

# BOUNTIFUL CITY COUNCIL

TUESDAY, December 12, 2023

**5:00 p.m. – Work Session**

**7:00 p.m. - Regular Session**

NOTICE IS HEREBY GIVEN on the Utah Public Notice Website, the Bountiful City Website and at Bountiful City Hall not less than 24 hours prior to the meeting that the City Council of Bountiful, Utah will hold its regular Council meeting at **City Hall, 795 South Main Street, Bountiful, Utah**, at the time and on the date given above. The public is invited to all meetings. Deliberations will occur in the meetings. Persons who are disabled as defined by the Americans With Disabilities Act may request an accommodation by contacting the Bountiful City Manager at 801.298.6140. Notification at least 24 hours prior to the meeting would be appreciated.

If you are not on the agenda, the Council will not be able to discuss your item of business until another meeting. For most items it is desirable for the Council to be informed of background information prior to consideration at a Council meeting. If you wish to have an item placed on the agenda, contact the Bountiful City Manager at 801.298.6140.

*The meeting is also available to view online, and the link will be available on the Bountiful City website homepage ([www.bountifulutah.gov](http://www.bountifulutah.gov)) approximately one hour prior to the start of the meeting.*

## AGENDA

### **5:00 p.m. – Work Session**

1. Review of General Plan goals – Mr. Francisco Astorga
2. Discussion with State legislators

### **7:00 p.m. – Regular Meeting**

1. Welcome, Pledge of Allegiance and Thought/Prayer
2. Public Comment – If you wish to make a comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of two minutes. Public comment is limited to no more than ten minutes per meeting. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives.
3. Consider approval of minutes of previous meetings held on November 14 & 28, 2023
4. BCYC Report
5. Council reports
6. Consider approval of:
  - a. Expenditures greater than \$1,000 paid November 22 & 29, 2023
  - b. October 2023 financial report
7. Recognition of Councilmember Millie Segura Bahr – Mayor Kendalyn Harris
8. Consider approval of the release of the public utility easements on Lot 13 of the Granada Hills No. 4 and Lot 1 of the Granada Hills No. 7 subdivisions – Mr. Lloyd Cheney
9. Consider approval of the 2024 City Council meeting schedule – Mr. Gary Hill
10. Consider approval of the preliminary/final architectural and site plan for new construction at 299 North 200 West – Ms. Amber Corbridge
11. Consider approval of the purchase of the FortiVoice solution from Onward Technology in the amount of \$66,968 – Mr. Greg Martin
12. Consider approval of the extension of the Trails Project Management Services contract for 2024 in the amount of \$45,000 – Mr. Todd Christensen
13. Consider approval of a contract with Hansen Allen & Luce to perform groundwater monitoring at the Bountiful Sanitary Landfill for 2024 & 2025 in the amount of \$43,400 – Mr. Todd Christensen
14. Consider approval of Resolution 2023-15 allowing the Mayor and Council members to participate in City Council meetings electronically when needed – Mr. Gary Hill
15. Adjourn

  
City Recorder



# City Council Staff Report



**Subject:** General Plan Input:  
Bountiful By Design Drafted Goals and Actions  
**Author:** Francisco Astorga, AICP, Planning Director  
**Date:** December 12, 2023

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## Background

The City has been working on updating the comprehensive general plan. The updated general plan, Bountiful by Design, is intended to provide decision makers guidance in decision-making over the next 20 years. (Francisco, can you summarize the timeline to date? Just a few highlights of the public process...)

## Analysis

As required by State Code, “a municipality shall prepare and adopt a comprehensive, long-range general plan for: a) present and future needs of the municipality; and b) growth and development of all or any part of the land within the municipality.” State Code currently indicates that the general plan is an advisory guide for land use decisions. The purpose of this work session is for the Council to discuss and find consensus regarding the drafted Goals.

The current general plan draft has identified an array of opportunities for how Bountiful can achieve the proposed Community Vision as it grows and changes over time. The drafted General Plan has organized these opportunities around the proposed Guiding Principles. See below:

### Drafted Vision Statement:

*Bountiful provides a high quality of life for residents with a vibrant Main Street, abundant recreation opportunities, an array of housing options, and locally focused retail. Bountiful is a safe, family-friendly, and welcoming community that is the anchor of South Davis County.*

### Guiding Principles:

***Bountiful is...***

- ***a welcoming community*** built for everyone regardless of age or income.
- ***a business-friendly community*** that serves the community with a variety of locally focused services, shopping, and entertainment options
- ***a connected community*** with complete networks for pedestrians, bicycles, transit, and vehicles
- ***an active community*** with diverse outdoor recreational opportunities and access to our mountain backyard
- ***an efficient and resilient community*** with effective utilities and robust services
- ***a friendly community*** with lively community events, and neighborly connections

The City's consultants, Logan Simpson Design, have provided a draft of possible goals to coincide with the Guiding Principles above. Staff has reviewed the draft goals, evaluated them for consistency with the City Council's Policy Priorities and recommends the following for the City Council's consideration:

**A Welcoming Community**

- Goal 1. Encourage the protection and creation of welcoming and attractive neighborhoods.
- Goal 2. Support development of diverse housing choices.
- Goal 3. Consider opportunities that combine additional housing with effective transit service.
- Goal 4. Support efforts to develop more affordable housing options.

**A Business-Friendly Community**

- Goal 1. Spark investment and development in downtown through strategic infrastructure improvements.
- Goal 2. Encourage the growth of high-quality local businesses.
- Goal 3. Keep land use regulation at a minimum to encourage commercial development.

**A Connected Community**

- Goal 1. Balance travel modes to move people safely and efficiently throughout the city.
- Goal 2. Enhance access to and connectivity of non-motorized travel options.
- Goal 3. Consider future multimodal transportation projects and initiatives in an updated transportation master plan.

**An Active Community**

- Goal 1. Maintain and enhance existing city parks and amenities for all users.
- Goal 2. Expand and connect mountain trail networks and connections with the urban trail network.
- Goal 3. Protect Bountiful's natural sensitive lands and viewsheds.

**An Efficient and Resilient Community**

- Goal 1. Maximize the resiliency and fiscal sustainability of community services and utilities.
- Goal 2. Maintain existing infrastructure and carefully consider benefits vs. costs when adding new services.
- Goal 3. Serve as a leader in reliability by prioritizing efficient design of public facilities, utilities, and infrastructure.
- Goal 4. Protect the future of Bountiful through wise stewardship of natural resources.

**A Friendly Community**

- Goal 1. Invest in public spaces such as Main Street and city parks where the community can gather.
- Goal 2. Enhance community identity by improving the appeal of key urban spaces.
- Goal 3. Support events that bolster community identity and build social capital.

**Department Review**

This Staff Report was written by the Planning Director and reviewed by the City Manager.

**Significant Impacts**

None.

**Recommendation**

Staff requests that the Council provide input regarding the drafted General Plan Goals.

**Attachments**

1. Logan Simpson's original draft of general plan goals with staff's redline changes

### **A Welcoming Community**

Goal 1. Encourage the protection and creation of welcoming and attractive neighborhoods ~~that encourage active lifestyles.~~

Goal 2. ~~Enable Support~~ development of ~~appropriate missing middle~~ diverse housing choices ~~throughout the city.~~

Goal 3. ~~Develop more~~ Consider opportunities that combine additional housing ~~in areas with high levels of effective~~ transit service.

Goal 4. ~~Create opportunities Support efforts~~ to develop more affordable housing options ~~throughout the city.~~

### **A Business-Friendly Community**

Goal 1. Spark investment and development in downtown through strategic infrastructure improvements.

Goal 2. ~~Market Bountiful as a community that has high quality local businesses that are well supported by the city.~~ Encourage the growth of high quality local businesses.

Goal 3. ~~Reduce Keep~~ land use regulation ~~barriers at a minimum~~ to encourage the development of commercial space for small businesses. commercial development.

### **A Connected Community**

Goal 1. ~~Reduce potential conflicts between Balance~~ travel modes ~~and improve traffic safety to~~ move people safely and efficiently throughout the city.

Goal 2. Enhance access to and connectivity of non-~~drive alone~~ motorized travel options.

Goal 3. ~~Prioritize Consider~~ future multimodal transportation projects and initiatives in an updated transportation master plan.

### **An Active Community**

Goal 1. Maintain and Enhance ~~and expand~~ existing city parks programming and amenities for all users.

~~Goal 2. Create equitable access to parks, open spaces, and trails to promote community identity and quality of life.~~

Goal ~~3~~2. Expand and connect mountain trail networks and connections with the urban trail network.

Goal ~~3~~4. Protect Bountiful's natural sensitive lands and viewsheds.

### **An Efficient and Resilient Community**

Goal 1. Maximize the sustainability-resiliency and fiscal responsibility-sustainability of community services and utilities.

Goal 2. ~~Make strategic investments in~~ Maintain existing infrastructure updates and modernization to ensure high levels of services in telecommunications, energy, infrastructure, and social carefully consider benefits vs. costs when adding new services.

Goal 3. Serve as a leader in sustainability-reliability by prioritizing energy efficient design of public facilities and reduction of stormwater pollutants. , utilities, and infrastructure.

Goal 4. Protect the future of Bountiful through wise stewardship of natural resources.

### **A Friendly Community**

Goal 1. Invest in public spaces such as Main Street and city parks where the community can gather.

Goal 2. Enhance community identity by improving the appeal of certain key urban spaces ~~to encourage pride in community identity.~~

Goal 3. ~~Develop and promote city events~~ Support events that bolster community identity and build social capital.

Minutes of the  
BOUNTIFUL CITY COUNCIL  
November 14, 2023 – 5:00 p.m.

Official notice of the City Council Meeting was given by posting an agenda at City Hall and on the Bountiful City Website and the Utah Public Notice Website and by providing copies to the following newspapers of general circulation: Davis County Journal and Standard Examiner.

**Joint Meeting with Planning Commission – 5:00 p.m.**  
**City Hall Basement Multi-Purpose Room**

- |          |                           |   |
|----------|---------------------------|---|
| Present: | Mayor                     | Kendalyn Harris   |
|          | Councilmembers            | Millie Segura Bahr, Jesse Bell, Kate Bradshaw, Richard Higginson, Cecilee Price-Huish |
|          | Planning Commissioners    | Lynn Jacobs, Krissy Gilmore, Beverly Ward, Sean Monson, Alan Bott                     |
|          | City Manager              | Gary Hill   |
|          | Planning Director         | Francisco Astorga   |
|          | Senior Planner            | Amber Corbridge   |
|          | Assistant Planner         | Jonah Hadlock   |
|          | Planning Admin. Assistant | Samantha Harris   |
|          | Recording Secretary       | Maranda Hilton  |
| Excused: | Planning Commissioners    | Jim Clark   |

Mayor Harris called the meeting to order at 5:03 p.m. and turned the time over to Mr. Francisco Astorga.

**JOINT CITY COUNCIL/PLANNING COMMISSION MEETING**

Mr. Astorga announced that the meeting today would be focusing on the Land Use section of the General Plan. He turned the time over to Mr. Joe Moss of Logan Simpson Design.

Mr. Moss went over the latest draft of the General Plan, explaining that the goal is to have the Plan be a tool to help the City Council and Planning Commission make land use and zoning decisions in the future. The City has been divided into Character Areas (Central, North, East, Foothill, and South) to help identify the best places to put different land uses and developments.

The Council and Planning Commission spent time discussing their opinions on the character areas and what changes they felt would make the plan more useful. They specifically talked about how to preserve the area around Lakeview Hospital, making some of the language about neighborhood residential zone standards more specific, adding the preservation of historic districts and plats into the Downtown Zone, and how to prioritize the standards of development along 500 South.

The meeting ended at 7:00 p.m.

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**Regular Meeting – 7:00 p.m.**  
**City Council Chambers**

Present:	Mayor	Kendalyn Harris
	Councilmembers	Millie Segura Bahr, Jesse Bell, Kate Bradshaw, Richard Higginson, Cecilee Price-Huish
	City Manager	Gary Hill
	City Engineer	Lloyd Cheney
	Planning Director	Francisco Astorga
	Finance Director	Tyson Beck
	Recording Secretary	Maranda Hilton
Excused:	Power Director	Allen Johnson

**WELCOME, PLEDGE OF ALLEGIANCE AND THOUGHT/PRAYER**

Mayor Harris called the meeting to order at 7:05 p.m. and welcomed those in attendance. Mr. Hunter Stone led the Pledge of Allegiance and Ms. Christine Lee, Bountiful North Stake Young Women President, offered a prayer.

**PUBLIC COMMENT**

The public comment section was opened at 7:08 p.m.

No comments were made.

The public comment section was closed at 7:08 p.m.

**CONSIDER APPROVAL OF MINUTES OF PREVIOUS MEETINGS HELD OCTOBER 10 & 26, 2023**

Councilmember Bahr made a motion to approve the minutes from the meeting held October 10 & 26, 2023, and Councilmember Price-Huish seconded the motion. The motion passed with Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”

**COUNCIL REPORTS**

Councilmember Bell encouraged everyone to donate to the Bountiful Food Pantry. They are low on food, especially turkeys for the upcoming holiday.

Councilmember Bradshaw gave an update about the South Davis Recreation District Truth in Taxation hearing. The proposed 140% tax increase did not pass, which means the Board will continue to discuss budget cuts, pool use compensation from the schools, and a smaller tax increase.

Councilmember Higginson thanked Councilmember Bradshaw for her work on the Recreation District Board, and for his fellow Councilmembers who attended the Truth in Taxation hearing and who collaborated to write a letter to the Board. He said he feels the outcome has been good. He welcomed the Bountiful High Mountain Biking team and encouraged people to go support the Bountiful High Football team on Friday.

Councilmember Bahr did not have a report.

1            Councilmember Price-Huish thanked the Bountiful High Mountain Biking team for the many  
2 hours of service they have given to help improve the trails. She thanked the Veterans Day committee,  
3 who organized a wonderful Veterans Day event. She welcomed the interim director of the Bountiful  
4 Davis Arts Center and encouraged people to attend the upcoming Winter Art Market.

5            Mayor Harris announced that the Davis Loan Fund awarded a loan to SIPS, who is moving  
6 from Clearfield to Layton. She also reported that the County Homeless Task Force is looking into  
7 how to accommodate “Code Blue” enforcement. The state legislature is requiring that the county  
8 have overflow shelters available if the weather is colder than 15 degrees. This will be put into effect  
9 next winter. She also thanked the fire department for their quick response at the house fire that  
10 happened in Bountiful a week ago.

11  
12 **CONSIDER APPROVAL OF:**

13            **A. EXPENDITURES GREATER THAN \$1,000 PAID OCTOBER 4, 11, 18, 25 &**  
14 **NOVEMBER 1, 2023**

15            **B. SEPTEMBER 2023 FINANCIAL REPORT**

16            Councilmember Bradshaw made a motion to approve the expenditures paid October 4, 11, 18,  
17 25 & November 1, 2023, and the September financial report. Councilmember Price-Huish seconded  
18 the motion, which passed with Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish  
19 voting “aye.”

20  
21 **RECOGNITION OF BOUNTIFUL HIGH MOUNTAIN BIKING TEAM – MAYOR**  
22 **KENDALYN HARRIS & THE COUNCIL**

23            Mayor Harris welcomed the members, coaches, parents and volunteers of the Bountiful High  
24 Mountain Bike Team, which recently took first place at the state competition. She asked Mr. John  
25 Fojtek, Team Director, to talk about the team and their outstanding season.

26            Mr. Fojtek gave a short explanation about how the regional races are set up in mountain  
27 biking, and reported that after winning all three regional races, Bountiful went on to win the regional  
28 championship in Manti. He said that 86% of their athletes qualified to race at the state competition in  
29 Cedar City, which was something they are really proud of. He said that every athlete sets that as a  
30 goal at the beginning of the season. He also reported that Bountiful won the parent volunteer award,  
31 having the highest percentage of parent volunteers during the week, and expressed deepest thanks to  
32 all of the parents, coaches and volunteers who made it all possible. Bountiful athletes also received  
33 five of the seven spirit awards that were given. He lauded all of the students for their hard work, their  
34 positive attitudes and their determination.

35            Mayor Harris expressed how proud she was of the team and how well they represented  
36 themselves, their school and their City.

37            Councilmember Bradshaw expressed how proud she was of the team as well. She commended  
38 them for being some of the most courteous riders on the trails and for the hard work they have put in  
39 to help build and maintain Bountiful’s trails.

40            Councilmember Bell expressed his appreciation for the team and how they conduct  
41 themselves as well.

42            Councilmember Price-Huish added her congratulations to the team and gave thanks to all of  
43 the parents and coaches helping to shape these kids into great people.

44            Councilmember Bahr congratulated the team and said she is so impressed with the culture of  
45 leadership on the team. She encouraged them to keep that for their entire lives.

1 Councilmember Higginson encouraged the students to thank the people who have supported  
2 them, and to remember to reach out and lift those around them as they continue in life.  
3

4 **BDAC PRESENTATION – MS. HOLLY YOCUM, EXECUTIVE INTERIM DIRECTOR**

5 Ms. Holly Yocum gave a presentation about the programs and events going on at the  
6 Bountiful Davis Arts Center. The BDAC offers art classes and free family art night events, organizes  
7 and hosts Summerfest, hosts recitals and live performances, exhibits local artists, organizes and hosts  
8 the Winter Art Market and Gingerbread Festival, employs local artists, and hosts school tours. She  
9 said she is so impressed with the BDAC, it is a beautiful space and it has such good support from the  
10 City Council and the community. She is working as the interim director to make sure the next  
11 director is set up for success and that the Board of Directors has a clear vision of the goals and  
12 mission of the BDAC.

13 The Mayor and Council thanked her for her wonderful efforts and expressed their excitement  
14 to see where the BDAC was headed in the future, as a part of the essential vibrancy of downtown  
15 Main Street.

