NOTICE AND AGENDA
BRIGHAM CITY COUNCIL MEETING
Thursday, June 4, 2026 6:00 PM
City Council Chambers, 20 North Main
To View Live Meeting Visit:
https://www.bcutah.gov/mayor-and-city-council.htm **or**
www.youtube.com/brighamcitycorp

6:00 REGULAR COUNCIL MEETING
Thought, Reading, or Invocation: Bishop Wayne Bailey, 29th Ward
Pledge of Allegiance

6:03 EMPLOYEE RECOGNITION
New Hires in Waste Water Treatment and Power

6:05 CONSENT
1. Approval of May 21, 2026 Two Budget Work Sessions and City Council Meeting Minutes

6:07 PUBLIC COMMENTS [1] *(Per Utah Code, Council will receive input only, no decision can be made)*

6:10 COUNCILMEMBER COMMENTS

6:15 DISCUSSION ITEM
Fraud Risk Assessment – Jeff Schmitt

6:20 WORK SESSION ON INTERIM BUDGET
PUBLISHING OF THE PROPERTY TAX IMPACT SCHEDULE
This Agenda item is intended to demonstrate compliance with 59-2-919(4)(a)(i) and 59-2-924(8)(b) by providing a Property Tax Impact Schedule as attached to this Agenda

8:30 CLOSED SESSION
Consideration to enter a closed session to discuss: purchase/exchange/lease of real property; pending litigation; cyber security; or character/professional competence or physical/mental health of an individual

Assigned times may vary depending on discussion length or agenda alteration. ADA Notice: Individuals needing special accommodations should contact the City Recorder at 435-734-6621 at least 48 hours before the meeting. Councilmembers may participate electronically.

CERTIFICATE OF POSTING
The undersigned duly appointed City Recorder certifies the above notice was posted in three public places within the Brigham City limits, and on the City and State Public Meeting Notice websites on May 29, 2026. A copy was also provided to the Box Elder New Journal.
Kristina Rasmussen, City Recorder

[1] Each individual is limited to three minutes. Total input period is limited to 15 minutes.

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY: Angie Johnsen

2. DEPARTMENT OR DIVISION: Human Resources

3. DATE INITIATED: May 27, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

   Gage Allsop - Grounds Maintenance - Waste Water Treatment

   Cooper Atkinson - Apprentice Meterman - Power

   Cooper Findley - Groundman - Power

5. ESTIMATED TIME NEEDED: 1 minute

6. PROPOSED DATE FOR COUNCIL ACTION: June 04, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
May 27, 2026	Angie Johnsen	eSigned via GovOS.com Angie Johnsen Key: 323621ea-7128-4d35-b69a-a3d90f6adefe	

9. MAYOR'S SIGNATURE: eSigned via GovOS.com DJ Bott Key: 605b8e0c-e0b3-440c-bdc8-2708fb4afb2c

WORK SESSION OF THE
BRIGHAM CITY COUNCIL
May 21, 2026
5:00 p.m.

PRESENT:	DJ Bott	Mayor
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember
EXCUSED:	Dave Hipp	Councilmember
ALSO PRESENT:	Chris Howard	Police Commander
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Power Director
	Jeff Schmitt	Finance Director
	Brandon Thueson	Fire Chief
	Mike Waite	Public Works Director

The Property ax Impact Schedule was noticed on the work session agenda and is included at the end of these minutes

Mayor DJ Bott called the work session to order at 5:00 p.m. Mayor Bott stated the purpose of the work session was to discuss the City's water system and potential water rate adjustments. City Engineer Brett Jones was invited to present information regarding the current condition of the water system, infrastructure needs, and funding considerations.

City Engineer Brett Jones reviewed the City's water supply sources and noted that the Mantua spring sources produce approximately 9.4 million gallons per day, Mantua wells produce roughly 2 million gallons per day, and in-town wells produce an additional 8.7 million gallons per day, for a total average production of approximately 20 million gallons daily. He stated that winter demand averages approximately 8.4 million gallons per day while summer demand can reach approximately 17 million gallons per day.

Mr. Jones reviewed several recent challenges affecting the water system. He noted the City had successfully obtained a substantial grant to offset costs associated with replacement of the penstock lines in the canyon, which he described as one of the City's most significant infrastructure assets. He then discussed a recent UDOT wetland mitigation site failure in Mantua Canyon caused by a broken corrugated metal drain pipe installed during highway widening projects in the 1990s. Mr. Jones explained the failure created flooding conditions that damaged Mantua's sewer main and threatened the City's penstock lines supplying water to Brigham City. Although UDOT covered a portion of the repairs, the event still resulted in substantial costs to the City.

Mr. Jones also referenced a recent period of unusually high temperatures and increased irrigation demand that temporarily created concerns regarding available water capacity while the Mantua supply was offline during a cutover process. He explained that during that period the City relied solely on in-town well production and staff carefully managed the situation to maintain adequate water supply. He also reviewed improvements completed jointly with UDOT, including installation of a new drainage line into Box Elder Creek.

Discussion then shifted to aging infrastructure and long-term maintenance needs. Mr. Jones stated that while the overall water system remains in relatively good condition, the City still has over 40,000 linear feet of outdated four-inch water mains. He explained that these smaller mains reduce peak demand capacity and fire flow capabilities, break more frequently, increase maintenance costs, and create occasional service disruptions and water quality concerns due to older pipe materials.

Mr. Jones explained that water rates primarily fund three major categories:

- Operations and maintenance.
- System replacement.
- Capital improvement projects.

