

## WORK MEETING AGENDA OF THE CITY COUNCIL OF LAYTON, UTAH

PUBLIC NOTICE is hereby given that the City Council of Layton, Utah, will hold a regular public meeting in the Council Conference Room in the City Center Building, 437 North Wasatch Drive, Layton, Utah, commencing at **5:30 PM on December 4, 2014.**

### Item:

1. 2014 Comprehensive Annual Finance Report (CAFR) and Audit Reports
2. Authorize the Execution of an Addendum to an Agreement Between Layton City and Harris ERP for the Innoprise Financial System - Resolution 14-74
3. Amend the Consolidated Fee Schedule – Ordinance 14-25
4. Amend Title 16, Section 16.04.010, Amend the 2012 Edition of the International Fire Code to Require Businesses in Layton City to Submit Fire and Life Safety Inspection, Testing and Maintenance Paperwork Electronically - Ordinance 14-27
5. Mayor's Report

In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.

This meeting may involve the use of electronic communications for some of the members of the public body. The anchor location for the meeting shall be the Layton City Council Chambers, 437 North Wasatch Drive, Layton City. Members at remote locations may be connected to the meeting telephonically.

Notice is hereby given that by motion of the Layton City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed meeting for any of the purposes identified in that Chapter.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Thieda Wellman, City Recorder

LAYTON CITY does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. If you are planning to attend this public meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify Layton City eight or more hours in advance of the meeting. Please contact Kiley Day at 437 North Wasatch Drive, Layton, Utah 84041, 801.336.3825 or 801.336.3820.

**LAYTON CITY COUNCIL MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 1.

**Subject:**

2014 Comprehensive Annual Finance Report (CAFR) and Audit Reports

**Background:**

State statute requires an annual audit of the financial records by a qualified certified public accountant. Federal regulations require an audit under the “Single Audit Act” when \$500,000 or more of Federal grant money is expended in the year. The City did not have grant expenditure over \$500,000 this year and a single audit was not performed. Hansen, Bradshaw, Malmrose and Erickson, P.C. was engaged to perform these audits and has completed the work fulfilling the requirements. Their opinion and reports are included within the CAFR.

The Audit Committee has met with the auditors and reviewed the financial report, audit findings and reports on compliance. The City has received a favorable opinion on the financial statements contained in the CAFR. This means that the financial statements present fairly, in all material respects, the financial position of the City at June 30, 2014.

Tracy Probert, Finance Director, will make a few comments about the financial report and answer any questions. Mr. Ed Erickson, Partner and Mr. Robert Wood, principal, in the certified public accounting firm of Hansen, Bradshaw, Malmrose and Erickson, P.C. will present a brief report on the audit and will respond to questions, if any.

**Alternatives:**

Alternatives are to 1) Accept the audit reports and the financial report by passing a motion to that affect; or 2) Request additional information from the auditor or Staff.

**Recommendation:**

The Audit Committee and Staff recommend that the Council pass a motion accepting the audit reports and financial report as presented.

**LAYTON CITY COUNCIL MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 2.

**Subject:**

Authorize the Execution of an Addendum to an Agreement Between Layton City and Harris ERP for the Innoprise Financial System - Resolution 14-74

**Background:**

In October 1997, Layton City entered into a contract with Systems Consulting Inc., now Harris ERP to provide a financial system to the City. The proposed addendum is for installation and training on a new financial system called Innoprise. The addendum will allow the City to take advantage of their software-for-life guarantee and discounts. The list price for the above mentioned software modules is \$280,709. The City's software-for-life discount reduces that one-time cost for software by \$242,934 to \$37,775. The cost of professional services are included in the addendum at \$213,000, which includes all the necessary hours of service and training to convert from one system to the other. This system will integrate the GEMS financial/payroll system and the Diamond utility billing system into one system.

**Alternatives:**

Alternatives are to 1) Adopt Resolution 14-74 approving the addendum to the agreement between Layton City and Harris ERP; 2) Adopt Resolution 14-74 with any amendments the Council deems appropriate; or 3) Not adopt Resolution 14-74 and remand to Staff with directions.

**Recommendation:**

Staff recommends the Council adopt Resolution 14-74 approving the addendum to the agreement between Layton City and Harris ERP and authorize the Mayor to sign the necessary documents.

**LAYTON CITY COUNCIL MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 3.

**Subject:**

Amend the Consolidated Fee Schedule – Ordinance 14-25

**Background:**

The City has consolidated most fees and charges into one place within the Municipal Code, which is adopted and amended by ordinance. As a result of a comprehensive staff review of the Business License and Fire Inspection procedures, processes and fees, an amendment to the Consolidated Fee Schedule is necessary. See attached changes.

**Alternatives:**

Alternatives are to 1) Adopt Ordinance 14-25 amending the Consolidated Fee Schedule as proposed; 2) Adopt Ordinance 14-25 with modifications; 3) Not adopt Ordinance 14-25 and remand to Staff with directions.

**Recommendation:**

Staff recommends the Council adopt Ordinance 14-25 amending the Consolidated Fee Schedule as proposed.

**LAYTON CITY COUNCIL MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 4.

**Subject:**

Amend Title 16, Section 16.04.010, Amend the 2012 Edition of the International Fire Code to Require Businesses in Layton City to Submit Fire and Life Safety Inspection, Testing and Maintenance Paperwork Electronically - Ordinance 14-27

**Background:**

Layton City has maintained a Fire Department whose purpose is to protect life and property within Layton City from fires and dangers. Layton City has previously adopted and utilized the 2012 edition of the International Fire Code with amendments.

The Fire Department is proposing an amendment to Title 16, Chapter 16.04 and an additional amendment to the International Fire Code, 2012 edition. The proposed amendment will require that businesses conducting required inspections, tests, and maintenance on fire and life safety systems throughout the city submit their documentation to the Fire Department electronically in the manner, format, and timeline that is acceptable to the Fire Department.

**Alternatives:**

Alternatives are to 1) Adopt Ordinance 14-27 approving the amendments to Title 16 and to the 2012 edition of the International Fire Code; or 2) Not adopt Ordinance 14-27 and remand to Staff with directions.

**Recommendation:**

Staff recommends the Council adopt Ordinance 14-27 approving the amendments to Title 16 and to the 2012 edition of the International Fire Code.

**LAYTON CITY COUNCIL MEETING  
AGENDA ITEM COVER SHEET**

**Item Number:** 5.

**Subject:**

Mayor's Report

**Background:**

N/A

**Alternatives:**

N/A

**Recommendation:**

N/A