



CLINTON CITY COUNCIL AGENDA – AMENDED (ADDING AGENDA ITEM)

2267 N 1500 W Clinton, UT 84015

This meeting may be attended electronically by one or more members.

JULY 8, 2025

[Click Here for ZOOM Meeting Link](#)

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Meeting ID: 891 7487 5476 Pass Code: 012738

*Mayor
Brandon Stanger*

*City Council
Spencer Arave
Marie Dougherty
Austin Gray
Dane Searle
Gary Tyler*

6:00 PM REGULAR CITY MEETING

1. Call to Order
2. Pledge of Allegiance and Invocation or Thought – Marie Dougherty
3. Roll Call

PUBLIC INPUT

Any public member who wishes to address the Council shall, prior to the meeting, sign the “list to present” with the Clerk of the Council. They will be allowed up to three minutes to make their presentation. The public comment portion of the meeting will not exceed 30 minutes. Please send requests to ltitensor@clintoncity.com or call 801-614-0700. According to the Utah State Code, the Council cannot act on items not advertised on the agenda.

CONSENT AGENDA

- a. Approval of Minutes: June 24, 2025 City Council Meeting
- b. Approval of Accounts Payable June 2025
- c. Fraud Risk Assessment Review and Approval

BUSINESS

- A. Fire Department Badge Pinning Ceremony
- B. Clinton City Employee Service Awards
- C. Resolution 10-25 - Home Depot Water Service Agreement

OTHER BUSINESS

- a. Planning Commission Report
- b. City Manager’s Report
- c. Staff Reports
- d. Council Reports on Areas of Responsibility
- e. Mayor’s Report
- f. Action Item Review

Dated this 3rd day of July 2025

/s/Lisa Titensor, Clinton City Recorder

A link to the meeting can be found either at the top of the agenda OR on the Clinton City Website, or Facebook at <https://www.facebook.com/ClintonCityUT/>

- *Supporting documentation for this agenda is posted on the Clinton City website at www.clintoncity.com and on the Utah Public Notice Website www.utah.gov/pmn*
- *In compliance with the American with Disabilities Act, individuals needing special accommodation (including auxiliary communicative aids and service) during the meeting should notify Lisa Titensor, City Recorder, at (801) 614-0700 at least 24 hours prior to the meeting.*
- *This meeting may involve electronic communications for some members of this public body. The anchor location for the meeting shall be the Clinton City Council Chambers at 2267 N 1500 W*

Clinton UT 84015. Elected Officials at remote locations may be connected to the meeting electronically to participate.

- *Notice is hereby given that by motion of the Clinton City Council, pursuant to Utah State Code Title 52, Chapter 4 sections 204 & 205, the City Council may vote to hold a closed session for any of the purposes identified in that Chapter.*
- *The order of agenda items may change to accommodate the needs of the city council, staff and/or public.*



CLINTON CITY COUNCIL MEETING MINUTES
CITY HALL
2267 North 1500 W Clinton UT 84015

MAYOR
Brandon Stanger

CITY COUNCIL MEMBERS

Marie Dougherty
Gary Tyler
Dane Searle
Spencer Arave
Austin Gray

Date of Meeting	June 24, 2025	Call to Order: 6:00 PM
Staff Present	City Manager Trevor Cahoon, Chief Financial Officer Aaron Price, Police Chief Shawn Stoker, Engineer Bryce Wilcox	
Attendees	Dereck Bauer Rex Griffin, Ava Elmaru, Michael Brown, Dana Gallegos	
Invocation or Thought & Pledge of Allegiance	Councilmember Dougherty	
Roll Call & Attendance Of City Council	Mayor Stanger, Councilmember Arave, Councilmember Dougherty, Councilmember Gray, Councilmember Searle, and Councilmember Tyler	
Public Input	Adam Larsen posed the question regarding employee salary increases; he would like an explanation during the budget discussion.	

CONSENT AGENDA

- a. **Approval of Minutes: June 10, 2025 City Council Meeting, June 10, 2025 Work Session**
- b. **Approval of Accounts Payable: None Currently**
- c. **Davis County Dispatch Fee Increase**
- d. **Replacement of two AC Units in Fire Building**

CONCLUSION

Councilmember Searle moved to approve the consent agenda. Councilmember Dougherty seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; and Councilmember Tyler, aye.

