

1 **Minutes of the**  
2 **Parks, Recreation & Arts Committee Budget Review Meeting**

3 Bountiful City Hall, Council Work Room

4 April 6, 2021 (4:00 p.m.)  
5

6 Present:

7 Committee Members: Kate Bradshaw (chair), Richard Higginson,  
8 Chris R. Simonsen, Kendalyn Harris (arrived at 4:35 p.m.)  
9 City Manager: Gary Hill  
10 Assistant City Manager: Galen Rasmussen  
11 Department Personnel: Lloyd Cheney, Todd Christensen, Brock Hill,  
12 Kent McComb, Thomas Rhodes, Bruce Sweeten,  
13 Paul (Geno) Flanary  
14

15 Official Notice of this meeting had been given by posting a written notice of same and an agenda at  
16 the City Hall and providing copies to the following newspapers of general circulation: Davis County  
17 Clipper, Standard Examiner, and on the Utah Public Notice Website.  
18

19 Committee chair Kate Bradshaw called the meeting to order at 4:04 p.m. and welcomed those in  
20 attendance.

21 **PRESENTATION OF BUDGET**

22 **Recreation Arts & Parks (RAP) Tax Grant Applications**

23 Committee chair Bradshaw asked Galen Rasmussen to review a summary of applications received and  
24 requested funding. A staff report was issued to the Mayor and City Council to summarize the  
25 requested funding and staff analysis. Each requesting entity's request was outlined in summary form  
26 for the Committee members and each entity was offered the opportunity to comment on their  
27 request.

28 Alysa Revell, Bountiful Davis Arts Center, expressed appreciation for the RAP Tax grants and  
29 commented on their events upcoming. Questions were asked by committee members and Alysa  
30 provided answers to those questions.

31 Sandy Inman, Bountiful Historic Preservation Foundation, also expressed appreciation for the grant  
32 funding and outlined results for their prior year project and the request for funding in Fiscal Year  
33 2021-2022 which includes installation of period carpet and curtains. A briefing on upcoming activities  
34 was given and Sandy answered questions from the Committee.

35 Jansen Davies and Shelley Davies, Centerpoint Legacy Theatre, expressed appreciation for the funding  
36 opportunity from the City's RAP Tax. They outlined concerns with operations in the midst of the

1 COVID-19 pandemic but recognized ongoing community support of the facility. Usage of the facility  
2 requires repairs and updates from time-to-time for which grant funding in Fiscal Year 2021-2022  
3 would be used for Main Stage lighting and flooring. The Davis County Health Department has given  
4 clearance for the Theatre to open performances starting in April with public seating.

5 David Joy, Joy Foundation, attended the meeting on behalf of Jane Joy and expressed appreciation for  
6 the support received in the past. The Chalk Art Festival will likely be held on June 9<sup>th</sup> through the 12<sup>th</sup>.  
7 Committee members expressed appreciation for the Joy Foundation and their programs.

8 No representatives were present at the meeting from Wasatch and District Pipe Band. Discussion was  
9 held on the intent of the request for grant funds to pay for rent specifically for hosting of  
10 performances at various locations. Gary Hill noted that past Council intent was to avoid the payment  
11 of operating costs with the possible exception of rent. Although the current program guidelines are  
12 silent on this rent issue, staff felt that it was important to make note of the issue for Committee  
13 member consideration. Following discussion, the committee expressed no concerns with the  
14 payment of rent as long as the rent was not for ongoing administrative purposes for the organization  
15 in general.

16 A motion was made by Committee chair Bradshaw, to fund grants in the total amount of \$73,154.67  
17 as outlined in the staff report. The motion was seconded by Committee member Higginson and  
18 supported by Committee member Simonsen. All voted aye along with a recommendation in this same  
19 dollar amount to the full Council for approval at a future meeting.

## 20 **City-wide Financial Overview**

21 Gary Hill provided the Committee a City-wide budget overview. The Fiscal Year 2021-2022 budget has  
22 been prepared using a newly revised narrative format. The narrative format is designed to flow from  
23 a general description of each department with more specificity in terms of key roles and  
24 responsibilities along with critical priorities. The budget for each department is their plan to  
25 implement the critical priorities. The City's budget for Fiscal Year 2021-2022 includes a Cost-of-Living  
26 Allowance (COLA) of 2%; Merit based pay adjustments for eligible employees; market adjustments are  
27 included in a few departments like the Light & Power and Police departments along with one Human  
28 Resource position. There is no increase in the budget for health insurance due to favorable renewal  
29 rates received from both health insurance carriers used by the City. Some new staff positions are  
30 proposed for addition which include:

- 31 • Two new Parks employees
- 32 • One new Information Technology employee
- 33 • Movement of the contract Planner position to full-time permanent status

1 It was noted that more and more sales tax is needed each year to be allocated for coverage of General  
2 Fund activities rather than being allocated for Capital improvements. In the Fiscal Year 2021-2022  
3 budget, only 28% of total sales tax is being allocated to Capital Fund where historically the Capital  
4 Projects Fund has been allocated more than 50% of the total sales taxes received by the City. This  
5 fiscal condition results in less money being available for infrastructure ongoing. As a result of  
6 changing financial conditions in the City's tax supported funds, there is a growing need for  
7 consideration of adjustments in the general property tax rate to bring in more property tax revenue.  
8 This tax revenue is needed to address the structural imbalance that is growing between revenue  
9 sources and for funding growth in expenditures for ongoing programs and new initiatives. These  
10 include enhanced trails, parks, deer removal, technology infrastructure, and external mandates placed  
11 on the City. A property tax discussion will be held in May as a part of presenting a Tentative Budget  
12 for adoption by the Mayor and City Council.