He emphasized that the discussion focused on maintaining the existing system rather than funding future growth, noting that impact fees are intended to fund growth-related infrastructure.

Mr. Jones reviewed operational costs, which include personnel, equipment, vehicles, pumps, and maintenance expenses, estimating annual operational costs at approximately $2.9 million. He then reviewed replacement needs for water mains, valves, hydrants, meters, reservoirs, tanks, chlorination systems, and telemetry equipment. He noted that many components have lengthy replacement cycles, though some technology systems require more frequent updates.

Councilmember Jensen asked whether infrastructure replacements occur on a schedule or only when failures occur. Mr. Jones responded that the City uses a combination of both approaches depending on available funding and the specific asset. Mayor Bott commented that budget limitations often require cities to defer replacements until emergency conditions arise.

Additional discussion included the maintenance of PRV stations, replacement timelines for automatic water meters, maintenance of reservoirs and tanks, and cost savings resulting from the elimination of fluoridation requirements, which Mr. Jones estimated at approximately $200,000 annually.

Mr. Jones then reviewed capital project needs and explained that the City has identified approximately $14 million in water-related capital projects, with approximately $5.6 million expected to be funded through development and approximately $8.3 million funded by the City. He noted that annual funding needs for these projects exceed $1 million per year and highlighted that several significant projects have already been completed in recent years.

Mr. Jones reviewed the City's current water rate structure. He explained that the current residential base fee is $23 per month and includes up to 7,000 gallons of water usage. Additional tiered overage rates are charged above that amount. Mr. Jones stated staff recommendations included increasing overage rates by approximately $0.50 per thousand gallons.

Mayor Bott emphasized that residents already receive 7,000 gallons of water within the existing base fee and noted that many households use only 2,000 to 3,000 gallons monthly for indoor consumption. Mr. Jones also reviewed comparative rates from surrounding communities and noted that Brigham City's rates remain relatively low when compared to similar systems in surrounding areas.

Mr. Jones reviewed revenue projections associated with the current rate structure and explained that while current revenues adequately cover operations and maintenance costs, they fall substantially short in funding long-term system replacement and capital projects. He estimated the City is currently approximately $6 million short annually for replacement funding and an additional $1.1 million short for capital project needs. He stated that fully funding all identified needs would require residential rates approaching approximately $78 to $80 per month, though he acknowledged that such increases would be difficult for residents to absorb.

Extensive Council discussion followed regarding potential alternatives to the current rate structure, including adjustments to the base fee, usage tiers, and the amount of water included within the base allocation. Mayor Bott and Tyler Pugsley discussed the importance of maintaining stable base fee revenue, particularly during drought conditions when residents may reduce water consumption. Mr. Jones noted that infrastructure continues aging regardless of consumption levels and explained that portions of the system can deteriorate faster when water sits stagnant within the system.

Councilmembers asked questions regarding whether shifting more costs toward usage-based charges would create a more understandable billing structure for residents. Staff explained that reducing the base fee would require significantly higher usage charges to maintain necessary revenue levels, particularly because approximately 59% of customers remain within the current base allocation throughout the year.

Additional discussion addressed future growth and whether anticipated development was included in the projections. Mr. Jones and staff explained that the analysis intentionally focused on the current system and current infrastructure needs, noting that impact fees are intended to fund growth-related improvements. Councilmembers also discussed deferred infrastructure replacement, shared utility fund operations, and public perception regarding utility rate increases.

At the conclusion of discussion, Councilmembers indicated they would continue reviewing the information and potentially revisit the discussion later in the evening work session.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the May 21, 2026 City Council Work Session

Dated this 5th^{h} of June, 2026.

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Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.

PROPETY TAX IMPACT SCHEDULE

Pursuant to 59-2-919(4)(a)(i) and 59-2-924(8)(b), the proposed tax rate increase is summarized as follows:

Revenue Impact

- Estimated additional property tax revenue: $455,000
- Percentage increase in total property tax revenue: 12.93%

Taxpayer Impact

- Average residential property ($400,000):
  - Prior year tax: $370.80
  - Proposed tax: $418.76
  - Annual Increase: $47.96
  - Percentage Increase: 12.93%

- Average commercial property ($1,200,000):
  - Prior year tax: $2,022.31
  - Proposed tax: $2,283.87
  - Annual Increase: $261.56
  - Percentage Increase: 12.93%

Departmental Budget and Operational Impact
The proposed tax rate increase will impact the following departments:

Mayor's Office
Budget Impact ($140,000): This change is attributable to personnel costs associated with transitioning from a contracted attorney to a full-time City Attorney position, including wages and benefits that were not previously provided under the contract arrangement.

Operational Impact: Approval of the proposed tax rate increase will allow the City to maintain consistent legal services following the anticipated conclusion of the current contract. While the City has greatly benefited from a highly effective contracted attorney, the transition to a full-time City Attorney is intended to provide dedicated, on-site legal support and ensure continuity of services moving forward.

A full-time attorney will offer increased day-to-day availability, more direct integration with City staff and operations, and the ability to provide timely review of contracts, ordinances, and policies. This position will also support ongoing legal needs related to economic development, personnel matters, and regulatory compliance.

Without the proposed increase, the City would need to secure alternative contracted legal services, which may result in variability in availability, higher hourly costs over time, or reduced consistency depending on the provider.

Parks Department
Budget Impact ($110,000): This change is due to increased temporary wage costs to address seasonal staffing needs and rising service demands.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding temporary staff to better maintain the City's parks system. This includes improved mowing schedules,

landscaping, cleanliness, and overall park appearance. Additional staffing will help the department keep pace with increased usage and expectations as the City continues to grow.

