



Ogden City

City Council Special Meeting Agenda

October 13, 2015 – immediately following the Redevelopment Agency meeting which begins at 6:00 p.m.

City Council Chambers

Municipal Building – Third Floor

2549 Washington Boulevard, Ogden, Utah 84401

1. Roll Call.
2. Common Consent (*voice vote*):
 - a. **Fiscal Year 2016 Budget Amendment.** Proposed Ordinance 2015-45 amending the budget for the Fiscal Year July 1, 2015 to June 30, 2016 by increasing the anticipated revenues for a gross increase of \$1,604, 925. (*Set public hearing for October 27, 2015*)
3. Public Comments: This is an opportunity to address the Council regarding your concerns or ideas. Please state your name and address clearly for the record, and limit your comments to three minutes.
4. Comments:
 - a. Mayor.
 - b. Council members.
5. **Closed Executive Session.** Consideration of adjourning into a Closed Executive Session pursuant to one or more of the provisions of Section 52-4-205(1) of the Open and Public Meetings Law:
 - a. Discussion of the character, professional competence, or physical or mental health of an individual
 - b. Strategy session to discuss collective bargaining
 - c. Strategy session to discuss pending or reasonably imminent litigation
 - d. Strategy session to discuss the purchase, exchange, or lease of real property
 - e. Strategy session to discuss the sale of real property
 - f. Discussion regarding deployment of security personnel, devices, or systems
 - g. Investigative proceedings regarding allegations of criminal misconduct.
(*Adjourn/not adjourn – roll call vote*)
6. Adjournment.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the Management Services Department at 629-8701 (TDD # 629-8949) or by email: ADACompliance@ci.ogden.ut.us at least 48 hours in advance of the meeting.

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### CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and/or agenda was posted in three public places within the Ogden City Limits on this 9th day of October, 2015. These public places being: 1) City Recorder's Office on the 2nd floor of the Municipal Building; 2) 2nd floor foyer of the Municipal Building; and 3) the Weber County Library. A copy was posted to the Utah State Public Notice Website and the Ogden City Website, as well as provided to the Standard-Examiner.

TRACY HANSEN, MMC  
OGDEN CITY RECORDER

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Ogden City Council Agenda Information Line – 801-629-8159



# City Council Meeting COUNCIL STAFF REVIEW

## **FY2016 BUDGET AMENDMENT (\$1,604,925)**

- *Recognize and Appropriate Revenue from Comcast Grant and Private Donation (General Fund- \$29,925)*
- *Recognize and Appropriate Funds for Branding Project (\$100,000)*
- *Appropriate Grant Funds and Critical Contingency Funds for Airport Improvements and Grant Match (\$750,000)*
- *Transfer/Appropriate IT Funds (\$725,000)*

**DETERMINATION:**                      **Set or Not Public Hearing for October 27, 2015**

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### *Executive*

#### *Summary*

The Council will consider setting a public hearing on Ordinance 2015-45, a budget amendment that proposes to increase the FY2016 budget by \$1,604,925 by recognizing and appropriating funds from various grants and fund balance to the General Fund and transferring funds from the Critical Contingency CIP Account to cover Airport projects. The proposed amendment also transfers funds appropriated in the FY2016 Budget to the IT Fund.

#### *Background*

**October 6, 2015**

The Council office received an Administrative Transmittal requesting an amendment to the FY2016 Budget.

#### *Proposal*

The Administration is proposing an Ordinance that will increase the FY2016 budget by \$1,604,925. The proposed amendment recognizes and appropriates funds from two grants and General Fund fund balance to the General Fund. The proposed amendment also transfers funds from the Critical Contingency CIP Account to cover Airport projects. Finally, the proposal transfers funds appropriated in the FY2016 Budget for IT Costs to the IT Fund.



