



CITY OF NORTH SALT LAKE

**AUDIT COMMITTEE
MEETING NOTICE & AGENDA
March 18, 2025
5:00 P.M.**

Notice is given that the City of North Salt Lake's Audit Committee will hold a meeting on **March 18, 2025 at 5:00 p.m.** The meeting will be held in the Council Conference Room on the 2nd Floor of City Hall, 10 East Center Street, North Salt Lake, Utah.

Meetings of the Audit Committee may be conducted via electronic means pursuant to Utah Code Ann. §52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted in accordance with the City's Electronic Meetings Policy.

The following items of business will be discussed; the order of business may be changed as time permits.

AGENDA ITEMS

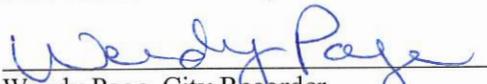
1. Welcome
2. Approval of Audit Committee Minutes of February 18, 2025
3. Review Draft Utility Hardship Policy and Consider Recommendation to the City Council
4. Discuss Responses from Professional Audit Services RFP and Set Timeline for Evaluation Committee
5. Set Time and Agenda Items for Next Audit Committee Meeting
6. Adjourn

Audit Committee meetings are open to the public. If you need special accommodation to participate in the meeting, please call (801) 335-8709 with at least 24 hours' notice.

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, certify that copies of the agenda for the Audit Committee meeting to be March 18, 2025 were posted on the Utah Public Notice Website: <https://www.utah.gov/pmn/>, City's Website: <https://www.nslcity.org>, and at City Hall: 10 E. Center St. NSL.

Date Posted: March 17, 2025


Wendy Page, City Recorder



1 CITY OF NORTH SALT LAKE
2 AUDIT COMMITTEE MEETING
3 COUNCIL CONFERENCE ROOM
4 10 EAST CENTER STREET, NORTH SALT LAKE
5 FEBRUARY 18, 2025
6

7 **DRAFT**
8

9 COMMITTEE MEMBERS PRESENT: Brian Horrocks, Mayor; Lisa Watts Baskin, City
10 Council; Suzette Jackson, City Council.
11

12 STAFF PRESENT: Ken Leetham, City Manager; Heidi Voordeckers, Finance Director.
13

14 OTHERS PRESENT: Dee Lalliss, resident.
15

16 1. WELCOME
17

18 Committee Member Horrocks welcomed those present and called the meeting to order at 5:03
19 p.m.
20

21 2. APPROVAL OF AUDIT COMMITTEE MINUTES
22

23 The Audit Committee minutes of December 3, 2024 were reviewed and approved, as written.
24

25 **Committee Member Jackson moved to approve the Audit Committee minutes of December**
26 **3, 2024. Committee Member Horrocks seconded the motion. The motion was approved by**
27 **Committee Members Horrocks and Jackson.** Committee Member Baskin was excused.
28

29 3. REVIEW AND COMPARISON OF ANNUAL AUDIT SERVICE COSTS
30

31 Heidi Voordeckers reported on the cost of the annual audit service. She shared 2023 data from
32 the transparency website showing which audit firms multiple Utah cities utilized and the cost
33 paid for their annual audit. She explained that the City prepared their own annual comprehensive
34 finance report (ACFR) and mentioned that some cities utilized one firm to conduct their audit
35 and another firm to prepare the report. She noted that the City paid \$33,450 in 2023 which was
36 the 53rd most expensive out of 76 cities. She said \$30,000 was the average cost for an audit and
37 that prior to receiving federal funds (ARPA and CARES funds) the City paid around \$22,000 per
38 annual audit.
39

40 The Committee reviewed the list of cities and audit cost and discussed presumed comparisons to
41 population and budgets. They determined it would be reasonable to obtain bids from other audit
42 firms.

43
44 Heidi Voordeckers commented that the City had used Child Richards (formerly Woods Richards)
45 since 2009 and it was best practice to switch firms on occasion. She noted that she had worked
46 with several different audit firms and found them similar to work with.

47
48 Committee Member Baskin arrived at 5:08 p.m.

49
50 Committee Member Baskin questioned the difference between a single audit and other audit
51 types. Heidi Voordeckers clarified that a single audit was an audit of those specific transactions
52 related to federally funded projects such as ARPA or UDOT. She noted that the cost for a single
53 audit ranged from \$5,000 to \$10,000.

