

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

**JOINT MEETING OF THE
BOUNTIFUL CITY COUNCIL AND THE
BOUNTIFUL CITY LIGHT AND POWER COMMISSION
April 22, 2014 - 8:00 a.m.**

Those in Attendance

Power Commission

Lowell Leishman, Chairman
Dean Bell
Beth Holbrook, Council Representative
David Irvine
Jed Pitcher
Paul Summers

Power Department

Allen Johnson, Director
Jay Christensen
Alan Farnes
David Farnes
Brent Thomas
Luke Viegel

City Council

Mayor Randy C. Lewis
Councilman Richard Higginson
Gary Hill, City Manager
Galen Rasmussen, Assistant City Manager

Recording Secretary

Nancy T. Lawrence

Excused

John Cushing, Power Commission
Kendalyn Harris, Councilwoman
John Marc Knight, Councilman
John Pitt, Councilman

WELCOME

Chairman Leishman called the meeting to order at 8:00 a.m. and welcomed those in attendance. Commissioner Bell offered a prayer.

MINUTES –MARCH 25, 2014

Minutes of the Power Commission meeting March 25, 2014 were presented and unanimously approved as written on a motion made by Commissioner Summers and seconded by Commissioner Bell. Voting was unanimous with Councilpersons Holbrook and Higginson and Commissioners Bell, Irvine, Leishman, Pitcher and Summers voting “aye”.

PRESENTATION TO FRED MOSS FOR 12 YEARS OF SERVICE

Chairman Leishman welcomed former Councilman Fred Moss to the meeting and presented him with a plaque of appreciation for 12 years of service to the Power Commission (2001 – 2013). He noted that Mr. Moss is currently serving as Bountiful City’s representative on the IPP Board.

FISCAL YEAR 2014-2015 BUDGET PRESENTATION

Mr. Christensen narrated a PowerPoint of the proposed FY 2015 Budget, noting that the budget is based on no proposed increases to BCLP’s electric rates schedules. Three new fees are proposed which are (1) the *Pole cut disconnect/reconnect charge* (\$125 during regular hours and

1 \$250 after regular hours); and (2) \$160 is proposed for the *service to activate and deactivate*
2 *Seasonal Customers*. There will also be no increases in existing fees or deposits, with the
3 exception of an increase in the Net Metering Connect fee (related to the price of a bi-directional
4 meter) which is proposed to increase from \$300 to \$450. The proposed budget is based on a
5 March 31, 2014 Cash Balance of \$25,156,411. It was noted that \$5 million of that is a
6 requirement of our plant bond to serve as a rate stabilization fund. The Outstanding Bond
7 balance is \$13,385,000; 2020 is the first time we can refund or pay off the outstanding bond
8 balance. The average annual bond payment is \$1,211,519. Mr. Christensen noted that the new
9 turbines which have been installed in our system provide an annual savings of approximately \$3
10 million in power costs.

11
12 Mr. Christensen reviewed the Design Criteria philosophies which are incorporated to help
13 BCLP achieve its goal of managing and operating an efficient and reliable electrical utility
14 system. This criteria includes load management that does not over-load substation transformers
15 and feeders above a normal range; the capacity of either of the two 138 kV transformers and
16 either the North or South 46 kV loop to carry the full load of the City. More specifically, the six
17 feeders in the Central Substation and especially the feeder for the hospital should not be fully
18 loaded.

19
20 The long-term plan includes materials and labor for the in-house work force and
21 continued use of two contract tree crews. A wire and equipment replacement program is
22 included, along with upsizing the 62.5 MVA transformer, or installing a third transformer at the
23 138 Substation. (The cost estimate for this is about \$4-5 million). Limitations of the north and
24 east transmission line loops were defined, together with anticipated improvements. Limitations
25 and deficiencies of the substations were presented and the need for replacing the underground
26 wire system was reviewed. Other proposed projects included the overhead system, regular
27 equipment replacement, the hydros, and the SCADA System.

28
29 The budget includes \$1,100,000 to replace the electrical system, heating, air conditioning,
30 generator, etc. of the administrative/warehouse building. Discussion focused on the possibility
31 of replacing the existing building.

32
33 The proposed budget for Operating Expenses is \$23,004,689, up \$1,186,996. Personnel
34 services are at \$4,097,720, up \$88,112. This includes 34 full-time and 5 part-time employees, a
35 2% COLA for all employees, and merit increases for 10 employees. The proposed FY 2015
36 Capital Expenses are at \$2,417,500, up \$361,500.