# City Council Meeting COUNCIL STAFF REVIEW

The Administration is requesting the Council amend the FY2016 Budget as follows:

| <b>Revenue and Appropriations</b>                        |                     |
|----------------------------------------------------------|---------------------|
| <b>General Fund</b>                                      |                     |
| Comcast Grant for Volunteer Support                      | \$ 9,925            |
| Private Donation for Police Dog                          | \$ 20,000           |
| Fund Balance for Branding Project                        | \$ 100,000          |
| <b>AIRPORT FUND</b>                                      |                     |
| Critical Contingency from CIP to Airport for Grant Match | \$ 50,000           |
| Federal Grant for Airport Projects                       | \$ 700,000          |
| <b>IT FUND</b>                                           |                     |
| Revenue from Other Departments.                          | \$ 725,000          |
| <b>TOTAL</b>                                             | <b>\$ 1,604,925</b> |

***Question***

Please review the revenues and appropriations outlined in the proposed Budget Amendment.

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**Board Staff Contact: Janene Eller-Smith, (801)629-8165**

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**Council Staff Contact: Janene Eller-Smith, (801) 629-8165**

RECEIVED

OCT 06 2015

OGDEN CITY  
COUNCIL OFFICE

OGDEN CITY TRANSMITTAL

Date: October 2, 2015  
To: Ogden City Council  
From: Lisa Stout, Comptroller  
RE: Budget Opening – FY 2016 Donations, Branding, Airport AIP and IT Funds

Staff Contact: Lisa Stout, Comptroller, ext. 8713   
Recommendation: Set public hearing and adopt ordinance  
Documents:

- Ordinance
- Schedule A (Revenue)
- Revenue Detail Schedule
- Schedule B (Appropriations)
- Appropriation Detail Schedule
- Airport AIP Transmittal
- Airport AIP Project Schedule

**Executive Summary**

This proposed action is to recognize various appropriations of new revenue or expected activities.

The City received a donation from Comcast Cares of \$9,925. These funds are included as donation revenue and an appropriation to the public services special supplies budget to help fund the costs associated with volunteer efforts by the City. A Comcast Cares Day was held on Saturday April 25<sup>th</sup>. The City earned a donation for employees who volunteer on April 25<sup>th</sup>. Additionally, this budget opening includes donation revenue given to the police department to help in the costs of replacing a police dog. This donation was made by a Citizen for the purchase of a new police dog in the amount of \$20,000.

The City is proposing an appropriation of general fund balance for a branding initiative in the amount \$100,000. The City currently has a budget of \$60,000 from prior years for committed to rebranding the City, which will be carried forward to the current year budget. It is estimated that the cost to rebrand Ogden City will exceed \$60,000, the additional funding will allow the City to pay for a consultant and help cover the any necessary printing, publishing and change out costs.

The City is proposing a use of Critical Contingency funding in the amount of \$50,000 to be transferred to the Airport to help fund the City portion of the Airport Improvement Projects (AIP) awarded to the Hinckley Airport. Detail regarding the AIP's have been provided by Jon Greiner, Airport Manager and attached. Use of \$50,000 from the Critical Project Contingency will leave a budget of \$61,065 available.

The City is also including the Airport AIP award not already budgeted in the amount of \$700,000, \$50,000 from the Ogden City Critical Contingency funding required as a match to the federal funds.

The final appropriation included is to recognize expected revenue and expenses in the IT fund from purchases made for and charged out to other City departments. This is normally done at year end, however the amount has been consistently \$750,000 in the past few years, it seems appropriate to move this budget action to a mid-year item and if any additional funding is necessary, add that funding at year end.

**Background**

Council action is required to appropriate.

**Proposal**

Review and adopt ordinance.

**Fiscal Impact**

An increase to the City Budget of \$1,604,925.

ORDINANCE NO. 2015-45

AN ORDINANCE OF OGDEN CITY AMENDING THE BUDGET FOR THE FISCAL YEAR JULY 1, 2015 TO JUNE 30, 2016 BY INCREASING THE ANTICIPATED REVENUES FOR A GROSS INCREASE OF \$1,604,925 FROM SOURCES AS DETAILED IN THE BODY OF THIS ORDINANCE; AND INCREASING THE APPROPRIATIONS FOR A GROSS INCREASE OF \$1,604,925 AS DETAILED IN THE BODY OF THIS ORDINANCE; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE IMMEDIATELY UPON POSTING AFTER FINAL PASSAGE.