16 Councilmember Price-Huish added that Ms. Yocum has done an awesome job, working non-  
17 stop to help move the BDAC forward and has been such a positive force.  
18

19 **CONSIDER APPROVAL OF THE PURCHASE OF 32 TRANSFORMERS FROM IRBY IN**  
20 **THE TOTAL AMOUNT OF \$171,550 – MR. ALLEN JOHNSON**

21 Mr. Gary Hill filled in for Mr. Allen Johnson. He explained that the Power Department is  
22 asking to purchase more transformers. The City recently approved the purchase of transformers and  
23 decided to accept the bid that could be delivered sooner for a higher price. However, at the suggestion  
24 of Councilmember Higginson, they would like to also accept the other bid for transformers that were  
25 less expensive but have a longer delivery time.

26 Councilmember Bell made a motion to approve the purchase of the transformers and  
27 Councilmember Price-Huish seconded the motion. The motion passed with Councilmembers Bahr,  
28 Bell, Bradshaw, Higginson and Price-Huish voting “aye.”  
29

30 **FISCAL YEAR 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)**

31 **A. PRESENTATION OF THE FISCAL YEAR 2023 ACFR – MR. TYSON BECK**

32 Mr. Tyson Beck explained that State law requires an independent auditing firm to look  
33 at the City’s financial statements and give an opinion about them. The audit is now complete  
34 and the City has received an “unmodified opinion” that the statements met Generally  
35 Accepted Accounting Principles (GAAP). The report will now be distributed to the various  
36 agencies as stipulated by law.

37 Mr. Beck went over the revenues and expenses of the City, explaining that the net  
38 position increased in FY2023. He also said that cash and investments in FY2022 and FY2023  
39 have been rebounding after a few years of heavier spending. He went over each City fund and  
40 its net gain/loss. The only fund with a negative equity position is the new Fiber fund, which is  
41 expected to continue until the network is built and can start acquiring subscribers.

42 Mr. Beck explained that sales tax increased by 1.5%, which is good, but not as big of  
43 an increase as the City had in the past few years. He expects to see that trend continue into  
44 FY2024.

45 Mr. Beck explained that the Light and Power fund reported a \$846,858 net income,  
46 but if the value of the gain on disposition of the old turbines that were traded-in is taken out,

1 they actually had a net loss of \$1.8M. He also brought attention to Bountiful Ridge Golf  
2 Course which had a net loss of \$44,000 even though they had the highest green fees ever and  
3 record revenues. Mr. Beck explained that there is a trend of net losses over the last 13 years of  
4 operations and mentioned that staff is monitoring this and advised the Council to keep an eye  
5 on it as well.

6 Mr. Beck went over the required reserve amounts for each fund and showed that each  
7 fund has sufficient reserves to meet the City's policy.

8  
9 **B. INDEPENDENT FINANCIAL STATEMENT AUDIT PRESENTATION FOR FY2023**  
10 **– MR. MARCUS ARBUCKLE**

11 Mr. Marcus Arbuckle, Keddington & Christensen, gave his report on the audit. He  
12 explained that the financial statements are good and accurate and that his firm issued an  
13 unmodified opinion. There were no recommendations to make except for one small finding  
14 pertaining to the Open and Public Meetings Act. One notice was sent out five days prior to the  
15 adoption of the budget instead of seven days prior. No instances of fraud were found, and all  
16 federal funds were spent appropriately.

17  
18 **CONVENE TO A CLOSED SESSION TO DISCUSS THE ACQUISITION OR SALE OF**  
19 **REAL PROPERTY, PENDING LITIGATION, AND/OR TO DISCUSS THE CHARACTER**  
20 **AND/OR COMPETENCY OF AN INDIVIDUAL(S) (UTAH CODE §52-4-205).**

21 Councilmember Bahr made a motion at 8:28 p.m. to convene in a closed session, and  
22 Councilmember Bradshaw seconded the motion. The motion passed with the following roll call vote:

23 Bell Aye  
24 Bradshaw Aye  
25 Higginson Aye  
26 Bahr Aye  
27 Price-Huish Aye

28  
29 The closed session began at 8:36 p.m.

30  
31 Present at the meeting:

32 Mayor Harris, Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish, Mr. Gary  
33 Hill

34  
35 Councilmember Bahr left the meeting at 9:59 p.m.

36  
37 Councilmember Higginson made a motion to return to the regular session and  
38 Councilmember Bell seconded the motion. The motion passed with Councilmembers Bell, Bradshaw,  
39 Higginson and Price-Huish voting "aye."

40  
41 **ADJOURN**

42 Councilmember Bradshaw made a motion to adjourn the meeting and Councilmember  
43 Higginson seconded the motion. The motion passed with Councilmembers Bell, Bradshaw,  
44 Higginson and Price-Huish voting "aye."

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46 The meeting was adjourned at 10:00 p.m.

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*Mayor Kendalyn Harris*

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*City Recorder*

PENDING

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**Minutes of the  
BOUNTIFUL CITY COUNCIL  
November 28, 2023 – 7:00 p.m.**

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Official notice of the City Council Meeting was given by posting an agenda at City Hall and on the Bountiful City Website and the Utah Public Notice Website and by providing copies to the following newspapers of general circulation: Davis County Journal and Standard Examiner.

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**Regular Meeting – 7:00 p.m.  
City Council Chambers**

Present: Mayor Kendalyn Harris  
Councilmembers Millie Segura Bahr, Jesse Bell, Kate Bradshaw, Richard Higginson, Cecilee Price-Huish  
City Manager Gary Hill  
City Engineer Lloyd Cheney  
Planning Director Francisco Astorga  
Power Director Allen Johnson  
Senior Planner Amber Corbridge  
Streets Director Charles Benson  
Recording Secretary Maranda Hilton

Excused: Finance Director Tyson Beck

**WELCOME, PLEDGE OF ALLEGIANCE AND THOUGHT/PRAYER**

Mayor Harris called the meeting to order at 7:03 p.m. and welcomed those in attendance. Scout Troop 109 led the Pledge of Allegiance and Ms. Cosette Keyes offered a prayer.

**PUBLIC COMMENT**

The public comment section was opened at 7:07 p.m.

Mr. Richard Watson announced that the Gibbons Family and Friends Christmas Concert will take place in three weeks and encouraged everyone to attend and spread the word.

Mr. Ron Mortenson thanked the Bountiful LIONS Club for putting on an outstanding Turkey Shoot. This annual event raises funds for service projects in Bountiful and it's a great family affair. People come from all over Utah to participate.

Mr. Trevor Thiriot (99 Viewcrest Circle) expressed his love for Bountiful, where he was born and raised.

The public comment section was closed at 7:11 p.m.

1 **COUNCIL REPORTS**

2 Councilmember Bradshaw reported that the SDRD is still working on finalizing the budget  
3 and will have until December 31<sup>st</sup> to do so. She encouraged people to attend the next meeting on  
4 December 11 at 5:30 p.m. and utilize the public comment time.

5 Councilmember Higginson did not have a report.

6 Councilmember Bahr did not have a report.

7 Councilmember Price-Huish reported that the BDAC is holding their Winter Art Market from  
8 now until December 23<sup>rd</sup>, featuring local artisans and crafters, and helping to raise funds for the art  
9 center programs. She also encouraged everyone to go check out the Gingerbread Festival taking place  
10 December 2-9. She thanked the Power Department for putting up the Christmas lights at City Hall  
11 and along Main Street.

12 Mayor Harris thanked her mother, Ms. Keyes, for offering the prayer to open the meeting. She  
13 announced that there were two fires in Bountiful in recent days and she thanked the fire department  
14 for their work on those emergencies. She also announced that the Council of Governments (COG)  
15 passed an initiative that will urge the state to build more water infrastructure (reservoirs and dams,  
16 etc.). Lastly, the county is administering a program to help first-time homebuyers in the form of an  
17 interlocal agreement that will be coming soon.

18 Councilmember Bell encouraged everyone to go to the Gibbons Family Christmas Concert on  
19 December 19. He said it will be a wonderful way to get into the Christmas spirit and helps support  
20 the City's summer concert series.

21  
22 **CONSIDER APPROVAL OF EXPENDITURES GREATER THAN \$1,000 PAID**  
23 **NOVEMBER 8 & 15, 2023**

24 Councilmember Price-Huish made a motion to approve the expenditures paid November 8 &  
25 15, 2023, and Councilmember Bradshaw seconded the motion, which passed with Councilmembers  
26 Bahr, Bell, Bradshaw, Higginson and Price-Huish voting "aye."

27  
28 **CONSIDER APPROVAL OF ORDINANCE 2023-08 WHICH UPDATES BOUNTIFUL**  
29 **CITY'S SUBDIVISION CODE – MS. AMBER CORBRIDGE**

30 Ms. Amber Corbridge explained that Senate Bill 174 requires cities to update their  
31 subdivision ordinances to comply with a new review and approval process. The subdivision  
32 application reviews must now meet the following requirements: subdivision provisions only apply to  
33 one- and two-family dwellings and townhomes, City Council may not approve subdivision  
34 applications for the above subdivision types and Planning Commission may not approve final  
35 subdivision plats for the above subdivision types.

36 Other state code requirements have also been passed which do not need to be in the City code  
37 but do need to be complied with. Staff reviewed the current code and has found that some changes  
38 need to be made to comply.

39 Planning staff explained the recommendations from the Planning Commission and made some  
40 additional recommendations they feel would be in the best interest of the public and meet City goals  
41 and objectives.

42  
43 **A. PUBLIC HEARING**

44 The hearing was opened at 7:24 p.m.  
45

1           Mr. Ron Mortensen said that this change will take the City Council out of the approval  
2 process in a significant way and give that authority to people who have not been elected.  
3 He advised the Council to take that into consideration.  
4

5           The hearing was closed at 7:25 p.m.  
6

7           **B. ACTION**

8           Councilmember Higginson asked staff if any of the changes being proposed will move  
9 authority from elected officials to administrative staff and are not mandated by the state.  
10 Mr. Francisco Astorga stated that the ability to approve an extension on a subdivision  
11 application for all other subdivision types (not one-family, two-family and townhomes)  
12 was being moved to the Planning Commission, but that was not a requirement of the state.

13           Councilmember Price-Huish said that she would like to keep that approval process  
14 under the authority of the City Council.

15           Councilmember Bradshaw agreed with that proposal.

16           Ms. Corbridge offered a proposed amendment to the language that would satisfy  
17 Councilmember Price-Huish’s suggestion. Land Use Code section 14-20-204 (H) would  
18 read “A subdivision granted final approval by the City must be delivered to the office of  
19 the Davis County Recorder for recording within one (1) year of the date of approval  
20 unless extended by the *corresponding land use authority as specified in section E*  
21 *above...*”. This change will make the City Council, as specified in section E, the land use  
22 authority which can approve or deny extensions.

23           Mr. Astorga suggested that another change to section 12-14-204 (H) needed to happen  
24 further down for the amendment to be correct. “If it is not so delivered within one (1) year  
25 or within any additional period of time approved by the City, the approval shall expire...”

26           Councilmember Higginson asked what would happen if the City does not comply with  
27 this new legislation. Mr. Astorga answered that subdivisions approved by the City Council  
28 would not be legally approved, since the City Council would not have the authority to  
29 approve them. It would put the City at risk of being called out on those subdivisions.

30           Councilmember Price-Huish made a motion to approve the land use code text  
31 amendment with the additional changes proposed in section 12-14-204 (H), and  
32 Councilmember Bradshaw seconded the motion. The motion was approved with  
33 Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”  
34

35           **CONSIDER APPROVAL OF THE PRELIMINARY AND FINAL ARCHITECTURAL AND**  
36 **SITE PLAN APPLICATION FOR ARCTIC CIRCLE LOCATED AT 2071 SOUTH**  
37 **ORCHARD DRIVE – MS. AMBER CORBRIDGE**

38           Ms. Corbridge explained that the applicant is proposing to build a new structure with  
39 rearranged parking and new landscaping. They will also be adding a two-lane drive-thru around the  
40 building. The Planning Commission forwarded a positive recommendation, with the condition that  
41 they add directional arrows to the parking lot.

42           Councilmember Higginson shared his surprise that there are fewer parking spaces and his  
43 concern that people using ADA parking spots will have to cross a drive-thru lane to enter the  
44 building. He was happy to see that the new plan will no longer use the neighboring property for the  
45 drive-thru. Councilmember Bell agreed with the accessible parking concern.

1 Councilmember Bell made a motion to approve the preliminary and final architectural and site  
2 plan and Councilmember Bahr seconded the motion. The motion passed with Councilmember Bahr,  
3 Bell, Bradshaw, Higginson and Price-Huish voting “aye.”  
4

5 **CONSIDER APPROVAL OF THE PURCHASE OF A 2024 FORD EXPLORER FROM**  
6 **PERFORMANCE FORD LINCOLN BOUNTIFUL IN THE AMOUNT OF \$42,642 – MR.**  
7 **ALLEN JOHNSON**

8 Mr. Allen Johnson explained that this truck is in the current budget, and the Power  
9 Commission and staff recommended accepting the bid from Performance Ford as it was slightly  
10 lower than the state bid. He added that they are hopeful they will receive it by June 30, but it’s  
11 possible it will be delayed and pushed into next fiscal year’s budget due to a strike.

12 Councilmember Higginson made a motion to approve the purchase of a 2024 Ford Explorer  
13 from Performance Ford and Councilmember Price-Huish seconded the motion. The motion passed  
14 with Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”  
15

16 **CONSIDER APPROVAL OF THE PURCHASE OF A SINGLE-BUCKET TRUCK FROM**  
17 **ALTEC INDUSTRIES IN THE AMOUNT OF \$233,873 – MR. ALLEN JOHNSON**

18 Mr. Johnson explained that this purchase of a single-bucket truck will be to replace a 2010  
19 truck, which is obviously getting older and will need to be retired soon. Delivery time for this item is  
20 29-32 months, but Altec will not require a deposit and there is no penalty if the City decides they do  
21 not want it at that time, so risk is low.

22 Councilmember Bradshaw asked if Altec can raise the price or cancel the order if the truck  
23 ends up being more expensive than they expected so far in the future. Mr. Johnson said that anything  
24 is possible, but he does believe they are doing their best to price them for the future and to stick to  
25 their agreement.

26 Councilmember Higginson made a motion to approve the purchase of the single-bucket truck  
27 from Altec Industries and Councilmember Bradshaw seconded the motion. The motion passed with  
28 Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”  
29

30 **CONSIDER APPROVAL OF THE PURCHASE OF A DOUBLE -BUCKET TRUCK FROM**  
31 **ALTEC INDUSTRIES IN THE AMOUNT OF \$365,310 – MR. ALLEN JOHNSON**

32 Mr. Johnson explained that this purchase is very similar to the last agenda item, except this is  
33 for a double-bucket truck. It will be replacing a 2005 truck and delivery is five years out, so this will  
34 be on the FY2028-2029 budget. He shared his concerns about the long delivery time because this  
35 piece of equipment is getting quite old, saying that the City will just have to hope it holds up. Altec is  
36 offering the same conditions of purchase on this truck; no deposit, payment due upon delivery, and  
37 no penalty for cancelling.

38 Councilmember Bell asked if used ones are ever available for purchase. Mr. Johnson  
39 answered that in the past it was possible to find lightly used ones at auctions, but now things are  
40 different and it’s almost impossible to find one that is not very heavily used.

41 Councilmember Price-Huish asked what the options are if the City finds itself with a broken  
42 truck. Mr. Johnson said that you can still lease or rent trucks, and that other cities often are willing to  
43 help one another in emergency situations.

44 Councilmember Bell made a motion to approve the purchase of a double-bucket truck from  
45 Altec and Councilmember Price-Huish seconded the motion. The motion passed with  
46 Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”

1  
2 **CONSIDER APPROVAL OF THE PURCHASE OF 75 BUTT TREATED POLES FROM**  
3 **STELLA-JONES IN THE AMOUNT OF \$83,400 – MR. ALLEN JOHNSON**

4 Mr. Johnson explained that the Power Department would like to get their inventory of poles  
5 back up to be ready in case of a winter storm or other event. These poles are a single source item that  
6 Bountiful purchases with the safety of the linemen in mind since many of the poles are in backyards  
7 and cannot be reached with a bucket truck. The poles are roughly the same price as they were when  
8 Bountiful purchased some last spring, but the delivery fee has come down.

9 Councilmember Bradshaw made a motion to approve the purchase of the poles and  
10 Councilmember Higginson seconded the motion. The motion passed with Councilmembers Bahr,  
11 Bell, Bradshaw, Higginson and Price-Huish voting “aye.”

12  
13 **CONSIDER APPROVAL OF THE INSTALLATION OF STOP SIGNS FOR NORTHBOUND**  
14 **AND SOUTHBOUND TRAFFIC ON 1000 EAST STREET, RESOLVING CLEAR VIEW**  
15 **ISSUES AND CONDUCTING A SCHOOL CROSSING STUDY – MR. LLOYD CHENEY**

16 Mr. Lloyd Cheney explained that the Traffic Safety Committee recently met to review a few  
17 items and has forwarded one action item to the City Council with a positive recommendation. They  
18 are recommending the installation of a stop sign at 1000 East and Center Street. They also  
19 recommend that staff work with adjacent property owners to mitigate clear vision issues, and that the  
20 Council approve a school crossing study for the existing crosswalk at Center Street and 1000 East.

21 Mayor Harris asked what the process is for working with the adjacent property owners on  
22 clear vision issues. Mr. Cheney answered that after tonight’s decision, staff will deliver notices to the  
23 property owners and begin working with them immediately to make sure landscaping meets the  
24 height and setback restrictions.

25 Councilmember Bradshaw asked why the stop signs will be installed on 1000 East instead of  
26 on Center Street, where the crosswalk is. Mr. Cheney answered that the Manual on Uniform Traffic  
27 Control Devices (MUTCD) advises that stop signs be placed where they minimize the number of  
28 vehicles needing to stop (1000 East in this case), and at the discretion of the City Engineer. He added  
29 that cars will still be obliged to stop to yield to pedestrians at the crosswalk, and the crossing study  
30 will give staff more information about the volume of children crossing at that location.

31 Councilmember Price-Huish pointed out that there are advanced notice signs preceding the  
32 crosswalk on Center Street in each direction. She also thanked Mr. Cheney for his work on this and  
33 for suggesting doing the school crossing study.