37
38 Mr. Christensen reviewed the forecasted average load and resources, pointing out that the
39 recently installed turbines cover peaks that could otherwise be very costly at market prices. He
40 discussed power purchase contracts which are currently in place and possible future resources,
41 including IPP and UAMPS. Included in the mix with UAMPS is a new nuclear resource
42 (NuScale) near Idaho Falls, Idaho.

43
44 Commissioner Pitcher noted that Rocky Mountain Power is proposing a rate increase and
45 Mr. Johnson stated that BCL&P rates are *currently* 12.2% lower for residential customers than

1 Rocky Mountain. Discussion focused on whether or not (or when) a new administration building
2 should be considered for the Power Department. Mr. Johnson explained that the 2015 budget
3 includes an appropriation to be used for evaluating the existing building. Commissioner Pitcher
4 made a motion to recommend to the City Council that the proposed FY 2014-15 Bountiful City
5 Power Department Budget be approved. Commissioner Summers seconded the motion and
6 voting was unanimous. Commissioners Bell, Irvine, Leishman, Pitcher and Summers, and
7 Councilwoman Holbrook voted “aye”.

8
9 Councilwoman Holbrook then motioned that the City Council approve the subject
10 budget, as recommended. Councilman Higginson seconded the motion and voting was
11 unanimous with Councilpersons Holbrook and Higginson voting “aye”.

12
13 This concluded business related to the Council and the meeting continued as a Power
14 Commission.

15
16 **PRELIMINARY FINANCIAL REPORT – YEAR-TO-DATE**
17 **ENDING MARCH 31, 2014**

18 Mr. Christensen noted that as of 20 March 2014, the months of January and February
19 2014 had not been closed. As a result, the January, February, and YTD income statements, and
20 the January and February balance sheets and cash flow statements prepared for this report are
21 preliminary. However, most line items are not expected to change materially from this report
22 when those months are closed. The income statements, balance sheets, and cash flow statements
23 through December 2013 as included in this report are final.

24
25 Mr. Christensen reviewed that the Historically Allocated Budget (HAB) uses the last 10
26 years of history and he briefly reviewed FY 2014 estimates for Electric Meters Sales (EMS), Air
27 Products, and UAMPS power costs.

28
29 **Preliminary Total Revenues YTD**

30 Preliminary total revenues YTD were \$19,412,518, above the HAB by \$726,569. Major
31 items above or (below) the HAB included:

- 32 •\$ 467,831 [\$452,508 rate-adjusted] EMS was 2.8 above budget with strong sales for July
33 through November and January, partially offset in December and February. A
34 record one-hour system peak of 80.886 MW was set on July 1st.
- 35 •\$ 163,851 Air Products income was 10.2% above budget, due in part to the temporary
36 closure of a competitor’s facility earlier in the year.
- 37 •\$ 28,261 connection fees with higher than expected activity.
- 38 •\$ 90,554 contributions in aid to construction from: \$8,046 Brian Knowlton; \$7,872 Davis
39 County School District; \$28,051 500 South Bountiful LLC; \$34,113 Knowlton
40 Construction; \$18,432 Wasatch Guaranty Capital; and \$9,207 Larry Dupaix.
- 41 •\$ 30,367 sundry revenues with \$32,752 of system damage receipts and \$8,090 of scrap
42 metal sales.
- 43 •\$ (51,098) interest income on investments (operating cash) is missing January data and the
44 actual interest rate earned was less than the 1.0% budgeted.

- 1 •\$ (11,640) interest income on rate stabilization fund is missing January data and the actual
2 interest rate earned was less than the 1.0% budgeted.

4 **Preliminary Total Operating Expenses YTD**

5 Preliminary total operating expenses YTD were \$16,485,920, below the HAB by
6 \$1,701,239. Major items (above) or below budget included:

- 7 •\$ 1,198,446 power costs were under budget despite the high EMS because of the careful
8 purchasing and scheduling of power resources and the selective use of our three
9 turbines, all of which allows us to match our daily load patterns much more
10 closely (see System Resource Report).
- 11 •\$ 19,287 hydro transmission with insurance but no other expenses.
- 12 •\$ 63,769 distribution was below budget due to the December 2011 east wind expenses'
13 impact on the HAB. This temporarily offset the ongoing higher use of materials
14 from inventory resulting from crew efficiency and rebuilding the underground
15 distribution system on Davis Blvd. from 500 South to 1800 South.
- 16 •\$ (49,314) streetlight with the new street light system on Davis Blvd. and work in other
17 areas of the City (see distribution above).
- 18 •\$ (29,381) special equipment as the budgeted \$47,145 purchase of a meter analyzer and test
19 equipment created a temporary timing difference.
- 20 •\$ (26,594) PCB with the unbudgeted \$23,620 disposal of old bushings and equipment from
21 the 138 kV substation (see substation below).
- 22 •\$ (27,356) substation with budgeted replacement battery banks and related equipment for
23 the 138kV and Central substations created a temporary timing difference.
- 24 •\$ 25,927 SCADA as budgeted funds for software support and new monitors had not been
25 spent.
- 26 •\$ 36,597 communications as budgeted upgrades of phone and radio systems had not been
27 done.
- 28 •\$ 37,966 meters as some budgeted expenses had not yet been incurred.
- 29 •\$ 17,298 uncollectible accounts expense was lower than expected.
- 30 •\$ 32,669 computer as some budgeted expenses had not yet been incurred.
- 31 •\$ 24,053 credit card merchant fees are done by the City Treasurer. They have not been
32 reported since November and will not be until the new Treasurer does them.
- 33 •\$ 31,648 office & warehouse as budgeted upgrades and repairs had not been done.
- 34 •\$ 16,291 travel & training as budgeted expenses had not yet been incurred.
- 35 •\$ 118,865 contribution to the general fund was below budget because it is calculated on
36 actual EMS only and excludes the \$1,533,399 estimate added to July EMS.
- 37 •\$ 226,186 total labor & benefits (TL&B), due mostly to the budgeted positions for an
38 engineer and substation technician that were unfilled for most of the YTD. At
39 February 15, 63.0% or \$2,526,602 of the TL&B budget could have been spent;
40 the actual TL&B was \$173,462 below that target.

42 **Preliminary Total Capital Expenditures YTD**

43 Preliminary total capital expenditures YTD were \$310,099, above the HAB by \$(50,283).
44 This was due to the unbudgeted capital project at 550 N. and 400 E.

1 There are two budgeted and approved capital expenditures that will affect future net
2 margins. These include:

- 3 •\$ 26,980 to buy a new service body (the matching service truck was bought in October).
- 4 •\$ 51,659 to buy a large fork lift (delivered in February but paid for in March)
- 5 •.

6 There is also a pending expense that is not included in the current budget that will affect
7 the net margin:

- 8 •\$ 316,219 as billed from ICPE for the power plant project. The actual amount to be paid is
9 in negotiations between ICPE and BCLP. Although this item was originally
10 budgeted as a capital expenditure, the final billing will be expensed because the
11 project was completed and capitalized in FY 2012.

13 **Preliminary Net Margins YTD**

14 The preliminary net margin for the YTD was \$2,616,499, above the HAB by \$2,368,525,
15 due primarily to low power costs, high EMS (including the estimate), low labor & benefits, and
16 high Air Products Income. The preliminary net margin for the month was \$245,126.

17 Councilwoman Holbrook motioned to approve the Preliminary Financial Report for the Year-to
18 Date Period Ending March 31, 2014. Commissioner Summers seconded the motion and voting
19 was unanimous. Commissioners Bell, Irvine, Leishman, Pitcher, and Summers, and
20 Councilwoman Holbrook voted “aye”.

22 **POWER PLANT UPDATE**

23 Mr. Farnes updated the Commission on the Pipeline Closure and Underground Storage
24 Tank Release, noting that we are still waiting to hear back from the Division of Environmental
25 Response and Remediation to know if we should proceed with the proposed work plan. We
26 have signed a Firm Transportation Service Agreement with Questar, and the backup air
27 compressor has been delivered and we are in the process of installing it. Also, starting April 1st
28 one of the Titans has been running each afternoon for about 7 hours to shave peak load.

30 **Annual Emissions Test Approval**

31 Mr. Farnes reviewed that our Air Quality Operating Permit for the Power Plant requires
32 that we test the three natural gas turbine generators annually. American Environmental Testing
33 Company has performed these tests and done the reporting for several years and have been very
34 good to work with and the UDAQ has never questioned their work. We requested a quote from
35 them to continue to provide these services. They responded with a quote of \$11,000 for
36 emissions testing and reporting. It is staff recommendation that this quote be approved.
37 Commissioner Pitcher made a motion to recommend approval of the quote from American
38 Environmental Testing Company in the amount of \$11,000. Commissioner Irvine seconded the
39 motion and voting was unanimous. Commissioners Bell, Irvine, Leishman, Pitcher, and
40 Summers, and Councilwoman Holbrook voted “aye”.