13 Following the fiscal overview, Committee chair Bradshaw asked Brock Hill, Parks Director, to present  
14 budgets along with staff members. The committee members by consensus, decided to hold all actions  
15 on budgets to the end of the meeting.

#### 16 **Golf Fund**

17 Kent McComb, Golf Professional, and Thomas Rhoades, Course Superintendent, outlined their current  
18 project which is underway to update the course website to improve the information available and  
19 functionality. Other fiscal year priorities were reviewed including:

- 20 • Implementing a new concessionaire and renovation of the restaurant area.
- 21 • Refreshed website. Allows online reservation of tee times and payment.
- 22 • Further staff development through regular training.
- 23 • Renovation of #2 and #14 tees.
- 24 • Improve and renovate the practice area.

25 Questions asked included how golf volumes have been affected by the pandemic. Kent McComb  
26 noted that all indications are pointing to a resurgence in play and course utilization. Gary Hill made  
27 mention of the great job that the Course staff did during the pandemic in keeping things clean and  
28 sanitized even before firm guidelines existed for this activity.

#### 29 **Government Buildings Department**

30 Bruce Sweeten, Building Maintenance Supervisor, and Brock Hill reviewed the department's fiscal  
31 year priorities. These priorities included:

- 32 • Replacement of air conditioning compressors and the heat exchanger at the Public Safety  
33 Building.

- 1 • Development of a monitoring/reporting/documentation process for critical business systems  
2 utilizing Office365 applications.

3 The committee inquired on the scope of duties and responsibilities for Bruce and the department and  
4 then expressed appreciation for the work performed.

#### 5 **Cemetery Fund**

6 Geno Flanary, Cemetery Sexton, and Brock Hill, reviewed fiscal priorities with the Committee  
7 including:

- 8 • Tear down of the rock house and expanding the maintenance shop and yard.
- 9 • Complete Phase I of the Healing Garden.
- 10 • Add sprinkler line down the middle of plats A & B between Oak and Pine streets.

11 Discussion between committee members and staff centered on plans for the fiscal priorities and  
12 included review of options for placement of an existing veteran’s memorial. A future adjustment in  
13 fees will be proposed in a future budget period.

#### 14 **Parks Department**

15 Brock Hill reviewed fiscal year budget priorities of the Parks Department:

- 16 • Improve the overall maintenance of City parks (open spaces, flower beds, trails). Keeping  
17 them clean, green, and safe.
- 18 • Assist in the expansion, development, and design of Washington Park
- 19 • Assist with the planning, design, and construction of the North Canyon Trailhead and single-  
20 track trail.
- 21 • Install an irrigation system at 500 South and I-15 off ramp.
- 22 • Resolve irrigation and turf grass issues at Foss Lewis Park.

23 A review of additional staffing in the budget was made by Brock Hill as well as Gary Hill. A needs  
24 analysis was prepared to assess the entire department and human resources needed to accomplish  
25 department tasks now and in the future. Parks Supervisors are now managing about 44 acres each  
26 which is exceeding capabilities now while not considering new responsibilities that will come with  
27 acquisition of the Washington Park area and the Bountiful Town Square. Two additional full-time  
28 employees and two new seasonal positions are proposed in the budget. Each supervisor has assigned  
29 properties and crews that report to them and they are empowered to accomplish the work needed.

30 The long-term capital plan of the Parks Department was reviewed to identify supporting expenses for  
31 new positions as well as other items now and in the future.

1 **RAP Tax Fund**

2 Gary Hill reviewed the budget request for the RAP Tax Fund. Council policy currently allows for the  
3 following allocation of tax funds:

- 4 • 75% for reimbursement of the Capital Projects Fund for development of Creekside Park
- 5 • 14% for City recreation, trails, and parks projects
- 6 • 11% for grants to not-for-profit cultural arts groups

7 The long-term capital plan was also reviewed including identification of potential projects for a third  
8 RAP Tax reauthorization in 2026. A recommendation was made to utilize some unallocated funds  
9 from the grants area to help in repairing and resurfacing pickle ball courts. For a RAP Tax third  
10 reauthorization it was suggested that some Rocket Park improvements be made. Also, sand volleyball  
11 courts could be added as a RAP Tax third reauthorization.

12 **Committee Action and Adjourn**

13 Committee member Higginson made a motion to approve the budget submissions of the Golf Fund,  
14 Government Buildings Department, Cemetery Fund, and Parks Department for Fiscal Year 2021-2022  
15 plus \$20,000 from the current Fiscal Year 2020-2021 budget for pickle ball court repair and  
16 resurfacing. The motion was seconded by Committee member Simonsen.

17 The meeting adjourned at 6:44 p.m. on a motion made by Committee member Simonsen and  
18 seconded by Committee member Higginson. Voting was unanimous with Committee members  
19 Bradshaw, Higginson and Simonson voting “aye”.