Mayor Stanger directed the Council to Agenda Item D.

A. PUBLIC HEARING RESOLUTION 08-25 ADOPTION OF PROPOSED BUDGET FOR FISCAL YEAR 2026

Petitioner	City Manager Trevor Cahoon
Discussion	<p>This public hearing has been noticed to receive input on the proposed final budget for FY 2025–2026.</p> <p>The proposed budget includes all departmental and fund estimates and reflects the revenues and expenditures necessary for the continued operation of Clinton City.</p> <p>Notably, the proposed budget includes the intent to exceed the certified tax rate, triggering the Truth in Taxation process. The final adoption of a tax rate will take place following a separate TNT public hearing, as required under Utah Code § 59-2-919. This public hearing will be scheduled for August 5, 2025 at 6:00 pm.</p> <p>A copy of the proposed budget is available in the City Council Packet and in the City Offices.</p> <p>Mayor Stanger opened the public hearing at 8:27 pm.</p>

Donna Gallegos stated she feels residents would be more comfortable with a 7 or 7.5% increase.

With no further public comment, Mayor Stanger closed the public hearing at 8:28 pm.

Mayor Stanger explained that budgets are a huge project that takes hundreds of hours to develop. He is grateful to the staff for delving into the budget and making some necessary changes to include both the department heads and the city council. He appreciates all the time and effort that goes into the entire process.

The intent is to plan strategically to bring in the revenue needed to fund the expenses of running the city. It is important to take care of employees and make sure they are paid a fair competitive salary. He explained a 10% increase is under consideration for this year.

Mr. Cahoon identified a 10% increase is approximately \$52.77 per year increase per household.

Mayor Stanger added it would be approximately \$4.39 per month.

Councilmember Dougherty stated she only wants to raise the property tax by the minimum necessary, which is 5% to cover the \$200,000 reduction in projected sales tax revenue. But because she is aware there are already three votes for a 10% increase, she would be willing to negotiate for a middle ground of 7.5%. She believe this would be better for taxpayers than 10%.

She recommended that the following cuts be made to the proposed budget:

- \$12,000 in cemetery improvements can be postponed
- Reduce residential sidewalk repair by \$25,000
- Cut employee training by \$10,000
- Remove the door locks at Public Works
- Reduce Heritage Days by \$10,000

In all she produced approximately \$65,000.00 that could be cut from the budget.

Mr. Cahoon responded that training is important, he feels that national conferences can be beneficial for employees to expand their knowledge beyond state and local industries. He suggested a compromise for staff to attend every other year.

Councilmember Gray asked if credit card processing fees could be addressed.

Mr. Price responded that staff is working with the credit card processor to start charging the customer a processing fee.

Councilmember Arave asked what the sundry fund for the city manager increase of \$10,000 is for.

Mr. Cahoon responded that funds were moved from the professional services fund to this fund for better tracking.

The Council discussed the council's special projects and sundry accounts 46 & 47. They were in consensus that the annual donations to the high school graduation parties line item should be discontinued.

The Council had a discussion on employee salaries.

Mr. Cahoon informed them there will be a public hearing with the final budget process in August identifying salaries for department heads. The overall total budget increase is 4.7% for personnel this includes a 2.5% cola with a potential for a 2% merit.

Mayor Stanger noted the Wasatch Front Regional Council is supporting Clinton City with a grant for the General Plan Update.

Councilmember Searle clarified there is a \$400,000 short fall in the proposed budget.

Mr. Price confirmed the expenses do exceed the revenues.