42 **POWER RESOURCES UPDATE**

43 Mr. Johnson reported that we are continuing to work with IPP; however, the San Juan
44 resource does not look promising.

1 The following items were in the packet, but not discussed in the meeting:
2

3 **POWER SYSTEMS OPERATIONS REPORT**

- 4 a. February 2014 System Resources Report
 - 5 b. March 2014 Lost Time Related Injuries/Safety Reports
 - 6 c. March 2014 Public Relations Report
 - 7 d. March 2014 Outage Reports
- 8

9 **OTHER BUSINESS**

10 The next Power Commission meeting will be held May 27, 2015 at 8:00 a.m.
11

12 **ADJOURN**

13 The meeting adjourned at 9:40 a.m. on a motion made by Commissioner Pitcher
14 and seconded by Commissioner Bell. Voting was unanimous with Commissioners Bell,
15 Irvine, Leishman, Pitcher, and Summers, and Councilwoman Holbrook voting “aye”.
16
17
18

Minutes of the Public Safety & Public Relations Committee

Budget Review Meeting

Bountiful City Public Safety Building
April 23, 2014 (4:00 p.m.)

Present:

Committee Members: John Marc Knight, Randy C. Lewis, Richard Higginson (arr. 4:12 p.m.)
City Manager: Gary Hill
Assistant City Manager: Galen Rasmussen
Department Personnel: Tom Ross, Ed Biehler, David Edwards, Jon Purcell, Kathy Lovoi, Jordan Winegar, David Gill and Amy Woodall

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

Committee member John Marc Knight called the meeting to order at 4:07 p.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Chief Tom Ross presented the detailed budget for the Police department and responded to questions from the committee. During the meeting, department goals and projects were reviewed along with statistics on various categories of service, including major crimes and offenses and arrests for 2012 and 2013. A budget status for the current fiscal year and plans for fiscal year 2015 were reviewed, including the addition of a new full-time dispatcher position and one part-time administrative position to help address increased workload in the department.

Committee members and management and staff present expressed appreciation for the collaborative team approach in use by the City. Committee members commented specifically on the dedication of department management and staff and the high levels of service provided by dispatch, patrol and other divisions.

Committee member Higginson made a motion to accept the tentative budget of the Police department, as presented, and Committee member Lewis seconded the motion. Voting was unanimous with Committee members Lewis, Higginson, and Knight voting "aye".

The meeting adjourned at 6:14 p.m. on a motion made by Committee member Higginson and seconded by Committee member Lewis. Voting was unanimous with Committee members Lewis, Higginson, and Knight voting "aye".

John Marc Knight, Committee Chair

Kim J. Coleman, City Recorder

Minutes of the Water Committee Budget Review Meeting

Bountiful City Water Department
April 23, 2014 (10:00 a.m.)

Present:

Committee Members:	Kendalyn Harris, Beth Holbrook, and John Pitt
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Mark Slagowski, Paul Rowland, Lloyd Cheney, Brett Eggett and Tracy Hatch

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

Committee Chair Harris called the meeting to order at 10:05 a.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Mark Slagowski presented the detailed budget for the Water department and responded to questions from the committee. Discussion points included current and planned projects with wells being serviced along with water quality testing. There was also review of the status of various accounts versus budget and review of operational results from the recent water rate increase.

Committee member Holbrook made a motion to accept the tentative budget of the Water department, as presented, and Committee member John Pitt seconded the motion. Voting was unanimous with Committee members Holbrook, Pitt, and Harris voting "aye".

The meeting adjourned at 11:02 a.m. on a motion made by Committee member Holbrook and seconded by Committee member Pitt. Voting was unanimous with Committee members Holbrook, Pitt, and Harris voting "aye".

Kendalyn Harris, Committee Chair

Kim J. Coleman, City Recorder

Minutes of the Parks, Recreation & Fine Arts Committee Budget Review Meeting

Bountiful City Hall Planning Conference Room

April 28, 2014 (4:00 p.m.)