34 Councilmember Bell asked if the “Safe Routes to School” program is something Bountiful  
35 participates in. Mr. Cheney answered that state law requires each elementary and junior high school  
36 to prepare an annual routing plan for their students and submit it to UDOT or the local jurisdiction for  
37 review; however, it does not always happen, but plans can be found at [saferoutesutah.gov](http://saferoutesutah.gov)

38 Councilmember Bell said he feels the City should be proactive about the issue of accident  
39 prevention, and he feels a stop sign at the crosswalk might help improve the safety of that area,  
40 although he is not sure he wants to go against what the Traffic Safety Committee suggested.

41 Councilmember Price-Huish made a motion to approve the recommendations of the Traffic  
42 Safety Committee as outlined and Councilmember Bahr seconded the motion. The motion passed  
43 with Councilmembers Bahr, Bell, Bradshaw, Higginson and Price-Huish voting “aye.”

1 **ADJOURN**

2 Councilmember Bahr made a motion to adjourn the regular session and Councilmember  
3 Higginson seconded the motion. The motion passed with Councilmembers Bahr, Bell, Bradshaw,  
4 Higginson and Price-Huish voting “aye.”

5  
6 The regular session was adjourned at 8:33 p.m.  
7

\_\_\_\_\_  
*Mayor Kendalyn Harris*

\_\_\_\_\_  
*City Recorder*

PENDING

# City Council Staff Report

**Subject:** Expenditures for Invoices > \$1,000 paid  
November 22 & 29, 2023

**Author:** Tyson Beck, Finance Director

**Department:** Finance

**Date:** December 12, 2023

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## **Background**

This report is prepared following the weekly accounts payable run. It includes payments for invoices hitting expense accounts equaling or exceeding \$1,000.

Payments for invoices affecting only revenue or balance sheet accounts are not included. Such payments include: those to acquire additions to inventories, salaries and wages, the remittance of payroll withholdings and taxes, employee benefits, utility deposits, construction retention, customer credit balance refunds, and performance bond refunds. Credit memos or return amounts are also not included.

## **Analysis**

Unless otherwise noted and approved in advance, all expenditures are included in the current budget. Answers to questions or further research can be provided upon request.

## **Department Review**

This report was prepared and reviewed by the Finance Department.

## **Significant Impacts**

None

## **Recommendation**

Council should review the attached expenditures.

## **Attachments**

Weekly report of expenses/expenditures for invoices equaling or exceeding \$1,000, paid November 22 & 29, 2023

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00  
Paid November 22, 2023**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1096	ALLIED WASTE SERVICE	Refuse Collection Operations	58.5800.448000.	Operating Supplies	1,091.28	236856	0864-001917159	HHW Rolloffs(minus sales tax -exempt)
1428	BOUNTIFUL IRRIGATION	Streets	10.4410.427000.	Utilities	2,279.96	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Parks	10.4510.461400.	Purchase Of Water	81,102.27	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Water	51.5100.426000.	Bldg & Grnd Suppl & Maint	9,855.28	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Light & Power	53.5300.424002.	Office & Warehouse	2,646.82	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Light & Power	53.5300.448639.	Substation	1,785.97	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Golf Course	55.5500.426000.	Bldg & Grnd Suppl & Maint	81,489.50	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Cemetery	59.5900.426000.	Bldg & Grnd Suppl & Maint	32,646.79	236865	03-2217	2023 Non-taxable assessment
1428	BOUNTIFUL IRRIGATION	Redevelopment Agency	73.7300.455050.	Btfl Subconservancy Fees	1,900.57	236865	03-2217	2023 Non-taxable assessment
1447	BP ENERGY COMPANY	Light & Power	53.5300.448611.	Natural Gas	14,321.39	236867	21301162	December 2021 Gas - Contract # 23191
14651	CREATIVE TRAILS, INC	Trails	45.4550.473101.	Improv. Other Than Bldg-Bond \$	4,945.00	236875	11/16/2023	Project mgmnt fee
9982	DIAMOND TREE EXPERTS	Light & Power	53.5300.448632.	Distribution	11,677.36	236876	76448	Tree Trimming
5281	DOMINION ENERGY UTAH	Light & Power	53.0000.213100.	Accounts Payable	14,790.79	236878	11012023M	Account # 6056810000
5195	ENERGY MANAGEMENT CO	Engineering	45.4450.474500.	Machinery & Equipment	16,435.00	236879	140271	Generator work on Bountiful Streets Dept
5195	ENERGY MANAGEMENT CO	Storm Water	49.4900.474600.	Vehicles	20,000.00	236879	138415	Generator Service for Bountiful City-Streets
5195	ENERGY MANAGEMENT CO	Water	51.5100.474500.	Machinery & Equipment	53,049.00	236879	140272	Generator work on Bountiful City Water Dept
5195	ENERGY MANAGEMENT CO	Refuse Collection Operations	58.5800.474600.	Vehicles	20,000.00	236879	138415	Generator Service for Bountiful City-Streets
2329	GORDON'S COPYPRINT	Legislative	10.4110.422000.	Public Notices	1,409.00	236886	50084	Color Tri-Fold Copies for Bountiful City
8756	IRBY ELECTRICAL DIST	Light & Power	53.5300.445201.	Safety Equipment	1,002.53	236889	S013802379.001	Glove testing
8756	IRBY ELECTRICAL DIST	Light & Power	53.5300.445201.	Safety Equipment	15,717.25	236889	S013793687.001	Stick Testers - Customer # 221694
2657	ITRON CORPORATE BUIL	Light & Power	53.5300.429300.	Computer Hardware	5,922.17	236890	664799	Itron Software Maintenance - Customer # 1480
3924	JOHNSON CONTROLS	Police	45.4210.472100.	Buildings	11,568.60	236891	00046844859	Bountiful City Police & Courts - #3N550115
3375	OLYMPUS INSURANCE AG	Fiber	50.5000.451100.	Insurance & Surety Bonds	18,250.00	236914	16685	Builder's risk insurance - Fiber
10033	PINETOP ENGINEERING	Streets	10.4410.441300.	Street Signs	1,023.89	236916	4963	SFM order forms UDOT for 200w Mill St
10033	PINETOP ENGINEERING	Streets	10.4410.441300.	Street Signs	3,394.20	236916	4961	Traffic & Signal Maintenance & Support
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	25,227.40	236932	0371681	Fuel - Acct # 000275
5000	U.S. BANK CORPORATE	Legislative	10.4110.421000.	Books Subscr & Mmbrshp	1,200.00	236934	11102023GH	ICMA Mbership & UCMA- Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Legislative	10.4110.461000.	Miscellaneous Expense	997.23	236934	11102023SA	Misc. Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Information Technology	10.4136.429300.	Computer Hardware	1,141.00	236934	11102023DU	Misc. Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Police	10.4210.423000.	Travel & Training	3,281.19	236934	11102023EB	Travel&Train Expense - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Streets	10.4410.429200.	Computer Software	2,181.00	236934	11102023JE	Misc. Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,033.89	236934	11102023BH	Misc.Park Supplies -Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Light & Power	53.5300.423000.	Travel & Training	1,362.97	236934	11102023AJ	HotStick, Fuel, UAMPS - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Liability Insurance	63.6300.451150.	Liability Claims/Deductible	4,248.31	236934	11102023SA	Misc. Supplies - Acct #4246-0445-5571-8851
5000	U.S. BANK CORPORATE	Redevelopment Agency	73.7300.426100.	Special Projects	1,309.00	236934	11102023FA	Misc. Supplies - Acct #4246-0445-5571-8851
4334	USDA-FOREST SERVICE	Water	51.5100.426000.	Bldg & Grnd Suppl & Maint	3,496.64	236936	BF041901AE039	Special Use Permit Water Div. - Payer Code 3293232
4413	UTAH STATE TAX COMMI	Workers' Comp Insurance	64.6400.461200.	State Tax On Premium	1,375.00	236938	11202023	3RD QTR 2023 SELF INS PREMIUM PMT
4450	VERIZON WIRELESS	Light & Power	53.5300.448641.	Communication Equipment	2,016.80	236939	9948163126	Cell Phones
<b>TOTAL:</b>					<b>477,175.05</b>			

**Expenditure Report for Invoices (limited to those outlined in staff report) >\$1,000.00  
Paid November 29, 2023**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>ACCOUNT_DESC</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	
1262	BALL HORTICULTURAL C	Parks	10.4510.426000.	Bldg & Grnd Suppl & Maint	1,740.96	236947	99654678	Misc. Plants & Flower - Acct #12368	
1596	CATE RENTAL & SALES,	Storm Water	49.4900.425000.	Equip Supplies & Maint	2,370.00	236954	Z38131	Brooms for Johnston Sweeper - Cust # 02308	
4806	CHEMTECH-FORD, INC	Water	51.5100.431000.	Profess & Tech Services	1,107.60	236955	23J0281	Lab Fees	
1924	DELL MARKETING L.P.	Computer Maintenance	61.6100.429300.	Computer Hardware	2,058.00	236960	10709429077	Legal Laptop - Customer # 13129956	
1975	DLT SOLUTIONS, INC.	Light & Power	53.5300.429300.	Computer Hardware	2,867.67	236963	5204985A	AutoCAD Software Renewal	
11484	EAST PENN MANUFAC	Streets	10.4410.425000.	Equip Supplies & Maint	1,478.17	236966	231161285	Battery Stock for Shop - Cust # 570600167	
2387	HACH COMPANY	Water	51.5100.448400.	Dist Systm Repair & Maint	1,091.40	236971	13808018	Misc. Parts - Acct # 098574	
11418	HUMDINGER EQUIPMENT	Landfill Operations	58.5820.425000.	Equip Supplies & Maint	2,724.12	236977	33356	Misc. Parts & Supplies	
2642	INTERWEST SUPPLY COM	Streets	10.4410.425000.	Equip Supplies & Maint	13,289.76	236982	IN0108595	Snow Plow Blades - Cust # BOU01	
8137	LAKEVIEW ASPHALT PRO	Streets	10.4410.441200.	Road Matl Patch/ Class C	4,410.12	236986	11099	Patching - Cust #BOUN02610	
2886	LAKEVIEW ROCK PRODUC	Water	51.5100.461300.	Street Opening Expense	5,836.04	236987	419552	Road Base - Cust # BCTY07399	
3195	MOUNTAINLAND SUPPLY	Water	51.5100.448400.	Dist Systm Repair & Maint	6,051.51	236999	S105746215.001	Misc. Parts/ Supplies - Cust # 18498	
14813	NORTHEM BUILDERS	Trails	45.4550.473101.	Improv. Other Than Bldg-Bond \$	150,820.44	237002	304	Bridge Work	
5553	PURCELL TIRE AND SER	Streets	10.4410.425000.	Equip Supplies & Maint	3,761.76	237009	280062047	Tires & Service - Acct # 2801867	
13120	RECYCLE IT	Landfill Operations	58.5820.448000.	Operating Supplies	5,775.00	237011	10146	Mattress Recycling for Oct. 20223	
5272	REVOLUTION GEAR & TR	Streets	10.4410.425000.	Equip Supplies & Maint	1,808.96	237013	152246	Misc. Parts/ Supplies	
7941	SHAMROCK PLUMBING LL	Police	10.4210.426000.	Bldg & Grnd Suppl & Maint	1,046.45	237023	SD4119	Parts & Labor at Bountiful City PD	
11737	SPLASHTOP INC	Computer Maintenance	61.6100.429200.	Computer Software	1,919.00	237026	stb231117-1	Remote Business Access Licensing	
4171	THATCHER COMPANY	Water	51.5100.448000.	Operating Supplies	3,658.27	237037	2023100123145	T-Chlor - Acct # C1303	
4217	TITLEIST	Golf Course	55.5500.448240.	Items Purchased - Resale	2,006.79	237038	916767485	Golf Balls - Account # US00021802	
4229	TOM RANDALL DIST. CO	Streets	10.4410.425000.	Equip Supplies & Maint	2,509.80	237039	0371927	DEF & Fluids - Acct # 000275	
4331	USA BLUE BOOK	Water	51.5100.448000.	Operating Supplies	1,097.95	237043	INV00196156	Flags - Cust # 228844	
4341	UTAH ASSOCIATED MUNI	Light & Power	53.0000.213130.	UAMPS Accrual	1,145,264.26	237044	11222023	Oct. 2023 payment for Power Resources	
14607	VALLEY WIDE HEATING	Golf Course	55.5500.461000.	Miscellaneous Expense	1,404.63	237045	8384	Heating & Air Service Call	
4450	VERIZON WIRELESS	Water	51.5100.428000.	Telephone Expense	1,483.52	237046	9948907683	Acct # 242434136-00001	
					<b>TOTAL:</b>	<b>1,367,582.18</b>			



# City Council Staff Report

**Subject:** October 2023 Financial Reports  
**Author:** Tyson Beck, Finance Director  
**Department:** Finance  
**Date:** December 12, 2023



---

## **Background**

These reports include summary revenue, expense, and budget information for all City funds. Both revenues and expenses, including capital outlay, have been included. These financials are presented to the City Council for review.

## **Analysis**

Data within the reports and graphs presented provide detail of revenue, expense, and budget results for the associated period. Additional revenue and expense graphs are provided that give comparative data for FY2024 through October as compared to the past three fiscal year periods through that same timeframe.

The FY2024 budget portion of these reports is the originally adopted FY2024 budget approved by the City Council in June of 2023.

## **Department Review**

These reports were prepared and reviewed by the Finance Department.

## **Significant Impacts**

Financial information to aid in legislative and operational decision making.

## **Recommendation**

Council is encouraged to review the attached revenue, expense, and budget reports.