	<p>The Council discussed whether there is a need to hold the Truth in Taxation every year. They expressed different views, Councilmember Arave is not in favor of holding a TNT annually. Councilmember Dougherty disagreed with the annual TNT and said the decision should be made on a year-by-year basis. Councilmembers Tyler, Searle and Gray feel it may be a necessary process to deal with inflation.</p> <p>They discussed a potential 7.5% increase versus a 10% increase for this year. Councilmember Dougherty and Tyler were willing to impose a 7.5 % increase based on the need to make upcoming bond payments on the new water improvement bond. Councilmember Arave was willing to discuss it. Councilmember Searle and Gray felt a 10% increase is necessary and the responsible thing to do.</p> <p>Mr. Cahoon and Mr. Price confirmed that sales tax revenue appears to be declining partly due to growth stagnating. They feel Clinton City may have hit the watermark.</p> <p>The Council went on to discuss the fund balance reserve. Councilmember Dougherty was in favor of going below the 25% maximum reserve fund balance in the short term if it is necessary to balance the budget.</p>
CONCLUSION	<p><i>Councilmember Dougherty moved to exceed the certified tax rate as calculated by the Davis County Auditor by 71/2% in accordance with USC 59-2-19 and enter the truth in taxation process setting a public hearing for August 5, 2025 at 6pm to adopt the final property tax rate and final budget for FY 2026. Councilmember Searle seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember ay, no; based on his education and regard to fiscal responsibility 10% would be in the best interest of the community. Councilmember Searle, no; Councilmember Tyler, aye because he feels better with 7 ½% with consensuses but would rather 10%.</i></p>
B. ORDINANCE 2025-03 - FY 2026 FEE SCHEDULE UPDATES	
Petitioner	City Manager Trevor Cahoon
Discussion	<p>Clinton City maintains a Consolidated Fee Schedule to list and codify all service fees and regulatory charges associated with various City functions, including building permits, recreation programs, cemetery services, utility fees, and administrative costs. This schedule is reviewed annually and updated as necessary to reflect cost changes, statutory requirements, or new services.</p> <p>Adoption of the Consolidated Fee Schedule by ordinance is necessary to comply with state law (Utah Code § 10-3-702; § 63J-1-504); ensure fees are transparent, standardized, and accessible to the public; provide an enforceable legal basis for charges levied by City departments; avoid fragmentation or inconsistency in fee adoption across resolutions or internal policies.</p> <p>The ordinance includes Exhibit A, which comprises the complete and updated Clinton City Consolidated Fee Schedule proposed for FY 2025–2026, the changes are highlighted in green.</p> <p>Engineer Bryce Wilcox addressed the bond through the Board of Water Resources for water system improvements. The bond amount is \$4 million, with a required 15% cash match before any bond money can be drawn down. This equates to approximately \$500,000, with an initial \$150,000 payment due in April, followed by \$1 million deposits every six months over the next two years. The loan would close and begin repayment in two years, with a payback period of 15 years. To help fund the bond payments, staff is proposing the Council consider a \$5 monthly increase in water rates, of which \$4.20 would go directly toward the bond repayment. Some pre-construction expenditures already incurred (about \$240,000) may count toward the cash match. The City needs \$300,000 per year to cover the match. A minimum of a \$2 increase is necessary to meet our obligations plus \$1 for Weber Basin.</p> <p>Councilmember Tyler expressed concern that money is not being set aside for future expenses. The city needs to plan for the future to prevent having to bond.</p> <p>Mayor Stanger expressed concern regarding the proposed water rate increase, noting that while the increase is intended to cover bond payments, the bond repayment would not begin until the following year. He commented that the proposed increase of \$11.05 exceeds a 10% adjustment, which he feels</p>