Without the proposed increase, the department would likely continue to fall behind on routine maintenance and upkeep, resulting in declining park conditions, reduced aesthetic quality, and potential impacts to public use and community satisfaction.

Police Department

Budget Impact ($205,000): This increase is driven by personnel costs related to adding an Administrative Sergeant position, as well as market-based wage adjustments for animal control officers and staff.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding an Administrative Sergeant to oversee animal control, school crossing guards, IT functions, and key administrative responsibilities, including policy updates and accreditation standards. Adjustments to animal control wages will help the City remain competitive in the labor market and support retention of qualified staff. These changes will improve overall operational efficiency and allow sworn officers to focus more directly on core public safety duties.

Without the proposed increase, the department would likely need to delay or forego adding the Administrative Sergeant and may face challenges in retaining animal control staff, resulting in continued strain on existing personnel and reduced capacity to effectively manage administrative and support functions.

WORK SESSION OF THE
BRIGHAM CITY COUNCIL
May 21, 2026
6:45 p.m.

PRESENT:	DJ Bott	Mayor
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember
EXCUSED:	Dave Hipp	Councilmember
ALSO PRESENT:	Chris Howard	Police Commander
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Power Director
	Jeff Schmitt	Finance Director
	Brandon Thueson	Fire Chief
	Mike Waite	Public Works Director

The Property ax Impact Schedule was noticed on the work session agenda and is included at the end of these minutes

Mayor DJ Bott stated the Council would reconvene into the continued work session regarding the interim budget and property tax impact schedule. Mayor Bott noted that Mayor Pro Tem Hipp and City Attorney Nicole Cottle were unable to attend. Councilmembers agreed to continue discussion regarding capital projects before returning to additional utility and water-related budget discussions.

City Administrator Derek Oyler reviewed proposed capital projects included within the Mayor's FY 2026–2027 budget. Mr. Oyler explained the projects span multiple City funds and revenue sources, including the general fund, airport fund, utility funds, grants, bond proceeds, and enterprise funds. He noted projects under $100,000 were omitted from the discussion list for efficiency purposes, though they remain included within the complete budget documents provided to the Council.

Airport Projects

Mr. Oyler began by reviewing airport-related projects and grants. He explained the R5 connector taxiway project would create additional space north of the existing hangar area for future hangar development. Mr. Oyler stated there is currently a significant waiting list for hangar construction and additional aviation-related development at the airport.

Discussion also addressed the planned expansion of the Snow Removal Equipment (SRE) building. Mr. Oyler explained the addition would create space for future storage of a replacement ARFF airport fire truck and additional airport operations equipment. He noted the current airport fire truck dates back to the 2002 Winter Olympics era and eventually needs replacement. Mr. Oyler stated the project is partially tied to proceeds received from the prior sale of a large airport hangar asset.

Cemetery Perpetual Care

Mr. Oyler reviewed the Cemetery Perpetual Care fund and explained the City continues annually budgeting those funds in anticipation of future cemetery expansion opportunities. He stated the City intends to continue evaluating adjacent property acquisitions as they become available in order to preserve long-term cemetery expansion capacity.

Fire Department Training Facility

Discussion then shifted to proposed fire department capital projects, including the proposed fire training facility. Mr. Oyler explained the project had been discussed for many years and would consist of a prefabricated training structure assembled on existing City property. He stated the facility would provide realistic hands-on training opportunities for firefighters in a controlled environment.

Fire Chief Brandon Thueson explained the department currently has limited opportunities for practical, real-world training exercises and often relies on temporary opportunities in donated structures or mobile training units provided by the Utah Fire and Rescue Academy. He noted the department had recently been fortunate to utilize several homes for hands-on training but stated those opportunities are inconsistent and infrequent.

Chief Thueson explained the proposed facility would allow firefighters to train for scenarios that cannot effectively be replicated at the fire station, including:

- Roof ventilation operations.
- Forced entry exercises.
- Stairwell and rooftop operations.
- Live fire training exercises.
- Firefighter rescue and mayday response scenarios.
- Multi-agency drills.
- Nighttime training operations.

Chief Thueson stated the proposed structure would meet NFPA standards for live fire training and safety compliance. He also explained the City currently receives no ISO credit for a training facility because a compliant multi-story structure is required to receive evaluation points in that category.

Chief Thueson explained that while improved ISO ratings could potentially help lower insurance rates, his primary concern remained firefighter safety and preparedness. He discussed the importance of providing firefighters with realistic skill-based training rather than relying heavily on classroom or video-based instruction.

Extensive discussion followed regarding public safety expenditures, long-term capital priorities, and balancing infrastructure investments with property tax concerns. Questions were raised regarding whether regional partnerships or shared facilities with surrounding communities could reduce costs associated with the proposed training tower.

Chief Thueson and Mr. Oyler explained:

- Previous discussions regarding regional partnerships had not resulted in a workable long-term solution.
- Prior county training facilities are no longer available.
- Transporting crews to distant training facilities would significantly increase overtime and staffing costs.

- Off-site training reduces emergency response availability while personnel are outside the community.
- Local access to training facilities allows firefighters to remain available for emergency calls while training.

Mayor Bott stated the project had been discussed and deferred for many years and expressed concern about continuing to postpone the need. He stated the training facility was included in the Mayor's budget because he believed the City should move forward with the project rather than continuing to delay it.

Additional discussion addressed the distinction between one-time capital expenditures and ongoing operational expenditures associated with the proposed Truth in Taxation increase. Mr. Oyler clarified that the proposed training facility would be funded using one-time general fund balance dollars rather than ongoing property tax revenues. He further explained that the proposed Truth in Taxation increase was intended to support ongoing personnel-related costs, including staffing needs, rather than one-time capital projects.