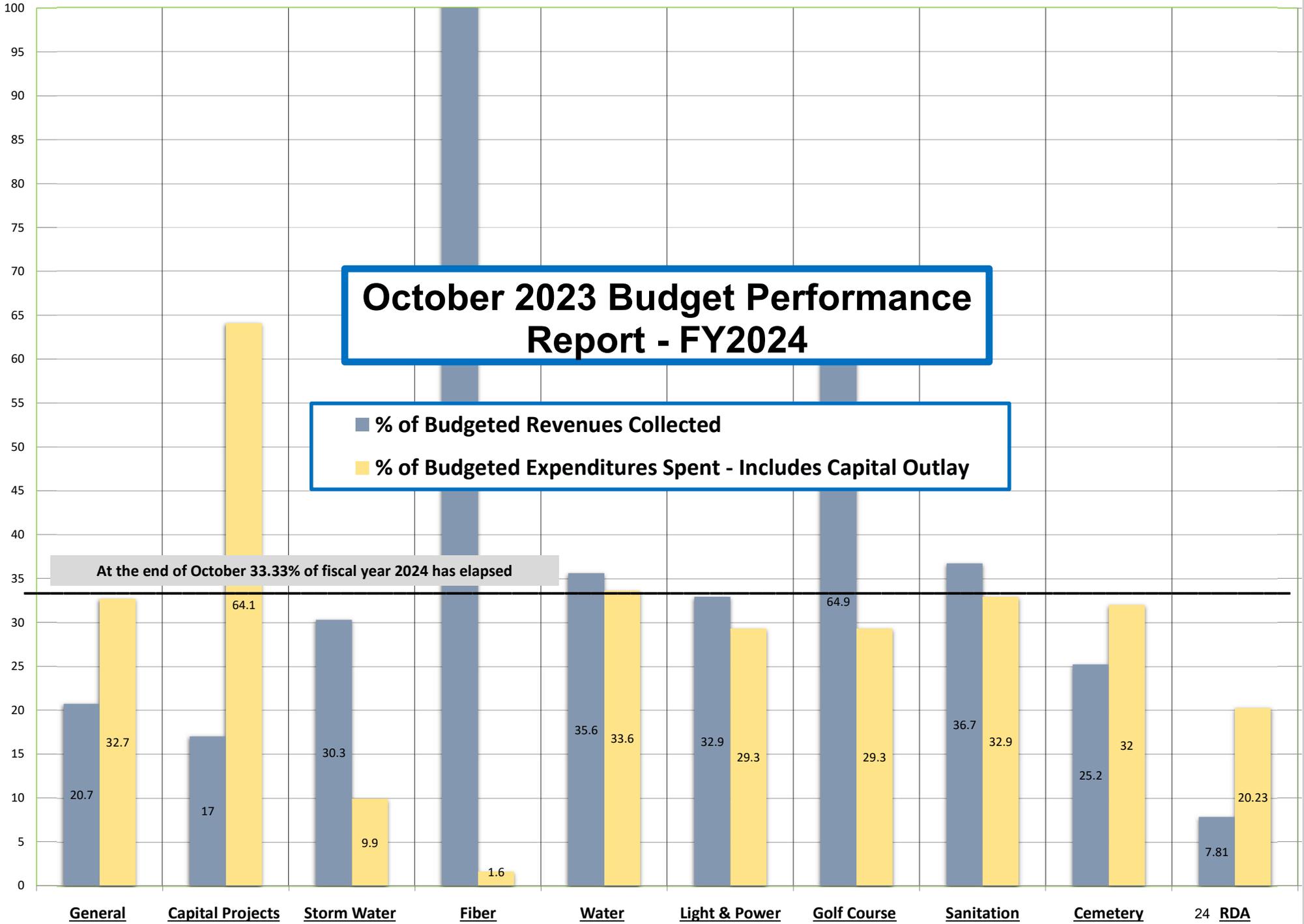
## **Attachments**

- October 2023 Revenue & Expense Reports – Fiscal 2024 YTD

# October 2023 Budget Performance Report - FY2024

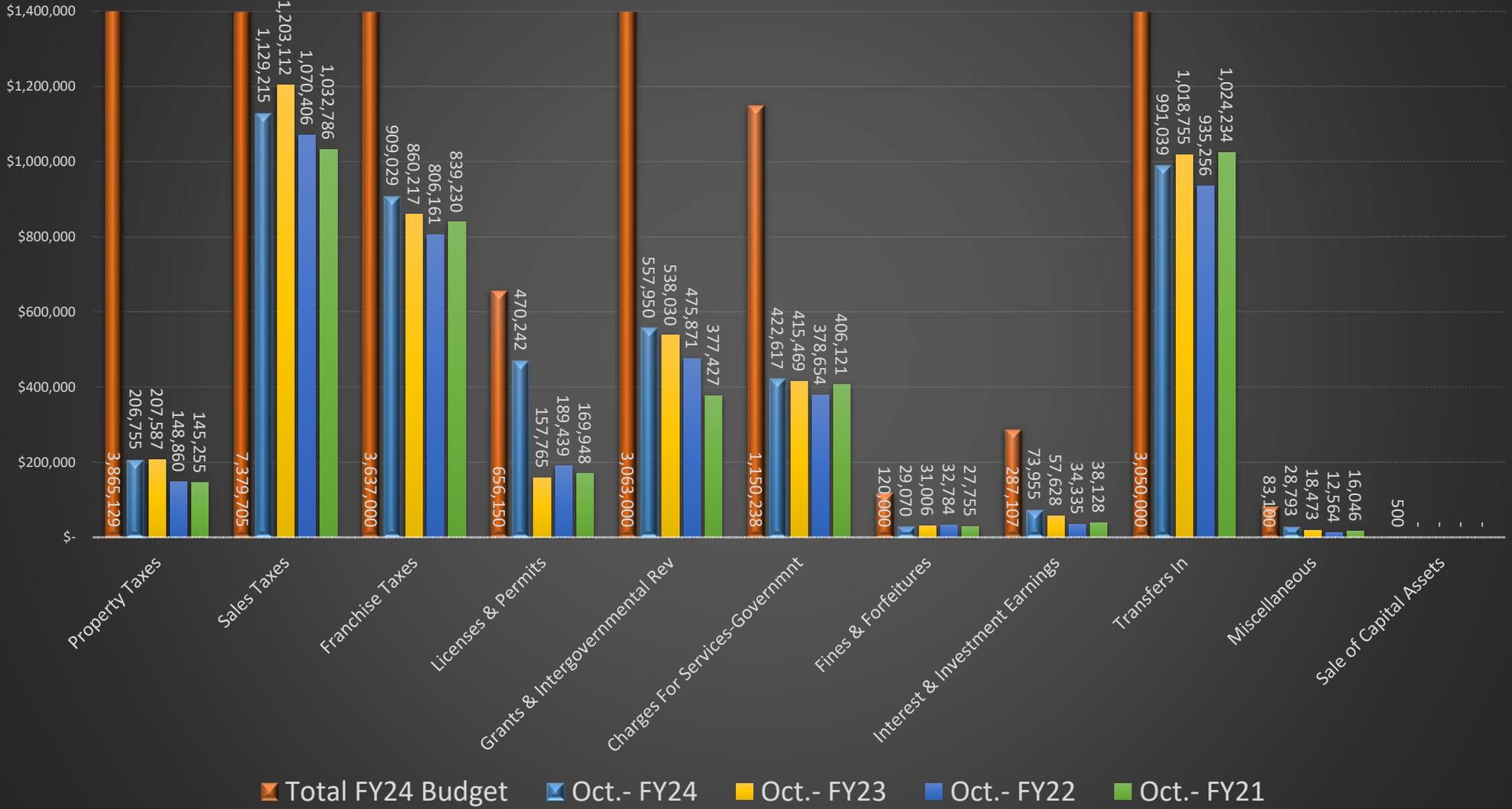
■ % of Budgeted Revenues Collected  
 ■ % of Budgeted Expenditures Spent - Includes Capital Outlay

At the end of October 33.33% of fiscal year 2024 has elapsed

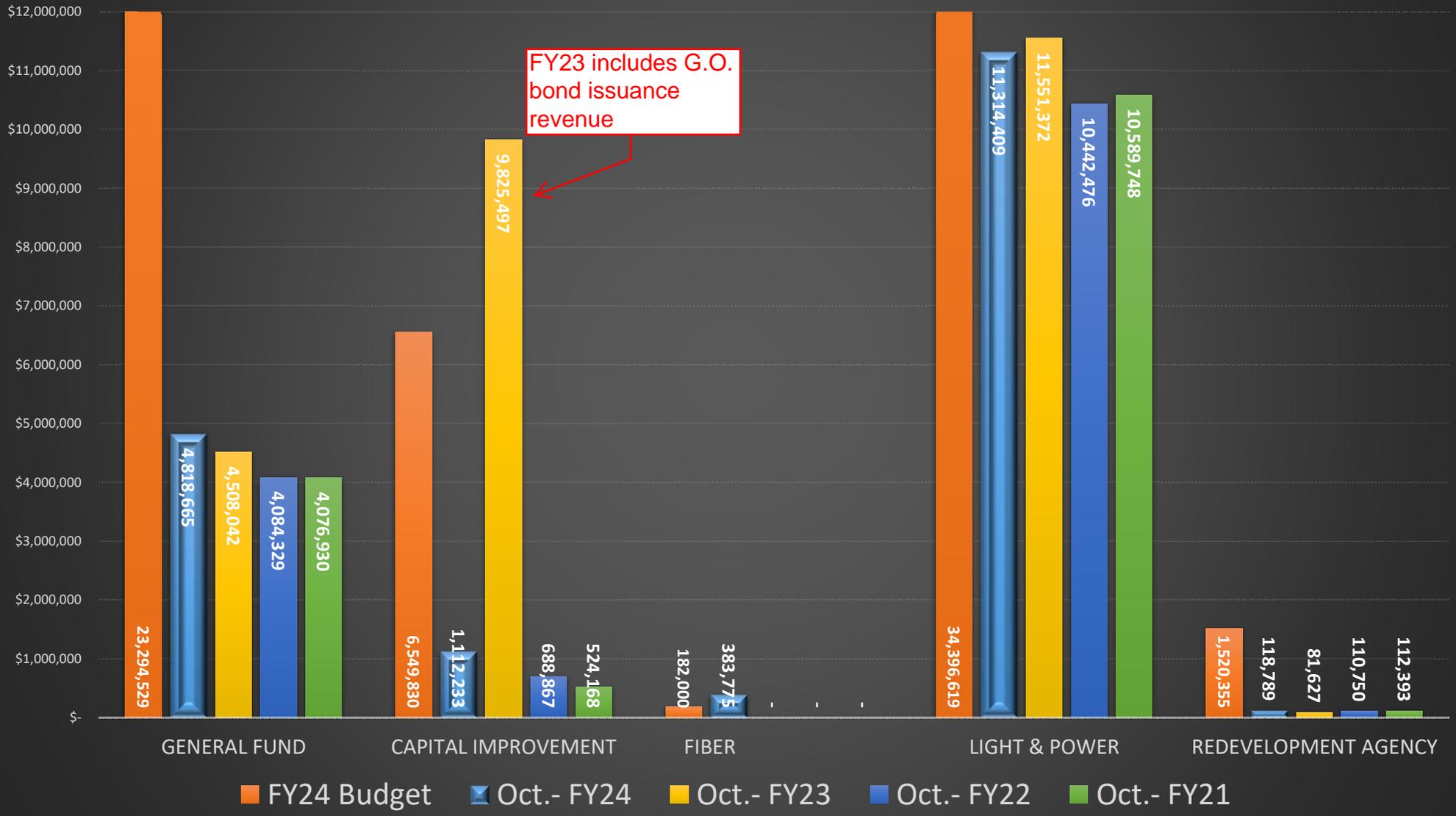


## General Fund Detailed Revenues - October 2023

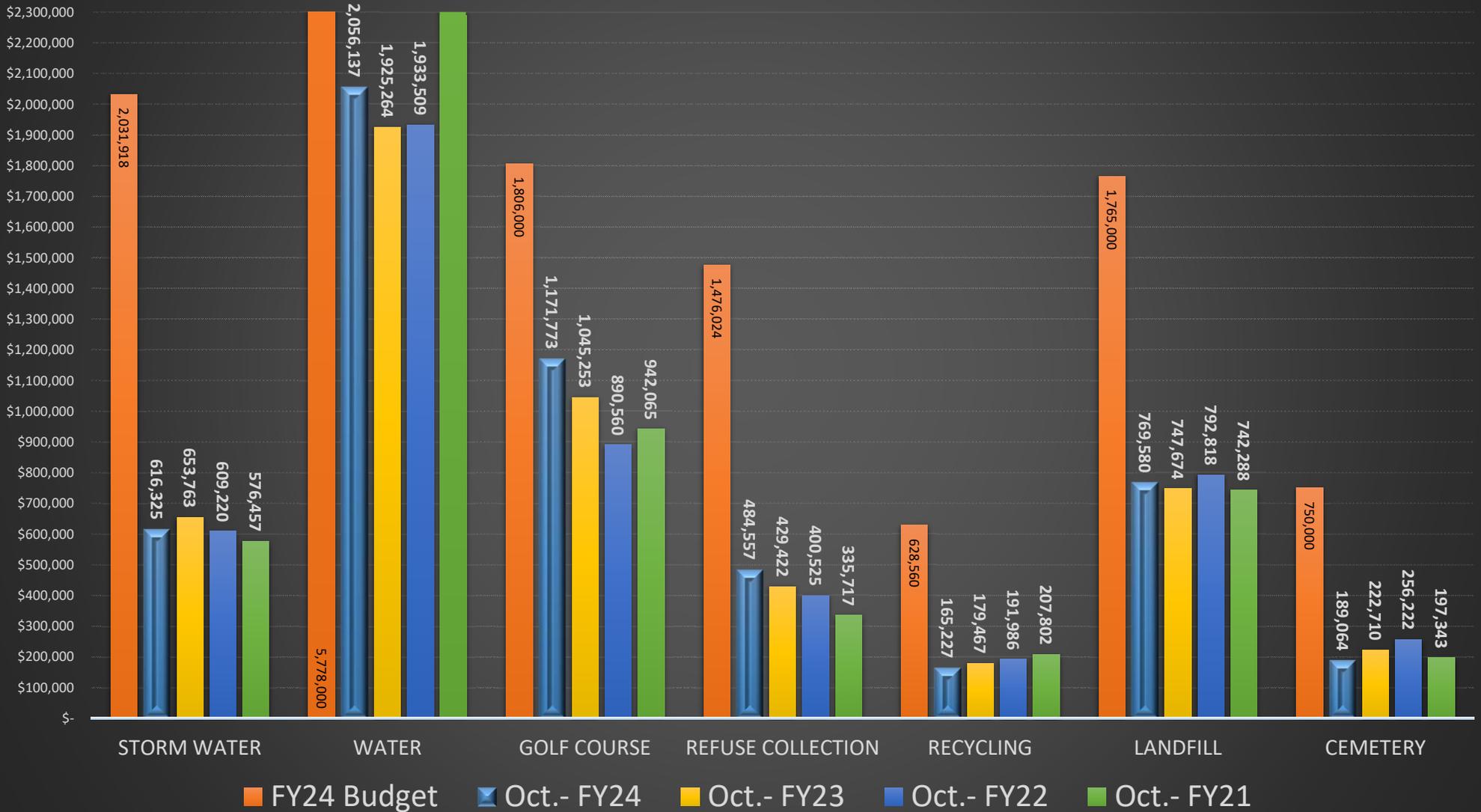
### YTD Revenues (Fiscal Year 2024) Compared to Budget and also the Revenues of the Same Timeframe of the Past Three Fiscal Years



## October 2023 YTD Revenues (Fiscal 2024) Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years

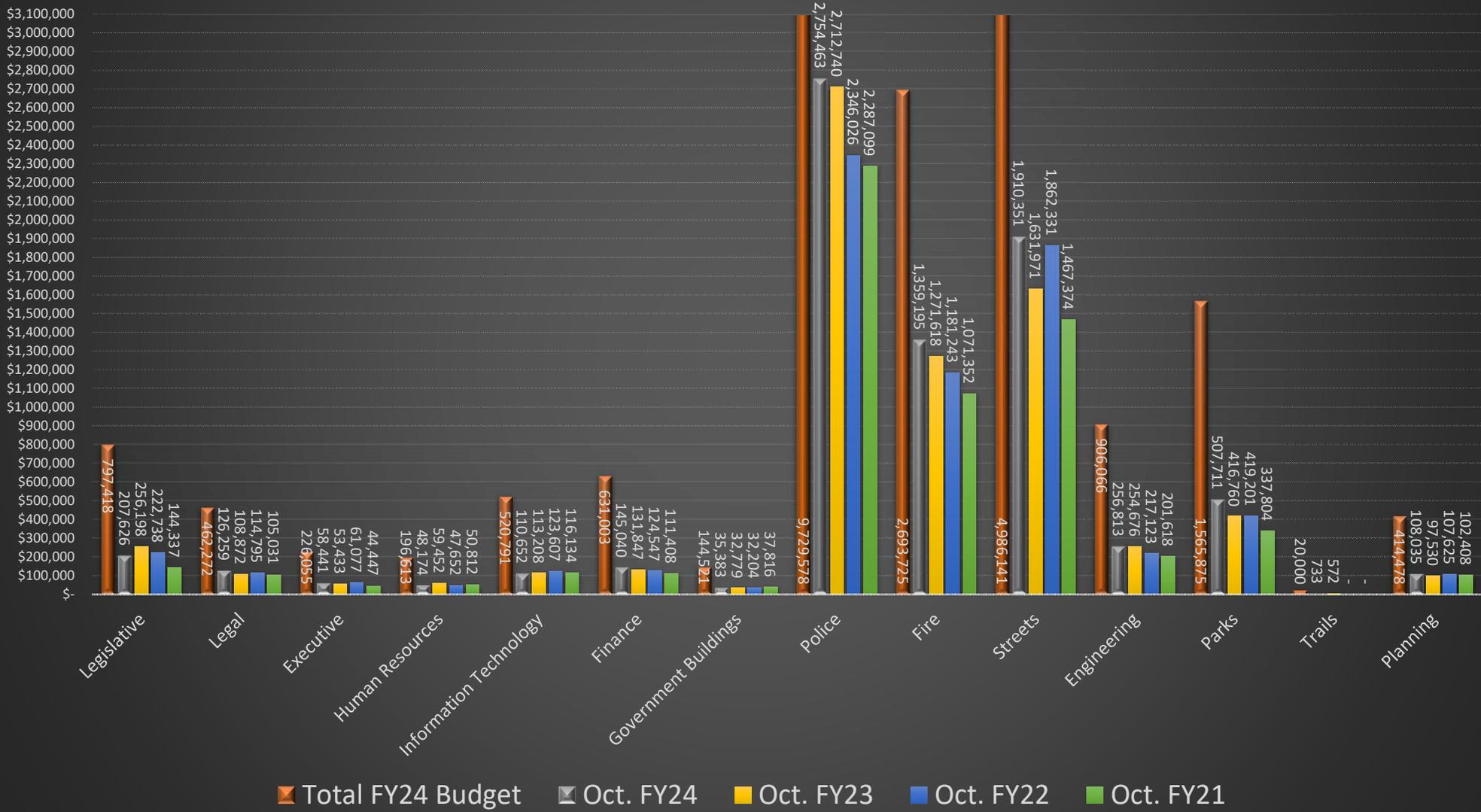


## October 2023 (Fiscal 2024) YTD Revenues Compared to Budget and also the Revenues of Same Timeframe of the Past Three Fiscal Years