	<p>is too high. Mayor Stanger stated that he would prefer smaller, single digit increases on a regular basis, observing that residents tend to respond better to consistent, smaller adjustments than to occasional large jumps in rates. Later in the discussion he emphasized the importance of being sensitive to residents' financial situations, reiterating that "more single-digit ongoing increases, is much better than 15%, 25%, or 35% increases."</p> <p>Councilmember Dougherty supported this sentiment, pointing out that she has concerns over larger increases applied across all the city's enterprise funds, not just water. She stressed the importance of maintaining reasonable rates throughout. In a later exchange, Councilmember Dougherty supported considering a reduction to the water fee proposal, noting a need to be mindful of overall impacts on residents.</p> <p>Councilmember Dane Searle commented that the council had not addressed fees in detail since their first budget meeting and stated that he supported raising the rates in line with staff recommendations to help avoid a future property tax increase. He acknowledged that "it stinks either way having to increase," but reiterated that a reasonable utility rate increase was preferable to shifting the burden to a property tax increase.</p> <p>Councilmember Spencer Arave noted that typical water bills are already over \$100 per month, observing that any increase over \$10 would therefore exceed a 10% increase and might be hard for residents to accept. However, he said he favors tying fees to specific costs rather than taxes.</p>
CONCLUSION	<p><i>Councilmember Dougherty moved to adopt Ordinance No. 2025-03 adopting the FY 2026 Clinton City Consolidated Fee Schedule reducing the water rates by \$1.26. Councilmember Searle Seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; Councilmember Tyler, aye.</i></p>
Mayor Stanger directed the Council to Agenda Item F	
C. RESOLUTION 10-25 - HOME DEPOT WATER SERVICE AGREEMENT	
PETITIONER	<p>Dan Zoldak, Lars Anderson, and Associates representing Home Depot Submitted By: Trevor Cahoon, City Manager, Peter Matson, Community Development</p>
Discussion	<p>On June 5, 2025, the Planning Commission approved the preliminary subdivision plat and site plan for the Clinton Home Depot development. During the review process, the City committed to Home Depot that the necessary culinary water and fire flows would be provided to the development site with the construction of a 10" service line extending from 1500 West (through an existing easement) to the Home Depot site. This 10" line is funded and planned for construction prior to occupancy of Home Depot. The specifics of this project will be outlined in the capital facilities plan for the 2025-2026 budget.</p> <p>The development to the south of Home Depot (Greenfield Landing PRD) has a planned 10" water line that will connect to the Home Depot site. This will provide a loop of the water system and will provide the necessary flows for Home Depot. Although development of Greenfield Landing should begin this Summer, Home Depot needs assurance that the system will be looped by January 2026 so they can begin stocking the store by March 2026. The Agreement will formalize the City's commitment to construct the 10" line from 1500 West. If the Greenfield line is installed by this Fall, the City will have some flexibility for the timing of construction of the 10" from 1500 West. Impact fees collected from Home Depot and the four out lots can be used to pay back the City for the cost of constructing this line. Future development in this area (PRI) that benefit from this line will also figure into the payback equation.</p> <p>Mr. Matson reported the necessary paperwork for this item is not yet complete and asked that this item be tabled to allow Home Depot time to complete it.</p>
CONCLUSION	<p><i>Councilmember Tyler moved to table Resolution 10-25 An Agreement with Home Depot to provide culinary and fire flow water service before occupancy of the Home Depot home improvement store and garden center on 11.40 acres zoned P-Z (Performance Zone) located at 2554 North 2000 West (Parcel 13-051-0063). _ . Councilmember _ Seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; Councilmember Tyler, aye.</i></p>

D. ORDINANCE 25-05Z PUBLIC HEARING – PROPOSED TEXT AMENDMENTS TO SECTION 28-2-2 DEFINITIONS, SECTION 28-3-9(2) RESIDENTIAL CHICKENS, AND SECTION 28-14-2 LAND USES IN RESIDENTIAL ZONES TO MODIFY MINIMUM LOT SIZE, SETBACKS, MAXIMUM NUMBER OF CHICKENS AND PERMIT REQUIREMENTS