Present:

Committee Members:	John Pitt, Randy C. Lewis, and John Marc Knight
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Paul Rowland, Lloyd Cheney, Todd Christensen, Brock Hill, Kent McComb, Ryan Richins, Bruce Sweeten, Gino Flanery, and David Johnson
Others Attending:	Emma Dugal, Hillary Timmons, Lloyd Carr, Tom Tolman, Jane Joy, Becky Kerr, Mike Nielsen, and Jolene Nielsen

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

Committee Chair John Pitt called the meeting to order at 4:05 p.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Emma Dugal presented the detailed budget and grant request for the Bountiful Davis Arts Center (BDAC) and responded to questions from the committee. Events held in 2013 and plans for 2014 were reviewed. The move of BDAC back to Bountiful City's Main Street area was highlighted and the committee members expressed their pleasure at the return of BDAC to the City. The grant request for fiscal year 2014-2015 is \$60,000 which is consistent with the current fiscal year allocation. Committee member John Marc Knight made a motion to accept the tentative budget and grant application of the Bountiful Davis Arts Center, as presented, and committee member Randy Lewis seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Lloyd Carr presented the budget and grant request for the Bountiful Historical Preservation Foundation and responded to questions from the committee. A review of foundation activities was made including bus tours given and presentations made. A need for funding to digitally preserve historical documents was expressed along with a need for additional space to contain exhibits and historical items. Committee members and Foundation members had a brief discussion on the current organization structure and transition of the Foundation's organization in recent times. The grant

request for fiscal year 2014-2015 is \$25,000 which is consistent with the current fiscal year allocation. Committee member Randy Lewis made a motion to accept the tentative budget and grant application of the Bountiful Historical Preservation Foundation, as presented, and committee member John Marc Knight seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Jane Joy presented the budget and grant request for the Joy Foundation and responded to questions from the committee. Programs provided by the Joy Foundation along with a detail of events held in 2013 and plans for 2014 were reviewed. The grant request for fiscal year 2014-2015 is \$8,000 which is consistent with the current fiscal year allocation. Committee member John Marc Knight made a motion to accept the tentative budget and grant application of the Joy Foundation, as presented, and committee member Randy Lewis seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Brock Hill presented the detailed budget request for the Government Buildings Department. Bruce Sweeten also provided comments along with Brock Hill on the activities of the department in maintaining the buildings and properties owned by Bountiful City. Committee member Randy Lewis made a motion to accept the tentative budget of the Government Buildings Department, as presented, and committee member John Marc Knight seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Brock Hill introduced the City's Golf Professional, Kent McComb who presented the detailed budget request for the Golf Fund. Comments were made by committee members regarding the benefits of Bountiful City's Golf Course and how it is self-supporting financially based on fees from patrons. Major projects contemplated for fiscal year 2014-2015 were identified, including a planned remodel of the Clubhouse to enhance usability of the facility and to improve the experience of patrons of the course. Committee member Randy Lewis made a motion to accept the tentative budget of the Golf Fund, as presented, and committee member John Marc Knight seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Brock Hill introduced the Cemetery Sexton, Paul (Gino) Flanery, who presented the detailed budget request for the Cemetery Fund. Comments were made by committee members regarding the benefits of Bountiful City's Cemetery along with the financial and operational effects of a recently approved increase in selected fees of the Cemetery. A discussion was held on staffing, and associated costs, which were designed to better manage workload within the Cemetery operation from increased purchases of lots and a trend of increasing burials. Committee member John Marc Knight made a motion to accept the tentative budget of the Cemetery Fund, as presented, and committee member Randy Lewis seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

Committee Chair John Pitt invited Mike Nielsen, Jolene Nielsen and others present to speak to desires for increased availability of Pickle Ball Courts within the City. Two tennis courts have been converted to pickle ball courts at Cheese Park but six additional courts are desired at the location with more in the future at the recently purchased City property (formerly owned by the Stahle family). Comments were made on demand for pickle ball play which has recently totaled 97 players signing up over the last nine months. Locally, Bountiful City has the best courts available and some of the best players in the sport are in Bountiful and surrounding areas. Brock Hill and Paul Rowland commented on actions taken recently to solicit proposals for resurfacing existing courts and outfitting those courts with nets and other items suitable for pickle ball.

Following the pickle ball discussion, Brock Hill presented the detailed budget request for the Parks Department. Comments were made regarding additional part-time staff added to support department activities and reallocation of a full-time employee to support both the Parks and Cemetery. Additional comments were made regarding the former pickle ball discussion and a recommendation was made to further study pickle ball along with the optimal level of financial and facility commitment needed from the City. Committee member Randy Lewis made a motion to accept the tentative budget of the Parks Department, as presented (including the recommendation to further study the pickle ball issue for later recommendations to the full council), and committee member John Marc Knight seconded the motion. Voting was unanimous with committee members Pitt, Lewis, and Knight voting "aye".