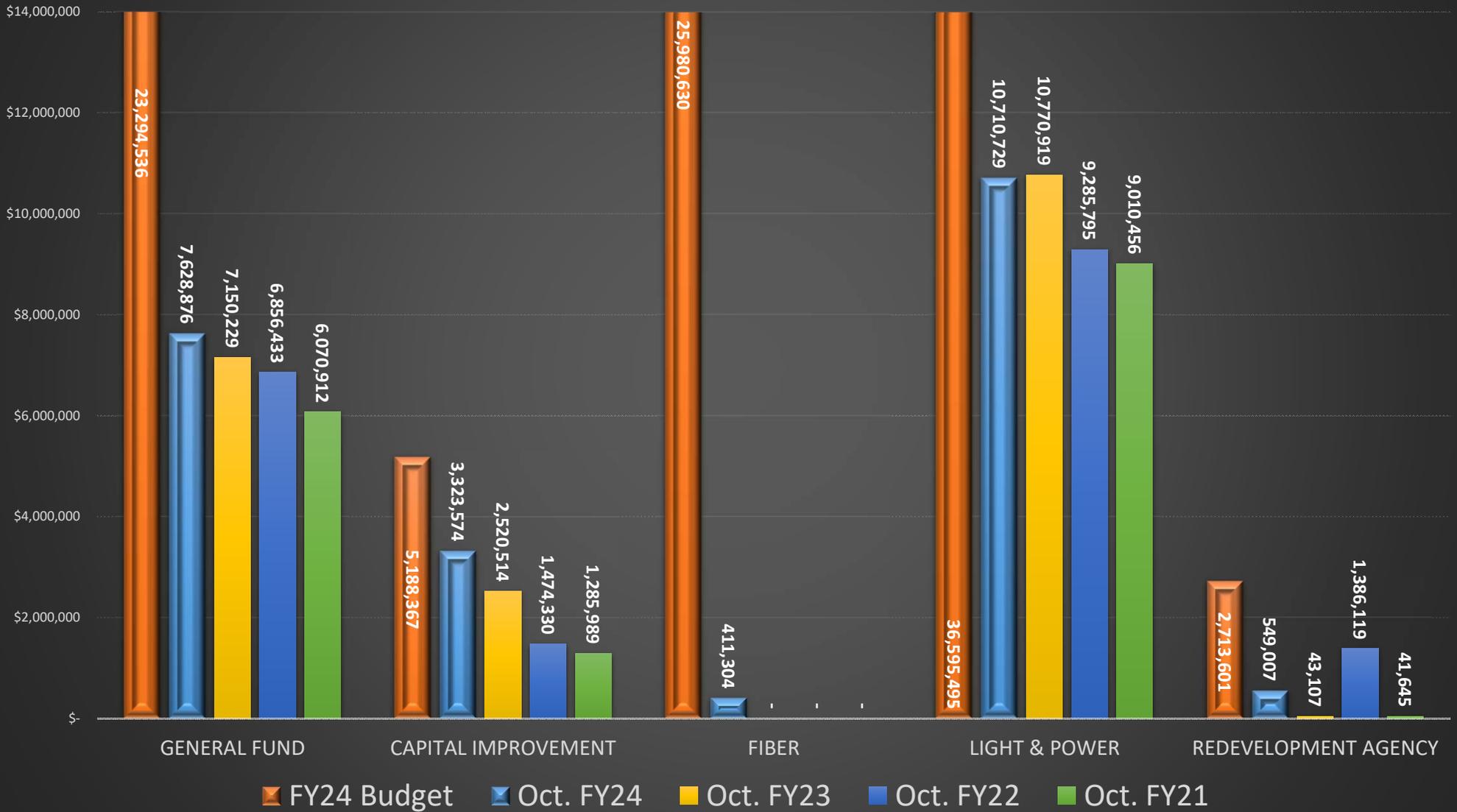


## General Fund Detailed Expenditures - October 2023

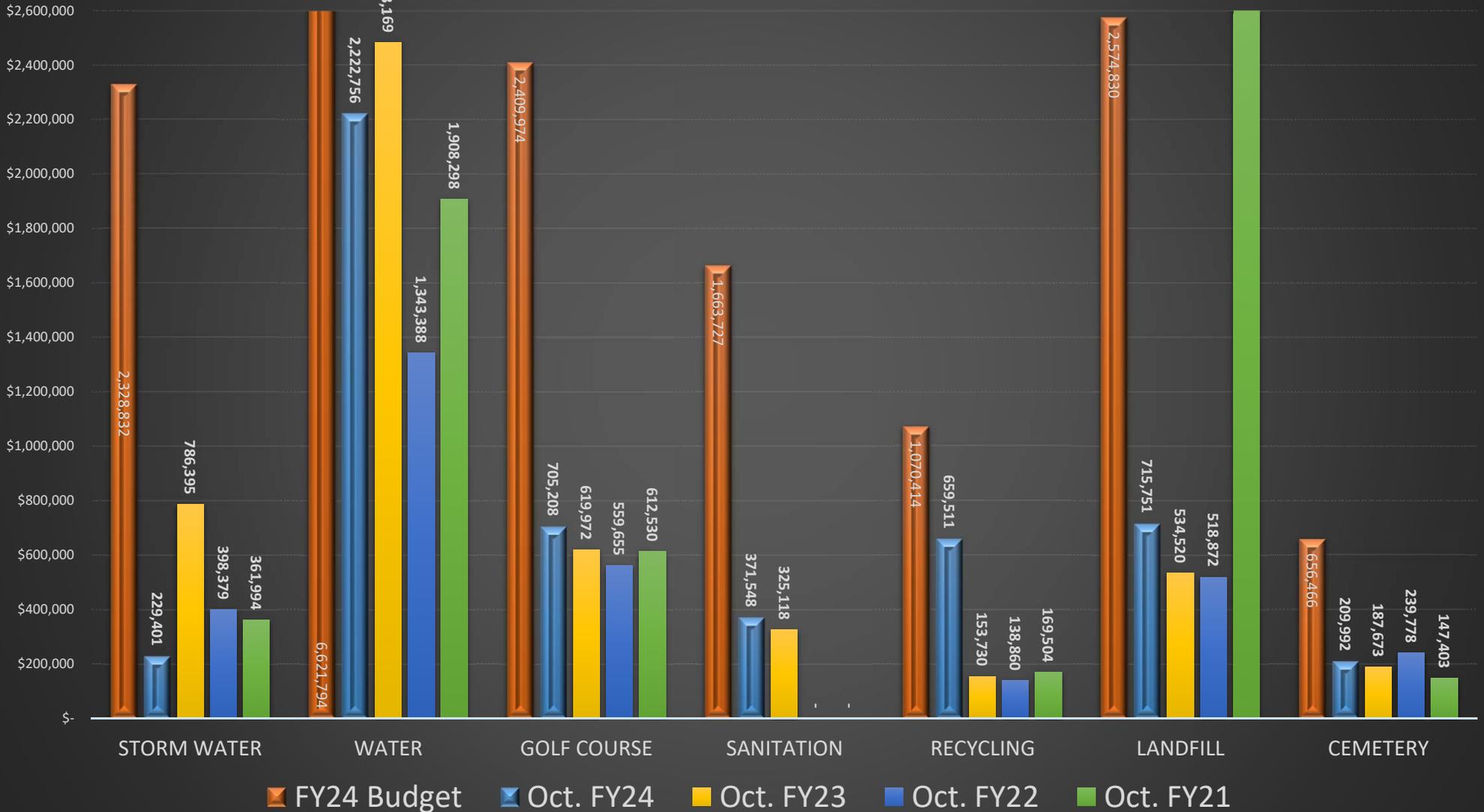
Fiscal 2024 YTD Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years



## October 2023 YTD (Fiscal 2024) Expenditures Compared to Budget and also the Expenditures of the Same Timeframe of the Past Three Fiscal Years



## October 2023 YTD (Fiscal 2024) Expenses Compared Budget and also the Expenses of the Same Timeframe of the Past Three Fiscal Years



OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10 GENERAL FUND</b>							
1010 Property Taxes	-3,865,129	-3,865,129	-206,755.33	-137,016.32	.00	-3,658,373.67	5.3%
1020 Sales Taxes	-7,379,705	-7,379,705	-1,129,214.60	-602,232.22	.00	-6,250,490.40	15.3%
1030 Franchise Taxes	-3,637,000	-3,637,000	-909,028.94	-201,518.12	.00	-2,727,971.06	25.0%
1040 Property Tax Increment	-2,600	-2,600	.00	.00	.00	-2,600.00	.0%
2000 Licenses & Permits	-656,150	-656,150	-470,242.06	-43,185.25	.00	-185,907.94	71.7%
3000 Grants & Intergovernmental Re	-3,063,000	-3,063,000	-557,950.03	-204,322.34	.00	-2,505,049.97	18.2%
3100 Fines & Forfeitures	0	-120,000	-29,070.26	-2,163.05	.00	-90,929.74	24.2%
4000 Charges For Services-Governmn	-1,150,238	-1,150,238	-422,616.52	-150,807.31	.00	-727,621.48	36.7%
4110 Legislative	797,418	797,418	207,626.49	32,977.86	.00	589,791.51	26.0%
4120 Legal	462,272	462,272	126,258.90	22,897.14	.00	336,013.10	27.3%
4130 Executive	226,055	226,055	58,440.90	14,246.73	.00	167,614.10	25.9%
4134 Human Resources	196,613	196,613	48,174.02	11,860.22	.00	148,438.98	24.5%
4136 Information Technology	520,791	520,791	110,652.02	27,757.00	.00	410,138.98	21.2%
4140 Finance	631,003	631,003	145,039.69	22,832.33	.00	485,963.31	23.0%
4160 Government Buildings	144,521	144,521	35,383.28	7,942.04	.00	109,137.72	24.5%
4210 Police	7,402,818	7,402,818	2,160,494.59	517,906.52	.00	5,242,323.41	29.2%
4215 Reserve Officers	10,000	10,000	.00	.00	.00	10,000.00	.0%
4216 Crossing Guards	163,385	163,385	34,478.30	16,125.62	.00	128,906.70	21.1%
4217 School Resource Officer	475,799	475,799	104,073.65	33,759.77	.00	371,725.35	21.9%
4218 Liquor Control	43,827	43,827	5,192.28	1,265.05	.00	38,634.72	11.8%
4219 PSAP - E911	1,633,749	1,633,749	450,224.22	124,953.75	.00	1,183,524.78	27.6%
4220 Fire	2,693,725	2,693,725	1,359,195.00	.00	.00	1,334,530.00	50.5%
4410 Streets	4,986,141	4,986,141	1,910,351.20	324,923.89	.00	3,075,789.80	38.3%
4450 Engineering	906,066	906,066	256,812.90	66,009.04	.00	649,253.10	28.3%
4510 Parks	1,565,875	1,565,875	507,710.59	101,979.44	.00	1,058,164.41	32.4%
4550 Trails	20,000	20,000	733.33	572.22	.00	19,266.67	3.7%
4610 Planning	414,478	414,478	108,034.91	26,052.69	.00	306,443.09	26.1%
5000 Fiber	-120,000	0	.00	.00	.00	.00	.0%
6000 Miscellaneous	-83,100	-83,100	-28,792.54	-5,503.34	.00	-54,307.46	34.6%
6010 Interest & Investment Earning	-287,107	-287,107	-73,955.48	-26,707.00	.00	-213,151.52	25.8%
6020 Sale of Capital Assets	-500	-500	.00	.00	.00	-500.00	.0%
8010 Transfers In	-3,050,000	-3,050,000	-991,039.28	-126,721.37	.00	-2,058,960.72	32.5%
<b>TOTAL GENERAL FUND</b>	<b>7</b>	<b>7</b>	<b>2,810,211.23</b>	<b>-146,115.01</b>	<b>.00</b>	<b>-2,810,204.23</b>	<b>%</b>
<b>TOTAL REVENUES</b>	<b>-23,294,529</b>	<b>-23,294,529</b>	<b>-4,818,665.04</b>	<b>-1,500,176.32</b>	<b>.00</b>	<b>-18,475,863.96</b>	
<b>TOTAL EXPENSES</b>	<b>23,294,536</b>	<b>23,294,536</b>	<b>7,628,876.27</b>	<b>1,354,061.31</b>	<b>.00</b>	<b>15,665,659.73</b>	

**30 DEBT SERVICE**

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

30	DEBT SERVICE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1010	Property Taxes	-588,611	-588,611	-30,481.20	-20,524.21	.00	-558,129.80	5.2%
4710	Debt Sevice	561,700	561,700	501.07	.43	.00	561,198.93	.1%
6010	Interest & Investment Earning	-200	-200	-352.32	-175.24	.00	152.32	176.2%
	<b>TOTAL DEBT SERVICE</b>	<b>-27,111</b>	<b>-27,111</b>	<b>-30,332.45</b>	<b>-20,699.02</b>	<b>.00</b>	<b>3,221.45</b>	<b>111.9%</b>
	<b>TOTAL REVENUES</b>	<b>-588,811</b>	<b>-588,811</b>	<b>-30,833.52</b>	<b>-20,699.45</b>	<b>.00</b>	<b>-557,977.48</b>	
	<b>TOTAL EXPENSES</b>	<b>561,700</b>	<b>561,700</b>	<b>501.07</b>	<b>.43</b>	<b>.00</b>	<b>561,198.93</b>	

45 CAPITAL IMPROVEMENT

1020	Sales Taxes	-3,882,027	-3,882,027	-589,433.51	-315,535.98	.00	-3,292,593.49	15.2%
3000	Grants & Intergovernmental Re	-907,928	-907,928	.00	.00	.00	-907,928.00	.0%
4110	Legislative	640,000	640,000	627,354.64	272,566.71	.00	12,645.36	98.0%
4136	Information Technology	70,000	70,000	.00	.00	.00	70,000.00	.0%
4140	Finance	13,200	13,200	1,318.55	339.15	.00	11,881.45	10.0%
4210	Police	871,167	871,167	497,371.02	2,200.00	.00	373,795.98	57.1%
4410	Streets	2,564,000	2,564,000	1,161,480.94	194,703.00	.00	1,402,519.06	45.3%
4450	Engineering	250,000	250,000	7,512.17	.00	.00	242,487.83	3.0%
4510	Parks	50,000	50,000	113,870.00	43,870.00	.00	-63,870.00	227.7%
4550	Trails	730,000	730,000	914,667.03	330,257.21	.00	-184,667.03	125.3%
6010	Interest & Investment Earning	-760,375	-760,375	-477,649.73	-145,067.71	.00	-282,725.27	62.8%
6020	Sale of Capital Assets	-40,000	-40,000	-18,650.00	-12,000.00	.00	-21,350.00	46.6%
8000	Contributions	0	0	-1,500.00	.00	.00	1,500.00	100.0%
8010	Transfers In	-959,500	-959,500	-25,000.00	.00	.00	-934,500.00	2.6%
	<b>TOTAL CAPITAL IMPROVEMENT</b>	<b>-1,361,463</b>	<b>-1,361,463</b>	<b>2,211,341.11</b>	<b>371,332.38</b>	<b>.00</b>	<b>-3,572,804.11</b>	<b>-162.4%</b>
	<b>TOTAL REVENUES</b>	<b>-6,549,830</b>	<b>-6,549,830</b>	<b>-1,112,233.24</b>	<b>-472,603.69</b>	<b>.00</b>	<b>-5,437,596.76</b>	
	<b>TOTAL EXPENSES</b>	<b>5,188,367</b>	<b>5,188,367</b>	<b>3,323,574.35</b>	<b>843,936.07</b>	<b>.00</b>	<b>1,864,792.65</b>	

49 STORM WATER

4900	Storm Water	2,328,832	2,328,832	229,400.71	59,594.49	.00	2,099,431.29	9.9%
6000	Miscellaneous	-5,800	-5,800	-1,728.00	-576.00	.00	-4,072.00	29.8%
6010	Interest & Investment Earning	-15,000	-15,000	-42,520.65	-15,674.09	.00	27,520.65	283.5%
7000	Charge For Services-Proprieta	-2,011,118	-2,011,118	-570,431.55	-104,546.01	.00	-1,440,686.45	28.4%
8020	Impact Fees	0	0	-1,645.00	-1,645.00	.00	1,645.00	100.0%
	<b>TOTAL STORM WATER</b>	<b>296,914</b>	<b>296,914</b>	<b>-386,924.49</b>	<b>-62,846.61</b>	<b>.00</b>	<b>683,838.49</b>	<b>-130.3%</b>
	<b>TOTAL REVENUES</b>	<b>-2,031,918</b>	<b>-2,031,918</b>	<b>-616,325.20</b>	<b>-122,441.10</b>	<b>.00</b>	<b>-1,415,592.80</b>	
	<b>TOTAL EXPENSES</b>	<b>2,328,832</b>	<b>2,328,832</b>	<b>229,400.71</b>	<b>59,594.49</b>	<b>.00</b>	<b>2,099,431.29</b>	

50 FIBER

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

50	FIBER	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5000	Fiber	25,980,630	25,980,630	411,304.25	2,979.99	.00	25,569,325.75	1.6%
6000	Miscellaneous	-500	-500	.00	.00	.00	-500.00	.0%
6010	Interest & Investment Earning	-500	-500	-367,752.73	-191,040.21	.00	367,252.73*****%	
7000	Charge For Services-Proprieta	-181,000	-181,000	-16,021.78	.00	.00	-164,978.22	8.9%
	<b>TOTAL FIBER</b>	<b>25,798,630</b>	<b>25,798,630</b>	<b>27,529.74</b>	<b>-188,060.22</b>	<b>.00</b>	<b>25,771,100.26</b>	<b>.1%</b>
	TOTAL REVENUES	-182,000	-182,000	-383,774.51	-191,040.21	.00	201,774.51	
	TOTAL EXPENSES	25,980,630	25,980,630	411,304.25	2,979.99	.00	25,569,325.75	
<b>51 WATER</b>								
5100	Water	6,621,794	6,621,794	2,222,755.61	806,717.80	.00	4,399,038.39	33.6%
6000	Miscellaneous	-2,000	-2,000	.00	.00	.00	-2,000.00	.0%
6010	Interest & Investment Earning	-60,000	-60,000	-44,593.78	-16,034.90	.00	-15,406.22	74.3%
6020	Sale of Capital Assets	-20,000	-20,000	.00	.00	.00	-20,000.00	.0%
7000	Charge For Services-Proprieta	-5,546,000	-5,546,000	-1,924,071.11	-207,785.71	.00	-3,621,928.89	34.7%
7010	Connection & Servicing	-40,000	-40,000	-5,894.93	-1,107.65	.00	-34,105.07	14.7%
8020	Impact Fees	-60,000	-60,000	-58,482.40	-31,814.40	.00	-1,517.60	97.5%
8030	Capital Contributions/Donatio	-50,000	-50,000	-23,095.00	-17,095.00	.00	-26,905.00	46.2%
	<b>TOTAL WATER</b>	<b>843,794</b>	<b>843,794</b>	<b>166,618.39</b>	<b>532,880.14</b>	<b>.00</b>	<b>677,175.61</b>	<b>19.7%</b>
	TOTAL REVENUES	-5,778,000	-5,778,000	-2,056,137.22	-273,837.66	.00	-3,721,862.78	
	TOTAL EXPENSES	6,621,794	6,621,794	2,222,755.61	806,717.80	.00	4,399,038.39	
<b>53 LIGHT &amp; POWER</b>								
5300	Light & Power	36,595,495	36,595,495	10,710,729.29	2,239,771.75	.00	25,884,765.71	29.3%
6000	Miscellaneous	-122,000	-122,000	-43,108.82	-7,439.59	.00	-78,891.18	35.3%
6010	Interest & Investment Earning	-402,689	-402,689	-179,109.98	-69,198.28	.00	-223,579.02	44.5%
6020	Sale of Capital Assets	-4,000	-4,000	.00	.00	.00	-4,000.00	.0%
7000	Charge For Services-Proprieta	-33,242,374	-33,242,374	-11,001,595.33	-1,574,428.55	.00	-22,240,778.67	33.1%
7010	Connection & Servicing	-100,000	-100,000	-30,274.71	-6,187.35	.00	-69,725.29	30.3%
7030	Equipment & Facility Rents	-75,556	-75,556	-20,022.00	.00	.00	-55,534.00	26.5%
8030	Capital Contributions/Donatio	-450,000	-450,000	-40,298.00	-11,292.00	.00	-409,702.00	9.0%
	<b>TOTAL LIGHT &amp; POWER</b>	<b>2,198,876</b>	<b>2,198,876</b>	<b>-603,679.55</b>	<b>571,225.98</b>	<b>.00</b>	<b>2,802,555.55</b>	<b>-27.5%</b>
	TOTAL REVENUES	-34,396,619	-34,396,619	-11,314,408.84	-1,668,545.77	.00	-23,082,210.16	
	TOTAL EXPENSES	36,595,495	36,595,495	10,710,729.29	2,239,771.75	.00	25,884,765.71	
<b>55 GOLF COURSE</b>								