PETITIONER	Community Development Director Peter Matson
Discussion	<p>During the last few months, the City Council has held work meetings to review the regulations for chickens in residential zones. A survey of residential chicken ordinances from various cities along the Wasatch Front was reviewed comparing Clinton’s regulations and possible ordinance changes were discussed. The ordinance survey table attached to the staff report highlights Clinton’s current regulations together with the changes that were discussed.</p> <p>The Planning Commission reviewed the latest discussion points during their meeting in May. They had the following input for the Council’s consideration:</p> <ul style="list-style-type: none"> • The proposed 5-foot setback from property lines may be too small. 10 feet is an appropriate compromise from the existing 15 feet. • Consider a provision for lots larger than 10,000 square feet to have more than six hens based on an animal calculation. • Require a one-time permit (no annual renewal) of \$25 - \$50. • Specify minimum area for coop size and run size. More specifically, four (4) square feet of coop space per chicken and 10 square feet of run space per chicken. <p>Exhibit A of Ordinance 25-05Z shows the proposed ordinance changes in red text.</p> <p>Mr. Matson explained the Planning Commission rationale on the set back. It is currently 15 ft. They felt going under 10 ft would be too significant a change and they are concerned about encroachment.</p> <p>Section 28-2-2 - Definitions - describes fowl units for agricultural and residential properties. City staff have been concerned that the definition allowing up to 200 fowl on a residential lot of one acre or more is excessive. Staff prefers to have this apply to agricultural lots of five acres or more as shown in the amended text.</p> <p>Section 28-3-9 regulates lot size, setbacks, coops/pens and indicates that a one-time permit is required at a cost shown in the Fee Schedule. The minimum lot size is proposed to change from 10,000 to 6,000 square feet. There seemed to be consensus on setback changes. However, the Planning Commission recommends that property line setbacks be 10 feet as opposed to 5 feet. A 10-foot setback would also keep the coop outside the typical public utility/drainage easement (PUE). Although the fee is not specified in the ordinance, the Council can direct staff to add the specific amount to the fee schedule. Based on the work meeting and Planning Commission discussions, a one-time fee of \$40 seems reasonable with no renewal required. Section 28-14-2 is the residential table of land uses which lists residential chickens as a permitted use in the “R” (residential) zones.</p> <p>There was discussion about allowing more hens on larger residential lots. If 6,000 square feet is the minimum lot size, the Council could consider allowing up to a maximum of ten (10) hens on a residential lot with an additional 1,000 square feet (above the 6,000-sf minimum lot size) required for each additional hen up to a total of 10 hens. In other words, a 10,000 square foot lot could have up to 10 hens. Staff prefers this type of calculation compared to an animal point system. It is best to keep the regulations simple for administrative and application purposes. This is not specified in the ordinance amendment, but this or something similar can be added with the motion.</p> <p>Councilmember Dougherty requested some changes to the ordinance:</p> <ul style="list-style-type: none"> • prohibiting slaughtering in public view • requiring runs to be enclosed and covered • waste management provisions • restricting ducks and turkeys in residential zones • permitting quail but not on the same property as chickens unless in agricultural zones • creating an educational permitting checklist

	<p>Mayor Stanger opened the public hearing at 6:56 pm.</p> <p>Rex Griffin expressed appreciation for this update to the ordinance.</p> <p>With no further public comments, Mayor Stanger closed the public hearing at 7:01 pm.</p> <p>The Council discussed setbacks, maximum birds, square footage per chicken, and minimum lot size. Final consensus supported a five-foot setback, maximum 12 chickens on a 12,000 square foot lot, a \$40 one-time permit fee, no minimum lot size if setbacks are met, and a requirement for covered runs. They clarified that noncompliance with the ordinance qualifies for administrative enforcement, with possible citations and penalties if needed.</p>
CONCLUSION	<p><i>Councilmember Tyler moved to adopt Ordinance 25-05Z with these amendments.</i></p> <p><i>Runs must be enclosed on sides AND covered from above with netting or some such material.</i></p> <p><i>-Requirements for waste management, including proper composting and disposal of waste.</i></p> <p><i>-Prohibit ducks and turkeys from regular residential.</i></p> <p><i>-Quails can be regulated similarly to chickens, BUT they cannot be on the same property as chickens unless they are agricultural zoning.</i></p> <p><i>-Permitting process should include an education checklist.</i></p> <p><i>Councilmember Searle seconded the motion. Voting by roll call: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; Councilmember Tyler, aye.</i></p>
A. DISCUSSION ON SPRAY FERTILIZER	
PETITIONER	Public Works Director Dave Williams, City Manager Trevor Cahoon
Discussion	<p>The Parks division is changing the care of its turf grass. With the addition of a new employee in the parks department who has training and knowledge in turf care, we are choosing to do this in-house instead of contracting out. We currently manage over 120 acres of turf. We feel this will get us a better product tailored to the turf needs at each individual park.</p> <p>We would like to purchase a ride-on sprayer/spreader unit that is designed to handle large areas quickly while ensuring even and accurate application of fertilizers, and herbicides. This unit both sprays and can fertilize, at the same time if needed. Currently, the city uses two separate units for spraying and spreading, which requires more time and labor. The Z-Spray combines these functions into a single, efficient machine, streamlining operation and allowing city crews to maintain public spaces more effectively and with fewer resources.</p> <p>State Contract# is 4733 Turf equipment.</p> <p>We can buy their demo with less than 100hrs with a full warranty or buy new.</p> <p>Toro Z-Spray 60 gallon used with full warranty \$13,000.00</p> <p>Toro Z-Spray 60 gallon new \$23,319.00</p> <p>At 8:07 pm Mayor Stanger called the meeting back to order to discuss this issue.</p> <p>Councilmember Searle stated he would like to see the City do a combination of both granular and spray fertilizer. He would like to see a truck be modified to hold a tank for spray.</p>
CONCLUSION	<p><i>Councilmember Dougherty moved to approve the purchase of the Toro Z-Spray 60 gallon (USED) with full warranty for \$13,000.00. Councilmember Arave Seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; Councilmember Tyler, aye.</i></p>
A. RESOLUTION 11-25 BUDGET AMENDMENTS FOR FY 2025	
PETITIONER	Finance Director Aaron Price
Discussion	<p>The proposed budget amendments are listed as an attachment to the staff report. The large requests in the fund consolidation section are a precursor to collapsing several capital projects into the capital projects fund. The necessary utility fee increases are also included in the proposed FY 2026 Fee Schedule.</p> <p>Mayor Stanger opened the public hearing at 8:05 pm and with no public comment, he closed the public hearing.</p>