The meeting adjourned at 6:09 p.m. on a motion made by committee member Randy Lewis and seconded by committee member John Marc Knight. Voting was unanimous with Committee members Lewis, Knight, and Pitt voting "aye".

John Pitt, Committee Chair

Kim J. Coleman, City Recorder

Minutes of the Streets & Sanitation Committee Budget Review Meeting

Bountiful City Streets Department
April 29, 2014 (4:00 p.m.)

Present:

Committee Members:	Richard Higginson, Beth Holbrook (arr. 4:12 p.m.), John Pitt and Kendalyn Harris
City Manager:	Gary Hill (arr. 4:04 p.m.)
Assistant City Manager:	Galen Rasmussen (arr. 4:04 p.m.)
Department Personnel:	Paul Rowland, Gary Blowers, Lloyd Cheney, Merle Schutz, Charles Benson, Jeff Waldron, Tom Tolman (arr. 4:05 p.m.)

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

Committee chair Richard Higginson called the meeting to order at 4:00 p.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Gary Blowers presented the detailed budget for the Streets department and responded to questions from the committee. A question on street sign design and regulations took place and it was noted that the city has 1,087 intersections and approximately 50 signs per year are replaced in the city. Upcoming street projects were reviewed and the weather and street plowing results for the year were outlined. Committee member John Pitt made a motion to accept the tentative budget of the Streets department, as presented, and send the budget to the full council for approval council member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting "aye".

The budget of the Recycling fund was then presented along with a discussion on the change of recycling providers from Waste Management to Ace Disposal. It was noted that the city cost per can dropped from \$3.24 to \$2.40 with the change of contract and providers. The amount of materials recycled was noted as nearly constant but service quality has been improved in part from the ability to contact local representatives of the recycling company when questions and issues arise.

Committee member Kendalyn Harris made a motion to accept the tentative budget of the Recycling

fund, as presented, and send the budget to the full council for approval council member John Pitt seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

Gary Blowers next presented the detailed budget for the Storm Water fund and responded to questions from the committee. It was noted that the Equivalent Residential Unit (ERU) fee for storm water management is being proposed for a \$1.00 increase from \$4.00 to \$5.00 in the fiscal year 2014-2015 budget. This increase is needed to keep pace with capital replacement needs in addition to covering regular operating costs. Committee chair Richard Higginson made a motion to accept the tentative budget of the Storm Water fund, as presented, and send the budget to the full council for approval council member John Pitt seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

The next budget presented for approval was the Landfill fund. Gary Blowers outlined the operations of the landfill and selected aspects of the current financial results. It was noted that the Landfill and Sanitation funds are related operations and share a portion of the municipal collections fees charged to residents for trash collection. Currently, the Landfill receives 25% of the municipal collections fees and the Sanitation fund receives 75%. In the fiscal year 2014-2015 budget, the allocation of these fees will change with the Landfill receiving 20% and the Sanitation fund receiving 80% to better address the costs of service in each operation. Paul Rowland and Gary Blowers outlined the benefits received by citizens and others who are using the Bountiful Pond area that is adjacent to the Landfill. The pond area has been improved over the years to allow better utilization and many scout groups and others use the area frequently. Committee member Kendalyn Harris made a motion to accept the tentative budget of the Landfill fund, as presented, and send the budget to the full council for approval council member John Pitt seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

Gary Blowers presented the detailed budget for the Sanitation fund and responded to questions from the committee. The positive impact from a change in allocation of municipal collection fees was again mentioned. The annual Household Hazardous Waste (HHW) collection event was reviewed along with the date set for this event in 2014 which is October 11. In past years, approximately 500 to 700 residents have utilized the HHW event to drop off unused paint, pesticides, fertilizers, batteries, oil anti-freeze and other hazardous waste items. Some of these items such as batteries, oil and anti-freeze are accepted year round. Residents also benefit from a Fall Clean-up event which will be held in 2014 from October 6 to 10. A brief discussion was also held on the maintenance and replacement of trash cans. It was noted that there are still some cans in service from the initial service date in 1984. Committee chair Richard Higginson made a motion to accept the tentative budget of the Sanitation fund, as presented, and send the budget to the full council for approval council member