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

55	GOLF COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5500	Golf Course	2,409,974	2,409,974	705,207.68	207,037.50	.00	1,704,766.32	29.3%
6000	Miscellaneous	-3,000	-3,000	-3,879.25	-636.33	.00	879.25	129.3%
6010	Interest & Investment Earning	-8,000	-8,000	-13,792.81	-5,015.55	.00	5,792.81	172.4%
7020	Admission & Lesson Fees	-998,000	-998,000	-636,169.03	-102,559.05	.00	-361,830.97	63.7%
7030	Equipment & Facility Rents	-491,000	-491,000	-328,106.62	-54,906.44	.00	-162,893.38	66.8%
7040	Concession & Merchandise Sale	-306,000	-306,000	-189,825.70	-60,288.86	.00	-116,174.30	62.0%
	<b>TOTAL GOLF COURSE</b>	<b>603,974</b>	<b>603,974</b>	<b>-466,565.73</b>	<b>-16,368.73</b>	<b>.00</b>	<b>1,070,539.73</b>	<b>-77.2%</b>
	<b>TOTAL REVENUES</b>	<b>-1,806,000</b>	<b>-1,806,000</b>	<b>-1,171,773.41</b>	<b>-223,406.23</b>	<b>.00</b>	<b>-634,226.59</b>	
	<b>TOTAL EXPENSES</b>	<b>2,409,974</b>	<b>2,409,974</b>	<b>705,207.68</b>	<b>207,037.50</b>	<b>.00</b>	<b>1,704,766.32</b>	

58 SANITATION

5800	Refuse Collection Operations	1,663,727	1,663,727	371,548.23	87,907.02	.00	1,292,178.77	22.3%
5810	Recycle Collection Operations	1,070,414	1,070,414	659,511.26	30,204.78	.00	410,902.74	61.6%
5820	Landfill Operations	2,574,830	2,574,830	715,751.02	152,828.25	.00	1,859,078.98	27.8%
6000	Miscellaneous	0	0	-14.88	.00	.00	14.88	100.0%
6002	Miscellaneous - Landfill	-30,000	-30,000	-10,805.93	-5,682.06	.00	-19,194.07	36.0%
6010	Interest & Investment Earning	-58,000	-58,000	-100,078.62	-31,547.33	.00	42,078.62	172.5%
6012	Interest Earnings - Landfill	0	0	-47,528.52	-16,221.37	.00	47,528.52	100.0%
6022	Sale of Capital Assets-Landfill	0	0	-5,000.00	-5,000.00	.00	5,000.00	100.0%
7000	Charge For Services-Proprieta	-1,418,024	-1,418,024	-384,463.77	-60,118.59	.00	-1,033,560.23	27.1%
7001	Charge For Services - Recycle	-628,560	-628,560	-165,226.94	-26,034.54	.00	-463,333.06	26.3%
7002	Charge For Services - Landfill	-1,735,000	-1,735,000	-706,245.66	-157,576.18	.00	-1,028,754.34	40.7%
	<b>TOTAL SANITATION</b>	<b>1,439,387</b>	<b>1,439,387</b>	<b>327,446.19</b>	<b>-31,240.02</b>	<b>.00</b>	<b>1,111,940.81</b>	<b>22.7%</b>
	<b>TOTAL REVENUES</b>	<b>-3,869,584</b>	<b>-3,869,584</b>	<b>-1,419,364.32</b>	<b>-302,180.07</b>	<b>.00</b>	<b>-2,450,219.68</b>	
	<b>TOTAL EXPENSES</b>	<b>5,308,971</b>	<b>5,308,971</b>	<b>1,746,810.51</b>	<b>270,940.05</b>	<b>.00</b>	<b>3,562,160.49</b>	

59 CEMETERY

5900	Cemetery	656,466	656,466	209,991.72	39,244.82	.00	446,474.28	32.0%
6010	Interest & Investment Earning	-11,000	-11,000	-10,058.64	-3,674.06	.00	-941.36	91.4%
7000	Charge For Services-Proprieta	-462,500	-462,500	-142,455.00	-33,945.00	.00	-320,045.00	30.8%
7050	Cemetery Burial Plot Sales	-276,500	-276,500	-36,550.00	-7,150.00	.00	-239,950.00	13.2%
	<b>TOTAL CEMETERY</b>	<b>-93,534</b>	<b>-93,534</b>	<b>20,928.08</b>	<b>-5,524.24</b>	<b>.00</b>	<b>-114,462.08</b>	<b>-22.4%</b>
	<b>TOTAL REVENUES</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-189,063.64</b>	<b>-44,769.06</b>	<b>.00</b>	<b>-560,936.36</b>	
	<b>TOTAL EXPENSES</b>	<b>656,466</b>	<b>656,466</b>	<b>209,991.72</b>	<b>39,244.82</b>	<b>.00</b>	<b>446,474.28</b>	

61 COMPUTER MAINTENANCE

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

61	COMPUTER MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4000	Charges For Services-Governmn	-53,869	-53,869	-120,730.00	.00	.00	66,861.00	224.1%
6010	Interest & Investment Earning	-200	-200	-802.82	-228.48	.00	602.82	401.4%
6100	Computer Maintenance	74,640	74,640	56,290.12	26,985.57	.00	18,349.88	75.4%
	TOTAL COMPUTER MAINTENANCE	20,571	20,571	-65,242.70	26,757.09	.00	85,813.70	-317.2%
	TOTAL REVENUES	-54,069	-54,069	-121,532.82	-228.48	.00	67,463.82	
	TOTAL EXPENSES	74,640	74,640	56,290.12	26,985.57	.00	18,349.88	
<b>63 LIABILITY INSURANCE</b>								
6010	Interest & Investment Earning	-31,000	-31,000	-11,920.31	-4,061.09	.00	-19,079.69	38.5%
6300	Liability Insurance	766,956	766,956	754,415.73	17,815.14	.00	12,540.27	98.4%
7000	Charge For Services-Proprieta	-591,497	-591,497	-706,782.00	.00	.00	115,285.00	119.5%
	TOTAL LIABILITY INSURANCE	144,459	144,459	35,713.42	13,754.05	.00	108,745.58	24.7%
	TOTAL REVENUES	-622,497	-622,497	-718,702.31	-4,061.09	.00	96,205.31	
	TOTAL EXPENSES	766,956	766,956	754,415.73	17,815.14	.00	12,540.27	
<b>64 WORKERS' COMP INSURANCE</b>								
6010	Interest & Investment Earning	-21,000	-21,000	-8,309.17	-3,094.20	.00	-12,690.83	39.6%
6400	workers' Comp Insurance	361,353	361,353	331,920.87	12,917.41	.00	29,432.13	91.9%
7000	Charge For Services-Proprieta	-350,973	-350,973	-99,558.79	-25,905.25	.00	-251,414.21	28.4%
	TOTAL WORKERS' COMP INSURANCE	-10,620	-10,620	224,052.91	-16,082.04	.00	-234,672.91	-2109.7%
	TOTAL REVENUES	-371,973	-371,973	-107,867.96	-28,999.45	.00	-264,105.04	
	TOTAL EXPENSES	361,353	361,353	331,920.87	12,917.41	.00	29,432.13	
<b>72 RDA REVOLVING LOAN FUND</b>								
6000	Miscellaneous	-513,755	-513,755	-60,872.66	-21,800.86	.00	-452,882.34	11.8%
6010	Interest & Investment Earning	-92,303	-92,303	-47,476.86	-16,470.00	.00	-44,826.14	51.4%
7200	RDA Revolving Loans	502,760	502,760	133.43	32.65	.00	502,626.57	.0%
	TOTAL RDA REVOLVING LOAN FUND	-103,298	-103,298	-108,216.09	-38,238.21	.00	4,918.09	104.8%
	TOTAL REVENUES	-606,058	-606,058	-108,349.52	-38,270.86	.00	-497,708.48	
	TOTAL EXPENSES	502,760	502,760	133.43	32.65	.00	502,626.57	
<b>73 REDEVELOPMENT AGENCY</b>								

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

73	REDEVELOPMENT AGENCY	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1010	Property Taxes	-76,000	-76,000	.00	.00	.00	-76,000.00	.0%
1040	Property Tax Increment	-827,497	-827,497	.00	.00	.00	-827,497.00	.0%
6010	Interest & Investment Earning	-10,800	-10,800	-10,439.10	-2,618.41	.00	-360.90	96.7%
7300	Redevelopment Agency	2,210,841	2,210,841	548,873.32	525,769.91	.00	1,661,967.68	24.8%
	TOTAL REDEVELOPMENT AGENCY	1,296,544	1,296,544	538,434.22	523,151.50	.00	758,109.78	41.5%
	TOTAL REVENUES	-914,297	-914,297	-10,439.10	-2,618.41	.00	-903,857.90	
	TOTAL EXPENSES	2,210,841	2,210,841	548,873.32	525,769.91	.00	1,661,967.68	
<b>74 CEMETERY PERPETUAL CARE</b>								
6010	Interest & Investment Earning	-44,400	-44,400	-24,053.71	-8,723.85	.00	-20,346.29	54.2%
7050	Cemetery Burial Plot Sales	-93,000	-93,000	-20,950.00	-3,550.00	.00	-72,050.00	22.5%
7400	Cemetery Perpetual Care	2,055	2,055	87.38	21.26	.00	1,967.62	4.3%
	TOTAL CEMETERY PERPETUAL CARE	-135,345	-135,345	-44,916.33	-12,252.59	.00	-90,428.67	33.2%
	TOTAL REVENUES	-137,400	-137,400	-45,003.71	-12,273.85	.00	-92,396.29	
	TOTAL EXPENSES	2,055	2,055	87.38	21.26	.00	1,967.62	
<b>78 LANDFILL CLOSURE</b>								
6010	Interest & Investment Earning	-37,200	-37,200	-16,780.34	-4,335.97	.00	-20,419.66	45.1%
	TOTAL LANDFILL CLOSURE	-37,200	-37,200	-16,780.34	-4,335.97	.00	-20,419.66	45.1%
	TOTAL REVENUES	-37,200	-37,200	-16,780.34	-4,335.97	.00	-20,419.66	
<b>83 RAP TAX</b>								
1050	RAP Taxes	-770,000	-770,000	-116,424.04	-64,659.48	.00	-653,575.96	15.1%
6010	Interest & Investment Earning	-10,000	-10,000	-2,508.31	-990.76	.00	-7,491.69	25.1%
8300	RAP Tax	1,350,185	1,350,185	114,612.09	2.41	.00	1,235,572.91	8.5%
	TOTAL RAP TAX	570,185	570,185	-4,320.26	-65,647.83	.00	574,505.26	-.8%
	TOTAL REVENUES	-780,000	-780,000	-118,932.35	-65,650.24	.00	-661,067.65	
	TOTAL EXPENSES	1,350,185	1,350,185	114,612.09	2.41	.00	1,235,572.91	
<b>92 OPEB TRUST</b>								

OCTOBER 2023 - FY2024 REVENUE & EXPENSE

FOR 2024 04

92	OPEB TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
6010	Interest & Investment Earning	0	0	-10,871.30	-2,674.17	.00	10,871.30	100.0%
9200	OPEB Trust	0	0	597.03	260.09	.00	-597.03	100.0%
	TOTAL OPEB TRUST	0	0	-10,274.27	-2,414.08	.00	10,274.27	100.0%
	TOTAL REVENUES	0	0	-10,871.30	-2,674.17	.00	10,871.30	
	TOTAL EXPENSES	0	0	597.03	260.09	.00	-597.03	
<b>99 INVESTMENT</b>								
6010	Interest & Investment Earning	0	0	-132,849.45	-88,268.59	.00	132,849.45	100.0%
	TOTAL INVESTMENT	0	0	-132,849.45	-88,268.59	.00	132,849.45	100.0%
	TOTAL REVENUES	0	0	-132,849.45	-88,268.59	.00	132,849.45	
	GRAND TOTAL	31,444,770	31,444,770	4,492,173.63	1,341,007.98	.00	26,952,596.37	14.3%

\*\* END OF REPORT - Generated by Tyson Beck \*\*



# City Council Staff Report



**Subject: Public Notice of City Council's Meeting Schedule**  
**Author: Gary Hill, City Manager**  
**Date: 12 December 2023**

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## **Background**

Under Utah Code Section 52-4-202 (2) of the Utah Code (in the Open & Public Meetings Act), the City Council “shall give public notice at least once each year of its annual meeting schedule,” and “shall specify the date, time, and place of the scheduled meetings.”

## **Analysis**

The City Council can meet when it wants to. In the 1980s and 1990s it met every Wednesday. For the last 20 years or so it has met on the second and fourth Tuesdays, which can be changed at the Council's discretion.

The Public Notice given here announces that Bountiful City Council meetings “shall take place the second and fourth Tuesdays of each month.” However, it notes that there will be no meeting on Tuesday, December 24.

## **Department Review**

This Public Notice has been reviewed by the City Manager and the City Attorney.

## **Significant Impacts**

There are no significant impacts from this action.

## **Recommendation**

It is recommended that the City Council approve the 2024 Meeting Schedule to meet on the second and fourth Tuesdays of each month, with the exception of Tuesday, December 24.

## **Attachments**

The Public Notice of Bountiful City Council Meetings in 2024.

## **PUBLIC NOTICE**

Pursuant to UCA 52-4-202(2), the City of Bountiful hereby gives public notice of its annual meeting schedule for 2024. Regular meetings of the City Council shall take place the second and fourth Tuesdays of each month, unless otherwise advertised. City Council meetings shall be held at the Bountiful City Hall, unless otherwise advertised. The meetings will begin promptly at 7:00 p.m.

Some meetings will have a work session that will proceed the regular meeting. The work session is also open to the public.

The City Council may meet as a Redevelopment Agency Board of Directors. These meetings shall take place in the City Council Chambers at City Hall, and shall begin after City Council meeting as needed, unless otherwise advertised.

The Council will not meet on Tuesday, December 24, 2024.

All meetings of the City Council shall be open to the public, and the public is invited to attend the meetings of the City Council and the Redevelopment Agency, except where the City Council or Redevelopment Agency Board meet in Closed Session upon proper public notice and for the purposes outlined in UCA 52-4-205.

In addition to the above scheduled regular meetings, the City Council may, from time to time, meet in special session as needed, and such meetings will be advertised by legal notice to the public in accordance with UCA 52-4-202.

Dated this 12<sup>th</sup> day of December, 2023.

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Gary R. Hill  
City Manager

# City Council Staff Report



**Subject:** Preliminary/Final Architectural and Site Plan  
for a Construction Sales and Services without Outdoor Storage at  
299 North 200 West

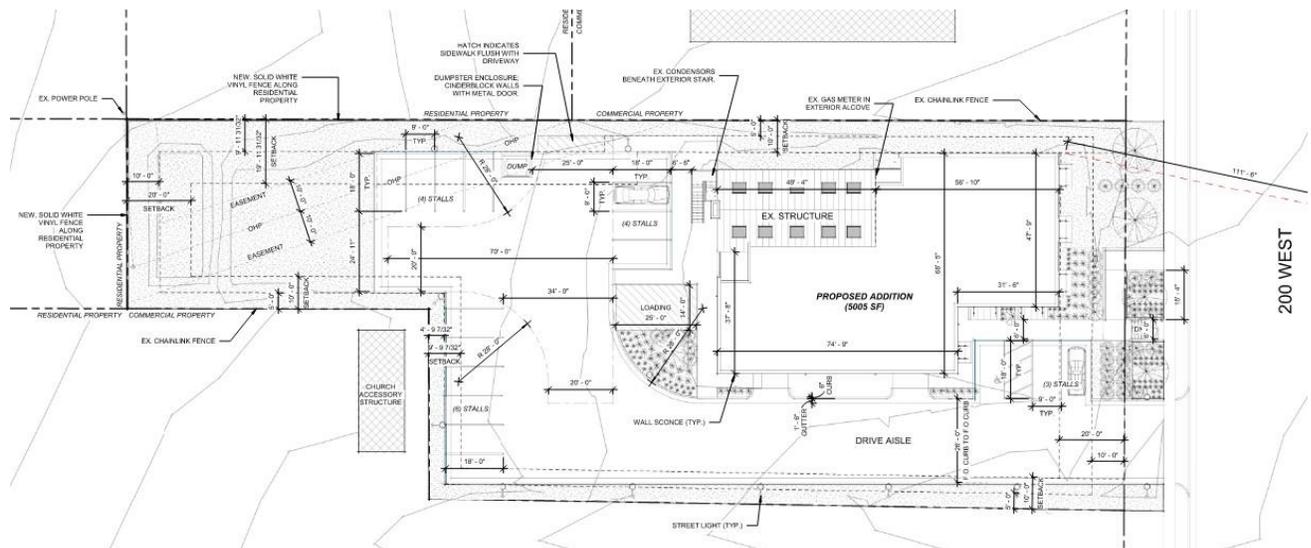
**Author:** Amber Corbridge, Senior Planner

**Department:** Planning

**Date:** December 12, 2023

## Background

The applicant, Travis Shupe, with Shupe Electric DBA Shupe Companies, submitted a 1) Conditional Use permit (CUP) application and 2) Preliminary/Final Architectural Site Plan application requesting to operate a construction sales and services without outdoor storage at 299 North 200 West. The property is zoned C-G (General Commercial) where this proposed use is listed as a conditional use. The applicant is proposing to build a new addition (approximately 5,000 square ft.) to the existing structure for indoor storage, as well as modifying the site traffic flow, parking, and landscaping, as shown on the following plans (also attached in the Design Plan Set):





The Planning Commission reviewed the Conditional Use and Architectural Site Plan applications on December 5, 2023. The Planning Commission approved the Conditional Use Permit for the proposed use, subject to meeting Architectural Site Plan Approval and staff review comments. The Planning Commission forwarded a positive recommendation (5-0 vote) to the City Council to approve the proposed Preliminary/Final Architectural Site Plan Application, subject to meeting all staff review comments.

**Analysis**

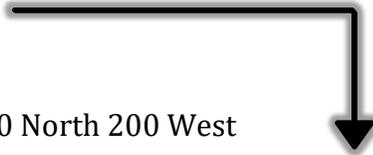
***Conditional Use Standards***

The Planning Commission considered how the proposed use 1) relates to the surrounding uses, 2) impacts the existing surrounding developments, and 3) appropriate buffering of uses and buildings, proper parking and traffic circulation, and the use of building materials and landscaping, which are in harmony with the area (see Code 14-2-506.C).