Discussion also addressed future fire station needs identified in the City's fire station master plan. Mr. Oyler noted the proposed budget included funding for future property acquisition for an additional fire station site as the community continues to grow.

Library Projects

Mr. Oyler reviewed proposed Carnegie Library exterior improvements. He explained the project would remove deteriorating exterior planter areas that had caused ongoing water damage issues around the building. Planned improvements include removal of the planters, replacement concrete work, and related exterior improvements intended to improve accessibility, drainage, and long-term maintenance conditions around the library facility.

Streets, Sidewalks, and Transportation Projects

Mr. Oyler reviewed several street and transportation projects, including the 1200 West / 600 North bridge widening project funded primarily through Wasatch Front Regional Council grant funding. Staff explained the City intentionally delayed the project until completion of the overpass project to avoid simultaneously restricting major traffic routes surrounding the area.

Additional transportation and sidewalk projects discussed included:

- Discovery Elementary sidewalk improvements funded through a UDOT Safety Sidewalk Grant.
- Ongoing citywide sidewalk repairs and trip hazard mitigation.
- Previous sidewalk improvements near Golden Spike Elementary.
- Continued golf course cart path replacement projects funded through golf course revenues.

Public Works Director Mike Waite explained most sidewalk repair funding is currently directed toward immediate safety concerns and point repairs throughout the community because available funding is insufficient to reconstruct large continuous sections of sidewalk.

Mr. Oyler noted Discovery Elementary continues experiencing increased activity and enrollment growth and explained the City pursued the sidewalk safety grant because portions of the west side of Fifth West near the school currently lack sidewalks.

Utility Fund Projects

Discussion then shifted to utility fund capital projects. Mr. Oyler and Assistant City Manager/Public Power Director Tyler Pugsley reviewed several electric utility projects, including relocation of the power line through the Staker-Parson gravel pit area. Staff explained Rocky Mountain Power would share approximately half of the construction costs associated with the project due to existing pole attachment agreements.

Discussion also included:

- Delays associated with obtaining federal permits for the relocation project.
- Long lead times for specialized utility structures and equipment.
- Ongoing work associated with the 46 KV loop line project.
- Completion of portions of the West Forest line extension.
- Continued replacement of aging commercial electric meters and CT equipment.
- Grid resiliency grant projects funded through the Department of Energy and UAMPS.
- Purchase of an underground utility cable puller to improve efficiency in new subdivisions and utility installations.

Mr. Oyler also reviewed the City's fleet fund structure and clarified that new equipment purchases are initially funded directly by the department requesting the equipment before later being transferred into the fleet replacement program for long-term replacement funding.

Mayor Bott clarified that the proposed tree trimming truck and related utility employees had previously been approved through electric utility rate increases adopted by the Council and were not connected to the proposed property tax increase. Staff further clarified that additional temporary parks staffing proposed through the Truth in Taxation process was separate from the utility department positions.

Sewer and Storm Drain Projects

Mr. Oyler reviewed sewer utility projects, including upgrades to the Procter & Gamble lift station associated with expansion at the Procter & Gamble facility. He explained the City would complete the infrastructure work while costs would ultimately be reimbursed by Procter & Gamble because the infrastructure remains part of the City's sewer system.

Staff also reviewed the City's sewer point repair program utilizing SDR sonar technology to proactively identify weaknesses within sewer infrastructure before failures occur. Mr. Oyler explained the technology allows staff to identify:

- Pipe defects and structural weaknesses.
- Tree root intrusion.
- Pipe bellies and settlement issues.
- Service connection problems.
- Areas likely to experience future failures or backups.

Staff noted the City now evaluates approximately one-third of the sewer system annually using the technology and prioritizes repair locations based on collected data. Mr. Oyler stated the City has significantly reduced sewer backup incidents and liability claims since implementing the program.

Water Rates and Property Tax Discussion Continued from 5:00 PM Work Session

Discussion continued regarding proposed water rate adjustments and long-term infrastructure funding needs. Councilmember Smith asked for clarification regarding the previously discussed annual funding shortfall for water infrastructure replacement and capital improvements. City Administrator Derek Oyler explained that the Mayor's proposed budget included a $30 residential base water rate and approximately $1 million annually available for waterline replacement and capital projects, which is substantially more annual replacement funding than the City has historically maintained.

Staff explained that reducing the proposed water rate increase would directly reduce available funding for infrastructure replacement projects, while increasing rates would provide additional funding for aging water system improvements. Discussion also addressed maintaining flexibility within the capital budget to respond to infrastructure emergencies and changing priorities throughout the year.

Councilmembers reviewed potential adjustments to the City's tiered water rate structure, including changes to:

- Residential base fees.
- Tiered overage rates.
- Higher usage tiers for large-volume users.
- Projected revenue impacts associated with different scenarios.

Staff explained that increases to the base fee generate substantially more revenue because most customers remain within the lower usage tiers.

Discussion then shifted to utility transfers and the overall impact of utility and property tax increases on residents. A resident expressed concern regarding the cumulative financial impact of increasing utility rates, property taxes, fuel costs, and other expenses, particularly for residents on fixed incomes. Mr. Oyler explained that the Mayor's proposed budget included approximately $850,000 transferred from the water fund to the general fund to help offset general governmental costs associated with supporting utility operations throughout the community.