CONCLUSION	<i>Councilmember Gray moved to adopt Resolution 11-25 approving the requested budget amendments for the FY 2025 Budget moving funds 32, 37, 43, 44, 45, 46 & 47 into fund 38; and move funds 49 & 50 into fund 51 and approve these budget amendments as the necessary precursors to the fund consolidation along with the utility fee increases. Councilmember Tyler Seconded the motion. Voting by roll call is as follows: Councilmember Arave, aye; Councilmember Dougherty, aye; Councilmember Gray, aye; Councilmember Searle, aye; Councilmember Tyler, aye.</i>
The Council held a brief Discussion on double vaults for the new section of the cemetery. Parks Director Zack Martinez stated he will bring information back in a later council meeting.	
Planning Commission Report	<ul style="list-style-type: none"> • He is working on the lighting ordinance.
City Manager Reports	<ul style="list-style-type: none"> • Thanked the City Council for their efforts on behalf of the City.
Staff Reports	<ul style="list-style-type: none"> • Mr. Cahoon stated that he and Recreation staff would like to get together with the Council in a work session to discuss issues that occurred during Heritage Days and how they could be mitigated.
Councilmember Arave	<ul style="list-style-type: none"> • Nothing currently.
Councilmember Dougherty	<ul style="list-style-type: none"> • The mosquito Abatement will be going through Truth In Taxation. They need to make some changes to their facilities.
Councilmember Gray	<ul style="list-style-type: none"> • Nothing currently.
Councilmember Searle	<ul style="list-style-type: none"> • Reported on the North Davis Sewer District.
Councilmember Tyler	<ul style="list-style-type: none"> • Nothing currently.
Mayor Stanger	<ul style="list-style-type: none"> • Reported there are several military deployments of local military members. Their families need support. • Reported on Waste Management
ADJOURNMENT	<i>Councilmember Searle moved to adjourn. Councilmember Tyler seconded the motion. Council members Arave, Dougherty, Gray and Searle voted in favor of the motion. The meeting adjourned at 10:18 pm.</i>

*Dated this 8th day of July 2025
/s/Lisa Titensor, Clinton City Recorder*

CLINTON CITY

COUNCIL AGENDA ITEM

SUBJECT: Review of Annual Fraud Risk Assessment Questionnaire	AGENDA ITEM: Consent Agenda
PETITIONER: Aaron Price	MEETING DATE: July 8, 2025
RECOMMENDATION: That Council approve sending the questionnaire to the State Auditor	ROLL CALL VOTE
FISCAL IMPACT:	
<p>SUMMARY: This is an audit requirement for the close to the fiscal year. The State Auditor’s Office requires it to be presented to the City Council at a regular city council meeting. We increased our rating over the past couple of years due to extra training hours that Steve pursued to meet the training requirement. The State Auditor’s Office assumes that the more training hours are completed, the less propensity for fraud. As indicated in prior documentation, the <u>ultimate key</u> to fraud prevention is not just the procedures implied with the “Questionnaire” but the quality and ethical mindset of the personnel employed. This rating puts the City in the “low” risk category.</p>	
ATTACHMENTS: Fraud Risk Questionnaire	

