This smoothing of expenses will also curtail the fluctuations in budget expenses as vehicles are needed.

**Shared Costs**—The general fund is primarily funded by property and sales taxes along with user fees. The city utilities (water, storm drain and garbage) act as separate agencies with their own revenue made up of user fees. Because they rely on many activities supported and funded in the general fund (accounting, HR, legal, engineering, administration, etc.), they require to pay for these services much like a business would contract for these services with an outside company. An audit of the expenses has been conducted and adjustments made proportionate to the demand of each utility. Payments by the utilities will adjust from \$77,000 to \$175,428 annually based on the audit.

**General Fund Budget**—The general fund supports all police and other public safety costs as well as streets, parks, and general administration of the city. The general inflation costs and expenses outlined above has resulted in a 17.4% increase in expenses of \$1,296,928 over FY 2022. While some of these expenses can be absorbed by the anticipated natural increase in revenue, the demands of the public safety expenses and road projects necessitate the consideration of a property tax increase as outlined.

**Solid Waste**—While it has not been included in the tentative budget due to timing on the information received, we have been told by Waste Management, to anticipate a 10% increase which will be approximately \$83,000 more than last year. A rate increase is imperative and will have to be brought forward soon.

**Truth in Taxation (TNT)**—Inflationary costs are outpacing natural revenue growth and as a result one of the few revenue streams that can be adjusted with the budget is property taxes. As mentioned in the revenue paragraph above, the city tax revenue only increases through new growth and TNT. Inflation has eroded the purchasing power of the dollar since 2010.

In order to provide for a balanced budget and maintain the service levels of the city, it is proposed that property taxes be increased to generate an additional \$650,000 in revenue over the \$845,000 anticipated revenue. This is to cover \$500,000 in public safety costs and \$150,000 in road improvement expenses (bond payments). This increase would result in a proposed tax rate .001156 and would impact the average homeowner as follows (information taken directly from the State Tax Commission website):

- The WOODS CROSS CITY tax on a 4469,000 residence would increase from \$172.31 to \$298.19, which is \$125.88 per year.
- The WOODS CROSS CITY tax on a \$469,000 business would increase from \$313.29 to \$542.16, which is \$228.87 per year.
- If the proposed budget is approved, WOODS CROSS CITY would increase its property tax budgeted revenue by 72.90% above last year's property tax budgeted revenue excluding eligible new growth.

Please note that this constitutes a \$10.49 per month increase in property taxes for the average home and \$19.07 per month increase on a business for each \$469,000 of property value.



**OFFICIAL MINUTES**  
**WOODS CROSS CITY COUNCIL MEETING**  
**JUNE 21, 2022**  
**PAGE 9**

The city will follow the requirements set forth by Utah law to give notice to the public of a public hearing on August 16<sup>th</sup> and public meetings will be held leading up to this public hearing regarding the final tax rate imposed on property taxes. It should be noted that this identifies the highest tax increase that the city could impose in 2023 and that the City Council has the right and ability to impose a lower tax rate based on additional information that will be collected through public comments and the closing out of the FY2022 budget.

**Summary**—This memo and the tentative budget constitute Woods Cross City’s anticipated budget for FY 2023 which runs from July 1, 2022, to June 30, 2023. The budget includes the capital projects and expenses outlined. Projects will be evaluated during the year to see if sufficient revenue is available to fund the project and will be approved by a budget amendment.

The public hearing on June 21, 2022, allows the public to speak to the Mayor and Council regarding the proposed budget and any adjustments that they feel are warranted. The June 21<sup>st</sup>, Council packet will include a Resolution that will need to be passed on that day to authorize the FY2023 budget to start with the tentative budget, setting the proposed tax rate, and with the understanding that changes made between July 1 and August 16<sup>th</sup> regarding the property tax rate and expenses may modify the budget up or down from how it is presented here. The final budget adoption will be held on August 16<sup>th</sup> or before the end of August 2022.

FY2023 Budget Requests		
<b>General Fund - 10</b>		
<b>#</b>	<b>IMPROVEMENT</b>	<b>COST</b>
	Fleet Fund Payments	\$300,000
	Police Tasers 1 of 5 Year Purchase	\$10,192
	1960 S SAA Bond Payment	\$25,640
	Post Office Reroof	\$10,000
	Council Chambers A/V	\$15,000
	Shop Asphalt Preservation	\$10,000
	Tree Replacement Program	\$30,000
	Concrete Replacement (Transfer to 21-40-734)	\$50,000
	Total	\$450,832
	1960 S SAA Other Costs	\$200,000
<b>General Fund - 10 Discretionary (Not Included in Original Budget)</b>		
<b>#</b>	<b>IMPROVEMENT</b>	<b>COST</b>
	<b>Subject To Council Approval and Funding</b>	
	Codification	\$16,000
	Shop Blinds and Decorations	\$9,000
	Street Small Equipment	\$9,000
	Park Ammentities Survey	\$5,000
	Mills Park Demolition	\$25,000
	City Hall HVAC	\$20,000
	Planner Position	\$120,000
	Total	\$204,000
<b>Class C Roads - 21</b>		
<b>#</b>	<b>IMPROVEMENT</b>	<b>COST</b>
	Concrete Replacement	\$100,000
	800 W 1500 S Traffic Light (\$585,000 Grant) See 21-40-733	\$75,000
	<b>Subject To Council Approval and Funding</b>	
	800 West Reconstruction	\$916,950
	1100 W Widening 500 S to 1200 S (\$1,1251,000 Grant)	\$312,000
	At Grade Crossing at 1100 N/2600 S	\$250,000
	Traffic Signal on 1100 N/2600S at 400 W	\$80,000
	Total	\$1,733,950

OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 10

Projects that were identified during the end of the FY2022 budget that were not able to be purchased are identified below. If revenue is sufficient in the FY2023 budget, staff will propose that they be included in an amended budget at a future date.

Water Fund - 51		
#	IMPROVEMENT	COST
	Fleet Fund	\$61,000
	Shop Asphalt Preservation	\$10,000
	Water Rate Study	\$10,000
	Fire Hydrant Upgrades	\$12,000
	Water Dept. Small Tools	\$15,000
	<b>Subject To Council Approval and Funding</b>	
	Waterline Replacement 1100 W 600 S to 1160 S ARPA	\$400,000
	Waterline Replacement Redwood Road ARPA	\$404,450
	<b>Total</b>	<b>\$912,450</b>
Storm Drain - 56		
#	IMPROVEMENT	COST
	Fleet Fund	\$33,000
	<b>Subject To Council Approval and Funding</b>	
	Storm Drain Rate Study	\$10,000
	Storm Drain Farm Meadows Improvements	\$200,000
	<b>Total</b>	<b>\$243,000</b>

Following the information given, the Mayor then opened the public hearing.

There were no public comments, and the Mayor closed the public hearing.

**CONSIDERATION TO APPROVE RESOLUTION 2022-773 ADOPTING TENTATIVE FY23 BUDGET FOR ALL CITY FUNDS AND TO PROPOSE A PROPERTY TAX INCREASE, AND SETTING THE PROPOSED TAX RATE**

Following the information given above, Council Member Larrabee made a motion to approve resolution 2022-773 adopting the Tentative FY2023 Budget for All City Funds and propose a property tax increase and setting the proposed tax rate. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE RESOLUTION 2022-774 ADOPTING A RESOLUTION ESTABLISHING NOTICE OF INTENT TO HOLD A TRUTH-IN-TAXATION PROCESS, ESTABLISH A PROPOSED CERTIFIED TAX RATE, AND SCHEDULE A PUBLIC HEARING TO CONSIDER RAISING PROPERTY TAXES IN 2022**

The City Administrator continued with the floor and noted the following for the City Council:

“In keeping with State Code 59-2-919, we are required to set a date and time for the Truth-in-Taxation Public Hearing in August. This must be done in coordination with the Davis County Auditor who also advertises for the meeting and sends notices to affected property owners.

“**Public Hearing**—In coordination with the County Auditor, the public hearing will be held at 6:00 P.M. on Tuesday August 16<sup>th</sup>, 2022, during the meeting in the Woods Cross City Council Chambers, located at 1555 South 800 West in Woods Cross, Utah.

“This resolution adopts and formalizes this as stated therein as well as affirms the proposed Certified Tax Rate of .001156 as determined by the Utah State Tax Commission to generate \$650,000 additional dollars of property tax revenue in 2022.”

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 11**

There was discussion on what the best date within the required parameters would be to hold the public hearing on this matter. The dates of August 8<sup>th</sup>, 9<sup>th</sup>, or 22<sup>nd</sup> at 6:00 P.M. or on the 16<sup>th</sup> at 8:00 P.M. were proposed

There was also a plan to hold an additional public open house for 7/19/22 from 6:00-7:30 P.M. at the public workshops with the City Council meeting to follow at city hall at 7:45 P.M.

Following the information given, Council Member Sharp made a motion to approve resolution 2022-774 adopting a resolution establishing Notice of Intent to hold a Truth-In-Taxation Process, to establish a Proposed Certified Tax Rate, and schedule a public hearing to consider raising property taxes in 2022. The date and time and location at city hall of the public hearing will be either August 8<sup>th</sup>, 9<sup>th</sup>, or 22<sup>nd</sup> at 6:00 P.M. or on the 16<sup>th</sup> at 8:00 P.M. depending on what can be worked out with the Davis County Auditor to hold that meeting. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE RESOLUTION 2022-775 AMENDING SECTION XVI (6) "RETIREMENT SYSTEM" OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR WOODS CROSS CITY**

The City Administrator continued with the floor and noted the following for the City Council:

"On June 6, 2022, we received notice from Utah Retirement Systems Employer Services Director, James Hammer that member paid contributions for Tier 2 Public Safety and Firefighter Retirement System was changing from 2.27% to 4.86% (an increase of 2.59%) effective July 1, 2022. This would equate to approximately \$15,000 in additional retirement benefits for the eight (8) officers on staff in the Tier 2 system.