WHEREAS, after due consideration, the Council of Ogden City has approved the proposed modifications as described herein.

**The Council of Ogden City hereby ordains:**

**SECTION 1.** Anticipated revenues, transfers and adjustments for the 2015-2016 budget altered, increased and decreased. The anticipated revenues, transfers and adjustments for the various funds of the 2015-2016 budget are hereby changed as hereinafter set forth, with net adjustments of \$1,604,925, as detailed in Schedule "A", which is attached hereto and made a part by reference.

**SECTION 2.** Appropriations from the 2015-2016 budget altered, increased and decreased. The appropriations for various funds of the 2015-2016 budget are herein altered, increased and decreased by net adjustments of \$1,604,925, as follows:

Appropriations increased since June 30, 2015 as detailed in Schedule "B", which is attached hereto and made a part hereof by reference.

**SECTION 3.** Effective date. This ordinance shall become effective immediately upon posting after final passage.

**PASSED, ADOPTED AND ORDERED POSTED** by the Council of Ogden City, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
Tracy Hansen, City Recorder

Transmitted to the Mayor on \_\_\_\_\_

Mayor's Action: \_\_\_\_ Approved \_\_\_\_ Vetoed

\_\_\_\_\_  
Michael P. Caldwell, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Hansen, City Recorder

Posting Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Approved as to Form: \_\_\_\_\_  
Legal Date

**OGDEN CITY**  
**BUDGET OPENING - FY 2016 DONATIONS, BRANDING, AIRPORT AIP AND IT FUNDS**  
**REVENUE SCHEDULE**  
**SCHEDULE "A"**

| <u>Account Title</u>                 | <u>Account Number</u> | <u>Amount</u>                     |
|--------------------------------------|-----------------------|-----------------------------------|
| <b><u>GENERAL FUND</u></b>           |                       |                                   |
| VOLUNTEER COSTS SUPPORT              | 1000-1-37003          | \$ 9,925                          |
| POLICE DOG DONATION                  | 1000-1-37001          | \$ 20,000                         |
| USE OF FUND BALANCE                  | 1000-1-83002          | \$ 100,000                        |
| <b>SUB TOTAL GENERAL FUND</b>        |                       | <b><u>\$ 129,925</u></b>          |
| <b><u>AIRPORT FUND</u></b>           |                       |                                   |
| TRANSFERS - CIP CRITICAL CONTINGENCY | 5130-1-84003          | \$ 50,000                         |
| FEDERAL AIRPORT GRANTS               | 5130-1-32000          | \$ 700,000                        |
| <b>SUB TOTAL AIRPORT FUND</b>        |                       | <b><u>\$ 750,000</u></b>          |
| <b><u>IT FUND</u></b>                |                       |                                   |
| EQUIP-OTHER DEPTS REVENUE            | 6120-1-44309          | \$ 725,000                        |
| <b>SUB TOTAL IT FUND</b>             |                       | <b><u>\$ 725,000</u></b>          |
| <b>TOTAL REVENUE BUDGET</b>          |                       | <b><u><u>\$ 1,604,925</u></u></b> |

OGDEN CITY  
 BUDGET OPENING - FY 2016 DONATIONS, BRANDING, AIRPORT AIP AND IT FUNDS  
 REVENUE DETAIL SCHEDULE

| <u>Item Title</u> | <u>Description</u> | <u>Amount</u> |
|-------------------|--------------------|---------------|
|-------------------|--------------------|---------------|