Fraud Risk Assessment

Continued

*Total Points Earned: 355/395 *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?	<u>200</u>	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	<u>5</u>	5
b. Procurement?	<u>5</u>	5
c. Ethical behavior?	<u>5</u>	5
d. Reporting fraud and abuse?	<u>5</u>	5
e. Travel?	<u>5</u>	5
f. Credit/Purchasing cards (where applicable)?	<u>5</u>	5
g. Personal use of entity assets?	<u>5</u>	5
h. IT and computer security?	<u>5</u>	5
i. Cash receipting and deposits?	<u>5</u>	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	<u>20</u>	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	<u>10</u>	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	<u>20</u>	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 (training.auditor.utah.gov) within four years of term appointment/election date?	<u>20</u>	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?	<u>20</u>	20
7. Does the entity have or promote a fraud hotline?	<u>20</u>	20
8. Does the entity have a formal internal audit function?	<u>0</u>	20
9. Does the entity have a formal audit committee?	<u>0</u>	20

*Entity Name: CLINTON CITY

*Completed for Fiscal Year Ending: 6/25 *Completion Date: 6/26/2025

*CAO Name: TREVOR CATOON *CFO Name: ADREN PRICE

*CAO Signature:  *CFO Signature: 

*Required



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

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.

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



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

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.



OFFICE OF THE
STATE AUDITOR

Preparation Checklist

Revised February 2021

Fraud Risk Assessment

Refer to the Implementation Guide for more detailed explanations of concepts and criteria. See resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide

To complete the assessment, identify or obtain the following:

1. Name of the Board/Council Chair MAYOR BRANDON STANGER
2. Name of the Clerk/Finance Officer ARON PRICE
3. Name of the Treasurer STEVEN HUBBARD
4. Copies of credit/purchasing card statements, payments and supporting documentation.
5. Copies of bank reconciliations for all bank accounts and related bank statements.
6. Copies of the following policies if they existed during the assessment period:
 - a. Conflict of Interest
 - b. Procurement
 - c. Ethical Behavior
 - d. Reporting fraud and abuse
 - e. Travel
 - f. Credit/Purchasing Cards
 - g. Personal use of entity assets
 - h. IT and computer security
 - i. Cash receipting and deposits
7. Copy of the CPA's license, if there is a CPA who is a member of the staff. Provide the contract for a contract accountant who is a CPA. Do not provide the independent auditor's CPA license. The independent auditor is not management.
8. Copy of the diploma if a member of the staff has a bachelor's degree in accounting (not required if documentation was provided for number 7 above).
9. Copies of the commitment to ethical behavior by the officials/officers of the entity.
10. Copies of the training certificate for the Office of the State Auditor board member training completed during the last 4 years.
11. Documentation (certificates, agendas, etc.) demonstrating that a member of the management team had at least 40 hours of financial training during the last year.
12. Copy of the internal audit plan for the assessment period.
13. Name of the internal auditor and a list of duties. If contractually performed, provide a copy of the contract.
14. Copies of any internal audit reports issued during the assessment period or last year, whichever is longer.
15. Copy of the audit committee charter.
16. A list of audit committee members during the assessment period.
17. Minutes or agendas for audit committee meetings. If meetings are confidential, a list of action items from those meetings will suffice.

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Fire Department Badge Pinning	AGENDA ITEM: A
PETITIONER: Fire Chief Jason Poulson	MEETING DATE 07/08/2025
RECOMMENDATION: That Council recognize these individuals for their achievement	TYPE OF VOTE: NONE
FISCAL IMPACT: None	
BACKGROUND: Badge pinning ceremony for: Captain Kyle Montgomery, Firefighters: Cole Comeau, Carter Leuba, Chon Morfin	
ATTACHMENTS:	

CLINTON CITY COUNCIL AGENDA ITEM

SUBJECT: Employee Service Awards	AGENDA ITEM: B												
PETITIONER: City Manager Trevor Cahoon	MEETING DATE: 07/08/2025												
RECOMMENDATION: Recognize these employees for their service and dedication	TYPE OF VOTE: None												
FISCAL IMPACT:													
SUMMARY: The following employees are eligible for service awards for the second quarter of 2025: <table><tr><td>Community Development</td><td>Scott Hodge</td><td>5 years</td></tr><tr><td>Public Works</td><td>Gregg Folk</td><td>20 years</td></tr><tr><td></td><td>John Wyan</td><td>25 years</td></tr><tr><td></td><td>Zac Martinez</td><td>35 years</td></tr></table> Please join us in expressing our appreciation for their service to Clinton City.		Community Development	Scott Hodge	5 years	Public Works	Gregg Folk	20 years		John Wyan	25 years		Zac Martinez	35 years
Community Development	Scott Hodge	5 years											
Public Works	Gregg Folk	20 years											
	John Wyan	25 years											
	Zac Martinez	35 years											
ATTACHMENTS:													