Councilmember Jeffries stated he remained concerned about considering both significant utility increases and a proposed property tax increase during the same budget cycle. He encouraged continued review of potential reductions to minimize the overall financial burden on residents while still maintaining essential services.

Councilmember Jensen also explained that the proposed FY 2026–2027 budget included increasing the utility transfer rate from 12% to 13.5%, and noted that reducing the transfer rate would leave additional funds within the utility system but would require offsetting reductions elsewhere in the general fund budget or increased property tax revenue.

Additional discussion clarified that most general fund capital projects are funded through one-time reserves or fund balance dollars rather than recurring property tax revenue, while utility capital projects are primarily funded through utility revenues.

Councilmembers also discussed scheduling additional work sessions to discuss personnel and proposed property tax increase. June 4, 2026 was set for the next budget work session.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the May 21, 2026 City Council Work Session

Dated this 5th^{h} of June, 2026.

____
Kristina Rasmussen, City Recorder

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BRIGHAM CITY

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REGULAR SESSION OF THE
BRIGHAM CITY COUNCIL
May 21, 2026
6:00 p.m.

PRESENT:	DJ Bott	Mayor
	Dave Jeffries	Councilmember
	Matthew Jensen	Councilmember
	Ryan Smith	Councilmember
	Robin Troxell	Councilmember
EXCUSED:	Dave Hipp	Councilmember
ALSO PRESENT:	Mark Bradley	City Planner
	Chris Howard	Police Commander
	Tom Kotter	Community and Economic Development Director
	Derek Oyler	City Administrator
	Tyler Pugsley	Power Director
	Jeff Schmitt	Finance Director
	Brandon Thueson	Fire Chief
	Mike Waite	Public Works Director

Mayor Bott opened the meeting at 6:00 and gave the opening prayer. The Pledge of Allegiance followed.

LAKEVIEW STUDENT AWARDS

Mayor DJ Bott introduced the Mayor's Presentation recognizing students from Lakeview Elementary School who had earned Citizenship Certificates.

SCHEDULED DELEGATION

Report on Progress of Let Freedom Ring 250 Celebration

Sharilee Griffiths provided an update regarding the "Let Freedom Ring 250" celebration initiative and invited the public to participate in the program through the GooseChase mobile application. Ms. Griffiths explained that the initiative is a statewide effort focused on strengthening families and communities through family-centered activities and experiences.

Ms. Griffiths stated that because of the involvement of the Box Elder Safe Community Coalition and the Discovery Family Coalition, Brigham City has its own local "hub" within the statewide program. She explained this allows Brigham City to include local activities and events in addition to the statewide activities already available through the program.

Ms. Griffiths encouraged residents to download the GooseChase app and search for the Brigham City hub using the code "Freedom 250 BC." She reviewed several examples of family "adventures" available through the program, including activities designed to promote kindness, family interaction, tourism, creativity, and positive communication. One example discussed during the meeting was the "250 Smiles" activity, which encourages families to intentionally smile and interact positively with others throughout the day and later discuss the experience together.

Ms. Griffiths also explained that many local America 250 events and activities would be incorporated into the Let Freedom Ring 250 program, including upcoming Brigham City activities and community events.

She noted the initiative is serving as the City's "summer passport" program this year and information was being distributed through local schools and community partners.

Additional discussion included:

- Collaboration with the Box Elder School District and local schools.
- Participation in Art on Main and other community events.
- Support from the Chamber of Commerce and local businesses.
- Partnerships with Promontory School and other organizations.
- Prize incentives for participating families through earned points in the GooseChase app.
- Opportunities for businesses and community members to support the program through sponsorships, prizes, funding, and promotional efforts.

EMPLOYEE RECOGNITION

Mayor DJ Bott announced that Brigham City had hired approximately 110 seasonal employees for the summer to support operations at the pool, recreation programs, parks, and cemetery divisions. Mayor Bott also recognized Mr. Manship, who was present in the audience, and acknowledged his recent appointment to the Library Board.

CONSENT ITEMS

Mayor Bott introduced two consent items:

1. Approval of the May 7, 2026 Work Session and City Council Meeting Minutes.
2. Request to write-off utility billing accounts due to bankruptcy or collections.

Councilmember Smith made a motion to approve the consent items as presented. Councilmember Troxell seconded the motion. The vote was unanimous in favor.

PUBLIC COMMENT

There was no Public Comment

COUNCILMEMBER COMMENTS

Councilmember Jensen – noted the park is nearly full every evening and expressed appreciation for seeing residents actively using the City's recreational facilities.

Councilmember Troxell – reported on a recent Library Board meeting and noted the library has scheduled numerous summer programs and reading activities for youth and families. She stated the library experienced significant success with reading groups during the previous year and plans to expand some programs to include parent participation. Councilmember Troxell expressed appreciation for the opportunities the library provides for children and families throughout the day and evening.

Councilmember Smith – reported that several Councilmembers recently attended the Police Department banquet. He stated it was valuable to spend time with members of the Police Department and hear about the positive work officers are performing within the community. Councilmember Smith also reminded residents about the upcoming Art on Main event and encouraged the public to attend and enjoy the artwork, activities, and displays along Main Street.

City Administrator Derek Oyler - provided updates regarding several City projects and infrastructure improvements. Mr. Oyler reported that asphalt had been placed on both sides of the bridge project and construction of one parapet wall was still ongoing. He stated the project was progressing well and staff hoped the bridge would be completed by Peach Days or sooner. Mr. Oyler also noted that culinary water connections in Mantua had recently been restored and tied back into the system, improving the City's water supply capacity heading into the higher summer usage season.