**GENERAL FUND**

|                               |                                                          |                   |
|-------------------------------|----------------------------------------------------------|-------------------|
| VOLUNTEER COSTS SUPPORT       | Comcast Cares Volunteer Support Donations.               | \$ 9,925          |
| POLICE DOG DONATION           | Donation made for the purchase of a police dog.          | \$ 20,000         |
| USE OF FUND BALANCE           | Fund balance appropriation for use in branding contract. | \$ 100,000        |
| <b>SUB TOTAL GENERAL FUND</b> |                                                          | <b>\$ 129,925</b> |

**AIRPORT FUND**

|                                      |                                                                                                                                                                     |                   |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| TRANSFERS - CIP CRITICAL CONTINGENCY | Transfer of CIP critical contingency funds to Airport for match requirement on airport AIP funding from FAA.                                                        | \$ 50,000         |
| FEDERAL AIRPORT GRANTS               | Recognize an additional \$700,000 in federal funding at the Airport. \$1.3M was in adopted budgeted for FY16. This brings total FAA grant revenue for FY16 to \$2M. | \$ 700,000        |
| <b>SUB TOTAL AIRPORT FUND</b>        |                                                                                                                                                                     | <b>\$ 750,000</b> |

**IT FUND**

|                           |                                                                      |                   |
|---------------------------|----------------------------------------------------------------------|-------------------|
| EQUIP-OTHER DEPTS REVENUE | Recognize revenue from other departments for purchases of equipment. | \$ 725,000        |
| <b>SUB TOTAL IT FUND</b>  |                                                                      | <b>\$ 725,000</b> |

|                             |                     |
|-----------------------------|---------------------|
| <b>TOTAL REVENUE BUDGET</b> | <b>\$ 1,604,925</b> |
|-----------------------------|---------------------|

OGDEN CITY  
 BUDGET OPENING - FY 2016 DONATIONS, BRANDING, AIRPORT AIP AND IT FUNDS  
 APPROPRIATION SCHEDULE  
 SCHEDULE "B"

| <u>Account Title</u>             | <u>Account Number</u>  | <u>CIP #</u> | <u>Amount</u>                     |
|----------------------------------|------------------------|--------------|-----------------------------------|
| <b><u>GENERAL FUND</u></b>       |                        |              |                                   |
| SPECIAL SUPPLIES - PROJECTS      | 1000-1-01-850100-12204 |              | \$ 9,925                          |
| OPERATING SUPPLIES               | 1000-1-02-350101-12210 |              | \$ 20,000                         |
| PROFESSIONAL AND TECH - BRANDING | 1000-1-01-300300-134** |              | \$ 100,000                        |
| <b>SUB TOTAL GENERAL FUND</b>    |                        |              | <b><u>\$ 129,925</u></b>          |
| <b><u>CIP FUND</u></b>           |                        |              |                                   |
| CIP CRITICAL PROJECT CONTINGENCY | 4100-1-01-300300-14415 |              | \$ (50,000)                       |
| TRANSFER TO AIRPORT FUND         | 4100-1-09-300200-41000 |              | \$ 50,000                         |
| <b>SUB TOTAL CIP FUND</b>        |                        |              | <b><u>\$ -</u></b>                |
| <b><u>AIRPORT FUND</u></b>       |                        |              |                                   |
| CITY FUNDED CIP                  | 5130-1-03-551802-33005 |              | \$ 50,000                         |
| FEDERAL FUNDED CIP               | 5130-1-03-551802-33006 |              | \$ 700,000                        |
| <b>SUB TOTAL AIRPORT FUND</b>    |                        |              | <b><u>\$ 750,000</u></b>          |
| <b><u>IT FUND</u></b>            |                        |              |                                   |
| SPEC DEPT EQUIP                  | 6120-1-01-200802-34001 |              | \$ 16,000                         |
| SPEC DEPT EQUIP - NETWORK        | 6120-1-01-200801-34002 |              | \$ 60,000                         |
| EQUIP-OTHER DEPTS                | 6120-1-01-200801-34006 |              | \$ 649,000                        |
| <b>SUB TOTAL IT FUND</b>         |                        |              | <b><u>\$ 725,000</u></b>          |
| <b>TOTAL APPROPRIATIONS</b>      |                        |              | <b><u><u>\$ 1,604,925</u></u></b> |