54
55 Heidi Voordeckers reviewed the firms she had previously worked with and the qualifications to
56 look for when evaluating the proposals for a new audit firm including level of experience, similar
57 work (cities they have worked with), and those firms who would invest the necessary time with
58 staff and the Audit Committee.

59
60 4. REVIEW PROPOSED AMENDMENTS TO THE CITY PROCUREMENT
61 ORDINANCE

62
63 Heidi Voordeckers reported on the proposed amendments to the City Procurement Ordinance.
64 She commented that she had reviewed multiple procurement policies from other municipalities
65 and had included the most concise and straightforward procedures into the City's policy. She
66 spoke on the changes to the RFP process including when a project went out to bid and noted that
67 the dollar thresholds would remain the same but the proposed amendment would include a
68 section for "method of award" related to the procurement practices including lowest cost, best
69 value, or most qualified (at the discretion of the department head). She noted the proposed
70 amendments included:

- 71
- 72 • Clarifying the method of award may be cost, best value, or most qualified
 - 73 • Replacing the language related to "competitive bidding" with "competitive solicitation"
 - 74 • Revision of the statutory threshold for the Class C requirement to \$350,000
- 75

76 Committee Member Baskin asked if the City Attorney had reviewed the proposed changes. Heidi
77 Voordeckers replied that the City Attorney had not sent any corrections or comments at this time.

78

79 Heidi Voordeckers questioned if the Committee would be amenable to staff presenting these
80 changes to the City Council for approval. She explained that the RFP for audit services would
81 need to be posted soon to ensure that a contract was awarded prior to the beginning of the audit
82 on July 1, 2025.

83
84 **Committee Member Baskin moved that the Audit Committee recommend the enactment of**
85 **Exhibit A procurement provisions of supplies, materials, equipment, and contractual**
86 **services and have this presented to the City Council for its action. Committee Member**
87 **Horrocks seconded the motion. The motion was approved by Committee Members Baskin**
88 **and Horrocks.** Committee Member Jackson was excused.

89

90 5. REVIEW PROPOSED RFP FOR AUDIT SERVICES

91

92 Heidi Voordeckers presented the proposed RFP for audit services. She said overall it consisted of
93 standard language but included some requests unique to the City including a reporting deadline
94 of December 15th. She shared that the submissions would be received by the City Recorder who
95 would direct any technical questions related to the RFP to the appropriate staff. She provided the
96 submission deadline of March 13th for audit services followed by an Audit Committee meeting
97 later in March or April to review the proposals.

98

99 Ms. Voordeckers continued her review of the RFP including evaluation criteria, establishing a
100 five year contract, scoring weighting, licensing, conflict of interest, etc. She explained that while
101 the proposal was for a five year contract with set pricing, the City could terminate the contract
102 subject to annual performance evaluations, budget appropriations, and other City needs. She
103 clarified that the actual contract would also have additional protections for the City.

104

105 6. SET TIME AND AGENDA ITEMS FOR NEXT AUDIT COMMITTEE MEETING

106

107 Heidi Voordeckers proposed that the next meeting be held on March 18th to review the audit firm
108 proposals. She would prepare a scoring form for the Committee that included the criteria that had
109 been discussed. She suggested the agenda include the review of the proposals and a review of a
110 draft Hardship Policy incorporating the items discussed at the previous audit committee meeting.

111

112 7. ADJOURN

113

114 The meeting was adjourned at 5:52 p.m.

115

116

117 *The foregoing was approved by the Audit Committee of the City of North Salt Lake on March 18,*
118 *2025 by unanimous vote of all members present.*

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120

121 _____
Wendy Page, City Recorder



CITY OF NORTH SALT LAKE FINANCE DEPARTMENT

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Heidi Voordeckers
Finance Director

MEMORANDUM

TO: Audit Committee Members Horrocks, Baskin, and Jackson

FROM: Heidi Voordeckers, Finance Director

DATE: 3/18/2025

SUBJECT: Proposed amendments to Title 1, Chapter 8 and Title 4, Chapter 3, establishing a hardship assistance program for residential utility customers.

BACKGROUND

For some time now, the City Council has expressed an interest in implementing a hardship assistance program for City utility customers. The Audit Committee met in December and discussed which elements it wished to include in this policy.

The attached draft attempts to incorporate the items discussed, as well as the additional criteria provided by Committee Member Baskin.