Mr. Oyler further reported that conduit installation work for the peaking plant project had largely been completed and preparations for the foundation work were underway. Additional discussion noted that the new Core Substation had recently been energized and was operational.

Mayor Bott - commented that several residents had expressed appreciation for the appearance of the overpass project after the bridge deck had been completed, noting that the finished structure appeared less visually imposing than many had anticipated. Councilmember Jensen also commented positively on the improved driving surface.

Councilmember Jensen asked about public access to the swimming pool during ongoing bridge construction activities. Mr. Oyler explained that access to the pool would be opened prior to the pool's scheduled opening. He stated temporary closures could still occur periodically over the next several weeks as sidewalks and related improvements are completed, but the public would continue to have access to the facility.

Mayor Bott concluded by recognizing the upcoming Memorial Day weekend and encouraged residents to remember those who sacrificed for the country. He also complimented the appearance of the cemetery and recent slurry seal improvements to the cemetery roads, noting that residents had already expressed appreciation for the improvements and overall maintenance of the cemetery grounds.

BUDGET DISCUSSION ITEM

<u>Property Tax Impact Schedule as defined in Utah Code 59-2-924</u>

This Agenda item is intended to demonstrate compliance with 59-2-919(4)(a)(i) and 59-2-924(8)(b) by providing a Property Tax Impact Schedule as attached to this Agenda **(it is attached to the end of these minutes)**

Mayor DJ Bott explained that during the prior Council meeting, technical issues with his computer prevented completion of several final slides associated with the FY 2026–2027 budget presentation. Mayor Bott stated he wanted to review the remaining slides to ensure full transparency regarding the proposed budget. He also noted that references on the agenda regarding the publishing of the Property Tax Impact Schedule were included to comply with Utah State Code requirements previously read during the earlier meeting.

Mayor Bott reviewed additional budget presentation slides beginning with public safety expenditures for the FY 2026–2027 budget year. He noted that public safety expenses continue to increase and stated that the Police Department is currently fully staffed while the Fire Department remains short one employee.

Mayor Bott then reviewed an executive overview of City funds and expenditures. He explained that:

- Utility funds account for approximately 49.1% of the City budget.
- The General Fund accounts for approximately 45.1%.
- Remaining allocations include the airport, golf, capital projects, and debt service funds.
- The total proposed budget is approximately $89,916,854.

Mayor Bott clarified that grant funding and bonded project funds are included within the overall budget figures as required under state budgeting practices and explained that those amounts will decrease as projects are completed and funds are expended.

Additional slides reviewed capital expenditure allocations by department. Mayor Bott noted that street projects account for the largest share of capital expenditures at approximately 31.1%, followed by police, ambulance, and fire services.

Mayor Bott also reviewed the net departmental subsidy to the General Fund and noted increasing expenditures within the Parks Department. He stated that anticipated future Truth in Taxation discussions would likely include consideration of additional staffing resources for parks maintenance and operations to ensure City parks continue to be properly maintained.

Mayor Bott concluded the budget presentation by stating the proposed budget had now been fully presented and formally turned over to the City Council for consideration. He encouraged residents with questions regarding the budget to contact City staff, including the Finance Department, City Administrator Derek Oyler, Community Development Director Tom Kotter, and Finance Director Jeff Schmitt, to schedule appointments for additional review and discussion.

ACTION ITEMS

Consideration of Ordinance Amending Brigham City Code Chapter 156 Zoning to not allow self-service enclosed storage facility and self-service outside storae facility West of 1200 West Street/Watery Lane and clarify that storage of containers, including shipping containers for wholesale or retail sale are not allowed within City Limits

Mark Bradley explained the ordinance amendment was initiated at the request of the Mayor's Office to preserve large industrial areas for manufacturing and employment-generating industrial uses rather than allowing those areas to become dominated by storage facilities. He noted the Planning Commission recommended approval of the ordinance amendment by a 6-0 vote following a public hearing.

Mr. Bradley explained the amendment would prohibit self-service enclosed and outside storage facilities west of 1200 West, including the Watery Lane corridor, and would clarify that storage of shipping containers for wholesale or retail sale would not be permitted within City limits. He further noted that during the Planning Commission public hearing, resident Thomas Peterson suggested the restriction apply to both sides of the 1200 West corridor.

Mr. Oyler stated staff supported extending the restriction to properties abutting both sides of 1200 West. He explained one previously submitted application along 1200 West would still be allowed to proceed because it was vested prior to the proposed amendment.

Mr. Oyler stated staff's concern was preserving industrial areas for larger manufacturing and employment-generating uses, particularly as the City continues investing in utility infrastructure and power capacity on the west side of the community. He emphasized that while additional storage facilities are needed within Brigham City, other locations remain available and more appropriate for those uses.

Council discussion included the potential impact on industrial properties along 1200 West, future growth, and the importance of maintaining industrial corridors capable of supporting manufacturing development and expanding the community tax base. Staff also clarified that some future areas west of Interstate 15 may eventually become appropriate for storage facilities as infrastructure expands farther west.

Mayor Bott emphasized that large manufacturing and industrial developments provide greater support for the community tax base and employment opportunities than large storage developments. He also noted that no currently approved projects would be negatively impacted by the ordinance amendment because vested applications would still be permitted to proceed.

MOTION: Councilmember Smith made a motion to approve the ordinance amending Brigham City Code Chapter 156 to prohibit self-service enclosed storage facilities and self-service outside storage facilities west of 1200 West/Watery Lane, including properties abutting 1200 West, and clarifying that storage of shipping containers for wholesale or retail sale are not permitted within City limits. Councilmember Jeffries seconded the motion.