CLINTON CITY COUNCIL

AGENDA ITEM

SUBJECT: Review and possible action on a request from Lars Anderson and Associates, representing Home Depot, to enter into a water service agreement for the Home Depot home improvement store and garden center located at approximately 2554 North 2000 West setting forth the City's commitment to guarantee culinary water and fire flow service to the five commercial lots in the Clinton Home Depot Subdivision (Parcel 13-051-0063).	AGENDA ITEM: C
PETITIONERS: Dan Zoldak, Lars Anderson and Associates representing Home Depot SUBMITTED BY: Trevor Cahoon, City Manager, Peter Matson, Community Development	MEETING DATE: July 8, 2025
RECOMMENDATION: To adopt Resolution 25-10 approving the Water Service Agreement with Home Depot to provide culinary and fire flow water service before occupancy of the Home Depot home improvement store and garden center on 11.40 acres zoned P-Z (Performance Zone) located at 2554 North 2000 West (Parcel 13-051-0063).	ROLL CALL VOTE: YES
<p>BACKGROUND INFORMATION: On June 5, 2025, the Planning Commission approved the preliminary subdivision plat and site plan for the Clinton Home Depot development. During the review process, the City committed to Home Depot that the necessary culinary water and fire flows would be provided to the development site with the construction of a 10" service line extending from 1500 West (through an existing easement) to the Home Depot site. This 10" line is approved in the final tentative city budget and is planned for construction prior to occupancy of Home Depot.</p> <p>DISCUSSION: The development to the south of Home Depot (Greenfield Landing PRD) has a planned 10" water line that will connect to the Home Depot site. This will provide a loop of the water system and will provide the necessary flows for Home Depot. Although the development of Greenfield Landing will begin in the coming weeks, Home Depot needs assurance that the system will be looped by March 2026 so they can plan for occupancy shortly thereafter. The Agreement will formalize the City's commitment to construct the 10" line from 1500 West. If the Greenfield line is installed as planned, the City will have some flexibility for the timing of construction of the 10" from 1500 West.</p> <p>The City Attorney has drafted the agreement, which has gone back and forth with Home Depot's legal counsel, but it was not complete at the time the agenda and packet were prepared. Once the last set of comments from Home Depot is reviewed, it will be emailed to the Council.</p>	
<p>ATTACHMENTS:</p> <ul style="list-style-type: none">(A) Resolution 25-10(B) Water Service Agreement between Clinton City and Lars Anderson LLC representing Home Depot(C) Water Service Map	

ATTACHMENT A

RESOLUTION NO. 10-25

**A RESOLUTION ADOPTING AN AGREEMENT TO PROVIDE
CULINARY WATER SERVICE FOR HOME DEPOT BETWEEN
CLINTON CITY AND LARS ANDERSON AND ASSOCIATES LLC**

WHEREAS, Developer, LARS ANDERSON AND ASSOCIATES LLC representing HOME DEPOT are developing certain property located at approximately 2554 North 2000 West in Clinton City; and

WHEREAS, Developers and Clinton City have entered into an agreement setting forth the responsibilities of both parties relative to future provision of culinary water and fire flow for the proposed Home Depot home improvement store and garden center; and

WHEREAS, the City Council has determined it to be in the best interest of the citizens of Clinton City to enter into this agreement to ensure that the Developer's property will be developed according to the overall objectives and intent of the City's General Plan and in the best interest of the City.

NOW, THEREFORE, THE CLINTON CITY COUNCIL RESOLVES TO ADOPT AND APPROVE THE ATTACHED WATER SERVICE AGREEMENT AND AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

SECTION 1. By majority vote on a motion before the Clinton City Council the Council the attached Development Agreement.

SECTION 2. Effective date. This Resolution shall become effective upon signature and posting.

PASSED BY MOTION AND ORDERED PUBLISHED by the Council of Clinton City, Utah, this ____ day of _____ 2025.

BRANDON STANGER
MAYOR

ATTEST:

LISA TITENSOR
CITY RECORDER

Posted: _____

ATTACHMENT C