The proposed use would fit in with the surrounding properties along 200 West. The area has diverse zoning and uses. The property to the north is also zoned General Commercial and used for a personal retail/services business (vacuum cleaner store). The property across the street to the east is zoned Professional Office and used for dental, financial, and law services. The neighboring building on this lot is setback about twenty feet (20') from the street, has a brick exterior, and parking in the interior side and rear yards, as shown below:



280 North 200 West



The properties to the south and west are zoned Residential Multiple Family (RM-13), where the use to the south is a church and the use to the west is a single-family dwelling.



There are site characteristics with the proposed use which would help mitigate any potential negative impacts to the residential type uses to the south and west, as well as fit in with the character of 200 West. The proposed use and site would be screened from the residential properties with a six foot (6') tall white vinyl screening fence, softened with landscape setbacks, and provide indoor storage. The parking lot light fixtures are designed to direct light downward and are arranged to meet the maximum 0.1 footcandles at the adjoining residential properties (see the attached Outdoor Lighting Plan).

The exterior building materials and colors of the addition would complement the style of the existing structure, which is made of earth toned concrete masonry units block (see attached Design Plan Set). The new addition is proposed to be constructed to the east and south of the existing structure. The addition would include large windows, accent metal awnings, white siding, and metal roof coping. The parking lot and landscaping would be modified to accommodate the new addition, comply with the parking and landscaping requirements, and beautify the 200 West frontage – similar to the property to the east, shown above where the building is closer to the street with an attractive landscape setback, and driveway/parking to the side and rear of the building.





### ***Architectural and Site Plan Review***

The City Council shall determine if the proposed architectural and site development plans submitted are consistent with the purpose and objectives of the Code (14-2-301). The purpose of the architectural and site plan review and approval process is:

1. To determine compliance with the Land Use Code
2. To promote the orderly and safe development of land in the City
3. To implement the policies and goals established in the Bountiful City General Plan
4. To promote the orderly layout of buildings, landscaping, walkways, lighting, and other site improvements.

The architectural and site plans have been reviewed by staff, where setbacks, height, landscaping, screening, parking, loading, lighting, and all other applicable standards are reviewed for compliance. The plans for the proposed use and development comply with department review comments. The proposed site plan meets safe, adequate pedestrian and vehicle access, which is an improvement of the existing site.

The new addition, updated parking, and landscaping are improvements to the site and surrounding area (see attached Photos of the Existing Site). The proposed plans comply with the goals and objectives of the General Plan, where old commercial areas need to be redeveloped (Bountiful City 2009 General Plan – Land Use Master Plan pg.2)

### **Department Review**

This staff report was written by the Senior Planner and was reviewed by the City Manager.

### **Significant Impacts**

There are minimal impacts of this proposed development on the property and surrounding uses, as it is an upgrade of the existing land use and office building. The existing infrastructure, such as water, sewer, culinary water, and transportation are in place to support this development.

### **Recommendations**

Staff recommends that the City Council review the Preliminary/Final Architectural and Site Plan application for the new construction sales and services, addition, and site changes, and approve subject to complying with all staff review comments.

*Note: Final approval and building permits will be granted when all conditions are met and satisfied.*

### **Attachments**

1. Design Plan Set
2. Landscape Plan
3. Outdoor Lighting Plan
4. Topographical Boundary Survey
5. Photos of the Existing Site











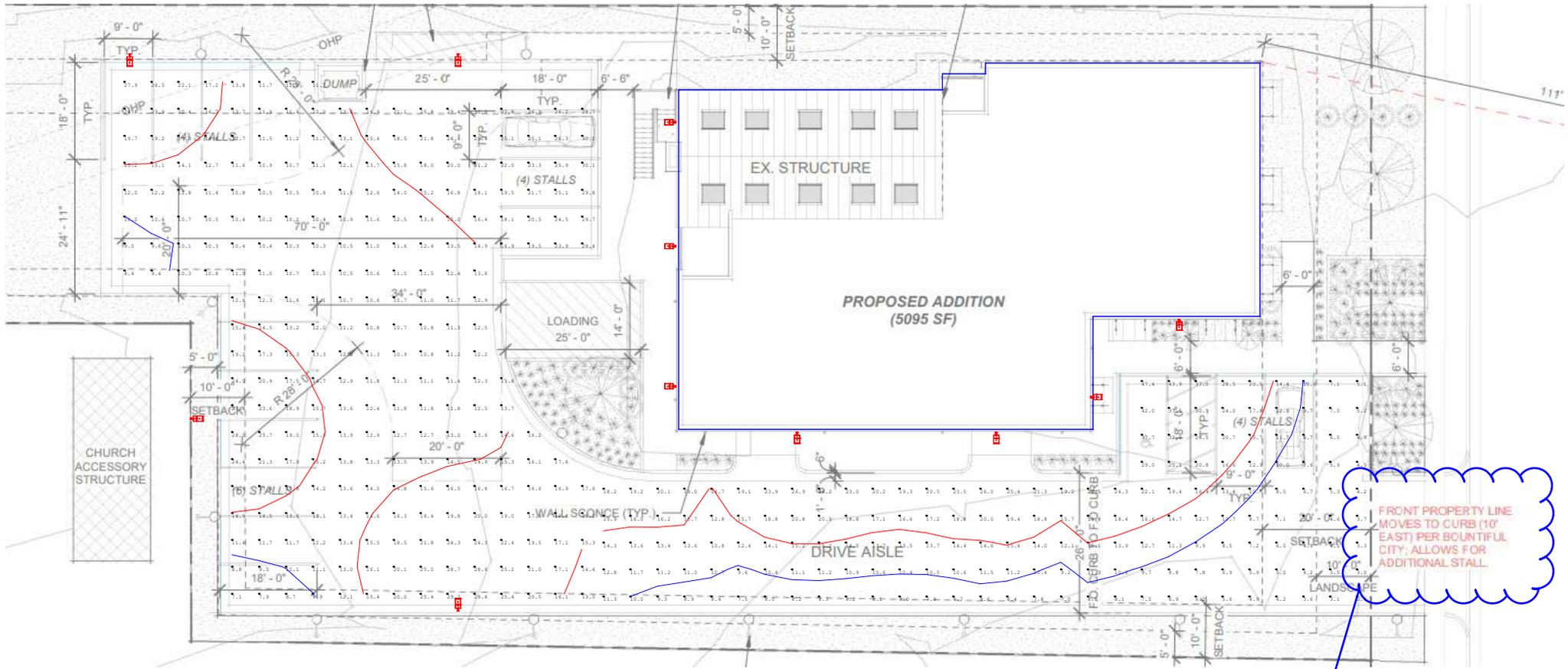












Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts_1	Illuminance	Fc	13.86	47.4	2.6	5.33	18.23
CalcPts_2	Illuminance	Fc	15.86	30.1	7.1	2.23	4.24

FRONT PROPERTY LINE MOVES TO CURB (10' EAST) PER BOUNTIFUL CITY; ALLOWS FOR ADDITIONAL STALL

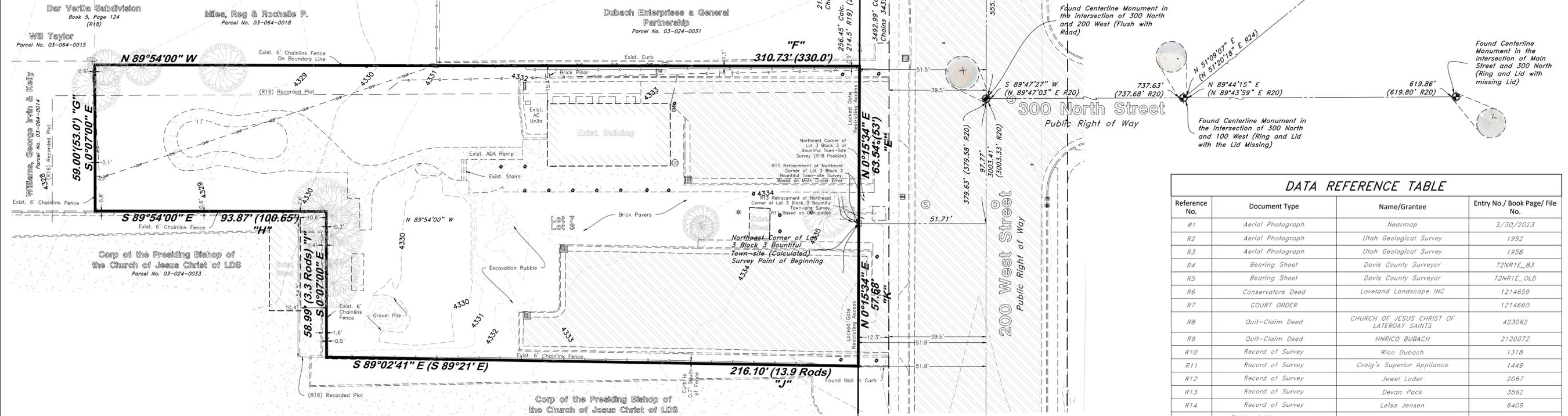
PENDING SURVEY EVALUATION - THE SURVEY WILL NEED TO MATCH THE PROPOSED SITE PLAN - THE CITY WILL NOT BE VACATING ANY OF THE RIGHT-OF-WAY

**OUTDOOR LIGHTING PLAN**

  
**Reviewed by Planning Department**  
 Amber Corbridge, Senior Planner  
 09/14/2023



Scale: 1" = 20'



### DATA REFERENCE TABLE

Reference No.	Document Type	Name/Grantee	Entry No./ Book Page/ File No.
R1	Aerial Photograph	Neamap	3/30/2023
R2	Aerial Photograph	Utah Geological Survey	1952
R3	Aerial Photograph	Utah Geological Survey	1958
R4	Bearing Sheet	Davis County Surveyor	T2NR1E_83
R5	Bearing Sheet	Davis County Surveyor	T2NR1E_OLD
R6	Conservators Deed	Loveland Landscape INC	1214659
R7	COURT ORDER		1214660
R8	Quit-Claim Deed	CHURCH OF JESUS CHRIST OF LATERDAY SAINTS	423062
R9	Quit-Claim Deed	HNRICO BUBACH	2120072
R10	Record of Survey	Rico Dubach	1318
R11	Record of Survey	Craig's Superior Appliance	1449
R12	Record of Survey	Jewel Loder	2067
R13	Record of Survey	Devan Pack	3562
R14	Record of Survey	Leisa Jensen	6409
R15	Right-of-Way Agreement	BOUNTIFUL CITY	1620118
R16	Special Warranty Deed	SBROS LLC	3511209
R17	Subdivision	COOPER SUBDIVISION	B644 P296
R18	Subdivision	DAR VERDA SUBDIVISION	BS P124
R19	Subdivision	BOUNTIFUL TOWNSITE SURVEY	DCS #624
R20	Subdivision	BOUNTIFUL CENTERVILLE ADDITIONAL BOUNTIFUL CENTERVILLE TOWNSITE	DCS
R21	Tie Sheet	Davis County Surveyor	18202
R22	Tie Sheet	Davis County Surveyor	19177
R23	Tie Sheet	Davis County Surveyor	19200
R24	Tie Sheet	Davis County Surveyor	19718
R25	Warranty Deed	CAROL A DALTON	700928

### NARRATIVE

- A. This survey was requested by Christie Larson with Red Brick Solutions to gather topographic data and retrace the property boundaries as shown here on.
- B. A line bearing South 0°03'06" West measured between center line monuments found in the intersections of 300 North Street and 500 South Street along 200 West Street was used for the basis of bearing.
- C. Line segments on the survey shown hereon contain quotations with a letter "A." Said lettering corresponds to the lettering of this narrative. Data contained within parentheses denote data found of record. Notations in this narrative and on the survey plat map shown with a "R" followed by a number, such as "R27," are cross-reference data to the Data Reference Table.
- D. Looking at R16, the conveying deed for the subject, it is clear that the intent of the conveyance is based on R19. Due to this, R19 must be retraced before retracement of R16 can properly be retraced. Similar to the finding of R10-R14, the initial calculations proved quite ambiguous compared to calculated georeferenced positions. This ambiguity led to Surveyor's decision to locate the monument at 500 South Street, being deemed to have the most value in the retracement of R19. Additionally, Surveyor inspected boundary lines that may be a continuation of R19 and R20. In doing so a nail in the sidewalk was found that agreed with occupational data in the area which was accepted as a monument for the South lot line of Lot Three. This position was over six feet South of the calculated position. With the South lot line of Lot three retraced, record measurements were then used to attempt to retrace the North lot line of said Lot Three. There were many theories tested and analyzed by the Surveyor; however, the retracement theory that seems to be the most probable for establishing the North Lot line of Lot Three is based on the location of the North Lot line of Lot 7 and its proximity to the Section line. The record width for said Lot 7 is 3.25 chains. A proration rate was applied following the theory for simultaneous conveyances calculated from the finding of the South lot line of Lot Three. In retracing the North lot line in this, the current occupation agreed with its position together with a found Nail in the concrete near the record measurement of 3.5 rods from said lot Corner. Retracing the bounds of Lot Three in this manner discovered that the Lot is longer than the record, whereas the Neighboring lots were retraced shorter than the record.
- E. With the North bounds of Lot Three retraced, we begin the boundary analysis for R16. In reviewing R11, we see that the intent of the deed appears to have been written based on a 33-foot Right-of-Way. See paragraph "F" of this narrative for more information. The Surveyor's research found no documents suggesting that any Right-of-Way West of the center line of 200 West had been vacated. However, evidence found Right-of-Way East of the center line of 200 West vacated as depicted in R20.
- E.a. Having not found vacating documents and knowing that a public Right-of-Way can not be acquired against, additional Research was conducted to determine West right of way line of 200 West Street. Surveyor found a resurvey of the Blocks for the Bountiful Townsite in 1989 R19. In a way, R18 indirectly determined the North lot line of said Lot Three. When Measuring from the determined position of R18 53 feet current occupation is found to agree with this position.
- F. As explained in paragraph E, this line was retraced by holding R18 and its extension. A shortened distance was used up to R18, agreeing with the finding regarding the Right-of-Way explained in paragraph E. When measuring 330 feet from 33 feet Right-of-Way, the positions agreed within reason to R18. The overlapping error was absorbed by holding R18 as it appears to be the position that the landowners have upheld.
- G. Along R18 with a lengthened distance of 59 feet. The measurement of 59 feet has been used and relied upon rather than the record of 53 feet. This application is justified due to the same reasons as that which was explained in paragraph E.
- H. When retracing the deed independently from the theory used for line segments E-G, it was found that this line did not have the same influence as the others from R18. It appears that this line had more influence from the retracement of the North Lot line of said Lot 3, as explained in paragraph G. When measuring 223.35 feet from the sidewalk, we see that it agrees with the current fence location. Know that there has been confusion in the right-of-way width, and with the back of the walk commonly being near the Right-of-Way Surveyor is of the opinion that this is how this boundary was established. Due to this, the Surveyor used said measurement agreeing with the rotation of R18 to determine the measurement of this segment to be 93.87 feet.
- I. The answer to retracement for this line segment is found in the intent of the deed in

light of the explanation given in paragraph H. In the deed, we read that the property was intended to be 53 feet North of the Northeast Corner of said lot 3, thence West 330, thence South 53 feet. With these calls, the assumption can be made that the intent of the deed would mean that line segment H was intended to be along the North lot line. However, despite this intent, we know that was not what was acted upon for line segments E-H, as explained. Rather, for this line segment, the retraced North lot line of said Lot Three had been measured from and found to agree with the acted-upon position. The course established from the rotation of R18 was also used.

J. Typically Bearing holds more weight in boundary retracement than that of distances. However, with a long-established boundary and with evidence that implies that distance has been used over the bearing. This boundary was retraced by holding the distance measurements from the North lot line of said Lot Three as explained in Paragraphs I and K.

K. Along the Right-of-Way, as explained in Paragraph E, the record distance South from the established North lot line of said Lot Three.

L. With this retracement theory Surveyor believes that the boundary shown reflects the intent of the property conveyed in R16 or represents the actions of the landowners in establishing their boundaries. This said unwritten rights to property might be present due to the boundary doctrine of Boundary by Acquiescence. The Surveyor cannot confirm that all of the qualifying elements have been met for such doctrine. Therefore, boundary by acquiescence has not been applied for any retracement of the property shown here on. Should this boundary Retracement Theory not be upheld and honored R10 proves that occupation of the property has been in this state since 1991 for line segments E and K near the frontage of the property. Property corners were monument, as shown here on.

### RECORD BOUNDARY DESCRIPTIONS

Parcel 12-120-0012

Beginning at the Northwest Corner of Lot 3, Block 3, North Mill Creek Plat, Bountiful Townsite Survey, thence North 0°07' East 53 Feet, thence South 89°50' West 330 feet, thence South 0°07' West 53 feet, thence North 89°50' East 100.65 feet, thence South 0°07' West 3.3 Rods, thence South 89°21' East 13.9 Rods to the West Line of Street, thence North 0°07' East 3.5 Rods to the Point of Beginning.

### NOTES

- Gross land area for the Parcel is 32,910 square feet.
- There is no evidence of recent earth moving work.
- There is no evidence of proposed changes in Right of Way lines to the knowledge of the Surveyor
- The benchmark for this Survey is a Nail in the Landscape curb near the Southeast corner of the property with an Elevation of 4355.06
- There are 21 parking stalls on the property.
- Any encroachments found by the Surveyor during the survey are depicted on the drawing.
- The nearest intersecting street is on the East side of the property being the intersection of 200 West and 300 North Streets.

### SURVEYOR'S CERTIFICATE

I, Andy Hubbard do hereby certify that I am a Professional Land Surveyor, and that I hold License No. 6242920, in accordance with Title 58, Chapter 22, of the Professional Engineers and Surveyors Licensing Act, and I have made a survey of the above described property according to Section 17-23-17 and that the above plat correctly shows the true dimensions of the property surveyed.