Roll Call:
Councilmember Jensen – Aye; Councilmember Troxell– Aye: Councilmember Jeffries – Aye; Councilmember Smith – Aye

Arbor Day Proclamation

Mayor Bott read the proclamation recognizing the importance of trees in reducing erosion, improving air quality, moderating temperatures, providing wildlife habitat, supporting economic vitality, increasing property values, and enhancing the beauty of the community.

The proclamation noted that Arbor Day was first established in Nebraska in 1872 by J. Sterling Morton and has since become an annual observance throughout the nation and world. Mayor Bott proclaimed April 24, 2026, as Arbor Day in Brigham City and encouraged residents to celebrate Arbor Day, support efforts to protect trees and woodlands, and continue planting and caring for trees within the community.

Mayor Bott thanked Public Works Director Mike Waite for bringing the proclamation forward.

At 6:45 PM Councilmember Jeffries made a motion to adjourn and move into a budget work session. The motion was seconded by Councilmember Jensen. Motion passed unanimously.

The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the May 21, 2026 City Council Meeting.

Dated this 5th of June, 2026.

____
Kristina Rasmussen, City Recorder

** These meeting minutes were generated with the assistance of artificial intelligence and have been reviewed, edited and approved by Brigham City Staff.

PROPETY TAX IMPACT SCHEDULE

Pursuant to 59-2-919(4)(a)(i) and 59-2-924(8)(b), the proposed tax rate increase is summarized as follows:

Revenue Impact

- Estimated additional property tax revenue: $455,000
- Percentage increase in total property tax revenue: 12.93%

Taxpayer Impact

- Average residential property ($400,000):
  - Prior year tax: $370.80
  - Proposed tax: $418.76
  - Annual Increase: $47.96
  - Percentage Increase: 12.93%

- Average commercial property ($1,200,000):
  - Prior year tax: $2,022.31
  - Proposed tax: $2,283.87
  - Annual Increase: $261.56
  - Percentage Increase: 12.93%

Departmental Budget and Operational Impact
The proposed tax rate increase will impact the following departments:

Mayor's Office
Budget Impact ($140,000): This change is attributable to personnel costs associated with transitioning from a contracted attorney to a full-time City Attorney position, including wages and benefits that were not previously provided under the contract arrangement.

Operational Impact: Approval of the proposed tax rate increase will allow the City to maintain consistent legal services following the anticipated conclusion of the current contract. While the City has greatly benefited from a highly effective contracted attorney, the transition to a full-time City Attorney is intended to provide dedicated, on-site legal support and ensure continuity of services moving forward.

A full-time attorney will offer increased day-to-day availability, more direct integration with City staff and operations, and the ability to provide timely review of contracts, ordinances, and policies. This position will also support ongoing legal needs related to economic development, personnel matters, and regulatory compliance.

Without the proposed increase, the City would need to secure alternative contracted legal services, which may result in variability in availability, higher hourly costs over time, or reduced consistency depending on the provider.

Parks Department
Budget Impact ($110,000): This change is due to increased temporary wage costs to address seasonal staffing needs and rising service demands.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding temporary staff to better maintain the City's parks system. This includes improved mowing schedules,

landscaping, cleanliness, and overall park appearance. Additional staffing will help the department keep pace with increased usage and expectations as the City continues to grow.

Without the proposed increase, the department would likely continue to fall behind on routine maintenance and upkeep, resulting in declining park conditions, reduced aesthetic quality, and potential impacts to public use and community satisfaction.

Police Department

Budget Impact ($205,000): This increase is driven by personnel costs related to adding an Administrative Sergeant position, as well as market-based wage adjustments for animal control officers and staff.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding an Administrative Sergeant to oversee animal control, school crossing guards, IT functions, and key administrative responsibilities, including policy updates and accreditation standards. Adjustments to animal control wages will help the City remain competitive in the labor market and support retention of qualified staff. These changes will improve overall operational efficiency and allow sworn officers to focus more directly on core public safety duties.

Without the proposed increase, the department would likely need to delay or forego adding the Administrative Sergeant and may face challenges in retaining animal control staff, resulting in continued strain on existing personnel and reduced capacity to effectively manage administrative and support functions.

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY: Jeff Schmitt

2. DEPARTMENT OR DIVISION: Finance

3. DATE INITIATED: May 29, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

   Fraud Risk Assessment

5. ESTIMATED TIME NEEDED: 10 minutes

6. PROPOSED DATE FOR COUNCIL ACTION: June 4, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
05.29.2026	Jeff Schmitt		

9. MAYOR'S SIGNATURE:

Fraud Risk Assessment

Continued

*Total Points Earned: 375 /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?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?	X	5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	X	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?	X	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?	X	20
7. Does the entity have or promote a fraud hotline?	X	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

*Entity Name: Brigham City

*Completed for Fiscal Year Ending: 06/30/2026 *Completion Date: 05/05/2026

*CAO Name: Derek Oyler *CFO Name: Jeff Schmitt

*CAO Signature: ______________ *CFO Signature: [signature]

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
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?			X	
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".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?			X	
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?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
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".	X			
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".	X			
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".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
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".	X			

* 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

Implementation Guide

Revised December 2020

Fraud Risk Assessment

Background

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

Internal Controls as a Discipline

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

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

The COSO Framework includes five principles:

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

- Monitoring

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

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

Recommended Measures

1. Separate Duties over Cash Accounts (Crucial)

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

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

2. Require a Commitment of Ethical Behavior

Purpose

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

Overview

Maintaining an ethical environment requires setting an example and communicating proper expectations at every level of the organization. Training and re-enforcement of ethical standards must be continuous and applicable. Expectations must point to the highest standards and not excuse bad behavior by anyone for any reason.