"A poll has been circulating among HR departments throughout the state and based on responses that I have seen, nearly every agency is picking up this additional cost. The resolution, if adopted, will memorialize this for Woods Cross City and allow staff to inform URS of our intent.

"Not adopting this resolution would result in these officers being required to pay this 2.59% increase which would cost somewhere between \$2,205 and \$1, 474 per year depending on their pay."

Following the information given, Council Member Checketts made a motion to approve resolution 2022-775 amending Section XVI (6) "Retirement System" of the Personnel Policies & Procedures Manual for Woods Cross City. Council Member Kelemen seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE RESOLUTION 2022-776 AUTHORIZING APPLICATION FOR 3<sup>RD</sup> QUARTER COUNTY OPTION SALES TAX TRANSPORTATION GRANT FOR TRAFFIC SIGNAL AT 8000 WEST 1500 SOUTH**

The City Administrator continued with the floor and noted the following for the City Council:

"An opportunity has presented itself to apply for an additional grant to fund the traffic signal at 800 west 1500 South through the Third Quarter County Option Sales Tax for Transportation Grant.

"The grant would help defer the City's contribution toward the project and work in coordination with the UDOT grant that is currently funding the 93.23% of the original estimated project. The City contribution has recently been estimated to be \$75,000 but the City will also be responsible for any cost over-runs. The Davis County 3<sup>rd</sup> Quarter Grant will be a great help to the City if approved for any amount.

"The Public Works Director and the City Engineer are meeting with UDOT next week to finalize the application. We are asking for the Council to acknowledge and authorize this process to continue as long as it provides a financial benefit to the City within the budgeted parameters of the project."

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 12**

Following the information given, Council Member Sharp made a motion to approve resolution 2022-776, a resolution authorizing application for 3<sup>rd</sup> Quarter Option Sales Tax Transportation Grant for Traffic Signal at 800 West 1500 South. Council Member Terry seconded the motion, and all voted in favor of the motion through a roll call vote.

**FRAUD RISK ASSESSMENT**

The City Administrator continued with the floor and went over the following information with the City Council:

“Given to the Council is a copy of the self-evaluated Fraud Risk Assessment for FY 2022, certified by the City Administrator and Assistant City Administrator. We received 370 points, placing us in the Very Low category. I wanted to take some time and explain areas where we missed points this year and how we could make improvements in FY 2023.

“Under question 1 “Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?” We had 3 items where we have mitigating controls.

- For item #3, our Treasurer is able to both collect cash or check payments and adjust customer accounts. To mitigate this, I review a transaction register every month that details all billing and payment adjustments on customer accounts as part of my bank reconciliation and preparation of the financial statement.
- For Item #7, We now have Visa Procurement cards for Department Heads and other select staff members. We can set individual purchase limits for each card user. The City Recorder receives the original credit card statements and asks each card user with purchases that month to attach original receipts to the statement that have been approved and coded to the correct GL account. This is turned into the City Recorder to cut a check. As part of my review process of Accounts Payable I review all invoices/statements and would be able to verify the authenticity of what is being submitted for payment.
- For Item #9, the City Council is able to view each expenditure made by procurement cards on the check register submitted to the Council for approval.

The City Administrator noted they would continue to work on these few items to become more compliant with the Fraud Risk Assessment Criteria in the future.

**COUNCIL QUESTIONS/DIRECTION TO STAFF**

Council Member Checketts mentioned there is still graffiti on one of the utility boxes in the city and the Public Works Director said he is working with Weber Basin to get the utility box painted because the box belongs to them.

There was also mention of a stop sign that needed to be replaced.

It was noted there would be a Carnival open house on Thursday to celebrate the hard work of the Public Works Department.

The City Administrator also noted the bid for the reconstruction of the 800 will be open on July 6<sup>th</sup>. He said he would notify the Council as soon as the bids are qualified.

**COUNCIL REPORTS**

Council Member Sharp said he had attended the Davis County Memorial Courthouse open house. He felt it was a great presentation and the construction is coming along nicely.

**OFFICIAL MINUTES  
WOODS CROSS CITY COUNCIL MEETING  
JUNE 21, 2022  
PAGE 13**

Council Member Larrabee reported that Wasatch Integrated Waste also conducted a Fraud Assessment and while they did not fare as well as our city but are still in the low-risk category. He noted that they adopted their fiscal budget for 2023. He said there are some small adjustments to their fees, but they do not affect the city as a whole.

The Mayor said the Fire District is preordering another fire truck because if they order it now, it saves the district money in the long run. It will be over 600 days before they get that fire truck.

The Mayor said the Recreation District is planning a tax increase because of the further development of the district. He said they also had done some updating and reconstruction at the current recreation center and continue to look at properties to expand the pools and field space.

**ADJOURNMENT**

There being no further business before the City Council, Council Member Terry made a motion to adjourn the meeting at 9:02 P.M. with Council Member Larrabee seconding the motion and all voted in favor of the motion through a roll call vote.

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Ryan Westergard, Mayor

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Annette Hanson, City Recorder

Approved by City Council July 5, 2022