### Legend

(Note: All items may not appear on drawing)

Existing Post	Sanitary Sewer	Found Section MON	
Existing Water Meter	Culinary Water	Calculated Section MON	
Existing Telephone Box	Irrigation Line	Centerline Record	Centerline Record
Existing Sewer Manhole	Storm Drain	Weber County Recorder	Weber County Recorder
Existing Drain Manhole	Telephone Line	Weber County Surveyor	Weber County Surveyor
Existing Water Manhole	Secondary Waterline	Monument	Monument
Existing Cleanout Box	Over Head Power	Quit Claim Deed	Quit Claim Deed
Existing Irrigation Box	Under-Ground Power	Existing Inlet Box	Existing Inlet Box
Subdivision Plat	Fiber Optic/Under Ground Cable	Existing Valve	Existing Valve
Warranty Deed	Power pole	Found Lot Corner	Found Lot Corner
Record of Survey	Power pole w/guy	Calculated Lot Corners	Calculated Lot Corners
Existing Fire Hydrant	Fence		

Existing Asphalt	Center line
Existing Concrete	Existing Parcel Line
Coniferous Tree	Survey Monument Line
Deciduous Tree	Centerline Ditch
Existing Catch Basin	Quantity Calculation Boundary
Not To Scale	Existing Rail Road
	Measured Fence 2023
	Set 5/8" x 24" Long
	Rebar & Cap w/ Lathe
	Reference to Narrtive
	Nad27 Bearing
	Reference Table
	Not of Record

**GREAT BASIN ENGINEERING**  
 5746 SOUTH 1475 EAST OGDEN, UTAH 84403  
 MAIN (801)399-4451 SLLC (801)521-0222 FAX (801)392-7544  
 WWW.GREATBASINENGINEERING.COM

**Boundary and Topographic Survey**  
**Red Brick Solutions**  
 299 N 200 W  
 Bountiful City, Davis County, Utah  
 A part of Section 19, T2N, R1E, SLB&M, U.S. Survey

May, 2023  
 SHEET NO. **C1**  
 23W02





# City Council Staff Report

**Subject:** Fortinet Phone System (FortiVoice)  
**Author:** Greg Martin  
**Department:** Information Technology  
**Date:** December 12, 2023



---

## **Background**

The city has been on a ShoreTel (Mitel) phone system for over ten years. Mitel has recently discontinued sales of the ShoreTel system and has announced its future end of support. The Mitel Oaisys voice recording system, also used by the City, is already past end of life/end of support.

## **Analysis**

The IT Department has recently reviewed several options for replacement of the existing phone system. We have considered cloud hosted and on-premise solutions as well as different manufacturers. The FortiVoice on-premise solution includes new handsets, call recording, and new features like a cell phone client, and is the least expensive solution compared to Sangoma (Netcom) at \$108,809, Granite \$4,116 per month, or GoTo (Onetel) \$3,825 per month. In a related note, the Information Technology Department has a long history of successful implementations with Fortinet in other Information Technology applications throughout the city. It is anticipated that the company's telecommunications solution will be similarly robust and reliable.

## **Department Review**

The report was reviewed by the City Manager, Assistant City Manager, and IT Director.

## **Significant Impacts**

The IT Department will be using capital funds to purchase the new FortiVoice solution. These funds were previously earmarked to replace the City Access Controls solution and upgrade data storage; however, those projects will be moved to fiscal year 2025.

## **Recommendation**

The Information Technology department recommends that the Council approve the purchase of the FortiVoice solution for \$66,967.85 through Onward Technology.

## **Attachments**

Vendor quotes available upon request.



# City Council Staff Report

**Subject:** Bountiful Trails Project Management Services  
**Author:** Todd Christensen, Assistant City Engineer  
**Department:** Engineering  
**Date:** December 12, 2023



## **Background**

This year, the City's contractors have completed about 16 miles of trails. Locations of these trails range from the Summerwood/Hidden Lake area on the south to Ward Canyon on the north and include work in the Mueller Park area, the area between Mueller Park and Holbrook Canyon, and the area between Holbrook and Ward Canyons. Work was performed by three different trail building contractors. There are still about 9 miles of trail remaining in the Mueller Park-North Canyon area that are under contract but not yet completed.

After issuing an RFP last year, The City Council approved a contract with Creative Trails to act as trails Project Manager to:

- Walk each flag line before construction
- Coordinate with US Forest Service
- Inspect each trail under construction at least twice per week
- Help ensure trails are built according to plans and specifications
- Provide City with regular updates regarding progress of each trail

## **Analysis**

The current contract with Creative Trails has an option to renew for 2024 and 2025. Creative Trails has availability and interest in renewing and have submitted a proposal to extend their services through the expected work period of 2024:

<u>Base Fee</u>	<u>Monthly Cost</u>	<u>Total Est. (5 Months)</u>
\$24,000	\$4,200	\$45,000

We are very happy with the work that Creative Trails has done this year. Their site visits, communication, and expertise have been very valuable to the trail building efforts. They are now very familiar with our trails, terrain, staff, contractor, and contacts with the US Forest Service.

## **Department Review**

This proposal has been reviewed by the City Engineer, Parks Director, and Senior Planner.

## **Significant Impacts**

Expenditures for this work will be paid using bond funds, from the capital projects account.

**Recommendation**

Staff recommends that the City Council accept the proposal from Creative Trails to extend the Trails Project Management Services for 2024.

**Attachments**

Figure 1: Trails Completed in 2023

Figure 2: 2024 Unfinished Work Under Contract

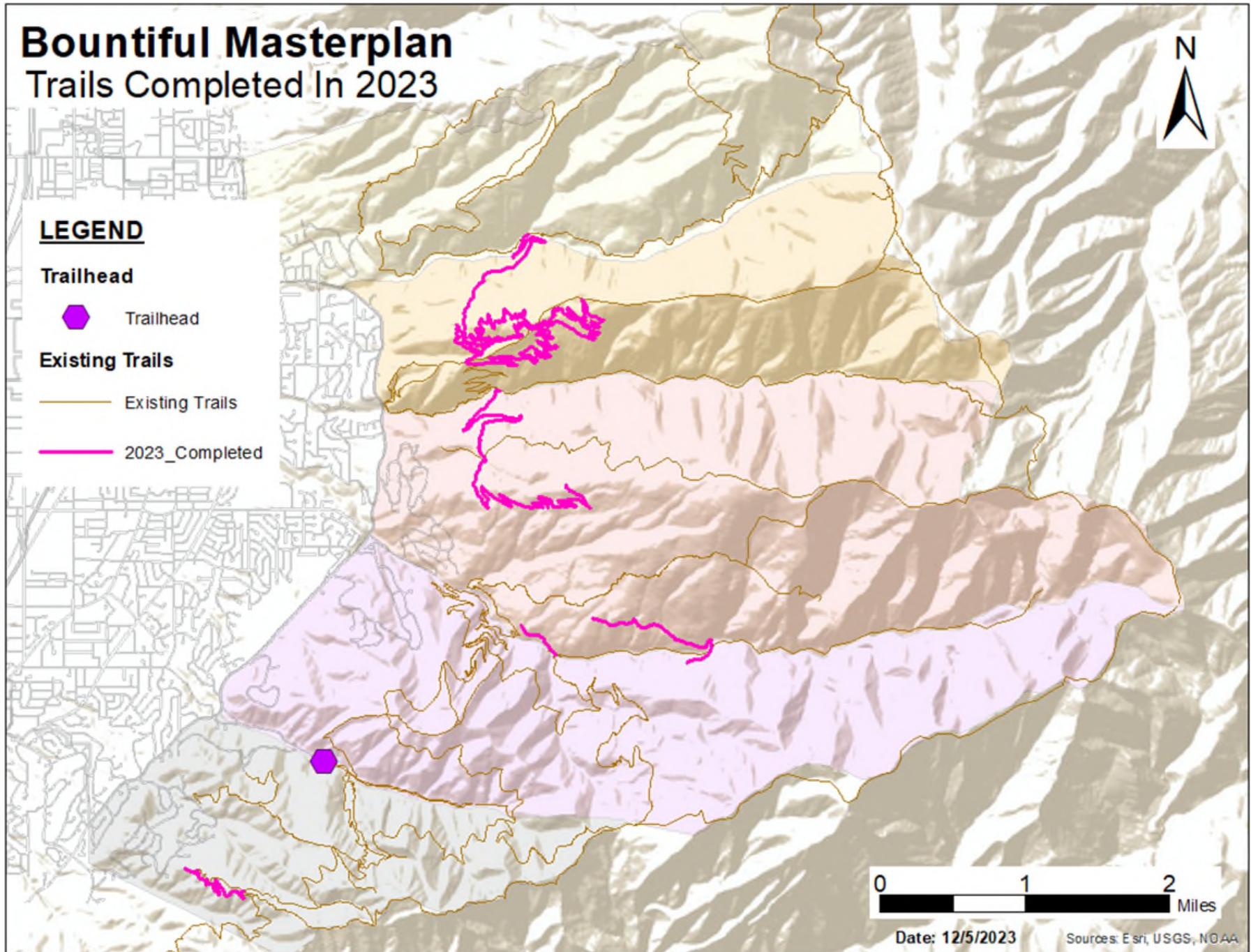


Figure 1: Trails Completed In 2023

# Bountiful Masterplan

## Unfinished Work Under Contract - Dec. 2023



### LEGEND

 Unfinished Contract Work - Dec 2023

### Existing Trails

 Existing Trails

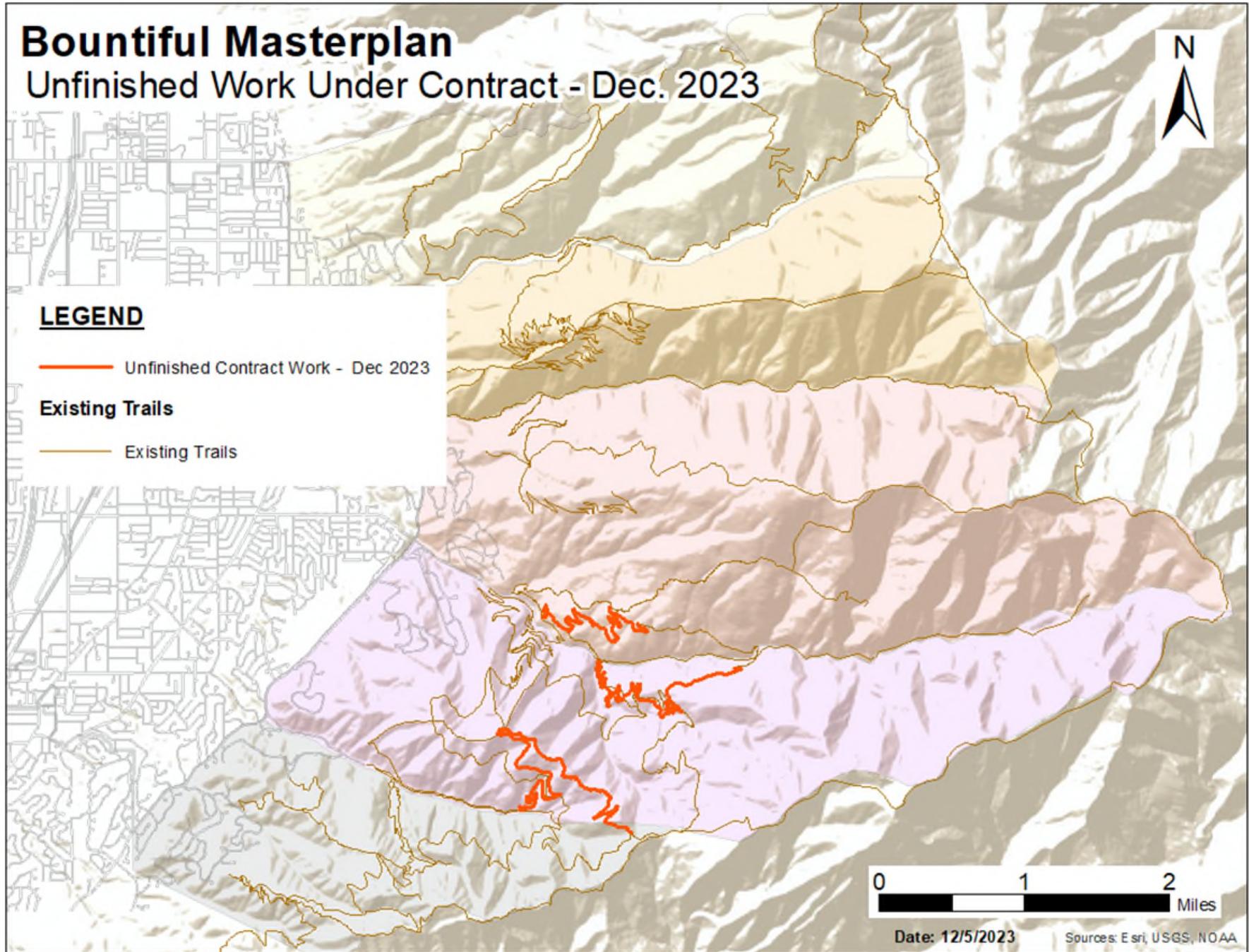


Figure 2: Unfinished Work Under Contract

# City Council Staff Report

**Subject:** Groundwater Monitoring Contract  
**Author:** Todd Christensen  
**Department:** Engineering / Landfill  
**Date:** December 12, 2023



## **Background**

Ground water monitoring is one of the requirements to operate the Bountiful Sanitary Landfill. We operate under a Class I Solid Waste Landfill Permit, issued by the State of Utah, Division of Waste Management and Radiation Control.

The City retains a consultant who performs the work of obtaining the ground water samples and sending them to a laboratory for analysis. The consultant then reports the results back to the City. The report contains testing results for 81 constituents/parameters. The Engineering Dept. uses the results to perform statistical analysis on the data, as required by State regulations. This is all done quarterly to determine whether the landfill is contaminating the groundwater.

## **Analysis**

After issuing an RFP in 2019, a contract to perform groundwater monitoring services was awarded to Hansen, Allen, and Luce (HAL) for calendar years 2020-2023. This contract includes an option to extend for two additional years. HAL has submitted a proposal to extend services for years 2024-2025 as follows:

	<b><u>2024 Amount</u></b>	<b><u>2025 Amount</u></b>
• HAL Proposal:	\$21,150	\$22,250

For comparison, the cost for HAL to perform the groundwater monitoring services in 2020 was \$15,813. Since that time, the laboratory that was being utilized was bought out by another company. This has led to a price increase of approximately \$1000 per year in lab expenses. When adjusting the 2020 amount for the increase in lab expenses, then calculating the rate of increase four years later to 2024, the annual rate of increase is 5.9%. The increase in the proposed cost from 2024 to 2025 is 5.2%. These increases are reasonable considering the increased cost of labor and supplies in the last four years.

We have been very satisfied with HAL's work. They have been very consistent, reliable, and communicate well. Keeping with the same consultant also has the benefit of ensuring consistency in field procedures, laboratory coordination, and reporting. Small changes in monitoring practice can lead to perceived changes in results. HAL has assigned consistent personnel to our project, and they have employed consistent procedures.

### **Department Review**

This has been reviewed by the City Engineer, Landfill Director and the City Manager.

### **Significant Impacts**

No significant Impacts are expected from taking the recommended action.

### **Recommendation**

Staff recommends the following action to be taken by the City Council:

- Contract with Hansen Allen & Luce to perform groundwater monitoring at the Bountiful Sanitary Landfill for 2024-2025 for \$43,400.00.

### **Attachment**

Figure1: Aerial View of Landfill showing Well Locations



Figure 1: Aerial View of Landfill showing Well Locations



# City Council Staff Report



**Subject: Electronic Attendance at Bountiful City Council Meetings**  
**Author: Gary Hill**  
**Dept: Administration**  
**Date: December 12, 2023**

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## **Background**

Utah Code Annotated §52-4-207 prohibits a public body from holding an electronic meeting unless the public body has adopted a resolution, rule of ordinance governing the use of electronic meetings.

## **Analysis**

Passing Bountiful City Resolution 2023-15 will allow Bountiful City Councilmembers to participate in City Council meetings electronically as needed for the 2024 calendar year.

## **Department Review**

This Staff Report was prepared by the City Attorney and reviewed by the City Manager.

## **Significant Impacts**

None.

## **Recommendation**

It is recommended that the City Council approve the Bountiful City Resolution 2023-15 permitting Bountiful City Councilmembers to participate in City Council meetings electronically when needed during the year 2024.

## **Attachments**

Resolution 2023-15



# BOUNTIFUL

## BOUNTIFUL CITY, UTAH RESOLUTION NO. 2023-15

**MAYOR**  
Kendalyn Harris  
**CITY COUNCIL**  
Kate Bradshaw  
Millie Segura Bahr  
Jesse Bell  
Richard Higginson  
Cecilee Price-Huish

**CITY MANAGER**  
Gary R. Hill

### **A RESOLUTION ALLOWING THE BOUNTIFUL CITY MAYOR AND CITY COUNCIL TO ELECTRONICALLY ATTEND AND PARTICIPATE IN ALL CITY COUNCIL MEETINGS AS NECESSARY FOR THE CALENDAR YEAR 2024**

WHEREAS, Utah Code Annotated §52-4-207 prohibits a public body from holding an electronic meeting unless the public body has adopted a resolution, rule of ordinance governing the use of electronic meetings; and

WHEREAS, from time to time and for various reasons, the Mayor and/or City Council Members may not be able to physically attend a City Council meeting; and

WHEREAS, members of the Council have expressed a desire to allow the Mayor or Councilmember that isn't able to physically attend a City Council meeting to attend electronically, and

WHEREAS, the Council has determined that allowing for Mayor and Council electronic participation at Council meetings is important and necessary to conducting the public's business, and

WHEREAS, the Council finds that it is in the best interests of the City to authorize the Mayor and Council to electronically attend City Council meetings via telephone or other electronic means.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Bountiful City, Utah, as follows:

**Section 1. Authorization.** The Bountiful City Mayor and City Councilmembers are hereby authorized to attend all Bountiful City Council meetings for the calendar year 2024 via telephone or other electronic means as allowed by Utah law.

**Section 2. Effective date.** This Resolution shall take effect immediately upon passage.

**APPROVED, PASSED AND ADOPTED BY THE BOUNTIFUL CITY COUNCIL THIS 12<sup>TH</sup> DAY OF DECEMBER, 2023.**

\_\_\_\_\_  
Kendalyn Harris, Mayor

ATTEST:

\_\_\_\_\_  
Shawna Andrus, City Recorder