Implementation

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

3. Adopt and Put Into Practice Written Policies

Overview

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

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

b. Procurement

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

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

c. Ethical Behavior

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

d. Reporting Fraud and Abuse

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

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

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

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

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

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

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

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

4. Hire and Train Qualified Staff

Purpose

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

Overview

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

Implementation

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

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

5. Provide Effective Training

Overview

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

Implementation

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

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

6. Implement a Hotline

Definition

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

Overview

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

Implementation

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

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

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

7. Implement an Internal Audit Function

Definition

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

Overview

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

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

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

Implementation

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

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

Adaptation for small entities

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

8. Use an Audit Committee

Purpose

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

Membership

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

Functions

An audit committee must ensure the following:

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

Risk Score

We have developed a five-level assessment score that is intended to communicate the entity's risk of undetected fraud, abuse, or noncompliance. The levels are based upon points assigned to each of the recommended measures. Since some measures are more effective than others, the most effective measures are assigned the most points. As more measures are adopted the score improves. The higher the score, the lower the risk.

The scale and corresponding levels are as follows:

- Very Low
- Low
- Moderate
- High
- Very High

See the *Fraud Risk Assessment Questionnaire* (attached) for specific points assigned to each measure and how point totals correspond to the risk scale.

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.

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY: Jeff Schmitt

2. DEPARTMENT OR DIVISION: Finance

3. DATE INITIATED: May 27, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

   Work Session on Tentative Budget

5. ESTIMATED TIME NEEDED: 1 Hour

6. PROPOSED DATE FOR COUNCIL ACTION: June 4, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
05.27.2026	Jeff Schmitt		

9. MAYOR'S SIGNATURE:

BRIGHAM CITY
AGENDA ITEM FOR CITY COUNCIL MEETING

1. INITIATED BY: Jeff Schmitt

2. DEPARTMENT OR DIVISION: Finance

3. DATE INITIATED: May 27, 2026

4. BRIEF EXPLANATION OF PROPOSED ACTION (ATTACH OTHER DOCUMENTATION AS NECESSARY):

   Publishing of the Property Tax Impact Schedule

5. ESTIMATED TIME NEEDED: 1 Hour

6. PROPOSED DATE FOR COUNCIL ACTION: June 4, 2026

7. EXPLANATION OF DEADLINE, IF APPLICABLE:

8. REVIEW

Date	Name	Signature	Attachment
05.27.2026	Jeff Schmitt		

9. MAYOR'S SIGNATURE: ____________

Pursuant to 59-2-919(4)(a)(i) and 59-2-924(8)(b), the proposed tax rate increase is summarized as follows:

Revenue Impact

- Estimated additional property tax revenue: $455,000
- Percentage increase in total property tax revenue: 12.93%

Taxpayer Impact

- Average residential property ($400,000):
  - Prior year tax: $370.80
  - Proposed tax: $418.76
  - Annual Increase: $47.96
  - Percentage Increase: 12.93%

- Average commercial property ($1,200,000):
  - Prior year tax: $2,022.31
  - Proposed tax: $2,283.87
  - Annual Increase: $261.56
  - Percentage Increase: 12.93%

Departmental Budget and Operational Impact
The proposed tax rate increase will impact the following departments:

Mayor's Office
Budget Impact ($140,000): This change is attributable to personnel costs associated with transitioning from a contracted attorney to a full-time City Attorney position, including wages and benefits that were not previously provided under the contract arrangement.

Operational Impact: Approval of the proposed tax rate increase will allow the City to maintain consistent legal services following the anticipated conclusion of the current contract. While the City has greatly benefited from a highly effective contracted attorney, the transition to a full-time City Attorney is intended to provide dedicated, on-site legal support and ensure continuity of services moving forward.

A full-time attorney will offer increased day-to-day availability, more direct integration with City staff and operations, and the ability to provide timely review of contracts, ordinances, and policies. This position will also support ongoing legal needs related to economic development, personnel matters, and regulatory compliance.

Without the proposed increase, the City would need to secure alternative contracted legal services, which may result in variability in availability, higher hourly costs over time, or reduced consistency depending on the provider.

Parks Department
Budget Impact ($110,000): This change is due to increased temporary wage costs to address seasonal staffing needs and rising service demands.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding temporary staff to better maintain the City's parks system. This includes improved mowing schedules,

landscaping, cleanliness, and overall park appearance. Additional staffing will help the department keep pace with increased usage and expectations as the City continues to grow.

Without the proposed increase, the department would likely continue to fall behind on routine maintenance and upkeep, resulting in declining park conditions, reduced aesthetic quality, and potential impacts to public use and community satisfaction.

Police Department

Budget Impact ($205,000): This increase is driven by personnel costs related to adding an Administrative Sergeant position, as well as market-based wage adjustments for animal control officers and staff.

Operational Impact: Approval of the proposed tax rate increase will allow the department to enhance service levels by adding an Administrative Sergeant to oversee animal control, school crossing guards, IT functions, and key administrative responsibilities, including policy updates and accreditation standards. Adjustments to animal control wages will help the City remain competitive in the labor market and support retention of qualified staff. These changes will improve overall operational efficiency and allow sworn officers to focus more directly on core public safety duties.

Without the proposed increase, the department would likely need to delay or forego adding the Administrative Sergeant and may face challenges in retaining animal control staff, resulting in continued strain on existing personnel and reduced capacity to effectively manage administrative and support functions.