## LETTER OF TRANSMITTAL

### Unusual Request of Funds

**To:** Mark Johnson & Ogden City Council

**Thru:** Tom Christopulos

**From:** Jon Greiner

**Subject:** Airport Capital Improvement Program (AIP)

**Background:** With the movement to Commercial Aviation of the Ogden Airport in 2012 there began an opportunity for Ogden to receive \$1,000,000 dollars for the Ogden Airport Improvement Program with the FAA. Before 2012 Ogden received between \$150,000 and \$250,000 as a 139 Airport. The movement to \$1,000,000 is conditioned on there being 10,000 passengers go through the Ogden Passenger gate in one year. Prior to 2012 the FAA put up 90% of the match for a grant, the state put up 5%, and Ogden put up 5%. After 2012 and after 10,000 passengers in one year the formula changed to roughly 90% FAA and 10% Ogden. Which is the situation we are in today. This grant money is part of an October 1, 2014 FAA budget allocation, but generally doesn't show up to recipients until April-June of the following October 1. This leaves the June to September timeframe to get bids, award grant, and set start dates. Ogden started the process in May but didn't get bids back until August 20<sup>th</sup>.

An engineer's, ADG, preparation of the first years bids for the 2015 money, which has to be in an accepted grant by September 30, 2015, came back higher than the \$1,000,000 FAA money and the \$103,000 Ogden budgeted money. Actually \$214,383 higher. See attached spread sheet for 2015.

**Proposed solution:** Ogden cover the \$214,383 shortfall for 9 months until the next \$1,000,000 allocation in April 2016. Ogden receives back the \$214,383 in available funds from the FAA at that time frame. See attached spread sheet areas highlighted in **yellow**.

**How does Ogden cover this \$214,383? Here is the information from the Comptroller's office and this morning's discussion with Council Staff.**

- \$25,000 will come from E 5130-1-03-551801-14103, Pavement Maintenance.
- \$50,000 will come from E 4100-1-01-300300-14415, CIP Critical Project Contingency
- The remaining \$250,000 will come from your Airport Grant Match account that the City contributes \$50,000 to each year, E 5130-1-03-551802-33005, City Funded CIP. This is the amount remaining in that fund from prior contributions.

That will bring the total in your transmittal to \$325,000 to meet the \$314,000 grant match.

The reason we would like to use the CIP critical project contingency fund is to prevent a delay to the AIP capital improvement project in a manner so as to significantly increase the costs otherwise authorized and approved under the construction contracts for the project.

If I can provide any further information on this please let me know.

Jon Greiner  
Airport Manager  
801-629-8223

Ogden-Hinckley Airport  
 Ogden, Utah  
 FY15, FY16 AIP Project Budget

FY15 Budget

Project Costs:

|                                               | Total               | FAA                 | State       | Sponsor           |
|-----------------------------------------------|---------------------|---------------------|-------------|-------------------|
|                                               | 100%                | 90.630%             | 0.000%      | 9.370%            |
| Sponsor Administration (est.)                 | \$ 4,000            | \$ 3,625            | \$ -        | \$ 375            |
| Engineering Services (contracted)             | --                  | --                  | --          | --                |
| Basic Services - Design                       | \$ 70,000           | \$ 63,441           | \$ -        | \$ 6,559          |
| Basic Services - Bidding                      | \$ 4,500            | \$ 4,078            | \$ -        | \$ 422            |
| Special (Construction) Services-Not to Exceed | \$ 49,500           | \$ 44,862           | \$ -        | \$ 4,638          |
| Construction - AS BID                         |                     |                     |             |                   |
| Schedule I - R/W 3-21 Shoulders               | \$ 1,062,200        | \$ 962,672          | \$ -        | \$ 99,528         |
| Schedule II - T/W A Overlay                   | \$ 127,491          | \$ 115,545          | \$ -        | \$ 11,946         |
| <b>Total Project Costs:</b>                   | <b>\$ 1,317,691</b> | <b>\$ 1,194,223</b> | <b>\$ -</b> | <b>\$ 123,468</b> |