John Pitt seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

Paul Rowland presented the detailed budget for the Engineering department and responded to questions from the committee. A review of staffing in the department was made which included a reduction in force with elimination of the draftsman position in the department. In fiscal year 2014-2015 two engineering interns will be employed to assist with surveying and other public works projects for the summer season. Committee chair Richard Higginson made a motion to accept the tentative budget of the Engineering department, as presented, and send the budget to the full council for approval council member John Pitt seconded the motion. Voting was unanimous with committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

The meeting adjourned at 5:40 p.m. on a motion made by committee member John Pitt and seconded by Committee chair Richard Higginson. Voting was unanimous with Committee members Higginson, Holbrook, Pitt, and Harris voting “aye”.

Richard Higginson, Committee Chair

Kim J. Coleman, City Recorder

Minutes of the Finance, Administration & RDA Committee Budget Review Meeting

Bountiful City Hall Planning Conference Room
April 30, 2014 (10:00 a.m.)

Present:

Committee Members:	Randy C. Lewis, Kendalyn Harris, Beth Holbrook (arr. 11:15 a.m.)
City Manager:	Gary Hill
Assistant City Manager:	Galen Rasmussen
Department Personnel:	Russell Mahan, Shannon Cottam, Kim Coleman, Alan West, Roger Linnell, Ted Elder, Chad Wilkinson and David Johnson

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

Committee Chair Randy Lewis called the meeting to order at 10:05 a.m., and welcomed those in attendance.

PRESENTATION OF BUDGET

Russell Mahan presented the detailed budget request for the Legal Department including a brief review of the financial status of the department for the current fiscal year and fiscal year 2014-2015. The staffing plan for the department was also outlined along with a summary of their functions. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Legal Department, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting "aye".

Committee chair Lewis invited Russell Mahan to present the budget request for the Liability Insurance Fund, including a brief review of the insurance practices of the City and cash balance of the fund. Mr. Mahan also outlined the claims management policies in use by the department with examples cited. Galen Rasmussen provided input on the various aspects of the City's insurance program and on the funding strategy employed for departmental reimbursement of the Liability Insurance Fund for purchase of insurance citywide. Committee chair Randy Lewis made a motion to forward the tentative budget of the Liability Insurance Fund, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting "aye".

Russell Mahan then presented the detailed budget request for the Workers Compensation Fund, including a brief review of the financial status of the department for the current fiscal year and fiscal

year 2014-2015. The staffing plan for the department was also outlined which includes support from the Human Resources Department. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Workers Compensation Fund, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Russell Mahan and Chad Wilkinson presented the budget request for the Planning Department, including a brief review of the financial status of the department for the current fiscal year and fiscal year 2014-2015. An additional \$30,000 was added to the budget for fiscal year 2014-2015 to address economic development needs and committee members expressed appreciation for this allocation. Committee chair Randy Lewis made a motion to forward the tentative budget of the Planning Department, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, and Harris voting “aye”.

Shannon Cottam presented the budget request for the newly formed Human Resources Department which was created by transferring 1.5 full-time equivalent positions from the Finance Department and a half-time equivalent position from Treasury. The Human Resources Department will be a support department to the entire City organization to provide consistency in managing employment policies and practices. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Human Resources Department, as presented, to the full council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Alan West presented the budget request for the Information Systems Department and Computer Replacement Fund, including a brief review of the projects planned for the department and a financial status for the current fiscal year and fiscal year 2014-2015. Projects for the upcoming fiscal year will include web site development, completion of the Tyler Technologies software implementation and equipment replacements. Committee chair Randy Lewis made a motion to forward the tentative budget of the Information Systems Department and Computer Replacement Fund, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Kim Coleman presented the budget request for the Finance Department, including a brief review of the financial status for the current fiscal year and fiscal year 2014-2015. Projects completed this current year included a major microfilming project to archive records from the mid-1970s to the early 1990s. The Finance Department added one new part-time employee to the department to help reduce overall workload, and assistance was provided during the year with the transition of operations and budgeting for the Human Resources Department. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Finance Department, as presented, to

the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Gary Hill asked Kim Coleman, Alan West, Ted Elder and Galen Rasmussen to outline the contracted services provided by the City to the South Davis Recreation District. City staff in the Finance, Human Resources, Treasury and Information Systems departments provide accounting, payroll, human resources, computer, telephone, budget, and treasury services monthly to the South Davis Recreation District. It was noted that these services are reimbursed to the City by the District in the amount of \$95,000 annually with an additional amount collected by the City for services provided by the Parks Department. An internal time study was completed this fiscal year which identified under billed costs in the amount of nearly \$25,000 for services rendered. Both committee members expressed appreciation for the update, and expressed support for recovering costs of service.