In short, the policy defines:

- 1) Previously discussed eligibility criteria (though the Committee may wish to consider others)
- 2) 50% reduction in billed services for three consecutive months for eligible applicants (again, the Committee may decide to choose a different level of assistance)
- 3) Limited to residential applicants in good standing
- 4) Ability for applicants to re-apply after 36-months (not necessary, but something to consider)
- 5) Hardship circumstances must be both recent and temporary
- 6) Household income must be at or below 150% of the Federal Poverty Level (see attached chart).
- 7) Authorization for the city to verify eligibility with outside parties/agencies
- 8) City ability to cancel or suspend program if needed
- 9) A formal appeals process for denied applications

Please review the attached draft and let's discuss at the meeting.

Attachments:

- 1) Proposed Ordinance
- 2) Exhibit A - Federal Poverty Level 150%

TITLE 4
HEALTH AND SANITATION

CHAPTER 3
GARBAGE AND REFUSE

SECTION:

4-3-6: Service Charges

4-3-6: SERVICE CHARGES:

A. Required: All residents within the City shall pay monthly garbage service charges in such amounts as specified in the comprehensive fee schedule resolution.

B. Vacancies: If a dwelling unit or a place of business has remained vacant for an entire month, the owner or possessor of the site may make arrangements with the **City Recorder utility billing department** for **no reduced** garbage collection charges during the continued vacancy of the premises.

C. Method Of Payment Of Service Charges:

1. The garbage service charges imposed by this section shall be added to the charge made for water furnished through the water system of the City, and shall be billed and collected in the same manner as water service charges are billed and collected.

2. In the event that the obligee for the water service charges and the obligee for the garbage service charges do not coincide, or in the event that practical economic and administrative reasons do not make combined billing and collection feasible, in the opinion of the City Council, the garbage service charges may be collected with such frequency and in such manner as the City Council shall by regulation provide. (Ord. 2018-08, 9-4-2018)

3. Residential property owners experiencing hardship and meeting specific criteria may apply for assistance as described by City Code 8-1-3(C), "Hardship Assistance".

CHAPTER 1
WATER USE AND REGULATIONS

SECTION:

8-1-3: Fees, Rates And Charges

8-1-3: FEES, RATES AND CHARGES:

A. Rates And Connection Fees: The rates, penalty fee for delinquency in payment, connection fee, reservoir fee, inspection fee and other charges incidental to connection and services from the city water system shall be in such amounts as specified in the

comprehensive fee schedule resolution. The governing body may promulgate rules for levying, billing, guaranteeing and collecting charges for water services and all other rules necessary for the management and control of the water system. Rates for services furnished shall be uniform with respect to each class or classes of service established or that may hereafter be established. (1989 Code § 14-117)

B. Delinquency; Discontinuance Of Service:

1. The City shall provide a utility bill containing the utility service charges assessed to each customer once a month. The utility bill may be sent electronically, or by mail.
2. The utility bill shall specify the amount charged for utility service, the available methods of payment, and the date payment is due.
3. Utility bills shall be delivered by the twentieth of each month for services provided during the previous month. The due date for the utility bill shall be the last day of the same month as the utility bill is delivered.
4. Delinquent Notification Procedure:
 - a. If utility bills are not paid by the fifteenth of the following month, a notice of "Past Due" amount will appear on the customer's next utility bill.
 - b. If the past due amount remains unpaid thirty (30) days after the original due date within ten (10) days an automated voice message call will be sent to the telephone number the customer has provided as their primary contact.
 - c. If the past due amount remains unpaid sixty (60) days after the original due date within ten (10) days the City will attempt a direct call (not automated) to the telephone number the customer has provided as their primary contact.
 - d. If the bill is not paid within twenty four (24) hours of the direct call the City may disconnect the delinquent customer from water services.
 - e. Shut-offs for non-payment may be done not sooner than a delinquency of at least sixty five (65) days or when two (2) monthly payment due dates have passed without payment.
 - f. After water service is disconnected, the City will only reconnect the delinquent customer when the total charges are paid in full or other arrangements are made with approval of the Finance Director or City Treasurer.
5. The City is hereby authorized and empowered to enforce the payment of all delinquent water charges by an action of law in the name of the City. (1989

Code § 14-121; amd. 2012 Code; Ord. 2021-07, 8-17-2021; Ord. 2022-03, 6-7-2022; Ord. 2023-14, 11-7-2023)

C. Hardship Assistance

The City of North Salt Lake recognizes that residents may experience temporary financial hardship due to unforeseen circumstances. This policy establishes a hardship assistance program that provides a 50% billing reduction on utility charges for up to three consecutive months for qualifying customers under the following guidelines:

1. Eligibility Criteria. To qualify for hardship assistance, applicants must meet the following criteria:
 - a. Account Holder Status:
 - i. The applicant must be the named account holder for a residential utility account within the City of North Salt Lake.
 - ii. The account must be in good standing for at least six (6) months prior to applying.
 - b. Demonstrated Financial Hardship:
 - i. The applicant must provide documentation proving financial hardship due to one or more of the following reasons:
 1. Job Loss or Reduced Work Hours: Unexpected job loss or significant reduction in work hours within the last six (6) months.
 2. Medical Hardship: Significant out-of-pocket medical expenses exceeding 10% of household income.
 3. Natural Disaster: Home or primary residence damage due to a declared disaster (e.g., flood, earthquake, wildfire).
 4. Disability: Temporary or permanent disability affecting the ability to work and meet financial obligations.
 5. Death, divorce, or legal separation from an immediate household member resulting in significant reduction in household income within the last six (6) months.
 - c. Household income must be at or below 150% of the Federal Poverty Level (FPL), as published annually by the U.S. Department of Health and Human Services (HHS).
2. Application. Applications for assistance must include the following:
 - a. Completed Hardship Assistance Application Form.
 - b. Proof of Hardship (One of the following):

- i. Job Loss: Termination letter, unemployment benefit statement, or severance agreement.
 - ii. Medical Expenses: Copies of medical bills, insurance claim denials, or a physician's certification.
 - iii. Natural Disaster: FEMA determination letter, insurance claim, or city/state emergency declaration.
 - iv. Disability: Social Security Disability Insurance (SSDI) letter, physician's statement, or disability benefits approval.
 - v. Death, divorce, or separation: Death certificate, finalized divorce decree, or legal separation agreement.
 - c. Proof of Income (One of the following):
 - i. Most recent pay stubs (last two months), most recent tax return (1040 form), or Social Security, Disability, or Unemployment benefits statement.

3. Verification & Approval.

- a. The utility billing department will confirm all required documentation is submitted. Incomplete applications will be returned with a request for missing documents.
- b. The City reserves the right to verify hardship claims by contacting employers, medical providers, insurance agencies, or government entities.
- c. Applicants will receive written notification of decision within fifteen (15) business days of submission.
- d. If approved, the 50% billing reduction will be applied to the next billing cycle for up to three (3) consecutive months.

4. Program Limitations & Funding.

- a. No applicant may receive hardship assistance for more than three (3) months within a 36-month period.
- b. The City may suspend or modify this program for any reason, including funding availability.

5. Appeals. Any applicant who is denied hardship assistance may request a hearing before the Administrative Law Judge to appeal the decision to deny.

- a. A request shall be in writing, on a request form provided by the City.
- b. The form shall be filed with the City Recorder or designee and signed by the person named in the hardship application.

150% of the HHS Poverty Guidelines for 2025*

Monthly Basis

Persons in family unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$1,956.25	\$2,443.75	\$2,248.75
2	\$2,643.75	\$3,303.75	\$3,040.00
3	\$3,331.25	\$4,163.75	\$3,831.25
4	\$4,018.75	\$5,023.75	\$4,622.50
5	\$4,706.25	\$5,883.75	\$5,413.75
6	\$5,393.75	\$6,743.75	\$6,205.00
7	\$6,081.25	\$7,603.75	\$6,996.25
8	\$6,768.75	\$8,463.75	\$7,787.50
For each additional person add	\$687.50	\$860.00	\$791.25

* As required by section 673(2) of the Omnibus Budget Reconciliation Act of 1981 (Pub. L. 97-35 - reauthorized by Pub. L. 105-285, Section 201 (1988)).

150% of the HHS Poverty Guidelines for 2025*
Annual Basis

Persons in family unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$23,475	\$29,325	\$26,985
2	\$31,725	\$39,645	\$36,480
3	\$39,975	\$49,965	\$45,975
4	\$48,225	\$60,285	\$55,470
5	\$56,475	\$70,605	\$64,965
6	\$64,725	\$80,925	\$74,460
7	\$72,975	\$91,245	\$83,955
8	\$81,225	\$101,565	\$93,450
For each additional person add	\$8,250	\$10,320	\$9,495

* As required by section 673(2) of the Omnibus Budget Reconciliation Act of 1981 (Pub. L. 97-35 - reauthorized by Pub. L. 105-285, Section 201 (1988)).