Project Funds:

|                               | Total               | FAA                 | State       | Sponsor           |
|-------------------------------|---------------------|---------------------|-------------|-------------------|
| AIP Grant (90.63%)            | \$ 1,000,000        | \$ 1,000,000        |             |                   |
| State Grant (0.00%)           | \$ -                |                     | \$ -        |                   |
| Local Match (9.37%)           | \$ 103,387          |                     |             | \$ 103,387        |
| Local Additional Funding      | \$ 214,303          |                     |             | \$ 214,303        |
| <b>Total Project Funding:</b> | <b>\$ 1,317,690</b> | <b>\$ 1,000,000</b> | <b>\$ -</b> | <b>\$ 317,690</b> |

**FY16 Budget**

**Project Costs:**

|                                               | Total               |
|-----------------------------------------------|---------------------|
|                                               | 100%                |
| Sponsor Administration (est.)                 | \$ 4,000            |
| Engineering Services (contracted)             | --                  |
| Basic Services - Design                       | \$ 50,000           |
| Basic Services - Bidding                      | \$ 4,500            |
| Special (Construction) Services-Not to Exceed | \$ 35,000           |
| Construction                                  |                     |
| Schedule I - R/W 3-21 Shoulders               | \$ 214,303          |
| Schedule II - Hold Liens and Signs            | \$ 375,000          |
| Schedule III - Snow Removal Equipment         | \$ 420,584          |
| <b>Total Project Costs:</b>                   | <b>\$ 1,103,387</b> |

| FAA                 | State       | Sponsor           |
|---------------------|-------------|-------------------|
| 90.630%             | 0.000%      | 9.370%            |
| \$ 3,625            | \$ -        | \$ 375            |
| --                  | --          | --                |
| \$ 45,315           | \$ -        | \$ 4,685          |
| \$ 4,078            | \$ -        | \$ 422            |
| \$ 31,721           | \$ -        | \$ 3,280          |
| \$ 194,223          | \$ -        | \$ 20,080         |
| \$ 339,863          | \$ -        | \$ 35,138         |
| \$ 381,175          | \$ -        | \$ 39,409         |
| <b>\$ 1,000,000</b> | <b>\$ -</b> | <b>\$ 103,387</b> |

**Project Funds:**

|                               | Total             |
|-------------------------------|-------------------|
| AIP Grant (90.63%)            | \$ 1,000,000      |
| State Grant (0.00%)           | \$ -              |
| Local Match (9.37%)           | \$ 103,387        |
| Local Additional Funding      | \$ (214,303)      |
| <b>Total Project Funding:</b> | <b>\$ 889,084</b> |

| FAA                 | State       | Sponsor             |
|---------------------|-------------|---------------------|
| \$ 1,000,000        |             |                     |
|                     | \$ -        |                     |
|                     |             | \$ 103,387          |
|                     |             | \$ (214,303)        |
| <b>\$ 1,000,000</b> | <b>\$ -</b> | <b>\$ (110,916)</b> |

**Project Funds (Two Year Total):**

|                               | Total               |
|-------------------------------|---------------------|
| AIP Grants (90.63%)           | \$ 2,000,000        |
| State Grant (0.00%)           | \$ -                |
| Local Match (9.37%)           | \$ 206,775          |
| Local Additional Funding      | \$ -                |
| <b>Total Project Funding:</b> | <b>\$ 2,206,775</b> |

| FAA                 | State       | Sponsor           |
|---------------------|-------------|-------------------|
| \$ 2,000,000        |             |                   |
|                     | \$ -        |                   |
|                     |             | \$ 206,775        |
|                     |             | \$ -              |
| <b>\$ 2,000,000</b> | <b>\$ -</b> | <b>\$ 206,775</b> |