Kim Coleman reviewed the budget submissions for the Debt Service and Municipal Building Authority Funds of the City. The remaining debt issues in each fund were outlined and questions asked by the committee were answered. Committee chair Randy Lewis made a motion to forward the tentative budget of the Debt Service and Municipal Building Authority Funds, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis and Harris voting “aye”.

Galen Rasmussen and Ted Elder presented the budget request for the Treasury Department, including a brief review of the financial status for the current fiscal year and fiscal year 2014-2015. The Treasury Department has a newly appointed Treasurer, Ted Elder, and two new part-time employees have also been hired. One of the new part-time employees was hired to replace an employee that transferred to the newly created Human Resources Department and the other part-time position was hired to replace a seasonal position which was eliminated. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Treasury Department, as presented, to the full Council for approval and committee chair Randy Lewis seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill and Galen Rasmussen reviewed the budget submission for the RAP Tax Fund of the City. RAP Tax is 1/10 cent assessed on sales in Bountiful City. The original tax was authorized following a vote taken in 2007 with the first funds being received in April 2008. The RAP Tax will sunset in fiscal year 2015-2016 unless restored through a vote of the citizens. Committee members asked about the obligation to pass along RAP Tax funds to the Centerville RDA. Galen Rasmussen responded that Bountiful is obligated to pass along 90% of RAP Tax funds until fiscal year 2015-2016 per an inter-local agreement. Gary Hill mentioned that if RAP Tax funds were reauthorized, those funds would all be retained for use within Bountiful City for purposes allowed in State law for ten years. A discussion among committee members ensued as to whether it would be appropriate to reauthorize the tax. Committee member Beth Holbrook made a motion to forward the tentative budget of the RAP Tax

Fund, as presented, to the full Council for approval along with a recommendation that staff study and recommend options relative to RAP Tax and potential reauthorization of that tax. Committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill reviewed the budget submission for the Executive Department of the City including the financial results in the current budget year thus far and recommendations for fiscal year 2014-2015. A discussion of options for pay for performance versus the current system of merit and cost-of-living allowances were reviewed. Committee chair Randy Lewis asked that future budget documents contain line numbers to aid in referencing particular questions during budget review. Committee member Beth Holbrook made a motion to forward the tentative budget of the Executive Department, as presented, to the full Council for approval and committee member Kendalyn Harris seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill reviewed the budget submission for the Legislative Department of the City including the financial results in the current budget year thus far and recommendations for fiscal year 2014-2015. The final budget will contain line items in the General Fund revenue section for the Bountiful City Youth Council and the Bountiful Community Services Council to balance against the existing expenditure line items for these two city entities within the Legislative Department. Gary Hill reviewed various line items within the budget including the purpose for the line items such as miscellaneous expense, publications and training. The current fiscal year budget includes costs within the Land expenditure line item to hire an architect for park design and public involvement work. Within the budget for the current year and fiscal year 2014-2015 there are also funds to cover needs within City Hall for audio visual equipment, roof repair, parking lot improvements, executive office paint, carpet, and furnishings along with a budget to address needs for re-branding of the City and other City development needs expressed by the Council such as parking and feasibility studies for the Stoker School. Future studies will also be made to benchmark salaries for all positions within the City. Committee member Kendalyn Harris made a motion to forward the tentative budget of the Legislative Department, as presented, to the full Council for approval and committee member Beth Holbrook seconded the motion. Voting was unanimous with committee members Lewis, Holbrook and Harris voting “aye”.

Gary Hill discussed plans for the Redevelopment Agency (RDA) of the City including financial results in the current budget year thus far such as purchase of the Redcon building and renovation work that will be needed to facilitate use by the Bountiful Davis Arts Center. There will also be funds available to address other redevelopment needs such as the pending downtown study and continuation of the revolving loan fund. The RDA budget will be prepared for review and adoption by the RDA board at a future meeting.

The meeting adjourned at 12:35 p.m. on a motion made by Committee member Beth Holbrook and seconded by Committee member Kendalyn Harris. Voting was unanimous with Committee members Lewis, Holbrook, and Harris voting “aye”.

Randy C. Lewis, Committee Chair

Kim J. Coleman, City Recorder